



Journal All Contacts

User's Manual

Welcome.....	2
How It Works	2
View Journaling.....	2
Configuring the Add-in	3
Journal All Contacts Setting	3
Troubleshooting	5

Welcome

Thank you for choosing the Journal All Contacts add-in, created by Sperry Software. This add-in makes it easy for you to turn on the Journal feature of Microsoft Outlook for all the contacts in your default Contacts folder.

How it works

Start by choosing a folder. By default, your main Outlook is selected, since this is the one you'll be interested in.

Then, click on the Journal On button. This will cause the Progress area to light up with information as the add-in works across all the contacts in the folder you chose.

If you decide later that you want to turn the journaling off, you can come back and click the Journal Off button.

View Journaling

This section has one button, View Journaling. Clicking this will enable you to see the journaling status of your contacts individually, in a grid view. You can then sort on a particular column by clicking on the column header (the gray area at the top). This makes finding a contact easy.

Once you have found the contact you're interested in, you can change the status of the Journal option by checking (or unchecking) the first box ("Journaling On").

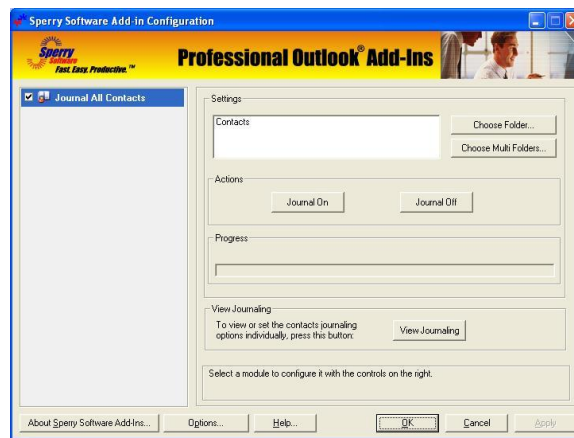
Configuring the Add-in

Once the installation is complete, you are ready to use Journal All Contacts. 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.

Journal All Contacts Settings



Both the "Journal On" and "Journal Off" can be run multiple times in a row so that if you find you are adding contacts and forgetting to turn on their journal individually, you can run the "Journal On" (or Off) as many times as you need. The add-in knows which contacts it has already processed.

A note about the Journal option in Outlook: It will be necessary for you to decide which Journal options you would like to have enabled by going to Tools...Options...Preferences...Journal Options. On the left hand side of the "Journal Options" dialog box, you need to choose at least one of the items from the "Automatically record these items:" column. You can also choose from the "Also record files from:". It does not matter whether you select any contacts in the right hand pane or not, because that is what the add-in will handle for you. However, if you wish to check some while you have the dialog box open, the add-in will take this into account when you invoke it.

You will probably also want to turn on the AutoArchive capability for Journaling. This will prevent your drive from filling up as quickly because journaling results in a large amount of disk space used. To turn it on, go to the "Journal Options" dialog box again (by going to Tools...Options...Preferences...Journal Options). In the lower right, choose "AutoArchive Journal Entries..." and follow the instructions there.

Note: While you can turn on (or off) the journal feature for contacts in folders other than your default (main) Contacts folder, it won't do any good – because Microsoft only allows the Journal feature to be enabled for contacts in your main Contacts folder.

You can also view the status of the journaling option for all your contacts in a particular folder, in a grid view. By using this grid view, you can easily sort the columns by clicking on the column headers making it easy to find the contact you need to see.

Troubleshooting

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

A. The add-in may have become disabled.

For Outlook 2002, 2003 users:

On the Outlook Menu, click Help...About Microsoft Outlook

Click the “Disabled Items” button

If “Sperry Software” is listed, enable it and restart Outlook

For Outlook 2007 users:

On the Outlook Menu, click Help...Disabled Items

If “Sperry Software” is listed, enable it and restart Outlook

The Sperry Software toolbar may not be set to “Visible”

On the Outlook Menu, click View...Toolbars and make sure that Sperry Software is checked.

Q. The “Sperry Software Add-ins” button does not respond.

A. Run the add-in Reset tool.

The add-in reset tool 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](#).