

# Re: Outlook Contacts, Export a Category of contacts

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- *From:* GeneM office <[GeneMoffice@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:GeneMoffice@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Thu, 7 Sep 2006 12:23:01 -0700
- 

Well, Excuuuze me!

Milly, on your 2nd message, I read to drag and drop my selection to the new contacts folder (by usual methods?), then right-click [some item?] and select from choices.

And by left-click dragging, I could never get to the step of 'Copy - Move - Cancel'.

Now, a Rt-Click drag is a new animal to me, so I was certainly slow to recognize what you were implying. But you have banged me on the head, awakened me to the next century!

And now, I'm trying it. And after I Rt-Click drag selected records to a sub-folder or to a new lateral (same-level) folder, with or without the Ctrl key, I see 5 options:

- 1-Address New Message,
- 2-Copy Here with Message as Text,
- 3-Copy Here with Message as Shortcut,
- 4-Copy Here with Message as Attachment, 4-Move Here with Message as Attachment,
- 5-Cancel.

None of those options seem what we want.

So,

1. Does it Matter if we use Ctrl key w/ Right-Drag?
2. What am I doing wrong now?

Thank you again (and again).

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Knowledge Sponge (knead spill-checker & SinTax checker)

"Milly Staples [MVP - Outlook]" wrote:

Re: Outlook Contacts, Export a Category of contacts

Um, did you read the admonition to \*\*\*\*\*RIGHT\*\*\*\*\* CLICK and drag???????

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Milly Staples [MVP – Outlook]

Post all replies to the group to keep the discussion intact. All unsolicited mail sent to my personal account will be deleted without reading.

After furious head scratching, GeneM office asked:

| I beg to disagree, Dear Lady Milly, believe I did do what you indicated, but let's review in detail:

| MS Ofc Outlook (R) 2003 (11.8010.8028) SP2  
| Part of MS Ofc Small Business Edition 2003

| I switch OL to the Contacts tab–page.  
| click Categories view.  
| hit Ctrl–6 for Folders View.  
| do Alt–V,X,L to collapse groups.

| Tried several ways next:  
| Click–Select the Customers Category header; tried both  
| Left–Button–Drag & Ctrl–Left–Button–Drag, but both attempts give me  
| the same "Create a new item .. could take some time" warning, which  
| last time hung us for 3–4 minutes and composed a new email message,  
| which I cancelled, then no prompt as you had expected.

| If I select the 634 records, without any header, then drag, I get the  
| same result, a Create prompt.

| Neither approach ever produces the "Copy – Move – Cancel" option you  
| forecast.

| And at any rate, would I not want to Control–Drag in order to Copy  
| records, not Move them.

| Scratch, Scratch ...

| What do you think?

|| Did you right click after selecting the category and dragging it to  
|| the new folder? You should get the choice of Copy – Move – Cancel.  
|| If you don't see these choices, you have done something other than  
|| what I indicated.

|| --Â

|| Milly Staples [MVP – Outlook]

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||  
|| Post all replies to the group to keep the discussion intact. All  
|| unsolicited mail sent to my personal account will be deleted without  
|| reading.  
||  
|| After furious head scratching, GeneM office asked:  
||  
||| Thanks. I have only been using Outlook (MS Ofc 2003) a few months,  
||| after hanging onto Sidekick 97 until I would not trust the old Win  
||| 98 PC.  
|||  
||| Implicit in your instructions might be that I know how to switch to  
||| Folder View, which I only noticed yesterday!  
|||  
||| So now, I have clicked the Category (of 634 Customers), Ctrl-Drage-  
||| it to the new sub-folder, affirmed Prompt (Create a new item from  
||| the Selected Items could take some time. Are your sure you want to  
||| create a New Item from these 634 Items?, it said), and after 3-4  
||| minutes, I am waiting for Outlook to recover, give me a non-blank  
||| screen. OK, now it is back. It showed me a new e-mail addressed to  
||| all 634 contacts! Cancelled, selected the Category \_members\_  
||| (rather than the Category header), tried Ctrl-Drage, got same prompt,  
||| cancelled. Or, Rt-click on group does not offer Copy, only offers  
||| Open, Print, Forward, Categories, Mark, Delete, & Move-to-Folder  
||| (which offers no Copy option).  
|||  
||| So I am still stuck ...  
|||  
|||  
||| Create a new contacts folder and name it appropriately. Display  
||| your default contacts folder in a by category view. Select all of  
||| the contacts in your preferred category, then drag and drop to the  
||| new contacts folder. Use the right mouse button to select and you  
||| will get choices when you release the button.  
|||  
||| --Ã Â  
||| Milly Staples [MVP - Outlook]  
|||  
||| Post all replies to the group to keep the discussion intact. All  
||| unsolicited mail sent to my personal account will be deleted  
||| without reading.  
|||  
||| After furious head scratching, GeneM office asked:  
|||  
||| Milly, that sounds like a workable approach, so thanks!  
|||  
||| However, I cannot find, in Help or Menu tree, a method to copy a  
||| category of contacts to a sub-folder."  
|||  
||| Elaborate, Please?  
|||

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||||| Copy the category of contacts to a sub–folder you create and  
||||| export that.  
|||||  
||||| --Ã'â€aÃ Â  
||||| Milly Staples [MVP – Outlook]  
|||||  
||||| Post all replies to the group to keep the discussion intact. All  
||||| unsolicited mail sent to my personal account will be deleted  
||||| without reading.  
|||||  
||||| After furious head scratching, GeneM office asked:  
|||||  
||||| In Outlook, I wish to Export a Category of contacts. These  
||||| contacts all share a folder with many other contacts, and they  
||||| are not distinguishable by any particular Distribution list.  
|||||  
||||| A mass export of Contacts to Excel does not even show the  
||||| Categories to which the contacts belong.