

How to use iCal: a guide for new users



iCal is a calendar and to-do list.

iCal offers:

Multiple views (daily, weekly, & monthly)

Multiple calendars (work, personal, school, etc..)

Great printed calendars!

Alarms to remind you of appointments

To-Do lists

Topics:

Getting started

Views - day, week, month

Making a new event

Making a todo item

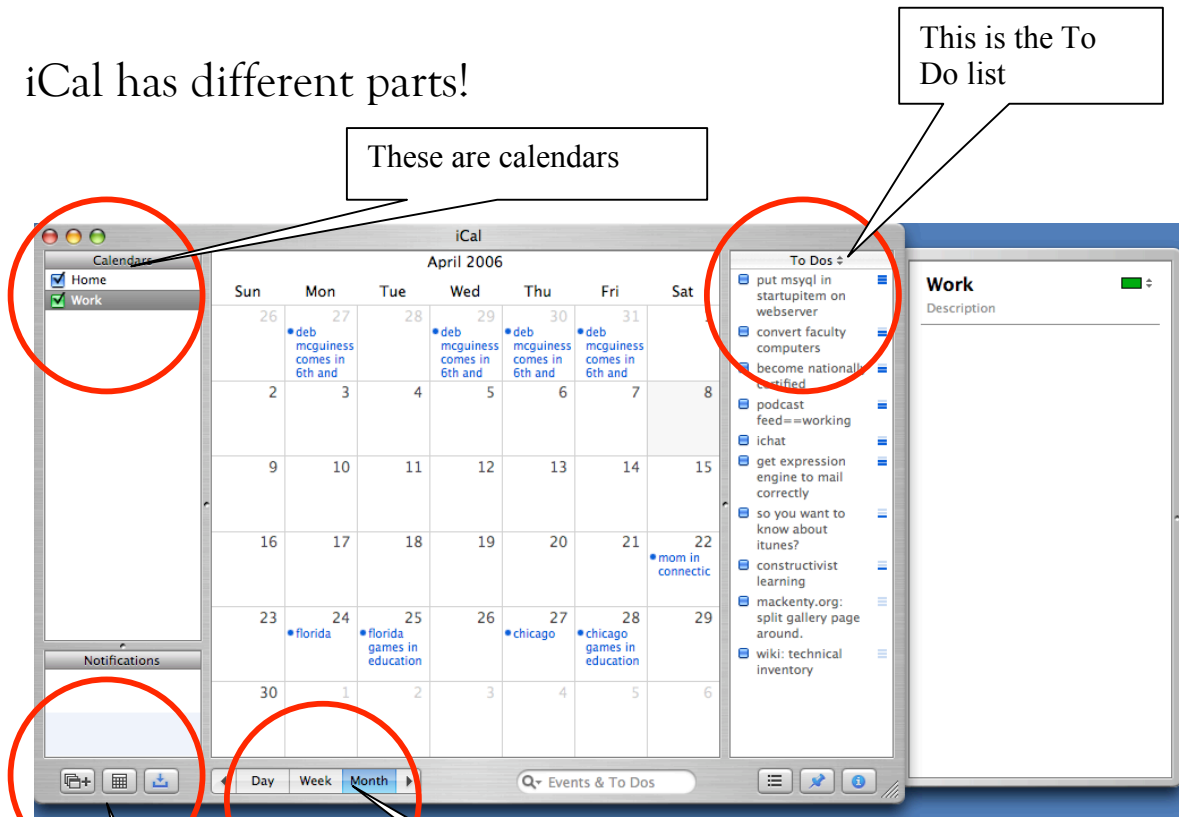
Working with calendars

Setting an alarm

Printing a calendar

Getting started

iCal has different parts!



These are calendars

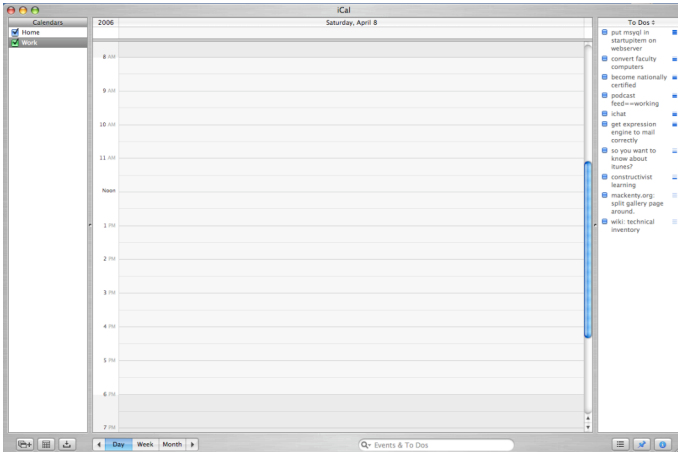
This is the To Do list

These are some quick-view options

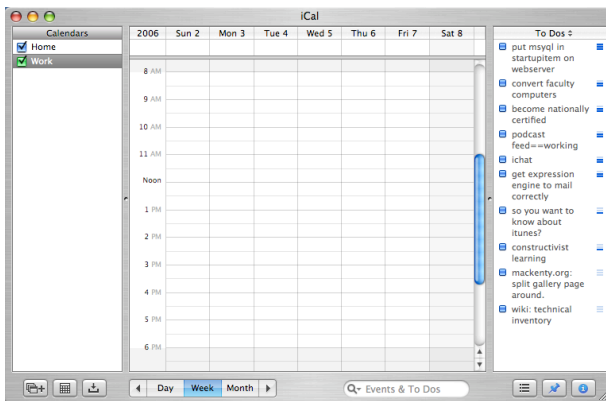
These are some quick-view options

This are your view choices. Day, Week and Month. The end arrows move your back and forth a month.

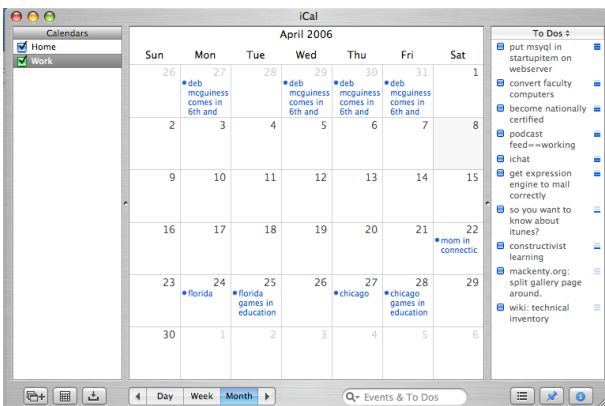
Views - day, week, month



This is the day view.



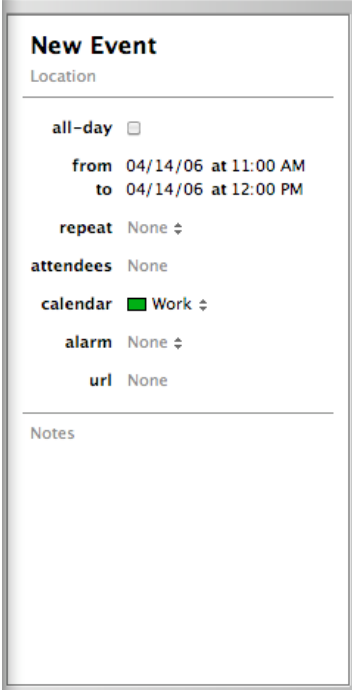
This is the week view.



This is the month view.

Making a new events

Making a new event is as easy as doubling-clicking on the day you want to make the event. When you double-click, you will see the following box appear:



The image shows a 'New Event' dialog box with the following fields and options:

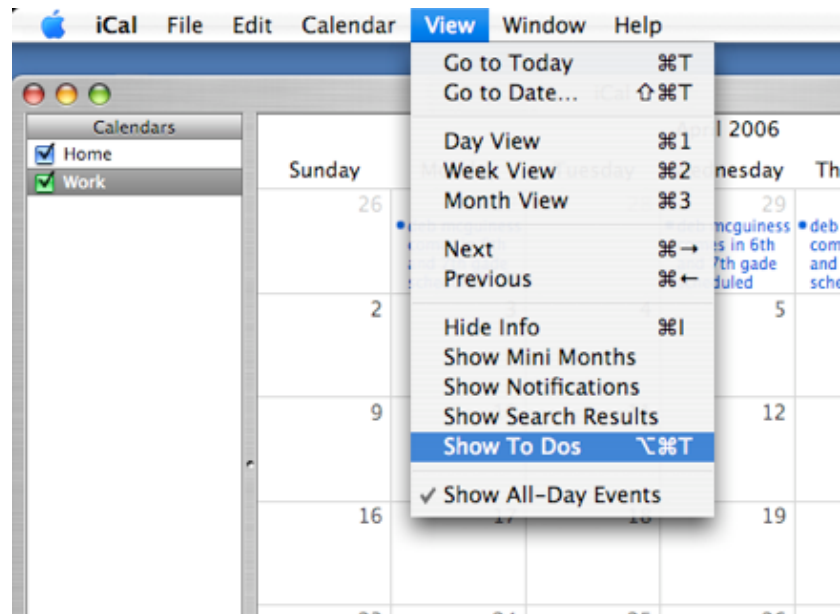
- Location**: A text input field.
- all-day**: A checkbox, currently unchecked.
- from**: 04/14/06 at 11:00 AM
- to**: 04/14/06 at 12:00 PM
- repeat**: None (with a dropdown arrow)
- attendees**: None
- calendar**: Work (with a green square icon and a dropdown arrow)
- alarm**: None (with a dropdown arrow)
- url**: None
- Notes**: A large text area for entering event details.

Note you can change **all** sorts of stuff.

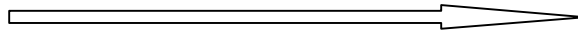
- All day appointment
- From / to
- Repeat
- Attendees
- Calendar
- Alarm (very helpful!)
- Url
- Notes

Making a todo item

Click on the View menu, and click on **Show To Dos**.

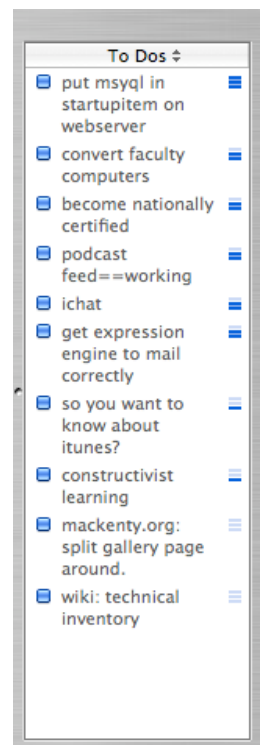
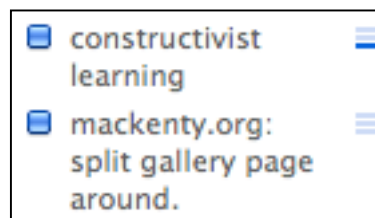


Note the To-Do list



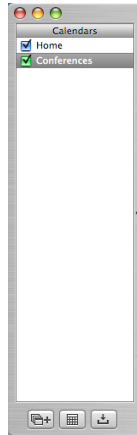
To add a To-Do, simply double click in the to-do list!

You can set the **priority** of a to-do. simply click on little blue bars next to your to-do. You will see a list of priorities.



To delete a to-do, simply click on the to-do and push delete on your keyboard.

Working with calendars



To switch a calendar, simply click on the calendar you want to view. Keep in mind your calendar shows ALL your calendars.

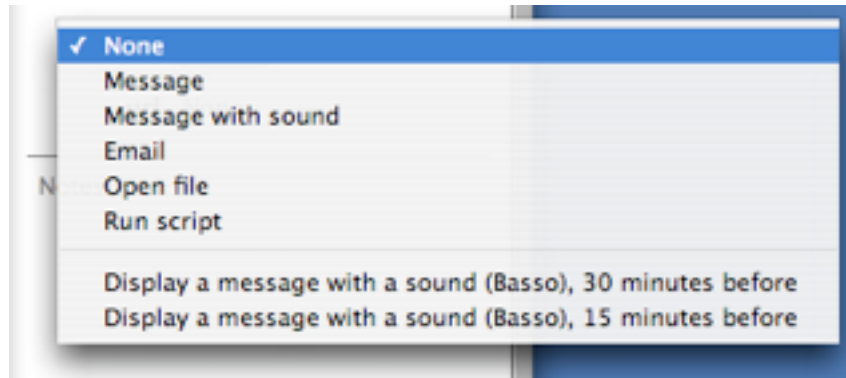
To ADD a calendar:



Simply click on the  add calendar button!

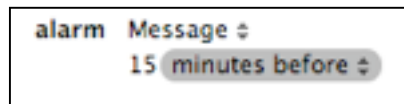
To DELETE a calendar, simply click on the calendar and push delete on your keyboard.

Setting an alarm

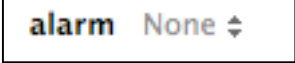


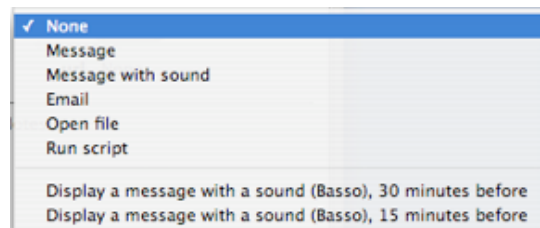
You can ask iCal to alert you before an appointment.

This is a **very customizable** process.



Click on an event

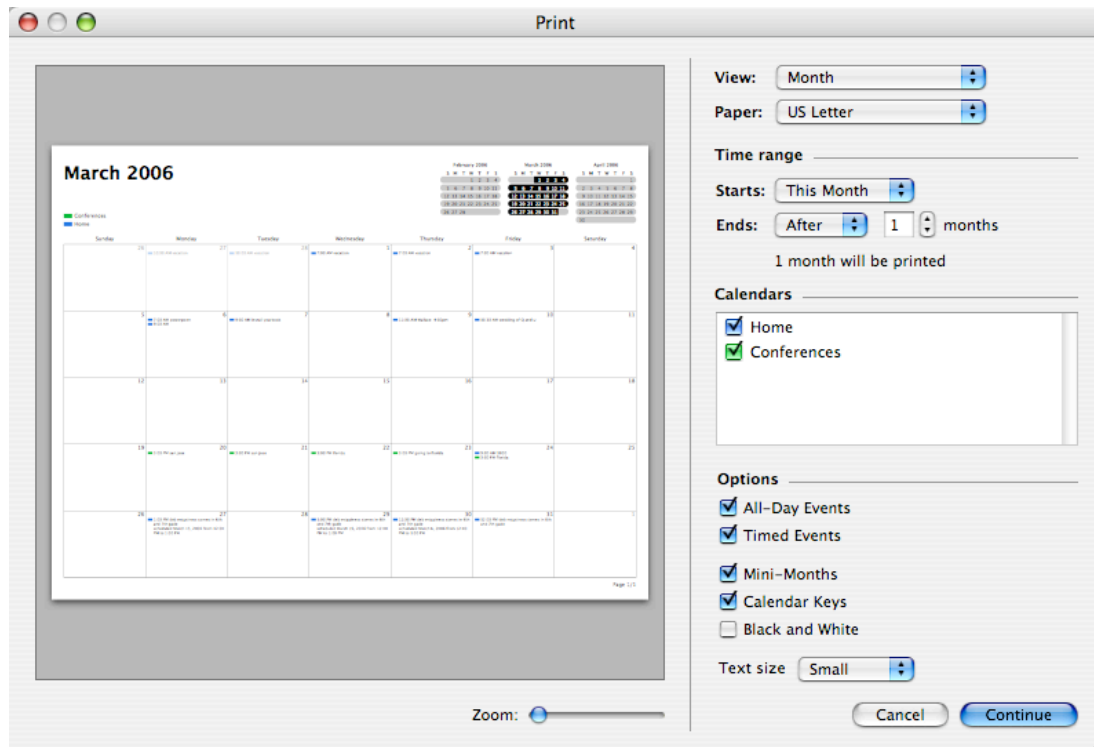
Click the light gray None  and note the message which pops up:



Simply choose an alarm (I suggest Message) and then a time to alert you!

Printing a calendar

iCal makes REALLY nice printable calendars.



Simply click on File and then on print.

You can change the view, when the calendar starts and ends, and an array of options!