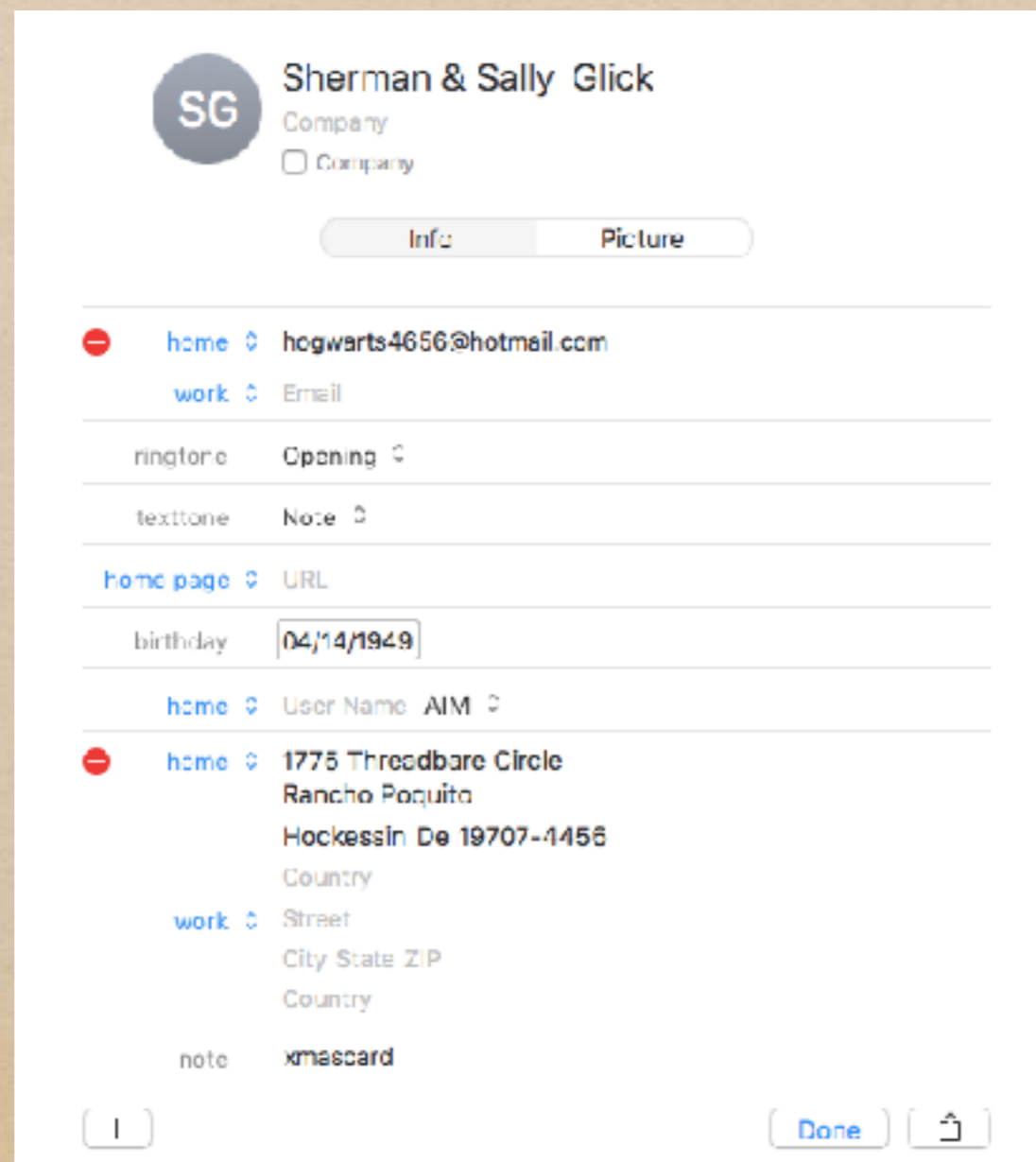


Some Uses for Smart Groups in Contacts

Contacts and computers & laptops
Creates sub-groups within all your contacts

My Assumption....

- ◆ You're all users of Apple's Contacts App



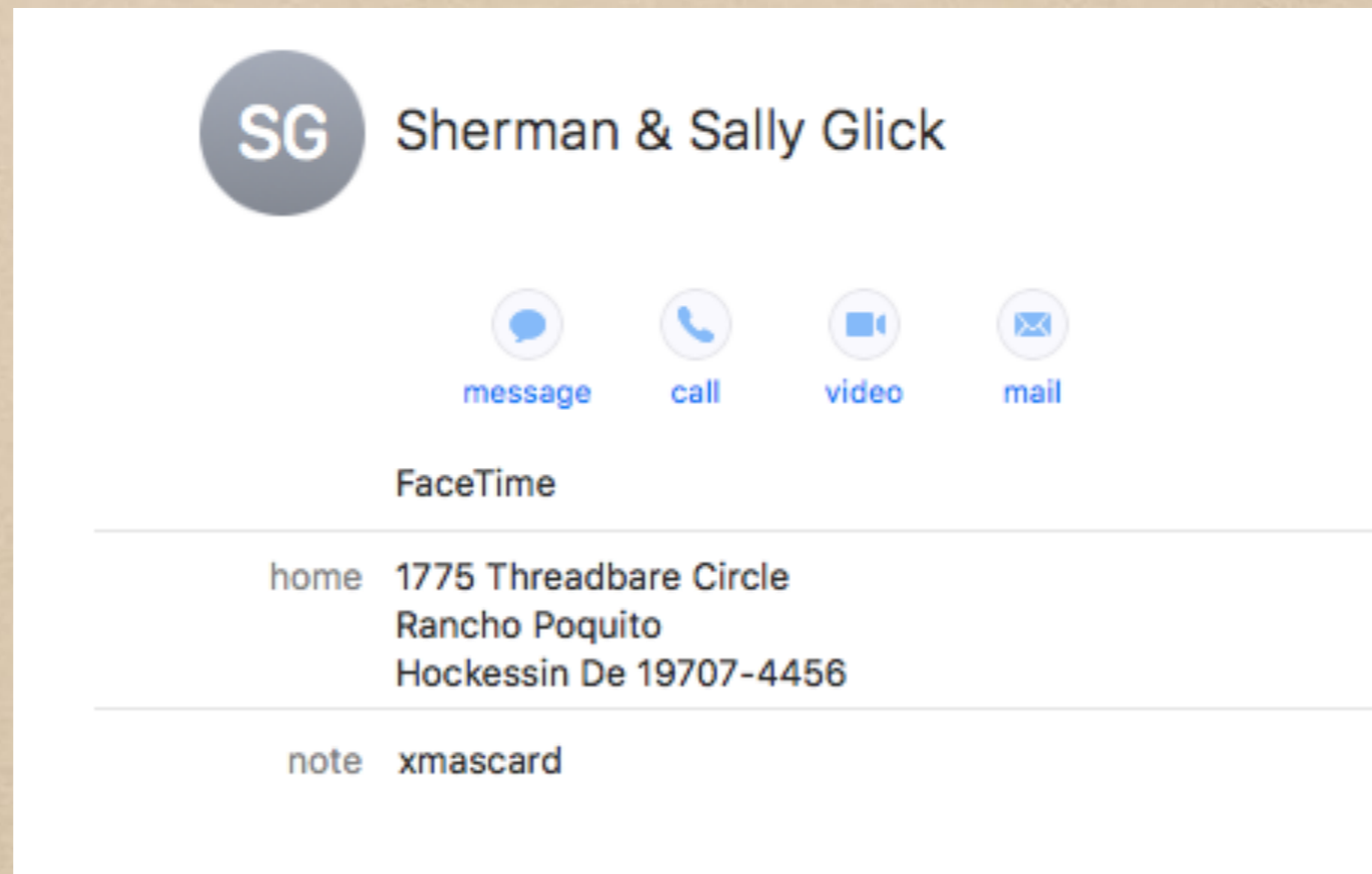
Why have sub-groups?

- ◆ Send emails to a special interest group within your contacts
 - ◆ Members of your bookclub
 - ◆ Members of the Camera Club
 - ◆ Members of the Camera Club that have birthdays on 4/14
 - ◆ Create a set of mailing labels

...start in "contacts"

- ◆ Name and complete address.
- ◆ Fill in as much other info as you'd like
- ◆ Add the word xmascard in "notes" field

...the note field



A business card for Sherman & Sally Glick. The card is white with a dark grey circular logo containing the letters 'SG'. Below the logo is the name 'Sherman & Sally Glick'. There are four social media icons: message, call, video, and mail. Below these icons is the text 'FaceTime'. A horizontal line separates the contact information from the address. The address is 'home 1775 Threadbare Circle, Rancho Poquito, Hockessin De 19707-4456'. Another horizontal line separates the address from the note field. The note field contains the text 'note xmascard'.

SG Sherman & Sally Glick

message call video mail

FaceTime

home 1775 Threadbare Circle
Rancho Poquito
Hockessin De 19707-4456

note xmascard

Create a "Christmas card mail labels" smart group

- ◆ File -> New Smart Group -> set criteria

Smart Group Name: Christmas card mail labels

Contains cards which match the following condition:

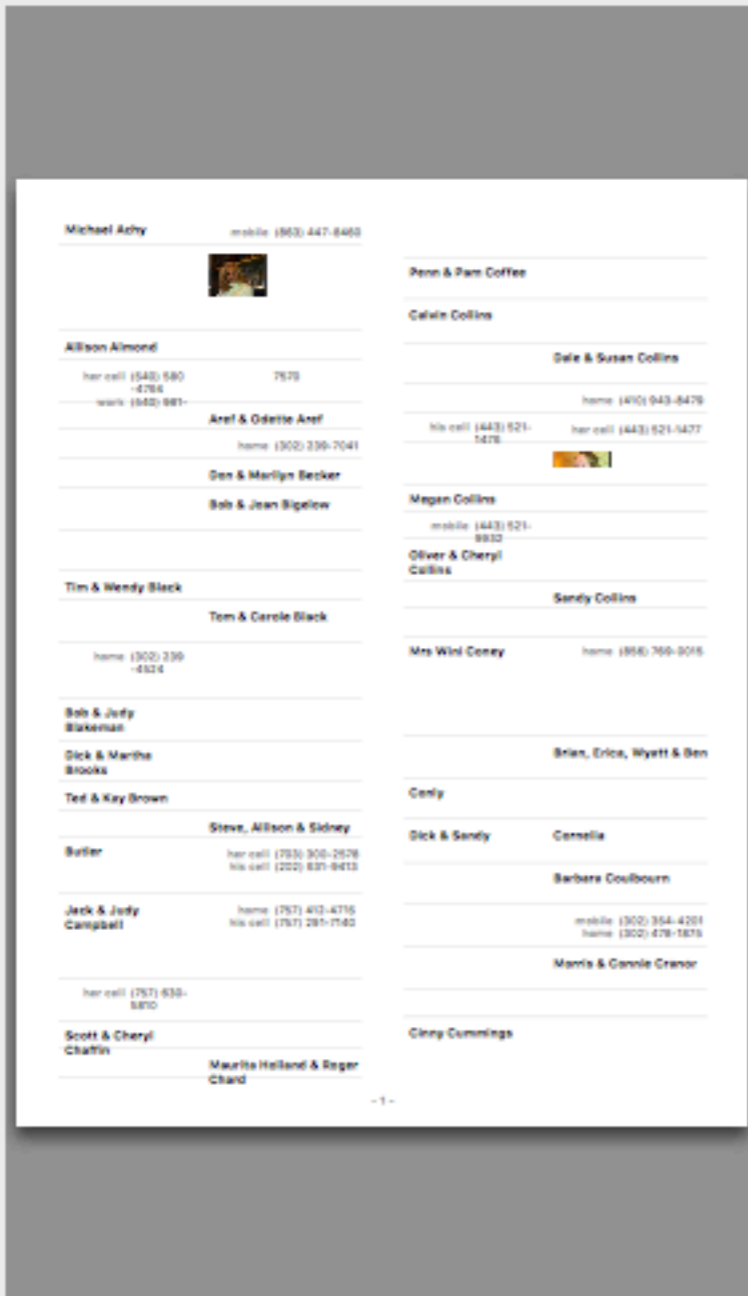
Note contains xmascard

Cancel OK

- ◆ To make selection more restrictive, click "+" sign to add a second condition

Edit addresses as needed

- ◆ Printout labels and make address changes as needed.
- ◆ In Contacts, highlight name of smart group in left margin. File -> print, click show details, change style to mailing labels, change page to "Avery Standard", change template to 5160, click print.
- ◆ Print out on standard paper
- ◆ Use edit and done to update addresses. Use smaller font or abbreviations to get all address info onto label



89 people (Xmascard...

Zoom:

Printer: EPSON XP-410 Series

Presets: Default Settings

Copies: 1

Pages: All

From: 1 to: 1

Contacts

Style: Lists

Paper Size: US Letter

Orientation:



Attributes:

- Phone
- Email
- Address
- Instant Messenger
- Photo
- Social Profile
- Job Title
- Department

Font Size: Regular



PDF

Hide Details



Low Ink

Cancel

Print

Michael Achy 3036 Southeast 20th Ct Okeechobee Fl 34974	Steve, Allison & Sidney Butler 3828 E Pineview Dr Dexter Mi 48130	Mrs Wini Coney 1 Friends Dr - Apt 826 Woodstown NJ 08098
Allison Almond 3522 Pinevale Rd Roanoke Va 24018	Jack & Judy Campbell 1112 Noble Walk Ct Virginia Beach Va 23454	Brian, Erica, Wyatt & Ben Conly 1088 Kaolin Rd Kennett Square Pa 19348
Aref & Colette Aref 35 Kings Grant Rd Hockessin De 19707	Scott & Cheryl Chaffin 113 Marlbrook Rd Kennett Square Pa 19348	Dick & Sandy Cornelia 37 Kings Grant Rd Hockessin De 19707
Don & Marilyn Becker 1 Markham Ct Hockessin De 19707	Maurita Holland & Roger Chard 2701 Lowell Rd Ann Arbor Mi 48103	Barbara Coulbourn 301 McDaniel Ave Wilmington DE 19803-2533
Bob & Joan Elgelow 402 Bartram Lane West Hockessin De 19707	Penn & Pam Coffee 385 King of Prussia Rd Wayne Pa 19087	Morris & Connie Cranor 7 Everhart Lane Middletown Md 21769
Tim & Wendy Black 11329 Halbrooke Ct Richmond Va 23233	Calvin Collins 921 S Division St Salisbury Md 21804	Cindy Cummings 25 Crossgate Dr Seaford De 19973-1250
Tom & Carole Black 3 Markham Court Hockessin De 19707	Dale & Susan Collins 5483 Indiantown Rd Rhodesdale Md 21859	Dottie Dailey 294 Ardsley St Staten Island NY 10306-1631
Bob & Judy Blakeman 4129 Idlewild Dr Ft Worth Tx 76107	Megan Collins 4486 Saurbridge Dr Salisbury Md 21804	Natalie (& Boys) Davis 6017 Keebler Oaks Dr Marysville Il 62062
Dick & Martha Brooks 6 Bent Tree Circle Hockessin De 19707	Oliver & Cheryl Collins James Thicket Rd Vienna Md 21889	Jane Dean 201 Arlington Dr Pacida Fl 33049
Ted & Kay Brown 103 Downs Dr Wilmington De 19807	Sandy Collins 6540 Oak Grove Rd Federalsburg Md 21632	Avery & Louise Ellis 28148 Ellis Mill Rd Seaford De 19973

90 addresses (Xmasc... Zoom:

Printer: EPSON XP-410 Series

Presets: Default Settings

Copies: 1

Pages: All
 From: 1 to: 1

Contacts

Style: Mailing Labels

Layout Label

Page: Avery Standard 5160

Size: US Letter Inches

Margins:
 Top: 0.500 Bottom: 0.500
 Left: 0.188 Right: 0.188

Labels:
 Rows: 10 Columns: 3

Gutters:
 Horizontal: 0.125 Vertical: 0.000

? PDF Hide Details Low Ink

Cancel Print

Print final labels

- ◆ Repeat “print smart group labels” from previous page.
- ◆ Load labels up or labels down, depending on your printer.
- ◆ Give yourself a big pat on the back...a tedious job made easier...job well done!