

Changing Items

There are several ways to change items in the calendar.

In the direct entry windows, such as the month, week and day windows, click on the text of the item. It becomes editable in a text box. Press Enter, Command-Return, or click outside to save the changes to the event.

You can also use the Find command to find an event containing a bit of text. If an item is found, it is displayed in the Event window where you can edit the event text, change the date and time, change the label and other attributes.

A triangle next to an item indicates a pop-up menu available. This pop-up menu contains several commands to change the item.

The color of the triangle reflects the status of the event. Green means future, red means overdue, and gray means done. Option-click the triangle to change the status between future and done, or choose Done in the popup menu to switch between Done and Future (not-done).

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