

# >>> Create

HOW TO DO ANYTHING ON YOUR MAC, IPHONE & IPAD

## Master OS X Reminders

Never forget birthdays, meetings, or the milk, with the help of Reminders

It's long been possible to make to-do lists on your Mac using iCal, but OS X Mountain Lion has simplified the process by creating a separate app for this, called Reminders. Just like on the iPhone, iPad, and iPod touch, this is a single-purpose app that lets you create and manage your to-do lists. Better still, using iCloud, you can manage lists from any of your Apple devices, and the changes you make on one will appear on the others.

We'll show you how to add things to your Reminders list, set up both time- and location-based alerts, and make sure everything synchronizes seamlessly using iCloud. You need to be running OS X 10.8 Mountain Lion, and have iCloud set up so your Reminders will sync with your iOS devices. To set up iCloud, go to the Apple menu and choose System Preferences. Click iCloud and if you're not signed in, enter your Apple ID and click Sign In > Next > Allow. Once you're signed in, check that "Calendars & Reminders" is selected. You'll need to sign in with the same Apple ID on any iOS device in Settings > iCloud. **BY LAURENCE CABLE**



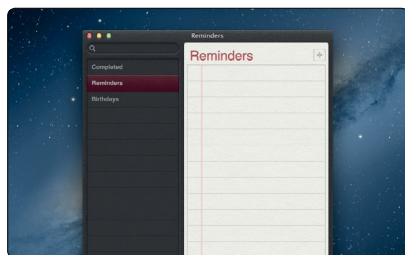
### >>>WHAT YOU NEED

LEVEL:  
easy

- >> OS X Mountain Lion
- >> iPad/iPhone/iPod touch (optional)

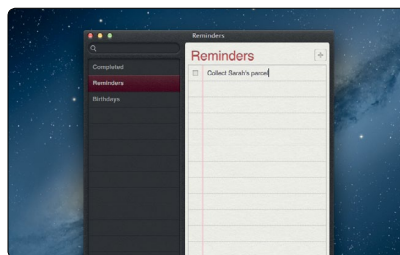
### 1 Choose a List

First, select the Reminders list you want to add to. If you see an iCloud heading, make sure you add Reminders to the lists beneath iCloud (if you can't see an iCloud heading but it's definitely set up, then everything you see is iCloud and will sync with your iOS device).



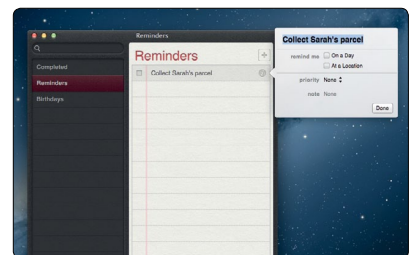
### 2 Add the Reminder

With your list selected, click the Plus (+) button in the top corner, and you'll see the text cursor flash on the notepad. Type in the text and press Enter. This will create a to-do style item, which will be all you need in some cases. But in others, you may want an alert to pop up.



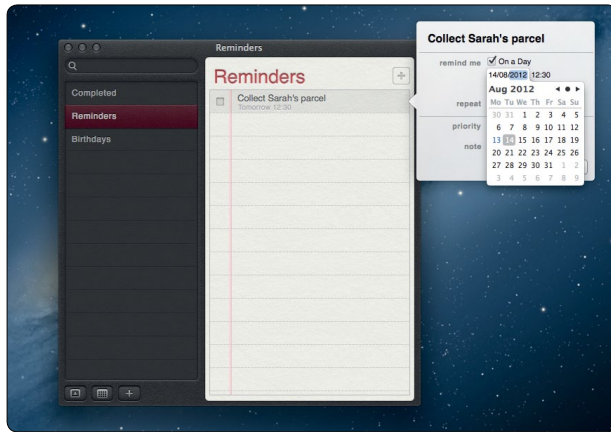
### 3 Time-Based Alerts

To add a time-based alert to the reminder, hover your mouse over it and you'll see an "i" symbol. Click this to open alert-specific settings. The section we're interested in is the "Remind me" bit at the top. Select the box next to "On a Day" to bring up a date and time.



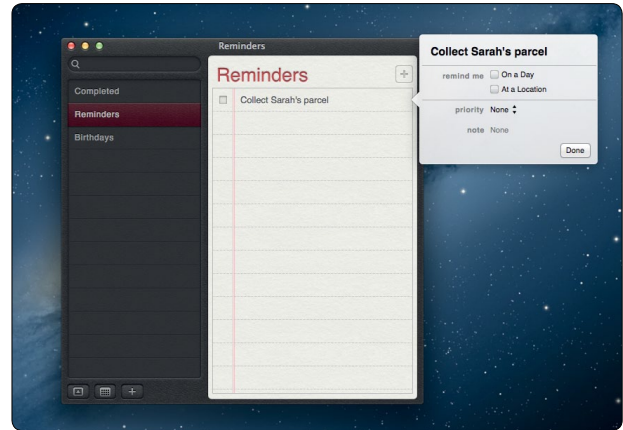
## 4 Set the Date and Time

Click the date to open a calendar view, browse to the date you want to be alerted, and click it. Then click the hour and enter your own time, followed by the minutes. When you click Done, you'll see your time and date below your Reminders item.



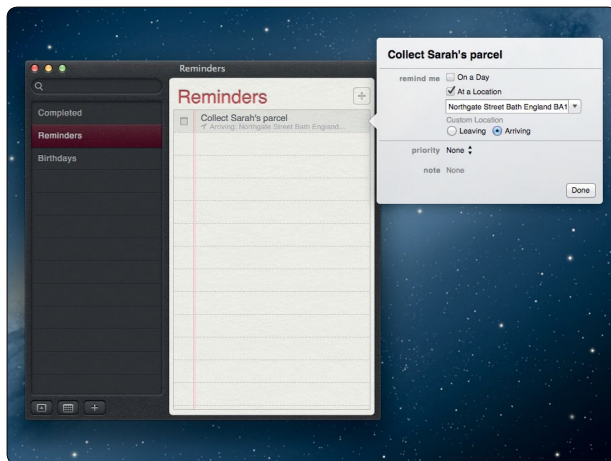
## 5 Location-Specific Alerts

A nifty feature of Reminders is that it can alert you when you enter or leave a specific location. This works with your Mac and any iOS device you have—provided you've allowed Reminders access to your machine's location. Click the "i" symbol and then the "At a Location" checkbox. Note that you can set a Reminder to be both time- and location-specific. To do this, select both boxes in the "i" window and Reminders will explain how the alerts will work.



## 6 Where to Alert

Select the "At a Location" box to bring up a text field. As long as you're connected to the Internet, you can type a post code or street name; press Enter and click it in the list that appears. You can decide whether you want alerts when you arrive at or leave that location.



## 7 Be Alerted

When the time (or place) comes for an alert, it will appear in the top-right corner of your Mac's screen and on your iPhone or iPad. Click it to go to Reminders, where the due time/place will be red, indicating it's overdue. Turn it off by clicking the box to its left.



## 8 Manage Your Items

If you have a lot of lists, move things between them by right-clicking them (two-finger click on a trackpad) and choosing the name of the destination from the "Move to List" submenu. Edit a Reminder by selecting the text in the list or by clicking the "i" at the end of the bar.

