

Information in this handout is excerpted from the help screens of Mail, Address Book and iCal. This information is intended as a jump-start; a quick overview and introduction to these applications. For additional information be sure to check the Help menu of Mail, Address Book and iCal.

Using iCal

Creating a new calendar

You can create separate calendars for different areas of your life (work, home, school, and so on).

1. Click the Add (+) button at the bottom of the iCal window. You can also create a new calendar by double-clicking in the white area below the calendars in the Calendars list.
2. Type a name for your new calendar and press the Return key.

Adding events to a calendar

1. Click the name of the calendar you want to add an event to.
2. In Day or Week view, drag from the start time to the end time for the event, then type a subject for the event. In Month view, double-click the white area on the day you want the new event to appear, then type a subject.
3. To make any other changes to your event (for example, how often it repeats or whether it has an alarm), click the Info button in the bottom-right corner of the iCal window to open the Info drawer, and make your choices.

Changing how often an event occurs

You can set how often an event occurs on your calendar, and when it stops occurring.

1. Select the event and click the Info button in the bottom-right corner of the iCal window.
2. Choose how often you want the event to occur from the "repeat" pop-up menu.

To make more specific recurrence choices (for example, to have the event appear only every third week of the month), choose Custom from the "repeat" pop-up menu and make your choices in the window that appears.

3. Choose whether you want the event to stop appearing after a number of times or after a specific date from the "end" pop-up menu.

Setting an alarm

You can choose to see or hear an alarm before or after an event or To Do item occurs, or add multiple alarms to an event or To Do item.

1. Select an event or To Do item and click the Info button in the bottom-right corner of the iCal window to open the Info drawer.

In Day or Week view, you can also double-click the bar along the top of an event (where the event's start time appears) to open the Info drawer.

2. To change the alarm, choose a type of alarm from the "alarm" pop-up menu. Then enter your specific alarm settings.
3. To add another alarm, click "alarm" and choose Add Alarm from the pop-up menu.

To remove an alarm, click "alarm" and choose Remove Alarm from the pop-up menu.

When the alarm goes off, you can also choose to have it remind you again (set it to "snooze") after a period of time. For more information or other tips, click "Tell me more."

Repeating an alarm

Once an event or To Do item alarm goes off, you can choose to have iCal remind you again (set the alarm to "snooze") after a period of time.

When the alarm goes off, choose an item from the repeat pop-up menu in the upper-right corner of the "iCal alarm" window.

Creating a To Do list

You can keep track of things you need to do by creating a To Do list. You can also check off items on your To Do list once they are completed, or add an alarm to your To Do items.



JumpStart Session #1C - iCal

1. Click the To Do button in the bottom-right corner of the window.
2. Double-click in the white area of the To Do list.
3. Type a name for the new To Do item, then press the Return key.
4. To choose other settings for this To Do item (for example, to assign a due date or priority level), select the To Do item and click the Info button in the bottom-right corner of the iCal window.
5. To rate the To Do item in terms of importance, choose a rating from the "priority" pop-up menu.
6. To assign the item a due date, select the "due date" checkbox and click the month, day, or year to edit when you want to complete it.

If the due date passes before you mark the To Do item as completed, an alert icon appears beside the item. (You mark an item as completed by clicking the checkbox next to it in the To Do list, or by selecting the "completed" checkbox in the Info drawer.)

7. To receive a message or hear a sound before the due date passes, choose an item from the "alarm" pop-up menu.

You can set an alarm only for To Do items that have a due date (in the Info drawer). For more information on setting an alarm, click "Tell me more."

8. To associate the To Do item with a different calendar, choose a new calendar from the "calendar" pop-up menu.

When you've completed a task, click its checkbox (or if you see a triangle, click the triangle) in the To Do list.

To hide the To Do list, click the To Do button again.

You can change when To Do items are visible and when they are removed from your To Do list in the Advanced pane of iCal preferences.

You can also drag To Do items to change the order in the list, or sort them automatically using the pop-up menu at the top of the list. For more information, click "Tell me more."

Changing a To Do item

You can change any information about a To Do item, or put a checkmark by a To Do item to indicate it's completed.

- To edit a To Do item, click the To Do button (in the bottom-right corner of the iCal window), then select the item you want to edit in the To Do list and click the Info button in the bottom-right corner of the iCal window. Make your changes in the Info drawer.
- To mark a To Do item as completed, click the icon (it looks like a checkbox or an alert icon) to the left of the item in the To Do list.
- To delete a To Do item, select it in the To Do list, then press the Delete key.
- To automatically delete To Do items after they occur, choose iCal > Preferences and click the Advanced button. Then select the "Delete To Do items" checkbox and enter the number of days after they occur that you want them deleted.
- To manually change the order of the items in your To Do list, drag a To Do item to a new position in the list.