



Swimsuit Calendar

for Windows

User's Guide

Notice

Sports Illustrated Swimsuit Calendar User's Guide

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Cambridge, MA 02139-1901

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IMPORTANT NOTE: In order to receive technical support and notification of product upgrading and enhancements, please complete and return the accompanying registration card.

Getting Started

Welcome to the Sports Illustrated® Swimsuit Calendar for Windows, the program that makes it easy to publish your business and personal events in customized calendars that look as if they were designed and printed by a graphic designer. Give your calendars a “sporty” look with the included sports clip art or spice them up with the swimsuit model images.

Here are just some of the advantages you get when you create calendars with SI Swimsuit Calendar:

- Enter all types of events. Put meetings, conferences, classes, lunches, birthdays, ball games, or vacations on your calendar.
- Maintain separate lists for different types of events. Display and print the events from different lists together in one calendar. You can combine your own lists with sample lists included with the program, like the birthday list of popular sports stars.
- Add pictures with ease. Page through PowerAlbum™, the online clip art album, to find just the right pictures to illustrate your calendar. Your package includes a variety of sports clip art and Sports Illustrated swimsuit model images.
- Publish calendars for days, weeks, months, or years. Choose from a wide selection of predesigned layouts covering any time period from a day to a year.
- Create your own organizer by printing an InstaBook™, a set of calendars printed on ordinary paper that you can fold, trim, and staple into a booklet.
- Share event lists. Whether you’re working on a standalone machine or on a network, it’s easy to publish group calendars by combining your own lists with those of your colleagues.

Using this manual

This manual contains all the information that you need to learn SI Swimsuit Calendar. If you are an advanced computer user, you may be able to skim certain parts.

The names of keyboard keys are printed in small caps, such as `ENTER`, `F1`, and `TAB`. `UP` refers to the up-arrow key. `DOWN` refers to the down-arrow key. `PGUP` and `PGDN` refer to the page-up and page-down keys.

Text that you type and messages from the program are printed in the Courier typeface, for example, `Robin's graduation`.

Instructions for making choices from pull-down menus follow this convention: menu name | option. For example, the instruction “Pull down the File menu and choose New” appears as “Choose File | New.”

Cross references appear like this: “How it works: Event lists” in Chapter 2. “How it works” is a main section in Chapter 2; “Event lists” is a subsection of the main section.

Finding help

If you have questions, check the relevant portion of the manual or Appendix A, “Tips and troubleshooting.” Or try the online Help system.

To get help while using SI Swimsuit Calendar:

- Point to a menu, menu option or button on the toolbar then press and hold the left mouse button. An explanation of the option or tool appears in the message line at the bottom of the screen.
- Click the Help button in a dialog box to open the appropriate Help topic.
- Choose any of the following from the Help menu:

`Contents` is a table of contents for the entire Help system.

`Keyboard & Mouse` is a list of the shortcut keys that you can use instead of the mouse.

`How To` gives you quick step-by-step procedures for all SI Swimsuit Calendar functions.

`Parts Of The Screen` is a directory of the icons on your screen.

`Glossary` defines special terms used in the program.

For Calendar Creator Plus for DOS users outlines issues that Calendar Creator Plus for DOS users may encounter.

Using Help explains how to use the Help system.

About SI Swimsuit Calendar tells you the number of the SI Swimsuit Calendar version you are using.

Contacting Technical Support

If you can't find the answer in the manual or the Help system, our Technical Support Department can help you. Have your computer turned on and this information available before you call:

- The product name and version number (Choose About from the Help menu)
- Amount of RAM in your system
- DOS and Windows version numbers
- The exact wording of any error messages

Contact Technical Support at:

(770) 428-0008

9:00 am to 8:00 pm Monday through Friday

(Eastern Standard Time)

Send correspondence to:

SoftKey International Technical Support

450 Franklin Road

Suite 100

Marietta, GA 30067

For information regarding replacement diskettes and manuals, contact

Customer Service at:

(800) 227-5609

9:00 am to 6:00 pm Monday through Friday

(Eastern Standard Time)

Installing SI Swimsuit Calendar

SI Swimsuit Calendar for Windows requires the following hardware and software:

- An 386, 486 or higher IBM compatible computer
- 4 Mb of RAM (8 Mb recommended)
- MS-DOS Version 5.0 or later
- Microsoft Windows 3.1 or later
- A hard disk
- A CD-ROM drive
- Super VGA graphic display card
- Microsoft or compatible mouse

Basic installation

These instructions explain how to install the complete SI Swimsuit Calendar on an individual workstation. (See Chapter 9, "Networks," to learn how to install the program on a local area network.)

To install the entire program:

1. If necessary, start Windows.
2. Insert the SI Swimsuit Calendar CD into your CD-ROM drive.
3. Choose File | Run from the Program Manager menu.
4. In the Command Line field, type `d:\win31\setup.exe` where `d:` is the letter of your CD-ROM drive. Click OK.
5. Choose Typical Setup.

Follow the directions on the screen.

To change any of the directories or omit some of the optional files, see the instructions for performing custom installation.

6. When Sports Illustrated calendar installation is complete, choose Yes to install the screen saver, or exit to return to Windows.

Custom installation

Follow these steps if you want to change the directories the files install to, don't want to install all the parts of the program, or want to install some or all of the clip art to your hard drive.

To run custom installation:

1. Complete steps 1 through 4 under "Typical installation."
2. Choose Custom Setup.

Click **Go Back** to return to the original SI Swimsuit Calendar Setup screen or **Exit Setup** return to Windows without installing SI Swimsuit Calendar.

3. Check the **Space Required** and **Space Available** next to the Program path button. They tell you the space available on each drive named in the path fields and how much space the SI Swimsuit Calendar files will take up on that drive.

If you don't have enough space for the files, but have space on another drive, follow step 4 to change the path name to that drive. Or, read further to learn how to exclude some files.

If you do have enough space to install all the files, skip to step 5.

4. Click the **Path** button next to the program component, and type the new path name. Choose **OK**.
5. To exclude a set of files, such as all the workspaces, click the check box next to the option so that it is blank.
6. Choose to install both the clip art and albums, only the albums, or only the art.

If you're installing the albums, click on the **Categories** button to choose to install only certain albums (and their corresponding art files, if you chose to install the art as well). Albums with check marks next to their names will be installed. Click on **OK**.

7. When you have finished your selections, click **Install**.
8. When Sports Illustrated calendar installation is complete, choose **Yes** to install the screen saver, or **exit** to return to Windows.

Note: If you choose not to copy the art to your hard drive, be sure to place the CD in your CD-ROM drive whenever you use PowerAlbum to place art from the CD into SI Swimsuit Calendar or another application.

Once you have installed the program, in the U.S. call SoftKey at 1-800-845-8692, to register your program, making you eligible to receive technical support and discounts on program upgrades.

International users

To choose a different Country, Language, Keyboard Layout, Measurement, Date Format, or Time Format, use the Windows Control Panel. Consult your Windows documentation for instructions.

Choosing a different language causes the names of the months and days of the week and the &count and &birthday fields to appear in the selected language. Onscreen messages, menus, the QuickDate, and dialog box options remain in English. When you choose a different country, the date and time formats for insert fields and events change to match the country.

While installing SI Swimsuit Calendar, you can to install event lists containing national holidays from different countries in the language of that country.

If you choose metric measurement in the Control Panel, all numbers relating to paper size are in centimeters. Any existing paper stock that was defined in inches displays its equivalent metric measurements, but still remains stored on disk in inches. If you create a new paper stock in metric, the exact metric measurements are saved to disk.

Quick start

This section gives you a quick overview of how to start and use SI Swimsuit Calendar. For more detailed information on any function, see the chapter in this manual that discusses that function.

You create calendars in seven basic steps.

1. Start the program.
2. Open one or more event lists or create new ones.
3. Update the event list as needed.
4. Choose a calendar layout.
5. Format the event list text and calendar layout as desired.
6. Add pictures. (Optional.)
7. Print the calendar.

1. Starting and exiting

To start SI Swimsuit Calendar, double-click the program icon.

To leave SI Swimsuit Calendar, choose File | Exit.

2. Creating and opening event lists

When you first start the program, you see a blank calendar with no events because there are no event lists open.

To create a new event list, choose File | New. Then choose Events | Add Event to start entering events.

To open one or more existing event lists, choose File | Open. Hold down CTRL while selecting event list names to open multiple lists at once. The events in the open event lists immediately appear in the calendar onscreen.

3. Adding and updating events

To add an event, choose Events | Add Event. Every event must have a name and a start date; all other information is optional. You can type the date in the Start Date field or use the QuickDate calendar. In the QuickDate calendar, click the day or days when the event takes place. You can choose days from different months or years, if necessary.

To enter events that repeat at regular intervals, enter the event name and starting date and choose Repeats. Choose the type of rule on the left side of the dialog box and then select the appropriate options in the right side of the box. Click OK to return to the Add Event dialog box.

You can choose Priority, Style, Font, Picture, Note, or Banner to format an event at the same time that you enter it. See Chapters 3, “Events,” and 6, “Using pictures,” for an explanation of these options.

To add the event, first choose the event list from the Event List option list. To add the event and close the dialog box, choose OK. To add the event and leave the dialog box open, choose Add Another.

Updating

To update an event, select it and choose Events | Modify Event, or double-click the event. Update the information and choose OK.

Saving changes

To save an event list, choose File | Save.

4. Choosing a layout

To display events in a different calendar layout, choose a layout from the Layout menu or from the drop-down list on the toolbar.

Changing calendar dates

To change the dates displayed in the calendar layout, choose the QuickDate

button from the calendar window control bar or click the arrows on either side of the date on the same control bar.

Viewing calendars and event lists

To switch between the calendar in the calendar window and the event list in the event list window, choose the Calendar or the event list name from the Window menu or choose the appropriate icon from the left side of the view bar. See “Changing views” in Chapter 2 to learn more about moving around in the program.

5. Formatting events and layouts

Events

To change an event's font, type size, type style, special type effects, alignment, or color, select the event and choose Format | Font. As a shortcut, you can choose a number of formatting options from the toolbar. See Chapter 2, “Basics,” for a description of the buttons and menus on the toolbar.

To define an event style that sets a number of event formatting options at once, choose Format | Define Event Style. To apply a style, choose Format | Event Styles.

Layouts

You change the format of each calendar layout separately. Changes made to one layout do not affect any of the other layouts. You can also change the way events appear in a selected layout, without affecting the formatting of the individual events.

To choose a professionally-designed calendar layout, use the QuickStyle command (Layout | QuickStyle). Select a calendar style and click OK. You can then modify the layout options to suit your needs.

Note When you choose a QuickStyle, the text of calendar titles, subtitles, and footers is modified. To save changes that you have already made, save your workspace before choosing a QuickStyle. See Chapter 7, “QuickStyle formatting and design tips,” for more information.

Choose Format | Page Setup or Layout | Layout Options. Choose the layout first from the drop-down list, then select the type of option you want to change on the left side of the dialog box:

- **Appearance** Changes the way a layout looks, including borders and shading. Controls whether a big picture appears on the calendar.
- **Titles & pictures** Adds a title, subtitle, or footer to a layout and allows you to attach big or small pictures. In most layouts you can also modify the font options for the days of the week, the days of the month, and times.

- **Event display** Changes the way events appear in a specific layout.
- **Page setup** Changes the size of the page or form, page orientation, or the form margins for a selected layout.
- **Overflow** Changes the way overflow events are handled in a layout. An overflow occurs when there are too many events to fit into a day or time cell in a particular layout.

The layout that you are changing does not have to be the one currently displayed onscreen. However, it is useful to display it onscreen to check the effects of your changes.

6. Adding pictures

To add a picture that will appear with the event, select the event and choose **Format | Picture**. Choose either **PowerAlbum** or **Select File** to select the picture, then choose the display options in the **Modify Picture** dialog box.

It's easy to add one of the **Sports Illustrated** swimsuit model pictures to your calendar. Simply choose **Layout | Layout Options**. Select the layout, then choose **Titles & Pictures** to select the options. You can select a big picture to display with most calendar layouts. You can also place a small title picture in the upper-left or -right corner of most calendars.

Choose **Appearance** and indicate whether to display the big picture above a calendar or on its facing page. To view a big picture, choose **View | Zoom | Form Preview**.

7. Printing

To print a calendar in the selected layout, make sure you have chosen the desired page size (**Format | Page Setup**) and adjusted the size of the layout fonts, if necessary. Then choose **File | Print**. Select the options that you want, then choose **Print**.

To print on both sides of the page, see Appendix C, "Double-sided printing."

The next step

Enjoy creating your calendars! **SI Swimsuit Calendar** has many features that will help you enter events and design your calendars. If you need more information on a topic, consult the appropriate reference chapter in the manual. You can also press **F1** or, if you are in a dialog box, choose a **Help** button to open the **Help** system.

Basics

This chapter presents the concepts of event lists, event styles, layouts, and workspaces, and explains how to use the various parts of the SI Swimsuit Calendar screen.

The chapter discusses these topics:

- Basic concepts
- Parts of the screen
- Using the toolbar
- Changing views
- Going to another time
- Setting the last calendar year

Basic concepts

This section presents the basic concepts of event lists, event styles, layouts, and workspaces, all of which together make up calendars. Event lists and event styles control the text of individual activities and how they look, while layouts and workspaces determine the overall look of the calendar itself.

Event lists

An event list is a collection of activities or occasions that SI Swimsuit Calendar saves together as a file. Anything that you want printed or displayed on a calendar should be entered on an event list, such as appointments, birthdays and other special occasions, classes, etc. You can build event lists that relate to one subject, such as business meetings, anniversaries and birthdays, or social activities. All event lists have a .CCE extension.

An event list onscreen

	Event	P	Date	Time	Style			
<input checked="" type="checkbox"/>	Andre Agassi Birthday		4/29/99		Birthday			
<input checked="" type="checkbox"/>	Arnold Palmer Birthday		9/10/99		Birthday			
<input checked="" type="checkbox"/>	Babe Ruth (1895)		2/6/99		Birthday			
<input checked="" type="checkbox"/>	Billy Jean King Birthday		11/22/99		Birthday			
<input checked="" type="checkbox"/>	Brian Borg Birthday		6/6/99		Birthday			
<input checked="" type="checkbox"/>	Boomer Easonso Birthday		4/7/99		Birthday			
<input checked="" type="checkbox"/>	Brett Butler Birthday		6/15/99		Birthday			
<input checked="" type="checkbox"/>	Bubba Smith Birthday		2/28/99		Birthday			
<input checked="" type="checkbox"/>	Charles Barkley Birthday		2/20/99		Birthday			

By opening multiple event lists together, you can create customized calendars showing only specific types of events. For example, suppose that you have created an event list for business meetings (MEETINGS), one for deadlines (DUEDATES), and one for conferences (CONFRNCE). Here are some sample combinations:

- MEETINGS and CONFRNCE
- DUEDATES only
- CONFRNCE, MEETINGS, and DUEDATES

You can create a single calendar that combines event lists for several different people. For example, publishing a combined monthly schedule for Marty, Anne, and Eric makes it easy to keep track of all three people and note conflicting dates.

SI Swimsuit Calendar also includes a variety of ready-made event lists, such as celebrities' birthdays, U.S. presidents' birthdays, and holidays of many different countries. You can choose which of the lists to install when you first install the program, or you can rerun Setup later to install others (see "Installing SI Swimsuit Calendar" in Chapter 1). Once you have installed them, you can edit them and add or delete events just like event lists you create yourself.

Formatting events

You can give the event text a different look to make it stand out. Here are some of the things you can do:

- Change the font, type size, alignment, and color of the text
- Place the text in a box or in a banner (a box that can extend over one or more days) and shade the box or banner if desired
- Attach a picture (graphic)
- Assign a priority, so that it will print ahead of or behind other events

The illustration shows a calendar with formatted events:

11	12	13 8:30 AM Design group meeting	14 Printing deadline	15	16	17	Formatted events in a calendar
PC Conference at Las Vegas							
18	19 Roger's birthday	20	21 9:00 AM Company meeting - in the Conf. Room	22	23	24	

The section "Formatting event text" in Chapter 4 explains all the text formatting options.

If you want, you can save the format options that you have set for an event as an event style. Later, you can apply the style to another event, or to an entire event list, in order to set all the format options automatically.

You can create different event styles to identify different types of events. For example, you might give all the birthdays the same style, so that every time a birthday appears in the calendar, it appears in Arial 12 point in the color red.

SI Swimsuit Calendar comes with a selection of event styles, ready to go. You can use these as they are, modify them, or create more of your own (see "Formatting event text: Event styles" in Chapter 3).

Layouts

A layout is a calendar design that covers a specific time period, such as one day, one week, or one month. When you start SI Swimsuit Calendar for the first time, you see a layout for a one-month calendar. You can change this by choosing another layout from the Layout menu.

The layout is like a blank form. It is completely independent of the events you place in it. A one-month calendar layout can hold an event list with a class schedule, an event list of birthdays, a business event list, or all three. On the other hand, you can display the same event list(s) in any of the layouts.

Some events displayed in month layout

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Finish report	2 7:00 PM Janet to leave for Boston	3 1:30 PM Priority planning	4 4:00 PM Pick up tickets	5 Call Janet re. conference Prepare presentation Pick up laundry	6 Review schedule meeting	7 1. Pay bills 2. Groceries 3. Laundry
		MDA Conference in Boston				

Some events displayed in week layout

Monday 11	5:00 PM Janet to leave for Boston PC Conference in Las Vegas
Tuesday 12	9:30 AM Design group meeting PC Conference in Las Vegas
Wednesday 13	3:00 PM Printing deadline PC Conference in Las Vegas

Formatting layouts

Each basic layout has its own preset design. You can use the layout as is, with no extra formatting or options, to produce good-looking calendars. As you become more experienced, however, you may want to modify the preset layouts by adding your own titles, changing the week display, using different type settings, or adding pictures. Chapter 4, "Layouts," explains all of the layout options.

When you exit SI Swimsuit Calendar, the layout changes that you made during the session are saved as defaults. If you want to save the layout options for a particular calendar, save them as a workspace (see "Workspaces" later in this chapter). To return to the program's original layout settings, choose File | Workspace | New.

QuickStyle formatting

You can start your layout decisions by using the QuickStyle command to format the layout in a professionally-designed calendar style. When you select a QuickStyle, SI Swimsuit Calendar chooses the appropriate calendar text, fonts, borders, and shading needed to give your calendar a particular look (such as Modern or Elegant). If you want, you can modify the layout options from that point. Chapter 7, "QuickStyle formatting and design tips," explains how to use the QuickStyle command.

Workspaces

A workspace contains all of the information for a particular calendar. It consists of the currently selected layout, the names of the open event lists and graphic files, plus the layout options currently in effect for all the layouts. Workspaces have .CCW extensions.

Saving a workspace is like taking a snapshot of your current session; it records all the information about the session as it is at that moment. Later, you can reopen the workspace file and recreate the session just as it was when it was saved. You can reprint the calendar without having to recreate the formatting or open each event list.

For example, suppose you have a schedule for a training course that you need to update and print several times a year. You open the TRINEV and the HOLIDAYS event lists, choose the Multi-week layout, and choose layout options to format it. When you like the way the calendar looks, you save this current session as a workspace file named TRAINCAL.CCW. The next time you need to print the schedule, open this workspace instead of the event lists. The TRINEV and HOLIDAYS event lists open automatically, and all the layout options reappear just as you left them. All you need to do is update the event lists, if necessary, and print.

You don't have to save your workspace to work in SI Swimsuit Calendar, but using workspace files can save you time and effort.

Saving a workspace

Because saving a workspace is optional, all the workspace file management options are grouped together under File | Workspace. Here is how to save your workspace.

1. Work with the calendar layout options until you like the way the calendar looks.
2. Choose File | Workspace | Save As.
3. Choose the drive and directory where you want to store the new workspace file.
4. In the File Name box, type the new workspace name.

You can enter an eight-character file name. The program will automatically add the .CCW extension.

5. In the Description box, enter a description if you want. This is optional.
6. Choose OK.

The new workspace file contains your current workspace information. The workspace name appears in the title bar at the top of the application window.

Updating a workspace

If you make changes to the workspace after saving it, such as changing a margin, or opening another event list, that information will not be part of the workspace file unless you resave the file.

- To save changes to the workspace file, choose File | Workspace | Save.

Important! Updating your workspace file does not save changes made to the open event lists. The workspace file contains only the path names of the open event lists, not the events themselves. When you add or update events, use File | Save to save the event lists separately.

The fact that the workspaces and event lists are separate files means that you can edit them independently of each other. When you open a workspace, you know that the event lists that open with it contain the latest event information.

Opening a workspace

You work in only one workspace at a time. When you open another workspace, the current one automatically closes.

1. Choose File | Workspace | Open.
2. If necessary, navigate the Drives and Directories boxes to display the directory that contains the workspace file you want to open.
3. Choose the file you want, then choose OK.

You will be prompted to save your current workspace. If you choose no, those workspace settings will be lost.

If you had any event lists open when you started step 1, they close, and the event lists that belong to the selected workspace open. If the program can't find one of the event lists named in the workspace, a dialog box appears warning you that the file is missing. Choose OK to open the workspace. Once it is open, choose File | Open to locate and open the missing event list. The calendar layout options return to the way they were when you last saved the workspace file.

Shortcut The names of the last four workspaces you opened or saved appear at the bottom of the File menu. To open one of these workspaces, select the name.

Using predefined workspaces

SI Swimsuit Calendar includes predefined workspaces suited to specific purposes. These workspaces contain all the layout option settings necessary to print InstaBooks™. When you open the ORGANIZE.CCW workspace, for example, the Organizer paper stock is already chosen for you, and the margins and type sizes match the paper size. You can modify the workspace layout options, including the paper stock.

Restoring the original workspace

Whenever you want, you can return to the original workspace that appeared when you first started SI Swimsuit Calendar. This resets all the layout options to the way they were when you installed the program.

- Choose File | Workspace | New. You will be prompted to save existing open event lists and the current workspace.

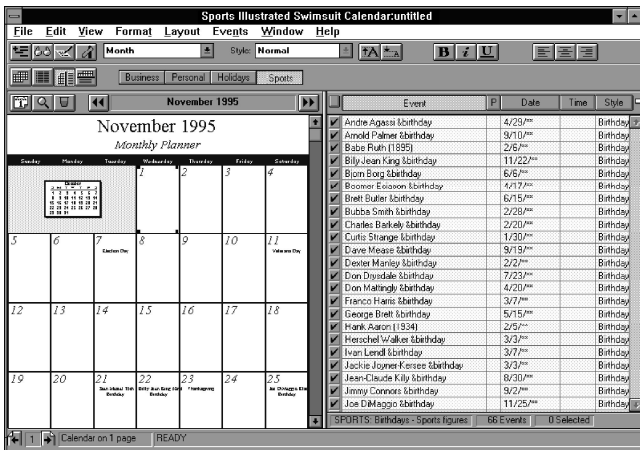
All event lists close. The calendar window looks the way it did when you started SI Swimsuit Calendar for the first time, except that it shows the current month and year.

Parts of the screen

This section gives you a quick tour of the SI Swimsuit Calendar screen and explains how to use the buttons on the control bars to control the display and perform certain tasks.

This manual assumes that you are familiar with basic Windows concepts, windows, dialog boxes, and mouse techniques. For information on these and other Windows concepts and utilities, such as the File Manager, see your Windows documentation.

The following illustration shows the SI Swimsuit Calendar screen with a calendar and an event list side by side.



Title bar

The bar across the top of the application window shows the name of the application, followed by the name of the workspace, if you have saved it.

Menu bar

The menu bar contains the SI Swimsuit Calendar pull-down menus. For a quick definition of the function of menus or menu options, place the pointer on the menu, press and hold the left mouse button, and read the message on the message bar at the bottom of the window. To avoid choosing the option at the same time, move the pointer away before you release the mouse button.

Toolbar

The toolbar buttons allow you to bypass some of the menu options and dialog buttons. For a description of each one, see “Using the toolbar” later in this chapter.

View bar

The first four buttons change the calendar and event list window displays: full-screen calendar window, full-screen event list window, vertical split screen, horizontal split screen.

The remainder of the view bar displays buttons representing the open event lists. To display a list in the event list window, click its button. If there are too many lists to display in the view bar, arrows appear at either end. Click the arrows to show the remaining buttons. See “Changing views” in this chapter for more information.

Message bar

This bar at the bottom of the SI Swimsuit Calendar screen displays information about the menus, menu options, and the toolbar, view bar and calendar control buttons. Point to the menu, option, or button, then press and hold the mouse button to display the message.

The message bar also tells you the current calendar layout option (for example, Big Picture On The Top or Calendar On 2 Pages). This is the option that is currently selected in Layout | Layout Options | Appearance.

Previous/Next page icons

The multi-month layout spreads across three pages; the text and year layouts can spread to multiple pages; and the month, week, week schedule, and day layouts can spread across two pages. Clicking the next and previous page arrows in the lower-left corner of the calendar window lets you display the different pages on the screen. View | Go To | Previous Page and Next Page changes pages in the same way.

Note If you have a big picture on the facing page, clicking the page icon will not display that page. You can only view a big picture in Form Preview (View | Zoom | Form Preview).

Refreshing the screen

Sometimes the SI Swimsuit Calendar screen does not refresh, or redraw, properly, so the calendar window seems distorted. To correct the screen display, click the page number icon in the lower-left corner of the calendar window.

Working windows

SI Swimsuit Calendar has two working windows, the event list window and the calendar window.

Use the event list window to get an overview of the event list, find events for editing, learn which options have been turned on for a particular event, and temporarily prevent selected event(s) from appearing in the calendar. See “Event list window” in Chapter 3 to learn how to use the window and how to display a different event list.

The calendar window shows the calendar as it will print, with the currently selected layout, the formatted events from all of the open event lists, and any pictures attached to the events or to the layout. See “Calendar window” in Chapter 4 to learn how to use the calendar window controls.

You can choose to work in either window or choose one of the split-screen views to work in both. Each window has its own control bar and provides a different kind of information. Many of the buttons on the view bar and toolbar can be used from either window.

See “Changing views,” later in this chapter to learn how to move between full-screen and split-screen views of the windows.

Using the toolbar

The toolbar contains buttons for working with events and changing your layout.

This table explains the function of the toolbar buttons.

Click this

To do this



Add an event.












Search open event lists for specified event text.



Add, edit, or read a note attached to the selected event.



If Auto-update is on, this button notifies you when a read-only event list that someone else is using has changed. Clicking the button updates your copy of the event list.





<u>Click this</u>	<u>To do this</u>
	Change the calendar layout.
	Change the style of the selected event(s).
	Change the type size of the selected event or the selected calendar type. Click the large letter A to increase the type size, or the small letter A to decrease the type size, by 10 percent.
	Change the type style of the selected event or the selected calendar type to bold.
	Change the type style of the selected event or the selected calendar type to italic.
	<u>Underline</u> the selected event or the selected calendar type.
	Left justify the event list text, calendar title, calendar footer, or day of the month numbers.
	Center the event list text, calendar title, calendar footer, or day of the month numbers.
	Right justify the event list text, calendar title, calendar footer, or day of the month numbers.

If you forget the function of a toolbar button, place the pointer on the button, press and hold the mouse button, and read the message on the message bar at the bottom of the screen. (If you don't want to choose the option, move the pointer to another location before releasing the mouse button.)



Changing views

SI Swimsuit Calendar gives you many ways to see the calendar and event list windows on the screen. These options appear both on the view bar and in the View menu.

Use the buttons on the view bar to control the way calendars and event lists are displayed on the screen.

<u>Click this</u>	<u>Or choose</u>	<u>To do this</u>
no button	View Normal	Display the calendar with pictures chosen for the calendar or for any events.
no button	View Draft	Substitute gray boxes for pictures so the calendar window reappears faster after you have made a change. It does not affect printing.
	View Calendar	Display only the calendar window. Depending on the zoom option selected, you see the entire calendar or just a portion of it.
	View Event List	Display only the event list window with the currently active event list.
	View Split –Vertical	Display a vertical split screen showing both the calendar and event list windows.
	View Split –Horizontal	Display a horizontal split screen showing both the calendar and event list windows.
no button	View Go To	Display another menu with options for moving the calendar to another time period. See “Going to another time” later in this chapter.

The buttons for the next two View menu options are on the Calendar control bar.

	View Zoom	Enlarge or reduce the view of the calendar window. See “Calendar window” in Chapter 4.
	View Go To Next overflow	When there are overflow events in the calendar onscreen (not all of the events can fit into the day cell), the pitcher icon tips and changes color. Pressing the tipped icon selects the next overflow date box (it has a down arrow in the lower

right corner). See “Too many events” in Chapter 4.

Working with split screens

In the two split-screen views, vertical and horizontal, you can see both the calendar and the event list windows onscreen at the same time. This allows you to compare the information in the active event list to what you see in the calendar.

To switch from one window to the other, click somewhere inside the inactive window or press F6. You can also pull down the Window menu and choose Calendar or the event list name.

To change the size of either the calendar or event list window, point to the line that separates the two screens. The pointer changes to a double-headed arrow. Press and hold the mouse button and move the arrow left or right to change the size of the vertical split screen. Move it up or down to change the size of the horizontal split screen.

In some layouts, the split-screen views show only part of the calendar or the event list. Use the scroll bars to move to other parts of the calendar. Use the vertical scroll bar to move up and down the event list.

Going to another time

A calendar layout can display a period of time in any year from 100 to 2100. There are several ways to change the time period displayed. Use the method that is most convenient.

Previous/Next period

A quick way to change the time period covered by the calendar layout is to click one of the arrows on either side of the date box in the calendar window control bar. This is useful for moving a short distance forward or back in time.

- Click the left double arrow to move to the previous day, week, month, or year, depending on the selected layout. Choose View | Go To | Previous time period to do the same thing. In the multi-week, multi-month, year, and text layouts, click the single arrow to move the calendar backward by one week or month.

- Click the right double arrow to move to the next day, week, month, or year, depending on the selected layout. Choose View | Go To | Next time period to do the same thing. In the multi-week, multi-month, year, and text layouts, click the single arrow to move the calendar forward by one week or month.

QuickDate

To move quickly to any nearby time period, use the QuickDate calendar.

1. Click the QuickDate button on the calendar window control bar or press CTRL+G.

QuickDate
button



The QuickDate dialog box appears. It shows the same month and year as the calendar on your screen. All days that have one or more events are shown in a different color.

QuickDate
dialog box



2. To change the year, click the year button at the top of the box.
Choose the left arrow to display buttons for past years or the right arrow to display buttons for future years. The calendar days change to reflect your choice.
3. To display another month, choose the button with the first three letters of the month.
4. Double-click a day in the month or choose OK.

QuickDate closes, and your calendar layout displays the appropriate time period that includes the day you selected in step 3.

For example, if you have chosen a week layout and you want to print a calendar that includes July 13, 1994, open QuickDate and choose 94, Jul, and 13. The calendar window will display a calendar for July 10 through July 16, 1994.

Because the QuickDate makes it easy to choose dates for another month or year, you will also find a version of it in the Add Event and Modify Event dialog boxes and in the Go To Date option. In addition, many of the date fields in other dialog boxes let you use QuickDate to select a date.

Go To Any Year

The Go To Date option allows you to type in a date in order to display a specific time period in the calendar. This is especially useful when you want to display a calendar in the distant past or future, for example, the month of October, 1492.

1. Choose View | Go To | Date from the menu bar.
2. Type the date you want in the Go To field, for example:
10/12/1492.

Or, click the QuickDate button to choose the date you want from the QuickDate calendar, as described in the previous section.

3. Choose OK.

The dialog box closes, and your layout displays the selected date.

Setting the last calendar year

As mentioned previously, SI Swimsuit Calendar lets you create calendars for any year between 100 A.D. to 2100 A.D. In the Preferences dialog box you can set a default ending year that limits the number of occurrences for open-ended repeating events, that is, events like birthdays that repeat according to a regular rule and have no ending dates.

You can change the Default Ending Year if you wish, but we recommend that you do not enter a year too far in the future. The later the year, the more occurrences the program has to generate for the open-ended repeating events, which may slow down the performance of SI Swimsuit Calendar. In addition, each event list is limited to a total of 64,000 occurrences for all its events. Therefore, it is a good idea to keep the Default Ending Year a low number, such as 2000. You can increase it again later, if necessary.

To change the last, or ending, calendar year:

1. Choose Edit | Preferences.
2. In the Default Ending Year field, type the year you want to set as the last year for open-ended events.
3. Choose OK.

Gregorian calendar

On October 4, 1582, Pope Gregory introduced the Gregorian calendar, designed to correct inaccuracies in the old Julian calendar by providing a more exact rendering of an earthly year. To stabilize the new calendar, ten days were dropped from 1582, so that the day following October 4 was October 15.

To simplify matters, SI Swimsuit Calendar creates all calendars, both before and after October 15, 1582, as Gregorian calendars, so no days will be missing in the year 1582.

Events

In SI Swimsuit Calendar, all of the activities and occasion that you want to display in a calendar are stored in files called event lists. You can create separate event lists for different types of events, such as business events and social events, and then select a group of lists to view and print in a single calendar. Storing events in separate event lists allows you to create customized calendars for specific purposes, such as a personal calendar with social occasions and birthdays, and a business calendar with business meetings and administrative tasks.

This chapter contains all the information you need to create and manage event lists and events. It contains these sections:

- Event lists
- Adding events
- Adding notes to events
- Using the event list window
- Finding events
- Selecting events
- Editing events
- Formatting event text

Event lists

This section explains how to create, open, and delete event lists.

When you start SI Swimsuit Calendar, no event lists are open. In order to add or update events, you have to either create a new event list file or open an existing one.

Creating an event list

To create a new event list,

- Choose File | New.

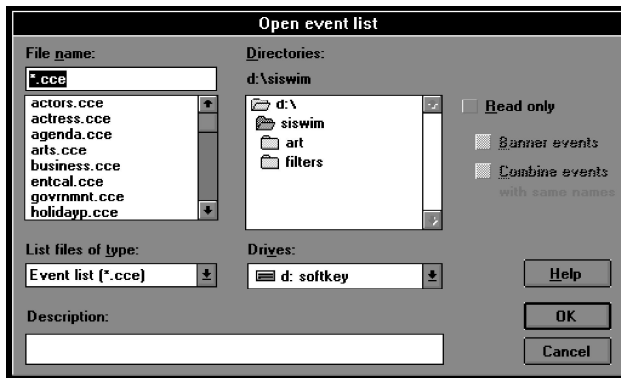
An empty event list appears in the event list window. To start entering events, choose Events | Add Event. See “Adding events” in this chapter for instructions on adding events.

Opening an event list

You can open one or more SI Swimsuit Calendar event lists at a time.

1. Choose File | Open.
2. If necessary, use the Drives and Directories boxes to choose the directory that contains the files you want.
3. In the File Name box, you can either type the name of the file you want to open or select the file name from the list.

Open Event List dialog box



If the file was saved with a description, it appears in the Description box when you highlight the file name.

Note You can select several adjacent files at once by dragging the mouse down the list. To select nonadjacent files, hold down the CTRL key as you make additional selections.

4. Check the Read Only check box to open an event list as a read-only file. This means that you will not be able to save changes to the file.

Calendar Creator Plus for DOS and CCI files (import specification files) automatically open as read-only files. See Chapter 8 for information on these files.

5. Choose OK or press ENTER.

The event list window appears onscreen with the list you selected (if you selected several lists, the last one chosen appears). At the same time, one button for each list appears in the view bar. (See “Event list window” later in this chapter to learn how to move around in the window.)

Opening Calendar Creator Plus for DOS files

You can open Calendar Creator Plus for DOS event lists as read-only files. This means that the events appear in the calendar, but you cannot save any changes unless you convert the file to a SI Swimsuit Calendar for Windows file. This lets you share Calendar Creator Plus for DOS files with another user without converting them.

1. In the Open File dialog box, choose the drive and directory you want.
2. Choose the List Files Of Type box and select CCPlus DOS.
3. Choose the file you want.
4. If you want to place banners around individual duration events, check Banner Events.

In Calendar Creator Plus for DOS, banners are applied to an entire calendar. In the Windows version, banners are applied to individual events. If you don't check this option, duration events will not have banners.

5. If you want to combine repeating events with the same names into one event, check Combine Events With Same Names.

Calendar Creator Plus for DOS does not let you enter scattered events. If you have a series of single events that occur at irregular intervals but have exactly the same event name and time, such as concert tickets, you must enter each occurrence as a separate event. When you convert the event list to the Windows version, you can combine these occurrences into one scattered event.

6. Choose OK.

If you have chosen the options described in steps 4 and 5, the process of opening the file will be slower than normal.

Workspaces

Workspace files make it easy to update and reprint calendars that include several event lists. A workspace file consists of the currently selected layout, the names of the open event lists and graphic files, the current screen settings, plus the layout options currently in effect for all the layouts. When you open a workspace file, all these conditions are restored. For more about workspaces, see “Workspaces” in Chapter 2.

Note that a workspace contains the names of the open event lists, but not the lists themselves. Therefore, saving a workspace does not save updates to the event lists; the event lists must be saved separately.

When the program cannot find an event list associated with a workspace, it looks for the list in the default event list directory specified in the Preferences dialog box.

Saving an event list

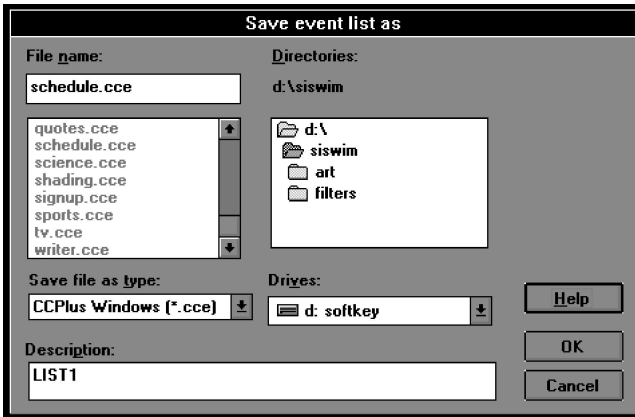
You can save an event list as a SI Swimsuit Calendar for Windows file (CCE), a Calendar Creator Plus 4.0 or 5.0 for DOS file (CAL), a comma delimited file (CSV), or as a Sharp® Wizard file (SDF).

Saving for the first time

Follow these steps to save a new event list for the first time.

1. Choose File | Save, then choose the event list you want to save.
2. In the File Name box, type a file name.

Save Event
List As dialog
box



The name can be up to eight characters long and should contain no spaces or punctuation marks.

3. The Save File As Type box should show CCPlus Windows.

See “Exporting” in Chapter 8 for information about saving in other file formats.

4. The Directories box shows the directory you are currently working in. If you want to save the file to another directory, choose it from the Drives and Directories boxes.

5. If you want, choose the Description box and write a description (27 characters maximum). The description supplements the file name; it appears in the Description box whenever the file name is highlighted.

This is especially useful when several people are sharing the same event lists.

6. Choose OK.

After you have saved an event list file for the first time, you can choose File | Save to save the latest updates to the list. If you want, you can also tell SI Swimsuit Calendar to save your file automatically.

Setting Auto-save

SI Swimsuit Calendar can automatically save changes to open event lists at specified intervals. For example, if you expect to be changing or adding many events in one session, you might want to save your event lists every five minutes.

1. Choose Edit | Preferences.
2. Choose Auto-save Lists Every so that a check appears in the check box.
3. Click the drop-down list to choose the number of minutes between saves.
4. Choose OK.

From this point on, the program will automatically save changes in all of the open event lists at the interval you specified.

Closing an event list

You can close a specific event list or close all of them at once.

- Choose File | Close. Then choose either All Event Lists or the name of the event list you want to close.

If you have not saved recent changes to the list(s), a message box appears asking you if you want to save them. Choose Yes to save the changes.

The event list(s) closes. The events from that list disappear from the calendar, and the button for the list disappears from the View bar. If you save your workspace after closing the event list, it will no longer be part of the workspace.

Copying/renaming an event list

To make a copy of an event list, or to rename it, use Save As to save it under another name.

1. Choose File | Save As, then choose the event list you want to save.
2. Choose the drive and directory where you want to store the file.
3. Type the new file name (up to eight characters) in the File Name box.
4. If you wish, type a new description in the Description box.
5. Choose OK.

Deleting an event list

To delete an event list, use the Windows File Manager. See your Windows documentation for instructions.

Adding events

SI Swimsuit Calendar makes it easy to enter many types of events. Here are some examples.

- Single event: a lunch date for next week.
- Scattered event: an ongoing research interview that takes place at irregular intervals, such as Tuesday and Thursday of this week and Friday of next week.
- Duration event: a one-week vacation.
- Repeating (fixed or floating) event: a department meeting on the first Monday of every month or a birthday.
- Repeating event with an exception: a department meeting every Friday, except during the boss's vacation in July.

Note Before you can add events, you must open a new or existing event list.

Single events

The procedure for entering the different types of events is essentially the same. The only difference lies in how you enter the dates on which an event takes place. Read this section to learn how to add a single event, that is, a one-day event that does not repeat. Then read the following sections “Scattered/duration events” and “Repeating events” to learn how to enter other types of events.

1. To start adding an event, do any one of these:
 - Choose Events | Add Event.
 - Choose the Add Event button from the toolbar.
 - Double-click the day or time cell for the day when the event takes place. (Be careful not to select any events already there.) This fills in the event start date for you.
 - Double-click an empty row in an event list.



Add Event icon

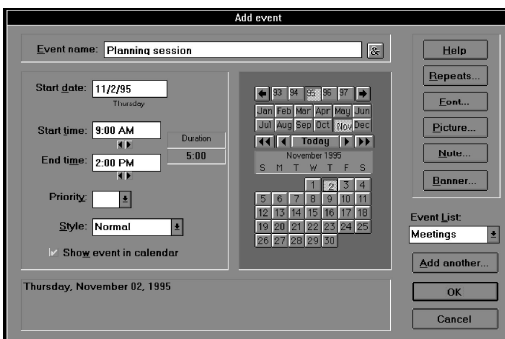
2. Type a short description of the event in the Event Name text box., up to 120 characters.

Choose the & button to insert text defined or calculated by the program, such as count fields. (For an event with just a picture or special effect like Shade Day, use the &rem insert field for the event name.) See “Insert fields” later in this chapter for more information.

3. Choose Start Date and type the date or use the QuickDate calendar to select the date. You cannot add an event without a start date.

Hint To remove leading zeros in single-digit dates (07/15/93), open the Windows Control Panel, choose International, and choose the Date Format you want.

4. If you wish, enter a starting time and an ending time for the event. Type the times in the appropriate boxes, or click the arrows until the time you want appears.



Add Event dialog box

Any of these time formats is acceptable: 2:00 am, 2 a.m., 2 AM. If you prefer a different time format, such as 1400, use the Windows Control Panel to choose the one you want.

Important! You cannot specify a time period that spans or ends at midnight, for example, 11 pm to 7 am, or 8 pm to 12 am.

5. If you wish, you can format the event without leaving the Add Event dialog box.

Choose a priority or event style from the drop-down lists in the Priority and Style fields. Press the buttons on the right side of the dialog to add a font, picture, note, or banner. See “Formatting event text” later in this chapter for more information.
6. Check the Event List box on the right side of the dialog box to make sure you are adding the event to the correct list. You can add this event to any of the open lists. If necessary, choose the event list you want from the drop-down list.
7. Choose OK to add the event to the selected event list and close the Add Event dialog box.

Or, choose Add Another to add the event and leave the dialog box open so that you can add another event.

Using QuickDate

The QuickDate calendar in the Add Event dialog box is similar to the one in the calendar window control bar (See “Going to another time: QuickDate” in Chapter 2), except that here you use it to choose a date or series of dates for an event instead of choosing a single date to display in a calendar.

Use the QuickDate calendar to enter single events, scattered events, or duration events. You can also use it to create exceptions to repeating events. See the next sections for instructions.

Scattered and duration events

A scattered event occurs at irregular intervals on specific days, such as an event that takes place on Monday and Tuesday of this week, Thursday of next week, and Friday of the following week. (Each instance of the event is called an occurrence.) The days may occur in the same month, or over several months or years.

A duration event is one that extends over a period of consecutive days, such as a vacation.

Use the same procedure to enter a scattered or a duration event.

1. Follow the general procedure to open the Add Event dialog box.
2. Type the description of the event in the Event Name text box.
3. On the QuickDate calendar, choose the days when this event occurs. (See “Single Events: Using QuickDate” earlier in this section.)

For scattered events, the days may be next to each other, or they may be separated by days, months, or years. If the event occurs over several months, choose the dates in the first month, then click the button for the next month to display it in the calendar. Use the arrows and buttons at the top of the calendar to change years.

For duration events, click the first date and drag the mouse to the end date. If the event continues into the next month, click the month button to change to the next month and continue dragging.

The first date you chose appears in the Start Date box.

4. Format the event if you wish by adding a priority, style, font, picture, note, or banner. See the section “Formatting event text” for instructions.
5. Select the event list to which you want to add the event from the drop-down list in the Event List box.
6. Choose Add Another to add the event to the event list and leave the dialog box open.

Or, choose OK to add the event and close the dialog box.

Repeating events

A repeating event recurs at regular intervals, according to a specified rule. A class held every Friday, a meeting on the first Monday of every month, or a birthday that occurs every year are examples of repeating events. Each instance of a repeating event is called an occurrence.

To enter a repeating event:

1. Follow the general procedure to open the Add Event dialog box.
2. Type the description of the event in the Event Name text box.
3. In the Starting Date box, type the date of the first occurrence of the event, or select the date from the QuickDate calendar.

See “Insert fields” later in this chapter for tips on entering the start date for different types of insert fields.

4. Choose the Repeats button.

The Repeats dialog box appears. Since at present, this event does not repeat, the Does Not Repeat button is selected.

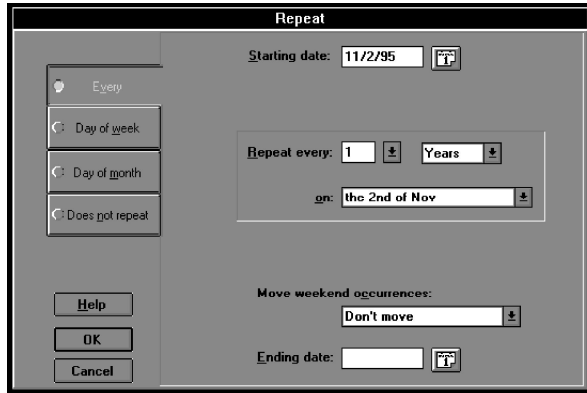
5. On the left side of the dialog box choose the type of repeating rule you are entering. Depending on what you choose, a different set of options

appears in the right side of the box. Here are some examples.

If the event repeats every day, week, month, or year, choose Every.

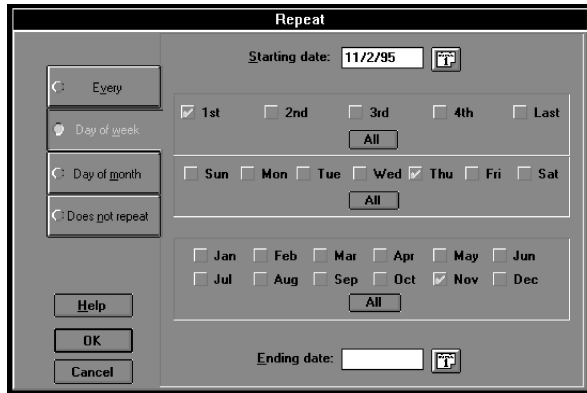
If the event repeats at regular intervals, such as every third day, or every other month, choose Every.

An event that repeats every year



If the event repeats every week or month and you want to specify the days, weeks, or months more precisely, or to exclude certain months, choose Day of Week.

An event that repeats on the first Tuesday of every month with exceptions



If the event repeats on a specific date of the month, such as the first, or the third, or the last day of the month, choose Day of Month.

An event that repeats on the last day of the month

6. Choose options by clicking the check boxes for the remaining fields. When necessary, choose options from the drop-down list.
 You can also create events that are based on the Hebrew calendar rather than the Gregorian calendar. See the following section.
7. If your event has a definite ending date, type that in the Ending Date box or use QuickDate to select it.
 If the event is open-ended, such as a birthday, leave the Ending Date box blank. The program will use the Ending Year set in the Preferences dialog box as the ending date.
8. Read through the options to see if they describe the pattern of repeating events that you want.
9. Choose OK to confirm the entry and return to the Add Event dialog box.
10. If necessary, use the QuickDate calendar to enter exceptions to the event dates (see “Exceptions” below).
11. Format the event if you wish. Many of the event formatting options are available in this dialog box (see “Formatting event text” later in this chapter).
12. Choose the event list to which you want to add the event.
13. Choose Add Another or OK to add the event to the chosen list.

Using the Hebrew calendar with repeating events

If you want an event to repeat on the Hebrew anniversary,

- From the Repeats dialog box, select Every Year as the repeat rule and choose Hebrew Anniversary from the drop-down list.

The event will appear every year on the equivalent date in the Hebrew Calendar.

You can combine the event name with an insert field option that shows the Hebrew date as well. For example, enter a starting date of March 27, 1994, make the event repeat every year on the Hebrew Anniversary, and enter this event text: Passover - &hdate. You will get the following:

The event will read as	on this date
Passover - Nisan 15, 5755	April 15, 1995
Passover - Nisan 15, 5756	April 4, 1996

See the next section, "Insert fields," for more about using insert fields that use the Hebrew Calendar.

Exceptions

Sometimes you may want to enter exceptions to repeating events. For example, you might have a meeting that occurs on the first Monday of every month, except when holidays occur. To enter exceptions to a recurring event:

1. Follow the steps described in the previous section, "Repeating events".
2. When you return to the Add Events dialog, use the QuickDate calendar to display the month in which the exception(s) occur.

The days when the event occurs have buttons with a different background color.
3. Click the day(s) when the event will not occur.

The button changes to the normal background color.
4. To add an occurrence that doesn't follow the repeating rule, click the appropriate date. If you make a mistake, click the date again to deselect it.

The buttons for the days you select change color to indicate they have been selected.
5. Continue with the normal procedure for adding the event.

You can also enter exceptions to a repeating event after you have entered it. See "Editing events" later in this chapter.

Repeating events and the size of an event list

Each event list can contain a maximum of 8,000 events and 64,000 occurrences. If you exceed this limit, a warning dialog box appears. To reduce the size of the list, do one or more of the following: delete some events; create a new event list, then cut some events from the large event list and paste them into the new one; or choose Edit | Preferences and change the Default Ending Year to an earlier year.

Insert fields

The insert field (sometimes called & field or ampersand field) is a code that tells the program to insert text containing information from its own calculations. For example, the code &date inserts the current date. SI Swimsuit Calendar provides a wide variety of insert fields that can supply anything from a date to a dotted line.

The Insert fields for the Hebrew calendar let you choose various options that print the equivalent date on the Hebrew calendar. For example, if you select the Hebrew insert field for the date (&hdate) on February 5, 1994, the Hebrew equivalent date, Shebat 24, 5754, appears in the calendar. You can create an event with the &hdate field that repeats every day to convert your entire calendar to the Hebrew system.

Place insert fields in event text, notes, calendar titles, subtitles, footers, or big picture titles.

Note Some insert fields can be used only in certain areas. Check the field's description in the Insert &Field dialog box before you choose the field.

To enter an insert field in an event name:

1. If the event name starts with words that aren't part of the insert field, such as a name, enter those first words, followed by a space.
2. Choose the & button.

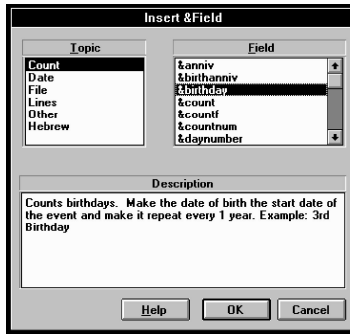


Insert icon

This button appears in the Add Event, Modify Event, Modify Calendar's Big Picture, or Notes dialog boxes, and in the Titles & Pictures box in Layout Options.

3. Choose the type of insert field you want from the Topic box. In this example, choose Count.

Insert &Field
dialog box



Note In event lists converted from Calendar Creator Plus for DOS, (#####) fields become &Count fields.

4. Choose the insert field from the Field box. For this birthday example, choose &birthday.

The Description box at the bottom of the dialog box displays a description of the field and any restrictions on its use.

5. Choose OK to insert the field.

The Event Name box now reads *Dustin's &birthday*. In the calendar, it will look like this: *Dustin's 5th birthday*.

6. Important! In the Start Date field, enter the date of the first occurrence of the event. In this example, the date might be 10/25/88.

For a birthday, or birth anniversary (the birth date of someone no longer living), this must be the date of birth. For a wedding anniversary, it must be the date of the wedding. If the start date year isn't correct, the program won't count correctly.

7. Choose Repeats.
8. Choose Every, then choose 1 and Year to make this an event that repeats every year. Choose OK to return to the Add Event dialog box.
9. Complete the process of entering the event and choose OK.

Shortcut If you remember the name of the insert field, you can type it into the event name instead of selecting it from the list.

Notes

A note is an additional description, comment, or reminder that you can attach to an event. Add a note to an event when you add the event, or at any time afterwards. Notes are also useful for extending event names.

You can choose whether or not to display a note in the calendar. (By default, notes are not displayed in the three viewer layouts.) Since notes that are not displayed are not printed, you can also add comments that you don't want to print.

Adding a note

- To add a note, do one of the following:
 - In the Add Event or Modify Event dialog boxes, choose the Note button.
 - In the Calendar window or the Event List window, select the event and choose Events | Note or choose the Note button from the toolbar.



Notes icon

- The cursor is already in the note field; type the note. To review the event information, use the arrows to scroll through the event text.

To enter a line break, use the insert field &next, followed by a space or a special character such as a slash (/). Either type in the characters &Next or select the field from the list in the &Field dialog box.

You can enter up to 1,024 characters for a note. Note display is limited by the size of the day cell. If a note is too long, it will cause an overflow, which may mean that neither the note nor the event displays in the calendar. See the following section, “Displaying notes.”

Important! In the calendar layout, you are limited to 18 lines for both the event text and the note.

- Choose the & button to use the insert fields as needed. (See “Insert fields” earlier in this chapter for instructions.)
- Choose OK to attach the note to the event.

If the note does not appear in the calendar, the note display may be turned off. See “Displaying notes” for more information.

Reading and editing notes

In the event list window, the note icon appears in the Notes column. You can read or edit a note from either window.

To read or edit a note:

1. Select the event.
2. Choose the Note button on the toolbar or choose Events | Note to display the Notes dialog box.
3. Read or edit the note. Choose the Show Note check box to turn the note on or off.
4. Choose OK to save changes and close the box.

Formatting notes

All the notes in the selected calendar layout appear in the same style; that is, they have the same font options. To change the style,

1. Choose Layout | Layout Options | Event Display.
2. Choose a different style from the list box next to Show Notes and choose OK.

SI Swimsuit Calendar includes a predefined Notes style for notes. You can create others if you want. (See “Formatting event text: Event styles” later in this chapter.) It’s a good idea to keep the type size for note styles small so the text can fit into the calendar.

Displaying notes

In order for a note to display in the calendar, two things must be true:

- The Show Note check box in the Notes dialog box must be checked. This option turns the individual note on or off.
- The Show Notes check box in the Layout Options | Event Display dialog box must be checked. This option turns all the notes in the layout on or off.

An overflow can also make a note and its event disappear. (An overflow occurs when there is not enough room to fit all of the events into a day cell.) If this happens, try editing the note to shorten it. If it still doesn't display, try choosing

a different layout, or, if the note isn't essential, check the Hide Notes option in the Layout Options | Overflow dialog box. See “Too many events” in Chapter 4 for more information.

Working with hidden notes

If you choose Layout Options | Event Display to turn off all notes for a specific layout, you can mark the hidden notes with an asterisk, *. Choose Edit | Preferences and check the “Mark Events Containing Notes” box. You cannot mark an individual note that has been turned off.



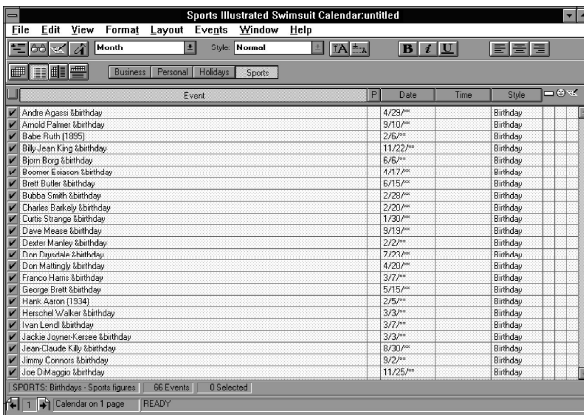
An event with a hidden note

Event list window

The event list window can display only one of the open event lists at a time. The window is especially useful for locating events that you want to edit. Use the window to

- see an overview of the entire event list
- find and select events for editing
- learn which options have been turned on for a particular event
- temporarily hide selected event(s) so that they don't appear in the calendar

The event list window is a table that summarizes the information about each event. This section describes the table and tells you how to display event lists and select events.



Event list window

The event list window has its own control bar and status line. To learn how to use the control bar to sort the list, see “Editing events: Finding events” later in this chapter.

The status line at the bottom of the window tells you the name of the event list, the total number of events or occurrences of events in the list, and how many events are currently selected.

Hide/Show column

The Hide/Show column (on the far left side of the event window) allows you to keep some events from appearing in the calendar without removing them from the event list. (This option is not available if the event list is sorted by date.) See “Hiding events” later in this chapter.

Event column

The event column lists the event names. If the name is too long to fit in the field, the field shows as much of the name as possible. Repeating events that have insert fields appear like this: Bob's & birthday.

Event list
sorted by event
name

Event	P	Date	Time	Style		
✓ Bicycle ride		6/24/94	11:00a	Normal		
✓ Board meeting - Columbus Room		8/11/94*	11:00a	Normal		
✓ Board meeting in Hawaii		7/5/94*		Normal		
✓ Buy a present for Jenny		3/9/94		Normal		
✓ Company closed		8/25/94		Normal		
✓ Company meeting - Conf. Room		7/20/94	3:00a	Normal		
✓ Company picnic		7/2/94		Normal		
✓ Deadline for making reserv. at the Las Vegas conf		7/1/94		Normal		
✓ Design group meeting		7/12/94	8:30a	Normal		
✓ Dinner with Bob		6/14/94		Normal		
✓ Doc meeting at Hunan Kitchen		8/8/94	7:00p	Normal		
✓ Doctor's appointment		3/8/94	10:00a	Normal		
✓ Documentation meeting		7/25/94	3:00p	Normal		
✓ Donna's birthday		7/13/94		Normal		
✓ Lunch meeting - Printer		6/16/94	12:00p	Normal		
✓ Martha on vacation		7/27/94*		Normal		
✓ PC Conference in Las Vegas		7/11/94*		Normal		
✓ Printing deadline		7/13/94		Normal		
✓ Review schedule meeting		8/5/94		Normal		
✓ Richard's birthday memo		8/18/94	8:00p	Normal		

SCHEDULE: LIST2 | 20 Events | 0 Selected | READY

P (Priority) column

This column shows what priority has been assigned to the event, if any.

Date

When the event list is sorted by event name (see “Editing events: Finding events” later in this chapter), this column shows the start date of each event. If it is a repeating event, asterisks replace the variable part of the date. For example, an annual board meeting on July 6 appears like this: July/6/**.

When the event list is sorted by date, the list shows all the events that occur on each day. The status line at the bottom of the event list window reflects the total number of occurrences.

Time

This column shows the starting and ending times of the event, if any.

Style

This column tells you the event style assigned to the event.



Banner

A small box icon indicates that the event has a banner.



Picture

A happy face icon indicates that the event has a picture.



Note

A note icon indicates that the event has a note.

Split-screen views

In the split-screen views, the calendar and the event list windows appear onscreen at the same time, but you can only work in one window at a time. To start working in the other window, click anywhere inside it or press **F6**. You can also choose Calendar or the active event list name from the Window menu.

Selecting an event in one window of a split-screen view does not select it in the other window. If you have selected events in one window and switch to the other, the events will no longer be selected.

Switching event lists

The event list window can display only one of the open event lists at a time. There are two ways to switch to another event list:

- Click the button with the event list name in the view bar.
- Choose the event list by name from the Window menu.

On the view bar, the button representing the active event list appears in a different color.

Finding events

In order to select an event for editing, you first have to find it. There are several ways to find events:

- Scrolling the active event list in the event list window
- Sorting the active event list in the event list window in different ways
- Displaying a calendar that contains the event in the calendar window
- Using the Find feature to search for the event

Scrolling the event list

One way to find an event is to display the event list in the event list window and then use the vertical scroll bar to move up and down through the list.

You can also use the scroll bar to search the list. As you drag the scroll button

up and down the bar, the event names appear in a box extending from the center of the bar. Release the mouse button when you see the name you want. The event name and data appear at the top of the event list window.

Sorting the event list

In order to find events more easily, you can sort events in the event list window by name, by date, by priority, or by style. The sort order is saved with the workspace. The following sections explain each one.

By event text To list the events alphabetically by name, click the Event button or choose Events | Sort | By Event Text.

When the list is sorted this way, the Date column shows the event start date. Repeating events are listed as one event, with asterisks indicating the nonspecific parts of the date. For example, the date of a holiday that appears on July 1 of every year looks like this: 7/1/**.

By Date To list the events by date, click the Date button, or choose Events | Sort | By Date. Today's date or the next date after today's date appears first.

When the list is sorted this way, the occurrences of repeating events are shown separately next to the dates when they take place. The status line at the bottom of the event list window tells you the total number of occurrences in the list.

By Priority To list the events by priority, click the P button at the top of the priority column or choose Events | Sort | By Priority. Events with the highest priority appear first.

By Style To list the events by style, click the Style button or choose Events | Sort | By Style.

Using the calendar window

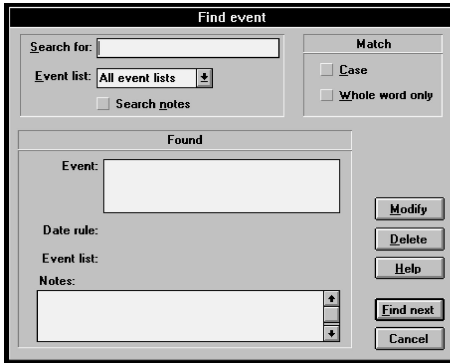
If you know the date, or the approximate date, of the event, display a calendar for a time period that includes that date. In order to read the event names easily, choose View | Zoom and then choose 100% or Fit Width. Then, use the scroll bar or bars to move the calendar until the event comes into view.

To locate overflow events in the calendar, see “Too many events” in Chapter 4.

Using Find

If you are not sure when the event takes place or which of the open event lists it belongs to, use Find to search for it.

1. Choose Edit | Find.
2. Type text from the event you want to find in the Search For box.



Find Event dialog box

You can type the whole event name or any part of it. You can search for an insert field by entering the whole code or part of it, for example, &count, &, count.

3. In the Event List field, choose the event list you want to search from the drop-down list.

You can search a single event list or all the open event lists.

4. Check Search Notes if you want the search to include notes attached to the events.

5. In the Match box, check Case to search for words that exactly match the upper and lower case letters entered in the Search For box.

For example, if you are searching for “Day” and check Case, the search will not find “day.”

6. Check the Whole Word Only option to search only for whole words.

For example, if you are searching for “meet” and check Whole Word Only, the search will not find “meeting.”

7. Choose Find Next.

8. To modify the information or the formatting of this event, choose Modify. The Modify Event dialog box appears. Make your changes and choose OK. You return to the Find Event dialog box.

To delete the event, choose Delete.

To find the next event that matches your search conditions, choose Find Next again.

9. To close the Find Event dialog box, choose Close.

Selecting events

To edit an event or its formatting options, you must first select it. You can select events from either the event list or the calendar layout. Selected events are displayed in reverse type.

Note In the Year or Text calendar layouts, you can select events only from the event list, not from the calendar itself.

When you switch from the event list window to the calendar window, any selected events are automatically deselected.

Selecting events with the mouse

To select an event with the mouse, use one of the following methods:

- Click the event name in either window. Double-click to select the event and open the Modify Event dialog box.
- To select a block of adjacent events in the event list window, drag the mouse over the event names or use **SHIFT-CLICK**.
- To select events that are not next to each other in the event list window, press **CTRL** as you select the events.

Selecting events with the keyboard

To select an event using only the keyboard,

- Display the event list that contains the event. Press **UP** or **DOWN** until the event you want is highlighted. Press **ENTER** to open the Modify Event dialog box.
- Press **CTRL+/'** to select all events in a list.
- Press **CTRL+\'** to deselect all events in a list.

Editing events

Keeping event information up to date is an important part of maintaining calendars. To update an event, you'll need to:

- Open the event list you want to edit.
- From the View menu, choose the display you want to work in: event list, calendar, or one of the split-screen views.
- Find the events you want to update in either the calendar or the event list window.
- Make changes to the event information as needed.
- Delete events as needed.
- Add new events as needed.
- Save your changes.

Note If you select any occurrence of a repeating event and change the event information or the formatting, all the occurrences of the event change. To change only one occurrence of a repeating event, see “Changing one occurrence of a repeating event” later in this chapter.

Updating events

Use this method to update the information about an event, such as the text, the dates or times it takes place, or the way in which it repeats.

1. Select the event in the calendar or in the event list.
2. Do one of the following:
 - Double-click the event
 - Select the event and choose Events | Modify Event
 - Select the event and press `ENTER`

The Modify Event dialog box displays the current information about the event.

3. You can make these changes:
 - Select any text box and change the information by typing over it or by making a new selection from a drop-down list.
 - Open the Font, Picture, Note, and Banner dialog boxes in order to change those options.
 - Change a repeat rule by entering a new start date. This deletes the old rule and all the dates. Then choose Repeats to enter a new rule. (Note: to change a start date in the QuickDate calendar, you must deselect the old date and then select the new date.)
 - Add occurrences and enter exceptions to a repeating event by

clicking the date buttons in the QuickDate calendar.

4. When you have finished, choose OK to confirm the changes.

The Modify Event dialog box works exactly like the Add Event dialog box. See “Adding Events,” earlier in this chapter for specific instructions on how to use it.

Changing one occurrence of a repeating event

Use the Unlink Occurrence feature when you need to change the time, event text, note, or formatting of one occurrence of a repeating event without affecting the other occurrences.

For example, suppose you have entered a repeating event that is a class that meets at 8 p.m. every Thursday night. On one night, the class will be held at 7 p.m. When you unlink this occurrence, you create a new, single event for the “odd” class with the same data and formatting as the original event, and then use Modify Event to change the Start Time to 7 p.m.

1. Select the event that you want to unlink.
2. Choose Events | Unlink Occurrence.

Although nothing seems to happen, this event is now a new single event. You can modify it any way you choose.
3. To change the event text, note, time, or font settings, leave the event selected and choose Events | Modify Event.
4. To change the event formatting (add a banner or a picture or change the event style or priority), choose the appropriate option from the Format menu.

Cutting, copying, and pasting events

Use Cut, Copy, and Paste to duplicate events or to move them from one event list to another. You can cut or copy selected events from the event list window or the calendar window.

- Note The Clipboard can only hold one selection at a time. When you cut or copy events to the Clipboard, you overwrite what was there before. It’s a good idea to paste the contents of the Clipboard as soon as possible.

To cut or copy all occurrences of an event

Use this method to cut or copy a single event or a repeating event with the repeat rule and all its occurrences:

1. Display the event list in the event list window and sort it by event name.
2. Select the event and choose either:
 - Edit | Copy to place a copy of the event on the Clipboard.
 - Or
 - Edit | Cut to remove the event from the event list and place it on the Clipboard.
3. Display the event list where you want to place the event in the event list window. (You can copy events to the same event list if you wish.)
4. Choose Edit | Paste.

The entire event, including all occurrences and repeat rules, will be pasted into the displayed event list.

To cut or copy single occurrences of an event

Use this method to cut or copy a single event or a repeating event to the Clipboard and paste it into another date on the calendar.

If you copy an occurrence of a repeating event, the original repeating event is unchanged. If you cut an occurrence, the repeating event remains, but has an exception for that date. The repeat rule is not copied, so repeating or duration events become new single events.

Note You cannot cut or copy a bannered event from the calendar window. If you need to cut or copy a bannered event, select it from the event list window.

To cut or copy single occurrences of an event:

1. Display the event in the calendar window or in the event list window, sorted by date. Select the event so the event text is highlighted.
2. Select the event and choose one of these:
 - Edit | Copy to place a copy of the event on the Clipboard.
 - Or
 - Edit | Cut to remove the event and place it on the Clipboard.
3. Select the desired day cell in the calendar layout displayed in the calendar window.

4. Choose Edit | Paste to paste the event into the selected date.

Cutting or copying event text

You can cut or copy event text from the Add Event or Modify Event dialog box to the Clipboard and then paste it into another event. Because you are in a dialog box, you must use the keyboard.

Use this method to paste text that you have copied to the Clipboard from another application. You cannot paste pictures from another application. (To add a picture to an event, see Chapter 6, “Using pictures.”)

1. In the Add Event, Modify Event, or Notes dialog box, select the event or note text.
2. Press CTRL+X to cut the text or CTRL+C to copy it to the Clipboard.
3. Select the event in which you want to paste the text and choose either
 - Edit | Modify Event to paste the text into an event name
Or
 - Edit | Note to paste the text into a note.
4. Move the cursor to the insertion point in the Event Name box or into the note area and press CTRL+V to paste the text.
5. Choose OK.

Deleting events

Use this option to delete one or more selected events from an event list. You can select the events from either the calendar or the event list windows.

When you delete a repeating event, all the occurrences of that event are removed. To delete just one occurrence of a repeating event, see “Clearing events” later in this section.

1. Select the event or events that you want to delete from either the calendar or the event list.
2. Choose Events | Delete Event.

A message appears asking if you want to delete the event.

3. Choose Yes to delete the event.

To replace the event(s), choose Edit | Undo. You must choose this before you do any other action.

Deleting events before a specified date

This feature lets you reduce the size of an event list by deleting all occurrences of events before a specified date. The event list must be open in order for you to do this.

1. Choose Events | Delete Events Before.
2. Select the event list from which you want to delete events from the drop-down list.

You must apply Delete Before to an entire event list.

3. In the text box, type the date at which you want to start the event list.

Single events before this date are deleted. Repeating events start on the first appropriate date after the specified date. (For example, if the event is a meeting held every Friday, the start date of the event will be the first Friday after the date you type in.) However, repeating events that include counting fields like &birthday, &anniv, or &count retain their original start dates.

When you choose the Delete Events Before command to remove events before a certain date, it may take a few minutes for SI Swimsuit Calendar to complete the action.

Clearing events

Clearing is another way of deleting an event. Use this method to delete one occurrence of a repeating event without removing the entire event.

1. In the calendar window, select the event.

Or, in the event list window, sort the event list by date and then choose the occurrence you want to delete.

2. Choose Edit | Clear.

A warning dialog box appears only if the event text includes an insert field that counts occurrences. (However, if the insert field is &birthday, the start date is kept.)

If this is a repeating event, only the selected occurrence of the event is removed. The original event remains, with an exception for the deleted occurrence.

If you change your mind, you can restore the event by choosing Edit | Undo. Do this immediately, before you perform any other action.

Hiding events

The Hide/Show column allows you to keep some events from appearing in the calendar without removing them from the event list. You may want to hide events that are irrelevant for a particular calendar, or to make room for more events in a day cell.

Note When you hide a repeating event, all the occurrences of the event are hidden.

To hide an event:

- Click the check button in the Hide/Show column next to the event you want to hide.

The event is still in the event list, but does not show up in the calendar. To show the event again, click the check button. (The Hide/Show column is not available when the event list is sorted by date.)


To temporarily hide all the events displayed in the event list window:

- Click the button at the top of the Hide/Show column. This clears any individual event hide/show settings. To show the events, click it again.

Formatting event text

SI Swimsuit Calendar provides a number of ways to format the text of an event to make it more informative or attractive. Each individual event in an event list can have its own set of formatting options:

- Priorities control the order in which events are listed on a specific day.
- Boxes, banners, and shading emphasize special events and duration events.
- Fonts, type sizes, text alignment, and color can be combined to emphasize an event.
- Pictures live up your calendar and instantly characterize certain types of events.
- An event style is a whole set of formatting options, such as font, text alignment, color, or a picture, which can be applied to an event with one action.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1  Picnic at Vasana Park	2 10:00 AM Meeting regarding the conference 7:00 PM Janet to leave for Boston	3 MDA Conference in Boston	4	5 9:00 AM Call Janet re conference Prepare presentation Pick up laundry	6 Reviewer schedule meeting	7 1. Pay bills 2. Groceries
8 Go to work	9 7:00 PM Doc meeting at the Human Kitchen	10 8:00 AM Testing group meeting	11  Mary's birthday	12  New computers	13  8:30 PM Janet's	14 Dinner with Bob

A calendar
with formatted
events

Moving the event list

If the event list is transferred to another computer, the formatting options travel with it, except for font files and picture files.

- If the second computer doesn't have the same fonts, it will choose fonts that are closest to the originals.
- If the second computer doesn't have the same pictures, you can choose to ignore the picture, search for it, or choose another. To use the same pictures, copy them along with the event lists.
- If the event style names on the second computer share the same name as any of the event list's styles but have different formatting options, an event style conflict occurs. You can choose which formatting options to use. See "Event styles: Resolving style conflicts" later in this chapter.

Techniques for sharing event lists and graphic files on a network are discussed in Chapter 9.

Event priority

Priority is the order in which events are listed in a calendar day cell. It applies only to untimed events (events without start times). Timed events are always grouped together in time order.

By default, new events have no priority. You can control the order in which untimed events are displayed by assigning alphabetic priority codes. Priority A events appear before priority B events, and so on. If priorities are assigned to some untimed events but not others, the events with no assigned priority (blank) appear last.

Events with assigned priorities

Wednesday	9:30 AM - 11:00 AM History class
6	Buy groceries Buy supplies Call Robert Mize Finish report Pay the phone bill Pick up laundry

You can assign a priority at any time from either the Add Event or Modify Event dialog box, or by choosing Priority from the Format menu.

- In the Add Event or Modify Event dialog boxes, choose the Priority box and scroll the list to select the priority you want.
- Or, select the event in the calendar or the event list window and choose Format | Priority. Select the priority from the box that appears beside the menu.

Setting default priorities

You can assign a default priority to all the new events that you add to a particular event list. All the new events will automatically have the assigned priority unless you deliberately assign another one. The priorities of existing events are not affected.

1. Choose Events | Event List Defaults.
2. From the Event List drop-down list, select the event list whose default you want to change.
3. From the Default Priority drop-down list, select the priority to apply to new events in the selected list from now on.
4. Choose OK.

Note By default, time events appear before untimed events in a day cell. To list untimed events first, see “Changing the layout Appearance options” in Chapter 5.

Boxes, banners, and shading

You can apply these effects either to the event or to the day cell in which the event occurs. Notes do not appear in banners.

- **Box event** The box surrounds only the event and note text. If you wish, you can fill the box with a pattern and a color or have white text with solid shading.
- **Banner event** This is a long narrow box with a drop shadow containing one line of event text. For a duration event such as a vacation, the box extends across all the day cells. For a scattered event, each group of adjacent days has its own banner. The event text is shortened, if necessary, to appear in the banner. If you wish, you can fill the banner with a pattern and a color.

Bannered events appear at the bottom of the day cells. Their position depends on the start date and the duration of each event. You cannot combine a banner with the boxed day effects.

Banners are not available for timed events in the week, week schedule, week viewer, and day layouts. This does not affect the way timed events with banners appear in other layouts.

- **Box day** A heavy box surrounds the entire day cell and is the same color as the calendar grid.
- **Shade day** Fills the day cell with the pattern and color you select.

Note When used with the drop-shadow or heavy line day cell borders, the boxed day event option may not appear as prominently as it does with other border types.

If multiple events for the same day cell have special effects, the options for the highest priority event will override the other options. The following illustration shows examples of boxed and bannered events.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Picnic at Vasona Park	2 10:00 AM Meeting regarding the conference 7:00 PM Janet to leave for Boston	3	4	5	6 Review schedule meeting	7 1. Pay bills 2. Groceries 3. Laundry
		MDA Conference in Boston				
8 Go to work	9 7:00 PM Doc. meeting at the	10 8:00 AM Testing group meeting	11 Mary's birthday	12 New computers arrive	13 8:30 PM Janet's birthday	14 Dinner with Bob

Banner and box effects

To set both banners and boxes:

1. Choose the Banner button in the Add Event or Modify Event dialog box.

Or, select the event in the calendar or the event list window and choose Format | Banner.

2. You have these options:

Event Choose either Box Event or Banner Event. Then choose the pattern and the color. (Keep the pattern light, so that the text remains legible.)

Day cell You can select a box and/or add shading. To place a box around the day cell, choose Box Day. To fill the day cell with a colored pattern, choose Shade Day and then choose the pattern and color.

3. Choose OK to confirm the settings.

Note To see how the various shading options look on your printer, use the sample event list SHADING.CCE to print a monthly calendar from January through June 1995.

Fonts and alignment

Give the event name a special type font, type style, type size, color, or type alignment to help it stand out from other activities.

Assign these attributes at any time while adding or editing an event. You can choose individual text formatting options from the Font dialog box or the toolbar. Or use an event style to set a number of options at once.

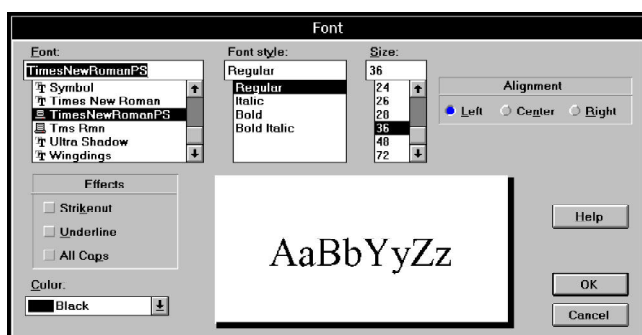
Events with different type styles

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Picnic at Vasona Park	2 10:00 AM Meeting regarding the conference 7:00 PM Janet to leave for Boston	3 MDA Conference in Boston	4	5 Call Janet re. conference Prepare presentation Pick up laundry	6 Review schedule meeting	7 1. Pay bills 2. Groceries 3. Laundry
8 Go to work	9 7:00 PM Doc. meeting at the	10 8:00 AM Testing group meeting	11 Mary's birthday	12 New computers arrive	13 8:30 PM Janet's birthday party	14 Dinner with Bob

From a dialog box

Use the Font dialog box to change the font and set a number of type options at one time. You can do this from the Add or Modify Event boxes or from the calendar window.

1. Select an event.
2. Open the font dialog box.
 - If you are working in the Add Event or Modify Event dialog box, choose the Font button.
 - If you are working in the calendar or the event list, select the event and choose Format | Font.
3. Choose the font, style, size, and effects that you want to apply to the selected event.



Font dialog box

You can choose a color at the same time. See “Color” later in this section.

As you choose options, the sample characters in the box change to show you how the text will look, except for the alignment settings.

Note When type sizes are less than 8 point, Windows may display some TrueType fonts, usually decorative designs, in Arial and Times New Roman at some monitor resolutions and zoom levels. The documents will print correctly.

4. Choose OK to confirm the settings.

Note In the Week and Day layouts, when several events occur on one day, they are arranged in two or more columns in the day cell. When you apply the Center and Right alignment options to events and then print them in the Day or Week layouts, the event text is placed in the center or right side of the column. The alignment options are not applied to event text in the Text and Year layouts.

From the toolbar

When working in the calendar window, you can change the type style (bold, italic, underline) type size, or alignment (left, center, right) directly from the toolbar.

1. Select the event in the calendar window.
2. Choose the option that you want from the toolbar.

Toolbar



For information on what the different toolbar buttons do, see Chapter 2 “The Basics.”

Controlling Type size

When many events occur on one day, the type size of the event text may vary. This is because SI Swimsuit Calendar adjusts the type size in order to fit a maximum number of events into each day cell (if the option Reduce Event Text Size on the Layout Options Overflow Panel is on.). You can modify the way type size is adjusted in the following ways.

Default style Each event list has a default style. When you enter a new event, it takes the type size assigned to the style, unless you override it.

Assign a type size In the Font dialog box, you can assign a font size to the event text. This overrides the style type size.

Scale type in a selected layout You can reduce or enlarge the type size for all the events in a particular layout in the Event Display panel of the Layout Options dialog box. For most layouts, the default is 100 % of the assigned type size, but for some, such as multi-month, it is less. See “Controlling the display of events” in Chapter 4 for more information.

Apply overflow corrections The program applies a number of corrective measures so that it can display as many events as possible. One of the measures is to reduce the type size of some of the events in the overcrowded day cell until all or most of them fit. The type size of event text in adjoining day cells where there is no overflow is not affected. See “Too many events” in Chapter 4 for more information.

Set minimum type size To prevent your type size from becoming too small, set a minimum type size for the layout in the Overflow Corrections panel of the Layout Options dialog box. See “Too many events: Layout overflow corrections” in Chapter 4 for more information.

Color

To assign a color to event text:

1. If you are working in the Add Event or Modify Event dialog box, choose the Font button.

If you are working in the calendar, select the event and choose Format | Font.

2. In the Color box, choose Color and select a color from the drop-down list.

To see how the color looks, look at the characters in the sample box.

3. Choose OK to confirm the settings.

The event text appears in that color on the screen (if your computer has a color graphics card). If you have a color printer, the colors will print in the calendar. If you don't have a color printer, colored events print in black. See "Printing calendars: Printing colors" in Chapter 5 for information on controlling the print color.

Adding pictures to events

Pictures can make an event stand out in a calendar. You can attach a picture to an event, or to an event style (See the next section, "Event styles"). Chapter 6, "Using pictures," contains a detailed discussion of how to choose, display, and print pictures.

SI Swimsuit Calendar comes with 300 pictures grouped into subject categories. You decide which categories you want to install when you use the Setup program. Later, if you want more pictures, you can run the Setup program again to install more categories. See "Installing SI Swimsuit Calendar: Rerunning Setup" in Chapter 1 for instructions.

To change the color of a picture attached to an event or an event style, see "Displaying pictures" in Chapter 6.




Event styles

An event style is a collection of preset font, font style, type size, alignment, effects, color, and picture options that you can apply to a selected event in one action. For example, a style called Wedding might specify the Nuptial Script font in 12 point italics in fuchsia. You apply all four of these options to an event just by choosing Wedding from the Event Styles list.

Some of the advantages of using styles:

- You can save time by applying a number of formatting options in one simple operation.
- You can format similar events in a consistent way, for example, a holiday style, a birthday style, a deadline style, or a meeting style.
- You can create a “look” that identifies a particular type of event, such as a birthday or a meeting.

Event style attributes

<i>11</i>  Mary's birthday	<i>12</i>  New computers arrive	<i>13</i>  8:30 PM Janet's birthday party	<i>14</i> Dinner with Bob
Board meeting - Columbus Room			

Note Your style list is not part of a workspace. Any changes you make to the style list are saved in the CCSTYLES.CCY file. You can use these styles for any workspace or event list.

Change the attributes of a style whenever you wish. All events assigned that style in every event list are changed accordingly (unless the style has been specifically overridden by changing some attributes of the event). SI Swimsuit Calendar provides a number of styles to start you off. You can apply these styles to events as you add or edit them, or you can create more of your own. You can also delete a style or change the default style for new events.

Applying a style

Initially, the default style for all new events is Normal. If you want, you can apply a different style when you add or modify an event.

1. Select one or more events from the calendar or event list window.
2. If you are working in the calendar window, choose a style from the drop-down list in the toolbar. Or, choose Format | Event Styles and select the style from the option list.

If you are working in the event list window, choose Format | Event Styles and select the style from the option list.

In the calendar window, the event immediately takes on the attributes of that style.

After you apply a style, you can override it by changing any of the style attributes, such as the font or type size. If you apply another style to the same event, these “override” attributes will change to reflect the new style.

Creating or editing a style

You can modify the definition of an existing style. When you modify a style, all the events that have that style reflect the changes.

To create a new style, edit an existing style and give it another name:

1. Choose Format | Define Event Style.
2. From the Event Styles list, choose a style that you want to edit. Use the type sample in the white box as a guide.
3. If you are creating a new style, type a new name of up to 13 characters.
4. Choose the Font button to open the Font dialog box. Change the existing options to define the new style.

See “Fonts and alignment” earlier in this chapter for instructions. When you have finished, choose OK to return to the Define Event Styles dialog box.

5. If you want to include a picture in the style, choose the Picture button to open the Modify Picture dialog box and select a picture.

See Chapter 6, “Selecting pictures,” for instructions. When you have finished, choose OK to return to the Define Event Styles dialog box.

6. If you are modifying an existing style, choose OK. All the events with that style will reflect the change.

If you are creating a new style, choose Add.

The dialog box stays open so that you can change another style if you wish.

7. When you have finished, choose Close to close the dialog box.

New style names appear in alphabetical order in the Format | Event Styles menu and in the Style box on the toolbar.

Resolving style conflicts

If you open an event list that has a style name that matches an existing program style name, but the options that make up these two styles are different, a style conflict arises. (For example, you are opening an event list that uses a style called Party that uses a 10 point italic font, but the Party style is defined in the program style list as using a 12 point bold font.) When this happens, you have three options.

1. To resolve the conflict, choose one of the following options:

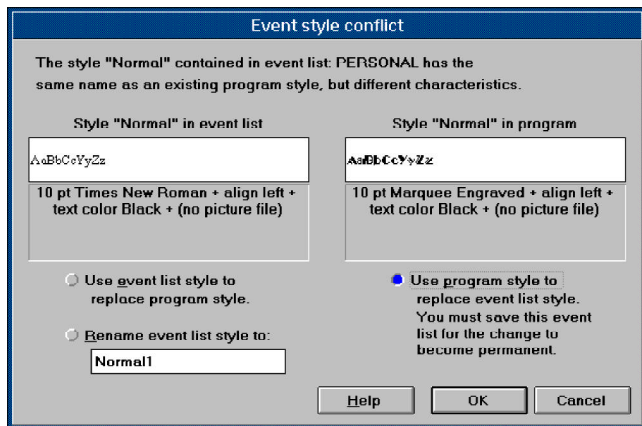
Use Event List Style To Replace Program Style. Choose this if

you want the options from the event list style to override the current program style. The new attributes will be used to define the style. All open event lists using this style will change to the new style.

Rename Event List Style To. Choose this if you want to rename the conflicting style in the event list. This option lets you keep both formatting styles in your calendar. For example, a style named **Headline** would be renamed to **Headline1**, or you can type in a different name for the style, if you wish. Save the event list if you want to make the change permanent and avoid seeing this dialog box the next time.

Use Program Style To Replace Event List Style. Choose this if you want the event list to use the existing program style definition. Save the event list if you want to make the change permanent and avoid seeing this dialog box the next time.

The Event Style Conflict dialog box



2. Click OK to continue.

Style conflict preferences

You can change the way the program handles style conflicts by selecting one of three different options in the Preferences dialog box.

To specify a different option:

1. Choose **Edit | Preferences**.
2. Select one of the following options:

Display Style Conflict Dialog. The dialog box appears every time there is a style conflict between the current program style and an event list. This is the program default.

Always Use Event List Style. The event list style automatically overrides the current program style.

Always Use Program Style. The current program style automatically overrides the event list style.

3. Click OK.

Deleting a style

You can delete styles you don't need. When you delete a style, events that used to have that style revert to Normal style. (You cannot delete the Normal style.)

1. Choose Format | Define Event Style.
2. In the Event Style box, choose the style you want to delete from the drop-down list.
3. Choose Delete.

The style name is replaced by Normal.

4. Choose Close to close the dialog box.

Note If you delete a style, and later open an event list that contains the style, the style will reappear in the Event Styles menu.

Changing the default event style

The default style for all new events is Normal, but you can change this if you wish. For example, if you are entering a number of events in one of the open event lists and want them all to be in a style other than Normal, select the style as a default for future new events. The styles for events already in the list will not be affected.

To change the default event style:

1. Choose Events | Event List Defaults. (This command is not available if no event lists are open.)
2. From the Event List drop-down list, select the event list whose default you want to change.

You can also select All New Event Lists.

3. From the Default Style drop-down list, select the style to apply to new events in the selected list from now on.
4. Choose OK.

Setting a style for all events in a layout

Sometimes it is useful to have all the events in a particular calendar layout have the same style. For example, to improve the legibility of event text in calendar layouts with small day cells, such as the Viewer layouts, you can assign a style with small type. In the Text or Year layouts, you may wish to make all events Normal for better legibility.

Note This action temporarily overrides the assigned event styles for the selected layout only. The individual events appear with their original style settings in other layouts.

1. Choose Layout | Layout Options | Event Display.
2. In the Events box, turn on the Override Style For All Events option and select the style name from the drop-down list.
3. Choose OK.

Undo

Undo lets you cancel the following editing and formatting decisions: choosing a new style; changing the font dialog box settings; changing the banner settings (from the Format menu); assigning a priority; cutting, copying, and pasting; clearing; and deleting events.

- To use Undo, choose Edit | Undo.

You must choose Undo immediately. If you perform any other action, such as selecting another event, Undo will no longer be available.

Layouts

A layout is a design for a calendar that covers a specific time period, such as a week, a month, or a year. There are eleven layouts, eight for printing calendars and three nonprinting “viewers” designed for onscreen use.

When you begin working with SI Swimsuit Calendar, you can create effective calendars by using the layouts just as they were installed. As you become more adept, you may want to try changing some of the page setup and layout options to suit your taste or particular needs.

This chapter provides descriptions of the available layouts and explains how to change the layout and page setup options. It contains these sections:

- Calendar window
- Calendar layouts
- Calendar viewers
- Modifying layouts
- Changing the layout Appearance options
- Adding calendar text
- Formatting calendar text
- Controlling the display of events
- Too many events
- Page setup

Chapter 7, “QuickStyle formatting and design tips,” explains how to use the SI Swimsuit Calendar QuickStyle™ feature, which quickly formats your calendar in the style of your choice. That chapter also provides general guidelines for designing professional-looking calendars and tips for using the layout options to carry out your designs.

Calendar window

The Calendar window shows the selected calendar layout and the events from all the open event lists. The time period and the events are formatted so that the calendar looks as it will when printed.

The time period covered by the calendar depends on the layout you select (one week, one month, and so on). The calendar includes the current day or the day selected in the QuickDate calendar or the Go To Date dialog box. (See “Going to another time” in Chapter 2 to learn how to change the date.)

Calendar window



The following buttons control the view of the calendar window. Equivalent menu options appear in parentheses.

Scroll bars

Use the vertical scroll bar to move the calendar up and down in the window.
Use the horizontal scroll bar to move the calendar right or left in the window.



Changing the date
Changes the time period displayed in the calendar by choosing another date from the QuickDate calendar. See the section “Going to another time” in Chapter 2 to learn how to use QuickDate. (View | Go to | Date)



Zooming in and out

Displays a drop-down menu with options for enlarging or reducing the view of the calendar in the calendar window. The next four icons represent the Zoom views. (View | Zoom)



Displays the calendar in a full size (100%) view. Use this view when you need to check the details of events and pictures. (View | Zoom | 100%)



Adjusts the calendar view so that it fits the width of the calendar window. Use this when you need to read the event text, and also see more of the calendar than you can in the 100% view. (View | Zoom | Fit Width)



Reduces the calendar view so that it fits the height of the calendar window. Use this to check the overall appearance of the calendar. (View | Zoom | Fit Height)



Displays the entire calendar with its margins (the form) as it will print. Note that this is not the same as a page preview: If you are printing two or more calendar forms on a page, this view shows one form for proofing purposes. This is the only way to view a big picture above the calendar or on the calendar's facing page. For more information on pages and forms, see “Page vs. form” later in this chapter. (View | Zoom | Form Preview)



Changes the view of the calendar to the custom percentage that you define in the Zoom dialog box. You can specify a scale percentage from 30 to 200 percent. (View | Zoom | Custom)



Finding overflows

When this icon displays as a tipped glass, one or more day cells have more events than can fit in the available space. Click on it to select the next overflow day. If there are no overflow events, this icon is an upright glass. (View | Go To | Next Overflow)

A down arrow button in the lower right corner of the day cell means that there are overflow events. To see a list of them, click the arrow button or

choose View | Display Overflow. See “Too many events” in this chapter to learn how to handle overflows.



Next time period

The double arrow displays the next time period; for example, in a one-month layout, this shows the next month. The single arrow (available only in year, text, multi-week, and multi-month layouts) moves the calendar forward by one week or one month. (View | Go To | Next)



Previous time period

The double arrow displays the previous time period. For example, in a one-month layout, this shows the previous month. The single arrow (available only in year, text, multi-week, and multi-month layouts) moves the calendar backward by one week or one month. (View | Go To | Previous)



Calendar Layout Status bar

The current layout status is displayed next to the page icons on the message bar. For example, Picture On The Top means that you have selected Layout On One Page with Big Picture On The Top. (Layout | Layout Options | Appearance)



If a layout extends over two or more forms, click either of the page icon arrows on the status bar to display the previous or next form. You can only view subsequent pages if they contain calendars; you cannot view a big picture on the facing page unless you are in Form Preview. (View | Go To | Previous Page, View | Go To | Next Page)

Note Click the page number icon to refresh the calendar. This is useful if you want to update the calendar after making many changes to it.

Marking hidden notes

A small asterisk (*) at the end of an event means that the event has a hidden note attached. To see the note, select the event and choose the Notes button from the toolbar, or choose Events | Note.

If you don't want the warning * symbol to display, choose Edit | Preferences and turn off the Mark Events Containing Notes option.

To learn more about displaying and hiding notes, see “Notes: Displaying notes” in Chapter 3.

Calendar layouts

Each layout has a distinctive design with its own set of layout options. This section describes the SI Swimsuit Calendar layouts with default options as installed by the Setup program.

Note In the week schedule and day layouts, the spelling and capitalization of the text “AM” or “PM” in the Time column is controlled by Windows Control Panel options.

Year

Use the year calendar for a compact listing of events such as birthdays, anniversaries, holidays, company vacation days, etc. You can start the year on any month. If all the events do not fit on the first page, the calendar continues on subsequent pages, in the same layout.

Note You cannot select an event for editing in the calendar view in this layout. Select it from the event list.

Multi-Month

Use the multi-month calendar for long-range planning of vacations, projects, school semesters, and other periods that cover more than one month. You can choose a time period from one to twelve months.

This layout prints across three forms with borders between each form, i.e.: calendars will not print across a page perforation. (A form contains the calendar plus margins; you can have one or more forms on a sheet of paper.)

Month

This layout resembles a standard wall calendar and can be used for month-to-month planning.

Multi-Week

Use the multi-week layout to see from one to thirteen weeks at a time. This layout is especially useful for planning vacations, short projects, classes, and quarterly financial planning.

Week

Use this layout for an overview of one week's events. The larger day cells provide more space for events, so you can combine more event lists in the calendar without overflowing a day cell.

The blank area at the bottom of the calendar shows any overflow events.

Week Schedule

Use this layout like a weekly appointment book to see events that happen at specific times during the week, such as classes or meetings.

To turn on the vertical duration bar, enter a start and end time. The blank area at the bottom of the calendar shows events without start times and overflow events.

Day

Use this layout like a daily appointment book to schedule events that happen at specific times during the day, such as classes or meetings. You can specify multiple columns, or two forms (for example, one for handwritten notes and one for the calendar).

To turn on the vertical duration bar, enter a start and end time. The blank area at the bottom of the calendar shows events without start times and overflow events.

Text listing

Use the text-only layout to print a list of the events with dates but no pictures or calendar grid. This is useful for creating a conference or meeting agenda.

Note You cannot select an event in the calendar window in this layout. Select it from the event list.

Calendar viewers

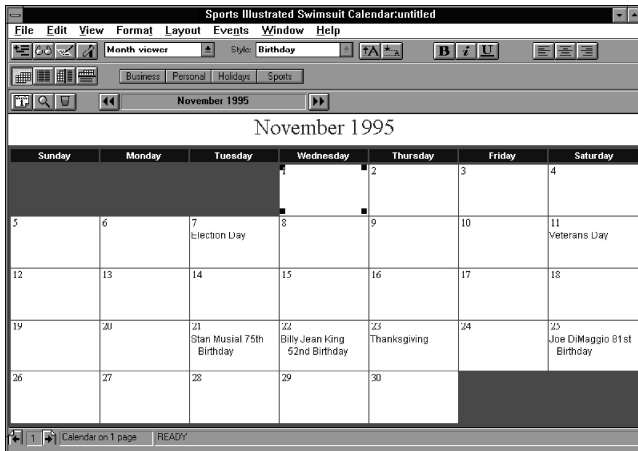
Calendar viewers are special layouts for onscreen viewing of calendars. They display a reduced version of a calendar layout, so that the entire calendar fits onto the screen. The event text appears in an assigned type size. This makes it easier to read the event text on the screen.

The Viewer modes have the Overflow option for Truncate Event Text turned on by default (Layout | Layout Options | Overflow). This truncates any events that are too long to fit in the day or time cell. The viewer modes also have the Override Style For All Events set to the Viewer style (Layout | Layout Options | Event Display). You may wish to change the style to a smaller font or turn off the option.

Note The three viewers, month, week, and day, cannot be printed or copied to the clipboard. They are for onscreen use only. Since they are not printable, the program ignores any page setup options you select for them.

Month viewer

Use this layout to see a month of events compressed to fit on the screen.

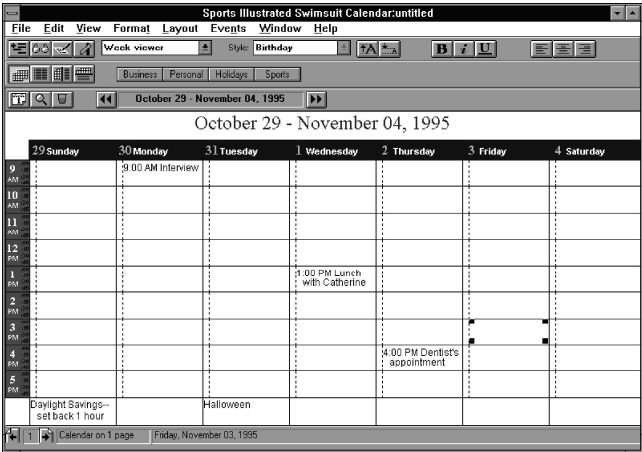


Month viewer layout

Week viewer

Use this layout to see a week of events compressed to fit on the screen. The blank area at the bottom of the calendar shows events without start times and overflow events.

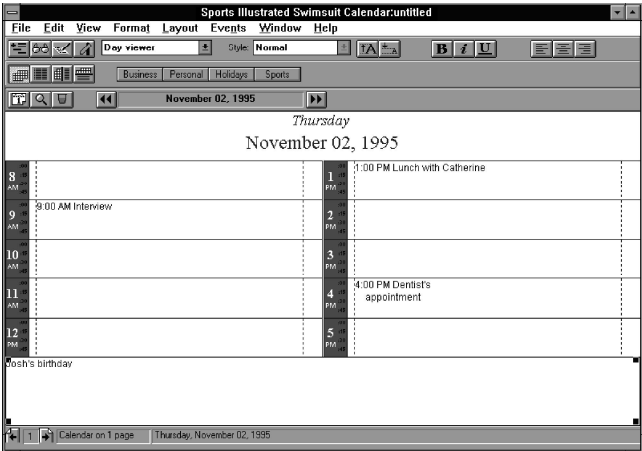
Week viewer layout



Day viewer

Use this layout to see a day of events compressed to fit on the screen. The blank area at the bottom of the calendar shows events without start times and overflow events.

Day viewer layout



Modifying layouts

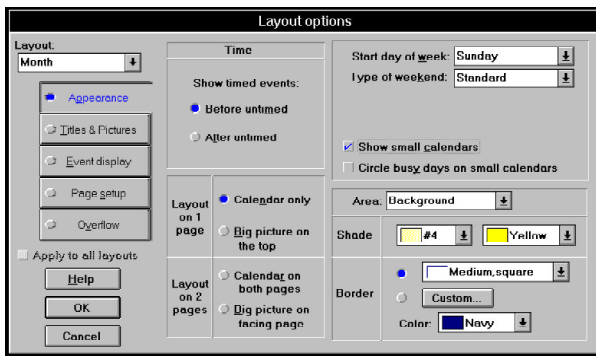
Each SI Swimsuit Calendar layout has its own set of layout options. In the Layout Options dialog box, you can modify each layout independently, without affecting the others.

Using the Layout Options dialog box

Here is an example of how to use the dialog box to make one or many changes.

1. Choose Layout | Layout Options.

The Layout Options dialog box appears. The left side of the dialog box contains a drop-down list of all the layouts. Below the list, each button opens a panel with options that control a different aspect of the layout.



Layout Options dialog box

Appearance options control the general appearance of the selected layout: time period covered, the first day of the week, number of calendar pages, placement of big pictures, borders, shading, color, and so forth.

Titles & pictures options allow you to add, edit, or remove titles and pictures for the selected layout.

Event display options control the way event text appears in the selected layout.

Page setup options control the page size, the form size and margins, and portrait and landscape printing for the selected layout.

Overflow options control the adjustments that are made to the selected layout in order to fit as many events as possible into each day cell.

2. Choose the layout you want to change from the drop-down list in the Layout box. For example, Month.
3. On the left side of the dialog box, choose the button for the part of the layout you want to change. For example, Page Setup.

The right side of the box displays the options that are available for the layout selected in step 2. Each layout has a different set of options .
4. Change the options as needed. For example, you could change landscape to portrait. (The following sections in this chapter explain all the layout options.)
5. Do one of the following:
 - Repeat steps 3 and 4 to change another part of the selected layout.
 - Choose another layout. A dialog box appears asking if you want to save the changes you made. Choose Yes. Then repeat steps 3 and 4.
6. Choose OK to close the dialog box and see the results of your changes in the calendar.

Applying changes to all layouts

If you have changed any option in the Titles & Pictures, Page Setup, or Overflow panels, you can apply that layout change to all calendar layouts. To do so, select one layout and follow steps 3 and 4 to make the change. Then check the Apply To All Layouts check box and choose OK.

Note The Apply To All Layouts option in the Layout Options | Titles & Pictures dialog box has no effect on big pictures. Any changes made to big pictures will be applied to the current layout only, not to all layouts. Font and text changes can be applied to all layouts.

Layout defaults

The collection of current layout option settings are considered to be part of the current workspace. If you reset some of the layout options described in this chapter and then exit SI Swimsuit Calendar, the current settings are automatically saved as defaults for your next session.

When you start SI Swimsuit Calendar again, the options from the previous session will still be in effect. But as soon as you modify one of the layouts, the new set of options replaces the old one.

If you want to retain a particular set of layout options for future use, save the workspace. See “Basic concepts : Workspaces” in Chapter 2 for more information about workspaces.

Changing the layout Appearance options

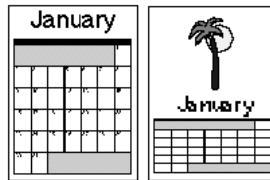
Each calendar layout has its own set of layout appearance options that modify its design. The following list describes all the Appearance options; only some of them will be available for the particular layout you select.

Page and big picture options

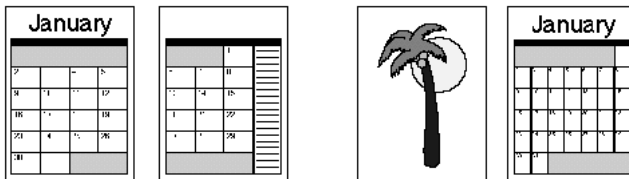
You can spread some layouts over one or two forms. (The multi-month calendar always displays on three forms.) Select **Layout On 1 Page** — with or without a big picture — or **Layout on 2 Pages** — with calendars on both pages or a big picture on the facing page.

Note When the **Layout on 2 Pages** option single-sided, the left margin is larger than the right margin. When this layout option is printed double-sided, the larger margin remains on the inside, or binding side, of the paper, allowing room for punching holes so you can place the calendars in a binder.

If you select a layout option that includes a big picture, be sure to select the **Titles & Pictures** panel to enable the big picture option and select the picture. For more information on placing big pictures and modifying big picture display options, see Chapter 6, “Using pictures.”



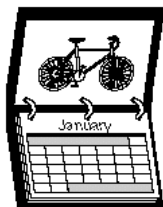
A calendar on one page and a calendar with a big picture on top



A calendar on two pages, and a calendar on two pages with a big picture on the facing page

To create a calendar for an organizer notebook in landscape orientation with a big picture on the top, like in the picture that follows, choose **Layout On 2 Pages; Big Picture On Facing Page**. Also, make sure that you specify **Landscape** as the **Page Orientation** on the **Page Setup** panel.

For more ideas on how to incorporate big pictures into your calendars, see Appendix C, "Double-sided printing." It describes how to print calendars on both sides of the page for use in organizer notebooks and InstaBooks.



A double-sided calendar in a notebook

Color, shading, and border options

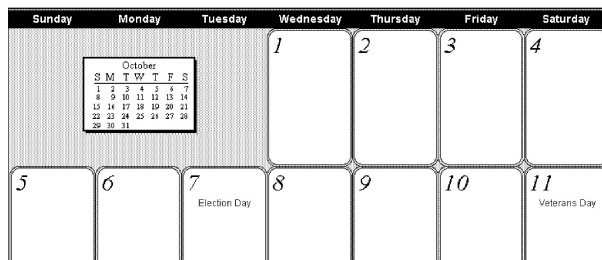
For most layouts, you can select the color, shade, and border type for day cells, calendar background, small calendars, calendar text (title, subtitle, footer), day of month, weekend names, and big pictures.

Note Shadow borders take longer to display and print.

Color and shading effects applied to day cells and calendar background



The double 1, rounded border type applied to day cells



You can also create custom borders by using different line types, or no line at all, for each border side.

To change any of these items:

1. Select the item you want to change from the Area drop-down list.

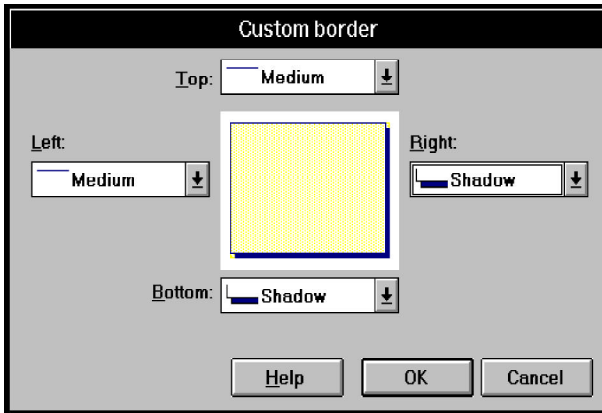
For the title, subtitle, and footer, you have the option to fit the border to the text. Otherwise, the border extends to the edge of the area.

2. Choose a pattern and color for the shade.

To turn the shade off, select None in the pattern drop-down list.

If you have a shaded background and want to create an unshaded foreground element (such as a day cell), do not select None for the shading, as that makes some items look transparent. Instead, select shade pattern #1 with white as the color.

3. Choose a border type from the drop-down list. (See the next step to create a custom border.) To turn off a border, select No Border from the border type drop-down list.
4. To create a custom border, click Custom.
5. Make selections for the Top, Left, Right, and Bottom borders, and click OK.



Custom border dialog box

The Blank border selection leaves a wide, blank area instead of a border, which can be used to create special effects like L-shaped day cell borders. You cannot create custom borders with rounded edges.

Event order options

In all the layouts except week, week schedule, day, and day viewer, events with start times (timed events) and events without start times (untimed events) are displayed in separate groups in each day cell. By default, the Timed events appear first. To make them appear last, choose After Untimed.

For the week schedule, day, week viewer, and day viewer layouts, you can choose the first and last hour to show for each day and the time intervals throughout the day.

Small calendar options

Use the small calendars to show previous, current or next months on your calendar depending on your layouts, and to show days that have events.

Show small calendars

Display/hide the small calendars.

Circle busy days on small calendars

Circle the days on which events appear. (Events with &rem at the start of the event name will be circled in the small calendars.)

Small calendars only (Year layout)

Shows a concise year of small calendars with circled days for all scheduled events. The events are not displayed.

Note When you change an event date, the circled date on the small calendar does not always automatically change onscreen, but will print correctly. To refresh the screen display, click the page number icon on the message bar.

Calendar day cell options

These options let you control how the day cells appear on your calendar.

Show day of week

For the year and text layouts, display the day of the week next to the date. If this option is not selected, and the group events by option is set to month, the month day number appears on the same line as the first event. Otherwise, it appears on a separate line above the event.

<p>September 13 Monday Rick's vacation 14 Tuesday Rick's vacation 15 Wednesday 3:00 PM Update meeting Rick's vacation 23 Thursday Finalize the budget 27 Monday Sep 27 - Sep 29 Meeting in Florida - Rick to attend</p>
--

Show day of week

Start day of week

You can make any day of the week the first column in the calendar grid. For example, you can start the week on Monday, so that the day cells for the weekend will appear side-by-side at the end of the week. This also affects the appearance of small calendars.

Type of weekend

Choose one of these options:

- Standard (weekend day cells are the same size as weekdays)
- Weekdays Only (weekends omitted)
- Small Weekends (weekend day cells are smaller than weekdays)
- Large Weekends (weekend day cells are larger than weekdays)

August 1995
Monthly Planner

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3 9:00 AM - 12:00 PM Planning sessions	4 8:00 AM - 8:30 AM Conference call (headquarters)	5	6
7	8 7:00 PM Doc meeting at Hanson Kitchen	9	10	11 11:00 AM Board meeting - Columbus	12	13 8:00 PM Rick's birthday party

Large Weekends, Start day of week is Monday

Number of months, weeks, or days

You can choose the number of months to display in the multi-month layout, the number of weeks to display in the multi-week layout, and the number of months or days to display in text layouts.

Other Appearance options

These final Appearance options control how the events are grouped and the size of the overflow area.

Group events by

For the year and text layouts, you can display a heading for each month or for each day.

Group events by month

August 01 - September 30, 1995

Planner

August
3 9:00 AM - 10:00 PM Planning meeting
4 8:00 AM - 9:30 AM Conference (with Bradgett)
8 10:00 PM Day meeting (with Steve, Brian)
11 Aug 11, Aug 10 10:00 AM Board meeting - Colson
 Met Steve
13 8:00 PM Brian/Fr. birthday party
21 10:00 PM Budget group meeting
23 10:00 PM Brian-John-Dale meeting
25 Cleanup thread
Sept
4 Interview
5 9:00 AM - 1:00 AM Chicago meeting
7 8:00 AM - 10:00 AM Equipment meeting
 100 AM - 2:00 PM Tech meeting
8 10:00 AM Doctor's appointment
9 Buy present for Kate
23 Announce

Overflow area

For the week schedule, day, week viewer, and day viewer layouts, you can specify the size of the overflow area (Small, Medium, Large, Jumbo) that contains the untimed events and overflowed timed events.

Adding calendar text

You can add a title, subtitle, and footer to any calendar layout. Some of the layouts have titles and subtitles already; you can edit these, remove them, or substitute your own.

Titles, subtitles, and footers each have their own default settings for fonts, type size, and type style, which you can change (see “Formatting calendar text” later in this chapter for instructions).

Important! Applying a QuickStyle to your calendar modifies the formatting of text. If you plan to use a QuickStyle, select it before modifying text. See Chapter 7, “QuickStyle formatting and design tips,” for more information.

Title, subtitle: Appears at the top of the calendar. If the title or subtitle is too long for the first line, the text wraps to the next line.

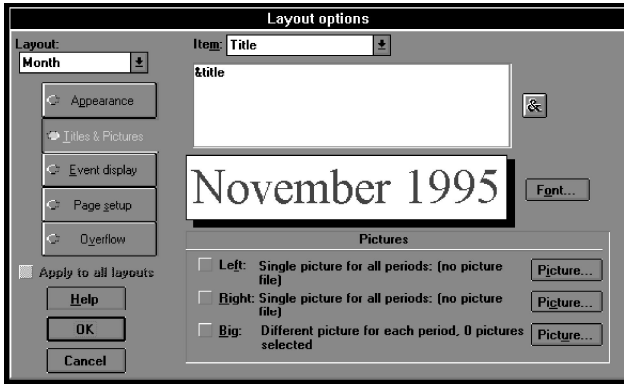
Footer: Appears at the bottom of the calendar.

You can also modify the borders and shading patterns of titles, subtitles, and footers. See “Changing the layout Appearance options” earlier in this chapter.

1. To modify an existing title, subtitle, or footer, select it and double-click the mouse.

To enter a new title, subtitle, or footer, choose Layout | Layout Options. Choose the layout that you want to modify from the drop-down list under Layout, then choose Titles & Pictures.

2. Choose Item and select Title, Subtitle, or Footer from the drop-down list.



Titles & Pictures dialog box

For some layouts, the list of choices includes Weekday (the name of day of the week), Day of Month (the number of the day), AM/PM, Small Calendars, Minutes, or Hour. You cannot edit these items, but you can format them (see step 4).

3. Edit the text that appears in the text box, or type new text over the old.

As you enter the text, the sample box shows how it will appear in the calendar.

You can include an insert field if you want. See “Insert fields” later in this section.

To delete a title, subtitle, or footer, select the text in the text box and press DELETE.

4. To reformat the item, choose Fonts. See “Formatting calendar text” later in this chapter for instructions.
5. When you are satisfied with the appearance of the sample text, choose OK.

Insert fields

You can choose an insert field to insert variable text supplied by the program into the titles, subtitles, footers, event text, and big picture titles of the calendar. Insert fields always begin with an & character. For example, the insert field &date inserts the date the calendar is displayed or printed.

Only certain insert fields may be placed in a title, subtitle, or footer, while the remaining insert fields are intended for events. Some other insert fields marked “for events only” may appear in the sample box in the Titles & Pictures panel, but they won't appear in the calendar. See Appendix D for information on all of the insert fields and their uses and restrictions.

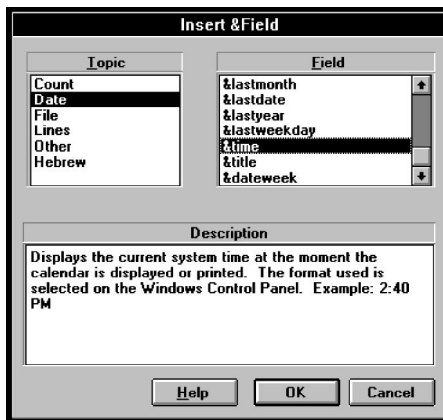
Choosing an insert field

1. Choose the Text field. If you want some text to appear in front of the insert field, type the text. If not, go on to step 2. Enter a space after the text (to precede the inserted text) if you want.

For example, you could start a footer with the words, Printed on

2. Choose the & button.
3. Choose the type of insert field you want from the Topic box on the left. For titles, subtitles, and footers, this will probably be Date.

Insert &Field dialog box



4. Choose an insert field from the Field box on the right. For example, for a footer, you might choose &date.

A message in the description field explains what this field will insert.

5. Choose OK to insert the field.

In the text box, the field looks like this: printed on &date

In the sample box, it appears as: Printed on March 14,
1995

6. Add more text after the insert field if you want.

For example, Printed on &date by Eileen Swanick

Note You must place a special character such as a slash (/), a comma, or a space after the insert field if more text will follow it. Otherwise, it is interpreted as regular event text and the insert field will not work correctly.

7. Choose OK.

The table in Appendix D lists the insert fields, a description of their functions, and the areas where they can be used.

Formatting calendar text

The term “calendar text” refers to all the text in a calendar that does not describe a specific event. This includes the title, subtitle, footer, day cell numbers, weekday names, small calendars, times (hours and minutes), or the A.M. and P.M. abbreviations.

You can format the calendar text in much the same way as you format the event text, by changing the font, type size, type style, alignment, or color. You can format titles, subtitles, and footers at the time that you enter them, or later by selecting them in the calendar window.

Follow these steps to format any calendar text:

1. In the calendar window, select the text that you want.
 - For titles, subtitles, and footers, choose the item that you want.
 - For all other text (day cell numbers, names of days, hours, minutes, small calendars) choose one item to select all the text of that type. For example, selecting one day cell number selects all the numbers; selecting one small calendar selects all of them. You cannot change just one item by itself.

Note To change the shading, color of the background area, and borders of calendar text, see “Changing the layout Appearance options” earlier in this chapter.

2. To change the type specifications, type color, or alignment, choose Format | Fonts.

Or, choose the appropriate icon from the toolbar to change the type

size, type style (such as bold), or alignment.

You cannot change the type size of small calendars.

3. When you have finished, choose OK to close the dialog box. The changes appear when the calendar redisplay.

Shortcut Use the following shortcuts both to edit the text of calendar titles and footers and to format other types of calendar text.

- Double-click titles, subtitles, or footers to open the Layout Options Titles & Pictures dialog box.
- Double-click weekday names, month names, small calendars, and day of the month numbers to open the Font dialog box.

Automatically scaling calendar fonts

Typically, you'll want to print the same calendar on various form sizes while still maintaining the overall look of the calendar. An option in the Preferences dialog box, Scale Layout Fonts When Form Size Changes, allows you to do this.

When this option is set to On, all calendar text is scaled proportionally if the height of the calendar changes by more than 0.5 inches. There are various circumstances that cause the size of the calendar to change, such as:

- Adding or removing a big picture above the calendar
- Changing the page size
- Changing the form size
- Changing the number of forms per page

This option affects only calendar text; it does not affect the size of event text.

Note When type sizes are less than 8 point, some TrueType fonts, usually decorative designs, may display in Arial and Times New Roman at some monitor resolutions and zoom levels. This is a function of Windows; the documents will print correctly.

The calendar text will not go below the minimum type size specified in the Overflow corrections panel (Layout | Layout Options | Overflow).

To change this option:

1. Choose Edit | Preferences and click Scale Layout Fonts When Form Size Changes to toggle it off and on.
2. Click OK to save this preference and close the Preferences dialog box.

Controlling the display of events

You can use the Event Display layout options to control the way events appear in a selected layout. The options temporarily override the settings for individual events.

For example, suppose you want to display the same event list in two layouts, a six-month layout and a one-week layout. The events have a number of different styles attached to them, and some of them also have pictures and notes. You would like the one-week layout to show the notes and the pictures, but the day cells in the six-month layout don't have room for them. You can use the display options to hide the notes and pictures in the calendar without deleting them from the events.

Event Display options

This section describes all of the Event Display options. Not all of these options are available for all layouts.

Override style for all events

Temporarily overrides the styles, font specifications, and pictures for individual events, so that all events in the selected layout appear in one style. In other layouts, the styles are unchanged.

Show pictures with events

Turns on/off the display of all pictures attached to individual events.

Show notes

Turns on/off the display of notes attached to events. If an individual note doesn't appear, select the event and choose Events | Notes to see if the Show Note option in the Note dialog box is turned on.

Show start time/Show end time

Display the starting and/or ending time of the event, if any.

Scale event size

Automatically scales event text for a certain layout, changing the overall size of text while keeping it proportional to the original sizes. The percentage entered in the box is multiplied by the type size of the event. For example, 80% means that 10 point type appears as 8 point.

Note Several factors affect the type size of event text. See "Formatting event text: Fonts and alignment" in Chapter 3 for more information.

Number of event columns

Specify the number of columns for event display (from 1 to 6) for the Year, Week, Text, Day, and Day Viewer layouts. To have SI Swimsuit Calendar determine the optimal number of columns, choose Auto.

For the Year and Text layout, you can choose 1 W/ Times Column to specify that event times be placed in the left column and events in one column to the right of the event times.

Vertical separator between columns

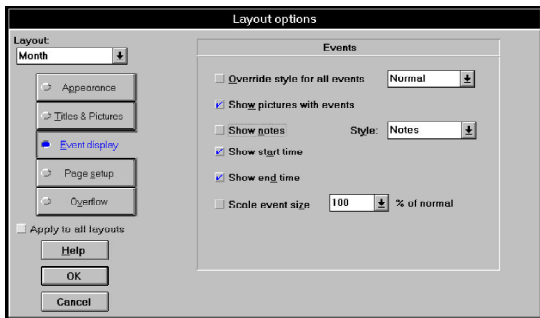
Places a black vertical line between columns of text, making it easier to read calendars with many events.

Making changes

Follow these steps to change any of the event display options:

1. Choose Layout | Layout Options.
2. Choose the layout you want to modify.
3. Choose Event Display.
4. In the Events box, choose the option that you want.

Layout Options dialog box



5. Check Apply To All Layouts if you want the change to affect all layouts.
6. Choose OK.

Hiding events

Sometimes you don't want certain events to appear in a calendar. You may want to make room for overflow events on a specific day (see "Too many events" in the next section), or exclude events that are irrelevant for a particular calendar. SI Swimsuit Calendar lets you to exclude selected events from a calendar without deleting them.

Note A repeating event is considered to be a single event with multiple occurrences. When you hide a repeating event, all the occurrences of that event disappear from the calendar. To hide just one occurrence, unlink it to make it a separate event or modify the event and deselect the date in the QuickDate calendar. (See "Editing events" in Chapter 3 for instructions.)

If you are working in the calendar window:

- Select the event and choose Events | Hide Event.

The event disappears from the calendar. It still appears in the event list, but is grayed out.

If you are working in the event list window:

1. Display the list sorted by Event.
2. Select the event and click the check mark next to the event name, or choose Events | Hide Event.

The event disappears from the calendar. It still appears in the event list, but is grayed out.

Showing hidden events

To make hidden events reappear in the calendar:

1. Display the list in the event list window and sort it by Event.
2. Select the event.
3. Click the blank box next to the event so that a check mark appears, or choose Events | Show Event.

The event now displays in black type and it reappears in the calendar.

Too many events

An overflow occurs when there are too many events to fit into a day or hour cell. When space runs out, the remaining events can't display or print in the calendar, so they "overflow." When an overflow occurs, the overflow icon in the calendar window control bar changes color and tips. In the calendar, the day cells that have overflow events are marked by a down arrow in the lower right-hand corner.



Here are some ways to deal with overflow events:

- Print the calendar anyway. The overflow events can be printed on a separate sheet of paper after each calendar page. Printed overflow pages use the Text layout options, regardless of the calendar layout selected.
- Edit, reformat, or hide the events in the day cell to make more room available.
- Edit the overflow events so they take less space.
- Adjust the overflow correction options for the calendar layout. See "Layout overflow corrections" later in this section.

Event corrections

You can modify the text or format of the events that appear in the calendar and the events that have overflowed so that more events can fit in the day cell.

If your calendar covers several time periods (a month calendar layout for three months, for example) or several pages (such as a multi-month layout), you must display the time periods or pages in the calendar window one at a time and make corrections on each one.

Editing the displayed events

Use the procedures described in Chapter 3, "Editing events" and "Formatting event text," to make the displayed text take less space. Here are some suggestions:

- Change the font and/or type size of the displayed events so they take less space to display. An easy way to reduce the type size is to select the event and click the down type size button (the small A) in the toolbar until the type is smaller.
- Shorten the event text in the displayed events. To keep the text for another calendar, cut it in the Modify Event List dialog box and paste it into a note in the Notes dialog box.

- Turn off the display of notes and pictures for individual events. Or, let the Layout overflow corrections turn off the display for all overflow events (see “Layout overflow corrections” later in this section).
- If a displayed event is not required for this calendar, hide it temporarily, so that one of the overflow events can appear instead. See “Hiding events” earlier in this chapter.

Editing the over flow events

You can also apply the above methods to the overflow events. To view overflow events so you can select them for editing:

1. Click the overflow icon in the calendar window tool bar to quickly locate and select the next overflow day cell. Or, choose View | Go To | Next Overflow.
2. Click the down arrow in the lower right-hand corner of the day cell to display the Overflow dialog box or choose View | Display Overflow. You can use this dialog box to select particular overflow events for editing.
3. In the Overflow dialog box, select the first event that you want to edit. Then choose one or more of the following options:
 - Choose Modify to open the Modify Events dialog box in order to edit the text or the attached note, if any. See “Editing events” in Chapter 3 for instructions on using the dialog box.
 - If you don't care whether the event displays, you can temporarily hide it by unchecking Show Event In Calendar in the Modify Event dialog box.

Note Long notes do not appear in the Overflow dialog box. To edit or hide the note, select the event name in the Overflow dialog box and choose Modify. In the Modify dialog box, choose Note. In the Notes dialog box, edit or hide the note.

- Choose Font to open the Font dialog box and select a different font or type size.
- Choose Picture to change the picture display. For example, you could choose Small instead of Scalable to reduce the picture's size.

When you choose OK in any of these dialog boxes, you return to the Overflow dialog box. A message box notifies you when the event has been placed in the calendar or removed.

4. Repeat step 3 for any other overflow events you wish to edit.
5. Choose Next to display and select the next day cell with overflow events in the calendar. Repeat steps 2 through 4. Continue until you have dealt with all the overflow events in the calendar.

Layout overflow corrections

SI Swimsuit Calendar tries to avoid overflows by adjusting or “correcting” the display of events and pictures so that more events can fit into that particular day cell. You can turn the individual corrections options off or on for a selected layout.

Note The corrections do not permanently change the formatting of individual events. They temporarily control the event display in crowded day cells in the selected layout.

When selected, the following overflow corrections are automatically applied to each overflow day cell in the order listed, until the events fit.

Make Event Pictures Small

If there are scalable pictures attached to any of the events, display them as small.

Don't Display Event Pictures

Check this box if you don't want event pictures to appear in the calendar. If the box is blank, pictures will appear.

Hide Notes

Don't display notes attached to events.

Reduce Event Text Size

The program reduces the size of some of the events to try to make all the events fit, resulting in a day cell with event text in different type sizes. To control legibility, you can enter a minimum point size for the type. (See “Formatting event text: Fonts and alignment” in Chapter 3).

Reduce Event Text Size does not affect text in banners. To make the bannered text size smaller, edit the event and change the point size in the Font dialog box.

Reduce leading

Reduce the space between lines of text.

Relax hyphenation

Hyphenate words when they reach the end of a line, regardless of grammatical hyphenation rules.

Truncate event text

Cut short the event text of each event, starting with the lowest priority event. Text is removed from events until they all fit into the box.

Overflow in multi-column layouts

If you have overflow events when using multiple columns in daily and weekly layouts, the overflow corrections option may not work correctly. You may need to manually adjust the events to avoid overflow.

Making changes to overflow options

To turn any of these corrections on or off:

1. Choose Layout | Layout Options.
2. Select the layout to which you want to apply the corrections.
3. Choose Overflow.
4. Check or uncheck the corrections as needed.
5. Choose OK.

Page setup

By default, SI Swimsuit Calendar prints calendars on a standard sheet of 8.5 x 11-inch business letter paper (or on A4 paper, if you specify Metric as the Windows measurement system). If this is the only paper you plan to use, you may never need to change your page setup.

However, you may find there are occasions for changing the page setup:

- Your printer cuts off part of the calendar.
- You want to change the orientation of the calendar on the page (portrait or landscape).
- You want to leave space on one side of the calendar for a three-hole punch.
- You want to print on a special paper stock, such as organizer or Day Timer™ paper.

SI Swimsuit Calendar provides preset definitions for a variety of popular paper sizes and products and for printing several calendars on one page. The page setup options let you choose one of the existing definitions or create your own. You can also set the printing orientation and adjust the margins around the calendar.

Note SI Swimsuit Calendar includes a selection of workspaces with predefined page setup options for InstaBooks and organizers.

Page vs. form

In SI Swimsuit Calendar, a page refers to the sheet of paper that goes through the printer. A form is the portion of a page that contains a complete calendar.

If you print one calendar on a page, the page size is usually identical to the form size. If you are printing two calendars on a page, as in the following illustration, the page contains two forms, and the form size is one half of the page.

Each form has a margin, which is the blank space between the edge of the form and the printed calendar.

Multiple forms

SI Swimsuit Calendar allows you to print several forms on one sheet of paper. The Paper Stock list in the Page Setup dialog box includes several predefined multiple forms based on standard paper sizes.

You can modify these supplied forms or add new definitions; See “Adding or modifying a size definition” later in this chapter.

Page orientation

The page orientation, portrait or landscape, is the direction in which the form lies on the page. Portrait orientation prints the top of an image in the direction that the paper feeds into the printer (usually the short edge of the page).

Landscape orientation rotates the image 90 degrees.

Note The SI Swimsuit Calendar orientation setting overrides the orientation setting in the Windows Print Setup dialog box.

Set the page orientation in the Page Setup dialog box before you choose Print. This gives you a chance to check the results in the calendar window and make adjustments, if necessary, before you print the calendar.

1. Choose Format | Page Setup.
2. Choose the layout that you want to modify from the drop-down list under Layout.

If you want, choose another page or form size, see “Choosing page or form sizes,” later in this chapter.

3. In the Page Orientation box, choose either portrait or landscape. Check the illustration to see which way the calendar will print on the paper.
4. Choose OK to confirm your choice.

This changes the layout direction for the selected layout only. Other layouts are unaffected unless you select Apply To All Layouts.

Changing form margins

When you choose a different paper size, the form margins are automatically set for you. You can adjust them if necessary. When the margins change, the calendar text, borders, and pictures adjust automatically to fit them. You may have to adjust the event type size manually. See “Formatting event text” in Chapter 4 for instructions.

1. Choose Format | Page Setup.
2. Choose the layout that you want to modify from the drop-down list under Layout.
3. In the Form Margins box, there is a margin field on each side of the image of the calendar. Using the image as a guide, find the field that represents the margin you want to change.
4. Choose the field and either type another number or click the arrows until the number that you want appears in the field. (The unit of measurement (inches or centimeters) depends on the setting in the Windows Control Panel.)
5. Repeat step 4 for each margin you want to change, then choose OK.

To see the margins in the calendar window, choose View | Zoom | Form Preview. The results may not be very noticeable, unless you made a large change. However, they will be visible when you print the calendar.

Choosing page or form sizes

To select a different page or form size, choose one of the definitions from the paper stock list. Choosing a paper size also sets the form size and the form margins.

See the following sections for instructions on modifying or adding page or form definitions.

Follow these steps to choose a new page or form definition:

1. Choose Format | Page Setup.
2. Choose the layout that you want to modify from the drop-down list under Layout.
3. In the Paper Stock box, choose the page or form definition from the drop-down list.

Tip To get an idea of what you are choosing, look at the diagram in the Page Orientation box. The Page Size and Form Size fields tell you the dimensions of the page size and form.

4. Choose OK.

Adding or modifying a size definition

You can modify an existing paper and form definition, delete a definition, or add a new one. The procedures for all three operations are essentially the same; to add a new paper stock, you modify an existing one and give it another name. Follow these steps to perform any of these actions:

- Add a page or form size
- Change an existing paper or form size
- Change the origin (the point on the paper where the first form starts)
- Change the number of forms on a page
- Delete a paper or form size

Note Once you delete or modify a definition, the settings are gone. We recommend that you use the Add command when adding or modifying so that you don't lose the original page definitions.

1. Choose Format | Page Setup.

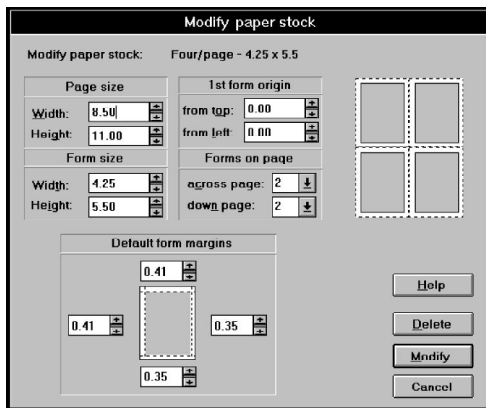
The Layout Options dialog box appears, displaying the page setup options.

2. Choose the layout from the drop-down list under Layout.
3. If you are modifying or deleting a specification, select the paper stock you want to modify from the drop-down list in the Paper Stock box and choose Modify.

If you are adding a specification, choose a stock with dimensions that are close to the one you want to add and choose Add.

Either the Add or Modify Paper Stock dialog box appears.

Modify Paper Stock dialog box



- If you are adding a new specification, follow step 4.
 - If you are modifying a specification, go to step 5.
 - If you are deleting a specification, go to step 7.
4. If you are adding a new paper or form size, type a name for it in the Add Paper text box. Then follow steps 5 and 6 to enter the new measurements.
 5. To change a paper or form measurement, choose the appropriate field. Type in the number that you want or click the arrow keys until the number is displayed in the field.

Here are some rules for making changes:

- The form size cannot be larger than the page size.
 - The total area of the forms on the page cannot be larger than the page area.
 - All form measurements should describe the front of the paper, not the back. The front is the side that is read first (for example, the side with the letterhead for letterhead paper).
 - The width and height of a page or a form should be based on the direction in which the form is fed into the printer. Enter the width first, and then the height. For most laser printers, the width of standard U.S. letter paper should be entered as 8.50, and the height as 11.00, regardless of whether you will be printing in portrait or landscape.
 - If you are adding a definition for paper that has prepunched holes, enter the definitions so that the holes will appear at the left or the top.
6. If you have a dot-matrix printer, you may need to enter the first form origin. See the following section, "First form origin." Otherwise, go on to step 7.
 7. If you are:
 - Adding a paper stock, choose Add.
 - Modifying an existing paper stock, choose Modify.
 - Deleting a paper stock, choose Delete.

First form origin

The first form origin is the point in the upper left corner of the paper where the printer starts printing the first form. If you have a dot-matrix printer that is cutting off part of your calendar, you may need to change the first form origin description as a way of adjusting the printer. Other reasons for changing the first form origins are:

- To allow extra space at the top and left sides of special prepunched or perforated paper stocks
- To allow extra space at the top and left side of letterhead paper

Printing

With SI Swimsuit Calendar you can print a wide variety of calendars in different sizes. The layout and printing options give you a great deal of control over the printing process; once the options are set, reprinting an updated calendar for a specific purpose is easy.

This chapter explains how to set up your printer and print calendars in SI Swimsuit Calendar. It contains these sections:

- Printer Setup
- Printing calendars

Printer setup

Like other Windows applications, SI Swimsuit Calendar uses the printer and font information entered in their respective dialog boxes in the Windows Control Panel. If you have already printed documents from other Windows applications successfully, you should be able to print calendars without any additional printer or font setup. If you have not printed from Windows before, follow the printer setup instructions in your Windows documentation before attempting to print from SI Swimsuit Calendar.

As a convenience, you can open the Windows Printer Setup dialog box directly from SI Swimsuit Calendar to make quick changes to your printer setup. Choose File | Print and then Print Setup in the Print dialog box. In the first dialog box that appears you can select one of the other installed printer drivers. (This applies mostly to network users who may have several installed drivers). To change printer options or printer resolution (lower resolution means lower quality but faster printing), choose Setup in the Printer Setup dialog box.

To install another printer driver or more fonts, use the Windows Control Panel.

Note To change the paper size or page orientation (portrait/landscape) for your calendars, choose Format | Page Setup and select the options in the Page Setup dialog box. Those settings override the corresponding options in the Windows Printer Setup dialog box. See “Page setup: Page orientation” in Chapter 4 for instructions.

Supported printers

In SI Swimsuit Calendar you can print on any printer supported by Windows (both color and black and white). Contact your printer manufacturer for Windows printer driver updates.

Printing calendars

This section explains the printing options and general procedures for printing all types of calendars on one side of a sheet of paper. For instructions on double-sided printing, see Appendix C, “Double-sided printing.”

Overview

The following is a summary of the printing process. Individual steps are described in greater detail below.

1. Define your page setup.
2. Format the calendar by making layout changes as necessary. Keep checking the results in the calendar window.
3. Set the printing options and print the calendar(s).

Page setup

Unless you change the page setup options, calendars print on a standard sheet of 8.5 x 11-inch business letter paper (or on A4 paper if you select Metric in the Windows Control Panel). “Page setup” in Chapter 4 explains all the page setup options. Use the Page Setup options (Format | Page Setup) to do any of the following:

- Change form margins
- Change the page orientation (portrait/landscape)
- Change the paper size
- Print multiple calendars (forms) on a sheet of paper
- Add a paper size

- Note If you are printing in small paper sizes that are centered in the feed guide, you must specify this option in the Trays dialog box, which you can access from the Double-sided Print Setup dialog box. If you are not printing double-sided, you should choose Double-sided just once so that you can set this option. See Appendix C, “Double-sided printing,” for more information.

Formatting the layout

When you change the form size, you can let SI Swimsuit Calendar adjust the type size and layout options for you:

- Overflow corrections automatically adjust the type size of the events if Reduce Event Size on the Layout options overflow panel and/or Scale Event Size on the Layout options Event Display panel are on.
- The Preferences option, Scale Layout Fonts When Form Size Changes, is on by default. This option adjusts the size of calendar text, (titles, day names, etc.), when the form size changes by .05 inches or more in height.

If you need to manually change the formatting of the event text, see “Formatting event text” in Chapter 3 for instructions. If you want to make some changes to the calendar layout options, see Chapter 4, “Layouts.”

- Note The installation disks contain some pre-formatted workspaces for different page and form sizes. See “The Setup program” in Chapter 1 for information on installing these files.

Form preview

To see the way a calendar form (an individual calendar) will look when printed, choose View | Zoom | Form Preview. If you are printing calendars for several time periods (several months, for example), you should preview all the calendars before you print.

- Note If you have selected a layout with a big picture, you can preview the picture in Form Preview only. When the picture is on the facing page, it is always displayed to the left of the calendar, regardless of the page orientation or binding type used for printing.

The form is not the same as a page. In SI Swimsuit Calendar, a form is the area on a page that is covered by a single calendar and its surrounding margins.

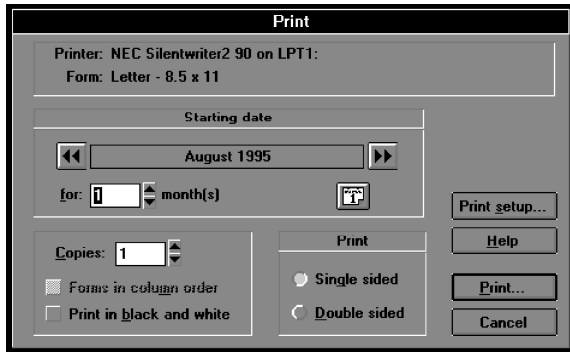
Depending on the paper stock you choose, you can print one or more calendar forms on a page. In the calendar window, you see one calendar form on the screen at any time, even in the Form Preview view.

Printing calendars

Once you have selected your page setup and formatted the calendar layout, follow these instructions to print a calendar.

1. Choose File | Print.
2. You can accept the default settings of the print options described below, or you can change the ones you want.

Print dialog
box



Starting Date: Initially, the dates shown are the dates of the calendar on your screen, but you can use one of these methods to start printing the calendar from any date:

- Use the double arrows on either side of the date field to move the starting date forward or backward by one layout time period. (The multi-week, multi-month, year, and text layouts also have single arrows to move the dates forward or back one week or one month at a time.)
- Click the QuickDate icon to choose a starting date from the QuickDate calendar.

Time period: Set the number of days, weeks, months, or years the calendar should cover. The time unit depends on the selected layout. (The more time periods you choose, the more RAM or disk space memory you need to print.)

Number of copies: Enter up to 99 copies of a calendar. To change the number of copies, click the up or down arrow in the Copies box until the number of copies you want appears or type the number in the box.

Forms in column order: If you are printing multiple calendars on a page, the forms print in row order, across the page. To print in column order down the page, check the Forms In Column Order box. See “Printing multiple calendars” later in this chapter.

Print In Black And White: By default, this option is off. Regardless of the type of printer you have (black and white or color), try printing with the default option at first. See the section “Printing colors” later in this chapter for more information.

Single-sided: To print on one side of the page, make sure the single-sided option is checked. To do any kind of double-sided printing, see Appendix C, “Double-sided printing.”

3. Choose Print.
4. If the calendar contains an overflow date box, the Overflow Has Occurred dialog box appears. Choose one of the following options:

Ignore overflow: Prints the calendar with only the events that fit into the date boxes.

Print overflow: Prints all the events that don’t fit into the date boxes on a separate page of text after each calendar page. (Printed overflow pages always use the Text layout options.)

Note If your calendar layout specifies a calendar spread across two or more forms, do not select Print Overflow as this will interrupt the sequence of forms.

Cancel printing: Cancels the print job. The Cancel button may not respond immediately if you are in the middle of printing a page.

Check the Print Overflow Symbols On Calendar option if you want to see where the overflow occurred on your printed calendar.

Printing colors

SI Swimsuit Calendar provides a number of options for displaying and printing text and pictures in color. Since most of the graphic files included with the program are color pictures, here are some suggestions for printing color pictures.

Note Using the sample event list, SHADING.CCE, print a monthly calendar from January through June 1995 (both with and without the Print In Black And White option). This will show you how the various shading options look when printed on your printer.

If you have a color printer: Try printing with the Print In Black And White option off. Light colors such as yellow, gray, or silver may not show up well when printed with a PostScript printer, either in color or in black and white. See Chapter 6, “Using pictures,” to learn how to control the picture color. See “Formatting event text: Color” in Chapter 3 for information on changing the color of the text.

If you have a black and white printer: Leave the Print In Black And White option off. The printer converts shading and colored pictures to black, shades of gray, and white. All text, unless it is white, is converted to black. The results depend on your printer. Some colors, like yellow and silver, may be converted to white and seem to disappear.

You can also check the Print In Black And White option. Your printed results will look different, because all pictures, text, and grid lines are converted to black and white. Most of the calendar should print well, but some of the colored pictures may not show any contrast, and some shading options may be too dark.

Printing multiple calendars

In SI Swimsuit Calendar you can print several calendars on one side of a sheet of paper. For example, you can have four months on one page, or two days on one page. To print multiple calendars on a page:

- Choose Format | Page Setup to select a paper stock that has multiple forms. Make whatever formatting changes are necessary.
- In the Print dialog box, choose whether to arrange the calendars in rows or in columns.

For example, if you are printing calendars for four weeks in January and February, you can choose to print successive weeks in rows:

To print multiple calendars on both sides of a sheet of paper, read Appendix C, “Double-sided printing.”

Printing speed and resolution

The time it takes for a calendar to print depends on your equipment (printer type, printer resolution, computer CPU speed) and on the calendars themselves: the number of event lists open, the number of events being printed, and the number of pictures being printed. To print calendars faster for draft copies, you can either turn off the display of pictures or choose a lower printing resolution in the Windows Printer Setup dialog box. Your calendars will print faster, but the quality of type and pictures may not be as good.

To turn off the event picture display, choose Layout | Layout Options, then choose Event Display. Uncheck the Show Pictures With Events option and choose OK. The pictures remain attached to the events, but do not appear or print in the calendar. This change also improves the on-screen performance of the program.

Using pictures

Pictures make calendars more attractive and more fun; they can also communicate ideas. Balloons and streamers next to an event can suggest a party, while a train or an airplane conveys the idea of a trip. Use the selection of sports images included with SI Swimsuit Calendar to enhance your calendars, or use your own clip art. SI Swimsuit Calendar accepts most Windows graphic file formats.

This chapter explains how to use the PowerAlbum application, which functions like an online photo album, to organize and select pictures. You'll also learn about printing options and the following topics:

- Graphic files
- Using pictures
- Selecting pictures
- Using PowerAlbum
- Selecting pictures by file name
- Displaying pictures

Graphic files

Use graphic files in any of the following formats with SI Swimsuit Calendar: WMF, TIFF, PCX, CGM, BMP, EPI, DRW, GIF, JPEG, WPG, or PCD. Files may be stored in any directory on your hard disk, or, if you are on a network, in any directory that you can access.

The images that come with SI Swimsuit Calendar are automatically PowerAlbum albums. Your other graphic files won't appear in PowerAlbum unless you add them. However, your graphics don't have to be in an album to use them; PowerAlbum simply gives you the advantage of selecting pictures by sight instead of by file name.

Storing pictures

When you add a picture to an event or a calendar layout, you are really adding a path name that tells SI Swimsuit Calendar where to find the graphic file. If you later move the graphic file to another directory, the path name will no longer be correct and SI Swimsuit Calendar will not be able to find the file. If this happens, a dialog box will appear, giving you the options of not displaying the picture, or updating the path name.

When you install SI Swimsuit Calendar, you specify a default directory in which to store the included graphic files. If you later want to move all the files to another directory, or if you need to use another directory, you can change the default directory path name.

1. After starting SI Swimsuit Calendar, choose Edit | Preferences.
2. Choose the Pictures text box in Default Paths and type the new path name over the old one.
3. Choose OK.

A picture does not have to be in the default picture file directory in order for you to place it in a calendar. Use pictures that are stored in any directory in your hard disk, or, if you are on a network, in any directory that you can access.

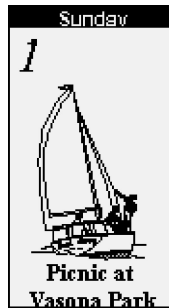
Using pictures

You can attach pictures to an event, an event style, or to a calendar layout. This section suggests different ways to use pictures in a calendar.

Tip Although pictures make your calendars more interesting and professional, you should use them with discretion. Pictures take up space that could otherwise be used to list events. Too many pictures can give your calendar a cluttered look and slow down displaying and printing.

Event picture

Use a picture to illustrate an individual event, such as an anniversary, a graduation, or a party, in order to make it stand out. Whenever you open the event list, the pictures attached to the events appear in the calendar. In the Event List window, events with pictures are marked by a happy face symbol.



An event picture in the calendar

The picture symbol in the event list



Event style picture

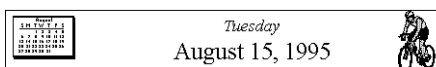
You can use pictures as symbols to identify particular types of events. To do this, create an event style that includes a picture. For example, you might want to create an event style named “Party” that includes a picture of balloons. The balloons appear whenever you assign the Party style to an event. See “Formatting event text: Event styles” in Chapter 3 for more information.

If you assign an event style with a picture to an event that already has a picture attached, the earlier picture is detached from the event, and the event style picture replaces it. You can also replace the event style picture with another picture, if you wish.

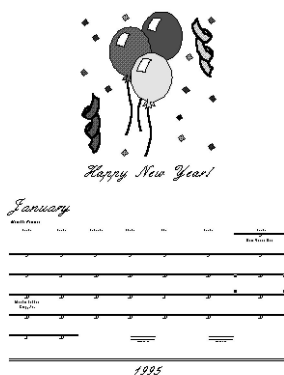
Layout pictures

Dress up a calendar layouts by placing a big picture above the calendar or on its facing page. You can also add a small picture to the upper left and/or the upper right corners. Flowers for spring, sports for summer, or a snow scene for winter can make your calendars look lively and seasonal.

Calendar header with picture on the right



Sample of calendar with big picture



Note Not all picture options are available for all calendar layouts.

Selecting pictures

The procedure for selecting a picture varies depending on whether the picture is for an event or for a layout.

Adding a picture to the event or event style

Each event or event style can include one picture. You can attach a picture when you add the event or create the style, or add it later.

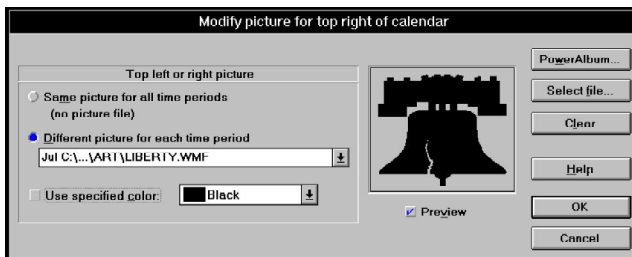
1. If you are in the Add or Modify Event dialog box, choose Picture, or select the event and choose Format | Picture.
Or, if you are creating or modifying an event style, choose Format | Define Event Style. Select the style and choose Picture.
2. Choose PowerAlbum or Select File and select the picture you want.
For more information, see Appendix B “PowerAlbum,” to select a picture with PowerAlbum or “Selecting by file name” in this chapter to select a picture by file name.
3. Choose display options for the picture, as described in “Displaying pictures,” later in this chapter.
4. Choose OK.

Adding a big picture and title pictures to the layout

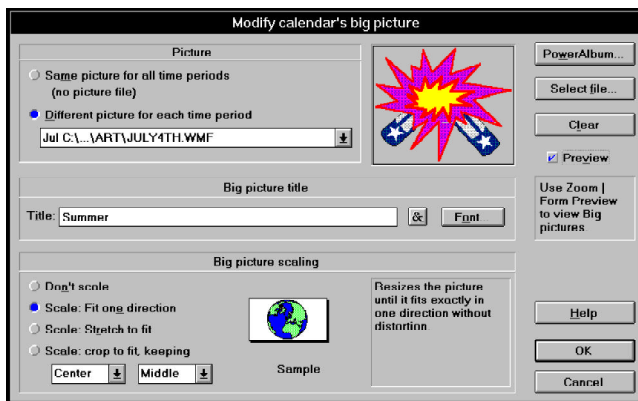
You can place both big pictures and title pictures (left and right of the calendar title) in most calendar layouts. (The big picture option is not available for multi-month, text, and viewer layouts.)

1. Choose Layout | Layout Options.
2. Choose the layout to which you want to add pictures.
3. Choose the Titles & Pictures option.
4. Choose the Picture button opposite the Left, Right, or Big option.

The Modify Picture dialog box for that option appears.



Modify Picture dialog box for left/right pictures



The Modify Calendar's Big Picture dialog box

5. Choose PowerAlbum or Select File and select the picture you want.

See Appendix B, “PowerAlbum,” which explains how to select a picture with PowerAlbum. Also later in this chapter, “Selecting pictures by file name” explains how to select a picture by file name.

6. Click Same Picture For All Time Periods if you want to use the same pictures for each calendar that will be printed in that layout.

Click Different Picture For Each Time Period to specify different pictures for each calendar. For example, if you are creating a monthly calendar, you can select a different big picture to display each month. Select the time period from the drop-down list and choose a picture. Do this for each time period that you will be printing. The pictures selected repeats for the next year (or the next month, in the case of day layouts).

(These options are not available for all layouts.)

Note If you choose Different Picture For Each Time Period and leave one or more of the time periods without a picture assigned, those time periods will print using the picture selected in the Same Picture For All Time Periods option.

7. Enter a title and choose display options for the picture, as described in “Displaying pictures” in this chapter.
8. Choose OK to close the dialog box and return to Titles & Pictures.
9. Make sure there is a check mark next to the selected picture.
10. For big pictures, choose the Appearance option on the left side of the dialog box to see the Layout Appearance panel.

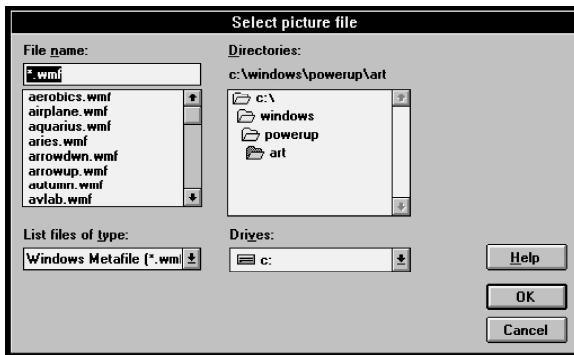
Select one of the big picture layout options. These options vary depending on the layout you choose.

- Note If you select a layout option that does not specify a big picture, then a big picture will not appear in the layout, even if it is specified on the Titles & Pictures panel.
- If you want to choose another layout picture, repeat steps 4 through 9.
 - When you have finished selecting pictures, choose OK.

Selecting pictures by file name

Another way to attach a picture to an event or a calendar layout is to select the graphic file name from a directory listing. The process is similar to opening a file.

- In the Modify Picture dialog box, choose Select File.
- If the directory displayed does not contain the files you want, use the Drives and Directories list boxes to find the one you want.



Select Picture File dialog box

- Highlight the file name you want and double-click it or choose OK. In the Modify Picture dialog box, you can click the Preview check box to see the picture before you confirm the selection.
- If you are satisfied with the picture, go on to choose the color and display options described below. Otherwise, repeat steps 2 and 3 to choose another one, or choose Cancel to close the dialog box.
- When you have finished choosing the options, choose OK.

Displaying pictures

Once you have selected a picture, there are a number of ways to control how pictures display onscreen and print. You apply these options when you first select the picture, and you can return to the Modify Picture dialog box to change them later.

Modifying event pictures

If you have just selected a picture, you are already in the Modify Picture dialog box. Choose the options described below and then choose OK.

If you want to reset the options for a picture already in the calendar, use one of these methods to open the dialog box, depending on the kind of picture you want to modify.

- For an event picture, select the event and choose Format | Picture.
- For an event style picture, choose Format | Define Event Styles. Select the style and choose Picture.

Color options

These options control the colors for both the screen display and printing of an individual picture.

Use Picture Color: Displays the picture in its original colors.

Use Event Color: Displays the picture in the color selected for the event text.

Use Specified Color: Displays the picture in a single color that you select from the drop-down list.

Note When you choose this option, SI Swimsuit Calendar attempts to render the picture in the specified color. Some color combinations may not map properly on your screen or printer, resulting in loss of detail or clarity of the picture. On the other hand, applying a specified color may improve the way some pictures print on a black and white printer.

Event picture style options

These options govern the size and density of an event picture. They do not apply to layout pictures.

Small: Displays a miniature representation of the picture allowing it to fit next to the event text. When printed, the image is approximately 3/8 of an inch square.

Scalable: Allows the picture to fill the space in the date box until it reaches a size of about 1 inch square. This may cause lower priority events on that day to overflow.

Light background: The picture appears as a halftone image that fills most of the day cell and acts as a background for the event text. (The result of this option varies from printer to printer and picture to picture, and may be too dark on some printers.)

Don't Display: Choose this option to temporarily prevent the picture from appearing in the calendar, without removing it from the event or the calendar layout. Some reasons for turning off the display of an individual picture are not wanting to use the pictures in a shared event list or wanting to make more room for events on a particular day.

Note To turn off the display of pictures for all the events in a calendar, choose **Layout | Layout Options | Event Display** and turn off **Show Pictures With Events**.

Scalable

Small

Light Background



Three event picture styles

Left and Right title picture display options

Use the **Modify Picture For Top Left/Right Of Calendar** dialog box to change Left and Right title picture options. You can select different pictures and choose different picture colors. There are two ways to open this dialog box:

- Choose **Layout | Layout Options | Titles & Pictures**. Choose the **Left** or **Right Picture** button.
- Double-click the left or right title picture. Choose the **Left** or **Right Picture** button.

Use specified color

This option displays the picture in a single color that you select from the drop down list, otherwise it uses the original picture color.

Big picture display options

Use the Modify Calendar's Big Picture dialog box to change big picture options. You can select a different picture, add a big picture title, or modify the big picture scaling option. There are two ways to open this dialog box:

- Choose Layout | Layout Options | Titles & Pictures. Choose the Big Picture button.
- Double-click the big picture or select it and choose Format | Picture.

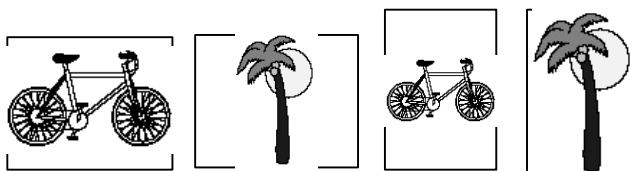
Scaling options

These options control the size and proportions of the calendar's big picture.

Don't scale Places the picture in your calendar without resizing it. This is useful for small bitmaps that you don't want expanded.

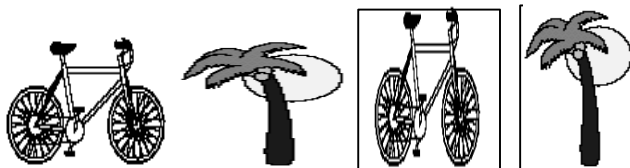
Scale: Fit One Direction: Resizes the picture without distortion until one dimension (height or width) reaches the form boundaries, as the sample picture demonstrates. With this option, the picture fills the available area as much as possible without losing its proportions.

Fit one
direction
scaling



Scale: Stretch To Fit: Resizes the picture to fit all of the available area. It may stretch in one dimension (height or width) more than the other to make the picture fit. This option may change the proportions of the picture, as you can see with the onscreen sample.

Stretch To Fit
scaling



A landscape-oriented picture placed in a portrait-oriented area, and vice-versa, will probably look distorted with the stretch to fit option, because one dimension is elongated

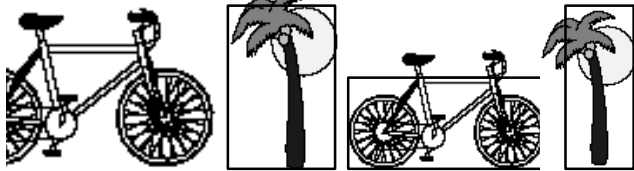
Scale: Crop To Fit, Keeping: Lets you specify the part of the picture that you want to keep. The results will vary depending on the dimensions of the picture, the layout, and the form.

SI Swimsuit Calendar first scales the picture so that the smallest side fills the available area (and the larger side is partly outside of the area). It then crops the rest of the picture so that the portion that you specify (for example, Top or Left) fills the available area. This portion of the picture retains its original proportions and is not stretched.

You must specify a preference for Top/Middle/Bottom and Left/Center/Right. Only one of these is used to crop the picture; the one used depends on the proportions of the picture and the proportions of the layout area where the picture is displayed.

Crop To Fit

Only one dimension of the picture is cropped



Big Picture Title options

If you want to add descriptive text that will print below the big picture, type it into the Title field. You can add insert fields and change the font by clicking those buttons. (See Chapter 4, “Adding calendar text” and “Formatting calendar text” for more information on using insert fields and changing fonts, respectively.)

Big picture borders and shading

You can specify the border type and shading for big pictures. To do so:

1. Choose Layout | Layout Options | Appearance.
2. Select Big Picture from the Area list box.
3. Select a shading pattern and color.
4. Select a border color and a border type, or choose custom.

To create a custom border, select a border type for each side (Top, Bottom, Left, and Right) and click OK.

5. Click OK to confirm your layout options.

Working with color pictures

Most of the pictures supplied with SI Swimsuit Calendar are color pictures; and you may have other color graphic files that you wish to use in calendars.

Monochrome monitors

If you have a monochrome monitor, colored pictures are converted to shades of black, gray, and white, which can make some pictures hard to read on the screen. To improve the screen display of an individual picture, select it and choosing Format | Picture, then select Black as the Use Specified Color option. The picture will display in black and white only. This option is not available for big pictures.

Printers

If you are using a color printer, make sure the Print In Black And White option in the Print dialog box is off before you print.

With a black and white printer, you may want to experiment with the Print In Black And White option to see how it works with your printer. If this option is Off, the printer converts color pictures to black, white, and shades of gray. If it is On, SI Swimsuit Calendar converts color pictures to black and white, using a different conversion technique.

Notes on scanning pictures

When scanning a picture to be used in any software application, it is important to take care to get a good scanned image right from the start in order to have the best possible picture when it is printed. Here are a few tips for achieving good results when scanning pictures:

- Match your picture resolution to the resolution of the printer. You will get the best results if the picture does not have to be scaled by SI Swimsuit Calendar. This is especially true for small pictures displayed with events: Picture detail can be lost if the picture is scaled, or you may see a checkerboard type distortion.
- If you have a scanner with variable dpi settings, change them according to the size of the picture you are scanning and the size that the picture will be displayed in the calendar. In other words, pick the dpi setting that gives you the optimal number of bits for your printer's capabilities and the final size of the picture.

Once you determine the size that you want the picture to be when you bring it in to SI Swimsuit Calendar, you can then set your scanner settings accordingly. The following examples apply when printing to a 300 dpi printer.

Original size resolution	Final size	Scanning
1.5 x 1.5 inches	1.5 x 1.5 inches	300 dpi
1.5 x 1.5 inches	1.0 x 1.0 inch	200 dpi
1.5 x 1.5 inches	3 x 3 inches	600 dpi
3 x 3 inches	1.5 x 1.5 inches	150 dpi

Pictures that will be used as big pictures should be scanned differently than those that will be used as left and right title pictures, and scalable pictures will be different than small pictures. Scanned pictures that work well when used as scalable event pictures on full size forms may not look good when the form size is reduced.

- Select pictures that are clear and show good contrast between the subject and the background. Faces are one of the most difficult subjects to scan because detailed features get lost when some areas are too dark or light.

Pictures and hardware performance

Using pictures makes the calendar window reappear more slowly on the screen after a change. Calendars with pictures also take a longer time to print.

There are several ways to improve display and printing time when your calendar has a number of pictures.

- If you are working with big pictures, we recommend that you have at least 8 Mb RAM.
- If you are working with big pictures, use color pictures that are 8-bit (256 colors) or lower, and try to make the picture no bigger than you need it to be. Sixteen- and 24-bit pictures require so much RAM and hard disk space that it may be impractical to work with them.
- To make the calendar reappear faster on the screen, choose View | Draft to temporarily display pictures as gray boxes. (They will print correctly.)
- To temporarily turn off the display of all pictures attached to events in a specific calendar layout, choose Layout | Layout Options | Event Display. Click the Show Pictures With Events check box so that it is blank. See the section that follows, "Removing pictures," for more information. (This option does not affect left or right title pictures or big pictures.)

To show the pictures, follow the same procedure and click or choose the check box again.

- To speed up the printing of draft copies, change your printer resolution. Choose Print Setup in the Print dialog box. In the Printer Setup dialog box, choose Setup. In the Windows Setup dialog box, choose a lower resolution, such as 150 Dots Per Inch, in the Graphics Resolution field. The picture loses detail, but prints faster. When you are ready to print a final copy, repeat the process and choose 300 Dots Per Inch.
- To avoid waiting for the big picture to appear onscreen when you start SI Swimsuit Calendar, do not exit SI Swimsuit Calendar while in Form Preview if you have the Big Picture On The Top layout option specified.
- Big pictures, particularly large or 24-bit images, can take a long time to display and print. You may want to use a graphics application to reduce the size of the picture or the number of colors used in the picture before importing it into SI Swimsuit Calendar.

Removing pictures

To temporarily turn off the display of a picture attached to an event, select the event and choose Format | Pictures. In the Modify Picture dialog box, choose Don't Display.

To temporarily turn off the display of a picture attached to an event style, choose Format | Define Event Style | Picture. In the Modify Picture dialog box, choose Don't Display.

To temporarily turn off the display of a picture attached to a calendar layout, choose Layout Options | Titles & Pictures and uncheck the appropriate Pictures check box.

To permanently remove a picture from an event, event style, or calendar layout, choose Clear in the Modify Picture dialog box. You cannot reverse this procedure; once you have removed a picture, you have to select it again in order to make it reappear.

Moving graphic files

If you move an event list or workspace file from one standalone computer to another, copy the pictures you need into the SI Swimsuit Calendar default picture directory on the second computer. The program should be able to find the pictures and display them.

If you do not move the graphic files along with the file, the program will not be able to find the pictures for the events. When you open the event list, you will see a warning box for each missing picture. You will still be able to open the event list, but it will not have all of its illustrations.

QuickStyleTM formatting and design tips

When you begin working with SI Swimsuit Calendar, you can use the default settings or the QuickStyle command to create attractive and useful calendars. As you become more adept, you may want to try changing some of the options to suit your taste or your particular needs.

This chapter offers guidelines for designing calendars and using the QuickStyle command and layout options to achieve your designs. It covers these topics:

- Calendars as communication
- Design tips
- QuickStyle Calendar formatting
- Sample calendars for special purposes

Calendars as communication

A calendar is a form of communication. All calendars tell you the month, the date, and the day of the week; many calendars also note special events, such as holidays, that occur on specific dates. In addition, a calendar may use pictures, fonts, and borders and shading to illustrate the events it contains or to establish a theme. For example, each of the QuickStyle calendar designs uses particular font, border, and shading options that express a distinctive mood.

When you design a calendar, start by thinking about what you want to communicate and how people will use it. Ask questions like:

- What is the purpose of the calendar?
- What's the most important information in the calendar—the events, date, time of day, time of year?
- Where will the calendar be displayed or used—bulletin board, three-ring binder, report, newsletter, organizer?
- Will it contain printed events, or do you need to leave space for people to write in events?
- Are all the events about the same importance, or do you want to emphasize a few important ones?
- What's the total amount of time the calendar covers—a day, a week, several months, a year?

Design tips

Creating a successful design involves being aware of the elements that make up the calendar and then using the available tools to adjust the elements to suit your needs. In SI Swimsuit Calendar the elements are:

- Ordinary events
- Special events
- Calendar titles (title, subtitle, footer)
- Weekday names and day of the month numbers
- Page size and margins
- Small calendars for the previous and next month
- Calendar grid and background
- Pictures

The rest of this section suggests some general principles for working with these elements. To learn about the formatting options that are your tools in SI Swimsuit Calendar, consult chapters 3 and 4 in this manual. To see some of the tools in action, look at the QuickStyle examples and calendar samples in this chapter.

Control event information

Keep event names short so they fit equally well in both large and small calendars. If you need to add more information about an event, use the Notes feature to attach a note. You can then choose not to display the note if you don't have enough space in a date box. See "Events" in Chapter 3, for information on adding events.

Include insert fields in the event names, notes, and calendar titles or footers to automatically supply current information. For example, a count field can track the progress of a project, a birthday field can count the occurrences of a birthday, and a date field can supply the current date.

Assign priorities (from A to Z) to untimed events. In the calendar date boxes, events with the highest priority are displayed first, so they are less likely to overflow the date boxes in certain layouts, like multi-month. (See “Too many events” in Chapter 4 for tips on dealing with overflow events.)

Avoid clutter by creating special-purpose event lists to hold specific types of events. By combining different event lists you can create calendars that contain only the events you need to show.

Use titles and footers creatively

Use the three title fields, Title, Subtitle, and Footer, to convey information about the calendar itself. You can enter any kind of information in these fields, and change the font, type size, and alignment. For example, you can place your name in the upper right corner and the calendar title in the footer. See Chapter 4, “Layouts,” for information on modifying and formatting titles and footers.

If you don’t need one of these fields, or if you want to enlarge the calendar grid a little, delete it by selecting the title or footer in the calendar and pressing DELETE.

Make your titles, subtitles, and footers look different from the events by using a font that is plainly different from the event text font. Experiment with different point sizes, font attributes, and alignment options to emphasize a title with important information.

Make more space

A calendar design looks less cluttered and is easier to read if the information has some breathing room. Try increasing the margins to get more space around the outside of the calendar.

On the other hand, if you want to be able to write notes in the calendar by hand, make the day cells large and the date numbers small. To increase the size of the calendar grid, decrease the margins and remove titles to make the calendar grid larger. Apply banners to successive repeating events to leave more space for single events.

To fit more events into a day cell, make the type smaller, but not too small to read. Try printing some sample calendars using different type fonts and sizes to find a type font that is legible in small sizes. You can set a minimum type size in the Layout Options Overflow dialog box. The type will not become smaller

than the minimum size you enter.

See “Changing the layout Appearance options” and “Page setup” in Chapter 4 for information about layout appearance and page setup options. See “Formatting event text” in Chapter 3 to learn how to set type options for event text.

Make it legible

Use restraint. Too many fonts and styles, colors, and pictures can make a calendar hard to read. Decide which information or events are most important. Use special type settings, colors, and pictures to make these events stand out. Use consistent, uniform type settings and low-key colors for the rest of the events and for the calendar grid, titles, days of the week, and dates.

The event styles feature can help you quickly apply a consistent format to your calendar. SI Swimsuit Calendar comes with predefined birthday and holiday styles. You can modify these or create your own styles to identify certain types of events, such as baseball games or anniversaries. Use a basic, legible event style, such as the default Normal style, for most events. See “Formatting event text: Event styles” in Chapter 3 for information on creating event styles.

Communicate with pictures

Use pictures, boxes, banners, and shading to supplement the information in the event text and make your calendars more interesting. Here are some examples:

- Shade all weekends.
- Shade all the home games for a baseball team.
- Box special events.
- Use a picture to identify meeting dates.
- Use banners to emphasize events that happen on successive days like vacations.
- Use reverse type.

Shaded weekends

To shade a specific date box or boxes, add an event using the Remarks insert field (&rem) as the event name.

To shade all weekends:

1. In the Event Name field in the Add Event dialog box, choose the & button.
2. In the &Fields dialog box, choose the Other topic and select &rem. Choose OK.
3. In the Add Event dialog box, choose Repeats. Make the event repeat every day and then select Weekends Only for the Move Weekend Occurrences option. Click OK.
4. In the Add Event dialog box, choose Banner and choose the Shade Day option. Select the pattern and color.

Reverse type

One way to make parts of a calendar stand out is to use reverse type, white text on a black background. For example, to specify a black banner with white text:

1. Select the event in the calendar and choose Format | Font.
2. In the Font dialog box, select white as the text color and choose OK.
3. In the calendar, choose Format | Banner.
4. Choose the Banner option and select a pattern #1 and a dark color.

Use workspaces to save time

Once you have worked out a design that pleases you, save your workspace so that you can reuse the design whenever you want. You can save a workspace to be used with specific event lists, or specific paper sizes or layouts. See “Basic concepts: Workspaces” in Chapter 2 for instructions.

QuickStyle calendar formatting

The QuickStyle feature provides professionally designed calendar layouts that you can apply to your calendars quickly and easily. Use a QuickStyle calendar design to create a professionally-designed calendar quickly and easily.

When you apply a QuickStyle to an existing calendar layout, it changes the fonts of all calendar text items (titles, subtitles, footers, weekday names, and so on); the actual text of titles, subtitles, and footers; and all calendar border and shading options. Your events will not be changed, nor will the form size, starting day of week, or other layout options. (Note that selecting a QuickStyle and opening a workspace are very different; opening a workspace can change all layout options, including page size. Current event lists are closed and all event lists associated with the workspace are opened.)

Important! You should make changes to the title, subtitle, and footer of the calendar after you have selected a QuickStyle.

Approaching calendar design with QuickStyle

There are a few different approaches you can take when using the QuickStyle command to format your calendar layout. For example, you can:

- Select a QuickStyle, add event lists, and print your calendar.
- Start with a QuickStyle and then design your calendar from that point.

Selecting a QuickStyle

When you select a QuickStyle, all of your formatting decisions are taken care of, so you can just open event lists and print. Any QuickStyle design that you choose is suitable for making calendars quickly. The QuickStyle feature changes only the calendar layout. It does not format events, or add pictures to your calendar.

Modifying the calendar layout

To add your own personality into the mix, use the QuickStyle as a starting point for your own calendar. In addition to using the previous hints for modifying your calendar, you can use the layout options (described in Chapter 4, “Layouts,”) to:

- Revise the calendar text (title, subtitle, and footer).
- Make modifications to the calendar design.

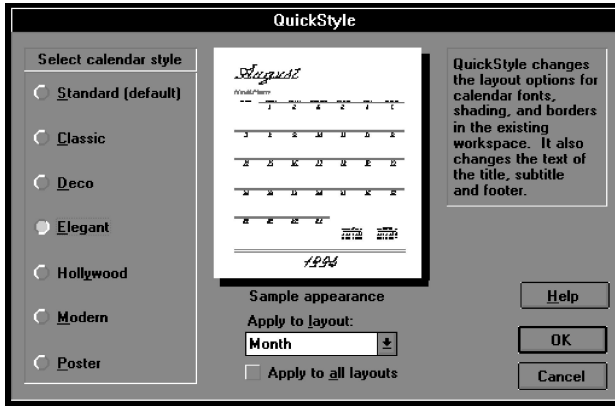
Your calendars will have a designer look with your own personal touch. (Nobody needs to know that you didn't design it yourself!)

Selecting a QuickStyle

To apply a QuickStyle to your calendar:

1. Choose Layout | QuickStyle.
2. Select any of the QuickStyle designs.

The QuickStyle dialog box



The sample calendar displays the calendar design in the month layout (but you can apply a QuickStyle to any calendar layout). Preview all of the calendar designs to become familiar with them.

Important! When you apply a QuickStyle to an existing calendar layout, it changes the fonts of all calendar text items (titles, subtitles, footers, weekday names, and so on), the actual text of titles, subtitles, and footers, and all calendar border and shading options. Your events, the form size, starting day of week, or other layout options do not change. Make changes to the title, subtitle, and footer of the calendar after you have selected a QuickStyle.

3. Use the Apply To Layout drop down list to select the calendar layout that will use the new style.

If you want to apply the style to all layouts, check the Apply To All box.

4. Click OK.

Use the layout options to make final design changes to your calendar. If you do make changes and you want to save those options, you can save the workspace. See “Basic concepts: Workspaces” in Chapter 2 for more information.

Sample calendars for special purposes

The following pages present creative calendar designs done with SI Swimsuit Calendar along with tips on how to create the main features of each design. The designs take advantage of some of the most advanced features of SI Swimsuit Calendar; try them when you've had a little experience using the program.

Sign-up sheet

- Change multi-week layout to five weeks, weekdays only, in Layout Options | Appearance.
- Specify black for the Weekday Names area in Layout Options | Appearance.
- Underline the Day Of Month title by selecting it and clicking the Underline button on the tool bar, or by choosing underline in Layout Options | Titles & Pictures | Fonts.
- Enter times from 9am to 5pm as separate events that repeat every day for five weeks, with exceptions for training days and holidays. Use the &linedot insert field as the event name to enter the dotted lines.
- Block off the two-day sales training event with the Shade day effect.
- Use a banner to distinguish the two-day Executive Committee Meeting from the two-day training event.
- To hide all but the sales training event and Executive Committee Meeting event on the days when those events occur, see the "Repeating Events" section in Chapter 3, "Events" for information on creating exceptions to repeating events.

October 30 - December 1

Conference Room Sign-Up

Monday	Tuesday	Wednesday	Thursday	Friday
<i>October 30</i>	<i>October 31</i>	<i>November 1</i>	<i>November 2</i>	<i>November 3</i>
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
November 6 Reserved for Sales Training	November 7 Reserved for Sales Training	<i>November 8</i>	<i>November 9</i>	<i>November 10</i>
		9:00 AM	9:00 AM	9:00 AM
		10:00 AM	10:00 AM	10:00 AM
		11:00 AM	11:00 AM	11:00 AM
		12:00 PM	12:00 PM	12:00 PM
		1:00 PM	1:00 PM	1:00 PM
		2:00 PM	2:00 PM	2:00 PM
		3:00 PM	3:00 PM	3:00 PM
		4:00 PM	4:00 PM	4:00 PM
		5:00 PM	5:00 PM	5:00 PM
<i>November 13</i>	<i>November 14</i>	<i>November 15</i>	<i>November 16</i>	<i>November 17</i>
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
<i>November 20</i>	<i>November 21</i>	<i>November 22</i>	<i>November 23</i>	<i>November 24</i>
9:00 AM	9:00 AM	9:00 AM		
10:00 AM	10:00 AM	10:00 AM		
11:00 AM	11:00 AM	11:00 AM		
12:00 PM	12:00 PM	12:00 PM		
1:00 PM	1:00 PM	1:00 PM		
2:00 PM	2:00 PM	2:00 PM		
3:00 PM	3:00 PM	3:00 PM		
4:00 PM	4:00 PM	4:00 PM		
5:00 PM	5:00 PM	5:00 PM		
			Executive Committee Meeting	
<i>November 27</i>	<i>November 28</i>	<i>November 29</i>	<i>November 30</i>	<i>December 1</i>
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM

Interview schedule

- Specify two columns for the day layout and one-hour time intervals from 8 AM to 7 PM in Layout Options | Appearance.
- Enter breakfast and lunch events with start times but no end times to turn off the duration bar.
- Enter the interview events with start and end times to turn on the duration bar. Enter the job titles, such as “Product Manager,” as notes attached to the events.
- Choose a different style for notes in Layout Options | Event Display.
- Enter “Notes:” as an untimed event.
- Turn off Show Start And End Times in Layout Options | Event Display.

Agenda listing

- Specify Group Events By Day for the text layout in the Layout Options | Appearance dialog box. Enter 1 for the Number Of Days and select Show Day Of Week.
- In the Layout Options | Events Display panel, choose Number Of Event Columns | 1-W/times Column to display the times of the events in a separate column.
- In Fonts, specify bold for the events.
- In the Layout Options | Appearance dialog box, select a border for the title and subtitle. Choose the Fit Text box for the title.
- Create a Note style with a regular font, and specify that style for Notes in Layout Options | Event Display.
- To add lines before and after breaks, enter the insert fields &next&line after the event name or at the end of the note if the event has one.

Entertainment calendar

- Enter the locations as events; underline them by choosing Underline in the Font dialog box. Attach the films and times to each location as a note, using a different font. Assign priorities to each event to control the order of films in each date box.
- Enter the quotes as single events, centered.
- Add “Coming soon: ...” as one event. Assign a Box Event effect in the Banner dialog box.
- Make the film festival title a bannered event. In the Font dialog box, choose white as the text color. In the Banner dialog box choose black and a solid #1 pattern for the banner.
- Shade the remaining days in the month by using the &rem insert field to create a nonprinting event. Assign a Shade Day effect in the Banner dialog box.
- For the month layout, choose Monday as Start Day Of Week, and choose Large Weekends as Type Of Weekend in the Layout Options | Appearance dialog box.
- To add just a picture to the first Sunday of the month, use the insert field &rem as the event name and select a picture from PowerAlbum.
- To add the pictures to the calendar title, double-click the title, choose the Left and Right options under Picture. Then, click each Picture button to select a graphic for each side of the title.

Importing and exporting

This chapter explains how to bring event list data into SI Swimsuit Calendar and how to save event lists as data that can be used by other programs. It contains the following sections:

- What you can import
- Before you import
- Importing from Calendar Creator Plus for DOS
- Importing from dBASE, Lotus, and Sharp Wizard applications
- Working with import specification files
- Exporting
- Copying to the Clipboard

What you can import

You can import data directly from these applications:

- dBASE III, III+, and IV (DBF)
- Lotus 1-2-3 and other applications that can save files with the extension WKS or WK1
- Calendar Creator Plus 3.0, 4.0, and 5.0 for DOS (CAL)
- Sharp Wizard (SDF and WZW)
- Any application that can save data as an ASCII text file.

The importing process automatically converts the data into a SI Swimsuit Calendar for Windows event list. You can import the data as a separate event list, or merge it with one of the open event lists.

- Note Only the first 8,000 events or 64,000 occurrences in the event list will be imported; this is all any event list can contain. If the event list you are importing exceeds this limit, a warning dialog box appears. To avoid this, use the Import Fields dialog box to specify a shorter period so that fewer events will be imported. This is explained in more detail later in this chapter.

Before you import

Take note of special tasks you may need to perform before importing data files into SI Swimsuit Calendar.

Calendar Creator Plus for DOS and dBASE files

Calendar Creator Plus 3.0, 4.0, and 5.0 for DOS and dBASE III and IV files need no special preparation.

Lotus 1-2-3 files

To import a Lotus 1-2-3 (DOS or Windows) file, follow these steps.

1. Create a database table in Lotus 1-2-3.
2. Select the range that you want to include. The field names should be the first row of the selected range.
3. Choose Range Name Create.
4. Enter DATABASE as the range name. Otherwise, SI Swimsuit Calendar cannot import the file.
5. Save the file with the file name extension .WKS or .WK1.

Excel files

If you are using Microsoft® Excel, save the file in WKS or WK1 format.

1. Create a database table in Excel.
2. Select the range that you want to include. The field names should be the first row of the selected range.

3. Choose Data | Set Database.
4. Choose File | Save As to save the file with the file name extension .WKS or .WK1.

Sharp Wizard files

To use Sharp Wizard files in SI Swimsuit Calendar, you must first export the data from the Wizard Organizer using Organizer Link II, Sharp's MS-DOS-based data transfer program. You can then import the wzw file directly, or convert the file to SDF format before importing.

Note SI Swimsuit Calendar works with model 8000 and below; it is not compatible with the 9000 model. Also, SI Swimsuit Calendar works with Sharp's built-in calendar program only; it doesn't work with RAM card wzc files.

1. Install Sharp's Organizer Link II software on your personal computer and connect the Wizard Organizer to the computer using an appropriate RS-232 cable.
2. Load Organizer Link II by changing to the directory where you installed Organizer Link II, typing OL2 and pressing ENTER.
3. Set up your Wizard Organizer to transfer data by turning it on and then pressing SHIFT+OPTION. Press 4 to choose PC Link.
4. In OL2, pull down F6=Advanced and choose File Operations. Make sure that file names are as follows: (If the file names are different, highlight the application and press ENTER to change them.)

<u>Application</u>	<u>File</u>
Schedule	SCHED.WZW
Ann1	ANN1.WZW
Ann2	ANN2.WZW
Period	PERIOD.WZW

5. Pull down F4=To/From Organizer and select Get Application(s) From Organizer (or Card). Then select a Merge or Replace option.

Remember, only Schedule, Ann1, Ann2, and Period can be used by SI Swimsuit Calendar.

Other applications

To import data from other applications, save or export the file in its original program as an ASCII text file, preferably comma-delimited (each field followed by a comma). If necessary, you can also import a columnar ASCII fixed length file (each field containing an equal number of spaces).

Because DOS and Windows use different character sets, make sure that you choose DOS Columnar ASCII, or DOS Comma Delimited ASCII when importing ASCII files from DOS applications.

Importing from Calendar Creator Plus for DOS

There are two ways to import a Calendar Creator Plus for DOS file.

- Choose File | Import to import each event list and convert it to a SI Swimsuit Calendar for Windows file (see the next section, “Importing DOS event lists”). You must import the files one by one.

Use this method if you do not need to share Calendar Creator Plus for DOS event lists with someone else, or if you want to set a date range for the imported events.

- Choose File | Open to open one or more event lists as read-only files (see “Opening DOS event lists” later in this chapter). You can then use Save As to save the files in the Windows format..

Use this method if you want to share an event list on a network with someone who is working with the DOS version.

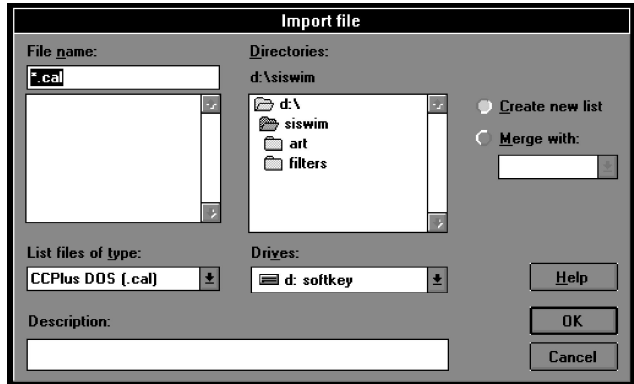
Note When you import a Calendar Creator Plus for DOS event list that contains events that repeat on the 5th occurrence in the month, such as the 5th Monday, the event name is converted to Last, such as the Last Monday in the month.

Importing DOS event lists

Follow these procedures to import Calendar Creator Plus for DOS files.

1. Choose File | Import.
2. In the List Files Of Type box, select CCPlus for DOS.

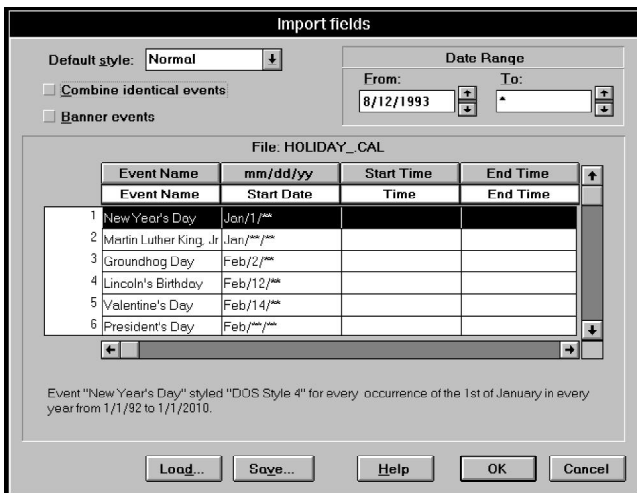
Import File dialog box



The program automatically detects which version of Calendar Creator Plus for DOS you are importing.

3. Switch to the drive and directory that contains the file you want to import.
4. Select the file you want to import. The File Name box shows the DOS file name. The Description box shows the Calendar Creator Plus file name.
5. Choose whether to import the file as a separate event list or to merge it with one of the currently open event lists.
To merge, choose an event list from the drop-down list.
6. Click OK.

The Import Fields dialog box appears.



Import Fields dialog box

Each column in the table displays the contents of one field of data in the incoming file. SI Swimsuit Calendar has already identified all the fields and assigned the proper field names. You do not need to make any changes; ignore the remaining fields.

7. Choose any of the following options.

Default Style: The import process ignores this option when importing Calendar Creator Plus for DOS styles. To learn what happens to styles in imported DOS version files, see the section "Calendar Creator Plus for DOS styles" later in this chapter.

Combine Identical Events: SI Swimsuit Calendar for Windows lets you enter scattered events that occur at irregular intervals, such as Monday, Tuesday, and Friday. In Calendar Creator Plus for DOS, each occurrence is entered as a separate event. When you import the event list, you can combine these events into one scattered event. This option does not apply to events that have repeat rules.

Banner Events: Places any event that takes place on two or more successive days (duration event) in a banner. The banner is a long, narrow box that runs across the days on which the event takes place.

Banners in a calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Picnic at Vasona Park	2 10:00 AM Mtg. re: the conf.	3 MDA Conference in Boston	4	5 Call Janet re: conference	6 Review schedule meeting	7 1. Pay bills
8 Go to work	9	10 8:00 AM Testing group meeting	11 Board meeting - Columbus Room	12	13	14 Dinner with Bob

8. In the Date Range box, type the date of the first record to import in the From box and the date of the last record to import in the To box.

Setting a range means that the import process will bring in only events that occur within the From and To dates, with the exception of events that have ##### Count fields. These will be imported with their original start dates and all the occurrences to ensure that the count in the Count field remains correct.

Note When you open or import a Calendar Creator Plus DOS event list that contains events that repeat on the 5th occurrence in the month, such as the 5th Monday, the event name is converted to Last, such as the Last Monday in the month.

9. Choose OK to import the data.

When the import process is complete, the event list window appears with the imported data (or with the merged event list if you chose to merge the data in step 5).

Note Because Windows uses different character sets than DOS, extended characters such as moons, check boxes, and hands in the DOS version of the program are imported as ASCII characters.

Pictures

SI Swimsuit Calendar can import and display the PCX graphic file format used for Calendar Creator Plus for DOS calendars. If your DOS version event lists include pictures, you can either move the PCX files to the default Pictures directory for the Windows version before you import or leave the files where they are. If you leave the files in their original directories, the import process will look for them and, if necessary, prompt you to enter their locations.

Calendar Creator Plus for DOS styles

When you import a file, the event style information from the DOS version is not included. However, the events are assigned special DOS event style names that correspond to the style names in the DOS version. The first style name in your DOS version style list becomes DOS Style 1 in the Windows version, the second becomes DOS Style 2, and so on. (These DOS style names do not appear in the Windows version event style menu until you import a DOS event list.)

Initially, all these DOS styles have the same characteristics as the SI Swimsuit Calendar for Windows Normal style. You can assign new styles to the events, or modify characteristics of the assigned DOS styles.

To modify the DOS styles, choose Format | Define Event Style. See “Formatting event text: Event styles” in Chapter 3 for instructions. The next time you import a Calendar Creator Plus for DOS event list, the program will assign the modified DOS styles.

Important! If you modify the DOS event styles in SI Swimsuit Calendar for Windows, do not change their names. If you do, the import process cannot apply them to the events in the next DOS file you import. In SI Swimsuit Calendar for Windows the styles must be named DOS Style 1, 2, and so on.

To override the DOS style assignments when importing:

1. Scroll through the columns in the Import Fields dialog box until you find the column assigned to Style. Make that column Unassigned.
2. Choose a style to assign to all the imported events from the Default Style box.

Opening DOS event lists

You can open a Calendar Creator Plus for DOS event list as a read-only file.

1. Choose File | Open.
2. In the List Files Of Type box, choose CCPlus DOS from the drop-down list.

3. If necessary, change drives or directories to move to the directory that contains the event list you want.
4. Select the event list name.
To open several lists at once, press **SHIFT** or **CTRL** as you select them.
5. Choose the following options.

Combine Events With The Same Names: This option saves file space by storing single events that have identical text as one scattered event instead of creating a separate event for each one. It has no effect on events with repeating rules. (Choosing this option slows the open process.)

Banner: Choose this to attach a banner to all events that occur on successive days.

The Read Only option is selected by default because you can only open the event list as a read-only file.
6. Choose **OK**.

You can display the event list in a calendar and print it. If you need to, you can make temporary changes to the event list, such as hiding events and pictures or choosing different fonts. The event styles may look different because the fonts used in Windows are not the same as those used in the DOS version.

Updating

If you update the event list, when you try to close or save the file, a dialog box will ask you to either discard your changes or save the event list under a different name. If you choose to save the event list, it becomes a SI Swimsuit Calendar for Windows file. The original DOS file remains unchanged.

Pictures

If your DOS version event lists include pictures, you can either move the **PCX** files to the default Pictures directory for the Windows version before you open the event lists, or leave the files where they are. If you leave the files in their original directories, SI Swimsuit Calendar will look for them when you open the event lists and, if necessary, prompt you to enter their locations.

Importing from dBASE, Lotus, ASCII, and Sharp Wizard

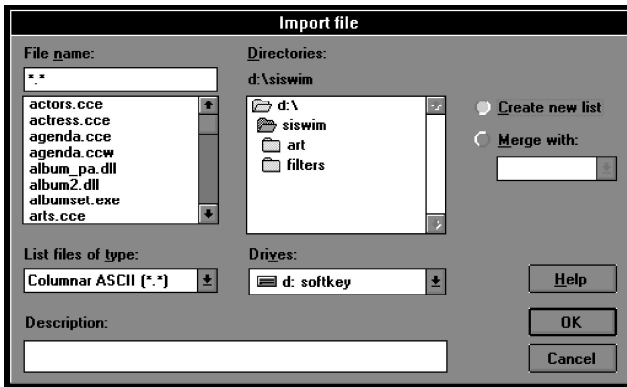
Follow these procedures to import dBASE III, III+, and IV; Lotus 1-2-3; Sharp Wizard; and ASCII files. You must have already prepared the Lotus and Sharp Wizard files, as discussed earlier in "Before you import."

Note If you use the Import command to import multiple files with similar traits (for example, dBASE IV files with the same number of fields), or to import the same file into SI Swimsuit Calendar on a regular basis (such as scheduling information that you keep in another application), you can make use of the Load and Save import specification functions. See the next section, “Working with import specification files,” for more information.

1. Choose File | Import.
2. In the List Files Of Type box, scroll the list of import file types and select the appropriate file type.

Your choices are: Calendar Creator Plus DOS (CAL), Lotus 1-2-3 (WKS, WK1), dBASE III, IV (DBF), Columnar ASCII, Comma-delimited ASCII (CSV), DOS Columnar ASCII, DOS Comma-delimited ASCII, and Sharp Wizard (WZW and SDF).

3. Switch to the drive and directory that contains the file you want to import.
4. Select the file you want to import.



Import File dialog box

For Wizard, select Sharp Wizard (WZW and SDF), then navigate Directories and Drives until you locate SCHED.WZW in the VOL2 directory. The files ANN1.WZW, ANN2.WZW, and PERIOD.WZW in the same directory will automatically be read in and combined with SCHED.WZW.

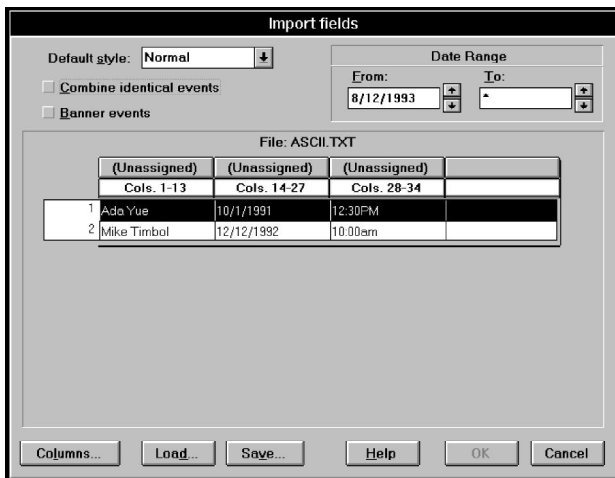
5. Choose whether to import the file as a separate event list or to merge it with one of the currently open event lists.

To merge, choose an event list from the drop-down list.

6. Click OK.

The Import Fields dialog box appears.

Import Fields dialog box



Each column in the table displays one field of data in the incoming file. If you have more than four columns of data, use the horizontal scroll bar to see more columns.

Note You can load a saved import specification at this time by clicking Load and selecting the CCI file you want to open. This file has import information such as field names and default style already assigned. Use this information as it is or make changes before importing the current data file. For more information, see the next section, "Working with import specification files."

- Assign SI Swimsuit Calendar field names to each incoming data field. You must assign an event name and a date field for the import to work correctly. The other fields are optional. You cannot assign the same name to two columns. Fields that are not assigned names will not be imported.

To assign a field name, click the Unassigned button at the top of a column and choose the name of a SI Swimsuit Calendar field from the drop-down list. See "Importing a preformatted file" later in this chapter for a description of each field.

If you are importing a columnar ASCII file, the columns may not divide the fields correctly. See "Defining fields in columnar ASCII files" later in this chapter for instructions.

If you are importing a Wizard file, the fields will be already assigned.

- When you have assigned all the field names, scroll the list with the vertical scroll bar to make sure that all the data has been assigned to the right fields.

The bottom of the window displays the description of each record.

9. Choose any of the following options.

Default Style: Apply one of the existing Windows version event styles to all the imported events. If you do not choose a style, all the events will be assigned the Normal style. If the incoming file has a field that contains style names, you can assign the field name Style to that column. The style names will be imported with the events, and the Default Style field will be ignored. If the file doesn't contain style names, assign a Default style.

Combine Identical Events: SI Swimsuit Calendar for Windows lets you enter scattered events that occur at irregular intervals, such as Monday, Tuesday, and Friday. In most other applications, each occurrence is entered as a separate event. When you import the event list, you can combine a series of events that are identical except for the date into one scattered event.

Banner: Choose this to attach a banner to each duration event (one that occurs on successive days). The banner is a long, narrow box that runs across the days on which the event takes place.

10. In the Date Range box, enter the date of the first record to import in the From box and the date of the last record to import in the To box.
11. Choose OK to import the data or choose Cancel to cancel the operation.

When the import process is complete, the event list window appears with the imported data (or with the merged event list if you chose to merge the data).

Note You can save these import specifications to a file which can be used later to import this or a similar file, or to open the file as an event list with the Open command. For more information, see the next section, "Working with import specification files."

Alarms in the Sharp Wizard

SI Swimsuit Calendar does not support alarms. However, if events with alarms exist in your Sharp Wizard file, the import procedure assigns that event a style called Alarm. If you then use the Save As command to save your file in the Sharp Wizard format, all events with the Alarm style name will have the alarm turned back on. All alarms will be set to the exact time of the event.

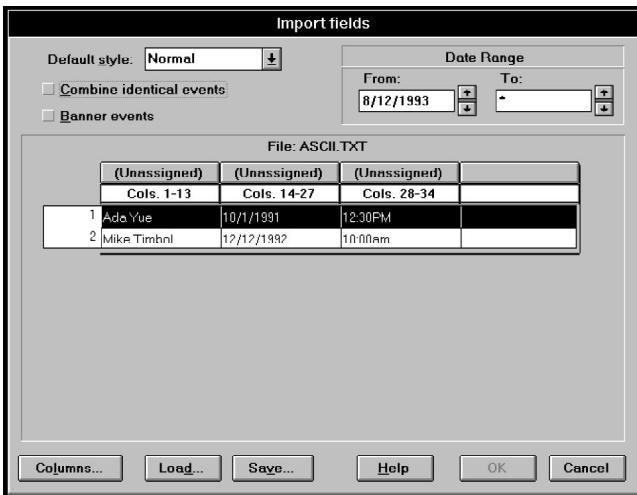
Defining fields in columnar ASCII files

If you are importing a columnar ASCII (fixed length) file, the program attempts to determine where each field begins. However, the columns in the Import Fields dialog box may not accurately define your fields. Follow this procedure to correct the field definitions. You can split one column of data into two or

more fields or combine two or more fields into one.

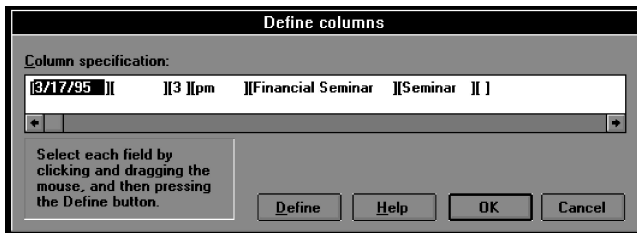
1. In the Import Fields dialog box, highlight a row of data that seems typical of the file. Scroll through the table to find one, if necessary.

Import Fields dialog box



2. Choose Columns.
3. Highlight the information you want to define as a field.

Define Columns dialog box



4. Choose Define.
5. Repeat steps 2 and 3 as needed for the entire row of text.
6. When you have defined all the data in the row, choose OK.

The Import Fields dialog box reappears. The fields you defined now appear in separate columns. Follow the instructions in steps 7 through 11 in “Importing from dBASE, Lotus, ASCII, and Sharp Wizard applications” earlier in this chapter to complete the import.

Importing a preformatted file

If you are experienced with SI Swimsuit Calendar features and data processing techniques, you may find it useful at times to prepare an event list in a word processing or spreadsheet application. Using this method, you can control event formatting, event text, and notes for both single events and repeated events.

If you want, you can include data that will format the events when you import the list. This saves you the effort of modifying each imported event in order to assign an event style, banner, priority, or picture.

To do this, use the other application to enter the correct types of information in fields that SI Swimsuit Calendar recognizes. The order of the fields must be the same in each record.

Save the file in the original application, specifying a format that SI Swimsuit Calendar can import: WKS, WK1, DBF, CSV (DOS or Windows), or columnar ASCII (DOS or Windows).

When you import the file in SI Swimsuit Calendar, use the Import Fields dialog box to assign the appropriate field name to each column. (The process is described earlier in this section.) When the import is completed, the data in each event record will already be assigned to the fields, so that the events will already be formatted.

Field names

SI Swimsuit Calendar recognizes the following field names.

Event name

The text in this field becomes the event name (120 characters maximum).

Dates

Use this field for a column that contains the dates for single events or the rules for repeating events. When you assign the field name Dates, choose the format that you used to enter the date: mm/dd/yy (month, day, year), dd/mm/yy (day, month, year), yyyyymmdd, or yy/mm/dd (year, month, day). Here are some samples:

- If it is a single event, enter the date, for example: 3/17/95.
- If it is a simple repeating event, use wildcards to indicate the part of the date that isn't fixed. For example, 4/1/* is an event that occurs every year on April 1. An event that occurs on every day in March, 1995 should be entered as 3/*/95. (This is the only field that can accept wildcards.)

Use the Other | From and Other | To fields described later in this section to limit repeating events.

- If necessary, you can assign the field names Month, Day, and Year to dates that are split into three columns. If a record does not have a date in a Month, Day, or Year column, the column shows a (*).

Note You cannot use this method to enter repeating events with exceptions.

Times

Use this field for a column that contains event times. The time can either be a start time or end time. The time must be in one of these formats: 10:00, 10, or 10 am for hours before noon; 2:00 pm, 2 pm, or 1400 for hours after noon.

If you want, you can split the times into two columns for hours and minutes. You can then assign the field names Start Hour, or Start Minute, End Hour, or End Minute.

Note

You can import a note of up to 1000 characters long for each event. Notes cannot contain carriage returns.

Priority

Enter a SI Swimsuit Calendar priority code, from A to Z, that dictates the order in which untimed events appear in the calendar. If you don't enter a code, the event is assigned a blank priority code and appears last on the specified date.

Event Style

Enter the name of a SI Swimsuit Calendar event style, for example Holiday. If you want, you can enter style names that don't exist. SI Swimsuit Calendar will create them and give them the same characteristics as the Normal style. You can modify the new styles after the import is completed.

Picture Name

Enter the names of graphic files that you want to attach to the events. These files should be in your default picture directory.

If you want, you can use the field Other | Picture Style, to assign a display style to the picture, and Other | Color to assign a color to the picture. These options are described later in this section.

Other | From, To

Use the From and To fields with the Date field to enter start and end dates for repeating events. For example, if the Date field contains an event that repeats on the third day of every month, */3/*, enter 1/3/95 in the From field and 1/3/96 in the To field to limit the number of months to one year.

It is important to place some limits on repeating events. An imported event list is subject to the same restrictions as an event list created in SI Swimsuit Calendar: 8,000 events or 64,000 occurrences. Events or occurrences that exceed the limit will not be imported.

Other | Banner

Enter a numeric code that tells SI Swimsuit Calendar what sort of banner effect to give the event. The codes are:

- 0 None
- 1 Boxed event
- 2 Shaded day
- 3 Boxed day
- 4 Bannered event

See “Formatting event text” in Chapter 3 for descriptions of the different effects.

Other | Picture Style

Enter a numeric code that tells SI Swimsuit Calendar what sort of picture display style to give the picture named in the Picture Name field. The codes are:

- 0 None
- 1 Don't display
- 2 Scalable
- 3 Light background
- 4 Small

See “Displaying pictures” in Chapter 6 for descriptions of the picture styles.

Other | Color

Enter a numeric code that tells SI Swimsuit Calendar what colors to assign to the pictures entered in Picture Name. The codes are:

- 1 Maroon
- 2 Green
- 3 Olive
- 4 Navy
- 5 Purple
- 6 Teal
- 7 Gray
- 8 Silver
- 9 Red
- 10 Lime
- 11 Yellow
- 12 Blue
- 13 Fuchsia
- 14 Aqua
- 15 White

Working with import specification files

The Save feature in the Import command lets you save characteristics of an imported data file and the information selected during the import process to an import specification file. This file with a .CCI extension records the number of fields, field names, date range, default style, and so on, in the data file.

Use the Load feature to open an existing CCI file that was created for an identical or similar data file during a previous import process. You can use the information in the file as it is or make changes before importing a data file.

There are two ways to use an import specification file:

- Load this file when importing data files. If the file you are importing has the same or similar field definitions as those specified in the CCI file, this saves you time. Simply check that the fields have the correct definitions, make a few changes if necessary, and continue with the import.
- Open files in other formats using the Open dialog box. Once you set up the import specification file, you can open a file from another program (as a read-only file) as if it is a SI Swimsuit Calendar event list.

For example, if a colleague uses Lotus 1-2-3 to keep track of weekly meetings with clients, you can import the file once and save the import specifications to a file. You can then open the Lotus 1-2-3 file as an event list from SI Swimsuit Calendar's Open dialog box by specifying that import specification file as the file type. (Because it is a read-only file, if you want to save the event list in SI Swimsuit Calendar format, you must use the Save As command.)

Saving an import specification file

To save an import specification file:

1. Follow the instructions for importing the file as described in the previous section.
2. After you have assigned all of the fields and specified any other options that you prefer, click Save. When saving a file, make sure you specify a date range that will encompass all of the dates you will be importing into it, as these are saved with the file.
3. Enter a name for the file.

The description shows the file name and format. You can add to the description field if there is room, or change it.

4. Use the Drives and Directories list box to specify a different location for the file, if necessary, and click OK to save the file.
5. Continue with the import process.

Loading an import specification file during Import

1. Follow the instructions for importing a file as described in the previous section. If you are importing outside of the date range you specified in the CCI file, you must make the date range changes to the CCI file before importing.
2. Instead of assigning names to all of the fields, click Load.
3. Use the Drives and Directories list box, if necessary, to locate the file.
4. Select the file and click OK to load it.
5. Make any desired changes to the field names or other options and continue with the import process.

Using an import specification file with the Open command

Using the Open command to open an event list from another application is very much like opening a SI Swimsuit Calendar file. To do so, though, you must have already imported the file once and saved the import specifications. (Make sure that the date range you originally specified in the import dialog box covers the required dates.)

To open the file as an event list:

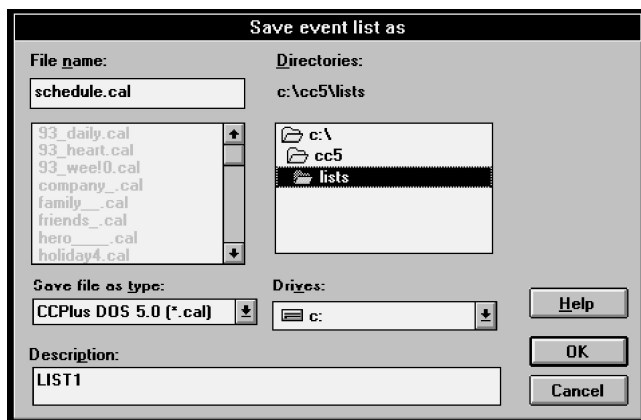
1. Choose File | Open.
2. In the List Files of Type list box, select CCPlus Import (CCI) as the file type.
3. Use the Drives and Directories list box to locate the import specification file and click OK to open it. The data file associated with that import specification is opened as an event list.

Note that this event list did not originate in SI Swimsuit Calendar format — it was only converted to this format. It is opened as a read-only file so that the original data file is unaltered. To save the event list in SI Swimsuit Calendar format, use the Save As command.

Exporting

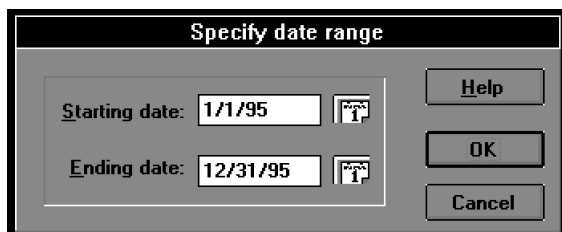
In order to export event list information so that you can use it in other applications, save a copy of the event list in one of these file formats: Calendar Creator Plus 4.0 for DOS, Calendar Creator Plus 5.0 for DOS, Sharp Wizard (SDF), or comma-delimited ASCII. (See the sections that follow for information on exporting to ASCII and Sharp Wizard formats.)

1. Choose File | Save As, then choose the event list you want to save.
2. In the Save File As Type box, choose the file format that you want.



Save Event List As dialog box

3. Type a name for the new file in the File Name box.
If you are exporting to Calendar Creator Plus for DOS, enter a descriptive name of up to 27 characters in the Description field. This will become your event list name in the DOS version.
4. Choose the drive and directory to which you want to save the file.
5. Choose OK .
6. Enter a starting and ending date, or accept the default dates.



Specify Date Range dialog box

7. Choose OK.

The original event list is unchanged.

Saving an event list as a Calendar Creator Plus for DOS version file has the following effects:

- Some of the repeating events have rules that the DOS version does not support. These events will become multiple DOS events. For example, each occurrence of a scattered event becomes a separate event in the DOS version.
- The &Count field will be translated to the DOS Count field (#####). Other types of insert (&) fields will not be translated (for example, &birthday will appear as “&birthday”).
- Since the DOS version only supports the PCX file format, only references to PCX pictures will be exported. Since the DOS version cannot handle color pictures, we recommend that you make sure your PCX pictures are in black and white.
- Event names will be truncated to 50 characters. Notes will not be saved.
- Banner settings for individual events are not saved since in the DOS version banners are applied to all of the applicable events in an entire calendar.
- If an event has one of the special DOS event styles (DOS Style 1-8), it will be mapped to the corresponding style number in the DOS version. All other event styles will be converted to Style 1. Remember that the actual appearance of the style may vary, depending on what it is set to in Calendar Creator Plus for DOS.

Sharp Wizard

SI Swimsuit Calendar is designed to print data from the Sharp Wizard. It is not designed to process data back and forth between the two programs.

The Save As to Wizard format is not the opposite of the Wizard import. SI Swimsuit Calendar writes to a comma-delimited file (SDF) format; it does not write to the Wizard format (WZW). When you export an event list with repeating events, there will be one record for each occurrence of a repeating event.

To export to Sharp Wizard format (SDF):

1. Choose a file name of SCHED.SDF and select an appropriate date range. All events are put in one SCHED.SDF file.
2. When you run the OL2 utility, press F2 to select the SCHEDULE application.

3. Select Import under the F6=Advanced menu.
4. Choose From SDF Database format and provide the path name of the file you created.

If you had previously exported the same data from OL2 to SI Swimsuit Calendar, the Ann1, Ann2, and Period applications may have events that duplicate the SCHED events.

ASCII files

When you save an event list as a comma-delimited ASCII file, there will be one record for each occurrence of a repeating event. For example, an event that repeats every Monday for several years generates 52 records for each year in an ASCII file.

In each record, the SI Swimsuit Calendar fields are saved in the following order: Date, Start Time, End Time, Event name, Priority, Style, Picture file name, and Note.

Copying to the Clipboard

You can copy an image of the currently displayed page of the calendar to the Clipboard and paste it into another application, such as a word processing, desktop publishing, or graphics program. The image is placed on the Clipboard in Windows Metafile (WMF) format. If you need the image in bitmap (BMP) format, consult the README.TXT file in your SIWIM directory to learn how to edit the POWERUP.INI file.

Calendars should paste into most applications that can handle large images. Background pictures, Big Pictures, and some shade and color options may not transfer as they display in SI Swimsuit Calendar. You may have to use Format | Page Setup to reduce the size of the page in SI Swimsuit Calendar, and then recopy the calendar to the Clipboard.

The Copy Calendar command copies a big picture with the calendar as long as it is a Big Picture At Top Of Page. The Big Picture transfers even when not in form view (i.e., it does not display on screen). Big Picture On Facing Page cannot be copied to the Clipboard using Copy Calendar.

Note The Clipboard can hold only one image at a time. When you cut or copy an event, it also goes onto the Clipboard, replacing what was there. When you copy a calendar, it's a good idea to open the document in the other application at once and paste the calendar where you want it to go.

You can also copy an event name to the Clipboard (see “Editing event information: Cutting, copying, and pasting events” in Chapter 3) but not event dates or repeat rules.

1. Set your zoom to 100%.
2. Choose Edit | Copy Calendar.
The hourglass pointer appears while the copy is being made.
3. When the arrow pointer reappears, minimize or exit SI Swimsuit Calendar.
4. Open or maximize the other application.
5. Open the document where you want to place the calendar.
6. Choose the Paste option from the Edit menu.

Note You may experience problems copying a calendar to the Clipboard if the calendar has a big picture that uses the Crop To Fit scaling option. Select a different cropping option before copying the calendar, or see the README file for information about changing the copied picture to bitmapped format.

Networks

This chapter is for both network administrators and network users. Network administrators should read the sections “Installing on a network” and “Assigning privileges” to learn how to install SI Swimsuit Calendar and PowerAlbum on a network, assign privileges for the server directories, and tell users how to install at their local workstations. Network users should read “Working with shared event lists” and “Working with shared graphic files” to learn about special features and requirements for sharing event lists and graphic files.

Important! Every SI Swimsuit Calendar user must have an individual use license or a site license. The license agreement for individual users is in the front of this manual. For information on site licenses, call (617) 494-1200 and request Sales.

Sections in this chapter include:

- Installing on a network
- Assigning privileges
- Working with shared event lists
- Working with shared graphic files

Installing on a network

The network administrator has a choice of two ways to install SI Swimsuit Calendar and PowerAlbum on a network.

- **File server installation:** Install both the programs and the supplied event list, workspace, and graphic files on the network.
- **Local drive installation:** Installing the program files on a local drive and share event lists or graphic files on the network.

This section assumes that you are familiar with the procedures of creating directories and assigning privileges on your network.

You can install both programs in a shared directory on your network's file server. You can also store event lists (.CCE or .CCW files), graphic files, or picture albums (.ALB files) in network directories that all users share. This method has the advantage of conserving space on individual workstations while providing access to event lists that people use in common and a large number of images. However, sharing files imposes certain restrictions. Read "Working with shared event lists" and "Working with shared graphic files" later in this chapter for more details on file-sharing principles.

While using the program and sharing files on the server, individual users can still maintain event lists, workspaces, and albums on their local drives. A user may want local files:

- To have complete control over certain files.
- To keep a limited number of images in a smaller picture album.
- To use a personal set of graphic files that others do not have a license to use.

Alternatively, if users do not want to depend on network operation to use the programs, they can install SI Swimsuit Calendar and PowerAlbum on their own workstations. They can still share files stored on the server. This method requires that each user have enough hard disk space for the program files, personal album files, and personal graphic files.

File server installation

Setting up the programs in a network program directory is a two-stage process involving both the network administrator and the individual users.

Network administrator

1. Create the necessary directories for the program, graphic filters, and graphic files on the file server. For example, you might call the directories \SISWIM and \ART. Assign full privileges for the directories for yourself and for the person who will be maintaining the files (if it's a different person). Assign read privileges to the rest of the group.

In the case of PowerAlbum, if many users are sharing a single album file, only one person should have the responsibility of maintaining the file. Read "Assigning privileges" later in this chapter to learn how to assign user privileges for a shared album.

2. Run the Setup program following the steps in “Custom installation” in Chapter 1 of this manual, with this exception: type `setup /a` (Make sure you type a space before the `/` symbol.)

In steps 4 and 5 of the custom installation process, change the Program, Art, and Filters path names to the network directories created in step 1.

Important! In order to share albums, graphic files, and event lists, the drive on which the shared files are located must map to the same drive letter for each user.

3. Besides the program files needed to run SI Swimsuit Calendar, Setup copies these files to the network program directory:
 - SETUP.EXE and the Setup program files
 - CCWINNET.INF, which contains the path names for the program, art, and filters
 - The *.TTF TrueType font files
 - The SI Swimsuit Calendar styles file, CCSTYLES.CCY

Network users

Once network installation is complete, each user must run the Setup program by typing `setup` from the program directory on the network (usually `\SISWIM`). Setup creates or updates the POWERUP.INI file stored on the user's local drive and creates the startup icons in the Sports Illustrated group in Program Manager.

Local drive installation

There are two ways to do a local drive installation.

From original disks

Individual users can install the programs on their local drives from the original installation disks as long as they have enough hard disk space available for the program files. If there is enough room on the hard disk, they can also install workspaces, event lists, album files, and graphic files locally.

For instructions on running the Setup program, read “Installing SI Swimsuit Calendar” in Chapter 1 of this manual.

From the network server

You may find it more convenient to have users install the programs from the file server instead of from the installation disks. Running Setup from the server is also faster.

1. Create a subdirectory on the network for the files from the SISETUP directory on the CD. For example, if you are installing PowerAlbum on a network drive named H, the full path names might be:

H:\ALBUM\INSTALL\SISETUP

2. Use the DOS Copy command to copy the contents of the SISETUP directory on the CD into the corresponding subdirectory.

Tell the users how to find the subdirectory. When installing from the network, a user must specify the subdirectory on the server when using the Run command from Windows.

Assigning privileges

The programs do not provide any file protection beyond what is available on the network. You, the network administrator, are responsible for assigning read and write privileges for shared network files. You must use the network software to assign privileges; you cannot do this from within SI Swimsuit Calendar or PowerAlbum.

Sharing a picture album

If PowerAlbum users are sharing a single picture album (.ALB file) stored on the server, they should all have read-only privileges. Only one person should have exclusive write privileges to update the file in the shared directory. During the updating process, the read-only users should not use PowerAlbum at all while maintenance is going on; file damage may result.

Note If you store graphic files in a directory on the server, only those who have a license to use SI Swimsuit Calendar should have access to that directory.

Similarly, because an album contains references to the path names of its graphic files, only one person should have the responsibility of deleting graphic files, editing them, or moving them out of a shared directory.

Working with shared event lists

SI Swimsuit Calendar provides several features that make it easier for a group of people to share event lists stored on the server. This section explains how you, the user, can use these techniques to share event lists.

Opening shared files

To open an event list stored on the server, use the standard Windows techniques to locate the network drive and directory in the Open File dialog box and then open the file.

If you open an event list as a read-only file, you can make temporary changes if you want, but you cannot save changes to that particular file. You must use Save As to make a copy of the list under another name.

When working with shared event lists, each user should open the file as read-only (the Read-only check box has a “x”) unless the user is specifically updating the file. Only one person should make changes to an event list at a time.

You cannot save any changes to the event list. You can turn on the Auto-update feature to receive notice of changes that the other user is making. For more on these features see “Auto-save and Auto-update” later in this section.

Event style conflicts

Opening shared event lists sometimes causes event style conflicts. For example, suppose you have opened an event list that has a style called “Party,” with 12 point Nuptial Script type. You open an event list stored on the server that also has a style called “Party,” specifying 10 point BrushScript type. In this situation, a dialog box appears warning you of the style conflict and giving you a choice of options for dealing with it. See “Event styles: Resolving style conflicts” in Chapter 3 for more information on using the dialog box.

Advantages of workspaces

If you frequently publish a calendar that involves one or more event lists located in various directories on your local and network drives, create a workspace file that contains all the layout options settings plus the path names of the open event lists. Whenever you open the workspace, the event lists open automatically and the settings are restored. See “Basic concepts: Workspaces” in Chapter 2 to learn how to save, update, and open a workspace.

Event conflicts

Sharing event lists can sometimes result in duplicate events. The program does not warn you if you open an event list that contains events that are identical to events in another open list. In this case, the second list opens and both events appear in the same date box in the calendar. For example, if you open two event lists that each contain an event occurring on January 10, 1993, both events will appear on January 10. Follow these steps to temporarily “hide” one of the events.

1. In the calendar window, select one of the duplicate events.
2. Press CTRL+H or choose Events | Hide Event.
3. To display the hidden event again, display the event list in the event list window. Sort the list by name. Find the hidden event (it will be dimmed) and select it. Click the box next to the event name in the Hide/Show column so that a checkmark appears and the event name is no longer dimmed.

Auto-save and Auto-update

The Auto-save feature saves changes made to your open event lists at regular intervals. The Auto-update feature notifies you when another user on the network has saved changes to one of the open read-only event list(s) you are working in. These two features work together to make it easy for several people to share event lists without conflict. Here is an example of how it works.

The first person opens an event list and leaves it open for several hours, updating it from time to time. To automatically save changes as you work, choose Edit | Preferences, check the Auto-save box, and select a time interval.

Another person can open this event list as a read-only file. To be notified of changes the first person saves to the list, use the Auto-update option. To turn on Auto-update, choose Edit | Preferences, check the Update Read-only Files Every box and choose a time interval.

With Auto-update turned on, the program checks the status of all the open read-only event lists on the network at the specified interval. If one or more of the files have changed during the interval, the Auto-update icon in the tool bar changes color and raises its flag. To receive a copy of the updated file, the second user can either click the icon or choose File | Update Read-only Files.



Auto-update
icon

Auto-update and black and white monitors

If you have a black and white monitor, the color change in the Auto-update icon in the tool bar is less noticeable. You can choose to have a warning dialog box appear in addition to the icon change. Choose Edit | Preferences and check the Warning Dialog When Update Files Change option.

Once the Warning Dialog option is turned on, a dialog box appears whenever another person has saved changes to an event list that you have opened as a read-only file. To update your copy of the event list, click OK to close the

dialog box and then click the Auto-update icon in the tool bar, or choose File | Update Read-only Files.

Double-sided printing

Double-sided printing, the technique for printing calendars on both sides of a sheet of paper that is described in Appendix C, “Double-sided printing,” is not recommended if you are printing with an ordinary printer on a network. The technique requires you to remove and replace the paper manually. In most network printing situations, this is impractical unless you are sure that no one else is using the printer at the same time.

If one of your network printers is a duplex printer that turns the paper for you, double-sided printing becomes practical. For more information, follow the instructions in “Double-sided printing” in Appendix C.

Printing calendars on one side of the paper only is no different from printing any other document on your network printer. Follow the instructions on printing in Chapter 5 of this manual. For specific instructions on printing on a Novell network from Windows 3.1, consult your network administrator.

Working with shared graphic files

This section deals with sharing graphic files in both SI Swimsuit Calendar and PowerAlbum.

SI Swimsuit Calendar

When you assign a picture to an event or to a layout, and save the event list or the workspace, you are not saving the graphic file itself. Instead, you are saving a path name that tells the program where to find the graphic file. The path name may point to a directory on your own workstation, or to a shared directory on the network. As long as the file remains in that directory, the program will find it.

If for some reason the graphic file has been deleted or moved to a different directory, a warning appears when you open the event list. You have the options of ignoring the file (so that the picture won't appear), supplying the correct path name, or searching for the file.

PowerAlbum

An album file contains only thumbnail images of graphic files and pointers to the location of those files. The graphic files themselves may be stored on the server or on the user's local drive. This means you can add a picture located in any directory to which you have access to an album on your local drive.

If you are part of a group that is sharing an album stored on the server, then only one person in the group should have the privilege of making changes to the album. Unless you are that person, you should have read-only access to the album. Read-only access means that you can use PowerAlbum to select pictures for documents in other applications, but you cannot add, delete, or make other changes to the shared album.

Be careful not to add pictures on your local drive to a shared album. Other users will not have the artwork on their local c: or d: drives.

Tips and troubleshooting

This appendix contains specific information on what you can do to handle problems that arise while using SI Swimsuit Calendar and PowerAlbum, as well as a list of error messages. It contains these sections:

- General troubleshooting
- Error messages

General troubleshooting

This section contains tips for solving some problems that may arise while you are using SI Swimsuit Calendar and PowerAlbum.

Installation

Setup doesn't work. If you have problems with Setup, you may need to turn off alternative shell programs, such as Norton Desktop for Windows, that you are using and change the shell back to the Program Manager. Change the SHELL= statement in your SYSTEM.INI file to say SHELL=PROGMAN.EXE, then restart Windows. You can restore the previous shell after SI Swimsuit Calendar installs properly.

Most Setup problems and error messages are due to low memory or not enough disk space.

If you don't have enough memory, try exiting Setup and Windows. Then restart them without starting any other applications. If you still have problems, you may have to revise your system configuration. See your Windows

documentation for tips on freeing up memory.

If you are running in Windows Enhanced mode, you may want to run Windows in Standard mode and try running Setup again. This may also solve problems running Setup while using Stacker® or similar disk compression software.

If you don't have enough disk space, run Custom Setup and uncheck some options in the Custom Setup dialog box to install fewer files.

Not enough memory to create the PowerAlbum file. If you have chosen to install clip art with albums, the Setup program may inform you that there is not enough memory to create the PowerAlbum file. The message will tell you what directory contains the ALBUMSET.EXE program, which should be your clip art directory. Allow the Setup program to finish. If you can, free up more memory and try running Setup again. You can also use File | Run to run the ALBUMSET program from the indicated directory. This creates an album that will contain descriptions of all the pictures, as well as correct references to the picture locations. Do not try to use the .ALB files that you may find in that directory without running ALBUMSET first.

General

Event names You must always enter an event name. Do not use spaces for an event name. If you want the "event" to be just a picture or special effect like Shade Day, with no text, use the insert field &rem as the first characters of the event name.

Event times When entering an event, you cannot specify a time period that spans midnight: for example, 11 p.m. to 7 a.m. the next day. If necessary, enter two events with the same name: one ending at 11:59 p.m. and the other starting at 12:00 a.m. on the second day. (Midnight is the beginning of the day.)

Selecting multiple events If you are using the event list window sorted by date, you may experience problems when attempting to select multiple events by using the mouse techniques SHIFT+Click, Click+Drag, or CTRL+Click. To select multiple events with the mouse, sort the event list by name.

Extended characters in Preferences pathnames Don't enter extended characters, such as characters with accents, in the Pictures and Event Lists default path fields in the Preferences dialog box. If your pathname includes letters that are normally accented, SI Swimsuit Calendar will probably find the path if you enter the letters without accents.

My dates have leading zeros, for example, June 09. I want to change the way times display. SI Swimsuit Calendar uses the date and time formats selected in the Windows Control Panel. To change the display of 06/09/93 to 6/9/93, or 08 AM to 8 am, go to the Windows Control Panel, open the International dialog box, and choose the Long and Short Date Format you want. Consult the Windows User's Guide for more information on how the formats work.

My events are not printing in the proper order. Make sure that you have not turned off the am/pm option in the International dialog box of the Windows Control Panel. With the am/pm option off, SI Swimsuit Calendar can't tell the difference between am and pm event times. You may, however, reduce the options to single letters, a and p.

QuickDate is not usable. If you are using an SVGA graphics card and specify high resolution (800x600 or above), QuickDate may not work correctly. Switch to a VGA graphics card driver.

Calendar window display is distorted. To correct the distortion, click the page number icon in the lower- left corner of the calendar window. This acts as a screen refresh button.

Bannered events overlap each other onscreen. Click the page number icon in the lower- left corner of the calendar window or change the time period displayed and then change back to the original time period. This should clear up any display problems with bannered events.

Updating read-only files and style conflicts When working with a read-only file that contains event style conflicts, you may see the Event Style Conflict dialog box every time the file updates. To avoid this, do one of these:

- Choose Use Event List Style to resolve the style conflict.
- Use only the standard styles (unmodified) that came with SI Swimsuit Calendar when creating event lists that will be shared by more than one person.

For more information on handling event style conflicts, see "Formatting event text: Event styles" in Chapter 3.

Repeating events

The OK button is dimmed in the Repeats dialog box. If you entered an end date with the event, the end date may have been incorrect. If by accident you enter an end date that it is earlier than the start date, you can't save the event.

The birthday/anniversary insert field didn't count correctly. Check the start date of the event. It must be the year of the birth or the wedding. Make it repeat every year.

The count field didn't count the birthday/anniversary correctly. If you are using &count to count birthdays or anniversaries, enter the year after the birth or the wedding as the start date. For example, if the person was born on November 20, 1958, the start date should be November 20, 1959.

Notes

I try to use the Font dialog or the up/down font size buttons on an event that has a note but the note doesn't change. The font for all notes in each layout is set on the Event Display panel in the Layout Options dialog box. There you assign a style to be used for all notes. If you need to change the font for notes, you must change this style.

My note(s) didn't display. Check both the note (Events | Modify | Note) and the Layout Options | Event Display boxes. Show notes must be turned on in both places. If the note still doesn't appear, it may be due to overflow corrections. Check Layout Options | Overflow to see whether the Hide Notes option is checked. If it is, then SI Swimsuit Calendar may be "hiding" the note because it is too large to fit in the dialog box. Try reducing the font size or editing the text to make the note smaller. See "Too many events" in Chapter 4 for more information about overflows.

Formatting events

I can't get my events centered or right-justified in year or text layouts. Alignment does not work in these layouts. All events will be displayed left-justified.

I can't see my text in the Font dialog box preview area. You may have chosen white as the color of your text. Since the background of the preview area is white, white text will not show up in it.

The shading color or pattern I chose for Banner Event, Shade Day or Box Event does not appear on the calendar. Check the shading pattern selected in the Banners dialog box. If the selected pattern is Clear (no pattern), no shading appears, regardless of the color choice you made.

How can I shade or box a day without entering text for an event? You can apply special day effects (Box Day, Shade Day) by using the nonprinting insert field &rem for the event name, and then selecting the effect in the Banner dialog box.

Multiple event lists

When I combine event lists from different people in a calendar, there is no way to see whose event is whose. Here are two suggestions for dealing with this problem.

- Adopt a convention for naming event lists so that the name of each list includes the initials of the person who created it. The event list buttons on the view bar will identify the owner of the list. If you

want the identification to appear with the events, add the insert field &file name to the event name or to a note. Or, enter the initials in the Description field of the Save Event List As dialog box when you save the event list. You can then add the insert field &filedesc to the event name or note.

- Create a unique event style for each person to use when creating or editing event lists that will be combined into one calendar. The different styles identifies the “owners” of the events. This is most effective when you have a color printer and each person’s style includes a distinctive color, but using different fonts also works.

Layouts

In the year or text layouts, I can’t select events in the calendar window. Because these layouts do not have a grid as part of their design, you cannot select individual events in the calendar window. Display the event list in the event list window and select the events there. If you have several event lists open and are not sure which one contains the event you want, use the Find option (Edit | Find) to locate the event.

Bannered events appear under the starting date only. Bannered events appear in the year and text layouts under the starting date only; the ending date becomes part of the event name. If you wish to have a duration event appear on each day, you will have to turn the banner option off for that event.

I spent a lot of time formatting my calendar, but when I changed layouts, some of the formatting disappeared. Layout options apply only to the layout selected in the Layout Options dialog box. For example, if you select options for the month layout, they will have no effect on the week layout.

The insert field text for a calendar title/footer appears in the sample box, but the insert code appears in the calendar. If the insert field places something like “&line” in a calendar title or footer instead of a line, it means that the field is reserved for event text only, even though it may display the line in the preview sample box. Insert fields marked “For events only” will not insert variable text in the calendar titles or footer.

The Paper Stock list in Page Setup doesn’t contain any paper sizes. Check to see that you still have the POWERUP.INI file. If you have renamed or erased the file, you have lost some filters and specifications that you need to import or enter paper sizes. Reinstall SI Swimsuit Calendar to create a new POWERUP.INI file with the paper size specifications.

The events appear in type sizes I don’t expect. If the events in a date box appear in different type sizes, it may be due to overflow corrections. When the Reduce Event Text Size option in Layout Options | Overflow is checked, SI

Swimsuit Calendar adjusts the event type size in order to fit as many events as possible into the date box. For more information, read the section "Type size" in Chapter 3 and the section, "Too many events" in Chapter 4 of this manual .

No events appear in my InstaBook. The event text may not fit into the InstaBook date boxes, so that all the events overflow. Try entering a lower number in the Scale Event Size field in the Layout Options | Event Display, or try changing the minimum type size in the Overflow panel. You may also need to edit some events to shorten the event text to a couple of words. If these measures don't work, try choosing a layout with larger date boxes.

Weekday names and day times don't appear in the calendar window. You may have selected a background color for the day names or the times that is the same color as the type. In the Layout Options dialog box, choose Titles & Pictures to select a contrasting color for the Weekday, Hours, or Minutes text or choose Appearance to select a different color for the area.

I don't want the minute increments to appear in a day or week schedule calendar. Change their font to the same color as the background, or to a very small point size.

The shading color or pattern I chose for an area does not appear in the calendar. Check the shading pattern selected in the Appearance panel of the Layout Options dialog box. If the selected pattern is Clear (no pattern), no shading will appear, regardless of the color choice you made.

If the shading appears in the calendar window, but not in the printed calendar, it may be because it is a light color, like yellow. Some printer drivers print light colors as white. Select Print in Black and White on the Print dialog box and try printing again.

To see how the various shading options look when printed on your printer, create and print a set of monthly calendars from January through June, 1995, using the included event list, SHADING.CCE.

Sometimes events of lower priority appear when higher priority events do not. This may happen if the higher priority event was too large (font too big, text too long, or picture too big) to fit in the date box. It will overflow, and if there is room, a lower priority event may appear in its place.

My screen shows some events over printing lines in other events. This is due to differences in the way Windows displays screen fonts as opposed to printer fonts. The printed calendar should be correct.

When I apply a QuickStyle my styles and calendar text (title, subtitle, footer) change. Whenever you apply a QuickStyle, the current styles and calendar text are overwritten. Apply QuickStyles first, and then change styles and calendar text as desired.

Workspaces

When I opened a workspace, SI Swimsuit Calendar opened the wrong file. This can happen if you have two different event lists with the same name, one in the SI Swimsuit Calendar default directory, and one in another directory (for example, a directory called MYEVENTS). The workspace includes the event list in MYEVENTS. If it can't find the event list name in MYEVENTS because you have deleted it or moved it, it looks for the name in the default directory.

How do I go back to the original workspace? The Workspace | New command always restores all default settings. If you would like to change these settings, you should create a new workspace with the desired settings and use Workspace | Save to give it a new name. Whenever you want to use those settings, do a Workspace | Open.

How do I delete a workspace? You can't delete any files from within SI Swimsuit Calendar. Use DOS or the Windows File Manager.

Pictures

The picture I attached to the event disappeared. There are several reasons why a picture can disappear.

- The picture display may be turned off. Select the event and choose Format | Picture to see if the Don't Display option is checked. If all pictures have disappeared, choose Layout | Layout Options | Event Display to see if Show Pictures with Events has been checked. Also check the Overflow options to see if you have specified Don't Display Event Pictures.
- If an event has an attached picture, and you assign an event style that doesn't include a picture, the picture is no longer attached to the event.

The picture is in the wrong color. Check the Modify Picture dialog settings. See "Displaying pictures" in Chapter 6 for instructions.

I can't import a picture, either in PowerAlbum, the Modify Picture dialog, or the calendar window. If you have installed another SoftKey Windows product, such as Text Appeal Windows, after installing SI Swimsuit Calendar, you may have difficulty importing pictures. Try reinstalling SI Swimsuit Calendar.

Pictures print as white rectangles on shaded days. This sometimes happens when bitmapped pictures, such as PCX, BMP, or TIFF files, appear in a date box that has been shaded. The pictures may display correctly on the screen, but don't print. Either turn off the Shade Day option or choose different type of picture.

Big Pictures take awhile to display and print. Big pictures, particularly large or 24-bit images, can take a long time to display and print. You may want to use a graphics application to reduce the size of the picture or the number of colors used before importing the picture.

There is a black box around my Photo CD picture that was made from a slide. This border is part of the Photo CD image, and SI Swimsuit Calendar cannot eliminate it. If you don't want the border, use a graphics application, such as Adobe PhotoShop™, to crop the picture.

When I place a background picture in a layout with three or more columns, the graphic looks as if it is not attached to the event. The graphic is centered across all columns, while the text may be in the left or right column.

PowerAlbum cannot find my pictures. Check to see that the SI Swimsuit Calendar CD-ROM is in the CD-ROM drive and that the drive is operating.

If this is not the problem, you may have changed the drive letter that identifies the CD-ROM drive. If so, you need to edit the POWERUP.INI file that tells PowerAlbum where to look for clip art files.

Note The POWERUP.INI file supports SI Swimsuit Calendar, PowerAlbum, and other SoftKey programs. Be sure to make a backup copy of the INI file before you start this procedure.

1. Start the Windows Program Manager.
2. Open up the Notepad utility and then open up the POWERUP.INI file, located in the Windows directory.
3. Look for the [POWERALBUM] heading.
4. In the Alternate Picture Path statement, enter the letter that designates your CD-ROM drive.

For example, if the drive is called "L", the statement should read:

```
ALTERNATE PICTURE PATH=L
```

I cannot delete, save, or rename a clip art file that I've copied from the CD-ROM to my hard disk. If you used anything other than the DOS Copy command to copy the file, Windows may still consider it to be a Read-only file.

1. Open the Windows File Manager and select the file.
2. Choose File | Properties and clear the Read Only check box.

When I try to close PowerAlbum on the CD-ROM, I get a Save As dialog box. You have changed the album in some way, such as using the Find All command, which creates a new category. If you want to keep the change, save the album in a directory on your hard disk.

My system froze while I was printing a PowerAlbum catalog. This can happen if you don't have enough system memory to print a large catalog. Close down any other Windows applications you are running and try printing the catalog in sections of three or four categories at a time. You can also try exiting PowerAlbum and then restarting it. See your Windows documentation for more suggestions about managing memory in Windows.

PowerAlbum

In PowerAlbum I deleted a picture from my hard disk, but it reappeared when I started PowerAlbum again. The picture has disappeared from your hard disk, but its thumbnail image remains in PowerAlbum. Delete the thumbnail image from the album, then save the album.

My existing directory of graphic files doesn't appear in PowerAlbum. You have to add images to PowerAlbum before they can appear. When you install SI Swimsuit Calendar, you can select clip art (graphic files) to install at the same time. These images are automatically added to PowerAlbum. To see images of other graphic files that you may have, use the Add Picture option to add them to your album. See Chapter 6, "Using Pictures," for more instructions.

Printing

Some of my pictures look funny when I print them. If the Print In Black And White option is turned off in the Print dialog box, then the printer driver is controlling how the colors get mapped to black and white. If you have the Print In Black And White option on, then SI Swimsuit Calendar attempts to convert colors to black or white. Most light colors (yellow, gray) will go to white while the darker colors print as black. However, some pictures that have similar colors may become illegible. You may need to use another picture or use a graphic editing program to change the picture.

I have problems with events not displaying correctly using True Type on an HP III or HP IV printer. You may need to turn on the Print True Type As Graphics option. In the Print dialog box, choose Printer Setup. In the Windows Print Setup dialog box, choose Options. Check the Print True Type As Graphics option.

Characters are missing from large print jobs on an HP III printer. Try printing fewer pages at a time by specifying a shorter time period or fewer copies. Also, try switching to the HP LaserJet II printer driver.

Text in reverse type (white on black) does not appear when I print at 150 dpi. Print the document at 300 dpi; the text should appear.

Color text printing doesn't work properly. Some printers may not print color text correctly. In some cases, lighter colors are interpreted by the printer as white, and don't show up. Change the text to a darker color or black using the Format | Font command, or try turning on the Print in Black and White option

in the Print dialog box. Calendar grid lines in light colors may also disappear and need to be changed as well.

I'm having trouble with double-sided printing. Don't try to outsmart the printing process. Duplex printing of multiple forms on a page is a very complex process; it can also take a long time. The results almost always look incorrect until the entire process is finished. Follow the instructions exactly. Do not switch input trays in the middle of the print job. Do not remove paper from the printer early or disturb the order of the printed pages. If you still have trouble, make sure you have defined the printer trays correctly in the Trays dialog box.

I have a real duplex printer, like the HP IID, and want to print double-sided. You must use Print Setup from the SI Swimsuit Calendar Print dialog to set up your printer as a duplex printer. Select your printer, press Options and set up your printer as either a long or short edge duplex printer. In the SI Swimsuit Calendar Print dialog, make sure you select the Double Sided radio button. The options on the Double Sided dialog will then be used to print your calendar.

Note You should not use small paper sizes when printing duplex on a duplex printer — it may jam. You need to use forms that are positioned on a regular letter-size piece of paper.

I chose a multi-form page layout, but I still can't choose InstaBook in the Double-Sided Printing dialog box. You must choose both a multi-form page setup with an even number of forms in the direction of the binding and the correct binding option before you can select the InstaBook option. See Appendix C, "Double-sided printing" for information about InstaBook options.

When I print the Layout On 2 Pages option single-sided, the left margin is larger than the right margin. When this layout option is printed double-sided, the larger margin remains on the inside, or binding side, of the paper. The larger inside margin allows room for punching holes in the pages outside of the printed calendar, so that you can place the calendars in a binder. To make the margin even, choose Format | Page Setup and change the left and top margins.

Importing and exporting

When I import a Calendar Creator for DOS file, the From date under Date Range doesn't work. When you import a Calendar Creator for DOS file, one of the columns in the Import Fields dialog box is already assigned the field name From. This gives each individual event its own start date. This setting overrides the From date in the Date Range box. If you want to override the start date of all the individual events, you must scroll to the right until you find the From column and change it to Unassigned.

I'm trying to import or open a Calendar Creator for DOS event list, but I can't find the name in the File Name list. In the Import or Open Event List dialog box, make sure you are searching the correct directory and that you have selected the appropriate file type (CAL). If you still don't see your event list,

click on the first item in the list and read the internal Calendar Creator for DOS name in the Description box. Continue to select file names until the Description box shows the name you want.

I can't import text/graphics. Check to see that you still have the POWERUP.INI file. If you have renamed or erased the file, you have lost some filters that you need to import files. Reinstall SI Swimsuit Calendar Windows.

The imported file does not contain any events. If the file does not contain any events that occur between the dates specified in the Date Range box in the Import Fields dialog box, no events will be imported.

When I import a Calendar Creator for DOS file, some of the events contain strange characters. Because DOS and Windows use different character sets, SI Swimsuit Calendar for Windows imports extended (dingbat) characters, such as moons, check boxes, and hands, as ASCII characters.

The Calendar Creator for DOS Moons calendar imports nonsense characters. Because DOS and Windows use different character sets, SI Swimsuit Calendar for Windows imports extended (dingbat) characters, including moons, as ASCII characters.

All the events in my imported file have the same start date. You must assign a date field to one of the columns in the Import Fields dialog box. Otherwise, all records will be imported with a date equal to the start date entered in the From field in the Date Range box.

Calendars copied to the clipboard and pasted into other Windows applications don't look right. Some applications don't handle shading, color, big pictures, and background pictures properly when you paste an image from the Clipboard. If you have problems pasting a calendar into another application, you may want to turn off all shading in the calendar before copying it. Also, white text on a solid background may not display properly.

You may have trouble pasting calendars that have graphics into certain applications. You can paste the calendar into a graphics application like Micrografx Designer™, copy it to the clipboard from that application, and then try to paste it into another application. If you use the Clipboard Viewer to examine the image, it may not look correct, but it should appear correctly once you have pasted it.

Error messages

This section contains a list of the error messages you may receive while working in SI Swimsuit Calendar and PowerAlbum. The error messages are listed by number.

If an error message appears, note the number (or the text, if there is no number) and check this section for an explanation. For more information, consult this manual or the online Help system. If the message seems to be related to Windows rather than SI Swimsuit Calendar (for example, a memory problem), check the Windows User's Guide. If you need more help, see "Calling Technical Support" in Chapter 1.

1. Can't register class. Save your files, close other applications and try again.

Windows is probably running out of memory or hard disk space. Save your workspace and any event lists that you've added or changed. Exit from SI Swimsuit Calendar and Windows. Then restart Windows and SI Swimsuit Calendar and start working again without opening any other applications. If you have continuing problems that appear to be memory-related, you may have to revise your system configuration to free up memory.

2. <> does not contain a valid event list.

If you get this message when opening a workspace, it means that the event list associated with the workspace is not in the directory it was in when you saved the workspace, and it is not in your default event list path. If you know where the event list is, try opening it with File | Open. If you can't open the file directly, it is not a true event list. Perhaps you overwrote it with some other file.

3. <> is not a valid CCPlus Version 3.0/4.0/5.0 file or does not exist.

You have most likely (a) mistyped the file name, or (b) typed the name of a file that isn't in the Calendar Creator for DOS format.

Tip Maybe you have misunderstood how to bring data from Calendar Creator for DOS to SI Swimsuit Calendar for Windows. You should save your event list as usual in Calendar Creator for DOS. Then open or import the file like any other event list in SI Swimsuit Calendar for Windows.

4. Cannot create workspace file.

This may mean that the drive to which you are saving the workspace file is out of disk space. Or, if you are trying to save the default workspace, its location is set in the POWERUP.INI file, and the path name may include an invalid drive.

5. Error writing to workspace file. Make sure there is enough disk space.

If you are running out of disk space, consider deleting some clip art. Many programs come with clip art, and you may never use some of these images. Use PowerAlbum to look at the many clip art files you've accumulated, and to delete ones that you think are unnecessary.

6. Internal error - missing event list.

Exit SI Swimsuit Calendar and Windows, then restart and try again .

7. Error adding event to event list

You may have exceeded the limit of 8,000 events or 64,000 occurrences per event list. Try deleting some unneeded events or entering an earlier Default Ending Year in the Edit | Preferences dialog box.

8. Invalid filename.

File names can be up to eight characters long, with a three character extension. They can't contain any of the following characters: * + [] | \ " ' ; ? / > . < , . Many upper ASCII characters, such as accented characters and graphic symbols, are also inappropriate for file names. See your DOS manual for further details.

9. Save aborted - Error creating file.

SI Swimsuit Calendar could not write the file to the disk. If you are running out of hard disk space, consider deleting clip art that you don't need.

10. Not enough memory to complete operation. Save your files, close other applications and try again.

Windows is probably running out of System Resources (memory or hard disk space). Save any data (such as event lists) that you've added or changed. Exit from SI Swimsuit Calendar and Windows. Then restart Windows and SI Swimsuit Calendar and start working again without opening any other applications. Also try deleting or archiving unneeded files to regain more disk space. If you have continuing problems that appear to be memory-related, you may have to revise your system configuration to free up memory.

Reduce the amount of memory you use within SI Swimsuit Calendar by using the Select File command instead of PowerAlbum to import a picture. Reduce the number of years covered by your event list in order to reduce the repetitions of repeating events. (Change the Default Ending Year, in the Preferences dialog or delete outdated events by using the Delete Events Before dialog.) Print fewer months at a time. Use fewer graphics, no color, and fewer typefaces.

11. <>is not a valid event list file.

This may mean that there is no such file, or that the file is corrupted.

12. <>is already open. Another copy cannot be opened.

You can't have two copies of the same event list open at one time. To work with two copies, use Save As to save a copy under a new name so you have two separate lists with the same data. You can edit the contents of either list without affecting the other.

13. <>does not contain a valid workspace.

You are trying to open a non-workspace file as a workspace. Workspace files always end with a .CCW extension.

14. Event list list box out of memory. Save your files, close other applications and try again.

There is not enough memory to display events in the event list window. Exit SI Swimsuit Calendar, close any other applications that may be open, restart SI Swimsuit Calendar, and try again.

15. Style NORMAL cannot be deleted.

Normal is the default style in SI Swimsuit Calendar, and the program uses it frequently. Don't try to delete it.

16. Too many styles to add another.

You have too many event styles. You must delete a style before you can create another.

17. Sorry....unimplemented feature.This feature has not been implemented.

You cannot use it.

18. Invalid style file - Previous styles removed.Some information has been lost in the CCSTYLES.CCY file. Style information is also stored in your event lists, so the information will be restored when you open an event list that uses that style.

19. Error adding new paper stock.

You may be out of disk space.

20. Invalid form top or origin.

21. Invalid form left origin.

22. Invalid form width.

23. Invalid form height.

24. Invalid page width.

25. Invalid page height.

Messages 20 to 25 appear because you entered:

- A negative number, letter, or other nonnumeric character for one of these form dimensions.
- A page width or height that is too small to contain the forms.
- A form width or height that is too large to fit on the page.

26. Invalid top or bottom margin value.

27. Invalid left or right margin value.

28. Invalid right or left margin value.

29. Invalid bottom or top margin value.

Messages 26 to 29 appear because you entered:

- A negative number, letter, or other nonnumeric character for one of these form dimensions.
- A margin so large that the calendar cannot fit in the form.

30. Form width is too large or too many forms on the page.

31. Form width is too small.

32. Form height is too large or too many forms on the page.

33. Form height is too small.

Messages 30 to 33 indicate that the custom form you are creating won't work with your current layout and page size. For example, if you try to squeeze too many forms onto a page, SI Swimsuit Calendar would have to shrink them so much that it couldn't print a readable calendar.

34. Form top origin is too large.

35. Form left origin is too large.

The origin sets the top left corner of the form. If it's too large, the form would print over the bottom or right edge of the page.

36. Unable to display dialog (low memory).

Windows is probably running out of System Resources (memory or hard disk space). Save any files that you've added or changed. Exit from SI Swimsuit Calendar and Windows, and restart Windows and SI Swimsuit Calendar, without starting any other applications.

Reduce the amount of memory you use within SI Swimsuit Calendar by simplifying your calendar. Reduce the number of years covered by your event list in order to reduce the repetitions of repeating events. (Change the Default Ending Year, in the Preferences dialog or delete outdated events by using the Delete Events Before dialog.) Print fewer months at a time. Use fewer graphics, no color, and fewer typefaces.

37. Invalid print copy count.

Enter a valid number in the Copies field in the Print dialog box.

38. Cannot print. Make sure printer is connected and online.

Make sure the printer is plugged in, turned on, and ready to print. If you think it is, but SI Swimsuit Calendar won't print, test it by printing from a different Windows application, such as Write.

You may get this message if you overload the printer's memory by sending it too complex a document. If you are using a Canon laser printer, turn the printer's power off, then back on. Pressing RESET is not enough to clear these printers' memory.

If your printer doesn't have enough memory to print a complex calendar, try reducing the number of typefaces or graphics in your calendar or print at a lower resolution (such as 150 dots per inch instead of 300).

39. Invalid number of print periods.

Enter a valid number in the For Periods field in the Print dialog box.

40. Not enough memory to print.

This calendar is too complicated to print, or you are running low on Windows resources (memory or hard disk swap space).

Try making your calendar less complex by using fewer styles, typefaces, graphics, events, or event lists. Reduce the number of years covered by your event list in order to reduce the number of events stored as repetitions of

repeating events. (Change the Default Ending Year in the Preferences dialog, or delete outdated events by using the Delete Events Before dialog.) Print fewer months at a time. Print at a lower resolution (such as 150 dots per inch instead of 300) or don't print in color.

If you have continuing problems that appear to be resource-related, you may have to revise your system configuration. For example, you might add more memory or allocate more disk space for your Windows swap file. See your Windows documentation for information on swap files.

41. Unimplemented or missing calendar layout.

You have deleted one of the DLL files needed to display the layout in the calendar window. You may have to reinstall SI Swimsuit Calendar.

42. Too many occurrences. Unable to add rule to event list.

You have reached the maximum number of events and occurrences that an event list can hold: 8,000 events or 64,000 occurrences (instances of repeating events). Before you can add more events or more repeating event rules that will add occurrences, you must delete some events or reduce the number of occurrences.

The easiest way to delete occurrences is to reduce the number of years covered by your event list. Change the Default Ending Year in the Preferences dialog. You can also delete outdated events by using the Delete Events Before dialog box. You can also move some events to another event list.

43. < cannot be found. Ignored in style, event, or layout.

There is supposed to be a graphic attached to a style, event, or layout but it's not in the same directory any more, and it's not in your Default Graphics Path. This problem is most likely to occur if you copied your calendar files to a new computer but forgot to copy all its associated graphics. SI Swimsuit Calendar will print the calendar without the graphic.

44. < located. Substituted in style, event, or layout .

When you attach a graphic to a style or event, SI Swimsuit Calendar saves the location of the graphic. The graphic attached to a style or event has been moved from its old directory. SI Swimsuit Calendar has found this graphic (or another one with the same name) in a new place and will save this new location with the style, event, or layout.

45. < is not a valid directory.

You probably did one of the following:

- (a) Entered an incorrect directory name when telling SI Swimsuit Calendar where to find a file. Just enter the correct directory and path.
- (b) Copied calendar files to a new computer but forgot to copy all its associated graphics, workspaces, or event lists. Copy the files from the other computer.
- (c) Deleted a directory of clip art. Either recreate the art directory or ignore this message.

46. <>is not a valid directory. Do you wish to create it?
When setting a default path in the Preferences dialog, you can instruct SI Swimsuit Calendar to create the directory if it doesn't yet exist. If you think this directory already does exist, use Windows' File Manager to check the location of the directory and the spelling of its name.
47. <>cannot be created.
SI Swimsuit Calendar could not create a directory. You may not have enough disk space or specified an invalid drive.
48. <>is not a valid SI Swimsuit Calendar Windows file or does not exist.
You may have entered the wrong name, or the file may be corrupted.
49. Only one workspace may be opened.
You can only have one workspace open at a time. If you open another workspace, the first workspace will close.
50. No event list. Do you wish to create a new one?
You must have an open event to add an event. Choose Yes to create a new event list.
51. Invalid style record encountered in file, record ignored.
52. Invalid graphic record encountered in file, record ignored.
One of the events in the list had incorrect style or picture information, so the event style or picture may be missing. Enter the event again.
53. Invalid add. exception record encountered in file, file input aborted
54. Invalid sub. exception record encountered in file, file input aborted
55. Invalid style override record encountered in file, file input aborted
These messages indicate that there was an error in opening or importing your file. The process was terminated. Exit SI Swimsuit Calendar and Windows, restart them, and try again. The file may be corrupted.
56. <>style is already defined. Try another name.
Two styles can't have the same name. If you are editing this style, rather than creating a new one, make your changes and choose OK.
57. The last year value must be between this year and 2100
You cannot enter a default ending year that is earlier than the current year or later than 2100. You should enter a year in the near future to limit the number of occurrences for repeating events. This helps to improve SI Swimsuit Calendar performance.
58. Invalid command line argument.
You have entered an invalid argument <filename> in the command line text box. Only event list names and workspace names are valid.
59. Do you want to save changes to event list?
Choose whether or not to save changes to an event list.
60. Delete the event - <>

61. Delete the selected events

Confirm that you want to delete this event or group of events.

62. End of search.

No further event names in the event list contain the text you were searching for.

64. There is no overflow in this calendar. Overflow options are set on the overflow panel of the Layout Options dialog.

You clicked the Overflow icon, but there are no overflowing events. The icon changes color and tips to show when there are overflowing events. To check for overflow events in another time period, display the time period in your calendar window first, then choose the Overflow button.

65. Occurrence has been removed, or successfully placed in cell.

You have modified an event so that it fits into the date box, or you have hidden it so it no longer overflows.

66. Do you wish to save current calendar layout options and event list references to a workspace file <filename>?

Choose Yes to save the changes you've made to this workspace.

67. Some events only partially deleted because they contain occurrences after the date.

Some repeating events continue to occur after the date you specified. For these events, the occurrences before the specified date have been deleted, those after the date remain. Events that contain certain types of &count insert fields have their previous occurrences untouched.

68. No events have occurrences before.

There are no events in this event list with occurrences before the specified date. Nothing was deleted.

69. Unable to open file.

The file either does not exist or may be corrupted.

70. End hour must be equal to or after start hour.

The time entered in End Time is earlier than the one entered in Start Time.

71. Open aborted. Input error on file.

The file either does not exist or may be corrupted.

72. Early occurrences of events containing &count cannot be deleted.

You can't use Delete Occurrences Before to delete repeating events that contain &count insert fields, because the count would be inaccurate.

73. One or more events were exported with their original start dates to retain the &count number.

74. One or more events were imported with original start dates to retain &count or &birthday number.

Although you specified a date range, events that include a count field are imported and exported with their original start dates so that the count will

remain accurate.

75. No date information has been specified. Continuing will cause all events to be set to the start date. Do you wish to continue?

You haven't assigned a Date field(s) to any of the columns in the imported file. All the imported events will have the start date shown in the From field under Date Range in the Import Fields dialog box.

76. Changing the last year cannot be done because it would result in too many occurrences.

Your event list contains so many recurring events that adding more years to the calendar would create too many events. Reduce the number of events by using the Delete Events Before dialog to erase old events.

77. Changing the rule will cause previous date selections to be lost. Accept the new rule?

Entering a new rule cancels the previous rule and all the occurrences for a repeating event. Enter the rule and any exceptions as if this were a new event.

78. Delete the paper stock?

79. <already exists. Over write?

Messages 78 and 79 are simple confirmations. Choose Yes or No.

80. Event list cannot be opened. Maximum number of event lists reached. You can open up to 50 event lists, or as many as your system memory can hold.

To free up memory, save your work, and exit from SI Swimsuit Calendar and Windows. Then restart Windows and SI Swimsuit Calendar, without starting any other applications. If you have continuing problems that appear to be resource-related, see your Windows documentation for tips on freeing up memory.

Reduce the amount of memory you use within SI Swimsuit Calendar by simplifying your calendar. Reduce the number of years covered by your event list. (Change the Default Ending Year in the Preferences dialog or delete outdated events by using Delete Events Before.) Print fewer months at a time. Use fewer graphics, no color, and fewer typefaces.

81. Invalid or corrupted list or workspace <cannot be located and/or opened. Ignored in workspace.

If you receive this message when opening a workspace, you may have deleted, moved, or renamed one or more of the event lists included in the workspace. SI Swimsuit Calendar will open what it can and ignore related event list or graphic files that it can't use.

To make the event list part of the workspace again, use the Windows File Manager to search for the event list that seems to be missing. Once you locate it, you can do one of two things:

- Copy or move the event list to the default directory specified in the Event Lists field in the SI Swimsuit Calendar Preferences dialog box. Choose Edit | Preferences to see what the default directory is.

- Leave the event list where it is. In SI Swimsuit Calendar, open the workspace without the missing file. Then use File | Open to open the event list. When you save the workspace, the new location of the event list will be saved with it.

82. No description for conversion library. <>in POWERUP.INI

83. Description in POWERUP.INI for conversion library. <>is invalid.

84. Conversion library. <>cannot be loaded.

There are problems with the POWERUP.INI file. The best way to deal with them is to reinstall SI Swimsuit Calendar Windows.

85. Viewer modes cannot be printed. You must switch to a non-viewer mode to print.

You have tried to print one of the viewer layouts. Change to the equivalent month, week, week schedule or day layout and try printing again.

86. Stock already exists. Use a different name for this new paper stock. If you are trying to edit the settings for that paper stock, rather than trying to create a new one, then press Cancel to close the Add Paper Stock dialog box. Select the stock to modify and choose Modify.

87. The selected string <> is too long to fit.

Select a shorter piece of text.

88. Unlinking occurrences containing &count fields will affect both the unlinked and the remaining occurrences

89. Deleting occurrences containing &count fields will affect other occurrences of the same event

The &count field records the number of previous occurrences of a recurring event. If you delete an occurrence, the count field of later occurrences drops by one. If you unlink an occurrence, the count field of later occurrences drops by one and the count field for the unlinked occurrence becomes 1 because this is the first event of its series.

90. Unable to paste event.

The event information on the Clipboard is invalid, or you can't paste an event into this location.

91. Delete ALL occurrences of the event?

92. Delete ALL occurrences of the selected events?

SI Swimsuit Calendar is asking you to confirm that you want to delete these occurrences.

93. The rule is invalid because there are no occurrences.

The rule you entered doesn't permit any occurrences for this event: for example, the first occurrence of the event falls after the ending date of the event. Enter a rule that generates at least one valid occurrence.

94. Banners can not be cut, copied, pasted or cleared. The event can be deleted from the event list. To delete occurrences, modify the event. You cannot cut, copy, clear, or paste a bannered event selected from the calendar window. To delete or copy the event, select it in the event list window first. To add or delete occurrences of a repeating event, modify the event and use the QuickDate calendar in the Modify Event dialog box to choose or cancel the dates.

95. No events were imported. Make sure that the date range is set correctly. The date of the first event in the file you are importing must be the same as, or later than, the From date in the Import Fields dialog.

96. InstaBooks cannot be printed with the current binding or paper stock. Use Format/Page Setup to select multiple forms per page. Then, use this dialog to select the appropriate binding. Refer to Appendix C, "Double-sided printing," for information on printing InstaBooks.

97. Only one instance of SI Swimsuit Calendar may be active. You tried to run SI Swimsuit Calendar when it was already running. The Program Manager has switched you to the active SI Swimsuit Calendar.

98. The starting or ending date of the selected layout is beyond the date limit of 2100. You can't display a calendar layout with a time period that extends beyond 2100.

99. Not enough memory to print. Try smaller number of periods. Specify fewer time periods in the Print dialog box. If this does not help, try simplifying your calendar. Turn off picture display for the calendar or for individual events, don't use color, or use fewer fonts for event text. Reduce the number of years covered by your event list in order to reduce the number of events stored as repetitions of repeating events. Change the Default Ending Year in the Preferences dialog or delete outdated events by using the Delete Events Before dialog.

You can also try turning off the Print Manager. In the Windows Control Panel, choose Printers . Uncheck the Use Print Manager option box.

To free Windows memory, save your workspace and any event lists that you've added or changed. Exit from SI Swimsuit Calendar and Windows. Then restart Windows and SI Swimsuit Calendar, without starting any other applications.

100. Invalid number of form rows to print an InstaBook.

101. Invalid number of form columns to print an InstaBook.

To print an InstaBook, you must have an even number of calendar forms in the binding direction. If you selected top binding, there must be two or four calendars down the page; if you selected side binding, there must be two or four calendars across the width of the page.

102. Changing the date will reset the rule. Proceed?

If you change the start date of a repeating event, the repeating rule is cancelled. Choose Repeats to reenter the rule.

103. Error while writing file.

You may not have enough disk space, or you may have specified an invalid directory or drive.

104. Graphics support library SHOWPICT.DLL cannot be located. All graphics display disabled.

SI Swimsuit Calendar and PowerAlbum both require this file. You have probably deleted it or moved it out of the SI Swimsuit Calendar directory. Reinstall SI Swimsuit Calendar from the Setup disks.

105. PowerAlbum library CHOSPICK.DLL cannot be located.

PowerAlbum is disabled.

Reinstall PowerAlbum from the Setup disks.

107. Invalid disk drive or path for save.

Enter the name of a directory (and path to it) that already exists on your disk drive. You cannot create a new directory here.

108. Font is too large to produce text layout on currently selected form.

109. Font is too large to produce year layout on currently selected form.

110. Font is too large to produce overflow listing on currently selected form.

This problem is most likely to appear when printing to an InstaBook or some other very small form. If the font is so large that a single individual letter will take up a significant portion of the form, the printout won't make any sense. Reduce your font size and try again.

111. Too many or no overflow forms in calendar. Overflow display suppressed.

While trying to format the overflow page, SI Swimsuit Calendar probably discovered a way to fit the overflow text on the main calendar. If so, it displays this message, prints the text and the Calendar, and doesn't bother with an overflow page. You might also see this message if your font is very large compared to your form size. In this case, reduce the font size.

112. Unable to set printer orientation (portrait/landscape).

You may be using the wrong printer driver for your printer. If you have a PostScript printer, you may be using a generic PostScript driver rather than one specifically tailored to your machine.

113. <> can only be opened in READ ONLY mode.

SI Swimsuit Calendar for DOS files and some network files can be read but not changed. If you modify the events, save the file under a new name.

114. The rule you have specified will have many occurrences and is likely to degrade performance.

Shorten the time period covered by this rule. For example, if the event will repeat over a period of years, restrict it to a period of months.

115. Unable to position the following text on layout because of too large font or too small form.

Change the style of the displayed text to use a smaller font.

116. Not enough memory to continue.

See your Windows documentation for suggestions on how to free more memory.

117. Unable to save event list.

Check to see that you have enough disk space available on the drive. If you are on a network, you may be trying to save the file to a read-only directory. Save the file to a directory where you have write privileges.

118. Unable to open event list.

The event list may be damaged, missing, or invalid.

119. Unable to save workspace.

Check to see that you have a sufficient amount of disk space available on the target drive. If you are on a network, you may be trying to save the file to a read-only directory. Save the file to a directory where you have write privileges.

120. Unable to open workspace.

The workspace may be damaged, missing, or invalid.

124. Unable to save import specification.

Check to see that you have enough disk space available on the drive. If you are on a network, you may be trying to save the file to a read-only directory. Save the file to a directory where you have write privileges.

125. Unable to load import specification.

The import specification file may be damaged, missing, or invalid.

126. Zoom values must be within the range 30 to 200.

You have entered a number outside the range. Enter a number within the range 30 to 200.

500. PowerAlbum library for this style was not found. Please run Setup.

The album style you selected may have been deleted from your hard drive.

Reinstall SI Swimsuit Calendar to restore the style.

505. Library could not be loaded.

An import DLL file could not be found. Run reinstall the program.

510. Common Open dialog box could not be loaded.

There was a problem with the COMMDLG.DLL file. You may have replaced a newer version of the file with an older version. Reinstall SI Swimsuit Calendar.

515. Album <> exists, do you want to overwrite it?

You have specified a file name that already exists. If you reply Y, you will overwrite that file with your new changes.

520. Album <> has changed. Do you want to save it?

You are leaving the program or opening a new album without saving your changes. Do you want to save your changes first?

525. Picture <> already exists in the category. It will not be inserted.

The same picture can appear only once in each category.

530. The picture file was not found on your disk.

600. Picture <> was not found and will not be copied to the clipboard.

The thumbnail you selected points to a picture file that has been moved or deleted. Replace the file or remove the thumbnail from your album.

535. Unable to save album file <>. Check disk space.

Without closing the album file, use the File Manager or similar program to free more space on the drive and then try to save the album again.

540. Path\album.alb is no longer a valid album file.

You may be using an earlier version of PowerAlbum and have tried to open an album created with a later version of the program. In order to open the album, you will have to use the later version that created it.

545. Sorry, <> is no longer a valid album file.

550. Unable to open <>. Check if file exists.

PowerAlbum can't open the album file you specified. Make sure the album's file name extension is .ALB. Check (to make sure the file is in the directory you think it is. If PowerAlbum still can't read the file, it contains errors or is not an album file. This problem may indicate that you sometimes run with very low memory. See your Windows documentation for tips on freeing up memory.

555. You must be running Windows in Standard or Enhanced mode to start PowerAlbum.

To run PowerAlbum, you must be running Windows in Standard or Enhanced mode, not Real mode. Consult your Windows manual for more information.

560. Insufficient memory or resources to run PowerAlbum. Close one or more Windows applications and try again.

565. You are low on memory. Save your work and close one or more Windows applications before continuing.

570. Insufficient memory to run PowerAlbum. Close one or more Windows applications and try again.

Windows is running out of System Resources (such as memory or hard disk space). Save your work, and exit SI Swimsuit Calendar and Windows. Then restart the programs without opening any other applications. If you have

continuing problems that appear to be memory-related, you may have to revise your system configuration to free up memory.

575. Sorry, you must close down the standalone version of PowerAlbum before you can run PowerAlbum from within SI Swimsuit Calendar.

580. Sorry, because you can only run one copy of PowerAlbum at a time, you must first close down SI Swimsuit Calendar before starting this application.

You are trying to run both versions of PowerAlbum at the same time.

SI Swimsuit Calendar comes with two versions of PowerAlbum. The one built into SI Swimsuit Calendar lacks some file utilities, use it to place pictures in your calendars. The other version runs independently of SI Swimsuit Calendar and contains more features.

While you run SI Swimsuit Calendar, you cannot start the standalone version of PowerAlbum because the built-in version is already in memory. Similarly, while you run the standalone PowerAlbum, you cannot start the built-in version from within SI Swimsuit Calendar.

585. Unable to initialize String Dictionary, you may be too low on memory. Windows is probably running out of system resources, such as memory or hard disk space. Save your work, and exit SI Swimsuit Calendar or PowerAlbum and Windows. Then restart Windows and this program. Don't open any other applications. If you have continuing memory problems, you may have to revise your system configuration. See your Windows documentation.

587. Unable to save, album may be marked read-only.

The album you tried to save is a read-only file. Use File | Save As to save it under a different name or to another location.

590. Picture <> does not have the same date as the thumbnail. The thumbnail will be updated.

PowerAlbum stores the file creation date of each picture with the thumbnail image that appears in the album. When you display, cut, or copy a picture, or select a picture for a calendar, PowerAlbum checks a thumbnail image's date against the date of the picture file. If the picture file date has changed since you added the image to PowerAlbum, the new version of the picture file is read and the thumbnail is updated.

592. You are too low on memory to add more pictures. Close one of more Windows applications and try again.

Try closing any other applications that you have running before adding more pictures. Also, try minimizing and then maximizing PowerAlbum to free up memory, or save your work, exit PowerAlbum and Windows, restart the programs and try again. See your Windows documentation for tips on optimizing Windows.

594. The category name is already in use

There is an existing category with this name. Either use a new name or delete the old category.

595. Picture<> already exists in the category. It will not be inserted. The same picture can appear only once in each category. You can put it in as many categories as you want. If different files contain the same picture, you can point to each file once per category.

596. Critical Error! PowerAlbum cannot write to a temporary file or is out of memory. Close PowerAlbum and free some disk space.

The disk designated for storing temporary files is full. You'll need to free some disk space (about 2 MB) on this drive. To determine the drive, type SET at the DOS prompt and look for "TEMP" or "TMP."

605. Sorry, not enough memory to import <>.

The picture file may be too large to import, or Windows may be running out of memory. Save your work, and exit SI Swimsuit Calendar or PowerAlbum and Windows. Then restart only Windows and this program.

If the picture is complex, try to simplify it in the application where you created it. If you have continuing memory problems, you may have to revise your system configuration to free up memory.

610. Out of disk space.

Use the File Manager or similar program to free up more space on the drive. Or use PowerAlbum to delete images that you won't ever use.

615. Maximum number of pictures reached. Close some pictures.

You do not have enough memory or disk space to add more pictures to this album. You may have to start a new album.

620. File <> not found.

Check this picture file's name and directory.

625. File <> not recognized.

PowerAlbum doesn't recognize this picture file's graphic format. PowerAlbum supports the PCX, BMP, TIFF, CGM, DRW, EPI, WMF, WPG, GIF, JPEG, and PCD graphic formats. If your picture is one of these, make sure that it has the correct file name extension for its format.

630. Unable to load <> filter.

PowerAlbum is trying to load a picture but can't find necessary internal data. Check the path name where your graphic filters are stored to be sure that the directory names you have used do not contain any periods (such as C:\WINDOWS\CCW2.0). If that is not the problem, run SETUP again and reload PowerAlbum.

635. Unable to load <> library.

PowerAlbum is trying to load a picture but can't find necessary internal data. Run SETUP again and reload PowerAlbum.

640. Picture Handle not found.

645. Unable to import <>. The picture may be too large, or there may not be enough disk space or memory."

647. Unable to print. <>. The file may not exist, or there may not be enough disk space or memory.

You may have a memory problem or the application that created your picture file may have saved it in an unusual variation of a standard graphics file format.

650. ShowPict was unable to succeed.

ShowPict is the routine that displays your pictures in the Modify Picture dialog box or the calendar window. The picture may be corrupted, or you may not have enough memory or free disk space to import the picture.

700. Unable to access network drive.

PowerAlbum can't access a picture file which resides on an unavailable network drive. Check your network setup.

720. Picture <> was not found and will not be copied to the Clipboard.

The picture may have been deleted or moved. Move it back to its original location or add it to PowerAlbum from its new location.

730. You are very low on memory. Some thumbnails may not be displayed because there is not enough memory to display them. Close one or more Windows applications in order to free some memory.

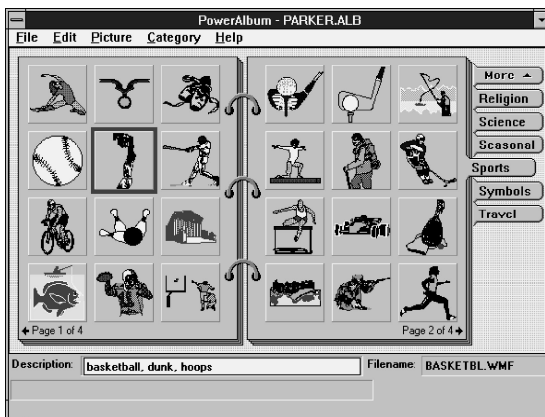
You can also try minimizing and then maximizing PowerAlbum to free up memory, or save your work, exit PowerAlbum and Windows, restart the programs and try again. See your Windows documentation for tips on optimizing Windows.

PowerAlbum

This appendix explains how to use PowerAlbum, an innovative, easy-to-use application that helps you organize and select pictures for use in Windows applications. With PowerAlbum, it's easy to locate and select pictures because you can:

- Choose the desired picture by its appearance, not some obscure DOS file name
- Have access to your clip art unhindered by the usual barriers of drives and directories
- Organize your clip art into categories that make sense to you

PowerAlbum employs the metaphor of a picture album. Each page holds up to 12 miniature representations, “thumbnail images,” of files stored in directories on your system. The images are grouped in categories; you can see two pages of a category at a time. The following illustration shows a typical PowerAlbum window.



PowerAlbum window

PowerAlbum can catalog files in any of the formats listed at the end of this appendix. The pictures themselves may be stored in any directory on your hard

disk, or, if you are on a network, in any network directory that you can access.

Two albums are included with SI Swimsuit Calendar. RESA.ALB contains all of the sport clip art and swimsuit model images for use with monitors with a resolution of 640 x 480 x 256 color. RESB.ALB also contains all of the sports clip art and swimsuit model images, but is for use with monitors with a resolution of 800 x 600 x 256 colors.

Note If you're not sure what your monitor resolution is, use RESA.ALB which can display on any monitor.

The two versions

Your SI Swimsuit Calendar installation disks include two versions of PowerAlbum. The standalone version described in this appendix is a completely independent application that you can use to organize graphic files and select pictures for any Windows applications (other than SI Swimsuit Calendar) that can read pictures from the Clipboard. The standalone version has its own icon in the Program Manager.

In addition, SI Swimsuit Calendar contains its own version of PowerAlbum. Chapter 6, "Using pictures," explains how to use this feature to select pictures for your calendars. Do not try to use the standalone version with SI Swimsuit Calendar.

Both versions of PowerAlbum are installed when you install SI Swimsuit Calendar.

Quick start

This section outlines the basic procedure to follow when using PowerAlbum to choose clip art for a document you are creating in another application. For more detailed instructions, consult the relevant section in the rest of this appendix.

Note This section discusses using an album that already contains pictures. To learn how to add pictures, read "Managing pictures: Adding pictures."

1. Open PowerAlbum by double-clicking the PowerAlbum icon.



PowerAlbum
icon

2. Find the picture you want to use.

There are two ways you can search for a picture. The first is to flip through the pages of the album, much in the manner you would through a real photo album. You can browse page-by-page, or jump to a different category by pressing its tab.

The second way to look for a picture is to use the Find or Find All commands to search for pictures with a particular description, file name, or file type. You can use Find to search for pictures one by one or Find All to place all the found pictures in a temporary category called “Found.”

3. Select the picture you want and choose Edit | Copy.

To select a picture, just click it. A dark border appears around the picture. Also notice that the selected picture’s description and file name appear near the bottom of the PowerAlbum window.

To see a picture in its full size, choose Picture | Display. Click anywhere on the picture to return to the PowerAlbum window.

4. Switch to the application where you want to use the picture and paste it into the proper location.

If you plan on using more pictures, you can leave PowerAlbum open and simply minimize its window. Or, you can close PowerAlbum altogether.

5. When you are all done, choose File | Exit to close PowerAlbum.

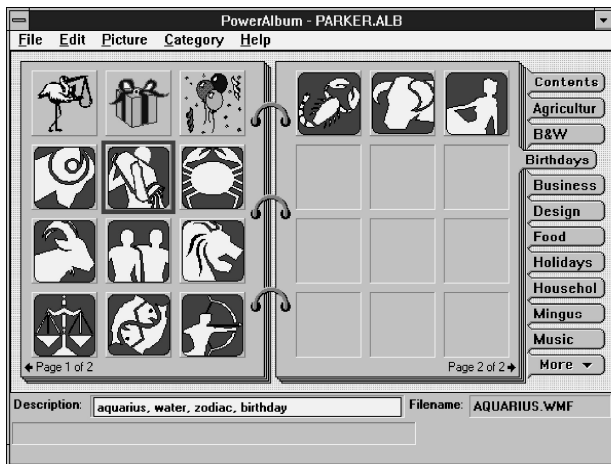
Finding pictures

This section explains all the procedures for finding a picture in PowerAlbum to use in another application.

Before you select a picture to use in another application, you need to find the right one. You can look for a picture two ways: browsing through the categories or using the Find or Find All commands.

Browsing through categories

When browsing you can proceed page-by-page, or skip to other categories.



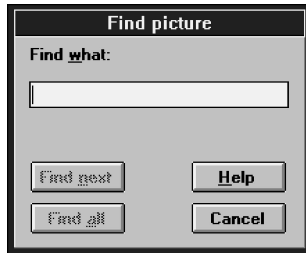
If there are more categories than there are tabs, a More tab appears at the bottom of the list. Click it to display the next set of tabs for the remaining categories.

If you are at the Contents page of your album, you can go directly to any category by double-clicking its name.

Using Find

Use Find to search for pictures whose descriptions match the file names, file types, words, or phrases that you specify. You must be in one of the categories to use Find.

1. Choose Edit | Find. The Find Picture dialog box appears.

Find Picture
dialog box

2. Type the file name, file name extension, or the word you want to search for in the Find What text box.

You can enter a whole word, or part of a word. For example, “vine” will find any file names and descriptions that contain those four characters, such as “vineyard” or “ravine.”

Find pays no attention to upper or lower case. You can enter up to 256 characters, although searching for such a long description probably would not be practical.

If you enter two or more words separated by a space, Find will search for all the pictures whose descriptions contain any of these words. Entering “birthday party” will find all pictures with “birthday” in their descriptions, as well as all the pictures with “party” in their descriptions.

3. Choose Find Next.

PowerAlbum starts searching from the currently selected picture, which may or may not be on the page you have open.

Find selects the next picture whose file name or description matches the words you entered. The Find Picture dialog box moves to the side of the PowerAlbum window so that you can see the selected picture.

4. Continue to choose Find Next until you locate the picture.

The search goes on to the end of the album and continues at the beginning of the album until you end it by choosing Cancel.

Using Find All

Find All locates all the pictures that match the Find What search criteria and copies them into a temporary category called Found. You can then look through the Found category to choose a picture. The pictures remain in the Found category until you do another Find All search.

To use Find All:

1. Choose Edit | Find and enter the words you want to search for in the Find What text box.
2. Choose Find All.

The search locates the pictures, copies them to Found, and opens the album to the first page of this category. The pictures copied to the Found category also remain in their original categories.

Note Use Find All to create new categories by renaming the Found category. For instructions on how to rename a category, see the “Managing categories: Renaming categories” section later in this appendix.

Previewing a picture's actual size

The pictures you see in the album are all reduced to one size to fit into the frames on the album page. To examine a picture in its actual size, select it and choose Picture | Display.

Picture sizes vary greatly. If the picture is a bitmap (PCX, BMP, TIFF, JPEG, GIF, or PCD), it may be too large to fit in the display window. In that case, either use the scroll bar to move around it, or drag the corner of the display window to enlarge it. Enlarging the window may distort the picture on some machines, but the picture will display and print correctly when you paste it into a document. Pictures that are vector images (CGM, WMF, DRW, or WPG) are resized to fit the display window.

Click anywhere on the picture to return to the PowerAlbum dialog box.

Placing pictures

To place a picture from PowerAlbum into another application, copy the picture to the Clipboard, then paste it into your other application.

1. Find the desired picture and select it by clicking it. A heavy frame appears around the image.

Also notice that the selected picture's file name and description appear near the bottom of the PowerAlbum window.
2. Choose Edit | Copy to place a copy of the picture on the Clipboard.

If you use Edit | Cut, you will remove the picture from PowerAlbum as you place it on the Clipboard.
3. Minimize or exit PowerAlbum.
4. Switch to the document where you want to place the picture. This can be a document in any Windows application that lets you paste pictures from the Clipboard.
5. Find the location where you want to put the picture and choose Edit | Paste.

Important! You cannot use the Clipboard to add pictures to PowerAlbum from other applications. Read "Managing pictures: Adding pictures" in the next section to learn how to add pictures to PowerAlbum.

Managing pictures

This section explains how to add pictures to an album and how to rearrange, move, copy, and delete files within an album.

Adding pictures

Use the Add To Album command to add as many pictures as you want to an album. You can:

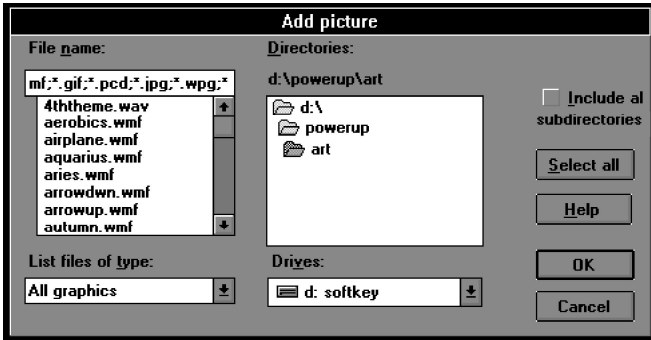
- add pictures to an existing category
- create a new category and add pictures to it

Important! You must use the Add To Album command to add pictures. You cannot use the Clipboard to paste pictures into PowerAlbum from other applications.

Note When you add a file to a PowerAlbum category, you are placing a miniature representation, a “thumbnail” of the image, on a “page” of the PowerAlbum album. The actual file remains undisturbed in its original directory. Because of this, PowerAlbum can display pictures stored in a variety of directories on your hard disk, or if you are on a network, on a network drive.

1. Choose Picture | Add To Album.
2. Choose the Drive you want and navigate the Directories box to find the directory that contains the graphic files you want to add.

Add Picture dialog box



3. Choose the type of file you want to add from the List Files of Type drop-down list.
4. Select the file(s) that you want to add to PowerAlbum.

To select adjacent files, drag the pointer down the list. To select nonadjacent files, press and hold CTRL as you select each file.

To select all the files displayed, choose the Select All button.

To add all of the files of the same type in subdirectories within the displayed directory, check the Include All Subdirectories box. When you use this option, you can't add individual pictures.

5. Choose OK.
6. Either select an existing category to receive the pictures or choose the Add Category button to create a new category.

If you click the Add Category button, type the name for the new category and choose OK.

7. Choose OK.

PowerAlbum imports the files one at a time and places them in the category you selected. When the process is complete, a dialog box reports how many pictures were selected, and how many were added successfully.

Consult Appendix A, “Tips and troubleshooting,” if you have graphic files that cannot be added to an album.

Note Adding files takes time and disk space. Each thumbnail in the album requires about 700 bytes of storage space. If you want to add hundreds of pictures at one time, you may want to start the process at a time when you will be away from your computer.

Moving and copying pictures within an album

You can move any picture to a different frame on a pair of pages by selecting it and dragging it to where you want it. The rest of the pictures on the page shift to make room for the one you moved.

Moving pictures to another page

To move a picture to another page in the same category, use the Cut and Paste commands.

1. Select the picture you want to move and choose Edit | Cut. The picture disappears from its frame.

You can only select one picture at a time.

2. Turn to the page where you want to place the picture.
3. Click the frame where you want to place the picture.
4. Choose Edit | Paste.

Moving pictures to another category

To remove a picture from one category and place it in another, either **SHIFT+drag** it or use the Cut and Paste commands, discussed above.

To **SHIFT+drag** a picture, hold down the **SHIFT** key, select the picture, and drag the picture to the category tab where you want it to go. The border of the picture becomes a dotted line. (If you don't press and hold **SHIFT**, then you are simply dragging the picture, which will result in copying it.) When the tab is highlighted, release the mouse button.

The picture is placed in the last frame of that category.

Copying pictures to another category

You can put a picture in as many categories as you wish, but you cannot have two copies of a picture in the same category. There are two ways to copy a picture, dragging it and using Copy and Paste.

Dragging is an easy way to copy a picture to another category. Select the picture and drag it over the tab of the category. When the tab is highlighted, release the mouse button. A copy of the picture is pasted after the last picture in the category.

To use Copy and Paste:

1. Select the picture and choose Edit | Copy.

This places a copy of the picture on the Clipboard.

2. Turn to the category and page where you want to place the picture and select the desired frame.

If you don't select a frame, PowerAlbum places the picture in the first empty frame on the page.

3. Choose Edit | Paste.

Entering and editing descriptions

When you select a picture in PowerAlbum, a brief description of it appears near the bottom of the album window. Pictures you installed with the Setup program probably have descriptions; you can change these or add to them if you like. Pictures that you add to PowerAlbum later will not have descriptions, but you can add your own.

Descriptions can be useful because you can use the Find command to search for any word, or part of a word, in a description. For information, see "Finding pictures," earlier in this appendix.

Selected picture and its description



When entering descriptions, use a variety of descriptions and concepts. For example, a cat is an animal. If the description of a cat picture includes the word "animal," a search for "animal" finds the cat and other pictures whose description includes the word "animal." Also, when entering descriptions of pictures with the same subject, try to use the same words or phrases for all of them. If you enter "cat" for one picture of a cat, and "kitty" for another, a search for "kitty" won't find the picture identified only as "cat."

The file name is considered part of the description field during searches. If a picture is named CAT.PCX, you do not need to repeat "cat" in the description.

You can enter new descriptions at any time, or modify existing descriptions. You cannot use PowerAlbum to change the file name in the File Name field.

To enter or edit a description:

1. Select the picture.
2. If the description text box does not contain a blinking line cursor, click the box.

3. Type the new word or phrase at the cursor.
Separate words by spaces and/or commas. You can enter up to 64 characters; when you reach the edge of the box, it scrolls to the right.
4. After you have made all your changes or additions, choose File | Save Album to save the descriptions.

Removing a picture from a category

You can remove the image of a selected picture from a category or from the album. This does not delete the graphic file from the hard disk. It simply means that the thumbnail image of the picture will no longer appear in that particular category or, if you choose, in the album.

To remove a picture from a category:

1. Select the picture and choose Picture | Remove From Category.
2. Choose Category Only to remove the picture from the category. This option appears only if there is more than one copy of the picture in the album. Copies of the picture in other categories will remain.

Or, choose Entire Album to remove every copy of the picture from the album.

The picture disappears from the category or from the album. If you want to restore the picture to the category later, you will have to copy it from another category or add it to the album again.

Deleting a picture from the disk

You can delete a graphic file from your hard disk without leaving PowerAlbum. This is a permanent deletion; you cannot undo it even by closing PowerAlbum without saving the album.

To delete a picture from disk:

1. Select the picture and choose Picture | Delete File From Disk.

The Delete File dialog box appears.

2. Choose OK to delete the file.

PowerAlbum deletes the file from your hard disk and removes the picture from your album.

3. Choose File | Save to save the change to your album.

If you do not save the album, the picture will reappear the next time you start PowerAlbum, even though the file is no longer on your hard disk. Remove the picture again and save the album.

Managing categories

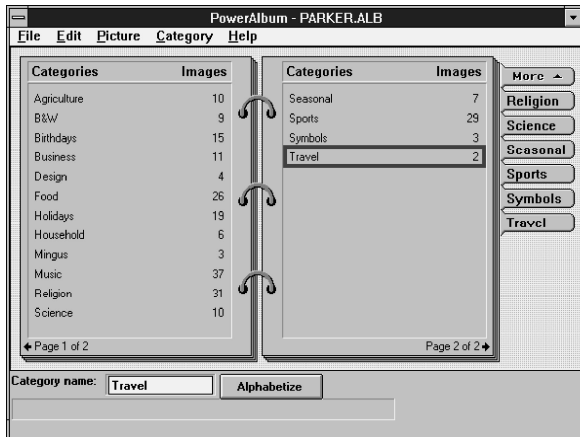
Use categories to group pictures by subject, by file type, by type of publication, or by any other criterion you want. A well-categorized album will help you save time when you are looking for pictures.

Categories are not static. As your clip art needs change, so can your album. At any time you can add, merge, rename, or delete categories.

Album contents

To see a list of all the categories and the number of pictures in each, choose the Contents tab. If the list fills more than the first two pages, click the arrows at the bottom of the pages or press PGUP or PGDN to move between pages.

Contents pages



- To rearrange the order of a category in the album, select it in the list and drag it to the new position.
- To alphabetize categories, click the Alphabetize button near the bottom of the window.
- To open a category from the contents page, double-click the category name or click its tab.

Renaming categories

You can either rename a category on the Contents page or from a page in the category itself. To rename a category on the Contents page, select it, click the Category Name box at the bottom of the window and type the new name.

To rename a category from one of its pages:

1. Select Category | Modify.
2. Edit the name or type a new name, and choose OK.

Adding categories

You can add as many categories as you want to an album. Once you create a category, drag pictures into it from other categories, use Copy to copy pictures, or use Add Picture to add new pictures.

To add a category:

1. Choose Category | Add.
2. Type a name for the new category.



Add Category dialog box

Category names are not case sensitive. The name “sports” is the same as the name “Sports.” PowerAlbum rejects duplicate names.

3. Choose OK to add the category and close the dialog box, or choose Add Another to add another category.

Alternative methods

- Another way to add a category is to add pictures. After you select the pictures to add, you can add a new category. See “Managing pictures: Adding pictures” earlier in this appendix for more information.
- You can also use Find All to locate pictures and create a new category. PowerAlbum creates a temporary category containing all the found pictures. Rename the category to make it permanent. See “Finding pictures: Using Find All” earlier in this appendix.

Merging categories

Merging categories copies all the pictures from one category (the Merge From category) into another (the Merge To category). The original Merge From category remains unchanged. Merge only affects the thumbnail images in your album, not the original graphic files.

1. Choose Category | Merge.
2. Choose the category (only one) from which you want to copy the pictures from the left-hand Merge From list.
3. Choose the category to which you want to copy the pictures from the right-hand Merge Into list.
4. Choose OK.

Deleting categories

Deleting a category removes both the category and the pictures in it from your album. Deleting a category doesn't affect the graphic files themselves; they remain in their original directories. To delete a category but keep the pictures it contains, copy or merge them into another category first.

1. On the Contents page, select the name of the category you want to delete. Or, go to a page in the category you want to delete.
2. Choose Category | Delete.
3. Choose OK to delete the category.

Managing albums

You can create a new album, open an existing album, merge the contents of two albums, and save changes made to an album.

Creating a new album

There are a number of reasons you may want to have more than a single album.

- Multiple albums allow you finer categorization. For example, you may want a single album that contains business-related pictures and another with pictures you use for your volunteer group.
- If you consistently use two or more applications that favor different types of graphic files, you could create albums that contain pictures of a single file format, for example, an album of TIFF pictures and an album of WMF pictures.
- Smaller albums are easier to manage and reduce search time.
- If there are two or more people that use a single computer, each may want or need their own album.

To create a new album, choose File | New.

If you have not saved changes to the open album, PowerAlbum asks if you want to do so. Choose Yes or No.

The new album appears at once. It is untitled and contains no categories or pictures. See “Managing categories: Adding categories” earlier in this appendix for instructions on adding categories and pictures.

Opening another album

When you open another album, PowerAlbum automatically closes the currently open album; you can have only one album open at a time.

1. Choose File | Open.

If you have not saved your recent changes, PowerAlbum asks if you want to do so. Choose Yes to save the changes, or No to discard them.

2. Choose the drive and directory, if necessary.
3. Select the desired album name.
4. Choose OK.

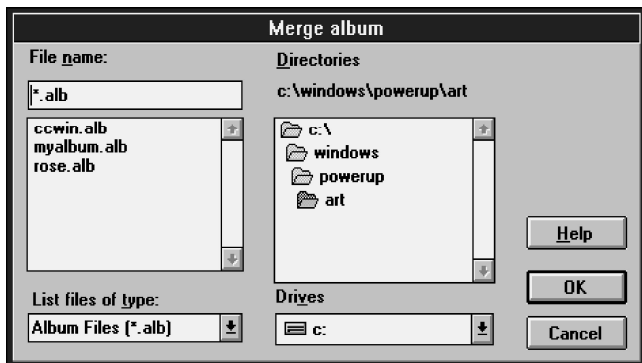
Merging albums

When you merge albums, PowerAlbum copies the categories and the contents of a selected closed album into the currently open album.

Merging albums can duplicate pictures in the open album. If a picture appears in both albums and appears in a category that the open album doesn't have, it is duplicated. If both albums have the same category, identical pictures within that category are not duplicated.

1. Open the album that you want to receive the files.
2. Choose File | Merge Albums.
3. Choose a drive, if necessary, and navigate through the Directories box to find the directory you want.

Merge Album dialog box



4. Choose the album (ALB) file that you want to copy from the File Name list.
5. Choose OK.

Saving the album

Use the Save As command to save a new album, or to make a copy of the album with a different name.

1. Choose File | Save As.
2. Type the name in the File name field. Choose a different drive and directory if you want.

PowerAlbum automatically adds an ALB extension.
3. Choose OK.

Once you have named an album, use File | Save to save other changes, such as added pictures, rearranged pages, or new descriptions.

Moving an album to another computer

If you use PowerAlbum on two separate computers and need to move an album from one computer to another, keep in mind:

- Both computers need to have copies of the graphic files referred to in the album you are moving.
- To avoid problems, the graphic files should have the exact same path names. If a file doesn't, PowerAlbum searches other directories to find it, but this takes time.

Remember, an album is an image-index. It keeps track of the location of your files and displays thumbnail reproductions. You can move an album to another computer that has PowerAlbum, and the album still contains all of the thumbnail images.

However, when you try to copy a picture or use the Display command on the second computer, PowerAlbum looks for the actual file. If it is not in the same drive and path as the first computer, you'll have to search for it. If it can't be found, copy it to the second computer.

Printing a catalog of pictures

To print a record of the files in an album, use the Print Catalog command to print your files by category. The output resembles the pages of the onscreen album, with up to four screen pages on a piece of paper.

Printing Guidelines

Here are the guidelines that govern printing catalogs.

- You can only print every picture in a category, not individual pictures.
- You can print any combination of categories in a single album, including every category.
- A printed catalog page contains from one to four screen-category pages. If a category includes more than four screen pages, additional pages are used to print it. However, a printed catalog page won't contain pictures from more than one category.
- You can print the table of contents for the entire album that lists each category and its contents. Each picture in the table of contents is identified by its file name, description, and, optionally, full path.
- When you print a catalog, choose between your printer's resolution or draft mode. For more details, see "Printing speed and resolution" at the end of this section.

Printer setup

Like other Windows applications, PowerAlbum uses the printer information entered in the Printer Setup dialog box in the Windows Control Panel. If you have already printed from other Windows applications successfully, you should be able to print catalogs from PowerAlbum without any additional printer setup. If you have not printed from Windows before, follow the printer setup instructions in your Windows documentation before attempting to print from PowerAlbum.

You can open the Windows Printer Setup dialog box directly from PowerAlbum by choosing File | Printer Setup. Use this dialog box to change options specific to an installed printer.

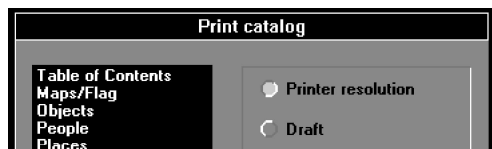
Supported printers

PowerAlbum supports any printer supported by Windows. Contact your printer manufacturer for printer driver updates.

Printing catalogs

1. Choose File | Print Catalog.
2. Select the categories you want to appear in your catalog from the categories list box.

The Print catalog dialog box



To select adjacent categories, drag the pointer down the list. To select nonadjacent categories, press and hold CTRL as you select each category. To select all the categories displayed in the categories list box, choose the Select All button.

Choose Table Of Contents to print the table of contents for your entire album.

3. If you are printing the table of contents, you can suppress the printing of the complete path of each picture by clearing the Show Path Names In Table Of Contents check box below the categories list box.
4. Choose the resolution at which you want to print your catalog: Printer Resolution or Draft.

Printer Resolution produces clearer images but takes more time than printing in Draft.
5. Choose OK.

Resolution (determined by the number of dots-per-inch on a surface) affects printing speed. Printing at your printer's resolution takes more time because PowerAlbum has to import each picture before sending the information to the printer. When you print in draft mode, PowerAlbum uses the thumbnail image from the screen, saving time.

Printing catalogs at your printer's resolution rather than in draft mode produces sharper images because, in most cases, your printer's resolution is greater than the resolution of your screen. In addition, when PowerAlbum sends the screen image of a picture to the printer, the picture has to be slightly resized. Because the screen's resolution does not match most printers, the result is a picture with a slight case of the "jaggies," (stair-steps on the edges of the image).

Using PowerAlbum on a network

Sharing an album and/or graphic files stored on a server imposes special restrictions. For information about using PowerAlbum on a network, read "Working with shared graphics files" in Chapter 9 of this manual.

About file formats

There are two basic types of graphic files that you can use with PowerAlbum: bitmapped and object-oriented vector graphics. A bitmapped graphic is a

collection of dots that form an image, much like the pointillist technique of the Impressionist painters. Scanners and graphics programs that create these images identify the color of each dot in an image, thereby creating a map of variously colored dots.

Vector images, on the other hand, are defined by mathematical formulas. Vector graphics are often referred to as being object-oriented images because they are produced as a combination of various objects—lines, boxes, and ovals—often layered one on top of the other. When you create a vector image, your computer keeps track of the image by remembering the characteristics of all the objects that produced it: the length of a line, its position, the width of a box, and so on.

Within each of these basic types of graphic files, there are several different, commonly used file types. PowerAlbum can manage pictures in any of the following formats.

BMP and PCX

BMP and PCX are bitmapped file formats created by paint programs like PC Paintbrush or some screen-capture programs. PCX is one of the oldest and most common bitmap formats available.

CGM

CGM files are a type of vector graphic that can be produced by drawing or spreadsheet programs such as Harvard Graphics, Applause II, Freelance Plus, and Corel Draw. The CGM format was created by the American National Standards Institute, Inc. (ANSI) to provide a standard for graphical information exchange, and is widely supported.

DRW

DRW files are vector graphics created by Micrografx programs such as Designer and Draw.

EPI

Files with the EPI extension are bitmap graphics created by SoftKey's TextEffects. EPI files are similar to TIF files.

GIF

GIF (Graphics Interchange format) is a file format established by CompuServe. A GIF file (usually 256-color) is a bitmapped file.

JPEG

A JPEG file (Joint Photographic Experts Group) is a specially compressed file in bitmapped format. The file size of a JPEG file is much smaller than similar pictures in other formats.

PCD

PCD is a Kodak Photo CD file in bitmapped format. A PCD file actually contains five different resolutions (ranging from low to high) of a slide or film negative.

TIFF

TIFF stands for Tagged Image File Format. Files with the TIF extension are usually created by scanners or image processing programs. These bitmapped files come in a number of different versions. Because the TIFF format is so flexible, PowerAlbum may not be able to successfully handle every file that claims it is TIFF compatible.

WMF

WMF stands for Windows MetaFile. This is a popular vector format for Windows graphics files. The clip art files shipped with PowerAlbum are in WMF format.

WPG

WPG files (WordPerfect Graphic) can be vector or bitmapped graphics. PowerAlbum and SI Swimsuit Calendar may not read WPG files that contain a combination of vector and bitmapped data.

Double-sided printing

SI Swimsuit Calendar provides special layout and printing options that let you print calendars on both sides of a sheet of paper. You can do this either by using a duplex printer especially designed for such printing, such as the HP LaserJet IID, or by feeding the paper through an ordinary printer twice. After the sheets are double-printed, you can assemble them so that they make a book of sequential calendars.

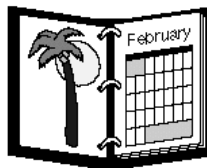
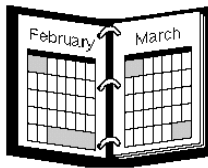
This chapter contains the following sections:

- Available types
- Gathering printer information
- Printing instructions
- Assembling your calendars
- Double-sided printing on dot-matrix printers

You can create calendars for many uses with the double-sided printing options. Here are a few examples:

Printing options:
Loose-leaf, side binding

Layout options:
Calendar only,
Portrait



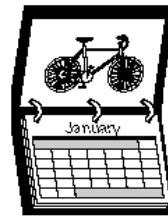
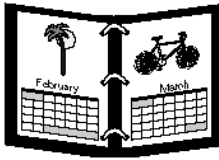
Printing options:
loose-leaf, side binding

Layout options:
Layout On 2
Pages, Big
Picture On
Facing Page,
Portrait

See Chapter 4, "Layouts" for more information on layout options.
Read this Appendix for more information on double-sided printing options.

Printing options:
loose-leaf, top
binding

Printing
options: full
sheet, side
binding



Layout options:
Layout On 2
Pages, Big
Picture On Facing
Page, Landscape.

Layout
options:
Layout On 1
Page, Big
Picture On
The Top,
Portrait

Available types

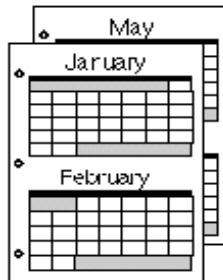
There are four types of double-sided printing available. Read the descriptions that follow to decide which type of double-sided printing you want. Then follow the steps in the next two sections, "Gathering printer information" and "Printing instructions."

Full sheet

This option prints one or more calendars on a page that is used whole, without being cut or torn to fit into an organizer or make a booklet.

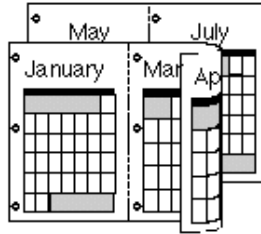
If you are printing two or more calendar forms on a sheet of paper, they will print across in row order, unless you have checked "In Column Order" in the Print dialog box.

Full sheet
calendars



Loose-leaf and Loose-leaf stacked

Both of these types print multiple calendars on pages of perforated paper intended to be torn apart and inserted in loose-leaf binders. The only difference between them is the way in which you assemble the calendars after printing the pages.



Calendars printed on loose-leaf paper stock

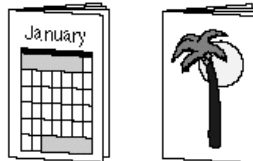
Loose-leaf takes a little more time to assemble, because it requires you to tear each page apart, collate the calendars from each page separately, then stack the collated calendars from each page. However, if you have printed a large number of pages, you may find it easier to tear each page separately.

Loose-leaf stacked is a little faster to assemble, provided that the pages are easy to tear. With this method, you tear the entire set of printed pages at once, so that you have multiple stacks of calendars. You then assemble them by placing one stack on top of another.

There are many different types of loose-leaf paper stocks that you can buy. Many of them are predefined in the Page Setup panel in Layout Options. Remember to choose the correct paper stock in Page Setup before you print. If the paper you are using is not in the paper stock list, you can add it. See “Page setup: Adding or modifying a size definition” in Chapter 4 for instructions.

InstaBook™

An InstaBook is a small booklet that you can print on ordinary paper, cut, fold, staple, and take with you.



Two InstaBook calendars. The one on the right has a cover page.

You can print an InstaBook on any paper stock that has an even number of forms in the direction of the binding. For your convenience, the SI Swimsuit Calendar paper stock list includes several InstaBook definitions.

To print an InstaBook, choose the layout, paper stock, and orientation in Layout Options | Page Setup, then choose the appropriate binding in the Double-Sided Print Setup dialog box (see step 9 in the “Printing instructions” below).

Gathering printer information

The first time you do double-sided printing, you must tell the program how paper moves from the input tray to the output paper tray in your printer. Without this information the printer cannot print forms in the correct order, and you will not be able to assemble the calendars in the proper sequence. Problems with double-sided printing are usually caused by improper tray settings.

Important! You must enter this information in the Printer Trays dialog box the first time you do double-sided printing.

You do not need enter this information again unless you use a different printer tray or change to a different printer.

Printer trays

The Printer Trays dialog will ask you for the following information:

- How you normally load paper in your printer input tray. Face up or face down? Head in or head out?
- Whether your manual feed guide is in the center or the side.
- How printed paper goes into the output tray. Face up or face down?
- Whether landscape printing rotates the image to the left or right.

If you don't know this information, consult your printer manual or try this method:

1. Load your printer tray with letterhead paper, with the letterhead face down, heading into the printer. (If you don't have pre-printed letterhead paper, just write on the top of a blank sheet of paper and replace it in the printer tray.)
2. Print a calendar or other document, using portrait orientation and the usual single-sided print options.
3. Note whether the paper comes out with the printed side face up or

face down. This gives you the answer to the output tray question.

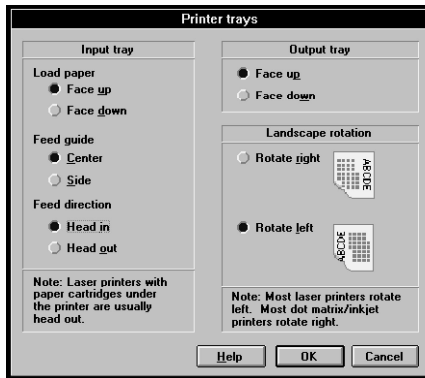
- Note where the letterhead is in relation to the printed image. Use the table below to determine the answers to the Load Paper and Feed Direction options.

If the letter head is on the Choose

Same side as printing	Load Paper = Face Down
Back side of printing	Load Paper = Face Up
Top of the page	Feed Direction = Head In
Bottom of the page	Feed Direction = Head Out

Setting the SI Swimsuit Calendar printer tray options

- Choose File | Print.
- Select Double Sided and choose Print.
- In the Double-sided Print Setup dialog box, choose Trays.
- Under Load Paper, choose Face Up or Face Down.



Printer Trays dialog box

- Under Feed Guide, indicate the type of paper feed guide on the printer, Center or Side.

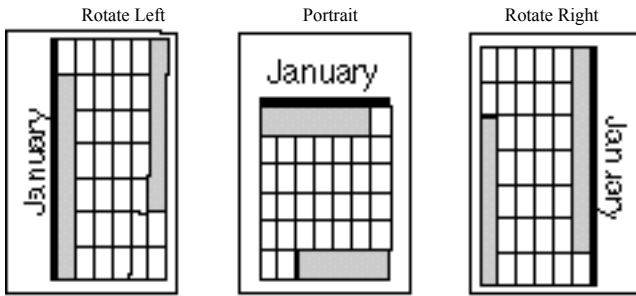
To determine the type, look at the manual feed guides on the paper tray. If you adjust them by pushing both sides of the guide in toward the center, choose Center. If you adjust them by moving one guide toward another fixed guide, choose Side.

Note If you are printing on small paper sizes that will be centered in the feed guide, you must specify this option in the Trays dialog box. If you are not printing double-sided, you should choose Double-sided just once so that you can open the Double Sided dialog box and set this option.

6. Enter the Feed Direction. Most laser and dot-matrix printers have head-in feed. However, if the printer tray is at the bottom, underneath the printer, you may have a head-out feed.
7. Under Output Tray, choose Face Up or Face Down. (Your printer may have a manual adjustment for this.)
8. Under Landscape Rotation, indicate whether landscape printing rotates the image to the left or to the right.

Most laser printers rotate left. Most dot-matrix or inkjet printers rotate right. If you are not sure about your printer, try printing a document, single-sided, first in portrait and then in landscape, then compare the two.

Landscape
Rotation



9. When you have set all the options, choose OK.
You are now ready to print double sided.

Printing instructions

These instructions explain how to print double-sided pages with an ordinary or duplex printer.

1. There are several paper stock definitions that are especially designed for double-sided printing. To choose the paper stock that you will print on, choose File | Layout Options | Page Setup and select the paper stock from the drop down list. (See "Page setup" in Chapter 4 for more information.)
2. Choose File | Print.
3. Set the Starting Date for the calendar. You can start printing the calendar from any date.

4. Set the time range, the number of days, weeks, months, or years the calendar should cover. The time unit depends on the selected layout.
5. If you intend to choose the Full Sheet type of printing, and you want the sequence of the calendars to be in columns up and down the page, check the Forms In Column Order box.

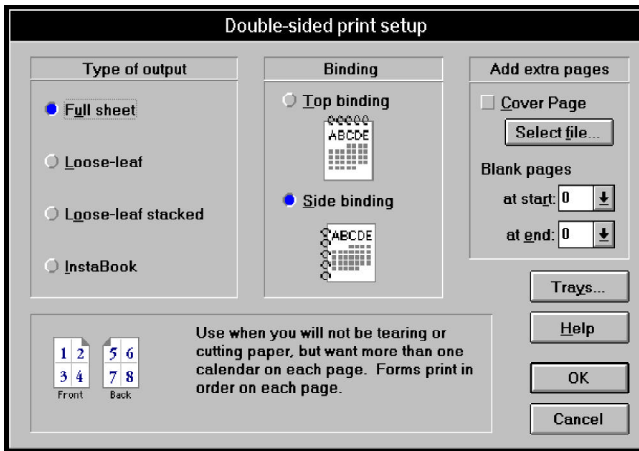
If you want the calendars to print in rows, leave the box unchecked.

6. In the Print box, choose Double Sided.
7. Choose Print.
8. Important! If you have not already done so, or if you have changed printers, choose Trays to enter your printer tray information.

See the previous section, "Gathering printer information," for instructions. After you have completed the process, return to step 9 of these instructions.

If you have already entered the information, skip this step and go on to step 9.

9. Choose the type of binding you want.



Double-sided Print Setup dialog box

Side Binding adjusts the printing and margins so that the forms can be bound or punched on the left side. Top Binding adjusts the printing and margins so that the forms open from bottom to top.

If you are printing an InstaBook, the binding must be appropriate for the number of forms on the page and the page orientation. Consult the table given in “Available types: InstaBook” earlier in this Appendix.

10. Choose the type of output (the final result) that you want: Full sheet, Loose-leaf, Loose-leaf Stacked, or InstaBook.

If your paper stock has only one form per page, you can only select Full Sheet. See “Available types” earlier in this appendix for a description of each type.

11. If you would like a cover page, check the Cover Page option in the Add Extra Pages box. The cover page can have descriptive text and a picture. For more information on specifying cover page options, see the following section, “Modifying the cover page.”
12. If you want to add blank forms at the start or end of the print job, enter the number in the At Start and At End fields.

Use blank forms for a handwritten title, your name, a date, or as pages to insert into a binder.

Note If the total number of forms printed does not match the number of forms on the page, you may get additional blank forms at the end of your print job. If you are printing a big picture on the facing page, or printing across two forms, you should select either a cover page or select one blank form At Start.

13. Choose OK.
14. Insert your paper in the input printer tray according to the instructions in the dialog box and choose OK.

If you are using a duplex printer, this is all you have to do. The printer takes care of turning the paper so that the calendars print correctly on both sides.

Note Some printers, such as the HPIII and HP IV, require that you enable duplex printing in the Printer Setup dialog box.

If you are using a standard, single-sided printer, the First Side Printing Complete dialog box appears when the first side has been sent to the printer. Wait until all of the sheets have been printed on one side before removing the paper from the output tray. Go on to the last step.

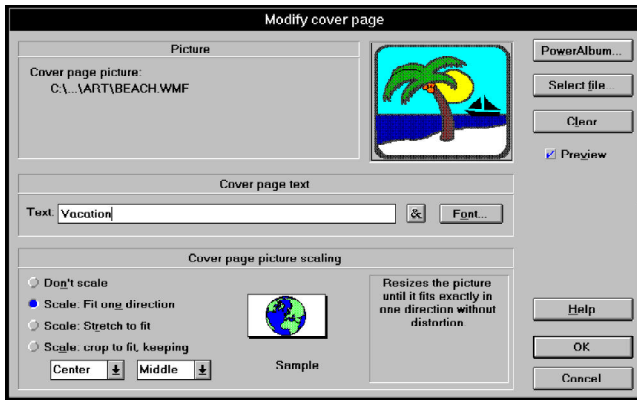
- Following the instructions in the dialog box precisely, remove the paper from the printer output tray and replace it in the input tray. Do not worry if the calendars seem to be out of order. They will be correct when printing is complete. Choose OK in the dialog box.

Note Some printers cause the paper to wrinkle when it is fed through the printer a second time. A few potential causes of this problem are that there is a high moisture content in the paper, or that the printer is very hot. Keep the paper package in its wrapper in a dry place so that the paper does not absorb moisture from the air.

Modifying the cover page

You can place a picture and a small amount of text on the cover page. To specify your cover page options, follow these steps.

- Check the Cover Page button and click Select File.
- To place a picture on the cover page, click the PowerAlbum or Select File buttons and choose a picture.



The Modify Cover Page dialog box

To remove a picture from the cover page, click Clear.

- Enter a cover page title if you want.
- Select a cover page picture scaling option, described in the following section, and click OK.

Note Cover Page options are saved with your workspace. Be sure to check these options before printing if you have opened a new or existing workspace.

Scaling options

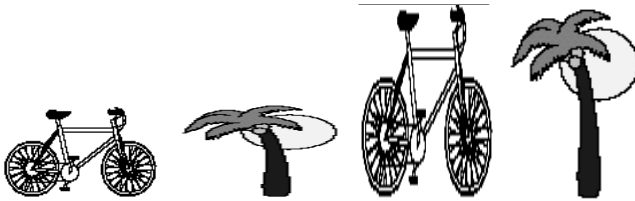
Don't scale: SI Swimsuit Calendar will place the picture in your calendar without resizing it. This is useful for small bitmaps that you don't want expanded.

Scale: Fit One Direction: This option resizes the picture without distortion until one dimension (height or width) reaches the form boundaries. With this option, the picture fills the available area as much as possible without losing its proportions.

Scale: Stretch To Fit : This option resizes the picture to fit all of the available area. It may stretch in one dimension (height or width) more than the other to make the picture fit. This option may change the proportions of the picture, as you can see with the sample pictures.

Stretch To Fit scaling

This option distorts the image when one dimension is elongated to fit the space.



Scale: Crop To Fit, Keeping: This option lets you specify the part of the picture that you want to keep. The results will vary depending on the dimensions of the picture, the layout, and the form.

SI Swimsuit Calendar first scales the picture so the smallest side exactly fills the available area (therefore the larger side is partly outside of the area). It then crops the picture so that only the portion that you specify shows, and fills the available area. This portion of the picture does retain its original proportions and is not stretched.

Specify a preference for Top/Middle/Bottom and Left/Center/Right. Only one of these is used to crop the picture; the one used depends on the proportions of the picture and the proportions of the layout area where the picture is displayed.

Examples of the Crop To Fit option



Double-sided printing on dot-matrix printers

You must follow special procedures to print double-sided calendars on dot-matrix printers. The following instructions should work for most dot-matrix printers.

Using Manual feed for single sheets

1. Experiment with the top and bottom margin settings to ensure that there are no problems in printing near the bottom of a single page in your printer. For example, if the form length is too long, the printer will force a form feed at the end of the page. (Choose Layout | Layout Options | Page Setup to modify form margins.)

2. When you are ready to print, choose File | Print | Print Setup. Select your printer and choose Setup.

Select Manual Feed as the Paper Source and click OK twice.

3. Specify the options that you want in the Print dialog box and select Double Sided.

Choose Print. The Double-sided Print Setup dialog box appears.

4. Click Trays and set the following options:

Load paper: Select Face Up.

Feed Guide: Select Side if you are using letter size paper (8.5" wide). If you are using paper that is less than 8.5" wide, but you place the paper on either side of the printer roller, select Side. If you are using paper that is less than 8.5" wide and you center the paper on the printer roller, select Center.

- Feed Direction: Select Head In.

Output Tray: You can select either option (Face Up or Face Down), depending on how you stack each page after it is printed. If you place the first page face down, and then place the second page on top of the first face down, and so on, select Face Down. If you place the first page face up and then place the second page face up on top of the first, and so on, then select Face Up. Make sure that you stack the printed pages according to the option that you selected.

If you do not know the direction of landscape rotation used by your printer, use the instructions in "Gathering printer information," in this appendix to print a sample page in landscape mode.)

5. Click OK to return to the Double-sided Print Setup dialog box. Set the options in this dialog box according to the instructions in

“Gathering printer information: Setting the SI Swimsuit Calendar printer tray options.”

Click OK to continue.

6. The Insert Paper dialog box appears, prompting you to insert the paper into the printer. The instructions in the dialog box tell you how the paper should be inserted.
 - If you are printing on paper stock that has pre-punched holes, insert the paper (either in the rollers or manual input tray) so that the holes are on the side indicated in the dialog box.
 - Make sure that the side of the paper indicated (Front side or Back side) will be printed on by the print head. Press OK.
7. Print each page in this manner, taking care to stack the output in the order that you specified for the Output Tray in step 4.
8. Once the first side completes printing, you will see the First Side Complete dialog box. Take the stack of paper and position the first page so that the blank side will be printed on by the print head.

Follow the directions in the dialog box regarding the location of the top of the calendar.

- If it says to place the top of the calendar facing the printer, then place the top of the calendar in first.
- If the top is supposed to face away from the printer, place the bottom of the calendar in first.
- For Landscape printing, you will be prompted to place the top of the calendar to the right or left.

Feed each piece of paper in one at a time. Stack the completed pages in the same order that you specified for the Output Tray in step 4, and then follow the assembly instructions on the screen, if any.

Using Tractor feed paper

1. Choose File | Print | Print Setup. Select your printer and choose Setup.

Select Tractor as the Paper Source, click OK, and go back to the Print dialog box.
2. To make the printing process easier, leave an extra piece of paper at the start of the print job. This makes it easier to position the print head at the top of the first page. Likewise, leave an extra page at the end after the first side has printed.

- Specify the options that you want in the Print dialog box and select Double Sided.

Click Print. The Double-sided Print Setup dialog box appears.

- Click Trays to open the Printer Trays dialog box. Set the following options:

Load paper: Select Face Up.

Feed Guide: Select Side if you are using letter size paper (8.5" wide). If you are using paper that is less than 8.5" wide, but you place the paper on either side of the printer roller, select Side. If you are using paper that is less than 8.5" wide and you center the paper on the printer roller, select Center.

Feed Direction: Select Head In.

Output Tray: This can be set to either Up or Down, depending on what type of calendar you are printing. Use this table to determine the correct Output Tray setting:

Page orientation	Binding	Output tray
Portrait	Side	Up
Portrait	Top	Down
Landscape	Top	Up
Landscape	Side	Down

Landscape Rotation: Determine whether your printer rotates the image to the left or to the right. Most dot-matrix printers rotate to the right. (If you do not know the direction of landscape rotation used by your printer, see “Gathering printing information” earlier in this appendix.)

- When you are done setting the options, click OK. You return to the Double-sided Print Setup dialog box. Set the options in this dialog box according to the instructions in the section, “Printing instructions” earlier in this appendix.

The Top or Side binding choice must correspond to the Output Tray option that you selected in step 4.

Click OK to continue.

- The Insert Paper dialog box appears, prompting you to insert the paper into the printer. The instructions in the dialog box tell you how the paper should be inserted.
 - If you are printing on paper stock that has pre-punched holes (for inserting the printed pages into a binder), insert the paper (either in the rollers or manual input tray) so that the holes are

on the side indicated in the dialog box.

- Make sure that the side of the paper indicated (Front side or Back side) will be printed on by the print head. Press OK.
7. Print the first half of the calendar on the tractor feed paper. This will actually be the back side of your calendar.
 8. When the first side has been printed, you will see the First Side Complete dialog box. Take the paper out of the printer, leaving an extra page attached at the end.

Reinsert the paper in your rollers so that the blank side will be printed on by the print head. (Remember to skip the first page if you intentionally left it blank.) Follow the directions in the dialog box regarding the location of the top of the calendar.

If it says to place the top of the calendar facing the printer, then place the top of the calendar in first.

If the top is supposed to face away from the printer, place the bottom of the calendar in first (upside down).

For Landscape printing, you will be prompted to place the top of the calendar to the right or left.

When the second side is finished, carefully separate each page and place the pages in order. For loose-leaf and InstaBook™ calendars, place the pages in order. For loose-leaf and InstaBook calendars, place the pages in order according to the Assembly Instructions dialog box. Then, follow the assembly instructions on the screen, if any.

Insert Fields

The following tables list all of the insert fields available in SI Swimsuit Calendar along with a definition of each field and how it is used.

Count fields

Field	Definition	Used In
&anniv &birthday &birthanniv	Counts anniversaries and birthdays. Make the wedding day or day of birth the start date and make the event repeat every 1 year. Use &birthanniv for people no longer living. Examples: "20th Anniversary (Platinum)", "3rd Birthday," and "120th Birth Anniversary."	Events, Notes & Banners
&count &countf &countnum	Counts occurrences of events, for both repeating and scattered events. &countf produces a feminine form for languages that support it. &count and &countf have suffixes, &countnum is just the number. When used in a banner, a new banner is created for each occurrence. Examples: "4th" and "4".	Events, Notes & Banners
&daystogo &daynumber	Counts days until the ending date or from the start date of a repeating event. The event must have a repeat rule with an ending date. When used in a banner, a new banner is created for each day. Example: "45".	Events, Notes & Banners
&yearday &yeartogo	Displays the number of the day of the year, and the number of days left in the year. When used in a banner, a new banner is created for each day. When used for titles, it will use the date of the first day on the page. Example: Enter the event "&yearday/&yeartogo," and make it repeat every day to produce "180/185".	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles

Count fields continued

Field	Definition	Used In
&weeknumber &weekstogo	Displays the number of weeks from the starting date, or weeks until the ending date. The event must have a repeat rule with an ending date. To count week numbers in a year, you would enter the event "&weeknumber / &weekstogo" starting on January 1 and make it repeat every day or week until December 31 to produce "1/51".	Events, Notes & Banners
&zodiac	Displays the sign of the zodiac for the appropriate date. When used in a banner, a new banner is created whenever the zodiac sign changes. When used in titles, it will use the date of the first day on the page. Example: "Virgo".	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles

Date fields

Field	Definition	Used In
&date &datelong &dateweek &time	Displays the system date or time when the calendar is printed. The format of &date, &datelong and &time is selected on the Windows Control Panel.	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles
&datespan &title	&datespan displays the date range covered by the current calendar, while &title is specially formatted for each layout. When used in event, they reflect the calendar date range.	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles
&dayofweek	Used for events only to display the day of week of the occurrence.	Events & Notes
&firstdate &firstday &firstmonth &firstweekday &firstyear	Displays the date, in various formats, of the first day of the current calendar page.	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles
&lastdate &lastday &lastmonth &lastweekday &lastyear	Displays the date, in various formats, of the last day of the current calendar page.	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles

File fields

Field	Definition	Used In
&filename &filedesc	Displays the filename (without extension) or file description of the file containing the event.	Events, Notes & Banners

Hebrew fields

Field	Definition	Used In
&hbirth &hdeath	Counts Hebrew birthdays and death anniversaries (Yahrzeit). Make the day of birth or death the start date, and make the event repeat "every 1 year on the Hebrew birth or death anniversary". Examples "20th Birthday", "30th Yahrzeit".	Events, Notes & Banners
&hdate &hday &hmonth &hyear	Displays the Hebrew date (in various formats) of the occurrence. When used for titles, uses the first date of the calendar page. Example: &hdate will produce "Nisan 14, 5752".	Events, Notes, Titles, Sub-titles, Footers, & Big Picture titles
&hdatespan	Displays the Hebrew date range covered by the current calendar. When used in events, it reflects the calendar date range.	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles

Lines fields

Field	Definition	Used In
&line &linebold &linedash &linedot	Expands to a line of underscores, of selected weights, from the current position to the end of the line. Use with &next to create a series of lines for handwritten entries.	Events & Notes
&next	Ends the current line and begins a new line.	Events & Notes

Other fields

Field	Definition	Used In
&pageno	Displays the page number of the current calendar in the current print job. Example: "12"	Titles, Sub-titles, Footers, & Big Picture titles
&rem	Used for remarks or comments. Anything entered after this string will not display or print. This can be used at the start of the event name to enter an event that contains a picture or day-shading but that has no text to display.	Events, Notes, Banners, Titles, Sub-titles, Footers, & Big Picture titles

