

AddressGrabber

Standard 2010



User Guide

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Preface

This guide explains in detail about the features of AddressGrabber Standard 2010. You can find step-by-step instructions to work with the software.

To start with, you can work with the sample addresses provided with the software.

Refer to the Quick Start Guide to install and register the software.

Follow the conventions used in this guide for better understanding of the features.



What is on the CD?

The AddressGrabber Standard 2010 CD contains the following:

Item	Description
Installation Files	The files required for installing AddressGrabber Standard.
Quick Start Guide	Quick Start Guide provides a short tour about the Software.
Read me (Readme.Txt)	Text file that provides technical information.
Sample Addresses	Sample addresses to test transfer of information.

Conventions

The following conventions are used in this guide:

Convention	Description
	Note: Important or supplemental information.
	Tip: suggestions that are supportive.

1. About AddressGrabber Standard

Using AddressGrabber Standard, you can transfer addresses from one application into various applications. AddressGrabber extracts the information like Name, Phone, Address, E-mail, Zip and so on. This extracted information can be transferred into appropriate fields in your application.

You can extract addresses from email, documents, web pages or from any address book and transfer the information into various applications.

1.1. Features

- Verify addresses with USPS website.
- Format the information before transferring into your application.
- Check for duplicates while transferring into database application like ACT!, GoldMine, Outlook etc.

1.2. Supported Applications

AddressGrabber Standard supports various applications like Contact Managers, PDAs, Email Clients, Label Printers etc.

Refer to http://www.goldmineaddons.com/products/adgrab_std.asp for details about the applications that are supported by AddressGrabber Standard.

Apart from these applications, you can also use the Data Export to transfer addresses. The data is saved in Comma Separated Values (CSV) format. The CSV file can be imported into any application that supports this format.

1.3. AddressGrabber Toolbar

After installation, AddressGrabber is launched as a floating toolbar. AddressGrabber can be minimized to appear as System Tray Icon.

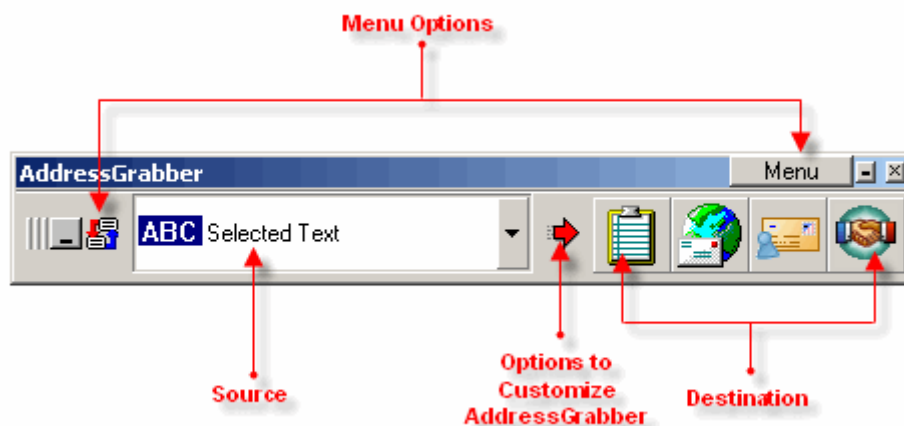


Figure 1: AddressGrabber Toolbar

- From the left pane of the toolbar, you can select the **Source** from which you want to transfer the addresses.
- The **Destination** Applications are displayed in the right pane as Icons.
- You can add or remove the destination icons by using the **Menu** Options. You can also customize the default settings by using the Menu Options.

The following table describes the options available in the Menu:

Menu Option	Function
Options	Customize the default settings. Refer Chapter 2 for more details.
Minimize toolbar	Minimize AddressGrabber toolbar to the System Tray.
Toolbar Always in front	Toolbar always appears in front of other open applications.
Show Smaller / Larger toolbar	Change the size of the toolbar.
Show Transfer Log	View the transferred details saved in a log file.
Sample	Sample list of address to test the transfer.
About AddressGrabber	Displays information about AddressGrabber Standard like version number, copyright and contact information.
Help Topics	Launches the Online Help.
Demo	Launches a demo about AddressGrabber.
Info and Support	Opens the Technical support page from the eGrabber website.
Register / Unregister	Opens eGrabber Product Registration dialog box to register or unregister the product.
Live Update	Live Update service is used to instantly update AddressGrabber with the latest files and the service packs.
Exit AddressGrabber	Quits AddressGrabber Standard.



The same menu options are also available when you right-click the System Tray Icon.

2. Customize AddressGrabber

Using the AddressGrabber Options, you can

- Configure the transfer options for source and destination application.
- Add or hide destination applications in the toolbar.
- Format the Contact Information.
- Setup Miscellaneous options.

2.1. AddressGrabber Options

To launch the AddressGrabber Options,

- Click **Menu / Options** in the AddressGrabber toolbar.

[OR]

- Click  in the AddressGrabber toolbar.

[OR]

- Right click the System Tray Icon and select **Options**.

The AddressGrabber Options window contains the following:

Click	To Do...
Source Links	Customize the Source Application before transferring the information
Destination Links	Customize the Destination Application before transferring the information.
Miscellaneous	Setup Additional Options.
Format	Format the contact information, phone/fax, email etc., before transferring to your database.
Add / Hide Applications	Add or remove applications displays in the AddressGrabber toolbar.
My Address	Enter your personal details and you can transfer these details into the destination application if required.

2.2. Customize Source Application

You can add a Source Application to the AddressGrabber toolbar.

- In the **Source Links** window, select the application and click **OK**.
- The application is listed in the toolbar.

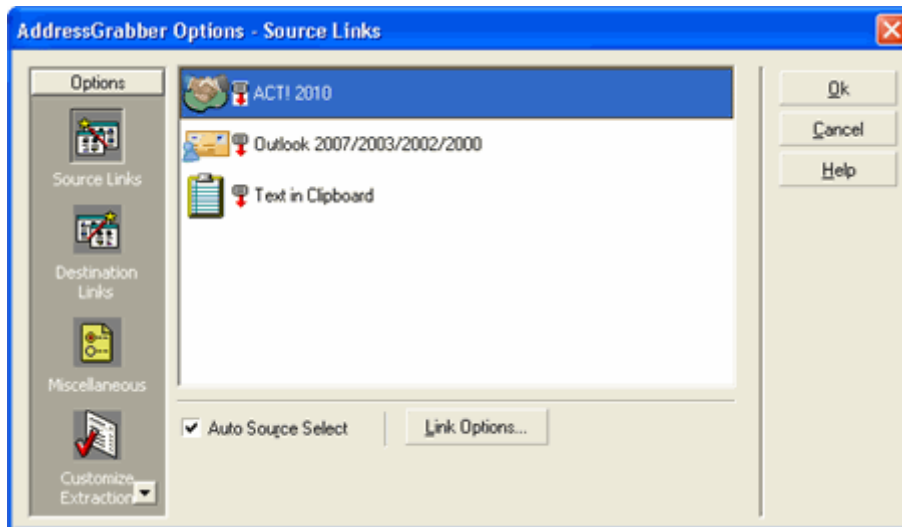


Figure 2: Source Links

Auto Source Select: Select this option so that AddressGrabber automatically detects the source application and displays in the AddressGrabber toolbar.

Example: Open your Outlook and AddressGrabber Toolbar automatically displays Microsoft Outlook as the Source.

Link Options for Source Application

- Select your source application and then click **Link Options**.
- The **Link Options** dialog box opens for the selected source application and the modes of transferring addresses vary for each application.
- **Link Options** customize the settings for your Source application before transferring into your destination application.

The Link Options for various applications are explained in later chapters.

2.3. Customize Destination Application

You can add or remove a destination icon to the AddressGrabber toolbar.

You can also use the **Link Options** to customize the transfer settings of the destination application.

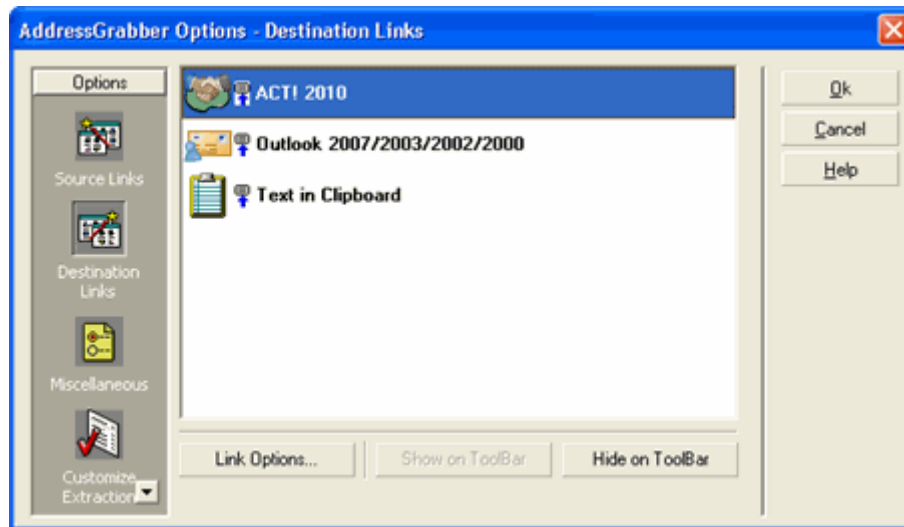


Figure 3: Destination Links

To Add an Icon

- In the **Destination Links** window, select the appropriate destination application and click **Show on ToolBar**.
- Click **OK**.

Now the selected destination appears in the toolbar.

To Remove an Icon

- In the **Destination Links** window, select the appropriate destination application and click **Hide on ToolBar**.
- Click **OK**.

Now the selected destination is removed from the toolbar.

Link Options for Destination Application

- Select your destination application and then click **Link Options**.
- The **Link Options** dialog box opens for the selected destination application and the modes of transferring addresses vary for each application.
- **Link Options** customize the settings for your destination application before transferring the contact details.

The Link Options for various applications are explained in later chapters.

2.4. Miscellaneous Settings

You can customize your System Tray con and other options by using the **Miscellaneous** settings.

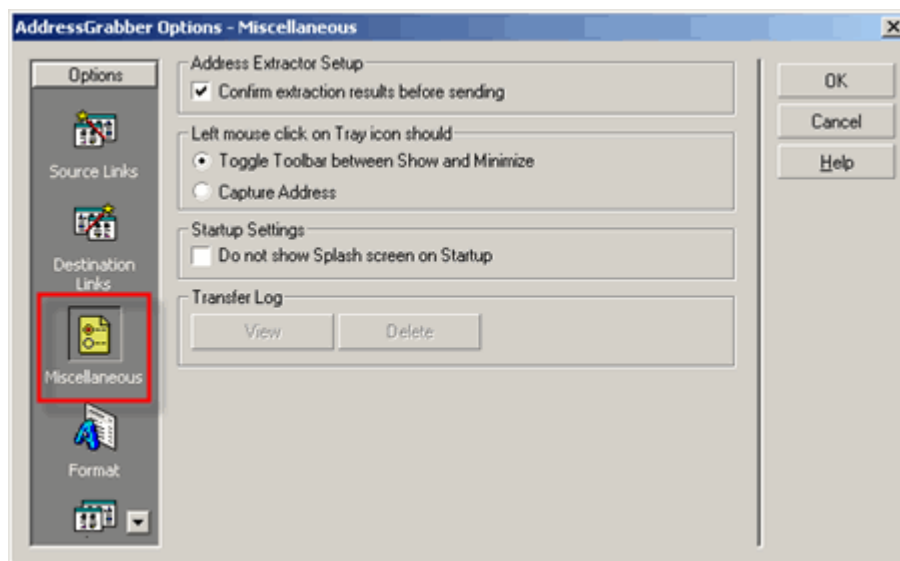


Figure 4: Miscellaneous Settings

You can setup the following options:

Under **Address Extractor Setup**,

- **Confirm extraction results before sending:** This option is selected by default. Select or clear this option to show or hide the Parse Results Window.




While transferring addresses, a Parse Results Window appears with the details of extracted Contact details. You can verify the details, edit them if required, format the details, and then transfer the information into the destination. Refer to Chapter 3 for more details about Parse Results Window.

Under **Left Mouse Click on Tray Icon should**,

You can customize the left mouse click on the system tray icon.

- **Toggle toolbar between show and minimize:** This option is selected by default. Select this option to maximize or minimize the toolbar when you left mouse click on the system tray icon.
- **Capture Address:** Select this option if you want to transfer address from the currently selected source to destination.

 Move the Mouse Pointer over the System Tray Icon to view the currently selected source and destination.


Under **Startup Settings**,


- **Do not show Splash Screen at Startup:** Select this option to hide the splash screen that appears when you launch AddressGrabber.

Under **Transfer Log**,

After transferring the information, the details of transfer status and other information related to the process are saved in a log file. The log file contains transferred details like Date, Time, Source, Destination, Incoming Address etc.

- Click **View** to view the contents of log file.
- Click **Delete** to remove the log file.

 The transfer details are appended to the log file. When the file size becomes 500 KB, a new log file is generated. The old log file is not deleted. You can delete these files by using the miscellaneous settings.

 You can also view the log files from the toolbar. Click **Menu / Show Transfer Log** to view the log files.

Click **OK** to save settings.

2.5. Format Options

You can setup to change the format of the contact information before transferring to your destination.

Click **Format** to setup to format the following options:

2.5.1. Format Contact Fields

In the **Contact** tab, all the contact fields are displayed.

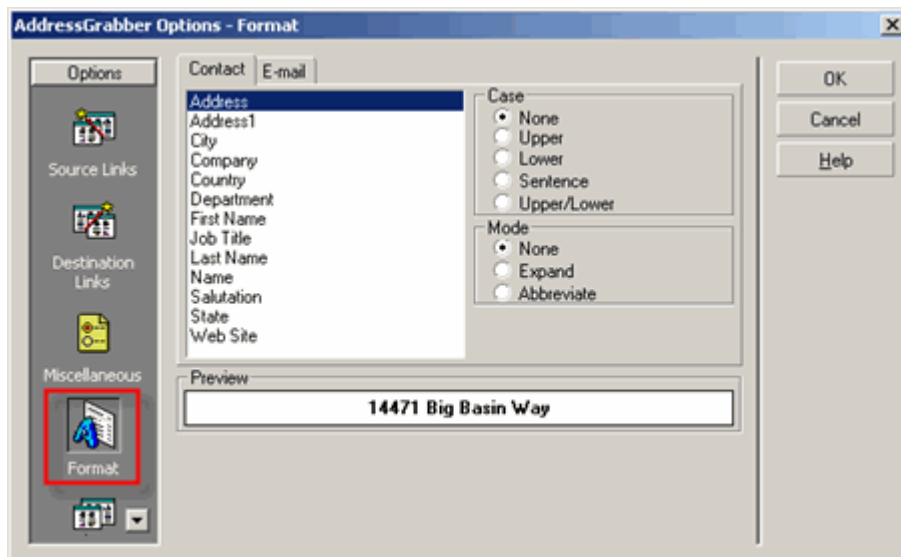



Figure 5: Format Contact Fields

Select any field to format. Example: Company.

Under **Case**, select a format to change the case of the text. Assume that the value for Company is eGrabber Inc. The text is formatted as shown in the table.

Case	Output
None	eGrabber Inc. (Value is not formatted)
Upper	EGRABBER INC.
Lower	egrabber inc.
Sentence	Egrabber inc.
Upper/Lower	Egrabber Inc. (Title case)

 Note: You can select multiple fields by pressing **Shift + Down arrow** and select a format. The selected format is applied for all the selected fields. The option **None** is selected by default

Under **Mode**, select a format to display the text in expanded or abbreviated mode. Assume that the value for Company is eGrabber Inc.

The text is formatted as shown in the table:

Mode	Output
None	eGrabber Inc. (Value is not changed)
Expand	EGRABBER INCORPORATE (value is expanded)
Abbreviate	EGRABBER INC. (Value is abbreviated)

Click **OK** to save settings.

2.5.2. Format E-mail field

Click the **E-mail** tab

You can setup format option for two e-mail fields. Select a field under the E-mail Tab. Example: **E-mail**.

Select a format for the e-mail field under the E-mail Format

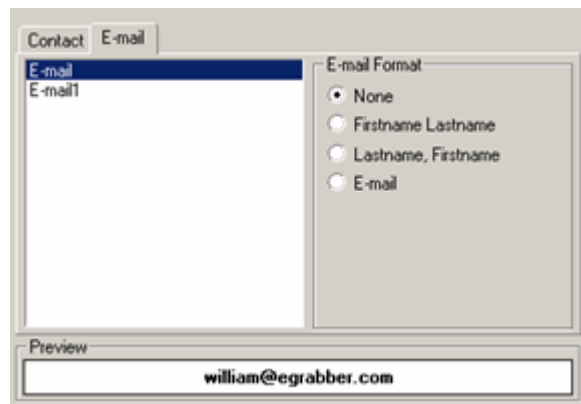


Figure 6: Format Email field

None: This option is selected by default. Select this option to transfer the value as it appears in the selected contact information.

First Name Last Name: Assign the Contact's First Name and Last Name along with e-mail address. Example: If the first name is "William" and last name is "Stevenson" then the e-mail address is assigned as "William Stevenson <william@egrabber.com>".

Last Name, First Name: Assign the Contact's Last Name and First Name along with e-mail address. Example: If the transferred name is "William Stevenson" then the e-mail address is assigned as "Stevenson William <william@egrabber.com>".

E-mail: Transfers only the e-mail ID to your destination. Example: <<william@egrabber.com>>.

Click **OK**. The contact information is transferred to your destination in the formatted mode.

2.6. Add / Hide Applications

At the time of installation, AddressGrabber automatically detects the applications available in your System and displays them in the AddressGrabber Toolbar.

You can use the **Add / Hide Applications** window to detect the applications after the installation of AddressGrabber. You can also add or hide the application icons displayed in the toolbar.

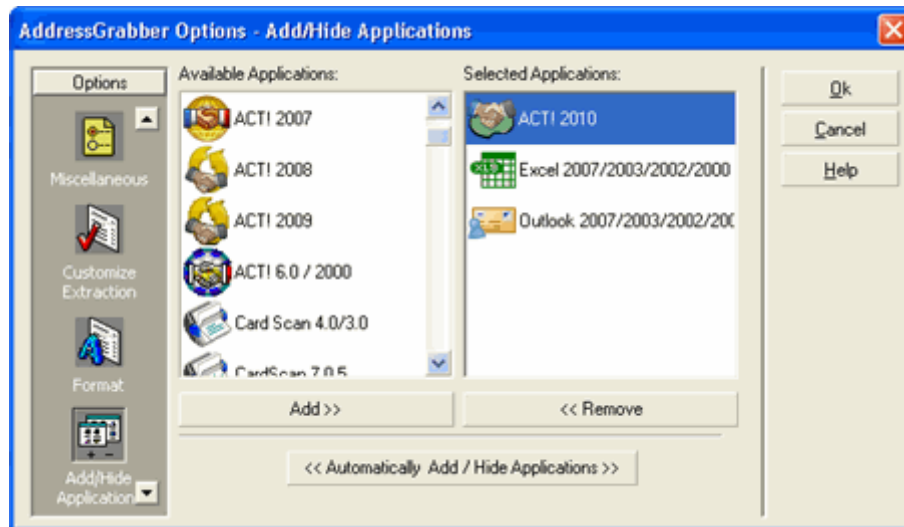


Figure 7: Add/ Hide Applications

Click **<<Automatically Add/Hide Applications>>** to automatically detect the applications installed in your system.

To add an application icon to the toolbar, select the application under **Available Applications** and click **Add>>**.

To remove an application icon from the toolbar, select the application under **Selected Applications** and click **<<Remove**.

Click **OK** to save the settings.

2.7. My Address – Save your personal details

Click **My Address** to save your personal details. This option already contains the information you have entered during installation. You can use this information as return address for correspondence.

You can edit the details and add more addresses in the **My Address** window.

You can select **My Address** as Source in the AddressGrabber toolbar and transfer the addresses to any destination.

- Click **New** to create a new address.
- Enter the details.
- Click **Save** to save the details.
- Click **Delete** to remove an address.

Figure 8: My Address

You can select a contact from the **Select Contact** list to view the corresponding details.

Select **Set this address as default** to make the currently selected address as default while transferring to destination applications.

3. AddressGrabber Parse Result Window

When you transfer contact information, the AddressGrabber Parse Result Window appears displaying the extracted contact details from the source text. You can verify and edit the extracted information and then transfer the data to your destination.

The AddressGrabber Parse Result Window contains the following tabs:

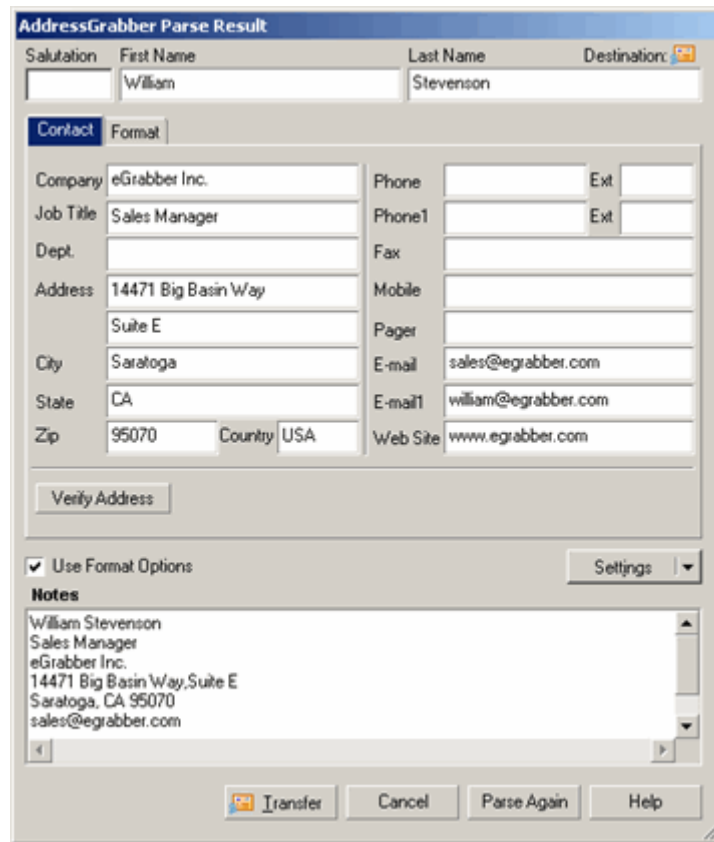


Figure 9: AddressGrabber Parse Results window

Contact tab

This tab appears by default and displays the extracted contact information. You can edit this information. In the bottom of the window, the captured text is displayed.

- ◆ **Verify Address:** Click here to verify the address details with the USPS website. When a matching record is found, the official Postal address format is displayed.



Figure 10: Address Verification - Result

Click **Yes** to replace the captured address with official postal address. Select **Apply USPS Format (UPPER CASE)** to replace the address in Upper Case.



The USPS address format is normally displayed in Upper Case. If you want to transfer addresses in the original format or in the format you have setup in the **Format Options**, then clear this option.

- ◆ **Use Format Options:** Select/clear this option to apply/not apply the format you have setup.
- ◆ **Settings:** Click here to modify the default settings. When you click here, a menu appears with the following options:
 - **Options:** Opens AddressGrabber Options window. Refer [here](#) for more details on Options.
 - **Link Options:** Opens the Link Options window for the selected destination application. You can customize the transfer options according to the selected application.
 - **Hide / Show Format Page:** To remove or display the Format tab.
 - **Display parse result window:** To show / hide the Address Parse Result window.
- ◆ **Transfer:** Click this option to transfer the contact information to your destination.
- ◆ **Cancel:** Click this option to close the window without transferring the information.
- ◆ **Parse Again:** Click here to capture the information again. You can use this option when you have any changes in the Address Confirmation Window, and you want to revert to the original information.

Format tab

Click this tab to format the values of the Contact and Email fields in the address. The same options are also available in the [Format Options](#) window. You can setup to format all the addresses being transferred by using the **Format Options**. If you want to change the format for a specific address, use the **Format** tab in the **Confirmation** Window.

4. Check for Duplicates

You can check for duplicate information while transferring to database applications like ACT!, GoldMine and Outlook.

Right click the destination icon in the toolbar and select **Link Options**.

In the **Link Options** window, click the **Transfer Setup** or the **Duplicate Check** tab.

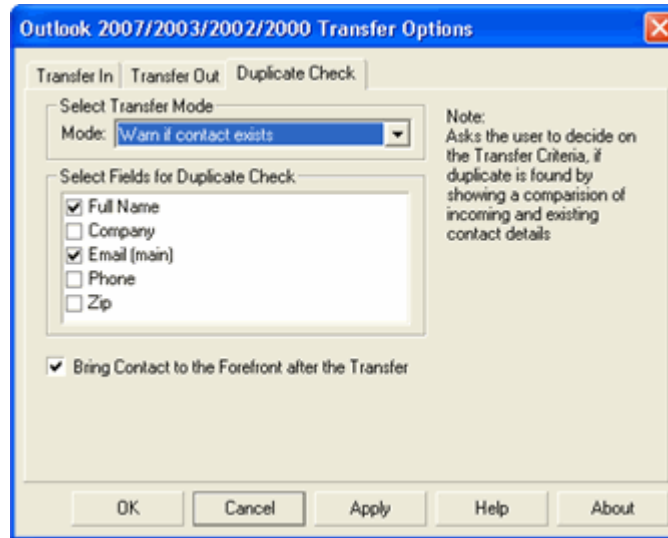


Figure 11: Check for duplicates – Outlook

Under **Select Transfer Mode**,

- (a) Select **Always add as new Contact** to add the duplicate as a new contact to your database.

Example:

Incoming Candidate Address	Existing Address	Transfer Mechanism
William Stevenson 14471, Big Basin Way, Saratoga, CA 95070, USA	William Stevenson 14471, Big Basin Way, Saratoga, CA 95070, USA	A new contact "William Stevenson" is created.

- (b) Select **Update if contact exists** to update an existing contact in your database.

Example:

Incoming Candidate Address	Existing Candidate Address	Transfer Mechanism
William Stevenson 14470, Big Basin Way, Saratoga, CA 95070, USA	William Stevenson 14471, Big Basin Way, Saratoga, CA 95071, USA	The existing contact is updated with the incoming contact.

- (c) Select **Warn if contact exists** to get a warning message when you transfer a duplicate contact to your database. During the transfer of a duplicate contact, a **Contact Linker** dialog box appears with the following options:

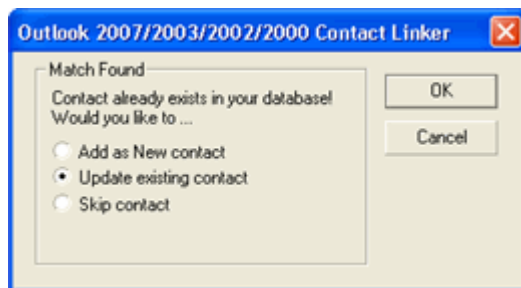



Figure 12: Contact Linker - Outlook

Select	To do...
Add as New contact	Adds the duplicate record as a new record in your database.
Update existing contact	Updates an existing record with the new incoming details in your database.
Skip contact	Cancel transferring the duplicate record to your database.

 If more than one contact exists in the database that matches the incoming record, then the Update option is disabled in the above dialog box. In this case, you can select to add the duplicate record as a new record or cancel transferring the record to your database.

(d) Select **Cancel if contact exists** to cancel transferring the duplicate contact to your database.


When you select any of the above options except **Always add as new contact**, the fields under **Select Fields for Duplicate Check** are made available. Select a single field or multiple fields to check for duplicate values.

The values of the selected fields are checked while transfer and if the data is already found in the destination application, then the duplicate record is handled according to the selected transfer mode.

Example for Duplicate Check: Set the Option “Warn if Contact Exists “ and select the fields “Name” & “E-mail”.		
Incoming Address	Existing Address	Transfer Mechanism
William Stevenson 14471, Big Basin Way, Saratoga, CA USA 95070 Sales@egrabber.com	William Stevenson 14471, Big Basin Way, Saratoga, CA USA 95070 Support@egrabber.com	Although name of the incoming contact matches the existing contact, the email is different. Therefore, a new contact is created in your database.
Robin Williams 14471, Big Basin Way, Saratoga, CA USA 95070 Sales@egrabber.com	Robin Williams 14871, Big Basin Way, Saratoga, CA USA 95070 Sales@egrabber.com	In this case, the name and e-mail of the existing contact match the incoming contact. A Contact Linker dialog box appears displaying different options. You can select to update the existing contact or add it as a new contact or cancel transferring the duplicate contact to your database.

- **Bring Contact to the forefront after the transfer:** Select this option to view the transferred Contact.

Click **OK**.

 The tab to check for duplicates appears as either **Transfer Setup** or **Duplicate Check**, according to the selected destination application.

5. Transfer using Contact Managers

You can transfer addresses using the Contact Managers like ACT!, GoldMine, and Outlook. You can also setup the transfer options according to your requirements.

5.1. ACT!

You can transfer contact information using the following versions of ACT!.

- ACT! 2010 / 2009 / 2008 / 2007 / 2006 / 2005 / 2000 (6.0)


You can use ACT! as both source and destination.

5.1.1. Setup Transfer Options for ACT!

You can setup the following transfer options for ACT! using the **Link Options**.

- Setup to transfer from or to different address sections, i.e., Home /Business / Both.
- Check for Duplicates.

Right click the ACT! Icon in the toolbar and select **Link Options** to setup ACT!

 If the ACT! Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

Setup to Login

When you select ACT! 2010 / 2009 / 2008 / 2007 / 2006 / 2005 / 2000 (6.0) as destination, you need to login to the database to ensure accurate transfer of data.

- In the **Link Options** window, click the **Login** tab.

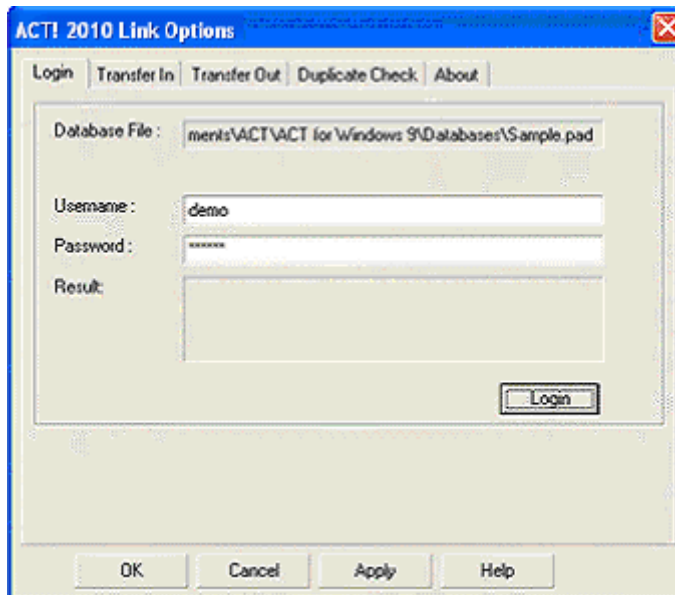



Figure 13: ACT! - Database Login

- Enter ACT! database login details.
 - **Database Path:** Name and path of the currently opened database is displayed.
 - **User Name:** Enter the login name of your ACT! database.
 - **Password:** Enter the ACT! database password.
- Click **Login**.
- The message **Login Successful** is displayed.
- Click **Apply**.

 In ACT! 2010 / 2009 / 2008 / 2007, Transfer of addresses is not possible in the following cases:

- ◆ If the security level for the user in ACT! 2010 / 2009 / 2008 / 2007 has been set as Browse.
- ◆ If the login access for the user has been set as Inactive.
- ◆ If the user has upgraded from previous version of ACT! and not converted the database from previous version to latest version of ACT!.

Setup to Transfer In

In the **Link Options** window, click the **Transfer In** tab.

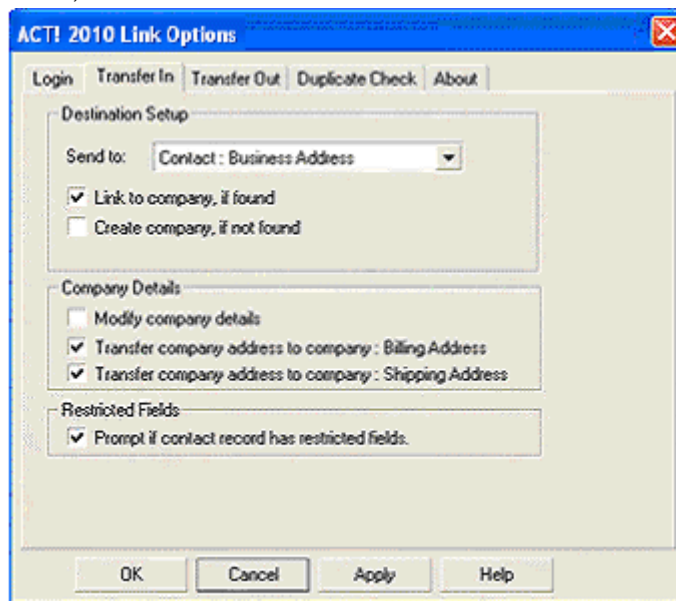


Figure 14: Setup Transfer In - ACT! 2010

Under Destination Setup:

- From the **Send To:** list select,
 - ◆ **Contact: Business Address** to add the contact information as the contact's primary address. This option is selected by default.
 - ◆ **Contact: Home Address** to transfer the contact information in the 'Home Address' tab of ACT contact record.
 - ◆ **Contact: Business and Home Address** to transfer the contact information to both the primary address and the 'Home Address' section of ACT!.

The following options are available in addition for ACT! 2010/2009/2008/2007/2006/2005.

- Select **Link to Company, if found** option if you want the contact record to be linked to existing company in ACT!
- Select **Create Company, if not found** to create a new company record in ACT! and link the contact information that is being transferred to that company.
- Select **Transfer to Notes section** to add the contact record in the 'Notes' of ACT!.

Under Company Details:

- Select **Modify Company Details** to update the existing company record in ACT! with the new record being transferred.
- Select **Transfer Company Address to Company: Billing Address** and / or **Transfer Company Address to Company: Shipping Address** if you want the address to be transferred to the appropriate sections in the 'Address' tab of ACT! company record.

The following option is available in addition for ACT! 2010/2009/2008/2007.

- Select **Prompt if contact record has restricted fields** to get a warning message if ACT! 2007 database contains any user-restricted fields.
 - ◆ In the warning message that appears, click **Yes** to transfer the record. The information is transferred to all the fields except the restricted fields. The restricted fields are left blank for the transferred record.
 - ◆ Click **No** to cancel the transfer of record.

Click **OK** to save the settings.

Setup to Transfer Out

In the **Link Options** window, click the **Transfer Out** tab.

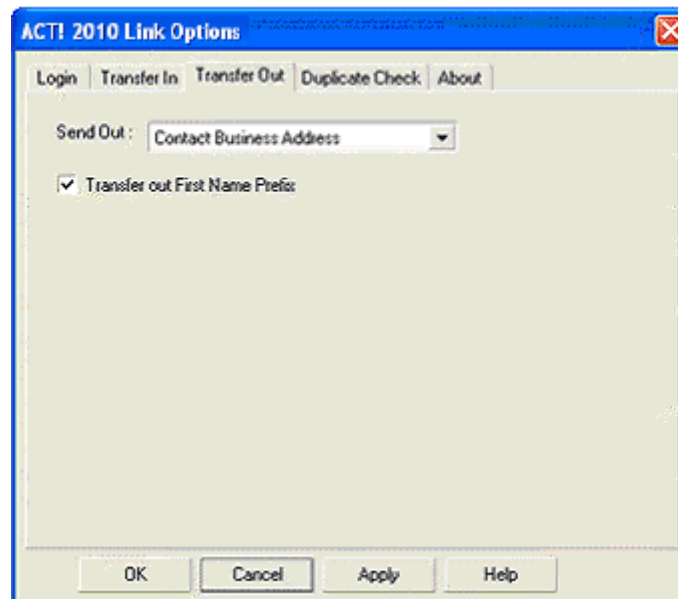



Figure 15: Setup Transfer Out - ACT! 2010

- From the **Send To:** list select,
 - ◆ **Contact: Business Address** to transfer contact information from the Business Section. This option is selected by default.

- ◆ **Contact: Home Address** to transfer the contact information from the Home Section.
- **Transfer out First Name Prefix:** Select this option to transfer the details in the salutation field. Use this option to create form letters, mailing labels, envelopes, or catalogs using mail merge.

 In ACT! 6.0 / 2000, the above option is displayed as **Transfer out Salutation Field**.

Setup to check for duplicates

In the **Link Options** window, click the **Duplicate Check** tab.

Select the Transfer Mode and the fields to be checked for duplicates.

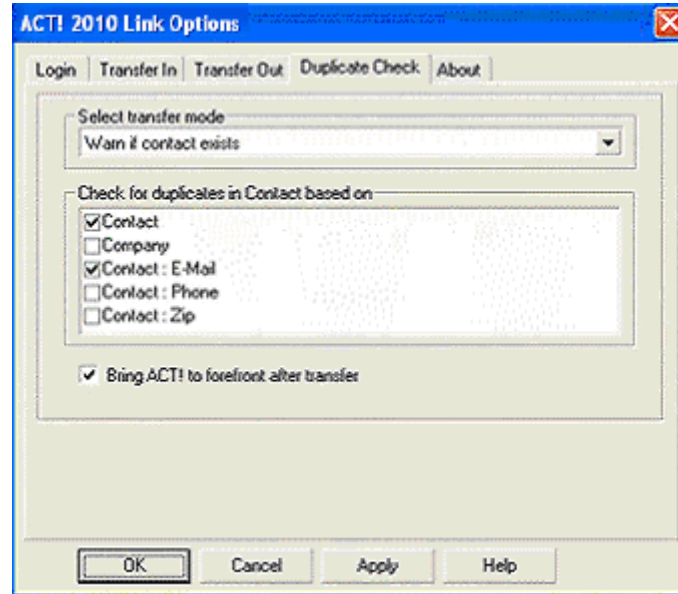



Figure 16: Setup Duplicate Check - ACT! 2010


Refer to [Check for Duplicates](#) for more details about the Duplicate Check.

 In ACT! 6.0/2000, the duplicate check options are available under the **Transfer Setup** tab.

5.1.2. Transfer from ACT!

You can transfer contacts from ACT! and the e-mail client to any destination application.

- Open ACT! and select the contact record to be transferred.
- Ensure that ACT! icon is selected as Source in the AddressGrabber toolbar
- Click the destination icon in the toolbar to which the address should be transferred.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The contact is transferred to the selected destination application.

 If your destination application supports double address section, then you can transfer addresses to both the sections (Business and Home). Select the option "Both addresses" in the **Transfer In** tab of the destination **Link Options**.

5.1.3. Transfer into ACT!

You can transfer the contact as:

- New individual contact
- New company contact

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the ACT! Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred into ACT! into the Business / Home / Both the sections according to the option you have setup in the **Transfer In** tab.



Ensure that ACT! is open.

5.2. GoldMine

You can transfer addresses using the following versions of GoldMine.

- GoldMine 8.x / 7.5 / 7.x / 6.x

You can use GoldMine as both source and destination.

5.2.1. Setup Transfer Options for GoldMine

You can setup the following transfer options for GoldMine using the **Link Options**.

- Login to GoldMine database.
- Check for Duplicates.

Right click the GoldMine Icon in the toolbar and select **Link Options** to setup GoldMine. A setup wizard opens and guides you through the setup process.



If the GoldMine Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

Setup to Login

As you click **Link Options**, the **login** window appears.

Figure 17: Login to GoldMine

Click **Get GoldMine Details** and the following details are retrieved automatically:

- **System Directory:** Displays the location and path of your GoldMine application.
- **GoldMine Directory:** Displays the location and path of your calendar database.
- **Common Directory:** The common Directory option automatically locates your database of GoldMine you are currently accessing.
- **Username:** The username of GoldMine database is displayed here.

Password: Enter your GoldMine database password and click **Login**.

The message **Logged in successfully** appears in the Status area.

Click **Next**.

Setup to check for Duplicates

In **Transfer Setup** window select the transfer mode and fields to be checked for duplicates.

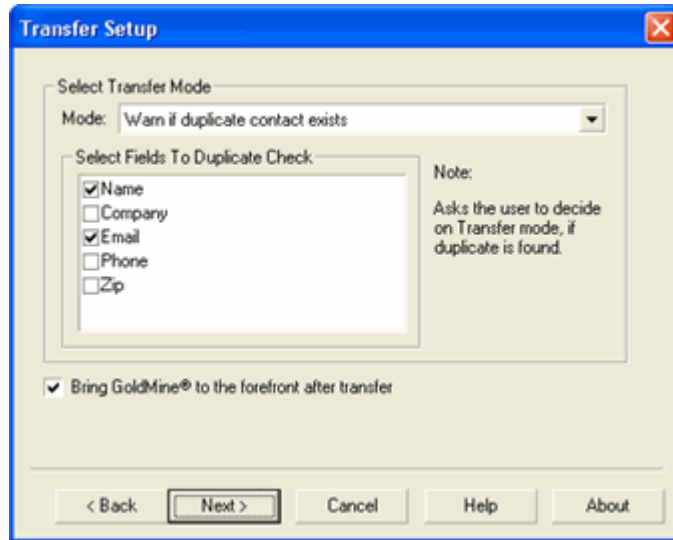


Figure 18: Duplicate Check – GoldMine

Refer to [Check for Duplicates](#) for more details about the Duplicate Check.

Setup to Transfer In

Here you can customize settings to automatically attach Phone/Fax area codes.

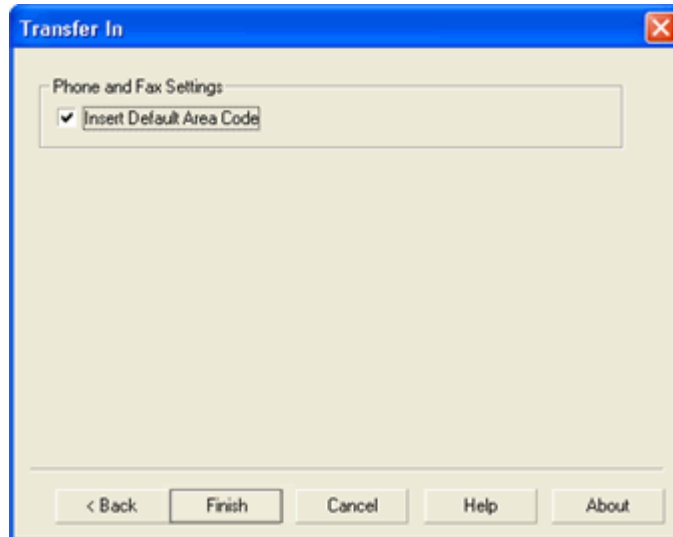


Figure 19: Setup to Transfer In – GoldMine

Insert Default Area Code: Select to automatically pick up the missing area code of Phone and Fax if available in the source application.

Click **Finish**.

Now you can transfer addresses from or into GoldMine.

5.2.2. Transfer from GoldMine

You can transfer contacts from GoldMine into any destination application.

- Open GoldMine and select the contact record to be transferred.
- Ensure that GoldMine is selected as Source in the AddressGrabber toolbar
- Click the destination icon in the toolbar to which the address should be transferred.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The contact is transferred to the selected destination application.



If your destination application supports double address section, then you can transfer addresses to both the sections (Business and Home). Select the option "Both addresses" in the **Transfer In** tab of the destination **Link Options**.

5.2.3. Transfer into GoldMine

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the GoldMine Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred into GoldMine database.



Ensure that GoldMine is open.

5.3. Outlook

You can transfer addresses using the following versions of Outlook.

- Outlook 2007/2003/2002/2000

You can use Outlook as both source and destination.

5.3.1. Setup Transfer Options for Outlook

You can setup the following transfer options for Outlook using the **Link Options**.

- Setup to transfer from or to different address sections, i.e., Home /Business / Both.
- Check for Duplicates.

Right click the Outlook Icon in the toolbar and select **Link Options** to setup Outlook.



If the Outlook Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

Setup to Transfer In

In the **Link Options** window, click the **Transfer In** tab.

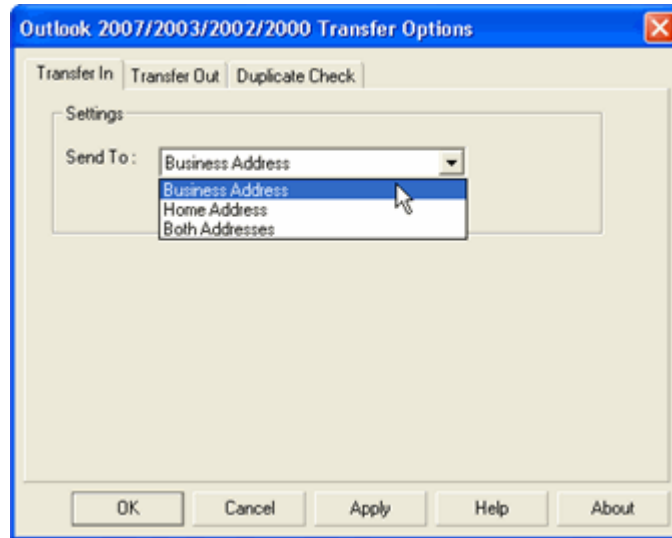


Figure 20: Outlook - Transfer In Setup

Under Settings:

- From the **Send To:** list select,
 - ♦ **Business Address** to transfer the contact information as the primary address. This option is selected by default.
 - ♦ **Home Address** to transfer the contact information in the 'Home Address' tab
 - ♦ **Both Addresses** to transfer the contact information to both the primary address and the 'Home Address' section.

Click **OK** to save the settings.

Setup to Transfer Out

In the **Link Options** window, click the **Transfer Out** tab.

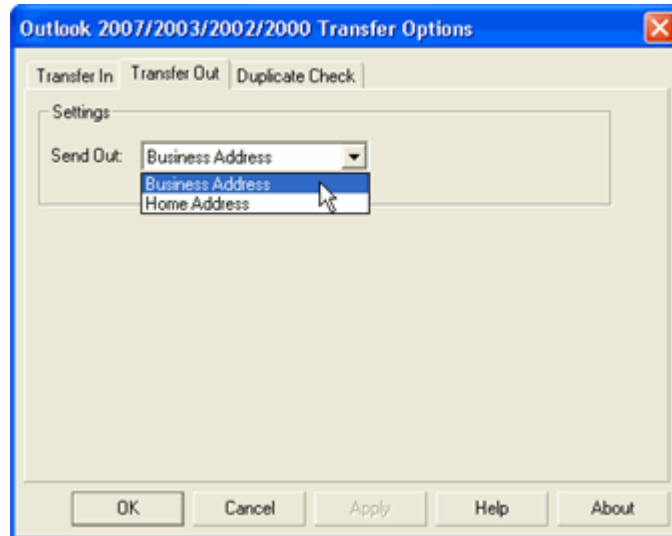


Figure 21: Outlook – Transfer Out Setup

- From the **Send Out:** list select,

- ◆ **Business Address** to transfer contact information from the Business Section. This option is selected by default.
- ◆ **Home Address** to transfer the contact information from the Home Section.
- Click **OK**.

Setup to check for duplicates

In the **Link Options** window, click the **Duplicate Check** tab.

Select the Transfer Mode and the fields to be checked for duplicates.

Refer to [Check for Duplicates](#) for more details about the Duplicate Check.

5.3.2. Transfer from Outlook

You can transfer contacts from Outlook Address Book or from Outlook email into any destination application.

- Open Outlook Address Book or email and select the contact record to be transferred.
- Ensure that Outlook is selected as Source in the AddressGrabber toolbar
- Click the destination icon in the toolbar to which the address should be transferred.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The contact is transferred to the selected destination application.



If your destination application supports double address section, then you can transfer addresses to both the sections (Business and Home). Select the option "Both addresses" in the **Transfer In** tab of the destination **Link Options**.

5.3.3. Transfer into Outlook

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the Outlook Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred into Outlook Address Book.



Ensure that Outlook is open.

6. Transfer using E-mail Clients

You can transfer addresses using E-mail Clients such as Eudora, Outlook and Outlook Express.

6.1. Outlook Express

You can transfer addresses using the following versions of Outlook Express.


- Outlook Express 5.0/ 4.72/ 4.71

You can use Outlook Express. as both source and destination.

6.1.1. Setup Transfer Options for Outlook Express

You can setup to transfer addresses to different sections in Outlook Express.

Right click the **Outlook Express** Icon in the toolbar and select **Link Options**.

 If the Outlook Express Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

Setup to Transfer In

In the **Link Options** window, click the **Transfer In** tab.

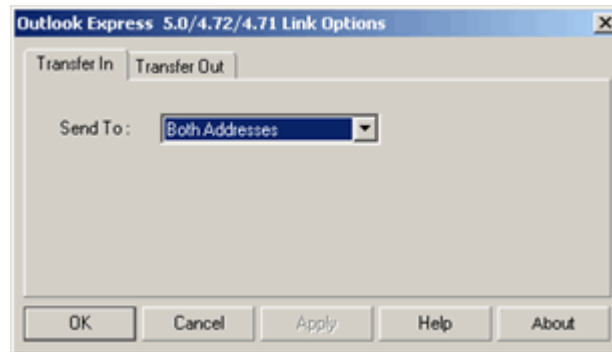


Figure 22: Outlook Express – Transfer In tab

- From the **Send To:** list select,
 - ◆ **Business Address** to transfer the contact information as the primary address.
 - ◆ **Home Address** to transfer the contact information in the 'Home Address' tab.
 - ◆ **Both Addresses** to transfer the contact information to both the primary address and the 'Home Address' section.
- Click **OK**.

Setup to Transfer Out

In the **Link Options** window, click the **Transfer Out** tab.

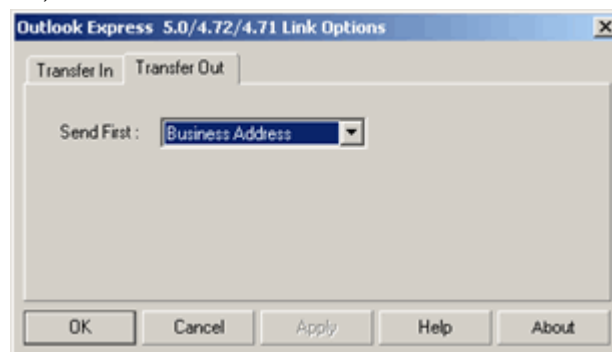


Figure 23: Outlook Express – Transfer Out tab

- From the **Send First:** list select,
 - ◆ **Business Address** to transfer contact information from the Business Section. This option is selected by default.

- ◆ **Home Address** to transfer the contact information from the Home Section.

Click **OK**.

6.1.2. Transfer from Outlook Express

You can transfer contacts from Outlook Express Address Book or from Outlook Express email into any destination application.

- Open Outlook Express Address Book or email and select the contact record to be transferred.
- Ensure that Outlook Express is selected as Source in the AddressGrabber toolbar
- Click the destination icon in the toolbar to which the address should be transferred.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The contact is transferred to the selected destination application.



If your destination application supports double address section, then you can transfer addresses to both the sections (Business and Home). Select the option "Both addresses" in the **Transfer In** tab of the destination **Link Options**.

6.1.3. Transfer into Outlook Express

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the Outlook Express Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred into Outlook Express Address Book.



Ensure that Outlook Express is open.

7. Templates

You can create templates to transfer addresses using Clipboard, DYMO Label Software and Microsoft Word.

7.1. Working with Templates

Templates are used to add, modify, or edit settings for the fields you transfer to Clipboard, DYMO Label Software, and Microsoft Word.

Right click the **Destination** Icon in the toolbar and select **Link Options**.

In the **Link Options** window of the selected application, Click **Edit**.

You can create, edit, and delete templates here.

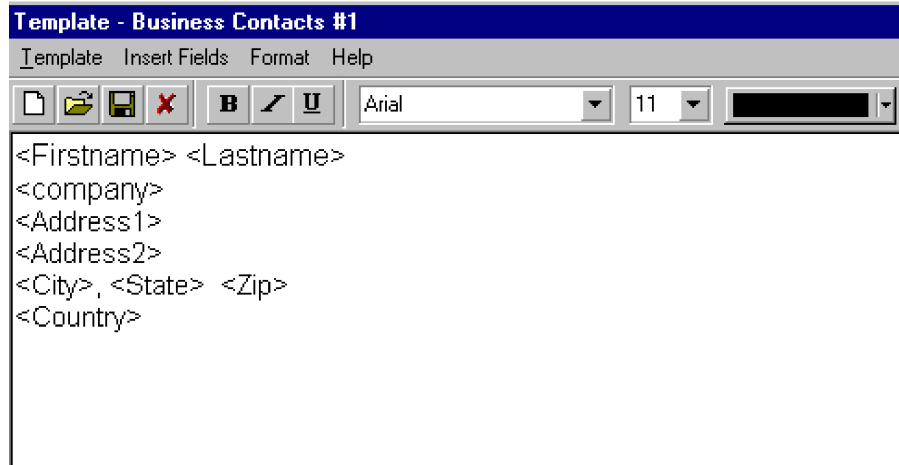


Figure 24: Template

Menu Options in Template

Template Menu

- **New:** Create a new template.
- **Open:** Open an existing template.
- **Delete:** Delete the template.
- **Save:** Save the template.
- **Save As:** Save the template in other name.
- **Exit:** Close the template window

Insert Fields menu

- <Firstname> <Lastname> <Jobtitle> <Department> <Company> <Address1> <Address2> <City> <State> <Zip> <Country> <E-mail> <E-mail2> <Phone1> <Ext1> <Phone2> <Ext2> <Fax> <Mobile> <Pager> <Web>

Select a field to be included in a new or existing template.

The selected field is automatically inserted in the template.

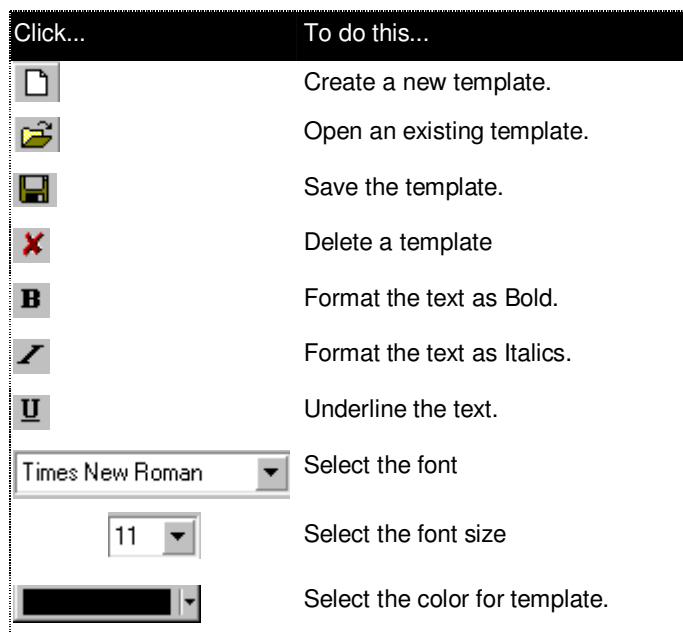
Format menu

- **Word Wrap:** Automatically wraps the fields in the next line instead of a continuous lining of fields.
- **Font:** You can change the font, size of the fields.

Help menu

- **Help:** Displays Help Topics
- **About:** Displays Information about Version of Template.

Toolbar Options in Template



Creating a New Template

- Click **Add** in the Template window.
- Enter a name in the **Enter Template Name:** box for the new template
- Enter the format and order of the fields in the **Enter Template Format:** window.
- Click **Save**.
- Click **OK** to close the Template window.

You can use only the following Fields in a Template.

Firstname
 Lastname
 Salutation
 Job-Title
 Department
 Company
 Address
 Address1
 City
 State
 Zip
 Country
 E-mail
 E-mail1
 Phone
 Ext
 Phone1
 Ext1
 Fax
 Mobile
 Pager
 Web-Site

Figure 25: Template Fields supported

You can rearrange the order of fields.

You can create more number of templates by repeating the above steps.

8. Transfer using Microsoft Applications

You can transfer addresses using Microsoft Word.

8.1. Microsoft Word


You can transfer addresses using Word 2007/2003/2002/2000.

You can use Word as destination only.

8.1.1. Setup Transfer Options for Word

You can set to transfer addresses to a mail merge document or to insert in the cursor position of a word document.

Right click the Word Icon in the toolbar and select **Link Options**.

 If the Word Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

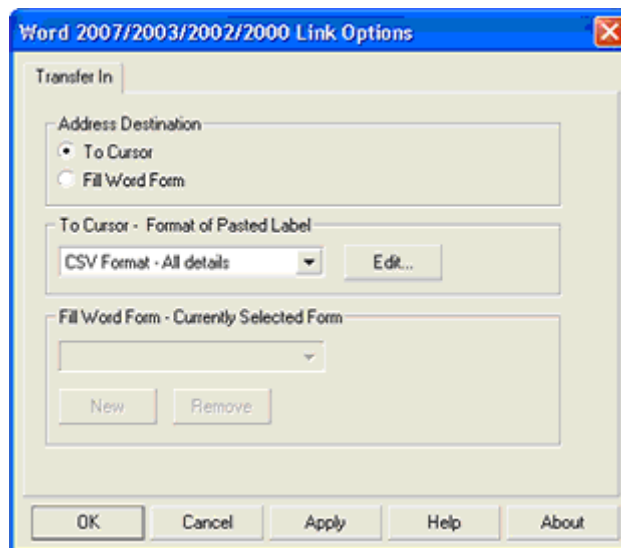



Figure 26: Link Options - Word

Under **Address Destination**, select

- **To Cursor:** To transfer to the cursor position in Word Document.
 - ◆ Select the Template format from To Cursor - Format of pasted label.

 Click **Edit** to add or edit the templates.

- **Fill Word Form:** To transfer to a mail merge document.
 - ◆ Select the mail merge document from Fill Word Form – Currently Selected Form.
 - ◆ Click **Remove** to delete the currently displayed form.
 - ◆ Click **New** to add a new Mail Merge document.
 - The **Add Forms** dialog box appears. Select the mail merge document and click **Open**.

- In the **Form Alias** dialog box enter the form name and click **OK**.
- Click **OK** to save the settings.

8.1.2. Transferring Addresses to Cursor Position in Word Document

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the Word Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred to Word Document.

8.1.3. Transferring Addresses to Mail Merge Document

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the Word Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred to Word Document.

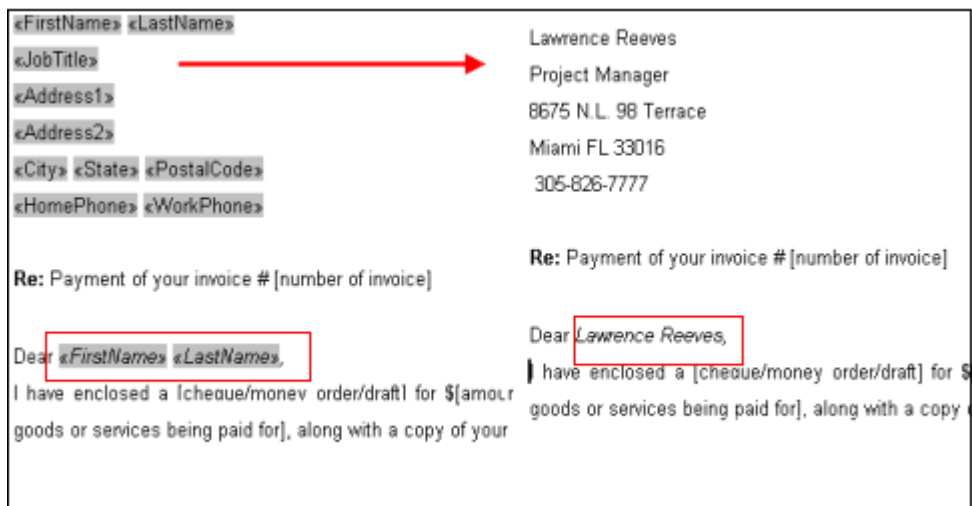


Figure 27: Address Transferred to Mail Merge Document

8.1.4. Create a Form Letter

Setup the main document in Word.



Refer to the Help Topics in Microsoft Word for details to setup a main document for mail merge.

The following field names can be added to form letter. The fields in the **For Return address** column must be manually created and added to the Word Data Source.

For To address	For Return address
First Name	MyFirstName
Last Name	MyLastName
JobTitle	MyJobTitle
Company	MyCompany
Address1	MyAddress1
Address2	MyAddress2
City	MyCity
State	MyState
PostalCode	MyPostalCode
Country	MyCountry
WorkPhone	MyWorkPhone
Web	MyWebsite

If you want to add Return address in your form letter, insert the fields (from the Return address column) in the appropriate places.

On transferring an address to this document, relevant fields from **My Address** application are filled up in the Return address fields.

To fill a different address as your return address, change the default address setup [My Address](#) application.

9. Print addresses using AddressGrabber

You can print addresses using DYMO Label printer.

We will see first to store default address for transferring using My Address Book that comes along with the product.

9.1. DYMO LabelWriter

You can transfer contact information using DYMO LabelWriter 6.0

You can use DYMO LabelWriter as destination only.

9.1.1. Setup Transfer Options for DYMO LabelWriter

You can setup a template to transfer addresses and select a printer to print the addresses.

Right-click the **DYMO LabelWriter** icon in the toolbar and select **Link Options**.



If the **DYMO LabelWriter** Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

Setup to Transfer In

In the **Link Options** window, click the **Transfer In** tab.

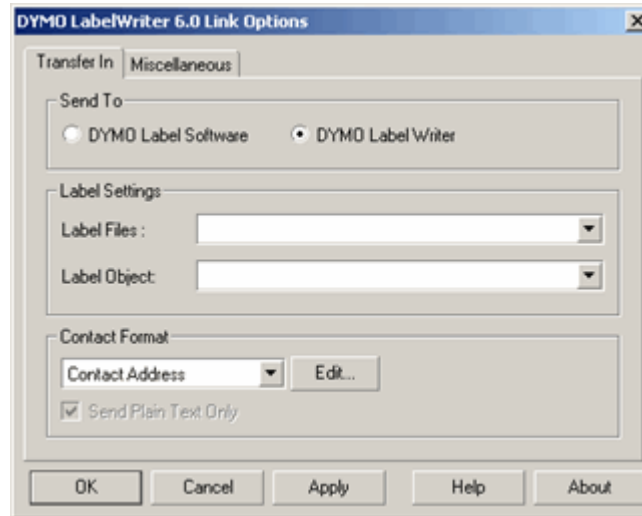


Figure 28: DYMO LabelWriter - Transfer In

Under **Send To:**

- **DYMO Label Software:** Select to capture and save the addresses that can be printed later.
- **DYMO Label Writer:** Select to print the labels directly.

Under **Label Settings,**

- **Label Files:** Select the template to be used to transfer into DYMO Label Software main window.
- **Label Object:** The objects are displayed in this list based on the selected template. Select the Object to which the address is to be transferred.

Under **Contact Format,**

- Select the format in which the addresses to be transferred from the list.
- Click **Edit** to create your own template format.

Click **OK**.

Miscellaneous Setup

In the **Link Options** window, click the **Miscellaneous** tab.

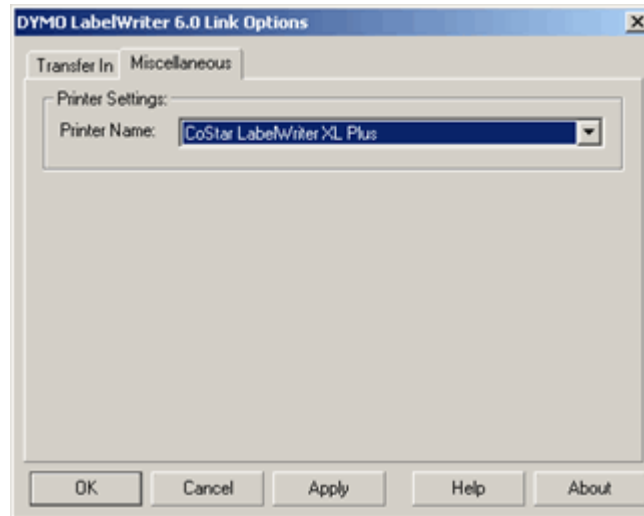


Figure 29: DYMO LabelWriter - Miscellaneous setup

From the **Printer Name** list, select the printer to be used for printing the labels.

Click **OK**.

9.1.2. Transfer into DYMO Label Software

- Highlight the contact information to be transferred.
- Click the DYMO LabelWriter Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred into DYMO Label Software in the selected Label Format.



Notes:

- ◆ To view the transferred address, the DYMO LabelWriter must be maximized.
- ◆ In DYMO Label Software, when the **Label File** selected and the Label displayed in DYMO Label Software are not the same, then the address is not transferred. Open DYMO Label Software and ensure that the correct label is appearing for the selected template.

9.1.3. Print Labels in DYMO LabelWriter

- Highlight the contact information to be transferred.
- Click the DYMO LabelWriter Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The address is printed in DYMO printer in the selected label format.



You can print label objects for Addresses only.


10. Exporting addresses using Data Export

You can export the addresses to a text file as Comma Separated or Tab Separated file. This text file can be imported to any application that supports the CSV format.

10.1. Setup to Export Addresses

You can setup to export with a specific separator, file name to save the exported data and other options.

Right click the **Data Export** Icon in the toolbar and select **Link Options**.

 If the **Data Export** Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

Setup to Export

In the **Link Options** window, click the **Data Export Link Options** tab.

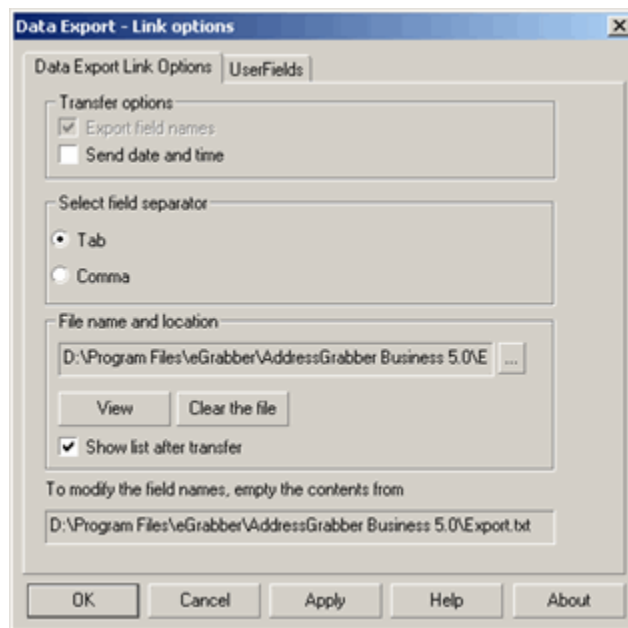


Figure 30: Data Export Link Options


Under **Transfer Options**, you can select the fields to be exported along with the data.

- **Export field names:** Select this option to export the field names (*Name, Address, City and so on*) that are saved as headers for the fields in the destination file. If you do not want to have headers, then clear this option.
- **Send date and time:** Select this option to export the date and time of transfer.

Under **Select field separator**, you can select the format in which the contact details are to be transferred.

- **Tab:** The data is separated by a Tab space and exported.
- **Comma:** The data is separated by a comma and exported.

Under **File name and location**, you can select the file name and path to save the exported file.

Click  and select the location. Enter the filename and click Save.

View: Click to view the file that contains the contact details. The file displays data only after transfer.

Clear the file: Click to delete the contents of the file.

Show list after transfer: Select this option to open the file after transferring the contact.

Click **Apply** to save the settings.



The **Export field names** option is enabled only when the destination file is not containing any data. Click **Clear** to delete the contents of the file so that this option is enabled.

Add / Remove User Fields

In the **Link Options** window, click the **UserFields** tab.

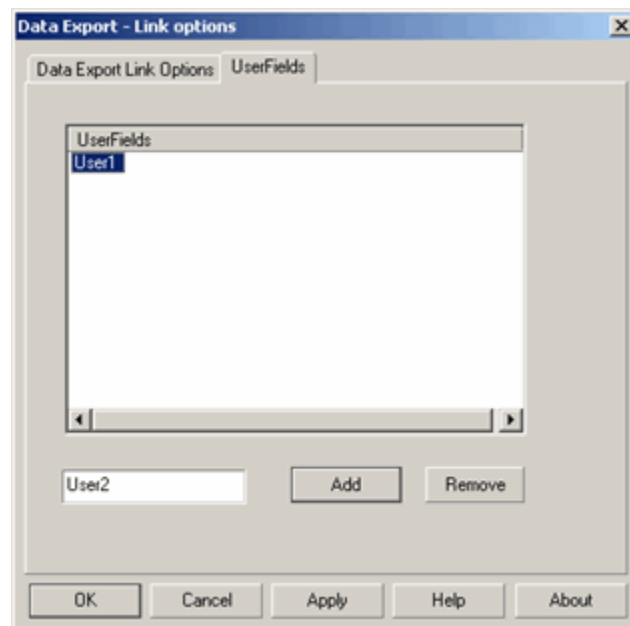


Figure 31: Data Export - User Fields

To Add User Field:


- Enter the name of the field in the text box provided before the Add button. Example: User1
- Click **Add**. The field entered is displayed under **UserFields**.
- Click **Apply** to save.



You can create 18 user-defined fields in this tab.

To Delete User Field:

- Select the user field name displayed under **UserFields**.
- Click **Remove**. The user field name is removed from **UserFields**.
- Click **Apply** to delete.

 can add or delete the user fields only when the destination file is not containing any data. Click **Clear** in the **Data Export Link Options tab**, to delete the contents of the file.

10.1.1. Exporting addresses

- Highlight the contact information to be transferred.
- Click the **Data Export** Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.

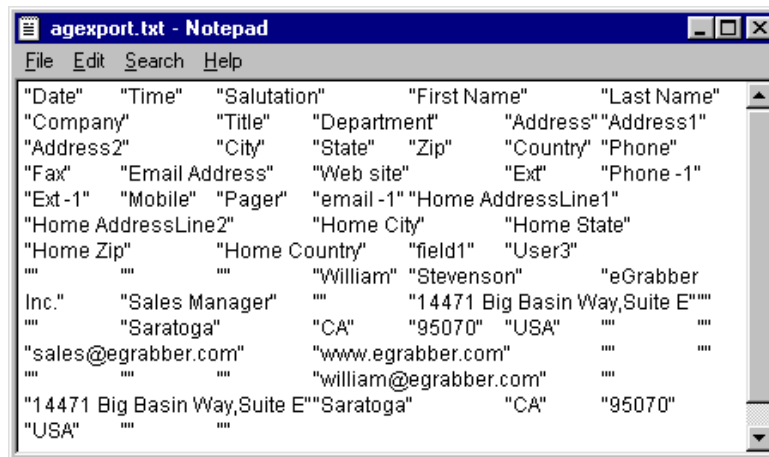


Figure 32: Address transferred to Data Export file

The selected address information is transferred to a text file in CSV format.

11. Transfer using other applications


You can transfer addresses using other applications like Clipboard.

11.1. Clipboard

Clipboard can be used as both source and destination.

11.1.1. Setup transfer options for Clipboard

Right click the **Clipboard** Icon in the toolbar and select **Link Options**.

 If the **Clipboard** Icon is not available in the Toolbar, add the Icon by using the **Add/Hide Applications** window.

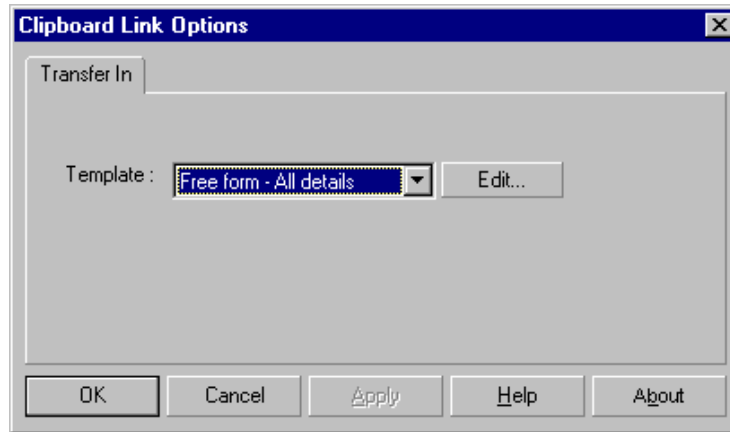


Figure 33: Clipboard Link Options

- Select a template from the **Template for RTF format** list and click **OK**.
- Click **Edit** to create a new template.
- Click **OK**.

Refer [Templates](#) for more details on creating a template.

Now you can transfer addresses from any source application to Clipboard.

11.1.2. Transfer from Clipboard

You can transfer contacts from Clipboard into any destination application.

- Copy an address to Clipboard.
- Ensure that Clipboard is selected as Source in the AddressGrabber toolbar
- Click the destination icon in the toolbar to which the address should be transferred.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The contact is transferred to the selected destination application.



If your destination application supports double address section, then you can transfer addresses to both the sections (Business and Home). Select the option "Both addresses" in the **Transfer In** tab of the destination **Link Options**.

11.1.3. Transfer into Clipboard

To transfer the contact:

- Highlight the contact information to be transferred.
- Click the **Clipboard** Icon in the AddressGrabber toolbar.
- **AddressGrabber Parse Result window** is displayed.
- Verify and Edit the details if required.
- Click **Transfer**.
- The Contact is transferred into Clipboard in the selected template format.



The data in Clipboard can be re-directed to any application.

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