

Address Book or Contacts is at the most basic level, just what you think. An address book and personal info file.

The obvious is to click the plus and add a name and phone number, but there is more to discover about this little app.

You can make groups, smart groups and tags.

A lot of the power behind Contacts.app is it integrates into other apps on your mac.

Groups are like separate address books.

Smart groups are self updating any time you add new contacts. i.e.: birthdays in the next 30 days.

Notes section is great for the obvious: a note about this person. But you can use repeating info as a tag and then you can search for all the people that have that same tag in their notes field.

Address book integrates with spread sheets. You just drag the folder from address book over the spread sheet that you have added field names to the columns (Only needing to add the field names you will need for the spread sheet.) and it will fill the columns with the names from that folder.

(you will have to go into system preferences - security/privacy - privacy - click on any app and allow certain other apps to access the one you clicked on) in our case click on contacts and you will have to allow numbers access.

You can import from spreadsheets to Contacts by saving as CSV file and then clicking on a group or adding a new one. Choose import from file menu and the dialogue box that opens will allow you to make the corrections on the info matching the Contacts app fields.

Data detectors will find info from many places and you can add it to your address book or add to an existing card. many times, it is highlighted and will ask you if you want to add this info to address book, calendar, etc.

You can do this with your phone. Click on the little i by the phone number and you can assign it to a contact.

Address Book will also integrate with pages for envelopes or address labels. Just choose the people from any list you want and select print and you can choose envelopes or labels and the type of label. You can also print a list or pocket address book. When printing labels or envelopes, you can add a small image. Edit a photo in iPhoto to a square shape and save it so you can find it when you are ready to print labels. You can preview your work before printing with "open PDF in preview".

If you want to do the form letter mail merge, you will have to open up a document in Pages '09. The new Pages 5 does not have this function.