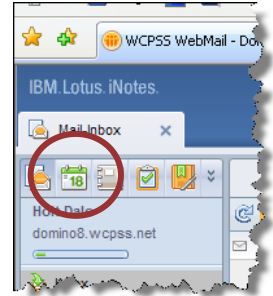


Viewing Your Calendar

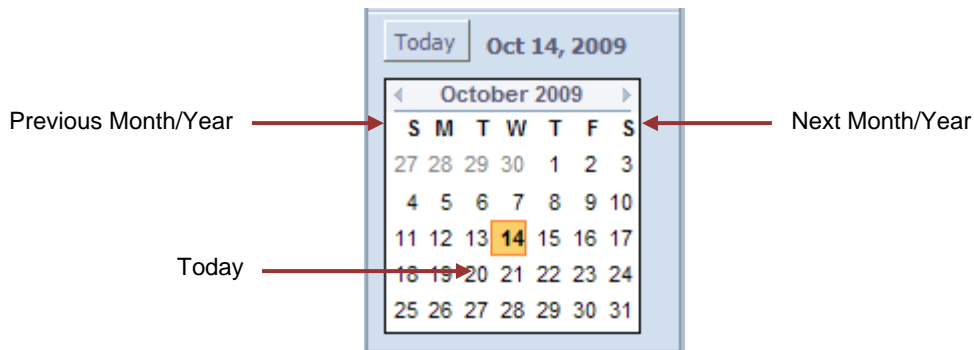
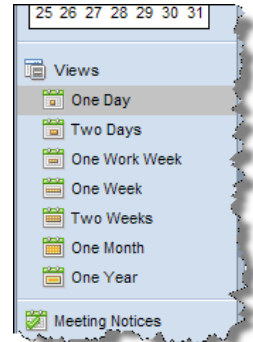
1. Click the **Calendar icon** to open your calendar.



2. Select a **view format**: One Day, Two Days, One Work Week, One Week, Two Weeks, One Month, One Year.

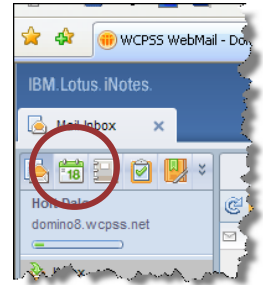
NOTE: Use the mini-calendar to **select specific dates/months to view.**

- Click the **left and right arrows** to change the month/year.
- Click a **specific day** on the mini-calendar to display that day in your main calendar view.

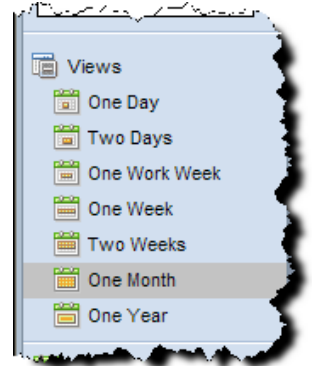


Creating a New Calendar Entry

1. Click the **Calendar icon** to open your calendar.



2. Select a **view format**, i.e., One Day, Two Day, etc.

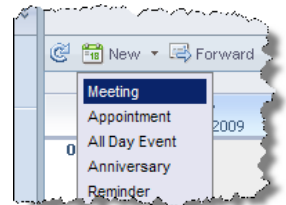


3. Click the **down arrow** beside **New** located on the action bar.



4. Select:

- **Meeting** – if you want to invite other people
- **Appointment** – if you are the only attendee



5. Type a **Subject** and **location** in the spaces provided.

Subject:
Policy Meeting

Where
Location: Board Conf. Rm.

6. Select the **Starts date**, **Time** and **Duration**.

When
Starts: Mon 10/12/2009 Time: 03:00PM Duration: 00h 01m

7. Click to set an **Alarm** to be reminded of the event.
(OPTIONAL)

Alarm 30 Minute(s) Before

8. Click the **down arrow** located on the right side of Attachments to add a file attachment. **(OPTIONAL)**



- Click the **File icon** to browse and select a file attachment.

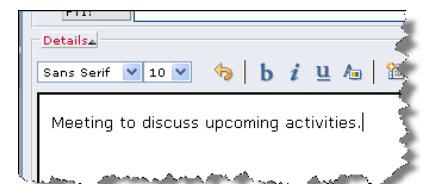


9. Click **Repeat** to set as a repeating appointment. **(OPTIONAL)**

- Click **Set Repeat**.
- Select the **Repeats** Set Repeat and **Durations** options of your choice:
 - **Daily** – Select how often the entry repeats (i.e., every other day)
 - **Weekly** – Select how often the entry repeats (i.e., every week) and then select the day of the week the entry repeats
 - **Monthly (Dates)** – Select how often the entry repeats (i.e., every other month on the...) and then select the date on which it repeats, such as 3rd or 15th
 - **Monthly (Days)** – Select how often the entry repeats (i.e., every month on the ...) and then select the day, such as the 1st Wednesday
 - **Yearly** – Select how often the entry repeats (i.e., every third year)
 - **Duration** – Select how long you want the entry to repeat in your calendar. Then choose **one of the below**:
 - Until** – and then choose a date when you want the entry to stop repeating
 - For** – then enter a number, and then choose days, weeks, months, or years
 - **At weekends** – Select what happens when a repeating calendar entry falls on a weekend

10. Click (OPTIONAL)

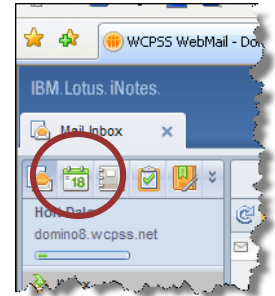
11. Click



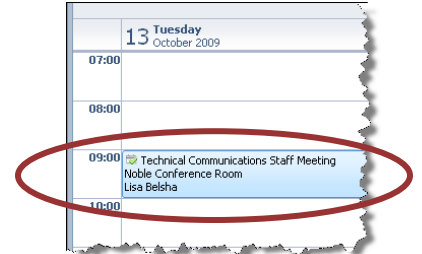
Editing a Calendar Entry

By Opening a Calendar Entry

1. Click the **Calendar icon** to open your calendar.



2. Double-click a **calendar entry** to open.

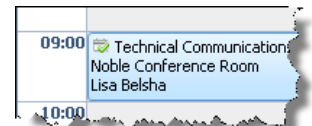


3. Make necessary changes then click **Save & Close**.



Delete a Calendar Entry

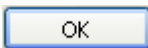
1. Click on the **calendar entry**.



2. Click the **Trash icon**.



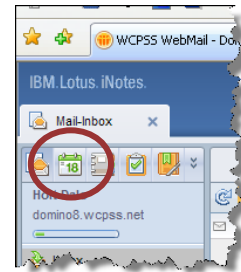
3. Click .



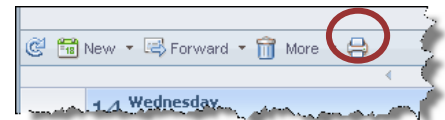
Printing Your Calendar

To print Calendar entries, you will need Adobe Acrobat 4.0 or later. Lotus Notes offers many printing formats including DayRunner, Franklin Planner, and Trifold.

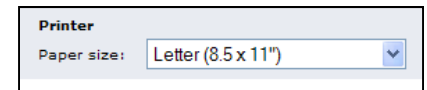
1. Click the **Calendar icon** to open your calendar.



2. Click the Printer icon.

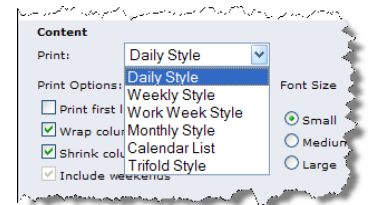


3. Select a **Paper size**.



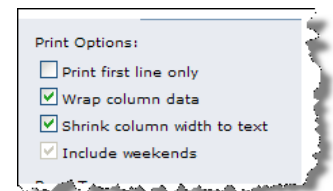
4. Select a **Print style**:

- **Daily** – Prints one day per page
- **Weekly** – Prints one week per page
- **Work Week** – Prints Monday through Friday per page
- **Monthly** – Prints one month per page
- **Calendar List** – Prints calendar entries in a single text list
- **Trifold** – Prints daily, weekly, and monthly calendars in trifold panels.
Works best in landscape mode

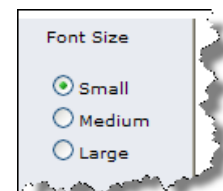


5. Select **Print Options**.

- **Wrap column data** and **Shrink column width to text** are default.

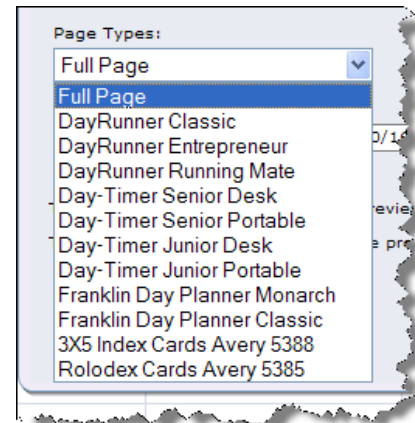


6. Select a **Font Size**. Small is the default for all styles.



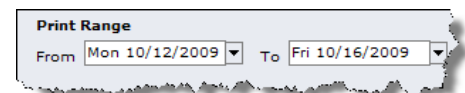
8. Select a **Page Type** from the drop-down list.

- Full Page
- DayRunner Classic
- DayRunner Entrepreneur
- DayRunner Running Mate
- Day-Timer Senior Desk
- Day-Timer Senior Portable
- Day-Timer Junior Desk
- Day-Timer Junior Portable
- Franklin Day Planner Monarch
- Franklin Day Planner Classic
- 3 x 5 Index cards Avery 5388
- Rolodex Cards Avery 5385

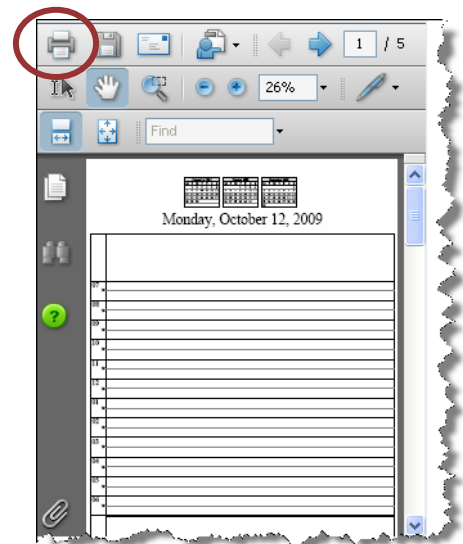


9. Select a **Print range**.

- Use the **date buttons** (From/To) to select a date range. You can print your calendar in one day, one week, or one month format.



10. Click **Refresh Preview** to view before printing.



11. Click the **printer icon** to print the calendar.