



How to use colors in the calendar in Notes		
What are you going to do?	How to do it?	Where is it?
<p>In Notes you can colorize your calendar items in two ways:</p> <ul style="list-style-type: none"> <li>• By dividing subjects into categories such as team meetings in red and private tasks in yellow.</li> <li>• At coloring by subject: Meeting, Appointment etc.</li> </ul> <p>Colors of the categories in the calendar is a novelty in Notes 9.0. Categories is a kind of labels that can be used to organize calendar entries, tasks , contacts or groups.</p>		
<p><b>Create your own categories</b></p>	<p>Choose <b>File menu&gt; Preferences.</b></p> <p>Choose <b>Calendar and To Do</b> in the left side.</p> <p>Choose <b>Entries and Categories</b> section.</p> <p>Write the name of the new category.</p> <p>Click the <b>OK</b> button to save the new categories.</p> <p>TIP: You can also create a category when you create a new appointment.</p>	
<p><b>Edit category and calender colors</b></p>	<p>Choose <b>File &gt; Preferences.</b></p> <p>Choose <b>Calendar and To Do</b> in the left side.</p> <p>Choose <b>Colors.</b></p> <p>Choose from adapting <b>Calendar Entry Colors</b> or <b>Category Colors.</b></p> <p>Customize the colors and categories as you want.</p>	





Preferences

Calendar and To Do

Mail | Calendar & To Do | Access & Delegation

Display | Scheduling | Alarms | Autoprocessing | Colors | Rooms & Resources

Calendar - Colors

Calendar Entry Colors | Category Colors

Type:	Background:	Text:
Meetings:	[Red]	[Dark Red]
Appointments:	[Green]	[Dark Red]
Reminders:	[Orange]	[Dark Orange]
All day events:	[Yellow]	[Dark Orange]
Anniversaries:	[Purple]	[Dark Purple]
To do items:	[Yellow]	[Dark Red]
New (unprocessed) meetings:	[Grey]	[Dark Grey]
Cancellations:	[Brown]	[Black]
Counters:	[Orange]	[Black]

Restore Default Colors

Mail | Calendar & To Do | Access & Delegation

Display | Scheduling | Alarms | Autoprocessing | Colors | Rooms & Resources

Calendar - Colors

Calendar Entry Colors | Category Colors

Calendar Entry Category Colors

Select Categories and the Color to associate them with:

Category	Background	Text
Team	[Red]	[Black]
Privat	[Yellow]	[Black]
To add categories to this color set, click on ...	[...]	[Black]

**Give color to a calendar item**

Create a new calendar item.

Choose color for calendar item in the drop-down list next to Type.

Notice that colors will only be displayed in calendar view, not if the calendar is displayed as a list.

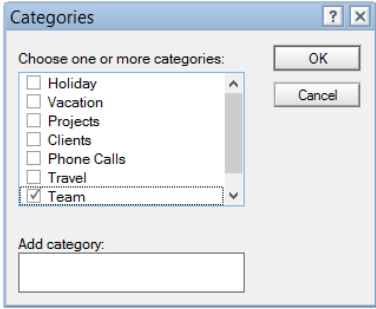
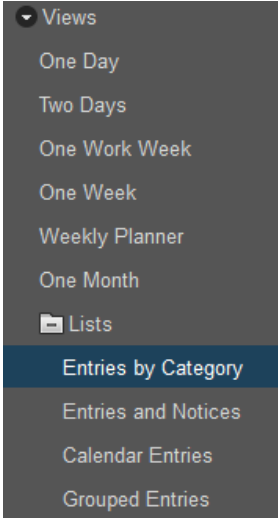
Sign  Encrypt

**Calendar Entry**

Type: Appointment





<p><b>Give a category to a calendar item</b></p>	<p>Open the calendar item you want to give a category.</p> <p>Click <b>Category</b> in the bottom left side of the dialog box.</p> <p>Select a category from the list.</p> <p>TIP: If you do not see the category field, click <b>Display&gt;Category</b> at the top of the dialog box.</p>	<p><a href="#">Category:</a></p>  <p><b>Display</b> ▾</p> <p><input checked="" type="checkbox"/> <b>Category</b></p>
<p><b>Show calendar items divided into categories</b></p>	<p>Click in Calendar in the plus sign (+) near Lists in the navigation pane on the left (If not already expanded).</p> <p>Then click <b>Entries by Category</b>.</p>	
<p><b>Remove a category from a calendar item</b></p>	<p>Click <b>Category</b>.</p> <p>Remove the check mark next to the category you want to delete.</p> <p>Click the <b>OK</b> button.</p>	<p><a href="#">Category:</a></p>

