

## Exporting Contacts

### FOR IMPORT INTO OTHER CONTACT PROGRAMS

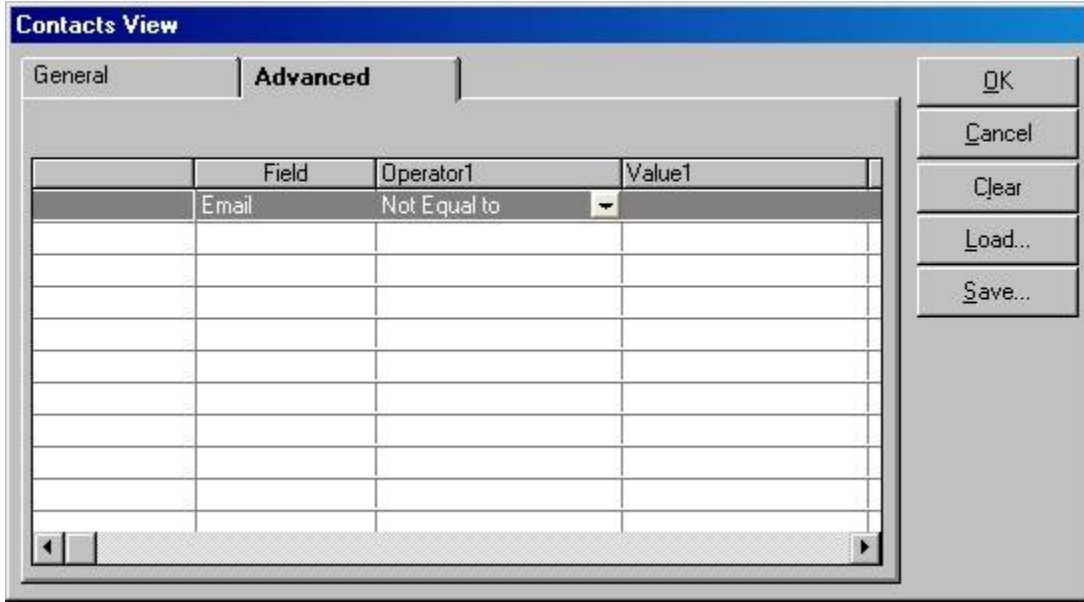
Artsystems has the ability to create “delimited” text files that can be exported from Artsystems and imported into various contact related software and hardware applications such as *MS Word*, *MS Outlook*, and *Palm* hand-held contact organizers.

#### EXPORTING FROM CONTACTS

1. Open Artsystems, go to Contacts module.
2. Create a view set or mark a group of contacts to be exported.

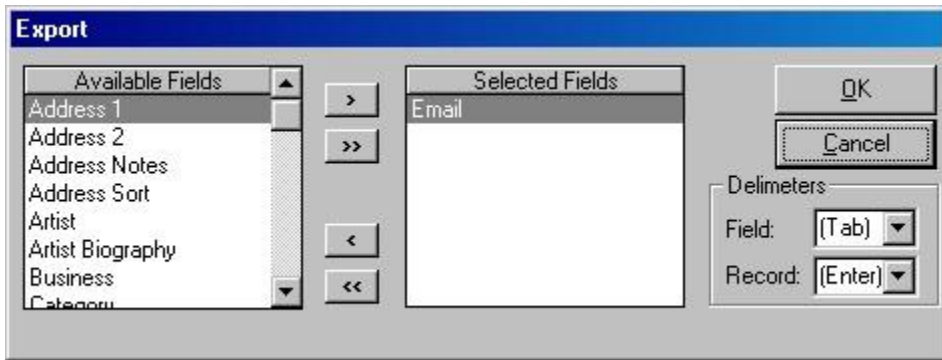
**NOTE:** Many clients create a category to help define the list such as Opening Invitation or Press Release.

3. If planning to e-mail you may want to check the Data to be sure an E-mail Address exists on the Record. Click the **Advanced** tab.
4. In the field dropdown, select **Email**. Then in the *Operator/* field select the value for *Not Equal To* and set the *Value 1* as blank. This should bring back all records with an email address value that is not blank.

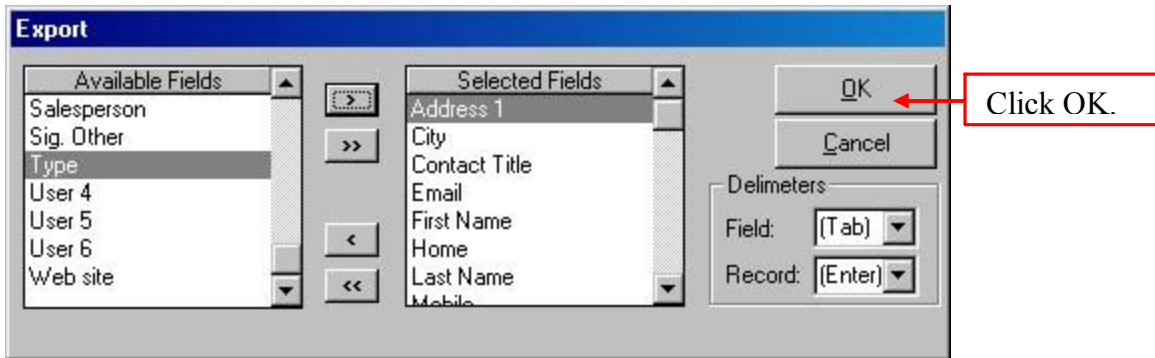


## EXPORTING SELECTED FIELDS

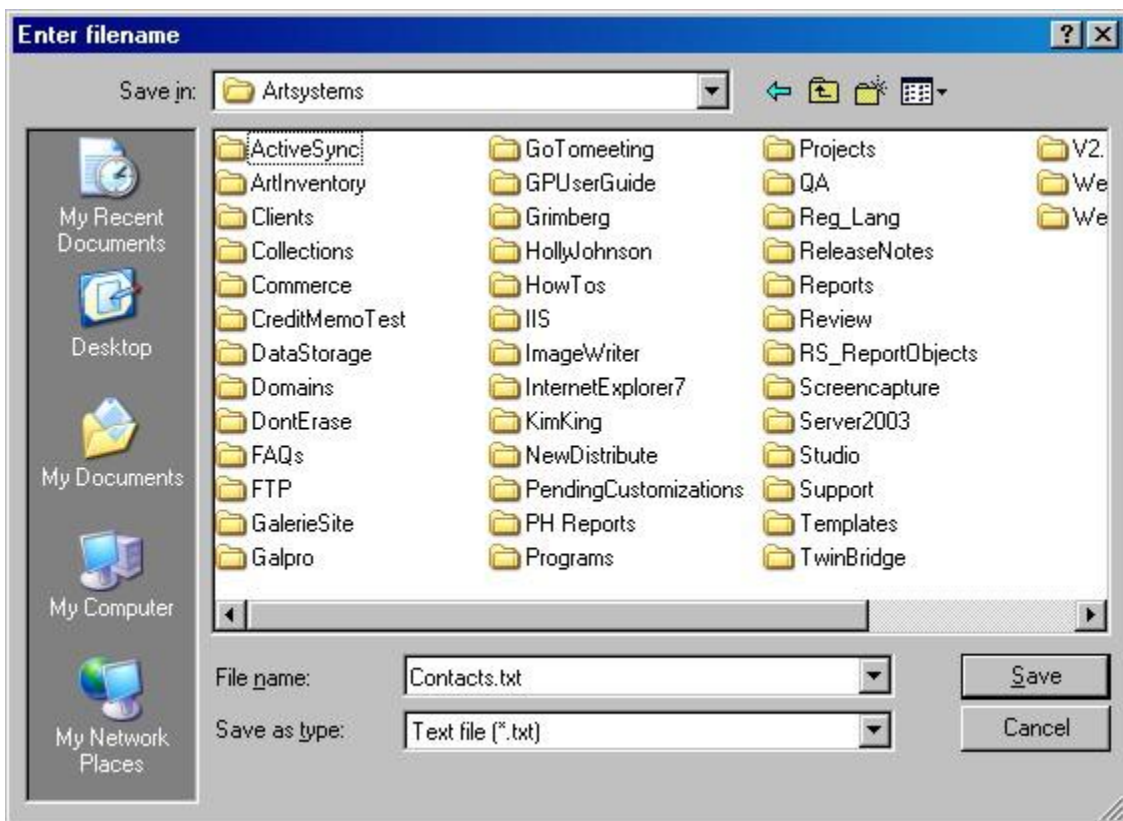
5. Select *File>Export* to launch the Export Wizard.



- **Available Fields-** These are all of the contact fields that are exportable to other applications.
  - **Selected Fields-** This column indicates all of the fields that have been chosen to be exported.
  - **Delimiters-** These are characters that mark the beginning or end of units of data. (*Artsystems* default settings are: FIELD= TAB and RECORD=ENTER)
6. Move selected fields from one column to the other using the single arrow buttons. The double arrow buttons are used to enter or remove whole lists of items from one column to the other.



Set the *Delimiters*. Check the software or hardware that you are exporting to for proper delimiter format. Set the delimiters by choosing the proper setting in the drop down.



In the Enter filename window, browse to the location in which you wish to save, name the file in the file name field and click Save.

**NOTE:** The file will save as a text file (.txt).

**If further assistance is needed, please contact Artsystems Support.**

**Artsystems Support 212-620-5500 x 2**

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