


Names that match your entry are listed in the box below the **Find** field.

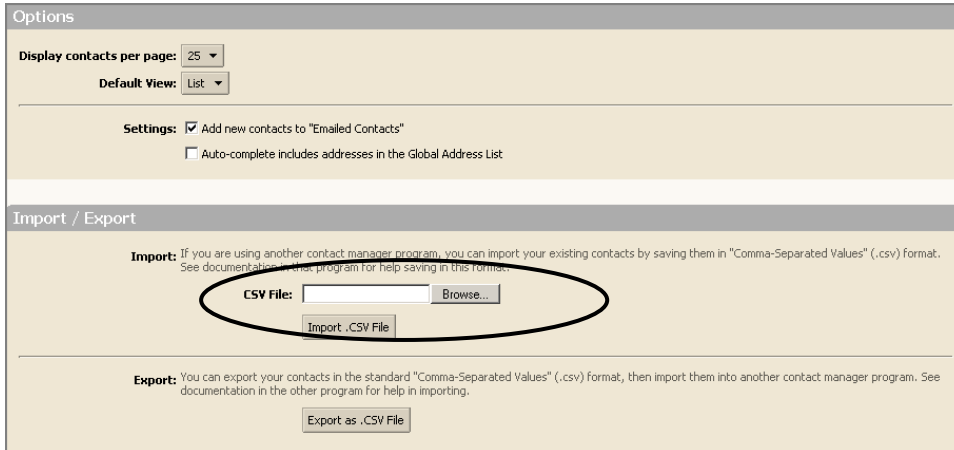
5. Select the names to enter and click **Add** or **Add All**. The names are added to the **Group Members** list.
6. You can also type email addresses directly in the **Group Members** list box. Separate addresses with either a comma (,) or a semicolon (;), or using Return.
7. Click  **Save** on the toolbar. The new group contact is added to your address book.

Importing an Address Book

You can import contact lists and address books that are saved in a comma-separated (.csv) text file format.

To import an address book:

1. Select the **Preferences > Address Book** tab.



The screenshot shows the 'Options' dialog box with the 'Import / Export' section selected. In the 'Import' section, the 'CSV File:' text input field and the 'Browse...' button are circled in black. Below the 'Import' section is the 'Export' section, which includes an 'Export as .CSV File' button.

2. Click **Browse** in the **Import / Export** area to locate the .csv file to import.
3. Browse to the .csv file you want to import.
4. Double-click the .csv file in the **File Upload** dialog.
5. Click **Import .CSV File**. The Choose Address Book dialog appears with a list of your address books.
6. Select the address book to import into or create a new address book.
7. Click **OK**.

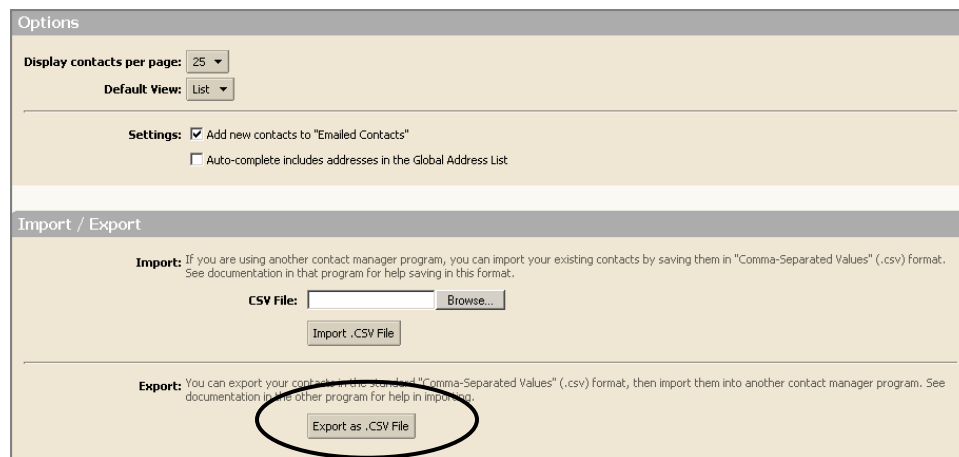
Depending on the size of the .csv file, import may take a few minutes. When the import is complete, the **Status Box** shows the number of contacts successfully imported. Contacts are alphabetized by last name.

Exporting an Address Book

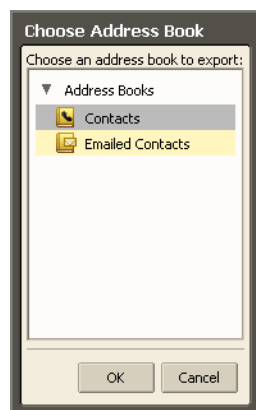
Your address books are exported and saved in a comma-separated (.csv) text file format.

To export an address book:

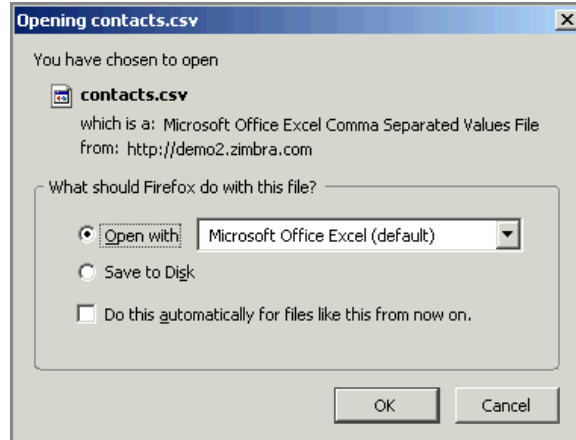
1. Select the **Preferences > Address Book** tab.



2. Click **Export as .CSV File**. The Choose Address Book dialog appears with a list of your address books.



3. Select the address book to export.
4. Click **OK**. An **Opening Contacts.csv** dialog appears.




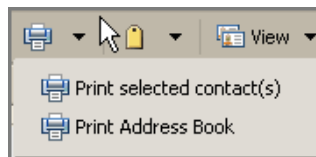
5. Check **Save to disk** and click **OK**.
6. Select where to save the file and enter a file name. The default name is **Contacts.csv**.
7. Click **Save**.

Printing a Contact Name or Address Book

You can print a complete address book or just print the information for one contact.

To print from address books:

1. Select an Address Book a
2. To print, either:
 - Select a specific contact name and click the Print icon .
 - Click the arrow next to the print icon and select Print Address Book.



For Group Contact lists, if the list is long, only the first few names on the list are printed and **More...** displays, to let you know that there are additional names that were not printed.