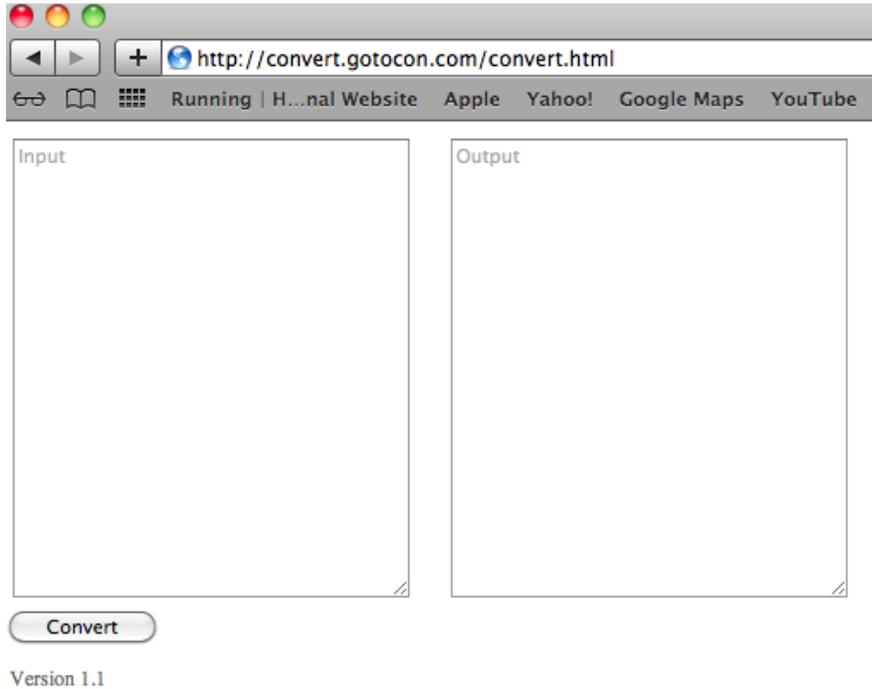


Formatting of VCARD and importing them to a spreadsheet.

Step 1: Once finished with scanning the VCARD's into a text file (*.txt), go to the following URL

NOTE:

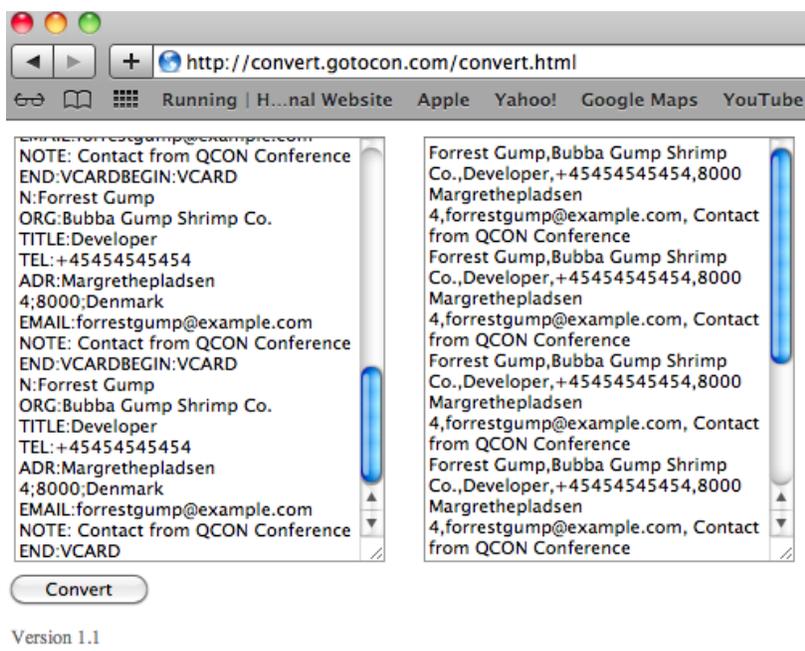


The screenshot shows a web browser window with the address bar containing the URL <http://convert.gotocon.com/convert.html>. The page title is "Running | H...nal Website". The main content area features two large, empty text input fields. The left field is labeled "Input" and the right field is labeled "Output". Below the "Input" field is a button labeled "Convert". At the bottom left of the page, it says "Version 1.1".

Please note that this is not supported by IE - recommend that you use Firefox, Chrome or Safari.

Copy the content of the *.txt file into the LEFT-hand side textfield marked "input".

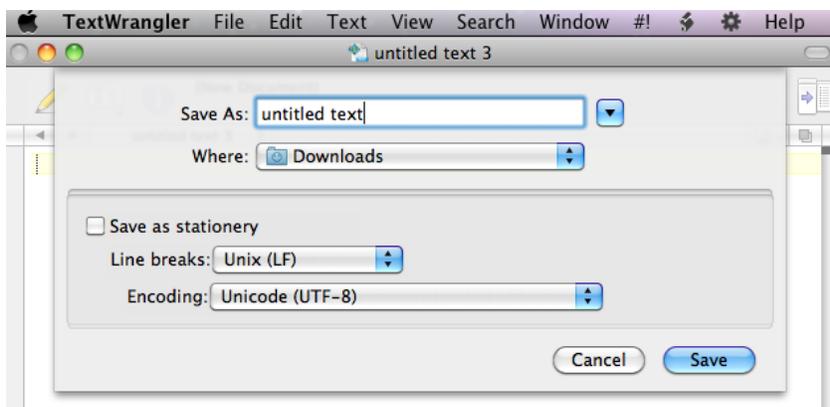
Press convert and in the RIGHT-hand side textfield the data from the VCARD is displayed as comma separated values as illustrated below (i.e the VCARD properties are removed - "BEGIN,END, etc..").



Step 2: Then copy the content of the LEFT-hand side textfield to a new file in a text editor, and save the file a *.csv file.

If it is not possible to save a *.csv file - save it as *.txt with the following properties.

It maybe necessary to try a few text editors to find one which provides this option. Some text editors set these properties automatically.



Once saved as *.csv - open the file with excel and the data is ordered in rows(persons) and columns(details).

IF this does not work, then read on....

Step 3: All depending on your language & regional settings of your laptop and OS (Windows, Linux, OSX), the comma's and semicolon are treated differently (perhaps as decimal separator).

Then copy the content of the LEFT-hand side textfield to a new file in a text editor, and save the file a *.TXT file.

Open excel and open the *TXT file with excel - then the following windows will appear, where it is possible to choose how to interpret the comma's in the file.

Select 'Delimited'

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.

If this is correct, choose Next, or choose the Data Type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Data preview

Preview of file Mac HD:Users:larselgaardmikkelsen:Downloads:untitled text 2.txt.

1	Marlene Staunstrup, Systematic A/S, developer, 523545, Margrethe pladsen 4, Aar
2	Malene Rauhe, Eurocard, developer, 42424, Margrethe pladsen 4, Aarhus, , 8000, Den
3	Tine Grarup, Vmware, developer, 423424, Margrethe pladsen 4, Aarhus, , 8000, Denma
4	
5	
6	

Buttons: Cancel, < Back, Next >, Finish

Select comma as THE delimiter

Text Import Wizard – Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab Semicolon Comma
 Space Other:

Treat consecutive delimiters as one

Text qualifier: " ↕

Data preview

Marlene Staunstrup	Systematic A/S	developer	523545	Margrethe pladsen 4	Aarhu
Malene Rauhe	Eurocard	developer	42424	Margrethe pladsen 4	Aarhu
Tine Grarup	Vmware	developer	423424	Margrethe pladsen 4	Aarhu

Cancel

< Back

Next >

Finish

When pressing 'finish' the file will be formatted correctly