



VCard Converter

User's Manual

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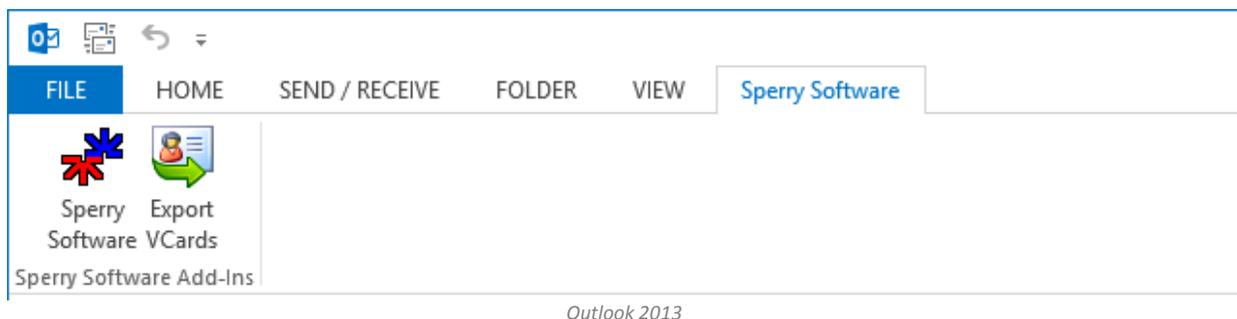
Welcome

Thank you for choosing the VCard Converter add-in, created by Sperry Software. This add-in is an enhancement to Outlook's standard VCard (vcf format) conversion that allows you to perform multiple card conversions at one time. You can import or export contacts in any folder you choose, including those in an Exchange Server public folder.

You can export to one file or many separate files. When using the toolbar button, this method produces separate vcf files, one for each contact. It uses the name of the contact plus the file extension ".vcf". When going to the Sperry Software Add-Ins configuration window, it produces a single file called "Contacts.vcf".

Configuring the Add-in

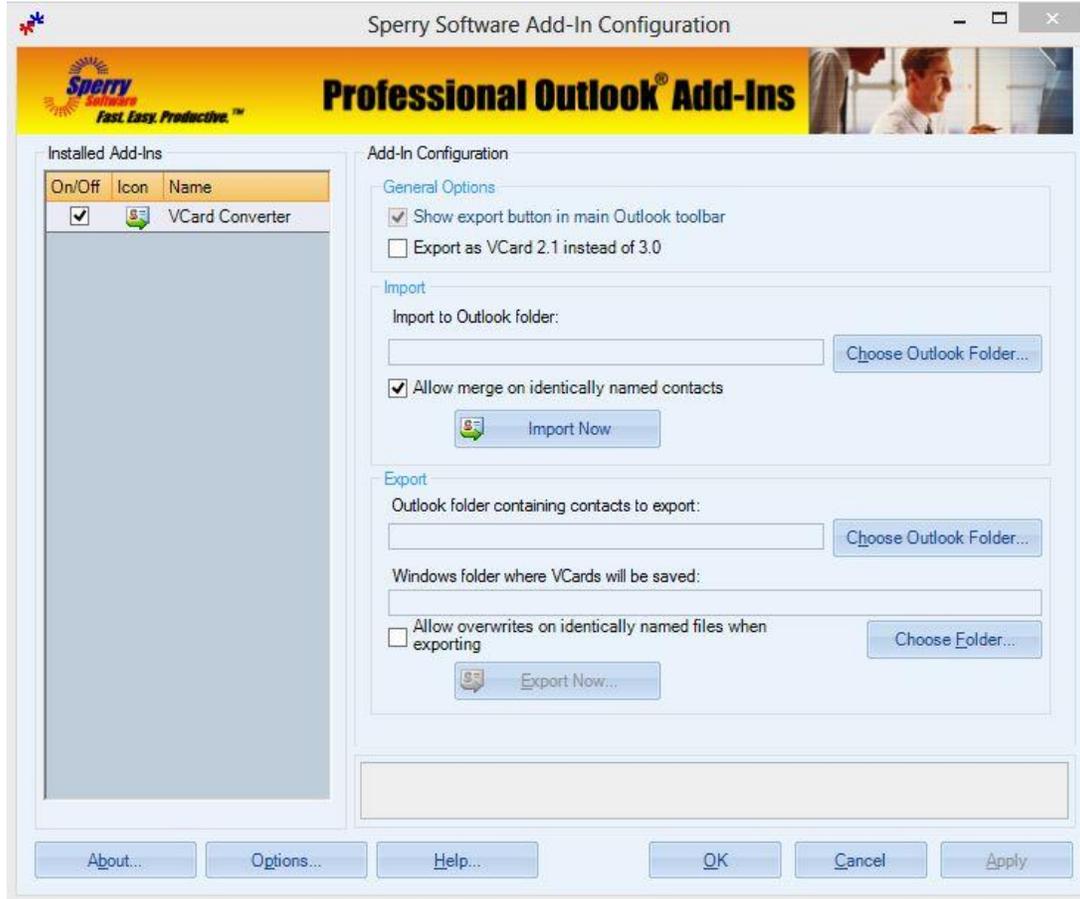
Once the installation is complete, you are ready to use VCard Converter. When you open Outlook you will notice a new button **Sperry Software Add-ins** added to the toolbar.



Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in's functionality.

Quick Tip: The Export VCards button is used to export contacts to VCards. Using this button causes each contact to be in its own VCF file. However, there are two ways to export and using the Sperry Software button and then the Export option causes all the contacts from a particular folder to be exported to a single "Contacts.vcf" file. All the contacts will be contained within it when used in this way.

How to Use Your Add-in



To convert all contacts in an Outlook folder to VCard format (export)

- In the configuration area of the VCard Converter add-in, under **“Export,”** click **“Choose Outlook Folder...”** then select the Outlook folder containing the contacts that you want to convert.
- In the **“Where to save VCards on Disk”** area of this window, enter the pathname of the Windows folder where you want the VCard data saved, or click **“Choose Folder...”** to browse to the desired folder.
- When the two folders have been specified, click the **“Export Now...”** button. The contacts in the Outlook folder that you selected will be examined, and the resulting VCard data file will be stored in the Windows folder that you specified in a file called “Contacts.vcf”. This file will be overwritten regardless of the setting of the **“Allow overwrites on identically named files when exporting”** option.

To convert one or just a few selected contacts (export)

- First, be sure that in the configuration area that **“Show export button in main Outlook toolbar”** is checked. If you just turned it on, it may be necessary to restart Outlook (depending on your version of Outlook).

- Once you can see the toolbar button in your main Outlook window, you can select multiple contacts by going to any Outlook folder that has contacts and holding down the Ctrl key and clicking on each contact that you would like to export. When you have selected them all, click the “**Vcard Converter**” button. The contacts you selected will be written as separate VCard files (vcf files) in the folder you specified in the configuration window, and the number of contacts converted will be displayed.

Note: The Export utility *writes separate vcf files when the toolbar button is used*. When you use the Export utility from the Sperry Software Add-In Configuration window, only one file will be written in the folder you selected called “Contacts.vcf”. When using the Export method that is in the configuration window, unlike the toolbar button, the “Allow overwrites on identically named files when exporting” checkbox is ignored. The contents of Contacts.vcf is always overwritten.

To create contacts from Vcards (import)

Outlook already provides this utility, but this add-in allows you to properly import multiple vcard entries that are contained in a single vcf file. You can also import directly to any Outlook folder, not just your default Contacts folder.

- To do so, simply choose the Outlook folder where you would like the new contacts to be stored. Then click on the “**Import Now...**” button. The add-in will prompt you for a vcf file, which you can browse to. Similar to the process of selecting contacts to export, you can hold down the Ctrl key while left clicking to load multiple vcf files at once. Once you click open, contacts will be created in the chosen folder. In addition, a count of contacts being updated and added will be displayed so that you can watch the progress.
- After you have completed the import, you can view the new contacts by going to that Outlook folder.
- If you find that you are importing the same set of contacts over and over, you may want to check the box that reads “**Allow merge on identically named contacts during import**”. This will cause the import to search in the Outlook folder for the contact first, then if it finds it, merges the information contained in each. If there is a conflict, the information in the VCard file is automatically taken as the newer information.

Troubleshooting

Q. I'm having trouble, and need to start over with installing. What can I do?

A. Follow these instructions:

<http://www.sperrysoftware.com/kb/questions/98/!%27m+having+problems%2C+and+I+need+to+reinstall+my+add-ins+from+a+clean+start.+How+do+I+do+this%3F+>

Q. The "Sperry Software Add-ins" button is not visible.

A. Run the **Add-ins Reset** tool.

The add-in reset tool (among others) can be downloaded from
<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#).