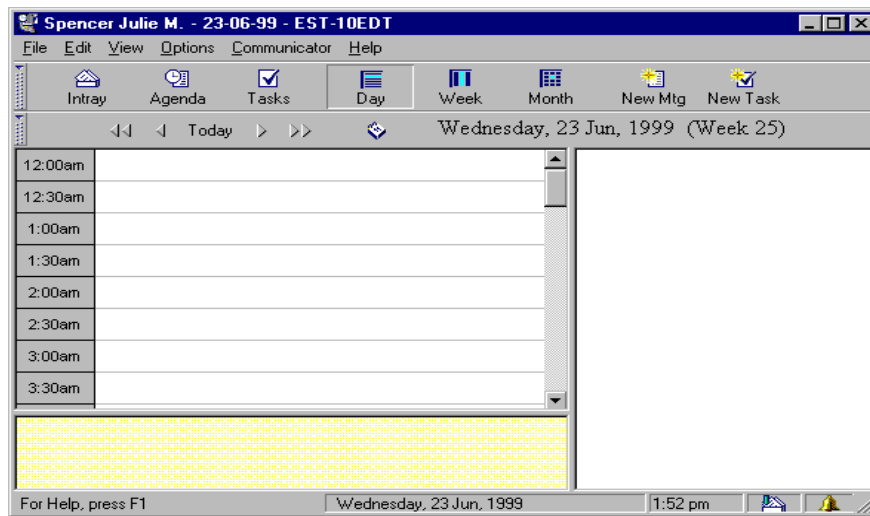


# Agendas

## What is an agenda?

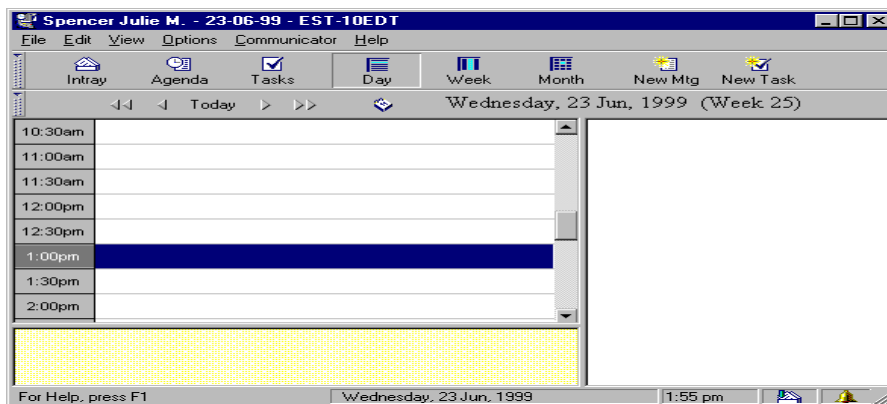
An agenda is a list of things to be done (by one definition). This concept is taken one step further in Netscape Calendar and refers to a time planner.

This time planner can contain entries for specific tasks. These are referred to as agenda entries. For instance, an empty agenda could be:



This empty agenda show a day view (i.e. the entries for only one day are displayed).

An agenda with entries might be



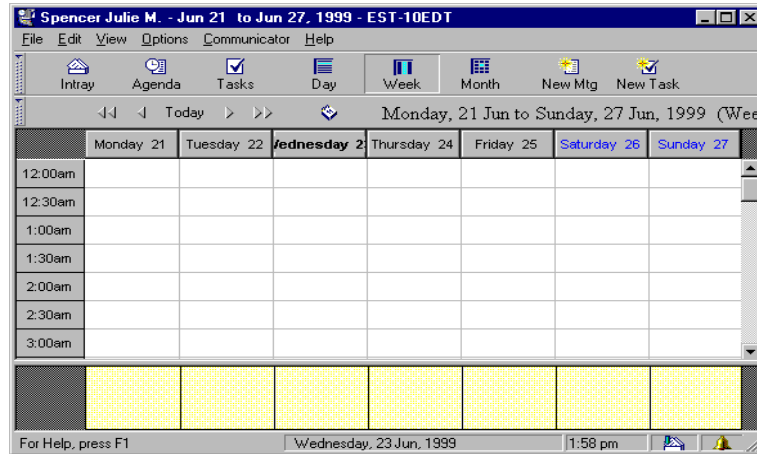
The horizontal bars indicate agenda item at 1:00pm

## Agenda Views

Several agenda views are available, the most useful being the Daily, Weekly and Monthly views.

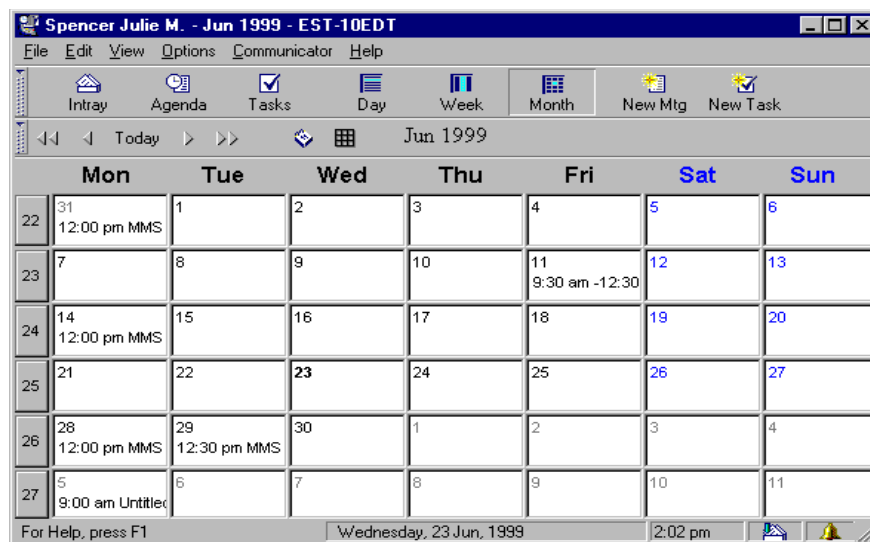
To change to the Weekly view, click the Week view button (alternative: Select View → Week or Press F9 - Function key 9 on the keyboard)

The weekly view will be displayed:



The view displays an entire week (showing weekends is optional) at a time, one column per day. The current day, "Today" is highlighted by being displayed in bold in the column heading.

Similarly, to select the monthly view, click the month view button (alternative: Select → View → Month or press F10 - Function Key 10 - on the keyboard)

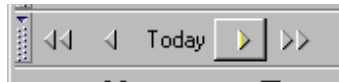


Again, the current day is bolded.

To return to the daily view, click the day view button (alternative: Select View → Day or Press F9 - Function Key 9 -on the keyboard)

### **Changing the viewed date**

A set of buttons is provided to allow movement around the Calendar. These buttons form a small button bar above the agenda view:



### ***Single-arrow buttons***



The single left and right arrows buttons:



move forward and backward through the calendar. The amount of movement depends on the current view (day, week, month)

- daily view - forward and backward a day at a time
- weekly view - forward and backward a week at a time
- monthly view - forward and backward a month at a time

### ***Double-arrow buttons***



The double left and right arrow buttons:



also move forward and backward through the Calendar. The amount of movement is larger than that for the single arrow buttons and again depends on the current view (day,week,month):

- daily view - forward and backward a week at a time
- weekly view - forward and backward a month at a time
- monthly view - forward and backward six months at a time

## ***Current day***

To view the current day, press the current day button. Regardless of where you are and what time scale (i.e. day, week, month) you will see the current day.

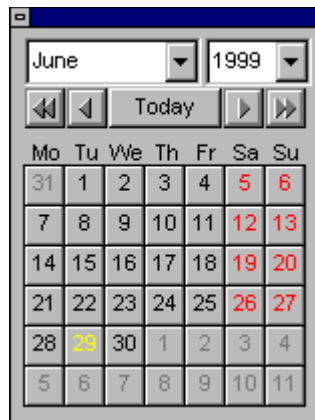


## ***Individual day selection***



To select an individual day, use the day selection button:

This opens the day selection window

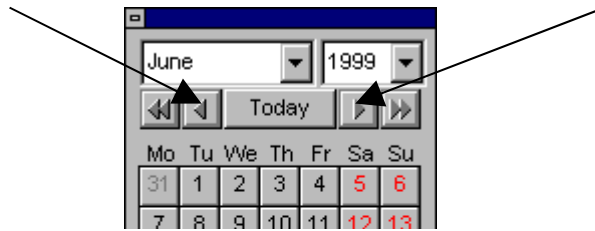


The lower part of this window shows the days of the current month. To select one of these days for viewing, click the appropriate day.

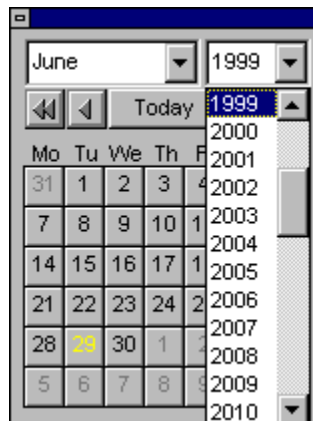
To select a different month, either use the month drop-down menu:



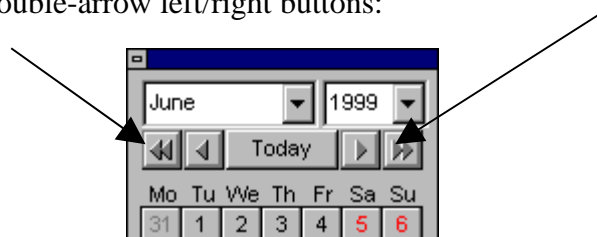
or use the single-arrow left/right buttons to move forward or backward by month.



To select a different year, either use the year drop-down menu:



or use the double-arrow left/right buttons:



to move forward or backward by year.

Once the correct month and year are selected, click on a day to open the agenda for that day.

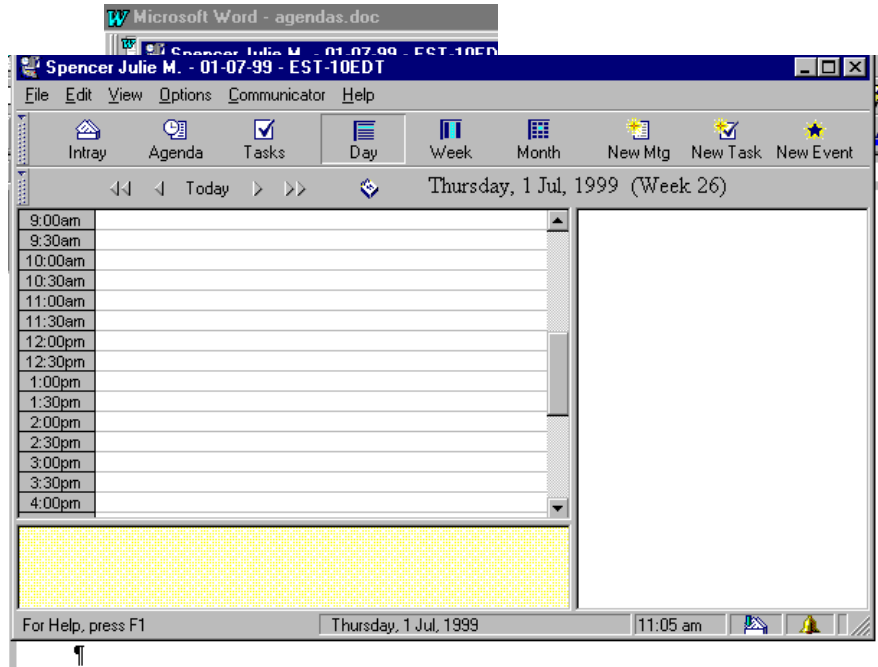
## Managing Time Intervals

The time intervals show in the agenda view may be increase and decreased in size and duration.

## Interval Display Size

Changing the size increases or decreases the amount of on-screen space used by a time interval. The time interval itself remains fixed. To increase or decrease the time interval size

- Select View → Increase Row Height or Decrease Row Height

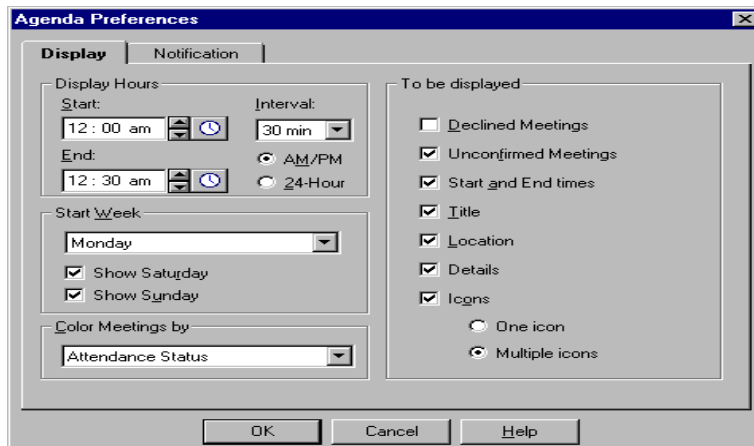


For example, decreasing the interval display size changes the display from

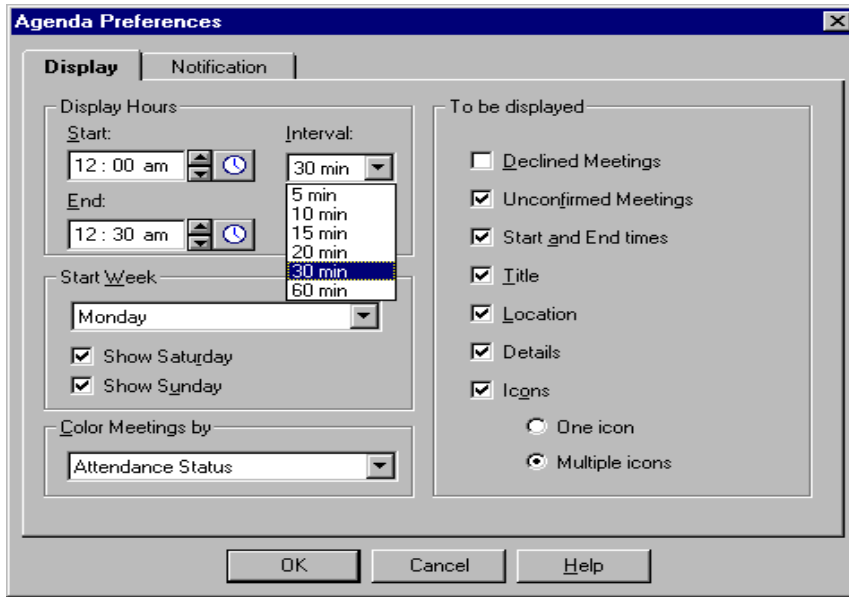
## Interval Duration

The duration of time represented by each interval can be altered. This is done through preferences.

- Select → Preferences → Agenda.



Under the interval button using the drop down arrow, various interval options are available to you



Select an option and click on ok. The interval will be reflected in the agenda.