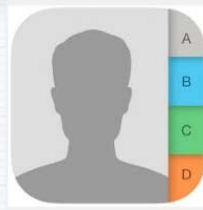




MacBook/iMac



iPhone/iPad

Contacts

Apple's Address Book for their computers (iMacs & MacBooks) and mobile devices (iPads & iPhones)

1

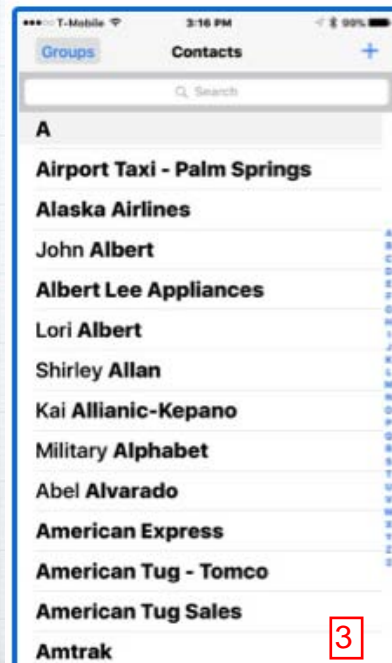
Contacts

is Apple's Little Black Book, an electronic Rolodex where you can stash all of your friend's info - names, addresses, emails, phone numbers and even their birthdays.

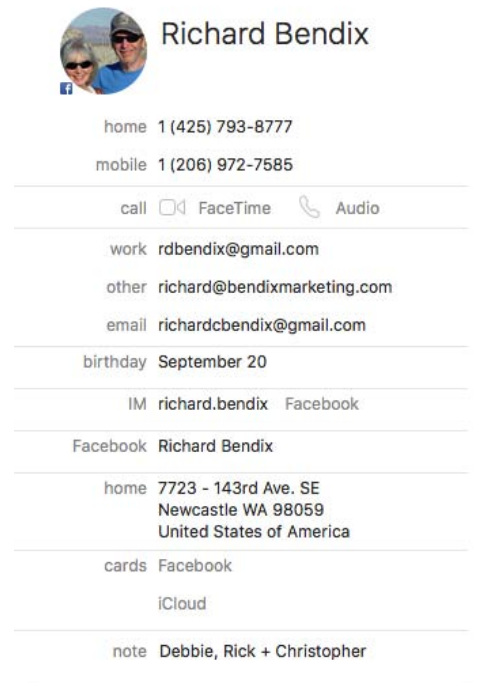
2

The info is centralized. If you use iCloud, it syncs with all your Apple devices - laptops, iMacs, iPhones and iPads - and is used in Mail and Messages.

iPhone screen



3



The information stored can be comprehensive:

- Name
- Phone Numbers
- Addresses
- Email addresses
- Birthdays
- Facebook info
- Notes

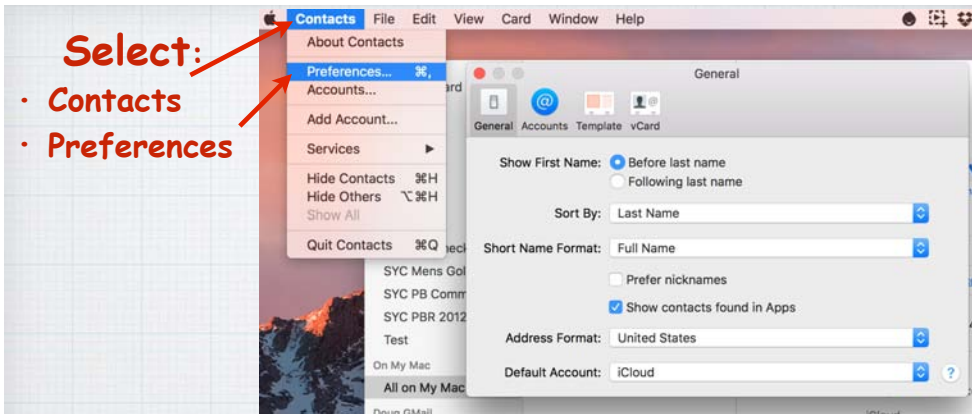
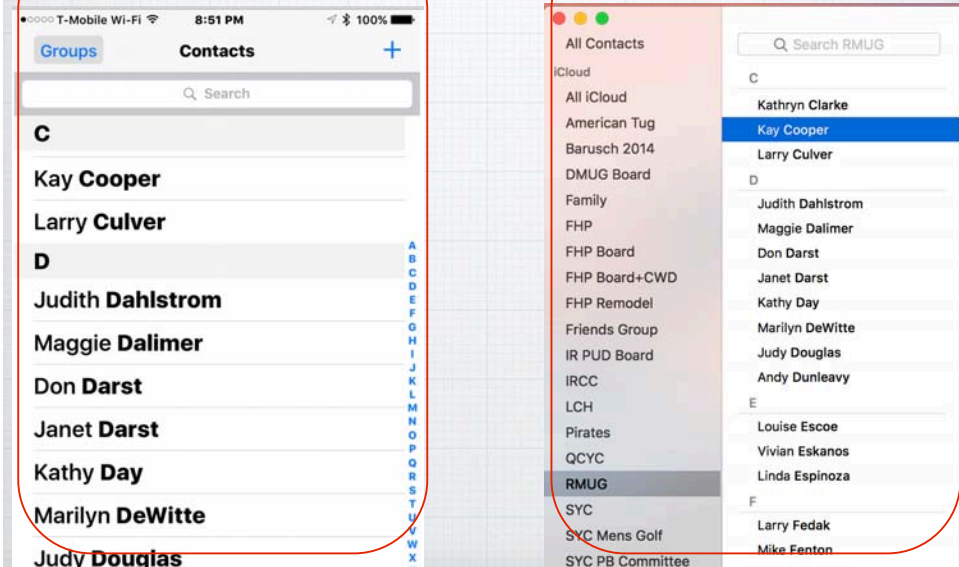
4

The Contact info is the same on an

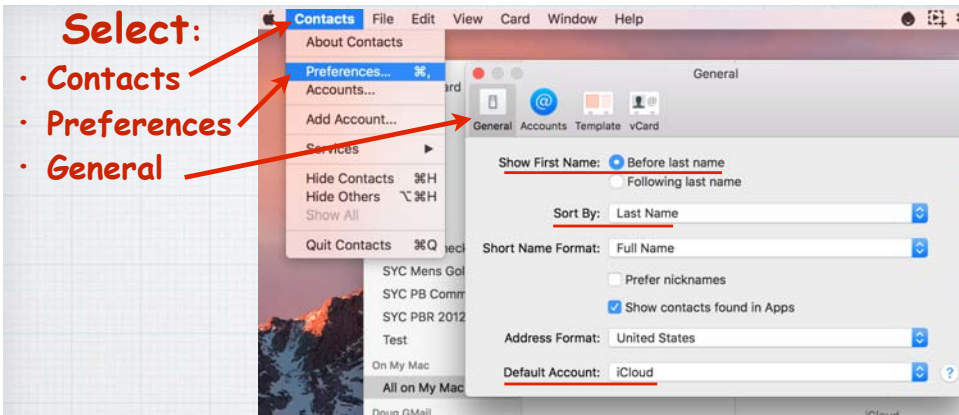
iPhone

and a

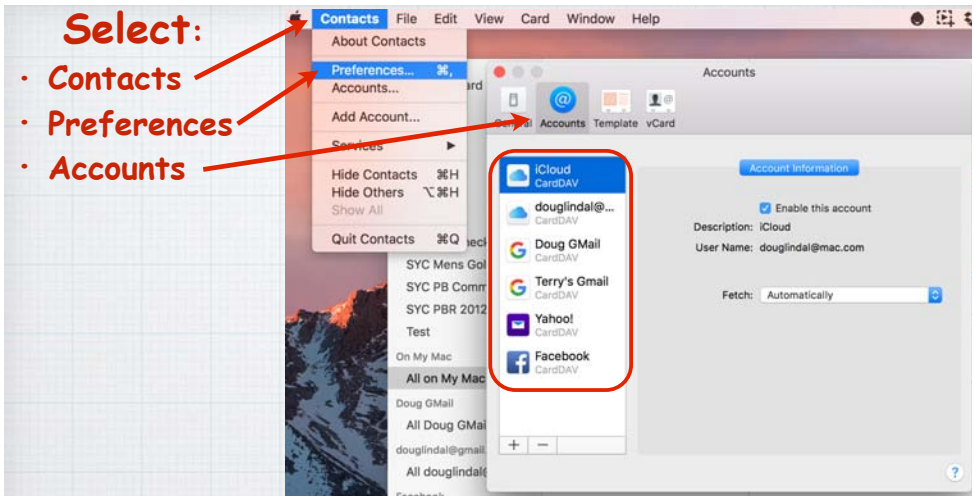
Mac



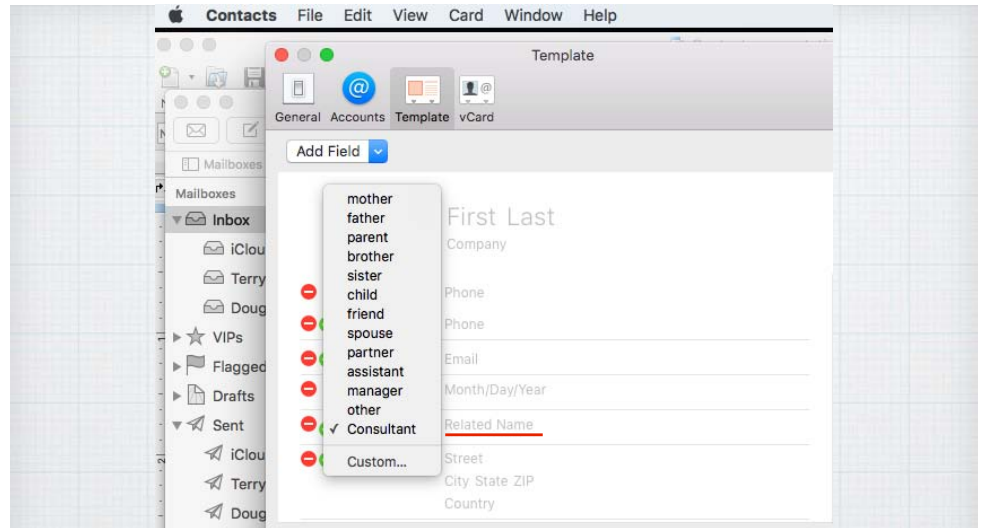
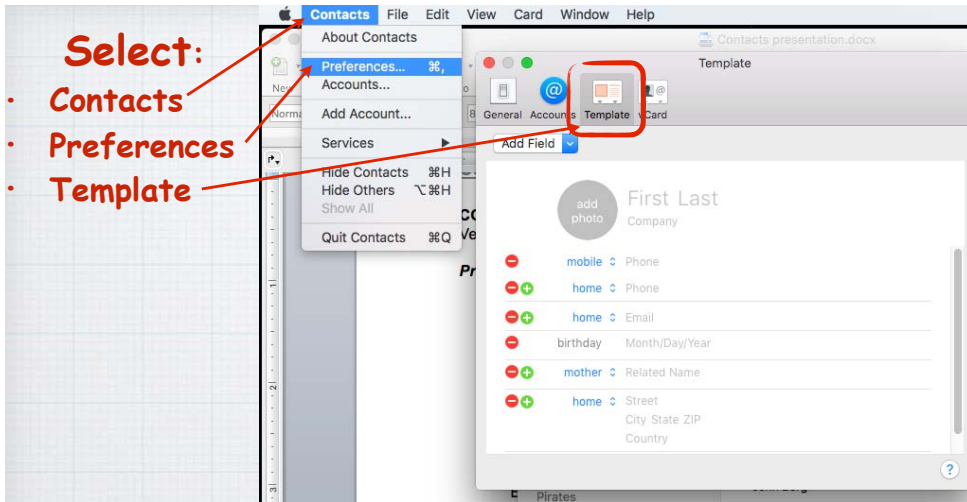
The first thing to do on a Mac is to customize Contacts by opening **Contacts/Preferences** (We'll customize a iPhone next)



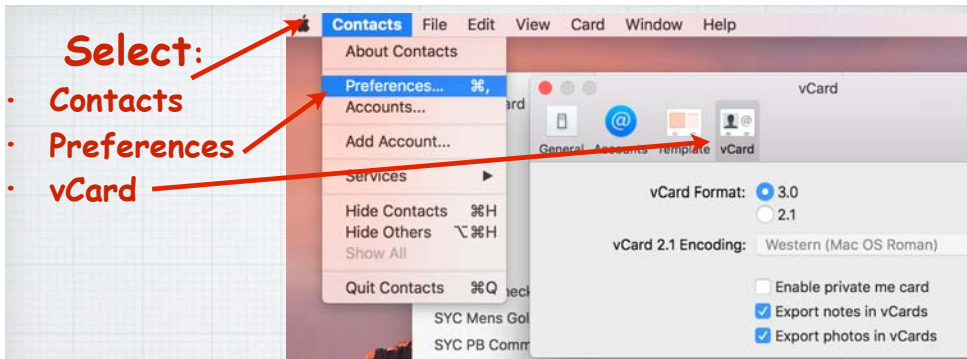
First tab is **General**, where you choose how to display and sort your contact names and select iCloud as your default account.



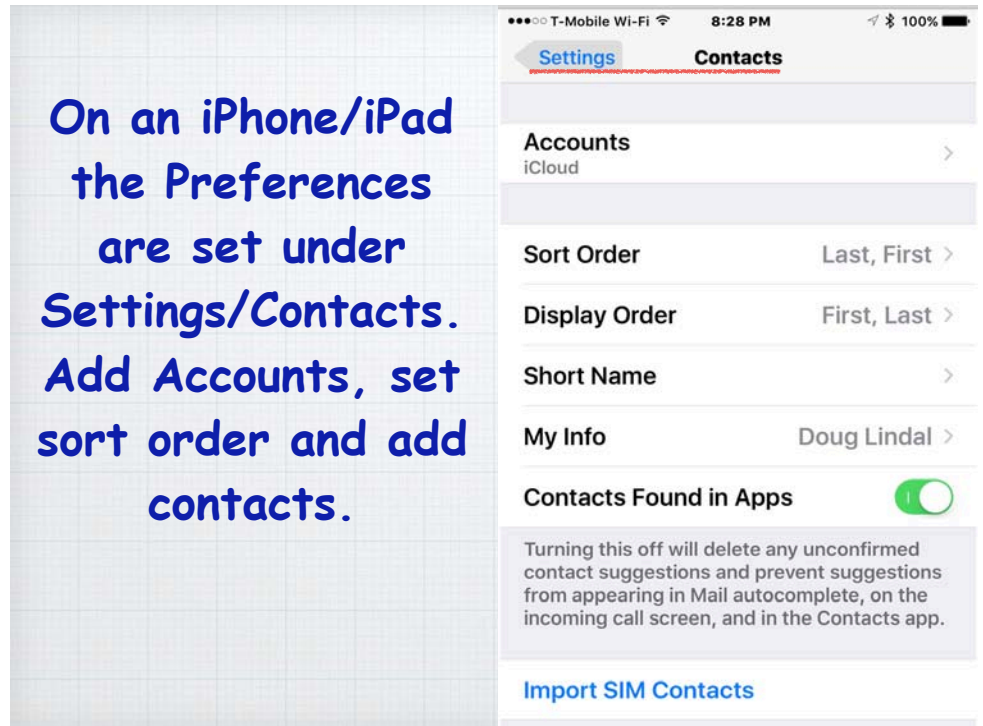
The next tab is **Accounts**, where you can add all your email related databases of contacts.



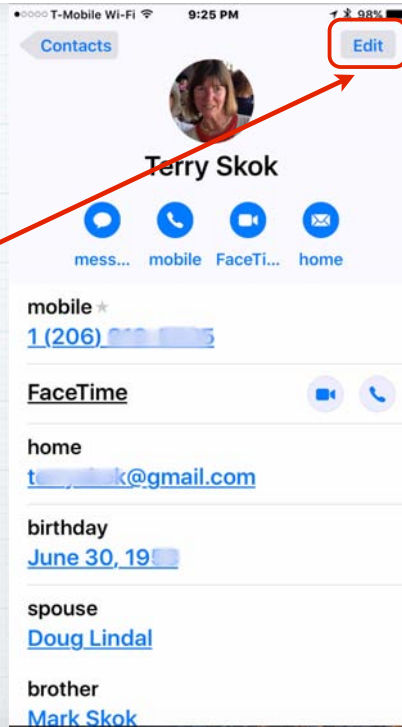
An important Field to add is **Related Name**. Allows Siri to identify a new contact as a parent, spouse, child, etc.



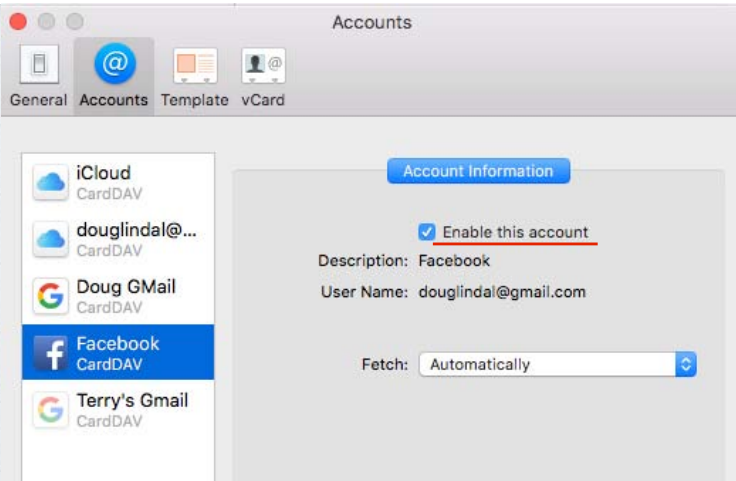
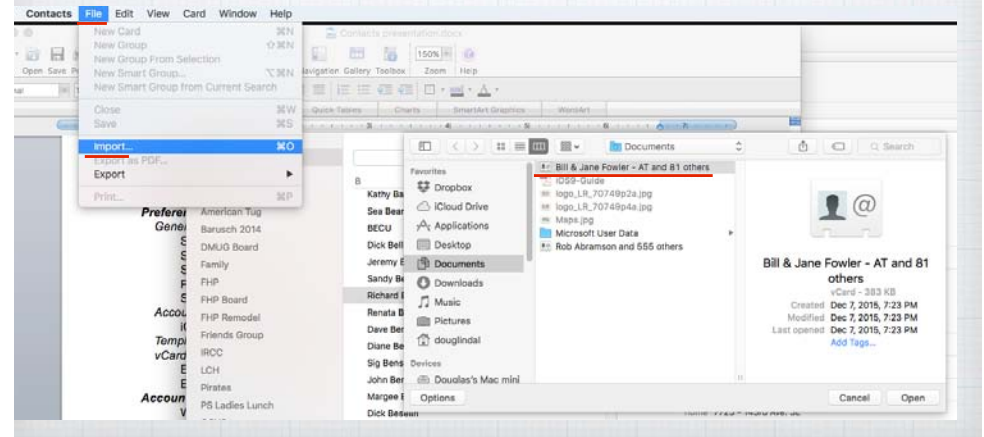
vCard is the export format. Just pick vCard Format 3.0 and enable export to Notes and Photos.



The rest of your Preferences on a mobile device are set using the EDIT button. Add emails, Related Names, Ringtone and birthdays.



You can add your contacts manually or import a group from another program like Excel, Yahoo or Outlook. One at a time - or in groups.



You can even fetch all your Facebook contacts automatically. (Contacts/Preferences/Accounts/Facebook)

vCards - Virtual Business Cards are used by Apple to transfer info via AirDrop, Messages or Email.

From: Jake
Subject: Jake's iPhone Tip #283
Date: January 21, 2015 at 3:32:47 AM PST

Share a Contact

If someone asks you for your friend Joe's contact information that you have on your iPhone, simply send it to them rather than reading the information while they struggle to type it in.

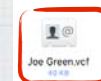
There are three ways to send a contact to another iPhone: **AirDrop, Message, or email.**

Here are the simple steps to send a contact:

- Open the built-in iPhone Contacts app.
- Select the contact you wish to share.
- Scroll to the bottom and tap on Share Contact.
- Select AirDrop, Message, or Mail.
- Send as you normally would.

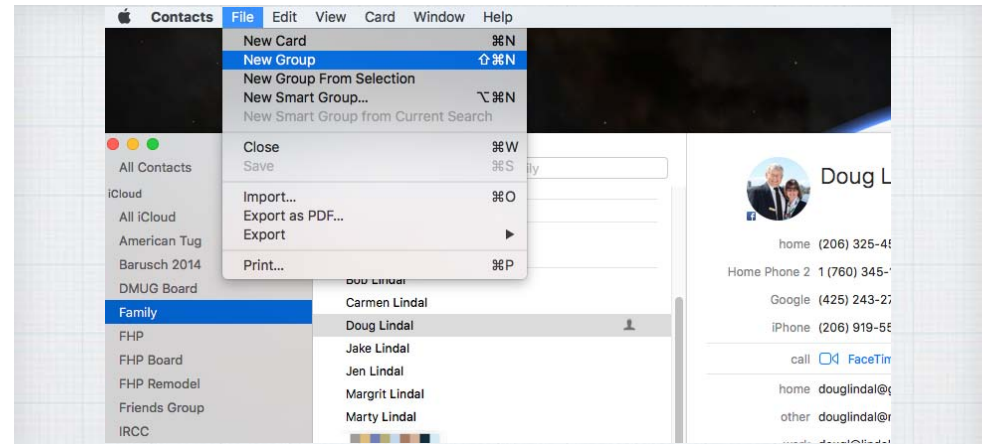
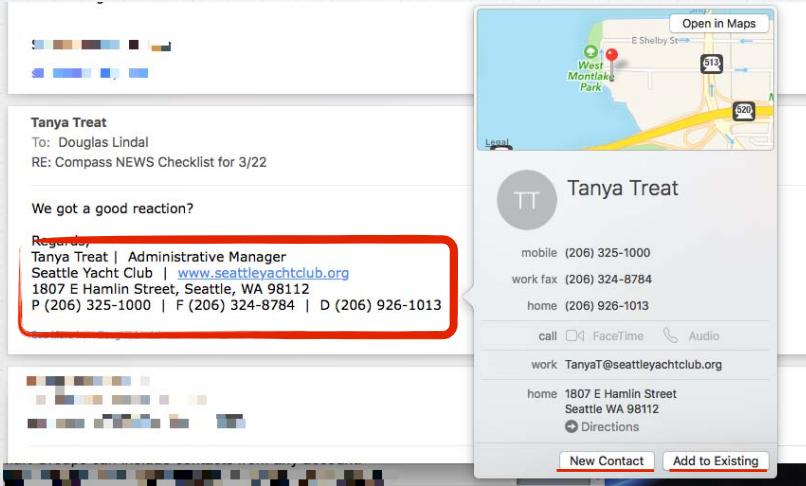
Just click on the .vcf image in an email

The recipient will receive a message with an attachment like the one below:



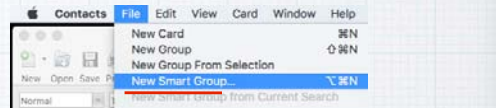
The recipient will tap the attachment and the complete contact will be generated with all fields filled in. At the bottom they will tap either Create New Contact or Add to Existing Contacts.

No vcf file attached?
Just click on the address in Email
and auto-create a new Contact.

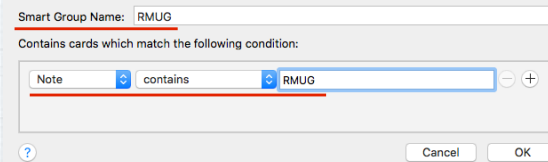


Once you have entered your contacts
you can organize them into Groups
easily. Just click on File/New Group
and drag contacts into the new group.

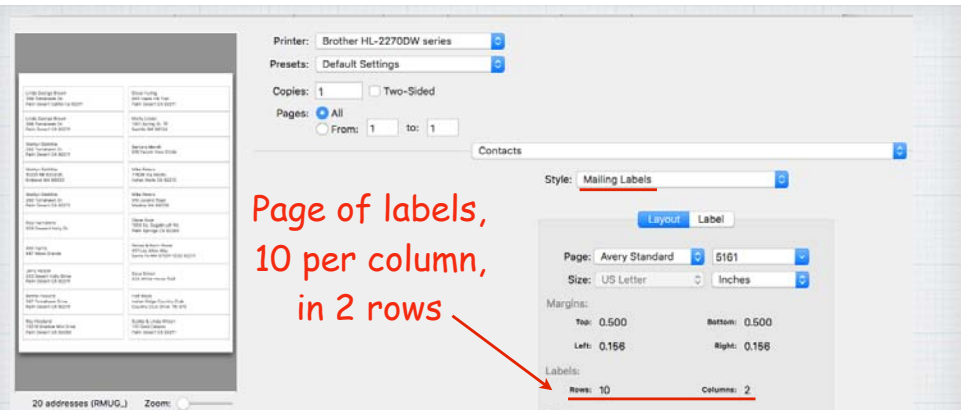
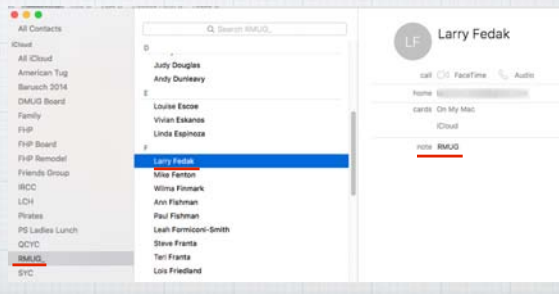
Smart Groups allow you to automatically
create a new Group.



This Smart Group
RMUG has 'RMUG'
in the Note Field.



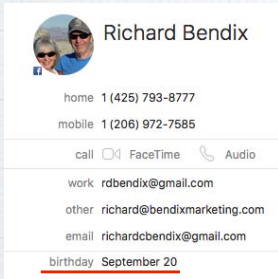
Larry Fedak has
RMUG in his Notes
field so he is a
member of the
RMUG group.



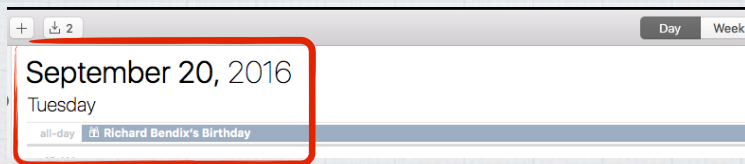
The Print command gives you lots of
options - Address-books, Lists,
Envelopes & labels (as shown here).

Adding birthdays to your Contacts automatically enters them

on your Calendars -
on your Mac,
iPhone and iPad!



My Calendar:



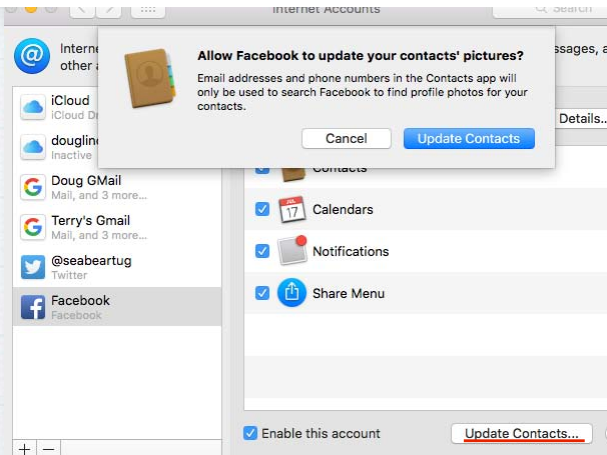
Add photos to your Contacts

< All Contacts

Edit



To add a photo for a contact, tap **EDIT** and choose a photo from your library or use your iPhone or iPad camera to take one.



Or allow Facebook to update your
contacts' pictures automatically!
Open System Prefs./Internet Accounts/
Facebook - and click on Update Contacts.