

# How do I include more detail in my address and contact information?

The Address Book is capable of containing a great deal of information about your contacts, such as email addresses, websites, home and work phone numbers, fax numbers, job titles, family information, and more. You're not required to add this information when you first enter the basic name and address; you can add it later as it becomes available or when it's convenient.

1. Choose **Tools** menu > **Address Book**.
2. Click **New**.

- **To add payee information**

Click the **Payee** tab and enter as much detail as you want. Quicken requires only the **Payee** name.

To add payee information to an existing address, select the group in which the address is found from the **Group** drop-down list, if necessary, then select the address in the **Address List**, and click **Edit**.

- **To add secondary information**

Click the **Secondary** tab and enter as much detail as you want.

To add secondary information to an already existing address, select the group in which the address is found from the Group drop-down list, if necessary. Then select the address in the **Address List**, and click **Edit**.

- **To add personal information**

Click the **Personal** tab and enter as much detail in the fields as you want.

To add personal information to an already-existing address, select the group in which the address is found from the Group drop-down list, if necessary. Then select the address in the **Address List**, and click **Edit**.

- **To add miscellaneous information**

Click the **Miscellaneous** tab and enter as much detail as you want in the fields.

To add miscellaneous information to an already existing address, select the group in which the address is found from the **Group** drop-down list, if necessary. Then select the address in the **Address List**, and click **Edit**.

If you have an address that does not fit the standard Address Book format, you can enter the address in the **Note** section. Then, from the **Address Book** window, select the contact, click **Options** > **Format address**, and select **Use First 5 Lines of Notes instead of Address**.

3. Click **Group** to [add](#) the contact to a group. (Optional)
4. Click **Format** to [format](#) the information for printing. (Optional)
5. Click **OK**.

## Notes

- **Street:** The street address prints on checks. If you use Quicken Home & Business, the address prints on invoices and bills.
- **City:** By default, Address Book displays the city and state on the same line. To separate the two, click **Options** > **Format Address** and select the **Separate City and State** check box.
- **Country:** By default, Address Book does not display this information. To include the country name when you print, click **Options** > **Format Address** and select the **Show Country** check box.
- **Email (Quicken Home & Business):** The email address you enter here displays in the **Send by Email** window.
- **Attn Line:** If you entered the name of the company in the **Payee** field, you can enter the name of the contact in the **Attention Line**.
- **Include this Payee in QuickFill list:** QuickFill is an automatic data entry feature. To include the payee name in the QuickFill list, select the check box. Also, make sure that the **Add Address Book Items to QuickFill List** option is turned on; choose **Edit** menu > **Preferences** > **QuickFill** and then select the **Add Address Book QuickFill** group items to **Memorized Payee List** check box.
- After you enter the address, you can format it to suit your needs. From the **Address List**, select the contact, click **Options**, and then choose **Format at Address**. The area at the top of the window displays the address as it will display when you print. Select from the various options to change the format.
- When you display the **Secondary Column Set** the column headings have the prefix S. For example S. Street, S. City, S. State .