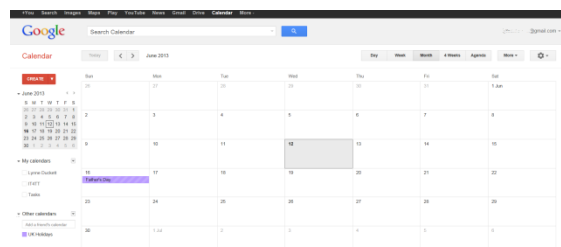


Online Calendars.

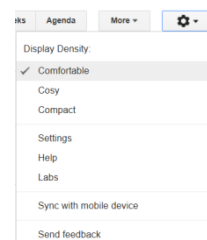
Many providers now include an online calendar for you to use or not as you wish. But once you get used to using one, you may wonder how you managed without it.

Many email providers (such as gmail.com) include an online calendar but there are all sorts of places where they exist as an inbuilt programme or app – iPad; Tablets; etc. Just click on the Calendar option and then sign in – if you don't already have an account with them, you will need to create one with your email address and password.

Then decide what format you want – many people find a month at a time the most useful, so click on the appropriate button at the top right of the page. This example shows a monthly calendar displaying Wednesday, 12th June as the current date. On the left is the whole month with arrows to the left and right, so if you wanted July, you would click on the arrow pointing right to move to the next month. It also has UK holidays active, which shows Father's Day in purple. You can also share your calendar with work colleagues, or with friends.



In the top right corner is a Cog symbol (the usual symbol for Tools/Settings/Options), which contains a link to your settings, where you can set your Time Zone or Date Format, whether you want the week to start on a Sunday or Monday, whether you want the weather to be shown etc. This is also the place to choose to have UK holidays displayed.



We will look at more settings and creating a date with or without a reminder in the next issue.

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This article is for guidance only, and the opinion of the writer. For more in depth information, please contact us.

We offer individual training, either one-off sessions or a series, at a pace to suit you; a session lasts 2 hours and costs £10. We can cover a range of subjects including absolute basics on Windows XP/Vista/W7/W8; photo management; iPad; Tablet computers; basic web design; Word processing etc. We are closed for the whole of the school holidays this year, and will reopen on 2nd September 2013. Open House sessions will be in

*September – see next issue for dates.
See our web site or contact us for further details.*

