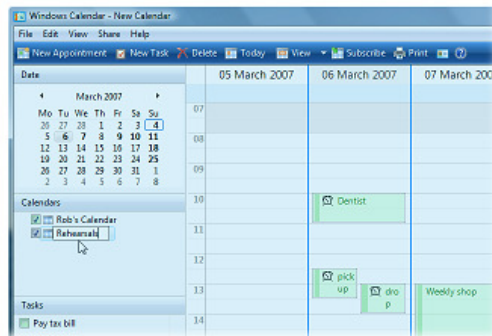
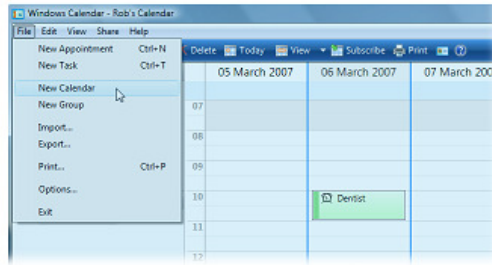


ADDING A NEW CALENDAR

- Sometimes you need separate calendars for different aspects of your life, so let's create another.
- Click once on **File** at the top left of the screen with the left mouse button.
- Then choose **New Calendar** from the menu.
- A second calendar icon appears in the left-hand panel, highlighted for you to type in a name for it.
- This new calendar will be used to schedule all the events associated with organizing the forthcoming school play, so we'll call it **Rehearsals**.

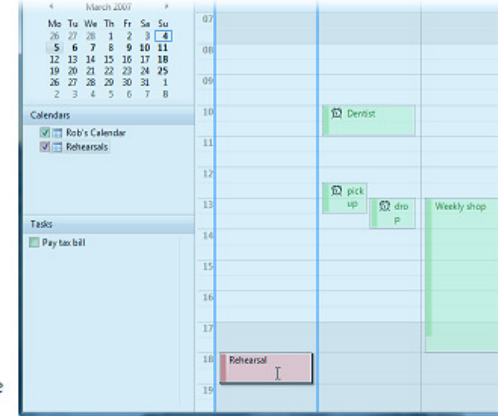


- We will be placing events for the school play in the existing pages, and we need to be able to distinguish between these events and those in our home life.
- With the **Rehearsals** calendar still selected, open the **Color** drop-down list in the **Details** pane on the right-hand side, and choose a new color for the new calendar. Pink will stand out beside the green.

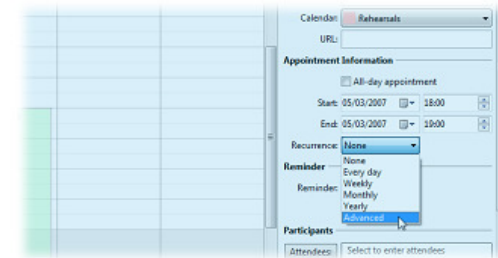


WORKING WITH THE SECOND CALENDAR

- With the **Rehearsals** calendar still highlighted, double click in a time slot on the calendar to create a new appointment.
- Give it a name—this is an actual **Rehearsal**—and then click anywhere on the page to complete the action.
- There are now two kinds of appointment on the calendar—those in green from the original calendar and this pink one that we've just created.



- Rehearsals take place at the same time every day, so select the new **Rehearsal** appointment and move the cursor to the **Details** pane.
- Open the drop down menu next to **Recurrence** by clicking on the arrow.
- Choose **Advanced** by clicking on it once.



- When the dialog box appears, leave all the settings as they are except for one. We know the rehearsals will only last for another five days, so click the radio button next to **Until** to switch it on.

