

Day Window

⌘D

The Day window displays a list of the events for a single day.

- To schedule an item to the day displayed in the Day window, drag it into Day window.
- To schedule an item from the Day window into another window, drag it from the drag handle at the left of the item.
- To change the time of an item in the Day window, click and hold on the time at the left end of the item. The time-of-day pop-up menu will appear for you to choose a time.
- To open the Month window for a given day of the week, click on the mini-month picture at the top of the Day window.
- To move to the next or previous day, click the arrow buttons, or press the right or left arrow keys on your keyboard. To move to the next or previous week, press the up or down arrow keys on your keyboard.
- To create a new event on a specific day, command-click in the Day window and the event dialog will appear. Or click in the gray box at the bottom of the Day window. You can start your entry with the time of day. If you do not enter AM or PM the time will be set to AM.
- To edit an existing item, click on the text. A box will appear around the text as you edit it. When you press Return or Enter, the editing mode will end.
- To hear the events in the Day window spoken, choose Speak Items (⌘K) from the Extras menu.

Figure: Day Window.