## Welcome to "The Family Calendar for Windows"

**Contents** "The year-round gift for Family and Friends" Introduction

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Using The Family Calendar

How to start a Calendar How to Enter Names and Dates How to Edit Names and Dates How to copy events from other calendars How to Print a Calendar Printing Reports Setting Preferences Helpful Hints

## What is 'The Family Calendar for Windows'?

*The Family Calendar* is a program that makes it easy for anyone to create professional looking wall calendars customized just for your family and friends. Printed calendars make great annual gifts for all members of the family as well as for friends. With *The Family Calendar* you can supply each member of your family with an organized daily reminder of birthdays and anniversaries helping to promote family ties and unity. Family history is also encouraged with the inclusion of events to honor family members no longer living. *The Family Calendar* also features a convenient (pocket or purse) <u>Shopping List</u> with 12 months of family birthdays, anniversaries and holidays printed on a single tri-folded sheet.

<u>Event</u> types are provided for Birthdays, Wedding Anniversaries, Departed family members and Special Events. You need enter the information only once to print up-to-date calendars for years to come. Age counts and wedding anniversary counts are automatically calculated and printed on the calendar. Adding events and making corrections are easily done. Three editable holiday files are included with the program.

## History of The Family Calendar

When my mother passed away several years ago I was looking for a means of helping my father keep up with all the cards and gifts mother had handled so well over the years. I decided to write a program to help me produce a calendar that I could send him each year with the appropriate dates pre-printed on the calendar. The idea worked well. So well, in fact, that everyone else in the family asked for their own calendars. Word spread and soon I was printing calendars for families all over the country.

Six years later I decided to re-write the program and make it available to others. *The Family Calendar for Windows* is the result of all of my experiences in producing the calendars and the wants and needs of the all the folks using it. My goals were to make the program as easy to use as possible, but also to make it one of the most useful programs on your computer. I hope *The Family Calendar* will be as big a success in your family as it has been in ours.

Doug East

## How to Register

Price:\$25.00U.S. DollarsS/H:\$3.00 US and Canada (\$6.00 International)

You may register *The Family Calendar for Windows* in any of the following ways:

#### PREPAY

Print this form by selecting PRINT TOPIC in the FILE menu above. Fill out the order-form portion of the printout and mail it along with your check.

#### INVOICE

Call our 24 hour (recorded) order line at 303-667-4566. Leave your name and address and we will ship your registered version IMMEDIATELY along with an invoice.

### COMPUSERVE

You may register *The Family Calendar for Windows* on-line with CompuServe and have the registration price added to your monthly bill. **GO SWREG** and register **Item # 4198**.

### AMERICA ON-LINE

Send a message to our AOL address **Dreast** . Leave your name and address we will ship your registered version along with an invoice.

### CREDIT-CARDS

Order using MC, Visa, Amex, or Discover Card by calling <u>Public (Software) Library</u> **1-800-242-4775.** Order Item # 11735 <u>More Credit Card information</u>.

What you receive when you register:

Address:

City:\_\_\_\_\_

State/Prov \_\_\_\_\_

Zip:\_\_\_\_\_

Country:\_\_\_\_\_

Telephone:	
lelephone:	

Registered Version of The Family Calendar for Windows \$25.00

Shipping and handling , \$3.00, \$6.00 intl.

Total

Please indicate where you obtained your shareware version of *Family Calendar*.

Mail to: Douglas East, 3431 Florida Dr., Loveland, CO 80538

## What is Shareware

## ASP Ombudsman Statement

This program is produced by a member of the Association of <u>Shareware</u> Professionals (ASP). ASP wants to make sure that the Shareware principle works for you. If you are unable to resolve a Shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at: ASP Ombudsman 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

### What is Shareware?

*The Family Calendar for Windows* is distributed as "Shareware" and is provided at no charge to the user for evaluation. Shareware is not a type of software but rather a method of software distribution. Shareware is the ultimate "try before you buy" product.

Shareware has been very successful in providing personal computer users with quality software without high prices, while providing incentives for software developers to continue to develop new products.

If you find *The Family Calendar* useful and you continue to use the program after a 30 day trial period, you are violating the license agreement and are expected to make the registration payment of \$25.00

Thanks for trying The Family Calendar.

Doug East

## License

### **COPYRIGHT STATEMENT**

The Family Calendar for Windows is Copyright © 1994-1995 by Douglas R. East, all Rights Reserved.

INDIVIDUALS may, and are encouraged to, distribute *The Family Calendar for Windows* to friends or associates, provided no fees are charged and a complete and unaltered copy of the shareware version is used.

All other distribution is allowed only under the terms found in the VENDINFO.DIZ file included in the distribution archive.

#### TRIAL USE LICENSE

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Douglas R. East, 3431 Florida Dr. Loveland, CO 80538

## **Vendor Information**

Please refer to the VENDINFO.DIZ file included in the distribution archive file for information regarding distribution of *The Family Calendar for Windows*.

## **Obtaining Support**

You may contact us for support in the following ways:

TELEPHONE: 303-667-4566

COMPUSERVE: 72673,357

AMERICA ON-LINE Dreast

INTERNET: 72673.357@compuserve.com Dreast@aol.com

# SUPPORT BBS: 303-663-5507

## How to Start a Calendar

To create a new calendar perform the following steps:

- 1. Select (File | New) at the Main screen .
- 2. Enter a Calendar Title .
- 3. Enter events; Birthdays, Anniversaries, Departed and Special Events
- 4. Save your calendar by (File | Save) at the Main screen.
- 5. Print your calendar.
- 6. Print the Shopping List.

## How to Enter Names and Dates

### Select an Event Type

To begin entering names and dates you must first select an <u>event type</u> by clicking on one of the large command buttons on the right side of the <u>Main screen</u>.

#### Moving between fields

You can TAB between fields, use the ENTER key or place the cursor with the mouse.

### **Entering dates**

Date entry is very flexible. You may enter dates in many different formats including the following:

6/12/43 6-12-43 6 12 43 6/12/1943 June 12, 1943 12 June, 1943

If the century is omitted then the current century is assumed. Therefore 6/12/43 = 6/12/1943. A warning message will appear for invalid dates. Any date field that requires a year will also generate a warning message if no year is given.

#### Saving an event

Events can be saved by clicking on the [Save & Continue] button. You may also save by hitting ENTER twice after the last data field.

Immediately after saving an event, the event appears in the <u>vellow display line</u> just below the [Save & Continue] button. This provides a quick accuracy check while the information is still at your finger tips.

Birthday age counts and anniversary counts are also shown on this line to help you catch data entry mistakes.

## **Editing Events**

Once an event has been saved it can be selected and brought back to the data entry screen for editing and re-saving. To select an event to edit, click on the [Edit xxxxx] button. The caption on this button changes depending on the current event type. i.e. [Edit Birthdays], [Edit Anniversaries], etc.

#### **Event Types**

Events are grouped into four category types. Birthdays, Anniversaries, Departed and Special Events. Each category has slightly different requirements.

#### **Birthdays**

Birthday events require a name, a birthdate and a question (checkbox) whether or not to show the person's age on the calendar. The birthdate must contain at least the month and the day. The year may be omitted. However, the age count can only be done if the year is also supplied.

Enter just the person's name. Don't enter the age count or possessive punctuation. The program will add that information for you.

Examples:

Bob Smith 6/12/43 would appear on the 1995 calendar as: Bob Smith's 52nd Birthday

Jane Rivers 5/15/56 would appear on the 1995 calendar as: Jane Rivers' 39th Birthday

#### Anniversaries

Wedding anniversary events require a name (usually the couple's name i.e. Bob & Mary), a wedding date and a question (check box) asking if both are still living. If both are still living and a <u>full date</u> is given (including the year) then the anniversary count is printed on the calendar. If one or both are not living then the count is not printed. Instead the year of the marriage is referenced.

Just as with birthdays enter the couple's name without a count or possessive punctuation. The program adds that information for you.

Examples:

Doug & Sharon 9/5/64 (both living) appears on the 1995 calendar as <u>Doug & Sharon's 31st</u> <u>Anniversary</u>.

Dave & Terry 10/6/64 (both not living) appears as Dave & Terry (married 1964).

### Departed

Two events are recorded for departed family members. The person's birthdate and the date of death. Either date may be left blank but not both. The dates must include month and day. The year is optional. If the year is given then the year is included on the calendar. There is no age count done for this category of events.

Examples: Grandmother Smith born:12/19/19 died:11/22/88 would appear as follows: On the birthdate: <u>Birthdate of Grandmother Smith 1919</u> On the date of death: <u>Grandmother Smith (1919-1988)</u>

Robert Allen born:1/20 died:5/23 would appear as follows: On the birthdate: <u>Birthdate of Robert Allen</u> On the date of death: <u>Robert Allen Passed Away</u>

## **Special Events**

A special event can be any event that you wish to place on the calendar that does not fit into the other event types. A graduation date, or a scheduled vacation are just a couple of uses for this event type.

Special events require a full date (month, day and year). A question is also asked (a <u>checkbox</u>) whether this event should be recurring. Recurring means; do you want the event to appear only on the specific date or should it appear in future years as well? Events such as "Our first date" should be checked as recurring so it will appear every year. Events such as "Bob's fishing trip" probably should not be checked as recurring. Unless he wanted to remember the "one that got away" for years to come.

#### Exiting the data entry screen

Click on the [Exit] button to leave the Enter Event screen and return to the main screen. Any data left on the screen that has not been saved will cause a warning message to appear. You will be given the opportunity to abandon the data or return to the Enter Event screen and save your data.

## How to Edit Names and Dates

Events are edited in the same screen where they are entered. To select an event to edit, click on the [Edit xxxxx] button located on the <u>Enter Events screen</u>. The label on this button changes depending on the current <u>event type</u>. i.e. [Edit Birthdays], [Edit Anniversaries], etc. The <u>Edit Events screen</u> will appear.

### Selecting an Event to Edit

Highlight the event you wish to edit by clicking on the desired event among the events displayed in the list on the Edit Events screen. Only one event may be highlighted at a time.

## Shortcuts

Several shortcuts are available to help you locate the desired event.

HOME key - highlights the event at the top of the list. END key - highlights the event at the bottom of the list.

Typing any letter of the alphabet will highlight the first occurence of an event beginning with that letter. Repeating the letter finds the next occurence and so on.

Note: the search looks from the present position to the end of the list. Therefore, it may be necessary to first us the HOME key to begin the search at the top of the list.

### Sorting

Upon entering the Edit Event screen the events are sorted by name. It may be useful to sort the list by date using the [Sort by Date] button to help locate the desired event. Once sorted by date you can return the list to a name sort by clicking on the [Sort by Name] button.

## [EDIT] Button

Once the desired event has been highlighted, click on the [EDIT] button to return to the Enter Event screen for editing. **Double clicking** on the event will accomplish the same task.

#### [OK] Button

Clicking on the [OK] button on this screen will return you to the Enter Event screen without an event to edit.

#### **Deleting an Event**

You can delete an event by first highlighting the event and then clicking on the [DELETE] button. You will be asked to confirm the deletion before the event is removed.

## How to Print a Calendar

To print a calendar make the following choices at the Print Screen:

### **1.** Select a starting month.

The <u>default</u> starting month is the current month and date. <u>Spin buttons</u> are provided to increment the starting month up and down. There are also several buttons available to make the most common choices quickly:

[This Month] - sets the month and year back to the default value of current month and year.

[This Year] - sets the starting month to January of the current year and the <u>number of</u> <u>months</u> to 12.

[Next Year] - sets the starting month to January of the coming year and the number of months to 12.

## 2. Select number of months.

The default number of months is one. Spin buttons are provided to increment the number of months up and down.

There is also a [1 Month] and a [12 Month] button to set the most common choices quickly.

### 3. Select a holiday file.

You may include or (not include) holidays on your printed calendar by clicking on the [Include Holidays?] <u>checkbox</u> in the Holidays frame. If you elect to include holidays then select one of the three holiday files provided with the program. The delivered choices are U.S. Holidays, Canadian Holidays and Other Holidays. These three holiday files may be edited as well as re-named.

To edit holiday files choose (File | Edit Holidays) from the <u>Main screen</u>. To re-name holiday files choose (Preferences).

Once a holiday file has been chosen it becomes the default and will be highlighted again the next time you use the program.

#### 4. Select a printer.

All active printers will be shown in the Select Printer frame. Your default printer for Windows will be highlighted in the list. To select a different printer simply click on your choice using the mouse. Choosing a different printer does not change your Windows default printer.

*The Family Calendar* requires a graphics printer to print calendars. This includes laser printers, inkjet printers and most dot matrix printers. The printer must also be able to print in <u>landscape mode</u>. You do not need to set your printer to landscape manually. If your printer is set to <u>portrait mode</u> the program will change it temporarily to landscape mode and then return it to it's original orientation. If your printer does not print graphics or does not support landscape mode an error message will be displayed.

## 5. [Print Calendar]

The current month and year and a sliding progress indicator will be displayed in the Printing Status frame as the calendar is being printed. A [Cancel] button is also supplied to cancel printing jobs. The [Cancel] button has no affect after the print job has been sent to the Windows Print Manager or other print spooler.

## Margins

The Family Calendar was designed to print in landscape mode centered on standard 8.5 x 11 inch paper with a .75 inch border on all sides. This allows the use of decorative preprinted <u>border paper</u> available from several sources. It may be necessary on some printers to adjust the left and top margins of the calendar printout to center the calendar properly on the paper. These margins can be changed in the <u>Preferences screen</u>.

### **Printing Overflow**

The Family Calendar contains an <u>auto font scaling feature</u> for both the calendar title and event text in a <u>date box</u>. This feature almost eliminates any <u>overflow</u> problems that can occur if too many events occur on the same date. If the font size becomes too small to make the text fit, an error message will appear containing the date that the overflow occured. The affected month of the calendar will continue to print after the error message, but with the date in question left blank. Some text then must be removed or abbreviated and that month re-printed.

## **Printing Reports**

In addition to the calendar, the following three printed reports are available from the Print Screen:

## Shopping List

The Shopping List prints a complete list of all family birthdays, anniversaries and holidays for the next twelve months. This report prints on a single 8.5x11 sheet of paper and is designed to be tri-folded and placed in a purse or pocket.

The beginning month for this report is taken from the <u>Starting Month</u> field on the Print Screen. If the page is filled before all twelve months are printed, the phrase \*\*\*\* Continued \*\*\*\*\* is printed at the end of the report. A new Shopping List can then be printed with a later Starting Month if desired.

## List of Events

This report prints a complete list of events from the current calendar file, grouped by <u>event</u> <u>type</u>. The report prints in <u>portrait mode</u>. It can be very useful for checking spelling and finding mistakes in entered dates.

### **Data Collection Forms**

One of the more difficult tasks in creating a Family Calendar is collecting the information from various family members and other sources. Many times people are not sure exactly what information you need and in what form. They are also busy with many other things. Using the <u>data collection forms</u> provides the information others need to help you gather the information and serves as a reminder to them. The forms also help to organize your data entry.

Clicking on the [Print Data Collection Forms] button produces a small screen with choices for printing forms for **all** event types or for individual event types as well as the quantity of forms.

## Helpful Hints

### **Create common calendar files**

When creating calendars for several branches of the family there are usually many of the same names that need to appear on each of the calendars. By creating one or more common calendar files first, you then can copy all of the names from the common file into other calendar files by using the <u>Copy feature</u>. This can save lots of typing time as well as cutting down on errors.

#### **Keyboard and mouse shortcuts**

To clear a data entry field use the <u>ESC key</u> while in that field.

When entering events hit the ENTER key twice after the last field to save an entry. It's quicker than raising your hand to move the mouse to click on the [Save & Continue] button.

Double-Clicking on an event in the Edit <u>Event</u> screen will quickly select that event for editing.

### Look at the "last entry" display box.

Immediately after saving an event the information you entered is displayed just below the [Save & Continue] button. By observing this display you may catch errors in entry while the information is still in front of you. This box also provides other information that can help you catch mistakes. After an anniversary or a birthday the age count is displayed. The age count is calculated to today's date not the next birthday or anniversary. This can help catch common typing mistakes if you are familiar with the person's age.

#### **Distribute data collection forms**

One of the more difficult tasks in creating a Family Calendar is collecting the information from various family members and other sources. Many times people are not sure exactly what information you need and in what form. They are also busy with many other things. Using the data collection forms provides the information others need to help you gather the information and serves as a reminder to them. The forms also make data entry much easier.

## **Calendar Titles**

Some common calendar titles are:

Doug & Sharon's Family Calendar Joe & Mary's Special Calendar The Smith Family Calendar

The program makes no modification to the title you key in. Any punctuation such as possessives, etc. need to be supplied. This is different from entering events such as a birthday where the possessive and the suffices on the age count are supplied by the program. See <u>How to enter names and dates</u>.

## Copy Events From Other Calendars

Quite often names and events for one Family Calendar are common to many others. To keep from re-entering the same events many times, use the <u>Copy feature</u> of *The Family Calendar*.

To copy events from another Family Calendar into the current calendar make the following choices starting at the main menu screen

### 1. Choose (File | Copy Events from Other Calendars).

A file selection dialog will appear. Choose the file name that you wish to copy events from. A screen will appear containing a list of all the events in the chosen file.

### 2. Select events to be copied.

The list is initially sorted by name. You may also sort the list by date or by <u>event type</u>. To select an event to copy simply click on the event to highlight it. You may select as many choices as you like. To de-select a choice click on it a second time.

### 3. Click on the [Copy] button

A message box will appear indicating the number of events you have selected. Click on the [OK] button of the message box to accept these choices, or [CANCEL] to return to the list.

Note: To leave the this screen without copying any selections click on the [OK] button in the lower right-hand corner of the <u>Copy screen</u>.

## Preferences

The <u>Preferences screen</u> can be accessed by clicking on (Preferences) on the pull-down menu on the <u>Main screen</u>. This screen allows some customization to <u>The Family Calendar</u>. You can rename the three holiday files as well as adjust the top and left margins of the calendar printout to fit your printer.

### Holiday file Descriptions

*The Family Calendar* is supplied with three holiday files. As shipped, the holiday files are named U.S. Holidays, Canadian Holidays and Other Holidays. To change the description of a holiday file simply place the cursor in the appropriate field and edit the name. To save your changes and leave the screen click on the [OK] button.

### Left and Top Margins

*The Family Calendar* was designed to print in <u>landscape mode</u> centered on standard 8.5 x 11 inch paper with a .75 inch border on all sides. This allows the use of decorative preprinted <u>border paper</u> available from several sources. It may be necessary on some printers to adjust the left and top margins of the calendar printout to center the calendar properly on the paper. You can make these adjustments by changing the Left Margin or Top Margin fields on this screen. To save your changes and leave the screen click on the [OK] button.

Note: The left and top margin adjustments are done in software and do not change your printer's margin settings.

Any values changed on this screen become the <u>default</u> values.

### [Recall Original Defaults]

Clicking on this button will reset all values on the screen to the original values as shipped.

## How to order by Credit Card

You can order with Master Charge, Visa, American Express or Discover Card by calling PsL (Public Software Library). PsL has been a well respected distributor of <u>Shareware</u> Software since 1982.

Order The Family Calendar for Windows ITEM # 11735

PsL can take credit card orders in several ways:

 Toll-Free #:
 1-800-242-4775

 Non-Toll-Free
 1-713-524-6394

 FAX
 1-713-524-6398

 E-Mail
 CompuServe 71355,470

 Postal Mail
 PSL

 P.O. Box 35705
 Houston, TX 77235-5705

PsL's operators are available from 7:00 a.m. to 6:00 p.m. CST Monday-Thursday and 7:00 a.m. to 12:30 p.m. on Friday.

"THE ABOVE NUMBERS ARE FOR CREDIT CARD ORDERS ONLY. WE CANNOT BE REACHED FOR SUPPORT AT THESE NUMBERS"

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, non-credit card orders, etc, must be directed to the author:

#### **Doug East**

CompuServe	72673,357
Phone	303-667-4566
BBS	303-663-5507

To insure that you receive the latest version, PsL will notify us the day of your order and we will ship your registered version of *The Family Calendar for Windows* directly to you within 24 hours.

## **Registration Benefits**

Registered users receive the following:

## **1**. The latest registered version of The Family Calendar for Windows.

All shareware screens, registration reminders and "Unregistered copy" <u>watermarks</u> on the printouts are removed.

# 2. A coupon for a free 12-month laser printed calendar using your data.

Your free calendar is laser printed on decorative bordered paper and bound, ready to be hung on the wall. You can send us your data file via diskette, BBS, or CompuServe. We pay the return postage.

## 3. Free support by phone, CompuServe and BBS.

## 4. Free updates by BBS for 2 years.

## 5. Additional holiday files.

The holiday files shipped with the <u>Shareware</u> version contain dates for 12 months from the release of that version. The registered version contains holiday dates for five years.

## 6. Access to our Calendar Printing and Binding Service.

We provide a calendar printing and binding service for *The Family Calendar*, which is available only to registered users. Pricing and details are contained in your <u>registration</u> <u>package</u>.

## Glossary

ABCDEFGHIJKL М NOPQRSTUVWXYZ

## Α

<u>ASP</u> auto font scaling feature

## B

border paper

## <u>C</u>

<u>checkbox</u> Copy feature Copy screen

## D

data collection forms <u>date box</u> <u>default</u>

## Ε

Edit Events screen Enter Events screen <u>ESC key</u> Event event type

<u>F</u> full date

## <u>H</u>

Holiday file

## L

landscape mode List of Events

## Μ

Main screen

## Ν

number of months

## <u>0</u>

<u>overflow</u>

## <u>P</u>

portrait mode Preferences screen Print screen printing status frame

## <u>R</u>

registration package

**S** Shareware Shopping List Special event Spin buttons Starting Month

**T** <u>Title</u>

W watermarks

## Y

yellow display line

## Event

An entry on the calendar with a name or description and a date. Birthdays, anniversaries, information about departed family members and special events are all events. Holidays are also events.

## **Starting Month**

The beginning month and year of your printed calendar. There is no need to start your calendar with January. You can begin with any month and then print as many months as you wish.

## number of months

Once you have selected a starting month for your calendar you can then specify how many months you want to print.

## default

The value that is pre-chosen for you. The default value is the one that will be used unless you change it.

**Spin buttons** A set of up and down, or right and left arrow controls that increment a value in an another control.

**landscape mode** Printing along the length of the paper as opposed to printing across the width (portrait mode).

**portrait mode** Printing across the width of the paper as opposed to printing across the length of the paper (landscape mode).

**printing status frame** A frame or block on the Print Menu Screen indicating the status of print jobs.

**Copy feature** Allows you to select as many names and dates from other Family Calendars as you wish. Prevents re-entering of names on similar calendars.

**ESC key** When in a data entry field the Esc key will clear the field.

## checkbox

A small box that can be checked (using the mouse) or left blank indicating one of two choices.

**Special event** Any event that you wish to place on the calendar that does not fit into a birthday, anniversary or departed event type.

**border paper** High quality paper stock with attractive pre-printed borders. Available from the Paper-Direct company and others.

## Holiday file

A file containing holiday events that can be added as a group to your calendar just before printing. Three holiday files are supported by The Family Calendar. You may edit the holiday files and rename them to suite your needs.

#### Main screen

The main screen is the focal point for creating a Family Calendar. The main screen contains the pull-down menu choices, the Title field, the four event type buttons and a command button with a printer icon.

#### **Enter Events screen**

This screen is displayed by selecting any of the four event type command buttons on the main screen. It contains the appropriate data entry fields for each event type.

### **Print screen**

Located on the Print screen are several selections needed to print the Family Calendar such as Starting Month, Number of Months, Holiday file selection, and printer selection. This screen also contains command buttons for printing the Shopping List, The Event List report and blank data collection forms.

### **Shopping List**

The Shopping List is a unique feature of The Family Calendar that prints a list on a single 8.5x11 sheet of paper containing all family birthdays, anniversaries and holidays for the next 12 months. This report is designed to be tri-folded and placed in a purse or pocket.

### List of Events

The List of Events is a printed report of all events grouped by event type. This report is very handy for checking spelling and finding mistakes in entered dates. Supply this report with each calendar you give and let the user mark it with any changes or additions for future calendars.

**yellow display line** The display line is located just below the [Save & Continue] button on the Enter Events screen. It displays the last event entered, and any age counts if applicable. A convenient means of detecting mistakes during data entry.

### data collection forms

A printed report that provides blank data entry forms that can be filled out by hand prior to entering them into the program. Forms can be printed for all event types.

#### **Copy screen**

The Copy Screen is activated by selecting (File | Copy Events from other Calendars) on the Pull-Down menu. This screen contains a complete list of events from another Family Calendar. Event(s) can then be highlighted with the mouse and copied to your current calendar.

#### **Preferences screen**

The Preferences screen is displayed by clicking on the Preferences selection on the Pull-down menu on the main screen. This screen allows some customization to the program. Holiday files can be renamed and printed report margins can be set.

# Title

The Title that will appear at the top of each month of your Family Calendar. i.e. "Bob and Mary's Family Calendar", "The Smith Family Calendar", etc.

#### **Edit Events screen**

This screen is displayed from the Enter Events screen. It contains a list of events of the same event type from your current calendar. From this list you can select an event to edit.

#### event type

A category of events all having the same requirements. Family Calendar supports four event types plus Holidays: Birthdays, Anniversaries, Departed family members, and Special Events.

## full date

A full date contains a month, a day and a year. Most event types in The Family Calendar, do not require a full date since many times you may know the month and day but not the year. Special events and Holidays however, do require a full date.

# ASP

The Association of Shareware Professionals.

## Shareware

A unique method of marketing software. Users are given a "try before you buy" license to evaluate software prior to paying for it, unlike conventional "store bought" software.

The Family Calendar is a Shareware product.

#### auto font scaling feature

A unique feature of The Family Calendar that automatically scales the font size for event text and calendar titles. This feature allows several events to be printed on the same date that might otherwise overflow the date box on the printed calendar. Eventually the text could become so small that it is unreadable. If the program can no longer scale down the font size an error message will appear warning of the problem. At this point some text must be removed or abbreviated and that month re-printed.

#### overflow

A condition that can occur when too much text is placed in the same date box or when a calendar title is too long. The Family Calendar contains an auto font scaling feature that nearly eliminates this problem.

### date box

A square on the calendar. Each square represents a single date on the calendar. The Day of the month, and events that occur on this date are printed in the date box.

#### watermarks

Identifying text placed on a printout. In the case of the shareware version of the Family Calendar, the words "Printed by an UNREGISTERED copy" are watermarked in the bottom margin of all printouts.

### registration package

The package you receive when you register. The package inlcudes a diskette with the registered version of the program, your free printed calendar coupon, a sample of our decorative border paper, information regarding our Printing and Binding service and other goodies.