1. Contacts icon

Note: Apple Contacts USED to be called Address Book; if Googling questions about how to do something, you may still have to use that term; in fact Apple's tutorial still uses that term.

2. Contacts is the basis for being able to send an email.

You can access Contacts from Mail, but it is NOT the same as opening the application. You can access info, but you can't edit info or create new groups, etc.

3. There is an Apple Tutorial at:
Mac Basics: Address Book
http://support.apple.com/kb/HT2486?viewlocale=en_US&locale=en_US
also a number of YouTube videos and other sources; just Google

4. Contacts (AKA Address Book) allows you to enter all sorts of info about a person including addresses, phone numbers, nicknames, relation to you (spouse, etc.), birthdays. You can view a Google Map of a contact's address.

 Each contact is listed on what is called a vCard, a virtual business card.

You can print address labels or envelopes from Contacts.

Contacts integrates into other apps in the operating system and can be synced to other devices. By integrating into other apps, they can "talk" to each other. If, for example, you want to make a calendar in iPhoto, you can have it import all your friends' birthdays. Can also use the data for spread sheet, database, or text file data.

5. Ways to view Contacts

Contacts is divided into three columns: "Group" on the left (which lets you group contacts), "Names" in the middle (shows all names in your selected Group), and a card pane on the right that shows all of your chosen contact's information.

If you prefer to see only two or one of the columns, instead of the contact list and card display, click on one of the icons at the bottom of the middle column.

Alternatively, you can select "list and card" or "card only" view in top menu VIEW.

6. To make your Contacts address book bigger, click in either the green circle in the upper left hand corner or go to Window>Zoom

7. Can add cards:
A. Manually
    1. Open contacts from the Launchpad, Dock, Spotlight, or Applications folder.
    2. Click the Add (+) button to create a new contact card (Make sure you have "All Contacts" in the Group pane selected).
    3. Enter the person's name and contact information in the designated fields, just click a field and type. Note that each type of contact (Phone, Email, Names, addresses, and so on) is grouped in sections on the card.
    4. Some fields (a "field" is a piece of information such as address, phone number) have a pop-up menu, allowing you to choose a label for that field. For example, if you want to enter someone's cell phone number, click the pop-up menu next to any Phone field and choose **mobile**.

5.To add additional fields, from the **Card** menu, choose **Add Field**, then choose a category from the menu (such as URL, Birthday, or Job Title) or Edit Template to make your own.

6.If you want to add any extra information, type it in the Note section. (Directions to house, etc.)

7. You can have Address Book display a picture of the person or any image that you want. To add a picture, just drag any image file onto the square next to the person's name at the top of the card.

8.When finished, select Done or choose **Save** from the **File** menu (or press Command-S).

9. Note that you can also customize the appearance of your Contacts. Go to where it says "Contacts" at the top left of your screen. Click on it, and then click on "Preferences." A new screen will pop up, offering tabs that say "General," "Accounts," "Template," "Phone," and "vCard." Click on Template. Once in there, you can re-arrange the order of phone numbers shown, add fields for extra numbers or emails, change the default email listing from work to home (or vice versa), and remove fields entirely. To add a field, click on the arrow beside "Add Field" and choose the field you'd like from the drop-down box.

B. From an email you receive. We will do this in Mail; be advised you can enter the name and email address from Mail, but you will have to Edit the vCard in Contacts to complete the fields.

C. By importing a vCard that someone sends you; just drag it on the Contacts icon and it will import the info and make a new vCard.

8. Make my card: Card>make this my card. It is important to do this as the information in your card is used in other apps such as Calendar, Messages, Mail.

9.To pull up someone's contact information, either type his or her name in the search field (Q) or use the keyboard arrow buttons to scroll through

your contacts. Others ways to scroll through are card>go to next card or command].

 10.To edit a card - select the card and click on "edit" or Edit>Edit card or commmand L. Remember to click on "done" when you are done.

11. To share a card via email, message or AirDrop - click on the arrow next to edit and you can email, message or air drop the card to another nearby Mac using AirDrop. Just as with sending files from the Finder, AirDrop looks for other Macs on the same network with an AirDrop window open in the Finder.

12. To delete a card - Select the card and hit delete on keyboard or select the card and go up to Edit>Delete card.

13. Duplicates: Can check for duplicates, but Look for Duplicate Cards in Contacts does NOT identify which vCards are duplicates. You only know you have duplicates! Go to Card>Look for Duplicates. It will find duplicates, but not identify them; it will ask you if you want to merge data.
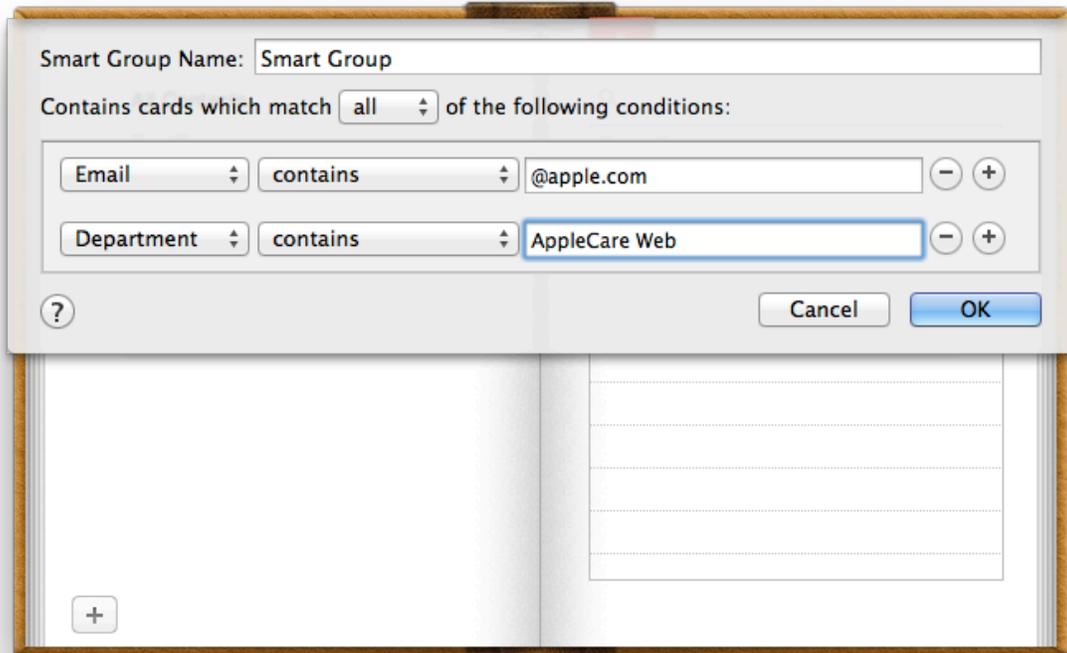
14. Groups
If you want to address a group of people in an email instead of entering all their email addresses, create a group. From the **File** menu, choose **New Group** and enter a name for the group. Select the All Contacts group to view all of your contacts. Then drag names from the contact list onto your new group in the group list. You can delete the group just by selecting it and selecting "delete" on your keyboard or Edit > Delete group. Many people have **more than one email address**. How do you choose which email address to use when sending group mails? Choose **Edit > Edit Distribution List**. Click a group in the left column, then go through each email address, clicking the address you want to use for each contact (the selected address is in bold)

15. Compound groups. You can make a new group composed of two groups by dragging groups into a new group which is a compound group. For example,
Group (Nephews) & Group (Nieces) can be combined into Family Group

16. Smart groups

You can also create a Smart Group, a group that automatically updates itself if any contact fits the same search criteria you set for a Smart Group. To create a Smart Group, choose **New Smart Group** from the **File** menu, type a name in the Smart Group Name field, set your search criteria using the pop-up menus and fields. For example, choose **Company** from the first pop-up menu and type a company name in the field to create a Smart Group for people at that company, and click OK. Any contacts that match your search criteria will become part of this Smart Group.

Smart Group Name: Smart Group

Contains cards which match all �äof the following conditions:

| Email | ⏍ | contains | ⏍ | @apple.com | ⊖ ⊕ |
| Department | ⏍ | contains | ⏍ | AppleCare Web | ⊖ ⊕ |

?   Cancel   OK

17. Can use Contacts to:

A. Send an email: To send an email to one of your contacts, select the person's name in the contact list, click the label to the left of the email

address to open the pop-up menu, and choose **Send Email**. Or, if they are an Apple user, you can send a Message or initiate Face Time.

B. Send an email to a group. Control (Right) Click and choose Send Email.

C. Print out a pocket address book. If you'd like a tangible address book, print out a pocket-sized version of Address Book. - File>Print>show details. Select Pocket Address Book from style pop up. Select the names that you want to include from the contacts list, or select a group and choose **Print** from the **File** menu. You can select which attributes (fields) you want to print.

D. Print labels or envelopes. File>Print>Show details....In Style, select labels or envelopes. For labels, you can choose which label style as well as which addresses (home, work) and in alphabetical or postal code order.

E. Database or spreadsheet which I am NOT going to cover. A handy App to have from the Apple Store is "Export Address Book" which allows you to export your local address book into various formats including an Excel file. In Numbers you can drag and drop. You CAN export contacts to Numbers, sort, reformat, and print all or some information. For an instructional video, see:
[MacMost Now 830: Exporting Contacts Using Numbers](http://macmost.com/exporting-contacts-using-numbers.html)

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18. ALWAYS back up your Contacts...can you imagine what would happen if you lost that info?????????
19.
There are a few ways to back up your Contacts (in addition to your Time Machine and Super Duper back up).

One option is:To back up your contacts, go to the File menu and scroll down to "Export." Click on "Contacts Archive" and save it to the desired location – an external hard drive is always a good choice.

Just remember if you ever have to restore, that it REPLACES all your addresses.

19. i Cloud syncing.You can sync Contacts with iCloud. When you add someone to your Contacts on your computer or device, it "pushes" the new contact to iCloud and other devices. Some people have reported problems with duplicates the first time they sync. I had some duplicates and found it best to "clean" them up right in iCloud.com.
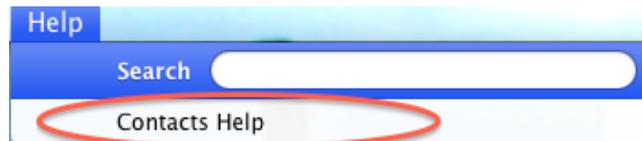
20. When you have a question about how to do something in Contacts, go up to Help>select Contacts Help. In the new window that opens, type in your question.

21. When you have a problem, "Google" it. Chances are very good someone else has had the same issue.

22. You can view a map of someone's address by clicking on an address heading ("work" "home"). You can also copy a URL of the map of their address.

23. Social Media. You can connect Twitter accounts to contacts and you can also add Facebook friends to contacts. If you have Google Contacts that are not in your OS X Contacts, you can sync them. You view a contact's profile or see the photos they've pasted on Facebook from Contacts. If you want to know how to do any of these, consult

http://www.macworld.com/article/2011118/do-more-with-mountain-lion-s-contacts.html

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