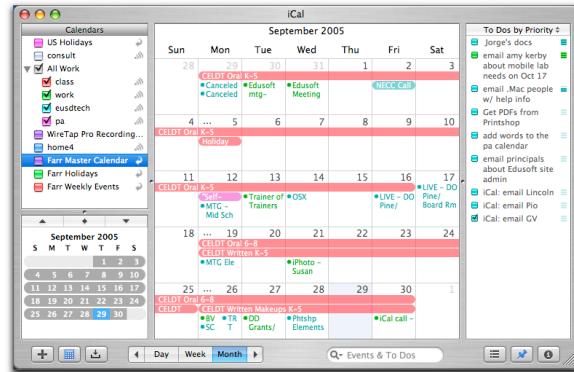




iCal is a simple tool for organizing schedules, calendars, and dates. It allows you to:

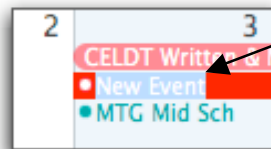
- Create multiple calendars – viewable at one time (or not)
- Create prioritized ToDo lists for calendars
- Subscribe to calendars that others have created
- Search your calendars
- Create alarms that can alert you in a variety of ways
- Share your calendars on the web (.mac or other server)
- Print Calendars or ToDo lists in a variety of formats.
- iCal 2 w/ Tiger allows Calendar Groups



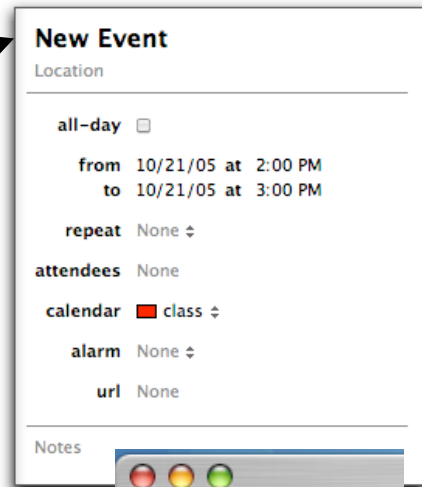
iCal requires Mac with OS 10.2.3 or higher

Create a new event on your calendar

1. Click on a day and Cmd N (or double-click on the day) where you want to add a new event.
2. Type the name for the event, on the date or on the Info Pane for the date.
3. Choose all-day or a specific time



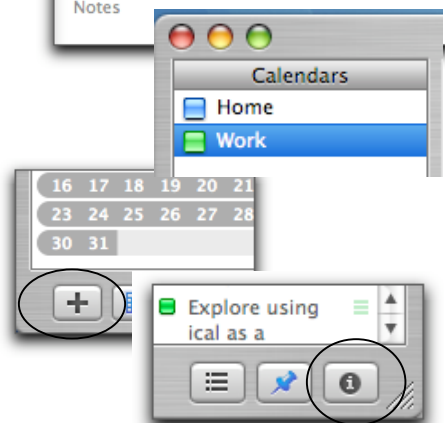
Info Pane



Create a new calendar

iCal starts with two calendars showing Home (blue) and Work (green), but you can add more.

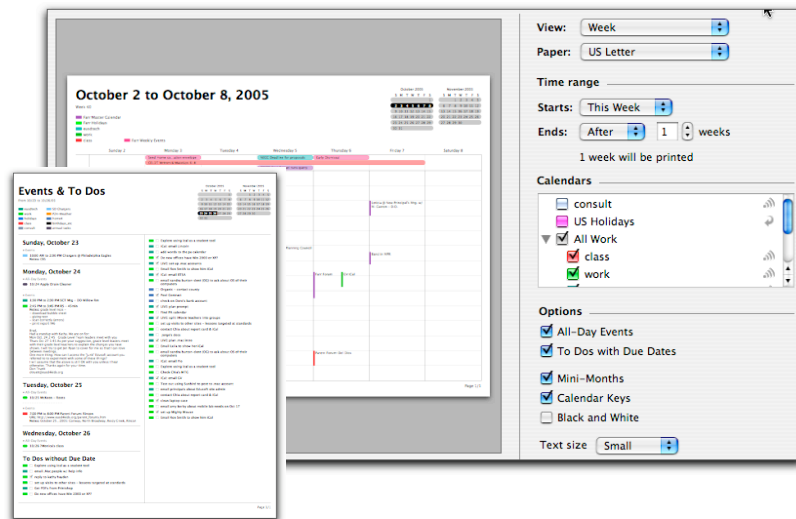
1. Click on the + in the lower left corner to create a new calendar.
2. Give your calendar a name.
3. You can change the color of your calendar by clicking on the **Show Info** button in the lower right corner.





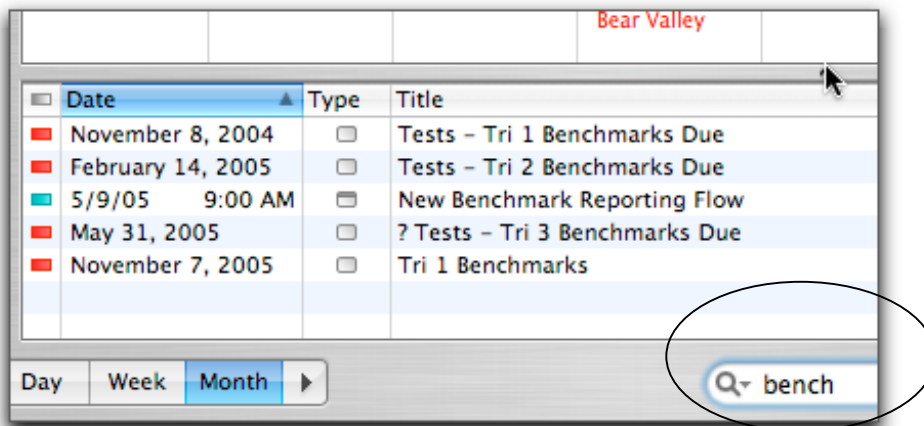
Print your calendar

You can print (or view) your calendars as a day, week, month or list view. This can be handy if you want paper version on your desk or a PDF for the web or email. These can be customized with various options. Go to **File > Print** and check it out!



Search for Events or ToDos on your calendar

One very cool option is the ability to search for items across all your calendars. Simply start to type a key word into the Search box and items matching pop into a list just above it. Knowing this, you might name certain events with certain shortcuts. FT for Field Trip, BD for birthday, etc.

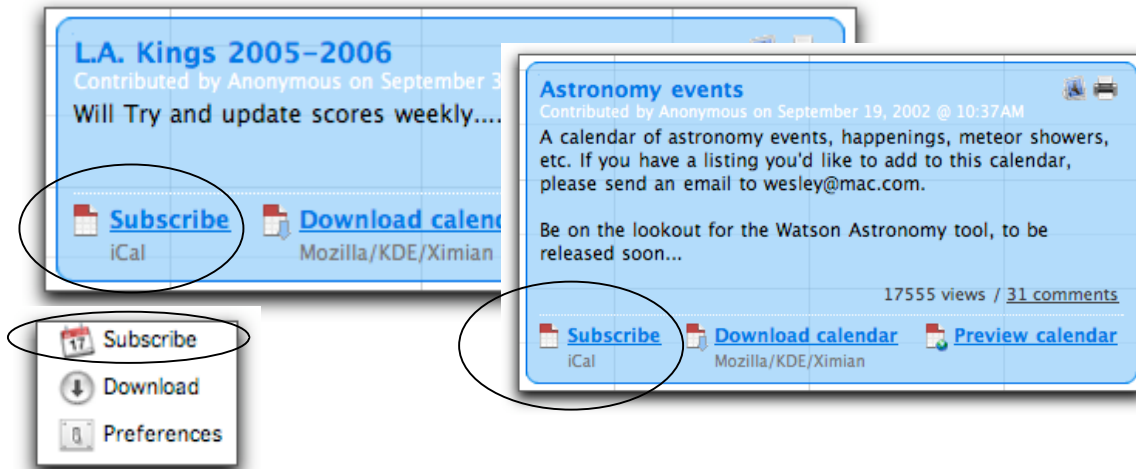


Subscribe to calendars

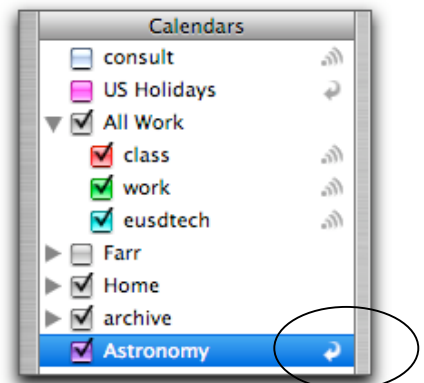
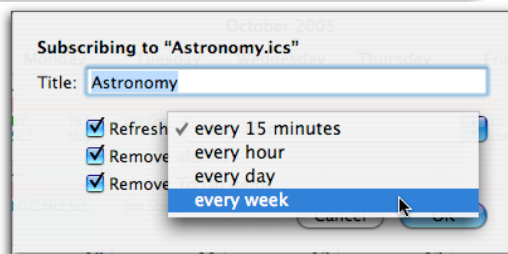
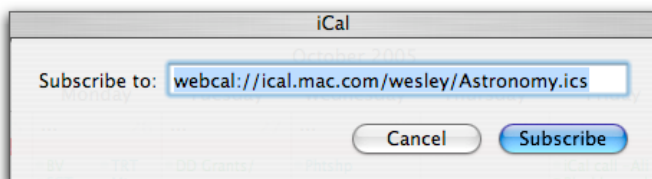
Some calendar tools let you download calendars. iCal not only does that, but lets **subscribe** to calendars that others have created. When you subscribe to a calendar, the calendar remains active – as the person who created the calendar updates his or her calendar, your version of the calendar also gets updated.



There are many calendars that are available for subscribing. There are sports events, college team schedules, movie openings, etc. You can find historical events, famous birthdays, holidays, moon phases, etc. Many schools and universities are starting to provide calendars to which you can subscribe.



1. Go to a website that has calendars listed (try the link at the bottom of this page).
2. When you find a calendar that interests you, click on **Subscribe**.
3. You are shown the web address that is hosting the calendar.
4. You may wish to change how often the calendar is updated.
5. Your new calendar is added to your calendars. The little left-pointing arrow indicates that you are subscribing to the calendar.

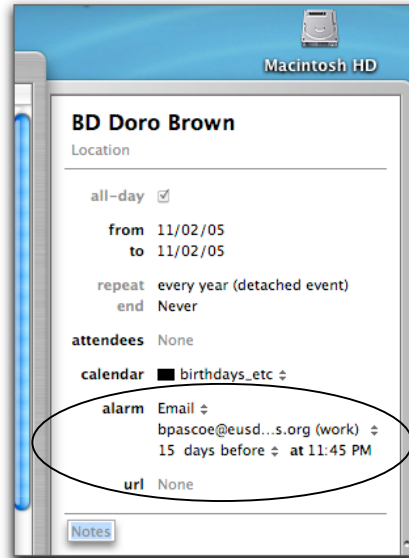
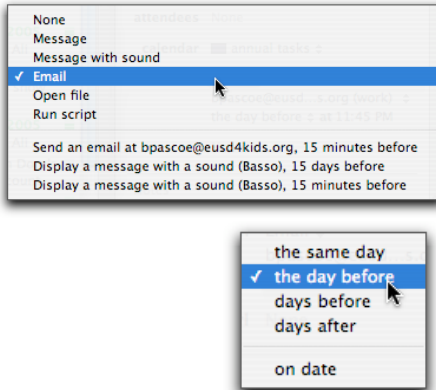




Set Alarms

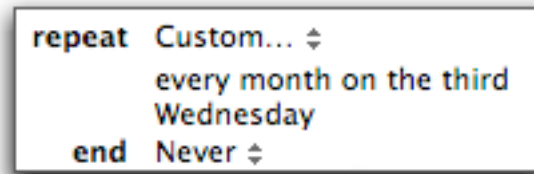
You can set an alarm for an event or a ToDo item with a due date. Click on the event or ToDo item. In the Info Pane you will see your options. You can choose:

- the type of alarm
- if email, what address
- when it notifies you



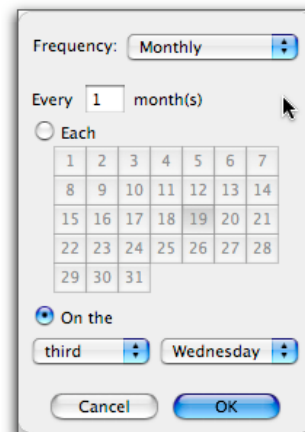
Repeating Events

If you have events that repeat, you have various options. Events can be set to occur in all kinds of ways: daily, weekly, monthly, yearly.



Custom even lets you choose the “last Saturday of the month”, etc. To set a custom repeating even like this,

1. Choose **Repeat**: Monthly
2. Then from the same menu, choose **Custom**. Make your choices.
3. Choose when you want this Repeat to end.



For more great tips and shortcuts, check the Help menu built into iCal. In addition, lots of resources can be found at the link at the bottom of this page.