

To see your Contacts, unmount the iPod from the computer (page 242) and detach the FireWire cable. Then, on the iPod, choose Extras → Contacts and scroll away.

Mac OS X Address Book

Moving your contacts to the iPod from the Address Book is quite similar to moving them from Microsoft Entourage. You start by figuring out which contacts you want to copy, and then selecting them using the tricks just described.

Then you can drag the highlighted contacts right out of the Address Book window and into the iPod's Contacts folder. Alternatively, you can choose File → Export vCards, and send the .vcf files to a specific destination...like oh, say, an iPod.

Of course, none of this is really necessary. You, the powerful Mac OS X owner, can replicate all of that manual labor with a single click, using iSync (Chapter 11).

Tip: If, for some reason, you trashed the Contacts folder on your iPod before you knew what it was for, just make a new folder named Contacts (in the main iPod window) the next time you have the iPod connected to the computer. Drag your contact information into the Contacts folder.

Coaxing vCards out of Other Mac Programs

You can cajole a few other Macintosh programs into working with vCards. If you use the venerable email program Eudora 5.1, FileMaker Pro, or Now Contact, you can usually get your contacts from here to there on the iPod—but you'll need some shareware to help extract and convert the information first.

Eudora 5.1 and Eudora 6

If your social circle is listed in Eudora 5.1 or the even better Eudora 6 for Mac OS 9 or X, download a free copy of the Eudora vCard Export program from www.missingmanuals.com.

After installing the program on your Mac, you're ready to go. Double-click the Eudora vCard Export icon. The program asks for your preferences about how to sort the contacts stored in your Eudora address book and whether you'd like a separate vCard for each Eudora nickname. (Picking a separate vCard for each name makes it easier to weed out outdated files later during spring cleaning because you can just trash the individual contacts.) Once you've made your choices, click OK.

Next, you'll need to track down your *Eudora Folder* folder, which is where the program stores your downloaded mail, address book and nickname files, and program settings. In Mac OS 9, the Eudora Folder is usually in the System Folder. In Mac OS X, it's in your Home → Documents folder.

Copying Contacts from the Macintosh

Once you've located your Eudora Folder, see Figure 8-8 for instructions.

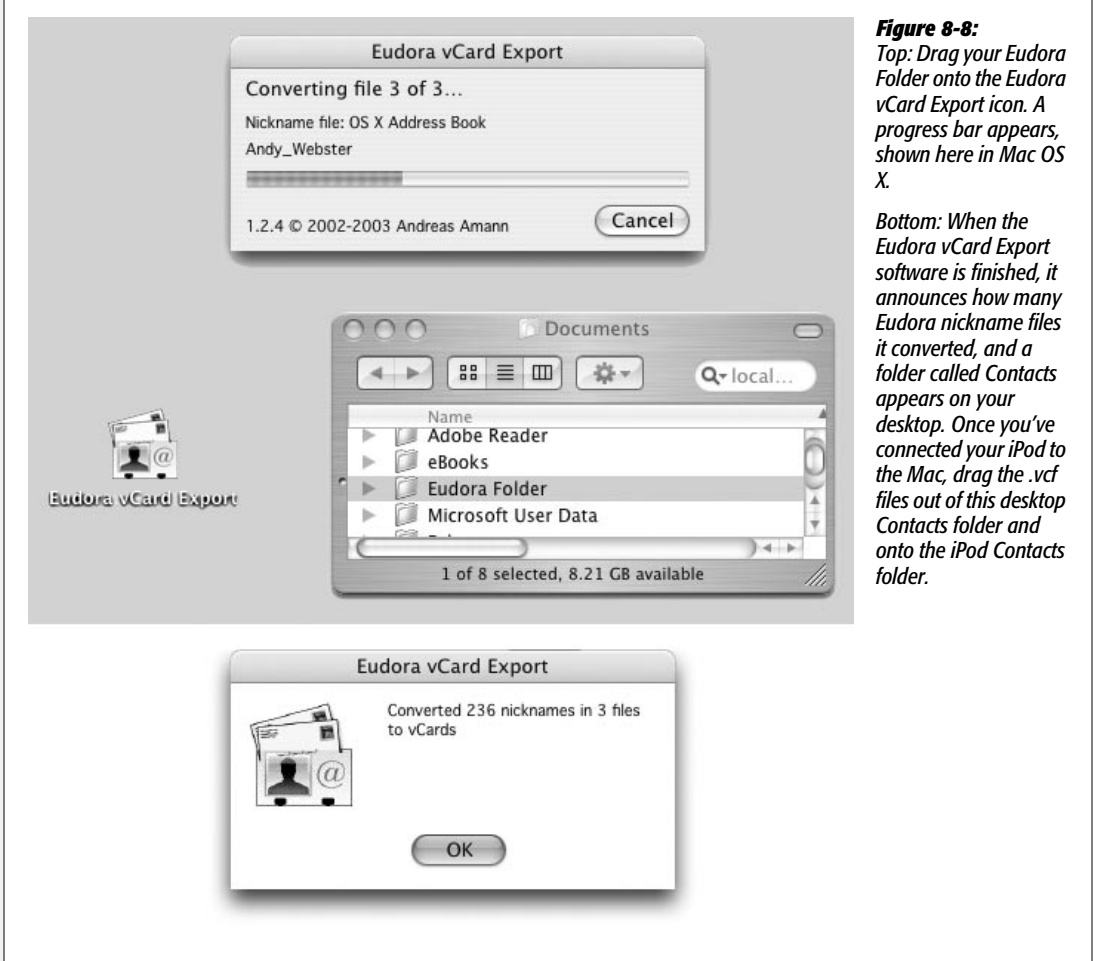


Figure 8-8: Top: Drag your Eudora Folder onto the Eudora vCard Export icon. A progress bar appears, shown here in Mac OS X.

Bottom: When the Eudora vCard Export software is finished, it announces how many Eudora nickname files it converted, and a folder called Contacts appears on your desktop. Once you've connected your iPod to the Mac, drag the .vcf files out of this desktop Contacts folder and onto the iPod Contacts folder.

FileMaker Pro

If you've got FileMaker Pro 5.5 or later and want to get your contact files exported over to the iPod, you can download a free XSLT style sheet called "FMP to iPod." The style sheet translates the FileMaker contact database into a version that displays properly on the iPod. Everything you need, including specific instructions for setting up FileMaker and exporting the data to the iPod, is included in the download file.

Two freeware programs specialize in FileMaker 5.5 contacts: FilePod for Mac OS 9 and X (usually available in software archives like www.macupdate.com) and FileMaker Pro to iPod for Mac OS X.

Both utilities use AppleScript and a special FileMaker Pro 5 file to convert and transfer the data onto the iPod. To use either, connect the iPod (page 240), launch FileMaker Pro, and then double-click the script icon (that is, FilePod or FileMaker Pro to iPod). Follow the onscreen instructions to import your contact records onto the iPod.

All three of these programs are available at the “Missing CD” page at www.missingmanuals.com.

Now Contact, Method 1: NowPod

The Now Contact address book program, another longtime pillar of the Mac software community, also needs a little freeware footwork to transform its contacts into vCards. Here are a couple of programs designed to do just that.

First, there’s NowPod, which works with both Mac OS 9 and Mac OS X. You can download it for free at www.missingmanuals.com.

Once you’ve installed NowPod, connect your iPod to the Mac (page 240) and open Now Contact (you need version 4 or later). Double-click the iPod-shaped NowPod icon. As pictured in Figure 8-9, the program tells you pretty much everything you need to do on the first screen.



Figure 8-9: With a quick list of simple instructions, NowPod gets to the point and explains the whole contact-importing tango right up front.

Don’t miss the NowPod → Preferences command, by the way. Here, you can specify the first name/last name order, set up *automatic* importing of Now Contact names, choose whether to transfer fields like fax numbers and email addresses, and so on.

In your Now Contact address list, select the contacts you wish to import. In the NowPod window, click Import. If you haven’t turned the “Automatically save contacts to iPod” option in the Preferences box, NowPod asks you where you’d like to save the exported contacts file. Save the file to the location of your choice and drag it into the iPod’s Contacts folder—or save it directly into the iPod’s Contacts folder.

Now Contact, Method 2: NowPak

Here's another way for Now Contact fans to sync up with the iPod. Power On Software offers a free utility called NowPak for iPod. (It's available for download at www.missingmanuals.com.) If you've purchased Now Contact and Up-to-Date, you already have the NowPak utility; it's in a folder called Additional Documentation & Tools.

NowPak includes components called "Now Contact to iPod" and "Now Up-to-Date to iPod" that transfer the respective contacts and calendar information from the two programs onto your music player.

To move your contacts, connect the iPod to the Mac (page 240) and open Now Contact. Double-click the "Now Contact to iPod" icon and select your iPod when requested. Choose how you want your contacts to be displayed (first name or last name first); click Select to start the contact transfer process. NowPak automates the whole process, even doing you the favor of dumping the vCard file into the Contacts folder of the iPod.

Note: If you've previously moved contacts using "Now Contact to iPod", you may see an alert regarding an existing entry. You can choose to overwrite the earlier entry, append any new contacts to the existing entry, or cancel the whole thing.

When "Now Contact to iPod" has finished its work, click Done. You'll need to unmount the iPod (page 242) and disconnect the FireWire cable to see your newly placed Contacts on the iPod.

Outlook Express 5, Method 1: Contact This!

Microsoft's free email program has address book functions, too, but you need a little help prying them out of the program and into a usable form for the iPod.

Contact This! is a \$15 shareware program for Mac OS X. It's actually an address book in its own right. However, it can also import contacts from Outlook Express for both Mac and Windows, plus contacts exported from Entourage for the Mac and Outlook for Windows. Once you import the files from the other programs, Contact This! can export them back out in vCard format, straight to the iPod.

Outlook Express 5, Method 2: Outlook Express to vCard

The Web is a wondrous thing. Case in point: the friendly page at <http://homepage.mac.com/phrogz/OE2vCard.html>. It can convert your Outlook Express address book into a vCard file with a little cut-and-paste assistance from you. It's more effort than using Contact This!—but it's free.

Here's how to use it:

1. In the Outlook Express address book, select the names that you want to convert.

You can use any of the selection tricks on page 198.

2. Choose File → Export Contacts. In the Save dialog box, press ⌘-D (so that you'll save the exported file to the desktop), type any name you like, and click Save.

Outlook Express dumps your data into a large text file on your desktop (or wherever you saved it).

3. Double-click the text file you created.

It opens into TextEdit or SimpleText, which is fine.

4. Choose Edit → Select All, and then Edit → Copy.

You've just copied all of your address book information.

5. Open Internet Explorer (this trick doesn't work properly in Netscape or Safari). Go to <http://homepage.mac.com/phrogz/OE2vCard.html>.

The instructions there talk about moving data into Mac OS X's Address Book program, but never mind that.

6. Click inside the upper text box on the Web page, and then choose Edit → Paste (⌘-V).

You're halfway home as the text appears in the box.

7. Click Convert.

The Web page itself converts your Outlook Express data into vCard format in the text box below.

8. Click in the lower text box, choose Edit → Select All (⌘-A), and then choose Edit → Copy (⌘-C).

The converted text is now on your clipboard.

9. Switch back to TextEdit or SimpleText, and paste (⌘-V). Save the text document with a .vcf extension.

You can save it onto the desktop, for example. (Note: If you're using TextEdit, first choose TextEdit → Preferences, and change the upper-left setting from Rich Text to Plain Text. Do this *before* you save the document.)

10. Drag the resulting vCard document into the iPod's Contacts folder.

Of course, this method involves pasting your contact information into a friendly Web page that does the work right on your screen. If you're concerned with security and privacy in *any* way, though, you may want to use a different method.

Tip: Check out the page of conversion software at the ultra-helpful Web site, www.emailman.com/conversion. This site offers all kinds of utilities for converting things like Eudora and Netscape mailboxes.

Manually Deleting Contacts

As with life, contacts and address books change with the times. If you find your iPod needs some updating, do like so:

- If you dragged dozens of *individual* vCard files onto the iPod, you can delete individual names by dragging them out of the iPod's Contacts folder and into your computer's Trash or Recycle Bin. You can then drag updated entries back onto the iPod from your desktop organizer program.
- If you originally exported your address list as one big file, and you've made significant changes to it since loading it onto the iPod, you can easily update it. Drag the original file out of the iPod's Contacts folder to the Trash or Recycle Bin, and then re-export the address list from your desktop program, just as you did the first time. Save or drag the new file into the iPod's Contacts folder.

Address Book Settings

Once you get your contacts on the iPod, you can sort them in either of two ways. To change the order in which your contacts appear on the iPod screen, choose Settings → Contacts using the iPod's menus. You'll see settings for Sort and Display.

- **Alphabetically by last name.** Choose the Sort → Last, First option, which lists the entries like this: *Simpson, Bart*.

Tip: Be sure to select the same sorting style for the Display option. Otherwise, your list will have all the last names listed first, but be *alphabetized* by first name, making the whole thing look profoundly confused.

- **Alphabetically by first name.** If you prefer to see the names of your contacts listed like this—*Bart Simpson*—then select the sorting setting of “First, Last” for the Display option.

The beauty part is that even if you choose this option, the contacts can still be *alphabetized* by last name. Just select “First, Last” for your Display setting and “Last, First” for the Sort setting.

- If you prefer the first-name basis approach, you can pick “First, Last” for both the Display and Sort options. This will alphabetize and list all your contacts by the first letter of the first name, which means *Bart Simpson* will come before *Ned Flanders* in your contacts list.