

MAC LESSON #70

CHANGE iCAL VIEWS WITH YOUR SCROLL WHEEL

Apple's iCal program lets you use three views to check your calendars: Day, Week, and Month. For the Day view, you can choose the number of hours visible on screen by going to the program's preferences. But there may be times when you want or need to see more hours for long days with travel and late appointments, or fewer hours for days when you don't have much going on. The good news is that there's a simple way to change this without having to take a trip to preferences. You can do it with your mouse if it has a scroll wheel, or even with two-finger scrolling on a trackpad on a Mac laptop that offers this feature.

Just move your cursor over the Day or Week display (the actual window, not the button), hold down the option key, and then scroll down to show fewer hours or scroll up to show more of the day in iCal's window. If you're using a trackpad, hold down the option key and use two fingers to scroll down or up.

As you scroll, you'll see more or less information for each event. The more hours you show, the less information will be visible. If your iCal window is small, you'll lose the times for some or all of your events, which will shrink to one line. Show fewer hours to expand your events. Do this as needed, and you no longer need to worry how many hours you set by default in iCal's preferences.

