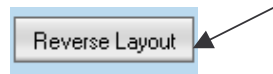


# Using the calendar

## Changing the views on your calendar

1. To swap the calendar view with windows showing entry details, use 'reverse layout'. To switch them back click reverse layout again.



Task Details

Title: Call Mr Cooper regarding this terms objectives.

Status: OVERDUE

Priority: Normal

Start: 06 Sep 2006

Due: 06 Sep 2006 09:00

Description: We need to discuss.....

Category: Work

Owner: screenshot

Assignees: screenshot

My Progress: Overdue

View Progress Edit Delete

Month Week 5 Day Day

September 2006

28	29	30	31	1	2
					3
4	5	6 9:00 AM Call Mr Cooper	7	8	9
					10
11	12	13	14	15	16
					17
18	19	20	21	22	23
					24
25	26	27	28	29	30
					1

Fig 1. Standard view

Month Week 5 Day Day

September 2006

28	29	30	31	1	2
					3
4	5	6 9:00 AM Call Mr Cooper	7	8	9
					10
11	12	13	14	15	16
					17
18	19	20	21	22	23
					24
25	26	27	28	29	30
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My Progress: Overdue

View Progress Edit Delete

Fig 2. Reverse view

## Using the calendar

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2. To maximise the calendar at any time click  in the top right hand corner of the calendar view.
3. To restore the calendar to its original size at any time, click the restore  in the top right hand corner of the calendar view.