

Menus:

My Calendar has seven normally installed menus in addition to the standard Apple menu:

1. File

New - Opens the calendar window. Open... - Opens an external preferences file, notes file or contacts file and redraws the display to reflect the changes. Close - Closes the currently active window if there is one. Save Setup As.. Saves the current setup as an external preferences file. Save Notes - Updates any changes to the current not file. Save Notes As... saves the current notes in a new file you can name. Import Notes.. Import notes created in another application. Page Setup - Opens the standard Macintosh page setup dialog box. Print Month - Prints the current month using the current preferences. Print Range... Allows you to select a range of months to print for the current year you are viewing.

2. Edit

The standard cut, copy, paste etc. selections work on this on-line help file and the month view note edit fields if one is open. The Clear Notes option allows you to clear notes for the current year, clear all except the current year and clear all notes. The other options are: Preferences - opens the main Calendar Options window, and Icon Selector - opens the icon selector window.

3. Date

The Date menu allows you to quickly switch to a specific month and year to view. The normal selection is the current year + and - five years. The Year option Other ... allows you to select any year between 1905 and 2039.

4. Font

The standard Macintosh Font menu. Use this menu to make changes in how the calendars are displayed and printed. This menu works for any open edit field including this help file but most changes in windows will not be saved. Most fields (such as the daily notes on the month view) do not save font information for size, style and color unless changed using the Font Preferences window. The exception is this styled text editor.

5. Size

The standard Macintosh Size menu. Works similar to the Font menu. Font sizes that are currently installed in your System are displayed in outline format when using the menu bar menu.

6. Style

The standard Macintosh Style menu. Works similar to the Font menu. The justification portion of the menu has no effect on the preference selections when using the menu bar menu.

7. Color

A graphic color selection menu to select colors for the individual views and fonts. The currently selected color is displayed in the rectangle to the right side of the display. The value of the red, green and blue components is also indicated at the bottom of the display if you are trying to match a color.

8. Voices

In addition to the menus above an eighth menu will be built if you have Speech Manager Installed on your machine. This menu allows you to choose from the installed voices which voice will be used when reading these notes. To change the voice used for the alarms use the Speech control panel that came with your system.