

Editing Controls – Calendar Control

Calendar Control

The Calendar Control allows you to add Event Information, and link it to dates displayed on the calendar.

Clicking dates on the Calendar will display events set for that date.

You can keep using the same Event Information year-after-year simply by changing the Event Date.

Calendar Control Editing

You will see this bar when the page is in **Edit Mode**.



Editing Calendar Days

Edit a Blank Day - Click Edit button and enter Date and Information.

Edit Day with Existing Events - Click the date in the calendar to see the day. Click Edit.

Delete Events for a Day - Click the date in the calendar to see day. Click Delete to remove all events for that day, or click Edit to edit the day.

Calendar Event Text - This text will show in the calendar.

Date – Set the date of the event.

List Events on Multiple Days

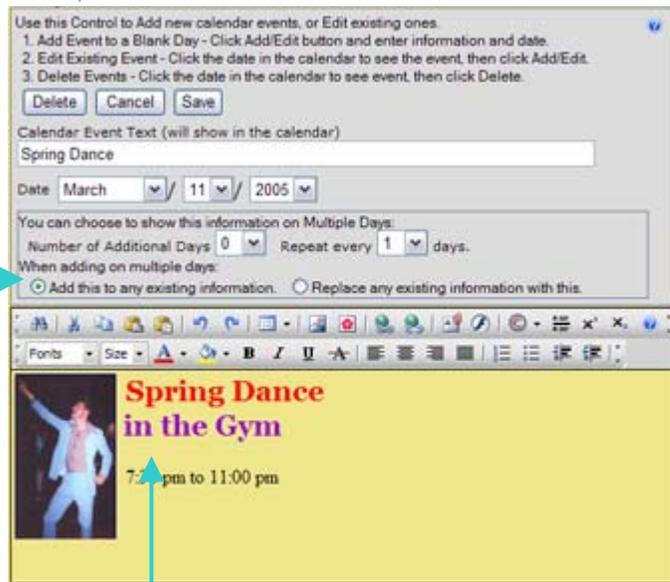
To insert the same event into the calendar multiple times, use the repeat fields. Set the fields to the number of additional occurrences, and the time interval (days) between the events.

Move Events to a New Day

When you edit a day, you can change the Date and the events will move to the new day.



Clicking "Edit" will open the calendar dialog box.



The Calendar Control uses the standard Editor. The Editor is divided into two sections:

1. Toolbar – The toolbar represents a set of buttons and drop-down lists, which allow you to perform different actions with the content (e.g. make text bold, apply color to text, build tables, open the image dialog, etc.) Most of these buttons work the same as in Microsoft Word®.

2. Content Area - The information you enter in the content area can be modified as if you were using Microsoft Word®.