

How do I ....

## Frequently asked questions about My Calendar

I always print calendars horizontally. Do I have to change the print setup each time I print?

Use the calendar, size and font preferences to create a calendar you like. Click on the Default button in the Calendar Options window to make your setup the default or create a setup file with your choices and then open the setup file before printing. My Calendar remembers the page setup you have chosen and stores that information in each setup file so you can have many different setups and change them by opening each setup file.

The icons appear on the calendars but don't print out. What's wrong?

There are two options available for the icons: The first is displaying the icons on the calendars. This option pertains to the main calendar window and displaying icons. For the icons to print on your calendars you must select Print Icons under the Printing Options in the Calendar Options window.

I have an alarm set but when I start my computer the alarm does not display.

Currently the alarms only work while My Calendar is running. It can be in the background with no windows open but it must be running for the alarms to display. There are plans for a future version of My Calendar to contain an INIT that does not require the program to be running to display alarms.

When I print out four or more months on one sheet some of the dates disappear and the month name does not print. What's wrong?

You are probably using a setup that has fonts that are too large for this type of printing. My Calendar uses the current setup preferences and then squeezes the calendars into the space available for multiple calendars. If you are using a setup originally created for a full page calendar the fonts will be too large and will print inconsistently or not at all due to space limitations. To solve this problem, create a setup as near to the final size of the calendar as possible and use it to print the multiple calendars per page.

I want to enter a birthday and have it appear on each year. How do I do that?

Open the Repeating Notes window and select the range of years you want to add the note. Select the month and the day and then enter the note into the note field. Now click on the Add Notes button. Your note will be on every date you have chosen. P.S. You can also choose an icon or color icon to add with each note.

When I start the program I get a message that says the note file cannot be found.

The default file that is opened when you double click on the application must be named "My Calendar Notes" To prevent this from happening, rename your notes to reflect this requirement or double click on another file in the finder to use it instead.

I added notes for a bunch of years but they did not appear. What did I do wrong?

Make sure you have not selected the This Year Only option in the Repeating Notes window.

The contacts file doesn't seem to sort correctly.

Make sure you have chosen the proper field to sort by. My Calendar allows you to sort by any field except the note field. Also be sure you do not have any spaces before the first character. Space characters always appear first and will make your sort appear wrong.

The Postnet bar code doesn't fit correctly on my labels.

The Posnet font used is a fixed space font (required by the Post Office) and may not fit on smaller labels that include Zip + 4 codes. You must use a larger label or exclude the +4 from the zip code.

When I drag a data field to the calendar it doesn't appear. All I get is a beep.

You must be viewing the month calendar or viewing the year calendar with the optional edit field open. If you are viewing the year without the edit field open the program will just beep.