With iCal, you can easily keep track of all your appointments and to do items. You can also easily subscribe to other calendars (such as the Laptop Lounge training calendar), which will free you from having to reenter all of that information, saving you a lot of time. Address Book makes it easy to keep your contacts organized. You can enter all kinds of information about your contacts, and even include a picture. Because these are system applications, they work well with each other and with other applications such as Mail and iChat. This makes communicating with your contacts a breeze!

iCal

Creating A New Calendar

iCal ships with two default calendars, Home and Work. You can add more calendars to reflect the different areas of your life. To add a new calendar:

1. Click on the **Add** (+) button at the bottom of the calendar window or double click on the white area below the list of calendars. You can also choose **File** > **New Calendar**.
2. You can then enter a name for your new calendar and press return to add it to the list.

You can easily rename calendars by double clicking on their name in the list and typing a new name. You can also change the order of calendars by dragging and dropping the calendar to a new location in the calendars list. To delete a calendar, select it and then press the Delete key on your keyboard. If you want to hide a calendar (if your view gets too cluttered), you can remove the check mark next to its name in the calendar list to hide it. You can also change the view in the main window so that you can view your calendar by day, week, or year by clicking on one of the buttons at the bottom of the main window.

Adding Events and To Dos

To schedule an event, such as a new appointment or meeting:

1. Select a calendar from the Calendars list.
2. Switch to Day view by clicking on the Day button.
3. Click and drag to select a time span corresponding to the start and end time of your new event.
4. Open the Info sidebar (click the "i" button if it's not displayed).
5. Click the **New Event** text to display the text box and type a name for your event (like Seminar, Apple Training, or Study Time).
6. To set the location, click the **Location** text and type where you need to be at that time.
7. Click the hour, minute, and time of day fields next to "from" and "to," and schedule the times that the event starts and ends.
8. If you're scheduling a recurring event, choose an interval from the **Repeat** pop-up menu.
9. If you'd like to list who's attending, click None next to "attendees" and type out the guest list (see "Invitations and Tracking" below) .
10. If you accidentally chose the wrong calendar (for example, you selected Work, but your doctor's appointment should be in Home), choose the right one from the **Calendar** pop-up menu.
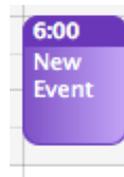
If you want to be reminded of your upcoming event, choose the type of notification you want from the **Alarm** pop-up menu, then set your preferences from the menus that appear.

Shared Calendars

A great feature of iCal is the ability to connect to Shared calendars that have been created by someone else, or ones that are available on the Apple website (Movie Times, Sports Schedules, etc.).

To connect to a shared calendar, you can click on a hyperlink if it is available on a website, or you can connet to it from within iCal by choosing **Calendar** > **Subscribe**. You would then enter the address where the shared calendar is hosted and click on **Subscribe**.

You can also share your calendar using your .Mac account. To share a calendar you have created:

1. Choose Calendar, Publish.
2. Select .Mac from the pulldown menu at the top of the dialog box.
3. Select the options for the shared calendar (such as whether you want it to be updated automatically or not).
4. Click on **Publish.**
5. A dialog box will come up showing you two web addresses: the first is the address used to subscribe to the calendar, while the second address is where your calendar can be accessed on the Web for viewing.
6. You can click on the Send Email to send an email invitation to

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people you want to connect to this calendar.

You can unpublish a calendar by selecting it and choosing **Calendar** > **Unpublish**.

Invitations and Tracking
One of the most useful features of iCal is the ability to designate people you want to participate in an event. This is done by clicking on **none** in the **Attendees** field of the Info sidebar. When you begin typing the first letter of an email address, iCal will pull up some addresses from your Address Book. iCal will use Mail to send an invitation email to the people you designate as attendees. They can then click on a link included with this email to confirm that they will attend. iCal will track who has responded to your invitation and mark it accordingly by changing the icon that appears next to the person's name.

Printing Calendars
To print a calendar:
1. Chose **File** > **Print**.
2. Choose the printed layout you'd like to use from the **View** pop-up menu.
3. To print out all the events and To Do items shown in the current view, choose "List."
4. Choose a date range to print out from the Starts and Ends pop-up menus.
5. Select the checkbox next to the calendars you want to print. By default, the calendars that are currently selected in the main iCal window will be printed. Selecting or deselecting calendars here does not affect what's checked in the main calendar view, it only affects what is printed. If you select a calendar group, all calendars in the group are printed.
6. Make your other choices from the **Options** section at the bottom of the window, then click Continue.
7. In the printing dialog that appears, click **Print**.

Address Book
Adding Contacts
Setting up a new contact is easy:
1. Open Address Book and choose **File** > **New Card**. A new card is created with empty fields for the person's information. If one of the fields doesn't apply, simply skip it, and it will not be shown in the completed card.
2. Add the contact information you like to the fields. Press Tab to move from field to field. To enter a two-line street address, press Return and add additional address lines. (You can add additional lines only to the address field.)
3. To add more fields, such as for additional phone or fax numbers, click the **Add** (+) button next to a field name. To add other fields, such as Birthday, Job Title, or Nickname, from the **Card** menu, select **Add Field** and choose from the list.
4. When you're done entering information, click the Edit button to view the finished card.

You can also add a picture to each contact:
1. Select the person's card in Address Book and click Edit.
2. Double-click the picture area.
3. Click **Choose** and locate a picture to use. You can also drag an image to the picture area, or if you have an iSight connected to your computer, you can take a video snapshot to use as a picture.

Grouping Contacts
A group will save you a lot of time by allowing you to send email to several people by typing just the group name in Mail, instead of having to manually enter each address.
1. Choose **File** > **New Group** and enter a name for the new group in the Group column. You can also click the Add (+) button at the bottom of the Group column.

2. To add a person to the group, drag the person's name from the Name column to the group name.
3. To remove a person, select the person's name and choose **Edit** > **Remove From Group**. You can choose to remove the person from the group or remove the person from Address Book.

Adding the USF Address Book
USF maintains an online directory of names and email addresses that can be accessed directly through Address Book. To access the USF email directory from within Address Book, do the following:
1. Open Address Book.
2. Open Preferences under the Address Book menu.
3. Click on LDAP
4. Click the + symbol at the bottom of the screen to add an LDAP server.
5. Enter the following information:
Server: ldap.acomp.usf.edu
Search Base: 0=usf.edu
Port: 389
Scope: Subtree
6. Click on Save.

You can only access the directory while you are at USF.

Tips and Tricks
Large Type: This feature allows you view phone numbers in large type to make them easier to see while dialing. Select the name of the person whose number you want to see, then click the label (such as "work") next to the number and choose Large Type from the pop-up menu. This pop-up menu does not appear when you are editing a card. Click any key to stop displaying it.

Maps: You can usually get more options when you control click on a field label in Address Book. One of those actions, which is available in the Address field, is Map Of. When you select this option, Address Book will open a map of the address in Mapquest.