


Set Up Special Days and Holidays

Special days and holidays display on your calendars in the program. You can set up these important dates for the current year.

1. On the File menu, click **Setup > Special Days & Holidays**.
2. Click **Insert Date**.
3. Enter a name for the special day or holiday.
4. Enter or select a date.
5. If you want to set a calculation for next year, select an option from the drop-down list.

Useful Information

 This option determines when your special day or holiday displays in your Home window. These predefined calculations cannot be modified or deleted.

6. Click **Save/OK**.

1. On the File menu, click **Setup > Special Days & Holidays**.
2. Click **Automatic Setup for a New Year**.
3. Enter the date range you want to add special days and holidays in.
4. Select how to set up your special days and holidays:
 - **Repeat dates already in the list** — Sets up dates for your date range based on items previously set up.
 - **Choose predefined dates** — Sets up dates recognized as holidays and Holy Days.
5. If you repeat dates already in the list, select whether to use the same pictures associated with each date.
6. If you use predefined dates, select which list(s) to use dates from. Click **View Dates** to see the dates included in the list.
7. Click **Add/OK**.

You can remove dates from a prior date range. We recommend periodically removing old dates you no longer need.

1. On the File menu, click **Setup > Special Days & Holidays**.
2. Click **Remove Dates from a Prior Year**.
3. Enter the date range for the special days and holidays you want to remove.
4. Click **Remove/OK**.

Related Topics

[Set Up Your Program Options](#)