

Week Window

⌘~7

The Week window displays the days of a week.

- To schedule an item, drag it into desired day in the Week window.
- To open the Day window for a given day of the week, click on the day name at the top of the Week window.
- To open the Week window from the Month window, click on one of the small buttons on the left side of the Month window.
- To move to the next or previous week, 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: Week Window.