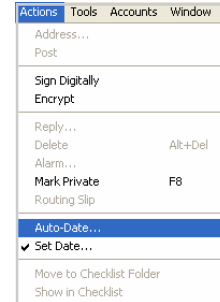


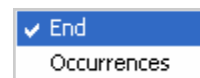
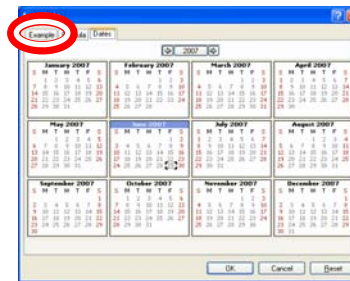
Any Task, Appointment, or Reminder Note can be created as a **Recurring Item**. This option is for items that occur on a regular basis such as every week or month.

- To make an item recurring, create a new item and then click on **Actions** in the item's menu toolbar.



Note: You cannot make an existing item recurring, nor can you edit the date or time of existing recurring items (changes will only apply to the single instance). A new item must be created and then recurring properties applied to it.

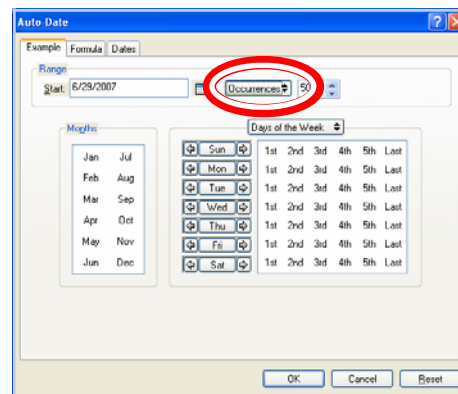
- In the Actions menu click on **Auto-Date**. An Auto Date window will appear.
- Click on the **Example** tab.



- Click on the **Occurrences** button. Hold the mouse button down and highlight **End** in the menu that appears.
- Release the mouse button.

The button that once read **Occurrences** should now read **End**. This allows for specification of a range of time in which the item will recur.

- Highlight the Months in which the item will recur by clicking on the desired months on the left side of the window.
- Highlight the days on which your item will recur.



If you desire the item to exist on every Sunday of every chosen month highlight all the choices in the