ALMANAC FOR WINDOWS
Version 1.04

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INTRODUCTION

CHAPTER 1
Welcome to Almanac!

Almanac for Windows is a full-featured calendar application for the Microsoft Windows operating environment. Version 1.04 of Almanac is compatible with Windows 2.x and Windows 3.0 releases. Almanac features include:

- Traditonal month calendar display with prior and next month corner calendars.

- Dynamically calculated calendar information for any month, any year.

- Standard Gregorian or Jewish calendar displays. Date conversion maintained when switched.

- Calculation of recurring events including weekly, bi-weekly, monthly, and annual events, religious holidays, birthdays, wedding anniversaries, and span events such as business trips or vacations.

- Special handling of birthdays and wedding anniversaries to include the ordinal year and additionally the traditional and modern anniversary gift themes (i.e., Bob's 24th Birthday, Ted and Sheila's 5th Anniversary Wood, Silverware).

- Desktop mode invoked with a double-click of the mouse or a press of the space bar. The desktop includes scheduler, notepad, alarm clock, day calendar and event viewer. Keep track of notes for each day as well as for each scheduled entry. Alarms may be set with the alarm clock for the current day and can also be selected for schedule entries.

- Configurable world location information is used to calculate sunrise and sunset times and azimuths. Also calculates phases/time of the moon. All times are expressed in local time with the capability of tracking daylight savings time.

- Configure an unlimited amount of calendar environments using auto-load modules and overlays. Auto-load modules specify many parameters including calendar mode, world location, and up to ten overlays, each overlay defining a set of calendar events to display.

- Print support provides for printing of high-quality month calendars, year calendars, notes, and schedule.

- Fonts can be customized for both the video display and print output, allowing selection from all of your Windows and printer fonts.

INSTALLATION

CHAPTER 2
Setting Up Your Almanac Environment

2.1 Hardware and Software That You Will Need

Almanac requires an IBM Personal Computer or compatible, equipped with the Microsoft Windows operating environment, level 2.0 or higher. A color monitor of at least EGA resolution is recommended, although monochrome and CGA are also supported. Almanac recognizes VGA and several Super VGA resolutions up to 1024x768. The installation will require approximately 300K bytes of file space on your hard disk. More disk space will be required as you use Almanac to create customized calendar environments and keep track of your schedule and notes.

2.2 Almanac Files Checklist

Your Almanac release contains multiple files which are used to perform the installation process as well as support your Almanac environment. The following is a list of the files that are required along with a brief description of their use. Please check your installation disk to verify you have received a complete set of Almanac files. Original Almanac files are released by Impact Software in ZIP file format. Extracting an <u>original</u> release file from Impact will produce an authenticity verification if PKUNZIP version 1.1 or higher is used.

Almanac Release Files

ALMANAC.EXE   Main program file

ALMANAC.MST   Master configuration file used by ALMANAC

ALMANAC.ALM   Default auto-load module included with this release.
                     Defines default calendar mode, uses USA_HDAY.ALO below.

ALMLOCN.DAT   ASCII data base of world locations, their geographic
                     coordinates, and time zone information.

ALMFONTx.FON   Custom font files used by Almanac for video display. The
                     lowercase 'x' corresponds to the font suffix used by Windows
                     for font files depending on your monitor type and resolution.
                     In general, the suffix 'A' is used for CGA, 'B' for EGA, and 'E'
                     for VGA monitors. Almanac will load only the fonts required
                     by your display at execution time.

USA_HDAY.ALO   Holiday overlay for the United States.
CAN_HDAY.ALO   Holiday overlay for Canada.
SWE_HDAY.ALO   Holiday overlay for Sweden.

ALMSETUP.EXE   Almanac installation utility for setting up Almanac on your
                     system.

ALMANAC.WRI   The documentation file that you are reading now.

READ-ME.TXT   ASCII text file containing general directions and last-minute
                     updates and changes to this documentation.

2.3 Installing Almanac

Almanac comes with an installation utility, ALMSETUP, which must be used to install
the Almanac files and properly initialize the ALMANAC.MST parameters. ALMSETUP is
a windows application and must be run from a Windows session. The release files
should be on a floppy disk or in a 'temporary' directory on your hard disk. DO NOT
copy the release files into your Windows sub-directory or any other sub-directory that
you want to install the Almanac files to.

1. **Windows 2.x users:** First change the drive and directory from the Windows
    MS-DOS Exec window to display the sub-directory containing the release files
    before starting ALMSETUP. Select 'File' from the main menu of the MS-DOS
    Exec.   Select 'Run...' and enter ALMSETUP. Select 'OK'.

    Windows 3.0 users: Select 'File' from the main menu of the Program Manager
    (Windows 3.0). Select 'Run...' and enter *sub-directory*:\ALMSETUP replacing
    sub-directory with the logical drive and directory containing the Almanac
    release files.

2. You will be presented with a dialog box allowing selection of the sub-directories
    for Almanac's files. To accept the default installation paths simply select
    'Install'. You may opt to change any of the default selections.

    Installation Sub-Directories

                    Program Directory: Location of the main
                    program, ALMANAC.EXE. This is usually your Windows
                    directory but may be changed to suit individual
                    preferences.

                    Master Directory: Location of Almanac's
                    support files (i.e. font files, the world location data base)
                    as well as where Almanac will save and retrieve auto load
                    modules. *(See 4.1 for a description of auto-load modules)*

                    Overlay Directory: Location to save and
                    retrieve overlay files from. *(See 4.2)*

                    Desktop Directory: Location to save and
                    retrieve desktop data files from. *(See 3.56)*

    There is no reason for using four unique sub-directories other than for
    organizational purposes. You may specify any sub-directory or sub-directories

for the different file types. If the sub-directory does not exist it will be created.

3. Select 'Install'. ALMSETUP will copy the release files to their appropriate locations, update the ALMANAC.MST file with your sub-directory selections, and update your Windows WIN.INI configuration file with the master sub-directory for use by Almanac.

4. When the installation has completed, you will be presented with the option to register the Almanac installation if you have not done so already. Registration can also be completed from the shareware splash screen whenever Almanac is started.

2.4 Color Icon for Windows 3.0 Program Manager

Version 1.04 of Almanac is compatible with 2.x versions of Microsoft Windows and therefore cannot contain a full-color Windows 3.0 compatible icon. If you are running under Windows 3.0, ALMSETUP will install the file ALMANAC.ICN containing a full-color icon that can be used by Program Manager (Almanac will still display a monochrome icon when minimized). You can tell Program Manager to use this icon for any Group Item that you create by selecting the Change Icon... pushbutton, entering ALMANAC.ICN in the file name edit box, and selecting OK.

ALMANAC OPERATION

CHAPTER 3
Almanac Basics

3.1 Starting Almanac

Almanac can be started in a variety of ways to accomodate your individual preferences and Windows configuration. All standard Windows procedures such as double clicking on the program (and Program Manager icon for Windows 3.0 users) or specifying Almanac to be loaded or displayed by including ALMANAC.EXE on your WIN.INI '**run=**' or '**load=**' parameter lines can be used.

You may also specify an auto-load module to be used by Almanac on startup by specifying it on the command line or loading Almanac by double clicking on any auto-load module. (Almanac will use the release file auto-load module, ALMANAC.ALM, if one is not specified using either of these methods). This method can be used with Program Manager (or other commercial Windows' shell packages) by defining multiple Almanac Program Group entries which specify different auto-load modules on their command lines.

3.2 The Main Display

Almanac displays the current month's calendar at startup. The status line, located just below the main menu bar, displays the current date and time. The calendar is dispayed in traditional wall calendar format with the month and year centered between smaller prior and next month calendars, followed by the main month display. Dates for the main month will display events which have been defined in the current overlays.

Almanac will display different cursor styles for mouse users as the cursor is moved over the components of the display. The cursor will be changed to a pointing hand whenever it is located over a calendar component which will perform an action when clicked or double-clicked. The number of buttons on the cuff of the hand's sleeve indicates whether the area will react to single or double clicks; one button for single and two for double.

For example, if you place the cursor over the last month calendar it will be in the shape of the pointed hand. Double-clicking in this area will switch the main display to the previous month. Likewise the YearView window is activated if you double-click while positioned over the year between the two smaller calendars (press ESC to remove this window from the display). Double-clicking on the status line below the main menu bar will always return the main display to the current date. Almanac makes extensive use of this intuitive 'point-and-shoot' interface wherever possible.

All features accessed by the mouse can also be invoked using the keyboard. Switch

to the prior or next month using Page Up and Page Down. Activate the YearView window by pressing Ctrl-Y (a main menu accelerator keystroke).

3.3 Almanac's Main Menu

3.31 File

The main menu bar is organized into several categories of selections. The first entry, **File**, contains standard sub-menu selections that can be found in many Windows applications. **Open**, **Save**, and **Save As...** operate upon Almanac's auto-load modules which define the current calendar environment. Almanac uses the 'Master' sub-directory path defined during setup to save and retrieve the auto-load modules. More information regarding these files and their use can be found later in section 4.1. **Print...** and **Change Printer...** both invoke dialogs to control the printing of Almanac documents, described in Chapter 5. **Save Print Settings** can be selected after printing any Almanac document to update the default font faces and sizes and the margin settings. Settings are saved by document type so that you may select various font and margin sizes for the month, year, notes, and schedule printouts. Choosing **Exit** will close the Almanac application. Selecting **About Almanac...** displays the customary icon, release level, copyright, etc...

3.32 Overlay

The second main menu selection, **Overlay**, is used to manage Almanac's overlay files. **Add...** will prompt you with a list of all overlays (residing in the Overlay sub-directory defined during setup) that can be added to the current calendar environment. Up to ten overlays may be specified in any calendar environment. **Remove...** allows an overlay to be removed from the environment and **Current...** will display the names of the active overlays. **Clear All** removes all active overlays from the environment. **New...** and **Edit...** allow you to create or modify overlay files. This procedure is described in detail in Chapter 4.

3.33 Select

The next main menu entry, **Select**, is provided to allow keyboard access to counterpart mouse actions. **Today**, **DayView**, and **YearView** will perform the same functions as double-clicking on the status bar, a date window, or the year respectively. Additionally **Date...** provides a quick way to skip between distant dates in time.

3.34 Config

The **Config** main menu selection contains sub-menu entries which control many features of Almanac's operation. **Moon Phases** toggles the calculation of the phases of the moon and their times. When selected, the moon phases are graphically displayed on the video display and printed calendars. The text of the phase and its time appear on the brief popup day viewer and the desktop dayviewer. Phases of the moon are calculated a year at a time, and will cause a slight delay when moving from year to year due to the complex calculations involved. **Location...** invokes a dialog to select a location to be used for the calculation of local sunrise, sunset, and optional moon phase times. For more information describing the location data base see section 7.1.

The **Scheduler...** selection is used to define parameters used by the desktop scheduler. **Christian Holidays** and **Jewish Holidays** toggles the calculation and display of these respective holidays. The next two selections, **Gregorian Calendar** and **Jewish Calendar** allow you to toggle the display to either mode. **Brief DayView** and **Desktop DayView** toggle the popup action invoked by double-clicking on a date box between these two modes.

The last two selections, **Data Paths...** and **Master Path...**, allow you to change the sub-directory paths used by Almanac. Data Paths... can be used to change the sub-directories used for managing overlays and/or desktop data files. Master Path... is used to change where Almanac loads the support files from such as font files and the location data base. Normally this path should be left alone and is provided only in the event you would like to reorganize your hard disk.

Unlike all other items on the Config menu which are saved in the auto-load module and can vary between calendar environments, the Master Path is saved in the WIN.INI configuration file and does not change.

3.35 Preferences

The **Preferences** menu contains selections which control the initial size and location of the main and popup windows and the fonts used on the display. **AutoStart DayView** can be toggled to cause Almanac to display the current popup window (either Brief DayView or DeskTop DayView) when Almanac is started. **Size DayView Frame** will toggle a sizing frame on the Brief DayView window which can be used to change the size and shape of this popup window. **Fonts...** invokes a dialog which is used to alter the font face and size of the display fonts. When you select **Save Display**, the current main and Brief DayView popup window sizes and locations are updated in the ALMANAC.MST file in the Master Path sub-directory. The popup window is not required to be on the display when this selection is made.

Selections made from the Preferences menu are stored in the ALMANAC.MST file and are global to your Almanac installation.

3.4 Using the Popup Day Viewer

The popup day viewer, or Brief DayView, can be activated by double-clicking on any date in the main month display area. The keyboard may also be used by positioning the highlight rectangle over the desired day of the month using the cursor keys, and then pressing the space bar. (**Note:** To activate the popup day viewer your Almanac configuration must have Brief DayView checked in the Config menu. If you have DeskTop DayView checked, the desktop mode will be activated instead).

The popup viewer will allow you to view all of the events defined by your active overlays for any given date. It also will display the local time of sunrise and sunset and their azimuths (the direction the sun will be on the horizon). If moon phases have been activated, any moon phase that falls on the viewing date will also be displayed along with the local time of the transition.

Repeating the process of double-clicking on a date will update the popup viewer with the newly selected date's information. The keyboard can be used to perform the same action by pressing the TAB key to toggle the keyboard input focus between the popup viewer and the main window. This will allow the month display to be navigated once again using the keyboard.

The viewer can be removed from the display using the normal Windows procedures to close windows such as double-clicking on the system menu or pressing ALT-F4 when the viewer has the keyboard input focus. (The ESC key can also be used).

You may toggle between the popup viewer and the desktop mode (section 3.5) by double clicking on the text window of the viewer or by pressing the space bar when the viewer has the keyboard input focus. To return to the popup mode from the desktop you must double-click on the text window of the desktop's day viewer.

The popup window will be displayed in the center of your display when activated for the first time. You may move the window to another desired location of the screen and it will 'remember' the location if removed and reactivated. Select Save Display from the Preferences menu to cause this position to be saved between Almanac sessions.

You may also change the size and shape of the popup viewer as you would like. A sizing frame may be toggled on and off using the Size DayView Frame selection from the Preferences menu. You can drag on the sizing frame to shape the viewer to the size that you desire. The sizing frame can be left on or removed. Use the Save Display selection as described above to save your changes to the frame or size and shape of the viewer.

3.5 Using the Desktop Mode

The desktop mode can be activated as described above for the popup viewer. To cause the desktop mode to be entered instead of the popup viewer, select Desktop DayView from the Config menu. The desktop mode is nothing more than another window like the popup viewer, except that it is sized to the maximum display area. The desktop contains several tools which can be used to manage day-to-day information and appointments. You can move the input focus from one object to another by clicking with the mouse or by using the TAB key. As on all of Almanac's windows, remember that a pointing hand cursor indicates a control which will perform an action when clicked with the mouse.

3.5.1 The Day Calendar

The day calendar appears in the upper left corner of the desktop. It will display the date that the other objects on the desktop are currently set to (except the alarm clock) in large, bold characters. A set of controls appears across the top of the day calendar which can be used by the mouse to move the date forward or reverse a day or a month at a time. The keyboard left and right cursor arrows and Page Up/Page Down keys may also be used to perform these actions.

3.5.2 The Day Viewer

The desktop day viewer is located to the right of the day calendar. It functions just like the Brief DayView popup viewer, displaying the overlay information and sun/moon data for the selected date. The input focus is set to the scroll control if one is required, allowing the cursor keys to be used as well as the mouse to scroll the viewing window.

Double-clicking in the text window of the day viewer will toggle the display into desktop mode with the notepad and scheduler.

3.5.3 The Alarm Clock

To the right of the day viewer is the digital alarm clock. Besides displaying the current time, the alarm clock can be used to set visual and audible alarms for **today**.

Double-click on the clock or press the space bar after selecting the clock to activate the alarm setting dialog. Up to five alarms may be set using different audible signals. Enter the message, time, and sound for an alarm and then select <u>Set</u>. You MUST select <u>Set</u> or the alarm will not be activated.

A popup window will appear in the center of your screen accompanied by the audible tone selected when the alarm time is reached. The window will reference the message attached to the alarm and display the current time.

(NOTE: Both Almanac and Windows must be active at the time of the alarm for this to occur. It is not necessary that Almanac be the active window at this time; it may be in the background or iconic. Also, a DOS application running full screen <u>and</u> NOT running in Windows 386 Enhanced Mode will inhibit the alarm from occurring. This is because all other applications are suspended under these circumstances).

3.5.4 The Notepad

The Notepad is used to include text information attached to a date as well as to any schedule entry. Selecting the notepad will activate the text cursor for creating and modifying notes. The notepad will process most keyboard characters including special ANSI characters. The TAB and DEL keys are not used. The backspace key may be used to erase characters or the <u>Cut</u> function from the desktop <u>Edit</u> menu can be used on selected text.

The notepad will wrap and format text as you type into the notepad. Care should be taken not to attempt to place more characters than will fit on one line without including a space somewhere to allow the line to be wrapped at. Doing so can cause an application error (the next version of Almanac specific for Windows 3.0 will protect against this error).

To save the notepad text, select <u>Save</u> from the <u>Notepad</u> menu. The <u>Restore</u> selection of the <u>Notepad</u> menu will restore any notepad text to that after it was last saved.

Up to eight hundred characters of text can be entered into any notepad entry, depending on the resoultion of your monitor display and your Windows display driver.

3.5.5 The Scheduler

The Scheduler is used to track appointments and day-to-day scheduled entries. It is most easily navigated by using the mouse. Double-clicking on the schedule area will invoke the scheduler dialog with a start time nearest the time that was double-clicked upon. From this dialog you may enter a description for your appointment, the start time, and an optional alarm time and audible alert. The start and alarm times have 'loose' links between them. Adjusting the start time will change the alarm time, if selected, by the same amount of time. All times can be entered in abbreviated formats. For example 19 for 19:00 hours if your Windows environment uses military time or 8A for 8:00 AM on a twelve hour clock. Select <u>OK</u> to confirm your schedule information.

Once entries exist on the scheduler, you may double-click on any entry to recall it for modification, or to remove it from the scheduler.

Scheduled entries are given 'pages' in the notepad for notes to be recorded. Clicking on any scheduler entry will recall the notes for the entry on the notepad display. To switch from schedule notes to any general notes for the day, click on the top line of the scheduler labelled General Notes.

3.5.6 Desktop Data Files

Almanac maintains your notepad and schedule information in desktop data files with the filename extension of ALD. The filenames are created using the first three characters of the month and the last two digits of the century (e.g., MAR90.ALD, OCT91.ALD). These files are stored in the sub-directory (desktop data path) that was selected when running ALMSETUP. It is possible to maintain two or more unique desktops of information by changing the desktop data path from the Config menu. All notes, schedules, and alarms are reinitialized using the new desk information when this directory path is changed.

CHAPTER 4
Auto-Load Modules and Overlays

4.1 Auto-Load Modules

Auto-Load Modules are used to define different calendar configurations. Almanac comes with a default auto-load module, ALMANAC.ALM. This ALM is loaded by Almanac to define its initial configuration when started. You may make modifications to ALMANAC.ALM by changing your calendar configuration and then selecting Save from the File menu. All parameters that can be changed from the Config menu (except the Master Path) are stored and retrieved from the current ALM. The names of the currently active overlays are also maintained in the auto-load module.

You may select Save As... from the File menu after making changes to your calendar environment to create new auto-load modules. Select Open from the File menu to activate any of your previously stored ALMs. The flexibility provided by using ALM files to control parameters and overlays allows many organizational schemes to be used to meet your calendaring requirements.

4.2 Overlays

Overlays are files which contain information about one or more events that allows the dates the events will fall on to be calculated. Each event is identified by a calculation type (i.e., monthly, weekly, etc...) which defines exactly what information is required to perform the calculation.

Overlay files are used by Almanac to dynamically create event information for calendar displays as you navigate through different months and years. This strategy greatly conserves memory and other resources which might otherwise be required to store individual data entries for every occurrence of the event. This does present the limitation of making exceptions to these definitions. We are currently investigating

providing the ability to create exception overlay definitions such as 'bumping' events passed holidays or weekends or allowing specific rescheduling to be performed.

You may choose up to ten active overlays at any one time, allowing overlays to be organized by logical categories and then combined on the calendar display to create whatever calendar 'flavor' you are interested in viewing.

Overlays are not intended to be used for displaying appointment schedules or similar information on the calendar. The current lack of an option to display/print your schedule or notes on the main month may prompt you to do so. This is understandable, and we would like to mention that enhancements are being designed to provide these capabilities.

4.2.1 Creating New Overlays

Select New... from the Overlay menu to begin creating a new overlay. An overlay ('untitled') will be created for you to add overlay definitions. A dialog will be displayed for you to use to define the entries. Select New from the dialog listbox to enter a new definition. Another dialog box will prompt you for the type of entry you would like to create. Use the listbox scrollbar to view all of the types that are available for use.

After selecting the type of overlay event, you will be presented with a dialog box which has controls activated for the type of entry you are defining. For example, if you wish to define a recurring fixed annual event, you will be allowed to enter the month and date that the event falls on. If you are defining a monthly event on a particular day of the week, however, you will be required to supply more information. You must select the week of the month and the day of the week. The month and year parameters in this case actually have two values. Selecting the Start/End pushbutton will toggle between the month/year you would like to start the event and end the event.

Checking the Red Letter checkbox will display the date numbers in red on the video display.

The Shade... pushbutton can be used to activate colors and patterns to be used when displaying this date on the video display. Select Style to change the pattern of the shade from solid to various cross-hatch patterns or back to 'None'. You may change the color of the fill from the color palette. Note that all standard colors that your video driver will produce are available for selection, although every color may not produce a desirable or readable display.

Controls are activated for all required information; be sure that all of these selections are correct for your entry before confirming with OK.

After entering your first overlay entry, several additional pushbuttons will become active in the dialog controlling the build of the overlay. Copy, Edit, and Remove can be selected to act upon existing overlay entries. Copy allows a new entry to be created but initializes all of the parameters to those of the selected event in the listbox. Use Edit to modify the selected entry in the listbox, or Remove to delete it from the overlay. Save and Save As... are also activated, and selecting either one will prompt you for the name to save this file as since it is currently untitled.

4.2.2 Editing Existing Overlays

Select Edit... from the Overlay menu to edit an existing overlay. You will be prompted with a list of all overlays (whether they are currently in the active environment or not) to select one for editing. Selecting an overlay file will invoke the dialog box described in Creating New Overlays, described above. You have access to all of the overlay edit functions to modify the overlay as you wish.

After completing you overlay modifications, select Save to update this overlay file, or select Save As... to save the overlay information into a new overlay file. If the overlay you have updated is currently active in your calendar environment you will be asked if you would like the overlay information refreshed by rereading the overlay files.

4.3 The Location Data Base

The location data base file, ALMLOCN.DAT, is located in the sub-directory specified by Almanac's Master Path parameter. This file is read whenever the Location... dialog is

activated from the Config menu. The information for a particular location is stored into Almanac's current environment when you make a selection from this dialog, overlaying the previous location data from the current auto-load module.

Many U.S. and world locations have been included with your Almanac release. The data base file can be customized for use using an ASCII text editor such as Windows Notepad. Each location entry is defined on one line. The following is a sample line from the file ALMLOCN.DAT:

Los Angeles, CA: 34 3 15   -118 14 28 -8.0   PST/PDT 4 1 10 25;

The first field for each location is the name (up to twenty-four characters) followed by a colon (:). The next three numbers separated by one or more spaces specifies the latitude for the location in degrees, minutes, and seconds. This sequence is repeated once again for the longitude. Note that southern latitudes and western longitudes are specified by placing a minus sign (-) in front of the degrees.

The hours offset from GMT (Greenwich Mean Time) follows the latitude/longitude values. This number should include an integer and decimal fraction. The next field specifies the name you would like to use for the location's time zone. If the location observes daylight savings time, you may indicate this by following the standard time zone with a slash and five additional parameters. These parameter values correspond to the daylight name of the time zone, the start month and date of the daylight period, and the end month and date of the daylight period.

Each location entry is terminated by a semi-colon (;).

Entering the locations in alphabetical order is not required.

Almanac does not perform any error checking of the location file as it is being read into memory. Mistakes made entering new locations could cause Almanac to error or abort. Verify that you can select and use new locations after updating the ALMLOCN.DAT file.

CHAPTER 5
Printing with Almanac

5.1 Configuring the Target Printer

Almanac provides a <u>Change Printer...</u> selection on the <u>File</u> menu as do most Windows applications. Use this selection to invoke a dialog which allows you to select a printer for use and optionally to configure the printer. Choose a printer from the listbox and select <u>OK</u> to select the printer for use, or select <u>Setup...</u> to invoke the printer driver's configuration dialog. The configuration dialog will vary from printer to printer. Most drivers allow the selection of portrait or landscape print orientation. If your printer uses optional fonts you may specify the cartridges which are currently available to the printer or the soft fonts you would like to download.

Choosing landscape mode for your printer can provide a larger area to print a month calendar on. Some print drivers print landscape mode better than others. Most laser printers give spectacular results in portrait and landscape, while the HP DeskJet does not support any landscape fonts.

5.2 Printing

Almanac can print month calendars, year calendars, notes, or schedule (with or without notes). Select <u>Print</u> from the <u>File</u> menu to invoke the print dialog. Four radio buttons allow the selection of information to be printed. A checkbox to include schedule notes is displayed if scheduler information is selected.

The range in time for the print operation is specified using the <u>From:</u> and <u>To:</u> edit boxes. The format of the from and to times will change depending on the print type requested. Always enter complete year values, not just the digits of the decade.

Selecting the <u>More...</u> pushbutton will expand the print dialog and allow you to change font face names and sizes to be used for printing. Top and left margins and print height and width may also be specified for all print operations except the year calendar. The year calendar is always centered on the printout and its dimensions are dictated by the font sizes which you select. Changes made to fonts or margins may be saved as defaults in the ALMANAC.MST file by selecting <u>Save Print Settings</u> after printing any document.

CHAPTER 6
Almanac Operational Information and Suggestions

6.1 Managing Calendar Environments Using Auto-load Modules

Auto-load modules are used to define many aspects of your calendar environment. They are controlled and managed from the File selection on the main menu. Just as you might open a text document under a word processor or a table in a spreadsheet application, opening an auto-load module controls the information displayed on your screen and the format in which it is displayed. You can create as many auto-load modules as you like by changing your current callendar environment and then selecting Save As.... Subsequent opening of any auto-load module will reset the calendar environment to as it was when that module was last updated (this does not include the date that the calendar was set to when the auto-load module was saved, only the configuration settings).

Auto-load modules contain the overlays to load and calculate from as well as the parameter settings for all of the items found on the Config menu selection except the Master Path. Up to ten overlay files can be included in Almanac and specified in auto-load modules. Only the overlay names are stored in the auto-load modules, NOT the overlay definitions themselves. The overlay files are read and processed when the auto-load module is opened.

You should not delete an overlay file using the File Manager or other application before removing it from all auto-load modules that you will be using. If you forget, Almanac will dislay a notification message when it tries to open the non-existent file. To stop this from occuring you must select Clear All from the Overlay menu, re-add all other overlay files using Add..., and then select Save from the auto-load module from the File menu.

6.2 Managing Overlay Files

Overlay files are used to define recurring events and holidays. Almanac allows up to ten overlays to be active to allow you to organize your overlays according to your own personal needs. You may then 'mix and match' your overlays in different auto-load modules to add even greater flexibility to your calendar displays. A little bit of forethought about how to best divide your information into overlays will make using Almanac easier and more productive.

For example, you may decide to create one overlay with all of the birthdays of the members of your family, or you may also include wedding anniversaries or birthdays of friends as well. It is much easier to use more overlays and group them into auto-load modules as you desire. This allows for greater flexibility when you want to examine or display certain groups of overlay events, even if only temporarily.

Overlay files were not intended to be used to enter items such as appointments or business dates, although you can do this if you find it useful. The next version of Almanac will attempt to provide for more enhanced month and week displays including schedule information and possibly notes, as well.

REGISTRATION

CHAPTER 7
Registration and Licensing

7.1 Almanac Registration Options

At Impact Software we recognize the needs and capabilities of different computer users. Two types of registration packages are offered in order to provide you with the level of service that best suits your requirements. Almanac can be registered for use with the package options described below. The Almanac software in each package contains the same features and capabilties. The Basic registration is provided for those users who have easy access to BBS networks using a communications package and modem and who enjoy obtaining quality software at lower shareware prices. The Premium package is targeted for those users who do not have ready access to shareware updates and/or prefer the benefits of a retail software package.

Basic Registration

With the Basic registration you will receive a license number which will prevent the shareware screen from soliciting you for $$$ and also display your name as a registered user at start-up. This registration will be good for all future shareware versions of Almanac. The basic registration does not include update disks or manual. It is up to the user to acquire any future releases of Almanac either directly from our support BBS at Impact Software (telephone (714) 590-0500) or through the normal shareware distribution outlets such as electronic bulletin boards, shareware mail order catalogs, etc.

Premium Registration

With Premium registration you will receive the latest version of Almanac on either 5.25 or 3.5 inch floppy disks. This version contains its own license number and will not display a shareware screen upon startup. Along with your new software you will receive a registration card and a bound, professionally printed operation manual for Almanac. As a premium user, you will be notified of new releases of Almanac and their features and will be offered upgrade packages at a discount rate.

Registration Upgrades

A Premium Upgrade option is available for users who have a Basic registration and would like to upgrade to Premium. Shareware users who have registered prior to September 30, 1990 and would like to upgrade to the full-service Premium registration may do so at a 50% discount rate.

7.2 Registration Form   (Printed on following page)

License request for Almanac for Windows
Copyright (c) 1988-1991 by Leonard A. Gray

Almanac is licensed on a per user basis. The license grants the user the right to install and use the software on one or more computers so long as the total number of users does not exceed the license quantity.

Please include the following information:

_____
Name

_____
Street

_____
City   State/Prov   ZIP

_____
Country   Phone

Type	**Qty**	**Price**	**Total**	
Basic Registration	____ x	$34.95	_____	
Premium Registration	____ x	$59.95	_____	Disk Size: __ 5.25 __ 3.5
Premium Upgrade	____ x	$29.95	_____	Disk Size: __ 5.25 __ 3.5

(If reg'd prior to 10/1/90 use $14.95)
(Registration number <u>required</u>. See below)

```
                                    _____   Sub-total

                                    _____   California residents
                                             add 6.25% sales tax.
                                    _____   Shipping (Premium only)
                                             U.S. and Canada add
                                             $4.00 per registration.
                                             Outside U.S. add
                                             $10.00 per registration.
                      Grand total:   _____
```

Upgrade requests must include:

Name: _____

Reg #: _____
If you are requesting an upgrade package, please be sure to enter your name requested above exactly as it appears on your current registration. Also include your registration name and number in the space provided. If you do not have your registration information handy, your registered name and number can be found in your Windows configuration file, WIN.INI. The WIN.INI file is located in your Windows directory and can be viewed with the Windows

Notepad application. Your registration information will be located under the [Almanac] section in the 'RegName=' and 'Reg#=' fields.

Premium upgrades at reduced rates are only available to users registered before September 30, 1990. You do not have to include proof of the registration date. This information has been recorded during processing of your registration.

License requests from outside the United States: Registrations will be processed upon receipt of U.S. funds in check or money order (cash discouraged, but accepted).

Mail check or money order to:

Impact Software
12140 Central Avenue
Suite 133
Chino, CA 91710
U.S.A.

Thank you for supporting the shareware software concept and encouraging the future development of Almanac for Windows!

Windows is a trademark of Microsoft Corporation

Impact Software
Chino, California
U.S.A.

Voice: (714) 590-8522
BBS: (714) 590-0500