

Quarter Window

â€ˆ4

The Quarter window displays a grid of three of the months of the calendar year.

- To schedule an item, drag it into the desired day in the Quarter window.
- To open the Day window for a given day, click on the day in the Quarter window.
- To open the Month window for a given month, click on the month name in the Quarter window.
- To move to the next or previous quarter, click the arrow buttons, or press the arrow keys on your keyboard.
- To create a new event on a specific day, command-click the desired day and the event dialog will appear with the day you chose.

Figure: Quarter Window.