

# My MacBook®



## COVERS

MacBook,  
MacBook Pro,  
and MacBook AIR

# My MacBook®

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# Prologue

This book explains how to use and configure your MacBook and Snow Leopard to create your ideal working environment. Even though you're working with the most intuitive hardware and software platform available, there are still tips and tricks to discover.

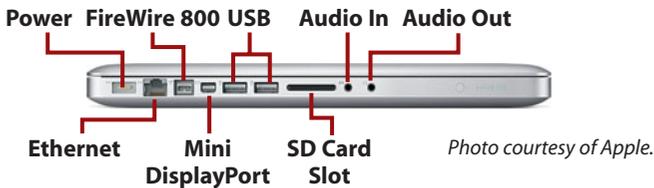
Let's take a few minutes to review the hardware capabilities of your system and the prerequisites necessary to successfully use this book.

## Getting to Know the MacBook Hardware

There are currently three different models of the MacBook available— MacBook Pro, MacBook Air, and MacBook. Each model includes a wide array of ports and plugs for connecting to other computers, handheld devices, and peripherals such as printers and external displays. I refer to these hardware options by name throughout the book, so it's a good idea to familiarize yourself with them now.

- **Ethernet**—Ethernet provides high-speed wired network connections. Ethernet offers greater speeds and reliability than wireless service. Your MacBook supports a very fast version of Ethernet—Gigabit Ethernet—that makes it a first-class citizen on any home or corporate network.
- **FireWire 800**—FireWire 800 is a fast peripheral connection standard that is frequently used to connect external storage and video devices.

- **Mini DisplayPort**—The DisplayPort enables you to connect external monitors to your MacBook. Although few monitors support the DisplayPort standard, from Apple you can get adapters for connecting to both VGA and DVI interface standards.
- **USB 2.0**—Universal Serial Bus is a popular peripheral connection standard for everything from mice to scanners to hard drives.
- **SD Card Slot**—SD (Secure Digital) RAM cards are a popular flash RAM format used in many digital cameras. Using the built-in SD RAM slot, you can create a bootable system “disk” that can be used to start your computer in an emergency.
- **Audio In**—A connection for an external microphone.
- **Audio Out**—An output for headphones, speakers, or a home theater/amplifier system.
- **802.11n**—The fastest standard currently available for consumer wireless network connections. Your MacBook’s wireless hardware can connect to any standards-based wireless access point for fast, long-range Internet access.
- **Bluetooth**—Bluetooth is used for connecting peripheral devices wirelessly to your Mac. Unlike 802.11n, Bluetooth has a more limited range, but it is easier to configure and doesn’t require a specialized base station to use.
- **SuperDrive**—An optical drive that can be used to write CDs and DVDs.



So, what does your computer have? The following table displays the hardware capabilities of MacBook models shipping in early 2010. Older models of the MacBook had a different mixture of features, so be sure to consult your owner’s manual for a definitive description of what is included in your system.

## Early 2010 MacBook Hardware Capabilities

	MacBook	MacBook Pro	MacBook Air
<b>Ethernet</b>	X	X	Add-on Available
<b>FireWire 800</b>		X	
<b>Mini DisplayPort</b>	X	X	X
<b>USB 2.0</b>	X	X	X
<b>SD Card Slot</b>	X	X	
<b>Audio In</b>	X	X	
<b>Audio Out</b>	X	X	X
<b>802.11n</b>	X	X	X
<b>Bluetooth</b>	X	X	X
<b>SuperDrive</b>	X	X	Add-on Available

No matter what your MacBook model, *My MacBook* provides the information you need to get the most out of your system.

## The Built-In Battery

In late 2009, Apple eliminated the last user-serviceable battery from the MacBook line. This means that you now get a higher-capacity battery with a longer run-time, but, in the event of a failure, you can't replace it yourself.

To replace the battery, you need to visit your local Apple store or registered service center. The battery can be replaced in the store, while you wait, for approximately \$130.

## Special Keyboard Keys

Take a look across the top of your keyboard. Notice that even though there are "F" (function) designations on the keys, there are also little icons. The keys marked with icons provide system-wide control over important Snow Leopard features.

- **F1, F2**—Dim and brighten the display, respectively
- **F3**—Starts Exposé and displays all application windows
- **F4**—Opens the Snow Leopard Dashboard
- **F7, F8, F9**—Rewind, Play, and Fast Forward during media playback
- **F10, F11, F12**—Mute, Decrease, and Increase Volume

The Eject key is located in the farthest-right corner of the keyboard and is used to eject any media in your MacBook's SuperDrive.

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## Accessing the Function Keys

If you are using an application that requires you to press a Function key, hold down the Fn button in the lower-left corner of the keyboard and then push the required function key.

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## What You Need to Know

If you're holding this book in your hand, you can see that it contains a few hundred pages packed with information about using your MacBook with Snow Leopard. You might also notice books dedicated to the same topic and sitting on the same shelf at the bookstore that include a thousand pages or more! So what's the difference?

*My MacBook* doesn't cover the basics of using a computer; you already know how to drag windows around the screen and move files by dragging them from folder to folder. If you're switching from Windows, however, you might encounter a few unique features of Mac OS X. Review these features in the next few sections.

## The Menu Bar

The menu bar is universally accessible across all running applications and contains a combination of the Apple menu, which is used for accessing common system functions; the active application's menus; and menu items, which are global utilities for controlling and monitoring system functions.



## The Dock

The Snow Leopard Dock is the starting point for many of your actions when using the MacBook. Part application launcher, part file manager, and part window manager, the Dock gives you quick access to your most frequently used applications and documents without requiring that you navigate the Finder to find things on your hard drive.



## The Finder

In Windows, Explorer provides many of your file-management needs. In Mac OS X, you work with files within an ever-present application called Finder. The Finder is started as soon as you log into your computer and continues to run until you log out.



To switch to the Finder at any time, you click the blue smiling icon at the left end of the Dock.

## System Preferences

Many features that this book explains how to configure require you to access the Snow Leopard System Preferences. The System Preferences application (accessible from the Dock or the Apple menu) is the central hub for system configuration. Everything from setting your password to choosing a screen saver can be found in the System Preferences application.

### System Preferences



## Window Controls

Snow Leopard provides up to four controls at the top of each window. On the left: close, minimize, and resize. The close control shuts the window; minimize slides the window off the screen and into the Dock; and resize changes the size of the window to best fit the content being displayed.

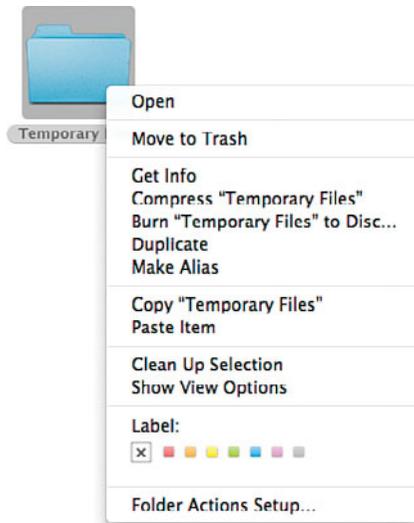
On the right side of the window is the toolbar control. Clicking the toolbar control hides and shows the toolbar icons that are displayed at the top of many windows throughout the system.



## Contextual Menus

If you're new to Mac OS X, you might find it hard to believe that, yes, the Mac has a "right-click" menu in its operating system and it's been there for a long time! Contextual menus can be invoked by right-clicking using a multi-button mouse, Control-clicking with your trackpad, or click in the lower-right corner of the trackpad.

Contextual menus are rarely *required* in any application, but they can give you quick access to features that might otherwise take more clicks.



### >>> Go Further

Although your MacBook trackpad does not have two buttons, you can open a contextual menu by clicking in the lower-right corner of the trackpad. This is made possible by the use of *gestures*, which are motions that you can make on your trackpad to control your computer.

Gestures can help you navigate web pages, and even resize images with your fingertips. You'll learn how to configure gestures in Chapter 8.

## Windows Compatibility

If you have a MacBook, you have a powerful Intel-based computer in your hands—a computer that is completely capable of natively running the Windows operating system. The goal of this book is to make you comfortable using your MacBook with Snow Leopard, but I'd be remiss in my authoring duties if I didn't mention the options available for running Windows on your hardware.

### Boot Camp

Boot Camp is included with Snow Leopard and gives you the ability to install and boot Windows directly on your MacBook. Quite simply, when you do this your Mac *becomes* a Windows computer. Switching between Snow Leopard and Windows requires a reboot, so this option is best if you need to work in Windows for extended periods of time.

Apple's Boot Camp Assistant (found in the Utilities folder within the Applications folder) guides you through the process of partitioning your MacBook for Windows and burning a CD of drivers for windows, and configuring your system to boot into Windows or Mac OS X.

Boot Camp can be installed at any time as long as there is enough room (about 5GB) for a Windows installation.



### Virtualization

Another solution to the Windows-compatibility conundrum is the use of virtualization software. Through virtualization, you can run Windows at near-native speeds at the same time you run Snow Leopard. Some virtualization solutions even go so far as to mix Mac and Windows applications on the same screen, blurring the lines of operating systems.



Unlike Boot Camp, virtualization runs operating systems simultaneously. Virtualization requires more resources and has lower performance than a Boot Camp solution, but it is more convenient for running an occasional application or game.

There are three options you should consider for virtualizing Windows on your MacBook:

1. VMWare Fusion ([www.vmware.com/](http://www.vmware.com/))—A stable solution from a leader in virtualization software. VMWare Fusion is rock solid and fully compatible with a wide range of virtual “appliances” available for VMWare on Windows.
2. Parallels Desktop ([www.parallels.com](http://www.parallels.com))—Parallels Desktop has the widest range of features available of any virtualization solution for Mac OS X, including near seamless integration with Snow Leopard.
3. VirtualBox ([www.virtualbox.org/](http://www.virtualbox.org/))—Free virtualization software that offers many of the same features of VMWare and Parallels. VirtualBox is not as polished as the commercial solutions, but it’s well supported and has excellent performance.

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## Other Operating Systems

Virtualization isn’t limited to running Windows. You can also run other operating systems, such as Linux and Solaris, using any of these solutions. In fact, if you have enough memory, you can run two, three, or more operating systems simultaneously!

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Manage your  
business and  
personal contacts  
in Address Book.

Use iCal to schedule  
appointments and  
remind you of  
upcoming events.



In this chapter, you'll learn how to use your MacBook to manage your contacts, calendars, and appointments, including:

- Adding contacts to Address Book
- Organizing contacts into groups
- Connecting to enterprise contact servers
- Creating calendars in iCal
- Adding appointments to calendars
- Inviting contacts to meetings
- Connecting to network calendar servers

# 4

## Managing Contacts and Appointments

### Introduction

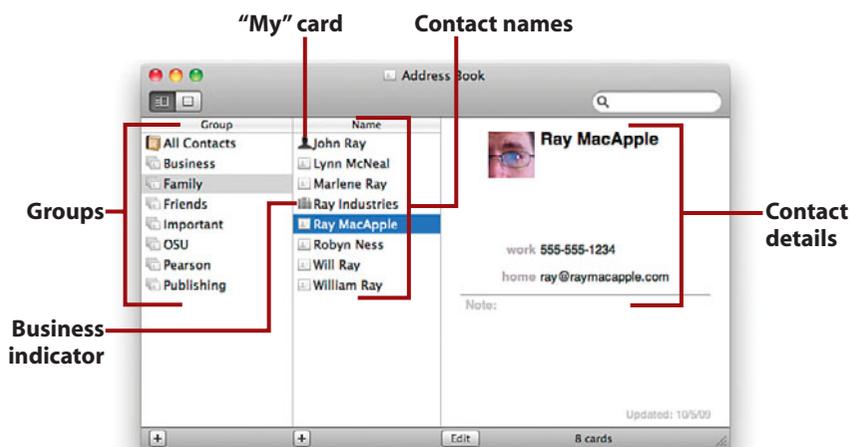
Part of the pleasure of owning a MacBook is that you don't need to sit at a desk to get work done. In a portable workspace, however, you still need to interact with coworkers and manage meetings, appointments, and deadlines.

Snow Leopard gives you the tools to organize contacts and tie into enterprise personnel directory systems. It also works with your company's scheduling system to track calendars, meeting invitations, and even to-do items. In this chapter, you learn about Address Book and iCal—your MacBook's personal information management utilities.

## Managing Contacts in Address Book

Many of the applications you use on your MacBook send information to, or receive information from, other people. Snow Leopard offers a central contact database that you can access in Mail, iCal, iChat, and other programs. Appropriately enough, you manage this database through an application called Address Book (found in the Applications folder).

Address Book acts as a digital rolodex, pulling together personal and business contacts. With it you can connect to enterprise directory servers for accessing centralized company personnel listings. The Address Book application is similar to many other Snow Leopard applications, providing a drill-down view from a group list, to a contact list, and, finally, to contact details.



### Adding Groups

When you first start Address Book, there is a single pseudo-group available: All Contacts. The group displays any contact available in Address Book. To make the most efficient use of Address Book, you should add groups for the different types of contacts you use—businesses, coworkers, family, friends, doctors, and so on. Like Mail, Address Book can use rules to create Smart Groups.

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### Emailing to a Group

Contacts groups are more than just organizational tools; they also add functionality to applications that support them. Once you've defined a group, you can use it in Mail as your message recipient, effectively sending the email to everyone in the group!

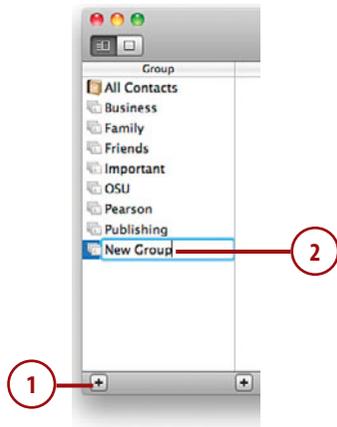
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## &gt;&gt;&gt;step-by-step

## Creating a Group

To create a new group, decide what you'd like it to be called, then follow these steps.

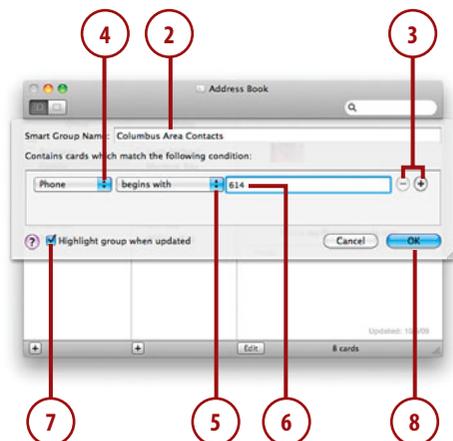
1. Click the + button below the group list.
2. A new "untitled group" is added. Type to change the name of the group.



## Creating a Smart Group

If you'd like to use search criteria to define your address book groups, you're in luck! Address Book supports Smart Groups, capable of pulling contacts together from multiple different groups, and even network accounts.

1. Click and hold the + button below the group list. Choose New Smart Group from the pop-up menu that appears.
2. Enter a name for the new Smart Group.
3. Use the + and – buttons to add or remove selection criteria.
4. Use the first pop-up menu from the selection lines to choose a contact attribute.
5. Use the second pop-up menu to set a comparison.
6. Enter the value to use in the comparison in the text field at the end of the selection line.
7. Check "highlight group when updated" to show when new contacts match a group.
8. Click OK when you're satisfied with your group definition.



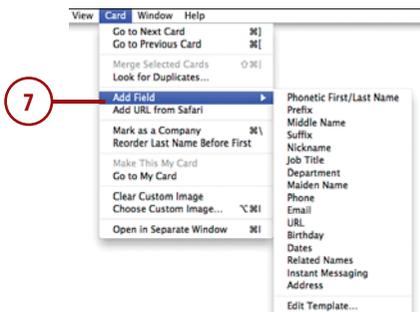
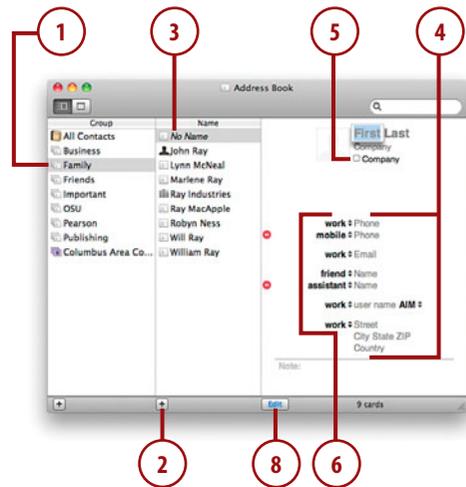
## Adding Contacts

The bulk of what you'll do with Address Book is entering contacts. When it comes to people, one size contact does not fit all. For your family, you might want to store email addresses, instant messaging screen names, and birthdays. But for business contacts, you might only be interested in an address and a phone number. Address Book adapts to the information that you want to store.

### Creating a New Contact

To create a new contact, gather all the information you have available for the person, then do the following.

1. Highlight the group that the contact should be added to.
2. Click the + button below the Name column.
3. A new No Name contact is added, and the empty contact details display.
4. Use the fields in the detail area to enter information for the contact.
5. Click Company to classify the entry as a business rather than a personal contact.
6. Set the context for the card's fields (for example, choose home, work, or cell for a phone number) using the pop-up menu in front of each field.
7. If you'd like to store additional information for the contact, choose Card, Add Field from the menu.
8. Click the Edit button at the bottom of the contact details to finish editing the contact.



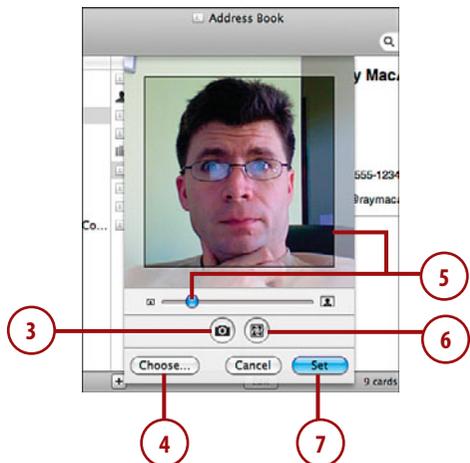
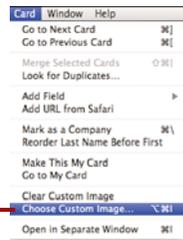
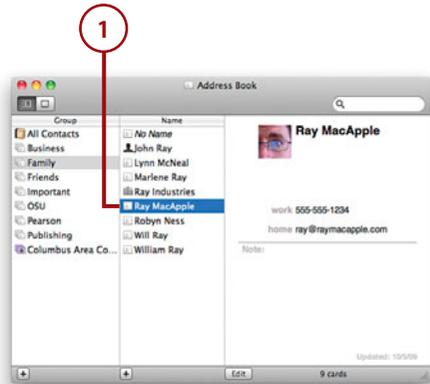
## Moving and Editing Contacts

If you find that you've filed your contact in the wrong group, just drag and drop the contact name into another group. You can re-edit contact details at any time by selecting them and clicking the edit button below the details pane.

## Setting a Contact Image

Contact images can help you visually identify individuals in your address book and are even displayed in Mail or shown on your iPhone if you sync your phone with Address Book. To set an image for a contact, complete these steps.

1. Find and select the contact that you want to associate with an image.
2. Select Card, Choose Custom Image from the menu bar.
3. Click the Camera icon to take a new picture.
4. Alternatively, click Choose to choose a picture from your computer.
5. Set cropping and size for the picture by dragging it within the image window and adjusting the zoom slider.
6. Apply effects, if desired, using the Effects button.
7. Click Set to finalize the contact's custom image.



## Creating “My” Card

Many system applications and utilities need to identify information about you. To tell Address Book who you are, enter a new contact for yourself, and then follow these steps.

1. Find and select your name in the Address Book
2. Choose Card, Make This My Card from the menu bar.

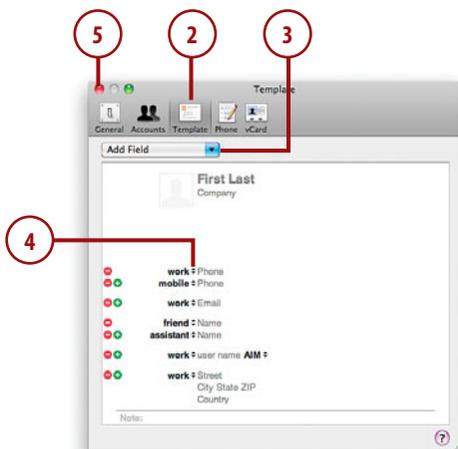
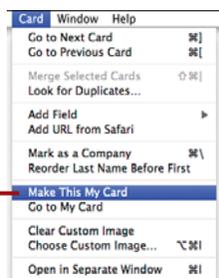
## The Importance of Me

You need a functional “My” card to fully use iCal, so be sure to set this if you have any intention of running iCal.

## Editing the Contact Template

If you find that you constantly need to add new fields to contacts, you might want to consider modifying the default contact template. Changing the default gives you a starting place for all future contacts.

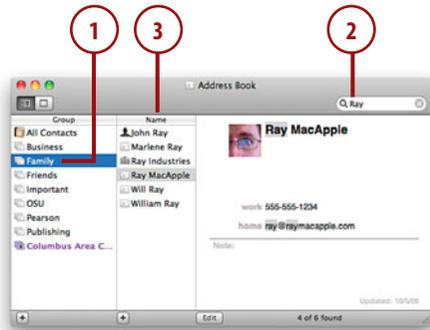
1. Choose Address Book, Preferences from the menu bar.
2. Click the Template icon in the Preferences toolbar.
3. Use the Add Field drop-down menu to add additional fields to the contact template.
4. Click the double arrows to open the pop-up menus in the front of each field to set the context for fields displayed in the template.
5. Close the Address Book preference window when you’re finished.



## Searching Contacts

When you aren't sure of an exact name, or where you filed a contact, you can quickly search across all of your groups and contact data.

1. Highlight the address groups to search.
2. Type into the search field in the upper-right corner.
3. As you type, the contact list is filtered to show only matching contacts.



## Using Network Contacts

Address Book isn't just limited to keeping information on your MacBook; it can also synchronize with Google, Yahoo, and MobileMe address books, and connect to enterprise directory servers, such as Exchange 2007, and standard LDAP servers.

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### MobileMe Details

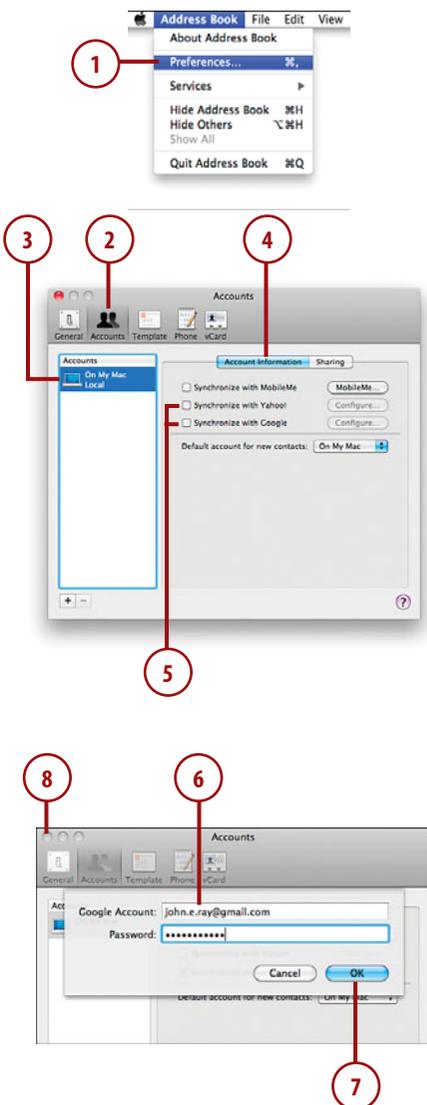
MobileMe-specific features are covered in Chapter 7, "Using MobileMe to Access Your Data from the Road."

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## Synchronizing with Google and Yahoo! Contacts

If you have a Google Mail or Yahoo! Account and would like to transfer your contacts to or from these systems, you can easily configure Address Book to automate the process.

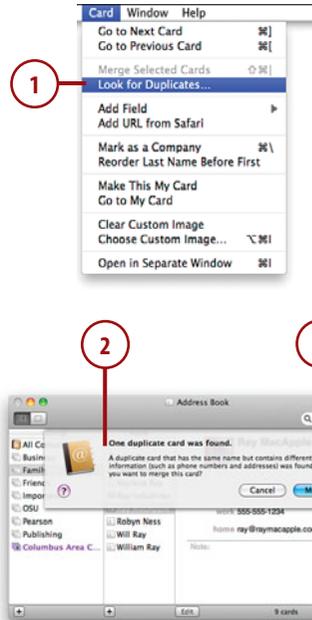
1. Choose Address Book, Preferences... from the menu bar.
2. Click the Accounts icon in the preference window.
3. Click On My Mac.
4. Choose the Account Information button in the details pane to the right.
5. Click the checkboxes in front of Synchronize with Yahoo!, Synchronize with Google, or both.
6. Enter your Google or Yahoo! Account information, when prompted.
7. Click OK.
8. Close the Address Book preferences window.



## Detecting and Merging Duplicates

Over time you might find that you've created several Address Book entries for a single person. To identify and merge duplicate cards, follow these steps.

1. Choose Card, Look for Duplicates from the menu bar.
2. Address Book analyzes your contacts and presents you with the option to merge identified duplicates.
3. Click Merge to fix the duplicates.



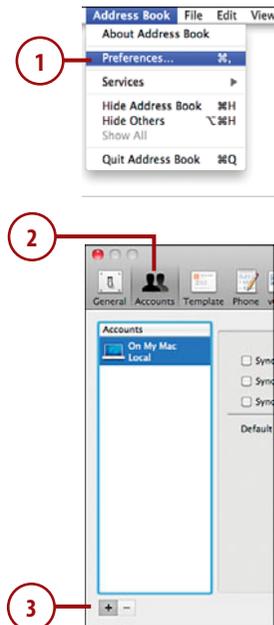
## Merging Cards

If you manually identify two or more cards that need to be merged, select the cards, then choose Card, Merge Selected Cards from the Address Book menu bar.

## Connecting to Enterprise Directory Servers

Many organizations provide central enterprise contact directories that you can access via Address Book. Address Book supports three standards: Exchange 2007, CardDAV, and LDAP. Using a central server means that changes and updates are available immediately for everyone who is connected.

1. Choose Address Book, Preferences from the menu bar.
2. Click the Accounts icon in the Preferences toolbar.
3. Click the + button below the Accounts List.



- The account creation window appears. Use the fields in the window to set the server type, address, and login information.
- If you're setting up Exchange, you are prompted to automatically set up corresponding email accounts and iCal calendars.
- Click Create to provision the server.
- The new server appears as a blue book in the group list. You can click to select it and search the group.



## Exporting vCards from Address Book

vCards are small files that store all the Address Book entries for one or more individuals or organizations. Exporting the vCard enables you to share your contacts with others by sending them as an email attachment to someone else.

To export vCards from Address Book, follow these steps.

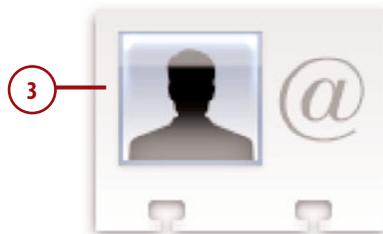
1. Highlight one or more entries in the Address Book.
2. Drag from one of the contact names to your desktop.
3. A vCard file is created with all of the exported contacts.

### Importing vCards

To import a vCard, reverse the process. Drag a received vCard into Address Book (or double-click it in the Finder) and it is imported automatically.



**1** **2** Dragging from Name list to Desktop

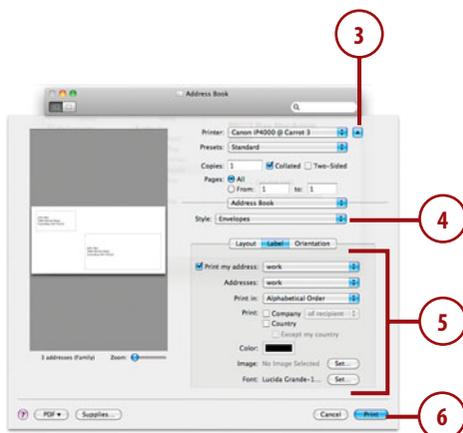
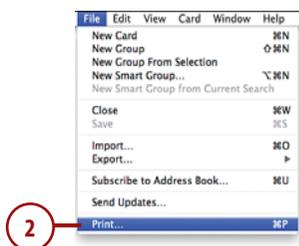
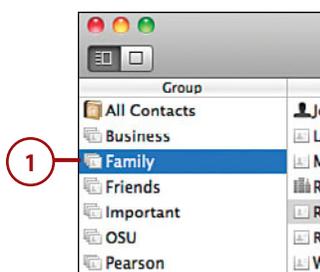


Ray MacApple and 3 others.vcf

## Printing Addresses

For those times when you need to use actual paper for your communications, Address Book provides several useful print options for printing your contacts onto envelopes or labels.

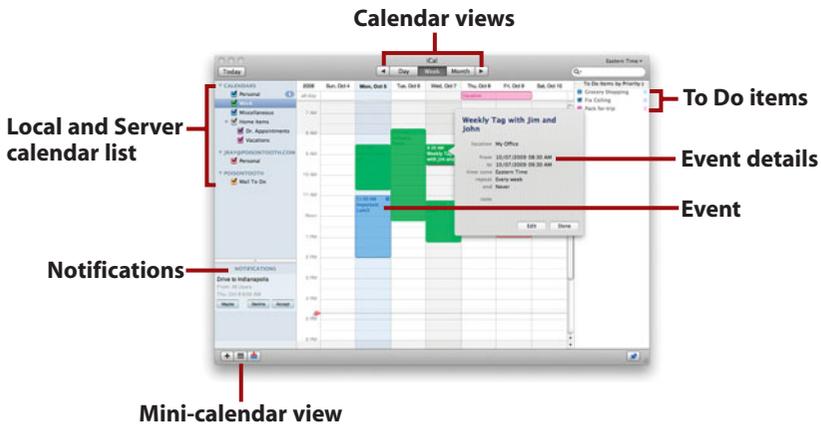
1. Select individual contacts or contact groups to print.
2. Choose File, Print from the menu bar.
3. Click the disclosure push button (next to the Printer name field) until the full print dialog window appears.
4. Use the Style pop-up menu to select an output format (Mailing Labels, Envelopes, and so on).
5. Set any of the additional configuration options for the style you've chosen.
6. Click Print to output the contact information in the selected style.



## Working with Schedules in iCal

Much of our lives, like it or not, revolve around adhering to a schedule. Calendars, in whatever form we use them, keep us informed of upcoming appointments, holidays, birthdays, and anniversaries. Your MacBook can serve as your scheduling work center. Snow Leopard's iCal application (found in the Applications folder) is a fast and well-connected way to keep your life in order.

Unlike applications such as Microsoft Outlook, iCal is an unimposing piece of software that shows you everything you need within a single window.



iCal's general operation is similar to other Snow Leopard applications; selecting a calendar in the calendar list displays the content of the calendar to the right. Double-clicking a calendar entry shows the details of the entry.

Despite its simple appearance, iCal works just as well for managing calendars located on your MacBook as it can interacting with Exchange, Google, and other standards-based enterprise calendaring systems.

### Adding Calendars

The first step in using iCal is to establish the calendars that you use to store your events. iCal comes with two local calendars already created: Home and Work. Use these default calendars or create new calendars depending on how you want to categorize your events.

## &gt;&gt;&gt;step-by-step

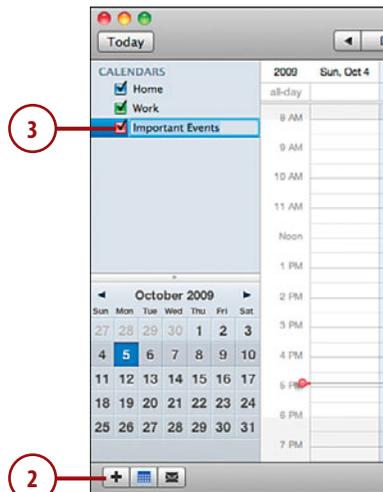
## Creating Local Calendars

Local calendars store their information directly on your MacBook. Without the use of syncing, which is available with MobileMe, local calendars cannot be viewed anywhere but on your laptop.

1. Open the iCal application from the Applications folder.
2. Click the + button under the calendar list. A new Untitled calendar appears with the name field selected. Type to replace Untitled with whatever name you'd like.
3. Verify that the checkbox next to the calendar is selected so that the calendar entries are visible.

## Creating Local or Network Calendars

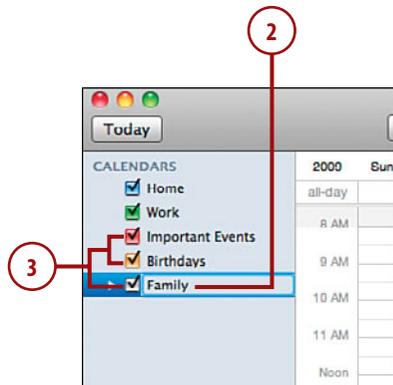
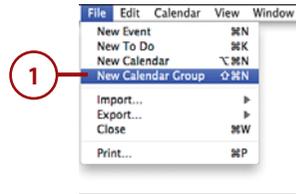
If you have network calendars connected to iCal, when you click the + button you are given an option of creating a new calendar on one of the server accounts or On My Mac (locally).



## Nesting Local Calendars in Groups

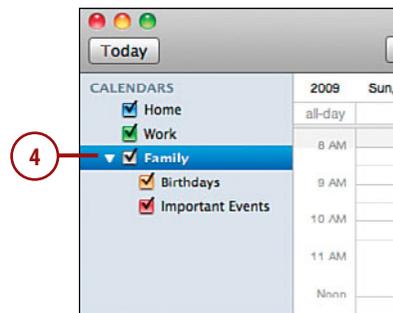
To help organize calendars, you can create groups—similar to folders—that hold local calendars. Groups make it simple to turn several calendars on and off.

1. In iCal, choose File, New Calendar Group, from the menu bar.
2. A new Group item appears; type to replace the name with the label you'd like.
3. Click and drag one or more existing calendars onto the group name.
4. Use the arrow in front of the group to expand or collapse the group as needed.



## Connecting to Server-based Calendars

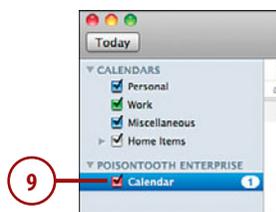
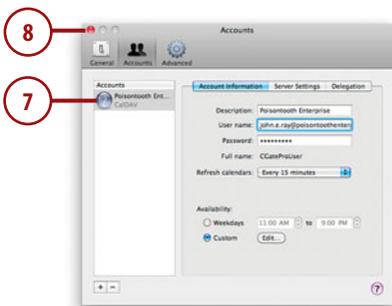
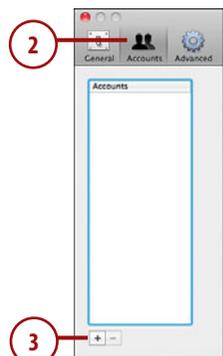
Unlike a local calendar, server-based calendars are stored on a central network location rather than on your MacBook. Network calendars can be accessed and modified in iCal on multiple computers. Many businesses use Exchange Server, for example, to provide shared calendars and scheduling. Another option, Google Calendar, provides free server-based calendaring that you can use both in iCal and in Safari.



## Things You Need

Most server-hosted calendars are associated, in some way, with an email account. To configure a server-based calendar, you probably only need an email account and password. If you know, however, that your calendar is hosted somewhere else, you should collect the server name in addition to your username and password before proceeding.

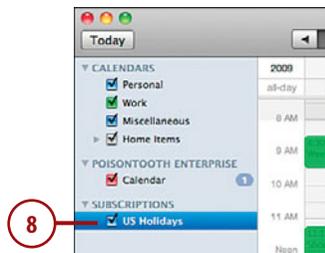
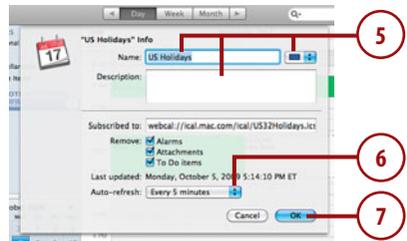
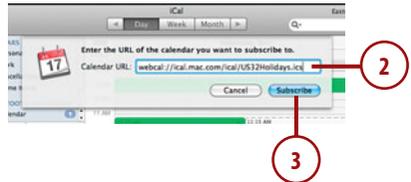
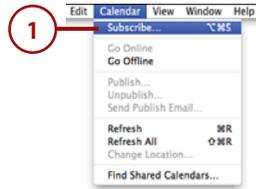
1. In iCal, choose iCal, Preferences from the menu bar.
2. Click the Accounts icon in the Preferences toolbar.
3. Click the + icon at the bottom of the Accounts list.
4. Use the Account type drop-down menu to choose your server calendar type (or choose automatic to let iCal try to choose for you).
5. Enter the connection information requested, usually an email address and password.
6. Click Create to create the account.
7. The new calendar account appears in the Accounts list, with the details to the right.
8. Close the Accounts window.
9. The iCal calendar list displays a new section with any calendars that are located on the server.



## Subscribing to a Public Shared Calendar

Another iCal calendar type is a shared calendar. These read-only Internet-published calendars are available for TV show schedules, holidays, sports team game dates, and other useful information. To subscribe to a shared calendar, copy the URL for the calendar and then follow these steps:

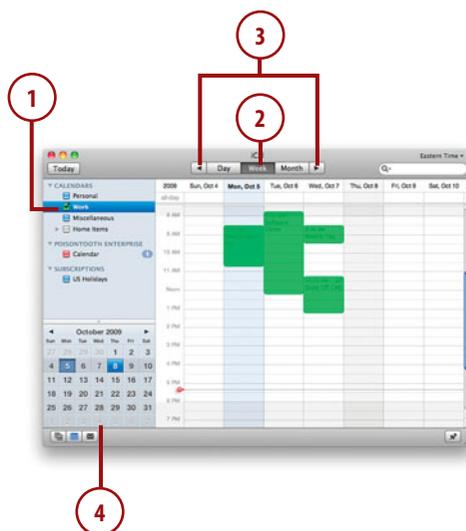
1. Choose Calendar, Subscribe from the iCal menu bar.
2. Enter the URL for the calendar you are subscribing to.
3. Click Subscribe.
4. If prompted, enter a login name and password to access the calendar and click OK.
5. Set a name, color, and description for the calendar.
6. To enable the calendar to automatically update, choose an auto-refresh time.
7. Click OK.
8. The subscribed calendar appears in a new section within the calendar list.



## Viewing Calendars and Calendar Groups

After you've set up one or more calendars in iCal, you can view their contents. To view a calendar or calendar group in the calendar list, follow these steps.

1. In iCal, click the checkbox in front of the calendar you wish to view.
2. Use the Day, Week, and Month buttons to narrow or expand your calendar view.
3. Use the arrows to move forward or backward by day, week, or month.
4. Use the mini-calendar to quickly navigate within a traditional calendar-style view.



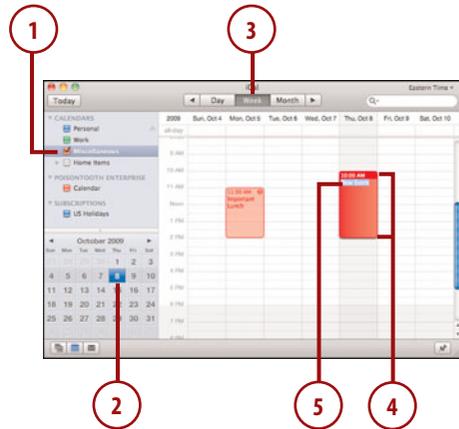
## Working with Events

What good is a calendar if you don't have the ability to add events? In iCal, events can be anything you'd like—birthdays, outings, reminders, anything—as long as they are associated with a date. If you'd like to include other people in the event, you can even send out invitations that are compatible with other calendaring systems, such as Exchange.

## Creating a New Event

Events can hold a large number of attributes that describe what the events are, when they are, where they are located, and so on. All you need to know to create an event, though, is the date and a name for the event.

1. In iCal, highlight the calendar you wish to add an event to.
2. Navigate to the day on which the event takes place.
3. Switch to day or week view.
4. Click and drag from the start time to the end time to create the event. The default event name, New Event, is highlighted automatically.
5. Type a name for the event, and then click off of the event to save it.



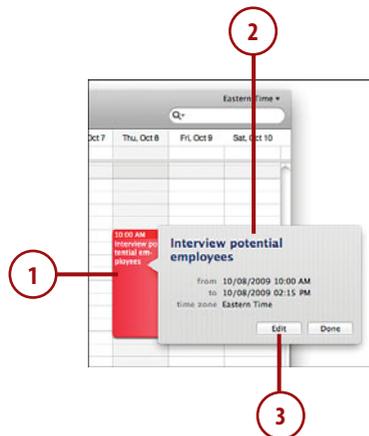
### Double-Click to Add

You can add an event in the month view of the calendar by double-clicking a day. This method, however, does not let you define the start and end time initially so you need to edit it later.

### Editing Event Information

To edit the information for an event that you've created, first find the event on the calendar where you added it and then follow these steps.

1. Find and double-click the event you want to edit.
2. Unless you've just added the event, an event summary window appears.
3. Click Edit.

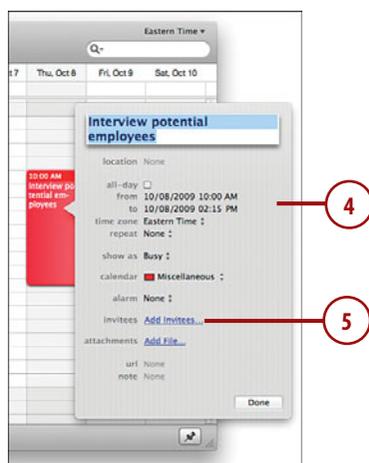
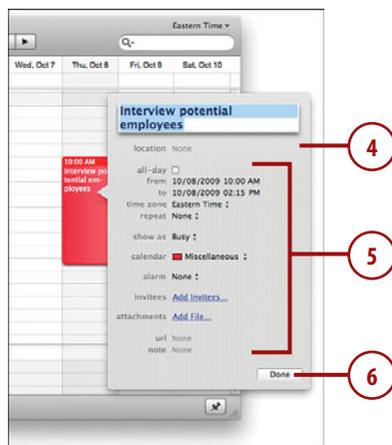


4. The event information window appears.
5. Click any of the available fields to change values such as start or end times, location, alarms (notifications), and so on.
6. Click Done when you are finished editing the event.

## Sending Event Invitations

iCal can work directly with Mail to send invitations to your events. When the invitees respond, their attendance status is updated directly in iCal. Use these steps to send invitations to an event.

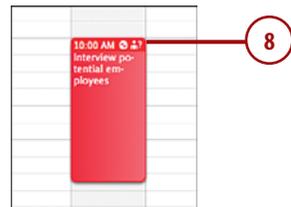
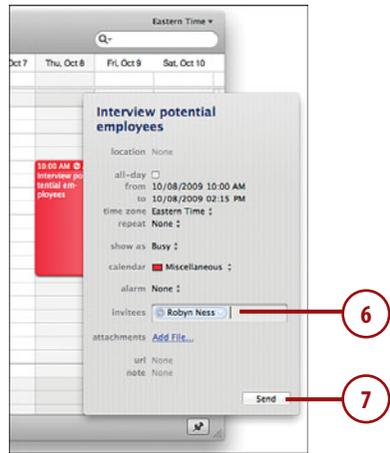
1. Find and double-click the event you wish to send invitations for.
2. Unless you've just added the event, an event summary window appears.
3. Click Edit.
4. The event information window appears.
5. Click the Add Invitees link.



6. Enter email addresses in the field that appears, just as you would in Mail.
7. Click Send to send the invitations.
8. An icon appears in the upper-right corner of the event to show that invitations have been sent. A question mark indicates that responses haven't been received from all invitees.

### Setting Optional Attendees and Resending Invitations

After you've added an invitee to an event, you can click the name in the event summary or edit screen to show a drop-down menu that enables you to flag the person as an optional attendee or to re-send an invitation.



### Accepting Invitations

You can easily add to your calendar invitations that you receive. Even though invitations are sent through email, Snow Leopard's Mail program works with iCal to automatically transfer the invitations to the iCal Notifications area where you can act on them.

1. When a new invitation arrives, the iCal application icon updates to show the count of invitations in the Dock.



- The event is shown with a dotted outline in iCal.
- Click the notification button to show the notification panel in iCal.
- Use the Maybe, Decline, and Accept buttons to respond to the invitation.
- Declined invitations are removed from your calendar, accepted and tentative invitations are added.

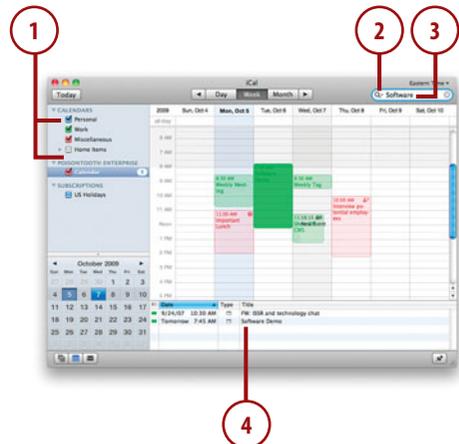
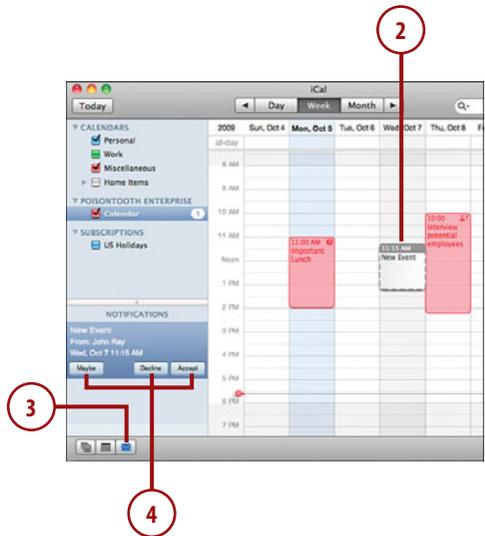
### Changing Your Event Status

If you change your mind about an event, you can edit it in iCal and change the My Status field to Accept, Maybe, or Decline.

### Searching Events

If you're a heavy scheduler, or have dozens of enterprise calendars to manage, sometimes it's useful to be able to quickly search for events, which is a breeze in iCal.

- Make sure the checkboxes are selected for the calendars and calendar groups you want to search.
- Choose which fields to include in the search using the drop-down menu in the Search field.
- Enter your search terms in the Search field.
- The results of the search are displayed in a pane at the bottom of the iCal window. Click an entry to jump to that event.



## Working With To Do Items

In addition to events, iCal offers a simple To Do list. Combined with events, to do items provide a means of managing projects and other task-oriented or time-sensitive happenings.

### >>>step-by-step

#### Displaying the To Do List

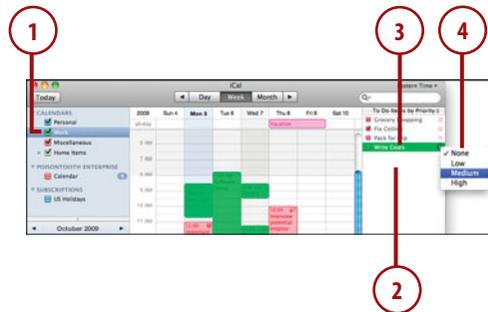
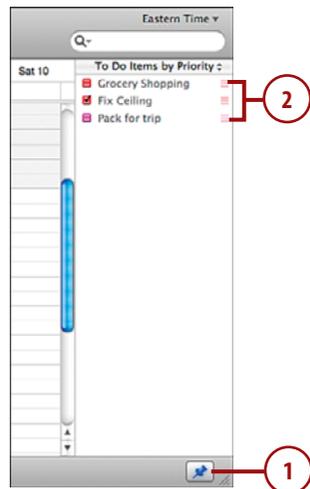
Your default iCal view does not include To Do items. To see them, you need to click the pushpin icon to show the To Do item pane.

1. Click the pushpin icon in the lower right of the iCal window.
2. The To Do item list appears.

#### Adding a To Do Item

To Do items are added in a way that's similar to how you add calendar events. With the To Do item list visible, complete these steps.

1. Select a calendar that the To Do item should be associated with.
2. Double-click the empty space inside the To Do item list.
3. A new To Do is created and the name is highlighted. Type to enter a new name.
4. Use the drop-down menu to the right of the To Do item to set a priority.



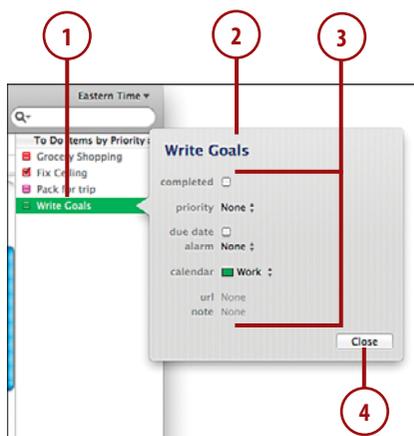
## Adding To Do Items in Mail

To Do Items can be added directly from the Mail application; you don't even have to start iCal. Select text in an email that you want to add as your To Do title, then use the To Do button in the Mail toolbar or choose File, New To Do from the menu bar to create the new To Do item.

## Editing To Do Item Details

After creating a new To Do item, you might want to fine-tune the details. Editing the To Do item's details gives you the ability to set a due date, priority, and more.

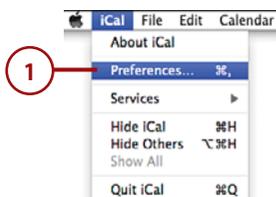
1. Double-click the name of the To Do item.
2. The To Do detail window displays.
3. Use the available fields to set alarms, associate the item with a specific calendar, or set a due date.
4. Click the Close button.



## Removing To Do Items

After you've completed a To Do item, chances are that you don't want to have to think about it any more. To automatically delete or hide To Do items after they've been checked as complete, follow these steps.

1. Choose iCal, Preferences from the menu bar.

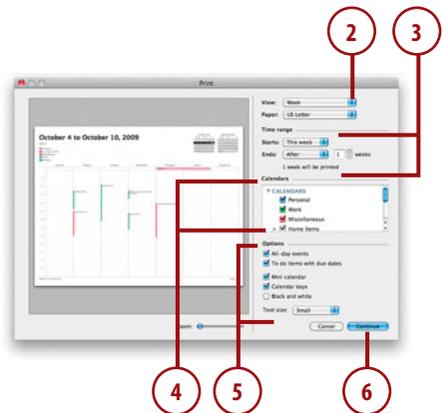
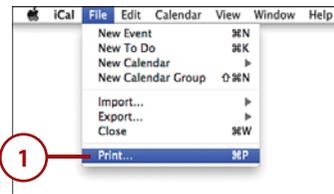
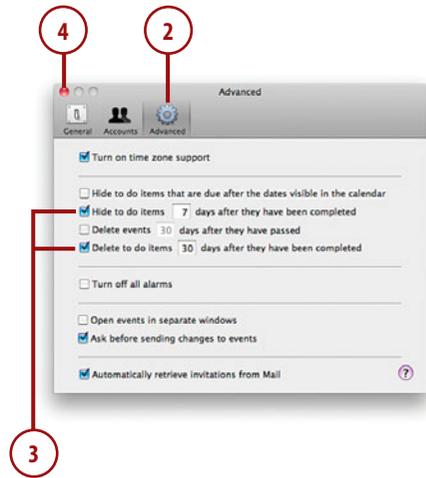


2. Click the Advanced icon in the toolbar.
3. Check the boxes beside Hide To Do Items or Delete To Do Items and provide the number of days before these rules take effect.
4. Close the iCal preferences.

## Printing Calendars

Despite our best efforts, sometimes we can't take our MacBooks (or even our iPhones) *everywhere*. When you need your calendar information in paper form, iCal does an amazing job of printing calendar and itinerary views.

1. Choose File, Print from the iCal menu bar.
2. Set the view you want to print.
3. Set a time range for the calendar being printed.
4. Click the checkboxes beside each calendar to print.
5. Select which options should be added to the printed page.
6. Click Continue to start the typical Snow Leopard printing process.



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