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STARTUP & ABOUT

ABOUT SIGNATURE2CONTACTS (MICROSOFT® OUTLOOK® PLUG-IN)

Signature2Contacts is a time saving solution for semi-automatically addition of new records to Microsoft® Outlook® Contacts. Signature2Contacts retrieves the existing information from the e-mail message signature, automatically fills in the Contact form and offers tools for its further editing: assigning selected parts of signature to appropriate fields, clearing and rearranging form data. So, if you are tired from the wearing work of manually creating new contact records from your e-mail signatures, Signature2Contacts is just for you.

HOW IT WORKS

Signature2Contacts plug-in analyzes signature text received with the e-mail message and fills in a new Contact form with the retrieved data. It automatically detects and assigns contact's job title, company name, phone & fax numbers, e-mail and URL to the corresponding fields of a Contact form. Automatically unrecognized signature information is highlighted in red and can be manually assigned to the appropriate fields. If needed, it is possible to clear all Contact form fields (except the body) and to turn back to the partially filled in form with Clear/Re-Arrange functions.

FEATURES

✓ Automatic Contact form filling-in

Signature2Contacts allows create and fill in a new Contact form only by one click. The only thing you have to do is to select signature in the received e-mail message and to call-out Signature2Contacts plug-in. It will copy the selected information to a new Contact form and automatically fill the form in.

✓ Convenient contact record creation

Signature2Contacts can create new contact records from the messages stored in files, as well as from various Microsoft® Outlook® items

✓ Easy and quick edition of Contact form

Signature2Contacts allows manual edition of information in the Contact form. As it can be done in several ways, it is possible to select the most convenient one. Selected part of signature can be assigned simply by pressing CTRL and dragging-and-dropping it to the appropriate field of the Contact form or by using Signature2Contacts toolbar and Microsoft Outlook Actions menu.

✓ Customizable list of contact fields

There is a possibility to customize the list of Contact form fields, used in manual assigning of signature information: to change the display order of the fields in the list, to add new or to remove the unnecessary fields.

WORKING WITH SIGNATURE2CONTACTS

AUTOMATICALLY FILLING IN A CONTACT FORM

The first step in new contact record creation using Signature2Contacts plug-in is filling in a new Contact form with signature information. It can be done automatically and there are several ways to do it.

The first way is applicable when a new contact is created from the signature, which is stored in the file. In this case, select signature text, and copy it to clipboard. Then return to Microsoft® Outlook®, and on the **Edit** or **Actions** menu, click **Signature2Contacts**.

The second way is suitable, if a new contact is created from any Microsoft Outlook item. There are two possible items to use: Message window and Reading pane.

To create a new contact record from Microsoft Outlook Message window or Reading pane, on the **Edit** menu click **Signature2Contacts**
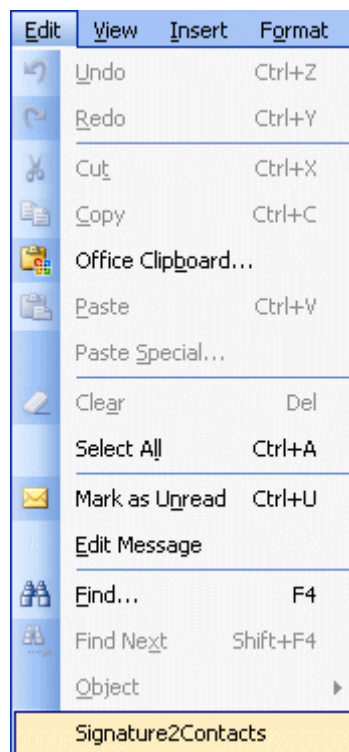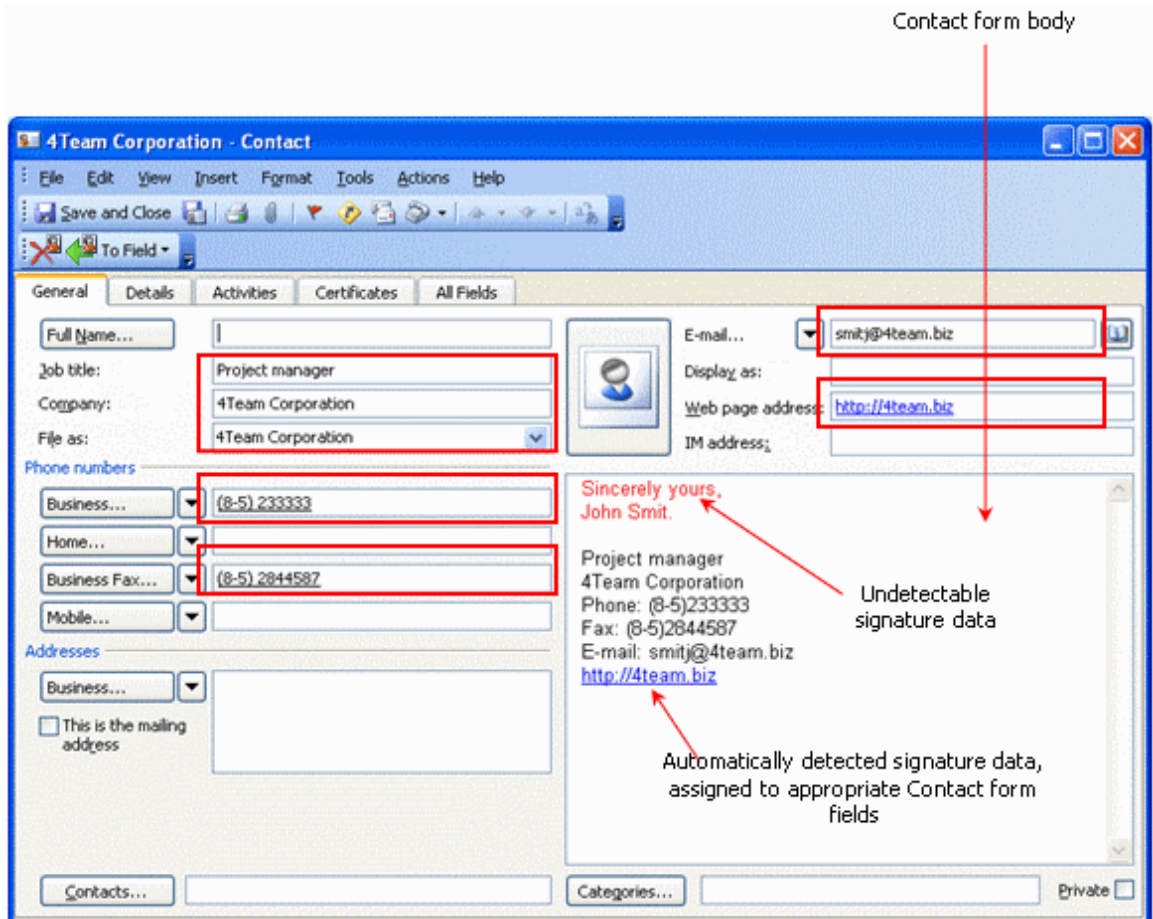

The other way to create a new contact record from Microsoft Outlook Reading pane is to click **Signature2Contacts** on the **Actions** menu:
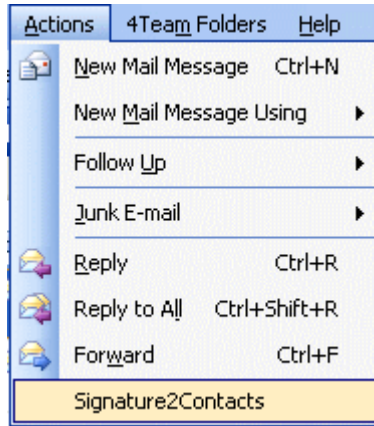
DETECTING SIGNATURE INFORMATION

When a new Contact form is filled in, Signature2Contacts opens it for further editing. Filled in Contact form is similar to the one that is shown below:

One part of signature data is marked with red and the other with black. The data, marked in black, is automatically detected and assigned to the appropriate fields of the Contact form. To this group of information belong job title, company name, phone number, fax number, e-mail and URL that are detected by special symbols or symbol groups. All information detection is case-insensitive.

Information type	Symbol or symbol group used in detection	Notes
Job title	Manager; Director; Programmer; CEO; Officer; Chief Executive Officer; Professional; Assistant; Developer; Attorney; Consultant; Representative; Engineer; Designer; Architect; Worker; Administrator; Technician; Head	
Company	Company; Corporation; Corp.; Inc.; Limited; Ltd; Association; Concern; Enterprise; Establishment; Firm; House; Megacorp; Multinational; Outfit; Partnership; Syndicate; Bureau; Department	
Phone and fax numbers	Phone; Telephone; Fax; Tel.; Ph.; Business; Home; Office; Car; GSM; Cell.; Cellular; Mobile; Mob.; :	If there are several phone numbers in the signature, the first one is stored
		If the type of phone can't be detected or the phone number is Business phone, the number is assigned to Business phone field
		Home phone, Fax and Mobile phone fields are automatically filled in only when data detected to be explicitly of those type
E-mail	@	If there are several e-mail addresses in the signature, the first one is stored in the Contact form
URL	http:// www	If there are more than one URL address in the signature, the first one is stored in the Contact form

Non-automatically detected data is marked with red. It could be manually assigned to the required fields of the Contact form as well as the automatically detected data (if there is a need for additional assigning it to some other fields of a Contact form).

MANUALLY EDITING A CONTACT FORM

Signature2Contacts lets manually to assign signature information to the selected fields, also clear and rearrange the information in the Contact form.

The easiest and quickest way for manual assigning of the selected part of signature, is simply to press CTRL and drag-and-drop it to the selected field. Besides it, there are two ways for accessing functions of manual edition: Signature2Contacts submenu and Signature2Contacts toolbar.

Signature2Contacts submenu is placed on the Actions menu of the Contact form and has three items: Clear, Re-Arrange and To Field:
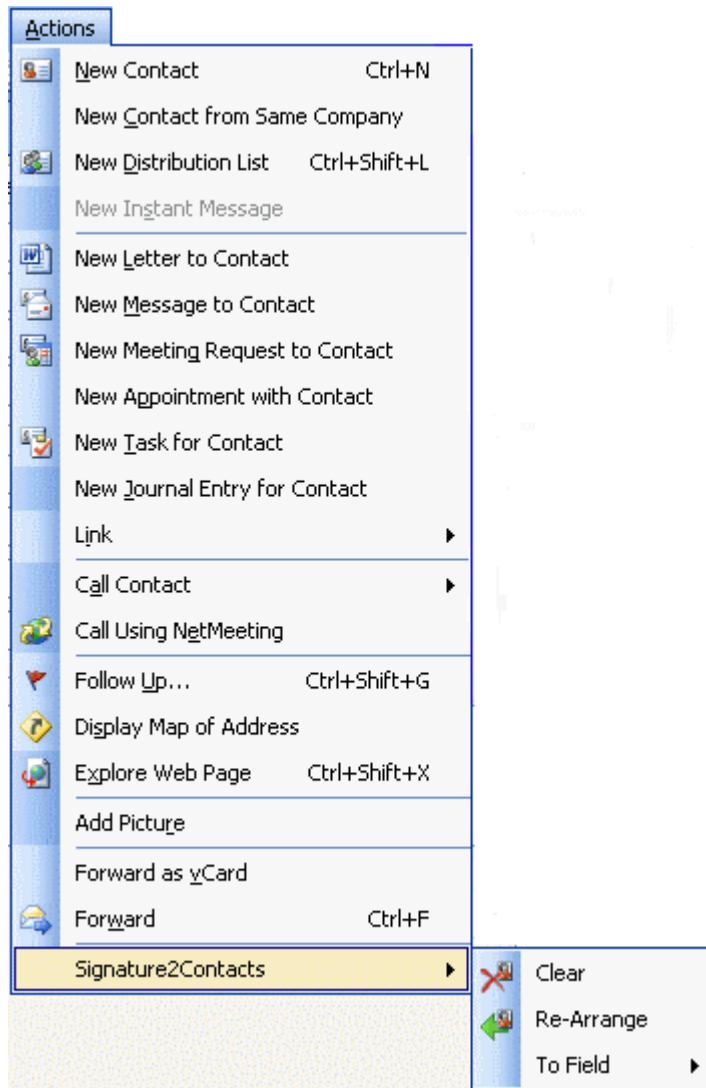
The selected part of signature is assigned by using "To Field" submenu. All Contact form fields (except its body) are cleared by using the "Clear" item, and a Contact form is automatically filled in again by using "Re-Arrange" item.
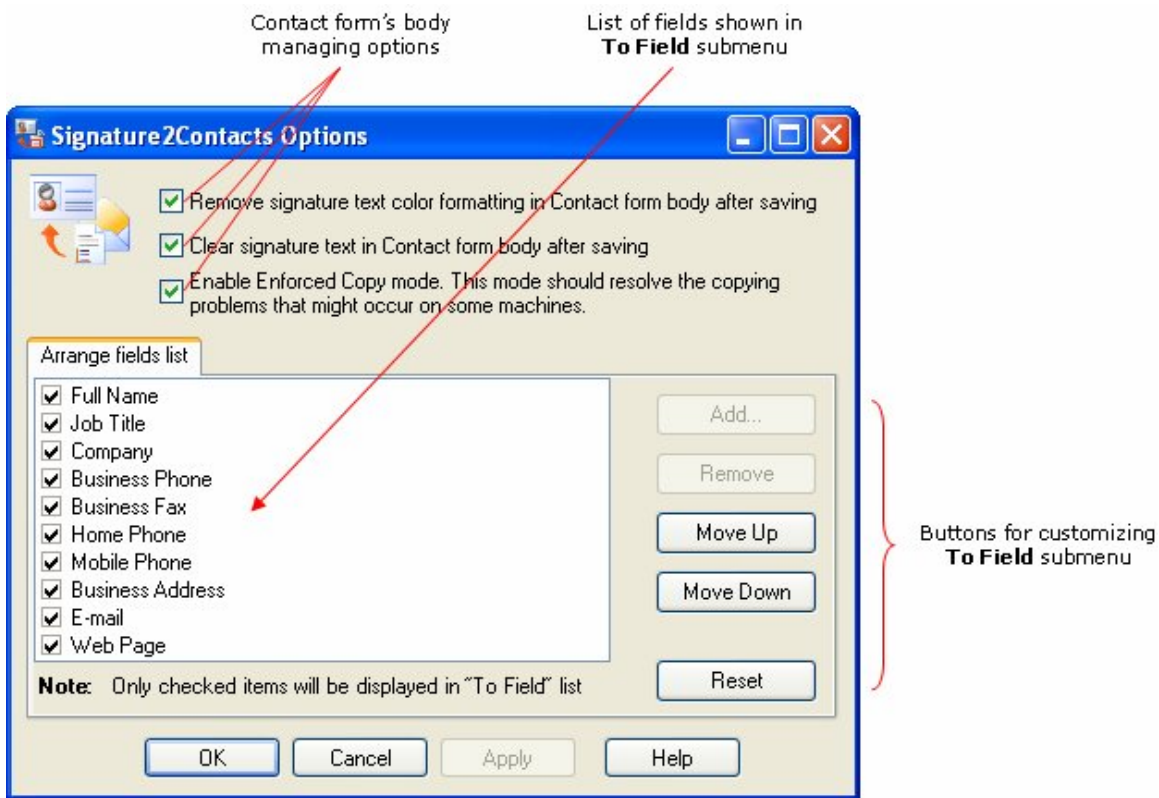
Signature2Contacts toolbar is placed in the Contact form toolbar. It has three buttons: Clear, Re-Arrange and To Field:

The functions of these buttons are identical to the functions of the adequate menu items in Signature2Contacts submenu.
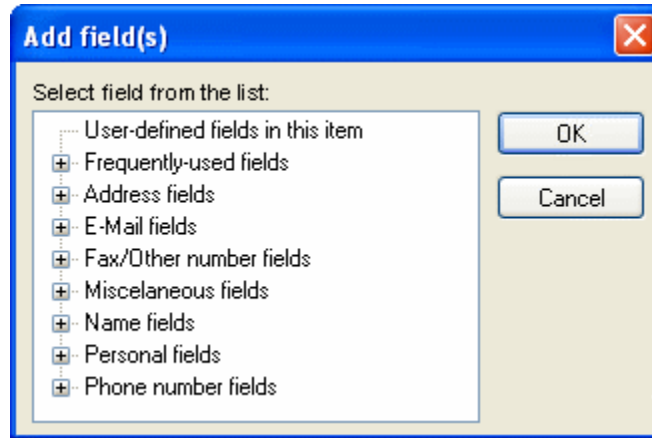
SETTING SIGNATURE2CONTACTS OPTIONS

Signature2Contacts options are set in **Signature2Contacts Options** form:

To open the form on the **Tools** menu, point to **4Team Options**, and then click **Signature2Contacts**. To remove signature text color formatting in Contact form body or to clear its content after saving a new contact record, keep the check boxes in **Signature2Contacts Options** form selected. Otherwise, clear one or both check boxes.

In the **Signature2Contacts Options** form frame it is shown the present list of fields in "To Field" submenu. To change the display order of the fields in the list, use Move up or Move down buttons.

To remove the field from the list, use Remove button. To add a new field to the list, use Add… button. When you press this button, **Add field(s)** form appears:

In this form, select the field, which has to be appended to the list of fields in To Field submenu.

To restore default settings of "To Field" submenu, press Reset button in **Signature2Contacts Options** form.

HOW TO

FILL IN A NEW CONTACT FORM

COPY INFORMATION FROM THE CLIPBOARD

To copy contact signature information from the message that is saved in the file, you must take the following steps:

1. Open the file where you keep the message and select its signature text.

2. Copy the selected text to the clipboard.

3. Return to Microsoft® Outlook®, and on the **Edit** or **Actions** menu, select **Signature2Contacts**.

4. A new Contact form filled in with the appropriate signature data will be opened.

Important. By default Signature2Contacts removes color formatting and clears signature information in a Contact form body after a new Contact is saved. If you want to change defaults settings, you should modify Signature2Contacts options. Learn about [modifying Signature2Contacts](#).

Note. Copied signature information is placed in Contact form body. Undetected data is highlighted in red and can be manually assigned to the form fields.

FILL IN A NEW CONTACT FORM FROM THE MESSAGE WINDOW

To fill in a new Contact form with the selected signature information from Microsoft® Outlook® Message window, click the **Edit** menu to select **Signature2Contacts**.

Important. By default Signature2Contacts removes color formatting and clears signature information in a Contact form body after a new Contact is saved. If you want to change default settings, you should modify Signature2Contacts options. Learn about [modifying Signature2Contacts options](#).

Note. Copied signature information is placed in Contact form body. Undetected data is highlighted in red and can be manually assigned to the form fields.

FILL IN A NEW CONTACT FORM FROM THE READING PANE

To fill in a new Contact form with the selected signature information from Microsoft® Outlook® Reading pane, do one of the following:

- Click the **Edit** menu to select **Signature2Contacts**

- Click the **Actions** menu to select **Signature2Contacts**

Important. By default Signature2Contacts removes color formatting and clears signature information in a Contact form body after a new Contact is saved. If you want to change default settings, you should modify Signature2Contacts options. Learn about modifying Signature2Contacts options.

Note. Copied signature information is placed in Contact form body. Undetected data is highlighted in red and can be manually assigned to the Contact form fields.

EDIT CONTACT FORM INFORMATION

ASSIGN INFORMATION TO A CERTAIN FIELD OF THE FORM

To assign the selected part of signature from the Contact form body to the proper field of the form, do one of the following:

- Press CTRL, and drag-and-drop the selected information to the desirable field of a Contact form

- On the **Signature2Contacts** toolbar, click **To Field** , and then click the name of the field you want to place the selected information in

- On the **Actions** menu, point to **Signature2Contacts**, then point **To Field** and then click the name of the field you want to place the selected information in

Notes.

- It is possible manually to assign the undetected data and to reassign automatically filled in data.

- While assigning undetected data to one of the Contact form fields, Signature2Contacts changes this kind of data color from red to black.

- If you want to assign the selected data to the field, which name is not listed in **To Field** submenu, point to **Other field**, then point to the proper group of fields and then click the name of the desirable field.

CLEAR FORM INFORMATION

To clear filled in new Contact form, do one of the following:

- On the **Signature2Contacts** toolbar, click **Clear**

- On the **Actions** menu, point to **Signature2Contacts**, and then click **Clear**

Important. Clear function is available only in the form of unsaved contact. Once a contact is saved, Clear function is disabled.

Note. Signature2Contacts will clear all fields in the Contact form, except form body, where copied signature text is placed.

RE-ARRANGE FORM INFORMATION

To fill in cleared Contact form again, do one of the following:

- On the **Signature2Contacts** toolbar, click **Re-Arrange**
- On the **Actions** menu, point to **Signature2Contacts**, and then click **Re-Arrange**

Note. Signature2Contacts will fill in a Contact form only with automatically detected data; fields that were manually assigned to the form fields before clearing it won't be assigned on re-arranging.

SET SIGNATURE2CONTACTS OPTIONS

CUSTOMIZE "TO FIELD" SUBMENU

ADD NEW FIELDS

To add new fields in **To Field** submenu, you must take the following steps:

1. On the **Tools** menu, point to **4Team Options**, and then click **Signature2Contacts**. **Signature2Contacts Options** form will open.

2. Press **Add...**, to open **Add field(s)** form.

3. In the list of possible fields, click the field you want to add in **To Field** submenu.

4. Press **OK**, to add the selected field and return to **Signature2Contacts Options** form.

5. Press **Cancel**, to return to **Signature2Contacts Options** form.

REMOVE FIELDS

To remove a field from **To Field** submenu, you must take the following steps:

1. On the **Tools** menu, point to **4Team Options**, and then click **Signature2Contacts**. **Signature2Contacts Options** form will open.

2. In the fields' list, click the field you want to remove from **To Field** submenu.

3. Press **Remove**, to remove the selected field from the list.

CHANGE THE DISPLAY ORDER

To change the display order of the fields in **To Field** submenu, you must take the following steps:

1. On the **Tools** menu, point to **4Team Options**, and then click **Signature2Contacts**. **Signature2Contacts Options** form will open.

2. In the fields' list, click the field, which order in the fields' list you want to change.

3. Press **Move up**, to move the selected field one position up in the fields' list.

4. Press **Move down**, to move the selected field one position down in the fields' list.

MANAGE SIGNATURE INFORMATION IN THE CONTACT FORM

To set options for signature information management, you must take the following steps:

1. On the **Tools** menu, point to **4Team Options**, and then click **Signature2Contacts**. **Signature2Contacts Options** form will open.

2. To change Contact form body options do one or more of the following:

   - Select or clear the **Remove signature text color formatting in Contact form body after saving** check box, to change signature information high lightening in Contact form body option.

   - Select or clear the **Clear signature text in Contact form body after saving** check box, to change signature information clearing in Contac form body option.

FAQ, TIPS & TROUBLESHOOTING

TIPS

   - To quickly assign a selected part of signature to the desirable field of a Contact form, simply press CTRL and drag-and-drop it to that field.

   - If you want to undo your entire manual assigning of signature information to the Contact form fields, use Clear and then Re-Arrange functions.

   - You can display fields in "To Field" submenu according to the frequency of their use, add fields you mostly use or remove never used fields from the list. Learn about changing the display order of the fields in "To Field" submenu and about removing the fields from "To Field" submenu.

FREQUENTLY ASKED QUESTIONS

1. I've received a new e-mail message from my colleague and would like to add him to my Contact list. When on the Actions or Edit menu, I click Signature2Contacts, a message "Please select text in edit pane or copy it to clipboard" appears and a Contact form isn't filled in. What am I doing wrong?

   This type of message appears when signature text you want to copy to a new Contact form is not selected. So, first of all you must select the signature text and only then on the Actions or Edit menu, click Signature2Contacts.

2. My contact has sent me two phone numbers: one is his business number and another is his personal. Signature2Contacts automatically fills in only the first one of them. Why?

   If there are several phone numbers in the signature and their type is not noted, Signature2Contacts automatically fills in only the first one of them. You can manually fill in the second phone number to the appropriate field.

3. As I understand, Signature2Contacts detects fax number by the word "Fax", which is written in front of the number. Will it detect the fax, if in front of the number it will be written "fax"?

Yes, as the detection of information is case-insensitive in Signature2Contacts.

4. Is manual assigning of information to the field, which is not on the General frame of the Contact form, possible?

No. In this case you must use Signature2Contacts toolbar or Signature2Contacts menu item.

5. I want to clear my contact form, but Clear button on the toolbar is disabled. Why?

Clear button can be disabled because you are trying to clear the form of a contact that already exists. Clear function is available only in the case of yet unsaved contact.

6. I have filled in a new Contact form and saved the contact. As there was some un-applied information left, I opened the same contact form again in order to assign that information, but I have found no signature text in the form body. Where have it disappeared?

By default Contact form body is cleared after saving a contact. To change this setting, on the Tools menu, point to 4Team Options, and then click Signature2Contacts. In Signature2Contacts Options form clear the **Clear signature text in Contact form body after saving** check box, to save signature information along with contact information.

7. Why Signature2Contacts removes signature text color formatting in Contact form body when the contact is saved?

By default signature text color formatting in Contact form body is removed after saving a contact. To change this setting, on the Tools menu, point to 4Team Options, and then click Signature2Contacts. In Signature2Contacts Options form clear the **Remove signature text color formatting in Contact form body after saving** check box and the color formatting then won't be removed.

8. My friend has included her profession name in the signature. I would like to assign this special information to the adequate field in the Contact form, but can't find the name of the field on To Field submenu. Should I type friend's profession in the Profession field or is there other way out from the situation?

Yes, it is. On "To Field" submenu there is Other field submenu, where all possible fields of Contact form are listed. You certainly will find the Profession field in there.

9. My contacts usually include their initials in the message signature. When manually assigning initials information, I always have to use Other field submenu to find the field. It takes me some time and I would like to fasten my work. How can I do it?

You can add Initials fields in "To Field" submenu. You can do it on Signature2Contacts Options form: press Add… to open Add field(s) form and in the given list of all possible fields, find and then click the Initials field.

10. I accidentally closed my Signature2Contacts toolbar. How can I turn it on again?

To turn on Signature2Contacts toolbar, on the View menu point to Toolbars, and then click Signature2Contacts. Remember, that this toolbar is only accessible from the Contact form.