

## Calendar Size Options:

Use the Size Calendar button in the Calendar Options window to open the Calendar Size window. At the left side of the window is a simple calendar display and page representation with a dotted rectangle showing the current calendar size. Use the mouse to drag the small black rectangle/handle on the bottom right side of the dotted rectangle. As you drag the handle, the current height and current width fields will change to show you the size. If you change page setups using the File menu, the small handle and rectangle may be outside the new page size. Drag the handle until it is within the new page size and the selection rectangle will begin flashing showing you the selected size. As long as the handle is outside the current page size, the fields will not be updated.

If you have selected to include a graphic, a second selection rectangle will be drawn. Use this rectangle to size the graphic area on the calendar. For more information read the Using Graphics topic.

Calendar sizes and the page size is stored in the external setup files. Each of the setup files supplied with My Calendar has been created with a particular printer. Your printer may allow larger sizes or require a smaller size. If you use the setup files open the calendar size window and enter any new desired size. Save the setup using the same name to update the information for your particular printer.

## Printing Multiple Calendars/Page:

The selections you use in the Calendar Options selections and Calendar Size selections are also used when you are printing multiple calendars per page. In this case the font sizes, styles, colors, banner locations and other print options are used but the size of the individual calendars depends on the number of calendars per page you are printing and the size of paper you have chosen.

Be careful with the Print Size option. My Calendar uses the available space to print each month. On a full year option using letter size paper, each month will be less than three inches by three inches. My Calendar will use the current font, size, style and calendar size choices but will force it into this space. For better results, set up a full year option (an example is provided in the setup files) to reflect the actual size of the final months.