

## Using the Calendar to Find Material

The Calendar is an easy way to access date-specific material in a folder.

1. To access the Calendar, select **Group Folder rover** → **Calendar**. The Calendar opens to the current month. The current date will be outlined.

Thursday, July 29, 2010  
Target Program: News

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Selected date: 07/29/2010 **Go To**

<< Today >> **View selection**

Location	Item Type
<input checked="" type="checkbox"/> Work in progress	<input checked="" type="checkbox"/> All
<input type="checkbox"/> Archives	<input type="checkbox"/> Rundowns
	<input type="checkbox"/> Newsgathering
	<input type="checkbox"/> Newsgathering Items

Always on top

Status

2. To find a month use the on-screen Left and Right arrows on either side of the *Today* button to move backward/forward between months.
3. To choose a date click the date with the mouse or enter it in the **Selected date** field. To move back to Today's date at any time click *Today*.
4. After selecting the date select whether you want to view *Work in progress* or *Archives* in the **Location** field.
5. In the **Item Type** field choose whether you want to view All information from that day, Rundowns, Newsgathering Grids, or Newsgathering Grid items.
6. Click *View selection*. The requested information appears in the List Window under the heading *Items for [Date]*. The Calendar only display items from one folder and one date at a time.