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**"The Easiest and Fastest way to Capture any Contact Information into your Database"**

# Quick Start Guide

Takes only a few minutes to read...



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**Welcome to ListGrabber Standard 2010!**

Thank you for choosing ListGrabber Standard. Take a few minutes to read this guide before using ListGrabber.

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

- ◆ ListGrabber Standard Installation File
- ◆ Quick Start guide
- ◆ Sample addresses
- ◆ ListGrabber demo
- ◆ Readme.txt
- ◆ Trial versions of other eGrabber products

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## About ListGrabber Standard

ListGrabber Standard automatically transfers single and multiple addresses from online directories, scanned lists, web pages, Word documents and e-mail lists into your database application (like ACT!, GoldMine, Outlook, TOP PRODUCER, Maximizer etc..) in seconds.

ListGrabber intelligently extracts Name, Company, Phone, Email, and other contact details from the list and transfers them into a specified destination.

This software also contains a powerful component - ListGrabber Grid, to screen and preview contact information extracted from the list.

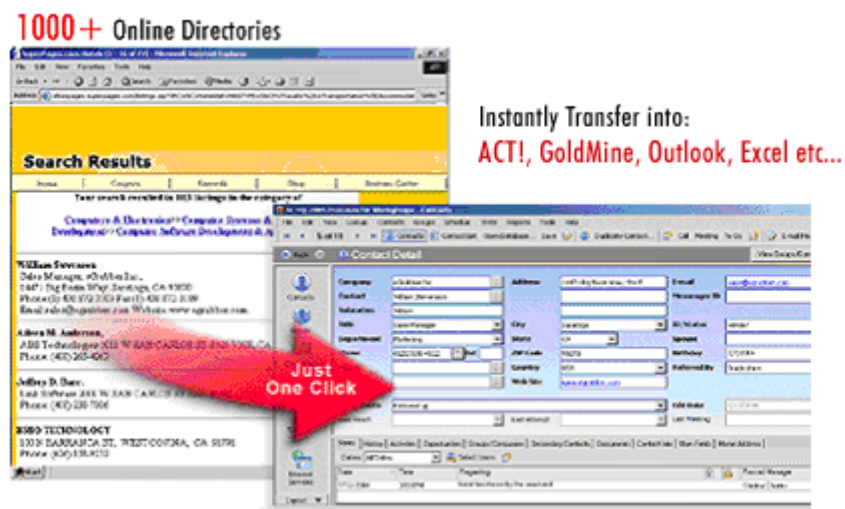


Figure 1: How ListGrabber Works?

## System Requirements

- ◆ Pentium or equivalent.
- ◆ 64 MB RAM.
- ◆ 75 MB free disk space to install the program.
- ◆ 25 MB free disk space to run the application.
- ◆ Operating System:
  - ◆ Microsoft Windows Vista (32-bit) Enterprise, Ultimate, Business and Home Premium Editions
  - ◆ Microsoft Windows XP Pro

## Supported Applications

- ◆ ACT! 2010 / 2009 / 2008 / 2007 / 2006 / 2005 / 6.0 / 2000
- ◆ Advantage Xi
- ◆ GoldMine 8.x / 7.x / 6.x / 5.x
- ◆ Maximizer Enterprise 8.0
- ◆ Data Export (Opens with Microsoft Excel)
- ◆ Microsoft Outlook 2007 / 2003 / 2002 / 2000
- ◆ TOP PRODUCER 7i



If you are working with GoldMine as your destination application, it is recommended not to use Windows 2000 as the operating System.

## Installing ListGrabber

- ◆ If you have CD, double-click the ListGrabber Standard installation file.
- ◆ Else, visit <http://www.actaddons.com/products/reg-pages/egrabber-listgrab-reg.asp> to download the installation file.
- ◆ The Installation Wizard guides you through rest of the process.

## Registering ListGrabber

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 fully-functional, but is limited to be used for either 10 days or 50 transfers, whichever occurs earlier.

- ◆ **Evaluate for 3 days:** Click **Continue Trial** to evaluate ListGrabber for three days.

## ListGrabber Standard Toolbar

ListGrabber Standard is displayed as a floating toolbar. You can select the source from which addresses to be transferred, and destination application to which the addresses are transferred.

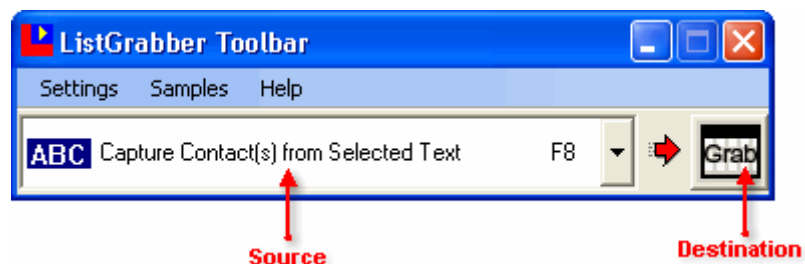


Figure 2: ListGrabber Standard toolbar

By default, the toolbar contains the **Grab** icon as destination. You can add other destination applications by using the **Options**.

You can minimize the toolbar to be displayed as System Tray Icon. You can access the menu options and other settings when you right-click the System Tray Icon.

## Using ListGrabber Standard

To start with, you can test the transfer by using the sample list of addresses available in the Software.

### Transfer addresses using ListGrabber Grid

You can transfer contact information to ListGrabber Grid, before transferring them into your destination application.

You can verify the contact details, edit them if required, remove the duplicate records, and then transfer the relevant records to your destination application.

- ◆ Click **Samples > Sample Contact Lists > Mailing List** to open a Sample Address List.
- ◆ Highlight the contact records to be transferred to ListGrabber Grid.
- ◆ **ABC Capture Contact(s) from Selected Text** is automatically selected in the drop down list on ListGrabber Toolbar.
- ◆ To transfer all the contact records in the list, select **ABC Select All and Capture Contact(s)** from the source list on the toolbar.
- ◆ Click the Grid icon in the Toolbar. Alternatively, press the **F8** key.

- ◆ **Capture Settings** dialog box is displayed. Select the Settings to process contact records in the list. Provide details about the contact list so that ListGrabber can accurately process and transfer contact records in the list. Click **Proceed**.

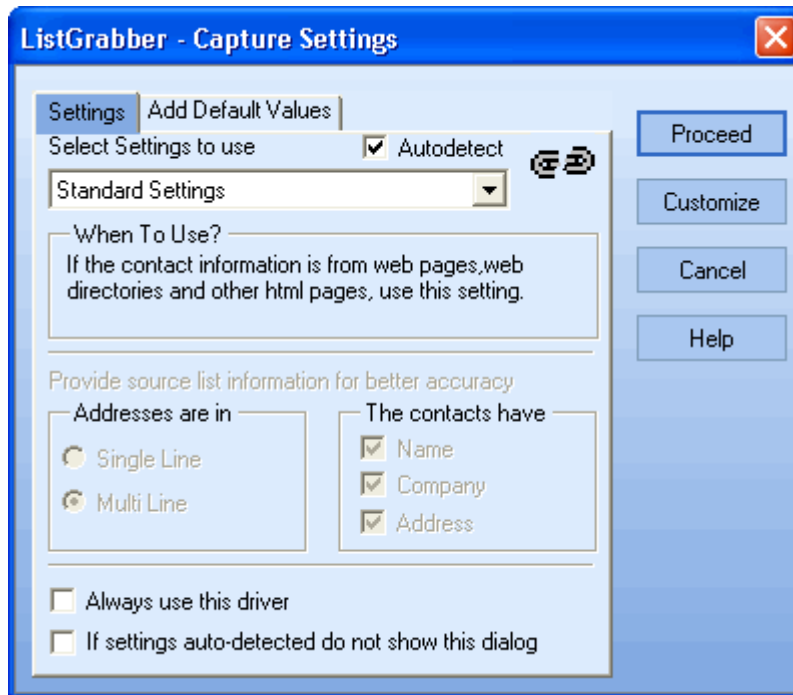


Figure 3: Capture Settings window

- ◆ The address details are extracted and displayed in appropriate fields in the ListGrabber Grid.

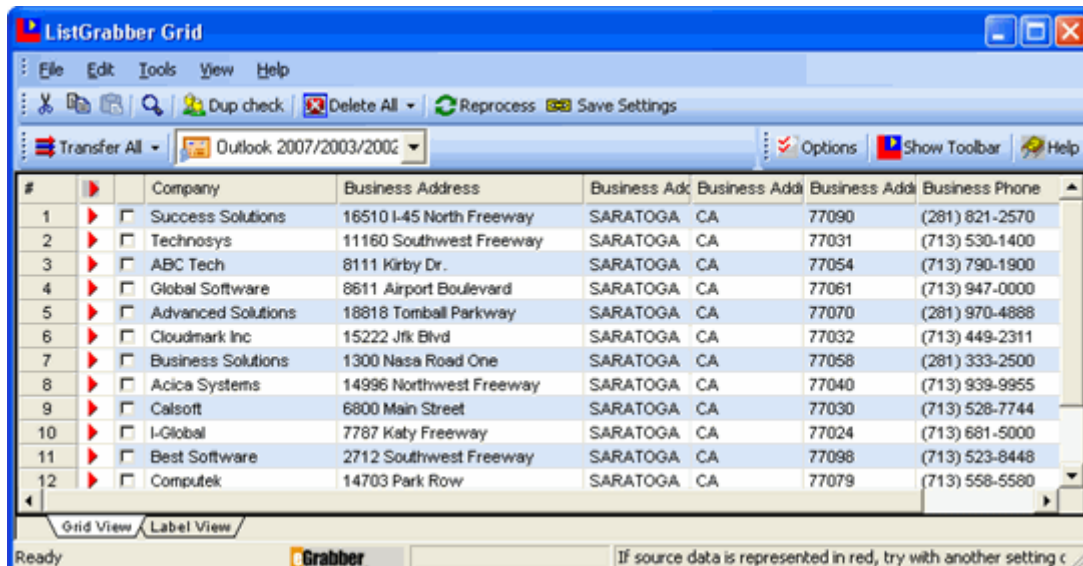


Figure 4: ListGrabber Grid

- ◆ You can delete duplicate records and edit addresses in the grid before transferring to the destination application.
- ◆ You can verify the details and select the relevant records to be transferred. Select the check box that appears before the contact details to transfer the corresponding record.
- ◆ Select the destination application from the list on the ListGrabber Grid.

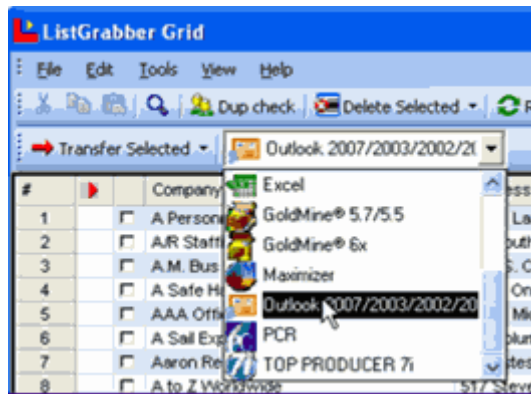


Figure 5: Select Destination

- ◆ Click **Transfer Selected** to transfer the selected records to your destination.
- ◆ Click **Transfer All** to transfer all the addresses in the grid to your destination.

### Transfer directly to destination

Addresses can also be transferred directly to the selected destination. The following example illustrates how to transfer addresses to Outlook Address Book.

#### Add Outlook 2007/2003/2002/2000 to ListGrabber Toolbar

- ◆ In the Toolbar, Click **Settings > Options** to open **ListGrabber Options** dialog box.
- ◆ Click **Transfer Setup**.
- ◆ Select **Outlook 2007/2003/2002/2000**.

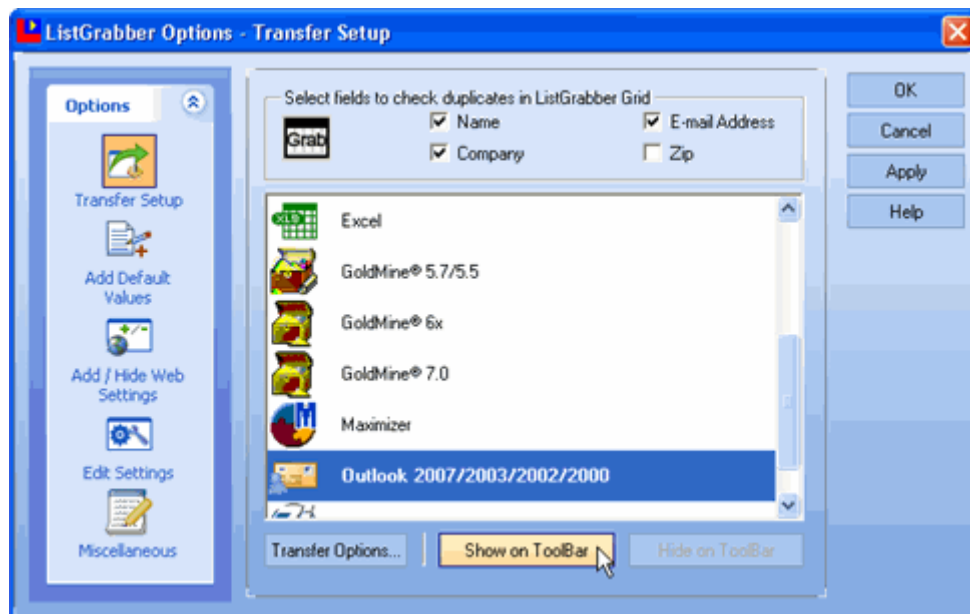


Figure 6: Add Outlook Icon to Toolbar

- ◆ Click **Show on Toolbar** to add the Outlook Icon on the ListGrabber toolbar.
- ◆ Click **OK**.

Outlook Icon is displayed on the ListGrabber Toolbar.

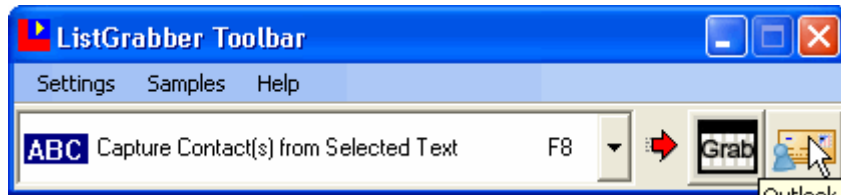


Figure 7: Outlook Icon added to ListGrabber toolbar

- ◆ Click **Samples > Online Directories** to view a list a list of online directories.
- ◆ Open any online directory like Yellow Pages.



Figure 8: Online Directory: Yellow Pages

- ◆ Click the destination (Outlook) Icon in ListGrabber Toolbar.
- ◆ **ListGrabber – Capture Settings** dialog box pops up, displaying the setting for the selected address format.
- ◆ Click **Proceed**.
- ◆ **eGrabber – Confirmation Window** containing the selected contact information pops up.

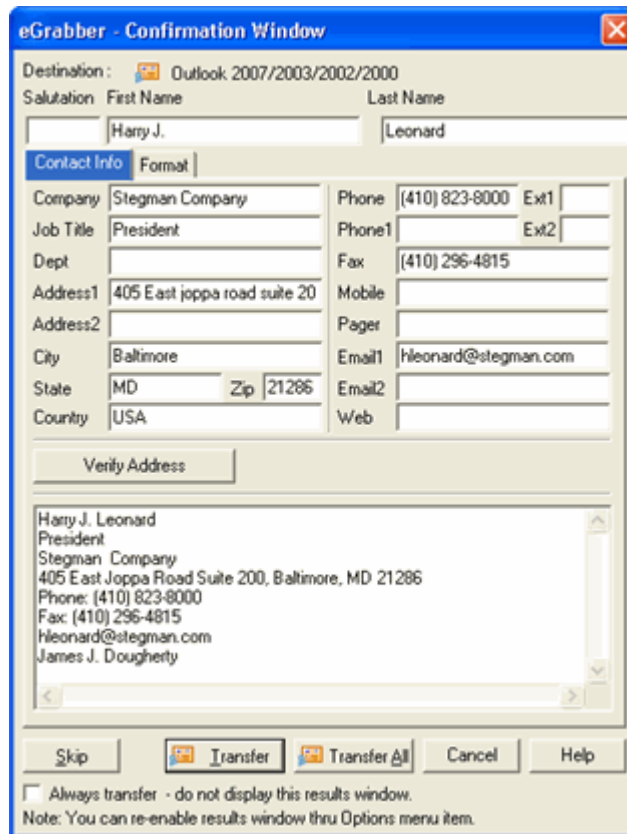


Figure 9: eGrabber – Confirmation Window

Verify and edit the details, if required, and click **Transfer**.

Click **Transfer All** to transfer all the addresses from the list into your destination application.

The new contacts are created in Outlook Address Book.



Figure 10: Contacts created in Outlook

## Exporting Contacts

New **Universal Export Map** in ListGrabber enables you to export contact information to other applications like Autotask, BULLHORN, cBizOne, Lotus Organizer, Microsoft Outlook Express, prohire, RezKeeper, Salesforce.com Personal Edition, Thunderbird and Yahoo Address Book.

You can use ListGrabber Universal Export Map to save the data in the ListGrabber Grid as Comma Separated Value (\*.CSV) files. You can customize and import the data from CSV file into the appropriate application.

- ◆ Transfer contact records to ListGrabber grid.
- ◆ Click **File > Export To** to launch the **ListGrabber Universal Export Map** wizard.

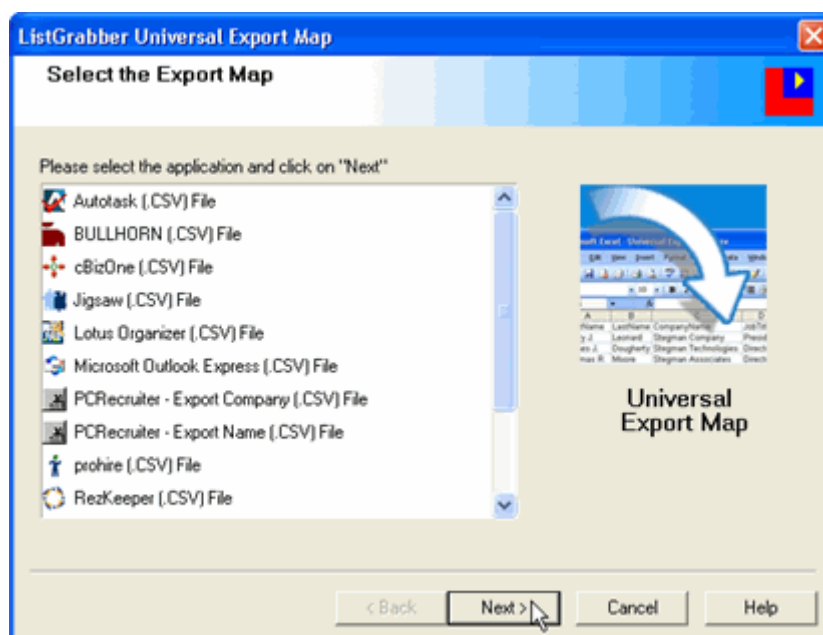


Figure 11: ListGrabber Universal Export Map window

Select the application and click **Next**. The wizard guides you through rest of the process to export the records.

### You can also:

- ◆ Check for duplicates while transferring directly to your destination applications like ACT!, Outlook, GoldMine and update the records.
- ◆ Transfer Addresses to Home, Business, or both the sections in your Address Book.
- ◆ Format the contact details and then transfer the formatted data into your destination.
- ◆ Transfer UK, Australian, and New Zealand Addresses.

And lots more...



Refer to Help Topics or the User Guide for more information.

## Technical Support

**Telephone:** (408) 872-3100 Weekdays 8 AM - 5 PM PST

**Fax:** (408) 861-9601

**E-mail:** [support@egrabber.com](mailto:support@egrabber.com)

**Web:** <http://www.actaddons.com/products/2005/listgrabstandard.asp>

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