

Address Book

By default the Address Book lists contacts on the left in alphabetical order. To add a new Address Book entry, either click the down arrow beside **New** in the tool bar then select the “Contact” option, or click the word “New” on the button. This latter method is faster since it automatically opens a new Contact form without having to select “Contact” from the drop-down list.

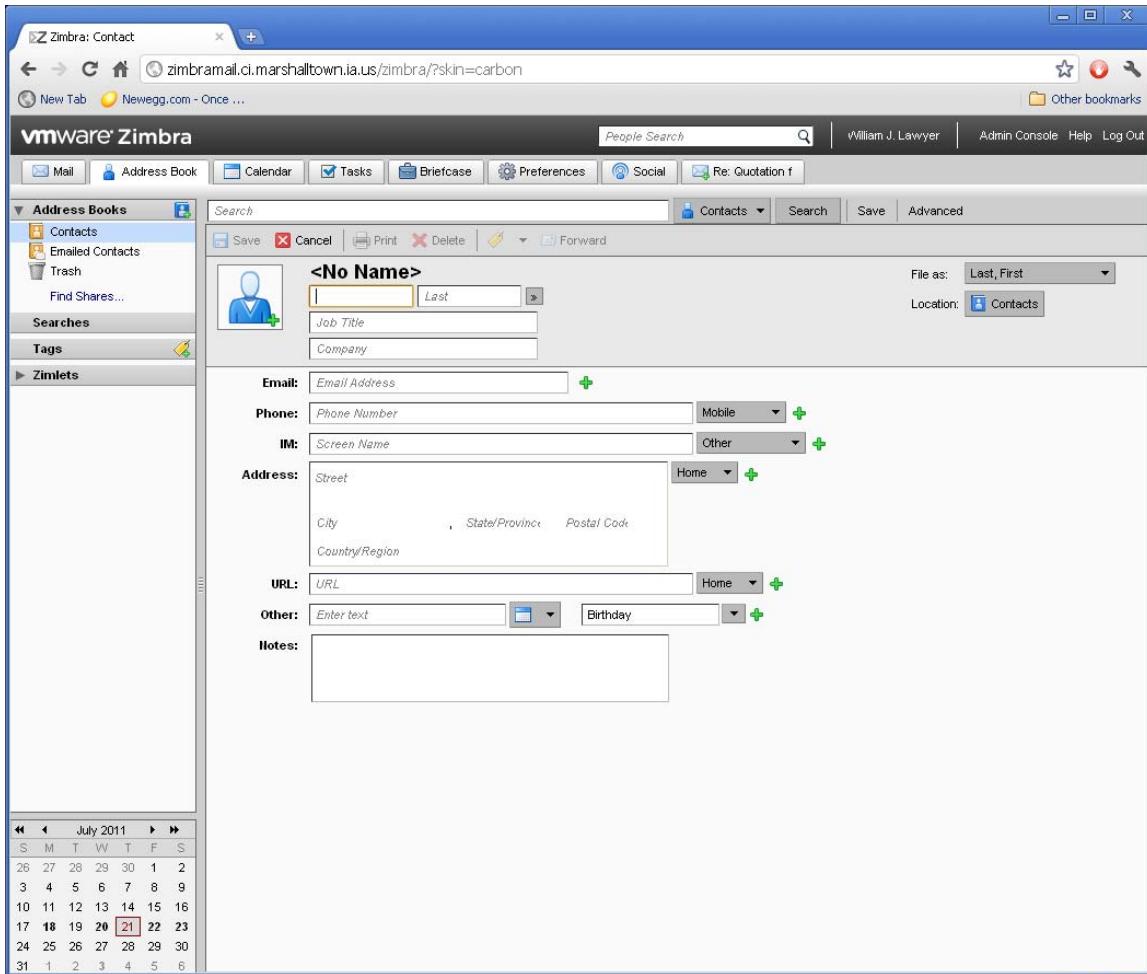


Figure 1.

The new contact form includes the usual fields for first name, last name, job title, company, e-mail address, physical address, telephone numbers, and so forth. Note several of these fields have a drop-down list associated with them. This allows multiple entries in each of these fields. For example, you can enter multiple telephone numbers to accommodate Office Phone, Cell Phone, FAX, etc.

Editing and Entry

To edit an entry, double-click the entry, make changes, then save the changes. If you *single-click* an entry, the contact's information is displayed on the right side of the screen, but no changes can be made to the record.

Deleting an Entry

To delete a single contact from the list, right-click on the contact and select the Delete option. Alternatively, you can click the check box beside multiple entries, then click the Delete button in the toolbar. This will delete multiple entries simultaneously.

Recovering a Deleted Record.

If you accidentally delete a contact, follow these steps to recover the deleted entry:

- 1) Click the Trash icon.
- 2) Highlight the item to be restored, or – if multiple items are to be restored, click the checkbox beside each.
- 3) Click the folder icon on the toolbar (See Figure 2).
- 4) Select the appropriate folder from the folder list. This may be the default contacts folder, or any custom contacts folder you've created
- 5) The deleted contact is moved to the folder you selected in step 4.

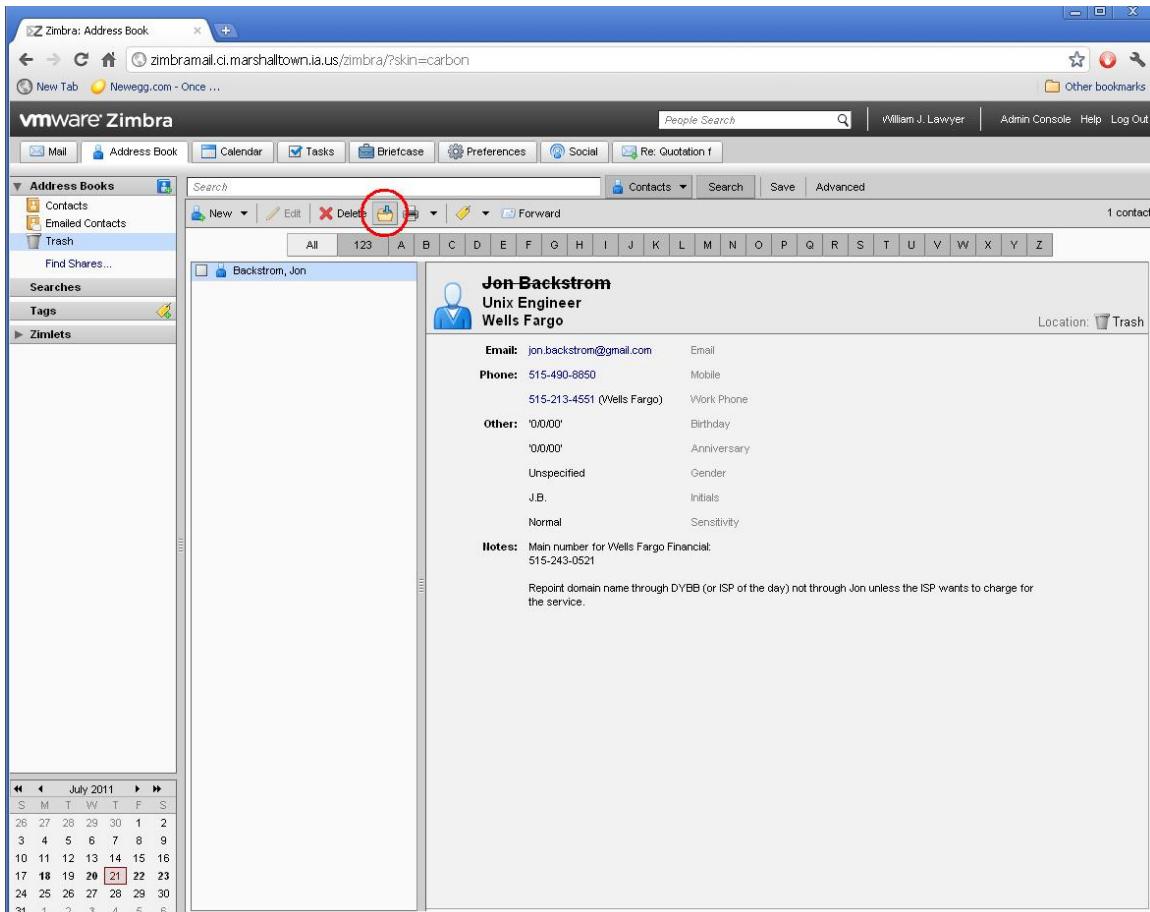


Figure 2. The folder icon is circled in red above.

Note: when an item is deleted there is no confirmation step required. This means just having an item highlighted then tapping the Del key will immediately delete the item with no further user intervention.

Searching

You can search for a contact by full name, or partial name. Enter the name (or partial name) in the Search field, then click the Search button as shown in Figure 3.

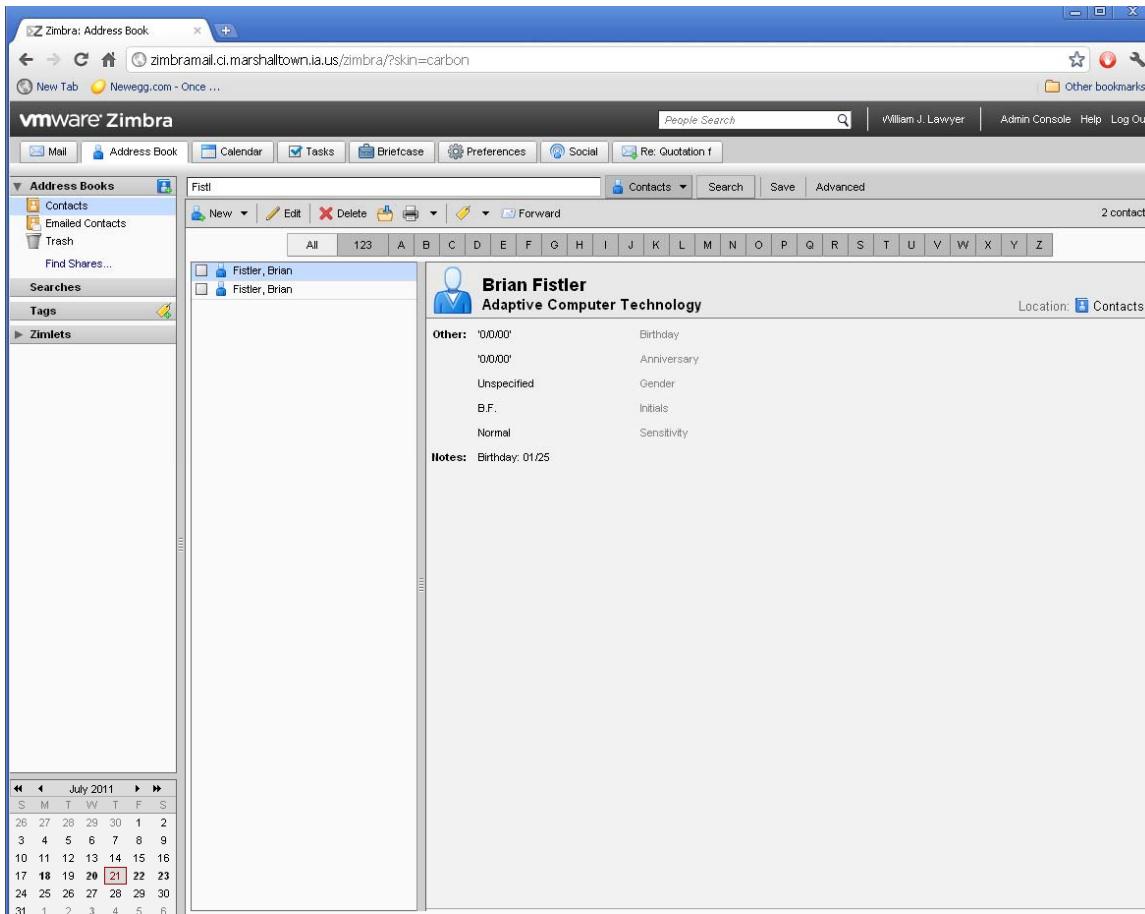


Figure 3.