

Address Book - Part 2

01/18/2012

Address Book Preferences

- You can't do much to customize Address Book's appearance, but the Preference pane (Address Book -> Preferences gives you a few options.
 - ▶ In the General section:
 - Choose to have names displayed with the first name first followed by the last name or vice versa.
 - Sort By: - Sort the entries in Address Book either by first name or last name.
 - The Address Format (country)
 - Default Account
 - ▶ Accounts Section: - Add or delete accounts. This is where you would add iCloud/MobileMe/Google/Yahoo account information.
 - ▶ Template Section: - Customize the template for address cards. You can add/delete fields to suit your lifestyle. Just remember that you change ALL of the cards.
 - ▶ Phone Section: - Automatically format phone numbers. There are multiple formats that you can select or you can create a custom format.
 - ▶ vCard Section: - Allows selection of various vCard Formats and encoding options. If you do not know what to do accept the Default!

vCards

- Address Book exchanges contact information with other programs through vCards. vCard is short for virtual business card. More and more programs use this method to send and receive these electronic business cards.
- If you ever receive an email with a vCard attached, drag the .vcf file into your Address Book window to create an instant entry with a complete set of information.
- You can create vCards of your own by dragging a name out of your Address Book and onto the desktop. (or into a piece of outgoing mail).

Duplicate Entries

- When you tell Address Book to sync information with your online accounts, sometimes you may get a message saying that one or more of your contacts is listed with different information in each location. What do you do? What does your Mac do? Your Mac will ask you what you want to do with the duplicate information.
 - ▶ Most of the time this occurs when you are combining (syncing) accounts and you end up with duplicate entries. Usually you have the same person/contact in each account with different information in each account. (Maybe it is the same person with different phone numbers in each account.)
 - ▶ You will get a message that asks you if you want to Review the contacts. If you click Review Now, you are shown one contact after another (the complete address card) so that you can decide which one you want to keep.
- Fortunately, Address Book can find your duplicates.
 - ▶ On All Contacts page (or the Groups page, clicking the the account with the problem). Choose Card -> Look for Duplicates.
 - ▶ The program lets you know about any duplicates it finds, even if only the name is the same and everything else is different.
 - ▶ All you have to do is click Merge: Address Book merges the multiple cards into a single one, preserving all the details that are unique to each.

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- ▶ The only thing that it won't merge are the photos. The program keeps the first photo that was added to Address Book.

Searching Address Book

- You can search for an Address Book entry by typing a few letters of a name (or address, email address, city, state, phone number or any info that may be entered into an address card) into the search box.
- If Address Book finds more than one matching card, use the up/down arrow keys, or the Return key to navigate through the list.

Printing

- When you choose File → Print and click Show Details, a Style pop-up menu offers four ways to print whatever addresses are selected at the moment.
 - ▶ Mailing Labels
 - ▶ Envelopes
 - ▶ Lists
 - ▶ Pocket Address Book

NOTE: No matter which mode (option) that you chose, the only cards that print are the ones that were selected when you chose File → Print. If you want to print *all* of your cards, click All in the Group column before you print.

Saving/Backing up Address Book

- Your Address Book can represent hours, if not years of typing and compiling information. Losing all of that information to a corrupted database or a hard drive crash can be devastating.
 - ▶ Here are the ways to protect your Address Book data:
 - Backup your entire Address Book database.
 - ➔ Choose File → Export → Address Book Archive. Store the resulting backup file on another drive. A thumb drive is an excellent option for this file. Later, you can use the File → Import command to find the data.
 - Turn on iCloud syncing.
 - ➔ An iCloud account has privileges and one of them is automatic synchronizing with the iCloud in the sky.
 - Backup your whole Mac using an external hard drive.