How to... Create an Address Book

Introduction:
This document provides information on how to create an address book.

Address books help you to manage large numbers of individual and group fax addresses. An example of this would be if you fax a document to 200 various individuals and groups. Creating separate address books for any combination of these recipients will make faxing to them much easier.

Creating an Address Book

1. Click on your **Apple** Menu and select **Global Village Fax Center**.

2. Click on the **File** menu, select **New** then select **Address Book**. When prompted, locate the GlobalFax Personal folder, name your new address book, and click **Save**. *See Figure 1.*

    GlobalFax 2.5.x Users: The GlobalFax Personal folder is located on your Hard Drive in the System Folder.

    GlobalFax 2.6.x Users: The GlobalFax Personal folder is located on your Hard Drive in the System Folder: Preferences folder: Global Village folder.
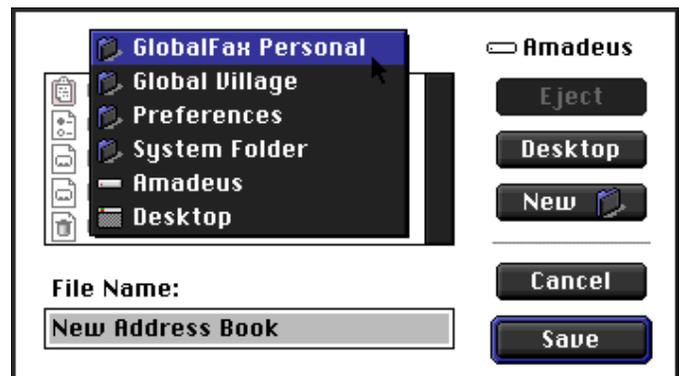

Figure 1

3. You should see your new address
   book window. To create an address
   book entry, click on the **New** icon to
   the left. *See Figure 2.*

4. With the New Address dialog box
   open, enter in the address
   information. For more information
   regarding these fields, please see
   your GlobalFax User's Guide. Once
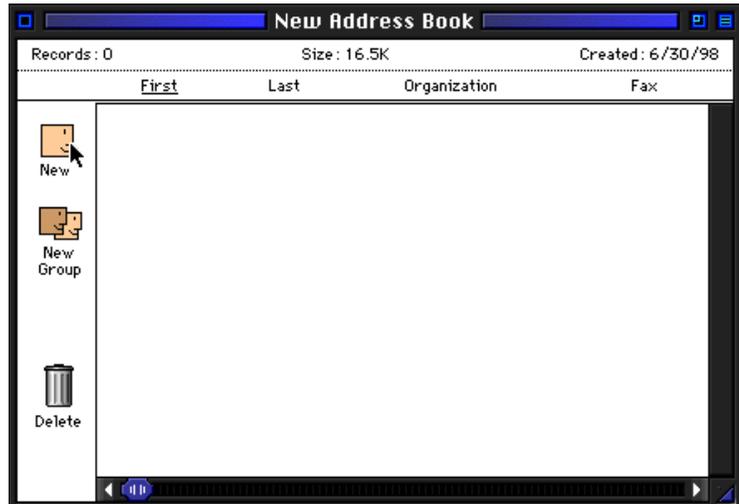   you are finished, click **OK**.

Figure 2

NOTE: For GlobalFax 2.6.x users, click on the tabs in the new address dialog box to change panels
and fill in the address information.

5. To create new group addresses in your address book, click on the **New Group** icon to the left.

NOTE: If you already have address entries created in a different address book that you would like to
move to this address book, open that address book as well by clicking on the **File** menu, selecting
Open Address Book and then selecting **Open Other**. With both address book windows open,
position the dialog boxes next to each other (side by side). Now you can click on entries from the
older address book and drag and drop them to the new address book as you normally would with
other Macintosh applications.

Using Your New Address Book

1. Now that you've created your new address book you will want to make it available when you send faxes. Click on the **Fax** menu and select **QuickFax**. A QuickFax is a cover sheet-only fax.

2. From the GlobalFax dialog box, click on the **Address Book** pop-up menu (top middle) and select **Open Other**. *See Figure 3*. Locate the GlobalFax Personal folder where you saved your new address book (refer to step two on page 1 for location if necessary). Check the **Modify "Open Other" Menu** box in the bottom left, click on the address book you created, then click the **Open** or **Add** button (dependi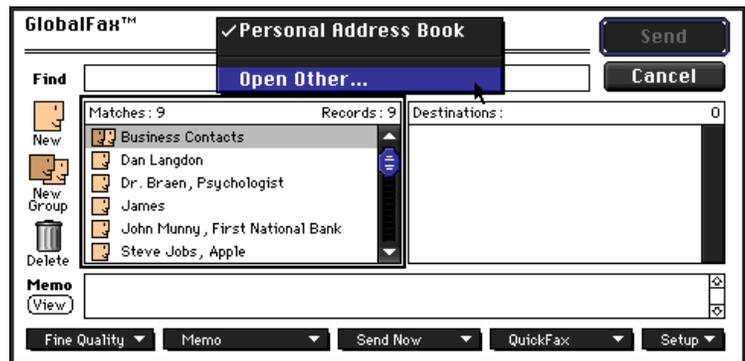ng on your version of GlobalFax). *See Figure 4*. Repeat this for any address book you would like to have available in the **Address Book** pop-up menu when sending faxes. Once you're finished, click the **Done** button. These address books will now show up in the **Address Book** pop-up menu every time you prepare a fax.
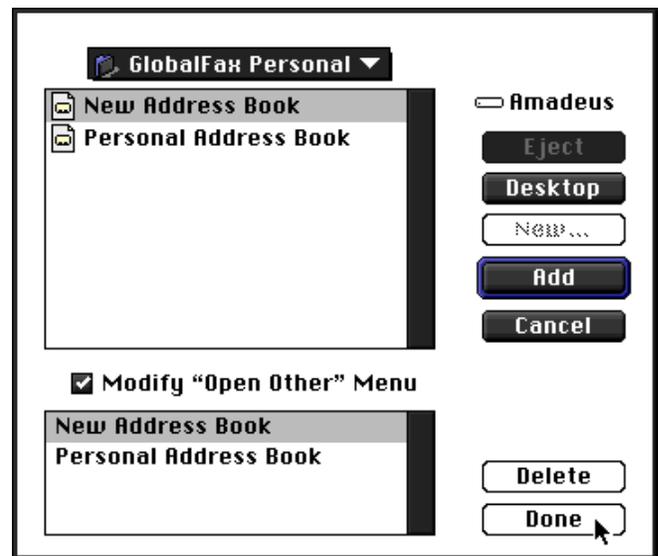

Figure 3

Figure 4

Global Village Online Support