


How do I copy the setup of one schedule tab to another?

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You can choose to save the properties of a selected schedule tab as the default for your calendar and apply it to other calendar tabs. To do so:

1. Navigate to the schedule tab that you would like to copy to another tab.
2. Click the **Schedule Properties** button  .
3. After making any necessary edits to the properties, click **Save as Default**.
4. Click **Yes** in the confirmation window to store the settings as the template.
5. Click **OK** to exit the Schedule Properties window and return to the Highlighted Calendar window.
6. Select the schedule tab where you would like to apply the saved default properties.
7. Click the **Schedule Properties** button.
8. Click **Reset**.
9. Click **Yes** to reset the schedule settings to default values.
10. Click **OK** to exit the Schedule Properties for Highlighted Calendar window.