

# *“The Wonders Of Address Book”*

*Dan Bellack, your host*

# *Why use Address Book?*

- It's an easy place to gather your personal data
- It's free with your Mac
- And most importantly, it has wonderful interactivity with other Mac apps, i.e. mail, Pages, iCal, Safari & MobileMe . . . also Google Maps

# *What information can you keep in it?*

- Names and addresses (dah) - multiple home & business
- Email addresses - multiple home & business
- IM addresses
- Websites - multiple home & business
- Names of spouses, coworkers, whoever

# *What information can you keep in it?*

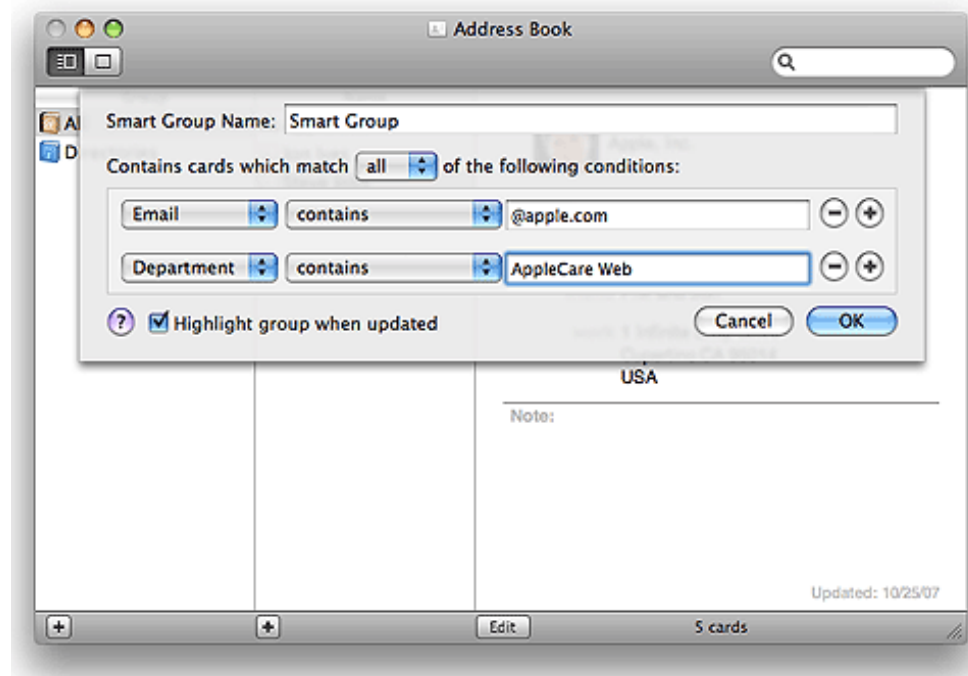
- Birthdays
- Notes on anything you want
- Pictures of addressees

# *How do you enter info?*

- Open address book from the Dock
- Click the plus sign (+) to create new entry
- Enter information into fields
- Choose “Card/Add Field” for additional fields (birthday, job title, URL & lots more)
- Extra info goes in Notes section
- Save your entry (Command [⌘] S or Save from File Menu)

# *What can you do in Address Book?*

- Send an email direct from A/B file, click on label of email address
- Make Groups (regular or Smart)



# ***What can you do in Address Book?***

- Print out a hard copy (lists, mailing labels, pocket address book)
- Access a Google map of the address directly from the A/B
- Add addresses from incoming mail
- Add email addresses in your outgoing Mail by typing first few letters of the name
- If you have a MobileMe (.Mac) account, synchronize your contents on the web

# *What can you do in Address Book?*

- Import /export addresses with vCards
- Import LDIF (Lightweight Directory Interchange Format) files
- Export A/B data in several formats (tab-separated, CSV, vCards, etc.) using Address Book Exporter (3rd party app - \$20.56)
- Do mail merges using A/B and Pages
- With Snow Leopard, use Microsoft Exchange capabilities (some problems reported)

# *Things to remember*

- Backup your Address Book Information! You can use export and archive copy to an external drive or copy onto a CD
- If you have MobileMe (.Mac) you can do automatic back-ups using the Backup software supplied by Apple
- It never hurts to have a good book covering your current operating system (The Missing Manual, for example)

# *Questions?*

*What else  
do you need to know?*

# Thanks for listening

Now that you see that any fool can do this,  
why not accept the challenge to do a presentation  
at a future meeting?

*San Carlans Using Macintosh  
SCUM*