

# C O N T A C T S   &   I C A L

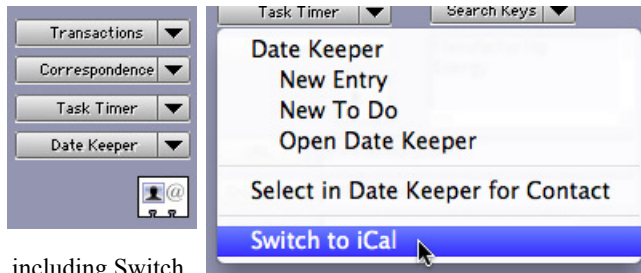
For those on Macintosh OS X, InView's Contacts file has the ability to quickly and easily add appointments and reminders to your iCal Calendar.

*Tip:* iCal is the Calendar software built into OS X. It can synchronize with other calendars, such as Google's and with the iPhone and many other smart phones.

## ENABLING THE I CAL OPTION

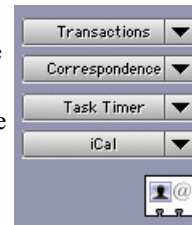
By default, Contacts is set to work with Date Keeper. Changing it to iCal is quick and simple.

On the right hand side of the Contacts Data Record is the popup menu for Date Keeper. Clicking on this menu brings up a list of options, including Switch to iCal.



Choose Switch to iCal and the iCal link is established. Instead of Date Keeper, the menu title and contents reflect the iCal link.

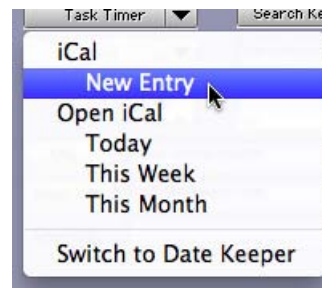
The setting is remembered and does not get undone when you Quit the program or shut down your computer. It is used until such time as you use the same menu to switch your preference back to Date Keeper.



## I CAL INTERACTION

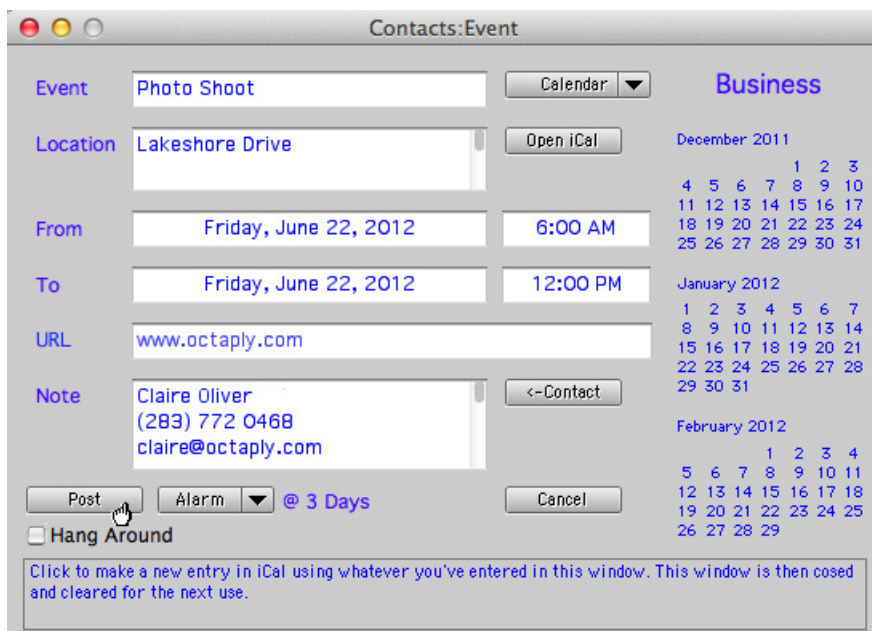
The iCal popup menu provides choices to open your iCal calendar to display the current Day, Week or Month. Once opened you can perform any normal iCal function.

To conveniently make a new entry to your calendar without directly accessing iCal, choose New Entry to open the Contacts Event window.



## THE EVENT WINDOW

You'll discover the Event window to be a far more convenient place to make new iCal entries than via the iCal interface.



### CALENDAR MENU

The Calendar popup menu lists the names of any existing calendars that you've created in iCal. Beside the menu is the name of the currently selected calendar.

This is the calendar to which the new entry will be added. Use the menu to select the preferred calendar for your new entry.

Note: iCal allows you to give categorizing names to Reminders too. These names are also listed as Calendars.



### EVENT

Enter a short identification of the event your scheduling in the Event cell. This is the identifier that shows in iCal displays for Day, Week, Month or Year.



### LOCATION

Enter any appropriate notes about where the event will occur. This shows only when you access the details of an iCal entry.

### DATES & TIMES

At a minimum, enter the starting date of the event on the From line. If you leave the time and To lines empty, the event is simply scheduled as a generalized event for the date at midnight.



Otherwise, enter as much as is needed to complete the dates and times involved.

These entries are about as free form as it gets too.

Dates can be entered as simply as *t* for today, *t7* for this day next week, *t372* for today plus a year and a week. Other formats: *today, tomorrow, yesterday, tue, TUE, sun, sunday, next tue, next tuesday, June 3, jun 3, 6.3, 06 03, 6/3/12, 06/03/2012* and so on. If you omit the year, the program goes for the closest match. So in July, the just past June is closer than the future June.

Times are similarly flexible. Enter *2* and get 2 AM or *2p* for 2 PM. *123* for 1:23 AM, *1230* for 12:30 AM. Add *p, P* or *pm* for afternoon and evening. If you omit the P or PM, AM is assumed.

If you like to type or show off you can use *now* for the current time, *morning* for 9 AM, *noon* for 12 PM, *afternoon* for 1 PM, *evening* for 6 PM, *night* for 10 PM or *midnight* for 12 AM,

Color iCal green with envy.

### URL

Enter any URL that should be associated with this entry. iCal displays it as a live link.

Hold Option while clicking on the Contact button to have the URL

of the current Contact's record entered for you.



### NOTE

Anything entered here becomes the primary description of the entry in iCal. Click on the Contact button to enter the name, phone and email for the currently displayed Contact. Hold option as you click to include their URL in the URL cell above.

### ALARM

The Alarm popup offers three choices that match the available alarm options in iCal: Minutes, Hours and Days. Choose one and a dialog appears to ask how many Minutes, Hours or Days in advance you want an iCal Alarm to be set.

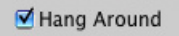


**POST**

When all is ready, click on Post to have your entries added to iCal.

**HANG AROUND**

When you Post an event the Events window closes unless you have Hang Around checked. If Hang Around is checked, the window is readied for another entry. This is especially handy if you expect to make additional entries anytime soon. There's actually no harm or inconvenience in keeping the window open and available for your entire work session.



**MONTH DISPLAYS**

The right side of the Event window displays three months at a time the current month and the next two. It does not change until the next month actually arrives.



**SCHEDULED CONTACT EVENTS**

Contacts has long had the ability for you to schedule up to three soft events for one or many contacts. Typically these events are to do items that do not necessarily have an exact time or date, but rather have an approximate date at which an action should be taken. Such events are especially useful for marketing purposes such as phone calls, follow up letters and promotional mailings.

These events can now be entered as Reminders in iCal.

To schedule a reminder, click on the iCal icon in the Events & Notes window. A popup menu appears with the choices to add Event 1, 2 or 3 to iCal Reminders.

As long as you have a date and note entered in the event chosen, it is entered as an iCal Reminder.

