

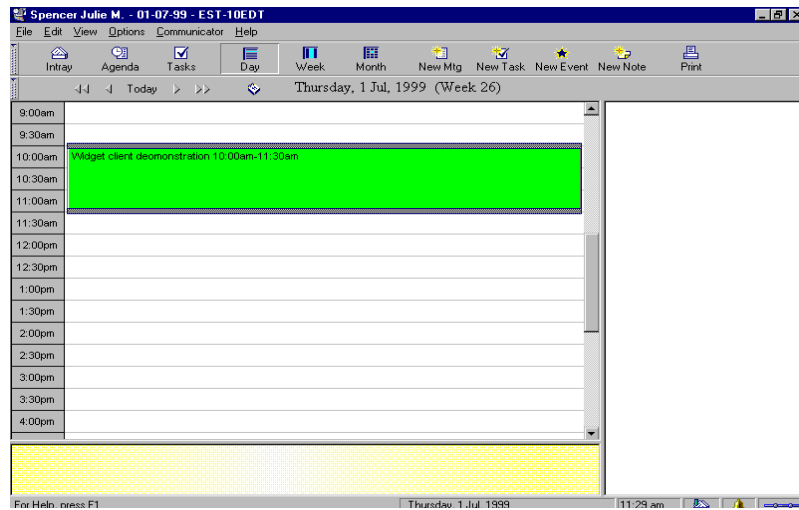
# Editing Agenda Entries

Editing agenda entries is similar to creating the entry

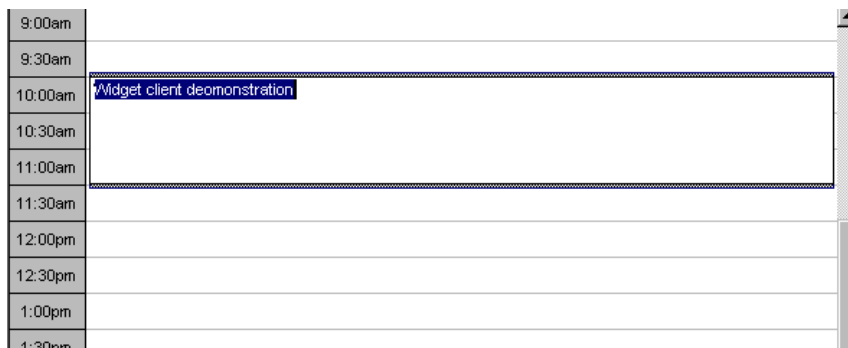
## Editing starting and finishing times

The first step in editing an Agenda is to locate the entry.

Use the date selection tools to select the date. Once the date has been located, find the entry:



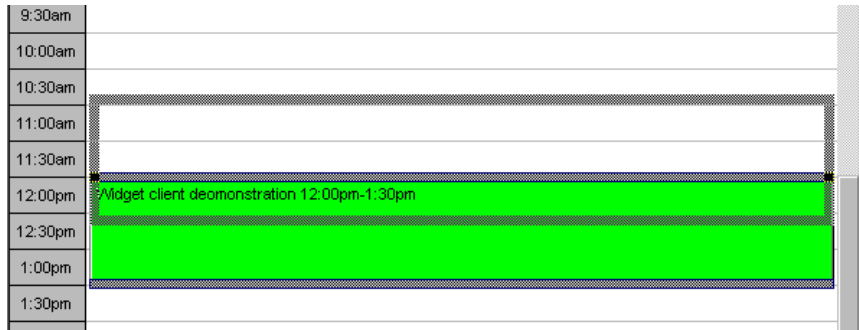
Clicking the entry changes its appearance



By placing your mouse on the borders surrounding the entry a double ended arrow  $\longleftrightarrow$  will appear (also known as a sizing handle). By clicking and dragging, this will enable to change the entry's times. For instance, to change the start time of an entry, drag the top border to the new starting time division.

It is also possible to move an entry by clicking and holding within the entry and dragging it up and down.

When dragging the entry up or down, a grey outline appears to aid in placing it in its new position

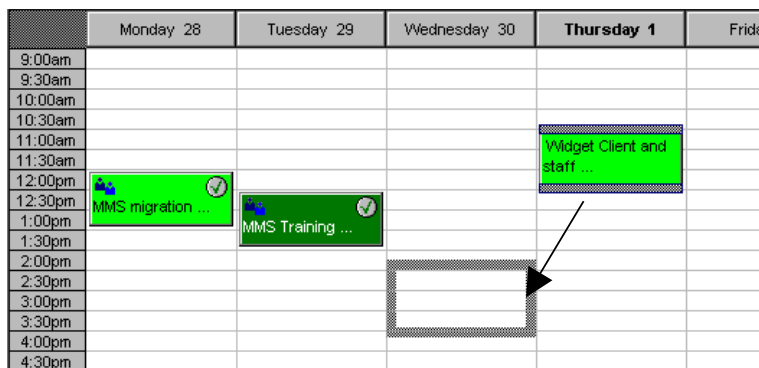


Release the mouse button when the top of the outline box is over the correct start time. Use the techniques discussed above to alter the duration of the entry if required.

Note that when an entry is selected, it is possible to change the title of the entry by typing a new title; press the ENTER key to record the change. Pressing the ESCape key on the keyboard discards changes to the title.

## Moving an entry to another day

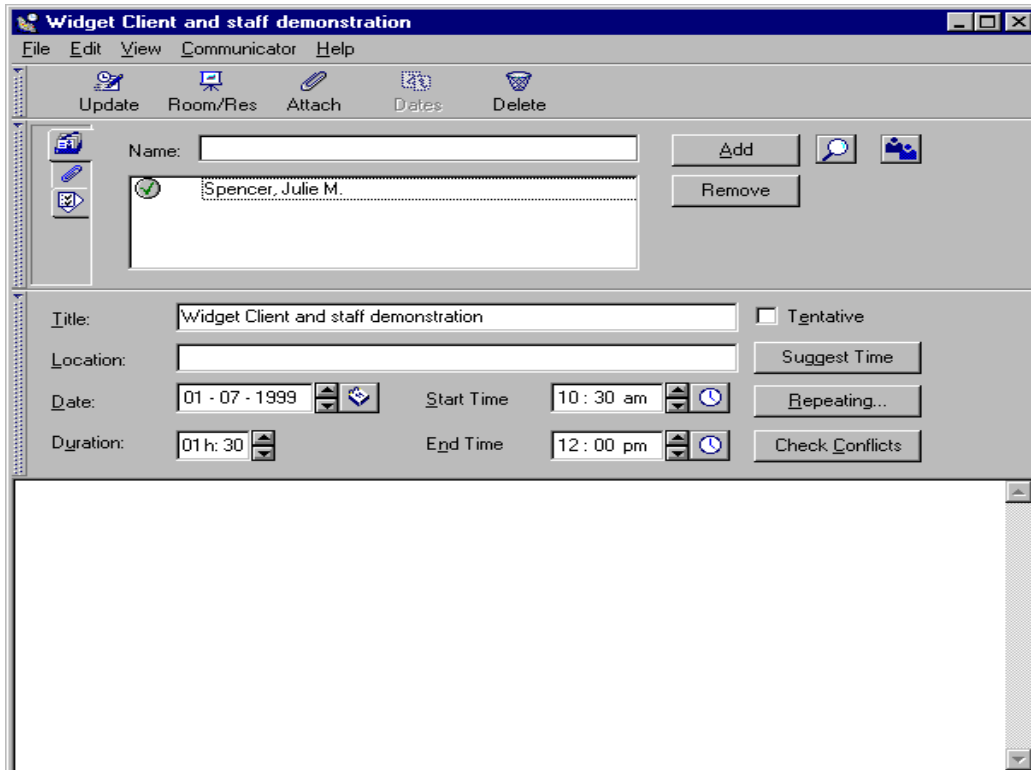
To move an entry to another day, open a weekly or monthly view. Select the entry and then drag the entry to another day.



## Moving an entry to another day within the same week

## Editing entry details

To edit the details of an agenda entry, double click the entry. This opens the Agenda item details window.



The Agenda details window allows the date and time of the entry to be altered in addition to many other details and parameters.