Welcome to the PEATTITUDES™ Calendar

Getting Started – **How do I make a calendar?**
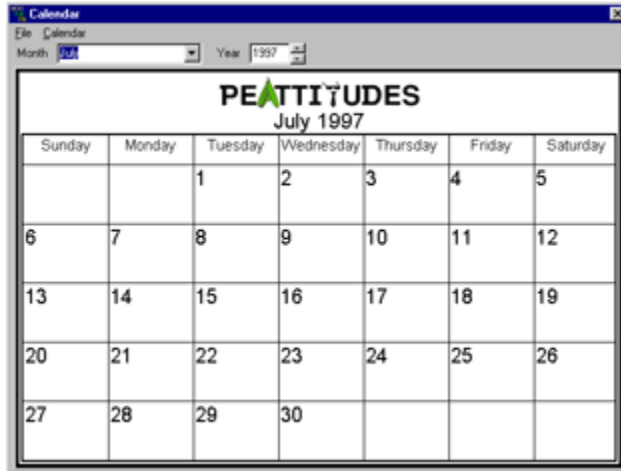**Adding a Title and Events**
Editing Event Labels
Opening & Saving Calendars
Printing Calendars
Copyright Information

Getting Started with the Calendar

Month [July ▼]   Year [1997 ⬍]

Using the calendar is easy! In the main screen, simply click on the down arrow next to "Month" and select the month you would like.

Next, click on the up and down arrows next to "Year" to select the desired year. You can also type in a specific year. (The calendar allow you to view years from 1900-2200).

Every time you modify the month or year, the program will automatically regenerate the calendar. If for some reason the calendar doesn't regenerate automatically when you change an option, go to the "Calendar" menu and choose "Generate Calendar".
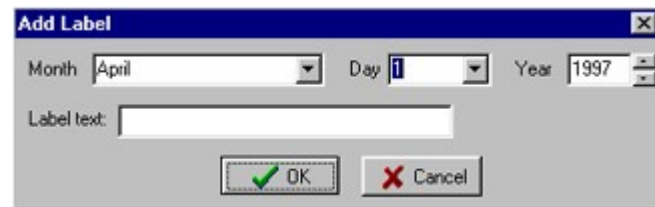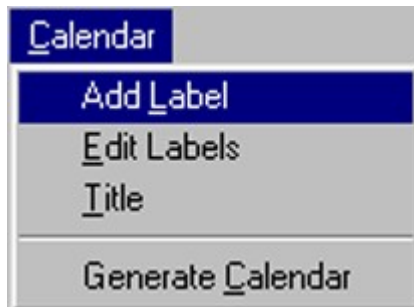
To exit the calendar, select "File" and choose "Exit".

Next:<u>Adding a Title and Events</u>

Adding a Title and Events
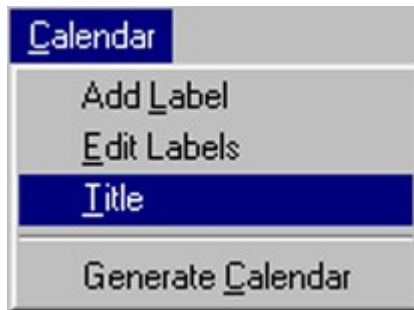
Adding a title:
On the "Calendar" menu, select "Title". Type the title you would like displayed on the calendar, and press "OK". If you decide you don't want a title, just hit "Cancel".

Adding events:
On the "Calendar" menu, select "Add Label". In the dialog box that appears, type the label (event) you would like to appear on your calendar. Note that some labels may be too long. You have approximately 20 characters for your label.

After you have typed the label, select the month, day, and year the label should appear on.

Finally, click "OK" and the label will be added.

Next:<u>Editing Event Labels</u>

Editing Event Labels
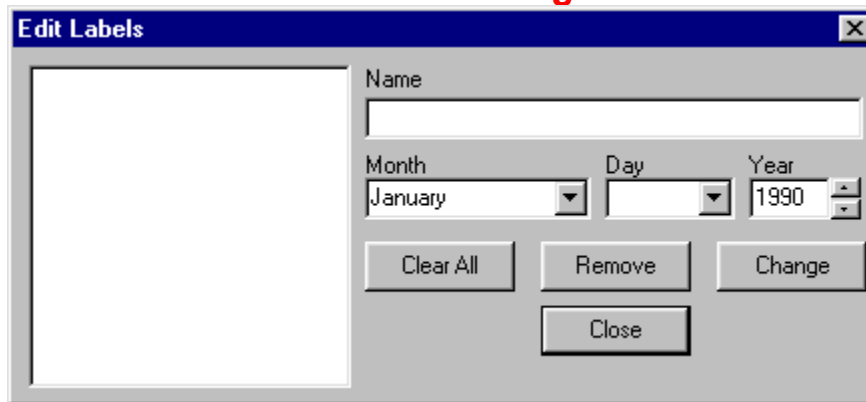
To edit events after you have created them, go to the "Calendar" menu and select "Edit Event". This dialog box will then appear.

To remove all events, click "Clear All".

If you would like to remove a specific event, click on the event in the left panel and click "Remove".

To change the title, or date of an event, follow this procedure:
1) Click on the event label
2) Change the name or date in the area to the right.
3) Click the "Change" button.

When you are completed editing labels, click "Close". The calendar will automatically regenerate itself.

Next:<u>Opening and Saving Calendars</u>

Opening and Saving Calendars

File	Calendar
New	
Open	
Save	
Save As	
Print	
Printer Setup	
Exit	

Creating a new calendar:
If your calendar is not already saved, you should save it (see below.) Once saved, go to the "File" menu and select "New". This will clear all events and title.

"Closing" calendars
You cannot technically close a calendar due to the nature of this program. Rather, if you do not want the current events and title, simply follow the procedure for a "new" calendar. If you want to exit the program, go to the "File" menu and select "Exit".

Opening calendars
If the current calendar is not already saved, you should save it (see below.) Once saved, go to the "File" menu and select "Open". Then locate the calendar file you wish to open and click "Open".

Saving calendars
To save a calendar, go to the "File" menu and select "Save". If you have saved it previously, the program will automatically save it with the filename you gave it. If you wish to save it under a new filename, click on "Save As" on the File menu, and the program will allow you to enter a new filename.

Next:

Printing Calendars

Printing calendars is very easy: Go to the "File" menu and select "Print". Verify that the settings are correct for your printer. Then click "OK".

Note: For color to appear on your printouts, you must have a color printer.

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