



# VCard Converter

## User's Manual

Welcome.....	2
Configuring the Add-In.....	2
How to Use Your Add-in.....	3
Troubleshooting.....	5

## 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-In 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 that a new tab "Sperry Software" displays on the Ribbon.

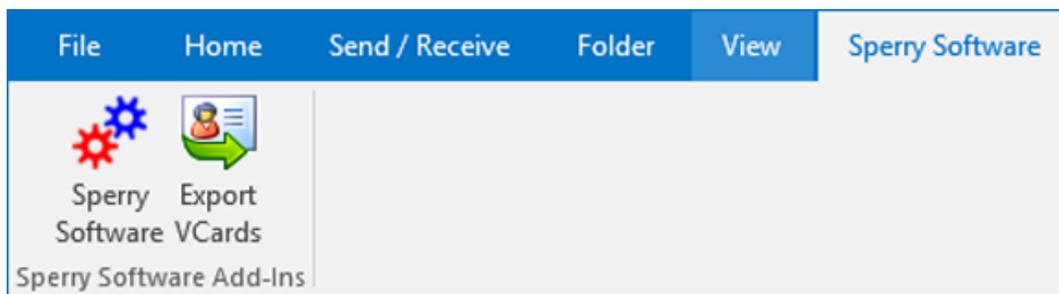


Figure 1 (Sperry Software tab - Outlook 2016)

Clicking the Sperry Software button displays the Sperry Software Add-ins Configuration screen. It is on this screen that settings are made to control the functionality of the Add-in.

**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.

There are two ways to export: using the Sperry Software button and the Export VCards button which 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

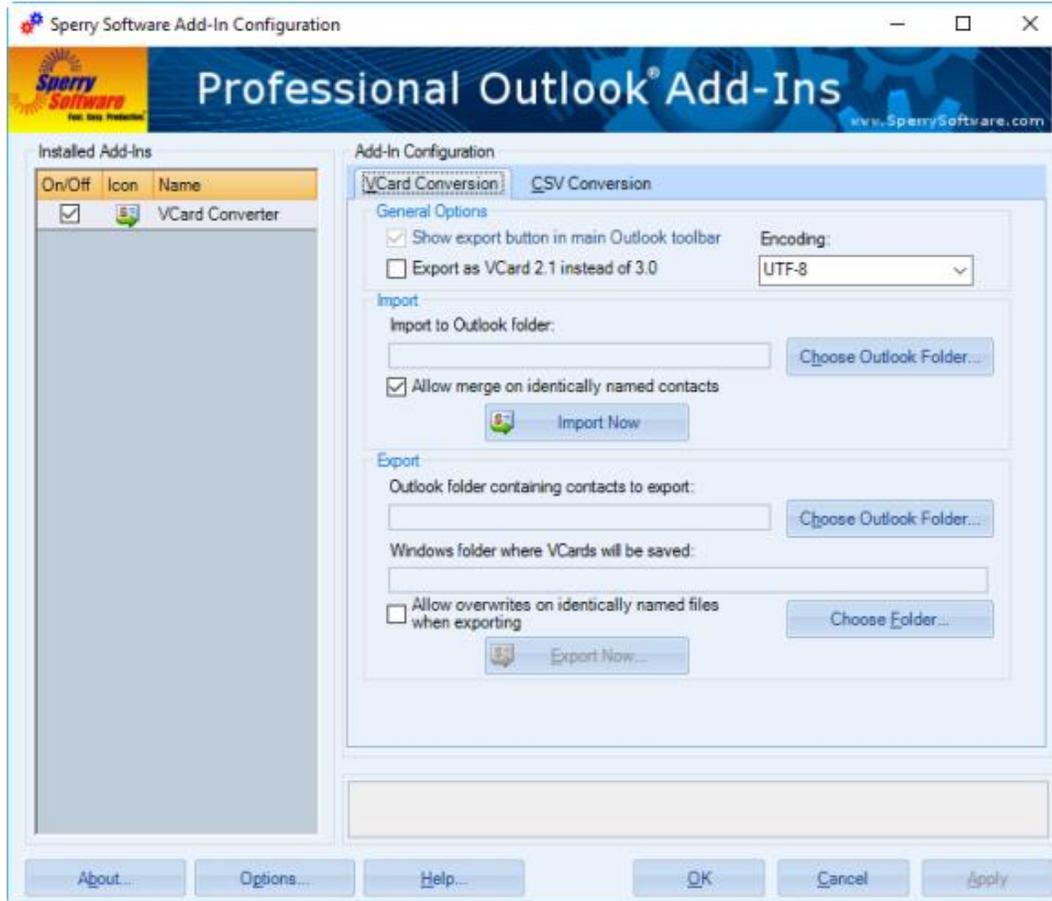


Figure 2 (VCard Conversion tab in the Sperry Software Add-in Configuration dialog box)

### To convert all contacts in an Outlook folder to VCard format (export) using the VCard Conversion tab:

- If you have users who require an older VCard format, select the Export as VCard 2.1 instead of 3.0 checkbox.
- You can import to an Outlook folder by typing a location in the Import to Outlook folder text box, or click the Choose Outlook Folder to browse to the desired folder.
- Click “**Choose Outlook Folder...**” in the Export section, then select the Outlook folder containing the contacts that you want to convert.
- In the “**Windows folder where VCards will be saved**” 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)

- Be sure that in the configuration area “**Show export button in main Outlook toolbar**” is checked. This option is turned on by default.
- When you are returned to the Ribbon in Outlook, 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 made your selections, click the “**Export VCards**” button, select a folder where the contacts will be exported, then click OK. 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.

To convert all contacts in an Outlook folder using the CSV Conversion tab:

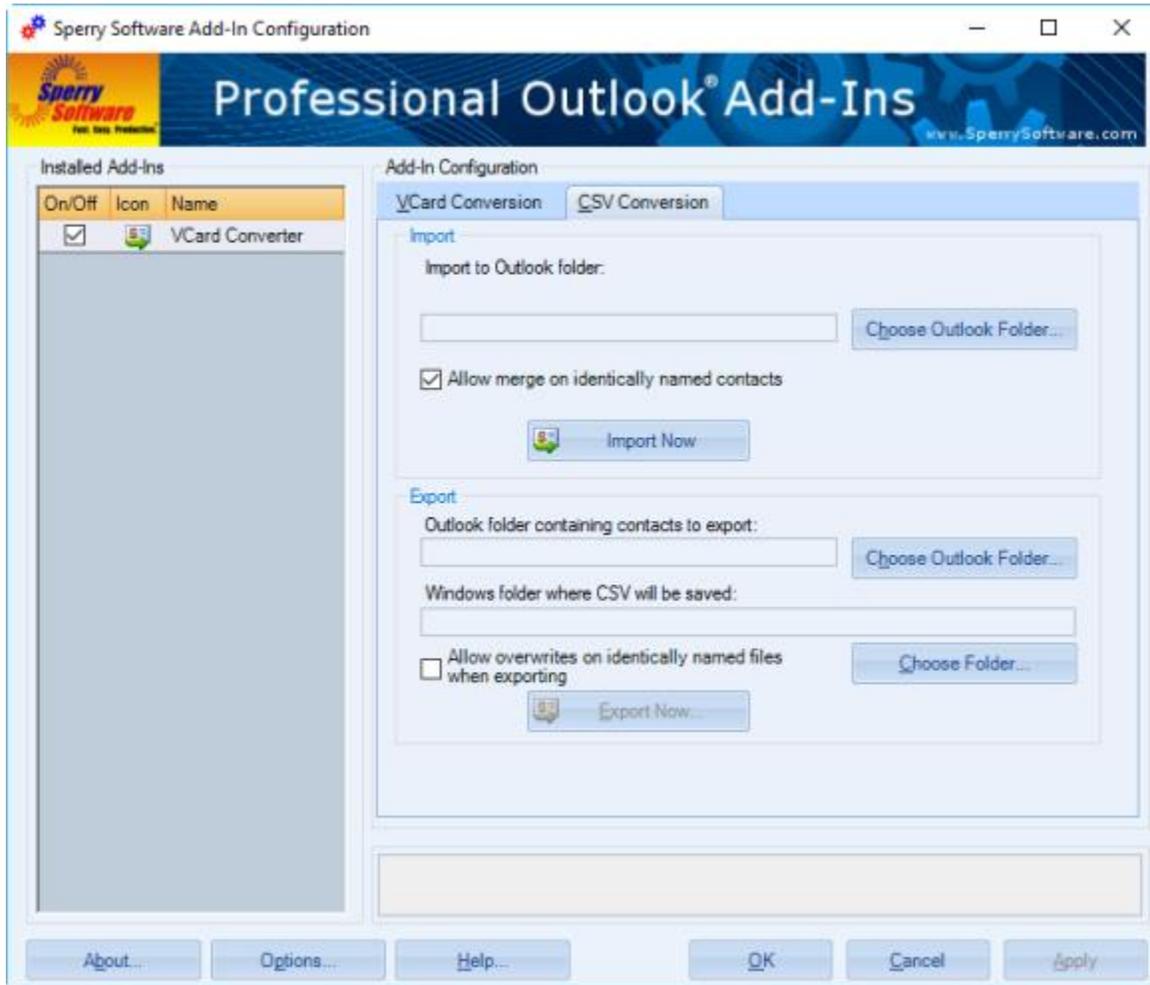


Figure 3 (CSV Conversion tab in the Sperry Software Add-in Configuration dialog box)

The CSV file format is similar to the Vcard format in that they both contain contact information. Unlike the Vcard format, the CSV format does not support photos and can only contain text and numeric data.

- To import to an Outlook folder, click the **“Choose Outlook Folder”** to navigate to the folder you want to use. You can use the Allow merge on identically named contacts checkbox to allow/prevent duplicate entries from being imported. Click the **“Import Now”** button to begin the import process.
- To export contacts using the CSV Conversion format, click the **“Choose Outlook Folder”** to navigate to the folder you want to use. You can use the Allow merge on identically named files when exporting checkbox to allow/prevent duplicate entries from being imported. Click the **“Choose Folder”** button, navigate to the folder where you want to save the CSV file, the click **“Export Now”**.

## Troubleshooting

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

A. There could be several reasons for this. See this article to figure out how to resolve this problem:

<https://sperrysoftware.freshdesk.com/solution/articles/5000626926-i-installed-the-add-in-but-i-can-t-see-it-in-outlook->

Q. The “Sperry Software Add-ins” button does not pull up the Configuration window.

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](#) especially the FAQ about how to enter a bug report.