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Cedco Calendar Help Version 1.0a
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How Do I?



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Step-by-step instructions:

1. Pull down the Image Menu
2. Select *Change Image* to display a thumbnail of all images
3. Select the image you want, then click *OK*. *(Note: you may click on an image with the left mouse button and then click the right mouse button to see that image's description.)*

Note: If you have not installed all the images during Setup, you will be prompted to insert the Cedco CD in order to copy the new images to your hard drive.

Note: Select *Previous Image* or *Next Image* to sequentially view each image.

Adding to the To Do List

To Do List

Step by step instructions:

1. Click the *To Do* button on the toolbar to display the To Do List.
2. Click the *New* button at the bottom of the To Do List.
3. Set the priority. This determines the order the items are displayed in the To Do List.
4. Type in the to do item and the due date. The due date is not used to determine when the item is displayed -- it is for information only.
5. If there are sub-projects, enter each one and the due date. If the item has already been accomplished, click in the check box.

Editing the To Do List

Item:	Due Date:
Sarah's Wedding	10/10/95

Step by step instructions:

1. Click the *To Do* button on the toolbar to display the To Do List
2. Select the item you wish to change
3. Click the *Edit* button at the bottom of the To Do List
4. Make your changes
5. Click the *Update* button

Note: You can also double-click on the todo item to display the edit dialog.

Removing an item from the To Do List

To Do List

Step by step instructions:

1. Click the *To Do* button on the toolbar to display the To Do List
2. Select the item or sub-item you wish to remove
3. Press the *Delete* key

Note: You can click on the checkbox of todo items to mark them as complete. When you check on all sub-items of a todo item, or on a single todo item that has no sub-items, you will be prompted to delete the entire item. You may want to leave the item displayed as an indication of your accomplished work.

Adding an entry to the Address Book

Address Book

Step-by-step instructions:

1. Click the *Address* button on the toolbar to display the Address Book
2. Click the *New* button at the bottom of the address book
3. Type the information for each part of the address
4. Make any notes you would like in the Notes area
5. Click *Add*

Editing the Address Book

Address Book

Step-by-step instructions:

1. Click the *Address* button on the toolbar to display the Address Book
2. Use the arrows at the bottom of the book to locate the entry
3. Double-click the name on the left hand page to display the Edit Address dialog.
4. Type in the new information
5. Click *Update*

Note: You may not make changes to the address information shown on the address book. You must double click the name to display the Edit Address dialog.

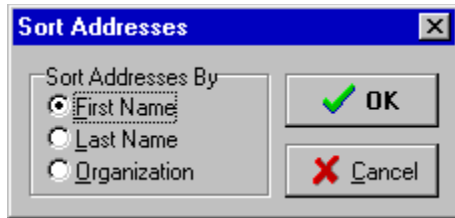
Removing an entry from the Address Book

Address Book

Step-by-step instructions:

1. Click the *Address* button on the toolbar to display the Address Book
2. Use the arrows at the bottom of the book to locate the entry
3. Select the entry you want to remove
4. Press the *Delete* key

Sorting the Address Book

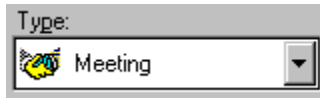


Sort the Address Book in the way that makes it easiest for you. You can sort by first name, last name, or organization name. Change this as often as you like.

Step-by-step instructions:

1. Click the *Address* button on the toolbar to display the Address Book
2. Click the *Sort* button at the bottom of the Address Book
3. Click on the method you prefer for sorting

Adding an event or appointment to the Schedule



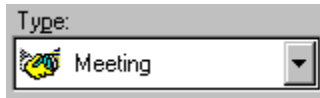
Step-by-step instructions:

1. Click the *Schedule* button on the toolbar to display the Add Schedule Event dialog.
2. Set the month, day, and year for the event
3. Set the time for the event (or check the *Untimed Event* box). Untimed events appear at the top of the daily view calendar.
4. If this will be a recurring event (such as a weekly staff meeting) click *Recurring* to set the frequency of the event
5. Enter a description
6. Select the type of event from the list. This is optional. If you select a type with an icon, then that event will display only the icon in the monthly calendar.
7. Type in any notes you want to make in the Notes area
8. Set the alarm options as you like
9. Click the *Add* button

Note: Set a *Red Letter Day* for an especially meaningful event. *Red Letter Days* are easy to spot on the calendar.

Note: You can also double click on the appropriate cell in the daily, weekly or monthly calendars to display the add event dialog.

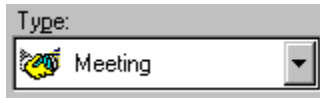
Editing the Schedule



Step-by-step instructions:

1. Click on the *Day, Week or Month* button to view your Schedule by Day or Week or Month.
2. Use the arrow keys at the bottom of the calendar to move to the day that holds the event you want to change
3. Double-click on the event in the calendar to display the Edit Schedule Event dialog.
4. Edit the information
5. Click *Update*

Removing an event from the Schedule



Step-by-step instructions:

1. Click on the *Day, Week or Month* button to view your Schedule by Day or Week or Month.
2. Use the arrow keys at the bottom of the calendar to move to the day that holds the event you want to remove
3. Double-click on the event in the calendar
4. Click *Remove*

NOTE: You cannot remove holidays. If you have a recurring event, removing one occurrence will remove the entire event and all its occurrences.

Viewing the Calendar by Day, Week, or Month

Wednesday

- ◆ To View the Calendar by Day, click the *Day* button on the toolbar.
- ◆ To view the Calendar by Week, click the *Week* button on the toolbar.
- ◆ To view the Calendar by Month, click the *Month* button on the toolbar.

Note: You can also select the desired view from the View menu.

Working a Puzzle



Cut Image button



Beginner button

Step-by-step instructions:

1. Click the *Puzzle* button on the main toolbar to display the Puzzle toolbar
2. Click the *Cut Image* button on the Puzzle toolbar to start making the puzzle
3. Specify the number of pieces for your puzzle
4. Click the *Beginner* or *Advanced* icon to set the difficulty level. The only difference is that the *Advanced* level rotates the pieces randomly to make it more difficult.
5. Watch as the puzzle is created to your specifications
6. To piece the puzzle together, drag pieces from the puzzle window into the main window and place them where they belong. When a piece is placed in or close to its exact location, it will lock into place and can't be moved further. You can only move one piece at a time.

Advanced users only: When using the advanced feature, you may have to rotate pieces to place them in the correct orientation. To rotate each piece by 90 degrees clockwise, click on the piece with the right mouse button.

Note: To get hints for solving the puzzle, click one of the hint buttons on the Puzzle toolbar.

Note: To solve the puzzle, click on the I Give Up icon on the puzzle toolbar. This will complete the puzzle. If you exit the puzzle feature without assembling the puzzle, the background image will remain incomplete.



Place a puzzle piece for me



Show me the image again

Using Images as Wallpaper

Image
<u>C</u> hange Image...
<u>N</u> ext Image...
<u>P</u> revious Image...
<u>S</u>et Image As Wallpaper
<u>R</u> emove Cedco Wallpaper
<u>P</u> uzzle...

You can use the calendar Images as Wallpaper for your Windows Desktop. This will replace your existing Windows Wallpaper.

Step-by-step instructions:

1. The current picture will be used for your Wallpaper. If you wish to change the picture, use the Image Menu to change to the correct picture.
2. Pull down the Image menu and choose *Set Image As Wallpaper*
3. Use the *Remove Cedco Wallpaper* command on the Image menu to remove the image as your wallpaper.

Setting Preferences



You can set various preferences to suit your personal style and work habits.

Step-by-step instructions:

1. Pull down the Edit menu and select *Preferences*
2. Set holidays for your country. These cannot be changed.
3. Click *Weekends in Color* to make weekdays easy to spot
4. Set your preference for the day for *Weeks Start On*
5. Set your preference for sound. You must have a sound card to hear the page turning sounds.
6. Set your preference for displaying the moon phases
7. Click *OK* to fix your preferences

Supporting Several Users

User Name: 

When the Calendar first starts, you are asked for your name. The product will support several users and maintain separate preferences, to do lists, address books, and schedules. Simply use a different name to start if you want to create a new user. Your events and names are automatically saved everytime you exit the program.

Print

Organizer Size:

- 8½ * 11
- 5½ * 8½
- 3¾ * 6½

Choose the Print command to print the To Do List, the Address Book, or the Schedule.

You will have an opportunity to select the date for your printout and to specify which schedule view you want to use in the printout:

- ◆ Daily
- ◆ Weekly
- ◆ Monthly

However, you can print only one date at a time.

You will also be able to specify the size for your printout:

- ◆ 8 1/2 inches by 11 inches
- ◆ 5 1/2 inches by 8 1/2 inches
- ◆ 3 3/4 inches by 6 1/2 inches

Note: If you select a size other than 8 1/2 inches by 11 inches, you will need to cut the pages to size after they are printed, or print them on special perforated paper.

Exit

File	
<u>P</u> rint... Ctrl+P	
E xit Ctrl+Q	

Choose this command to exit and close the application. All of your changes will be automatically saved.

Find and Find Next

<input checked="" type="checkbox"/> To Do List	From: <input type="text"/>
<input checked="" type="checkbox"/> Address Book	To: <input type="text"/>
<input checked="" type="checkbox"/> Scheduler	

Its easy to find something in your To Do List, Address Book, or Schedule. Just use the *Find* command!

You are able to specify where to look for the item and between what dates to look.

Step by step instructions:

1. Pull down the Edit menu and select *Find*
2. Type in the item you are looking for
3. Check the boxes to set where to look
4. To narrow the search, enter the From and To dates
5. Click *OK*. The appropriate edit dialog will display with the found item.
6. To find the next occurrence, close the edit dialog. Then, pull down the Edit menu and select *Find Next* to keep searching with the same criteria

Schedule Event

Wednesday

Use this command to add a new event to your schedule.

Step-by-step instructions:

1. Pull down the Edit menu and select *Schedule Event*
2. Set the month, day, and year for the event
3. Set the time for the event (or check the Untimed Event box)
4. If this will be a recurring event (such as a weekly staff meeting) click *Recurring* to set the frequency of the event
5. Enter a description
6. Select the type of event from the list. This is optional. If you select a type with an icon, then that event will display only the icon in the monthly calendar.
7. Type in any notes you want to make in the Notes area
8. Set the alarm options as you like
9. Click the *Add* button

Note: Set a *Red Letter Day* for an especially meaningful event. *Red Letter Days* are easy to spot on the calendar.

Preferences



Use this command and set various preferences to suit your personal style and work habits.

Step-by-step instructions:

1. Pull down the Edit menu and select *Preferences*
2. Set holidays for your country. These cannot be changed.
3. Click *Weekends in Color* to make weekdays easy to spot
4. Set your preference for the day for *Weeks Start On*
5. Set your preference for sound. You must have a sound card to hear the page turning sounds.
6. Set your preference for displaying the moon phases
7. Click *OK* to fix your preferences

Change Image, Next Image, Previous Image

Wednesday

There are many beautiful images available. Use this command to chose a new image for display as a background to the work area.

Step-by-step instructions:

1. Pull down the Image Menu
2. Select *Change Image* to display a thumbnail of all images
3. Select the image you want, then click *OK*

Note: Select *Previous Image* or *Next Image* to sequentially view each image.

Note: If you have not installed all the images to your hard drive during Setup, the program will prompt you to insert the original CD-ROM in your drive when changing images.

Set Image as Wallpaper

Image
<u>C</u> hange Image...
<u>N</u> ext Image...
<u>P</u> revious Image...
<u>S</u>et Image As Wallpaper
<u>R</u> emove Cedco Wallpaper
<u>P</u> uzzle...

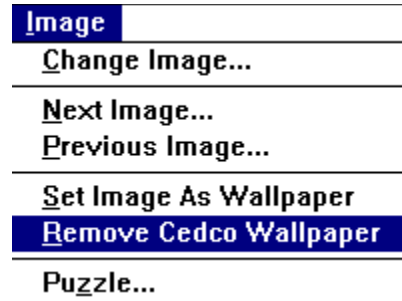
Wallpaper is the background image that Windows displays when all running programs are minimized. Images from this product can be used for Wallpaper.

Step-by-step instructions:

1. Pull down the Image menu and select *Change Image*
2. Choose the Image you want to use for Wallpaper and click OK
3. Pull down the Image menu and choose *Set Image As Wallpaper*
4. When you exit and minimize all running applications the image will be visible as a backdrop for your Windows session. Depending on your resolution, it may not cover the entire screen.

See also: [Remove Cedco Wallpaper](#)

Remove Cedco Wallpaper



You may want to discontinue using an image from this product as Wallpaper for your Windows sessions. To make this change, pull down the Image menu and select *Remove Cedco Wallpaper*.

Note: This command has no effect unless you have previously used the *Set Image as Wallpaper* command.

See also: [Set Image as Wallpaper](#)

Puzzle

Wednesday

Use this command for an entertaining break. Create and work with a classic jigsaw puzzle right on the screen!

Wednesday

Cut Image button

Wednesday

Beginner button

Step-by-step instructions:

1. Click the *Puzzle* button on the main toolbar to display the Puzzle toolbar
2. Click the *Cut Image* button on the Puzzle toolbar to start making the puzzle
3. Specify the number of pieces for your puzzle
4. Click the *Beginner* or *Advanced* icon to set the difficulty level. The only difference is that the Advanced level rotates the pieces randomly to make it more difficult.
5. Watch as the puzzle is created to your specifications
6. To piece the puzzle together, drag pieces from the puzzle window into the main window and place them where they belong. When a piece is placed in or close to its exact location, it will lock into place and can't be moved further. You can only move one piece at a time.

Advanced users only: When using the advanced feature, you may have to rotate pieces to place them in the correct orientation. To rotate each piece by 90 degrees clockwise, click on the piece with the right mouse button.

Note: To get hints for solving the puzzle, click one of the hint buttons on the Puzzle toolbar.

Note: To solve the puzzle, click on the I Give Up icon on the puzzle toolbar. This will complete the puzzle. If you exit the puzzle feature without assembling the puzzle, the background image will remain incomplete.



Place a puzzle piece for me



Show me the image again

To Do List

Wednesday

Use this menu command to add a new item to your To Do List or to review the list.

Step by step instructions:

1. Click the *To Do* button on the toolbar to display the To Do List.
2. Click the *New* button at the bottom of the To Do List.
3. Set the priority. This determines the order the items are displayed in the To Do List.
4. Type in the to do item and the due date. The due date is not used to determine when the item is displayed -- it is for information only.
5. If there are sub-projects, enter each one and the due date. If the item has already been accomplished, click in the check box.

See also: [Editing the To Do List](#)

Address Book

Wednesday

Use this command to add a new entry to your Address Book or to review existing entries.

Step-by-step instructions for adding a new entry:

1. Pull down the View menu and select *Address Book*
2. Click the New button at the bottom of the Address Book
3. Type the information for each part of the address
4. Make any notes youd like in the Notes area
5. Click *Add*

See also: [Editing the Address Book](#)

Daily, Weekly, Monthly

Wednesday

Use these menu commands to display your Schedule in one of three ways:

- ◆ **Daily** View your schedule on a single page as a day divided into hours.
- ◆ **Weekly** View your schedule on two pages as a week divided into 7 days.
- ◆ **Monthly** View your schedule on a single large page as a month divided into days.

To enable one of these views, pull down the View menu and select *Daily*, *Weekly*, or *Monthly*.

Image

View	
To Do List...	Ctrl+T
√Address Book...	Ctrl+A
Daily...	Ctrl+D
Weekly...	Ctrl+W
Monthly...	Ctrl+M
Image	Ctrl+I
Description...	

Use this menu command to clear the screen of the To Do List, Address Book, or Schedule and show only the background image. Pull down the View menu and select *Image*.

Description



Use this command to display a description of the image that is currently selected and showing as a background to your work area.

Step-by-step instructions:

1. Pull down the View menu and select *Description*
2. Click *OK* to close the description

