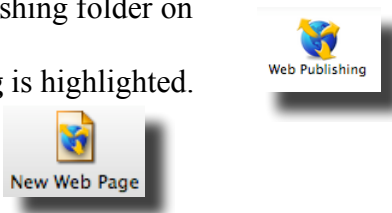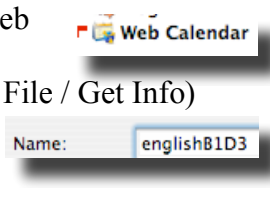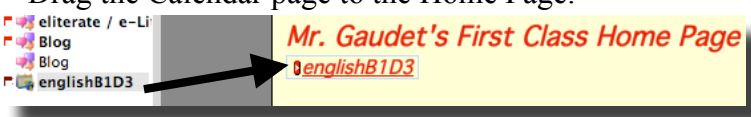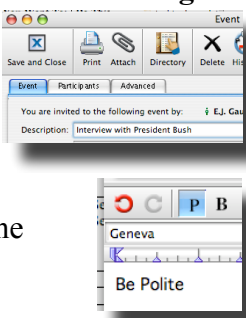# Thirty Second Guide to Making Calendar Pages in FC

If You Want To:	Do This:
Make A Calendar Page	• Double Click on the Web Publishing folder on the FC desktop. • Make sure the **Web Publishing** is highlighted. • Click **New Web Page** icon. • Choose **Web Calendar**.
Change The Name Of The Page.	• Single Click on **Web Calendar** in the Web Publishing folder. • On the keyboard type **Apple/I** (or Under File / Get Info) • Change the name to something that describes the calendar. • Click OK
Link The Calendar Page To Your Home Page	• Single click on Home Page in the Web Publising folder. • Drag the Calendar page to the Home Page. Mr. Gaudet's First Class Home Page
Enter Data Into The Calendar	• Single Click on the calendar page in the **Web Publishing** folder. • Double click on the day in the calendar page. • Enter information into the Event window. • Enter comments in the white window at the bottom of the Event window. • Close the window.
See What Students See:	• Click View in Browser icon. • To see all information and comments, double click on the event on the calendar web page.