Address Book.. & A Couple Email Tips

1. Open your mail program.
In an email select the senders name, do not click it on until there is a blue rectangle around it. When you hold your mouse down on it, you will see the different things you can do.
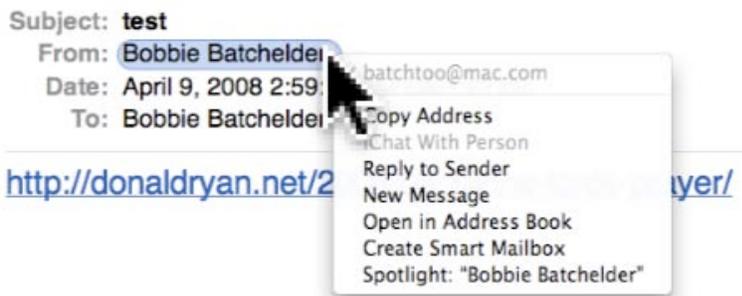A. Copy Address
B. Reply to Sender
C. New Message
D. Open in Address Book
E. Create Smart Mailbox
F. Spotlight _____name of who ever you choose.

2. If you have a address in the body of your email click on the mailing address in the body of the email. See the photo of the things you can choose when you put your mouse over the address, phone number, or the date. You will get a gray line around that section then take your mouse to the bottom right corner and it will allow you to choose what to do.

Lake Havasu Baptist
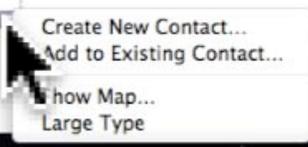
2101 N. Palo Verde Blvd.
Lake Havasu City, AZ

To: Bobbie Batchelder

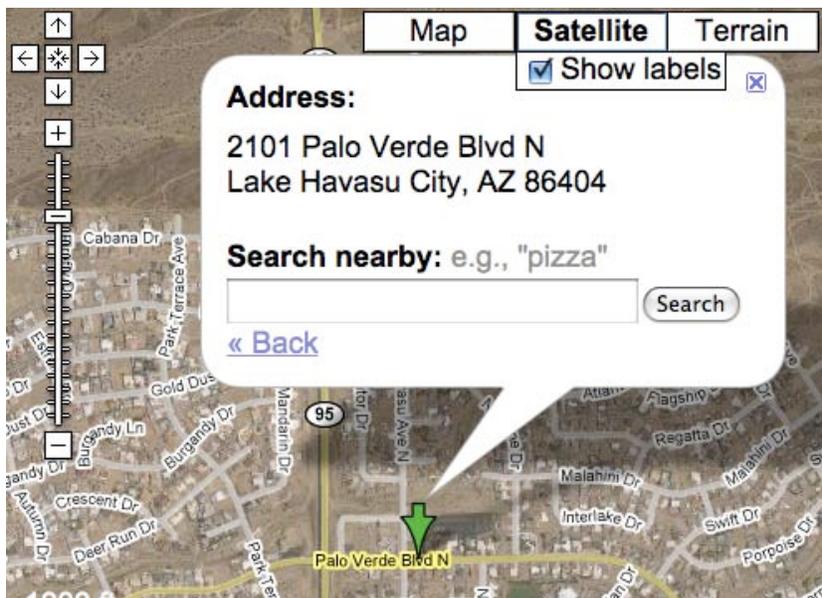This is just for example email.

April 8, 2008

Lake Havasu Baptist
2101 N. Palo Verde Blvd.
Lake Havasu City, AZ

Create New Contact...
Add to Existing Contact...
Show Map...
Large Type

928- 855-3154

A. Create a New Contact
B. Add to Existing Contact
C. Show Map.
D. Large Type

If you choose the map.. watch what it can do. I have even gotten it to get in closer by playing with it.

Map | **Satellite** | Terrain

☑ Show labels ☒

Address:

2101 Palo Verde Blvd N
Lake Havasu City, AZ 86404

Search nearby: e.g., "pizza"

(Search)

« Back

3. Phone number in an email

A. Create a New Contact

B. Add to Existing Contact

C. Show Map.

D. Large Type

Lake Havasu Baptist
2101 N. Palo Verde Blvd.
Lake Havasu City, AZ

928- 855-3154

Create New Contact...
Add to Existing Contact...
Large Type
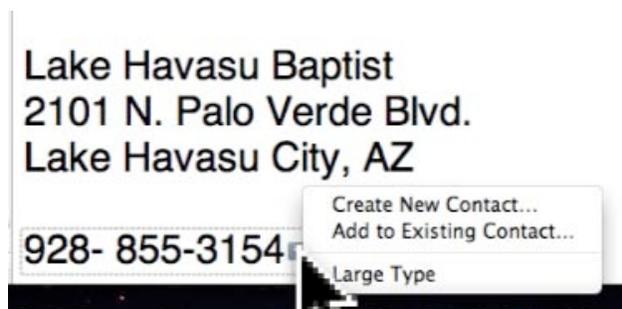
Choose the large type and you will see the phone number across your screen of your computer.

928-855-31
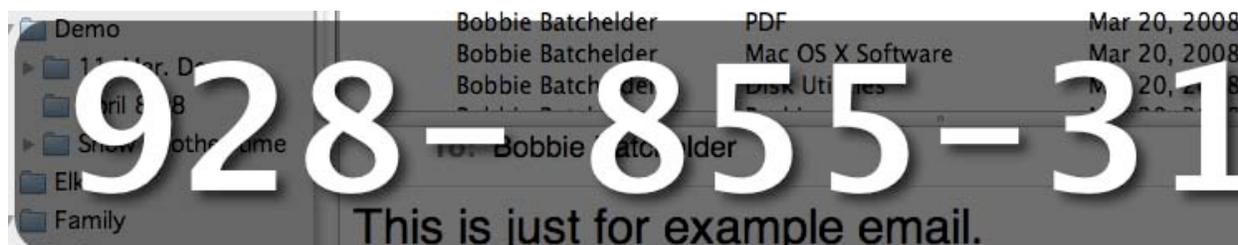
4. The same goes for the date. Just hold it down and you will see what you can do with it. If your use iCal you can add it to your dates in iCal.

This is just for example email.

April 8, 2008

Create New iCal Event...
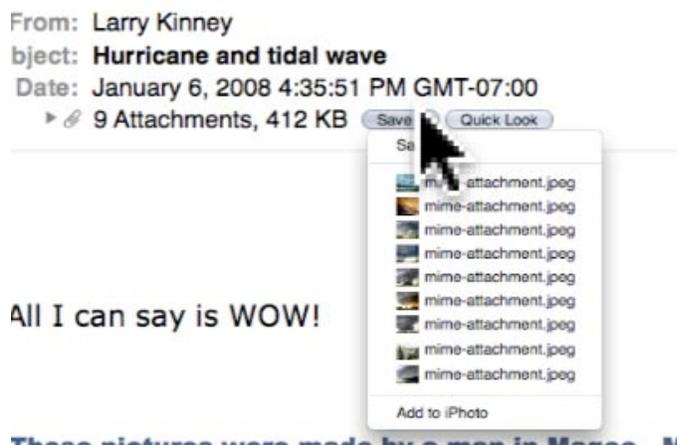Show This Date in iCal

Lake Havasu Baptist

5. Quick Look.. Here is a email I showed those of you who were at the meeting. I took one of our members emails and showed you how to do a Quick Look.

From: Larry Kinney
Subject: **Hurricane and tidal wave**
Date: January 6, 2008 4:35:51 PM GMT-07:00
▸ 🖉 9 Attachments, 412 KB Save ▾ Quick Look

By clicking on the quick Look you can see what all the attachments are instead of scrolling down to the bottom. I will attach these photos to your email due to many request for them.

Save it to iPhoto by clicking on the Save button and choose iPhoto. If you do not want it to go to iPhoto just choose Save. It will ask you where and you tell it where to put it.

From: Larry Kinney
bject: **Hurricane and tidal wave**
Date: January 6, 2008 4:35:51 PM GMT-07:00
▸ 🖉 9 Attachments, 412 KB Save Quick Look
Sa

mime-attachment.jpeg
mime-attachment.jpeg
mime-attachment.jpeg
mime-attachment.jpeg
mime-attachment.jpeg
All I can say is WOW!   mime-attachment.jpeg
mime-attachment.jpeg
mime-attachment.jpeg
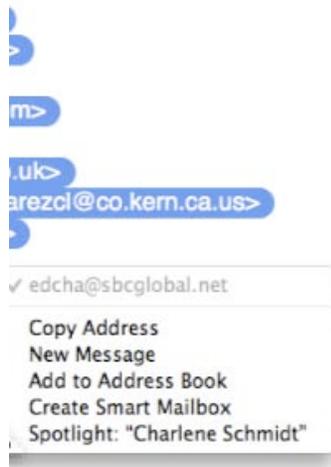mime-attachment.jpeg

Add to iPhoto

Each entry in Address Book is called a "Card," like a paper Rolex card. If you drag one of your addresses from your address book onto the desktop it will look like mine does. If you want to mail it to someone you can.

Bobbie Batchelder

6. To put an address in the address book.. you can highlight as many as you want and send them to your address book when you are in your mail folder. Just hold down your mouse and choose one of these options offered to you. I am not showing you the photo of the whole email as I need to protect the privacy of these folks.

:ssary!!
3 PM GMT-07:00
).kern.ca.us> ,
1_cld@hotmail.com> ,and 16 more…
3 (Save ▾) (Quick Look)

Click on the 16 more and then follow the instructions above an below this photo.

)
>

m>

.uk>
arezcl@co.kern.ca.us>
>

✓ edcha@sbcglobal.net

Copy Address
New Message
Add to Address Book
Create Smart Mailbox
Spotlight: "Charlene Schmidt"

7. In your Address Book window. If you click on a name and it has many phone numbers or fax numbers etc. You can add as many as you want by clicking on the little

green arrow. Remember to use Edit when adding changes to your Address. You will only see the green arrow if you have filled up the fields.
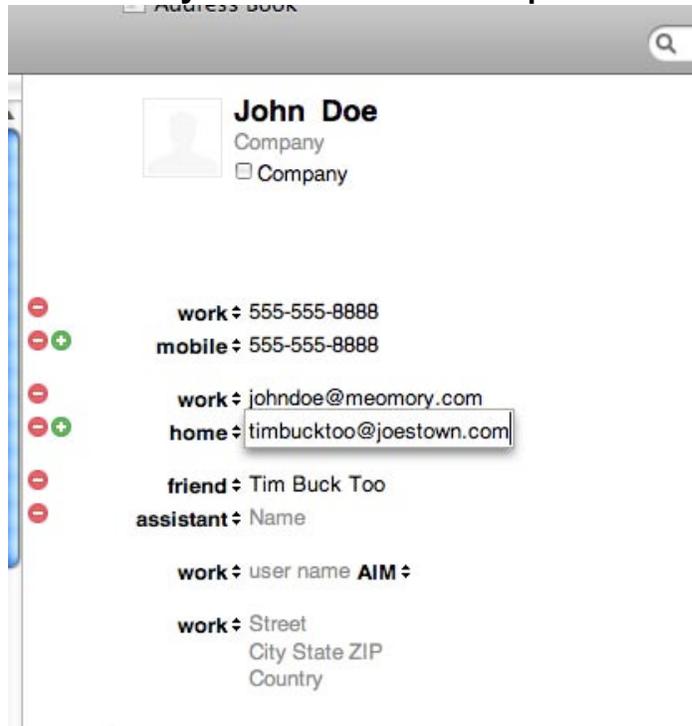
5. Under Preference in Address Book under Edit. You can sort your address book by first names or last name.
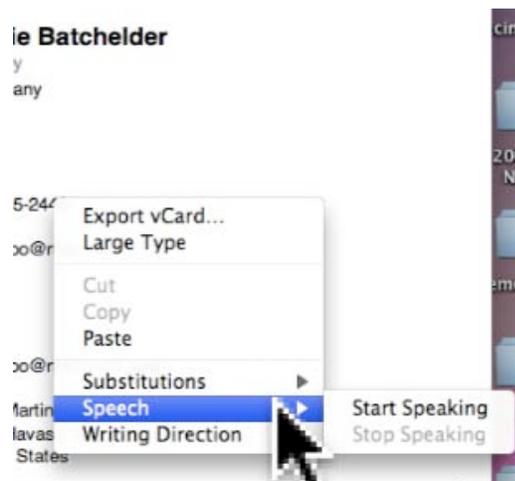
6. You can also sort by font size.

7. In the Address Book put your curser over a phone number of a person and do a "Right Click" and you will get a menu. **Remember Right Click no left.**

For those who have a laptop this site is helpful. There are also Hints & Tips for Mac Users.
http://osxdaily.com/2007/02/20/two-must-know-usability-tips-for-mac-laptop-users/

A. It will talk for you
B. Make the number bigger
C. Export a V-Card
D. And there are more.. try it..

8. In the Address Book put your curser over address and use the map. Just like I showed you in the body of an email.
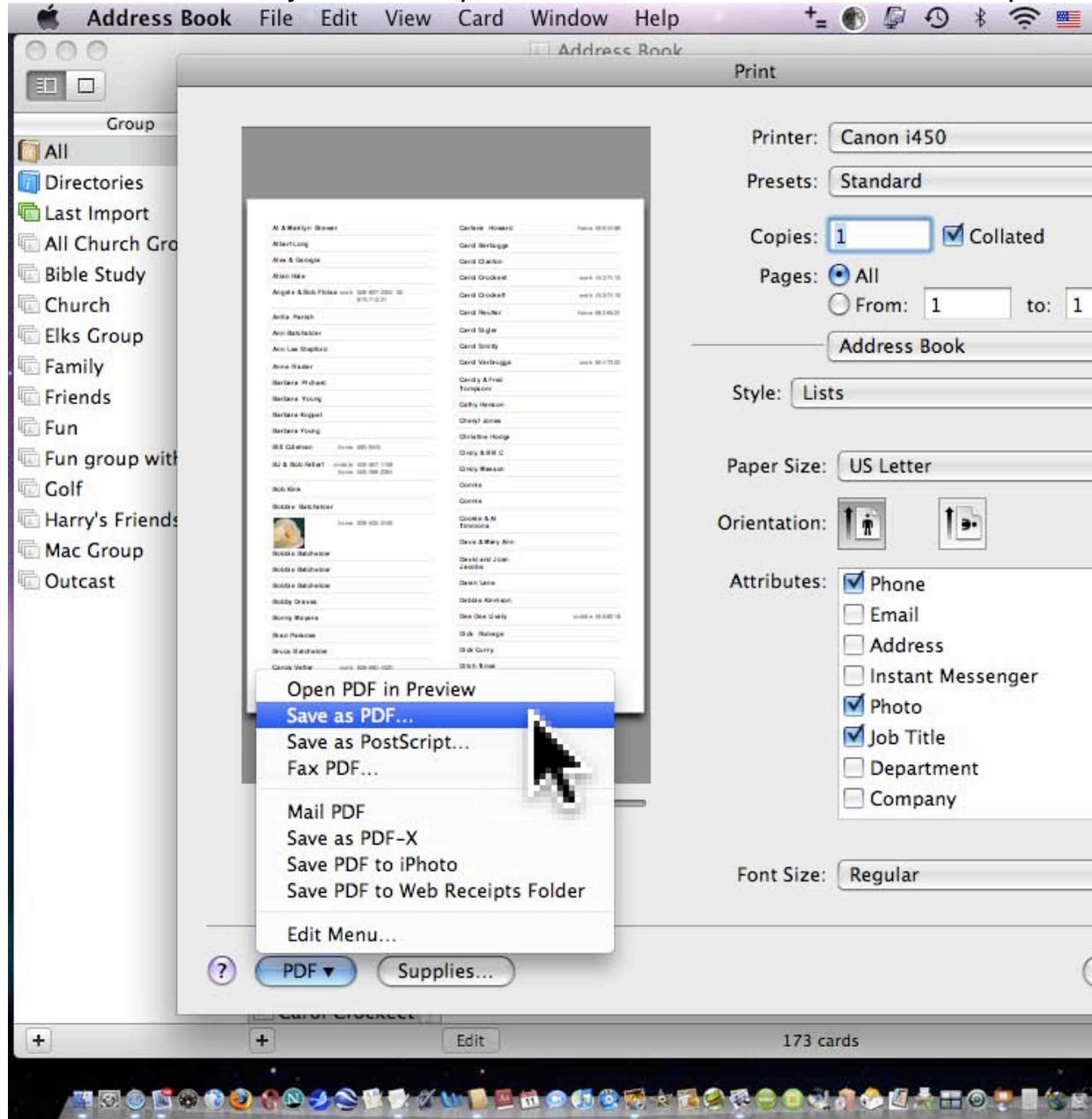
9. How to print out your Address Book
A. Open Address Book
B. Select "All" or a "Group"
C. Select Print Mode
D. Select List, (Good for a back-up) Envelopes, Labels

E. Pocket size Address Book

My list will look different than yours.
Choose PDF File if you want to print out a list and save it to the desktop.

Remember if you want it to print out the email addresses and all the different options you must click them on first. Notice on the right hand side of the photo above where to click these options on.

This is what it looks like if you chose the Address Book look. Then you just cut it up as it shows and you have a pocket size phone book.
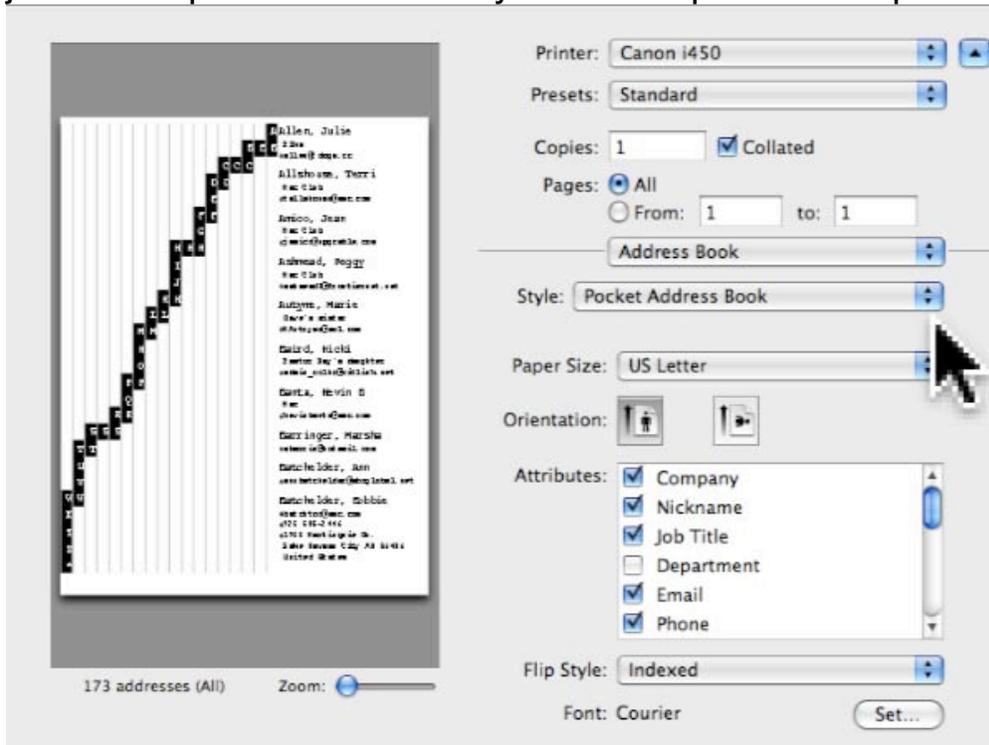

10. When you have a group selected click on your printer and chose the PDF arrow. If your chose the Supplies button it will take you onto the internet to get supplies for just your printer.

11. Address- Book Back Ups
A. Choose Address Book Preferences (General) and turn on "Notify people when my card changes. Your Address Book will ask you when that time comes if you want to Notify that person or not.
B. **Another way to back up your Address Book.**...Open your Home   Go to your **Library** in the home, Go to **Application Support Folder.** Copy the entire Address Book folder to another disk or burn it to a CD.
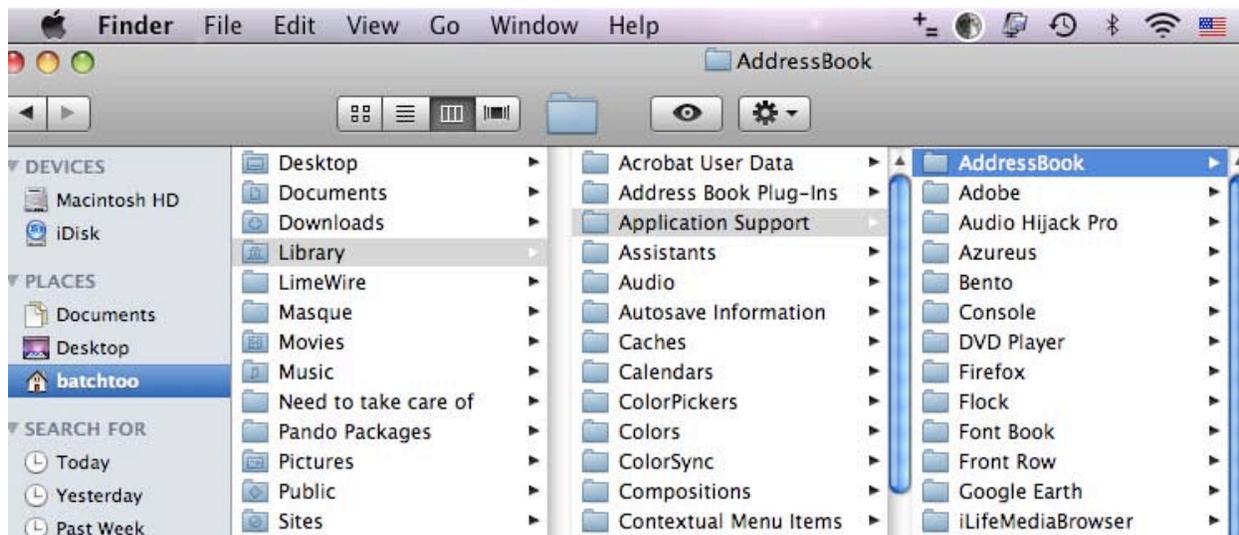
12. You can also use your Address Book by bringing up your Widgets. Click on the plus sign and choose the Address Book and type in a address.