

Address Book

Backup-Choose Back Up Database Under the Address Books File Menu. This will place a backup of your address book in your Documents Folder.

If you have Bluetooth and a Bluetooth enable phone you can dial phone numbers using the Address Book.

Creating Groups

Click Under Groups to display every record

Apple + Click the names listed in the Names Column to select the group members

Choose New Group From election from the File Menu

Enter the New Groups Name

Press Return to complete the transaction

Creating a Group Manually

Make sure you are in Card and Columns view mode.
Select it from the View Menu

Click on the plus sign in the lower left-hand corner

Type in the new groups name in the new highlighted filed that appears

Search or browse or add people to the new group by dragging their card onto the group name.

To delete a member select the members name from under the group listing and then press the delete key.

Click a persons email address to be given a prompt to email them.