

Home Office Team - Calendar

Home Office Team (HOT) Calendar is a convenient Windows utility which displays a monthly calendar and allows scrolling to any month or year. The calendar is fully user configurable for colors, fonts, 3-D effects and even a different picture for each month of the year!

Calendar Main Window
Menus

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HOT Calendar is an easy-to-use utility for Windows that provides you an on-screen replacement for that handy wall calendar

Click on any area of the Calendar window you want to know more about.



Menus

File

Options

Help

File

- Save Settings on Exit** When this menu option is checked, Calendar saves any settings you have changed such as colors, borders, 3-D effects, etc. in a file called CALENDAR.INI. If this option is not checked the file is left untouched.
- Print** Prints a graphic of the currently displayed calendar
- Exit** Quits Calendar

Options

TIP:

Before using any of these options, start Calendar and move its window to one side of the screen. Next select the desired option from the Options menu. Now move the selected option dialog to the other side of the screen until you can see the main Calendar window. Now each time you change a parameter you can see the effect. Keep changing parameters until you are satisfied. In almost all cases, the best way to understand the options below is to try all the options and see which pleases you the most.

Font

Allows selection of font type, font size, font style, and font color for date text as well as month/year text.

Border

Allows setting of divider style, border style and border color. Divider is the grid that contains the dates and it can be turned off, turned on using border or shadow color, or turned on using a 3-D effect, either raised or lowered. Border style lets you turn the border off or on, with square or rounded corners. Border color lets you select a color for the border.

3-D Effects

Allows setting various 3 dimensional effects. You can set the style and degree of effect for the main calendar area, the caption area, and the selected date.

Color

Provides the ability for setting various colors. You can set the background and foreground colors of the main calendar window. You can set the color for the foreground and background of the selected date. You can even set the light and dark colors for the 3-D effects.

Miscellaneous

Allows setting picture style, display of week numbers, horizontal alignment of dates, vertical alignment of dates, and language used by the calendar.

The picture style setting to display pictures only works if you have pictures present in the directory in which Calendar is installed. These pictures must be named as follows:

JAN.BMP	MAY.BMP	SEP.BMP
FEB.BMP	JUN.BMP	OCT.BMP
MAR.BMP	JUL.BMP	NOV.BMP
APR.BMP	AUG.BMP	DEC.BMP

You are free to edit and/or replace these pictures as long as you

maintain the naming convention of the files. Examine the included pictures to get an idea for the best size and color combination for your pictures. Be aware that the pictures used are stretched or shrunk to fit the display area and, therefore, all pictures may not look their best when displayed. If you have a picture you want to use try editing it into various formats and shapes until it looks its best when displayed by Calendar.

Reset

Resets all parameters to those in effect when Calendar was started.

Help

Contents

Displays the main help screen for HOT Calendar.

Search for Help on

Allows a search for a specific term.

How to Use Help

Displays help which explains how to use the Windows help system.

About Calendar

Displays information about HOT Calendar.

Picture Window

This is the area in which the picture is displayed. For more information on displaying pictures see [Options](#).

Month Window

This area displays the name of the active month. When Calendar first starts, this will be the current month as determined by your computer. If you press the arrow to the left of the month, Calendar will scroll to the previous month; if you press the arrow to the right of the month, Calendar will scroll to the next month.

Year Window

This area displays the name of the active year. When Calendar first starts, this will be the current year as determined by your computer. If you press the arrow to the left of the year, Calendar will scroll to the previous year (with the active month displayed); if you press the arrow to the right of the year, Calendar will scroll to the next year (again with the active month displayed.)

Day of Week Window

This area displays the days of the week, Su for Sunday, Mo for Monday, etc.

Date Window

This area contains all the dates of the active month. The currently selected date is highlighted.

