

E 8 Copying the Company Holiday Calendar

Access: All internal users

Learn: How the Company Holiday Calendar can be copied and pasted into programs such as Microsoft Word.

During holiday periods, it may be an advantage to have planned holidays on paper.

Open the Company Holiday Calendar

Main Menu -> Company Holiday Calendar.

- Under View Options, activate the *Display as image* box ❶.
- Click *Show* ❷ to create the Company Holiday Calendar as an image.

Copying the Company Holiday Calendar

Figure 1: Main Menu -> Company Holiday Calendar

- Click the calendar to activate the browser window.
- Right-click on the calendar and select *Copy* ❸ in the menu.

Enter the Company Holiday Calendar

Figure 2: Paste the Company Holiday Calendar

The copied image is pasted into MS Office like any other image.

- Open a Word document, and click in the document where the image should be pasted.
- Click on the *Paste* (Ctrl + v) ❹ icon in the tool bar, to paste the copied Company Holiday Calendar into the document. The picture can then be cropped and resized.

Save the Company Holiday Calendar as an Image

The Company Holiday Calendar can also be saved as a file, and later pasted into various programs.

- Right click on the calendar and select *Save Picture As...* ❺.
- Select where the file should be saved to, and give it a name.
The Company Holiday Calendar is saved as a JPEG (*.jpg) file.

NB! The names of the menu options (when right-clicking) may vary from one browser to another.

Figure 1: Main menu -> Company Holiday Calendar

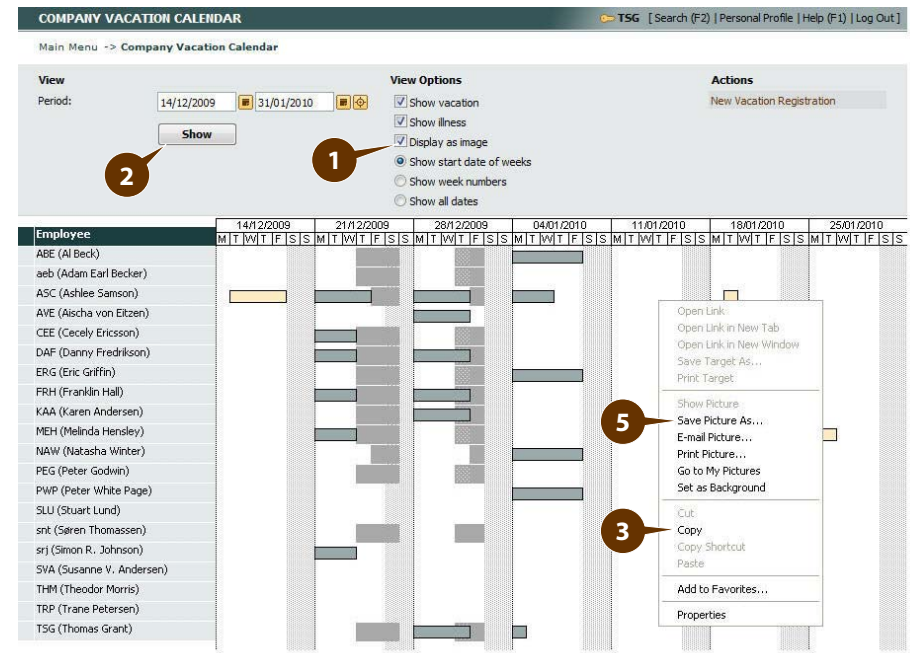


Figure 2: Paste Company Holiday Calendar

