

**VISUAL QUICKSTART GUIDE**



# iCloud

Second Edition



**TOM NEGRINO**

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Second Edition

TOM NEGRINO

Visual QuickStart Guide  
**iCloud, Second Edition**

Tom Negrino

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## **Dedication**

To my wife, Dori, for her support and understanding of a husband who has his cranky days. Here's to fewer of those in the future.

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My appreciation to my friends and colleagues at *Macworld* magazine for doing all that testing of iCloud features and writing about it. I'd especially like to single out Lex Friedman, Dan Frakes, Dan Moren, Serenity Caldwell, Kirk McElhearn, and Ted Landau for their excellent articles. Mistakes in this book are, of course, entirely my own.

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# 4

## Working with Calendars and Reminders

One of the best—and incredibly useful—features of iCloud is its ability to keep your calendar events and reminders in the cloud, automatically synchronizing them among all your devices. Imagine you’ve just finished an appointment at the dentist, and the receptionist asks to set up your next date. Whipping out your iPhone, you enter the next appointment into the Calendar app, and in a moment, that appointment appears on the rest of your devices.

Similarly, iCloud can create synchronized reminders for things you need to do. With the iOS Reminders app, you can even set a reminder to appear only when you arrive at a particular geographical location.

But probably the most useful feature of iCloud calendaring is that you can share your calendars with family, friends, and colleagues. So when your daughter adds her soccer practice to the family shared calendar, it appears on the rest of the family’s schedule as well.

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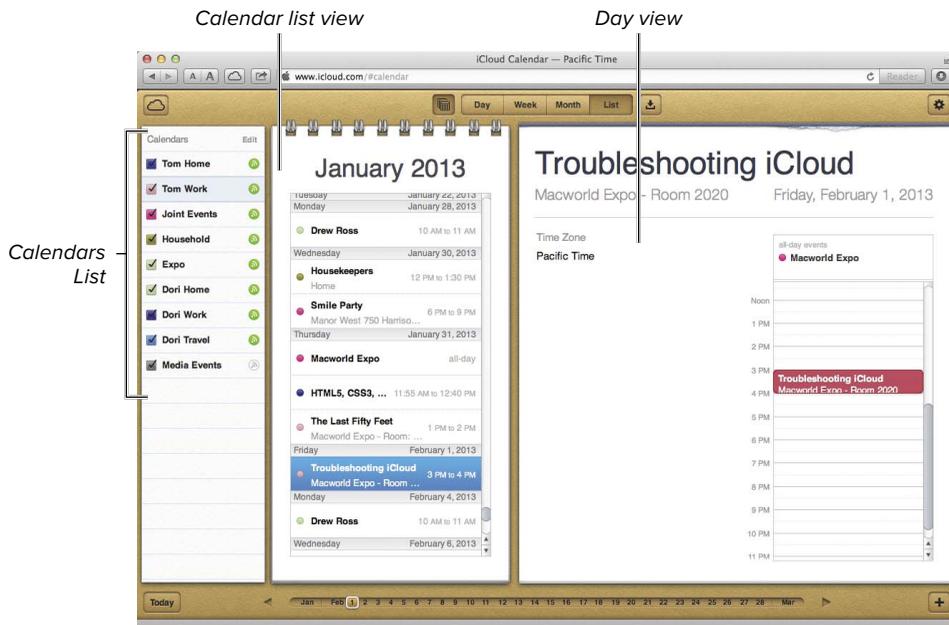
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# Setting up Calendars

You begin with calendars in iCloud by creating them, in either the Mac or iOS Calendar app (beginning in OS X 10.8 Mountain Lion, iCal's name was changed to Calendar to bring it in line with the iOS equivalent). You can also create calendars on the iCloud website **A**, which I'll discuss later in this chapter.

There's one important concept to get when you start managing your schedule and to-dos with iCloud. There are two kinds of items that iCloud deals with:

- **Events** are items that appear in the body of your calendar views. They will appear in the Day, Week, Month, and List views. They always have dates and times associated with them (though sometimes the associated time is “all-day”).



**A** The Calendar application on the iCloud website has a variety of calendar views.

- **Reminders** are to-do items. They work differently than they did with MobileMe and the former iCal, in that you work with them in the Mac and iOS Reminders apps, rather than with the Calendar app. Reminders don't appear in the calendar views. Reminders may have a date and time associated with them, but don't have to. Unlike Events, you can also set a Priority (None, Low, Medium, High) for a Reminder. Using a feature called "geofencing," they can also be set to trigger on your iOS device when the device is physically near a location, using your device's GPS and Location Services. Even cooler, geofencing can be set to trigger the reminder when you arrive at or leave a particular location. So that's how the Siri personal assistant built into the iPhone 4S and later can deal with commands like "Text my wife when I leave the office."

In this book, I'm focusing on iCloud, rather than working with the Mac or iOS Calendar app, so I'll deal mostly with working with events on the iCloud website, rather than in the Mac or iOS programs. However, because Reminders are so intimately connected with iCloud, I'll be going into detail with the iOS Reminders app in the "Working with Reminders on Your iOS Device" section, later in this chapter, and there's a similar section about working with the Mac Reminders app, in the "Working with Reminders on the Mac" section. Mountain Lion brought changes to how notifications work, so I've also added the "Managing Notifications on Mac and iOS" section in this edition of the book.

## The Only Good Calendar... Is Online?

Beginning with the introduction of Mountain Lion, the default (and apparently only) choice when it comes to creating calendars is to share them with an online service. This is a change from previous versions of iCal on the Mac; before, you could easily have both shared online calendars and private calendars that only existed on your Mac. It's as though Apple has decided that unshared, private calendars are something to be avoided. I don't quite understand why; I can easily imagine many scenarios in which you might have calendars you only want to appear on your office machine, for events that only occur in the office, and that don't need to be shared with your iOS devices.

Besides iCloud, Calendar on the Mac makes it easy to create shared calendars with Google, Yahoo, Exchange, and any server that uses the CalDAV protocol. To create a new calendar on any of these services, you must first create the service in Calendar's Preferences, in the Accounts pane **B**. Once there, click the Plus button at the bottom of the Accounts list, then pick the kind of account you want from the Add an Account sheet **C**. Enter the email address and password for the service, then click Create.

It's actually possible to create a new calendar that is only on your Mac, but it needs a little work around to set up. To do so, you need to open the Accounts pane of Calendar's Preferences, and select your iCloud account in the list **B**. If you uncheck the Enable this account checkbox, all of your iCloud calendars and events will disappear from Calendar on your Mac (don't worry, all the information is still safe on iCloud). Then choose File > New Calendar, and give it a name that isn't the same as any of your iCloud calendars. The new calendar will be created in a section of the calendar list that says On My Mac. Then reenable your iCloud account, and the iCloud calendar and your private calendar will happily coexist on your computer.



**B** You create new shared calendar accounts in the Accounts pane of Calendar's Preferences.



**C** Pick the service you want from the Account Type pop-up menu.

## To create a calendar on a Mac:

1. Launch Calendar **D**.
2. Choose File > New Calendar > then either iCloud or the name of another shared calendar service, or On My Mac.

Choosing iCloud will place the calendar on iCloud, where it can be shared by your other devices and by other people. Calendars on other services are shareable according to the particular rules of those services (check with your system administrator). If the calendar is on your Mac, it will be private and will only exist on the Mac where you created the calendar.

3. The new calendar appears in the Calendars List as Untitled, allowing you to name it **E**. Enter the name, then click anywhere else to save it.



**D** On the Mac, Calendar for OS X has a faux-leather look that people either love or hate.



**E** Begin creating your new calendar in the Calendars list.

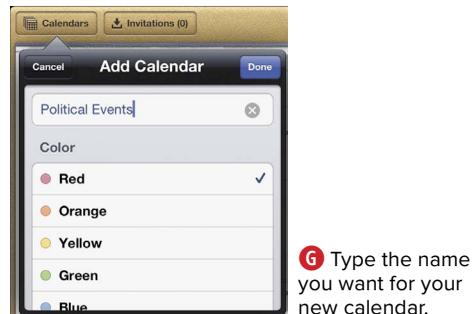
## To create a calendar on an iOS device:

1. On your iPhone or iPad, start the Calendar app.
2. Tap the Calendars button.  
The Calendars (iPhone) or Show Calendars (iPad) popover appears **F**.
3. Tap the Edit button.  
The screen name changes to Edit Calendars.
4. At the bottom of the iCloud section, tap Add Calendar.
5. In the resulting Add Calendar popover **G**, type the name you want for the new calendar.
6. Tap next to the color you want the calendar events to appear as.  
You may be able to see additional colors by scrolling.
7. Tap Done.
8. Tap Done.

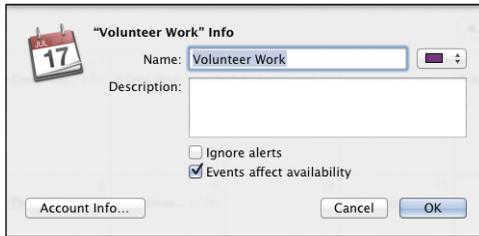
The popover will go back to the Edit Calendars screen, and the new calendar you created appears in the list.



**F** On the iPad, the Show Calendars popover tells you the status of all your iCloud calendars.



**G** Type the name you want for your new calendar.



**H** In Calendar on the Mac, each calendar has an info dialog.

## To edit a calendar on a Mac:

1. In Calendar, in the Calendars List at the upper left corner of the window, right-click the calendar you want to change, and choose Get Info.

The info dialog appears for that calendar **H**.

3. Do one or more of the following:
  - ▶ Change the name of the calendar.
  - ▶ From the color pop-up menu next to the Name field, choose the color in which you want the calendar's events to appear. One difference in Calendar versus the Calendar app on iOS is that one of the color choices is Other, which when chosen brings up a color picker that allows you to choose any color you want, rather than a preset color.
4. Click OK.

## To edit a calendar on an iOS device:

1. On your iPhone or iPad, start the Calendar app.
2. Tap the Calendars button.  
The Calendars (iPhone) or Show Calendars (iPad) popover appears **F**.
3. Tap the Edit button.  
The screen name changes to Edit Calendars.
4. In the Calendar list, tap the name of an existing calendar.
5. In the Edit Calendar screen, change the name or the associated color of the calendar, then tap Done.

## Using Alternative Calendar Programs with iCloud

Just because Calendar comes with OS X, that doesn't mean that it's universally beloved, or even especially liked, by people who are heavy calendar users. For those people (like me) who have been using calendars on a computer for a very long time, and have used excellent calendar programs over the years, Calendar is too limited, too lowest-common-denominator, for our comfort. The trouble is that all of the really useful calendar features (event synchronization between devices, calendar sharing between people) use Calendar (or at least its data file) and iCloud as a conduit.

Happily, if Calendar isn't feature-rich enough for your needs, a variety of alternative calendar programs still use the Calendar events and reminders data and provide a superior calendaring experience. My favorite for Mac is BusyMac's BusyCal **I**, which allows you to share events and to-dos over iCloud or Google Calendar; gives you much more flexibility in calendar views; has easier event entry than Calendar; has a wide variety of event types, such as all-day banners, sticky notes in the calendar, and graphics; and much more.

On iOS, there are many alternatives for the Calendar app, but the ones I've used are called Fantastical from Flexibits, and Calvetica **J**, from Mysterious Trousers. I like Calvetica because of its minimalist design, and because it requires just a couple of taps (and the text entry for the event name, of course) to enter an event, far fewer than Calendar. It's fast, lets you create an event quickly, and gets out of your way. One really attractive thing about Fantastical is that it understands natural-language requests, so you can simply enter "Lunch next Tuesday at 2 with Cliff" and the program correctly parses the sentence creates the calendar event. This is terrific when combined with dictation on iOS 6.



**I** I prefer to use BusyCal over Calendar, because it shows me more information at a glance, such as the mini-months, the reminders list, and the detail for the selected event.



**J** On iOS, the faster you can enter an event the better, which is why I prefer Calvetica, rather than the stock Calendar app.

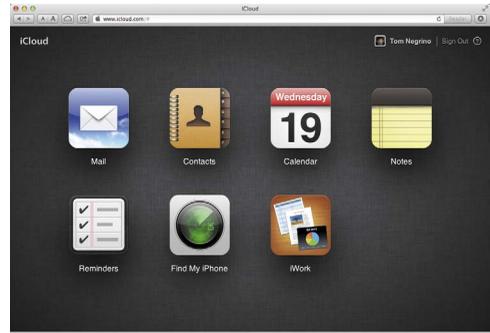
# Working with Calendars on the iCloud Website

The iCloud website gives you a great deal of control over your calendar. With it, you can add, view, and change events; manage calendars; and share your calendars with others (for that last, see the “Sharing Your Calendars with Others” section, later in this chapter).

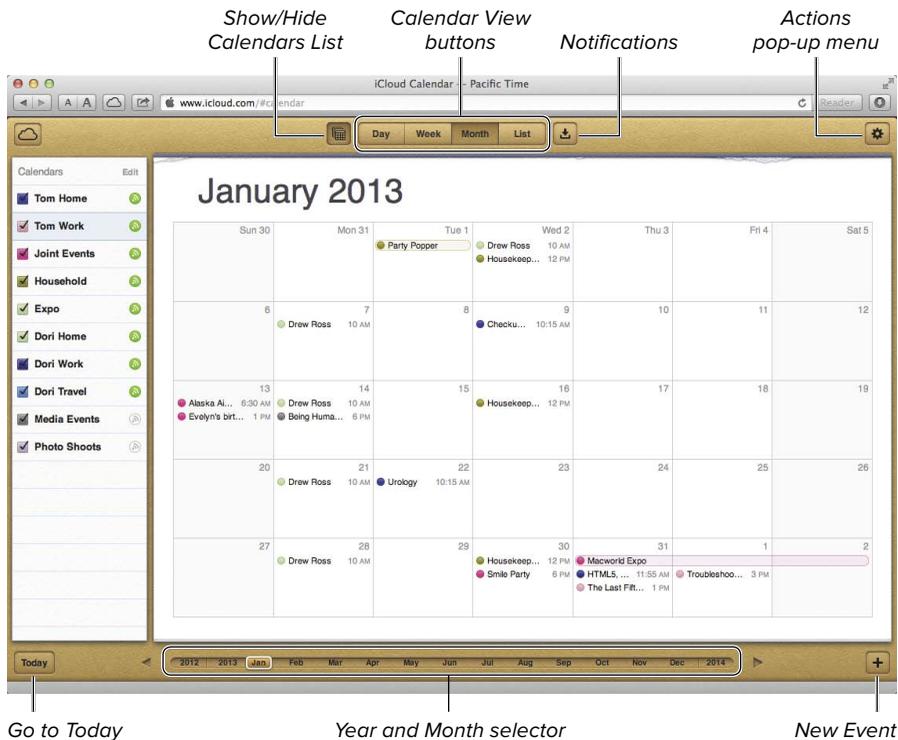
In this section, all the action will take place on the iCloud website. We’ll begin by creating, editing, and deleting calendars, then move on to working with calendar events.

## To create a calendar:

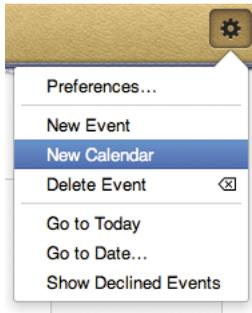
1. Go to the iCloud website, and login using your iCloud Apple ID and password.
  2. On the iCloud Home screen **A**, click Calendar.
- The Calendar screen appears **B**.



**A** On the iCloud website, click the Calendar icon to get started.



**B** You can do almost anything that you can do in Calendar on the iCloud website.



**C** Choose New Calendar from the Actions pop-up menu.



**D** Type the name of your new calendar.

**3.** Click the Actions button at the upper-right of the window.

The Actions pop-up menu appears **C**.

**4.** Choose New Calendar.

A new calendar appears at the bottom of the Calendars List, ready for you to add a name **D**.

**5.** Enter the name, then click outside the name field to save it.

See “Working With Events” later in this chapter to add and edit calendar events.

### **To view (or not) a calendar or the Calendars List:**

In the Calendars List, select the checkbox next to a calendar’s name to see that’s calendar’s contents. If the checkbox is cleared, the events associated with that calendar will disappear from your calendar views. Nothing’s happened to the events; you are simply choosing not to see them.

*or*

If you want to hide the Calendars List, click the Show/Hide Calendars List button at the top of the window. Clicking the button again will bring the list back.

## To edit or delete a calendar:

1. In the iCloud website's Calendar screen, click the Edit link at the top of the Calendars list at the upper-left corner of the window **E**.

The Calendars list changes into edit mode **F**.

2. Do one or more of the following:
  - ▶ To change the color associated with the calendar, click the color button next to the name of the calendar, then choose a different color from the popover **G**. You can also click the Custom color link to pop up a more full-featured color picker, if you don't like the six standard choices.
  - ▶ Click in the name field of the calendar, and change it to rename the calendar.
  - ▶ To delete a calendar, click the red button with a minus sign in it. As usual when you're potentially about to destroy data, iCloud warns you and asks if you're sure **H**. If you are, click Delete Calendar.
3. When you're done changing your calendars, Click the Done link.

**TIP** That dialog isn't joking; remember that iCloud is the master repository for all your data. So if you delete that calendar, it and all of its events will disappear not just from the iCloud website but from all your Macs and iOS devices as well. Be careful!

**TIP** Note that a Plus button also appears when you're editing calendars **F**. Yes, that means that it's another way to add a calendar.



**E** To enter calendar Edit mode, click the Edit link.



**F** In Edit mode, you can change the calendar color, the calendar name, or delete the calendar.



**G** Clicking the color button brings up a color picker.



**H** Make sure you really want to delete that calendar!

## To change calendar views:

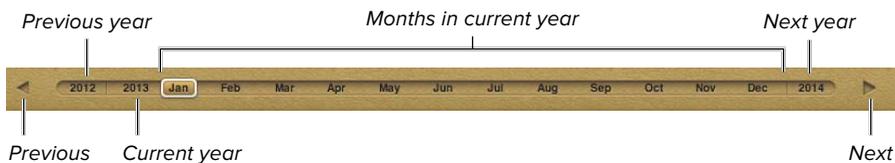
On the iCloud website, you have a choice of Day, Week, Month, or List calendar views. Click one of the Calendar View buttons in the toolbar **B** to view the calendar as you wish.

## To change date views:

At the bottom of the window, you'll find the Date selector **I**. This selector changes depending on the calendar view. For example, if the Month view is set, you'll see years and months in the Date selector. If the Day or List view is set, you'll see individual days in the selector. Do one or more of the following (assuming the Month view is active; the other views are similar in operation):

- Click one of the months to view its contents.

*continues on next page*



**I** The Date selector changes, depending on the calendar view.

- Click the Previous or Next buttons to move to the previous or next month. If you're already viewing January or December, your view will change to the previous or next year.
- Click the Previous Year or Next Year buttons to change the calendar view by an entire year.
- Click the Today button at the lower left corner of the window to jump to today's date.
- If you need to view a date that's more than a few clicks away, click the Actions menu **C** and choose Go to Date. The resulting date picker **I** allows you to type or navigate to the date you want. Choose that date, then click OK.



**I** You can jump to dates many months or years away with this date picker.

# Working with Events

The Calendar application on the iCloud website makes it easy to create or change events. Its abilities are very similar to Calendar on the Mac or the iOS Calendar app, but there are a couple of differences. With the website, you can't mark an event as one that shows that you are Busy or Free.

## To create an event:

1. In the Calendars List, click to select the calendar in which you want to create the event.
2. Do one or more of the following, and the New Event popover appears:
  - ▶ In Month view, double-click in the day in which you want the event.
  - ▶ In Day, Week, or List view, drag the mouse cursor across a time range to create an event that covers that range.
  - ▶ In any view, click the New Event button (it looks like a plus) in the lower-right corner of the window. When you do this, the event is created on the date you last selected in the calendar.
  - ▶ From the Actions pop-up menu, choose New Event.

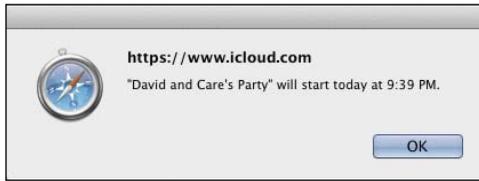
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3. In the New Event popover **K**, do one or more of the following:
- ▶ Enter the title of the event.
  - ▶ (Optional) Enter the event's location.
  - ▶ (Optional) If the event is going to last all day, click the all-day checkbox.
  - ▶ In the From section, set the event's starting date and time.
  - ▶ In the To section, set the event's ending date and time.
  - ▶ (Optional) If this will be a recurring event, choose the recurring schedule from the pop-up menu next to Repeat. You can choose Every Day, Every Week, Every Month, Every Year, or Custom. If you choose Custom, you get a pop-up dialog that allows you to choose dates with any flexibility you want on a Daily, Weekly, Monthly, or Yearly basis. The Monthly or Yearly Custom choices also allow you to choose intervals such as the first, second, third, fourth, or last days of a month.

The image shows a 'New Event' popover dialog box. It contains the following fields and controls:

- Title:** New Event
- Location:** Text input field.
- all-day:** Checkbox.
- from:** Date and time picker showing 3/5/2013 12:00 PM.
- to:** Date and time picker showing 3/5/2013 1:00 PM.
- time zone:** Dropdown menu showing Pacific Time.
- repeat:** Dropdown menu showing None.
- alert:** Dropdown menu showing None.
- calendar:** Dropdown menu showing Tom Home.
- invitees:** Text input field with 'Add Invitees...' button.
- attachments:** Text input field with 'Add File...' button.
- note:** Text input field showing None.
- Buttons:** Cancel and OK buttons at the bottom right.

**K** Get to know the New Event popover well, because you'll be seeing it a lot.



1 One of the places that alerts can appear is on the iCloud website.

- ▶ (Optional) If you want to be reminded before the event starts, choose from the Alert pop-up menu, and select the interval before the event. If you set an alert, a 2nd Alert pop-up menu appears, allowing you to set an interval for a second reminder. Alerts appear as notifications on your iOS devices, and also in Calendar on your Mac, and as a dialog on the iCloud website in your browser 1.
  - ▶ (Optional) If you want, you can change the calendar for the event with a pop-up menu in the Calendar section.
  - ▶ (Optional) If you want to invite friends or colleagues to the event, enter their name or email address into the Invitees field. As you type, iCloud looks up a matching contact in your iCloud contacts list, providing a pop-up menu with possible matches. Select a contact from the menu to accept it. You can add multiple invitees to an event. If your invitees use iCloud, the invitation will appear in the Notifications button on the iCloud website, in Calendar, and in the Calendar app on their iOS devices. Invitees have the option to Accept, Decline, or mark the event as Maybe.
  - ▶ (Optional) You can also add a note to the event, perhaps with details about the meeting.
4. Click OK to save the event.
- The event appears on your calendar.

## To edit an event:

Double-click an event in your calendar to bring up the popover with the event details, change the details you desire, then click OK.

*or*

In the Date or Week views, drag the top or bottom border of an event on the calendar to change its duration.

## To move an event:

Do one or more of the following:

- On the calendar, drag the event from one location to where you want it. For example, you might want to move the meeting that is been rescheduled from one day to the next.
- Double-click the event to open its pop-up window, then change the event details. You might need to use both these techniques if an event is moved both in day and time.

## To delete an event:

In any calendar view, click an event to select it, then press the Delete or Backspace keys.

*or*

Double-click the event to bring up the popover with the event details, then click the Delete button.

**TIP** If I'm going to be making a lot of changes to my calendar events or reminders, I'll often choose to do them on my Mac, rather than on an iOS device, because I still find it easier to use a separate hardware keyboard and mouse, rather than tapping and swiping on a touchscreen. Perhaps I'm a dinosaur.

# Sharing Your Calendars with Others

Perhaps the most useful thing about iCloud's calendar is its ability to share your calendars and events with family, colleagues, and friends who are also using iCloud. You can allow other people to share any of your calendars, and they can ask you to share theirs. Of course, you can still have calendars that are private to you; iCloud will synchronize those private calendars among all your devices, but nobody else will be able to see them. You can have any mix of shared and private calendars you want.

There's a difference between *sharing* and *inviting*. When you share, you're sharing a whole calendar and *all* its events with another iCloud user. When you invite, you are offering to share a particular event with another person, whether or not they are using iCloud. Keep this difference in mind when you decide which of the kinds of collaboration you want. For example, I'm comfortable in sharing most of my calendars with my wife. But there might be a particular meeting on my Work calendar that I have with an editor; rather than share the whole calendar, I'd be likely to simply invite that editor to only that one meeting; the invitation will be sent via email. When the editor accepts the invitation, the event appears for both of us.

iCloud's calendar sharing uses the industry-standard CalDAV protocol, so you can share calendars with people running Calendar or variety of other calendar programs on the Mac, and Microsoft Outlook 2007 or later on Windows.

## To turn on calendar sharing:

1. On the calendar application of the iCloud website, the Calendars List will show a Share icon next to each calendar **A**. A gray icon indicates the calendar isn't being shared, and a green icon indicates that it is.
2. Click a gray icon to begin the sharing process.  
The Calendar Sharing popover appears **B**.
3. In most cases, you're going to want to share the calendar privately with one or more people. Click the Private Calendar checkbox, then in the Add Person field underneath, begin typing the person's name or email address. iCloud will do a lookup of your Contacts list and provide a pop-up menu with possible matches. Click a contact with the mouse to select it.
4. Click the person's name to display the pop-up menu with permissions. Decide whether you want the person to be able to View & Edit the calendar (that's the default choice) or to just be able to View the calendar.

You might want to make a calendar read-only (the View choice) if the events of the calendar are ones that you merely want to have the other person informed about, but not to be able to change, such as your business travel plans.

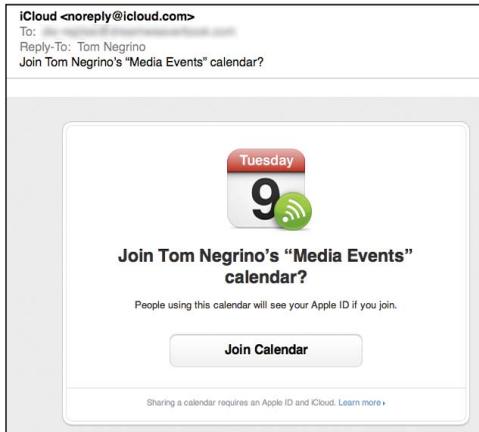
5. (Optional) Repeat steps 3 and 4 for anyone else you want to share the calendar with.



**A** The icons next to the calendars tell you the calendar's sharing status.



**B** Enter the name and the sharing privileges for each person with which you want to share the calendar.



**C** Invitees get an email invitation to your calendars. Accepting the invitation is as easy as clicking the Join Calendar button.



**D** You can see who is sharing calendars that you don't own.

**6.** Click Share.

iCloud sends email invitations to the people you chose **C**. If they accept the invitation by clicking the Join Calendar button in the email, they'll be added to the calendar.

**7.** Click OK.

**TIP** If you share one of your calendars, you are considered to be the calendar's owner. Only you have the right to allow other people to view or edit the calendar. Conversely, if you are sharing someone else's calendar you only have the privileges they have allowed you. And you can't change those privileges for yourself or anyone else.

**TIP** To check the status of a calendar you don't own, click the green Share icon next to it. iCloud will show you the Shared Calendar Info popover **D**.

**TIP** To remove someone from calendar sharing of the calendar you own, click the Share icon, which brings up the Share Calendar popover. The popover will show you the people who are currently sharing the calendar. Click the person whom you would like to remove from sharing, then click the red minus icon next to their name.

**TIP** You can stop sharing a calendar altogether by clicking the Share icon, which brings up the Share Calendar popover, and clicking the Stop Sharing button at the bottom. You'll get the usual iCloud confirmation dialog; click Stop Sharing again.

# Subscribing to Public Calendars

Besides the calendar events of yourself, family, friends, and colleagues, you might be interested in importing other kinds of calendars. For example, you might want to subscribe to an automatically updated calendar for holidays in your country. Or if you're a sports fan, you might want the playing schedule for your favorite team to appear in your calendar. Maybe you want the local weather, or the phases of the moon. All of these, and many more, are available as public calendars to which you can subscribe. You'll typically use Calendar on the Mac to subscribe to one of these calendars, but once you do, you can choose to either keep that calendar local

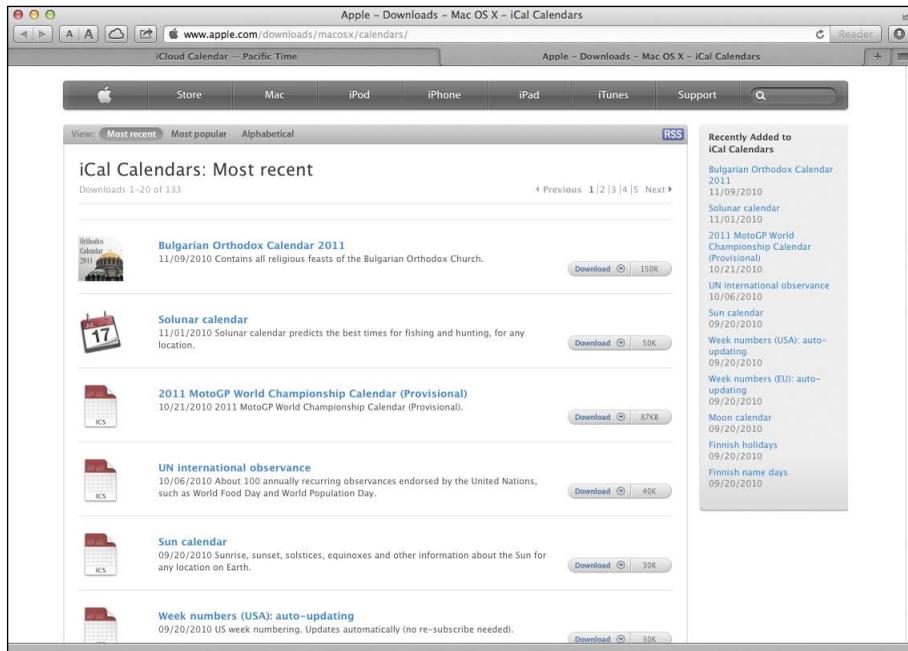
to your Mac, or to share it with the rest of your devices via iCloud.

In this section, I'm going to show you how to find a public calendar using Calendar, subscribe to it, and then view it in your calendar.

## To subscribe to a public calendar:

1. Open Calendar on your Mac.
2. Choose Help > Find Calendar Subscriptions.

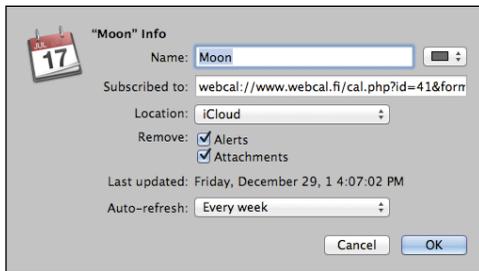
Your default web browser will open and bring you to Apple's list of available public calendars **A**. At the top of the list, you can choose to view the calendar feeds by Most recent, Most popular, or Alphabetical.



**A** Apple maintains a list of public calendars.



**B** When you subscribe to a calendar in Calendar, it shows you the calendar's URL.



**C** Subscribing to the calendar gives you its information, and the Location pop-up menu allows you to choose whether you want to subscribe to it only on your local Mac, or via iCloud, to share it with all your devices.

**3.** Find the calendar to which you wish to subscribe, then click the Download button for that calendar.

Depending on the source of the calendar, you may be taken to a different website where you can choose from a number of calendars. If so, find the calendar feed you want from that website, then click to subscribe to it.

When you subscribe to a public calendar, Calendar shows you a dialog with the URL of the calendar **B**.

**4.** Click Subscribe.

Calendar shows you a detail screen about the calendar **C**.

**5.** Do one or more of the following:

- ▶ Change the name of the calendar.
- ▶ From the color pop-up menu next to the Name field, choose the color in which you want the calendar's events to appear.
- ▶ Using the Location pop-up menu, choose either iCloud or On My Mac. This is probably your most important choice in this dialog; choosing iCloud will make the subscribed calendar appear on all your devices.
- ▶ By default, most subscribed calendars have Alerts, Attachments, and Reminders removed. In most cases, I recommend you keep it that way.
- ▶ From the Auto-refresh pop-up menu, choose how often you want the calendar to refresh its data from the original URL.

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6. Click OK.

The subscribed calendar appears in Calendar. Double-click one of the calendar events to see its details **D**.

**TIP** You can find public calendars in many more places than just Apple's directory. For example, in the U.S., all the Major League Baseball clubs offer calendars that you can download into Calendar. Many of them will still refer to their calendars as working with iCal, rather than Calendar; that's fine, as only the app name changed; the subscribed calendar format didn't.

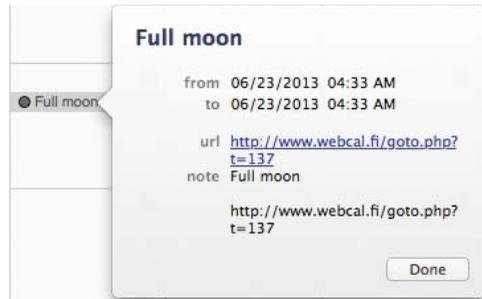
**To delete a subscribed calendar:**

1. In Calendar, click the Calendars button in the upper left corner of the window to display the Calendars list, if it isn't already visible.
2. Right-click the calendar you want to delete, then choose Delete from the shortcut menu **E**.

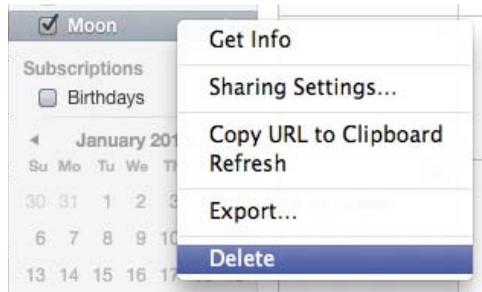
Calendar asks you if you're sure you want to delete the calendar.

3. Click Delete.

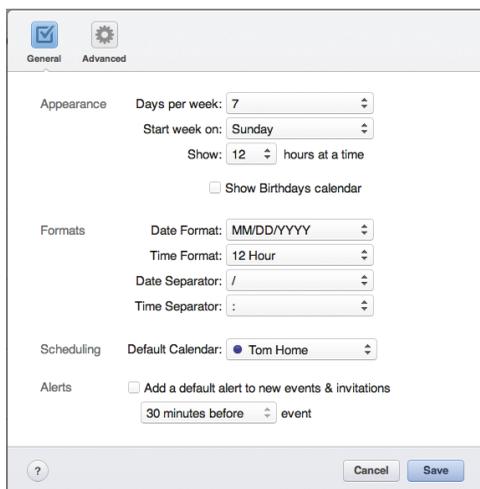
The calendar and its events and reminders are deleted. If you had the calendar shared on iCloud, the events and reminders will disappear from all your devices.



**D** You can't change the details of the events in a subscribed calendar, but you can view them.



**E** Right-click the calendar you want to delete, then choose Delete from the shortcut menu.



**A** The General Preferences screen lets you set the calendar's appearance, formats, and alerts.

## Setting iCloud Calendar Preferences

The iCloud Calendar application has two preference panes, General and Advanced. They closely mirror the preferences in Calendar.

### To set General preferences:

1. Click the Actions button, then choose Preferences from the pop-up menu.  
The General preferences appear **A**.
2. Choose one or more the following:
  - ▶ In the Appearance section, choose whether you want to display 5 or 7 days per week, on which day of the week you want the displayed week to start, and how many hours at a time you want to display in the Day and Week views. If you select the Show Birthdays calendar checkbox, the Calendar application will show a new Birthdays calendar, with information taken from the Birthday field of the people in your iCloud Contacts list.
  - ▶ In the Formats section, choose the Date format (your choices are MM/DD/YYYY, DD/MM/YYYY, and YYYY/MM/DD) and the Time format (12 hour or 24 hour). You can also choose the Date Separator (/, -, or .) and the Time Separator (: or .).
  - ▶ In the Scheduling section, pick the default calendar you want to use for new events.
  - ▶ In the Alerts section, if you select Add a default alert to new events and invitations, you can choose from the pop-up menu the amount of time before which the event is scheduled that you'll get an alert on your iCloud-enabled devices.

## To set Advanced preferences:

1. Click the Actions button, then choose Preferences from the pop-up menu.
2. Click the Advanced button in the toolbar.

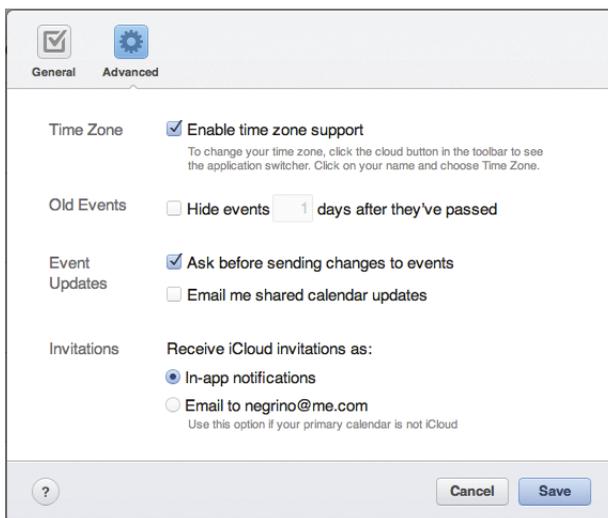
The Advanced preferences appear **B**.

3. Choose one or more the following:

- ▶ In the Time Zone section, if you select Enable time zone support, you can change the time zone for the whole calendar, or just for individual events that are different from the time zone you're in. If you choose this, a new Time Zone pop-up menu will appear in the New Event and Edit Event popovers. Choosing a new time zone from the pop-up menu will make Calendar automatically change the time of the event as shown on your calendar to match the chosen time zone. For example, if you're on the West Coast of the United States, you have time zone support enabled,

and you set an event to occur at 3 p.m. Eastern time, the event will automatically be translated to noon Pacific time.

- ▶ In the Old Events section, select the checkbox to hide events, and choose the number of days after the event is over you want the hiding to occur.
- ▶ In the Event Updates section, if you select Ask before sending changes to events (it's on by default), iCloud will check with you before it sends out emails alerting people to changes in events. This keeps changes in your calendar from cluttering other people's mailboxes. Choosing Email me shared calendar updates is self-explanatory.
- ▶ In the Invitations section, choose to get iCloud invitations as either in-app notifications (they will appear in the Notifications box in the toolbar) or as emails.



**B** The Advanced Preferences screen is a potpourri of settings.



**A** On iOS, you use two separate applications to handle events and reminders.

## Adding Reminders

What some of us call to-do items, Apple refers to as *reminders*. In a major change from the way reminders were handled previously, events and reminders have now been completely separated, with dedicated Reminders apps for reminders, and with events being handled by the Calendar apps.

The iCloud website, iOS devices, and the Mac now all have you work with calendar events and reminders in two entirely separate apps, the Calendar and Reminders apps, respectively **A**. On Windows you can use Microsoft Outlook 2007 or later (which calls reminders *Tasks*).

Reminders are different from calendar events, in that they can be checked off as completed; you can assign a priority to them; and you can give them a due date (but you don't have to). Reminders with due dates not yet marked as completed automatically remain in your Reminders list. All of the Reminders apps allow you to maintain multiple reminder lists (for example, Home, Work, and the like).

In this section, you'll learn how to use the iCloud website to work with reminders and reminder lists. Remember that as you use the iCloud website, changes you make there will automatically propagate to the rest of your iCloud-enabled devices.

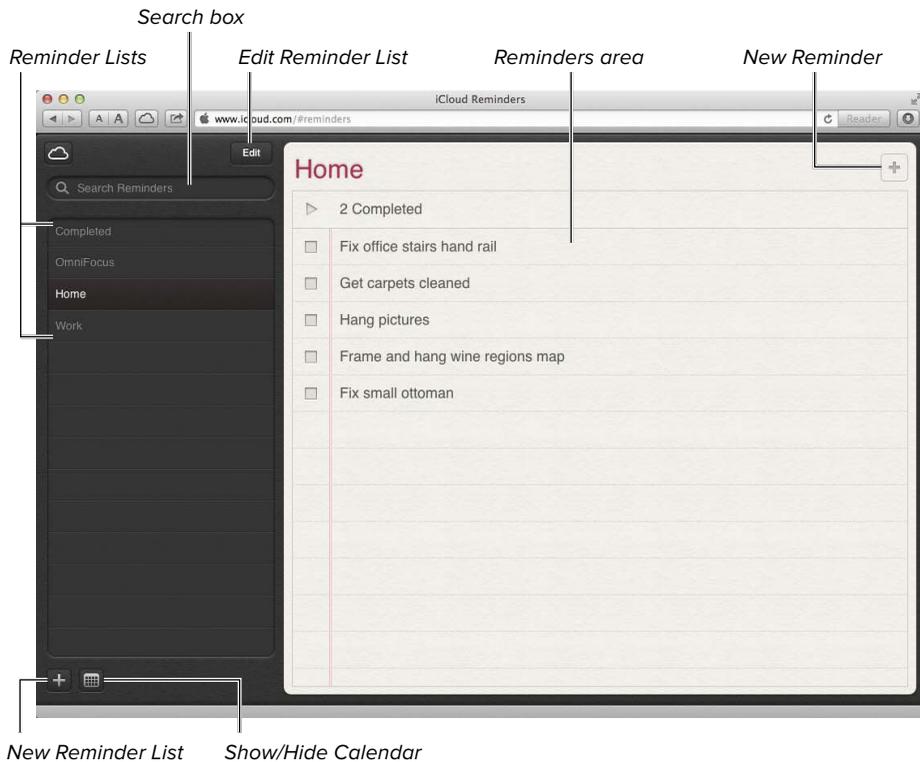
## To add and edit Reminders on the iCloud website:

1. In your web browser, open the Reminders app on the iCloud website **B**.

The Reminders app appears **C**.



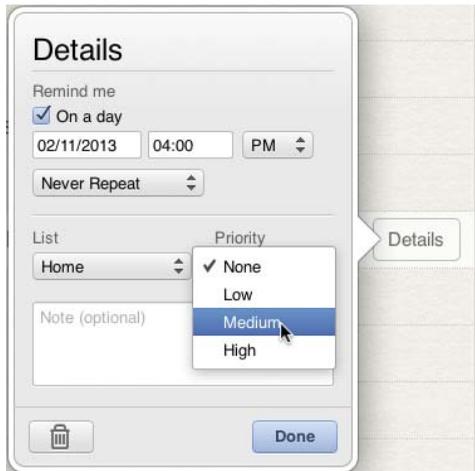
**B** You'll find the Reminders app on the iCloud web site.



**C** The Reminders app works very much like the similar apps for iOS and Mac.



**D** Type your new reminder.



**E** The Details popover allows you to make changes to your reminders.

2. Click to select the reminder list you want your new reminder to appear in and then double-click in an empty area of the Reminders pane.

or

Click the New Reminder button.

The insertion point appears in the line below the last reminder **D**.

3. Enter the reminder, then press Return.

4. (Optional) Click the Details button to bring up the Details popover **E**, then do one or more of the following:

- ▶ If you want to assign a due date to the reminder, in the Remind me section, select On a day, then enter a date and time in the fields that appear. You can also choose if and how often you want the reminder to repeat from the pop up menu.
- ▶ If you like, you can change the Reminder List for the reminder.
- ▶ From the Priority pop-up menu, assign the reminder's priority level (None, Low, Medium, or High). If you assign a priority, the reminder will show the priority as an icon of one or more exclamation points in the Reminders pane.
- ▶ If you want, add a Note to the reminder.
- ▶ You can delete the reminder by clicking the Trash button.

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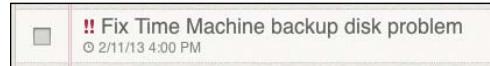
5. Click Done.

The changed reminder appears in the Reminders pane, with information letting you tell the details at a glance **F**.

**TIP** A faster way to delete a reminder is to select it in the Reminders pane, then press **Delete** or **Backspace**.

**TIP** You can mark a reminder as completed by clicking the checkbox next to it in the Reminders pane. Completed reminders appear in a Completed section at the top of each list, and are aggregated in a separate Completed Reminder List.

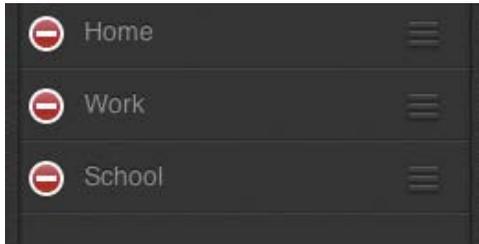
**TIP** Entering a search term in the search box and pressing **Return** or **Enter** does a search across all your lists.



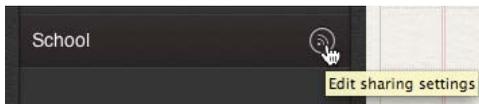
**F** When you've edited the details of a reminder, those details appear with the reminder name. In this case, the reminder's Medium priority is shown with the two exclamation marks.



**G** Type the name of your new reminder list.



**H** The Edit mode allows you to delete, edit, or reorder your reminder lists.



**I** Like calendars, you can share your reminder lists.

## To add or edit a Reminder List on the iCloud website:

1. In the Reminder application on the iCloud website, click the New Reminder List button.

A new Untitled reminder list appears, ready for you to name it **G**.

2. Enter the new reminder list name, then press Return or Enter.

3. (Optional) To edit a reminder list, click the list name to select it, then click the Edit button at the top of the Reminder Lists column **H**. Do one or more of the following:

- ▶ To delete the list, click the icon with the red circle with a line through it.
- ▶ To rename the list, select the name and type over it.
- ▶ To reorder the lists, click and drag the handle at the right side of the list.

When you are done editing, click the Done button at the top of the Reminder Lists column.

**TIP** You can share your Reminder Lists with other iCloud users. Click the Edit sharing settings button next to a list **I**, then enter their name in the Sharing Reminders popover that appears.

**TIP** I was thinking of adding a section to this book called “Working with Your Reminders on a Mac,” but using the Reminders app on the Mac is so similar to using the iCloud website Reminders app that I decided there was no need to take up the space.

# Working with Reminders on Your iOS Device

As mentioned before, you work with iCloud reminders on an iOS device in the Reminders app, which was introduced with iOS 5. In this section, you'll see how to use the Reminders app to set up a to-do. Adding or editing a task in Reminders makes it automatically synchronize with the rest of your iCloud-enabled devices.

## To set a reminder:

1. Start the Reminders app.

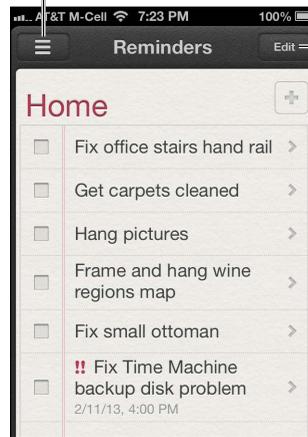
The app appears, set to its default list **A**.

On the iPhone or iPod touch, you can move between your different reminders lists by swiping right or left in the list name at the top of the screen, or by tapping the Show/Hide Reminders Lists button. On the iPad, with its larger screen, you can see more information at one time, including a handy mini-calendar **B**. Tapping on a date in the calendar shows you any reminders set for that date **C**.

2. Tap the plus button to add a reminder.

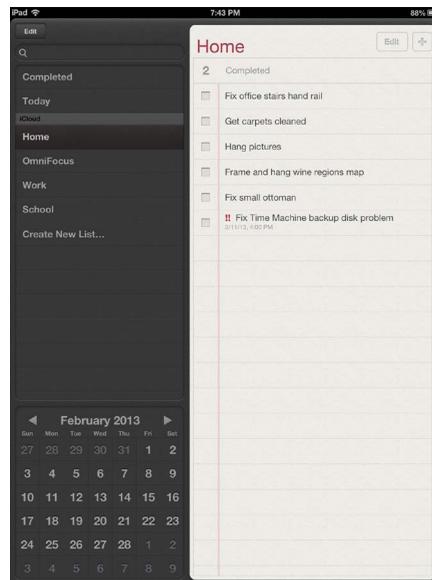
In the list that you're on, on the first blank line, an insertion point appears.

Show/Hide Reminders Lists



Edit reminders

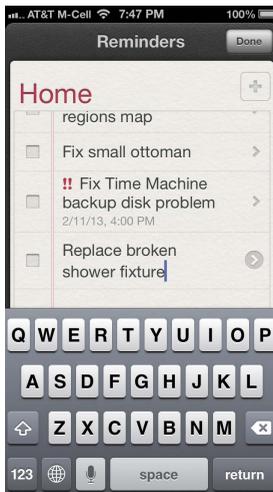
**A** You'll work with your tasks in the Reminders app. This is one of my reminders lists on my iPhone.



**B** The Reminders app on the iPad gives you a nice mini-month calendar, making it easier to jump to future dates.



**C** On the iPad, when you tap on a date in the mini-calendar, tasks associated with that date appear.



**D** Enter the title for your reminder.



**E** On the Details screen, you can choose to set a reminder date or location, or you can add other information to the reminder.



**F** If you choose to be reminded at a location, you can also choose whether that reminder triggers when you leave or arrive at the location.

3. Type the reminder title **D**.
4. (Optional) You can tap the Return key and enter more tasks.
5. On an iPhone or iPod touch, tap the Done button. On an iPad, tap somewhere other than the line you're typing in, or tap the Hide Keyboard key . The new reminder appears in the list.
6. To adjust the reminder's details, tap it in the list. A Details screen or popover (on the iPad) appears **E**.  
If you tap Show More, you have the opportunity to set the reminder's Priority, change its assigned reminders list, or add Notes.
7. To set a due date or geographical reminder, you can turn on either (or both) Remind Me On a Day and At a Location.

If you choose On a Day, Reminders will show you the standard date and time picker. Choose when you want to be reminded, then tap Done.

If you choose At a Location, the Location screen will appear, showing your current location, your Home and Work locations from your iCloud Contacts list, and an Enter an Address field. Tapping that field allow you to either type an address, or you get the standard blue plus button that opens your Contacts list, from which you can choose the location where you want to be reminded. Pick a contact with an address, and you'll be returned to the Details screen, which now shows the contact name and address **F**. You'll also get two new options, When I Leave and When I Arrive. Choose one of these.

8. Tap Done.

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**TIP** Location-based reminders are associated with the iPhone 4 and later. They don't work on earlier iPhones, the iPad, or iPod touch. Reminders with location information still appear on those other devices, but the location-specific information doesn't appear.

**TIP** You can delete, edit, or reorder your reminders by tapping the Edit button at the top of the screen.

## Reminders Versus the World

Reminders is a free app from Apple that enters an already very crowded field of iOS task managers, many of which also have Mac application counterparts that they sync with. Examples of apps with Mac versions include The Omni Group's OmniFocus, Appigo's ToDo, and Cultured Code's Things. Task managers that shine on iOS include BusyMac's BusyToDo (which works with their BusyCal desktop program); Toodledo, from the company of the same name, and WebIS' Pocket Informant Pro. Reminders also competes with iOS apps that are front ends to Web-based task management services, such as Remember the Milk's eponymous app.

So how does Reminders stack up in this crowd? Well, it's kind of the same situation as with calendaring. The Apple app does the job, but has a set of features that will leave power users wanting more, *more*, MORE! Reminders, based as it is around a simple list metaphor, doesn't have important features for hardcore task management warriors, such as the concept of grouping tasks into projects, or the ability to organize a bunch of tasks and show you the most important next action that needs doing. For devotees of the Getting Things Done or Franklin Covey organization methods, Reminders is not going to cut the mustard.

Interestingly, if you do choose to use one of these more-powerful task managers, you can leverage Reminders to make it easier to work with them. Apple is very picky about which apps can interface with Siri, the voice activated assistant, but Reminders is one of them. Other apps can use the default list created by Reminders, and can build in the ability to take information from that list into their own data. So for example, I use Siri to create reminders all the time, which make a quick stop in Reminders before being pulled into OmniFocus for iOS. Remember the Milk and Things have similar features.

But let's say that you don't have such a complicated life, you don't care about organizing tasks into projects, and you just want a decent to-do list. My advice is that you start with Reminders. If you find yourself after a while wanting more organizational control, there are plenty of apps in the App Store that can scratch that itch, starting with the ones I've listed above.

## Reminders or Alarms?

With the advent of the Reminders iOS app, you now have more than one way to alert yourself when things need doing. You can use the Reminders app, as described above. But for some purposes, you might want to instead use the Alarm function of the iPhone's Clock app. Let's take a look at the differences between the two approaches.

The Reminders app is associated with your iCloud calendars and to-dos, and as a result synchronizes across all of your devices. That's great when you want that to happen, but sometimes you don't. For example, let's say that you need to take a medication each evening. You could certainly set up a Reminder for that, and it would appear on your Reminder List every day. That would tend to clutter up the Reminder List, especially if you had similar routine reminders. When the Reminder triggers, because it is associated with iCloud and synchronizes between your devices, you'll get alerts on all your devices, and you'll need to dismiss those alerts on all devices. I've certainly found it to be jarring when I had my iPhone, iPad, and Mac all in one room, and they all popped up a Reminder alert and made a noise at the same time.

On the other hand, the Clock app only runs on the iPhone, which you often carry on your person, and you can set it up to give you a recurring alarm (as well as setting as many different alarms you need in a particular day). Because it's not integrated with iCloud, there is no calendar clutter. And the Clock app's repeating function **G** has day-of-the-week options that the Reminders app does not **H**. By the way, if you need multiple reminders in the same day, there's a terrific app called HabiTimer from Sciral that's perfect for things that neither Clock nor Reminders does well, like alerting you to take medications multiple times in a day.



**G** In the Clock app, you have a bit more flexibility in terms of recurring day-of-the-week alarms.



**H** The Reminders app allows you to set reminders at intervals up to a year away.

# Managing Notifications on Mac and iOS

Earlier in this chapter, you've seen lots of information about setting up and editing events and reminders on iOS devices, the Mac, and the iCloud website. But a large part of the power of event notifications is that they can take a proactive role in your life, actively letting you know when they come due. They do this through *notifications*, which are banners, dialogs, and sounds that appear on your devices. You set up notifications when you are creating an event or reminder, and they are pushed to your various devices via iCloud when those events and reminders are synchronized.

There are two kinds of visual notification that appear:

- *Banners* appear on the screen, hang around for a moment or two, then discreetly tuck themselves away **A**.
- *Alerts* appear on the screen, but require action from the user (such as a click on a button) before they go away **B**.



**A** This is the banner notification, with a somewhat unsettling message.



**B** This alert notification requires you to click one of the buttons before it leaves your screen.



**C** Notification Center (shown here on an iPhone) can show you notifications from many different apps, allow you to post to Twitter and Facebook, and can even give you the weather forecast.

Beginning with Mountain Lion on the Mac and iOS 6, there is a central spot for working with notifications, cleverly called Notification Center. On the Mac, Notification Center is available from within all apps. By clicking an icon in the right edge of the menu bar, the contents of your screen slide to the left, showing you a bar with your latest notifications. On iOS, Notification Center is always available by swiping down from the top of the screen **C**. If you have your device configured to work with Twitter and Facebook on the operating system level, then Notification Center will also show widgets that allow you to quickly tweet and post to your Facebook Wall. The iPhone also has Notification Center widgets for Whether, Stocks, and Sharing.

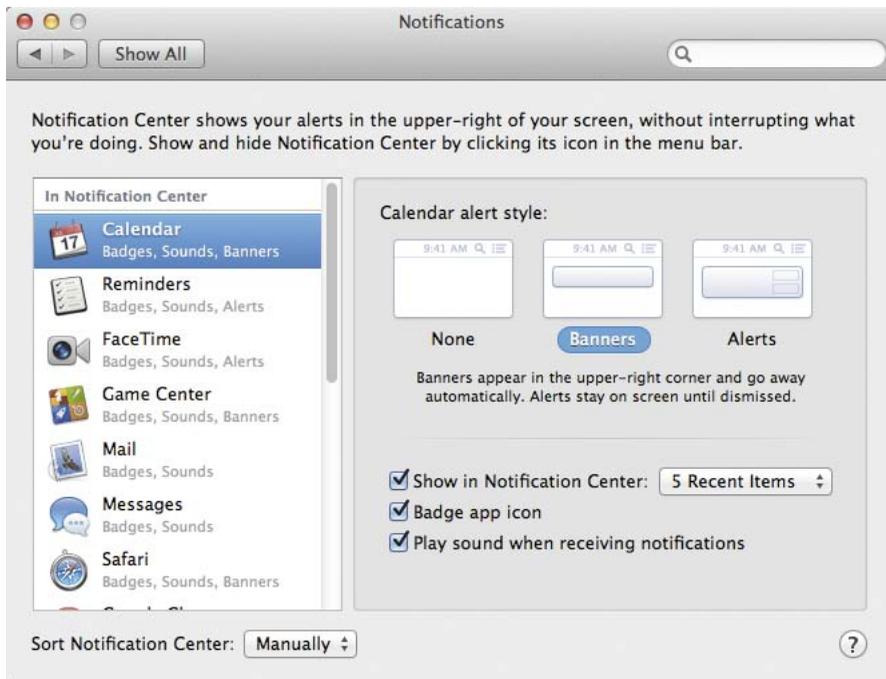
On the Mac, Notification Center gets configured through the Notifications pane of System Preferences. On iOS, you use the Notifications section of the Settings app. On either operating system, you have the ability to configure notifications on an app-by-app basis. So, for example, on the Mac you can have your Calendar events appear as a banner, and your Reminders appear as an alert, and have the opposite setting on your iOS devices. The settings are per device, so you can even have different settings for your iPhone and iPad.

## To configure notifications on a Mac:

1. From the Apple menu, choose System Preferences, then click Notifications.

The Notifications preference pane appears **D**.

2. In the list on the left, find the app for which you want to configure notifications settings. If the app is down at the bottom of the list in the “Not in Notification Center” section, click and drag it up to the “In Notification Center” part of the list.



- D** On the Mac, set up your notification styles in System Preferences.

- 3.** On the right side of the preference pane, do one or more of the following:
  - ▶ Pick the kind of alert style you want (None, Banners, or Alerts).
  - ▶ Choose whether or not you want the app's alerts to appear in Notification Center, and if so, how many items (1, 5, 10, or 20) you wish to appear there.
  - ▶ Select the checkbox if you want an incoming notification to put a numeric badge on the app's icon in the Dock.
  - ▶ Choose whether or not you want an alert sound to play when the notification comes in.
- 4.** At the bottom of the preference pane, from the Sort Notification Center pop-up menu, choose Manually or By time. I prefer manually, because that keeps apps from moving around by themselves in the list.
- 5.** Close System Preferences when you're done configuring things.

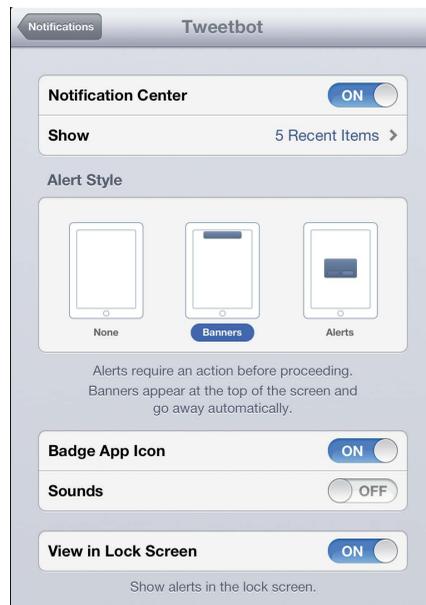
## To configure notifications on an iOS device:

1. Tap the Settings app, then tap Notifications.

The Notifications Screen appears **E**.
2. Scroll the list of apps until you find the one you want to configure, then tap it.
3. In the notification settings screen for the app **F**, first make sure that the Notification Center switch is turned on.
4. Set the number of recent items you want to show in Notification Center.
5. Set the Alert Style you want the app to use.
6. Different apps have different options available, but Badge App Icon and Sounds are two common settings. Choose whether you want them on or off.
7. Decide whether or not you want the alert notification from this app to appear in the lock screen of the iOS app; that is, the screen that appears after you wake the device but before you swipe to unlock it.



**E** On iOS, you'll make your decisions about Notifications in the Settings app.



**F** Each app allows fine-grained choices about how its notifications appear.

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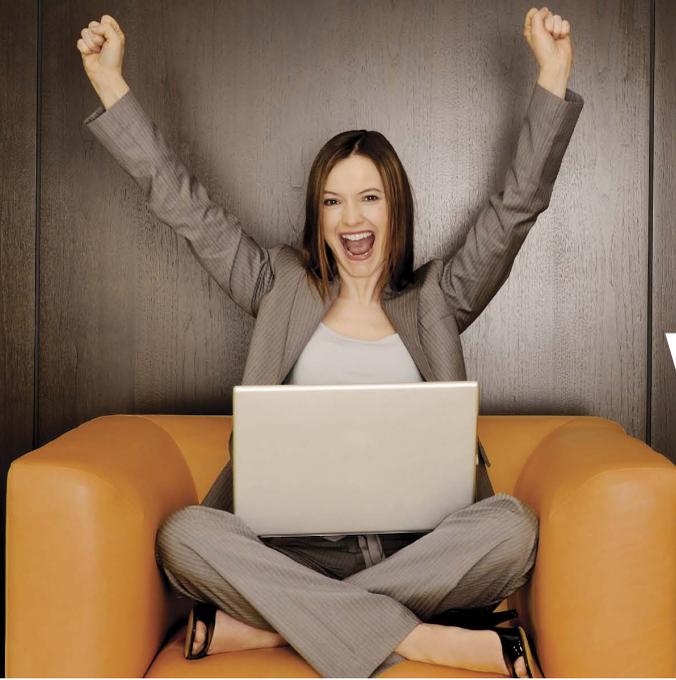
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