



## O'Date Help Contents

### Overview

O'Date is a simple calendar application that lets you edit notes and holiday information in a standard calendar format directly on the calendar, much the way you would on a paper calendar.

### Notes

You can edit notes for every day the calendar displays by selecting the date using the mouse or keyboard and pressing **ENTER** or double-clicking the left mouse button.

When the Notes dialog appears, edit the notes and click **OK** or **CANCEL** to save them.

### Holidays

You can edit holiday information for every day the calendar displays by selecting the date using the mouse or keyboard and pressing **CTRL-ENTER** or double-clicking the right mouse button.

When the Holiday dialog appears, edit the Holiday information and click **OK** or **CANCEL** to save them.

### Printing

To print the current month view, select the system menu by clicking the system box or pressing **ALT-SPACEBAR**. From the system menu, select **Print**. When the common printer select dialog appears, select appropriate values and press **OK** to print or **Cancel** to cancel the print job.

### Windows Wallpaper

You can have the current month view saved as the desktop wallpaper whenever O'Date exits. This is a popular feature which allows you to view the current month's information as the Windows desktop wallpaper whenever Windows starts or by minimizing all running apps.

To save the current month as the desktop wallpaper, select the system menu by clicking the system box or pressing **ALT-SPACEBAR**. From the system menu, select **Save As Wallpaper On Exit**.

### Task Manager

You can replace the Windows Task Manager with O'Date, making O'Date accessible from anywhere in Windows by pressing **CTRL-ESC**. By taking advantage of this feature, you won't need to go to the Program Manager to launch O'Date, and there's no need to keep it running at all times for quick access.

To replace the Task Manager with O'Date, select the system menu by clicking the system box or pressing **ALT-SPACEBAR**. From the system menu, select **Use As Windows Task Manager**.

