

Calendar (Part 1) - iPhone - iOS 18

Calendar



Note: Icon always shows current date.

Calendar Terms

- *Events: Appointments, meetings, etc.*
- *Calendar: Events with a common subject.*
- *Pages: Different views of the Calendar.*
- *Adding, Editing & Deleting Events.*

Calendar Pages

Understanding the pages is key to using Calendar

Tap Mo. to go to Mo. view

Years Months Days-List View

Tap to go back

Tap Day to go to Day view

The image shows three screenshots of the iPhone Calendar app. The first screenshot is the 'Years' view showing a grid of months from January to June for the year 2020. The second screenshot is the 'Months' view for October 2024, showing a calendar grid with the 8th highlighted. The third screenshot is the 'Days-List View' for October 6-10, 2024, showing a list of events. Red arrows indicate navigation: from 'Years' to 'Months' (labeled 'Tap Mo. to go to Mo. view'), from 'Months' to 'Days-List View' (labeled 'Tap Day to go to Day view'), and from 'Months' back to 'Years' (labeled 'Tap to go back').

Other Pages

The Months and Days pages have other view options

Months Days-List View

Tap to toggle to other views

Tap to search

Tap to select other Calendars

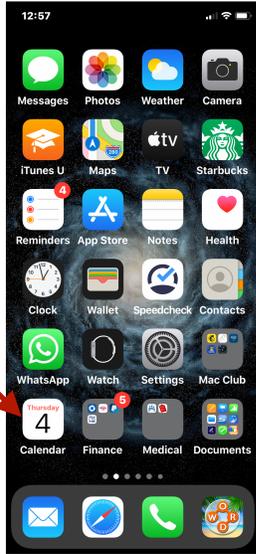
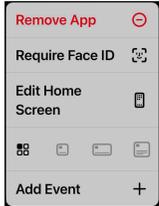
Tap to always go to Today

The image shows two screenshots of the iPhone Calendar app. The first screenshot is the 'Months' view for October 2024. The second screenshot is the 'Days-List View' for October 6-10, 2024. Red arrows point to specific UI elements: a red arrow from the 'Months' view to the top right corner (labeled 'Tap to toggle to other views'), a red arrow from the 'Days-List View' to the search icon (labeled 'Tap to search'), a red arrow from the 'Months' view to the bottom left corner (labeled 'Tap to select other Calendars'), and a red arrow from the 'Days-List View' to the 'Today' button at the bottom (labeled 'Tap to always go to Today').

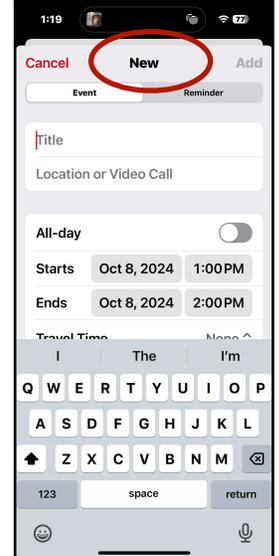
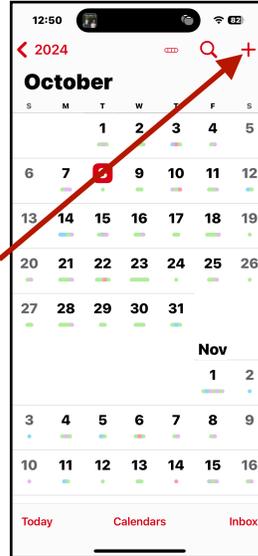
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Adding Events

Long tap icon brings up the Widget & Add menu



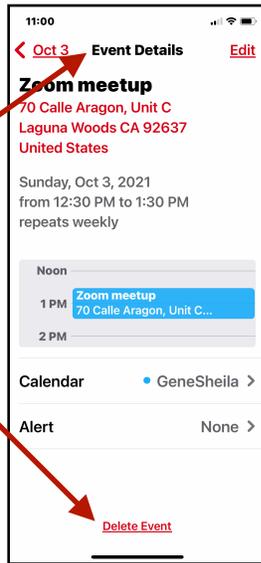
Tapping the + opens to New Event



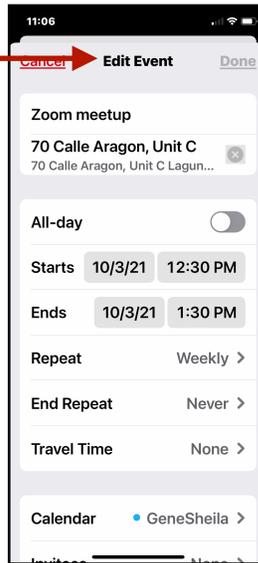
Edit & Delete

Tap on an Event to open Event Details

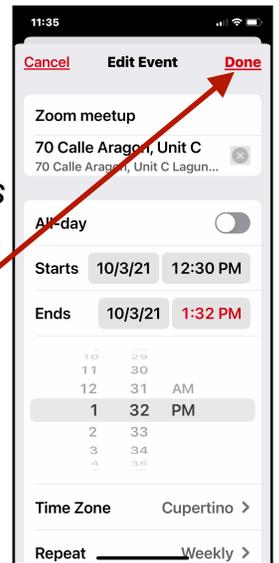
Tap to Delete Event



Tap Edit to enter Edit Event page



Make changes and tap Done

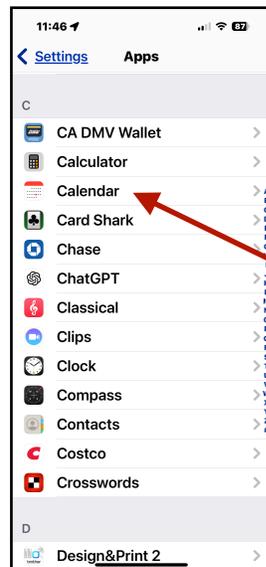


Calendar Settings

Tap Settings



Scroll to & tap Apps



Scroll page and tap Calendar

Adjust Calendar Settings as desired

