



"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 2010!

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.

If you have purchased CD, you can find the following in the CD:

- ◆ AddressGrabber Business 2010 Installation Files
- ◆ User Manual
- ◆ Quick Start Guide
- ◆ Sample addresses
- ◆ Demo of the Product
- ◆ Readme.txt
- ◆ Trial versions of other eGrabber products

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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.

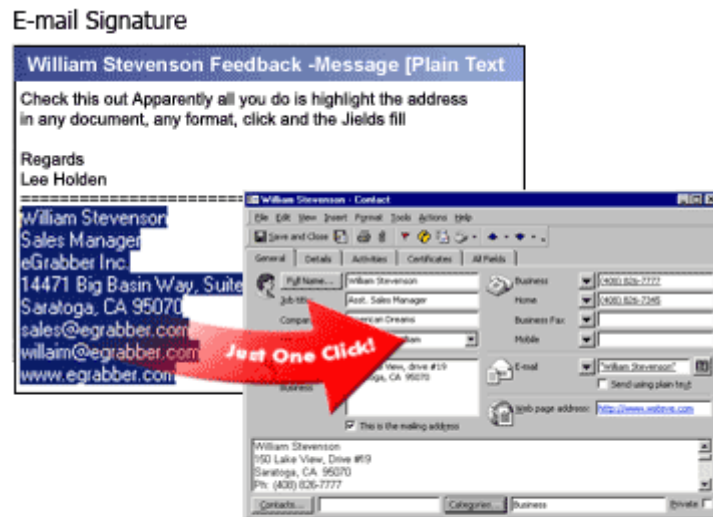


Figure 1 : One Click Transfer

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, 128 MB RAM or as required by the OS
- ◆ 75 MB disk space to install the program and 30 MB Space to run after installation
- ◆ Operating System:
 - Microsoft Windows Vista (32-bit) Enterprise, Business, Ultimate and Home Premium Editions.
 - Microsoft Windows XP

Destination Applications Supported

Category	Supported Destination Applications
Contact Managers	<ul style="list-style-type: none"> ◆ ACT! ™2010 Premium for Workgroups ◆ ACT! ™2010 for Windows ◆ ACT! ™2009 Premium for Workgroups ◆ ACT! ™2009 for Windows ◆ ACT! ™2008 Premium for Workgroups ◆ ACT! ™2008 for Windows ◆ ACT! ™2007 Premium for Workgroups ◆ ACT! ™2007 for Windows ◆ ACT! ™2006 Premium for Workgroups ◆ ACT! ™2006 for Windows ◆ ACT! ™2005 Premium for Workgroups ◆ ACT! ™ 2005 for Windows ◆ ACT! ™ 6.0/ 2000 ◆ GoldMine® 8.0 / 7.5 / 7.0 Corporate Edition ◆ GoldMine® 6.7/6.6/6.5/6.0 Corporate Edition (Works with SQL and dBASE databases) ◆ MS Outlook® 2007/2003/2002/ 2000
Accounting Applications	<ul style="list-style-type: none"> ◆ QuickBooks Enterprise 2009/2008/2007/2006 ◆ QuickBooks Premier 2009/2008/2007/2006 ◆ QuickBooks Pro 2009/2008/2007/2006
Shipping Applications	<ul style="list-style-type: none"> ◆ FedEx Ship Manager QuickShip 5.2
E-mail Applications	<ul style="list-style-type: none"> ◆ MS Outlook® 2007/2003/2002/ 2000 ◆ Outlook® Express® 5.00/ 4.72/ 4.71
Printers	<ul style="list-style-type: none"> ◆ DYMO LabelWriter 6.0
CRM Applications	<ul style="list-style-type: none"> ◆ GoldMine® 8.0/7.5/7.0/6.7/6.6/ 6.5/ 6.0 Corporate Edition ◆ MS Word 2007/2003/2002/ 2000
Office Tools	<ul style="list-style-type: none"> ◆ MS Excel 2007/2003/2002/2000
Browser	<ul style="list-style-type: none"> ◆ Internet Explorer
Others	<ul style="list-style-type: none"> ◆ DataExport

Installing the Software

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


- ◆ If you have the CD, double-click the installation icon in the AddressGrabber Business folder. Else, visit <http://www.actaddons.com/products/reg-pages/egrabber-adgrabbiz-reg.asp> to download the installation file.
- ◆ 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.

- ◆ **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.

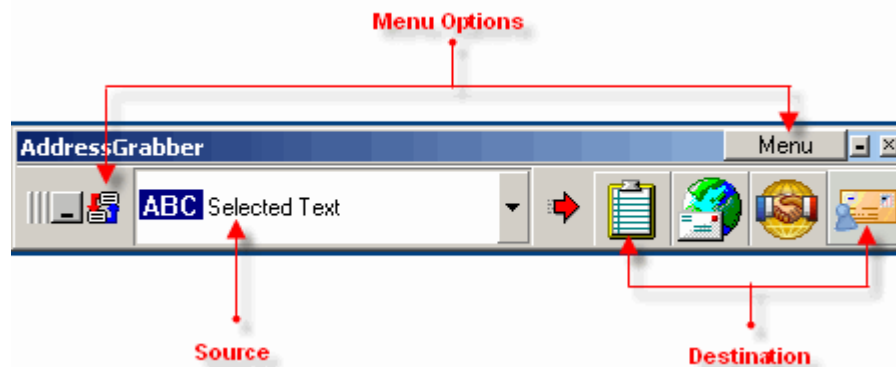


Figure 2: AddressGrabber Business Toolbar

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.

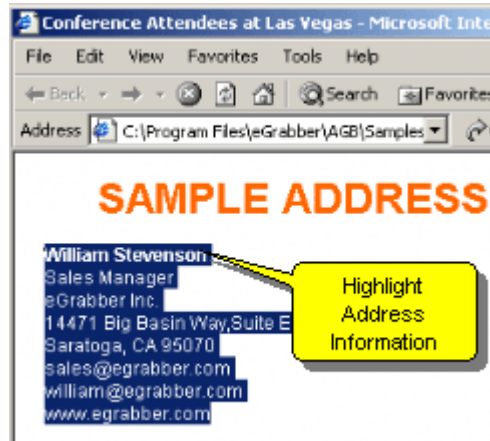


Figure 4: Highlight Address Information

- Click your destination icon on toolbar. Example: Outlook.

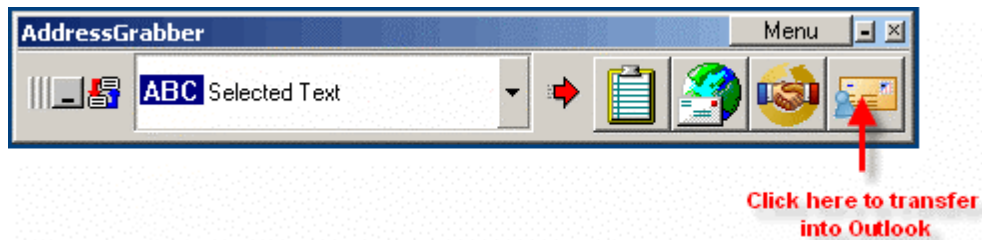


Figure 5: Click on Outlook Icon

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

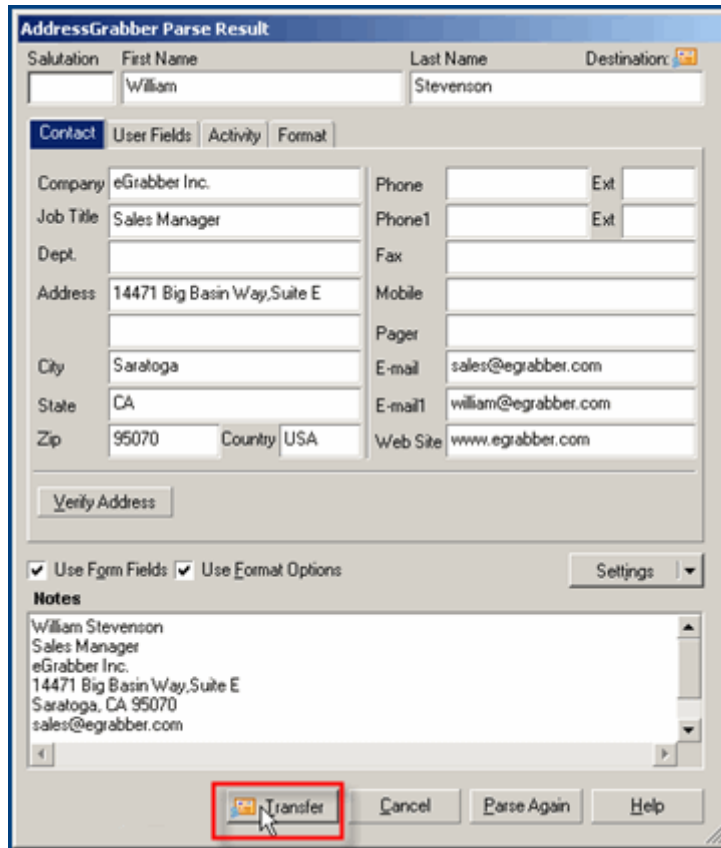


Figure 6: Address Confirmation Window

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.

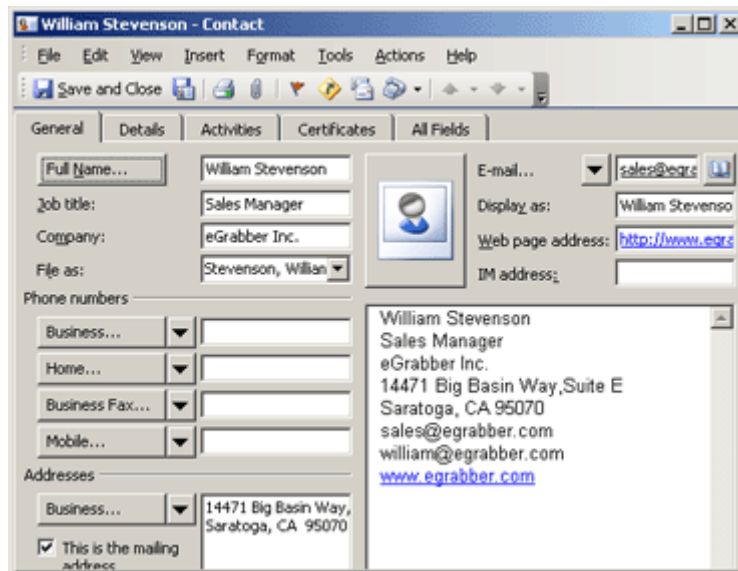


Figure 7: Contact Created in Outlook

Transferring Addresses from Outlook

Keep your destination application [QuickBooks] open before transfer.

Select the contact in your Outlook.

Launch the AddressGrabber toolbar.

- ◆ Source is automatically selected as Outlook in the left drop down menu of the toolbar.
- ◆ Click the QuickBooks icon on the toolbar.

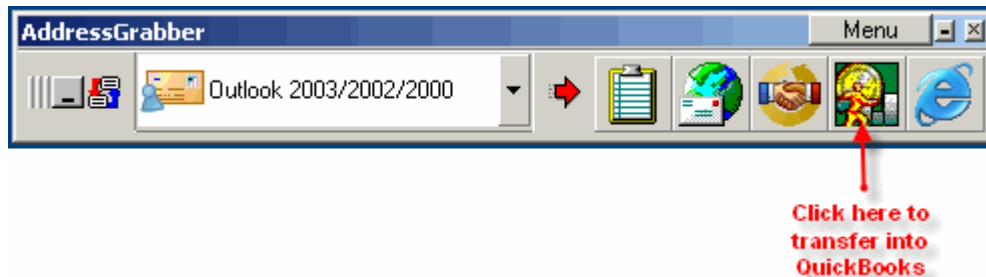


Figure 8: Click on QuickBooks Icon

Click **Menu > Add/Hide Applications**. Add your destination application icon if it is not displayed on the AddressGrabber toolbar.

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

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

A new customer record is created in QuickBooks.

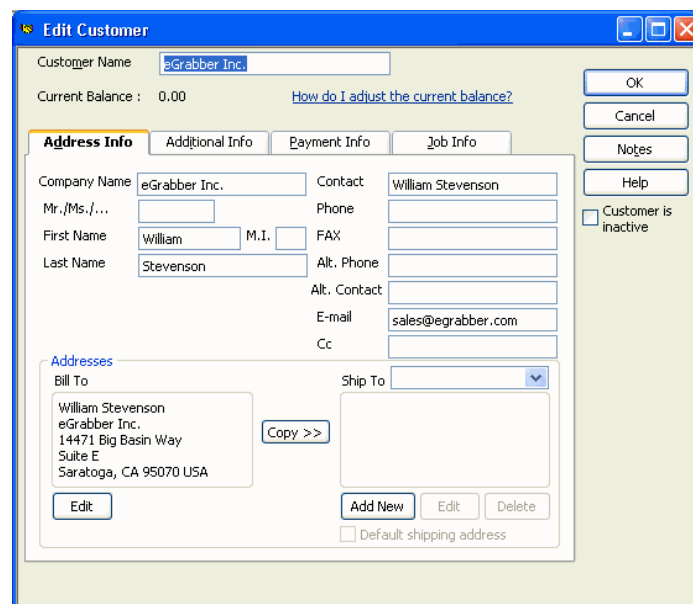
The image shows the 'Edit Customer' window in QuickBooks. The 'Customer Name' is 'eGrabber Inc.'. The 'Current Balance' is 0.00. The 'Address Info' tab is selected, showing the following details: Company Name: eGrabber Inc., Contact: William Stevenson, First Name: William, Last Name: Stevenson, E-mail: sales@egrabber.com. The 'Addresses' section shows a 'Bill To' address: William Stevenson, eGrabber Inc., 14471 Big Basin Way, Suite E, Saratoga, CA 95070 USA. There are buttons for 'Edit', 'Add New', 'Edit', and 'Delete' for the address. A checkbox for 'Default shipping address' is also present.

Figure 9: Record created in QuickBooks

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  icon on the toolbar.

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

Field Name On Form	Mapped Fields	Values to enter
Name	Name (FN LN)	William Stevenson
Email	E-mail	sales@eGrabber.com
Company	Company	eGrabber Inc.
Title	Job Title	Sales Manager
Phone	Phone	
Website	Web Site	www.eGrabber.com
Version you use	Click to map : Version you use	
Comments on product	Click to map : Comments 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	

Figure 10: 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.com
Website	www.eGrabber.com
Company	eGrabber Inc.
Country	United States
Title	Sales Manager

Figure 11: 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...



Refer to online help for more information

Technical Support

Telephone: (408) 872-3103 Weekdays 8 AM - 5 PM PST

Fax: (408) 861-9601

E-mail: support@egrabber.com

Website: <http://www.actaddons.com/products/2005/adgrabbus.asp>

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