

Bentsen Grove Resort Computer Club  
Email Address Book transfers and backup  
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The following features can be used to back up or transfer to another computer or email program your address book.

With the modern computer and current filtering it is possible to seldom delete messages. We can keep several thousand messages and sort them by received date, from whom, subject or size etc. Contrary to popular belief, keeping data files will not slow down your computer. If and when your computer becomes slow starting up, shutting down or reacting to your commands, it is due to virus, ad ware, spy ware inadequate memory (RAM), to slow a processor, badly fragmented hard drive, many programs starting up in the background, failing hard drive and not updating your programs and their data files to correct or eliminate problems.

Most any email program offers the opportunity to export your address book and/or email files. When you export your address book, you do not lose it, it is simply copied to another file that can be read by another program, computer or stored as a backup. You will export the file into a CSV (Comma Separated Value) file and save this file, possibly in My Documents, Desktop, thumb drive, CD or floppy. After the file is saved, you can view it, edit it etc. with most any spreadsheet program. When it is ready, you can import it into most any email Address Book even many on line services like gmail and yahoo. Upon installing some email programs, there is a feature to automatically fetch your info.

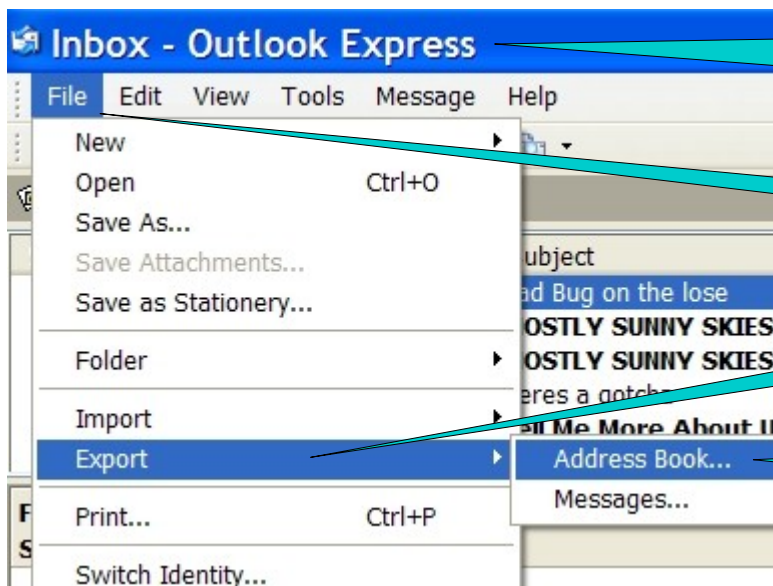
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If you want to export from Outlook Express

Other programs including Outlook, Mozilla, Netscape, Opera, Pegasus and others work very similar.



1. Open program that you want to export from

2. Click on File

3. Click on Export

4. click on Address Book

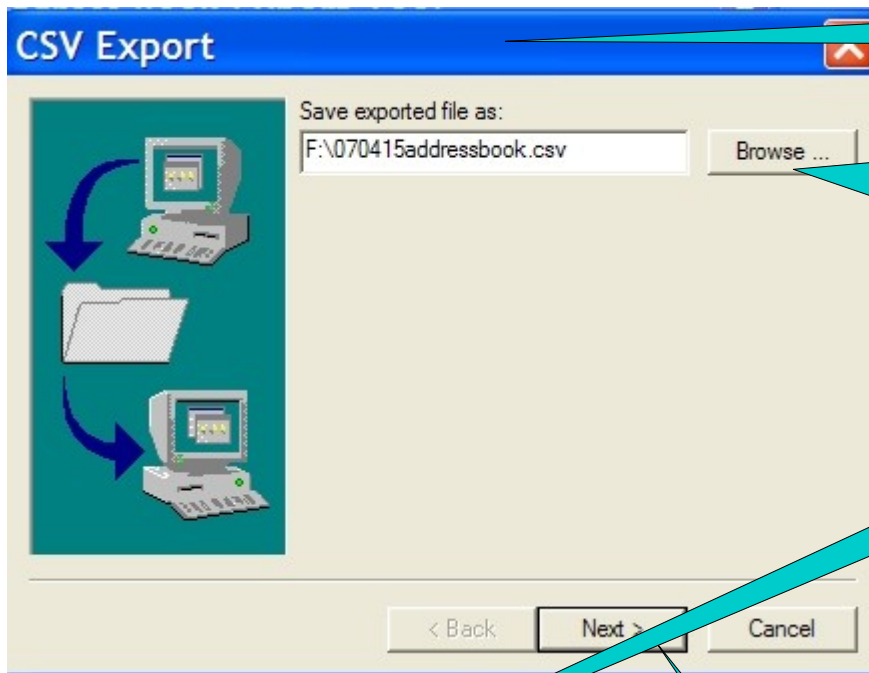
Address Book Export Tool opens

5. Click on Comma Separated Values

6. Click on Export



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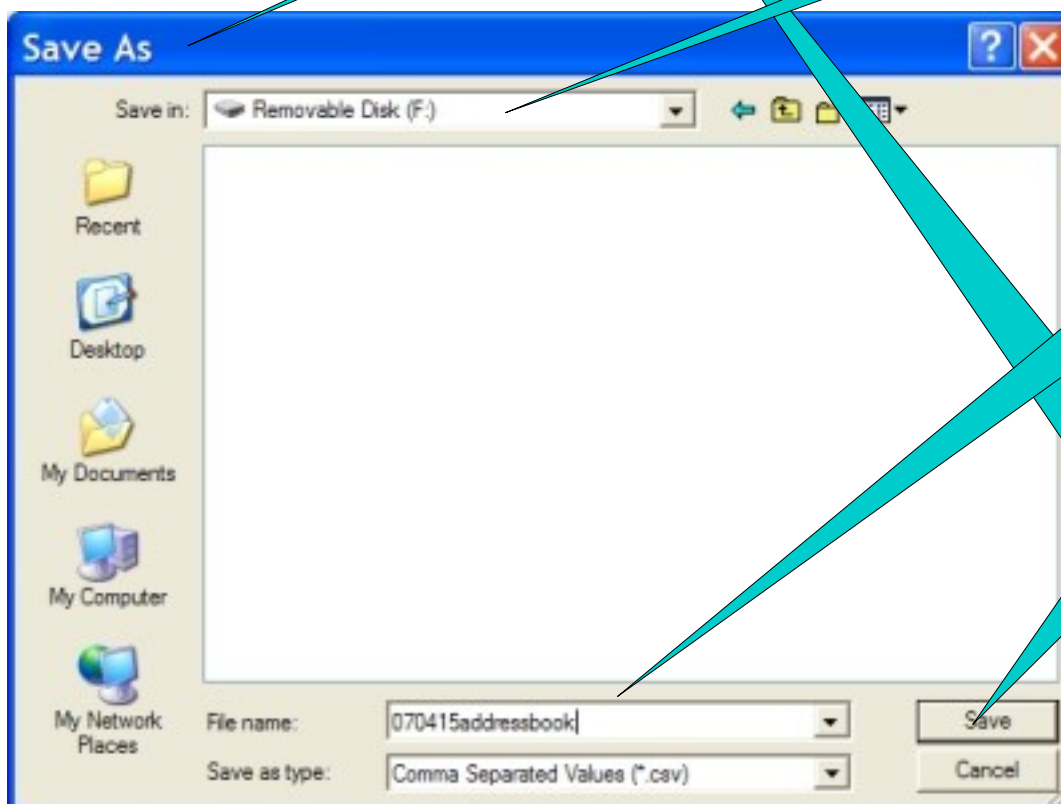


CSV Export opens

7. Click on Browse. It will open the Save As window below.

Save As opens.

Select the Save in location.



Here I named the file as (April 15, 2007) YYMMDD addressbook

8. Click on Save

9. Click on Next

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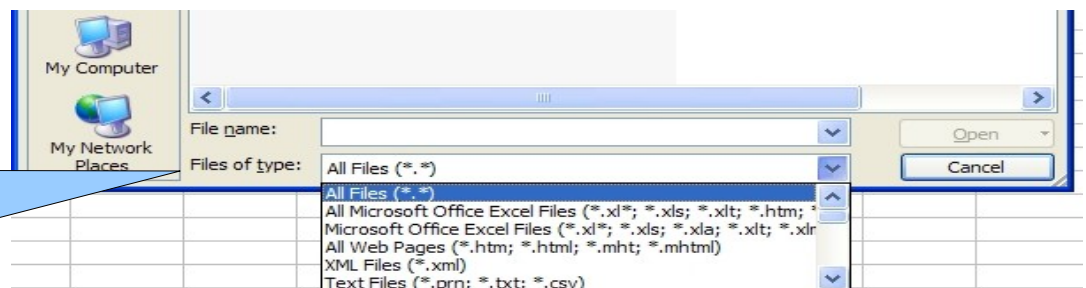


10. Place a check mark next to each field you use in your entire address book.

11. Click on Finish

At this point, your address book has been saved in a format that it can be viewed, edited or kept as a backup in a form that can be viewed or edited with any spreadsheet program including Excel, MS Word, Open Office and others. When you go to open your file in a spreadsheet program, you must change Files of Type to All Files or Text Files (.csv) at the bottom of the Open box.

Change to  
All Files  
or  
Text Files



You are now finished if you just wanted to backup your Address Book and it is in a safe place for storage. If you want to transfer (Import) your address book to another program, continue to the next slide.

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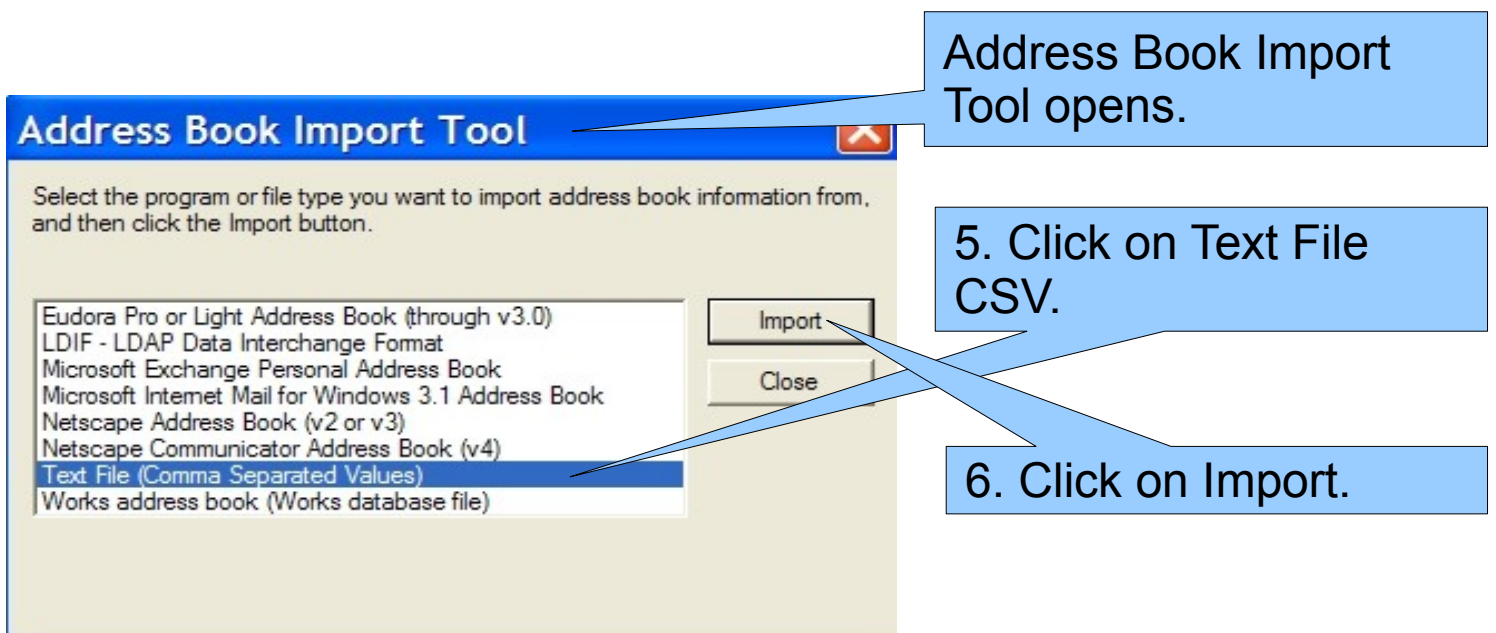
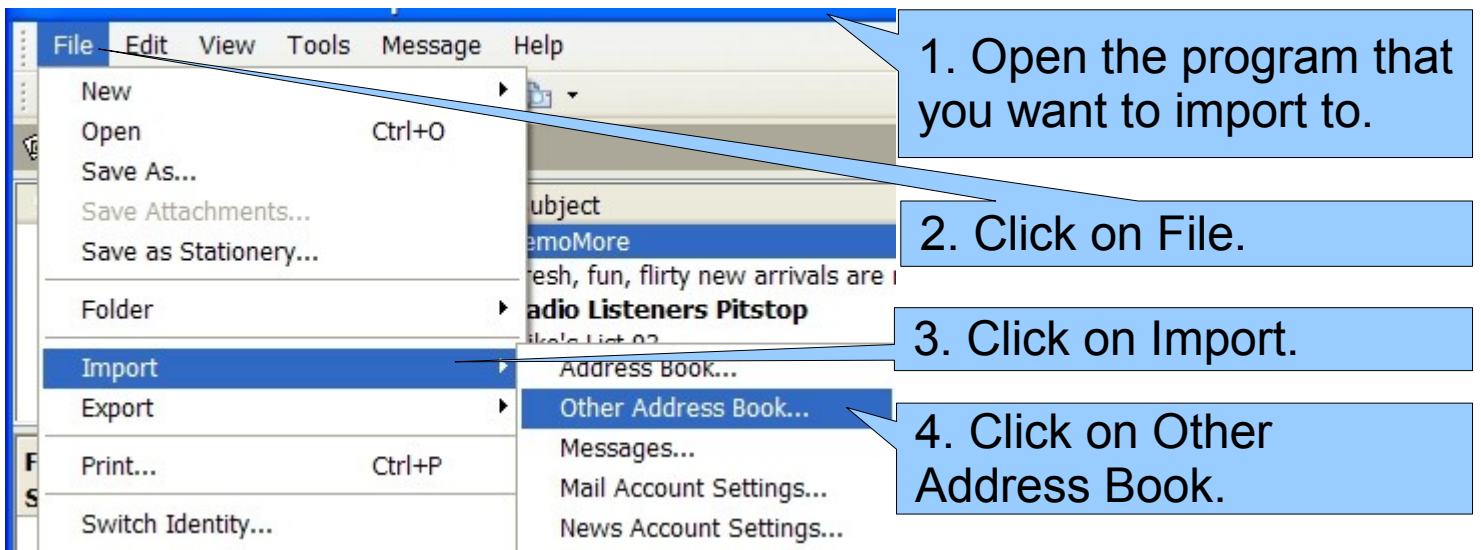
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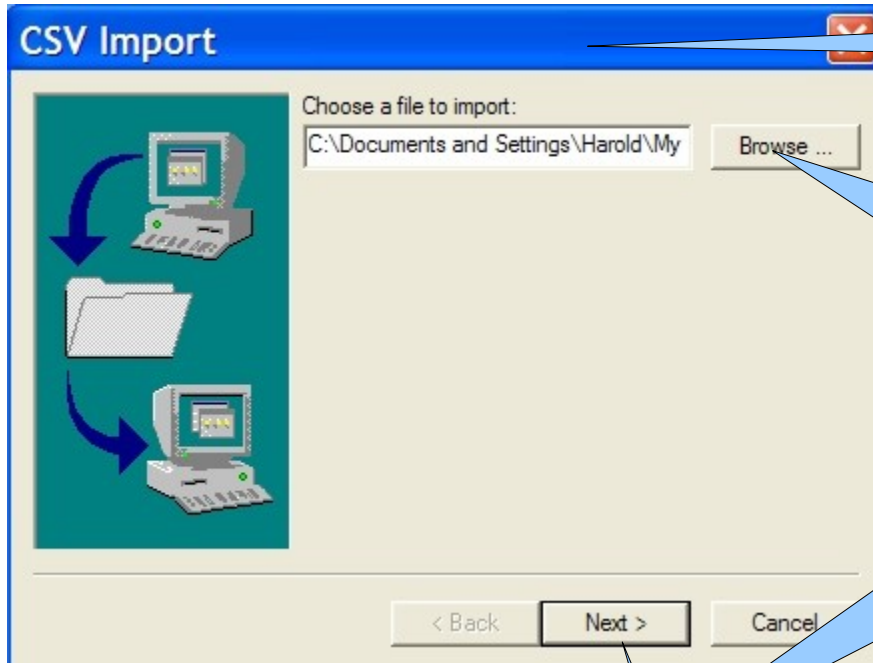
Now that your Address Book is backed up, you are ready to Import it into your new program or upload it to an on line service.

Other programs including Outlook, Mozilla, Netscape, Opera, Pegasus and others on line services like Gmail or Yahoo mail work very similar.

You will do near the same steps when you exported the file only this time you will import it into your new program.



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CSV Import opens.

7. Click on Browse to select the place you stored your data.

8. File Open box opens.

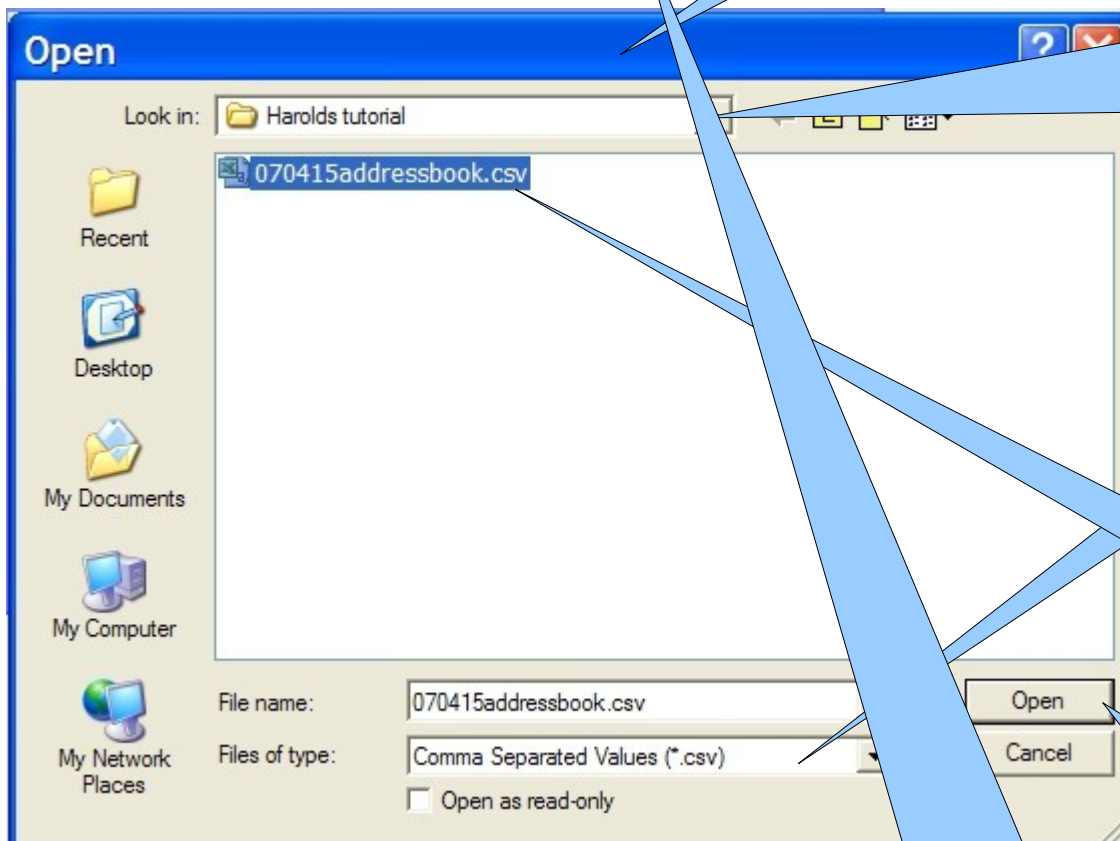
9. Browse to the folder where you saved your file.

10. Make sure CSV is displayed here.

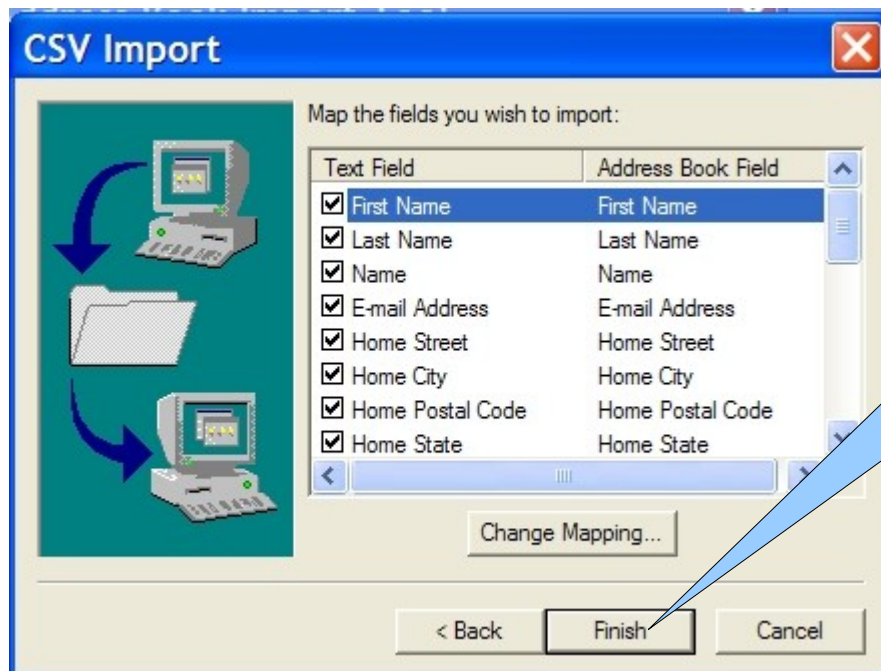
11. Select your saved file.

12. Click on Open.

13. Click on Next.



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14. Click on Finish.

If you use Gmail or other web based email services, you may import CSV files into their data files by clicking on Contacts then click on Import and follow instructions to upload your address book. It is also possible to use Gmail with email programs on your computer.

*Bentsen Grove Resort Computer Club*  
*By Harold Buechly*

<http://buechly.com/bgrrcc/addressbooktransfers.pdf>