

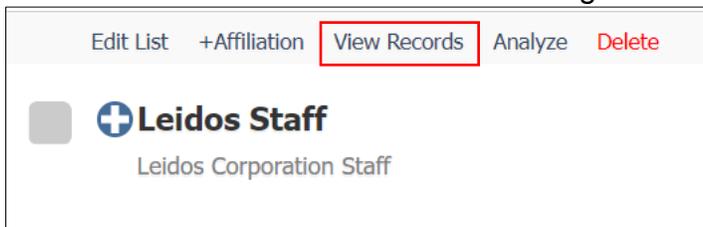
Exporting IQ Contact Records into Facebook

Market: Federal/State/Local, House, Senate

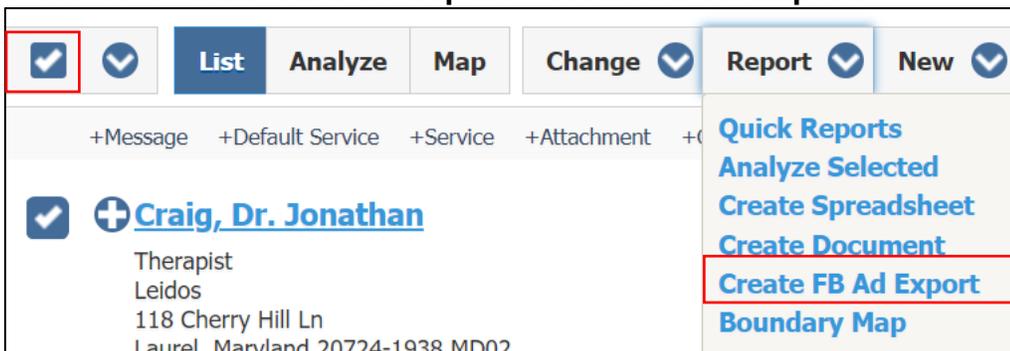
Description: If an office uses *Facebook Ads Custom Audience*, these instructions teach users how export a IQ Contact records (i.e., CSV file) that can be imported into Facebook.

Note: A best practice is to create a Saved List of IQ Contact Records to export to Facebook. Refer to ***Creating and Viewing Saved Searches and Saved Lists***.

1. Navigate to **Contacts > Utilities > My Contact Lists**.
2. Scroll the row of the contact list containing the records to export. Click **View Records**.



3. Select all records. Click the **Report > Create FB Ad Export**.



4. IQ opens the **Export Contact for Facebook Ads** dialog box. Click **Save**.



5. IQ downloads a Microsoft Excel file to your machine. Save this file and import into Facebook using its contact import instruction.