

Hourly Window

⌘H

The Hourly window displays a list of the events for a single day, in a grid of time periods spread throughout the day.

- To schedule an item to the Hourly window, drag it into Hourly window to the time desired time period.
- To open the Day window from the Hourly window, click in the Hourly 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 Hourly window and the event dialog will appear, using the time period you clicked in.
- To hear the events in the Day window spoken, choose Speak Items (⌘K) from the Extras menu.

Figure: Hourly Window.