Find Menu

»Find   âŒ˜F
Use the Find command to find items that match a text string in a calendar window, the To-Do List window, or the Directory window. To specify where the search should start, choose the desired window from the Windows menu. If the desired window is already visible, then be sure it is the front window by clicking it's title bar. If the title bar has the horizontal drag lines visible, then it is already the front window.

»Find Again   âŒ˜G
To search for the last word you searched for, choose the Find Again command from the Extras menu. The search will start from the item that was last found.

»Filter   âŒ˜-Option-F
You can specify a filter to limit the set of events that are displayed in the calendar.

Figure: Filter Dialog.

There are two options available for filtering: Show Only Events That Contain, and Show Only Events Labeled. Enter the text or choose the label you want included in your Filter and click the appropriate checkbox. Only the events that contain the text or the label will be displayed; all other calendar functions work normally. To turn off the filter, open the Filter dialog and turn of the checkboxes.

»Reschedule   âŒ˜J
To reschedule overdue events, choose Reschedule from the Find menu. A dialog appears with several buttons (including keyboard shortcuts) to reschedule the current set of overdue events.

Figure: Reschedule Dialog.

»Reschedule to Today   âŒ˜-Shift-T

To reschedule all overdue events to the current day, choose Reschedule To Today from the Extras menu.

»Go To Today   âŒ˜T

To move the top window to the current day, choose Go To Today from the Extras menu. If no event is currently being edited, then the space bar can also be used to trigger the Go To Today function.