

Copying a Calendar

When defining a new calendar, use an existing calendar as a model for the new definition.

To copy a calendar

1. Type **C** in the line command input field of the calendar to be copied. Press Enter.

A window opens with the name and year of the existing calendar.

2. Enter a new name in the input field labelled **to calendar** (you cannot modify the year). Press Enter.

The Copy window closes and the new calendar appears in the list on the Calendar Maintenance screen.

3. You can use the **M** line command to modify the new calendar.