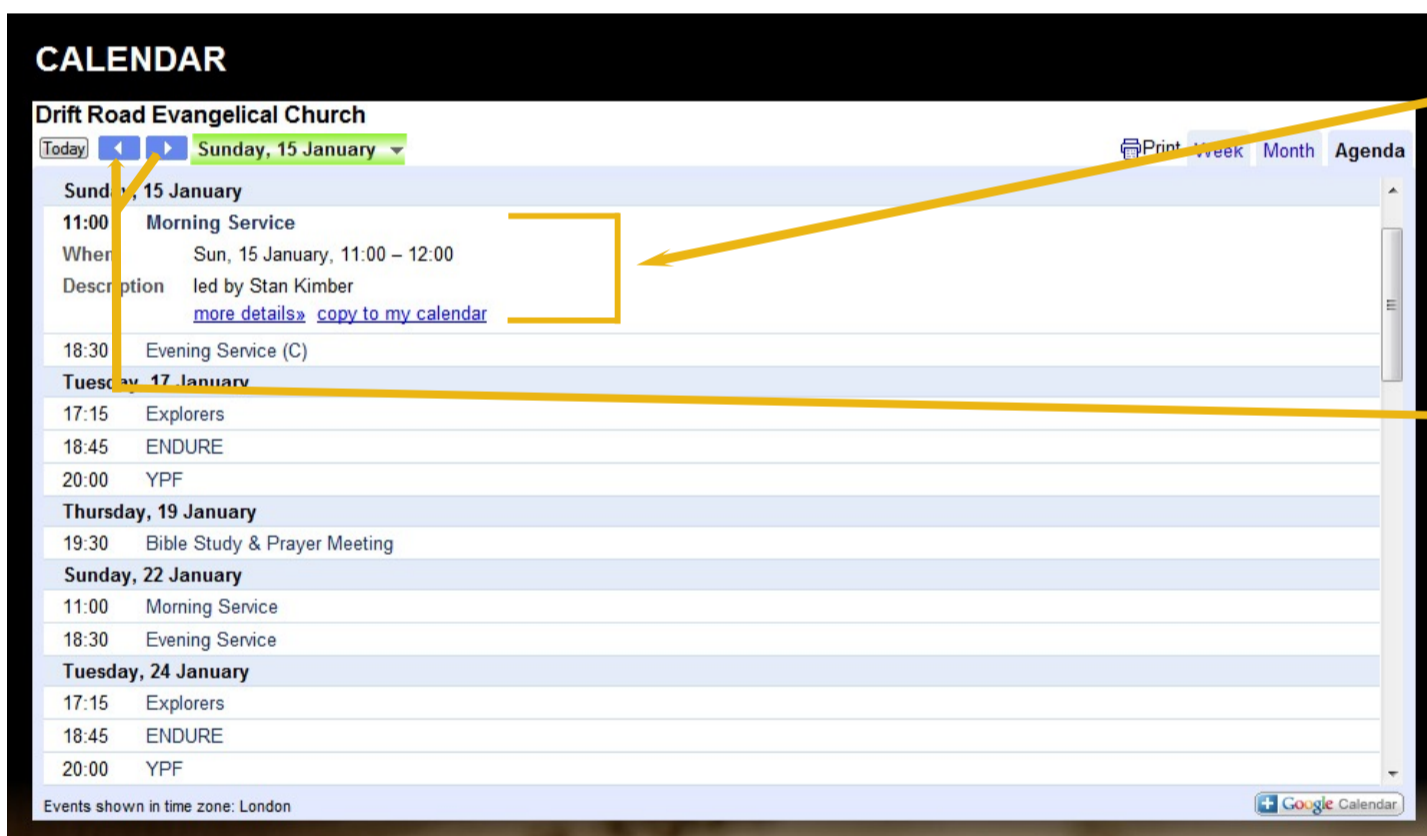
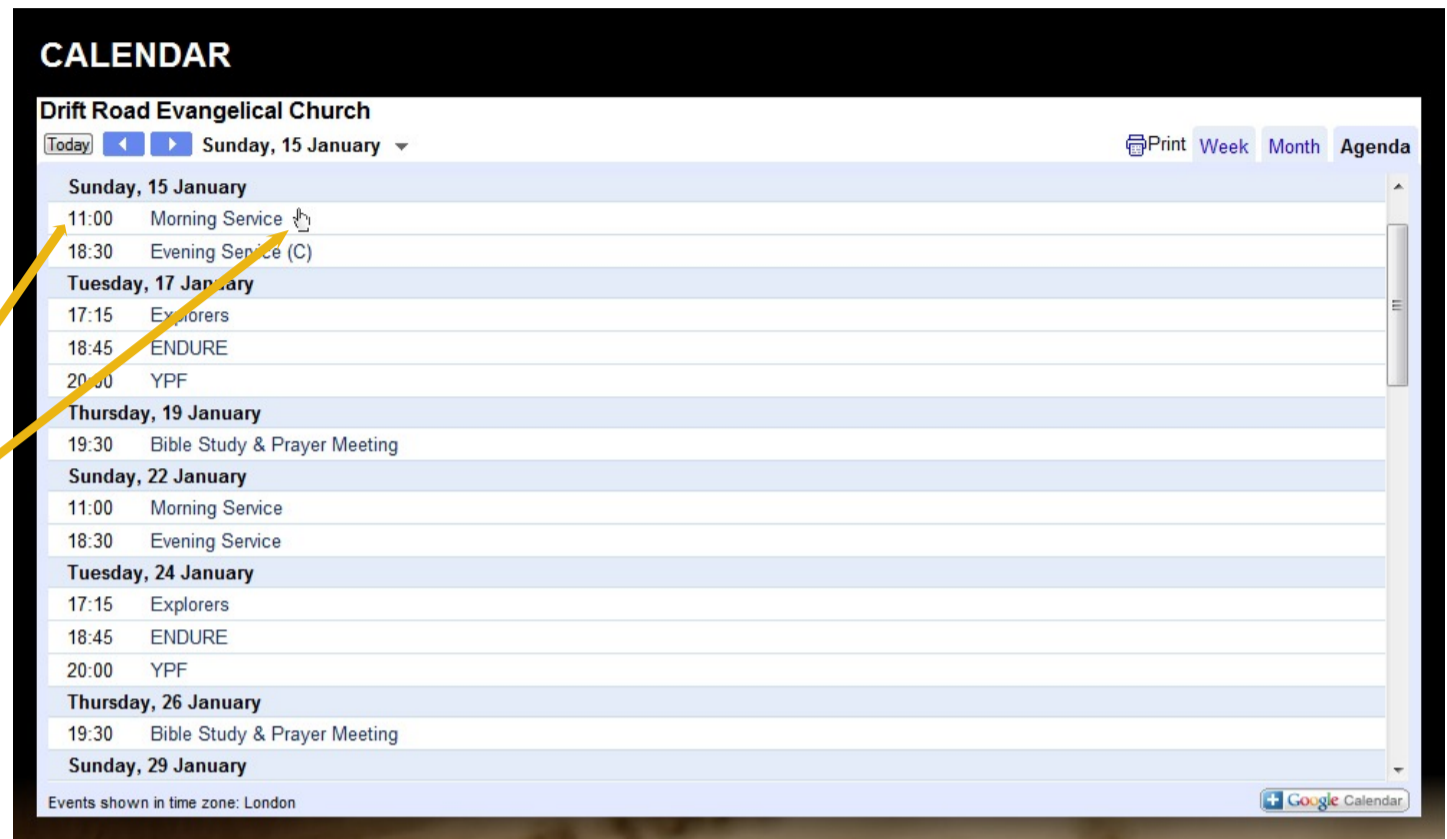


How to use in 10 easy steps

Thank you for taking time to look around our site. This short document describes in simple terms how to use the 'Google calendar' within the DREC website.

1. The image on the right hand side shows you what you receive when you move onto the 'Calendar' page.
2. The top of the calendar always shows you the next event that is taking place at DREC. Below this, the rest of that week is planned out for you.
3. When you hover over an event e.g. 'Morning service' a hand signal will appear as shown in the picture on the right. This will occur on every event and date.
4. Once the hand signal has appeared left click your mouse



5. Once you have clicked on an event you should find that the event box has expanded giving you more details like, the time span, who is preaching, preparation texts etc.

6. This will occur for every event on the calendar. Some future dates may not have much more than who is preaching and the time, but we continually update the calendar to give you as much info about the particular event as possible.

7. If you wish to skip through that current period of time, (What you see on the calendar) onto the date you don't see, you can use these arrows to do so.

8. If you wish to skip dates in a different way then click where we have highlighted the calendar in green. Once you have clicked, choose a date and click again.

9. If you wish to change the complete layout of the calendar then just use the tabs on the top right hand corner (Week, Month, Agenda) The calendar will work in completely the same way, so use the points above as normal.

Using the calendar in month view, instead of the next event coming at the top, it highlights the day we are currently on in orange. (Image Right)

10. The last thing to remember is that if you wish to print out a copy of the calendar then go to the 'Print' button top right and left click.

The print menu will pop up and you will have the freedom to print what you want from the calendar. You can even choose a start and finish date, so it will print all the events within that time frame.

We hope you enjoy the 'Google Calendar' and all the features it has to offer.

Any problems or queries about our services and events, call, email or facebook us.

