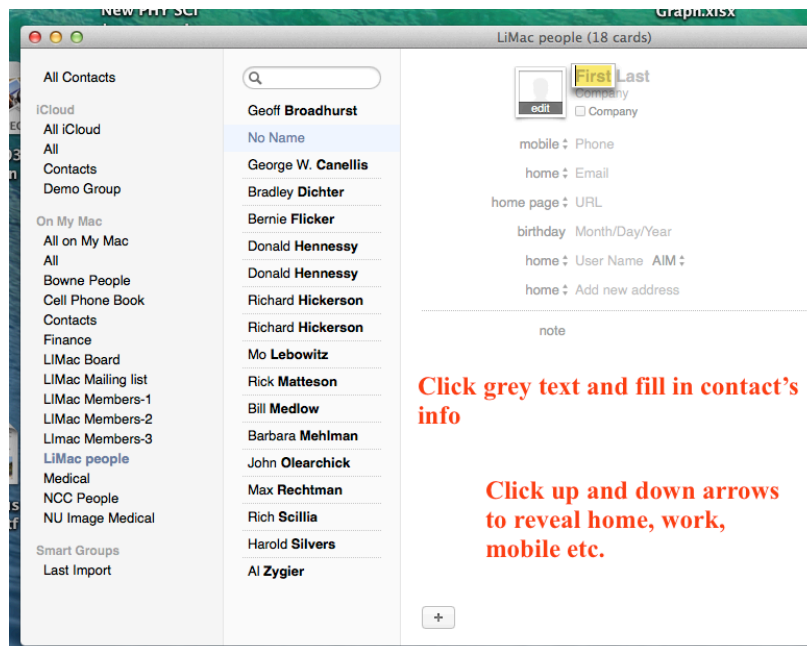
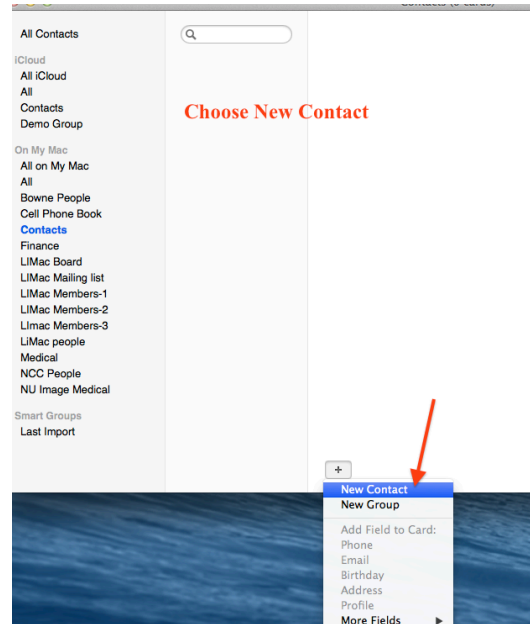
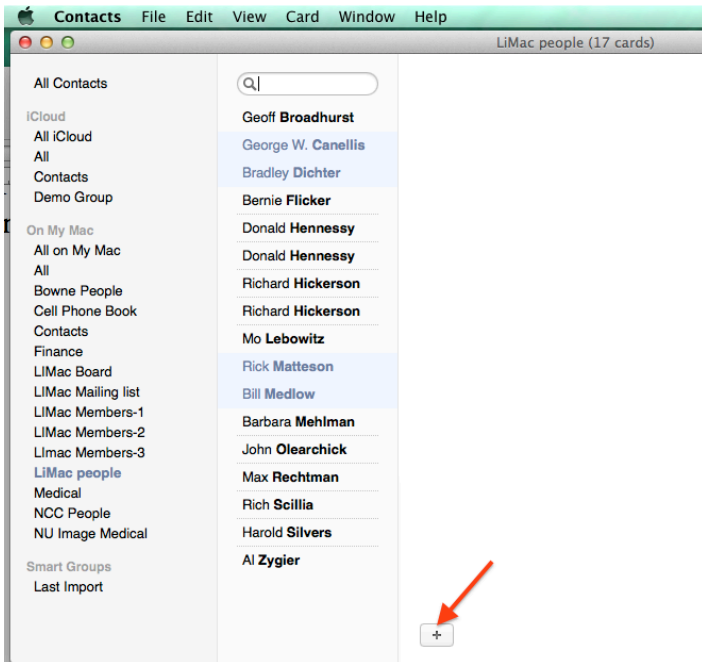
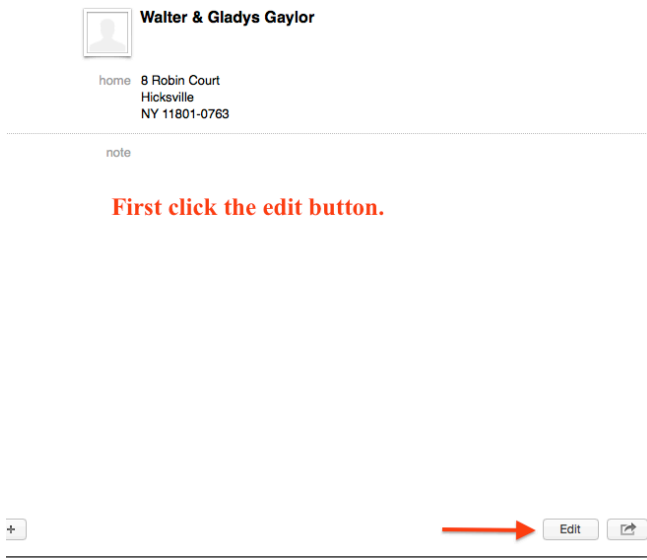


Contacts on the Mac

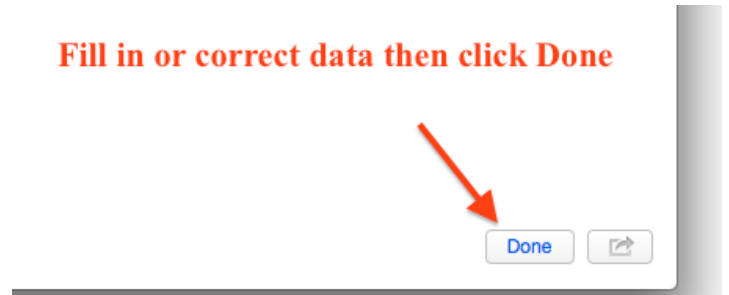
1. Creating a new contact. Open contacts click on the plus button. Click on each bit of information to fill in what you like.



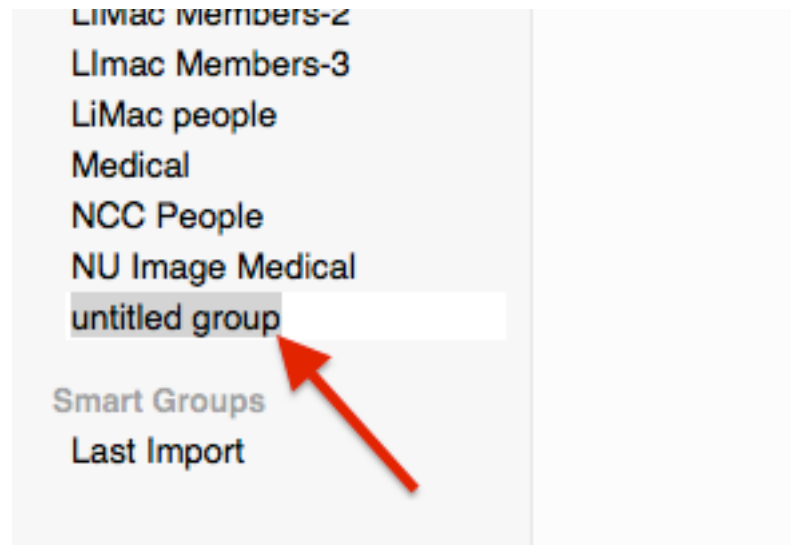
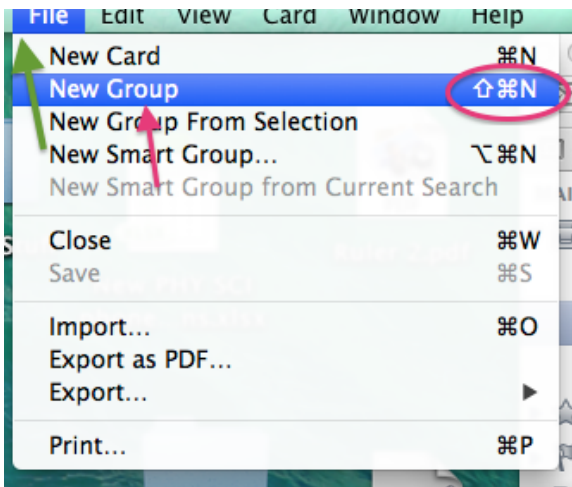
2. Edit a contact. Almost the same as adding but you click the edit button.



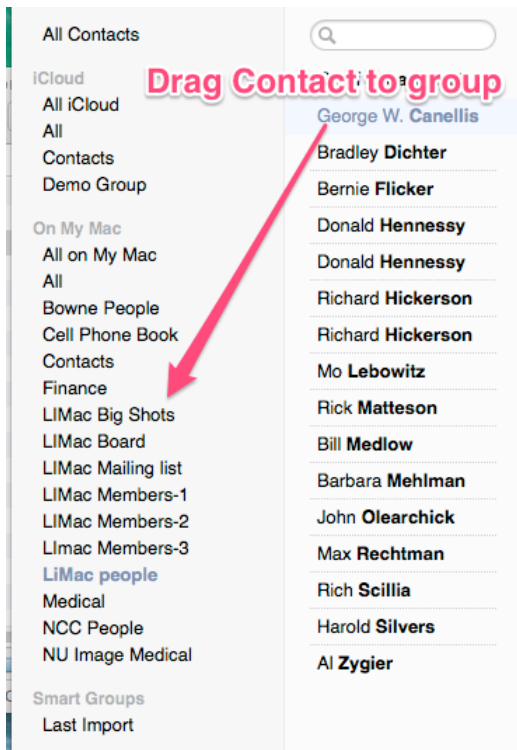
Fill in or correct data then click Done



3. Create a group. File -->New Group or command -> shift -> N. Also, the plus button from the first image will give you the option of creating a new group. On the left Untitled group will appear. Click on that and name your group.

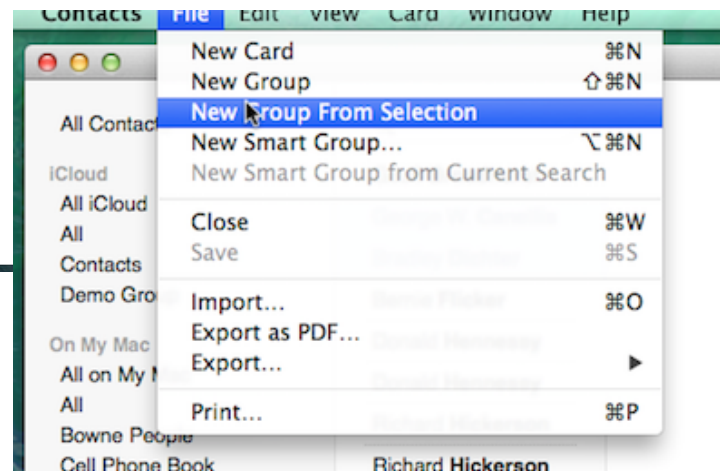
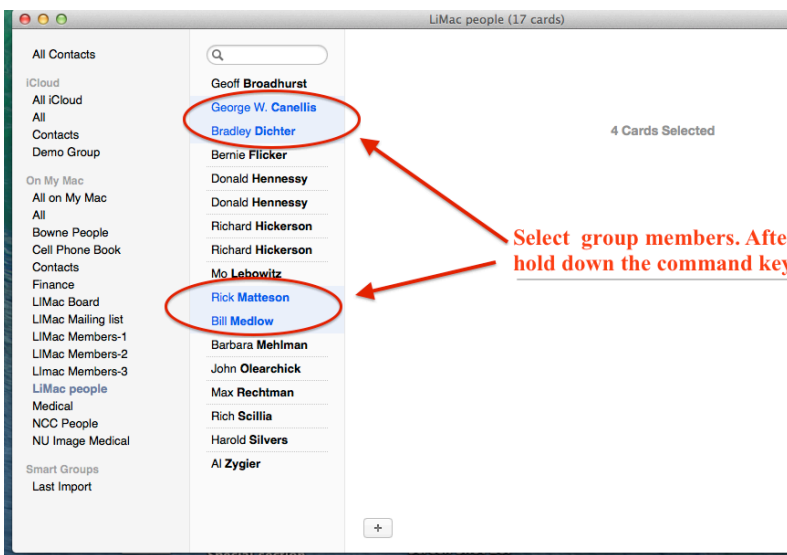


(3 continued) Next drag the contacts you want in that group, into the group.

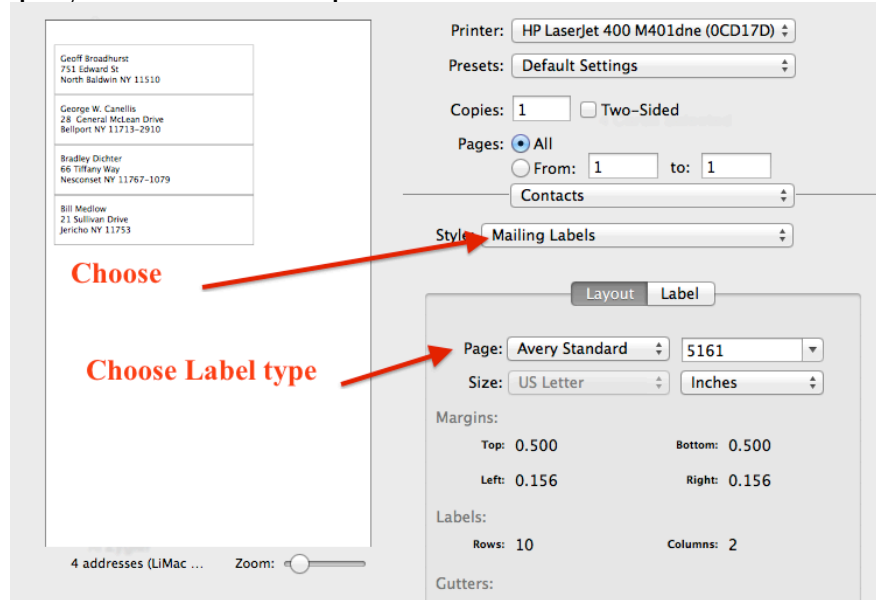


4. You can also select the people you want in a group, and then create a new group from that selection. Select the first member of the group and then hold down the command key to select the others. This way they don't have to be adjacent to each other. Then go to the file menu and choose; New Group From Selection.

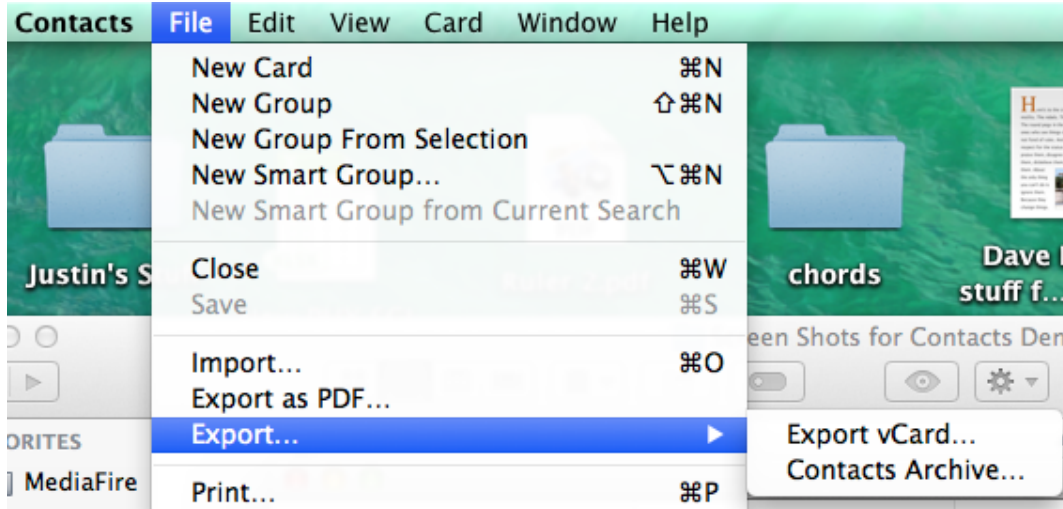
You will again get untitled group so name it the same way as before.



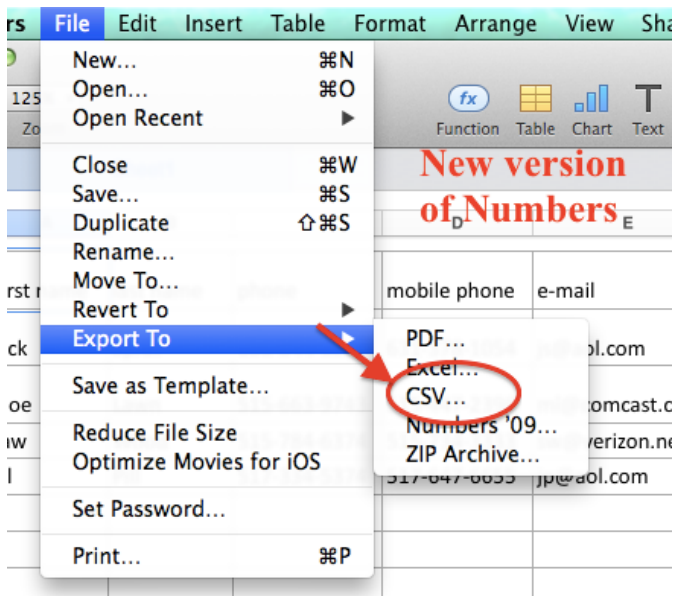
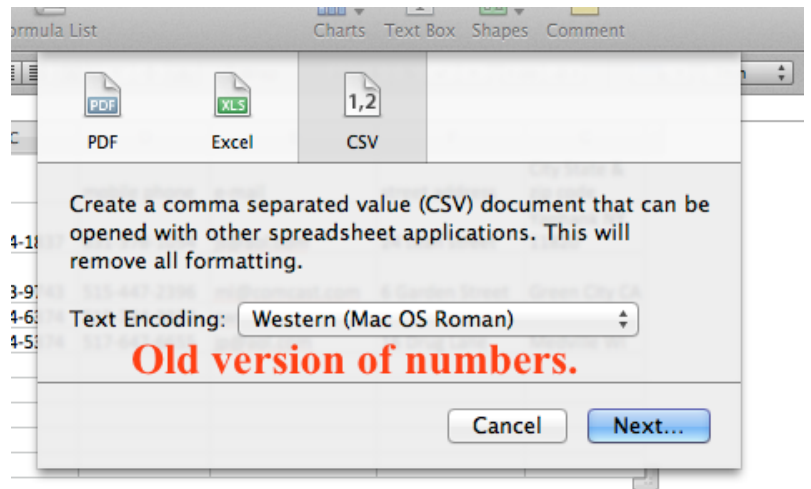
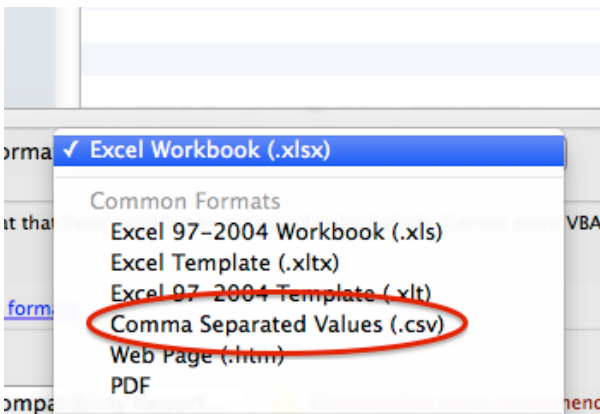
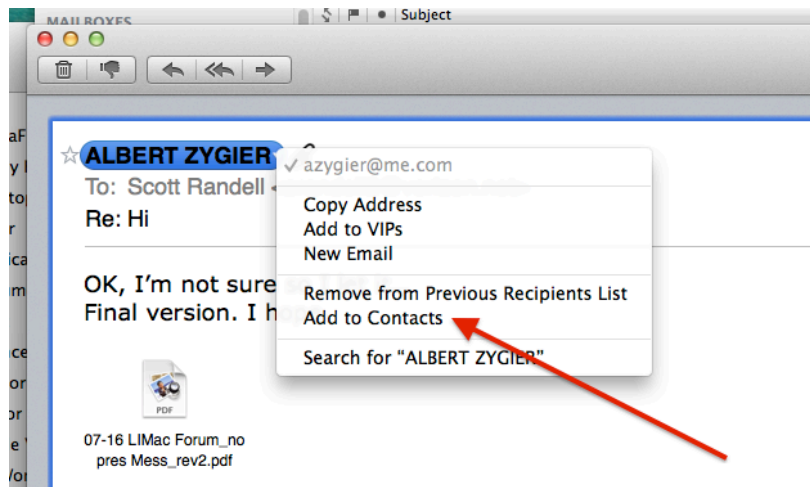
5. Select the people you need to print envelopes or labels for, then File --> Print. You will see a preview displayed. From the drop down menu select Labels or Envelopes. Then just click print.



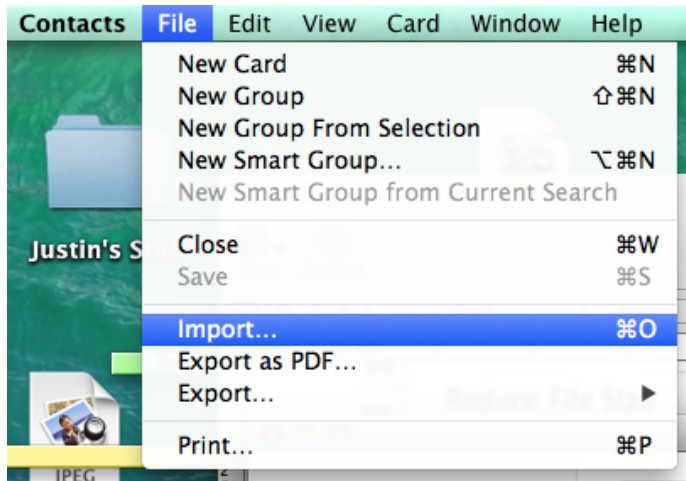
6. You should keep a backup of your contacts, even if you are backing up with Time Machine or Carbon Copy cloner. It is really easy. File --> Export --> then choose, Export vCards or Contacts Archive.



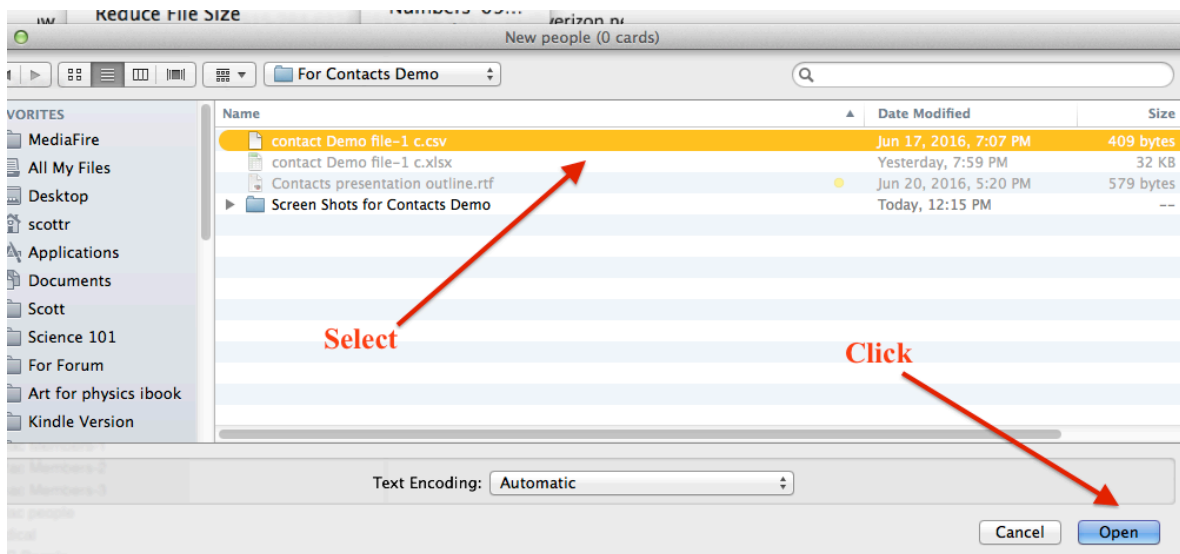
Notice in the file menu, there is also an Import option. You can navigate to and Archive or vCard and import them into contacts. You can also drag a contact to the desktop or into an e-mail. It will be a vCard which you can send to someone to share information.



7. If a new person send you an e-mail, and you want to add it to your contacts, you can do it directly from mail. Just right click, or control click on the sender. (See Below)



8. If you receive an Excel or Numbers file with contact information, you can import the information into Contacts. First open it in Excel or Numbers. Then save as .csv . (Coma Separated Values)
File --> Save As --> Format drop down menu --> Choose .csv . If you are using Numbers it will open the Excel file but to save as .csv Choose file --> Export and select .csv.



Open Contacts, file --> Import, (or command O) navigate to the .csv file you have created, select it and click open. You will get a dialog box. (see image 2) You might get some blank contacts which you can delete.7

