

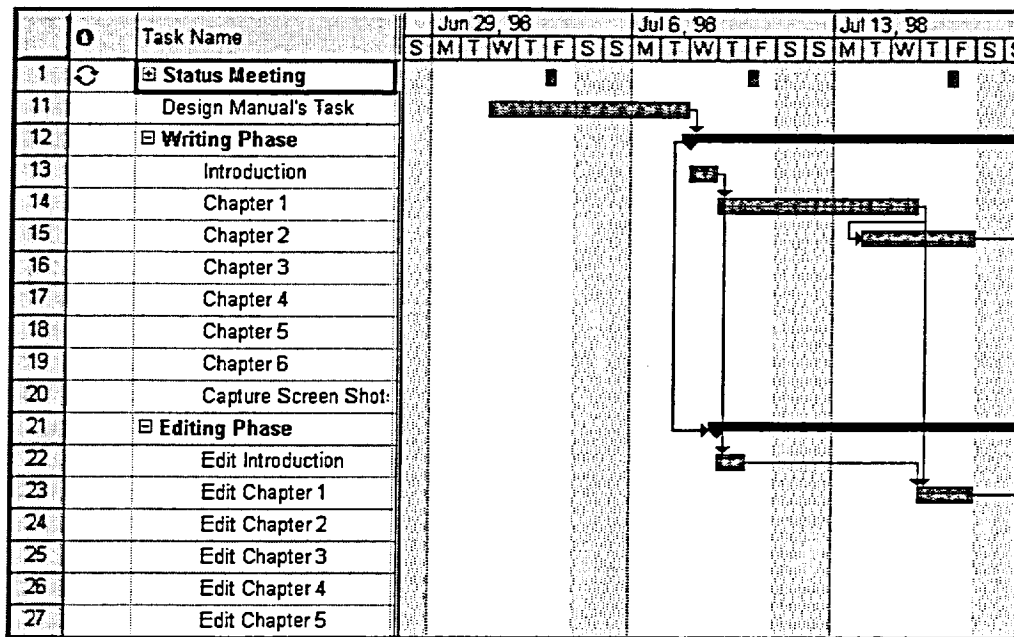


Figure 2-7: A Recurring Task Displayed

Method

To schedule a recurring task

1. In the Task Name column, select the row above which you want to insert the recurring task.
2. From the Insert menu, choose Recurring Task.
3. In the Recurring Task Information dialog box, in the Name text box, type the name of the recurring task.
4. In the Duration spin box, type a duration.
5. In the This occurs area, select an option button.
6. In the Daily, Weekly, Monthly, or Yearly area, select the task frequency options.
7. If necessary, in the Length area, in the From or To combo boxes, enter a date.
8. Choose OK.