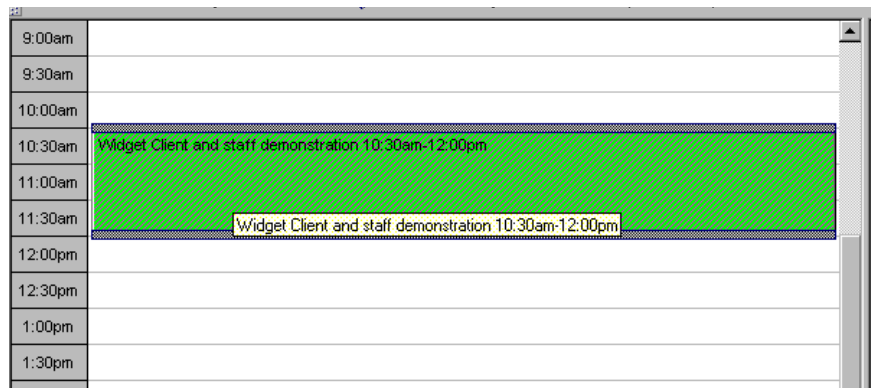


Deleting Agenda Entries

If an entry needs to be removed (e.g. - meeting cancelled, etc, its associated agenda entry should be removed)

Select the Entry

Use the techniques discussed in the section on editing agenda entries to select an entry:



The screenshot shows a calendar interface with a vertical time column on the left. The time slots are labeled from 9:00am to 1:30pm in 30-minute increments. A green shaded area highlights the time slot from 10:30am to 12:00pm. The text 'Widget Client and staff demonstration 10:30am-12:00pm' is visible within this highlighted area. A mouse cursor is positioned over the text, and a small tooltip box also displays the text 'Widget Client and staff demonstration 10:30am-12:00pm'.

9:00am	
9:30am	
10:00am	
10:30am	Widget Client and staff demonstration 10:30am-12:00pm
11:00am	
11:30am	Widget Client and staff demonstration 10:30am-12:00pm
12:00pm	
12:30pm	
1:00pm	
1:30pm	

Delete the entry

Select Edit → Delete entry (or press DEL on the keyboard)

A confirmation will appear.
Select Yes to delete the entry