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FAX TRANSMISSION

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Date: February 1, 2023	Fax:

Number of Pages (including cover): 3

Subject: Extending DayBook 1.5 beyond 1993

Dear :

Following are instructions for extending DayBook beyond 1993. These instructions specifically extend Daybook through 1994, but the instructions could easily be altered to go beyond 1994.

There are scripts in four files that must be modified in order to affect this change. These files are: DAYBOOK.SBK, DAY.TBK, WEEK.TBK, and MONTH.TBK.

CHANGING DAYBOOK.SBK

1. Run the authoring version of TOOLBOOK.
2. Once ToolBook comes up, bring up the Command Window by pressing SHIFT + F3
3. In the Command Window type EDIT SCRIPT OF BOOK "DAYBOOK.SBK"
4. From the FIND menu chose FIND TEXT. Type IF SYSDATE in the dialog box and press ENTER. Press the ESCAPE key.
5. Go to the beginning of this line and insert two dashes to comment out the line. Also, comment out the next four lines. The line should read as follows:

```
--if sysDate < "1,1,1991" as date or sysDate > "31,12,1993" as date  
--request strBadDate()  
--send exit
```

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--break to system

--end

6. Go to the beginning of the script by pressing CONTROL + HOME.
7. From the FIND menu chose CHANGE TEXT. Type 1993 in the first dialog box, press the TAB key, and type 1994, press FIND.
8. When 1993 is found, press the CHANGE button then press FIND again. Press the ESCAPE key.
9. 1993 should be highlighted. Press the END key to go to the end of the line and add the following:
& CRLF & 1994
10. From the FIND menu choose CHANGE TEXT. Type 1993 in the first dialog box, press the TAB key, and type 1994, press FIND.
11. When 1993 is found, press the CHANGE button then press FIND again. Continue in this manner until a dialog box asks "End of script reached. Continue from beginning?" At this point, press the CANCEL button.
12. From the SCRIPT menu choose EXIT/UPDATE
13. When ToolBook asks if you would like to save current changes to DAYBOOK.SBK. Select YES.

CHANGING DAY.TBK

1. From the FILE menu choose OPEN. When the File Open dialog box comes up, type DAY.TBK. Press ENTER.
2. Press F3 to go into Author Mode if you are not already.
3. Press F4 to go to the Background.
4. At the bottom left corner of the screen are two buttons, one with a right arrow symbol, the other with a left arrow symbol. Hold down the CONTROL key and double click on the button on the right. This will bring up the script for that button.
5. From the FIND menu choose CHANGE TEXT. Type 1993 in the first dialog box, press the TAB key and type 1994 then press CHANGE ALL.
6. From the SCRIPT menu choose EXIT/UPDATE
7. From the FILE menu choose SAVE.

CHANGING WEEK.TBK

1. From the FILE menu choose OPEN. When the File Open Dialog Box comes up, type WEEK.TBK. Press ENTER.
2. Press F3 to go into Author Mode if you are not already.
3. Press F4 to go to the Background.
4. At the bottom left corner of the screen are two buttons, one with a right arrow symbol, the other with a left arrow symbol. Hold down the CONTROL key and double click on the button on the right. This will bring up the script for that button.
5. From the FIND menu choose CHANGE TEXT. Type 1993 in the first dialog box, press the TAB key and type 1994 then press CHANGE ALL.

6. From the SCRIPT menu choose EXIT/UPDATE.
7. From the OBJECT menu choose BOOK PROPERTIES. Click the SCRIPT button.
8. From the FIND menu choose CHANGE TEXT. Type 1993 in the first dialog box, press the TAB key and type 1994, press CHANGE ALL.
9. From the SCRIPT menu choose EXIT/UPDATE.
10. Click OK in the Background Properties Dialog Box to accept changes.
11. From the FILE menu choose SAVE.

CHANGING MONTH.TBK

1. From the FILE menu choose OPEN. When the File Open Dialog Box comes up, type MONTH.TBK. Press ENTER.
2. Again, at the bottom left corner of the screen are two buttons, one with a right arrow symbol, the other with a left arrow symbol. Hold down the CONTROL key and double click on the button on the right. This will bring up the script for that button.
3. From the FIND menu choose CHANGE TEXT. Type 36 in the first dialog box, press the TAB key and type 48 then press CHANGE ALL.
4. From the SCRIPT menu choose EXIT/UPDATE.
5. DayBook 1.5 was originally created with 36 pages, 1 for each month from January 1991 through December 1993. In order to increase this, you need to add more pages to this file. The script that was changed in item 2 tells ToolBook that there are now 48 months in the month view, but those months still need to be created manually. There are three steps that need to be taken to add a new month to the month view.
 1. Select a month that starts on the same day as the month that you need to create. For example, January 1994 starts on a Saturday. May of 1993 also starts on a Saturday. May 1993 is on page 29. To maneuver to page 29 while in Author Mode, click on the status box in the lower left corner (displays the current page and the total number of pages). Type the number 29 and hit enter. The page should change to page 29. From the EDIT menu choose SELECT PAGE. Then, from the EDIT menu choose COPY. This will place this page into the clipboard.
 2. Navigate back to the end of the MONTH book by clicking on the status box again and typing 36. This will take you back to December. From the EDIT menu choose PASTE. This will add a new page to the end of the book which will become January.
 3. You then need to change the text on the page to reflect the correct month. In this example, you would double click on the word MAY and change it to JANUARY. You also need to change the year from 1993 to 1994. Some of the examples I have given have more or less days than the corresponding 1994 month actually has. Simply add or delete days to make this correction. In this case, May 1993 has 31 days as does January 1994. No change is necessary.
 4. Finally, change the name of the page. From the OBJECT menu choose PAGE PROPERTIES. The page name consists of three numbers separated by commas. The first number should always be a 1. The second number represents the month of the year (1 for January, 2 for February, etc.). The third number is the year. Change the name of the page from 1,5,1993 to 1,1,1994. Click OK in the Page Properties Dialog box to accept the changes.

4. The above steps must be repeated for all twelve months of 1994. The table below contains a list of the 1994 months with their correct names as well as previous months and page numbers that correspond with each 1994 month.

1994 MONTH	PAGE NAME	CORRESPONDS WITH	PAGE
JANUARY	1,1,1994	May-93	29
FEBRUARY	1,2,1994	Jun-93	30
MARCH	1,3,1994	Feb-94	38
APRIL	1,4,1994	Oct-93	34
MAY	1,5,1994	Aug-93	32
JUNE	1,6,1994	Dec-93	36
JULY	1,7,1994	Apr-94	40
AUGUST	1,8,1994	Nov-93	35
SEPTEMBER	1,9,1994	Jul-93	31
OCTOBER	1,10,1994	Jan-94	37
NOVEMBER	1,11,1994	Mar-94	39
DECEMBER	1,12,1994	Sep-94	45

After completing the above steps, uncomment out the lines from DAYBOOK.SBK that were originally commented out above:

1. From the Command Window type EDIT SCRIPT OF BOOK "DAYBOOK.SBK"
2. From the FIND menu choose FIND TEXT. Type IF SYSDATE in the dialog box and

- press ENTER. Press the ESCAPE key.
3. Go to the beginning of this line and remove the two dashes to comment out the line. Also, remove the comments from the next four lines. The line should now read as follows:

if sysDate < "1,1,1991" as date or sysDate > "31,12,1994" as date
 request strBadDate()
 send exit
 break to system
end
 4. From the SCRIPT menu choose EXIT/UPDATE
 5. When ToolBook asks if you would like to save current changes to DAYBOOK.SBK. Select YES.

After all of these changes have been made, close all instances of ToolBook and run any of the DayBook modules. DayBook 1.5 should now run through the end of 1994.

Please call if you have any further questions.

Sincerely,