

E 8 Copying the Company Vacation Calendar

Access: All internal users.

Learn: How the Company Vacation Calendar can be copied and pasted into e.g. Microsoft Word.

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

Open the Company Vacation Calendar

Main Menu -> Company Vacation Calendar.

- Under View Options activate the box *Display as image* 1.
- Click on *Show* 2 to create the Company Vacation Calendar as an image.

Copying the Company Vacation Calendar

Figure 1: Main Menu -> Company Vacation Calendar

- Click on the calendar to activate the browser window.
- Right-click on the calendar and select *Copy* 3 in the menu.

Enter the Company Vacation Calendar

Figure 2: Enter the Company Vacation Calendar

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

- Open e.g. a Word document and click in the document where the image should be pasted.
- Click on the *Paste* (Ctrl + v) 4 icon in the tool bar, to paste the copied Company Vacation Calendar into the document. The picture then can be cropped and resized.

Save the Company Vacation Calendar as a Picture

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

- Right click on the calendar and select *Save Picture As...* 5.
- Select where the file should be saved to, and give it a name.
The Company Vacation 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 Vacation Calendar

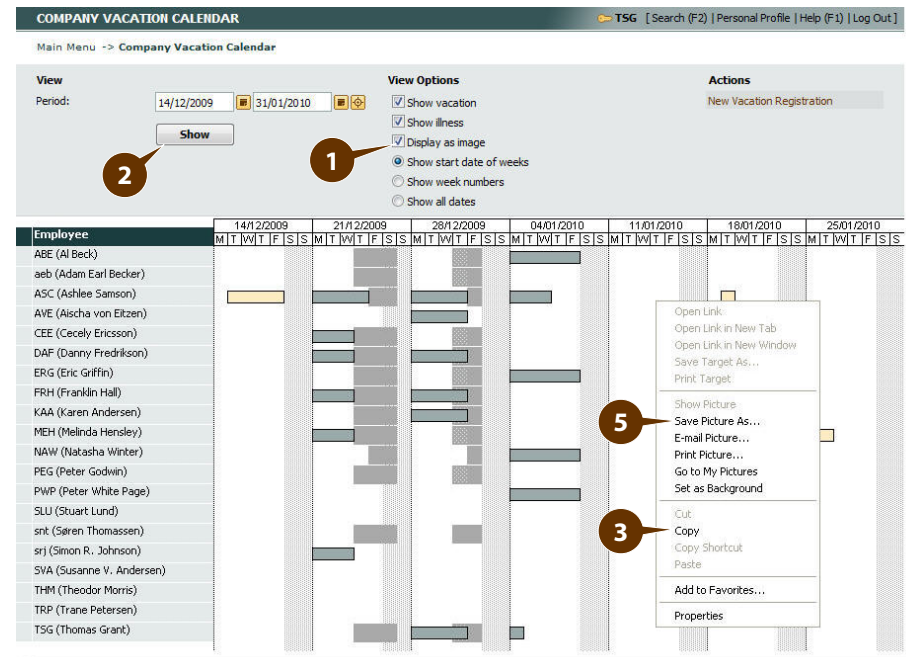


Figure 2: Enter Company Vacation Calendar

