

iCal Calendar

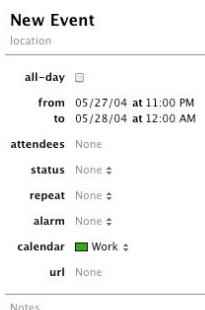
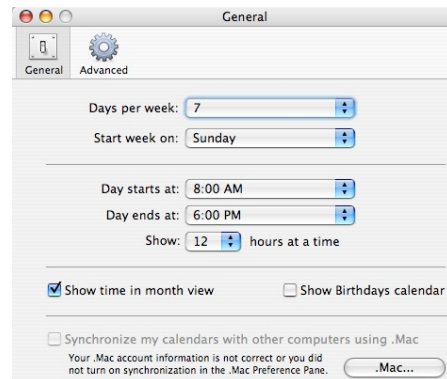
What is iCal? iCal is a personal calendar application that allows you easily to keep track of appointments, view multiple calendars at the same time, and export your calendar. This program is similar to the Palm Desktop and Entourage calendars.

Menus:



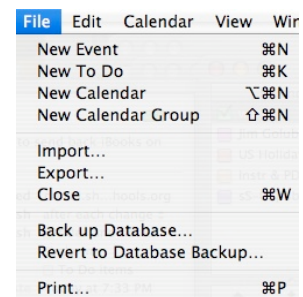
iCal Menu:

- **Set Preferences: iCal → Preferences**
- All the settings are probably set correctly. You may just want to change: *“Change show times in month view”*
- If you change the days of the week to “five” from “seven”, it will only show up this way in the WEEK view.
- **Show Birthdays** will automatically put in people’s birthdays from your Address Book application.



File Menu:

- **New Event (Apple+N) or double click on the day:** Click on day on calendar that you want to enter new event, type the event, and edit time
- **Back up to Database** allows you to save a copy of your iCal to your server folder

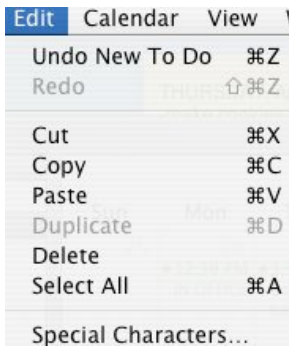


- **New To Do: (Apple+K or double click)** Type the to do item, set a priority, and due date and notes. You can tick off the item once you complete it.

- **Import:** Entourage data – brings events from Entourage calendar
- **Export:** File → Export → Choose where to send calendar to i.e.: server folder so that you can access from home or any SL comp.

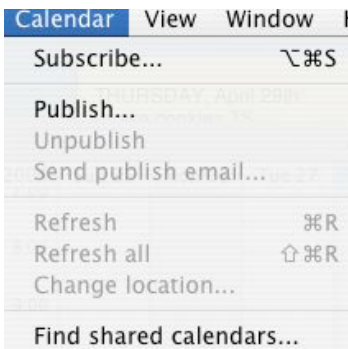
Tip: What you create today in class, can be exported to your server folder and later downloaded to your work computer.

- **Print:** You can print day, week or month calendar
File → Print
- **To Move Events to a Different Calendar:** Click on the event and in the info drawer change the calendar that you want the event to go on.



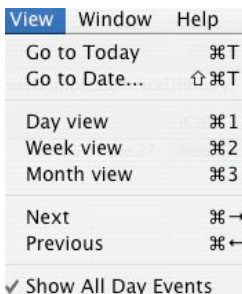
Edit Menu:

- **Duplicate (Apple+D):** Click on event to duplicate, Edit → Duplicate Event. The event will be duplicated next to the original event. Drag and drop event where you want it to go
- **Special Characters:** Choose language or category, select your favorites and put in Favorites folder(Add to Favorites) i.e. box.



Calendar Menu:

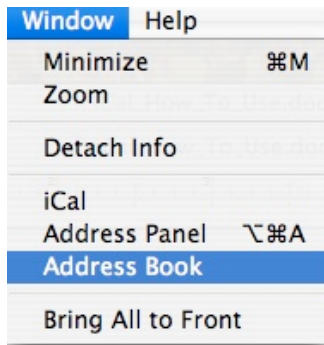
- **Publish:** Post on web with .mac account(free for 60 days) or district server webdav account. Great for scheduling meetings. (see publishing handout)
- **Find Shared Calendars:** Links to an Apple website full of schedules of other organizations that have published calendars i.e. movie openings, Mariner schedules etc.



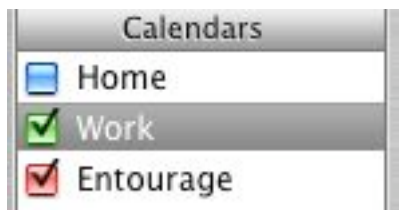
View Menu:


- View your calendar by day, week, or month or go to specific date
- **Show All Day Events:** Will highlight all-day events on calendar

Window Menu:



- **Minimize** calendar to dock, or **zoom** calendar to a bigger size
- **Address Book:** You can invite anyone in your Address Book to an iCal event, and have iCal automatically send them an email invitation



Home, Work Calendars: The blue calendar is your personal calendar and the green calendar is your work calendar. You may add as many calendars as you want. File → New Calendar or click on the  icon.

- **To Change Color of the Calendar:**

Click on the calendar and in the info drawer change the color

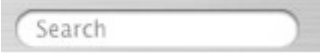


Mini calendars on left side – Click on a date to make it appear on big calendar. Expand the mini calendar window to see more than one month at a time. Quickly look at previous or next month's calendar by clicking on arrows.


Plus sign icon: Creates a new calendar under your home and work listings.i.e: Softball or birthday calendar

Mini calendar icon: Hides or shows mini calendars

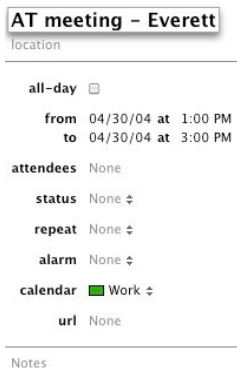


-  **Search Menu:** Type in word or phrase and it will bring up all the events that match with corresponding dates and times

-  **Search icon:** Hides or shows search menu

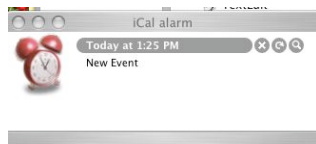
-  **To Do list icon:** Shows (appears to right of calendar) or hides to do list

-  **icon:** Shows details on selected events



Info Drawer: Lists the event, time, lets you invite attendees, status, repeat, alarm, calendar, and URL

Repeat: Highlight event that you would like repeated in your calendar. Choose day, week, month, year or custom repeat





- **Alarm:** Set to send you a message, message with sound (you choose the type of alert sound and how soon before event, or an email).

Delete or Move events: Click on the event you want to delete and then click on the Delete key. To move an event, drag and drop event to new location.

iSync software: You can sync your iCal to your phones, iPods, and handhelds

Inviting guests to an event: You can send an email to invite someone to an event you create and allow them to add the event to their iCal.

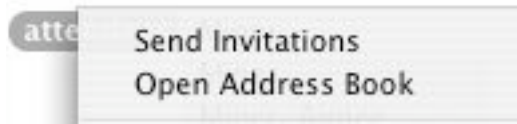
1. **Select the event** and click the **Info button**  in the bottom-right corner of the iCal window if the info drawer is not already open.

2. **Click None** next to "**attendees.**"  Then, type the name or email address for the person you want to invite to the event.

Any names in your Address Book that match the name or address you're typing will appear. To invite more than one person, type a comma (or press the Return key) after each name or address. To remove an address from the attendees list, click the name and choose Remove Attendee (this does not remove the person from your Address Book).

You can also add people to your attendees list by dragging names from Address Book to the event in the main calendar view. Click "attendees" and choose Open Address Book from the pop-up menu. Then drag the people you want to invite from Address Book to the event in the main calendar view.

3. When you're ready to invite these guests to your event, **click "attendees"** and choose **Send Invitations** from the pop-up menu.



If you're using Mac OSX Mail, your guests are sent email invitations to your event. A question mark appears beside the names of guests who have not responded to the invitation, a checkmark beside guests who have accepted, and an "x" beside those who have declined.

You want to learn more?

Help menu – Easy resource for help, keyboard shortcuts <http://www.apple.com/ical/>

Atomic Learning: <http://www.atomiclearning.com/ical>