

Cosmi Calendar Magic

User Guide

Acknowledgments

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Introduction

Congratulations on Your Purchase!

Calendar Magic will allow you to accurately display any calendar from 4713 BC. through the year 9999 AD. Note that many other competing calendar programs

currently on the market do not incorporate this wide range, or simply do not correctly account for various calendar changes over the years. For example, the month of October in 1582 does not have days 5 through 14. Because of a correction to synchronize the calendar with the seasons, 10 days were dropped from this month! See the Calendar Background Information for an explanation of how our current calendar came to be.

You can include custom titles to your calendars, print and display them in any true type font available to your system, and include clip art to spice them up! To get you started, we have included many fonts and clip art images with this package. You can also track holidays, and other significant dates, adding your own custom events and appointments, as desired.

Calendar Magic gives you a lot of flexibility in how you view and print your calendars. You may choose either portrait or landscape layout, and print either one or two calendars per page. Daily, Weekly, Monthly, and Yearly calendars may be displayed in any of these formats. On an individual calendar basis, you can choose which group of events and clip art, if any, is to be printed on your calendar.

You can also preview your calendar to see exactly what will be sent to the printer to perfect your creation before you print it.

System Requirements:

SOFTWARE: Your system must have Microsoft Windows 3.1 or higher installed. This includes Microsoft Windows for Workgroups 3.11 or higher. In addition, if another operating system allows you to emulate Windows 3.1 or higher, you will also be able to run this program.

HARDWARE: You must have an Intel compatible 386 processor, or higher. Calendar Magic will normally use less than two megabytes of storage on your hard disk. A mouse, or other pointing device, is not required, but will certainly make your use of the program a lot easier.

Installing the Software:

Making a Backup Copy:

NOTE: You should always make a backup copy of your original program disk, and use the copy for installation. Keep the original program disk in a safe place in case you need to install the program at a later time. From DOS, the command DISKCOPY will make an exact duplicate of the Calendar Magic distribution diskette. We recommend that you write protect the original first. To do so, just turn the disk over and slide up the small plastic tab located in the upper left hand corner of the diskette. The tab will now be in the up, or open, position.

If you prefer to make the copy from Windows, launch the FILE MANAGER program. Once File Manager is running, activate the DISK drop-down menu on

the top menu bar, and click COPY. Follow the prompts from there to make the backup copy.

Loading the Software:

Place the distribution diskette (or the copy you made) in the a: drive (or b: drive, depending on how your system is configured). Make sure that Windows is running, and pull down the FILE menu from the Program Manager. Click the RUN selection, and type **A:INSTALL** in the Command Line edit box (or, if the diskette is in drive B:, type B:INSTALL). Select OK, or just press return to run the installation program. Follow the prompts from here to determine what disk drive and directory you want Calendar Magic to use.

NOTE: YOU MUST RUN THE INSTALLATION PROGRAM THE FILES ARE DISTRIBUTED IN COMPRESSED FORMAT, AND THEY WILL NOT WORK IF YOU SIMPLY COPY THEM TO YOUR HARD DRIVE.

Click the program icon to launch the program.

Installing the fonts:

There are twenty five True Type fonts supplied with Calendar Magic. As part of the installation, they have been copied to the directory where Calendar Magic resides. To make them available to Calendar Magic, and all other Windows programs, bring up Control Panel in the Windows Program Manager. Double Click the Fonts icon, and select the Add... button. From the dialog box that displays, select the drive and directory where you installed Calendar Magic. The list of all True Type fonts in this directory will display. Click the Select All... button to install all of these fonts into Windows.

Once the fonts are installed, you can preview each by highlighting it in the Control Panel | Fonts dialog box. Any fonts you do not have a use for can be deleted by clicking the Remove button. If you change your mind, they can later be reinstalled by using the above font installation procedure.

Refer to your Windows documentation for additional information about installing and removing fonts.

Using the Program

If you are familiar with other Windows programs, you will find Calendar Magic easy to work with. If you are new to the Microsoft Windows interface, glance through the Glossary to acquaint yourself with some of the terminology such as click, point, and menu.

Quick Start

The program will begin by displaying a yearly calendar set to today's date. To have the calendar expand to take up your whole desktop, click the arrowhead in the upper right hand corner of the Calendar Magic window. To expand the individual calendar to take up the entire window, click its upper right hand corner also. Use the upper tool bar drop-down box to select a daily, weekly, monthly, or yearly calendar and its display format.

Note that you can open multiple calendars at the same time. Use the window menu to arrange the open calendars on your screen, and to select which one is currently active.

Determine the date of the current calendar in one of two ways:

1) On the lower tool bar, click on the single, double, or triple arrow icons to advance (or reverse) the calendar by a single, medium, or large increment. For a yearly calendar, these buttons correspond to one, five, or ten year movements at a time.

2) Or, pull down the Calendar | Date menu selection and enter the date you want directly into the dialog box.

Select your favorite font by using the drop-down box on the lower tool bar, or by using Calendar | Font. With each selection, your calendar will be redisplayed showing the new typeface choice. View other parts of the calendar by using the lower and side scroll bars. You may also get a full page perspective by selecting File | Print Preview... from the menu, or by clicking the button with the page and magnifying glass.

You can change the display by clicking on one of the lower tool bar layout buttons. Select either portrait or landscape mode, in the single or double calendar display formats. If you would like to associate holidays or special events, use the Event drop-down box from the upper tool bar. You can also add a custom title by using the Title toolbar button, or by choosing Calendar | Title.

When you are satisfied with the resulting creation, you may print a copy by selecting the printer icon from the upper tool bar. Otherwise, you may select File | Print... to generate a paper calendar. Save your work for future use by selecting the File | Save item, or by just clicking the diskette (Save) toolbar button. If you have not previously saved your work, Calendar Magic will prompt you for a file name to save it under.

That concludes the quick start introduction. Consult the following sections for in-depth information on each of the individual areas.

The Calendar Magic Window Title Bar

The window title bar identifies the program, Calendar Magic, and the name of the calendar being worked on. If you have not explicitly named your calendar, Calendar Magic will assign it a temporary name, such as "Calendar Magic1". When you use the Save or Save As commands, the calendar name will change to the name you give it.

Note that many of these features can also be accessed from the toolbars. They will be described here in detail, and referenced in the toolbar description section.

The Main Menu Bar

Across the top of the Calendar Magic window, just below the Title Bar, is the Main Menu bar. Use it to make the following selections:

File

Click on the File menu selection to Open, Create, Save, Preview, and Print Calendar Magic files. The following paragraphs document the functions available under the File menu, in the order they appear in the drop-down list.

New

Make this selection to open up a new calendar document. You may work on any number of calendars at the same time. You may also accomplish this by clicking on the New Document toolbar button, or by using the Ctrl + N accelerator keys.

Open...

Selecting this menu item will bring up the File Open dialog box and allow you to locate and retrieve files you previously saved using Calendar Magic. Pressing the key sequence Ctrl + O will accomplish the same thing, or you may select the Open File toolbar button.

As a short cut, check to see if the calendar you want to view is listed as one of the four recently used files near the bottom of this pull down menu. If it is, simply click on the name to bring it up in the window.

Close

When you are done with a calendar window, click the Close menu item to remove that calendar window from your desktop.

Save

This menu item allows you to save your Calendar Magic creation for future use. If you have not previously named your calendar, the File Save As dialog box will be displayed and allow you to name the file. Once the file has been named, clicking this toolbar item will save all changes you have made to the calendar since it was last saved. You may also access this function by clicking the Diskette button on the toolbar, or by pressing the key sequence Ctrl + S.

Save As...

Use this menu selection to save your current Calendar Magic creation under another name. After the Save As has been successfully completed, the current calendar window will reflect the new name in the title bar. This will allow you to make additional changes to the newly named calendar without altering the original calendar you began with.

Print...

Selecting this menu item initiates the Print dialog box. Press the OK button to print the document, the Cancel button to return without printing, or the Setup button to change the printer options. If you prefer, you can accomplish the same function by clicking the printer button on the toolbar, or by pressing the Ctrl + P accelerator key.

Print Preview

Selecting this menu item will change the window display to show the entire page as it will look when printed. You can also invoke Print Preview by clicking the Page & Magnifying Glass button from the toolbar.

Once you are in Print Preview, you can see a portion of the display in more detail by moving the cursor over onto the page. The cursor will change to become a magnifying glass. Move it to the area of the calendar you would like to see in greater detail, and click the mouse button to zoom in on this area of the display.

Print Setup...

Selecting this menu item invokes the Print Setup dialog box. This feature will allow you to select and configure different printers, paper size, source, print resolution, and many other features particular to individual printers. Note that the page orientation toolbar buttons supersede the orientation selected in this dialog box.

Recently Used Files

This section of the pull down menu will display the names of the last four calendars that you saved. If you have not yet saved four calendars, this area may either be blank (none saved yet), or it may have only one, two, or three entries.

To open one of these last four calendars and view it on the screen, simply click on the name of the calendar you would like. Once displayed, any changes you make will be reflected in the file only if you choose to save the calendar. If you want to keep your changed calendar apart from the old calendar, choose Save As and give the new version a different name.

Exit

Make this selection when you are ready to leave Calendar Magic. All open calendars will be closed, and you will return to the previous windows program you were working with. If you have made changes to any of your open calendars, Calendar Magic will ask if you want to save your updates.

View

The View menu item allows you to determine which Calendar Magic aids will be displayed on your screen. The Toolbar, Style Bar, and Status Bar may be turned off and on by clicking them on the submenu. A check mark is placed next to each one that is currently displayed. Removing them yields more screen space to view a larger portion of the calendar at a time. You can turn them back on from this menu when you need them.

Toolbar

Clicking on this menu item either adds or removes the toolbar, depending on whether it is currently displayed or not. The toolbar displays buttons for new, open, save, print, and print preview, and drop down boxes for calendar layout, and event group.

Style Bar

The Style Bar may also be turned on and off by clicking on this menu item. It contains the reverse and forward date accelerator buttons, a drop down box for the font selection, and buttons for the title and page orientations.

Status Bar

The Status Bar is the help prompting line displayed at the bottom of the window. Clicking this item on the pull down menu will add or remove the Status Bar from view, depending on its current state. Note that there are three extra boxes at the far right of the status bar. The letters CAP, NUM, and SCRL will be displayed in them, respectively, when the Caps Lock, Num Lock, or Scroll Lock keys are activated.

Calendar

This menu selection allows you to define most of the specifics of the Calendar you are working on.

Layout

Selecting this option displays the Calendar Layout dialog box. From this dialog box, you may select one of the following calendar layouts:

Yearly Calendar: An annual calendar will be generated covering the year you specified. Note that no events are displayed with this selection.

Yearly Event: An annual calendar will be produced, as in the yearly selection, however the event items from the group you selected to go along with this calendar will be listed down the center of the page, between the months. If the event group you associated with this calendar contains too many items to fit, Calendar Magic will print as many as it has room for. Note that clip art is displayed for monthly, weekly, and daily event calendars, but not the yearly event calendar due to space limitations.

Monthly Calendar: This choice produces a monthly calendar for the month you selected. All events in the group associated with the calendar which fall within the displayed month are printed on the day that they occur, including any clip art associated with them. Note that a maximum of two events and one clip art will be displayed for each day, due to space constraints.

Weekly Schedule: This selection displays the requested week in a chart with the days identified across the top, and the time of day listed down the page.

Weekly Planner: This format lists the days of the requested week down the left hand side, leaving notes for each day to the right. At the bottom, two miniature monthly calendars are displayed for the current and following months.

Daily Schedule: The daily schedule charts the given day with the time of day listed down the left hand side. The event items for the day appear in their time slots, along with any clip art you have connected with them.

Date

This selection brings up a dialog box which allows you to set the date of the current calendar. Enter in the year, month, and day desired. Click the BC checkbox if you want a date before the calendar origin. The date may also be changed using the forward and reverse arrow buttons on the toolbar. Valid dates range from 4713 BC to 9999 AD. See the Calendar Background Information on page ? for an explanation as to why 4713 BC is the earliest date.

Title

Selecting this menu item brings up the Calendar Title dialog box, allowing you to title your Calendar Magic creation. Type in any identification you want, up to forty (40) characters total. This title will be displayed near the top of the calendar, and centered, just below the date. You may also invoke this option by clicking the Calendar Title button on the Style Bar. If you do not specify a title, Calendar Magic will use the calendar layout name, such as "Yearly Calendar", or "Weekly Planner" as the title. Once you enter a title, the title will remain the same regardless of which calendar format you display.

Font

Selecting this menu option will display a dialog box with a drop-down list of all true type fonts defined to your system. Selecting one of the typeface choices will immediately change the calendar display to that style. Another way to invoke this option is to select the Font drop-down list box from the lower toolbar.

If you choose a typeface that uses wide letters, for example "Wide Latin", Calendar Magic will reduce the overall size of the type in order to fit all of the print into your calendar.

If the twenty five fonts provided with Calendar Magic are missing, you can make them available by following the Installing the Fonts section in this manual.

Event Group

Use this selection to pick which Event Group you want to associate with the currently selected calendar. This choice may also be made from the drop down box on the Toolbar.

Page Setup

Page Setup initiates a dialog box that allows you to select portrait or landscape format, and decide whether to print one or two calendars per page. You may

also make this choice using the Page Setup buttons on the Style Bar (the lower toolbar).

Event

The Event menu lets you define and modify the Event Items that will be displayed on your calendars. The Event Items are then associated into lists of common events. One or more of these Event Lists can be grouped together to form an Event Group. A calendar may have an Event Group associated with it to determine where the events and clip art are displayed. If no Event Group is connected with the calendar, no events or clip art will be displayed when the calendar is printed.

Item

This submenu allows you to set up an individual Event Item. It might define a unique occurrence, like a person's graduation, or it could be a recurring event like a birthday. Event Items can occur daily at a particular time, weekly on a certain day, monthly on a day number or day of the week, yearly on a day number or day of the week, or might be a one time occurrence on a certain date. For any event specified, you may also indicate the time of day it occurs.

Begin defining your Event Item by clicking the New... button, and giving the event a name. This will add it to the Event Item list. You may now make changes to this, or any other Event in the list by clicking on it, and changing the other parameters in this dialog box.

Notice if the current highlighted event has clip art associated with it. Connected artwork will be displayed in the Clip Art group box. To change the picture, or pick one for the first time, click the File... button at the bottom of this group box. This will bring up the Open dialog box from which any .pcx format file can be selected.

The Open selection defaults to the current directory and all the clip art distributed with Calendar Magic. However, you may use the Directory and Drive selection boxes to choose .pcx files from anywhere on your system. Calendar Magic will always look in the same place for the artwork, so if the file is later moved, it will need to be reconnected by using this process, or the artwork area will be blank. Click the OK button to save the connection. If you later want to remove the artwork completely, click the Clear button below the picture.

Save your progress at any time by clicking the Save button near the upper right hand corner. If you are now done, click the Close button. If there are any changes that have been made, but not saved, Calendar Magic will ask if you want them saved before proceeding to close this dialog box.

Specify the timing of the current Event Item by dropping to the Occurs group box, on the lower left hand side. You can define the Event's occurrence by clicking the One Time, Yearly on Day, Yearly on Weekday, Monthly on Day, Monthly on Weekday, Weekly, or Daily radio buttons. Moving to the right, the

specific date and time for your choice can be assigned. If you picked One Time, the Define Date group box will display the Year, Month, Day, Hour, and Time for you to enter.

When you select Yearly on Day, or any of the following radio buttons which define recurring dates, a new set of group boxes are displayed on the far right. These allow you to define the beginning and ending dates for your recurring Event Item. Note that they default to the entire Calendar Magic date range, so if you do not need to limit the date range, no changes need be made.

For Yearly on Day, select the Month and Day of the date, and also the Hour and minute, if desired. Yearly on Weekday changes these selections somewhat: The month, hour, and minute can still be selected as before, however additional selections can be made for the n-th weekday of the month. For example, every year on the second Thursday in February can be specified.

Monthly on Day displays a choice only for the Day, in addition to the Hour and Minute. Monthly on Weekday displays selections for which occurrence (n-th) and which day (Weekday) is being selected, as in the **third Tuesday** of each month.

Weekly specifies that the event occurs every week on a certain day. Pick the day from the drop down Weekday list box. The Daily occurrence choice leaves only the Hour and Minute to be defined. The event will be scheduled for every day.

If you make a mistake, just change the parameters. To remove the Event Item completely, click the Delete button. Otherwise, you can click the Close button, and tell Calendar Magic NOT to save the changes to disk. Note that in this case, all changes made since the last save will not be applied!

There are some Event Items that cannot be deleted, because Calendar Magic must go through an elaborate calculation to determine their date. All of the moon phases fall into this category, including Full Moon, First Quarter Moon, Last Quarter Moon, and New Moon. Also included is Easter, and all the Event Items that are determined from it: Ash Wednesday, Good Friday, and Palm Sunday. Even though the date for these items cannot be changed, the Clip Art can be modified or removed completely, if desired.

List

The List submenu combines any number of individual events into a common category. For example, a number of standing daily appointments might be combined into a weekly list of appointments.

Calendar Magic comes with common holidays already established as Event Items. They are stored in predefined lists such as US Legal Holidays, Christian Holidays, and Moon Phases. You can work with these existing Event Lists, or add your own. To create a new Event List, click the New button at the top of the dialog box, and name the new list in the popup dialog box. Click OK to save it. The new Event

List, currently empty, will now appear along with all the other Event Lists in the drop down list box in the upper left hand corner of this dialog box. You can add to, and remove items from, it as with any other Event List.

To change a new or existing list, begin by selecting the list from the drop down list box in the upper left hand corner of the dialog box. To add an item, select it from the list of Available Items on the lower right hand side of the dialog box, and click the <--Add button in the center.

Repeat this process to include as many Event Items as you like in this Event List. If additional Event Items are required that do not show up in the list, they can be added by using the Event Item dialog box described in the previous section.

To remove items from a list, highlight the item to be removed in the Items in List box in the lower left hand corner of the dialog box, and click the Remove--> button. Note that both the Add and Remove buttons remain disabled until an item from either side has been selected. To save your work, click the Save button. This will allow you to continue in the same dialog box, but all modifications since the last save have been filed. Notice that the Save button goes away until another change is made.

To remove an Event List, select it from the list box and click the Delete button. It will be permanently removed. When you are finished making changes, select the Close button. If you have made any changes that were not previously saved, Calendar Magic will ask if you want them saved or not.

Group

Use the group submenu to create a collection of event lists that can then be associated with a particular calendar. For example, a list of Jewish holidays might be combined with a list of Christian holidays and called Religious Holidays.

When you are working with a yearly event calendar, consider using an event group whose lists contain only a few items. Otherwise they will not all fit down the center of the page. Likewise, if you are printing a monthly calendar with an event group that contains lists that have a lot of daily or other events defined, they may not all fit in their day slots. It is most common to group the daily events and time appointments for the daily and weekly calendars.

The buttons and selections in the Define Event Group dialog box function the same way as with the Define Event List dialog box. Please consult that section, above, for detail information. To define a group, click the New button and give it a name. Now it, and any other group in the drop down list box can be modified by adding or removing available Event Lists. Highlight the Event List to be moved in either direction, and select the Add or Remove button from the center. Click the Close button when all changes have been made.

Window

Calendar Magic allows you to work with multiple calendars at the same time. They can be any mixture of yearly, monthly, weekly, or daily, using all different kinds of layouts, fonts, and formats. Utilize this menu item to organize and manipulate the various calendars to simplify your work.

New Window

Clicking this menu item allows you to open another view of the calendar you are currently working on. To distinguish between the views, a number will be appended to the name of the original calendar. If a number has already been appended, it will be incremented by one for the newly created window.

Cascade

This selection will rearrange all the windows you currently have open by overlapping them along a diagonal line from the upper left to the lower right corner of your Calendar Magic window. This style permits you to easily view the title bars, and skip to another window by just clicking on any visible portion.

Tile

Selecting Tile arranges all of your currently open windows in adjoining rectangles on the screen. Even though a small portion of each screen may be visible, you can use the scroll bars on each to view the entire calendar it represents.

Arrange Icons

When one or more calendars are minimized by clicking the downward arrowhead in the upper right hand corner of the window, the given window is reduced to an icon on the screen. Click this Arrange Icons menu choice to have the system organize the icons on the screen.

Currently Open Windows

The bottom portion of the Window pull down menu lists all of the currently open windows. If you have more than nine currently open, the last entry will say "More Windows...". Clicking on this last entry invokes a dialog box which lists all of the open windows. To switch immediately to another window, click on its name in either of these lists. A check mark will always appear by the currently active window.

Help

Much of the information in this manual appears on-line in the help system. Access this information by pulling down the Help menu and selecting one of the following items:

Index

Click the Index menu selection to view a list of all the major topics covered by the help system. Within this list, click on any green underlined item to jump immediately to that information in the help system.

Using Help

This selection gives you a comprehensive description of how to use the help system. Live examples of all the help features will aid you in becoming proficient at using help.

About Calm...

The About Calm dialog box gives you some basic information about the program. It shows which version you have, and identifies the copyright and license information.

The Tools

The tools have been organized onto two toolbars for your convenience. The upper tool bar can be removed to give you more screen space to view your calendar. To either remove it, or restore it after it is gone, select the View | Toolbar check item from the main menu.

All of these features may also be selected using pull down menus from the main menu line -- it is just quicker and easier to click on a tool bar icon to accomplish the same thing. In the following section, each of the tool bar icons will be discussed in order of its appearance on the tool bar. The optional Main Menu | Submenu command will also be given, along with the keyboard shortcut keys for each task, if available. For additional information, look the given function up under the menu bar description previously given.

The Toolbar

In general, the Toolbar gives access to the system functions such as Save, Open, Print, Print Preview, and selecting the Calendar type and Event Group.

New Page button

This button is equivalent to selecting File | New from the Main Menu bar, or using Ctrl + N.

Open Folder button

Use this button to accomplish a File | Open, or Ctrl + O sequence.

Diskette button

Selecting this toolbar button is equivalent to selecting File | Save from the Main Menu, or by pressing the key sequence Ctrl + S.

Printer button

This is the same as key sequence Ctrl + P, or selecting File | Print from the Main Menu.

Print Preview button

A click on this button is the same as selecting the File | Print Preview menu item.

Drop-down Calendar Layout box

Use this toolbar item to select from the following calendar types. Check the above description under the Calendar | Layout main menu item for more information on each. Yearly Calendar, Yearly Event, Monthly Calendar, Weekly Schedule, Weekly Planner, Daily Schedule.

Events drop-down box

This toolbar item is equivalent to selecting Calendar | Event Group from the Main Menu.

The Lower Toolbar, also known as the Style Bar

The lower toolbar is oriented more towards the specific calendar display. It contains the forward and reverse buttons, the font and title selection, and the page orientation buttons.

Forward and Reverse Arrows

These toolbar icons allow you to maneuver rapidly through the calendar dates. The triple arrows move the furthest: clicking them while displaying the yearly calendar will move the date ten years in either direction, for example.

The single arrow will move the date one increment forward or back. If you are currently working on a weekly calendar, the next or previous week will be displayed, depending on the direction of the arrow you select.

The double arrows will move the display an intermediate distance. For example, if you are doing a monthly calendar, clicking the double arrows will move the date six months forward or backward, depending on which direction the arrows point.

The following table summarizes this movement for each calendar type:

Calendar Type	> or <	>> or <<	>>> or <<<
Yearly	One Year	Five Years	Ten Years
Monthly	One Month	Six Months	Twelve Months
Weekly	One Week	Five Weeks	Ten Weeks
Daily	One Day	Five Days	Ten Days

Triple Reverse Arrow

This toolbar icon will move the date of the calendar displayed backward at a fast pace. For yearly calendars, clicking on this icon will move the date back ten years for each click. For daily, weekly, and monthly calendars, it will turn back the date ten days, ten weeks, or twelve months.

Double Reverse Arrow

The double reverse icon will move the date of the calendar displayed backwards an intermediate amount for each click. For example if a yearly calendar is displayed, this tool will move the date backward five years with each click. For the other calendars, it will move the date back six months, five weeks, or five days, depending on the calendar type.

Single Reverse Arrow

This button allows you to back up the calendar displayed by one increment. If you are displaying a yearly calendar, clicking this icon will show you the previous year. Likewise with the monthly, weekly, and daily calendars, clicking the reverse arrow will change the display to the previous month, week, or day.

Single Forward Arrow

The single forward arrow toolbar element allows you to advance the displayed calendar by one increment. If you are viewing an annual calendar, clicking this button will show you the next year instantly. On a daily display, it will give you the following day, or the following week or month for those respective calendars.

Double Forward Arrow

This button will advance the calendar displayed an intermediate amount. If you are viewing the yearly calendar, it will move the display forward five years for each click. For a monthly, weekly, or daily calendar, the display will be advanced by six months, five weeks, or five days, respectively.

Triple Forward Arrow

This button advances the Calendar Magic display the maximum amount of the three forward arrows. For an annual calendar, it will jump the display ahead ten years for each click. If a monthly, weekly, or daily calendar is being shown the display will advance twelve months, ten weeks, or ten days, respectively.

Font Selection

This drop-down box will display all true type fonts defined to your system just like invoking the Calendar | Font main menu selection.

Calendar Title

This button is equivalent to using the Calendar | Title main menu choice.

Calendar Setup

Select the button which depicts the calendar layout style you would like. Look above in the Calendar | Page Setup main menu selection for a detailed description of the different layouts.

The Event Database

Calendar Magic maintains a separate database of events to give you maximum flexibility in determining which holidays and appointments are to be printed on a calendar. To display events on a calendar, associate it with an Event Group by either selecting Calendar | Event Group from the main menu, or using the drop down list box on the right end of the Toolbar. Event Groups consist of one or more Event Lists, which, in turn, comprise one or more individual Event Items.

Some sample Event Groups, Lists, and Items have been provided for use with Calendar Magic. For example, the Event Group 'Generic US' consists of the 'Greeting Card', 'US Legal Holidays', 'US National Holidays', and 'US Presidents Birthdays' Event Lists.

Each Event Item represents something that happens on a specific date and/or time, such as an anniversary, birthday, graduation, appointment, or other occasion. You may select clip art to be displayed on the calendar along with the

Event Item. Events may occur on a regular basis (repeating event), an irregular basis (scattered event), or just one time (single event).

Some common holiday Event Lists, come with Calendar Magic for your convenience. You can use these lists as they are, or customize them to meet your needs. You can also add your own appointments and meetings as event items, and choose clip art to be displayed with them.

For example, suppose you want to schedule a meeting that occurs every Tuesday at 11:00. Begin by setting up the Event Item: select Event from the menu bar, and click on Item. Click the New... button and name the event 'Tuesday Meeting' in the edit box that pops up. Click the OK button, or just press return to complete this step.

This will return you to the Define Event Item dialog box. Click the Weekly radio button along the lower left hand side, and pick Tuesday, 11AM, in the Define Date section to the right. You may also select start and end times further to the right, if desired. Pick out some clip art for this meeting group by clicking the File... button in the center Clip Art section.

Select the file name of the clip art you would like to include, for example, click 'elephnt.pcx' for a picture of an elephant. After your selection has been made, you will see an example of the artwork displayed on the center of the dialog box. Note that you can repeat the process to select different clip art, or click the Clear button to remove any clip art for this item.

When the Define Event Item is complete to your satisfaction, click the Save button, followed by the Close button. Note that you can also click the Close button first, and a separate dialog box will ask if you want to save your last changes if any have been made.

Assuming that this is the first appointment you have set up, we will continue to define an Event List and Group for it. In the future, you will already have these set up, and will only need to associate it with the existing 'Appointments' Event List. Add an Event List for this meeting by selecting Event | List from the main menu.

In the Define Event List dialog box, click the New... button and type in the name 'Appointments' as the Event List name. Press return, or click the OK button to continue. From the list of Available Items on the right hand side, select the 'Tuesday Meeting' Event Item you added above, and click the Add button. In the future, select and add any other meetings or appointments you have set up. Press Save and then the Close button to complete setting up this list.

Finally, connect this list with an Event Group so that it can be displayed on a calendar. From the main menu choose Event | Group and select 'Generic US' from the drop down box in the upper left hand corner. (Note that you could add the Appointments List to any existing Group, or you could even set up a new Group at this point if you prefer.)

From the Available Lists section, select 'Appointments' and click the Add button. Click the Save and Close buttons in sequence to complete these modifications.

On the calendar where you want to view your appointments, select the 'Generic US' Group (or whatever Group you added the Appointments list to). This selection is made either in the far right drop down list box on the toolbar, or by picking it from the Calendar | Event Group selection box. Note that the Yearly Calendar is the only calendar which does not show events and clip art -- all others will. (The Yearly Events calendar has events, but does not display clip art) The Weekly Schedule, Weekly Planner, and Daily Schedule also display the time if it was entered.

Calendar Background Information

Historical Development

Calendars began to be used thousands of years ago to keep track of the passage of time, and to predict the seasons. The Egyptians started one of the first calendars around 4236 BC, thought to be the oldest recorded date in history.

Their work with calendars was motivated by the annual flooding of the Nile river, and their desire to be able to accurately predict that and other seasonal events.

Their year consisted of twelve months of thirty days each. They added five extra days that did not belong to any particular month for a total of 365 days per year. They divided the month into three weeks of ten days each. Around 238 BC they discovered that the year was actually about one quarter day longer. Eventually King Ptolemy III decreed that one day should be added every four years, thereby beginning the concept of a leap year.

Interestingly enough, the ancient Mayans also had one of the most accurate calendars, dating back to 3114 BC. They used a 365 day year divided into eighteen months of twenty days each. Like the Egyptians, they added five days to round the year out to a total of 365 days. They also divided the year into twenty eight weeks of thirteen days each, with one day left over.

Meanwhile, in the early centuries BC, the Romans were struggling with their calendar. After a trip to Egypt in 47 BC, Julius Caesar corrected their calendar by adding eighty days to 46 BC. This year, with a total of 445 days, is still known today as the "year of confusion". The new, corrected calendar, is known as the Julian calendar.

All calendars begin at the start of an epoch. For Christians, the birth of Christ is the starting point. In the Jewish tradition, the Era Mundi, or creation, began in 3761 BC. The Islamic calendar begins with the Era of Hegira, at the time of the migration of the prophet from Mecca to Medina in July of 622 AD. The Indian

calendar uses the Saka Era beginning with the Vernal Equinox of 79 AD. This calendar was later reformed on March 22, 1957.

From that beginning point, most calendars are based on one of three major categories: 1) the sun cycle, 2) the lunar cycle, or 3) a combination of both. Because of this proliferation of different systems, and because of the many inaccuracies of the Gregorian calendar of the time, Joseph Scaliger, a French chronologist, proposed a new calendar in 1583. He wanted an initial epoch which was not preceded by any historical records.

He based his work on three major cycles:

1) the twenty eight year solar cycle -- the period after which weekdays and days of the month repeat in exactly the same order.

2) the nineteen year Metonic cycle -- the period after which moon phases repeat on the same day of the year. It was discovered that 235 lunar months is almost exactly equal to nineteen solar years. Each of the unique nineteen years is referred to by a number, one through nineteen, known as the Golden Number. The name Golden Number arose from the custom in Classical times of inscribing it in gold on public monuments. This number is still referenced today in calculating the date of Easter.

3) the fifteen year indiction cycle -- a Roman commercial and tax cycle

Using these three cycles, an epoch would occur every 7,980 years ($28 \times 19 \times 12$), which is known as a Julian period. The last date on which all three of these cycles coincided was January 1, 4713 BC, the earliest date that Calendar Magic uses. Since this date precedes all historical records, Joseph Scaliger used it as the beginning of the epoch. He named it the Julian period after his father, Julius, and it has nothing to do with the Julian calendar or Julius Caesar.

Our Current Calendar

Our current calendar, commonly in use in most of the world today, is thought to be developed in 532 AD by Dionysius Exiguus, and based on the Julian calendar from 46 BC. It establishes years of 365 days each, following the solar cycle. To correct for the tropical year being 365.2422 days long, an extra day is added to each fourth, "leap", year. However, this was not quite good enough since the years were still being overstated by about eleven minutes and fourteen seconds in comparison with the true solar year. By the year 1582, an extra ten days had accumulated. Pope Gregory XIII decreed that ten days would be dropped from the month of October in 1582. For that month, October fifteenth follows October fourth. (You don't believe us? Check it out with Calendar Magic!)

To prevent this from happening in the future, he further decreed that only centuries divisible evenly by 400 will be leap years. Using this current scheme, it will take 3,323 years for the calendar to be off by one day! This is because the calendar year is 365.2425 days long, a difference of only about twenty six seconds longer than the tropical year.

Days of the Week

Our current names of the week come from the Teutonic culture, as it was influenced by the Romans. The days of the week have the following meanings:

- SUNDAY -- Literally means the Sun's day, it originated with the Latin "Dies solis".
- MONDAY -- Means literally the Moon's day, it came from the Latin "Dies lunae".
- TUESDAY -- Named after Tiw, the Teutonic god of law.
- WEDNESDAY -- Named after Woden, the principal Teutonic god.
- THURSDAY -- Named after Thor, the Teutonic god of war.
- FRIDAY -- Refers to Fria, the Teutonic goddess of love.
- SATURDAY -- Comes from Saturn, the Roman god of agriculture.

Tips for using:

Speeding up printing:

The speed of printing is a function of many parameters:

- 1) the type and speed of processor your computer has,
- 2) the number of other background programs you are running in Windows,
- 3) the type of printer you are using and the amount of memory that it has,
- 4) the print resolution you are using,
- 5) the type of calendar you are printing. and
- 6) the number of clip art images included.

Many calculations go into generating a calendar. Besides calculating all the days and dates, Calendar Magic is sizing the different fonts, graphics, and artwork to fit on the page, and adding the event information you requested. Since many printers cannot receive a whole page of graphics information at once, Calendar Magic must often repeat the transmission many times for the printer in a process called banding.

Consider taking some of the following steps to speed up the printing process:

- 1) Remove, or temporarily stop, other background programs you are running in Windows. To view a list of all programs running at a given time, press Ctrl + Esc to display the Task List dialog box.
- 2) Decrease the print resolution of your printer. If you are currently printing at 300 dots per inch, try 150, 75, or some lower number. See "My printer is not printing the full page" for a description of how to do this.
- 3) Single page calendars print faster than pages with two calendars per page.
- 4) Consider adding additional memory to your printer if this is an option.

My printer is not printing the full page:

Make sure that your printer is disabled for the "Fast Print Direct to Port" checkbox on the printer setup defaults. To check this, select Control Panel and choose Printers. From the Printers dialog box, choose your printer from the list and click the Connect... button. The Connect dialog box will be displayed. Look in the lower left corner for the check box labeled "Fast Printing Direct to Port". Make sure that this box is NOT checked. (Click on it if you need to change the setting.)

If the above does not solve the problem try lowering the print resolution that you are attempting to print with. To do this, select Control Panel and choose Printers. From the Printers dialog box, choose your printer from the list and click the Setup... button. A dialog box specific to your printer will be displayed. From this dialog box you can change the print resolution from the upper drop-down list box. Click the arrow to view your choices. If you are currently at 300 dots per inch, or higher, try something lower such as 150 or 75. Consider adding additional memory to your printer if this is an option.

Glossary

Boot

See Reboot.

Calendar

A pictorial way to illustrate the divisions of time. A calendar may represent a day, week, month, or year, or several of these at the same time. It may also identify the events that occur at various dates and times.

Click

Press the Pointing Device button once to indicate a selection. This will normally make a clicking sound to let you know you pressed hard enough.

Clip art

Picture artwork, stored in a file, that can be used to enhance and enliven your calendar printouts and displays. Calendar Magic can use any .pcx file for clip art.

Cold Start

To power up your computer when it has been turned off for any period of time. When the computer starts "Cold", all traces in memory of previously running programs have been completely eliminated, and the system is begun from scratch. See also Reboot, and Warm Start.

Cursor

Usually displayed in the shape of an arrow, this is a graphic representation of where Windows' input focus is. The cursor may take many shapes, including:

- an hour glass - wait, the program is busy...
- a vertical line - shows where the next typed letter will go
- a double head arrow - ready to move a window border
- a magnifying glass - ready to enlarge this area

Default

A field value that will remain in effect until you make a different choice. For example, the default date used by Calendar Magic when you request a new calendar is today's date. This will continue until it is changed by using the forward and reverse arrows, or by entering a new date directly using the Calendar Date dialog box.

Double Click

Click the Pointing Device button twice in quick succession. A single click normally selects an item. A Double Click normally takes direct action, such as launching a program, or moving the selected item into the box header.

Drop-down list

A list of choices that drops down from a selection box when you click on the arrow button. You may select any member of the list by clicking on it, or by highlighting it using the up and down arrow keys, and pressing Enter.

Event Group

An assembly of related Event Lists that may be associated with a particular calendar.

Event Item

Something that happens on a specific date and/or time, such as an anniversary, birthday, graduation, appointment, or other occasion. An event may occur on a regular basis (repeating event), an irregular basis (scattered event), or just one time (single event).

Event List

Any number of related Event Items that are connected for easy inclusion in one or more Event Groups.

Field

A place where you have the opportunity to enter information into the program. The information can either be typed in directly, the default accepted, or sometimes selected from a list box.

Font

The definition for a complete set of characters of a certain style to be used for display and printing of numbers, letters, and punctuation.

Icon

A pictorial representation of a program, group, file, or action. The icon for Calendar Magic is a miniature monthly calendar. Double click on an icon to launch the program it depicts.

Info Bar

See Status Bar.

Landscape

A description of the paper orientation in which the long portion of the paper is positioned at the top, similar to how you would normally look at a dollar bill.

Menu

A selection of options that may be implemented by clicking with the mouse, or by pressing the underlined key. Menus may be listed horizontally, as in the case of the Menu Bar, or listed vertically, as in the case of the drop-down menu.

Menu Bar

The horizontal bar just below the Title Bar that contains the main menu options. Selecting an option from this menu will open a vertical sub-menu. Select a menu option by clicking it with the mouse.

Page

The physical sheet of paper fed through the printer. Some printers feed single sheets of paper, others use removable tractor feed strips to move the paper through.

Point

Move your pointing device so that the cursor is touching the menu item, scroll bar, icon, window border, or other Windows item you want to work with.

Pointing Device

The mouse, pen, trackball, or other hardware mechanism that allows you to move the cursor around on the screen. Most pointing devices have at least one button to register a "click" on the item beneath the cursor.

Portrait

A description of the paper orientation in which the width, or shorter side, is positioned on top, similar to how you would normally view the Mona Lisa.

Reboot

Restart the system from the beginning, reinitializing all software currently running. This colorful term comes from the word "bootstraps": namely what your computer pulls itself up by when you start it from scratch.

CAUTION: Rebooting your system will delete all information in all currently running programs that has not been explicitly saved or previously backed up. The rebooting sequence is to either depress the keys Ctrl, Alt, and Delete all at the same time, or to power your computer off and then back on again. Some computers have a separate "reset" button to accomplish this. In Windows, you will receive a warning message when you first press Ctrl, Alt, and Delete. You must then press them a second time to effect a Reboot. See also Warm Start and Cold Start for more information.

Scroll Bars

The scroll bars allow you to view other parts of the calendar(s) which extend beyond the current window view. Scroll Bars may be either vertical, horizontal, or together on your screen at the same time. To change your view of the calendar, you may do the following:

- 1) click on the arrows at either end of the Scroll Bar to move a single row or column at a time.
- 2) click and hold on the square and slide it along the bar until you scroll the view to where you want it -- then release the mouse button.
- 3) click above or below the box on the bar: this will cause the display to scroll a full screen at a time.

Status Bar

The single line display at the lower left hand corner of the display window. Look here for short informational and help messages. The type and nature of the message depends on the context of what you are doing at the moment. Get in the habit of glancing at this area to help you become more familiar with the program.

Title Bar

The top horizontal portion of the window that displays the name of the currently opened calendar. Click in this area and hold the button down to move the calendar around on the screen.

Toolbar

This horizontal bar contains an array of buttons for selecting tools and functions with a single click. A small icon depicts the purpose for each tool.

Tropical Year

The length of time it takes for the sun to return to the Vernal Equinox, currently about 365.2422 days. Interestingly enough, this time is diminishing by one half second per century.

Warm Start

To reinitialize the computer without turning off the power. This is often accomplished by either pressing the keys Ctrl, Alt, and Delete all at the same time, or pressing the reset button on some computers. See Reboot for more information. A Warm Start is generally preferred to a Cold Start, since there is more electrical wear and tear on electronic components when the power is turned off and on. However, sometimes a Cold Start will be required if the system will not respond to a Warm Start request.

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**Calendar
Magic**

for Windows

User's Manual