

Our next meeting is:

January 2nd, 2018 — Tuesday
at Creative Source (location details below)

6:30 PM — Socializing, news and announcements
7:00 PM — Presentations begin

This month's topic:

USING THE CALENDAR APP TO STAY ON TIME

How the Mac and iOS Calendar app can help you organize your schedule and remember appointments to be presented by **Annette Davis**



Staying on time and remembering appointments and dates can be achieved through traditional methods, from jotting notes on your hand to day planners to sheer memory. But luckily, there is a piece of software, which you already have, that can make it all easier, particularly if you periodically find yourself late, late, for a very important date. Calendar schedules and reminders on your Mac, iPhone, or iPad can help your work, your play and your life run smoothly. Annette will show how easy it is to use Calendar to enter appointments and reminders, change an existing event's day or time, prevent your personal schedule from disappearing down a rabbit hole, and even more tips, all with one thing in common: time. Time can get away from you, but please do make time to join us on Tuesday. After all, it's about time!

Also,

BACK TO MAC BASICS

In this segment, we focus on more fundamental skills, to make life a little easier for those who are trying to learn how to use their Macs. This month:

LOCKING FOLDERS AND FILES FOR USE AS EASY TEMPLATES
to be presented by **Rob Ellis**

Would it be helpful if there were a way to easily reuse a file or a folder's contents for a new document, project, or folder? On Tuesday, Rob will demonstrate a simple technique that pulls off that little trick, saves time, and protects files from being overwritten or deleted, all in less than two seconds.

About the weather:

In these winter months, if the weather is particularly bad or road conditions are unsafe on the day of one of our monthly meetings, please try to check your email before you leave for the meeting. If a meeting is ever cancelled or postponed due to weather, we will send an emergency email to let you know.

OUR MEETING LOCATION:

Creative Source
4623 Everhard Rd NW
Canton, OH 44718
330-497-5556

DIRECTIONS:

Creative Source is located in the Belden Village area, in the small plaza at the intersection of Belden Village Street and Everhard Road. Within the plaza, it is to the right of PetPeople.

For a map, along with options to get directions from anywhere, [please click here](#)

About Creative Source: Creative Source is a provider of high-quality design, print ads, posters, and impressive large-scale banners, signs, displays and floor decals. For more information, visit their website at <http://www.csforideas.com>

FOR MEETING HIGHLIGHTS, SCHEDULES AND OTHER INFO, PLEASE VISIT OUR WEBSITE:

<http://www.mac2mug.org>

What you will learn at Tuesday's meeting may save you time, and you just might have the time of your life. Please mark your calendar, be it paper or software, and please feel free to bring a friend. See you there!

A grateful tip of the top hat to Sir John Tenniel,
the original illustrator of *Alice's Adventures in Wonderland*, 1865
<http://www.alice-in-wonderland.net/alice2a.html>