Windows:

There are 24 windows in four major groups that, along with the menus, control most of the operation of My Calendar:

The first group pertains to calendar operations.

1. Main Calendar window - Displays the monthly and yearly calendars and contains the major tools for operating My Calendar calendar functions.

2. About window - Displayed when my calendar starts showing the logo and version information. Also displays when About My Calendar is selected from the Apple menu.

3. Calendar Options - Contains most of the options (except font choices) for the display and operation of My Calendar. Access to the font choices and calendar size options is from this window. The options window, the font window and the size window contain the information stored in the individual setup files used by My Calendar.

4. Calendar Print Size - This window allows you to choose a calendar size to print within the current page size limitations. The size and orientation of the paper is stored in the default settings and in the individual setup files.

5. Help window - This window

6. Font Preferences window - Contains a preview area, buttons and pop up menus that control all of the font choices for viewing and printing. Additional choices are for pattern fills and grid colors. All information in this window is stored in the individual setup files.

7. Search for Note window - This window allows you to search for a specified string that you enter within the current notes. Performs search, search again, and go to the found note.

8. Banner Notes window - This window displays a scrolling list of the banner notes in the current note file. You can perform delete and go to functions in this window but must create new banners on the main calendar window.

9. Calendar Notes window - This window allows you to view a complete list of the current notes, change existing notes, print a range of notes or print a month or year of notes.

10. Print Preview window - This window displays a preview of the current calendar setup. Size, color, fonts and all other features will preview just like they will print out.

11. Repeating Notes window - This window allows you to enter notes that repeat on specific days or at specific intervals. Great for entering birthdays or holidays or other events that repeat.

12. Print/Print Multiple Calendars window - This is the main calendar printing window. When you select the Print Calendar tool this window is displayed that allows you to choose the page orientation, the number of calendars, and the range of months to print. To print one calendar of the current month, print from the preview window or use the Print command from the File menu.

13.   Icon Selector window - This window is displayed when you choose Icon Selector from the Edit menu. It displays the icons that are currently available for use on your calendars. You add icons to calendars by clicking on the desired icon and while holding down the mouse, dragging the icon to the desired day.

14.   Import Notes window - This window allows you to import properly formatted notes into My Calendar.   See a later topic for the note format and procedure.

15.   Print Notes window - This window is displayed when you choose Print Range from the Calendar Notes window.   It allows you to print a range of notes by specifying the beginning and ending dates to print.

16.   Tabs/Margin window - This window allows you to set the number of spaces that the tab key will enter and the size of margins (in inches) when printing these documents.

The second group pertains to lists and label operations.

17. Contacts window - This window is the main contacts window and contains the buttons and tools for the operation of the contacts features.   Other contact windows are accessed through this window.

18. Label Setup window - This window allows you to choose pre formatted label sizes by name, modify setups, delete setups and create new labels sizes up to the size of the current page.

19. Label Preview window - This window displays the current label setup and the fields you have chosen to include on the label. Label sizes larger than approximately 3x5 inches are scaled for preview.

20. Print/Select window - This window contains the controls and fields for printing a range of labels or choosing a category of specific records for printing.

The third group pertains to daily notes and printing formats.

21. Day View window - This window allows you to view and edit notes for any four day period.   Buttons above and to the right of the display allow you to move to any day within the current year.

22.   Print Daily window - This window allows you to print daily notes on page sizes that you design.   You can select to print from 1-7 days per page.   Great for adding note pages to many day timer notebooks.

The fourth group pertains to importing and editing PICT graphics.

23. Load Graphic window - This window is created when you select Load Graphic from the File menu. This window allows you to preview the graphic and includes two buttons: one for closing the window and one for releasing the graphic and closing the window.

24. Image Edit window - This window is created when you select a PICT file from the Open menu command. This window has tools for editing bit mapped PICT images. Read the topic Using Graphics for more information.