

## **Calendar Commands**

To get help with a command, choose the appropriate menu.

### **File Menu Commands**

- New
- Open
- Save
- Save As
- Print
- Page Setup
- Printer Setup
- Exit

### **Edit Menu Commands**

- Cut
- Copy
- Paste
- Remove

### **View Menu Commands**

- Day
- Month

### **Show Menu Commands**

- Today
- Previous
- Next
- Date

### **Alarm Menu Commands**

- Set
- Controls

### **Options Menu Commands**

- Mark
- Special Time
- Day Settings

## **File Menu Commands**

Use the scroll bar to see more commands.

### **New**

Opens a new document.

When you choose New, Calendar lets you save changes to the current document.

Related Topics

[Creating New Documents](#)

### **Open**

Opens an existing document.

When you choose Open, Calendar lets you save changes to the current document.

Select the Read Only check box if you don't want any changes made to the document.

Related Topics

[Opening Existing Documents](#)

### **Save**

Saves changes to the current document.

When you choose Save, the document remains open so you can continue working on it.

Related Topics

[Saving Documents](#)

### **Save As**

Saves a new or existing document.

You can:

- \* Name a new document.
- \* Save an existing document under a new name.  
The original remains unchanged.

Related Topics

[Saving Documents](#)

### **Print**

Prints appointments.

Related Topics

[Printing Appointments](#)

### **Page Setup**

Sets the margins, and adds headers and footers to printed appointments.

You can specify:

- \* Margins--Left, right, top and bottom.
- \* Headers or Footers--Text and/or codes.

Related Topics

[Printing Headers and Footers](#)

[Setting Margins](#)

### **Printer Setup**

Sets printer options for Calendar before printing.

You can:

- \* Select a printer for Calendar.
- \* Choose Setup and change options for the printer.  
The available options depend on the type of printer selected.

Related Topics

[Changing Printers and Printer Options](#)

### **Exit**

Closes the current document and exits Calendar.

If the file is unsaved, Calendar lets you save it before exiting.

## **Edit Menu Commands**

Use the scroll bar to see more commands.

### **Cut**

Deletes text from a document and places it onto Clipboard, erasing the previous Clipboard contents.

Use Paste to place the cut text in the same document, another document, or another application.

Related Topics

[Copying, Cutting, and Pasting Text](#)

### **Copy**

Copies text from a document onto Clipboard, leaving the original intact and erasing the previous Clipboard contents.

Use Paste to place the copied text in the same document, another document, or another application.

Related Topics

[Copying, Cutting, and Pasting Text](#)

### **Paste**

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a document.

Related Topics

[Copying, Cutting, and Pasting Text](#)

### **Remove**

Removes all entries from a range of appointment days.

Related Topics

[Removing Entries from Appointment Days](#)

## **View Menu Commands**

Use the scroll bar to see more commands.

### **Day**

Switches from the Month view to the Day view.

Related Topics

[Changing Between the Day and Month View](#)

### **Month**

Switches from the Day view to the Month view.

Related Topics

[Changing Between the Day and Month View](#)

## **Show Menu Commands**

Use the scroll bar to see more commands.

### **Today**

Moves to the current day in the Day or Month view.

Related Topics

[Moving Around the Month View](#)

[Moving to Different Appointment Days](#)

### **Previous**

Moves to the preceding day in the Day view or the preceding month in the Month view.

Related Topics

[Moving Around the Month View](#)

[Moving to Different Appointment Days](#)

### **Next**

Moves to the following day in the Day view or the following month in the Month view.

Related Topics

[Moving Around the Month View](#)

[Moving to Different Appointment Days](#)

### **Date**

Moves to a specific date in the Day or Month view.

Related Topics

[Moving to Different Appointment Days](#)

[Moving to Specific Days](#)

## **Alarm Menu Commands**

Use the scroll bar to see more commands.

### **Set**

Sets and removes an alarm.

Related Topics

[Setting and Removing Alarms for Appointment Times](#)

### **Controls**

Sets the alarm to go off up to 10 minutes before an appointment time, and turns the alarm's sound on or off.

Related Topics

[Changing the Sound Option](#)

[Setting the Alarm for an Early Ring](#)

## Options Menu Commands

Use the scroll bar to see more commands.

### **Mark**

Marks and unmarks special days in the Month view.

Related Topics

[Marking Dates in a Month](#)

### **Special Time**

Adds and removes special times in an appointment day.

A special time is a time falling between the intervals set in the Day Settings dialog box.

Related Topics

[Adding and Removing Special Times](#)

### **Day Settings**

Changes the settings for the Day view.

You can specify:

- \* The intervals between appointments.
- \* A 12- or 24-hour clock.
- \* The starting time appearing at the top of the window.

Related Topics

[Changing the Day Settings](#)



**active**

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

**status bar**

A line of information located at the bottom of a window. For example, in a directory window the status bar tells how many files are selected, how much disk space they occupy, and the total number of files in the directory (whether included in the directory window or not). In the Directory Tree window, the status bar shows the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.



## **Calendar Procedures**

The Procedure topics give you step-by-step instructions for using Calendar. Use the scroll bar to see more topics.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **Choosing Views of Time**

[Changing Between the Day and Month View](#)

### **Using the Month View**

[Moving Around the Month View](#)

### **Setting up an Appointment**

[Moving to Different Appointment Days](#)

[Moving to Specific Days](#)

[Moving to Appointment Times](#)

[Entering Appointments](#)

[Adding Notes to the Scratch Pad](#)

[Copying, Cutting, and Pasting Text](#)

[Removing Entries from Appointment Days](#)

### **Setting an Alarm**

[Setting and Removing Alarms for Appointment Times](#)

[Changing the Sound Option](#)

[Setting the Alarm for an Early Ring](#)

[Turning off the Alarm](#)

### **Customizing your Calendar**

[Adding and Removing Special Times](#)

[Changing the Day Settings](#)

[Marking Dates in a Month](#)

### **Printing**

[Printing Appointments](#)

[Changing Printers and Printer Options](#)

[Printing Headers and Footers](#)

[Setting Margins](#)

### **Working with Documents**

[Creating New Documents](#)

[Opening Existing Documents](#)

[Saving Documents](#)

## Changing Between the Day and Month View

### To change from the Day to the Month view:

- Mouse \* Double-click the status line.
- Keyboard \* Choose Month from the View menu.

### To change from the Month to the Day view:

- Mouse \* Double-click the status line.  
Or double-click a specific day.
- Keyboard \* Choose Day from the View menu.  
Or use the direction keys to move to a specific day and press Enter.

## Moving Around the Month View

<b>To move to</b>	<b>Do this</b>
The next month	Click the Right scroll arrow or choose Next from the Show menu.
The previous month	Click the Left scroll arrow or choose Previous from the Show menu.
The current month	Choose Today from the Show menu.
A specific month	Choose Date from the Show menu and type a specific date.

### Related Topics

[Changing Between the Day and Month View](#)

## **Moving to Different Appointment Days**

### **To move to the previous day:**

- \* Choose Previous from the Show menu.  
Or click the Left scroll arrow in the [status bar](#).

### **To move to the next day:**

- \* Choose Next from the Show menu.  
Or click the Right scroll arrow in the status bar.

### **To move to the current day:**

- \* Choose Today from the Show menu.

Related Topics

[Moving to Specific Days](#)

## **Moving to Specific Days**

### **To move to a specific day:**

- 1 Choose Date from the Show menu.
- 2 Type the date.
- 3 Choose OK.

Related Topics

[Moving to Different Appointment Days](#)

## Moving to Appointment Times

### To move to an appointment time:

Mouse \* Click the time.

Keyboard \* Use the following keys:

<b>Press</b>	<b>To move</b>
Up Arrow	To the time above.
Down Arrow or Enter	To the time below.
Page Up	To the previous screen.
Page Down	To the next screen.
Ctrl+Home	To the starting time.
Ctrl+End	Twelve hours after the starting time.

Related Topics

[Entering Appointments](#)

## Entering Appointments

### To enter text for an appointment day:

- 1 Move the insertion point to the appointment time.
- 2 Type the text.

Related Topics

[Moving to Appointment Times](#)

[Moving to Different Appointment Days](#)

[Moving to Specific Days](#)

## **Adding Notes to the Scratch Pad**

The scratch pad is the area below the appointment times.

### **To use the scratch pad:**

- 1 Click the scratch pad.  
Or press Tab.
- 2 Type up to three lines of text.
- 3 Press Tab to return to the appointment area.

Related Topics

[Copying, Cutting, and Pasting Text](#)

## Copying, Cutting, and Pasting Text

### To copy and paste or cut and paste text:

- 1 Select the text.
- 2 Choose Copy from the Edit menu to copy text.  
Or choose Cut to cut text.
- 3 Move the insertion point where you want the text to appear.  
Or select text you want to replace.
- 4 Choose Paste from the Edit menu.

### Related Topics

[Adding Notes to the Scratch Pad](#)

## **Removing Entries from Appointment Days**

### **To remove all entries from a range of appointment days:**

- 1 Choose Remove from the Edit menu.
- 2 Type the first date in the From box.
- 3 Type the last date in the To box.  
To remove entries from one appointment day, leave the To box blank.
- 4 Choose OK.

## Setting and Removing Alarms for Appointment Times

### To set an alarm:

- 1 Move to the appointment time.
- 2 Choose Set from the Alarm menu.

When the alarm goes off, Calendar alerts you in one of the following ways:

<b>If Calendar is</b>	<b>This happens</b>
The <u>active</u> window	A dialog box reminds you of the appointment.
An inactive window	Calendar's title bar and borders flash.
An icon	The icon flashes.

### To remove an alarm:

- 1 Move to the time the alarm is set for.
- 2 Choose Set from the Alarm menu.

Related Topics

[Changing the Sound Option](#)

[Setting the Alarm for an Early Ring](#)

[Turning off the Alarm](#)

## Changing the Sound Option

### To turn the alarm's sound on or off:

- 1 Choose Controls from the Alarm menu.
- 2 Select or clear the Sound check box.
- 3 Choose OK.

### Related Topics

[Setting the Alarm for an Early Ring](#)

[Setting and Removing Alarms for Appointment Times](#)

[Turning off the Alarm](#)

## Setting the Alarm for an Early Ring

### To set an alarm to go off early:

- 1 [Set the alarm](#) for an appointment time.
- 2 Choose Controls from the Alarm menu.
- 3 Type a number from 0 to 10 in the Early Ring box to set the number of minutes an alarm goes off before an appointment.
- 4 Choose OK.

### Related Topics

[Changing the Sound Option](#)

[Turning off the Alarm](#)

## Turning off the Alarm

### To turn off the alarm after it goes off:

- \* Choose OK.

If the Calendar window is inactive or shrunk to an icon, first make the window active or select the icon. Then choose OK.

### Related Topics

[Changing the Sound Option](#)

[Setting the Alarm for an Early Ring](#)

[Setting and Removing Alarms for Appointment Times](#)

## **Adding and Removing Special Times**

A time is special if it falls between the regular time intervals of 15, 30, or 60 minutes.

### **To add a special time:**

- 1 Choose Special Time from the Options menu.
- 2 Type the time in the Special Time box.
- 3 Select AM or PM if you are using a 12-hour clock.
- 4 Choose Insert.

### **To remove a special time:**

- 1 Move the insertion point to the time.
- 2 Choose Special Time from the Options menu.
- 3 Choose Delete.

Related Topics

[Changing the Day Settings](#)

[Marking Dates in a Month](#)

## Changing the Day Settings

### To change the day settings:

- 1 Choose Day Settings from the Options menu.
- 2 Change the appropriate options and choose OK.

<b>Use this option</b>	<b>To specify</b>
Interval	15-, 30-, or 60-minute intervals between appointment times.
Hour Format	Either a 12-hour or 24-hour clock.
Starting Time	The time that appears at the top of the window when you first view an appointment day.

### Related Topics

[Adding and Removing Special Times](#)

[Marking Dates in a Month](#)

## Marking Dates in a Month

### To mark a special date:

- 1 Click the date you want to mark.  
Or use the direction keys to move to the date.
- 2 Choose Mark from the Options menu.
- 3 Choose a mark symbol.
- 4 Choose OK.

### To remove a mark:

- 1 Move to the marked date.
- 2 Choose Mark from the Options menu.
- 3 Clear the check box of the symbol you want to remove.
- 4 Choose OK.

Related Topics

[Adding and Removing Special Times](#)

[Changing the Day Settings](#)

## Printing Appointments

### To print a range of appointments:

- 1 Choose Print from the File menu.
- 2 Type the beginning date in the From box.
- 3 Type the ending date in the To box.  
To print one appointment date, leave the To box blank.
- 4 Choose OK.

### Related Topics

[Changing Printers and Printer Options](#)

## Changing Printers and Printer Options

### To change printers:

- 1 Choose Printer Setup from the File menu.
- 2 Select the printer you want to print on.
- 3 Choose Setup to change printer options.
- 4 Select the options you want and choose OK.
- 5 Choose OK.

Related Topics

[Printing Appointments](#)

## Printing Headers and Footers

### To print a header or footer:

- 1 Choose Page Setup from the File menu.
- 2 Type the header or footer text and/or codes.

<b>Type</b>	<b>For</b>
&d	The current date.
&p	Page numbers.
&f	The current filename.
&l	Header or footer text (following the code) justified at the left margin.
&r	Header or footer text (following the code) justified at the right margin.
&c	Header or footer text (following the code) centered between the margins.
&t	The current time.

- 3 Choose OK.

Related Topics  
[Setting Margins](#)

## Setting Margins

### To change the margins for printed appointments:

- 1 Choose Page Setup from the File menu.
- 2 Type the margins.
- 3 Choose OK.

Related Topics

[Printing Headers and Footers](#)

## **Creating New Documents**

**To create a new document:**

- \* Choose New from the File menu.

Related Topics

[Opening Existing Documents](#)

## Opening Existing Documents

### To open an existing document:

- 1 Choose Open from the File menu.
- 2 Enter the filename.
- 3 Select the Read Only check box if you don't want to make any changes to the document.
- 4 Choose OK.

Related Topics

[Creating New Documents](#)

## **Saving Documents**

### **To save changes to the current document:**

- \* Choose Save from the File menu.

### **To save a new (untitled) document or the current document under a new name:**

- 1 Choose Save As from the File menu.
- 2 Enter a filename.
- 3 Choose OK.



## Calendar Help Index

The Index lists the Help topics available for Calendar. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### Keyboard

[Calendar Keys](#)

### Commands

[Alarm Menu Commands](#)

[Edit Menu Commands](#)

[File Menu Commands](#)

[Options Menu Commands](#)

[Show Menu Commands](#)

[View Menu Commands](#)

### Procedures

[Adding Notes to the Scratch Pad](#)

[Adding and Removing Special Times](#)

[Changing Between the Day and Month View](#)

[Changing the Day Settings](#)

[Changing Printers and Printer Options](#)

[Changing the Sound Option](#)

[Copying, Cutting, and Pasting Text](#)

[Creating New Documents](#)

[Entering Appointments](#)

[Marking Dates in a Month](#)

[Moving Around the Month View](#)

[Moving to Appointment Times](#)

[Moving to Different Appointment Days](#)

[Moving to Specific Days](#)

[Opening Existing Documents](#)

[Printing Appointments](#)

[Printing Headers and Footers](#)

[Removing Entries from Appointment Days](#)

[Saving Documents](#)

[Setting the Alarm for an Early Ring](#)

[Setting Margins](#)

[Setting and Removing Alarms for Appointment Times](#)

[Turning off the Alarm](#)



## Calendar Keys

Use the following keys in Calendar's Day view:

<b>Key(s)</b>	<b>Function</b>
Up Arrow	Moves to the time above.
Down Arrow or Enter	Moves to the time below.
PgUp	Moves to the previous screen.
PgDn	Moves to the next screen.
Ctrl+Home	Moves to the starting time.
Ctrl+End	Moves to twelve hours after the starting time.
Tab	Moves between the appointment area and the scratch pad.
Shift+Delete	Cuts the selection and places it onto Clipboard.
Ctrl+Ins	Copies the selection onto Clipboard.
Shift+Ins	Pastes the Clipboard contents into the appointment area or scratch pad.

Use the following keys in Calendar's Month view:

<b>Key(s)</b>	<b>Function</b>
Up Arrow	Moves to the week above.
Down Arrow	Moves to the week below.
PgUp	Moves to the previous month.
PgDn	Moves to the next month.
Tab	Moves between a date and the scratch pad.
Enter	Changes to Day view.

