



# Contacts Lite



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# | 1. Navigation



Ashampoo®  
Contacts Lite



All contacts



Suggestions



Groups



Archive



Wastebasket



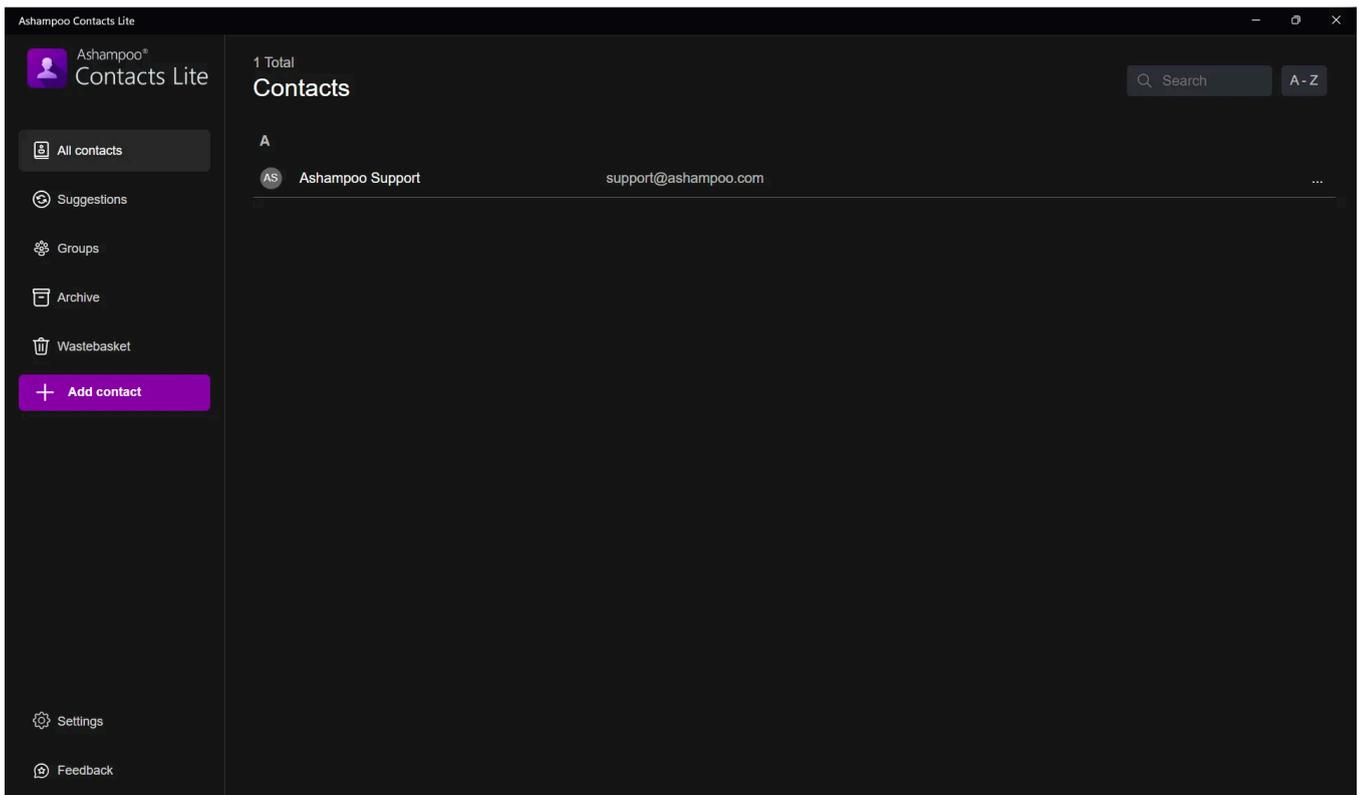
Add contact



Settings

- **All Contacts:** Displays all saved contacts
- **Duplicates:** Detects and resolves duplicate entries
- **Groups:** Organises contacts into categories
- **Archive:** Stores inactive contacts
- **Trash:** Temporary storage for deleted contacts
- **Add Contact:** Create a new contact
- **Settings:** Opens the app settings
- **Feedback:** Opens the feedback page

## 2. Contact overview



When you launch Ashampoo Contacts Lite, the contact overview opens. It's your central

dashboard for managing all of your contacts.

The search bar in the top right allows you to search for names, phone numbers, or email addresses. The sort function (A-Z icon) lets you sort the display by first or last name.

## 3. Adding contacts

1. Click **+ Add Contact** in the sidebar
2. Enter the contact details. There are no mandatory fields – however, you must fill in at least one field in order to save the contact.

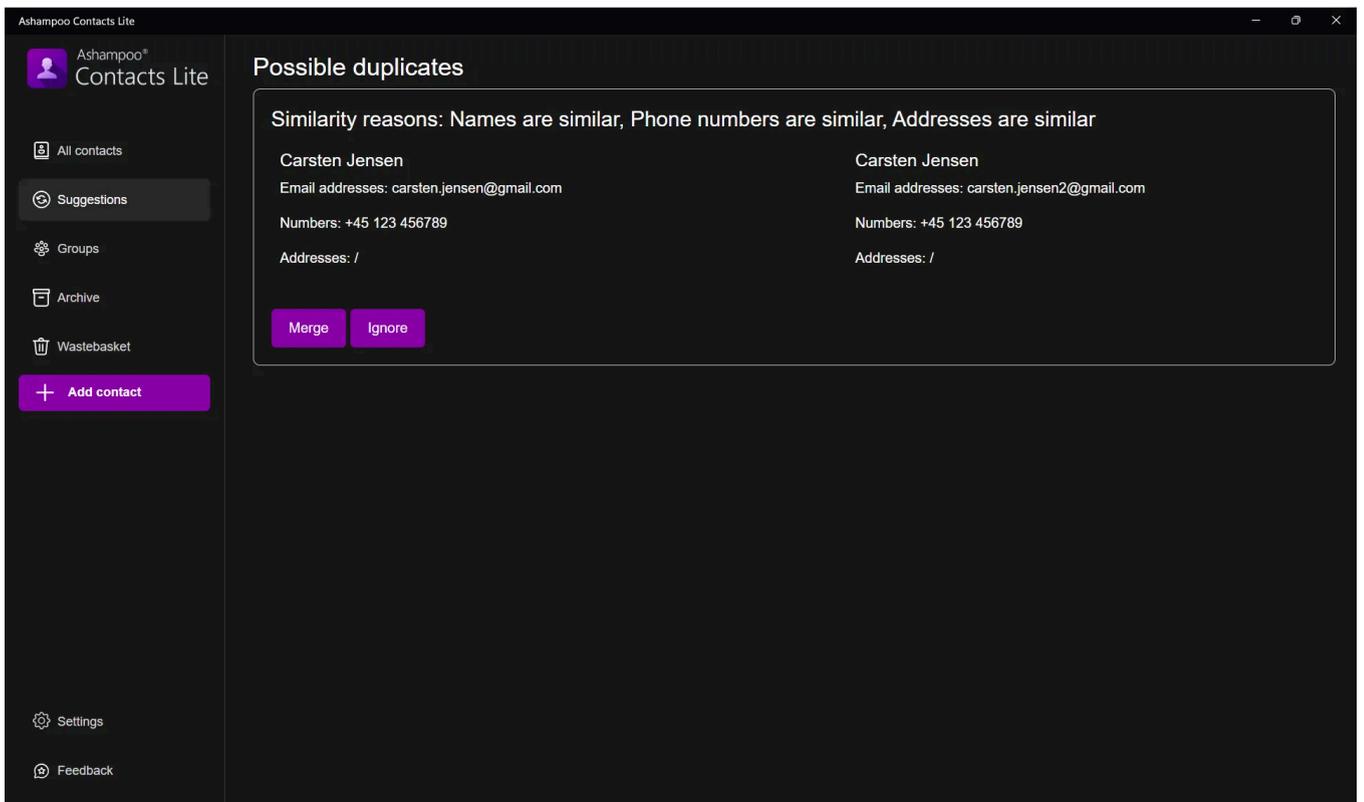
We recommend providing a name, as it is used in various parts of the application.

3. If you want to add a profile picture, hover over the initials at the top of the form – an upload button will appear.
4. Click **Save** at the bottom

## 4. Editing contacts

Click an existing contact to start editing. Editing contacts works the same way as adding.

## 5. Handling duplicates



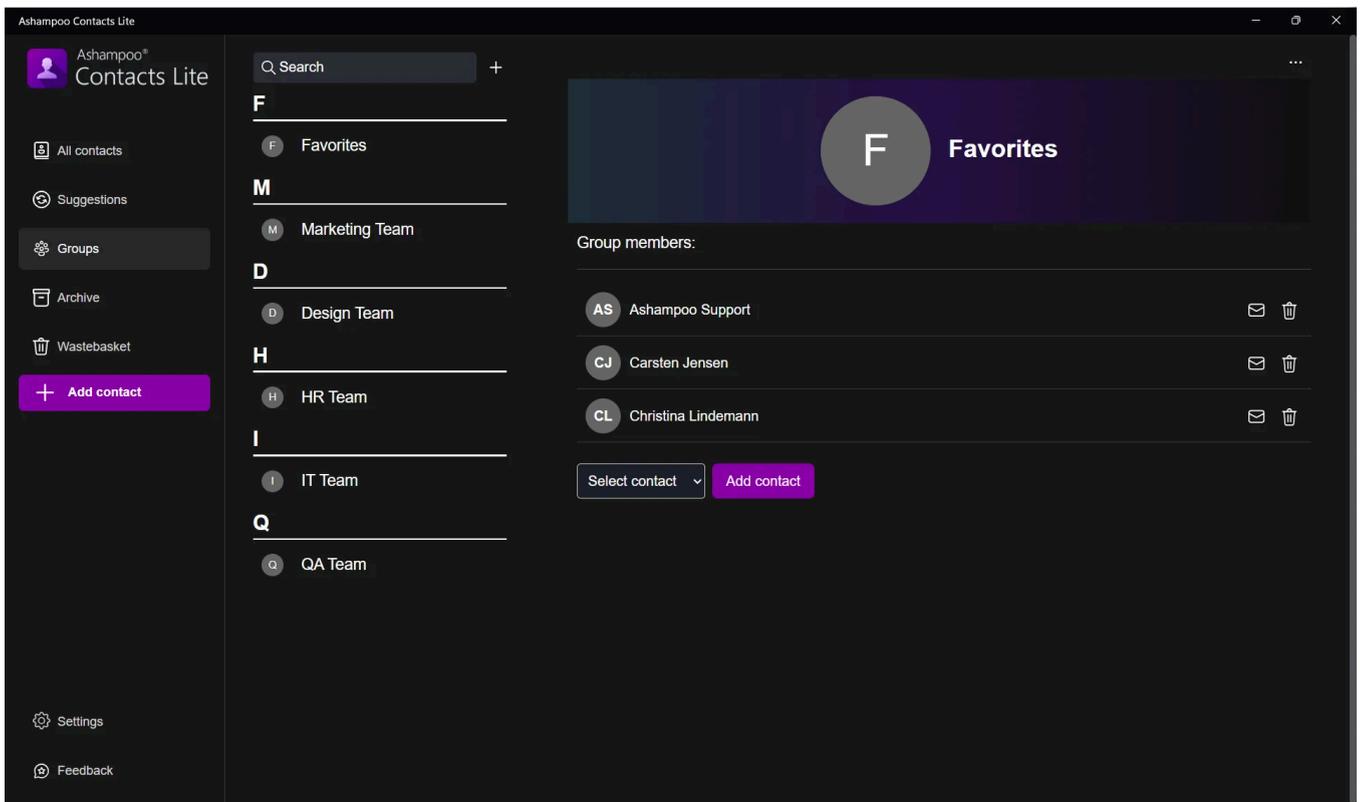
Ashampoo Contacts Lite automatically detects similar contacts based on the following criteria:

- Phone numbers
- Email addresses
- Names

## Possible actions:

- **Merge:** Combines data from both contacts. The second contact will be deleted, and all relevant information will be transferred to the remaining one.
- **Ignore:** Keeps entries separate and hides the suggestion in the future. Ignored suggestions cannot be restored or displayed again later.

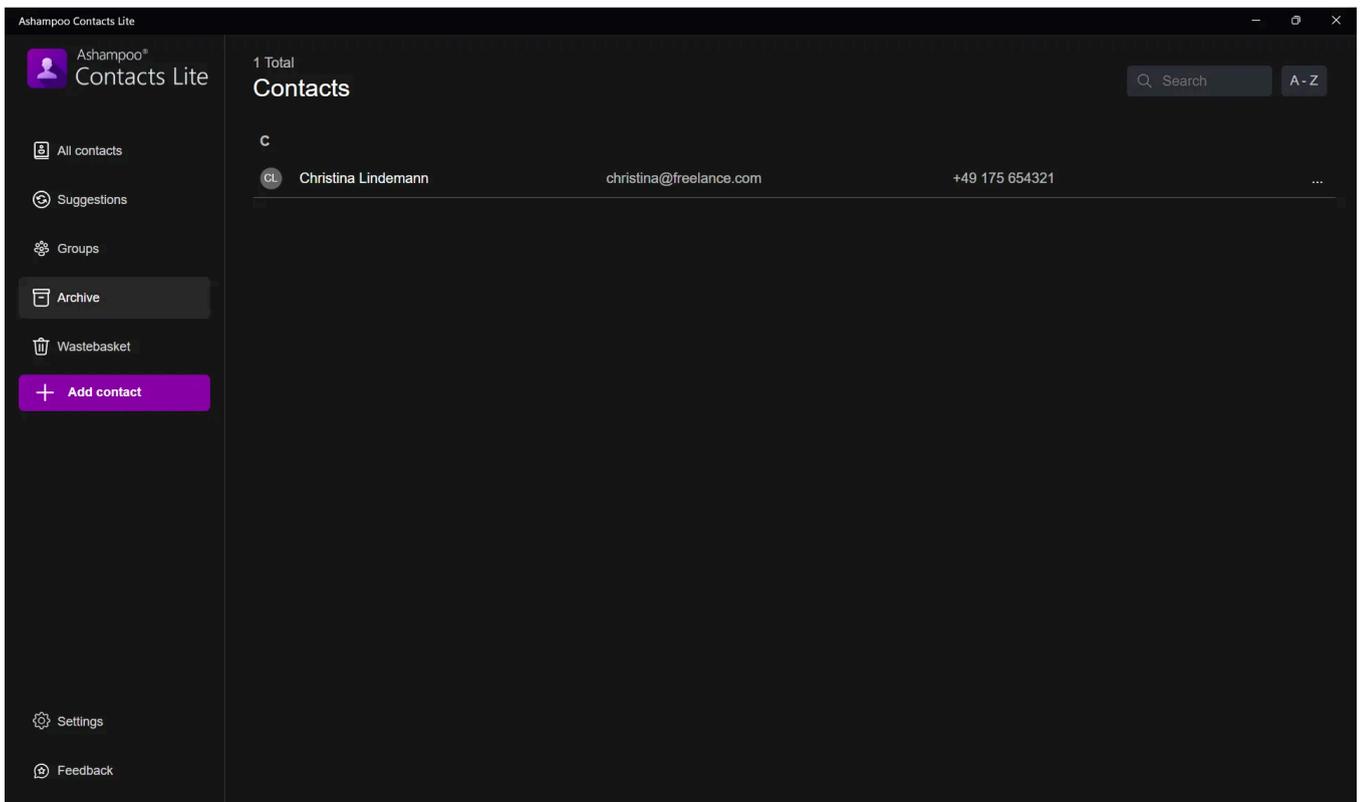
# 6. Grouping contacts



Here's how you can group contacts by topic or category e.g., Work, Family, Friends, or Club:

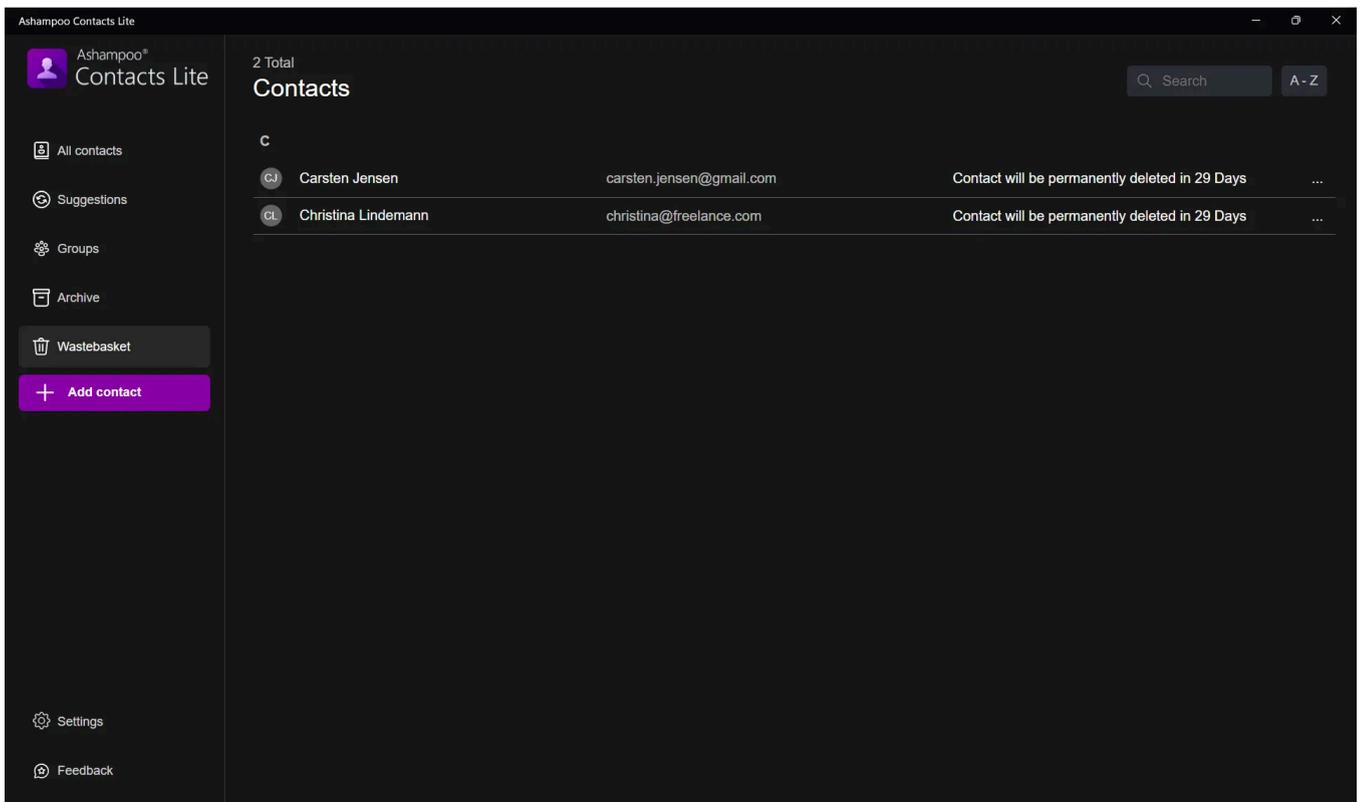
1. Create and name a new group
2. Assign contacts

## 7. Archiving contacts



The archive holds contacts you currently don't need but don't want to delete. Archived contacts remain fully intact and can be restored at any time. This keeps your main list tidy and up to date.

## 8. Trash



The trash stores deleted contacts for 30 days before they are permanently removed. Within this period, you can easily restore accidentally deleted contacts. After that, they are automatically and permanently deleted.

# 9. Importing / Exporting contacts

## Import

The import function lets you bring in contacts from other programs, such as:

- Google Contacts
- Microsoft Outlook
- Apple Contacts

Supported formats: CSV and vCard

- Select the data source
- Duplicates are detected automatically
- Contacts are imported

## Import instructions

Select the file that contains your contacts. The file may have been created by this program as well as Outlook or software from Google and Apple. VCF-files are also supported.

Okay

Cancel

## Export

Export your contacts for backup or to transfer them to other devices or Ashampoo Contacts Lite installations.

This way, you always have full control over your data.

## Export data

Select a folder to create an export file. The file can then be imported on another device.

Okay