

# Chapter 1: Managing Contacts

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## *In This Chapter*

- ✓ **Setting up Contacts**
- ✓ **Editing, searching, deleting, and grouping contacts**
- ✓ **Sharing contacts**

Your Mac comes with a contact management app called (surprise!) **Contacts**. Here you store names of people and businesses along with all sorts of information about them: phone numbers; street addresses; virtual addresses, such as those used for e-mail, instant messaging, or websites; social network usernames; and more intimate information, such as birthdays, anniversaries, and relations. Besides storing contact names and related contact information, **Contacts** can display contact information from more than one source, and it syncs with your iOS or Android devices — meaning that if you make a change to contact information on one device or computer, it's automatically updated on all your devices. **Contacts** also connects with other applications on your Mac so you can click someone's e-mail address and immediately

- ◆ Write and send an e-mail or message to that person.
- ◆ Open a FaceTime conversation.
- ◆ Click a street address and see it in Maps.

If by chance you still send letters or gifts the old-fashioned postal way, you can also print envelopes and mailing labels, and even the entire contacts list directly from **Contacts**.

**Contacts** is integrated with the other applications on your Mac that use addresses, including Mail (see Book II, Chapter 2), Messages (Book II, Chapter 3), and Calendar (Book V, Chapter 2). When you enter or search for a physical or virtual address in those applications, they refer to **Contacts**. This way, you have to enter contact information only once.

In this chapter, we explain how to set up **Contacts** by customizing the contact template with fields you use most frequently. Then we outline three ways to enter information: manually, importing data from another contact management app, and syncing with other accounts. In the second half of the chapter, we show you how to set up groups of contacts as well as how to print and export your contacts.

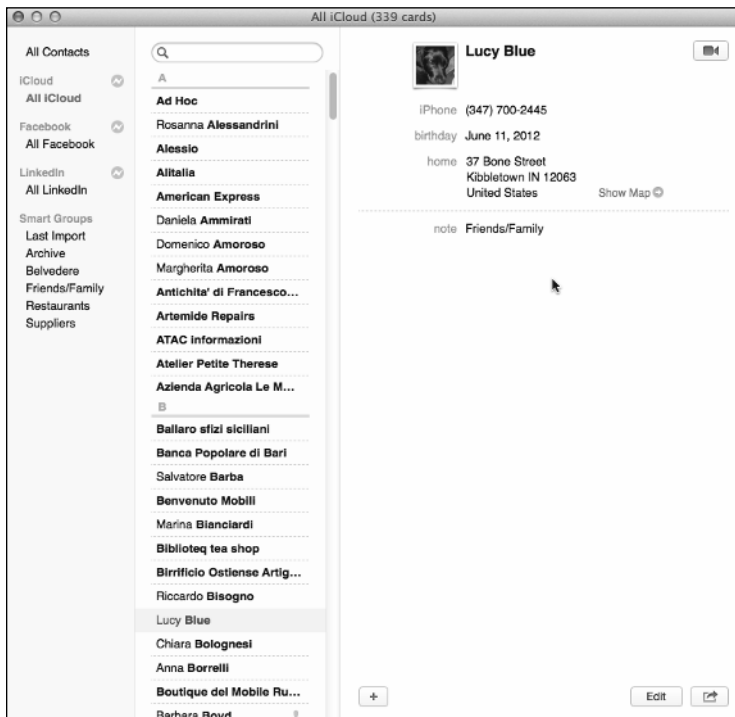
## Setting Up Contacts

Contacts acts like a an electronic Rolodex. You save information about a person on a contact card so you can find that information again.

Each card contains information associated with one contact — be it a person or a company — such as telephone numbers and postal addresses, e-mail addresses, URLs, birthdays, profile usernames, and photos. And most contact information links to something else. For example, click an address, and Maps opens to show you a map of that address. Or click an e-mail address and open an outgoing e-mail message addressed to that person or start a FaceTime conversation. Click a URL, and the website opens in Safari. You get the picture.

## Viewing Contacts

When you open Contacts, the window is divided into two or three columns, as shown in Figure 1-1. From left to right, the first column displays the Accounts list, which shows the sources and groups of your contacts although you can hide this column by choosing View⇨Hide Groups. Clicking an item in the Accounts list then displays in the second column an alphabetized Contacts list of all contacts in the selected account or group. Click a contact in the Contacts list, and you see its card in the third column.



**Figure 1-1:** Contacts displays accounts and groups, the Contacts list, and contact cards.

You have a few options for how the name on a contact card is displayed:

- ◆ **Organize by company name.** When you create a contact card, Contacts assumes that you want to display that card in the alphabetized Contacts list by a person's name. To list a card by company name instead, click the card and choose Card⇨Mark as a Company. (Or, you can select the Company check box when you're creating a new contact card; I mention this later in the upcoming "Creating a contact" section and show it in Figure 1-4.) Your chosen card now displays a company name and icon. To change from a company name back to a person's name, choose Card⇨Mark as a Person.
- ◆ **Sort by first or last name.** To set whether your cards are sorted by first or last name, choose Contacts⇨Preferences⇨General and then select the sort and display options you prefer.
- ◆ **Change the display name of an individual card.** To change the first name/last name order for one card only, choose Card⇨Show First/Last Name Before Last/First. That one card only will change, regardless of the General Preferences you set.



You can view multiple cards by clicking a name in the Contacts list, and then choose Card⇨Open in Separate Window. Repeat until all the cards you want to see are open.

## Designing your Contacts template

Each time you add a new contact, Contacts displays a contact card with blank fields that represent a piece of information to fill in about that person or entity, such as first and last name, company, title, and e-mail address. You may not want or need to store all that information about everyone, so you can define your Contacts card template to list only the fields you want to use, such as just name and e-mail address. Remember that you can always add more fields to an individual card as needed.

To modify the Contacts template, follow these steps:

1. **Click the Contacts icon on the Dock or from Launchpad.**
2. **Choose Contacts⇨Preferences.**

A Preferences window appears.

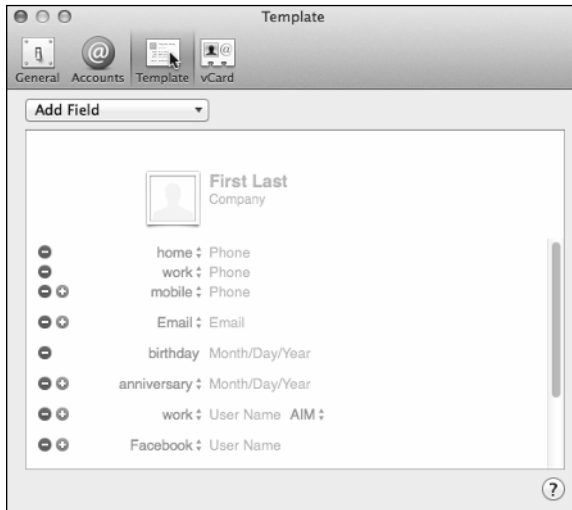
3. **Click the Template tab.**

The Template pane appears, as shown in Figure 1-2.

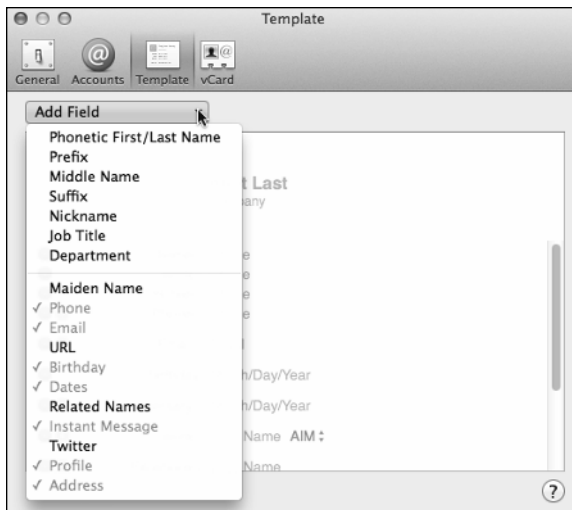
4. **Remove or add fields as you want.**

- *Remove a field.* Click the minus sign to the left of the field and repeat for every field you want to remove.
- *Add a field.* Open the Add Field pop-up menu (see Figure 1-3) and choose a field to add, such as URL or Birthday, repeating for each field you want to add.

**Figure 1-2:** Use the Template preferences pane to choose the fields you want on every card.



**Figure 1-3:** The Add Field menu provides more fields you can add to a template.



Click the plus sign next to an existing field to add another field in that category — for example, the plus sign next to Mobile (refer to Figure 1-2) to add a field for another type of phone number, such as fax.

5. (Optional) Click the label arrows next to the field name to change it or create a custom field name.

For example, click Work or Home and choose Change Address Format to select the address format of a particular country. Doing so affects the address format of your entire Contacts. You can make this change on individual cards, though, as we explain in Step 2 in the “Creating a contact” section.

Or click Twitter, which is the default, and choose Facebook to set that as the default social network username field, as shown in Figure 1-3.

6. Click the Close button of the Template preferences pane.

## *Entering contacts*

After you define a Contacts card template, the next step is to enter actual names and information by creating cards for new contacts.

Contacts comes with two contact cards: one for Apple Inc. and one for you. The card that's for you is called My Card, and this contact card always represents you. It contains your e-mail address, phone number, address, photo or representative image, and any other information you want to put on it. If you want to send your information to someone — say, a new business associate — you send this card by clicking the Share button at the bottom of the contact card. When you edit My Card, you see a check box next to each field you fill in. Just deselect the check box next to any information you don't want to send out when you share your card.

- ◆ **To define a different card to represent you:** Click that card and choose Card⇨Make This My Card.
- ◆ **To view your card at any time:** Choose Card⇨Go to My Card.

There are three ways to add contacts, which we explain in the upcoming subsections:

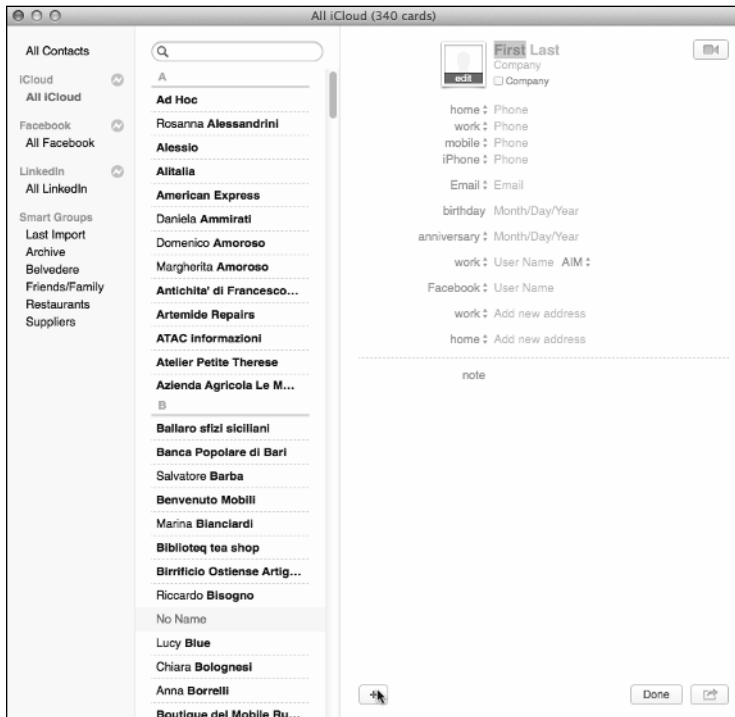
- ◆ Create contacts and manually enter information.
- ◆ Import contacts from an older address book application.
- ◆ Access other cloud or remote accounts.

## *Creating a contact*

Follow these steps whenever you want to add a contact, either when you're populating Contacts for the first time or when you want to add a contact to your existing Contacts.

1. Choose File⇨New Card, or click the plus sign at the bottom of the Contacts window and choose New Contact.

The third column of the Contacts window displays a blank card for you to fill in, as shown in Figure 1-4.



**Figure 1-4:**  
Fill out a  
card to add  
a contact.

2. Click the text fields (such as **First**, **Last**, or **Home**) and enter the information you want to save for your contact.

You don't have to fill every field. And some fields — Birthday, for example — can have just one entry; others, such as those for phone numbers or addresses, can have many entries. When you enter data in the existing field, a new blank field appears beneath the completed one.

If you want a contact to be sorted by its business name instead of a person's name, click the checkbox next to **Company**.

To change the address field format, click the field name — Home, Work, or Other — and choose **Change Address Format** from the pop-up menu. Choose the country for that address, and the card changes to reflect that country's address format.

When you make changes to a field name or format on a card, the changes apply to that card only. To apply changes to *all* your contact cards, make the changes from **Contacts** ⇨ **Preferences** ⇨ **Template**.

3. (Optional) To add a photo of your contact, double-click the photo icon to the left of the contact's name or choose **Card** ⇨ **Choose Custom Image**.

A photo pane opens, as shown in Figure 1-5. Use one of the following options to choose an image:



- *Defaults:* Choose an image that's included with Contacts.
- *iCloud:* Open a chooser that shows photos on your iCloud photo stream. Scroll through the photos to find the one you want, click it once to select it, and then click Done to insert your chosen photo into the photo box of the pane.
- *Faces:* Insert a Face from iPhoto. (See Book IV, Chapter 3 to find out more about iPhoto.)
- *Camera:* Take a photo with your Mac's built-in iSight camera (if it has one) or a third-party camera you have attached to your Mac.



**Figure 1-5:** Add a photo to a contact to connect names with faces.

- (Optional) After you choose a photo, you can edit it as follows:**
  - *Enlarge:* Use the zoom slider to enlarge the photo you want to use.
  - *Position:* Move the pointer over the photo until it becomes a small hand, which you use to click and drag the photo around in the photo box until it's where you like.
  - *Embellish:* Click the Special Effects button (it looks like a fan) to add special effects, such as sepia tone or a controlled blurring of the photo.

- Click Done when you're happy with the photo.**

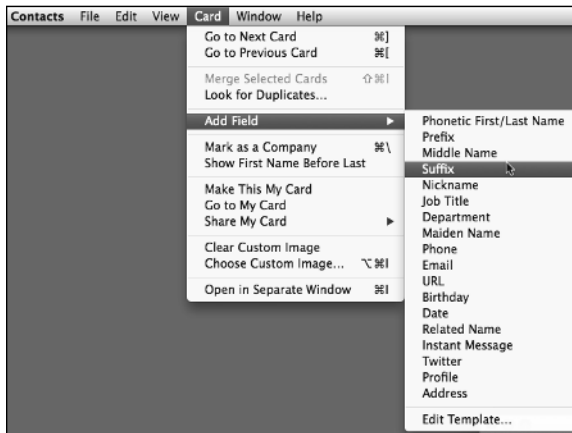
The photo now appears to the left of the contact's name.

- (Optional) If you want to add a field to this card only, choose Card⇨Add Field. Or click the plus sign at the bottom of the card, and then from the menu, choose a field to add to the card, as shown in Figure 1-6.**

After you add a field to a card, you need to type information into that field.



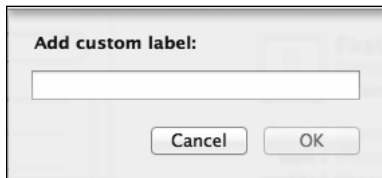
**Figure 1-6:** Use the Add Field submenu to add a new field that appears only on the displayed card.



- To change the name of a field, click the name of the field and choose from the menu or scroll down to Custom.**

The Add Custom Label dialog appears, as shown in Figure 1-7. Type in the name you want for the field and then click OK.

**Figure 1-7:** Create custom names for fields.



- Click the Note field (refer to Figure 1-4) and type in any additional information that doesn't have an associated field.**

Barbara uses this field to add a tag that she uses to create groups, which we explain later in this chapter.

- Click the Done button at the bottom of the Contacts window to save your new card.**



To help you remember how to pronounce names in unfamiliar languages, Contacts has a Phonetic First/Last Name field (refer to Figure 1-6). And the Related Names field gives you a place to enter the name of a contact's spouse, child, or assistant. Click the field name to reveal a pop-up menu of options.



### Importing contacts

If your contacts are already in another application, no need to retype all that data. Just import the data into Contacts. Contacts understands the following four file formats:

- ◆ **vCard:** Standard file format used to store contact information; used by applications on different types of computers.
- ◆ **LDIF:** Standard data interchange file format.  
LDIF stands for Lightweight Directory Access Protocol (LDAP) Data Interchange Format.
- ◆ **Text file:** Tab-delimited or comma-separated value (CSV) format; comes from a database, spreadsheet, or contact application.
- ◆ **Contacts Archive:** Standard Contacts file format useful for transferring data between Macs with Contacts. Contacts can also read older Address Book archive files.



To import a contact's data file into Contacts, follow these steps:

1. **Choose File⇨Import.**

A dialog appears.

2. **Select the file you want to import and then click Open.**

Leave Text Encoding set to Automatic.

3. **Accept or review duplicate cards:**

- *To automatically accept duplicates:* Click Import.
- *To see duplicates and resolve differences between the two:* Click Review.

4. **Click Next.**

If you're importing a text or CSV file, make sure that the correct field labels are associated with the data being imported. You can change the field labels if necessary.

When the import is finished, Contacts contains the new contact cards.



In applications that use the vCard format, you can export the contents to a vCard file and then e-mail the file to yourself. Save the attached vCard file and then double-click it to import the contact into Contacts automatically without having to bother with the preceding steps.

Your newly imported contacts will appear in both the All Contacts group and the Last Import group under the Smart Group heading.

### Accessing contacts from another device or server

We explain iCloud syncing in Book I, Chapter 3, but it deserves attention here as well. If you have a mobile phone and keep contact information on

a cloud server (such as iCloud or Google) or a social network (such as Facebook or LinkedIn), you can add that information to Contacts on your Mac, too. The accounts you add to Contacts are listed in the Accounts list.

Likewise, you may have access to address books on network servers — perhaps, the company directory at your place of employment. By adding the cloud or remote account information to Contacts, you can access the information. **Note:** Because the data is in a *remote* location (not on your Mac), you need to be online to access the information, and you may or may not have editing privileges. To add an account, follow these steps:

**1. Choose Contacts → Add Account.**

**2. Complete one of the following step lists:**

- a. Select the radio button next to the service you want to add, such as iCloud or Facebook (as shown in Figure 1-8), and then click Continue.
- b. Type in your username and password.  
Your account is verified.
- c. Select the Contacts radio button (if it isn't already) selected and then click Done.

**Or**

- a. Select the Other Contacts Account radio button and then click Continue.
- b. Choose CardDAV or LDAP from the pull-down menu.
- c. Enter the requested information.  
You may have to ask the network administrator or a techie in your group for the information.
- d. Click Create.

Your access is verified.

That account is added to the Accounts list on the Contacts window.

**Figure 1-8:**  
Add an account to access address books stored on cloud or remote servers.





When you access multiple accounts, Contacts does its best to merge cards from different accounts onto one card. When a contact card contains information from more than one account, at the very bottom of the card you see a Cards field, which lists the accounts the card references.

## Working with Contacts

There's no reason to add names and numbers to Contacts if you don't plan to use them. In this section we explain all the different things you can do with Contacts: how to search for a number, edit a card when contact information changes, and create groups to make communicating with many people at once easier.

### Searching contacts

The more contact cards you store in Contacts, the harder it is to find a particular contact you want. Instead of scrolling through every contact card to locate a certain one, you can search for specific contacts by following these steps:

1. **Click All Contacts or click the account or group you want to search from the Accounts list.**
2. **Click the Spotlight search field above the Contacts list.**
3. **Type a word or phrase that you want to find, such as a person's name or the company that person works for.**

The Contacts displays a list of contacts that match the text you typed.

4. **Click a contact to display the card for that person or company.**



To search for the occurrence of a contact's name on your Mac, Control-click the name of the contact in the Contacts list and choose Spotlight from the shortcut menu.

### Editing a card

Life is dynamic; things change. When you need to update information on a card — a change of address, phone number, or company, for example — edit a card by following these steps:

1. **Find and open the card for the contact for whom you have new or updated information.**



You can edit contacts that are part of your personal accounts but probably not those you access through a company server. You can also add information to Facebook and LinkedIn contacts, although you can't edit the information pulled from the contact's profile.

2. Click the **Edit** button at the bottom of the window.

3. Do one of the following:

- Click the field in which you want to edit information, such as an out-of-date e-mail address or phone number. The existing information is highlighted, and you can simply type the updated information to replace the existing information.
- Click an empty field and enter new information.
- Click the plus sign at the bottom of the page and select a field you want to add from the menu. (Click **More Fields** if you don't see what you're looking for and then choose from that expanded menu.) Type in the new information in the added field.

4. Repeat **Step 3** to add additional information.

5. Click the **Done** button.

Contacts saves the updated contact information.



You can add or edit notes in the Notes field without being in Edit mode. Just click in the Notes field and type what you want.

## *Deleting a contact*

Again, life is dynamic. When it's time for a little housekeeping, prune the contact cards you don't need any more.



You can delete only those contacts that are stored directly on your Mac or accounts that you access directly, such as via iCloud or Google. For example, you can't delete Facebook contacts or those on your company's server.

To delete a name from your Contacts, just click the contact and choose **Edit**⇨**Delete Card**. If you accidentally delete a contact, press ⌘+Z or choose **Edit**⇨**Undo** to restore it.



To choose multiple contacts to delete, hold down the ⌘ key and click at will. If you hold down the Shift key, you can click two contiguous cards — or, select two noncontiguous cards, which selects all cards in between as well.

## *Creating groups*

To help you organize your contacts, use Contacts to create groups of contacts, such as for your co-workers, friends, family members, restaurants, and so on. For greater convenience, you can even store the same contact in multiple groups. Although you don't have to use groups, this feature can help you manage your list of important contact cards. It's also a great way to send e-mails to a group of people without having to type in each name singly — just Control-click the group name and choose **Send Email to *group name***.

## Using shortcut menus

Contacts has many more options than meet the eye. Most are revealed in pop-up or shortcut menus. Clicking field names in the Contact Card brings up shortcut menus, which present the options listed here:

- ✓ **Telephone Number:** Show in Large Type, Send Message, and FaceTime. If you have Skype installed and configured to link with Contacts, you see two more options: Call with Skype and Send SMS with Skype.
- ✓ **Address:** Open in Maps, Copy Address, and Copy Map URL.
- ✓ **E-mail:** Send Email, FaceTime, Send Message, Send My Card, and Search with Spotlight.
- ✓ **Twitter Profile:** Tweet and Show Tweets.
- ✓ **Facebook Profile:** View Profile and View Photos.
- ✓ **LinkedIn/Myspace/Profile:** View Profile.
- ✓ **Flickr:** View Photostream.
- ✓ **Sina Weibo:** Post and View Posts.
- ✓ **Tencent Weibo:** Send Message and View Profile.
- ✓ **Related:** Show “relation’s name” and Search with Spotlight.

Your Contacts initially contains one group: All Contacts. The All Contacts group automatically stores all contacts you’ve saved in Contacts. Even when a contact is assigned to a group, the contact remains in All Contacts.

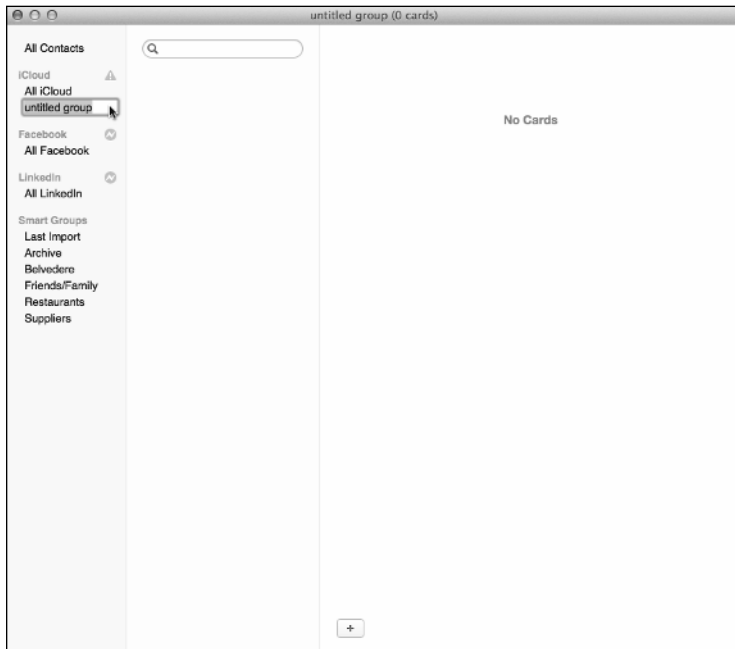


If your Mac is connected to a local area network (LAN), you may see a second group: Directories. The Directories group contains a list of contacts of everyone connected to that LAN. If you’re using a Mac at home without a LAN, you won’t see the Directories group.

### Adding a group

You can create as many groups as you want, but for groups to be useful, you need to add contacts to that group. To create a new group, follow these steps:

1. Choose **File**⇨**New Group**, or click the plus sign at the bottom of the screen and choose **New Group** from the pop-up menu.
2. Replace *untitled group* with a more descriptive name in the Accounts list, as shown in Figure 1-9, and then press **Return**.



**Figure 1-9:**  
Groups are  
subsets  
of your  
contacts in  
Contacts.

To add contacts to a group, follow these steps:

- 1. Click All Contacts in the Accounts list to see all the contacts stored in Contacts.**

When All Contacts is selected, the Contacts list displays contacts from all the accounts, so you may see duplicate names.

- 2. Move the cursor over a contact, hold down the mouse or trackpad button until you see a contact card icon, and then drag the cursor over the group name where you want to store your contact.**



If you hold down the ⌘ key, you can click and choose multiple contacts. If you hold down the Shift key, you can click two noncontiguous contacts to select those two contacts and all contacts in between as well.

- 3. Release the mouse or trackpad button when the group name appears highlighted.**

Your chosen contact appears in your newly created group and in the All Contacts group.



To see which groups a contact belongs to, click a name in the Contacts list and then hold down the Option key. The groups to which that contact belongs are highlighted in the Accounts list on the left.

### ***Creating a group from a selection of contacts***

If you already have a group of contacts selected that you want to organize, you can create a new group and store those contacts at the same time. To create a new group from a selection of contacts, follow these steps:

- 1. Click All Contacts in the Accounts list to see all the names stored in Contacts.**
- 2. Hold down the ⌘ key and click each contact you want to store in a group.**

You can select a range of contacts by holding down the Shift key and clicking two noncontiguous contacts. Doing so selects those two contacts and all contacts in between.

- 3. Choose File⇨New Group from Selection.**

The group appears in the Accounts list with the moniker *untitled group*.

- 4. Type a more descriptive name for your group and then press Return.**

Your group now contains the contacts you selected in Step 2.



To send an e-mail to a group, Control-click the group name and choose Send Email to *group name*.

### ***Editing a distribution list***

Say you have more than one phone number, e-mail, or street address for the same person. To choose which fields to use for each contact in a group, edit the distribution list. For example, you can choose the same type of address for all members of the group — for example, using the work address — or you can select the information for each member of the group. Follow this procedure:

- 1. Choose Edit⇨Edit Distribution List.**
- 2. Select the group you want to edit.**
- 3. Click the column header to open a pop-up menu that lets you choose which type of data you want to manage: Email, Phone, or Address.**
- 4. Select the corresponding information you want to use for each member who has more than one entry.**

### ***Adding contacts automatically with Smart Groups***

Adding contacts manually or selecting them for a group is fine, but what if you frequently add and delete contacts? Doing all this manually can get old. To keep your group's contacts accurate and up to date more easily, you can use the Smart Groups feature.

With a Smart Group, you define the types of contacts you want to store, such as contacts for everyone who works at a certain company. Then the Smart Group automatically adds any contacts to the group from your Contacts.

To create a Smart Group, follow these steps:

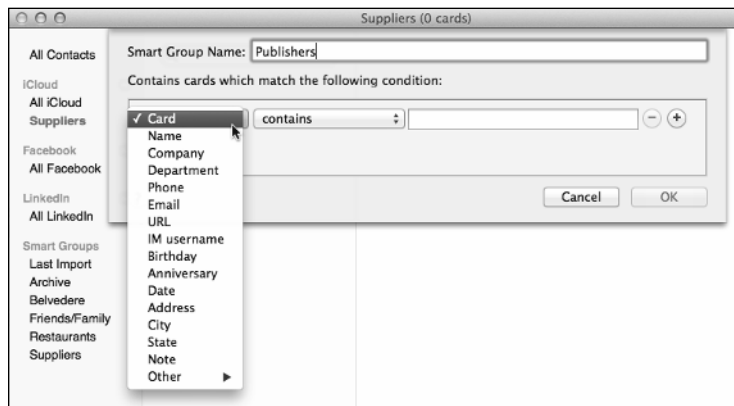
**1. Choose File⇨New Smart Group.**

A dialog appears, asking for a contact and rule for storing contacts in the group. A *rule* lets you group contacts based on certain criteria. For example, you may want to group the contacts of all people who work for Apple and live in Texas.

**2. Click the Smart Group Name text box and type a descriptive name for your Smart Group.**

**3. Click the first pop-up menu and choose the criteria for including a contact in your Smart Group, such as Company or City, as shown in Figure 1-10.**

**Figure 1-10:** This pop-up menu defines the criteria for storing contacts in your Smart Group.



**4. Click the second pop-up menu and choose how to use the criteria you defined in Step 3, such as Contains or Was Updated After.**

**5. Click the text box and type a word or phrase for your criteria to use.**

For example, if you want to create a Smart Group that stores only contacts of people who work at Apple, your entire Smart Group rule may look like *Company Contains Apple*.



6. (Optional) Click the plus sign to the right of the text box to create any additional rules.

If you create any additional rules and later decide you don't want them, you can always remove them by clicking the minus sign that appears next to the rule.

7. Click OK.

### *Creating a Smart Group from search results*

Defining the criteria for storing names automatically in a Smart Group can be cumbersome when you aren't quite sure whether the defined criteria will work exactly the way you want. As an alternative, you can use Spotlight to search for the types of contacts you want to store, and *then* create a Smart Group based on your Spotlight search results. Using this approach, you can see exactly which types of contacts appear in your Smart Group.

To create a Smart Group from Spotlight search results, follow these steps:

1. Click the Spotlight search field, type the text you want to find (such as the name of a company or part of an e-mail address), and press Return.

The Contacts list shows the contacts that Spotlight found based on the text you typed in.

2. Choose File⇨New Smart Group from Current Search.

A Smart Group appears in the Group category, using the text you typed as the group name.



You can edit a Smart Group by Control-clicking the name and choosing Edit Smart Group.

### *Deleting a group*

If you create a group and no longer need it, you can delete it. When you delete a group, you delete only the group folder; you do not delete any contact cards stored in that group. To delete a group, click the group and choose Edit⇨Delete Group.



You can delete a contact from the group by selecting the group, clicking the contact you want to delete, and then choosing Edit⇨Delete Card. The contact remains in All Contacts. However, if you delete a contact from All Contacts, that contact is also deleted from all groups of which it was a member.



If you have both Contacts and Calendar open, from Contacts or a Group list, you can click and drag a contact (⌘-click to select more than one invitee) to the hour of an event to which you want to invite them. See Book V, Chapter 2 to find out more about inviting contacts to an event by using Calendar.

### *Sharing Your Contacts*

Sometimes you may need to share contact information with others. Contacts makes it easy to share one card or a group in the vCard format. A *vCard* is a standard format that many applications use to store contact information. By sharing contact data as a vCard, the information can be accessed by another application and computer, such as a Windows PC running Outlook.

#### *Sending one contact at a time*

To share a single card, click the Share button in the bottom-right corner of the contact card and select one of the following:

- ◆ **Email Card:** Opens a blank e-mail message that contains a vCard attachment. Address the message to one or more recipients and click Send.
- ◆ **Message Card:** Opens a blank Messages message with a vCard attachment. Address the message and click Send.
- ◆ **AirDrop Card:** Makes the vCard available on AirDrop to other Macs on your network that have AirDrop turned on.

If you want to send your own card, choose Card⇨Share My Card and then choose one of the preceding options from the submenu.

#### *Exporting multiple cards*

You have three choices for sharing multiple cards from Contacts:

- ◆ Export contact data in the vCard format, which most contact management apps can import.
- ◆ Export as an archive, which most Macs can read.
- ◆ Export as a PDF, which most computers and hand-held devices can read.

Consider both the recipient's computer system and how the data will be used when exporting the cards. After the file is imported to another contact management app, either from the vCard or archive format, it can be edited. However, a PDF file is an image of the data, so it can be viewed or printed — but the data cannot be manipulated.



When exporting contacts for use in another application, the application you're importing may not recognize every detail for the contact, such as a person's picture or notes you've added to a person's contact card.

Whichever file type you choose, the process is as follows for exporting contacts from Contacts:

**1. Select the names you want to export by doing one of the following:**

- Click All Contacts.
- Click an account or group name.

To quickly export a group, Control-click a (non-Smart) group name and choose Export Group vCard.

- Select contacts from the Contacts list by holding the ⌘ key and clicking each one.

**2. Choose the file type to which you'd like to export the contacts.**

- *To export a PDF:* Choose File⇨Export as PDF.
- *To export as a vCard or an Archive:* Choose File⇨Export, and then choose Export vCard or Contacts Archive from the submenu.

A Save As dialog appears.

**3. Type a descriptive name for your file in the Save As text box.**

**4. Choose the location to store your file; this can be an external drive or a folder on your Mac.**

**5. Click Save.**

You can then treat the file as you would any other file you want to share: Send it to someone as an e-mail attachment; copy it to a flash drive; or upload it to a cloud server, such as Dropbox.



Although your best bet for backing up Contacts is using iCloud, as explained in Book I, Chapter 3, you can also use one of the sharing options to create a backup that you store on an external drive, a CD, or a remote storage server.

## Printing your Contacts

You can export Contacts to a PDF file and then print the document, or you can print directly from Contacts. In addition to printing in list form, Contacts lets you print all or some of your contact information in different formats, such as mailing labels or cards that you can carry with you. To print your Contacts, follow these steps:

**1. Use one of the following methods to select the names you want to print:**

- Click a single contact card.
- Hold down the ⌘ key and click multiple contacts.

- Hold down the Shift key, click a contact, and then click another contact elsewhere in the list. Selecting these two contacts highlights them both and all contacts in between.
- To print all contact cards stored in an account or group, click the account or group name and then choose Edit⇨Select All or press ⌘+A.
- Use Spotlight to find names that meet a certain criteria.

## 2. Choose File⇨Print.

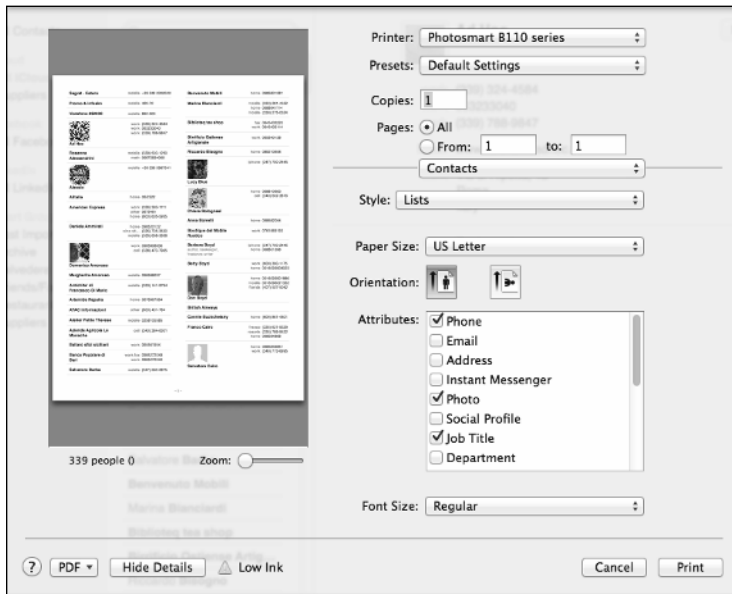
A Print dialog appears, as shown in Figure 1-11.

## 3. Click the Printer pop-up menu and choose a printer to use.

## 4. Click the Style pop-up menu and choose one of the following:

- *Mailing Labels*: Prints names and addresses on different types of mailing labels
- *Envelopes*: Prints names and addresses on envelopes fed into your printer
- *Lists*: Prints your Contacts as a long list
- *Pocket Address Book*: Prints your Contacts in a condensed form suitable for carrying with you

**Figure 1-11:**  
The expanded Print dialog lets you choose how to print your selected contacts.





Depending on the style that you choose in this step, you may need to pick additional options, such as defining the specific size of your mailing labels or choosing whether to print names in alphabetical order. You can also adjust other settings and options, such as number of copies and the font you want to use for your printed output.

**5. Click Print.**

