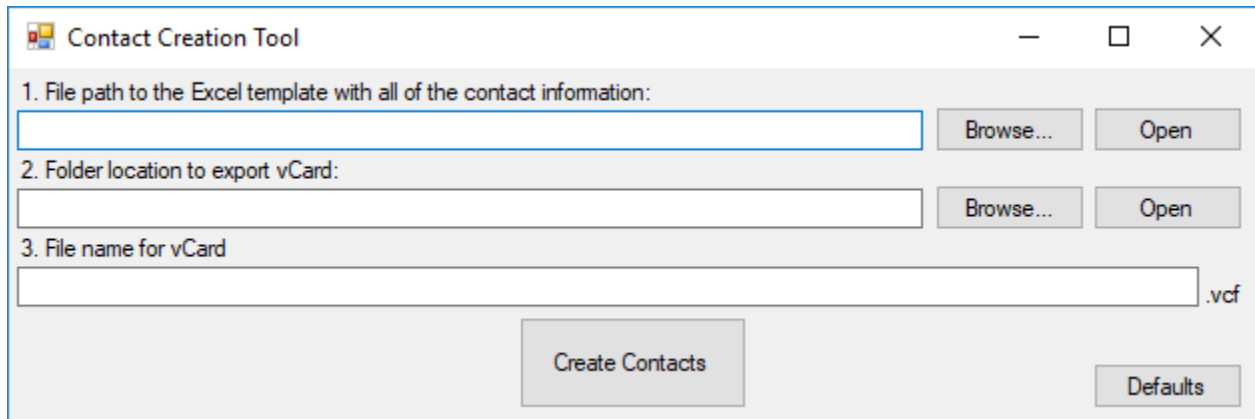


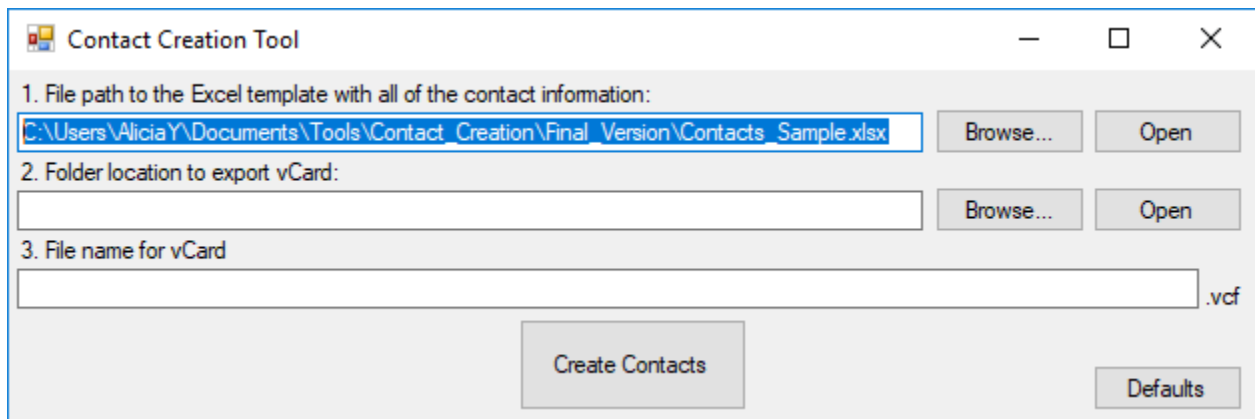
## Contact Creation Tool Instructions

0. **Preparation:** Fill out the necessary contact information in an Excel template. (Either the file “Contacts\_Sample.xlsx” can be used or another one so long as it has matching column structure. See “Notes” section below for an example of the column structure.)
1. Open “**Contact\_Creation\_Tool.exe**”.



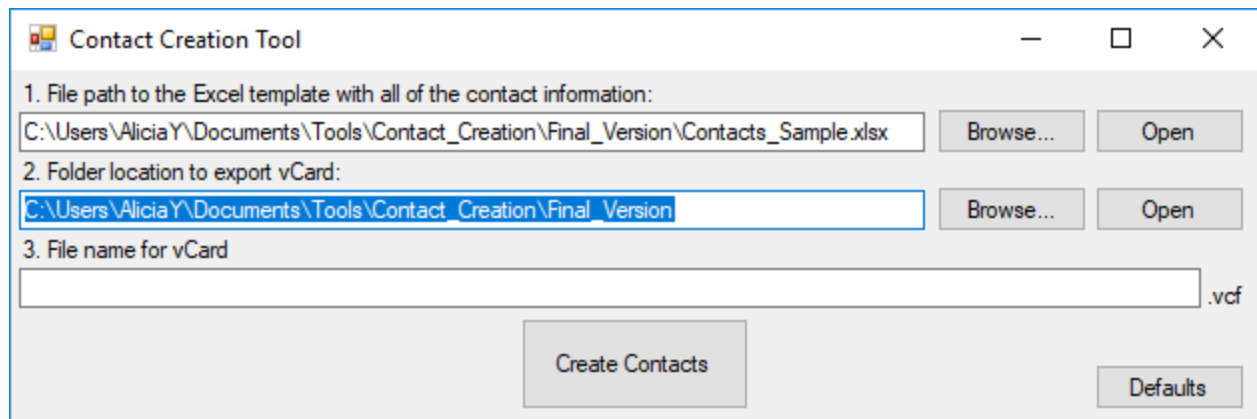
The screenshot shows the 'Contact Creation Tool' window. It has three input fields and two buttons. The first field is labeled '1. File path to the Excel template with all of the contact information:' and is empty. To its right are 'Browse...' and 'Open' buttons. The second field is labeled '2. Folder location to export vCard:' and is empty. To its right are 'Browse...' and 'Open' buttons. The third field is labeled '3. File name for vCard' and is empty, with a '.vcf' extension to its right. At the bottom center is a 'Create Contacts' button, and at the bottom right is a 'Defaults' button.

2. (*Optional*) In the first field, insert the path to the **Excel file** that contains the contact information.
  - This is filled in by default with the first Excel file found in the same folder that the .exe is in.

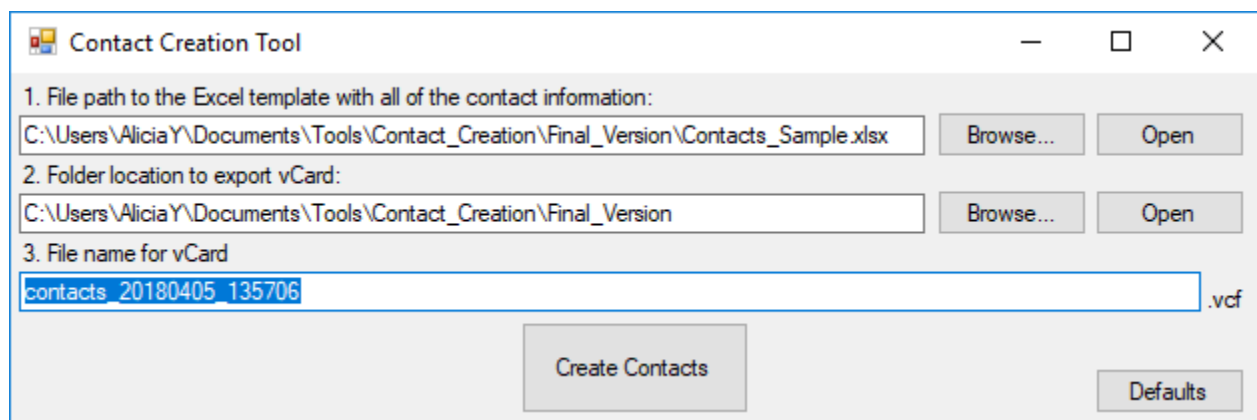


The screenshot shows the 'Contact Creation Tool' window. The first input field is now filled with the text 'C:\Users\AliciaY\Documents\Tools>Contact\_Creation\Final\_Version\Contacts\_Sample.xlsx'. The other fields and buttons remain the same as in the previous screenshot.

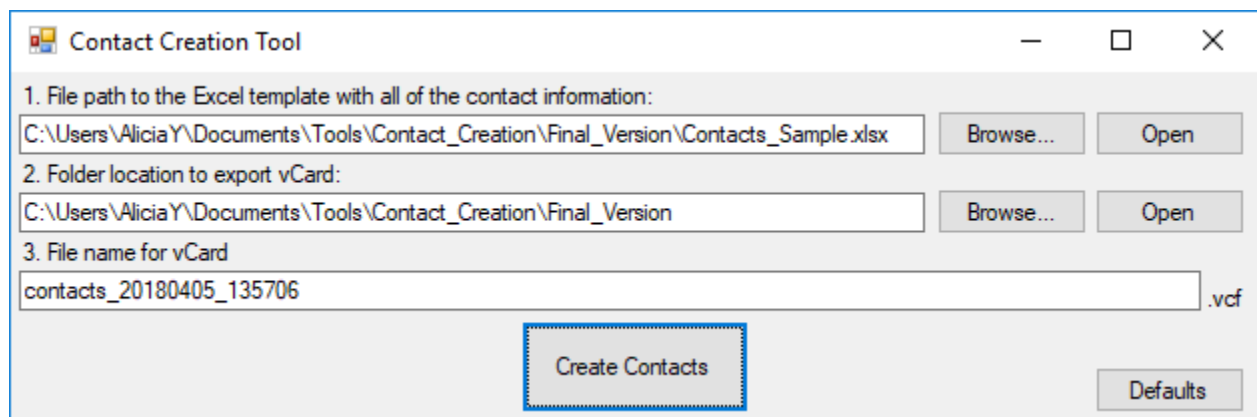
3. (*Optional*) In the second field, insert the path to the **folder** where the vCard should be exported to when finished.
  - This is filled in by default with whatever folder the .exe is currently in.



- (Optional) In the third field, write the **filename** that the vCard should have.
  - This is filled in by default with the current date and time.



- Press the **“Create Contacts”** button to start the process.
  - The tool will read from the specified Excel file and then create a vCard of the specified file name in the specified folder location.



Notes:

- The **“Defaults”** button will fill in all of the fields with default values.

1. File path to the Excel template with all of the contact information:  
 C:\Users\AliciaY\Documents\Tools>Contact\_Creation\Final\_Version\Contacts\_Sample.xlsx

2. Folder location to export vCard:  
 C:\Users\AliciaY\Documents\Tools>Contact\_Creation\Final\_Version

3. File name for vCard  
 contacts\_20180405\_141629.vcf

Create Contacts Defaults

- If the Excel file has multiple worksheets in it, the name of the worksheet with the contact information should be **“Contacts”** so that the tool can find it.

17									
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Ready

- The file **“Contacts\_Sample.xlsx”** shows exactly how the columns need to be laid out in order to be read properly by the tool.
  - Column A: Contact ID (only necessary for the Utterance Randomizer macro).
  - Column B: First name
  - Column C: Last name
  - Column D: Mobile phone
  - Column E: Work phone
  - Column F: Home phone
  - Column G: Other phone
  - Column H: Home email
  - Column I: Work email
  - Column J: Other email
  - Column K: Home address
  - Column L: Work address
  - Column M: Other address
  - Column N: Birthday
  - Column O: Anniversary

