

# Adding Items

There are several ways to add items to the calendar.

## New Item (⌘N)

To add a new event to the calendar, choose New Item from the Extras menu. This presents a dialog box where you can enter the date, time, and information for the event.

Figure: New Event Dialog.

To create a new item in the Name/Address directory, bring the Directory window to the front, then choose New Item from the Extras menu.

## Direct Entry

You can directly enter information into the month, week, day, hourly windows. The following description shows how to do direct entry in the Month window.

Click in a blank area in a day in the Month, Week or Hourly window to create a new item. A rectangle appears where you can enter the information for the event. To set the time of the event, enter the time as the first word of the text. For instance, use 9am or 3:30pm. Do not put a space between the numbers and the 'am' or 'pm'. Press enter to confirm the entry.

Figure: Day Window.

In the Day window, click the New button at the bottom of the list of events to create a new item.

See [Changing Items](#), [Deleting Items](#), [Rescheduling Events](#) and [Labeling Events](#).