Rescheduling Events

Rescheduling an event can be done in many ways:

• Drag the event to another window or part of a window. Use the leftmost drag area (the black and white horizontal lines) to drag events.

Figure: Month Day, controls.

• Click the operations menu triangle and choose Do Next Day, Do Next Week, etc.

• Click the operations menu triangle and choose a new date or time from the day-of-year or hour-of-day sub-menus.

• Option-click the operations menu triangle to set the item to Done. The triangle color will change from green or red to gray.

• Choose Reschedule (âŒ˜J) in the Find menu to reschedule overdue events.

Figure: Reschedule Dialog.

• Choose Reschedule to Today (âŒ˜-Shift-J) in the Find menu to reschedule overdue events to the current day.

See Adding Items, Changing Items, Deleting Items and Labeling Events.