

# Help Contents



## How Do I?

## Index of Menus and Commands

Cedco Calendar Help Version 1.6  
Copyright (c)1995-97 Cedco Publishing Company. All rights reserved.

## How Do I?

### Working with the To Do List

[Add an item to the To Do List](#)

[Edit or Change a To Do item](#)

[Remove a To Do item](#)

### Working with the Address Book

[Add an entry to the Address Book](#)

[Edit or Change an entry in the Address Book](#)

[Remove an entry from the Address Book](#)

[Sort the Address Book](#)

### Working with the Schedule

[View the Calendar by Day, Week, or Month](#)

[Add an event or appointment to the Schedule](#)

[Edit or Change an event or appointment in the Schedule](#)

[Remove an event or appointment from the schedule](#)

[Go to a specific date](#)

### Working with the Images

[Work a Puzzle](#)

[Change the background image](#)

[Use the Images for Wallpaper](#)

[Using Image Kits](#)

[Titles and Descriptions](#)

### Customizing to suit your needs

[Set Preferences](#)

[Supporting Several Users](#)

### Printing

[Printing](#)

# Index of Menus and Commands

File Edit Image View Help

## File Menu

Print

Exit

## Edit Menu

Find

Find Next

Schedule Event

Go To Date

Preferences

## Image Menu

Image Kits

Change Image

Next Image

Previous Image

Set Image as Wallpaper

Remove Cedco Wallpaper

Puzzle

## View Menu

To Do List

Address Book

Daily

Weekly

Monthly

Image

Description

## Changing the background Image

Cedco Calendar automatically switches the background image to a new image every week. You will be prompted each week if you wish to change images. If you have installed all the pictures to your hard drive, the new image will be read from the hard drive. Otherwise, you will be prompted to insert the CD-ROM.

### ***Step-by-step instructions:***

If you have installed more than one Image Kit use the Image Kit command on the Image Menu to select the desired Image Kit.

You have several ways to change the background image.

#### **To select a specific image:**

1. Pull down the Image Menu (or click on the number box in the main toolbar.)
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 right mouse button to see that images description.*)

#### **To change to the previous or next image:**

1. Pull down the Image Menu and select *Previous Image* or *Next Image* to change images, or Click on the Left/Right arrow in the main toolbar.

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.

## Go To Date

You can quickly display your schedule for any date by selecting the Go To Date feature.

### ***Step-by-step instructions:***

1. Pull down the Edit Menu.
2. Select *Go To Date* to display the Go To Date dialog.
3. Select the desired date and press OK to switch your calendar to that date. If you do not have a schedule showing, the daily schedule for the selected date will be displayed.

## Using Image Kits

The Cedco Calendar supports having multiple Image Kits installed to allow you to display more pictures on your background. Each kit contains 53 related pictures, like Trains or Impressionist Art. When you purchase new Image Kits, the Setup program automatically makes the new pictures available to the program.

### ***Step-by-step instructions:***

1. Pull down the Image Menu (or click on the number box in the main toolbar.)
2. Select *Image Kits* to display a menu of installed kits.
3. Select the image kit you want. The appropriate image from that Image kit should display as your new background. (NOTE: If you have not installed all the images on your hard drive, you will be prompted to insert the appropriate CD-ROM.)

## Titles and Descriptions

Each picture has a title and description or associated text of some kind. The title for each picture is displayed in the title bar at the top of the application window.

To see the associated description, you have several options:

1. Pull down the View Menu and select *Description* to display the description dialog.

(or)

2. Click on the Description button in the main toolbar.

(or)

3. Select *Change Image* from the image menu and right mouse click on the desired picture.

## Adding to the 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, or double-click in a blank part of the 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

## *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

### *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

### *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

### *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, or press the Edit button.
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

### *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, or highlight the event and press the Edit button. (NOTE: on the Monthly Schedule, you need to display the list of events for the day first, highlight the event and then press the Edit button).
4. Edit the information
5. Click *Update*

NOTE: You cannot edit, change or delete holidays.



## 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 to display the Edit Schedule Event dialog.
4. Click on the *Remove* button.

**NOTE:** You cannot remove holidays. If you have a recurring event, removing one occurrence will remove the entire event and all its occurrences. On the Daily and Weekly schedules, you can also highlight the event and press the Delete key.

## Viewing the Calendar by Day, Week, or Month

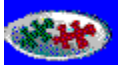
- ◆ To View the Calendar by Day, click the *Day* button on the toolbar.
- ◆ To view the Calendar by Week, click the *Week* button on the toolbar.
- ◆ To view the Calendar by Month, click the *Month* button on the toolbar.

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.

NOTE: When all the pieces are removed from the box, the box will disappear. To put pieces back in the box, right mouse click on the piece and select the *Back in the Box* option.

**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, click on the piece with the right mouse button and select the desired rotation from the list.

*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

You can use the calendar Images as Wallpaper for your Windows Desktop. This will replace your existing Windows Wallpaper. (NOTE: If you have also installed the Cedco Screensaver, you can run that program to set your wallpaper and screensaver options.

### ***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. The holidays cannot be changed or deleted.
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. You can enter up to 4 user defined events that allow you to associate a small icon with a type of event. Press on the button to select the icon, then type in the text. The Add Event dialog allows you to assign these icons to your new events.
7. Click *OK* to fix your preferences

## **Supporting Several Users**

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

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

You can pick any combination of To Do List, Address Book and schedules to print at one time.

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

- ◆ Daily
- ◆ Weekly
- ◆ Monthly

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**

Choose this command to exit and close the application. All of your changes will be automatically saved. If you have an unfinished puzzle, the next time you run the program you will be returned to the same unfinished state.

## Find and Find Next

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

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* or press on the Schedule Event button on the main toolbar.
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

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. The holidays cannot be changed or deleted.
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. You can enter up to 4 user defined events that allow you to associate a small icon with a type of event. Press on the button to select the icon, then type in the text. The Add Event dialog allows you to assign these icons to your new events.
7. Click *OK* to fix your preferences

## Change Image, Next Image, Previous Image

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 (Note: You can also display this dialog by clicking on the small number between the arrows on the toolbar.)
3. Select the image you want, then click *OK*

Note: Select *Previous Image* or *Next Image* (or press the left/right arrows on the toolbar) 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.

Note: If you have installed more than one Image Kit, use the Image Kits command on the Image Menu to switch to another Image Kit.

## Set Image as Wallpaper

Wallpaper is the background image that Windows displays when all running programs are minimized. Images from this product can be used for Wallpaper. Note: If you have installed the ScreenWorks screensaver, then you can use the Configuration program for that product to set a wallpaper and screensaver.

### **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.

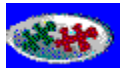
See also: [Set Image as Wallpaper](#)

## Puzzle

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



*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.

**NOTE:** When all the pieces are removed from the box, the box will disappear. To put pieces back in the box, right mouse click on the piece and select the *Back in the Box* option.

**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, click on the piece with the right mouse button and select the desired rotation from the list.

**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

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

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

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*. Or, you may press on the corresponding button on the main toolbar.

## Image

### **Image (close all views)**

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
3. You may also click on the *Description* button in the main toolbar.

