

Contacts Manager for Nokia 92xx Communicator

v. 1.03

© 2002-2003 AGORA plus, a.s.

<http://www.agora.cz>, <http://www.communicator.cz>

With *Contacts Manager for N9210/9290* application, you can export/import contacts, templates, voice mailboxes and groups definitions from/to the Nokia 92xx contacts database, using a textual file (CSV, TXT) with delimiters.

Testing Version (Demo)

An unregistered version should be used only for trial testing. Its functionality is limited – it processes only 25 contacts.

Full Version

By registering, the trial version becomes the fully functional one. Enter your registration code in the *Menu->Tools->Registration* field box. The information about ordering of registration codes can be found at the <http://www.communicator.cz> website.

Export of Contacts

By pressing the **Export contacts** button (or selecting *Menu->Contacts->Export from device*), you can store data from the primary contacts database (in communicator) into a text file with delimiters. If you want to export content of the memory card contacts database, select *Menu->Contacts->Export from memory card*. Confirm by pressing **OK** button or **Enter** key. The dialog is displayed, in which you can set the name of the export file (pre-selected filename is the same as the name of the contacts database you are exporting from). You can simply confirm this filename or change it. Pre-selected folder for saving the file is the 'Default folder' but you can save the file to any other folder. Default export format is CSV file, with comma as a delimiter, and quotes as a text qualifier. CSV file parameters can be changed under the **Settings** button. As soon as the export is finished, you can send the file to another device (PC, PDA, etc) – just run File Manager, select the file and use *Menu->File->Send* as usual and choose *E-mail* or *Infrared*. The format/protocol of the exported file is the same as in Contacts Manager for N7650/3650.

A file in the Contacts Manager format can be imported into Nokia 9210/9290, Nokia 7650/3650, a spreadsheet or database application on PC, etc. Read more about the import in further text ('Import' chapter).

File Renaming/Sending/Deleting

For such operations, use built-in File Manager or similar application.

Settings

By pressing the **Settings** button, you can open settings, where you can set parameters and content of the exported file.

Settings can be (optionally) saved by the application closing.
Default (factory) settings are marked in **bold** in the list below.

Export format tab:

Field separator – It can be either **comma** or **semicolon** (CSV format) or **tab** (TXT format).

Text qualifier – **Quotes/apostrophes/nothing** as a delimiter in CSV format (commas/semicolons delimited) can be used. TXT format (tabs delimited) usually doesn't use text qualifier.

Caution: Don't use "None" option in the string qualifier settings together with commas/semicolons delimiters unless you have good reason to do so. This qualifier option should be set only if "Tab" is set as a delimiter.

End of line – As a line break, the **CR** (0x000D) character is set by default. Optionally, user can set **CR+LF** (0x000D 0x000A) as an end of line instead.

Line break within a field – If a field contains (in a formatted item) line break, this line break is - according to the current settings – either **replaced by space**, exported as a **LF** (0x000A) character or as the textual escape sequence „\n“. As 'line break' in the source data is recognized any of the following formatting characters LSEP (LINE SEPARATOR, 0x2028), PSEP (PARAGRAPH SEPARATOR, 0x2029), FF (FORM FEED, 0x000C) and LF (LINE FEED, 0x000A).
Formatted items are: Note, formatted address (Address/LABEL), formatted name (Name/FN).

Exported items tab

By checking the box next to chosen items you can determine which database areas will be exported: *Contact cards, Templates, Voice mailboxes and Groups definitions.*

Details tab:

In the *Export picture data* item you can set, whether the 'Picture' field will contain whole picture data (JPEG format, Base64 encoding), or only 'TRUE' flag (where acceptable) will be written in this field. Default setting is 'No' (only 'TRUE' flag).

The *Export own card* setting determines, whether user's "Own business card" will be exported or not. Default setting is 'Yes'.

Exported File – the Format and the Structure

As a result of export, you will get delimited textual file with data ordered into 81 “columns” (v.1.0). Delimiters are either commas or semicolons (CSV format) or tabs (TXT format) depending on your choice (current settings). Unicode coding is used.

Exported “table” has three leading rows. First of them contains file format identifiers and must not be changed because if it is missing or changed, the file cannot be imported back. The second row contains column headers that are very important for cells data identity – always keep this numerical identifiers untouched. The third row contains descriptions of numerical identifiers in the second row – user can freely modify (edit, translate) these descriptions in the third row. They are important for user (as data comments), not for program itself or its data.

Since the file format is CSV, you have to determine its parameters (field separator, text qualifier, end-of-line character, line-break character). You can also set whether exported file will contain only contacts or also group definitions, and whether thumbnail data will be exported. For more details, see “Settings” chapter.

Columns Headers and Their Order (v.1.0):

<i>Enumbering</i>	<i>Header</i>	<i>Info</i>	<i>Exclusivity</i>
0000	ID	Unique ID of the contact card	
1100	Last name	Family name field	Single
1200	First name	Given name field	Single
1300	Middle name	Additional name field	Single
1400	Title	Name prefix field	Single
1500	Suffix	Name suffix field	Single
2006	Birthday	Birthday field	Single
2007	Birthday desc.	User string in Birthday (.....) field if exists	
2100	Ringing tone	Path and filename of the contact's individual ringing tone	Single
6000	Company	Organization name field	Single
6100	Job title	Job title field	Single
4000	Tel	Default Tel field	Multi
4001	Tel (Preferred)	Tel field with property	Multi
4002	Tel (Business)	Tel field with property	Multi
4003	Tel (Home)	Tel field with property	Multi
4004	Tel (Car)	Tel field with property	Multi
4005	Tel (Data)	Tel field with property	Multi
4006	Other Tel	Tel field renamed with user string	Multi
4007	Other Tel desc.	User string in Tel (.....) field if exists	
4100	Tel GSM	Default Tel GSM field	Multi
4101	Tel GSM (Preferred)	Tel GSM field with property	Multi
4102	Tel GSM (Business)	Tel GSM field with property	Multi
4103	Tel GSM (Home)	Tel GSM field with property	Multi
4104	Tel GSM (Car)	Tel GSM field with property	Multi
4105	Tel GSM (Data)	Tel GSM field with property	Multi
4106	Other Tel GSM	Tel GSM field renamed with user string	Multi
4107	Other Tel GSM desc.	User string in Tel GSM (.....) field if exists	
4200	Pager	Default Pager field	Multi
4206	Other Pager	Pager field renamed with user string	Multi
4207	Other Pager desc.	User string in Pager (.....) field if exists	
4300	Fax	Default Fax field	Multi
4301	Fax (Preferred)	Fax field with property	Multi
4302	Fax (Business)	Fax field with property	Multi
4303	Fax (Home)	Fax field with property	Multi
4304	Fax (Car)	Fax field with property	Multi
4400	Fax GSM	Fax GSM field (=mobile)	Multi

4306	Other Fax	Fax field renamed with user string	Multi
4307	Other Fax desc.	User string in Fax (.....) field if exists	
4500	Mail	Default Mail field	Multi
4501	Mail (Preferred)	Mail field with property	Multi
4502	Mail (Business)	Mail field with property	Multi
4503	Mail (Home)	Mail field with property	Multi
4506	Other Mail	Mail field renamed with user string	Multi
4507	Other Mail desc.	User string in Mail (.....) field if exists	
4700	URL	Default URL field	Multi
4702	URL (Business)	URL field with property	Multi
4703	URL (Home)	URL field with property	Multi
4706	Other URL	URL field renamed with user string	Multi
4707	Other URL desc.	User string in URL (.....) field if exists	
4800	DTMF	Default DTMF field	Multi
4806	Other DTMF	DTMF field renamed with user string	Multi
4807	Other DTMF desc.	User string in DTMF (.....) field if exists	
3100	P.O. Box	Address field	Single
3200	Extension	Address field	Single
3300	Street	Address field	Single
3600	ZIP/Postal code	Address field	Single
3400	City	Address field	Single
3500	State/Province	Address field	Single
3700	Country/Region	Address field	Single
3102	P.O. Box (Business)	Business address field	Single
3202	Extension (Business)	Business address field	Single
3302	Street (Business)	Business address field	Single
3602	ZIP/Postal code (Business)	Business address field	Single
3402	City (Business)	Business address field	Single
3502	State/Province (Business)	Business address field	Single
3702	Country/Region (Business)	Business address field	Single
3103	P.O. Box (Home)	Private address field	Single
3203	Extension (Home)	Private address field	Single
3303	Street (Home)	Private address field	Single
3603	ZIP/Postal code (Home)	Private address field	Single
3403	City (Home)	Private address field	Single
3503	State/Province (Home)	Private address field	Single
3703	Country/Region (Home)	Private address field	Single
1900	Picture	Contact picture field	Single
7000	Note	Default Note field	Multi
7006	Other Note	Note field renamed with user string	Multi
7007	Other Note desc.	User string in Note (.....) field if exists	
0300	Member	ID of groups that the contact belongs to	Multi
9906	Misc.	Various conceded, hidden and special fields and items	
9999	Misc. – type	Property/type/subtype tag to specify type of „Mics.“ item	
9907	Misc. desc.	User string in the field „Misc.“ if exists	

From other devices also various modifications of these fields can be imported – they are exported to the “Misc.” column and numbered. Those fields can be, e.g.:

4401	Fax GSM (Preferred)	Fax GSM (= Fax/mobile) field with property	Multi
4402	Fax GSM (Business)	Fax GSM (= Fax/mobile) field with property	Multi
4403	Fax GSM (Home)	Fax GSM (= Fax/mobile) field with property	Multi

Multi-fields

If there is “multi-field” (i.e. repeating fields) in any contact card, then multi-lining (with repeated lines) is used for export of such contact and in this case contents of five “name-regarded” fields (never repeatable in contact card) – “Last name” etc. – are copied into each line belonging to the same contact (lines with the same ID).

So if, for example, “Parker John” contact card has three fields “Tel”, one “Tel GSM” and two e-mail addresses, then corresponding columns of its export will look like this:

ID	Last name	First name	... Tel Tel GSM Mail	...
865	Parker	John	+999333222111	+888777000111	mail1@company.com	
865	Parker	John	+999444777666		mail2@company.com	
865	Parker	John	+999555000888			

All of these lines are related to the same contact card in the database – called John Parker. In the case of another John Parker in the database, he will have a different ID in the first column to avoid confusion when sorting contacts in MS Excel, etc.

1584	Parker	John	+999321321321	+888666555111	parker@comp.org
------	--------	------	---------------	---------------	-----------------

If in doubt in unclear situations (e.g., after sorting the sheet by the “Last name” or “Company”, etc), always check whether these lines have the same ID.

Fields with user-defined description such as “Tel (lodge)” or “Fax (1st floor)” are exported as “Other Tel”, “Other Fax”, etc, and their user-defined descriptions are displayed in the next column:

Other Tel	Other Tel desc.	Other Fax	Other Fax desc.
+999456456456	lodge	+999789789789	1st floor

Types of Records in the Contacts Database

A contacts database, along with contact cards, contains in addition other records types, such as templates, groups definitions, and voice mailboxes.

Each contacts database, immediately after it is created, contains one or three pre-defined records: ID=1: “Default template” – it is part of each contacts database (created in pre-defined form, therefore in each database can be modified independently - or another one can be created).

ID=2: “My contact card” item (only in the primary database). It is the user’s own business card. In a exported file, it can be recognized by the “0500 OwnCard” identifier in the “Misc. – type” column. Its exporting can be disabled by turning off the **Settings->Details->Export own card** item.

ID=3: “Mailboxes” group (only in the primary database) – empty at the beginning (0 members).

The “Contact card” record type

Contact cards are designed for storing phone numbers, addresses, and other data of the contact persons.

Exporting of contact cards can be disabled/enabled using the **Settings->Exported items->Contact cards** item setting.

The “Template” record type

Templates definitions are stored in the contacts database, too. A template defines what fields will be pre-defined for each new contact card. In the exported file, each template definition is marked in the “Misc. – type” column with the identifier “0200 Template”. Then the “Misc. desc.” column usually contains the “Template Label” string, and the “Misc.” column contains a template name. Those fields

which are set as valid in a template definition, contain the "TRUE" string in the export table (actually, any text is allowed). Fields set as "off" in the template are empty here.

Exporting of templates can be enabled/disabled in the **Settings->Exported items->Templates** item setting. Templates are placed at the beginning of the table before the contacts list.

The "Group definition" record type

Groups definitions are also contacts database items. They contain data about their members. If a database contains group definitions, each group has its own data line(s) like normal contact – with the group name in the "Last name" column. In the export table, each group is marked with the "4500 Group" identifier in the "Misc. – type" column. The "Misc." column contains information about the number of its members (e.g. *3 members*). Each row containing a group definition corresponds with the data in the "Member" column that contains the ID and the name of a group in the contact's row. If a group is member of another group, this is also marked in the "Member" column.

Exporting of groups definitions can be enabled/disabled in the **Settings->Exported items->Groups** item setting. Groups definitions are exported onto the end of the table, after the contacts list (regardless of their IDs). When groups exporting is disabled, groups and 'Member' fields are not exported.

The "Voice mailbox" record type

Voice mailboxes definitions are stored in the primary contacts database (in Communicator). In a freshly formatted communicator when a new, empty primary contacts database is created, no voice mailbox definition exists at the beginning. Voice mailboxes items are defined at the moment of their creation (Tel->Menu->Settings->Voice mailboxes...). Each voice mailbox becomes an automatical member of the pre-defined *Mailboxes* group. A default voice mailbox is named "*Default voice mailbox*", and its pre-defined speed-dial key is "1". Each additional voice mailbox is named "*New voice mailbox*" by default. Any voice mailbox can be renamed. DTMF sequences can also be stored here allowing easy control of voice mailbox functions. These sequences are set under the *DTMF* tab, and their pre-defined names are "*DTMF 1*", "*DTMF 2*", etc. A number at the end of the name (1, 2...) can be changed to any user string (.....) as with other contacts database field names.

Despite the fact that voice mailboxes definitions are very similar to contact cards, there is a couple of differences in fields and field names usage. To give an example, let's suppose that there are four following voice mailboxes defined (for four operators):

Default voice mailbox

Properties:	Name -> Default voice mailbox	
	Phone number -> *99	
DTMF:	DTMF (play) -> p1	;renamed field
	DTMF (skip) -> p9	;renamed field

New voice mailbox1

Properties:	Name -> New voice mailbox1	;renamed voice mailbox
	Phone number -> 111	
DTMF:	DTMF 1 -> 1	

New voice mailbox2

Properties:	Name -> New voice mailbox2	;renamed voice mailbox
	Phone number -> 222	
DTMF:	DTMF 1 -> 2	

New voice mailbox3

Properties:	Name -> New voice mailbox 3	;renamed voice mailbox
	Phone number -> 333	
DTMF:	DTMF 1 -> 3	

Their export into will look like this:

1100	4000	4800	4806	4807	0300	9906	9999	9907
Last name	Tel	DTMF	Other DTMF	Other DTMF desc.	Member	Misc.	Misc. - type	Misc. desc.
Default voice mailbox	*99		p1	DTMF (play)	3 (Mailboxes)	0	0800 Voice mailbox	
Default voice mailbox			p9	DTMF (skip)		*99	0101 Speed dial 1	4000 Tel
New voice mailbox1	111		1	DTMF 1	3 (Mailboxes)	0	0800 Voice mailbox	
New voice mailbox2	222		2	DTMF 1	3 (Mailboxes)	0	0800 Voice mailbox	
New voice mailbox3	333		3	DTMF 1	3 (Mailboxes)	0	0800 Voice mailbox	
Mailboxes						4	4500 Group	

For a normal contact card that contains a *DTMF* field without a user-defined description name (unrenamed), the field content (the sequence) is exported to the “*DTMF*” column. But in the case that a field name contains a user-defined description (is renamed), the field content is exported to the “*Other DTMF*” column, and the user string in the field name (.....) is exported to the “*Other DTMF desc.*” column. It is the same with other contact card fields.

But with voice mailboxes definitions, all *DTMF* fields are considered “renamed”. Their contents won’t appear in the “*DTMF*” column, but are listed in the “*Other DTMF*” column instead. As for the “*Other DTMF desc.*” column, not only a user-description string (.....) is exported to it, but a whole field name, like “*DTMF 1*” or “*DTMF (play)*”, etc, is also exported.

In the last table row the standard *Mailboxes* group is also exported (always in the primary database, always with ID=3), and group members are all defined voice mailboxes.

Note that the default voice mailbox is automatically linked to the key “1” as its Speed dial.

Voice mailboxes definitions can be recognized in the export table by the “*0800 Voice mailbox*” identifier in the “*Misc. – type*” column.

Exporting of voice mailboxes definitions can be enabled/disabled in the **Settings->Exported items->Voice mailboxes** item setting.

Smart Export Features

Exporting contacts might also discover hidden data stored in your contacts database that the Contacts application doesn’t show – or doesn’t fully display. And, in some cases, this application is able to recover data from corrupted contacts database.

“Repair” function

Although there are no “full” repair functions in Contacts Manager, it is also able to repair corrupted database in some cases. If a corrupted database cannot be opened in the Contacts application, you can try to export its data with Contacts Manager into a textual file. Export will skip corrupted contact item. The faulty database can be then deleted and the exported data can be imported into a new, empty database – without corrupted contact.

It can also recognize incomplete “compact” entries that may be ignored by the PIMs (MS Outlook, Lotus Notes ...) during synchronizing. These fields are usually visible in smartphone’s contact card window, but they are often omitted by the synchronizer. No such fields can be created from the smartphone’s keypad, though. They are usually created when a business card is received via infrared or SMS, especially if sending phone sends it with contracted field headers (compact business card). These fields (in most cases phone number fields) are properly exported into the result file by the Contacts Manager, of course.

Conceded, hidden and special fields

Database entries can contain more field types in contact cards than user can create or even see in the contact card window.

“Conceded” fields

Conceded fields are those field types, which can only be fetched externally (via infra or SMS) and not created in communicator in the usual way. They are visible in the communicator’s contact card.

LABEL field contains formatted unstructured address and is displayed as a single-line “**Address**” field in the contact card. This field is exported into the common “Misc.” column.

Caution! This formatted address field must not be confused with the regular communicator’s structured “address” fields created of sub-fields (P.O. Box; Extension; Street; ZIP/Postal code; City; State/Province; Country/Region) that are encapsulated by the “**Address**” heading when selected for creation.

Note: If you want to try to create such field using Contacts Manager, you can put it in the “Misc” column of the CSV file to be imported. The identifier of Address/LABEL formatted address field is 3800 or 3802, 3803, etc. (but not all of its modifications might be accepted by the Contacts application in Communicator).

ROLE field belongs to company data and it is displayed as a “**Job description**” field in the contact card.

Note: This field can be also created using Contacts Manager. Its identifier is 6100.

“Hidden” fields

Similarly, *hidden* fields (invisible in the contact card) can be only fetched externally (via infra or SMS) and they cannot be created from the keypad. But, unlike the *conceded* fields, they are not displayed in the contact card window.

Following field types if imported are stored (including their data) with the contact card, but they are not seen in the contact card window. These fields are exported into the common “Misc.” column.

FN (formatted unstructured name)

MAILER (name of the mail client application)

GEO (geographical information – longitude and latitude)

SOUND (binary data or path to the sound file – it may or not may be a communicator’s ringing tone file)

Password (password for access to the calendar server – formerly used in N9110)

Additionally, during synchronization, some unspecified or non-standard fields might be imported.

Hidden properties of fields

Certain field types can contain subtypes (properties) that are not seen in the contact card window. They are usually imported from another device or received in a business card. These are, e.g.

Fax GSM (Preferred) [4401]

Fax GSM (Business) [4402]

Fax GSM (Home) [4403]

or **Address/Label** fields.

These fields are displayed as normal "Fax" fields, in the Contacts database. Their hidden properties are exported with them by Contacts Manager, though.

"Special" fields

Special fields are linked to the sound or picture data and are sometimes created by another application in Communicator.

Ringing tone – individual ringing tone of the contact person. This field has its own column in the exported file.

Speed dial – speed dial key for selected phone number of the contact person. Phone number that the speed dial key is referred to, is shown (i.e., repeated) in the "Misc." column. In the "Misc. – type" column the speed dial key assigned is displayed. There is also information about the phone number type (header of a column containing primarily this number) in this item data.

Picture – contact picture file. This field has its own column in the exported file. In the *Settings->Details->Export picture data* item, you can set whether whole picture data (JPEG format, Base64 encoding) will be exported into the 'Picture' field, or only 'TRUE' flag (where acceptable) will be set in this field.

Import into Nokia 9210/9290 Communicator

You can import the CSV/TXT file created by export from N9210/9290 or N7650/3650 phone (or created manually using the CntMng export protocol format definition). You can also move contacts databases between communicators or phones.

To import contacts, press **Import contacts** button (or *Menu->Contacts->Import onto memory card*), select the file you want to import data from, confirm, select the new database's name and finish the import.

Import always creates new database on the memory card. Standard and recognized items are imported into proper fields. For each unrecognized or unknown item, a new 'Note' field is created in the contact card and data of such item is written in this 'Note' field in a textual form.

Groups definitions import is supported. It is optional feature – during contacts import, you are asked whether groups are to be imported.

Voice mailboxes definitions are not imported because secondary contacts databases on the memory card don't support Voice mailboxes.

Speed dials settings are not imported because secondary contacts databases on the memory card don't support them. The information about Speed dial definition is imported into the 'Note' field, instead.

Import of Picture/Photo and Sound/Ringing data is supported now.

When picture data is imported, the picture size is checked – its width must be equal 80 pixels, and height must be equal 96 pixels. If the size is different, the picture is not imported, and this fact is marked in the 'Note' field.

Similarly, when importing ringing file data given as a path to the file, it is imported only when the path is valid. If the path is not valid, it is imported into a "Note" field.

For more details please check the *readme.txt* file.

Import into Nokia 7650/3650

For instructions, please read User's guide of Contacts Manager for N7650/3650.

Import into the Microsoft Excel Application

The data file is coded in **Unicode**, so you can import it directly into **MS Excel 2000 or newer** versions.

When importing it into **older Excel versions** (without Unicode support), e.g. **Excel 95/97**, first open the Unicode-coded file with MS Word (or another capable editor), save it – again in plain textual form – in appropriate national coding, and then it is ready to be imported into older version of MS Excel.

Keep the Proper Procedure

To prevent distorting phone numbers when loading exported data into MS Excel, it is important to import them as "text", not "numbers" or "general". Although user can set cells format in the empty Excel sheet as "text", this setting is valid only for typing, not for importing. As soon as you paste or straight-import data into these cells, this setting is ignored, and data is imported in "general" format. Phone numbers might then be distorted and long data strings truncated to 255 characters only.

Before exporting, you should ensure that **Settings** in Contacts Manager are set in the recommended way:

Field separator: comma (default) or semicolon (change it so if necessary)

Text qualifier: quote (default)

You may use the "apostrophe" qualifier if necessary, but don't use "tab" separator (delimiter) in the case you need to import the file into MS Excel.

Save the exported file with chosen name and **.csv** extension. Continue with the "a" section.

If you have data exported with "tab" delimiter, the file should have **.txt** extension. For proper importing of such a file, please skip this "a" section and follow the "b" section instead.

a) Having the data in CSV file

If you have created a comma or semicolon delimited file with CSV extension, you can open it – as an associated file – by simply **double-clicking** on the file (application will open automatically). Or you can use MS Excel's function **File->Open...**

But neither comma nor semicolon delimiters are expected to be default ones in MS Excel. So all data is loaded into the "A" column.

In CSV format, user can use "text qualifiers" (quotes or apostrophes), but this doesn't influence the format in which the data is imported or pasted into the cell. Text qualifier is important in the case that text strings may contain the same characters as those used as delimiters, and this becomes the way to differentiate valid characters from delimiters. But text qualifier never ensures that text strings will be imported by MS Excel as text strings. This has to be ensured in a different way (see further).

Select (mark) the "A" column containing the data, and select **Data->Text into columns**. This will run the importing Wizard. If you used **Data->Read external data->Import text file** instead of opening a file, you would get a very similar wizard.

In the first Wizard window choose 'Delimited' option and click on **Next**. In the second Wizard window choose proper 'Delimiter' and 'Text qualifier' (according to the Settings in Contacts Manager, i.e. comma and quotes if it is in default recommended setting).

Note – the 'Treat consecutive delimiters as one' option **MUST NOT** be selected (the box next to it has to remain empty)!

Click on **Next**.

Now we have reached a very important moment for proper format settings. First column in 'Data preview' table in the lower half of the third Wizard window is selected (= in black) and prepared for format change. But we need to set ALL columns into "text" format. So press and hold the Shift key, and jump to the last column in the preview (the fastest way is to move the slider to the far right edge) and click on the last column's header tab. Now all the columns should be black (= 'selected'). In the

'Column data format' list, select the 'Text' option. Header tabs of all columns must change from 'General' to 'Text'.

Press **Finish**.

Now data is correctly imported, and phone numbers are represented properly (the "+" sign is OK, spaces are OK, data strings of pictures or ringings are not truncated).

b) Having the data in the TXT file

TXT file is the case when "tab" is the chosen delimiter. This format doesn't need text qualifiers, so sometimes this option is set as "none".

Don't use *File->Open* function for loading the data into MS Excel, because it would open it in the wrong format with distorted phone numbers and truncated data strings. Create a new (empty) sheet and select **Data->Read external data->Import text file**. Browse text files – select 'File types: text files (*.txt)', find your exported text file in TXT format (tab delimited), and press **Import** button. That will run the importing Wizard.

In TXT format, a user can also use "text qualifiers" (quotes or paragraphs), but this doesn't influence the format in which the data is imported or pasted into cell. Text qualifier is important in the case that text strings may contain the same characters as those used as delimiters, and this is the way to differentiate valid characters from delimiters. But text qualifier never ensures that text strings will be imported by MS Excel as text strings. This has to be ensured in a different way (see further).

In the first Wizard window choose 'Delimited' option and click on **Next**. In the second Wizard window choose proper 'Delimiter' and 'Text qualifier' (according to the Settings in Contacts Manager, e.g. the "tab" delimiter and "none" qualifier).

Note – the 'Treat consecutive delimiters as one' option MUST NOT be selected (the box next to it has to remain empty)!

Click on **Next**.

Now we have reached a very important moment for proper format settings. First column in 'Data preview' table in the lower half of the third Wizard window is selected (= in black) and prepared for format change. But we need to set ALL columns into "text" format. So press and hold the Shift key, and jump to the last column in the preview (the fastest way is to move the slider to the far right edge) and click on the last column's header tab. Now all the columns should be black (= 'selected'). In the 'Column data format' list, select the 'Text' option. Header tabs of all columns must change from 'General' to 'Text'.

Press **Finish**.

Now data is correctly imported, and phone numbers are represented properly (the "+" sign is OK, spaces are OK, data strings of pictures or ringings are not truncated).

Editing File

You can edit file with changing its data. Be careful doing so and keep the proper format of the fields content.

Warning:

While working with the data table in a spreadsheet application, never remove the "A" column with ID data.

When sorting items by any header (Last name, Company ...), always select ALL columns.

Cell format has always to be set in the way that data is interpreted as "text", and not as "number" or "general" data.

If you would like to import the data back into a phone or communicator using this program, don't edit or remove the first two lines containing the export protocol identifier and the column-numbering headers.

Saving Data from MS Excel to CSV format

After editing, check the valid content of cells, as import doesn't check the data type. Don't put "invalid" characters in the "phonenumber" fields. The application will import whatever entered, but you might have problems dialing a "number" with invalid characters.

- 1) Check the table and remove all empty existing rows within the range.
- 2) Select *File->Save as...* and choose "File type":
 - either "CSV (comma separated value)"
 - or "Text (tabs delimited)"
 - or "Text in Unicode" (recommended when transferring into an other-language communicator/smartphone/PDA).
- 3) Save the file

Now you can send the file to a phone via infrared (or Bluetooth, if possible), or move the file to a phone using PC Suite.

Warning! When moving the CSV/TXT file into a phone using PC Suite (dragging it to the phone's window), don't use "Copy and convert" (default dragging settings), but use "Copy only" with the right mouse button pressed and held while dragging. Otherwise, the system may change the file structure (from plain text to Epoc format) and the file import will fail.

Manual Creating of the Textual File Using MS Excel

User can also create the textual file for Contacts Manager manually:

- 1) Create an empty MS Excel table with the proper header. The table can be taken from an empty export file.
- 2) Fill in your data.
- 3) Follow the "Saving Data from MS Excel to CSV format" paragraph mentioned above.

Converting Exported Pictures/Thumbnails from a String of Characters to a JPEG File

At the moment, it is not possible to import exported pictures directly to MS Excel. The export format is textual, so the binary data – if the database contains it – is encoded into a text string as well.

When data is imported into cells in “General” format, MS Excel truncates all text strings (including the picture data string) to 255 characters. That’s why it is necessary to import them in “Text” format, as described in the “Import into the MS Excel Application” chapter.

So it must be decoded from Base64 encoding to binary first. It can be done using any suitable MIME-decoding program.

The procedure:

- 1) Create a new empty plain text file (via Notepad or similar program).
- 2) Copy picture data string from CSV file into the clipboard (it is recommended to take data directly from the TXT or CSV file, as it could be truncated in Excel sheet).
- 3) Paste the data string of the picture into the text file and add a MIME header:

```
-----  
MIME-Version: 1.0  
Content-Type: application/octet-stream; name="contact.jpg"  
Content-Transfer-Encoding: base64  
  
|->put the encoded string here<-|  
-----
```

where the "contact.jpg" is the target name of the picture file.

Now apply the decoding procedure to this text file using the MIME objects decoder.

You can do it in the batch:

```
-----  
MIME-Version: 1.0  
Content-Type: application/octet-stream; name="contact1.jpg"  
Content-Transfer-Encoding: base64  
  
|->put the encoded string of the picture of the "CONTACT1" person here<-|  
  
Content-Type: application/octet-stream; name="contact2.jpg"  
Content-Transfer-Encoding: base64  
  
|->put the encoded string of the picture of the "CONTACT2" person here<-|  
  
etc.  
-----
```

If you apply the decoding procedure to this multi-data file, you will get all pictures in this file - in one step decoded.