

## New in Contacts 6.5

### Synch with the Macintosh Contacts App

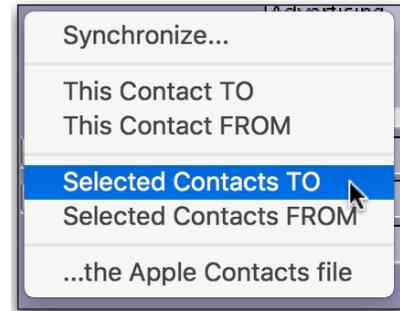
Contacts can readily exchange data with the Apple Contacts app, meaning you can keep your Macintosh computer, **iPhone**, iPad or other iCloud devices synchronized, though none of them can maintain as much information as InView's Contacts.

*It was in 2012 with the introduction of Mountain Lion that Apple renamed the Macintosh Address Book to Contacts. InView's Contacts got the name in 1985. Apple's acknowledgement of a good name is noted.*



The Synch is controlled via the vCard icon in the Contacts Data Record. Click for a menu of your options.

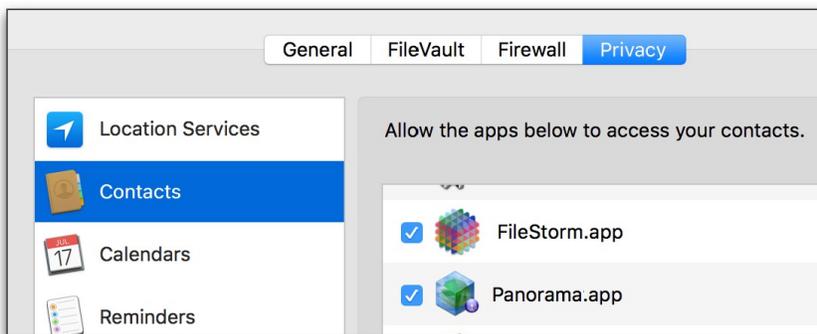
You can choose to synch data in either direction for the currently displayed Contact or for the selected set of Contacts. The Contact's Name, Company, Title, Address, City, State, Zip, Country, Email, URL and up to five Phone numbers are processed.



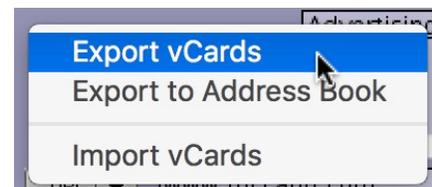
You may get a message saying Panorama wants to access your Contacts. Choose to permit the access or the Synch cannot be carried out. You can also grant access by going to System Preferences and clicking on Security & Privacy.



Then click on the Privacy tab and then Contacts. Locate Panorama in the list and be sure it's checked. Do the same for Calendar in order to use other features in Contacts as described below, under Calendar.



vCard features are still active in Contacts. Drag a vCard or collection of vCards onto the vCard icon in Contacts Data Record to add them. Or hold Option and click for a menu of vCard options.

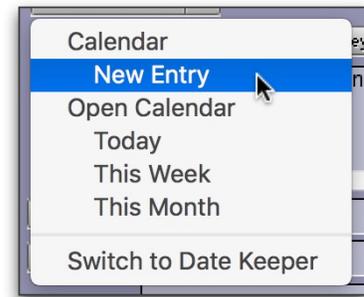
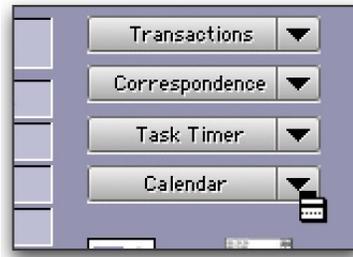


## New in Contacts 6.5

### Interact with the Macintosh Calendar

Contacts has numerous interactions with the Macintosh Calendar.

Access to many of the Calendar functions is via the Calendar popup menu in the Contacts Data Record. The menu gives you a variety of options to open the Calendar to a particular display, make a new Calendar entry from within Contacts, or to switch to using InView's Date Keeper instead.

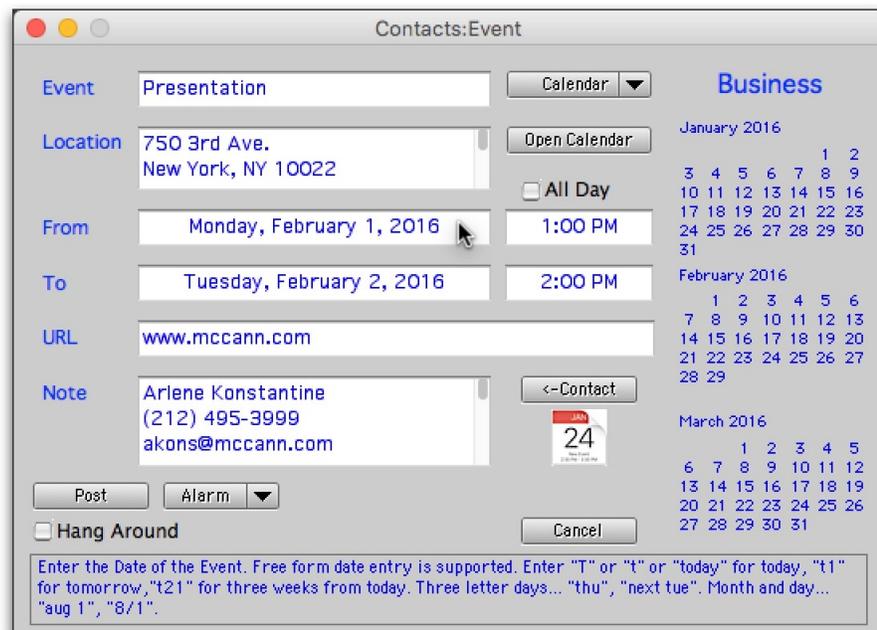


### Make a Calendar Entry

Adding entries to your Macintosh Calendar from Contacts is easy, especially due to inclusion of a better interface than in the Calendar itself. As with syncing Contacts, Calendar entries can be shared with all of your iCloud enabled devices.

To make a new Calendar entry without leaving Contacts, click on the Calendar popup menu and choose New Entry. The Event window opens, empty but ready to help you make your entries quickly and accurately.

Remember that moving the mouse over items within the window activates dynamic help displayed at the bottom of the window. You don't have to rely on your memory for keyboard options or specialized tasks.



### Calendar Menu

The Calendar popup menu in the Event window lists the names of any existing calendars that you've created in the Macintosh Calendar. Beside the menu is the name of the currently selected calendar. This is the calendar to which the new entry will be added. Use the menu to select the preferred calendar for your new entry.

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### Event

Enter a short identification of the event your scheduling in the Event cell. This is the identifier that shows in Calendar displays for Day, Week, Month or Year.

### Location

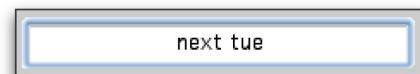
Enter an address or any appropriate notes about where the event will occur. This shows only when you access the details of an Calendar entry. You can add the current Contact's address by holding the Shift key as you click on the <- Contact button.

### Dates & Times

At a minimum, enter the starting date of the event on the From line. If you leave the From time and both To lines empty, the event is simply scheduled as a generalized event for the date at midnight. Otherwise, enter as much as is needed to complete the dates and times involved.

Using flex dates, the date entries are about as free-form as it gets. Dates can be entered as simply as t for today, t7 for this day next week, t372 for today plus a year and a week.

Other formats: today, tomorrow, yesterday, tue, TUE, sun, sunday, next tue, next tuesday, June 3, jun 3, 6.3, 06-03, 6/3/12, 06/03/2012 and so on. If you omit the year, the program goes for the closest match. So in July, the just past June is closer than the future June.



Times are similarly flexible. Enter 2 and get 2 AM or 2p for 2 PM. 123 for 1:23 AM, 1230 for 12:30 AM. Add p, P or pm for afternoon and evening. If you omit the P or PM, AM is assumed. If you like to type - or show off - you can use now for the current time, morning for 9 AM, noon for 12 PM, afternoon for 1 PM, evening for 6 PM, night for 10 PM or midnight for 12 AM, Color the Macintosh Calendar green with envy.

### URL

Enter any URL that should be associated with this entry. Calendar displays it as a live link. Hold Control while clicking on the <- Contact button to have the URL of the current Contact's record entered for you.

### Note

Anything entered here becomes the primary description of the entry in Calendar. Click on the <-Contact button to enter the name, phone and email for the currently displayed Contact. Hold Option as you click to include their Address in Location and their URL in the URL cell.

### Alarm

The Alarm popup offers three choices that match the available alarm options in Calendar: Minutes, Hours and Days. Choose one and a dialog appears to ask how many Minutes, Hours or Days in advance you want a Calendar Alarm to be set.



### Post

When all is ready, click on Post to have your entries added to Calendar. It all happens in the background so don't be surprised that Calendar doesn't spring forward.

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### Hang Around

When you Post an event the Events window closes unless you have Hang Around checked. If Hang Around is checked, the window is readied for another entry. This is especially handy if you expect to make additional entries anytime soon. There's actually no harm or inconvenience in keeping the window open and available for your entire work session.

### Month Displays

The right side of the Event window displays three months at a time the current month and the next two. It does not change until the next month actually arrives.

## Send the Date

Below the <-Contact button is a slightly different Calendar icon and button. Once you have an event entered into the Event window, click on this button to create an ics file. An ics file is saved to a location you specify, bearing this exact icon.



An ics file can be sent as an attachment in an email. The recipient simply needs to double click on it to have the event added to their calendar. This is not Macintosh dependent. ics is now a well used standard for calendar apps on all sorts of platforms and devices.

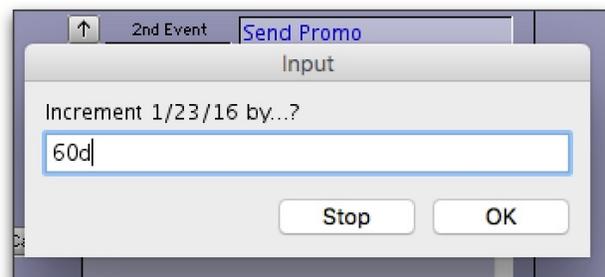
## Due Events

Tracking "soft" events that affect multiple Contacts has been a long-time and popular feature of Contacts. Some new options and features have been added.

Flex dates are now available for entering event dates in the Events & Notes window of Contacts.

Enter a date or enter next tue, tomorrow, June 1, 3/21/17, t for today or t+21 for three weeks from today.

Or hold Option as you Tab out of a date cell. A dialog window opens for you to adjust the entered date: 10 or 10d for +10 days, 6w for +6 weeks, 3m for +3 months or 1y for +1 year.

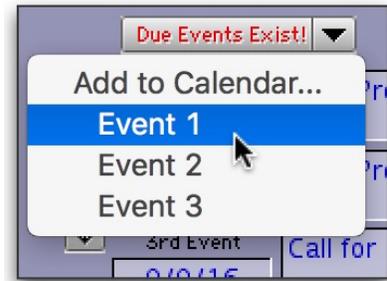


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### Add Due Events to Calendar

The calendar icon beside the Event dates is a popup menu with options to add any of the three displayed events to the Macintosh Calendar.

Besides having Contacts alert you that there are Due Events, your Calendar will show it as well.



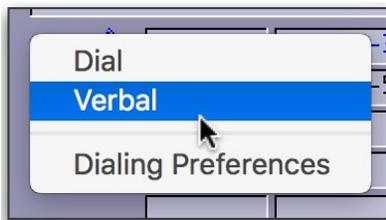
## Phone Dialing



Phone dialing has been updated in Contacts. You can now choose between having Contacts dial your phone, or verbally recite the number while you dial. The dial method can use the BlueTooth connection between your phone and computer to have the phone dialed by Contacts.



The icon to the left of the receiver icons shows which method is currently set and provides a menu for you to select which of those modes you wish to use at the moment and to set your preferred default.



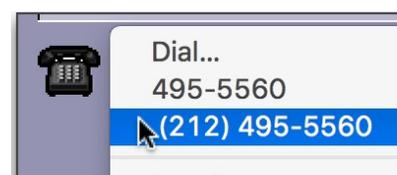
Click on whichever icon is displayed to momentarily change the method you want to use, or to go to the window in which you can set your preferences.

To use the Dial option, you must have Dialectic installed and configured. Dialectic is a separate piece of reliable and up to date software available for \$25 at <http://www.jonn8.com/dialectic/>

Dialectic includes simple instructions, and videos, on how to set it up to use your BlueTooth connections.

The verbal mode uses your Macintosh's built in speech.

To use whichever method is selected, click on the receiver icon beside the desired number and make a choice from the popup menu.



## New in Contacts 6.5

### Maps, Weather and Directions



Both the Address and City, ST, Zip popup menus of the Contacts Data Record have had their look up features updated.

The Address menu can locate the Contact's address on maps using your choice of Google or MapQuest, Directions to that address or get the weather forecast on either Accu-Weather or [weather.com](http://weather.com).

Directions uses Google and your address which can be overridden by choosing New Origin.

The City, ST, Zip popup menu does much the same but is limited to Google and Accu-Weather.

