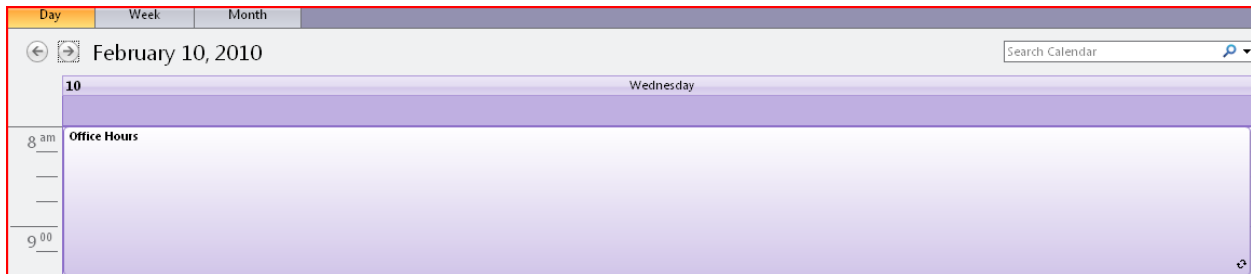


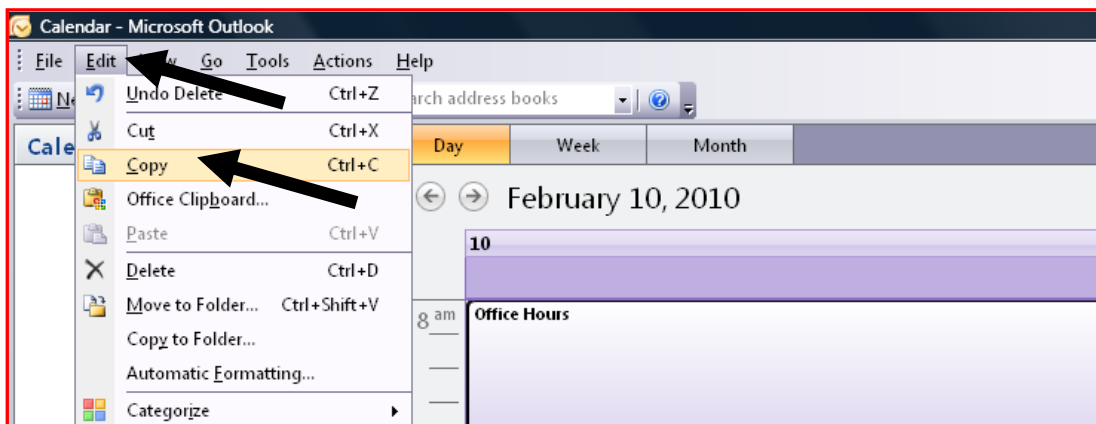
Categorize a single occurrence within a series.

This is best done in "DAY" view.

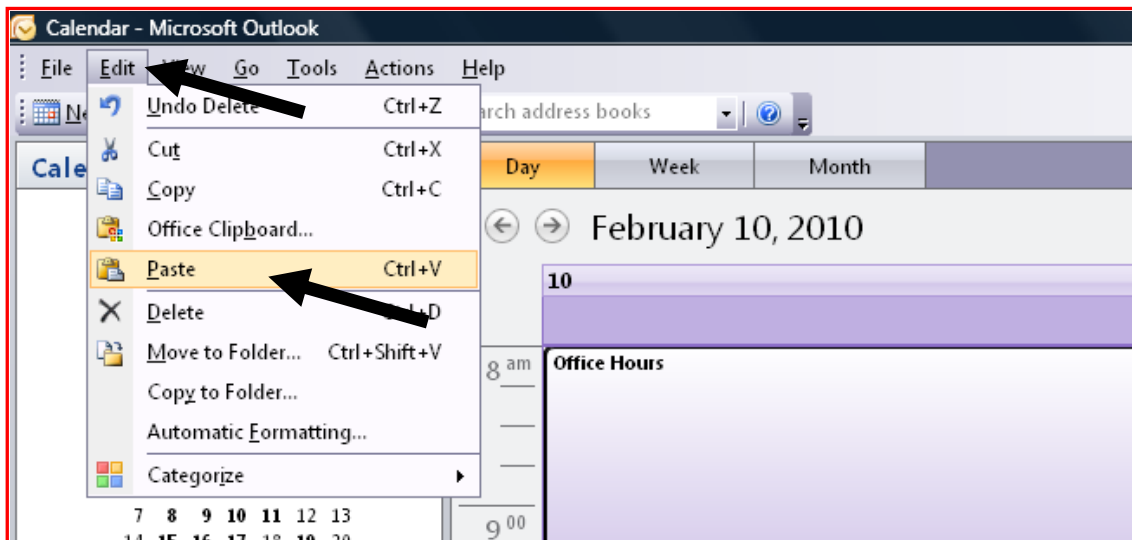
Click once on the appointment you wish to categorize.



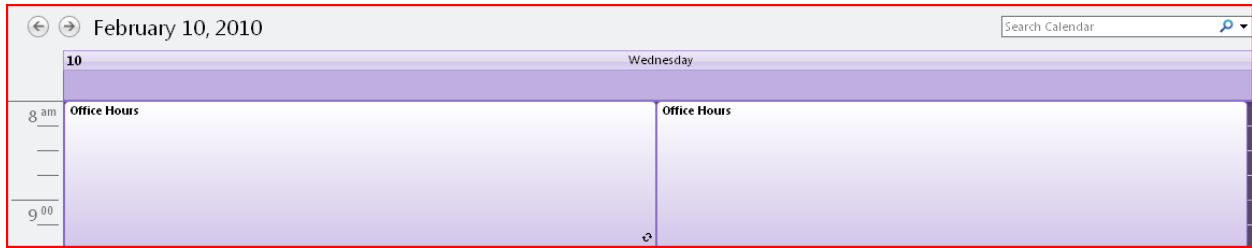
In the main tool bar, **select EDIT**, click on **COPY**.



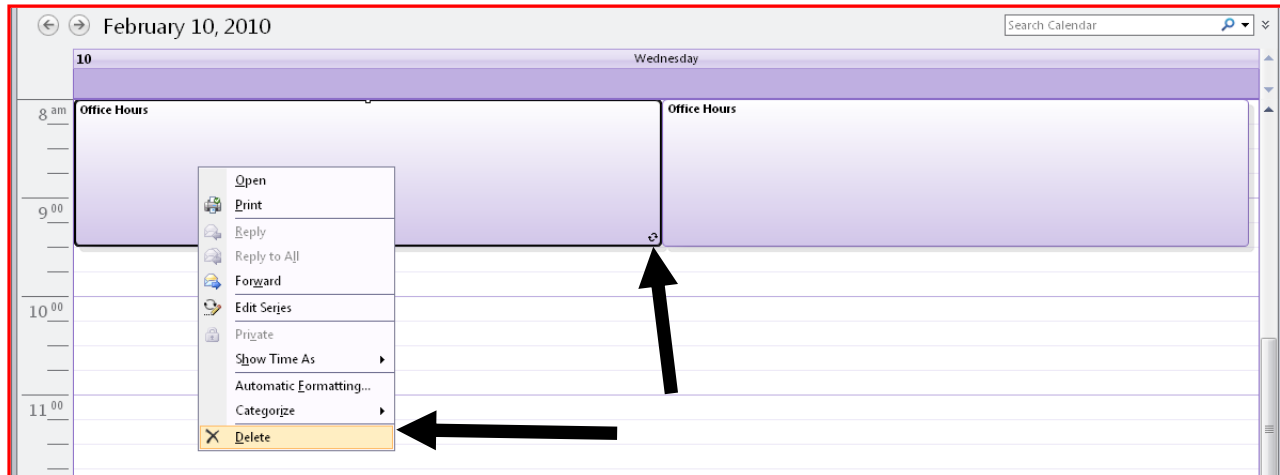
Go back up to **EDIT**, click on **PASTE**.



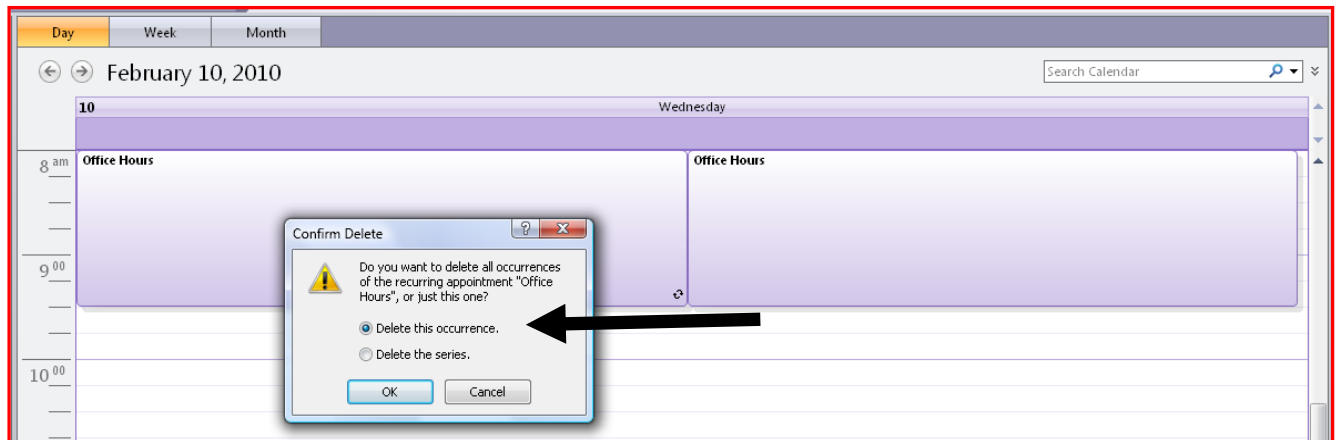
There are now two identical appointments on the calendar for the same time and date.



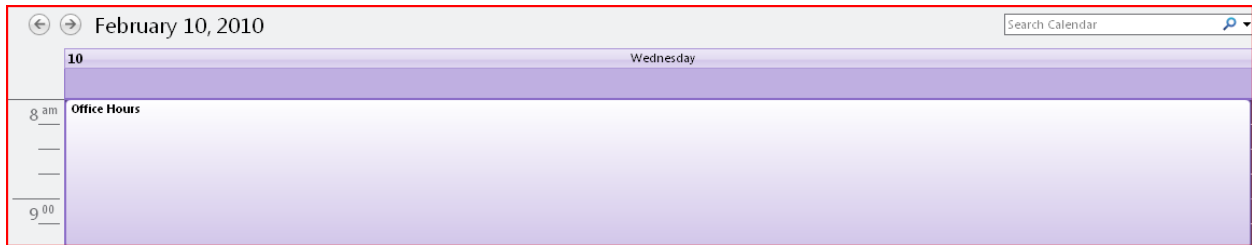
Select the **RECURRING** appointment (indicated by the recurrence icon in the bottom right corner of the appointment), **right click and delete**.



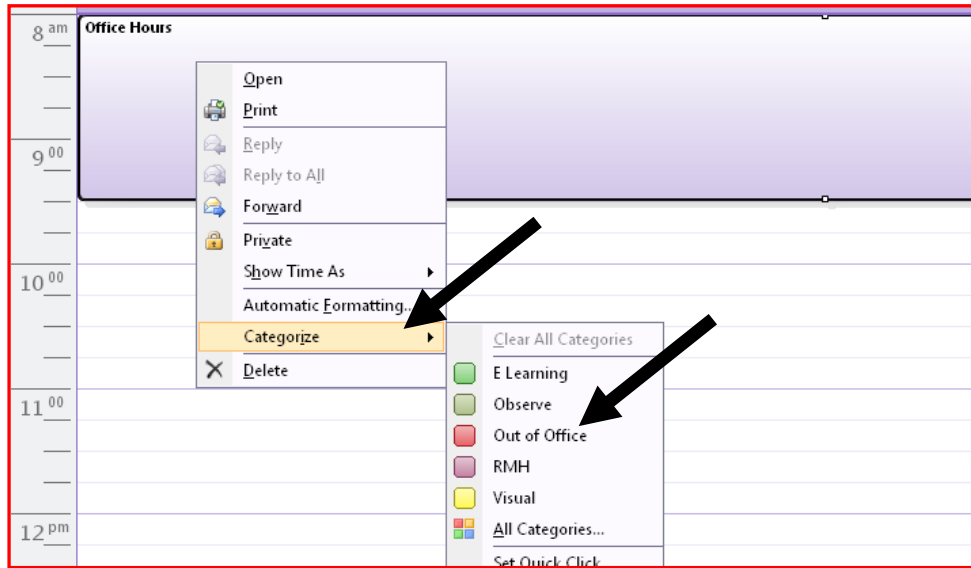
A dialogue box will appear asking if you want to delete the occurrence or the series. **Select occurrence.**



The newly created appointment is now a single occurrence.



Right click on the appointment, **select CATEGORIZE**.
Select the color that represents the category which needs to be assigned.



The occurrence is now categorized for this date only.

