

Conflicting Appointments

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TOPIC-----

How do I schedule two or more appointments that have overlapping times?

DISCUSSION-----

You can set overlapping appointments by placing them side-by-side on the Calendar:

- 1) Create the first appointment as usual.
- 2) Draw a vertical line on the right side of the page to mark the time for the second appointment.
- 3) Tap the marker you just created to open the appointment slip, and fill it out as you like.

Scheduling conflicts can inadvertently occur when you use the Assist function to put appointments into the Calendar. If you schedule two things for the same time and the same date using Assist, they will appear next to each other at the scheduled time.

When Newton Assistant is used, it will show you the scheduled meeting on that day's Calendar page. Be certain to check the Calendar after using Assist to make sure no meetings conflict. Newton will assume you intended to double-book, and will not warn you of a conflict.

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