

# Change the View Options in a Grid

In several windows throughout the program, you can view masses and schedules. To change the view options, click **View Options** below a grid.

The fields listed below do not display for every window. These options vary depending on the type of window you are on.

## Additional Field Information

### **Select Ministry**

Displays a dialog box with masses and ministries. Select which ones to show and click **Select**.

### **Select Masses and Ministries**

Displays a dialog box with masses and ministries. Select which ones to show and click **Select**.

### **View By Name**

Sorts the data by Minister Name.

### **View By Date Time**

Sorts the data by Mass Date & Time.

### **Display Other Scheduled Weeks**

Displays a dialog box with all scheduled weeks entries. You cannot edit this information.

### **Zoom**

Displays the grid in full-screen view. Click **Close** to return to the program window.

### **Print Current View**

Prints the information in the grid as you see it.

### **Copy To Clipboard**

Copies all of the data in the grid. You can then paste it into a document.