Contents for Calendar Help

You can use Windows Calendar to keep track of your appointments.
To learn how to use Help, press F1.

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Commands

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File Menu Commands

Use the scroll bar to see more commands.

New
Opens a new document.
When you choose New, you can save changes to the document you have been working on.

Open
Opens a document.
If you don't want to make any changes to the document, select the Read Only check box.
When you choose Open, you can save changes to the document you have been working on.

Save
Saves changes to the document you have been working on.
When you choose Save, the document remains open so you can continue working on it.

Save As
Saves a new or existing document.
You can name a new document, or save an existing document under a new name. The original document remains unchanged.

Print
Prints a list of appointments.

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

Print Setup
Selects a printer and sets printer options before printing. The available options depend on the printer you select.

Exit
Closes the document and quits Calendar.
You can save the document before quitting.

Edit Menu Commands

Use the <u>scroll bar</u> to see more commands.

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

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

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

Remove
Removes all entries from a range of appointment days.

View Menu Commands

Day
Switches from the Month view to the Day view.

Month
Switches from the Day view to the Month view.

Show Menu Commands

Use the <u>scroll bar</u> to see more commands.

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

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

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

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

Alarm Menu Commands

Set

Sets or removes an alarm.

Controls

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

Options Menu Commands

Use the <u>scroll bar</u> to see more commands.

Mark

Marks or unmarks special days in the Month view.

Special Time

Adds or removes special times in an appointment day. A special time is a time between the intervals set in the Day Settings dialog box.

Day Settings

Changes the settings for the Day view.

You can specify the intervals between appointments, the type of clock (12- or 24-hour) to use, and the starting time that appears at the upper left of the window.

Changing Between the Day and Month View

When you start Calendar, you see one full day (the Day view).

To change from the Day to the Month view

▶ Double-click the status line.
  Or, from the View menu, choose Month.

To change from the Month to the Day view

▶ Double-click the status line. Or double-click a specific day.
  If you are using the keyboard, from the View menu, choose Day.
  Or use the arrow keys to move to a specific day, and then press ENTER.

Moving Around the Month View

To move around the Month view, do the following.

To move to	Do this
The next month	Click the right arrow in the status line.
	Or choose Next from the Show menu.
The previous month	Click the left arrow in the status line.
	Or choose Previous from the Show menu.
The current month	From the Show menu, choose Today.
A specific date	From the Show menu, choose Date, and then type a specific date in the Show Date box.

Moving to Different Appointment Days

To move to different appointment days in the Day view, do the following.

To move to	Do this
The previous day	Click the left arrow in the status line.
	Or choose Previous from the Show menu.
The next day	Click the right arrow in the status line.
	Or choose Next from the Show menu.
The current day	From the Show menu, choose Today.

Moving to Specific Days

To move to a specific day

1 From the Show menu, choose Date.

2 In the Show Date box, type the date you want to move to.

3 Choose the OK button.

Moving to Appointment Times

When using the Day view, you can move to specific appointment times.

To move to an appointment time
▶ Click the time.
  Or use the following keys.

Press	To move to
UP ARROW	The time above
DOWN ARROW or ENTER	The time below
PAGE UP	The previous screen
PAGE DOWN	The next screen
CTRL+HOME	The starting time
CTRL+END	Twelve entries after the starting time

Entering Appointments

When using the Day view, you can type descriptions of your appointments. You can type up to 80 characters.

To enter text for an appointment day

1 Move the insertion point to the appointment time.
2 Type any information you want to include.

Adding Notes to the Scratch Pad

The scratch pad is the area below the appointment times.

To add notes to the scratch pad

1 Click the scratch pad.
   Or press TAB.
2 Type up to three lines of text.
   Or paste text from the Clipboard.
3 To return to the appointment area, click it.
   Or press TAB.

Removing Entries from Appointment Days

You can remove appointments from a single day or a range of days, to make room for other appointments.

To remove entries from appointment days

1 From the Edit menu, choose Remove.

2 In the From box, type the first date.

3 In the To box, type the last date.

   To remove entries from one appointment day, leave the To box blank.

4 Choose the OK button.

Setting and Removing Alarms for Appointment Times

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

If Calendar is	This happens
The active window	A dialog box reminds you of the appointment.
An inactive window	The Calendar title bar and borders flash.
An icon	The icon flashes.

To set an alarm

1 Move to the appointment time.
2 From the Alarm menu, choose Set.

To remove an alarm

1 Move to the time the alarm is set for.
2 From the Alarm menu, choose Set.

Changing the Sound Option

Calendar visually alerts you about your appointments. The alarm also makes a sound. You can turn the sound off if you want.

To turn the alarm's sound on or off

1 From the Alarm menu, choose Controls.

2 Select or clear the Sound check box.

3 Choose the OK button.

Note: If you have used the Sound option in Control Panel to turn off the warning beep in Windows, the Calendar alarm will not sound.

Setting the Alarm for an Early Ring

You can set an alarm to go off up to 10 minutes before the appointment time.

To set an alarm to go off early
1 Set the alarm for an appointment time.
2 From the Alarm menu, choose Controls.
3 In the Early Ring box, type a number from 0 to 10.
4 Choose the OK button.

Turning Off the Alarm

To turn off the alarm

1 If the Calendar window is inactive or minimized, first make the window active or select the icon.
2 In the Alarm dialog box, choose the OK button.

Adding and Removing Special Times

A time is special if it falls between the regular time intervals you have set of 15, 30, or 60 minutes--for example, 9:25.

To add a special time

1 From the Options menu, choose Special Time.

2 In the Special Time box, type the time.

3 Select the AM or PM option if you are using a 12-hour clock.

4 Choose the Insert button.

To remove a special time

1 Move the insertion point to the time.

2 From the Options menu, choose Special Time.

3 Choose the Delete button.

Changing the Day Settings

You can customize the Day view of your calendar.

To change the day settings

1 From the Options menu, choose Day Settings.

2 Change the appropriate options, and then choose the OK button.

Use	To specify
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 upper left of the window when you first view an appointment day.

Marking Dates in a Month

You can mark a special date while in either the Day or Month view, but it is displayed in the Month view only.

To mark a specific date
1 Click the date you want to mark.

   Or use the arrow keys to move to the date.
2 From the Options menu, choose Mark.
3 Select a Mark Symbol check box.

   You can select more than one symbol, if you want.
4 Choose the OK button.

To remove a mark
1 Move to the marked date.
2 From the Options menu, choose Mark.
3 Clear the check box of the symbol you want to remove.
4 Choose the OK button.

Printing Appointments

If you have connected and installed a printer, you can print a list of your appointments.

To print a list of appointments
1 From the File menu, choose Print.
2 In the From box, type the beginning date.
3 In the To box, type the ending date.
   To print a single day's appointments, leave the To box blank.
4 Choose the OK button.

Printing Headers and Footers

To print a header or footer
1 From the File menu, choose Page Setup.
2 Type the <u>header</u> or <u>footer</u> text, codes, or both, and then choose the OK button.

Type	For
&d	The current date
&p	Page numbers
&f	The current filename
&l	Text (following the code) to be aligned at the left margin
&r	Text (following the code) to be aligned at the right margin
&c	Text (following the code) to be centered between the margins
&t	The current time