

## VCARD EXPORT

Fine Arts Software's **vCard Export** is a utility that pulls the Names, Addresses and Phone Numbers of staff musicians or substitutes from OPAS into a data format (called 'vCard' or '.vcf') that can be read by Palm Desktop Software and other programs. VCard files are small files that can be easily distributed by email, giving you the ability to distribute your orchestra's directory to any number of people or groups – the orchestra, staff, board, etc.

Once the vCard file is imported by the Palm Desktop or similar software, it can then be synchronized with a PDA.

### VCard files and supported programs

VCard files are standardized platform-independent files that contain contact information. They are structured in such a way that they can be read (imported) by a wide variety of programs. For more information about vCard files, visit: <http://www.imc.org/pdi/>

The vCard files produced by Fine Arts Software's utility can be imported into, and read by, Palm Desktop Software and a host of other programs. *NOTE: vCard files that contain multiple contacts (as do these) cannot be imported into Microsoft™ Outlook.* If you try to import these files into Outlook, you will get only the first contact in the list.

### The Not-So-Fine-Print

This vCard utility was created and is provided free of charge to help organizations more efficiently disseminate information in OPAS, and in recognition of clients' long-standing request for such a utility.

It does *not* imply Fine Arts Software's ability or willingness (or that of the OPAS programming team) to provide support for PDAs or their related software. Put gently and informally: we're happy to give you this tool, we will help you understand and use it, but hope you recognize that it is impossible and impractical for us to provide support for the tremendous number and variety of personal digital assistants and their related software.

### Intended Use

This utility was created with the assumption that it would be run by one member of the orchestra staff (or a few members) to produce and distribute your orchestra contact list.

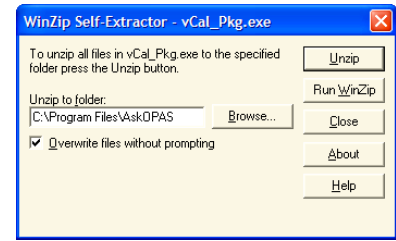
In speaking with clients during the creation of this utility, there was universal agreement that the information produced by this utility would be sent infrequently; typically as a master contact list at the beginning of the season. You may opt to run this once a year, primarily as an accompaniment to your printed season schedule, once every six months, or on a similarly 'infrequent' basis.

### Installing the vCard Export

The vCard Export utility is a small stand-alone program that sits on your own PC. This utility is not meant to be installed on a server and shared by all employees; it is intended to be run from a few select computers at your organization. This allows maximum control over the frequency and content of your contact distribution.

The files that comprise the vCard Export utility are contained in a compressed, 'self-extracting archive.' You simply need to extract these files to the default location:  
C:\Program Files\AskOPAS

1. Double-click the file called vCard\_Pkg.exe
2. This will display a self-extracting dialog window as shown
3. Click **UNZIP** to unzip these files to the default location

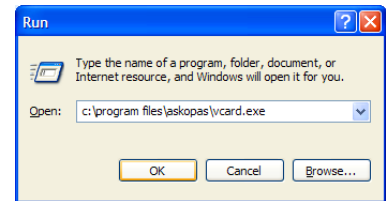


## Starting the vCard Export

The utility does not place an icon on your desktop simply because it is assumed that you will run the utility so infrequently that it does not warrant a separate desktop icon.

To start the utility you can:

1. Run it from the START button on your computer
2. Click **Start**
3. Click **Run**
4. Type `c:\program files\askopas\vcard.exe`
5. Click OK



**OR**

1. Double-click the My Computer icon on your desktop
2. Navigate to the C: Drive
3. Double-click the Program Files folder
4. Double-click the AskOPAS folder
5. Double-click vCard.exe

You can of course create a desktop icon for the utility if you like. Simply **right-click** the file called vCard.exe and choose Send To.. and then Desktop (create shortcut)

## Running the vCard Export

When the vCard utility starts, it will present two options:

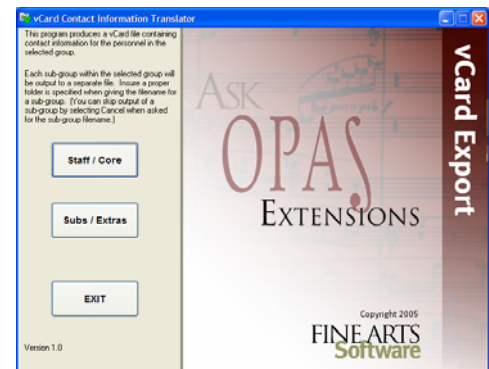
1. Create a vCard file for **'Staff or Core'** musicians (members of the orchestra)
2. Create a vCard file for **'Substitute or Extra'** musicians

The vCard Utility will create a separate file for each Address Group you may have in OPAS that pertains either to Staff or Substitutes.

For example, in OPAS, you may have the following four Address Groups, each of which functions as "Staff" Address Groups (meaning the members of this group are fundamentally staff or core people of your organization):

- Administrative Staff
- Orchestra Member
- Chorus Member
- Pops Orchestra Member

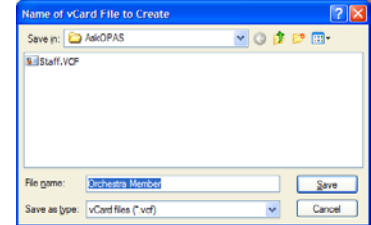
When you click the **Staff/Core** button, the vCard Export utility will create four distinct vCard files, one for each of those groups. This gives you the ability to better determine or refine which addresses you distribute or import to your PDA. If a musician is in more than one Group (for example a member of the Orchestra and Pops Orchestra), he/she will be included in each appropriate file.



## Saving the vCard File

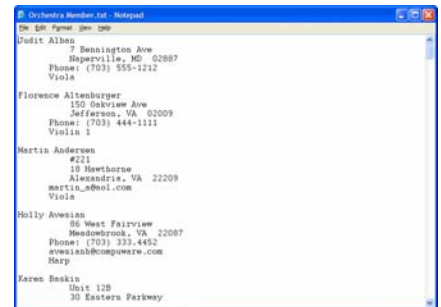
When you click either of the two large buttons, OPAS will immediately present you with the standard Windows® **Save** dialog that asks you to select the location of the vCard files. These are the files that will be imported into your (Palm or Blackberry) desktop software. Note that the vCard Export utility assigns a name that corresponds to the name of the OPAS Address Group and that vCard files are saved with a ".vcf" extension.

Save these files to a common and easily remembered location.



After the utility creates and saves the vCard file, it will automatically create and open (in Notepad) a text file that contains the same information that comprises the vCard file itself. This text file has no inherent functionality within the utility and simply provides a quick and easy means for you to check your work before importing these activities.

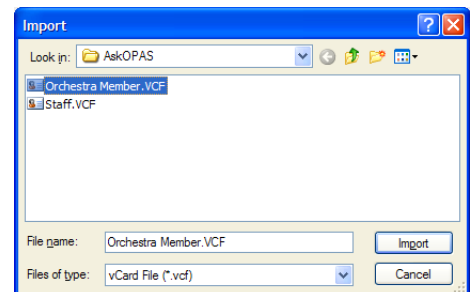
You can close this file (and save it if you wish) once you have verified the information.



## Importing the vCard file

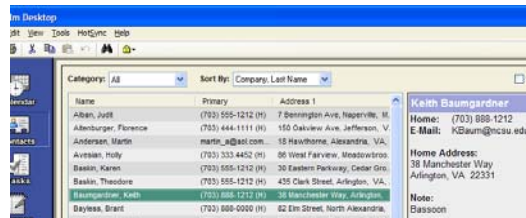
Start the Desktop Software that came with your PDA (Personal Digital Assistant) and with which you synchronize your PDA. These examples and screenshots use the Palm Desktop Software (version 4).

1. Open the Contacts area of the software
2. Select File | Import
3. You will need to import the 'file of type' vCard (also shown as .vcf)
4. Navigate to the location of the files you saved in the previous step
5. Click **OK** or **Import**



The PDA Desktop Software will import the contacts. Each musician will be stored with standard name/address/phone/email information (see the end of this document for restrictions). The main instrument played by the musician is shown in the Note field:

You can now synchronize and/or download this information to your handheld device (PDA).



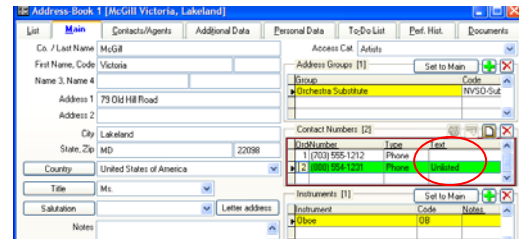
## NOTES, QUESTIONS AND OPTIONS

**Recommendation** Check your work! A vCard (.vcf) file *can* be opened in notepad (it's a plain ASCII file) but it's very difficult to comprehend. We provide the plain text file that 'echoes' the vCard file precisely for this reason. Take a moment to scan the text file to ensure you're sending the data you intend, particularly before you distribute the vCard file to staff or orchestra members.

**What the utility does *not* export** The vCard Export works for 'Staff' or 'Substitute' musicians only; not for conductors, soloists or any other Address Book entity.

The vCard Export has been programmed to skip over any phone numbers that are marked '**Unlisted**' or '**Work**' in OPAS.

If you use this utility to distribute orchestra contact information, take the following steps to ensure that you don't inadvertently distribute information that you or an orchestra member may feel is private:



1. Check in OPAS that all appropriate numbers are marked "Unlisted" in the Text Field as shown above.
2. Check the Text file that the utility produces
3. Before distributing to other staff or orchestra members, import the vCard file to Outlook or your own program to check it.

**How to skip (not export) musicians**

As shown above, the vCard Utility is a simple 'data dump'; it does not permit you to specify which musicians are included/excluded from the export. Therefore if there are musicians that for whatever reason you wish to omit from the vCard export, you will need to temporarily change their Address Group prior to running the Export.