Event Window

âŒ˜E

The Event window displays a single event from the calendar.

• To create a new event in the Event window, choose the New Item command in the Extras menu.
• To find an item in the Event window, choose the Find command in the Extras menu. The Event window must be the front window.
• To reschedule an event in the Event window, type a new date or time in the date or time fields. You can also reschedule an event by clicking on the triangles which reveal the time-of-day and day-of-year popup menus. There is also a drag handle to drag an event from the Event window to any other calendar window.

Figure: Event Window.