

HOW TO USE CALENDAR CREATOR PLUS

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IMPORTANT

Although Calendar Creator Plus is not copy-protected, you may not make unlimited copies. Calendar Creator Plus is protected by the copyright laws that pertain to computer software. It is illegal to make more than a backup copy of the program without written permission from Channelmark Corporation. In particular, it is illegal to give a copy to someone else.

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A. WORKING WITH CALENDAR CREATOR PLUS

Calendar Creator Plus lets your personal computer handle all your calendar needs, so your calendar is always neat, accurate, and up-to-date. The typical printed calendar is rigid and inflexible by comparison--it's quickly disfigured by scrawls, scratches, smudges, and erasures. Calendar Creator Plus ends this mess and makes it easy to maintain an up-to-the-minute, annotated calendar.

Calendar Creator Plus handles information by specific date and "floating" date (the second Monday of every month, for example). A wildcard feature lets you enter repeating events such as regular meetings and birthdays. When dates change, convenient editing features make it quick and easy to update your data. With Calendar Creator Plus, you can create all the specialized business and personal calendars you need, then combine them as desired.

"Overlays" are the key to Calendar Creator Plus's flexibility. To understand how they work, imagine a calendar with transparent sheets laid over it. Such a calendar allows you to note events on the transparent sheets without writing on the underlying calendar. At minimum, business and personal schedules can go on separate overlays. To take full advantage of the system, however, you can create separate overlays for project and vacation schedules, or anything else you want to track over time. To make a calendar, simply select one or more transparent sheets and lay them on the blank calendar.

The number of custom calendars you can create is limited only by the number of transparent overlay sheets available. When a sheet becomes outdated, it can be edited--even discarded--without affecting the underlying calendar itself, or the other sheets. Updating any calendar is easy: you deal only with the sheet that needs editing.

Other functions let you delete unused overlays, merge overlays together, or copy selected overlays to give to another user of Calendar Creator Plus.

NEW FEATURES

Calendar Creator Plus adds powerful features to the original Calendar Creator program. All overlays from the original program can be automatically converted to the new format. The new benefits include:

- events list in order by time or priority
- longer event name
- more editing capability
- more output styles
- automatic count field for birthdays
- laser printer support

GETTING AROUND

Calendar Creator Plus is easy to use. The screen always shows the available function-key options. If you have a question, press F1 to display a Help screen. For full details, F2 will display the instructions. The keys are:

Arrow keys	Up/down one line; left/right one character.
Tab/Shift-Tab	Next/previous field.
Home	Start of the screen or first event of the year.
End	End of the screen or last event of the year.
PgDn/PgUp	Displays the next/previous screen of events.
F1	Displays a Help screen.
F2	Displays the on-line instructions.
F3	Displays a pop-up reference calendar.
F10	Continues to the next program screen.
Esc	Cancels current task; returns to previous screen.

TO EXIT THE PROGRAM

Press E or ESC from Main Menu and answer 'Y' to the confirming message. Calendar Creator Plus automatically saves all overlay files.

MAIN MENU

When you start Calendar Creator Plus, the Main Menu gives you access to the main program functions discussed below. Type the number of the desired selection, and then press Enter. To change your screen display, press F5 to alternate between monochrome and color displays.

B. PRINTING A CALENDAR

Option 1, Print Calendar, from the Main Menu will display a list of available overlays in alphabetical order. Until you create your own overlays, only the two sample overlays will appear. To begin, try printing a weekly, monthly, or yearly calendar with one or both of these sample overlays.

SELECTING OVERLAYS

Use the up/down arrow keys to highlight the desired overlay and press Enter to select it. Arrows indicate selected overlays. If you change your mind, highlight the event and press ENTER again to "deselect" it. Choose as many overlays as you want, then press F10 to accept your entries. To print a calendar without overlays, press F10 without selecting from the list.

SELECTING A CALENDAR STYLE

After selecting overlays, use the Select Calendar Style screen to choose the style of calendar (described below) and the range of dates to print. All styles use an added "spill-over" page for events that do not fit on the main calendar page. Highlight the desired style and press Enter. The graphic representation at the right will help you visualize each style.

CALENDAR STYLES

- 1-YEAR: Events print in a column in the middle of the page. The months are arranged in columns on each side. You may start the year on any month. Useful for a compact listing of events such as birthdays, anniversaries, company vacation days, etc.
- 6-MONTH: Prints sideways across 3 pages. There is a row for each month with a box for each day of the month. Events print inside the boxes. You may start on any month. Useful for long-range planning of vacations, projects, etc.
- 3-MONTH: Same as the 6-month except it shows only 3 months.
- 1-MONTH: Events print inside boxes representing the days of the month. The next and previous month appear as small calendars at the bottom of the page. This style resembles a wall calendar.
- 6-WEEK: Events print inside boxes representing the days of the week for 6 weeks. You may start at any week. This style allows you to look ahead at the next month.
- 2-WEEK: Events print in 2 columns, 1 for each week, with horizontal lines separating the days.
- 1-WEEK: Events print in a column with a horizontal line between each day. This is useful for printing the week's events.
- 1-WEEK SCHEDULE: Events print in boxes, in a column for each day. Each box represents a specific time period during the day. This style is ideal for listing daily classes or meetings.
- 2-DAY: Events print in 2 columns, 1 for each day. The top of the form lists timed events, while the bottom lists non-timed events.
- 1-DAY: Events print in a column. The top of the form lists timed events in order, while the bottom lists the non-timed events.
- TEXT ONLY: Events print in text mode in columns, with no graphic calendar. This style prints the fastest.

OUTPUT OPTIONS

After selecting the calendar style and pressing F10, a window will appear to let you to select the starting date, the time period to print, and the desired options available for that style. The various options include:

MONTH, DAY, YEAR: Enter the appropriate starting date and press Enter. Some styles will not prompt you for the day. You may also use the +/- keys to cycle through the dates.

PRINT FOR: Each style prompts for the desired number of time periods (days, weeks, months or years).

PRINT SIDEWAYS: Some styles allow you to print sideways on the paper. (Note: 6- and 3-month style automatically print sideways.) Enter a 'Y' to print sideways. Sideways printing produces wider date boxes that fit more characters on each line.

BREAK BETWEEN PAGES: The 3- and 6-month styles print sideways across the perforations of continuous form paper. Enter a 'Y' to skip the perforation.

OMIT SMALL CALENDARS: A 'Y' will suppress the printing of the small monthly calendars that appear on some of the styles. This allows the daily boxes to be slightly larger.

TYPE OF WEEK: These options allow you to adjust your calendar to fit your specific needs--businesses may need weekdays only while a church needs larger weekend boxes. The 3 options for the type of week are: STANDARD-prints all seven days of the week with the same size box; WEEKDAY ONLY- prints only Monday through Friday; and EXTENDED WEEKEND-prints larger Saturday and Sunday boxes.

STARTING HOUR: The 1-week schedule, 2-day and 1-day styles display timed events in boxes for only part of the day. Select a starting hour that fits in best with your schedule.

PRINT OPTIONS

After selecting the style of calendar and entering the options, press F10 to continue to the Print screen to specify the necessary print options. These options are saved automatically when they are changed. When ready, press F10 to print the calendar. Press ESC at any time to stop the printing.

NUMBER OF COPIES: Enter a number from 1 to 99.

PRINT DATE AT BOTTOM: Enter 'Y' to print the current date at the lower right corner to keep track of when calendars were printed.

TITLE: Enter the text to appear on the top of the calendar. Use this for descriptive headings.

FOOTNOTE: Enter the text to print on the lower left of each calendar. Use this for revision numbers or other notes.

PRINTER DEFAULTS

Press F5 from the Print Screen to set printer defaults. You must do this the first time you run Calendar Creator Plus but will normally not need to change the defaults again unless you change printers. The defaults are:

PRINTER TYPE: From the displayed list, enter the letter that corresponds to your printer.

WIDE CARRIAGE: Type 'N' for standard (8.5 inch wide) paper, 'Y' for wide (14 inch wide) paper. The wide carriage produces larger calendars that hold more events for each day. Selecting 'Y' for laser printers will print on legal size (8 1/2" x 14") paper.

PRINT TO: Enter the port name connected to your printer (LPT1, LPT2, LPT3, COM1, COM2, and PRN. Try LPT1 first if unsure.

DOUBLE STRIKE: Type 'Y' to print each line twice to give a darker, bolder appearance. This will take longer to print.

BIDIRECTIONAL: Type 'Y' if your printer supports bidirectional mode for graphics (see your printer manual) to speed up the printing. This setting along with the Double Strike setting may produce uneven output on some printers. You may have to experiment.

PAUSE BETWEEN PAGES: Type 'Y' for single sheets, 'N' for continuous.

C. CREATING OVERLAYS

At minimum, you'll probably want at least one personal and one business overlay. Your personal overlay might include birthdays, anniversaries, and similar personal dates. Your business overlay lists meetings, deadlines, travel plans, and the like. You can combine both personal and business overlays with the holiday overlay to create a basic personalized calendar. Since you can combine many overlays in a single calendar, it makes sense to create overlays that are specific to single tasks, projects, subordinates, superiors, organizations, schedules, and so on. The more overlays you make, the easier it is to make truly useful custom calendars.

If you're scheduling a project, for example, make a separate overlay for each team member, and then print individual calendars. Combine all overlays to create a master calendar. You may also want to put your timed events such as meetings and classes in a separate overlay.

To create a new overlay, select option 2, Create Overlay, from the Main Menu, to display the Create Overlay menu. This menu lists the current overlays. The first time you select this option, the two sample overlays, Holidays and Company Calendar, will be the only items listed.

Type the title of your new overlay (up to 28 characters) in the space provided, and press F10. An overlay is added to the list and you are taken to an Edit Overlay screen to add events to your new overlay.

D. EDITING OVERLAYS

To add, delete, or change entries in an overlay, select option 3, Edit Overlay, from the Main Menu. The Edit Overlay screen appears, listing the current overlays in alphabetical order. Two sample overlays, Holidays and Company Calendar, are provided. Type the number of the overlay you wish to edit, and press Enter.

VIEW YEAR SCREEN

This screen lists the events in the selected overlay for the current year. Each event lists the month, day, day of week and time, plus the descriptive text you've entered. Asterisks mark "wildcard" events (explained below) and the last column displays the optional priority for each event.

Use the listed keys to scan events for the selected year, then move to past and future years and scan their events as well. The keys are:

Up/Down arrow	Scrolls up and down in the list of events.
PgDn/PgUp	Moves to the next/previous screen in the list.
Home	Moves to the first event of the current year.
End	Moves to the last event of the current year.
+ / -	Moves to the next/previous year.
Esc	Moves back to the Main Menu.
Enter	Selects the highlighted event to edit.

F4 FINDING A SPECIFIC DATE: To find a specific date in the selected overlay, press F4, enter the desired date, and press F10. Calendar Creator Plus will go to the specified event and highlight it--or the one closest to it, if no event is entered for that date. In overlays with many entries, this feature makes it possible to get close to a date you may not remember exactly. Esc will exit the search function.

F5 ADDING AN EVENT: Calendar Creator Plus supports two types of events-- fixed events (a specific date like August 15, 1988) and floating events (the second Tuesday of each month). Each type of event has a unique entry screen, but most fields are similar. Press F5 from the View Year screen to add events. The Add Fixed Event screen will appear. To add a Floating Event instead, you must press F5 again.

F6 EDITING AN EVENT: Highlight the desired event and press F6. The floating or fixed event screen, as appropriate, will appear. The edit screens are the same as when you add a new event. When you finish changing the event, press F10 to save the changes and return to the View Year screen. If you change the date, the event is removed from its original location and inserted at the new location. When you edit a recurring (wildcard) event, all occurrences are changed automatically.

F7 DELETE EVENT: Highlight the desired event and press F7 to delete. When you delete a wildcard event, all occurrences are removed from the list.

F8 RESTORE EVENT: Press F8 to restore the last event deleted. If you remove an event by mistake, you can restore it. This function works for both fixed and floating events. Wildcard event will have all occurrences restored.

EDITING AND ADDING EVENTS

The screens for fixed and floating events are identical, except for the date prompt. If you are adding a new event, you may use the F5 key to switch between fixed and floating formats. Fill in the appropriate fields and press F10 to save the event, or F9 if you wish to save the event and add another.

EVENT NAME

Enter up to 42 characters for an event description. Be brief so that events will fit on the calendars better.

ADDING A FIXED EVENT

Type the month, day, and year numerically. The +(plus) and -(minus) keys can help you enter dates. Press these keys to cycle through the valid responses to the Month, Day, and Year prompts. Give this auto-entry feature a try--it's a great time-saver.

USING WILDCARDS WITH FIXED EVENTS. When the event is a recurring event, such as a birthday or payday, wildcards make your entries fast, convenient, and accurate. Respond to the Month, Day, or Year prompt with an asterisk (*) to specify every month, day, or year. Calendar Creator Plus then automatically enters that event for every date that matches your specifications. On the View Year screen, asterisks indicate the wildcard entries.

Practice using wildcards. They make your work much easier, and are one of Calendar Creator Plus's most useful features. The Editing Wildcard section below contains more information. Some examples of wildcard entries are:

MONTH	DAY	YEAR	----- MEANING -----
7	4	****	The 4th of July of every year.
**	15	1988	The 15th of every month in 1988.
9	**	1989	Every day in September, 1989.
**	5	****	The 5th day of every month in every year.

ADDING A FLOATING EVENT.

We have described the process for entering fixed events (events whose dates we know in advance). Calendar Creator Plus also lets you add "floating events" that have dates that vary--the third Tuesday of January, for example, or every Monday in the year. A regular weekly meeting is a good example of a floating event.

To enter a floating event, type the month, year, and event as for a fixed event, but respond to the additional prompts as follows:

NUMBER: 1st, 2nd, 3rd, 4th, 5th, or Last
DAY: SUN, MON, TUE, WED, THU, FRI, or SAT

As you type, you'll notice you must enter only the characters that distinguish one entry from another (M for Monday, TU for Tuesday, etc.). As with the Fixed Event window, the + (plus) and - (minus) keys speed you through the valid responses to the prompts. The Editing Wildcard section below contains more information.

USING WILDCARDS WITH FLOATING EVENTS. As with fixed events, you can use wildcards with floating events. Here are some examples:

NUMBER	DAY	MONTH	YEAR	----- MEANING -----
2nd	SUN	5	****	The 2nd Sunday of May in every year.
1st	MON	**	1988	The 1st Monday of every month in 1988.
*	SAT	10	1988	Every Saturday in October of 1988.

TIME (Optional)

You may enter an optional time for each event (12:00 Meeting, 8:00 Party, etc.) Enter the hours and minutes (or use the +/- keys), and then enter either an 'a' or a 'p' to indicate am or pm. To use 24-hour clock times you must select that option from the DEFAULT menu (option 5 from the Main Menu). Timed events always print in order before non-timed events. The DEFAULT menu contains an option to disable this automatic feature so the non-timed events print first. Experiment to see which style you like.

PRIORITY (Optional)

You may enter an optional priority for each event by entering the letter A-Z in the Priority field. Events print in order of priority no matter what overlay they belong to, from A to Z, followed by blank priorities. If the priority field is blank, the events will appear in random order. Timed events always appear in chronological order. The priority feature is useful when you are merging overlays to insure that important events appear in order. If you enter a '\$' for priority, that event will not print. Use the '\$' feature to turn certain events on and off without having to keep re-typing the event information.

EDITING WILDCARDS

An asterisk (*) wildcard for any of the date fields includes all dates that meet those criteria. Thus, you might have entered **** MON **** 1988 for a floating event to schedule your weekly Monday night meetings. There may be exceptions to this rule such as the Monday of Memorial Day when there is no meeting. The Edit Wildcard function handles these and other unusual cases.

First, use the Add Event screen to enter the event name and dates, using the wildcard asterisk (*) where required. Then, press F7 to display the Edit Wildcard window. All dates selected by the wildcard entry display in the left side of the window with an arrow by each event selected. You must now use the various functions to select and delete the desired dates. The functions are:

Up/Down arrow	Scrolls up and down the list of dates.
PgUp/PgDn	Displays the previous/next screen of dates.
Home/End	Moves to the first/last event of the year.

F4 FIRST EVENT: Highlight the first date that you wish to include and press F4. All prior dates will be deleted.

F5 LAST EVENT: Highlight the last date that you wish to include and press F5. All subsequent dates will be deleted.

F7 OPTIONS: To select every 2nd, 3rd, or 4th event, or to restrict the events to weekdays or weekends only, press F7 to see the Options Window. (See Wildcard Options below.)

F8 DELETE/UNDELETE: Highlight the date to delete and press F8. If the HIDE mode is active (see F9 below), the date will disappear from the screen; otherwise, just the arrow will be removed. To restore a date, highlight the deleted date and press F8.

F9 HIDE/UNHIDE: Events deleted by the F4 First Event, F5 Last Event or F8 Delete key still display, but the select arrow will be removed. If you do not wish to see these deleted events, press F9 to "Hide" them. Pressing F9 again will "unhide" them. Dates deleted by the F7 Option (every 3rd, etc.) do not display in either mode.

F10 SAVE: Press F10 to save your editing wildcards changes.

WILDCARD OPTIONS

Many repeating events occur at intervals, such as every 4th Monday. The Wildcard Option function lets you select these intervals. First, select the First Event using the F4 key from the Edit Wildcard screen. Then, press F7 to display the Wildcard Option window. This window allows you to set intervals of: every event, every 2nd event, every 3rd event, every 4th event, weekdays only or weekends only. The default is Every Event (that is, every event selected by your wildcards). To change this, use the up/down arrow keys to highlight the desired function and press Enter. The newly selected dates will now display on the Edit Wildcard screen. You may then selectively delete other dates.

COUNTING BIRTHDAYS AND ANNIVERSARIES

The Count feature allows you to enter a recurring event once, such as a birthday, and then have the program count each occurrence automatically. Thus, you may enter a wedding anniversary and each year your calendar will print "4th anniversary", "5th anniversary", and so on. Use this feature to count meetings, birthdays, the day of the year, even your "3rd Annual Hog Calling Contest."

To count events requires several steps. First, enter an event (either floating or fixed) using at least one wildcard. In the event name, include five number symbols (#####) where you wish the number to appear-- "John and Mary's ##### Anniversary." Then, press F7 to Edit Wildcards and use the F4 key to mark the first occurrence of the event. (Note: For birthdays and anniversaries, the first occurrence will be one year after the birth or wedding, and not the actual date of the birth or wedding.) Press F10 to save the event. When you return to the View Year screen, you will see the actual number filled in for the displayed year. The maximum count is 999.

EXAMPLE

To help you understand wildcard editing, let's look at an example. Enter this event as you read to help you learn. Let's enter your Photography Class that meets every other Thursday night at 8:00pm from September 1, 1988 to December 8, 1988 except Thanksgiving. Assuming you have already created your overlay, you must:

1. Select Edit Overlay from the Main Menu and enter the overlay number.
2. When the View Year screen appears, press F5 to Add Event.
3. You will see the Fixed Event screen. Press F5 again to display the Floating Event screen.
4. Type in the event description in the Event field. You might enter "Photography Class - Room 123."
5. Enter "*" for the Number prompt, "TH" for the Day prompt, "*" for the Month prompt and "1988" for the Year. You have now selected every Thursday for the entire year of 1988.
6. Enter " 8:00 pm" for the time field and a priority if desired.
7. Press F7 to Edit Wildcards to set up the correct dates. The Edit Wildcard Event window will appear.
8. Highlight bar to the first date your class meets, September 1, and press F4 to select as First Event. Then, move the highlight bar to the last date, December 8, and press F5 to select as Last Event. We have now deleted all the Thursdays before September 1 and after December 8.
9. Press F7 for the Options window to select every OTHER Thursday.
10. Move the highlight bar to "Every 2nd Event" and press F10. You will return to the Edit Wildcard screen with every 2nd Thursday shown.
11. Highlight November 24, Thanksgiving, and press F8 to delete.
12. Press F10 to save your wildcard editing. When you return to the Add Floating Event screen, press F10 to save the event.

E. USING THE REFERENCE CALENDAR

To help you in your editing, a reference calendar is available whenever date entries are required. Press F3 to display the reference calendar on your screen. The following commands control the calendar:

PgDn/PgUp	Moves to the next/previous month.
Home	Moves to January of the current year.
End	Moves to December of the current year.
+	Moves forward one year.
-	Moves backward one year.
Esc	Returns to the previous screen.

F. OVERLAY UTILITIES

Option 4 from the Main Menu will display the Utility Menu that allows you to select the desired utility to remove, rename, or copy/merge overlays. These functions are described below.

Calendar Creator Plus creates a DOS file with a unique filename for each overlay. Each file has an extension of CAL (Example: BIRTHDAY.CAL, HOME_EVE.CAL). You never have to worry about the DOS filename since you select each overlay by its internal name (Ex: Birthday File for Bob). The overlay utilities allow you to manipulate the overlay files by using the internal name, instead of using the DOS filenames.

REMOVING AN OVERLAY

The overlay system makes it easy to remove specific events from your calendar without disturbing other entries. To delete an overlay from the list of overlays, select option 1, Remove Overlay, from the Overlay Utilities Menu. This takes you to the Remove Overlay screen that displays the existing overlays. Type the number of the overlay you wish to delete. A warning screen gives you the chance to change your mind or correct any mistakes. Press F10 to delete the overlay; press Esc to let it remain.

RENAMING AN OVERLAY

You may wish to rename overlays because of a misspelling or to make the contents of the overlay more obvious. Select option 2 from the Overlay Utilities Menu. This takes you to the Rename Overlay screen that displays the existing overlays. Type the number of the overlay you wish to rename. You will be prompted to enter the new name and press F10 to save the changes. Avoid duplicate overlay names.

COPYING/MERGING OVERLAYS

The Copy/Merge Overlay option helps you share Calendar Creator Plus overlays with multiple users and/or computers, as well as combine two or more overlays into a new overlay. When you work with project schedules, company meetings, or club activities, more than one person may need access to certain calendar overlays. Copy/Merge Overlay lets you assemble, transport, and share selected overlay or combinations of overlays. You may exclude personal overlays or overlays not needed for a given activity. Merge also allows you to copy an overlay from one directory or disk to another.

To merge or copy overlays, select option 3 from the Overlay Utilities Menu to display the Merge Overlay screen that lists the existing overlays. The present path location of these overlays is displayed at the top of the screen. To change that path, press F7 and type in the new path name. Highlight the desired overlay and press Enter to select it. Repeat this for all desired overlays. When ready, press F10. The program will prompt you for the path name to which you are copying the overlays (for example, C:\CCPLUS\) and for the new overlay name. Then, press F10 and the selected overlays will be merged and copied to the new overlay. Calendar Creator Plus assigns a new unique DOS filename and adds the file extension of .CAL.

G. DEFAULTS

The Defaults option available from the Main Menu lets you to tell Calendar Creator Plus where to save your overlay files and how to display the time. Select option 5 from the Main Menu to display the Default screen. Press F10 to leave this screen and save any changes.

DATA PATHNAME. The first time you run Calendar Creator Plus, the program automatically sets the data pathname to the current directory. Thus, if you are running from drive A, the path is set to A:\. You may wish to store your data files on drive B or in a different subdirectory. In that case, enter the new path name.

NOTE: Floppy disk drive users should set the data path to drive B since there is limited disk space on the program disk. Use Copy/Merge to copy over any overlays to the new location.

TIME FORMAT. You can display times in several different formats:

- 1 = use the 12 hour clock and print "am" or "pm"
- 2 = use the 12 hour clock but don't print "am" or "pm"
- 3 = enter and print using 24 hour (military) time

You may change the Time Format as often as desired.

PRINT NON-TIMED EVENTS FIRST. Normally, timed events print in order at the top of each day before the non-timed events, regardless of the priorities. To reverse this order, enter a 'Y' to print the non-timed events first.

H. USING OVERLAYS FROM PREVIOUS VERSIONS OF CALENDAR CREATOR

Calendar Creator Plus fully supports overlays created with earlier versions of Calendar Creator. It contains a built-in conversion routine to convert them to the new format. To convert your old overlays, you must:

1. Copy the old overlay files to the disk or subdirectory where you place the new Calendar Creator Plus overlay files. You should use the DOS COPY command. The old overlay files are identified by a filename of __CALEND (2 underscores and CALEND). Thus, the copy command to copy the files from your A: drive to your B: drive would be: COPY A:__CALEND.* B:
2. Run Calendar Creator Plus. Be sure to set the correct data path with the Defaults screen. When the program accesses the old overlays, you will get a conversion message. Press F10 to convert the old format to the new.

The Copy/Merge routine will also convert any old version files found. Be careful with any conversions as the old calendar files are erased and replaced by the new ones.

I. TROUBLE-SHOOTING

If you have a problem when working with Calendar Creator Plus, check the items in the following list. Here are some possible problems and their solutions:

PRINTER REFUSES TO PRINT. If your printer refuses to print, check the following, then turn your printer and computer off for a minute, turn them back on, and try again.

1. Make sure your printer cable is tightly plugged into the computer and the printer and that the printer is on-line and is not out of paper or ribbon.
2. Make sure you've specified the right printer selection and Print To: port from the Printer Default screen.
3. Make sure that all printer switches are properly configured to print graphics (see your printer manual for details).
4. If you are using a serial printer, make sure to properly configure the COM port with the DOS MODE command before you load Calendar Creator Plus. (See your DOS manual.)

CALENDAR PRINTS GARBAGE ON YOUR OKIDATA PRINTER. You may have the printer set to IBM mode. Try selecting the IBM graphics printer from the Printer Default Menu.

CALENDAR IS ENLARGED, CONDENSED, OR "BROKEN." Turn the printer off, wait a moment, and then turn it on. Try printing again. If using an Epson LQ or similar printer, be sure you select the LQ printer.

CALENDAR IS CUT OFF. If you mistakenly indicate wide paper on the Print Calendar screen, but are using a standard-width printer, Calendar Creator Plus may cut off any part of the design that falls outside the standard-width printing field. If your calendar is cropped in this manner, check that you have specified your paper width correctly.

CALENDAR APPEARS "SCRAMBLED." When printing, Calendar Creator Plus fills standard or wide paper according to your specification at the Standard or Wide Paper prompt on the Print Calendar screen. Be sure your entry at this prompt is correct; if it's incorrect, you may get confused results.

CALENDAR VERTICAL LINES DO NOT LINE UP EXACTLY. Try changing the Doublestrike and Bidirectional options from the Printer Default screen. Some printers may align the vertical lines only with certain combinations of these settings. Try either Bidirectional=N with Doublestrike=N, or Bidirectional=Y with Doublestrike=Y.

"NO OVERLAYS FOUND." If you see this or a similar message, Calendar Creator Plus cannot find any overlays in the path. You may need to enter the proper path by selecting Option 5, Defaults, from the Main Menu.

"OUT OF MEMORY." If you see this or a similar message, Calendar Creator Plus cannot fit an overlay into memory for editing, or you are trying to print too many overlays. Run the program with more memory, or select fewer overlays to print.

"DISK FULL." You have no more room on the assigned data disk. Calendar Creator Plus automatically saves each overlay file after every 11 changes or additions, so that will be the most information that you will lose.

--- End of Instructions ---

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