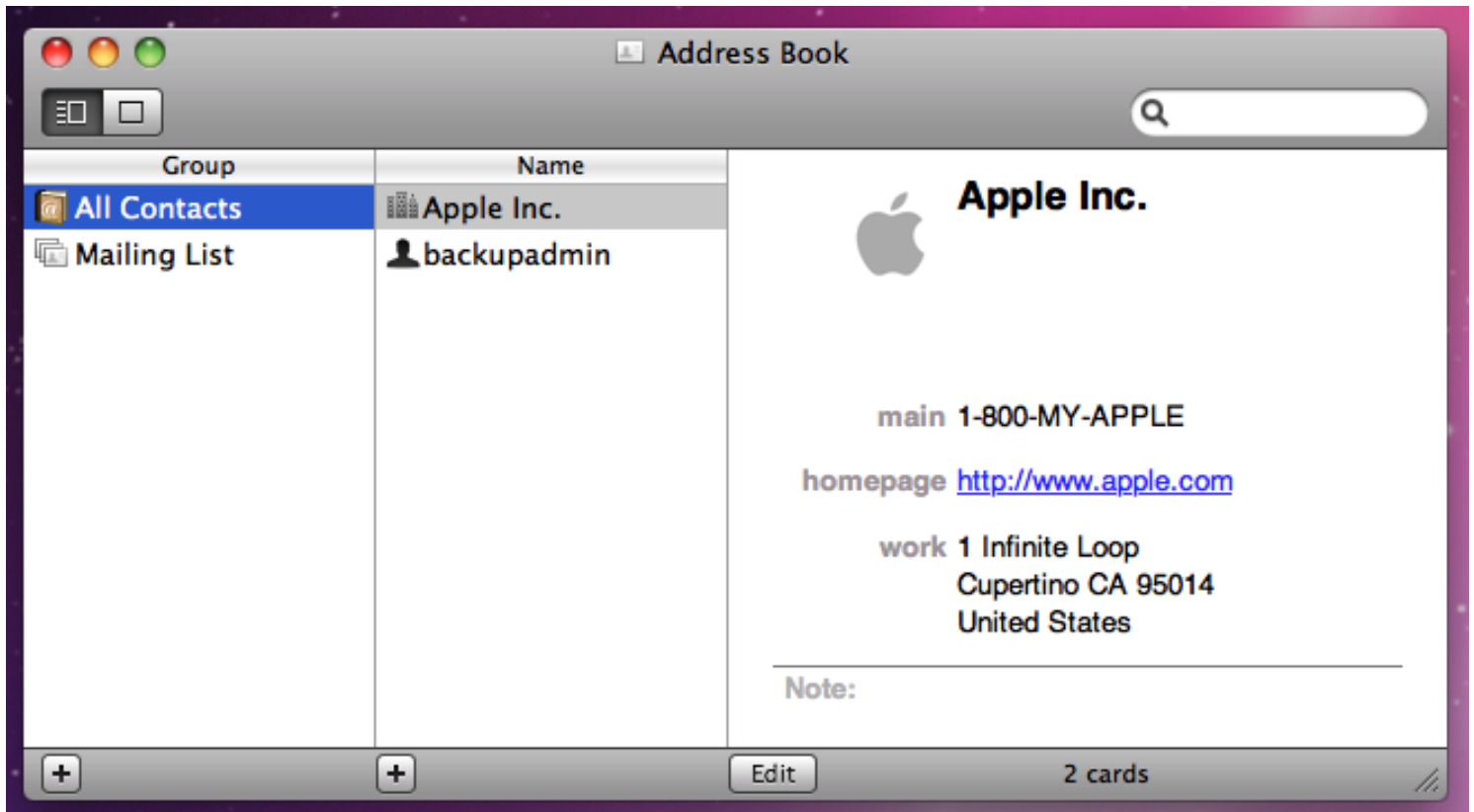


Creating a New Entry in Address Book

This is a quick tutorial on adding new contacts to your Apple Address Book application.

1. Open Address Book



In Address Book, each record is called a **Card** (as in Address Card, or Contact Card).

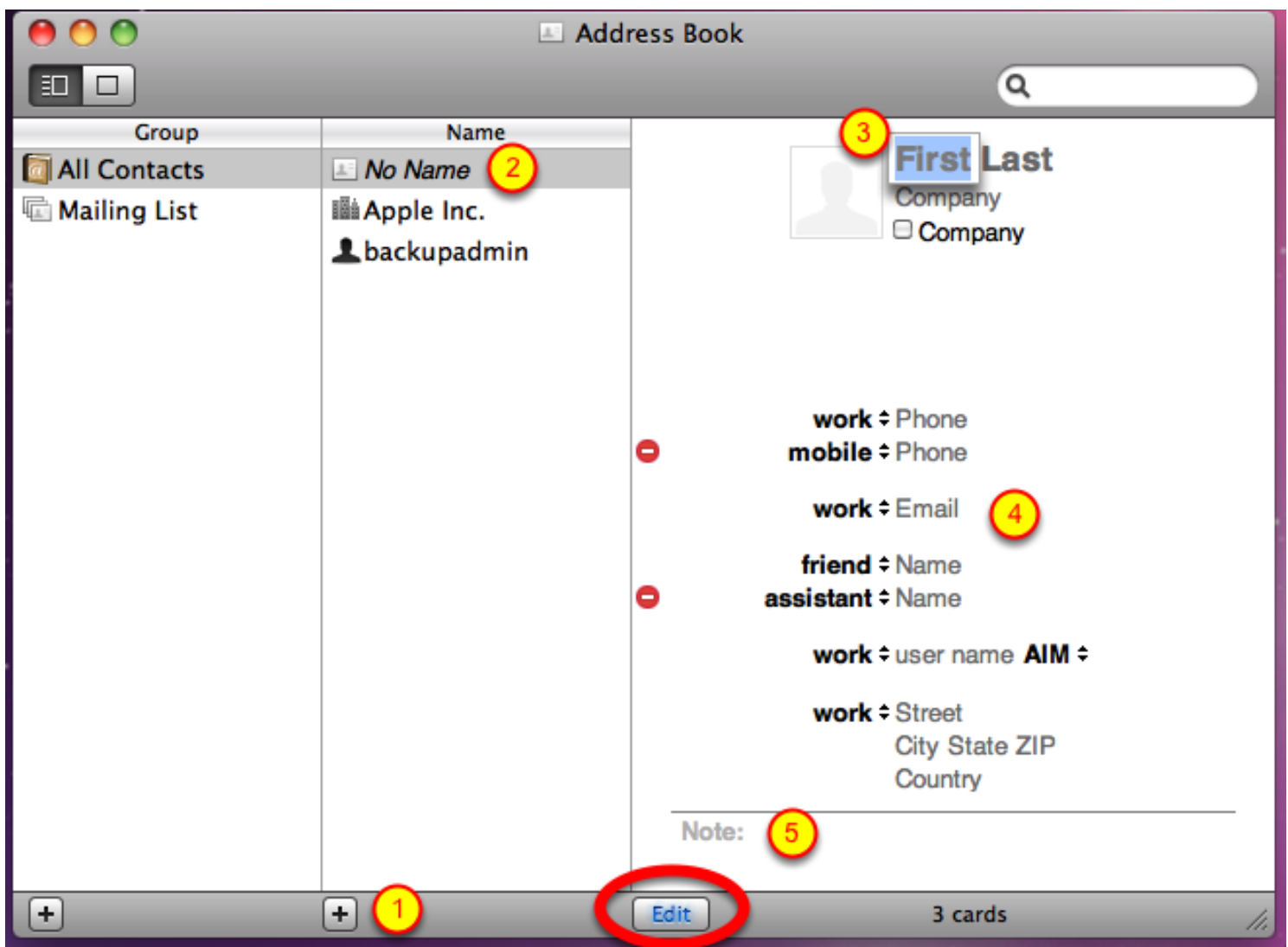
In typical fashion in many Mac programs, there are three "panes" present in Address Book. The left pane is called "Group," and this is where you select the set or group of cards you want to look at. You can create as many groups as you want. Many think of these groups as "mailing lists." The default group is "All Contacts." It cannot be deleted and is currently selected.

The center pane, called "Name" shows which cards are in the selected group. Showing here, **ALL CONTACTS** is selected, therefore we can see all the cards belonging to the All Contacts group in the center. Currently there are just two contacts in this Address Book. The card for *Apple Inc.* is currently selected, and so we can see the contact details - the actual card - on the right panel.

In this example there is also a custom group I created called "Mailing List." We don't see which cards are assigned to this group because it is not selected at the moment.

Notice the plus signs below each pane. **You create new groups and cards (names) by clicking on the + button underneath the respective pane.** You will find this mechanism common in many applications.

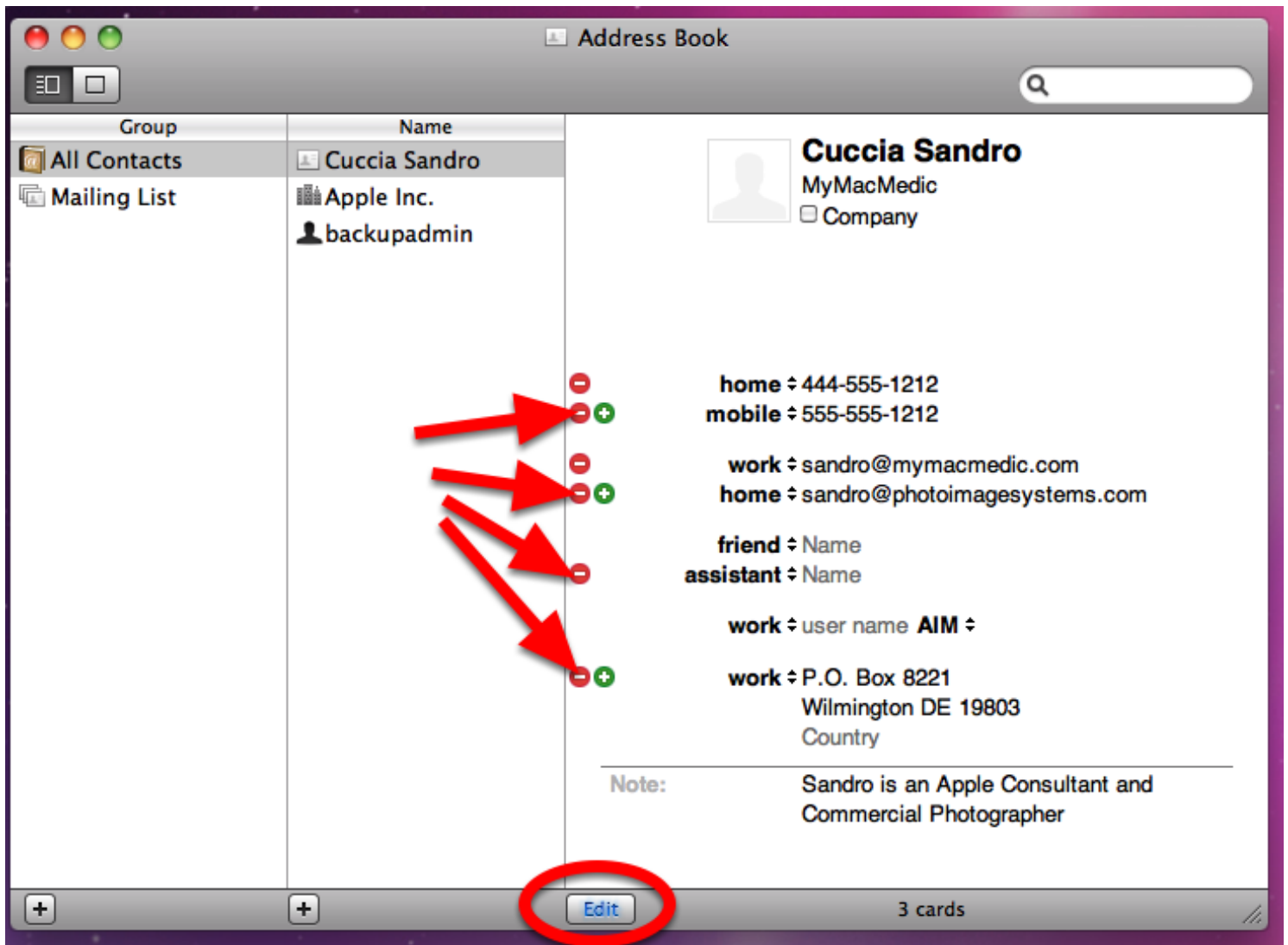
2. Adding a Name card



Follow the numbers in the illustration to: 1. create a new card, 2. the new card appears here, no name has been assigned to it yet, 3. Enter the data here. You can use the tab key to go to advance through the fields of this card, 4. Finish entering whatever information is needed, 5. The **NOTE** field is for any freeform text you need to enter for this card.

Notice that the **EDIT** button at the bottom of the card is glowing blue. This signifies that you are in **EDIT MODE**.

3. Editing the Card

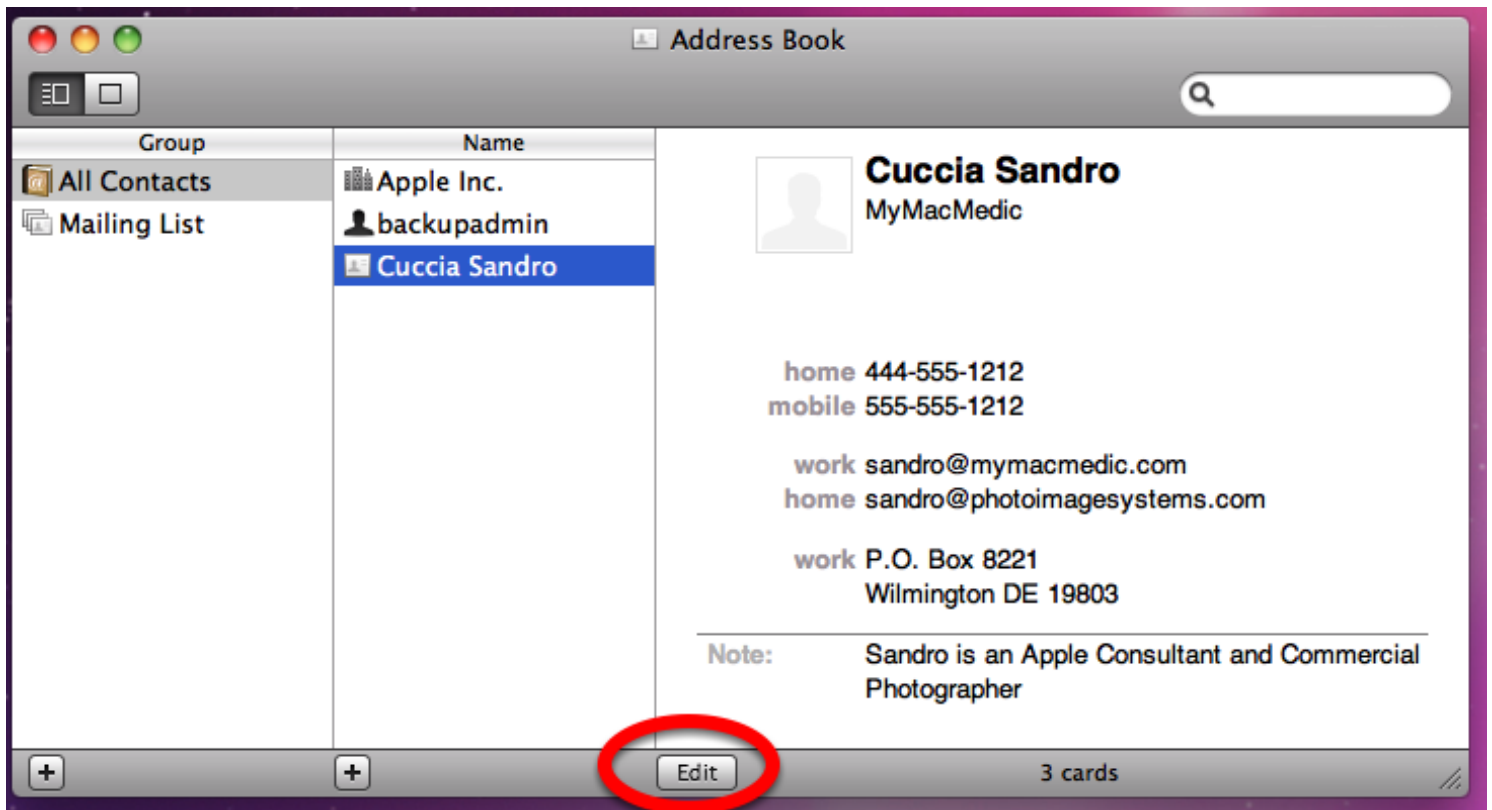


In this illustration, I have completed entering a new card with my information. The identity of the new addition is now showing in the center Name pane.

See those little red minus signs and green plus signs in the card fields? By clicking these you can customize THIS CARD to include additional phone numbers, email addresses, addresses, etc..... again, just for this card.

Notice the EDIT button is still glowing blue, as we are still in EDIT MODE.

4. Completing the Card



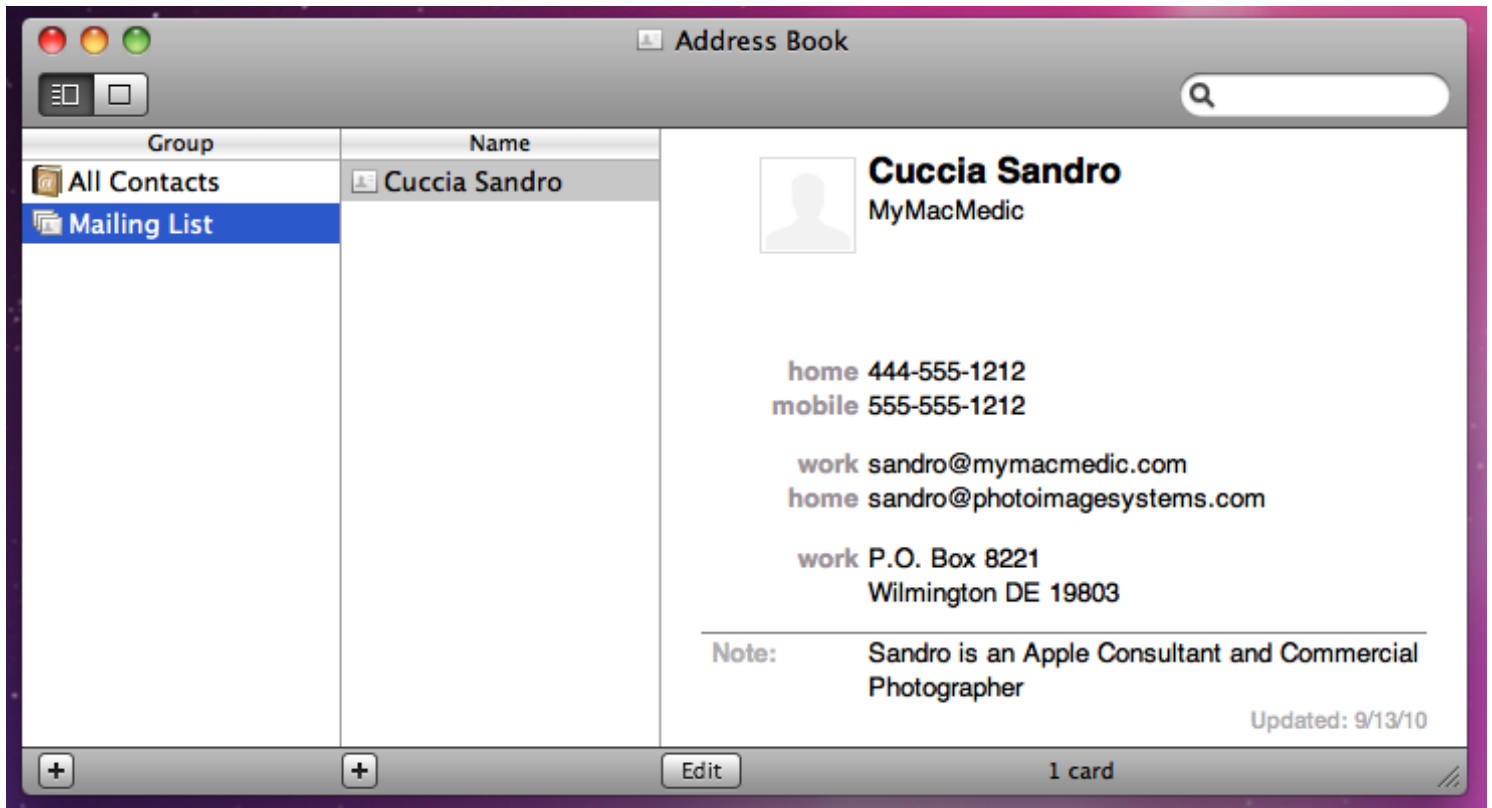
If I click on the **EDIT** button, we are taken out of **EDIT MODE**, and the button no longer glows.

If you need to edit an existing card, simply select it from the Name pane, then click on the **EDIT** button. By the way, you do not need to be in **EDIT MODE** when entering or editing a Note. Just click in there any time to edit.

You can see now that my new card is sorted alphabetically along with the other two cards in this Address Book.

We are still looking at All Contacts. Next, I wish to add the Cuccia card to the Mailing List Group.

5. Adding a Card to a Group

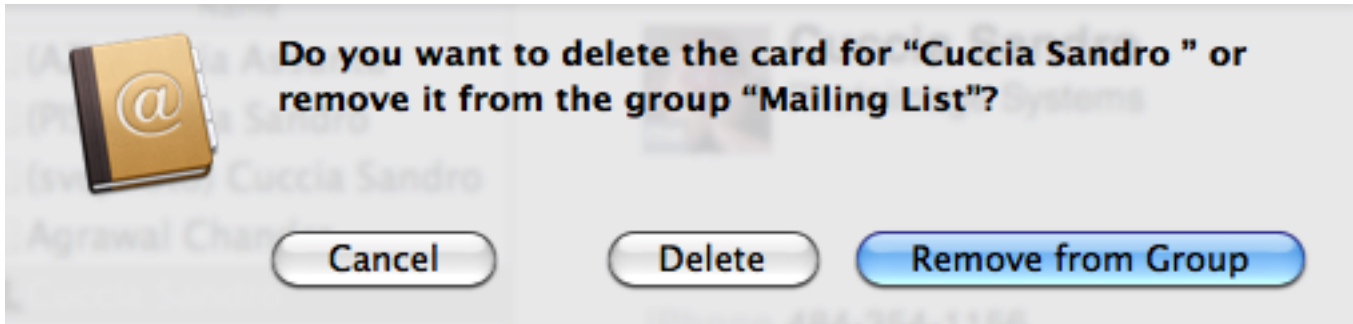


To add the Cuccia card to the Mailing List Group, while viewing All Contacts (step 4), simply click and hold the tiny card icon next to the name (Cuccia) in the center Name pane, and drag it TO the Mailing List icon in the left Group pane. You will see a little badge indicating that you are about to add the Contact to that Group.

When you select that Group, you will see which of your Contacts is a member of the Group. In the illustration, Cuccia is now a member of the Mailing List Group (and, of course, a member of "All Contacts")

Just because you assign a contact to a Group, does NOT remove that contact from other Groups.

FINAL TIPS & TRICKS



1. If you wish to **REMOVE** a card from a Group, be sure you are looking inside a Group by having that Group selected in the left pane. Select the card to remove from the Group, and press the **DELETE** key. You will be asked whether to remove the card from the Group or **DELETE** it completely from your Address Book **WARNING! Be careful here, as you could lose your contact information.** Notice that "Remove from Group" is highlighted blue. This is the "default response," meaning that if you simply press RETURN, whatever is blue - in this case, "Remove from Group" - will be pressed. Or, use the mouse. **CANCEL** if you are not certain or change your mind.