

Create a To-Do List with Reminders

The Reminders app helps you organize and prioritize your daily to-do lists, so when you are handling the big stuff, the smaller things do not fall through the cracks, such as picking up dry cleaning, getting groceries, or scheduling an oil change. Add tasks in Reminders, set notifications that help you to remember, and mark tasks as completed after you finish them. Create new to-do lists as well as browse and schedule reminders using the Date view.

Reminders works with iCal (Calender in OS X Mountain Lion) and Outlook so that your calendars stay up to date. iCloud enabled on all your devices ensures that any changes you make in Reminders on your iPad are automatically updated for all your iOS 5 devices and iCloud-enable Macs and Windows PCs.

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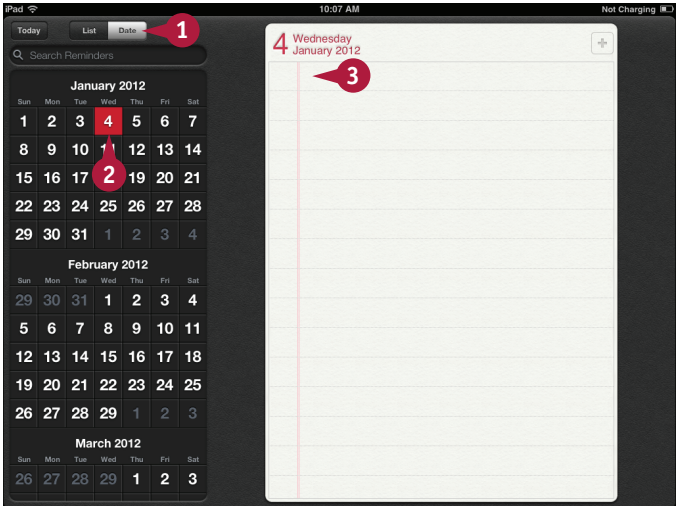
- 1 After launching the Reminders app from the Home screen, tap **Date**.

The present date appears in red.

- 2 Tap a date for which you want to create a reminder.

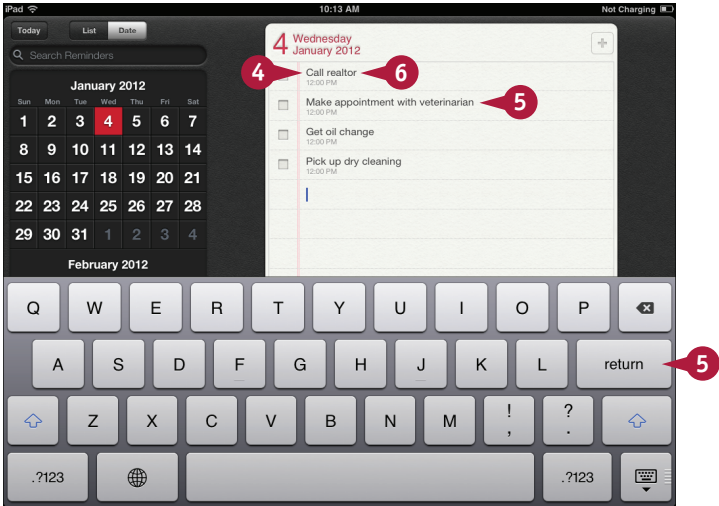
The date on the notepad changes to the date you tapped.

- 3 Tap the white notepad.



The keyboard appears.

- 4 Type a task for which you want to create a reminder.
- 5 Tap **Return** on the keyboard and type more tasks for the day.
- 6 Tap a task to reveal the Details pane.



- 7 Tap **Show More** to designate a priority level for the entry and write notes.
- 8 Tap **Remind Me** to designate a time to receive a reminder.
- 9 Tap the **On a Day** switch to the **On** position.
- 10 Tap the date.
- 11 Use the scroll wheel to enter a time for your reminder.

Note: You can also enter a day using the scroll wheel, if you have not already chosen a date on the calendar.

- 12 Tap **Done**. You will now receive a reminder for the task(s) you entered at the time you designated.

- 13 Tap **Done**.

A The time and/or day updates under the task in the list.

- 14 When you have completed a task in your list, tap the empty box in the task's field to mark it as completed.

Note: You can tap the plus sign (+) to add another task to the list for that day.

Note: Tap a task to display the Details pane, and then tap **Delete** to remove a task.

TIPS

How can I better organize my tasks?

Reminders helps with task organization with the List view. When you create a task, and then mark it as complete, List view forms two separate lists of tasks, one for completed tasks and the other for tasks that have yet to be completed. You can switch between Completed and Tasks by clicking a category in the left field. Tap **Edit** to create new lists, and then drag the lists that you create to change their order.

How do I set a priority level for a task or add notes?

Tap **Show More** in the Details pane to set a priority and type notes.

