

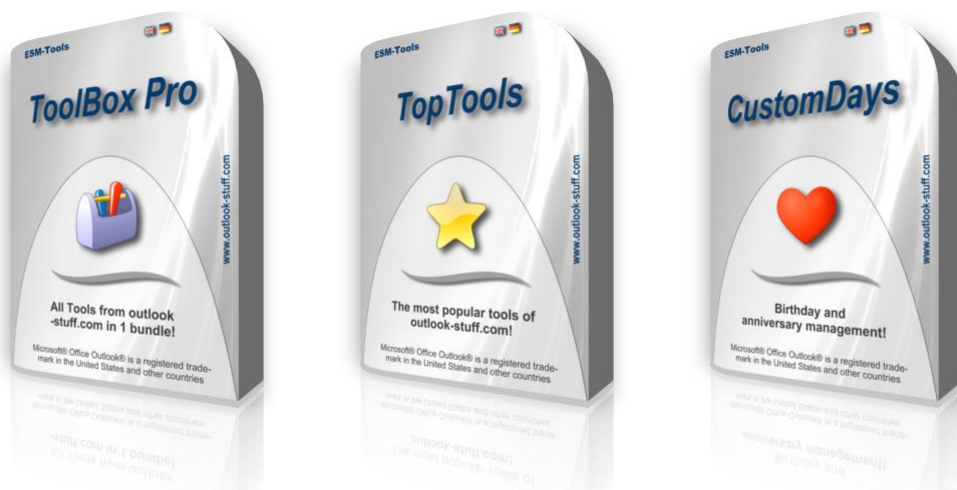
# Product overview

## ESM-Tools from outlook-stuff.com

This document contains the product descriptions from the homepage in alphabetical order and gives you an inside into the functions of each tool.

If you do not find a special property in this description you can download and install a free trial version of each program and test it 30 days. Each program has a help file which gives you more information about ist functions.

The **ESM-Tools** are available as single products and as a collection of powerful add-ins in 3 bundles. For more information about a bundle please click in the image below:



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Manage Microsoft® Office add-ins easily!

Almost no user is unaffected: Add-Ins are incompatible or more or less randomly disabled by Outlook®. To activate them again and/or to disable unwanted Add-Ins there are different, sometimes cumbersome ways depending on the used Outlook®-Version. The solution is the free **AddInManager**.

More features of the **AddInManager**:

- ✓ Compatible with all Office programs from Microsoft® (2000 and higher)
- ✓ Shows also partly Exchange Client Extensions
- ✓ Fast activating and/or deactivating all Add-Ins (also by groups)
- ✓ Copying Add-Ins between user
- ✓ Automatic backup of registries other user
- ✓ Restore of registries other user
- ✓ Save settings in user and/or program directory
- ✓ Simple opens the registry key of the selected Add-In
- ✓ Displays the number of activated and/or installed Add-Ins
- ✓ Switch the installation kind of Add-Ins
- ✓ Fix for Add-Ins which will not longer Work in Outlook® 2010
- ✓ Delete orphan Add-Ins
- ✓ Create and e-mail a list of the Add-Ins
- ✓ Deletes the file **Extend.dat**
- ✓ Runs without installation (Netframework version 2.0 or higher required)

Save attachments to disk!

Mail boxes from Exchange Server are often limited to few 100 MB, which is normally reached or exceeded soon. The main part of the storage capacity are used from the attachments of e-mails.

But also users of local pst files benefits from a lean Outlook® which is less susceptible to faults. With the **AttachmentsManager** you save attachments to disk (local or in the net) and reduce the Outlook® resources significantly. You still have easy access to the attachments through links in your e-mails.

More features of the **AttachmentsManager**:

- ✓ Automatic insertion of outsourced attachments when replying or forwarding
- ✓ Only modified attachments can be returned to sender



- ✓ Settings to the treatment of attachments can be set depending on the recipient or a domain name
- ✓ Rule-based processing of e-mails and their attachments
- ✓ Convenient print function for quick and convenient printing of some or all attachments
- ✓ Picture view for viewing attached images with just 1 mouse click
- ✓ Insert attachments file names automatically into the e-mail text
- ✓ Warning about missing attachments\*
- ✓ Warning about big Pst/Ost files\*
- ✓ Unlock unsafe attachments\*
- ✓ Create contacts from attached vcards
- ✓ Empty secure tempfolder\*\* when shutting down Outlook®\*
- ✓ Move secure tempfolder\*\* of Outlook®
- ✓ Beginner mode for a quick start, Expert mode for Outlook® professionals

**Differences to the pro version:** The pro version is able to save complete emails to disk.

\* Free function, which is also after the test time available

\*\* Contains among others directly opened attachments

### Save emails and attachments to disk!

Mail boxes from Exchange Server are often limited to few 100 MB, which is normally reached or exceeded soon. The main part of the storage capacity are used from the attachments of e-mails.

But also users of local pst files benefits from a lean Outlook® which is less susceptible to faults. With the **AttachmentsManager** you save attachments to disk (local or in the net) and reduce the Outlook® resources significantly. You still have easy access to the attachments through links in your e-mails.

More features of the **AttachmentsManager Pro**:

- ✓ Save complete emails with or without attachments, received time (=modified date) and sender (=authors) to disk
- ✓ Copy or move mode to save emails
- ✓ Automatic insertion of outsourced attachments when replying or forwarding
- ✓ Only modified attachments can be returned to sender
- ✓ Settings to the treatment of attachments can be set depending on the recipient or a domain name
- ✓ Rule-based processing of e-mail attachments



- ✓ Convenient print function for quick and convenient printing of some or all attachments
- ✓ Picture view for viewing attached images with just 1 mouse click
- ✓ Insert attachments file names automatically into the e-mail text
- ✓ Warning about missing attachments\*
- ✓ Warning about big Pst/Ost files\*
- ✓ Unlock unsafe attachments\*
- ✓ Create contacts from attached vcards
- ✓ Empty secure tempfolder\*\* when shutting down Outlook®\*
- ✓ Move secure tempfolder\*\* of Outlook®
- ✓ Beginner mode for a quick start, Expert mode for Outlook® professionals

**Differences to the standard version:** The standard version does not save complete emails to disk.

\* Free function, which is also after the test time available

\*\* Contains among others directly opened attachments

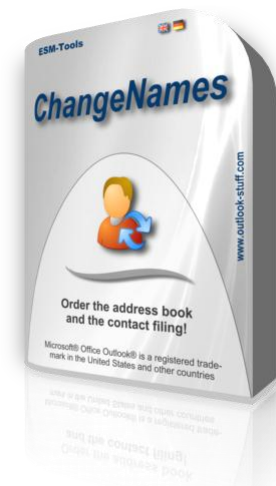
### Order the address book and the contact filing!

The unit of the contact filing in Outlook® get quickly lost through import actions or changed contact settings. In the address book also as in the contact folders. **ChangeNames** saves you a lot of time and nerves consuming work with a few clicks and bring back order into chaos.

More features of **ChangeNames**:

- ✓ Insert missing titles
- ✓ Automatic allocation of first names and last names
- ✓ Standardization of sequence in the field **Name...**
- ✓ Change of sequence in the field **File As**
- ✓ Insert/delete commas in the field **File As**
- ✓ Add the title in the field **File As**
- ✓ Change the field **Display As**
- ✓ Automatic adjustment when saving contacts

**ChangeNames** changes the **Display As** field to the sequence **last name first name** so that your [members of distribution lists are sorted by last names](#).



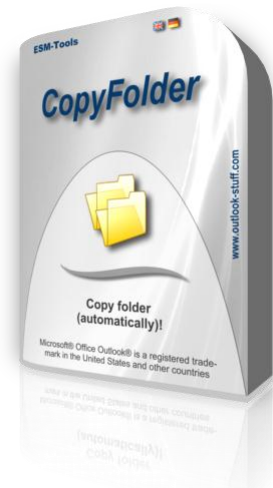
*Copy folder (automatically)!*

When synchronizing data with mobile devices you often have the problem that your software is only able to work with default folders. But normally new created and/or public folder should also be synchronized.

**CopyFolder** was developed. With **CopyFolder** you can copy simple and fast the content of one folder into another. The program is able to filter by categories and separate business and private data.

More features of **CopyFolder**:

- ✓ Several copy jobs possible
- ✓ Copying from folder A to folder B
- ✓ Fast switching of copying direction
- ✓ Replication of folder A and B
- ✓ Automatic program start when starting and/or closing Outlook®
- ✓ Automatic program start every X minutes/hours
- ✓ Program start controlled by the calendar
- ✓ Detailed activity log

*Individual anniversaries with age display!*

**CustomAnniversaries** is the solution for the missing year display for anniversaries in the calendar! By means of this tool you can customize the display of anniversaries in the calendar according to your requirements (e.g. "**Thomas has today anniversary (5)**").

More features of **CustomAnniversaries**:

- ✓ [Workaround to delete duplicate anniversaries](#)
- ✓ Show anniversary list (with further functions like call contact, create email, excel export)
- ✓ Create (missing) anniversaries
- ✓ Delete remaining anniversaries from the calendar (entries without contacts)
- ✓ Delete anniversaries from the calendar
- ✓ Delete anniversaries from contacts
- ✓ Set resp. delete private status for contacts
- ✓ Prevent the entry of anniversaries in the calendar
- ✓ Prevent recurrence items among anniversaries
- ✓ Reminder on the day of the anniversary
- ✓ (Automatic) anniversary email

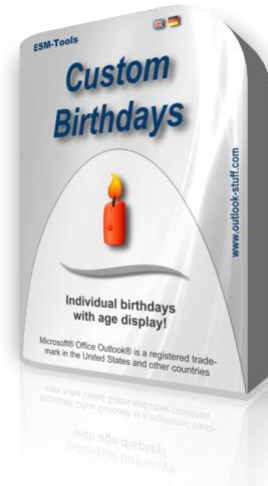


Individual birthdays with age display!

**CustomBirthdays** is the solution for the missing age display for birthdays in the calendar! By means of this tool you can customize the display of birthdays in the calendar according to your requirements (e.g. "**Today is Thomas's birthday and will be 37 years old**").

More features of **CustomBirthdays**:

- ✓ [Workaround to delete duplicate birthdays](#)
- ✓ Show birthday list (with further functions like call contact, create email, excel export)
- ✓ Create (missing) birthdays
- ✓ Delete remaining birthdays from the calendar (entries without contacts)
- ✓ Delete birthdays from the calendar
- ✓ Delete birthdays from contacts
- ✓ Set resp. delete private status for contacts
- ✓ Prevent the entry of birthdays in the calendar
- ✓ Prevent recurrence items among birthdays
- ✓ Reminder on the day of birth
- ✓ (Automatic) birthday email

Find and replace in contacts!

**EditContacts** provides you among other things with the very often missed search and replace function for contacts to edit multiple contacts at the same time. With this tool changed company data can be adjusted in a jiffy (e.g. addresses, phone numbers or domain names after a migration).

More features of **EditContacts**:

- |              |                       |
|--------------|-----------------------|
| ✓ Fill in    | ✓ Lower case          |
| ✓ Overwrite  | ✓ Proper case         |
| ✓ Copy       | ✓ Add in front of     |
| ✓ Move       | ✓ Add to the end      |
| ✓ Exchange   | ✓ Clean contents      |
| ✓ Merge      | ✓ Clear contents      |
| ✓ Split      | ✓ Nokia PC-Suite      |
| ✓ Upper case | ✓ Undo Nokia PC-Suite |



The functions **Nokia PC Suite** and **Undo Nokia PC Suite** are special functions for users of Nokia cellphones who synchronize their Outlook® contacts with the PC-Suite (see [FAQ](#)).

**Hint 1:** By means of the **Attach at the beginning** function you can hide the fax numbers in the address book by choosing any desired character sequence (e. g. "fax") (see [FAQ](#)).

**Hint 2:** By means of the Replace function the message class of custom forms can be adjusted to existing contacts (see [FAQ](#)).

**Hint 3:** You can also [change the internet format](#) with **EditContacts** (e.g. from *Send using Outlook Rich Text Format* to *Let Outlook decide the best sending format*). After that change normally a restart of Outlook® is required.

A further highlight is data processing in groups. This way you can e.g. exchange the area code or attach a country code in all phone number fields (with our without fax numbers). Moreover all email fields can be changed with one processing run (e.g. to replace a changed domain).

**EditContacts** works with pst files, Exchange mail boxes and public folders.

**Differences between standard and pro version:** The standard version does not work with user defined fields, with contacts from the Business Contact Manager and is not able to use regular expressions. For both programs there is the same program file. The functions of the pro version will be unlocked by buying the license key for the pro version but they are also available during the test period.

### Find and replace in contacts – Proversion!

**EditContacts Pro** provides you among other things with the very often missed search and replace function for contacts to edit multiple contacts at the same time. With this tool changed company data can be adjusted in a jiffy (e.g. addresses, phone numbers or domain names after a migration).

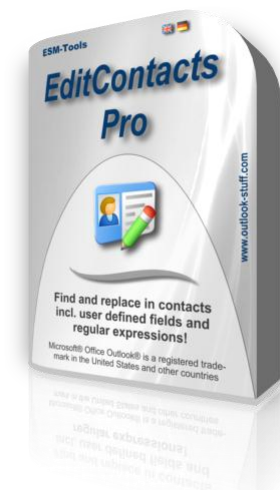
More features of **EditContacts Pro**:

- |               |                       |
|---------------|-----------------------|
| ✓ Fill in     | ✓ Add in front of     |
| ✓ Overwrite   | ✓ Add to the end      |
| ✓ Copy        | ✓ Clean contents      |
| ✓ Move        | ✓ Clear contents      |
| ✓ Exchange    | ✓ Nokia PC-Suite      |
| ✓ Merge       | ✓ Undo Nokia PC-Suite |
| ✓ Split       | ✓ Create field*       |
| ✓ Upper case  | ✓ Rename field*       |
| ✓ Lower case  | ✓ Delete field*       |
| ✓ Proper case | ✓ Delete all fields*  |

\* Function with user defined fields

The functions **Nokia PC Suite** and **Undo Nokia PC Suite** are special functions for users of Nokia cellphones who synchronize their Outlook® contacts with the PC-Suite (see [FAQ](#)).

**Hint 1:** By means of the **Attach at the beginning** function you can hide the fax numbers in the address book by choosing any desired character sequence (e. g. "fax") (see [FAQ](#)).



**Hint 2:** By means of the Replace function the message class of custom forms can be adjusted to existing contacts (see [FAQ](#)).

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A further highlight is data processing in groups. This way you can e.g. exchange the area code or attach a country code in all phone number fields (with our without fax numbers). Moreover all email fields can be changed with one processing run (e.g. to replace a changed domain).

**EditContacts Pro** works with pst files, Exchange mail boxes, public folders and the Business Contact Manager.

**Differences between standard and pro version:** The standard version does not work with user defined fields, with contacts from the Business Contact Manager and is not able to use regular expressions. For both programs there is the same program file. The functions of the pro version will be unlocked by buying the license key for the pro version but they are also available during the test period.

### Tool and menu bar permanently fixed!

Outlook® can be extended by a various number of additional software (add-ins). Many of them install their own tool bar and the user moves this to a different position. But after a restart of Outlook® they return to their original places.

**FixMyBars** brings order to your tool bar chaos and arrange your bars like you want. The usage is very simple: Move the bars to the places you want, call **FixMyBars** and click on the save symbol. Next time you start Outlook® all bars will be arranged like their saved positions (may be in some cases the width can differ but the positions will remain).

More features of **FixMyBars**:

- ✓ Overview of the existing bars
- ✓ Moving bars by a drop down list and a scroll button
- ✓ Fade out not wanted bars
- ✓ Works also in contacts, e-mails etc.\*
- ✓ Automatically deleting of the buggy file **outcmd.dat**

\* Up to Outlook® 2003 because 2007 and higher uses "Ribbons"

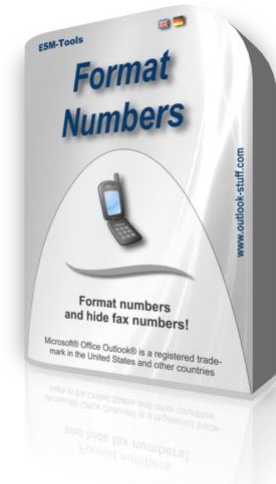


### Format numbers and hide fax numbers!

With just a few mouse clicks **FormatNumbers** puts the phone numbers from your Microsoft® Office Outlook® contacts into a uniform format (e. g. "+1 (123) 4567890"). With this tool synchronization problems with mobile devices are a thing of the past.

More features of **FormatNumbers**:

- ✓ Enforce format by exfiltrating characters
- ✓ Exclude fax numbers from the edition
- ✓ Hide fax numbers from the address book
- ✓ Divide phone numbers into blocks
- ✓ Insert phone number extension separators
- ✓ Intellibox with some usefull functions (e. g. call contact, create contact, open homepage, detect area code and more)
- ✓ Can be supplemented by adding own dialing codes
- ✓ Automatic formatting when saving contacts



Before changes of contacts are conducted you have the possibility to show these alterations in a preview. A list with supported countries you will find in the [FAQ](#).

### E-mail header / internet header in top form!

The internet header of an email indicates the sender and the path the email has taken. This information can especially be used to detect SPAM. With a bit of exercise and the adequate tools for server analysis you will find out a lot of interesting information.

In Outlook® however the display of this information is not just inconvenient but also confusing. **ShowMailHeader** neatly displays the header with one mouse click on the program symbol.

More features of **ShowMailHeader**:

- ✓ Displays header information of all marked emails in 1 file
- ✓ Systematic filtering by special header elements
- ✓ Entry of custom header elements (can also be filtered)
- ✓ HTML output directly in Outlook® (from 2003 and higher) or in the internet browser
- ✓ Information is printable
- ✓ Direct linking of the identified e-mail server
- ✓ Display of the server location in map (free external service)



### Tag and/or mark e-mail subjects!

Most people know it from the traditional letter post: In the top of the letter there is a list of keywords, which usually one of them is crossed (eg, "For your attention" or "To be processed," etc.). So that the reader knows immediately what character of writing it is and in what position he should read it.

This labeling system is lacking in e-mail traffic completely. There is only a subject line and the message body to convey information. What is more natural than to the subject (which is usually read first) to use for labeling according to the letter?

With the **SubjectMarker** you can mark your e-mails so as you would do it in normal letters so the recipient can see immediately what type of e-mail it is.

More features of the **SubjectMarker**:

- ✓ Quickly labeling / keywording e-mails
- ✓ Available in the list view and in the e-mail view
- ✓ In list view, several e-mails are also processed
- ✓ Simple remove/overwrite of wrong chosen tags
- ✓ Wordlist for the labeling can be extended

Use the **SubjectMarker** to identify the subject of your email and thus help to increase the efficiency in processing e-mail messages and to reduce costs.

The idea of the **SubjectMarker** is from Robert Hierl, owner of [Leadership Services GmbH](http://www.outlook-stuff.com).

