

## **Perpetual Calendar Help**

The Contents lists Help topics available for Perpetual Calendar. Use the scroll bar to see entries not currently visible in the Help window. To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **Perpetual Calendar Basics:**

**Introduction**

**How to use Perpetual Calendar**

**Assigning Perpetual Calendar to a Hot-Key**

**Getting Rid of the Reminder Screen**

### **Menu Commands:**

**File Menu**

**View Menu**

**Tools Menu**

**Help Menu**

## **Introduction**

Perpetual Calendar is a Windows utility that displays and prints a small single-month calendar and a yearly calendar. For easy access, it can be accessed via a hot-key. It also contains tools to convert a particular date to Julian format and to determine the number of days between 2 dates. Since it is a Windows program, it is simple to use.

**Features of Perpetual Calendar**

**Hardware Required**

**Installing Perpetual Calendar**

**How to purchase a copy of Perpetual Calendar**

**Assigning Perpetual Calendar to a Hot-Key**

## **How to use Perpetual Calendar**

The main screen for Perpetual Calendar contains a small calendar that can be accessed quickly via a hot-key. To change the date that is displayed, simply enter the new date in the "Go To" field. Notice that the day of the month that you enter is always displayed in the color RED and Perpetual Calendar displays what day of the year it is. If you would like a printed copy of the month, click on the "Print Calendar" button or press ALT+P.

To view the entire year (based on the year of the month that is displayed), select VIEW/VIEW AN ENTIRE YEAR from the menu.

To determine the Julian Date of a particular date, select TOOLS/CALCULATE JULIAN DATE from the menu.

To determine the number of days between 2 dates, select TOOLS/CALCULATE DAYS BETWEEN 2 DATES from the menu.

To obtain a list of available products from Pragmatics software, select TOOLS/OTHER AVAILABLE PRODUCTS from the menu.

To purchase Perpetual Calendar, select TOOLS/PURCHASE PERPETUAL CALENDAR from the menu.

To exit Perpetual Calendar, select FILE/EXIT from the menu

## **Assigning Perpetual Calendar to a Hot-Key**

Follow the steps below to assign a Hot-Key to Perpetual Calendar:

1. Drag the Perpetual Calendar icon to the "Startup" Group in Program Manager. This will automatically run Perpetual Calendar each time Windows is started.
2. Once in the "Startup" Group of Program Manager, click once on the Perpetual Calendar icon (if not currently selected). Select FILE/PROPERTIES from the Program Manager menu or press ALT + ENTER.
3. Tab to the "Shortcut Key" field. Enter a "C" (for calendar). Notice that the shortcut key becomes CTRL + ALT + C.
4. Click "OK".
5. Now each time you would like to display Perpetual Calendar, simply press CTRL + ALT + C.

## **File Menu**

The File Menu in Perpetual Calendar allows you to exit from Perpetual Calendar. To exit, simply select FILE/EXIT from the menu.

## **View Menu**

The View Menu in Perpetual Calendar allows you to view a single month or an entire year based on the month entered on the single-month view.

### **View a Single Month**

This displays small calendar that can be accessed quickly via a hot-key. To change the date that is displayed, simply enter the new date in the "Go To" field. Notice that the day of the month that you enter is always displayed in the color RED and Perpetual Calendar displays the day of the year the date represents. If you would like a printed copy of the month, click on the "Print Calendar" button or press ALT+P.

### **View an Entire Year**

This displays a calendar of an entire year. Notice that only 6 months appear at one time. To view the next six months, click the button labeled "Second Six Months". To return to the first six months, click the button labeled "First Six Months". Notice that the year that is displayed is dependent on the date selected from the single-month view. To change the year that is displayed, go back to the Single Month view and simply enter the new date in the "Go To" field. To return back to the Single Month view, click the button labeled "Single Month View". If you would like a printed copy of the six months that are displayed, click on the "Print Calendar" button or press ALT+P.

To print the next six months, click the button labeled "Second Six Months" then click "Print Calendar" or press ALT+P.

## **Tools Menu**

The Tools Menu in Perpetual Calendar allows you to calculate the Julian Date, find the number of days between 2 dates, display additional products offered by Pragmatic Software Company, and purchase Perpetual Calendar.

### **Calculate Julian Date**

To calculate the Julian Date of a particular date, select TOOLS/CALCULATE JULIAN DATE from the menu. This will display a screen that allows you to enter the date. Enter the date and press ENTER. Once ENTER is pressed, the Julian Date is automatically displayed.

If you know the Julian Date and would like to determine the actual date, enter the Julian Date in YYDDD format (Example: 95044) in the "Enter Date" field and press enter. Once ENTER is pressed, the actual and Julian Date is displayed.

To return to the Single Month view, click the "Cancel" button.

### **Calculate Days Between 2 Dates**

To calculate the number of days between two dates, select TOOLS/CALCULATE DAYS BETWEEN 2 DATES from the menu. This will display a screen that allows you to enter the beginning and ending dates. Enter the beginning date, tab to the Ending date and enter it in the same format, then press the "OK" button. Once the "OK" button is pressed, the number of days between the two dates is calculated and displayed. To return to the Single Month view, click the "Cancel" button.

### **Other Available Products**

### **How to purchase a copy of Perpetual Calendar**

### **Other Available Products**

To obtain a list of other products offered by Pragmatic Software Company, select TOOLS/OTHER AVAILABLE PRODUCTS from the menu. This creates a file for notepad named REGISTER.TXT. You may print it or use any of the features offered by notepad.



## **Purchase Perpetual Calendar**

To purchase Perpetual Calendar, select TOOLS/PURCHASE PERPETUAL CALENDAR from the menu. This creates a file for notepad named REGISTER.TXT. You may print it or use any of the features offered by notepad. Notice that you can register via mail, e-mail or phone if you are registering with a credit card.

There are 3 ways to purchase Perpetual Calendar:

1. **Check, cash, cashiers check or money order** - Send \$34.99 plus \$5 shipping and handling (\$10 S/H outside of USA) to:

Pragmatic Software Co.  
Attn: Steve Miller  
6728 Bellehaven Drive  
Plano, TX 75023

2. **American Express** - Call 214-517-2540 (available 24 hours) and leave a message stating your name (as it appears on the American Express card), address, phone number, American Express card number and expiration date. Or, mail this information to:

Pragmatic Software Co.  
Attn: Steve Miller  
6728 Bellehaven Drive  
Plano, TX 75023

3. **Visa or MasterCard** - Place your order by calling NorthStar Solutions at 1-800-699-6395 from 10:00 a.m. to 10:00 p.m., Eastern Standard Time. NorthStar Solutions also accepts registrations via CompuServe (71561,2751) or the Internet (71561.2751@compuserve.com).

## **Getting Rid of the Reminder Screen**

## **Help Menu**

The Help Menu in Perpetual Calendar allows you to display this help text and display information about Perpetual Calendar and it's author.

### **Context Sensitive Help**

Press `?` to receive help on any topic. It is context sensitive which means that when F1 is pressed, the appropriate help topic is displayed based on where you are positioned on the screen.

### **About Perpetual Calendar**

Click `HELP / ABOUT PERPETUAL CALENDAR` to display the name of the software, the version, copyright information, address for purchasing and the purchase price.

## **Features of Perpetual Calendar**

Perpetual Calendar allows you to:

1. Display and print a calendar of any single month
2. Display and print a calendar of an entire year
3. Calculate the Julian Date of any date
4. Calculate the number of days between two dates

## **Hardware Required**

Perpetual Calendar is designed to work with:

1. IBM 286 or higher compatible computer running Microsoft Windows version 3.0 or higher
2. A monochrome or color EGA, VGA, or better monitor
3. A hard disk
4. 1 Megabyte of memory
5. Any type of printer
6. Windows Notepad (installed)

## **Installing Perpetual Calendar**

To install Perpetual Calendar, simply run SETUP.EXE from the installation diskette. This automatically creates a program group in Program Manager. If you would like for Perpetual Calendar to be automatically run each time Windows is started, drag the Perpetual Calendar icon into the "STARTUP" program group.

## **Getting Rid of the Reminder Screen**

Once you register your copy of Perpetual Calendar by purchasing a copy, you can disable the Reminder screen by clicking the "Registration Number..." button. Then enter the registration number given to you when you purchased Perpetual Calendar. Press ENTER. If entered correctly, the reminder screen will never again appear.

