

"Quickest way to transfer names & addresses into your Address Book"

Quick Start Guide

Takes only a few minutes to read...



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Welcome to AddressGrabber Business!

Thank you for choosing AddressGrabber Business. To help you get started quickly we have included this starter's guide. Take a few minutes to read this guide and start using the product.

Contents

About AddressGrabber Business	1
How AddressGrabber Business Works?	1
System Requirements	. 1
Destination Applications Supported	. 2
Installing the Software	2
Registering the Software	2
AddressGrabber - Toolbar & Tray Icon	2
Transferring Addresses from selected text	3
Transferring Addresses to Online Web Forms	5
Technical Support	7
Copyright, License and Trademark	7

About AddressGrabber Business

AddressGrabber Business captures names and addresses from various sources (like text documents, web pages, e-mail, spreadsheets, databases) and transfers them into your Address Book / PIM applications.

E-mail Signature			
William Stevenson Fee	dback -Message (Plain Te	ext	
Check this out Apparently all y in any document, any format, o			
Regards Lee Holden			
William Stevenson	Ele Edit Vew Josent Parent Jook Actions talle		
Sales Manager	Same and Oce E @ 8 * 0 5 0.	*·*·.	
eGrabber Inc.	General Details Attrities Certificates Al	Tells	
14471 Big Basin Way, Suite	Pathane Inthen Sevences	Dures	· (400) 828-7772
Saratoga, CA 95070	Jab 85 Acri. Solite Manager	nime	(400).525-7345
sales@egrabber.com	Comparison Contraction	Business Fax Molde	
willaim@egrabber.com	at One Click		mi
www.egrabber.com	Spa, CA 95270	feet -	Send using plan text
	This is the making attempt	Carlo page and	neer Mtp.//www.watere.com
	William Stevenson		×
	150 Lake View, Drive #19 Saratopa, CA 95070		
	Ph: (408) 826-7777		<u> </u>
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Figure 1: One Click Transfer

A single click transfers all the address details intelligently into your Address Book!

How AddressGrabber Business Works?

AddressGrabber Business is a handy software that captures address information (From text documents, web pages, e-mail, spreadsheets, databases) and transfers them into your Address Book.

All you need to do is:

- Highlight the address information.
- Click your destination application on toolbar.

System Requirements

- Pentium PC or higher. Core 2 duo and above recommended for Windows 7 & Windows 8
- 128 MB RAM or as required by the OS
- 75 MB free disk space to install the program
- 30 MB free disk space to run the application
- Operating Systems:
 - Microsoft Windows 10 Professional/Enterprise (32 bit and 64 bit)
 - Microsoft Windows 8.1 Professional & Enterprise (32 bit and 64 bit)
 - Microsoft® Windows 7 Professional (32 bit and 64 bit)
 - Microsoft® Windows Vista® Enterprise (32 bit and 64 bit)

Administrator rights in Windows 10 / Windows 8.1 / Windows 7 / Windows Vista

Destination Applications Supported

Category	Supported Destination Applications
Contact Managers	 Act! Premium (v23) - Desktop Version released in 2021 (referred as ACT! 2021 in this guide)
	 ACT! 2020 / 2019 / 2018 / 2017 / 2016 / 2015 / 2014 / 2013 / 2012 / 2011 (Works with Professional, Premium & Ultimate Desktop Versions only. Starter Edition and Cloud Editions are not supported)
	 MS Outlook® 2019/2016/2013/2010/2007/2003
E-mail Applications	 MS Outlook® 2019/2016/2013/2010/2007/2003
Office Tools	MS Excel 2019/2016/2013/2010/2007/2003
	Excel 365 (Online)
Browser	Internet Explorer 8.0 and above

Installing the Software

The following section describes how to install your new AddressGrabber Business:

- Visit <u>https://www.egrabber.com/addressgrabberbusiness/trial.html</u> to download the installation file.
- Run the program from the folder where you have stored the installation files. The installation wizard guides you through rest of the process.
- During installation, AddressGrabber automatically detects contact managers, address books, and other possible destination applications that are installed in your PC.

When you finish the wizard, you have successfully installed the software.

Registering the Software

After installation, eGrabber Product Registration window appears:

- Purchased the software: If you have purchased eGrabber software, type or paste the Purchase Key under "Please type or paste your License Key here" and then click Register Now.
- Evaluate the Software: If you are evaluating the software, paste the Trial key under "Please type or paste your License Key here" and then click **Register Now.**

Note: The evaluation version is a full-featured product but is limited to be used for 10 days or for 50 successful transfers whichever is earlier. Click <u>here</u> to purchase a copy of AddressGrabber Business, or contact eGrabber by e-mail (<u>sales@egrabber.com</u>) / call 1- 866-299-7314.

• Evaluate for 3 days: Click the Register Later button to evaluate the product for 3 days.

AddressGrabber - Toolbar & Tray Icon

AddressGrabber is displayed as a floating toolbar. The toolbar can be dragged and placed anywhere on the Desktop.



Figure 2: AddressGrabber Business Toolbar

The toolbar displays the Source and destination applications. You can select your source and click on the appropriate destination application to transfer the contact information.

You can also customize AddressGrabber by using the Menu Options.

You can minimize AddressGrabber to appear as System Tray Icon. Click the Tray Icon to view the Toolbar.



Figure 3: AddressGrabber Business Tray Icon

Transferring Addresses from selected text

We provide Sample Addresses to quickly work with the product. Keep your destination application open before you transfer addresses.

- Click Menu on toolbar | select Sample and click Addresses1. The sample Address list is displayed.
- Highlight a single address from the list.



Figure 4: Highlight Address Information

Click your destination icon on toolbar. Example: Outlook.



Click here to transfer to Outlook

Figure 5: Click on Outlook Icon

• AddressGrabber Parse Result window appears displaying the extracted address information for verification.

AddressGrabber Parse Result							
Salutation	lutation 🔤 First Name Destination: 🔛					1	
Mr	Lee Holden						
Contact	User Fields Format						
Company	Interact Commerce Corporation	Phone	480.610.7444	Ext			
Job Title		Phone1		Ext			
Dept.		Fax	480.610.7789		,		
Address	8800 N. Gainey Center Drive Suite	Mobile	602.623.7555				
		Pager					
City	Scottsdale	E-mail	lee@interact.com				
State	AZ	E-mail1					
Zip	85258 Country USA	Web Site	www.interact.com				
Verify A	Verify Address						
	rm Fields 🔽 Use Format Options				Settings 🛛 🔻	•	
8800 N. G	ommerce Corporation ainey Center Drive Suite 200 , AZ 85258 USA 10.7444 23.7555 510.7789 act.com						
Transfer Remainir	48 Killranster	Cance	el Parse Agai	n	Help		
						_//	

Figure 6: Address Confirmation Window

You can edit/verify the extracted address and then click the **Transfer** button to transfer the address to your Address Book.

A new contact is created in your Outlook Address Book.

□ 🕞 🖓 (™ 🍝 🛷 🔻 Lee Holden - Contact - □ X						
Contact Insert Format Text						
Save & New + Save & Send + Close X Delete Actions	General A Certificates General All Fields General All Fields General All Fields Show	E-mail Meeting Call Communicate		ategorize * ollow Up *	Spelling	
Full Name Company: Job title: File as: Internet Email	Lee Holden Interact Commerce Corporation Holden, Lee <u>lee@interact.com</u>		Lee Holde Interact Con (480) 610-7- 602.623.755 lee@interact 8800 N. Gair 85258 Scott www.interact	nmerce Corpo 444 Work 55 Mobile t.com ney Center Dr tsdale AZ	oration rive Suite 200	
Display as:	Lee Holden (lee@interact.com)		Notes			
Web page address:	www.interact.com				- Ca	
IM address:	Lee Holden					
Phone numbers			Interact Commerce Corporation 8800 N. Gainey Center Drive Suite			
Business 💌	(480) 610-7444		200	Jenter Dh	ve suite	
Home 👻			Scottsdale, AZ 8	5258 USA	=	
Business Fax 🝷 (480) 610-7789			PH: 480.610.744	-		
Mobile 🝷	602.623.7555		Cell: 602.623.755 FAX: 480.610.775			
Addresses			www.interact.co			
Business	8800 N. Gainey Center Drive Suit 85258 Scottsdale AZ	e 200	lee@interact.co	<u>m</u>	•	

Figure 7: Contact Created in Outlook

Transferring Addresses to Online Web Forms

You can transfer addresses from any source to your Online Web Forms. Open your online web form in your default browser before transfer.

Highlight the address you want to transfer to your Online Web Form. Refer Figure 4.

Launch the AddressGrabber toolbar.

- Source is automatically selected as "ABC Selected Text" in the left drop down menu of the toolbar.
- Click the sicon on the toolbar.

AddressGrabber Parse Result window appears showing all the fields on the Online Web Form mapped to the AddressGrabber fields.

dressGrabber Parse Res	ult	Last Name			
			e eren eren (a		
William	Stevenson		n		
Form Info Contact Format					
elect web form	·				
http://www.egrabber.com/co	mpany/feedback.htm				
Grabber offers Sales lea	ad capture tool and	Resume c	apture tools - Microsoft In		
Field Name On Form Mapped Fields Values to enter			Values to enter		
Name	Name (FN LN)		William Stevenson		
Email	E-mail		sales@egrabber.com		
Company	Company		eGrabber Inc.		
litle	Job Title		Sales Manager		
Phone	Phone				
Nebsite	Web Site		www.egrabber.com		
Version you use	Click to map : Vers	ion you use			
Comments on product	Click to map : Comr	nents on pr			
	Click to map :				
	Click to map :				
	Click to map :				
	Click to map :				
	Web Site	www.egrabber.com			
Any other comments	Click to map : Any	other comm	-		
Show Map options 🔲 S	how Internal Tags 🔽	Sho <u>w</u> Map	oped Fields		
Save Map Delete Saved Maps Map Automatically Clear					
	2	Iransfer	Cancel <u>H</u> elp		

Figure 8: Address Confirmation Window for Online Web Forms

You can edit/verify the extracted address and then click the **Transfer** button to transfer the address to your form. Your Online Web Form is filled with values extracted from the address.

Contact Information					
* Name	William Stevenson	Phone			
* Email	sales@egrabber.cor	Website	www.egrabber.com		
Company	eGrabber Inc.	Country	United States	•	
Title	Sales Manager				

Figure 9: Address transferred to Online Web Form

Similarly, you can transfer addresses across 30+ popular software applications.

You can also:

- > Setup to transfer from or to different address sections (Business or Home) in Address Book.
- Setup to check for duplicates.
- > Format the Contact Information before transferring to your destination.
- > Verify Address Information with the USPS website.
- > Schedule Activities along with transferred contact information.

And lots more...

Note: Refer to online help for more information

Technical Support

Telephone: (408) 872-3103 Weekdays 8:30 AM - 4:30 PM Pacific Time

Fax: (408) 861-9601

E-mail: support@egrabber.com

Website: http://www.egrabber.com/addressgrabberbusiness/

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