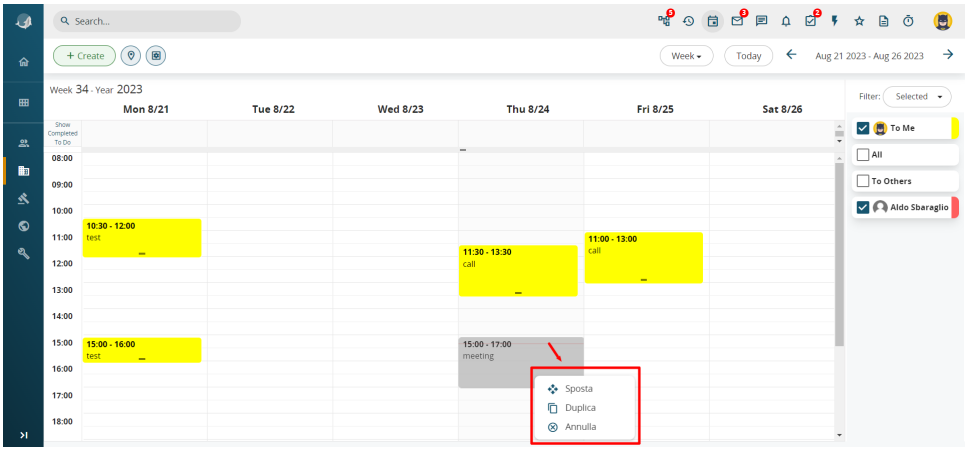
4.1.1 Edit and Duplicate an Event

You have two ways to edit or duplicate an event:

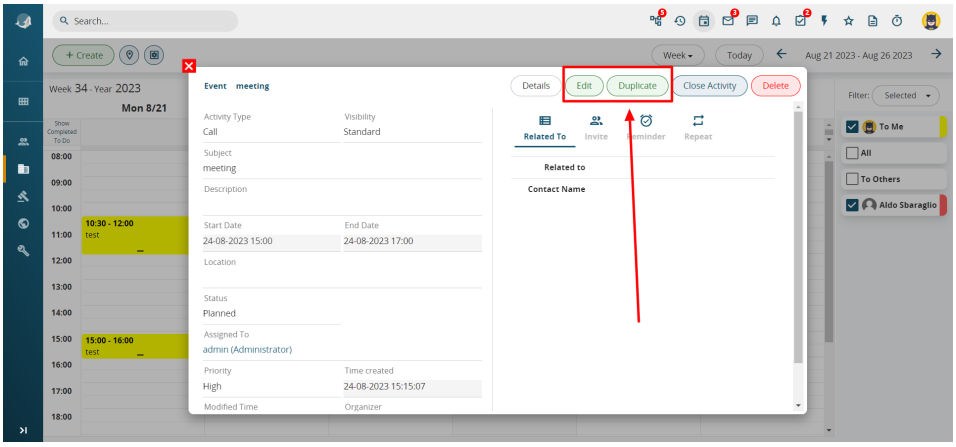
BY DRAGGING



If you drag an event to a different hour or day a pop-up appears. In this pop-up you can choose 3 actions:

- **MOVE**: moves the event into the new position (day and hour)- **SHIFT + MOUSE**
- **DUPLICATE**: duplicates the event into the new position (day and hours) - **CTRL + MOUSE**
- **CANCEL**: cancels the action (nothing changes, the event **will not** be deleted)

BY CLICKING THE EVENT



If you click the event the calendar pop-up appears. Here you can edit the values clicking the "**Edit**" button. Also, now ou can duplicate the event with the new "**Duplicate**" button.

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