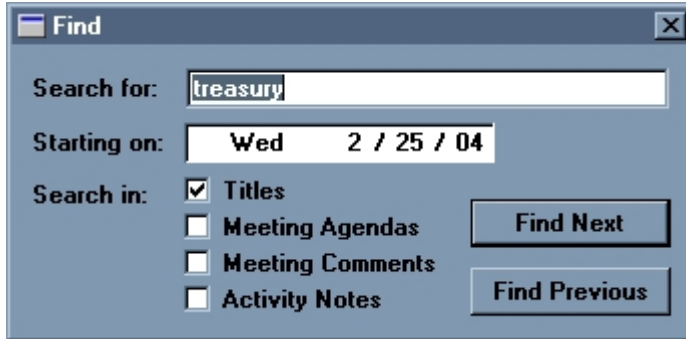


Tip - Finding Items in MeetingMaker

In MeetingMaker, View/Find allows you to look for a word in the title, agenda, comments and activity notes to find a particular activity.



Searching Your Calendar

You can search your calendar items for specific text. You can search event titles, meeting agendas, meeting comments, and activity notes.

MeetingMaker jumps to and highlights the text you enter for your search criteria in each matching entry found in your Daily Calendar.

Note: MeetingMaker finds only individual entries in your calendar and does not make a list of entries that match your search criteria.

To search your calendar:

1. From the View menu, select **Find**. The Find dialog box appears.
2. Enter the text for which you want to search.
3. Enter a start date for your search.
4. Select all fields you wish to search

Note: You can search event Titles, Meeting Agendas, Meeting Comments, and Activity Notes.

5. Click **Find Next**.

Meetingmaker jumps to and highlights the next occurrence of the text you entered in your Daily Calendar. It does not make a list of all the occurrences of the text it finds that matches.

Note: You can also search backwards from the Start Date you enter by clicking **Find Previous**.