

PTSLUG General Meeting
July 2010
Basic Mac Handout
Mac 101: Address Book A-Z (from Apple and other sources)

The Mac OS X Address Book is a neat little application that is often under-appreciated. As a seemingly boring application it has loads of features that are overlooked by most users. While useful on its own for organizing your contacts, Address Book's real power is that it works with so many other applications. When using Address Book your entires are known as "contacts". Here are some basics:

Creating a new record

There are three ways to do this. The first is to select "New Card" from the "File" menu. The second is to click the "+" icon below the "Name" column. Finally, you can press Command - N on your keyboard.

Next, fill in the fields. Some have drop-down titles. For example, you can label a phone number as "work", "home" or "mobile". Finally, you can add a note to the notes field.

You can **add a photo** to an address card. Just click the photo box next to a contact's name and a new window appears. From there, you can browse to a photo on your computer or take a snapshot with your Mac's camera (Photo Booth). You can even apply some filters to the photo by clicking the Filters button on the right hand side of the window. That photo will appear on that person's record, on email messages retrieved with Apple's Mail and on a synchronized iPhone or iPod.

Edit an existing record

To edit an existing record, first select it in the "Name" column. Next, click the "Edit" button at the bottom of the window. You'll see all of the fields take on their drop down titles, indicating edit mode. Once you're done, simply click the "Edit" button again and your changes are saved.

Preferences

There are some interesting options to fiddle with in Address Book's preferences. For example, you can choose to sort by first or last name, format address for several countries or let people know when your own card changes automatically.

There are several synchronization options available as well, including MobileMe, Exchange, Yahoo! and Google. If you share contact information via vCards, you'll find several format options. Sharing is also possible across Macs.

Send Email

If an Address Book entry includes an email address, you can use the entry to launch Apple Mail and create a new email message with the contact's email address already filled in.

1. Launch Address Book
2. Select a contact.
3. Click the label to the left of the email address in the contact; a pop-up menu will appear. (If you're in the process of editing the contact, right-click the label to access the pop-up menu.)
4. Select 'Send Email' from the pop-up menu.
5. Apple Mail will launch, with a new email message pre-addressed to the selected contact

Smart Groups

You can also have fun with Smart Groups. These are dynamically populated groupings of contacts as defined by your criteria. For example, you can create a group of Christmas card recipients. First, add the word "Christmas" to each record's Note field. Next, select "NewSmart Group" from the "File" menu. A new window appears. You can give it the name Christmas Cards and set the criteria to be "Note contains Christmas." All set!

Add Contacts to your Safari Bookmarks

If lots of your contacts have their own web sites, you might be interested to know that you can automatically add these to your Safari bookmarks bar. Open up Safari go to the Preferences (in the Safari Menu). In here click the Bookmarks tab and check the box that says "Include Address Book" in the Bookmarks Bar. Now a new folder will appear at the far left of your Bookmarks bar. In here will be the web sites of all you contacts who have a home page set in their Address Book entry.

Chat to your Contacts

Address Book integrates quite well into iChat, the Mac OS X instant messenger. If a person in your Address Book is online and using iChat, a little green dot will appear next to their picture. Clicking on the dot will open up iChat, where you can start a new conversation with the person.

Put your Contacts in the Spotlight

In Address Book, select which contact you want to search, and from the Action Menu (looks like a cog, located in the top left) choose "Spotlight [name]". The spotlight window will pop up, and show documents, photos, iCal events, mail messages and iChats related to this person. This feature of Spotlight allows you to use it as a personal organizer and links together Address Book, iCal, Mail and iChat.

If you don't have Address Book open, you don't need to bother opening it up to Spotlight search someone. Simply type their name into Spotlight for the same results.

Moreover, Spotlight remembers files that people have sent you. When searching for one of your contacts, Spotlight will list any files they sent as attachments to you, providing you received them in Mail.

Highlight Groups

If you hold down the Option key while you are viewing a contact, all the groups that they are in are highlighted in yellow.

Map a Location

You can map a contact's address using Google Maps.

1. Launch Address Book
2. Select a contact.
3. Click the label to the left of the contact's address; a pop-up menu will appear. (If you're in the process of editing the contact, right-click the label to access the pop-up menu.)
4. Select 'Map To' from the pop-up menu.
5. Safari will launch and then open Google Maps with a map to the contact's location.

Merge two contacts

If somehow you end up with two entries in your address book for the same person, you can easily merge the two. Select the two entries by clicking on one in the list and then Command-clicking on the other. Now click on the Card menu and choose "Merge Selected Cards". If you have a huge contact list and you suspect some duplicate entries, you can also choose "Look for Duplicate entries" from the Card menu.

Large Type

If you want to read a person's phone number off the screen while dialing it across the room, you can make it display in large numbers across the screen. To do this, click on the number and choose "Large Type" from the pop-up menu.

Printing Envelopes

You can print an envelope addressed to a contact by choosing Print from the File menu with the chosen person selected. In the print dialog choose Envelopes from the Style pop-up menu. As an interesting quirk, Address Book will address the envelope to everyone in the household if you have specified a spouse or child in the person's entry.

To print a properly formatted envelope, just insert a standard envelope into your printer. Make sure the address side (and not the flap side) faces the toner cartridge. For me, that is flap side down. Some printers have an envelope feeding clamp in the single sheet feed. You can pop open the single sheet access, adjust the clamp inward to match the envelop size and feed in the envelop flap side down.

In Address Book all you need to do is select a contact and print it. (File > Print). Make sure you've chosen Envelopes from the Style, and that "Print my address" is selected so the return address is properly added to the envelope. If you're using an envelope that's not a standard business layout, choose the proper layout.

Address Book supports most common envelope styles used in North America, Japan, and "International."

Making Address labels

1. In Address Book, select the group for whom you want to make labels. From File menu, select Print (or shortcut = cmd+P)
2. In the Layout view (see below), find Page: then choose brand & label number. Most likely it will be Avery XXXX (ex. 5161). This info will be listed on the label package, and sometimes on the label page itself
3. If you don't have an opinion on font, size, color, then click Print (make sure your labels are in the printer facing the correct way)
4. To change font appearance, in Label view, select Font: set button, and make changes. Close pop-up font window when done (no Save or Ok, just close)
5. To change color click on the rectangle next to the word Color: then change to desired color. (If all you see is black and shades of gray, click on a shade of gray and colors will appear. Close window when done.)

Making your own return labels (This is a bit more tricky)

You will first have to create a new Group, but it will contain only copies of your name and address. Make a new Group by clicking on the + symbol at the bottom of the Group column. Give it a name, like "My return labels"

Go back to the "All contacts" entry under Group. Drag your name into the new group you have created.

Highlight your name and do a "Copy" then do a "Paste" below it. This will make a duplicate of your name and address. Repeat this as many times as needed to fill up one sheet of your label paper. For example, if you are using Avery Label 5160 with 30 labels on a page, create 30 entries with your name and address.

With your new Group name selected go to File--> Print and select Mailing labels. Select the appropriate Avery Label number. You should see a preview of the mailing label sheet with duplicate entries of your name and address.

Alternative Method of Making Labels (DesignPro for Mac®)

Use Avery's free mac software, DesignPro for Mac®. It gives you the a great deal of flexibility while designing and printing Avery labels, business cards, dividers, t-shirt transfers, greeting cards and more. The program features an easy-to-use, intuitive Mac user experience and allows users to effortlessly merge data from Address Book and Mail and quickly import personal photos from iPhoto. It easily imports playlists or albums from iTunes onto Media products or captures and transfers customized designs and logos onto various projects using the Snapshot Gallery. You will have quite of bit of control over type size, font color and graphics.

It is available at: http://www.avery.com/avery/en_us/Templates-%26-Software/Software/Avery-DesignPro-for-Mac.htm?N=4294967083&refchannel=3980ac83ae70a110VgnVCM1000002118140aRCRD

Adding Birthday Reminders to iCal

You can have the birthdays which have entered into your Address Book show up on your iCal calendar.

First you will need to add birthdays to the items in your Address Book. Open Address Book's Preferences and select the "Template" icon. then select the "Add Field" drop down arrow, then select "Birthday". Now an optional entry for a birthday will appear on all your contact cards.

Enter birthdays for those people you wish to appear on your iCal calendar.

Next open iCal's Preferences and on the "General" tab click on the "Show Birthdays calendar" box.

Your contacts' birthdays will now appear in iCal.

To remove a birthday from iCal simply delete the birthday entry in the Address Book.

Address Book Sharing

If you want to share your address book (for example with your family or secretary) you can do so providing you have a .Mac account (now known as MobileMe). Open up Address Book and go to the Preferences (in the Address Book Menu). Click on the Sharing tab and check the box titled "Share your Address Book". Now click the plus icon to add people from your address book who have a .Mac account. People will only be allowed to view your address book, but if you select the "Allow Editing" option they will be able to make changes too.

Using vCards

In reality, most people don't have .Mac, so the standard way to share contacts is using vCards. A vCard is a file containing a contact's information that you can attach to an email and send to whoever you want. Luckily, vCards work really well with Address Book.

To create a vCard for a specific contact, select them from the list and right-click (Control-click) on their name. From the pop-up menu choose "Export vCard...".

To create a vCard that contains the information for all the people in a certain group, select the group you want from the list, right-click on it and choose "Export Group vCard...".

If you receive a vCard from someone else as an email attachment, you can add it to your address book in a couple of ways. If you received it in Mac OS X's Mail application, simply drag it from the email message across to Address Book. If not, save it to your Hard Drive and then choose Import vCards (Command-O) from the File Menu in Address Book.

Make Your Own Card

It can be quite useful to create an entry for yourself in Address Book as it is used for things like Autofilling forms in Safari. To do this, create a card as usual and fill it with all your information. Once you are done, choose "Make This My Card" from the Card menu. You will notice that your icon in the list changes and your photo now has "me" written in the corner. Now you can export your vCard using the method above to send your contact details to everyone in your address book.

Non-standard Information

What if you want to store nonstandard information like a person's Twitter handle? First, enter edit mode. Next, click the green "+" icon next to an empty field. Select the drop down menu and click "Custom". A new window will appear. Name your custom field "Twitter" and you're all set!

Address Book Help

About Address Book

Keep in touch with friends, family, and colleagues.

Setting up

Add accounts, and import or enter contact information.

Managing

Organize, customize, print, and back up.

Syncing

Sync information across computers and devices.

Solving problems

Find solutions to common problems.

FEATURED TOPICS

[Adding accounts](#)

[Setting up your address card](#)

[Adding contacts](#)

[Searching for contacts](#)

[Syncing contacts across computers and devices](#)

www.apple.com

Want even more Information about Address Book?

Click on the Help link on the File Menu bar.