

# **VCardWizard Printed Documentation**

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Startup & About

## ABOUT VCARD WIZARD

**vCard Wizard ® Version 2.11**

**vCard Wizard\*** is a simple utility for personal use designed as an add-on solution for Microsoft ® Outlook ® . It allows you to easily convert (import-export) all your Outlook Contacts information from/to [vCard](#) format files.



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We would also like to extend a special "thank you" to our numerous customers in the USA, United Kingdom, Australia, Belgium, Germany, Switzerland, France, Singapore, and other countries who implemented our programs for their everyday business needs - from personal and family use to Medical and Law Offices, Religious Services, Technology and Software production companies.

\* Renamed from vCard4Outlook

[Support, Contact us](#)

 [vCard Wizard website](#)

# VIEW END USER LICENSE AGREEMENT

## END-USER LICENSE AGREEMENT (TRIAL, FULL VERSION)

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\* **TRIAL VERSION** ALLOWS IMPORTING AND/OR EXPORTING ONLY 5 OUTLOOK CONTACTS AT A TIME.

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#### **ACKNOWLEDGEMENT**

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 [vCard Wizard website](#)

## HOW TO BUY

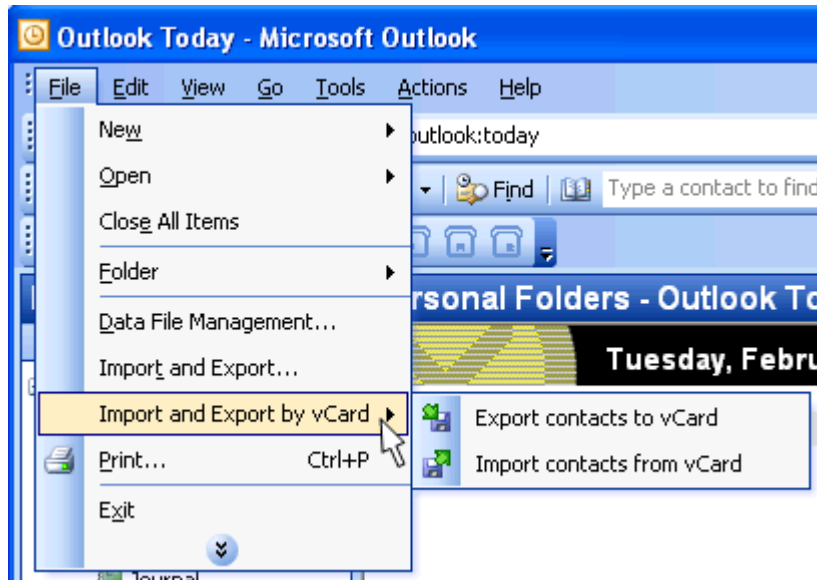
- ➔ To **buy the license**, please [click here](#).
- All customers who purchase the program or add a new license are eligible to get free updates for a year from the purchase date.
- If you are looking for other 4Team products for Microsoft ® Outlook ® , you can get them at significantly reduced prices. Just send us an email with your order number, product name, and the number of licenses you wish to purchase.
- For more information please check our [product website](#).

 [vCard Wizard website](#)

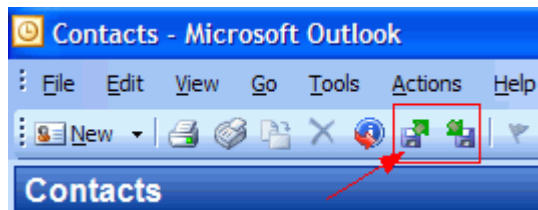
## HOW IT WORKS

Click on the [underlined](#) links to find out more.

After installing vCard Wizard on your workstation, a new menu item - **Import and Export by vCard** - is added to the standard Microsoft Outlook **File** menu:



Additionally, a new **vCard Wizard toolbar** appears on the **Contacts** folder toolbar:



Using the menu items and toolbar buttons, you can conveniently export and import any number\* of Outlook contacts to/from vCard format files in just a few clicks.

\* Please, note that the **trial version** of vCard Wizard is limited to 5 Outlook contacts to be imported/exported at a time.

[Features](#)

[vCard Wizard website](#)

# FEATURES

Click on each feature to find out more.

Microsoft Outlook allows you to convert your contacts to/from [vCard](#) format files (\*.vcf files, vCard versions 2.1 and 3.0). However, you can convert only one contact at a time in Outlook. Now, using **vCard Wizard**, you can easily convert any number of contacts to/from [vCard](#) format files in only a few clicks.

- ▶ **Import** vCard format files to Outlook **Contacts** folders.
- ▶ **Export** any Outlook **Contacts** folder, or only the selected contacts from the folder, to [vCard](#) format (\*.vcf) files in the preferred Windows folder.
- ▶ **Select** the proper encoding for exported Outlook contacts.
- ▶ **Support** for vCard versions 2.1 and 3.0.
- ▶ **Save** all selected contacts **in one \*.vcf file**.
- ▶ **Integrated** with Microsoft Outlook **File** menu.
- ▶ **Integrated** into Outlook **Contacts** folder toolbar.

 [vCard Wizard website](#)

# SYSTEM REQUIREMENTS

## SYSTEM REQUIREMENTS:

### ▶ **Software:**

- ✓ Microsoft Windows 98/ME/NT4/2000/XP/Vista/7
- ✓ Microsoft Outlook version 2000, 2002/XP, 2003, 2007, 2010
- ✓ **Incompatible with Outlook Express, or Outlook versions prior to 2000**

### ▶ **Hardware:**

**CPU:** at least Pentium 300 MHz

**Memory:** minimum requirement is 64MB

### ▶ **Minimum requirements** for optimum functioning of the program are:

- ✓ Windows **Administrator rights** in order to install vCard Wizard .

 [vCard Wizard website](#)

# VCARD WIZARD VERSIONS

## VCARD WIZARD™ VERSIONS

- ▶ **Trial** - a limited functionality 14-day version. It allows you to import/export only 5 Outlook contacts at a time.
- ▶ **Full** - a fully functional version.

**Note:** The trial version does not require any activation.

 [vCard Wizard website](#)

# SOFTWARE UPDATE AND ACTIVATION

Click on the [underlined](#) links to find out more.

## ▶ [What happens if you don't activate your copy of vCard Wizard?](#)

Before you activate vCard Wizard, you may run it for a limited amount of time ( trial version). vCard Wizard will go into **Reduced Functionality Mode** when this trial period expires. In Reduced Functionality Mode, you will not be able to use vCard Wizard for importing/exporting contacts. No existing Outlook items or documents will be harmed, and you can easily get vCard Wizard out of this mode after activation.

## ▶ **Product Activation:**

1. Connect to the Internet.
2. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select vCard Wizard.
3. Click the Activate... button on **About vCard Wizard** form.
4. Enter your\* Activation Code in the **Activation Code:** field.\*\*
5. Click Next >.

The program will continue functioning as a full version.

If you receive the vCard Wizard - Activation Failed dialog, click "< **Back**" and reenter your Activation Code. If this does not help, please contact our Customer Support by e-mail, over the phone or via Live Help.

\* An Activation Code will be sent to you by e-mail after you purchase the product. You can purchase the product by clicking [here](#).

\*\* In order to activate the product, you need to purchase it and obtain the activation code. Click the "**Buy Online**" button on the **vCard Wizard - Online Activation** form to go directly to our product website.

## • [Software Update](#)

1. Connect to the Internet
2. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select vCard Wizard.
3. Click the Check for Update button on **About vCard Wizard** form.
4. If a new version of the product has been released, remove the old version (Control Panel→ Add/Remove Programs) and download and install the new one.

**Note:** All your data will be saved and securely translated into the new version. Your Activation Code (your Order ID) will be required. Please, go to Microsoft Outlook **Help** menu→ **4Team About**→ **vCard Wizard**, click the **Activate...** button and re-enter your Activation Code in the **Activation Code:** field.

You may purchase a group license or separate licenses for each of your team member from the [product website](#). For program activation, the Code has to be entered on each team member's computer.

## ▶ [About product activation](#)

After the trial version period is over, you will need to activate your copy of the program in order to continue using it. The wizard will guide you, step-by-step, through the process of activating via the Internet or over the telephone.

4Team Product Activation is an anti-piracy technology designed to verify that software products have been legitimately licensed. It is quick, simple, and helps protect customer privacy.

Product Activation works by verifying that the software Activation Code, used to activate the product, has not been used on more personal computers than intended by the software license.

**Note:** Please be aware that your Activation (License) Code is linked to your computer(s), and the program can be installed only on as many computers as licenses you have purchased. If you need to move the program to another computer, please contact our [Customer Support](#).

 [vCard Wizard website](#)

# INSTALLATION

Click on the [underlined](#) links to find out more.

- **Prior to installation:**

1. You need to have **Windows ® Administrator rights** in order to install **vCard Wizard for Microsoft ® Outlook ®**.
2. Please check that you are running Microsoft Outlook 2000, 2002, 2003, 2007 or 2010 since vCard Wizard is **incompatible** with any **Outlook** version **prior to 2000**; check other System Requirements as well. You can update your Microsoft Outlook version [here](#).
3. Download the latest version of vCard Wizard setup file from the [vCard Wizard website](#) and save it to an easy-to-find place.

- ▶ **Installation steps:**

1. Please, **make sure** your system meets the System Requirements.
2. **Close** Microsoft Outlook and all running programs.
3. **Open** vCard Wizard **setup file** from the location where you have saved it. Double-click this file to start the installation, and follow the Installation Wizard instructions on the screen.
4. **Start** Microsoft Outlook. On Outlook startup, vCard Wizard **Welcome Screen** appears. If you do not wish this Welcome Screen to be displayed on Outlook startup, please select the appropriate checkbox at the bottom of the screen.
5. **Select** any Contacts folder on the Navigation pane.
6. The **vCard Wizard** toolbar is added to the standard Contacts folder toolbar, and "**Import and Export by vCard**" menu item appears in Outlook **File** menu.
7. You are all set to start using the program!

- [If installation was interrupted or incomplete.](#)

...the problem might be related to the integrity of Microsoft Outlook. Prior to reinstalling vCard Wizard, please perform the following:

1. Uninstall vCard Wizard (Start→ Control Panel→ Add or Remove Programs).
  2. Use the Detect and Repair feature in the Microsoft Outlook Help menu to make sure it is operating properly. You may need the original Microsoft Office ® or Microsoft Outlook CD-Rom. If Detect and Repair was unsuccessful, please contact the [Microsoft support team](#) or [IT professionals](#). The installation of 4Team software will not be possible until the integrity of Microsoft Outlook is restored.
- - Please keep in mind that the " Detect and Repair" feature is not related to our software, and it is recommended to be performed each time you experience functional problems with Microsoft Outlook.
  - Please refer to the FAQ & Troubleshooting section of this Help documentation.
  - **For IT professionals in order to restore the integrity of Microsoft Outlook:**
    - Use the "Detect and Repair" feature in Microsoft Outlook (you may need the original Microsoft Office or Microsoft Outlook CD-Rom). If this step is successfully completed, you may proceed to the next step. If not, we recommend that you save your \*.pst file and repeat the procedure, but this time with "Discard my..." checked. Use the SCANPST feature, which will check the integrity of your \*.pst file. Find this file in your computer and remember the name. Close Microsoft Outlook.
    - Find the SCANPST.EXE file on your hard disk. Launch the program by clicking on SCANPST.EXE.

- o In the dialogue box click "Browse..." and choose the path for your \*.pst file. Click "Open". Then click "Start". If the program finds any problems, click "Repair". Click "Close". If the problems persist, contact the [Microsoft support team](#).

Our **customer support** will be happy to answer all your questions regarding product installation and functionality by [e-mail](#), through [Live Help](#) Chat/Feedback on our website at: <http://vcardwizard.4team.biz>, or over the phone at: (954) 796-8161.



▶ [Report Problem, Suggestions](#)

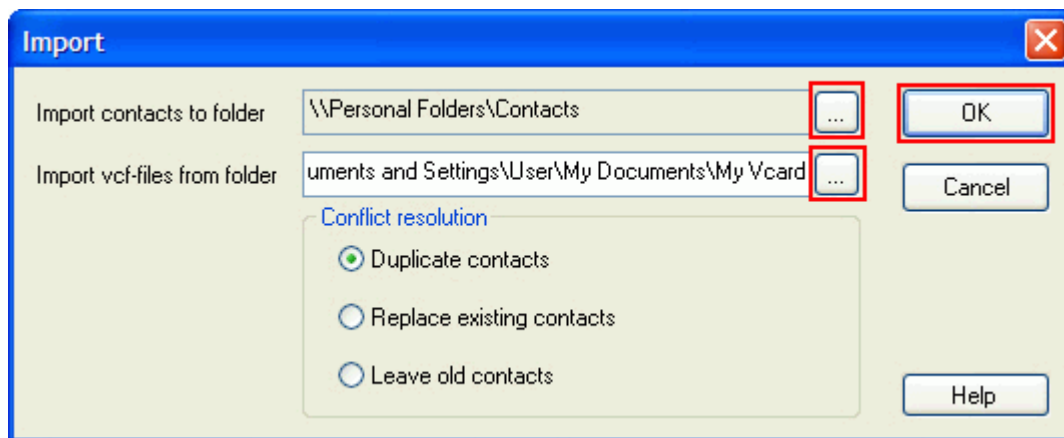
 [vCard Wizard website](#)


## WORKING WITH VCARD WIZARD

### IMPORT VCARD FILES TO CONTACTS FOLDERS

Click on the [underlined](#) links to find out more.

1. Go to Outlook **File** menu, point to "**Import and Export by vCard**" and select "**Import Contacts to vCard**".
2. Select the Outlook Contacts folder to import vCard files to ( Import contacts to folder ).
3. Select your system folder containing vCard files to import ( Import vcf-files from folder ).
4. You may also select the appropriate option for resolving the conflict that might occur when you try to import contacts already existing in the indicated Outlook Contacts folder:
  - Select **Duplicate contacts** if you prefer duplicate contacts to be created in the indicated folder;
  - Select **Replace existing contacts** if you prefer the existing contacts to be replaced by the new ones imported from vCard files;
  - Select **Leave old contacts** if you prefer the existing contacts to be left in the folder instead of the imported ones.
5. Click "**OK**". All vCard files from the selected system folder will be converted to Outlook contacts and saved in the indicated Outlook Contacts folder.



You may also initiate importing vCard format files to Outlook Contacts folders by clicking the "**Import contacts from vCard**" icon  on the **Contacts** folder toolbar.

▶ [Export Outlook contacts](#)

 [vCard Wizard website](#)

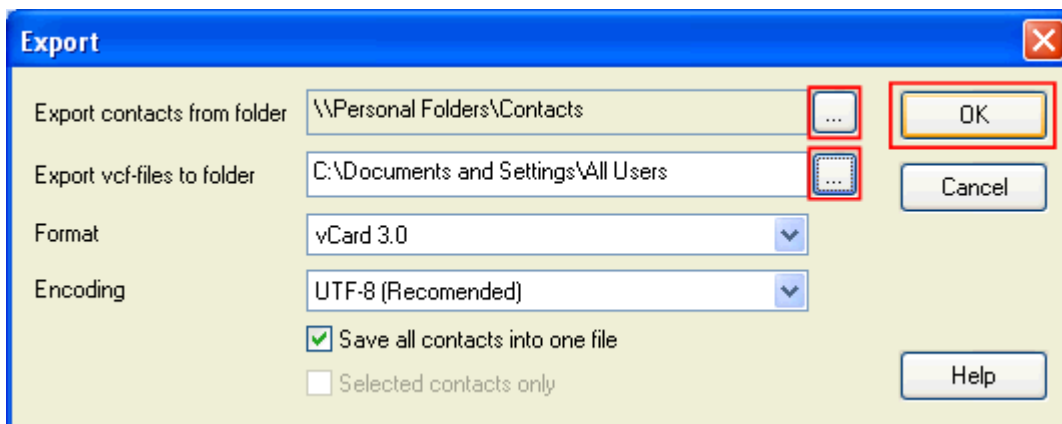
# EXPORT OUTLOOK CONTACTS

Click on the underlined links to find out more.



There are several ways to export Outlook Contacts to vCard format files using vCard Wizard:

## ▶ Export Outlook Contacts folders to vCard:

1. Go to Outlook **File** menu, point to "**Import and Export by vCard**" and select "**Export Contacts to vCard**".
2. Select the needed Contacts folder to export Outlook Contacts from ( Export contacts from folder ).
3. Select the system folder to export Outlook Contacts to ( Export vcf-files to folder ).
4. Chose vCard files format (vCard 2.1 or vCard 3.0).
5. Select the preferred encoding for the exported Outlook Contacts. We recommend using the UTF-8 encoding as it is recognized by most workstations.
6. Check "**Save all contacts into one file**" if you want to convert all contacts into one \*.vcf (vCard) file.
7. Click "**OK**". All the contacts from the selected Contacts folder will be exported to the indicated system folder.



## ▶ Export selected Outlook contacts to vCard:

1. Open the needed Outlook Contacts folder.
2. Select the contacts to be exported. You can use Ctrl + Left mouse click to select multiple Outlook contacts.
3. Click the "**Export contacts to vCard**" icon  on the Contacts folder toolbar.
4. Select the system folder to export Outlook Contacts to ( Export vcf-files to folder ).
5. Chose vCard files format (vCard 2.1 or vCard 3.0).
6. Select the preferred encoding for the exported Outlook Contacts. We recommend using the UTF-8 encoding as it is recognized by most workstations.
7. Select the checkbox "**Selected contacts only**" to convert only the selected Outlook contacts.
8. Click "**OK**". All selected contacts will be exported to the indicated system folder.

## ▶ [Import vCard files to Contacts folders](#)

 [vCard Wizard website](#)

# FAQ & TROUBLESHOOTING

## FREQUENTLY ASKED QUESTIONS (FAQ)

Click on questions and underlined links.

We suggest using "**Search**" to quickly find the needed answers.

### ▶ Purchase:

#### 1. **How do I purchase your software? What delivery options do I have?**

You can use your a credit card, PayPal, wire transfer, or check (for US only). All these options are available when you order a product from our website. All software from our website is downloadable, but you can also order the 4Team BCD, which contains installation files and documentation and is sent by regular mail.

#### 2. **Do you provide a discount for non-profit organizations?**

Yes, we do. Send us your NPO statement of exemption by fax and indicate the name of the actual purchaser and his/her e-mail address where we can send the Promo Code that will generate a 15% discount.

#### 3. **I've just purchased the program but still don't have the Activation Code.**

We e-mail Activation Codes within 24 hours after the purchase. But on workdays we usually send Activation Codes within 1 hour. Please send us an e-mail or call us if you don't receive it within this period.

#### 4. **I have purchased additional licenses, but my new activation code activates the wrong number of licenses now. What should I do?**

Please send us an e-mail or call us after the purchase, and we will send you a new Activation Code.

### ▶ Installation:

#### 1. **I'm not a PC professional. Can I get help to install and tune-up the trial?**

Yes, you can get a free e-mail and Live Help support in order to install and tune-up the program properly. Please, check the Support part of this Help for more information.

#### 2. **Do I need administrator privileges on my computer Windows User Account if I want to install vCard Wizard?**

Yes, you need to have Administrator rights to install vCard Wizard.

#### 3. **Will I loose all vCard Wizard data if I reinstall it?**

**No.**

### ▶ Compatibility:

#### 1. **Does your product work with localized Outlook versions (German, Spanish, French, etc.)?**

Yes, it does.

### ▶ Trying out vCard Wizard:

#### 1. **The trial version we have downloaded has now expired, and we didn't get the chance to test it properly. Is there any way we can download and try it again for another 14 days?**

Please, send us a trial extension request to [support@4team.biz](mailto:support@4team.biz). Please, provide your name, phone number, your team size, and describe the purpose of the extension.

#### 2. **I have downloaded the product trial a month ago and now I am trying to install it. But I get the message "Your trial is over". What should I do?**

Please, refer to 4Team Customer Support by e-mail or via Live Help.

3. **I have downloaded the trial version of vCard Wizard, and it says I need to activate the program.**

The 14-day trial version does not require any activation. If you do get this message immediately after installation, please contact our Customer Support for help.

4. **Why can I import/export only 5 contacts?**

You are using the trial version of vCard Wizard that is limited to 5 contacts import/export at a time, and is available for 14 days.

To remove all limitations and acquire the full version of vCard Wizard, you need to purchase the license of this software. Click [here](#) to go directly to the product website.

5. **How do I update from the previous product version to a new one?**

You need to **uninstall** the previous version (go to Control Panel→ Add or Remove Programs), and download and install the new one.

▶ **Working with vCard Wizard:**

1. **Can I export my Outlook contacts written in Chinese symbols correctly?**

Yes, you can. Even though Chinese encoding is not included in the list of encodings on **vCard Wizard - Export Contacts** form, you can add the proper encoding manually, by going to **Program Files→ 4Team Corporation→ vCardWizard→ supportedEncodings.txt** and entering the following values:

NameForCombobox|CodeForVCFFile|CodepageNo<CrLf>

[Support, Contact us](#)

 [vCard Wizard website](#)

## TRIAL VERSION EXPIRED

Your trial version will expire in 14 days.

If you do not activate the trial version that is about to expire, you will not be able to use vCard Wizard. It is necessary to purchase the license to make the program work.

 [Click here](#) to Buy.

[Support, Contact us](#)

 [vCard Wizard website](#)

# PRODUCT UPDATE

Click on the underlined links to find out more.

To update vCard Wizard to a newer version, please do as follows:

- a. **Connect** to the Internet.
- b. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select vCard Wizard.
- c. Click the **Check for Update** button.
- d. If a new version of the product has been released, remove the old version (Control Panel→ Add/Remove Programs) and download and install the new one.

All your data will be saved and securely translated into the new version. Your Activation Code (your Order ID) will be required. Please, go to Microsoft Outlook **Help** menu→ **4Team About**→ **vCard Wizard**, click the **Activate...** button and re-enter your Activation Code in the **Activation Code:** field.

[Support, Contact us](#)

 [vCard Wizard website](#)

# UNINSTALL

## To Uninstall:

1. Close Microsoft Outlook.
2. Go to Windows Start menu→ Control Panel→ Add or Remove Programs.
3. Find vCard Wizard and click "Remove".

[Support, Contact us](#)

 [vCard Wizard website](#)

## OTHER 4TEAM AND PARTNER PRODUCTS:

You can get acquainted with the entire 4Team Product line at [www.4team.biz](http://www.4team.biz).

✔ **Groupware and Sharing tools** for Microsoft® Outlook® :

[ShareO](#) Groupware, sharing any personal Outlook folders without server.

Schedules4Team Utilize a Microsoft Outlook workgroup calendar and Free/Busy time without a server with special "Grid view".

[ShareContacts](#) Share and synchronize Microsoft Outlook Contacts folders without a server.

[ShareCalendar](#) Share and synchronize Microsoft Outlook Calendar folders without a server.

[Sync2PST](#) Synchronize Microsoft Outlook PST files.

[Sync2](#) Synchronize Microsoft Outlook data between multiple PCs using external USB device, shared network folder or FTP.

✔ **Fax Tools:**

[Fax4Outlook](#) Internet and regular fax solutions integrated with Microsoft Outlook and other Microsoft Office products.

✔ **Mail tools for Microsoft Outlook:**

[Send2](#) Send bulk e-mail to recipients from selected folders, e-mails, contacts, meetings, or tasks in one click.

[SendLater](#) Set a schedule for sending your email messages.

[FreeBusy](#) Autorespond to incoming email, based on your Free/Busy (Out of Office) Status.

[ReplyWith](#) Simplify the process of replying to repetitive email messages using predefined email templates.

✔ **Time saving tools:**

[Signature2Contacts](#) Capture name and address into Microsoft® Outlook® address book automatically.

[Easy2Add](#) Quickly create new events, tasks (to-do), contacts, notes from plain English in your Outlook Calendar (appointments, meetings, all day events), Tasks, Contacts and Notes folders.

✔ **Other tools:**

[Duplicate Killer](#) Remove Outlook duplicates in the Contacts, E-mails, Notes, Tasks, Calendar Folders of Microsoft Outlook.

[Support, Contact us](#)

[vCard Wizard website](#)

# SUPPORT

## ➔ Troubleshooting and Support procedure (Get Support):

1. Make sure you are running the **latest** version of vCard Wizard on your workstation(s). You can download the latest product release from the 4Team Corporation [vCard Wizard website](#) using **Try Now** link.
2. **Update your Office/Outlook** with the latest updates that improve the stability and security of Microsoft Office. [Click here](#) to go to Microsoft Office website.
3. Check System Requirements.
4. Refer to Installation procedure.
5. Search the product FAQ.
6. **Contacting Support:** If you cannot solve your problem by any of the previous steps, please send a Bug Report e-mail (Outlook Help→ 4Team About→ vCard Wizard→ Report a Problem...) to [support@4team.biz](mailto:support@4team.biz), submit the [Online Support Form](#), or use [Live Help](#) with the following information:
  - A **detailed description** of the problem. Include the steps you have already taken to fix the problem, and, where appropriate, the steps to take in order to repeat the problem.
  - The **Product version** that you are running (Outlook Help→ 4Team About→ vCard Wizard).
  - The **operating system and Office/Outlook** version of the computer running the product.
  - **Screenshots** if available (press PrintScrn on the keyboard and paste (Ctrl + V) to Word ® or any available picture editor).

**Note:** Please remember to keep all of conversation history when you reply to our e-mails.

[Click here](#) to submit the [Online Support Form](#).

## ➔ We provide full support for product trial and full versions:

- By e-mail at: [support@4team.biz](mailto:support@4team.biz) and [Online Support Form](#).
  - By telephone at: **+1 (954) 796-8161 (pre-sale questions, activations, billing)**.
  - By [Live Help](#) at <http://vcardwizard.4team.biz> or [www.4team.biz](http://www.4team.biz).
- ➔ To **buy the license** if your team grows, please [click here](#).\*
- All our customers who purchased the program or added a new license are eligible to get free updates for one year from the last purchase date.
  - If you are looking for other 4Team products for Microsoft Outlook, you can get them at significantly discounted prices; just send us an e-mail with your order number, product name, and number of licenses that you wish to purchase.

**!!! Note:** We do not provide support for Microsoft Outlook; please refer to the resources at [Microsoft web site](#).

\* Please, make sure that your computer is connected to the Internet if you want to use this page for orders and support.

 [vCard Wizard website](#)

## REPORT PROBLEM, SUGGESTIONS

- By [Online Support Form](#).
- By "**Live Help**" at <http://vcardwizard.4team.biz> or [www.4team.biz](http://www.4team.biz).
- By email at: [support@4team.biz](mailto:support@4team.biz).
- By telephone at: +1 (954) 796-8161.

 [vCard Wizard website](#)

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