

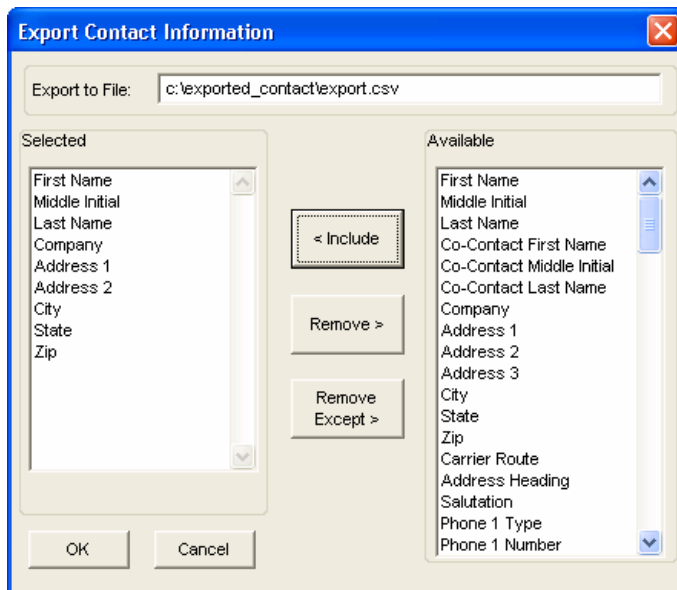
Exporting Contacts

You can export your contacts from the Contact module and save the contact data in an ASCII file. This file can be imported and used in other programs as needed.

To export contact data

1. On the Go menu, click **Contact**.
2. On the File menu, click **Export Contact Information**. The Export Contact Information screen appears.
3. In the **Export to File** field, type in the complete path (drive, directory, filename) to which you will be exporting, or double-click in the field to browse. If you are browsing, the Export File Name screen appears. Your screen will show your drives, directories, and related files.
4. Select the correct drive and directory, enter a file name to the File Name field, then click **OK**. You are returned to the Export Contact Information screen.
5. Select field names from the **Available** list on the right that represent those fields from which information will be exported. You can select all the items you need by holding down the **CTRL** key while selecting items.

Example: To produce a list of all contacts' names and addresses, select First Name, Middle Initial, Last Name, Address 1, Address 2, City, State, and Zip. When finished creating your list, click Include. The selections now appear in the Selected list on the left. **Tip:** Double-clicking on a field name automatically places it in the Selected list on the left.



6. Once the **Selected** list contains all the desired fields, click **OK**. Your data has been exported. We suggest you open the exported file with the software package where you will use the information.