



# SI Swimsuit Calendar Help Contents

<b>Choose</b>	<b>to learn about...</b>
<a href="#"><u>Keyboard &amp; mouse</u></a>	operating SI Swimsuit Calendar with mouse or keyboard
<a href="#"><u>Menu commands</u></a>	the function of any menu command
<a href="#"><u>How to...</u></a>	performing tasks with The SI Swimsuit Calendar
<a href="#"><u>Parts of the screen</u></a>	The SI Swimsuit Calendar application window and tools
<a href="#"><u>Tips and troubleshooting</u></a>	answers to commonly asked questions and explanations of error messages that may appear in the program
<a href="#"><u>Glossary</u></a>	definitions of terms used in The SI Swimsuit Calendar
F1 key	using Help



# Glossary

Point to a glossary term, and click the mouse button. To close the definition window, click anywhere on the screen.

## **-A-**

<a href="#">album</a>	<a href="#">ASCII text</a>
<a href="#">alignment</a>	<a href="#">auto-save</a>
<a href="#">application</a>	

## **-B-**

<a href="#">banner</a>	<a href="#">border</a>
<a href="#">big picture</a>	<a href="#">box</a>
<a href="#">binding</a>	

## **-C-**

<a href="#">calendar</a>	<a href="#">columnar ASCII</a>
<a href="#">calendar pictures</a>	<a href="#">comma-delimited ASCII</a>
<a href="#">calendar window</a>	<a href="#">control bar</a>
<a href="#">click</a>	<a href="#">Control menu box</a>
<a href="#">clip art</a>	<a href="#">cover page</a>
<a href="#">Clipboard</a>	<a href="#">crop</a>

## **-D-**

<a href="#">day cell</a>	<a href="#">draft</a>
<a href="#">default</a>	<a href="#">drag</a>
<a href="#">double-click</a>	<a href="#">duplex printer</a>
<a href="#">double-sided printing</a>	

## **-E-**

<a href="#">event</a>	<a href="#">event style conflict</a>
<a href="#">event list</a>	<a href="#">export</a>
<a href="#">event list window</a>	<a href="#">extension</a>
<a href="#">event style</a>	

## **-F-**

<a href="#">facing page</a>	
<a href="#">field</a>	<a href="#">font</a>
<a href="#">filters</a>	<a href="#">footer</a>
<a href="#">first form origin</a>	<a href="#">form</a>

## **-G-**

[graphic filters](#)  
[grid](#)

## **-I-**

<a href="#">import</a>	<a href="#">insertion point</a>
------------------------	---------------------------------

import specification

InstaBook

insert fields

**-J-**

justification

**-L-**

landscape

layout

loose-leaf

**-M-**

menu bar

**-N-**

note

**-O-**

occurrence

overflow

overflow area

**-P-**

page

portrait

path

PowerAlbum

picture

priority

point size

**-Q-**

QuickDate

QuickStyle

**-R-**

read-only

repeating event

resolution

**-S-**

scale event size

status bar

shortcut key

style

small calendars

subtitle

**-T-**

time cell

title bar

timed event

toggling

title

Toolbar

truncate

**-U-**

untimed event

**-V-**

view bar

viewer

**-W-**

workspace

**-Z-**

zoom

**album**

In the PowerAlbum application that comes with SI Swimsuit Calendar, an album is a collection of snapshots of picture files. Use PowerAlbum to select a picture file by looking at pictures, rather than selecting a picture by filename. Other options let you add or delete pictures, arrange pictures in categories, or use the find function to select an image.

### **alignment, justification**

The way events are aligned in a day cell or the way a title is placed in a calendar.



Aligns event or title with left margin



Aligns event or title with right margin or column



Centers event or title between the left and right margin or column



**application**

Another term for a software program. SI Swimsuit Calendar is an **application**. In Windows, you can open and work with several applications at the same time. Use the Switch To option on the Control menu to access other open applications in Windows.

**ASCII text**

ASCII stands for American Standard Code for Information Interchange. An ASCII text file is a standard set of letters, numbers, and punctuation marks accepted by most applications. An ASCII text file does not include any embedded formatting codes, such as codes for boldface or type size. In SI Swimsuit Calendar, you can save ASCII files two ways, in a Windows and non-Windows format. Select columnar or comma-delimited ASCII format if you want to use the file with other Windows applications. Select DOS columnar or comma-delimited format if you want to use the file in DOS applications.

**auto-save**

A feature that automatically saves your work after a specified number of minutes.

**banner**

The banner option places the event in a long box at the bottom of the day cell, extending across all the days when the event occurs. The banner can only hold one line of event text and does not display notes or pictures.

When there are several banners in a group of day cells, the longest banner is placed at the bottom.

**box**

This option places a box around the event on each day or time that it occurs. The box can either fit around the event text and its attached note or around the border of the day or time cell when the event occurs.

**calendar**

In SI Swimsuit Calendar, a calendar is a graphic way of representing divisions of time, such as the days in a week, a month, or a year. A calendar may also show events that occur on specific days.

**calendar pictures**

Pictures you add to the upper-left or upper-right corners of a calendar or big pictures added to the upper-half or facing page of a form. SI Swimsuit Calendar can display and print pictures in these file formats: BMP, CGM, DRW, EPI, GIF, JPG, PCX, PCD, TIF, WPG, and WMF.

**calendar window**

A window that displays the calendar as it will appear when it is printed. You can split the screen to show a calendar window and an event list window side by side.



**click**

To press and release a mouse button in one nonstop motion.

**clip art**

A picture that is stored in a single file. SI Swimsuit Calendar comes with a large selection of sports related clip art files (graphics files) that you can add to individual events, an event style, and the calendar title, or attach to a layout as a big picture. SI Swimsuit Calendar can import pictures with these file formats: BMP, CGM, DRW, EPI, GIF, JPG, PCX, PCD, TIF, WPG, and WMF.

**Clipboard**

The Clipboard temporarily stores a selected item so you can move or copy it to another location in the same file, from one file to another, or from one application to another. Copying a new item to the Clipboard replaces the previous item.

You cannot use the Clipboard to paste pictures from other applications into SI Swimsuit Calendar.

**columnar ASCII file**

A special type of ASCII file you can import into SI Swimsuit Calendar to create an event list. A columnar ASCII file must have at least two columns, one with the name of the event and the other with the date of the event (for example, 10/1/93). Each column must be separated by spaces, not tabs or commas, and must be exactly the same length.

In SI Swimsuit Calendar, you can save ASCII files two ways, in a Windows and non-Windows format. Select Columnar ASCII format if the file was created by another Windows application. Select DOS columnar ASCII format if the file was created by a DOS application.

**comma-delimited ASCII file**

A comma-delimited ASCII file must have at least two entries for each event, the name of the event and the date of the event (for example, 10/1/93). Each entry must be separated by a comma. Unlike columnar ASCII files, each field does not have to have the same length.

Select Comma-delimited ASCII format if the file was created by a Windows application or you want to use it with a Windows application. Select DOS comma-delimited if the file was created by a DOS application or you want to use it with a DOS application.

**Control menu box**

A box in the upper-left corner of the window you can click to open the Windows Control menu. The Control menu has options you can use to resize or move the screen, close SI Swimsuit Calendar, or switch to another application. You can double-click the Control menu box to exit SI Swimsuit Calendar.

**day cell**

The area of a calendar layout that contains the day of the month and events.

**default**

An initial style, attribute, file extension, path, or other value. You can change most of the default settings as needed in SI Swimsuit Calendar using the Preferences and Layout Options commands.



**double-click**

To press and release a mouse button quickly two times.

**double-sided printing**

Printing on the front and back of a page.

**drag**

To move or resize an object by pressing and holding the mouse button and moving the mouse to the desired location.

**duplex printer**

A printer that can be set to automatically print on both the front and back of a page.

**event**

An activity or occasion marked on a calendar. In SI Swimsuit Calendar, you can record an event that takes place on one day, over several consecutive days, at regular intervals, or on an irregular basis. You can also assign a starting time and ending time to an event.

**event list**

A file that contains events. You can open up to 50 event lists in one session. The events from all the open event lists appear in the calendar window. You can display the open event lists one at a time in the event list window. The displayed list is called the active event list.

**event list window**

A window that summarizes information about each event in the active event list. You can sort events in the window by name, date, priority, or style. You can also use the event list to locate hidden events you want to show in the calendar.

You can split the screen to show a calendar window and an event list window side by side.

**export**

To transfer data from a program so it can be used in a different program.



**extension**

The 1, 2, or 3 characters that appear after a period in a filename. The extension can be used to identify the type of file. In SI Swimsuit Calendar, the extension CCW identifies workspace files, CCE identifies event list files, and CCI identifies import specification files.

**insert field**

Special codes starting with the **&** character and ending with a space or a special character, such as a slash (/), that the user can choose or enter to insert variable information supplied by the application. For example, the event name `Ana's &birthday` displays Ana's current age in the calendar, like this: Ana's 34th birthday.

**graphic filters**

Programs that allow SI Swimsuit Calendar to read different kinds of graphic files. SI Swimsuit Calendar installs graphic filters for BMP, CGM, DRW, EPI, GIF, JPG, PCX, PCD, TIF, WPG, and WMF file formats.

**font**

A type design for a complete set of characters, for example, Times Roman or Helvetica.

**form**

In SI Swimsuit Calendar, the part of a printed page that contains a complete calendar and its surrounding margins is called a **form**. A printed page may contain more than one form.

**footer**

Text that you can print at the bottom of a calendar.

**grid**

Horizontal and vertical lines that separate days, weeks, and months on a calendar.

**import**

To bring in data from another program into SI Swimsuit Calendar. You can import data from Calendar Creator Plus (Windows), Calendar Creator Plus (DOS), Lotus 1-2-3, dBASE, and Sharp Wizard, plus columnar ASCII files and comma-delimited ASCII files. You can import pictures in these file formats: BMP, CGM, DRW, EPI, GIF, JPG, PCX, PCD, TIF, WPG, and WMF.



**insertion point**

In SI Swimsuit Calendar, the insertion point is a blinking vertical line that shows where you are in a text box or dialog box. You move the insertion point with the mouse or with the keys on the keyboard.

**InstaBook (tm)**

A printing process that allows you to create and print a calendar in the form of a small book that you assemble by folding and stapling. To print an InstaBook, first select a paper stock that can print multiple forms per page. Then select the options for double-sided printing and the InstaBook format.

**landscape**

In SI Swimsuit Calendar, landscape orientation means the direction in which the form lies on the printed page. Landscape usually turns the form 90 degrees from the direction in which the paper feeds into the printer.

**layout**

In SI Swimsuit Calendar, the layout defines the period of time covered by the calendar. You can apply layout options to each layout to modify its appearance and control the way events display in the day cells.

**menu bar**

A horizontal bar, just below the title bar, that shows you the SI Swimsuit Calendar menus.

**note**

Additional information you can record about an event. You can display or hide a note in a calendar. Events with hidden notes can be marked with an asterisk (\*).

**occurrence**

A term used to describe each instance of a repeating event.

**overflow**

A condition that occurs if there are too many events or pictures to fit into a day cell on a calendar.



**page**

In SI Swimsuit Calendar, the size of the sheet of paper you use to print a calendar is called a **page**. The part of a printed page that contains a complete calendar is called a **form**. You can print several forms on a page.

**path**

Shows the root directory (usually the C drive) and the subdirectories where a file or application is located, for example, C:\SISWIM2.

**picture**

You can add pictures to individual events, event styles, and to the upper corners of a calendar. You can also print big pictures with some calendar layouts, or on the cover pages of InstaBooks. SI Swimsuit Calendar can display and print pictures in these file formats: BMP, CGM, DRW, EPI, GIF, JPG, PCX, PCD, TIF, WPG, and WMF.

**point size**

A unit of measurement for type. One point equals about 1/72 of an inch.

**portrait**

In SI Swimsuit Calendar, portrait orientation means the direction in which the form lies on the printed page. Portrait usually prints the form in the direction in which the paper feeds into the printer.


**PowerAlbum**

PowerAlbum is a utility for organizing and selecting pictures that is part of SI Swimsuit Calendar. Use PowerAlbum to select a picture for a calendar by looking at a reduced version of the image, instead of selecting a filename. Other options in PowerAlbum let you add or delete pictures, arrange pictures in categories, or search for an image.

**priority**

Priority is a letter code that determines the order in which events without start times appear in a day cell in a calendar. Untimed events with priorities are listed before untimed events with a priority of None. Events with starting times are printed together in chronological order.

## QuickDate

A tool you can use to quickly select a date on the calendar. The QuickDate tool  is available on the calendar window control bar and on many of the dialog boxes.



**resolution**

The number of dots per inch (DPI) used to display or print a picture. The greater the resolution, the sharper the picture will be. Use a lower resolution for a faster display and printing.

**shortcut key**

A key combination you can use to create or change a calendar or event without having to go through the menus or having to use the mouse.

**status bar**

A bar at the bottom of the SI Swimsuit Calendar window that displays information about the current status of the program. From left to right, the status bar contains: the page refresh/new page icon, the current calendar page layout status, and brief explanations of menu commands, dialog boxes, tools, and buttons.

**subtitle**

An optional heading that appears underneath the title at the top of the calendar.

**event style**

A set of instructions for formatting event text . When you apply a style to a selected event, all the instructions stored with that style are applied to the event. The style consists of font, font attributes (bold, underline, and so on), type size, type color, and alignment. It can also include a picture.

**timed event**

An event with a starting time. When you print a calendar, timed events appear together in chronological order.

**title**

The first line of text at the top of the calendar layout. The second line is the subtitle.

**title bar**

The title bar is the first line at the top of the SI Swimsuit Calendar application window. It shows the name of the Windows application and the open workspace file.



**tooggling**

Pressing the same key combinations to alternately select or cancel a command or option.

## Toolbar



A horizontal bar just below the menu bar that contains buttons for many SI Swimsuit Calendar functions. As a shortcut, click the toolbar buttons to add, edit, and format events.

**truncate**

To cut off text displayed in a day or time cell to make more room for other events or for a picture. Events with banners are truncated so that the event text fits on one line.

**View bar**

A horizontal bar with buttons just below the Toolbar. Click the View bar buttons to switch between full-screen and split-screen displays or to choose an event list to display in the event list window.

**viewer**

A type of calendar layout designed to show a fit-to-screen view of the calendar window without pictures and with full-size type so that it can be read from the screen. The size of the event text does not change when the size of the window changes. The viewer layouts cannot be printed.

**workspace**

A term that describes the current state of the calendar and event list windows, the selected layout, references to the open event list and import specification files, cover page options, and the current layout options settings for all the layouts. You can save the workspace as a file. Opening the file later restores the settings and opens the event list or import specification files.

**zoom**

The Zoom options on the View menu allow you to choose from five different views of a calendar.

- 100% (same as the printed size)
- fit width of screen
- fit height of screen
- form (shows one calendar form including the form margins)
- custom (set your own percentage, from 30% to 200%)

**event style conflict**

An event style conflict occurs when an event list you are trying to open contains a style name that also appears in the program's style menu, but the type specifications that define the two styles are different. You must resolve the conflict before you can open the event list.



**import specification**

A file that contains the instructions for importing data from a particular file into SI Swimsuit Calendar. The specification includes the date range, the field assignments, and the Combine Events and Banner settings. Import specifications are identified by the .CCI filename extension.

**read-only**

A file or directory that the user has permission to open and read, but not change.

**repeating event**

An event that occurs more than once, in a regular pattern. SI Swimsuit Calendar considers all the occurrences of a repeating event to be one event.

**untimed event**

An event without a start time.

**QuickStyle (tm)**

Choosing a QuickStyle instantly applies a pre-selected set of border, shading, and font options to a calendar layout, making it look professionally designed.

Note: In order to achieve their effects, QuickStyle designs replace the title and footer text of the current layout. If you want to use a particular title or footer, restore it after choosing the QuickStyle. There is no Undo for QuickStyle.

**overflow area**

The open area at the bottom of week, week schedule, day, week viewer, and day viewer layouts where untimed events and overflow events appear.

**border**

A line or lines around a specified area of a calendar layout, or around the text that appears in that area. You can apply borders to the day cells, the weekday names, small calendars, titles, subtitles, footers, and big pictures. A variety of borders are available.

**crop**

To remove unwanted or unimportant parts of a picture, retaining and enlarging the portion you want to keep.



**binding**

The calendar edge that will be folded, stapled, or punched, so that a set of calendars can open like a book. SI Swimsuit Calendar permits binding along the top or the side of a calendar form.

**loose-leaf**

A double-sided printing option intended for printing on commercial preprinted pages, such as organizer paper. The printed forms on the pages must be torn apart and assembled in the correct order so they can be inserted into organizers or binders.

There are two varieties of the option. Loose-leaf means that you must tear apart and collate the forms on each page separately, then assemble the forms from all the pages in chronological order. Loose-leaf Stacked means that you tear apart the entire stack of pages at once and stack the resulting piles of forms in order.

**first form origin**

The point at the upper-left corner of the printed page where the first calendar form starts printing. Use this option for adjusting the printed calendars on the page.

**draft**

A View menu option that temporarily substitutes gray boxes for event and layout pictures to permit faster screen display and printing.

**cover page**

A double-sided printing option that prints a single form before the first calendar to be used as a cover page for a booklet or binder. You can print a blank cover page or print a picture on it.

**big picture**

A layout option that creates a large picture area either on the top half of a calendar form or on the left side of a calendar spread across two forms. You can also print a big picture on the cover page of a double-sided print job. Available for Year, Month, Multi-Week, Week, Week Schedule, and Day layouts.

SI Swimsuit Calendar can display and print pictures in these file formats: BMP, CGM, DRW, EPI, GIF, JPG, PCX, PCD, TIF, WPG, and WMF.

**scale event size**

An automatic scaling process used to keep event text in proportion for different layouts. Some layouts require very small type, others are more effective with larger type. The percentage is applied to the font size of event. For example, 80% means that 10 point type appears as 8 point in the selected layout.

**small calendars**

All layouts except text layout and the viewer layouts include the option of showing small reference calendars. The small calendar for the week, week schedule, and day layouts shows the month in which the layout time period occurs. Small calendars for the month layout show the month before and the month after the time period in the calendar window. The multi-week and multi-month layouts can show small calendars for the time period before, after, and including the current calendar period. The year layout includes 12 small calendars, one for each month of the year.



**facing page**

Some calendar layouts can be printed on two forms. If you choose the layout option Calendar On 2 Pages, the facing page is the left-hand page.

**time cell**

The area of a calendar layout that contains the time of day and events. Time cells occur in layouts such as week schedule and day.

**control bar**

A bar across the top of the calendar and event list windows that contains tools for working in the window. The calendar window control bar contains the QuickDate calendar, the zoom tool, the update tool, and the previous and next time period arrows. The event list window control bar contains column headings. Four of them can be used to sort the event list: Event, Priority, Date, and Style.



## Menu commands

The SI Swimsuit Calendar commands are listed by menu. To learn how a command works, click the command name.

### File Menu

- [New](#)
- [Open](#)
- [Close](#)
- [Save](#)
- [Save As](#)
- [Workspace](#)
- [Import](#)
- [Update Read-Only Files](#)
- [Print](#)
- [Exit](#)

### Edit Menu

- [Undo](#)
- [Cut](#)
- [Copy](#)
- [Paste](#)
- [Clear](#)
- [Find](#)
- [Copy Calendar](#)
- [Preferences](#)

### View Menu

- [Normal](#)
- [Draft](#)
- [Calendar](#)
- [Event List](#)
- [Split - Vertical](#)
- [Split - Horizontal](#)
- [Go To](#)
- [Zoom](#)
- [Display Overflow](#)

### Format Menu

- [Font](#)
- [Banner](#)
- [Picture](#)
- [Priority](#)
- [Event Styles](#)
- [Define Event Style](#)
- [Page Setup](#)

### Layout Menu

- [Year](#)
- [Multi-Month](#)
- [Month](#)
- [Multi-Week](#)
- [Week](#)
- [Week Schedule](#)
- [Day](#)
- [Text \(12 Months\)](#)

[Month Viewer](#)  
[Week Viewer](#)  
[Day Viewer](#)  
[Layout Options](#)  
[QuickStyle](#)

## **Events Menu**

[Add Event](#)  
[Modify Event](#)  
[Delete Event](#)  
[Delete Events Before](#)  
[Unlink Occurrence](#)  
[Hide Event](#)  
[Show Event](#)  
[Note](#)  
[Sort](#)  
[Event List Defaults](#)

## **Window Menu**

[Window 1 to 9](#)  
[Calendar](#)



## New command (File menu)

Creates a new [event list](#).

*Note:* The new list has no events. Choose Events | Add Events to add an event.

---

### Shortcuts



---

### See also

[Open, Save and Close Files](#)



## Open command (File menu)

Opens a SI Swimsuit Calendar [event list](#), a SI Swimsuit Calendar [import specification](#), or a Calendar Creator Plus (DOS) event list.

*Tip:* You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that is available on your computer.

## Dialog Box Options

### File name

Select the file name.

### List files of type

Select the type of file you want to open.

- \*.CCE SI Swimsuit Calendar event list files
- \*.CAL Calendar Creator Plus (DOS) event list files
- \*.CCI SI Swimsuit Calendar import specification files

*Note:* Opening an import specification opens the latest copy of the file originally used to create the import specification. Banner Events and Combine Events options are not available unless they were originally saved with the import specification.

### Description

Displays a description of the file, if any.

### Directories

Select the path where the file is located.

### Drives

Select the drive where the file is located.

### Read only

Use this option if you are working on a network and opening an event list already in use. Calendar Creator Plus (DOS) event lists and SI Swimsuit Calendar import specifications automatically open as read-only files.

In order to save changes to a read-only file, you must use the [Save As command](#) to save the file with a new filename.

### Banner events

Only for Calendar Creator Plus (DOS) files. Use this option if you want to apply a [banner](#) to all imported events that occur on two or more consecutive days.

### Combine events with same names

Only for Calendar Creator Plus (DOS) files. Use this option if you want to combine events with the same names. This reduces the size of the file. Only single occurrence events are combined. Events with repeat rules are not combined.

---

## Shortcuts



Ctrl+F12

---

## See also

[Open, Save and Close Files](#)

## Close command (File menu)

Closes one or all of the open [event lists](#).

If you have an open file with unsaved changes, a prompt asks if you want to save the file.

---

### **See also**

[Open, Save and Close Files](#)

## Save command (File menu)

Saves an [event list](#) with its current name and directory.

When you save an event list for the first time, SI Swimsuit Calendar displays the Save As dialog box so you can name the event list. If you want to change the name or directory of an event list, use the [Save As command](#) on the File menu.

---

### Shortcuts



Shift+F12

Alt+Shift+F12

---

### See also

[Open, Save and Close Files](#)

## Save As command (File menu)

Saves an event list file with a new name. You can also use this command to export a file to another application. These are the available file formats:

- SI Swimsuit Calendar
- Calendar Creator Plus (DOS versions 4.0 and 5.0)
- Comma-delimited ASCII (\*.CSV)
- DOS Comma-delimited ASCII files (\*.CSV)
- Sharp Wizard (SCHED.SDF)

*Note:* Exporting to Calendar Creator Plus (DOS) or ASCII can create very large files. You will be prompted to specify a range of dates to limit the size of the file you are creating.

## Dialog Box Options

### File name

Type the new file name.

### Save file as type

Select the file format, depending on the application in which you will use the file or the data.

Note on exporting to an ASCII file: Select comma-delimited ASCII if you will use the file in a Windows program. Select the DOS comma-delimited format if you will use the file in a DOS program.

Note on exporting to Sharp Wizard. You can export an event list to an SDF file. You must then use the OL2 application to convert it for transfer to the Sharp Wizard Organizer.

### Description

Stores a description of the event list (27 characters maximum). The description appears when you select a SI Swimsuit Calendar (Windows or DOS) file to open or import.

### Directories

Select the path where the file is located.

### Drives

Select the drive where the file is located.

---

### Shortcuts



F12 or Alt+F12

---

### See also

[Open, Save and Close Files](#)

## Workspace command (File menu)

- Creates a new workspace file
  - Opens a workspace file
  - Saves an open workspace file
- Workspaces have the filename extension .CCW.

## Workspace commands

### New

Closes all open event list files and restores the layout options to their original default settings. Before SI Swimsuit Calendar closes the open event list files, it asks you if you want to save and name the active workspace. If you select **yes** to save the active workspace, the Save Workspace dialog box opens so you can name the file.

### Open

Allows you to open a saved calendar workspace file.

### Save as

Allows you to save a new workspace. You can also save the calendar workspace with a new name or path.

### Save

Saves changes to the open workspace, using the same name or path.

---

### See also

[Create a Calendar](#)

[Open, Save and Close Files](#)

[Open Workspace dialog box](#)

[Save Workspace dialog box](#)

## Import command (File menu)

Use this command to Import event lists or event data from the following applications. You can create a new event list or merge the imported data with an open event list.

- Calendar Creator Plus (DOS versions 4.0 and 5.0)
- dBase III and IV (DBF format)
- Lotus 1-2-3 or any application that can save files in WKS or WK1 formats
- Comma-delimited ASCII files (\*.CSV)
- Columnar ASCII files (\*.\*)
- DOS Comma-delimited ASCII files (\*.CSV)
- DOS Columnar ASCII files (\*.\*)
- Sharp Wizard (SCHED.WZW, \*.SDF)

*Note:* Lotus 1-2-3 and Excel files must be prepared for export in their original applications. Sharp Wizard files require the OL2 application to transfer information to the WZW or SDF file format before importing.

*Note:* An event list can contain up to 8,000 events and 64,000 occurrences. If the event list or data you are importing exceeds this limit, only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates in the Import Fields dialog box.

## Dialog Box Options

### File name

Select the name of the file you want to import.

### List files of type

Select the type of file you want to import.

*Note on importing ASCII files:* Select ASCII if the file was created in a Windows program. Select DOS ASCII if the file was created in a DOS program.

*Note on importing Sharp Wizard files:* Importing SCHED.WZW also imports ANN1, ANN2, and PERIOD.

### Description

Displays a description of the file, if available.

### Directories

Select the path where the file is located.

### Drives

Select the drive where the file is located.

### Create new list

Imports the file as a new event list.

### Merge with

Imports the file and merges it into the selected open event list.

---

### See also

[Import Events in Files Created by Another Application](#)  
[Open, Save and Close Files](#)

## Update Read-only Files command (File menu)

Updates an open read-only event list that has been changed and saved by another user.

If you share event list files with others on a network, you can use an option in the Preferences dialog box to warn you if a read-only file you have opened has changed. The update tool on the Toolbar will change color and shape to warn you that someone else has changed the read-only file. Click the tool or choose File | Update Read-only Files to receive the latest copy of the file.

---

### Shortcuts



---

### See also

[Open, Save and Close Files](#)  
[Preferences dialog box](#)

## Print command (File menu)

Prints a [calendar](#) on one or both sides of a page.

### Dialog Box Options

#### Printer

Displays the printer selected for all Windows applications using the Printer Setup dialog box.

#### Form

Displays the type of form selected using the [Page Setup command](#).

#### Starting date

Select the first time period of the calendar you are printing. You can use the [QuickDate](#) tool or next or previous arrows to quickly change a starting date.

#### For \_\_\_ months (or other period)

Select the number of time periods (such as months) to print, starting with the date in the Starting Date option. The more time periods you print, the more memory you will need.

#### Copies

Select the number of copies you want to print.

#### Forms in column order

Prints calendar [forms](#) up and down the page in two or more columns. If unchecked, prints forms in rows from left to right across the page.

#### Print in black and white

Controls the printing of colored images on color or black and white printers. With either type of printer, start by leaving the option off. If the results are not satisfactory, try printing with the option turned on.

#### Print

##### Single sided

Prints on one side of the page.

##### Double sided

Prints on both sides of the page on a regular printer or a [duplex printer](#).

### Print Setup

Opens the [Printer Setup dialog box](#) that allows you to select one of the printers specified for Windows. If necessary, you can choose options for the selected printer.

#### Print

If you selected Single sided, the calendar starts printing. If you selected Double sided, the [Double Sided Print Setup dialog box](#) appears so you can set options for double-sided printing.

---

### Shortcuts

- Ctrl+P or Ctrl+Shift+F12 or Ctrl+Shift+Alt+F2

---

### See also

[Black and white printing](#)

[Page Setup command](#)

[Print a Calendar](#)

[View a Calendar](#)



## Exit command (File menu)

Closes any open [event lists](#) and the [workspace](#) and quits SI Swimsuit Calendar. If you have an open file with unsaved changes, a prompt asks if you want to save the file.

---

### **Shortcuts**

- Double-click the [Control Menu](#) button
- Alt+F4

---

### **See also**

[Open, Save and Close Files](#)

## 1, 2, 3, 4 command (File menu)

Opens one of the last four workspace files (not event list files) opened or saved.

---

### **See also**

Open, Save and Close Files

# Open, save, and close files

## Create or open a file

- [Create a new event list](#)
- [Create a new workspace file](#)
- [Open an event list](#)
- [Open several event lists at the same time](#)
- [Open a pre-set import specification](#)
- [Open a Calendar Creator Plus \(DOS\) event list](#)
- [Open a workspace](#)
- [Open a recently closed workspace](#)
- [Protect shared files \(read only\)](#)

## Import and export files

- [Import events in files created by another application](#)
- [Export event list files](#)

## Save and close a file

- [Save a new, unnamed event list](#)
- [Save a named event list](#)
- [Save a workspace](#)
- [Automatically save event lists](#)
- [Close an event list](#)
- [Rename a file](#)

---

### **See also**

- [How to use SI Swimsuit Calendar](#)

## Create a new event list

New event lists contain no events. After you create the event list, choose Events | Add Event to start adding events.

New event lists have no names until you save them.

### To create a new event list

- 1 Choose File | New.

If you have not saved changes to the current workspace a prompt asks if you wish to do so.

- 2 Choose Yes to save the changes, No to discard them, or Cancel to cancel the command.

---

### See also

[New command](#)

[Open, Save and Close Files](#)

## Create a new workspace

When you create a new [workspace](#), you close open event lists and restore the original default layout options installed with SI Swimsuit Calendar.

### To create a new workspace

- 1 Choose File | Workspace | New.

Before closing the files, the program prompts you to save the names of the open event lists and the layout options for the current workspace.

- 2 Choose Yes to save changes, No to close the current workspace with no changes, or Cancel to return to the current workspace.
- 3 If you have made changes to the event lists themselves, the program prompts you to save them. Choose Yes, No, or Cancel.

---

### See also

[Open, Save and Close Files](#)

[The workspace](#)

[Workspace command](#)

## Open an event list

Use this method to open event lists created in SI Swimsuit Calendar.

*Note:* You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that is available on the computer.

*Tip:* If you reuse the same group of several event lists repeatedly, save them as a workspace. When you open the workspace, the associated event lists open with it.

### To open an event list

- 1 Choose File | Open.
- 2 If necessary, use the Drives and Directories boxes to display the directory where the file you want is stored.
- 3 If necessary, choose the file type in the List Files Of Type box.
- 4 In the File Name box, type or select the event list you want to open.
- 5 Choose OK.

### Network users

If another SI Swimsuit Calendar user is already working with the event list, select the Read-Only option in the dialog box. The option lets you display and print a calendar with the event list and make temporary changes. If you want to save your changes, choose File | Save As to save the event list file with a new name.

---

### See also

[Open, Save and Close Files](#)  
[Open command](#)

## Open a Calendar Creator Plus (DOS) event list

You can open [event lists](#) created in Calendar Creator Plus (DOS) 3.0, 4.0, and 5.0 as [read-only](#) files. If you make changes to the imported file and want to keep them, you must save the file as a SI Swimsuit Calendar file.

*Note:* You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that is available on the computer.

*Tip:* If you plan to use the same group of several event lists again, save them as a [workspace](#).

### To open a Calendar Creator Plus (DOS) event list

The file opens as a Read-Only file. This allows you to temporarily convert the event list so it can be used in SI Swimsuit Calendar. The original event list file is not changed.

- 1 Choose File | Open.
- 2 In the List Files Of Type box, select CCPlus DOS.
- 3 In the File Name box, type or select the event list you want to open. If necessary, navigate the Drives and Directories boxes to display the event list.  
  
The read-only option is automatically selected. You must select this option whenever you open a Calendar Creator Plus (DOS) event list file.
- 4 Select the Banner Events option if you want to apply [banners](#) to all events that occur on two or more consecutive days.
- 5 Select the Combine Events with Same Names option if you want to combine events with the same names. This reduces the size of the file. Events that have repeat rules are not combined.
- 6 Choose OK.

---

### See also

[Open, Save and Close Files](#)  
[Open command](#)

## Open a file with pre-set import specifications

You can use an [import specification](#) to open a file that you have created and maintained in another application. This is a one-step import process. You can continue to use the original application to update the file and reuse the same import specifications to temporarily convert the event data to SI Swimsuit Calendar format each time you want to print a calendar. The file opens as a [read-only](#) file. The original file is not changed.

### To open an import specification

- 1 Choose File | Open.
- 2 In the List Files Of Type box, select CCPlus Import.
- 3 In the File Name box, type or select the file you want to open. If necessary, navigate the Drives and Directories boxes to display the event list.
- 4 Choose OK.

---

### See also

[Open, save and close files](#)

[Saving and loading import specifications](#)



## Open a workspace

You can open one [workspace](#) file at a time. When you open a workspace, SI Swimsuit Calendar opens the event list files and layout options that were selected when you saved the workspace.

### To open a workspace file

- 1 Choose File | Workspace | Open.
- 2 In the File Name box, type or select the workspace you want to open.
- 3 Choose OK.

If the workspace file you want is not listed in the File Name box, check the drive, directory, and file type using the options in the dialog box.

---

### Shortcuts

The File menu lists the last four workspace files that were opened. Click the name of the workspace you want to reopen.

In the Windows File Manager, select the workspace filename and choose File | Run.

---

### See also

[Open, Save and Close Files](#)  
[The workspace](#)  
[Workspace command](#)

## Open several event lists at the same time

You can open up to 50 [event lists](#) at one time, depending on the size of the event lists and the amount of memory that is available on the computer.

*Tip:* A quick way to open several event lists is to save them in a [workspace](#) file.

### To open more than one event list

- 1 Choose File | Open.
- 2 In the File Name box, type or select the event list files you want to open, using one of the following methods.
  - Type the names of all the files you want to open, leaving a space after each name.
  - Select a group of consecutive files by clicking and dragging the insertion point with the mouse. You can also click the first file in the group, press the Shift key, and click the last file in the group.
  - Select a group of files that are not consecutive by highlighting them one by one. Click the first filename, then press the Ctrl key while clicking on the other files.
- 3 Choose OK.

---

### See also

[Open, Save and Close Files](#)

[Open command](#)

## Open a recently closed workspace

The File menu lists the last four workspace files you opened or saved.

### To open a recently closed file

From the bottom of the File menu, choose the name or number of the workspace file you want to open.

---

### **See also**

[Open, Save and Close Files](#)

## Protect shared files (read-only)

You can open event list files that you share with others as read-only files. You can print the event lists in a calendar, and make temporary changes. If you try to save the changes, a dialog box will remind you that the file is read only.

To save changes to a read-only file, choose File | Save As to save the file under a different name.

*Note:* If you use the Open command to open Calendar Creator Plus (DOS) event lists or import specification files, they automatically open as read-only files.

### To open a file as a read-only file

- 1 Choose File | Open.
- 2 In the File Name box, type or select the name of the file you want to open.
- 3 Check the Read Only check box.
- 4 Choose OK.

---

### See also

[Open, Save and Close Files](#)  
[Save As command](#)

## Import events in files created by another application

You can import event information from other applications into SI Swimsuit Calendar. You can merge the imported data with an open event list or use it to create a new SI Swimsuit Calendar event list. You must import files one by one.

*Note:* An event list can contain up to 8,000 events and 64,000 occurrences. If the event list or data you are importing exceeds this limit, only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates.

You can import files from the following applications. Click the name to learn how to import from each one.

- [Calendar Creator Plus](#) (DOS versions 4.0 and 5.0)
- [dBase III and IV](#) (DBF format)
- [Lotus 1-2-3](#) (WKS, WK1 format)
- [Comma-delimited ASCII](#) files (\*.CSV)
- [Columnar ASCII](#) files (\*.\*)
- [DOS Comma-delimited ASCII](#) files (\*.CSV)
- [DOS Columnar ASCII](#) files (\*.\*)
- [Sharp Wizard](#) (SCHED.WZW, \*.SDF)

*Tip:* To make importing easier, select the import options, then save them as an import specification.

---

### See also

[Open, save, and close files](#)

[Saving and loading import specifications](#)

## Import Calendar Creator Plus (DOS) files

You can import a Calendar Creator Plus (DOS) file by using the Open command or the Import command. SI Swimsuit Calendar makes it easy for you to import the same list repeatedly and retain the event styles.

*Note:* An event list can contain up to 8,000 events and 64,000 occurrences. If your event list exceeds this limit, only the first 8,000 events or 64,000 occurrences will be appear. To restrict the number of events, specify a shorter range of From and To dates.

### Using the Open command

Use the open command to open one or more Calendar Creator Plus (DOS) files as a read-only file. Once the files are open, save them to convert them into SI Swimsuit Calendar files.

- 1 Choose File | Open.
- 2 In the List Files Of Type box, select CCPlus (DOS) or CCPlus Import.
- 3 Select the name of the Calendar Creator Plus (DOS) file(s) or the import specification you want in the File Name box.

Press the Shift or Ctrl key as you select filenames to open several files at once. You can only open one import specification at a time.

- 4 Choose OK.

### Using the Import command

Use the Import command to convert a Calendar Creator Plus (DOS) file to a SI Swimsuit Calendar file. You can import one file at a time.

Calendar Creator Plus (DOS) files need no preparation for importing.

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select CCPlus (DOS).
- 3 Select the name of the file you want in the File Name box.
- 4 To import the file as a new event list, check Create New List.

To merge the file with an open event list, check Merge With and select the event list name.

- 5 Choose OK.
- 6 In the Import Fields dialog box, check these options if you wish:

**Default Style.** Check this to override the DOS styles automatically assigned to the imported events. For more information on DOS styles, see "To retain event styles" below.

**Combine Identical Events** Check this if you want to combine events that occur on irregular dates, but otherwise are identical. This reduces the size of the file. Events with repeat rules are not combined.

**Banner Events** Check this if you want to apply banners to all events that occur on two or more consecutive days.

- 7 Type a date range in the From and To boxes.

Only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates.

- 8 Choose OK.

### To use a previously saved import specification

- 1 Instead of setting options in the Import Fields dialog box, choose Load to restore import specifications you have previously saved.
- 2 Select the name of the import specification file and choose OK.

### To save a new import specification

- 1 In the Import Fields dialog box, set the desired import options.
- 2 Choose Save.
- 3 Select the desired directory and drive.

- 4 Type a name for the import specification.
- 5 Choose OK.

### **To retain event styles**

The import process does not include the event style information. The imported events are assigned special DOS event style names that correspond to the style names in the DOS version. For example, the first style name in the DOS version becomes DOS Style 1 in the Windows version, the second becomes DOS Style 2, and so on.

Initially, all the DOS styles are identical to the Normal style. Choose Format | Define Event Style to modify each style as desired, but do not change the style name.

The next time you open or import the same file, the same DOS style names are assigned to match the same Calendar Creator Plus (DOS) styles. The events are automatically formatted for SI Swimsuit Calendar.

---

### **See also**

[Import command](#)

[Open, Save and Close Files](#)

[Open command](#)

[Saving and loading import specifications](#)

## Import dBase files

Use this method to import event data from dBase III and IV.

### To prepare a file for importing

dBase files need no preparation for importing.

### To import the file

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select dBase III, IV.
- 3 Select the name of the file you want in the File Name box.
- 4 To import the file as a new event list, check Create New List.  
To merge the file with an open event list, check Merge With and select the event list name.
- 5 Choose OK.

### To define a new import specification

- 1 (Optional) In the Import Fields dialog box, choose these options:  
**Default Style** to apply one event style to all the imported events. If you do not select a default style, SI Swimsuit Calendar will assign the Normal style.  
**Combine Identical Events** combines events with the same names. This reduces the size of the file. Events with repeat rules are not combined.  
**Banner Events** applies banners to all events that occur on two or more consecutive days.
- 2 In the Date Range panel, type or select the From and To dates.  
Only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates.
- 3 Use the table to define the fields. Pull down the menu at the top of each column and assign a SI Swimsuit Calendar field name to each incoming data field.  
Fields that are not assigned names are not imported. You cannot assign the same name to two columns.
- 4 To save this import specification for future use, choose Save.  
Select a drive and directory, type a filename, and choose OK.
- 5 Choose OK to start importing the file.

### To use a previously saved import specification

- 1 In the Import Fields dialog box, choose Load to open a previously saved import specification.
- 2 Select a drive, directory, and filename.
- 3 Choose OK to start importing the file.

---

### See also

[Import command](#)  
[Import Fields dialog box](#)  
[Open, Save and Close Files](#)  
[Saving and loading import specifications](#)



## Import Lotus 1-2-3 files

Use this method to import Lotus 1-2-3 (DOS or Windows), Excel files, or any application that can save files in WKS or WK1 file format.

### To prepare a file for importing

#### Lotus 1-2-3

- 1 Create a database table in a Lotus worksheet.
- 2 Select the range of records you want to import. The first row of the range must include field names.
- 3 For Lotus 1-2-3 (DOS), use the Range | Name | Create command and name the selected range DATABASE.  
For Lotus 1-2-3, use the Set Database command.
- 4 Save the range as a WKS or WK1 file.

#### Excel

- 1 Create a database table in Excel.
- 2 Select the range of records you want to import. The first row of the range must include field names.
- 3 Use the Set Database command.
- 4 Use the Save As command to save the file with a WKS or WK1 extension.

### To import a file

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select Lotus 1-2-3.
- 3 Select the name of the file you want in the File Name box.
- 4 To import the file as a new event list, check Create New List.  
To merge the file with an open event list, check Merge With and select the event list name.
- 5 Choose OK.

### To define a new import specification

- 1 (Optional) In the Import Fields dialog box, choose these options:
  - Default Style** to apply one event style to all the imported events. If you do not select a default style, SI Swimsuit Calendar will assign the Normal style.
  - Combine Identical Events** combines events with the same names. This reduces the size of the file. Events with repeat rules are not combined.
  - Banner Events** applies banners to all events that occur on two or more consecutive days.
- 2 In the Date Range panel, type or select the From and To dates.  
Only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates.
- 3 Use the table to define the fields. Pull down the menu at the top of each column and assign a SI Swimsuit Calendar field name to each incoming data field.  
Fields that are not assigned names are not imported. You cannot assign the same name to two columns.
- 4 To save this import specification for future use, choose Save.  
Select a drive and directory, type a filename, and choose OK.
- 5 Choose OK to start importing the file.

### To use a previously saved import specification

- 1 In the Import Fields dialog box, choose Load to open a previously saved import specification.
  - 2 Select a drive, directory, and filename.
  - 3 Choose OK to start importing the file.
-

**See also**

[Import command](#)

[Import Fields dialog box](#)

[Open, Save and Close Files](#)

[Saving and loading import specifications](#)

## Import comma-delimited ASCII files

Use this method to import [comma-delimited ASCII](#) files created in another application.

### To prepare a file for importing

Save the file in the original application as a comma-delimited ASCII file with a .CSV extension.

### To import the file

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select comma-delimited ASCII if the file was created in a Windows program. Select the DOS comma-delimited format if the file was created in a DOS program.
- 3 Select the name of the file you want in the File Name box.
- 4 To import the file as a new event list, check Create New List.  
To merge the file with an open event list, check Merge With and select the event list name.
- 5 Choose OK.

### To define a new import specification

- 1 (Optional) In the Import Fields dialog box, choose these options:
  - Default Style** to apply one event style to all the imported events. If you do not select a default style, SI Swimsuit Calendar will assign the Normal style.
  - Combine Identical Events** combines events with the same names. This reduces the size of the file. Events with repeat rules are not combined.
  - Banner Events** applies banners to all events that occur on two or more consecutive days.
- 2 In the Date Range panel, type or select the From and To dates.  
Only the first 8,000 events or 64,000 [occurrences](#) will be imported. To restrict the number of events, specify a shorter range of From and To dates.
- 3 Use the table to define the fields. Pull down the menu at the top of each column and assign a SI Swimsuit Calendar field name to each incoming data field.  
Fields that are not assigned names are not imported. You cannot assign the same name to two columns.
- 4 To save this import specification for future use, choose Save.  
Select a drive and directory, type a filename, and choose OK.
- 5 Choose OK to start importing the file.

### To use a previously saved import specification

- 1 In the Import Fields dialog box, choose Load to open a previously saved import specification.
- 2 Select a drive, directory, and filename.
- 3 Choose OK to start importing the file.

---

### See also

[Import command](#)

[Import Fields dialog box](#)

[Open, save, and close files](#)

[Saving and loading import specifications](#)

## Import columnar ASCII files

Use this method to import [columnar ASCII](#) files.

### To prepare a file for importing

Save the file in the original application as a columnar ASCII file.

### To import the file

You can either create a new import specification or load one you have previously saved.

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select Columnar ASCII if the file was created in a Windows program or DOS Columnar ASCII if the file was created in a DOS program.
- 3 Select the name of the file you want in the File Name box.
- 4 To import the file as a new event list, check Create New List.  
To merge the file with an open event list, check Merge With and select the event list name.
- 5 Choose OK.

### To define a new import specification

- 1 (Optional) In the Import Fields dialog box, choose these options:  
**Default Style** to apply one event style to all the imported events. If you do not select a default style, SI Swimsuit Calendar will assign the Normal style.  
**Combine Identical Events** combines events with the same names. This reduces the size of the file. Events with repeat rules are not combined.  
**Banner Events** applies banners to all events that occur on two or more consecutive days.
- 2 In the Date Range panel, type or select the From and To dates.
- 3 Use the table to define the fields. Pull down the menu at the top of each column and assign a SI Swimsuit Calendar field name to each incoming data field.  
Fields that are not assigned names are not imported. You cannot assign the same name to two columns.
- 4 (Optional) If the columns do not divide the fields correctly, choose Columns.  
In the Define Columns dialog box, the fields are marked by square brackets. To redefine a field, highlight the characters you want to include in the field name and click Define.  
When you have finished, choose OK
- 5 To save this import specification for future use, choose Save.  
Select a drive and directory, type a filename, and choose OK.
- 6 Choose OK to start importing the file.

### To use a previously saved import specification

- 1 In the Import Fields dialog box, choose Load to open a previously saved import specification.
- 2 Select a drive, directory, and filename.
- 3 Choose OK to start importing the file.

---

### See also

[Define Columns dialog box](#)  
[Import command](#)  
[Import Fields dialog box](#)  
[Open, save, and close files](#)  
[Saving and loading import specifications](#)



## Import Sharp Wizard files

SI Swimsuit Calendar can import data from SCHED.WZW, ANN1.WZW, ANN2.WZW, and PERIOD.WZW files directly from the OL2 application. You can import all the WZW files at one time or import individual SDF files that have the same names as their original WZW files.

### To prepare files for importing

- 1 Use the OL2 application to transfer the Sharp Wizard data to DOS.
- 2 If desired, save the files as SDF files. Use the WZW filename with the extension .SDF.

### Alarms

SI Swimsuit Calendar does not support alarms. The import process assigns a special Alarm style to the events with alarms. When you export the file to Wizard, the alarm will be turned on for the events with the Alarm style. All alarms will be set to the exact time of the event.

### To import WZW files

Importing SCHED.WZW imports all the WZW files.

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select Wizard.
- 3 Display the directory where the WZW files are stored.
- 4 Select SCHED.WZW.
- 5 Choose the Create New List or Merge With option.
- 6 Choose OK.

### To define a new import specification

- 1 (Optional) In the Import Fields dialog box, choose these options:

**Default Style** to apply one event style to all the imported events. If you do not select a default style, SI Swimsuit Calendar will assign the Normal style.

**Combine Identical Events** combines events with the same names. This reduces the size of the file. Events with repeat rules are not combined.

**Banner Events** applies banners to all events that occur on two or more consecutive days.

- 2 In the Date Range panel, type or select the From and To dates.

Only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates.

- 3 Use the table to define the fields. Pull down the menu at the top of each column and assign a SI Swimsuit Calendar field name to each incoming data field.

Fields that are not assigned names are not imported. You cannot assign the same name to two columns.

- 4 To save this import specification for future use, choose Save.

Select a drive and directory, type a filename, and choose OK.

- 5 Choose OK to start importing the file.

### To use a previously saved import specification

- 1 In the Import Fields dialog box, choose Load to open a previously saved import specification.

- 2 Select a drive, directory, and filename.

- 3 Choose OK to start importing the file.

### To import an SDF file

- 1 Choose File | Import.
- 2 In the List Files Of Type box, select Wizard.
- 3 Display the directory where the SDF files are stored.
- 4 Select the SDF file you want to import.

5 Choose the Create New List or Merge With option.

6 Choose OK.

7 In the Import Fields dialog box, choose these options if you wish:

**Default Style** to apply one event style to all the imported events. If you do not select a default style, SI Swimsuit Calendar assigns the Normal style.

**Combine Identical Events** if you want to combine events with the same names. This reduces the size of the file. Events with repeat rules are not combined.

**Banner Events** if you want to apply banners to all events that occur on two or more consecutive days.

8 Use the table to define the fields. Pull down the menu at the top of each column and assign a SI Swimsuit Calendar field name to each incoming data field.

Fields that are not assigned names are not imported. You cannot assign the same name to two columns.

9 Type or select a date range in the To and From boxes.

An event list can contain up to 8,000 events and 64,000 occurrences. If the event list or data you are importing exceeds this limit, only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specify a shorter range of From and To dates.

10 Choose OK to start importing the file.

### **To save the import specification**

In the Import Fields dialog box, choose Save before you import the file.

### **To use a previously saved import specification**

In the Import Fields dialog box, choose Load.

---

### **See also**

[Import command](#)

[Open, save, and close files](#)

[Saving and loading import specifications](#)

## Saving and loading import specifications

This procedure is useful if you import the same file repeatedly. You can save the field definitions and options selected in the Import Fields dialog box as an import specification file with the extension .CCI. The next time you import the file, load the specification in the Import Fields dialog box instead of resetting the options.

You can use the same import specification to open a different file, provided

- the file is in the same location and was created with the same application as the one in the import specification
- the file contains the same fields

*Tip:* Use the Open command to import a file by opening its import specification. The file opens as a read-only file. This allows you to create and maintain a file in another application and use the latest version of it in SI Swimsuit Calendar.

### To save an import specification

- 1 In the Import Fields dialog box, define the fields and options as you want.
- 2 Choose Save.
- 3 Type a filename for the import specification file.  
The program supplies the .CCI extension.
- 4 Choose OK.

### To load an import specification

- 1 In the Import Fields dialog box, choose Load.
- 2 Select the name of the import specification file from the File Name box.  
If necessary, navigate the Drive and Directories box to display the directory you want.
- 3 Choose OK.

---

### See also

[Import events in files created by other applications](#)  
[Open a file with pre-set import specifications](#)



## Export event list files

You can export event list files by saving them in a different file format. The available formats are

- [Calendar Creator Plus](#) (DOS versions 4.0 and 5.0)
- [Comma-delimited ASCII](#) (\*.CSV)
- [DOS Comma-delimited ASCII files](#) (\*.CSV)
- [Sharp Wizard](#) (\*.SDF)

---

### **See also**

[Open, Save and Close Files](#)

## Export an event list to Calendar Creator Plus (DOS)

When you export an event list to Calendar Creator Plus (DOS), some of the event information is not exported.

- Only the first 50 characters in an event name are exported.
- Notes are not exported.
- The *&count* field is translated to a ##### format, but the other insert fields are not translated.
- Repeated events are exported as separate events.

*Note:* The only picture files you can use with the Calendar Creator Plus (DOS) are black and white picture files in the PCX format.

### To export to a Calendar Creator Plus (DOS) file

- 1 Open the file you want to export.
- 2 Choose File | Save As and select the filename.
- 3 In the Save File as Type box, select CCPlus DOS 4.0 or 5.0.
- 4 Type the name of the file you want to create in the File Name box.
- 5 Select the path of the file using the Drives and Directories options.
- 6 Add a description of up to 27 characters. The description will become the event list name in Calendar Creator Plus (DOS).
- 7 Choose OK. The Specify Date Range dialog box opens.
- 8 Type the starting date and ending date.
- 9 Choose OK.

---

### See also

- [Export event list files](#)
- [Save As command](#)

## Export events to a comma-delimited ASCII file

This method can create a very large ASCII file, especially if the event list has many repeating events. To minimize the size of the file, select a date range that covers only the period of the calendar you want to print.

- 1 Open the file you want to export.
- 2 Choose File | Save As and select the filename.
- 3 In the Save File As Type box, select Comma-Delimited.  
*Note:* If you are exporting to a DOS application, choose DOS Comma-Delimited.
- 4 Type the name of the file you want to create in the File Name box.
- 5 Select the path of the file using the Drives and Directories options.
- 6 Choose OK. The Specify Date Range dialog box opens.
- 7 Type the starting date and ending date.
- 8 Choose OK.

The comma-delimited file will list event information in this order: date, start time, end time, event name, priority, style, picture name, and note. Each occurrence of a repeated event will be a separate record.

---

### **See also**

- [Export event list files](#)
- [Save As command](#)

## Export events to Sharp Wizard

*Note:* SI Swimsuit Calendar does not support alarms. The import process assigns a special Alarm style to the events with alarms. When you export the file to Wizard, the alarm will be turned on for the events with the Alarm style. All alarms will be set to the exact time of the event.

### To export event list files to Sharp Wizard

This creates an SDF file in a suitable format for use with the OL2 SCHED application.

*Note:* Each occurrence of a repeating event creates a separate record in the SDF file.

- 1 Open the file you want to export.
- 2 Choose File | Save As and select the filename.
- 3 In the Save File As Type box, select Wizard (\*.SDF).
- 4 Type `sched.sdf` in the File Name box.
- 5 Select the path of the file using the Drives and Directories options.
- 6 Choose OK. The Specify Date Range dialog box opens.
- 7 Type the starting date and ending date.
- 8 Choose OK.

### To transfer the data into Wizard

- 1 Minimize or close SI Swimsuit Calendar.
- 2 Open OL2 and import the SDF file.

The data can either be added to an existing SCHED.WZW file or replace it.

---

### See also

[Export event list files](#)  
[Save As command](#)

## Switch between event lists and calendar

You can open up to 50 [event list](#) files in one SI Swimsuit Calendar session, depending on how much memory you have, but the [event list window](#) can display only one event list at a time. The event list displayed in the event list window is the active event list.

### To make another open event list active

- Select the event list you want from the Window menu. The active event list is checked.
- Click the button with the event list name on the [View bar](#).

### To switch between the event list and calendar windows

- Press F6 or select [Calendar](#) or the filename from the Window menu.
- If you are in a split-screen view, click the window you want to use.

*Note:* To display both windows in a split screen, choose View | Split-Vertical or Split-Horizontal.

---

### See also

[1 to 9 command](#)

[How to use SI Swimsuit Calendar](#)

[Split the SI Swimsuit Calendar window](#)

## Save a new, unnamed event list

New [event lists](#) do not become permanent files unless they are saved.

*Note:* If you choose File | Save to save a new event list, the Save Event List As dialog box opens automatically.

- 1 Choose File | Save As.
- 2 In the Save File As Type box, select the file format you want to use.
- 3 In the File Name box, type a name for the new file.
- 4 Select a path for the file from the Drives and Directories boxes.
- 5 Choose OK.

The name of the saved event list appears on the [View bar](#) button.

---

### **See also**

[Open, Save and Close Files](#)

[Save As command](#)

## Save a named event list

You must save an [event list](#) to keep the changes you have made to the file.

*Note:* If you choose File | Save to save a new event list, the Save Event List As dialog box opens automatically.

### To save a named event list

- 1 Choose File | Save.
- 2 Select the name of the event list you want to save or choose All Event Lists to save all the open event lists at once.

*Tip:* To save changes made to an event list opened as a read-only file, choose File | Save As to save it as a SI Swimsuit Calendar file with a new name.

---

### See also

[Automatically save an open event list](#)

[Open, Save and Close Files](#)

[Save a new, unnamed event list](#)

[Save command](#)

## Save a workspace

You must save the workspace to keep the changes you have made to it.

*Note:* Saving a workspace does not save changes made to the open event lists. To save one or all of the event lists, choose File | Save.

### To save a new workspace

- 1 Choose File | Workspace | Save As.
- 2 In the File Name box, type a name for the new file.  
The program supplies the filename extension .CCW.
- 3 If necessary, select a path for the file from the Drives and Directories boxes.
- 4 If desired, type a description (up to 27 characters) of the workspace.
- 5 Choose OK.

### To save a named workspace

Choose File | Workspace | Save to save the file with the same name and path.

Choose File | Workspace | Save As to save the file with a new name or path.

---

### See also

[Open, Save and Close Files](#)

[The workspace](#)

[Workspace command](#)



## Automatically save event lists

The auto-save feature saves changes to the open [event list files](#) at a specified interval. If an event list has not yet been saved, SI Swimsuit Calendar displays the [Save As dialog box](#).

*Tip:* After the lists have been saved, the changes are permanent. You cannot return to an earlier version. Turn this option off if you want the option of closing an event list file without saving your work.

### To automatically save open event lists

- 1 Choose Edit | Preferences.
- 2 Check Auto-save Lists and select the number of minutes between saves.
- 3 Choose OK.

### To turn off automatic save

- 1 Choose Edit | Preferences.
- 2 Uncheck Auto-save Lists.
- 3 Choose OK.

---

### See also

[Open, Save and Close Files Preferences command](#)

## Close an event list

You can close an [event list](#) without exiting SI Swimsuit Calendar.

### To close an open file

- 1 Choose File | Close.
- 2 Select the name of the event list you want to close, or select All Event Lists to close all the open event lists at once.

If you have an open file with unsaved changes, SI Swimsuit Calendar will ask if you want to save the changed files.

---

### See also

[Open, Save and Close Files](#)  
[Close command](#)

## Rename a file

Use this method to rename an event list or workspace file. The file must be open in order to rename it.

*Tip:* You can also use this method to

- export an event list file to another application.
- save changes made to a read-only event list

### To rename an event list file

- 1 Choose File | Save As and select the file you want to rename.
- 2 In the File Name box, type a new name for the file.
- 3 If necessary, change the description, drive, or directory.
- 4 Choose OK.

### To rename a workspace file

- 1 Choose File | Workspace | Save As.
- 2 In the File Name box, type a new name for the file.
- 3 If necessary, change the description, drive, or directory.
- 4 Choose OK.

### To delete or move an event list or workspace file

- 1 Exit SI Swimsuit Calendar.
- 2 Use the Windows File Manager to delete or move the file.

---

### See also

[Open, Save and Close Files](#)

[Save As command](#)

[Workspace command](#)

# Print a calendar

## Printer setup

The printer you select for Windows affects how SI Swimsuit Calendar prints and displays a calendar. Before you try to print with SI Swimsuit Calendar for the first time, use the Control Panel in the Windows Program Manager to install and select the printer you want to use for Windows applications.

## To print a calendar

[Prepare for printing](#)

[Select print options](#)

[Black and white printing](#)

Double-sided printing

[Double-sided printing on an ordinary printer](#)

[Double-sided printing on a duplex printer](#)

[Printing InstaBooks](#)

---

## See also

[How to use SI Swimsuit Calendar](#)

## Prepare for printing

Before you print a calendar, you should do these things:

- Change your page setup, if necessary.
- Use Form Preview to see how the calendar will look when printed.
- Save your workspace.

### Page Setup

Choose **Format | Page Setup** to define your page setup before you print. You can choose the following:

- paper and form size
- page orientation
- form margins

### Form Preview

Choose **View | Zoom | Form Preview** to display the calendar form onscreen as it will look when printed.

*Note:* If you have chosen the layout option Big Picture On Top or On Facing Page, this is the only way to preview the picture.

### Save workspace

(Optional) Choose **File | Workspace | Save** or **Save As** so you don't lose all the options you set if there's a problem with the printer.

---

### See also

[Define margins, paper size, and page orientation](#)

[Prepare for double-sided printing](#)

[Print a calendar](#)

[Zoom command](#)

## Prepare for double-sided printing

In order to do double-sided printing, you must enter the following information about your printer in the Printer Trays dialog box:

- How paper feeds into the input tray
  - How paper reappears in the output tray
  - The type of manual feed guide
  - How landscape printing rotates the printed image
- You do this as part of the printing process the first time you do double-sided printing. Choose Trays in the Double-Sided Print Setup dialog box.

*Tip:* Most problems with double-sided printing are related to the options selected in the Trays dialog box. Make sure you have selected the options that truly describe your printer. For example, some printers allow you to switch between face up and face down output; check to see which you are using.

### To learn about your printer

Consult the documentation for your printer or try this exercise.

- 1 Load one sheet of letterhead paper in your printer face up and head in.
- 2 Print one-page of a calendar or of any other document. How does the paper come out of the printer? Is the paper in the output tray face up or face down?
- 3 Is the printed side is on the same side as the letterhead? If it's on the same side as the letterhead, the paper goes into the input tray face up. If not, it goes face down.
- 4 What direction was the printing done in relation to the letterhead? If it's in the same direction, the feed direction is head in. If not, it's head out.
- 5 Try printing a one-page document first in portrait, then in landscape. For landscape printing, does the printer rotate the image to the right or the left?

---

### See also

[Double-sided printing on a duplex printer](#)  
[Double-sided printing on an ordinary printer](#)  
[Prepare for printing](#)

## Define margins, paper size, and page orientation

Define your page setup after you select a layout and before you print. Use the [Page Setup](#) command on the Format menu to select

- page and form size
- orientation
- form margins

### Paper and form size

Select a predefined page or form size from the Paper Stock list. You cannot type dimensions into this text box.

To print multiple calendar forms on a page, choose a form size such as Two/page.

To print an [InstaBook](#), you must select a paper stock that can print an even number of forms in the binding direction (top or side) that you want to use. For example, if you are printing two forms on a page, in portrait orientation, you must choose Top binding.

To add a new paper stock definition, choose Add.

To change the dimensions or margins of an existing paper stock definition, choose Modify.

*Note:* When the page or form size changes, the type size of the calendar text should adjust to stay in proportion. If it does not, the Scale Layout Fonts When Form Size Changes option in the Preferences dialog box may have been turned off. Choose Edit | Preferences to open the dialog box and turn it on.

### Page orientation

Choose Portrait or Landscape to change the direction in which the calendar forms are printed on the page.

This automatically changes the size of the form. Type size and margins should adjust automatically if the Scale Layout Fonts When Form Size Changes option in the Preferences dialog box is turned on.

### Margins

Choosing a different paper or form size or page orientation automatically adjusts the margins around the calendar form. You can adjust them further if necessary. Type or select the margin width.

*Note:* This is a temporary adjustment. To permanently change the margins of the selected paper stock, choose Modify.

---

### See also

[Layout overview](#)  
[Print a Calendar](#)  
[Printing InstaBooks](#)

## Preview a calendar

Form Preview shows the calendar currently displayed in the calendar window. The preview includes the calendar, the form margins, and the big picture, if any.

If the calendar layout spreads across two or more forms, you see only the form currently in the calendar window, with one exception. If you have chosen the layout option Big Picture On Facing Page, Form Preview displays both the picture and the calendar, side by side.

### To preview a calendar form

- 1 Choose View | Zoom.
- 2 In the Zoom dialog box, choose Form Preview.

---

### Shortcuts



---

### See also

[Prepare for printing](#)  
[Print a Calendar](#)  
[View a Calendar](#)



## Select print options

After you have completed page setup and layout options, you are ready to print calendars.

### To print a calendar

*Note:* If necessary, open the Windows Printer Setup dialog box select a one of the installed printers in the Print dialog box.

- 1 Choose File | Print.
- 2 Click the single or double arrows to display the time period for the first calendar. Use the QuickDate dialog box to select a date if you wish.
- 3 Type or select the number of time periods to print.
- 4 Type or select the number of copies you want to print.
- 5 If your page setup specifies multiple forms on a page, the calendars print in rows across the page by default. Check Forms In Column Order to print them in columns down the page.
- 6 If you have a black and white printer, you may want to check Print In Black And White.  
The way colors print in black and white depends on the printer. Experiment with this option to see which works best for you.
- 7 Choose Print Single Sided to print printing on one side of the paper or Double Sided to print calendars in sequence on both sides of the paper
- 8 Choose Print.

---

### See also

[Print a calendar](#)

[Print command](#)

## Double-sided printing on an ordinary printer

You can print calendars on both sides of a sheet of paper using an ordinary printer.

Each side of the paper may have one or more calendars. If you want multiple calendars per page, choose the appropriate paper stock in the Page Setup dialog box.

*Note:* To print an InstaBook, you must have selected a paper stock that can print an even number of forms in the binding direction (top or side) that you want to use. For example, if you are printing two forms on a page, in portrait orientation, you must choose Top binding.

### To print on both sides of the page

- 1 Choose File | Print.
- 2 Select the starting date, time range, number of copies, and row or column printing in the Print dialog box.
- 3 Select Double Sided.
- 4 Choose Print.
- 5 Select top binding or side binding.
- 6 Select the type of output: Full sheet, Looseleaf, Looseleaf Stacked, or InstaBook.  
If your paper has only one form per page, select Full Sheet.
- 7 (Optional) To print a cover page, check Cover Page in the Add Extra Pages box.  
To print a picture on the cover page, choose Select File.
- 8 If you are printing a layout spread across two pages, enter an odd number of pages (such as 1, 3, or 5) At Start in the Add Extra Pages box.  
(Optional) To print extra blank pages at the start or end of any set of calendars, enter the number of pages in the Add Extra Pages box.
- 9 If you are printing double-sided for the first time, or if you have switched to another printer, select Trays to record information about your printer.
- 10 Choose OK.
- 11 Confirm the current settings in the Printer Trays dialog box.
- 12 Insert your paper according to the instructions and choose OK.  
Do not remove the pages as they print! Wait until all the pages have been printed on one side before proceeding.
- 13 Remove the paper from the output tray. Replace it in the input tray according to the instructions and choose OK.  
Do not change the order of the pages.
- 14 If you are printing multiple forms on a page, an assembly instruction dialog box appears when printing is complete. Follow the instructions in the dialog box to assemble the printed calendar.

---

### See also

[Add a cover page picture](#)  
[Prepare for double-sided printing](#)  
[Prepare for printing](#)  
[Print a calendar](#)  
[Printing InstaBooks](#)

## Double-sided printing on a duplex printer

You can print calendars on both sides of a sheet of paper using a [duplex printer](#).

Each side of the paper may have one or more calendars. If you want multiple calendars per page, choose the appropriate paper stock in the Page Setup dialog box.

*Note:* To print an [InstaBook](#), you must have selected a paper stock that can print an even number of forms in the binding direction (top or side) that you want to use. For example, if you are printing two forms on a page, in portrait orientation, you must choose Top binding.

### To print on both sides of the page

- 1 Choose File | Print.
- 2 If you have not already done so, select Print Setup to select the duplex printer from the list of installed printers.  
  
If necessary, choose Setup and Options to select long- or short-edge binding and other duplex printing options.  
  
Press OK to close each printer dialog box until you return to the Print dialog box.
- 3 Select the desired printing options in the Print dialog box.
- 4 Select Double Sided.
- 5 Choose Print.
- 6 Select top binding or side binding.
- 7 Select the type of output: Full sheet, [Looseleaf](#), [Looseleaf Stacked](#), or [InstaBook](#).  
  
If your paper has only one form per page, select Full Sheet.
- 8 (Optional) To print a cover page, check Cover Page in the Add Extra Pages box.  
  
To print a picture on the cover page, choose Select File.
- 9 If you are printing a layout spread across two pages, enter an odd number of pages (such as 1, 3, or 5) At Start in the Add Extra Pages box.  
  
(Optional) To print extra blank pages at the start or end of any set of calendars, enter the number of pages in the Add Extra Pages box.
- 10 If you are printing double-sided for the first time, or if you have switched to another printer, select Trays.  
  
You must record information about your printer in the Printer Trays dialog box in order for double-sided printing to work properly.
- 11 In the Insert Paper dialog box, confirm the current settings in the Printer Trays dialog box.
- 12 Insert your paper according to the instructions and choose OK.
- 13 If you are printing multiple forms on a page, an assembly instruction dialog box appears when printing is complete. Follow the instructions in the dialog box to assemble the printed calendar.

---

### See also

[Add a cover page picture](#)  
[Prepare for double-sided printing](#)  
[Prepare for printing](#)  
[Print a calendar](#)  
[Printing InstaBooks](#)  
[Select printing options](#)

## Black and white printing

If you do not have a color printer, try using the Print in Black and White option in the Print dialog box to adjust colors for black and white printing. Experiment with this option to see which setting yields the best results.

### Print In Black and White off

Shading and colored pictures are converted to black, shades of gray, and white, depending on how your printer driver interprets the original color. Some colors, like yellow or silver, may turn white and disappear. All text, unless it is white, is converted to black.

### Print In Black and White on

Pictures, shading, and text appear in black, shades of gray, or white, depending on how SI Swimsuit Calendar interprets the original color. The text color of smaller type usually appears black. The text color of very large characters may appear shaded.

### To print colored text on a black and white printer

- 1 When you are ready to print a calendar, choose File | Print.
- 2 In the Print dialog box, check or uncheck the Print in Black and White option.

### To check black and white printing

Open the included event list, SHADING.CCE, and print it with and without the Print In Black And White option.

---

### See also

- [Print a Calendar](#)
- [Select printing options](#)

## Printing InstaBooks™

An [InstaBook](#) is a calendar printing technique that lets you create a booklet of calendars quickly. Here are the steps for printing an InstaBook.

- 1 Open one of the InstaBook workspaces that come with SI Swimsuit Calendar, or one that you have created yourself.
- 2 Choose Format | Page Setup and select one of the InstaBook paper stocks.
- 3 Open the event lists you want to include in the InstaBook, if they are not already open.
- 4 Choose File | Print.
- 5 Enter the printing options, choose Double Sided, then choose Print.
- 6 Choose the correct binding direction for the InstaBook page setup you selected.

Forms / page	Selected orientation	Binding should be:
2	portrait landscape	top side
4	portrait or landscape	top or side
12	portrait landscape	side top

- 7 Choose InstaBook.
- 8 If you wish to add blank [forms](#) at the start or end of the book, click Add Blank Pages and enter the number of pages.
- 9 If you wish to print a [cover page](#), click Cover Page. If you want a picture on the cover page, choose Select File to open the Modify Cover Page dialog box.
- 10 If you have not done double-sided printing before, choose Trays to define your printer trays.
- 11 Choose OK. Follow the directions for handling the printed calendars that appear on your screen.
- 12 When both sides of the paper have been printed, assemble the InstaBook according to the instructions on the screen.

---

### See also

[Add a cover page picture](#)

[Print a Calendar](#)

[Double-sided printing on an ordinary printer](#)

[Double-sided printing on a duplex printer](#)

[Define margins, paper size, and page orientation](#)

## Add a cover page picture

You can print a [picture](#) on the [cover page](#). This option is only available when you are printing double-sided pages.

*Tip:* Use a draw or paint program to design your own cover page. Save it in one of the picture file formats that SI Swimsuit Calendar can accept. Then use this method to put the picture on the cover page.

- 1 In the Double Sided Print Setup dialog box, choose Cover Page and Select File.
- 2 In the Modify Cover Page dialog box, choose either PowerAlbum or Select File.
- 3 Select a picture from PowerAlbum or a graphics file name from the Select Picture File dialog box.
- 4 Choose OK.
- 5 In the Modify Picture dialog box, add a description or choose options to modify the picture's size, if desired.
- 6 Choose OK.

---

### See also

[Add a picture](#)

[Double-sided printing on a duplex printer](#)

[Double-sided printing on an ordinary printer](#)

[Modify Cover Page Picture dialog box](#)

## Open Event List dialog box

Use this dialog box to open a SI Swimsuit Calendar [event list](#), a SI Swimsuit Calendar [import specification](#), or a Calendar Creator Plus (DOS) event list.

*Tip:* You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that's available on your computer.

### Dialog Box Options

#### File name

Select the file name.

#### List files of type

Select the type of file you want to open.

- \*.CCE SI Swimsuit Calendar event list files
- \*.CAL Calendar Creator (DOS) event list files
- \*.CCI SI Swimsuit Calendar import specification files

*Note:* Opening an import specification opens the latest copy of the file originally used to create the import specification. Banner Events and Combine Events options are not available unless they were originally saved with the import specification.

#### Description

Displays a description of the file, if any.

#### Directories

Select the path where the file is located.

#### Drives

Select the drive where the file is located.

#### Read only

Use this option if you are working on a network and opening an event list already in use. Calendar Creator Plus (DOS) event lists and SI Swimsuit Calendar import specifications automatically open as read-only files.

In order to save changes to a read-only file, you must use the [Save As command](#) to save the file with a new filename.

#### Banner events

Only for Calendar Creator Plus (DOS) files. Use this option if you want to apply a banner to all imported events that occur on two or more consecutive days.

#### Combine events with same names

Only for Calendar Creator Plus (DOS) files. Use this option if you want to combine events with the same names. This reduces the size of the file. Only single occurrence events are combined. Events with repeat rules are not combined.

---

#### Shortcuts

- Ctrl+F12

---

#### See also

[Open, Save and Close Files](#)

## Open Workspace dialog box

Use this dialog box to open a [workspace](#) file.

*Note:* Opening a workspace automatically closes the open event lists and resets layout options. If the workspace contains references to any event lists, they open with the workspace.

### Dialog Box Options

#### File name

Select the file name.

#### Description

Displays a description of the file, if any.

#### Directories

Select the path where the file is located.

#### Drives

Select the drive where the file is located.

---

#### See also

[Open, Save and Close Files](#)

[The workspace](#)



## Save As dialog box

Use this dialog box to save an [event list](#) file with a new name or to export a file to another application. You can save event lists in these file formats:

- SI Swimsuit Calendar
- Calendar Creator Plus (DOS versions 4.0 and 5.0)
- [Comma-delimited ASCII](#) (\*.CSV)
- DOS Comma-delimited ASCII files (\*.CSV)
- Sharp Wizard (\*.SDF)

*Note:* Exporting to Calendar Creator Plus (DOS) or ASCII can create very large files. You will be prompted to specify a range of dates to limit the size of the file you are creating.

## Dialog Box Options

### File name

Type the new file name.

### Save file as type

Select the file format, depending on the application in which you will use the file or the data.

Note on exporting to an ASCII file: Select [comma-delimited ASCII](#) if you will use the file in a Windows program. Select the DOS comma-delimited format if you will use the file in a DOS program.

### Description

(Optional) For SI Swimsuit Calendar files, type a description of the event list (27 characters maximum). The description appears in the Open Event List or Import File dialog box when you select the file name.

### Directories

Select the directory in which to store the file.

### Drives

Select the drive where you want to store the file.

---

### Shortcuts

- F12 Alt+F12

---

### See also

[Open, Save and Close Files](#)

## Save Workspace dialog box

Use this dialog box to save the [workspace](#) as a file that you can reuse later.

### Dialog Box Options

#### File name

Type the name of the workspace file. SI Swimsuit Calendar automatically assigns a file extension of CCW to workspace files.

#### Description

(Optional) Type a description of the workspace (up to 27 characters).

#### Directories

Select the directory in which to store the file.

#### Drives

Select the drive where you want to store the file.

---

#### See also

[Open, Save and Close Files](#)

[The workspace](#)

## Import File dialog box

Use this command to Import event lists or event data from the following applications. You can create a new event list or merge the imported data with an open event list.

- Calendar Creator Plus (DOS versions 4.0 and 5.0)
- dBase III and IV (DBF format)
- Lotus 1-2-3 or any application that can save files in WKS or WK1 formats
- Comma-delimited ASCII files (\*.CSV)
- Columnar ASCII files (\*.\*)
- DOS Comma-delimited ASCII files (\*.CSV)
- DOS Columnar ASCII files (\*.\*)
- Sharp Wizard (SCHED.WZW, \*.SDF)

*Note:* Lotus 1-2-3 and Excel files must be prepared for export in their original applications. Sharp Wizard files require the OL2 application to transfer information to the WZW or SDF file format before importing.

*Note:* An event list can contain up to 8,000 events and 64,000 occurrences. If the event list or data you are importing exceeds this limit, only the first 8,000 events or 64,000 occurrences will be imported. To restrict the number of events, specifying a shorter range of From and To dates in the Import Fields dialog box.

## Dialog Box Options

### File name

Select the name of the file you want to import.

### List files of type

Select the type of file you want to import.

### Description

Displays a description of the file, if available.

### Directories

Select the path where the file is located.

### Drives

Select the drive where the file is located.

### Create new list

Imports the file as a new event list.

### Merge with

Imports the file and merges it into the selected open event list.

---

### See also

[Import Events in Files Created by Another Application](#)  
[Open, Save and Close Files](#)

## Import Fields dialog box

Use this dialog box to assign SI Swimsuit Calendar field names to the fields in the imported file.

### Dialog Box Options

#### Default style

Select a default style to apply to all the imported events.

#### Combine identical events

Combines events that have the same names and information but occur at irregular intervals into one event. This reduces the size of the file. Calendar Creator Plus (DOS) events that have repeat rules are not combined.

#### Banner events

Assigns a banner to any event that has two or more consecutive occurrences.

#### Date range

**From, To**

Type or select a date range to limit the number of events to be imported.

#### Field table

Each column represents a field in the imported file. Click the column heading and select a SI Swimsuit Calendar field name to assign to the data in that column. Fields that remain Unassigned will not be imported.

Only four columns appear on the screen at a time. If necessary, use the horizontal scroll bar to see remaining columns.

The field names are event name, start date (with different formats), start and end times (with different formats), note, priority, event style, picture name, other (start date, end date, banner, picture style, or color) and unassigned.

### Columns

Available only for columnar ASCII files.

Choose this to break data in a columnar ASCII file into separate fields.

### Load

Choose this to restore a previously defined set of import options.

### Save

Choose this to save the import options set in this dialog box.

---

#### See also

[Define Columns dialog box](#)

[Import Events in Files Created by Another Application](#)

## Save Import Specification dialog box

Use this dialog box to save the options chosen in the Import Fields dialog box as a file with the extension .CCI. You can reuse the import specification the next time you import the file.

*Tip:* Use the Open command to open a non-SI Swimsuit Calendar file by opening its import specification. The file opens as a read-only file.

### Dialog Box Options

#### File name

Type the file name.

#### Save file as type

The file type is automatically set to .CCI.

#### Description

Type a description of the file (27 characters maximum) or accept the description provided.

#### Directories

Select the directory where you want to store the file.

#### Drives

Select the drive where you want to store the file.

---

#### See also

[Import events in files created by another application](#)

[Saving and loading import specifications](#)

## Load Import Specification dialog box

Use this dialog box to load a previously defined specification for importing a file. Loading the import specification resets the options in the Import Fields dialog box as they were when the specification was saved.

The file you are importing must contain the same data fields as the one used to create the specification. It must be in the same location.

### Dialog Box Options

#### File name

Type the name of the file or select it from the list.

#### List files of type

The file type is automatically set to .CCI.

#### Description

Displays a description of the file, if available.

#### Directories

Select the directory where the file is located.

#### Drives

Select the drive where the file is located.

---

#### See also

[Import events in files created by another application](#)  
[Saving and loading import specifications](#)

## Define Columns dialog box

Use this dialog box when importing a [columnar ASCII file](#) to tell SI Swimsuit Calendar where the fields in each record start and end.

### Dialog Box Options

#### Column specification

Displays a selected record from the file you are importing.

If the record does not contain all the fields you want to import, choose Cancel to return to the Import Fields dialog box. Choose a record that contains all the fields and choose Columns again.

#### Define

Defines the highlighted text as a field.

- 1 Click and drag the mouse to highlight the characters that make up a field.
- 2 Choose Define to establish the highlighted characters as a field.
- 3 When you have defined all the fields you want to import, choose OK.

---

#### See also

[Import columnar ASCII files](#)  
[Import Fields dialog box](#)

## Event Style Conflict dialog box

The event list you are trying to open or display contains a style name that also appears in the program's style menu, but the type specifications or pictures that define the two styles are different. You must resolve the conflict before you can open the event list. Here are the options.

*Tip:* To avoid seeing this dialog, choose Edit | Preferences and choose which option to use for all event lists.

### **Use event list style to replace program style**

replaces the program style definition with the one in the event list.

### **Rename event list style to:**

renames the style in the event list so you can keep both style definitions.

### **Use program style to replace event list style**

replaces the event list style definition with the program style definition.

After the event list appears, save it to avoid seeing the same dialog box the next time you open or display the list.

---

### **See also**

[Apply or create a style](#)

[Set rules for event style conflicts](#)



## Print dialog box

Use this dialog box to print a calendar on one or both sides of a page.

### Dialog Box Options

#### Printer

Displays the current Windows printer.

#### Form

Displays the form size selected using the Page Setup command.

#### Starting date

Select the first period of the calendar you want to print. You can use the [QuickDate](#) tool or click the single or double arrows.

#### For \_\_\_ months (or other period)

Select the number of months or other time periods to print, starting with the date in the Starting Date option. The more time periods you print, the more memory you will need.

#### Copies

Select the number of copies you want to print.

#### Forms in column order

Prints forms up and down the page in two or more columns. If unchecked, prints forms in rows from left to right across the page.

#### Print in black and white

Controls the printing of colored images on color or black and white printers. With either type of printer, start by leaving the option off. If the results are not satisfactory, try printing with the option turned on.

#### Print

##### Single sided

Prints on one side of the page.

##### Double sided

Prints on both sides of the page.

### Print Setup

Choose this to select one of the printers installed for Windows applications. If necessary, you can choose options for the selected printer.

#### Print

If you selected Single sided, the calendar starts printing.

If you selected Double sided, a dialog box opens so you can set options for double-sided printing.

---

#### Shortcuts

- Ctrl+P      Ctrl+Shift+F12      Ctrl+Shift+Alt+F2

---

#### See also

[Black and white printing](#)  
[Page Setup command](#)  
[Print a Calendar](#)  
[View a Calendar](#)

## Printing dialog box

This dialog box lets you see a sample of what your printed calendar will look like, to track the status of a printing job, or to cancel printing.

The sample box displays the calendar layout and selected picture, if any. Text does not appear in the sample.

### Dialog Box Options

#### Layout

Displays the layout of the calendar being printed.

#### Start date

Displays the starting date selected in the Print dialog box.

#### For \_\_\_ month(s) or period

Displays the number of months or periods that will be printed, starting with the month or period under the Start Date option.

#### On

Displays the printer name and connection.

#### Form

Displays the form size selected using the Page Setup command.

#### Printing pages

Tracks the printing status of the calendar.

---

#### See also

[Print a Calendar](#)

## Printer Setup dialog box

Use this dialog box to select a different printer or to choose different options for the selected printer.

### Dialog Box Options

#### (Printer list)

Select the printer and connection to use for printing.

#### Setup

Allows you to set Windows printing options for the selected printer. The options available depend on the printer. For an explanation of the options, choose Help or press F1.

---

#### See also

[Print a Calendar](#)

## Double Sided Print Setup dialog box

Use this dialog box to set printing options for [double-sided printing](#).

**Note:** If you are printing a [layout](#) spread across two [forms](#), you must add a blank form before the calendar or choose a [cover page](#).

### Dialog Box Options

#### Type of output

**Full sheet**

Prints one or more calendar forms on both sides of the page. Use this option if you do not intend to separate the forms.

**Looseleaf**

Prints one or more calendar forms on perforated paper for a looseleaf binder. Pages must be separated and collated by hand.

**Looseleaf stacked**

Prints one or more calendar forms on perforated paper for a looseleaf binder. Pages are sorted during printing.

**InstaBook**

Prints an even number of small calendar forms on both sides of one sheet of paper so that they can be assembled into a small booklet.

Before you can choose InstaBook, the paper stock, page orientation, and binding must all agree. If you cannot select the option, try selecting a different binding first.

#### Binding

Choose this before choosing the type of output.

**Top binding**

Select a binding edge at the top of the printed form.

**Side binding**

Select a binding edge on the side of the printed form.

#### Add extra pages

**Cover page**

Adds a cover page to the set of calendars.

**Select File**

Click this to select a picture for the cover page, add a description, or change the picture size.

**Blank Pages****At start**

Adds one or more blank forms at the start of the print job.

**At end**

Adds one or more blank forms at the end of the print job.

#### Trays

Allows you to select the printer input and output trays for double-sided printing and the location of the paper feed (center or side).

---

#### See also

[Double-sided printing on a duplex printer](#)

[Prepare for printing](#)

[Print a Calendar](#)

[Printing InstaBooks](#)

## Printer Trays dialog box

Use this dialog box to define how your printer handles paper in its input and output trays during double-sided printing.

*Tip:* Most problems with double-sided printing are related to the options selected in this dialog box. Make sure you have selected the options that truly describe your printer. For example, some printers allow you to switch between face up and face down output; check to see which one you are using.

### Dialog Box Options

#### Input Tray

##### Load paper

###### Face up

Select this if you place paper in the input tray with the blank (printing) side up.

###### Face down

Select this if you place paper in the input tray with the blank (printing) side down.

##### Feed guide

###### Center

Select this option if you adjust the manual feed guides on the printer by pushing them towards the center.

###### Side

Select this option if you adjust the manual feed guides on the printer by pushing one guide towards another guide.

##### Feed direction

###### Head in

Select this if the top of the page feeds into the printer first.

###### Head out

Select this if the bottom of the page feeds into the printer first.

#### Output tray

##### Face up

Select this if the paper comes out of the printer printed side up.

##### Face down

Select this if the paper comes out of the printer printed side down.

#### Landscape rotation

##### Rotate right

Select this if the printer rotates the image to the right when printing landscape.

##### Rotate left

Select this if the printer rotates the image to the left when printing landscape.

---

#### See also

[Prepare for double-sided printing](#)

[Print a Calendar](#)

## Modify Cover Page dialog box

Use this dialog box to choose options for displaying a [cover page](#) picture. From this dialog box, you can also open [PowerAlbum](#) or the Select File dialog box to select a picture.

### Dialog Box Options

#### Picture

Displays the name of the selected picture, if any. If the Preview box is checked, the picture appears next to the name.

Choose PowerAlbum to use PowerAlbum to select the picture.

Choose Select File to select the picture by filename.

Choose Clear to remove a picture selection.

#### Cover Page Text

Text box where you can enter a title, description, or by-line for the picture.

#### &

Opens a dialog box where you can select [insert fields](#) to place variable system-supplied text in the Cover Page Text box.

#### Font

Opens the font dialog box where you can select type specifications for the cover page text.

#### Cover Page Scaling

Choose options for adjusting the picture size to fit the cover page area.

*Note:* The sample box suggests the effects of each option. It does not show the picture you selected.

#### Don't scale

Display the picture in its original size, not scaled to fit the cover page. Choose this if you don't want to enlarge or change the resolution of the picture.

#### Scale: Fit One Direction

Display the picture so that one dimension fits the cover page, without distortion.

#### Scale: Stretch To Fit

Display the picture so that it completely fills the cover page. This may result in some distortion of the picture.

#### Scale: Crop To Fit, Keeping

Display the picture so it completely fills the cover page without distortion by cropping part of the image. In the drop-down list boxes, select the part of the picture you want to keep.

Left Top	Left and top area of the picture.
Left Center	Left and center area of the picture.
Left Bottom	Left and bottom area of the picture.
Center Top	Center and top area of the picture.
Center Center	Center area of the picture.
Center Bottom	Center and bottom area of the picture.
Right Top	Right and top area of the picture.
Right Center	Right and center area of the picture.
Right Bottom	Right and bottom area of the picture.

---

#### See also

[Add a cover page picture](#)

[Double-sided printing on a duplex printer](#)

[Double-sided printing on an ordinary printer](#)

[Printing InstaBooks](#)

## Overflow Has Occurred dialog box

This dialog box appears when one or more of the calendars you are printing contains a day cell with overflow events. Since these events cannot appear in the calendar, you must choose whether to print them on a separate page or not at all.

*Tip:* To control the automatic overflow adjustments, choose Layout | Layout Options | Overflow.

### Dialog Box Options

#### Print Overflow Symbols On Calendar

Use the overflow symbol (down arrow) to indicate the day cells where overflow occurs.

#### Ignore Overflow

prints the calendar only.

#### Print Overflow

prints the calendar and also prints the overflow event text on a separate page. The overflow pages automatically use the formatting and layout options assigned to the Text layout.

#### Cancel Printing

cancels the print job. You can then return to the calendar window, locate the overflow day cell, and either edit the text of the events or reformat them until they all appear in the calendar.

---

#### See also

[Dealing with overflow events](#)

[Display an overflow in the calendar](#)

[Modify an event](#)

## **Insert Paper dialog box**

Insert your paper according to the directions on the screen.



## **First Side Printing Complete dialog box**

Do not disturb the printed sheets in the output tray until printing has stopped. Then remove the entire stack of sheets from the output tray and reinsert them in the input tray according to the directions on your screen.

## Update Read Only dialog box

The specified event list has been changed and saved by another user. To receive the latest copy of the file, do one of these:

- Click the update tool



on the Toolbar

- Choose File | Update Read Only

*Tip:* If you don't want to see this dialog box, choose Edit | Preferences and uncheck the option Warning Dialog When Update Files Change.

*Note:* Do not click the icon in this dialog box. It has no effect.

---

### **See also**

[Display a warning when read-only files change](#)

## Specify Date Range dialog box

Use this dialog box to enter a range of dates to limit the number of events you are exporting.

*Note:* When you save an event list as an ASCII file, there will be one record for each repeating event. This can create very large files, unless you limit the number of events.

### Dialog box options

You can accept the default dates, type the date you wish, or click the QuickDate tool to select a date.

#### Starting date

Enter the date of the first event record to be imported.

#### Ending date

Enter the date of the last event record to be imported.

---

#### **See also**

[Export event list files](#)



## Undo command (Edit menu)

Cancels the last editing or formatting action. Undo is available for these commands:

- Style
- Font
- Banner
- Priority
- Cut
- Copy
- Paste
- Clear
- Delete Event

If the last action cannot be reversed, the Edit menu displays Can't Undo.

---

### **Shortcuts**

- Ctrl+Z or Alt+Backspace

---

### **See also**

[Add, Modify or Delete Events](#)

[Cancel or reverse an action](#)

## Cut command (Edit menu)

Removes the information about a selected event to the Clipboard so it can be placed in another day cell, another event list, or another event.

*Note:* When you cut a single occurrence of a repeating event, the occurrence on the Clipboard is no longer tied to its repeat rule and is removed from the repeating event. To delete an entire repeating event, choose Events | Delete Event.

### To cut an event in the calendar or event list windows

This moves all the event information, including text, date, formatting, picture, and note (if any) to the Clipboard.

- 1 Select the event.
- 2 Choose Edit | Cut.

### To cut event text or a note

You can cut text from the Add Event, Modify Event, or Notes dialog boxes in order to place it in another event or transfer it to a document in another application.

- 1 Select the text in the Event Name box.
- 2 Press CTRL+X.

---

### Shortcuts

- Ctrl+X or Shift+Del

---

### See also

[Add, Modify or Delete Events](#)

## Copy command (Edit menu)

Copies the information about a selected event to the Clipboard so it can be inserted in another day cell, another event list, or another event. The original event is unchanged.

*Note:* When you copy a single occurrence of a repeating event, the occurrence on the Clipboard is no longer tied to its repeat rule and is removed from the repeating event.

### To copy an event in the calendar or event list windows

This copies all the event information, including text, date, formatting, picture, and note (if any) to the Clipboard.

- 1 Select the event.
- 2 Choose Edit | Copy.

### To copy event text or a note

You can copy text from the Add Event, Modify Event, or Notes dialog boxes in order to place it in another event or transfer it to a document in another application.

- 1 Select the text in the Event Name box.
- 2 Press CTRL+C.

---

### Shortcuts

- Ctrl+C or Ctrl+Ins

---

### See also

[Add, Modify or Delete Events](#)

## Paste command (Edit menu)

Copies the information on the [Clipboard](#) into the selected [day cell](#) or field. Use Paste to do these things:

- Paste event information in the selected day cell in the calendar window.
- Paste event information into the event list displayed in the event list window.
- Paste event text at the [insertion point](#) in the Add Event, Modify Event, or Note dialog boxes.
- Paste text cut or copied from another application into SI Swimsuit Calendar.

*Note:* You cannot paste pictures from other applications into SI Swimsuit Calendar. To add a picture file to an event or workspace, use the [Picture command](#).

### To paste an event onto a new date

Use this method to change the date of an event. The rest of the event information is unchanged.

- 1 Display the time period you want in the calendar window.
- 2 Select the day cell where you want the event to occur.
- 3 Choose Edit | Paste.

### To paste an event into another event list

- 1 Display the event list in the event list window.

Click the window or choose Window and the event list name to make sure the window is active.

- 2 Choose Edit | Paste.

### To paste text

- 1 In the Add or Modify Event dialog box, select the Event Name box.  
In the Notes dialog box, place the insertion point in the text box.
- 2 Press CTRL+V.

---

### Shortcuts

- Ctrl+V or Shift+Ins

---

### See also

[Add, Modify or Delete Events](#)



## Clear command (Edit menu)

Deletes a selected event immediately. There is no warning prompt.

To restore a deleted event, choose Edit | Undo.

*Note:* If you select and clear an occurrence of a repeating event, only the selected occurrence of the event will be deleted.

---

### **Shortcuts**

- Del

---

### **See also**

[Add, Modify or Delete Events](#)

[Delete an event](#)

## Find command (Edit menu)

Finds an event in one of the open event lists. You can search all the open event lists or a selected list.

Once the event is found, you can delete it or open the Modify Event dialog box without leaving the Find dialog box.

## Dialog Box Options

### Search for

Type the text to be used to search for an event. The search text can be all or part of a word or insert field.

For example, if you type **ball**, the search will find **ball**, **basketball**, **baseball**, and **ballet**.

### Event list

Select the open event list you want to search.

### Search notes

Choose this to search notes attached to events.

### Match

#### Case

Searches for events matching the uppercase and lowercase letters of the search text.

#### Whole word only

Searches for events by looking for whole words (not parts of words) that exactly match the search text in the Search For box. For example, if you type **ball** and check this option, the search finds **ball**, not **basketball**, **baseball**, **ballet**, or any other words that contain **ball**.

### Found

Displays the name of the event that matches the search text, information about the starting and ending dates, the event list, and the note attached to the event.

## Modify

Opens the Modify Event dialog box that allows you to modify the event in the Found box.

## Find next

Finds the next event that matches the search text.

## Delete

Deletes the event in the Found box.

---

### Shortcuts

- Ctrl+F or Shift+F5

---

### See also

[Add, Modify or Delete Events](#)

## Copy Calendar command (Edit menu)

Copies the calendar currently displayed in the calendar window to the Clipboard in WMF file format. If the calendar layout covers more than one form (for example, multi-month layout), only the form currently in the window is placed on the Clipboard.

Calendars should paste into most applications that can handle large images. If the copied image is too large, try using the SI Swimsuit Calendar command Format | Page Setup to choose a smaller page or form size before you copy it to the Clipboard.

*Note:* If you have chosen the layout option Big Picture On Facing Page, Copy Calendar copies the calendar form, but not the picture, to the Clipboard.

### To copy calendars in bitmap format

See the README file for ways to copy the file in bitmap (BMP) format.

---

### See also

[Add, Modify or Delete Events](#)

## Preferences command (Edit menu)

Preferences are general options that apply to all sessions of SI Swimsuit Calendar and all workspaces. Preference settings remain in effect until you change them again. You can set default options for

- Resolving event style conflicts when opening files
- Auto-saving event lists
- Marking hidden notes
- Specifying a default ending year for repeating events
- Network use

*Note:* A preference change goes into effect as soon as you choose OK. It is not necessary to exit and restart SI Swimsuit Calendar.

## Dialog Box Options

### Mark events containing notes with a \*

If you have unchecked the Show Notes option in Layout Options | Event Display, you can select this option to add an asterisk (\*) to show that an event has a hidden note.

### Auto-save lists every \_\_\_ minutes

Saves changes to the open event lists every specified number of minutes.

*Note:* Turn this option off if you plan to experiment with an event list and want to be able to close an event list file without saving your work.

### Update read-only files every \_\_\_ minutes

This network option checks the status of open read-only event lists at a specified interval and notifies you if changes have been saved by another user. If a read-only file has been changed, the update tool changes color and shape.

### Warning dialog when update files change

If you selected the Update Read-Only Files option, this option displays a warning dialog box in addition to changing the color of the update tool.

### Default ending year

Enter the last year to be used in a calendar for calculating repeating events with no end date.

*Tip:* To improve performance, set the default ending year to one in the near future. This reduces the number of calculations that SI Swimsuit Calendar performs when creating your calendar. It also reduces the total number of occurrences of repeating events.

### Scale layout fonts when form size changes

This option automatically adjusts the size of the calendar text (titles, footer, weekday names, small calendars, day of the month) when you change the form size. If you do not want this, uncheck the option.

### Default paths

#### Pictures

Selects the path for picture files.

#### Event lists

Selects the path for event list files.

### Event style conflicts

These options determine how SI Swimsuit Calendar treats event style conflicts when opening event lists and workspaces.

Option	Result
Display style conflict dialog	Always displays the Event Style Conflict dialog box when there is a conflict.
Always use event list style	Always replaces the program style definition with the event list style definition.
Always use program style	Always replaces the event list style definition with the program style definition.

---

**See also**

[Automatically repeat an event](#)

[Automatically save an open event list](#)

[Changing default paths](#)

[Mark a hidden note](#)

[Set rules for event style conflicts](#)

[Updating a read-only file](#)

## Find Event dialog box

Finds an event in one of the open event lists. You can search all the open event lists or a selected list.

Once the event is found, you can delete it or open the Modify Event dialog box without leaving Find.

## Dialog Box Options

### Search for

Type the text used to locate an event. Search text can be all or part of a word or insert field.

For example, if you type **ball**, the search will find **ball**, **basketball**, **baseball**, and **ballet**.

### Event list

Select the open event list you want to search.

### Search notes

Choose this to search notes attached to events.

### Match

#### Case

Searches for events matching the uppercase and lowercase letters of the search text.

#### Whole word only

Searches for events by looking for whole words (not parts of words) that exactly match the search text in the Search For box. For example, if you type **ball** and check this option, the search finds **ball**, not **basketball**, **baseball**, **ballet**, or any other words that contain **ball**.

### Found

Displays the name of the event that matches the search text, information about the starting and ending dates, the event list and the note attached to the event.

## Modify

Opens the Modify Event dialog box that allows you to modify the event in the Found box.

## Find next

Finds the next event that matches the search text.

## Delete

Deletes the event in the Found box.

---

### See also

- [Ctrl+F](#)  
[Shift+F5](#)

---

### See also

[Add, Modify or Delete Events](#)

## Preferences dialog box

Preferences are general options that apply to all sessions of SI Swimsuit Calendar and all workspaces. Preference settings remain in effect until you change them again. You can set default options for

- Resolving [event style conflicts](#) when opening files
- Auto-saving [event lists](#)
- Marking hidden notes
- Specifying a default ending year for repeating events
- Network use

*Note:* A preference change goes into effect as soon as you choose OK. It is not necessary to exit and restart SI Swimsuit Calendar.

## Dialog Box Options

### Mark events containing notes with a \*

If you have unchecked the Show Notes option in Layout Options | Event Display, you can select this option to add an asterisk (\*) to show that an event has a hidden note.

### Auto-save lists every \_\_\_ minutes

Saves changes to the open event lists every specified number of minutes.

*Note:* Turn this option off if you plan to experiment with an event list and want to be able to close an event list file without saving your work.

### Update read-only files every \_\_\_ minutes

This network option checks the status of open [read-only](#) event lists at a specified interval and notifies you if changes have been saved by another user. If a read-only file has been changed, the update tool changes color and shape.

### Warning dialog when update files change

If you selected the Update Read-Only Files option, this option displays a warning dialog box in addition to changing the color of the update tool.

### Default ending year

Enter the last year to be used in a calendar for calculating repeating events with no end date.

*Tip:* To improve performance, set the default ending year to one in the near future. This reduces the number of calculations that SI Swimsuit Calendar performs when creating your calendar. It also reduces the total number of occurrences of repeating events.

### Scale layout fonts when form size changes

This option automatically adjusts the size of the calendar text (titles, footer, weekday names, small calendars, day of the month) when you change the [form](#) size. If you do not want this, uncheck the option.

### Default paths

#### Pictures

Selects the path for picture files.

#### Event lists

Selects the path for event list files.

### Event style conflicts

These options determine how SI Swimsuit Calendar treats [event style conflicts](#) when opening event lists and workspaces.

Option	Result
Display style conflict dialog	Always displays the Event Style Conflict dialog box when there is a conflict.
Always use event list style	Always replaces the program style definition with the event list style definition.
Always use program style	Always replaces the event list style definition with the program style definition.

---

**See also**

[Automatically repeat an event](#)

[Automatically save an open event list](#)

[Changing default paths](#)

[Mark a hidden note](#)

[Set rules for event style conflicts](#)

[Updating a read-only file](#)





## Normal command (View menu)

Use this command to display event and calendar title pictures in the calendar window.

---

### **See also**

[View a Calendar](#)

## Draft command (View menu)

Use this command to temporarily replace event and calendar title pictures with gray boxes in the calendar window. This permits faster editing. The pictures still appear in the printed calendar.

---

### **See also**

[View a Calendar](#)

## Calendar command (View menu)

Use this command to display only the calendar window.

---

### Shortcuts



---

### See also

[Open, Save and Close Files](#)

[View a Calendar](#)

## Event list command (View menu)

Use this command to display only the [event list](#) window.

---

### Shortcuts



---

### See also

[Open, Save and Close Files](#)

[View a Calendar](#)

## Split - Vertical command (View menu)

Use this command to display the [calendar window](#) and [event list window](#) on a split screen side by side.

---

### Shortcuts



---

### See also

[Open, Save and Close Files](#)

[View a Calendar](#)

## Split - Horizontal command (View menu)

Use this command to display a [calendar window](#) above the [event list window](#) on a horizontal split screen.

---

### Shortcuts



---

### See also

[Open, Save and Close Files](#)

[View a Calendar](#)

## Go To command (View menu)

Use this command to move the insertion point quickly to a specific part of a calendar, such as a

- Specific date
- Next or previous month
- Next overflow
- Next or previous page

### Go To options

#### Date

Opens the [Go To Date dialog box](#) that allows you to select a specific day, month and year.

#### Shortcut

- Ctrl+F5

#### Next (time period)

Changes the calendar display to the next time period for the selected layout.

#### Shortcut

- Ctrl+

→



#### Previous (time period)

Changes the calendar display to the previous time period for the selected layout.

#### Shortcut

- Ctrl+

←



#### Next overflow

Shows the next day cell with an [overflow](#).

#### Shortcut

- Ctrl+O



#### Next page

Changes the calendar display to the next [form](#), if any.

#### Shortcut

- Shift+PgDn

#### Previous page

Changes the calendar display to the previous form, if any.

#### Shortcut

- Shift+PgUp

---

### Shortcuts

- F5 displays the Go To menu

---

### See also



[Select dates with QuickDate](#)  
[View a Calendar](#)

## Zoom command (View menu)

Use this command to change the size of the calendar in the [calendar window](#).

*Tip:* The same options are also available as icons on a drop-down menu on the calendar window [control bar](#).

### Dialog box options

#### 100%

Displays a close-up view of the calendar so you can see details and read event text. Use the scroll bars to move around in the calendar.

#### Shortcut



- F3

#### Fit width

Displays the calendar so the width exactly fits the SI Swimsuit Calendar window. You may need to scroll up or down to see the top or bottom of the calendar.

#### Shortcut



- Shift+F3

#### Fit height

Displays the calendar so the height exactly fits the SI Swimsuit Calendar window.

#### Shortcut



- Ctrl+F3

#### Form preview

Displays the calendar [form](#), its surrounding margins, and pictures (if any) to see how the form will look when it is printed. Form Preview is the only Zoom option that allows you to see a selected [big picture](#).

*Note:* Although you can print several forms on one sheet of paper, you can only see one form at a time in Form Preview.

#### Shortcut



#### Custom

Create your own calendar view by setting a percentage to enlarge or reduce the calendar. Type a percentage (30% to 200%) in the box or click the arrows until the figure you want appears.

#### Shortcut



---

#### Shortcuts



---

#### See also

[View a Calendar](#)

## Display Overflow command (View menu)

Use this command to display a dialog box that lists the events that overflowed in the selected [day cell](#) or [time cell](#). You can also click the down arrow in the lower-right corner of the day cell to display the dialog box.

---

### **See also**

[View a Calendar](#)

## View a calendar

[Display a calendar in normal view](#)

[Display a calendar in draft view](#)

[Display a calendar and an event list on a split screen](#)

[Preview a calendar before printing](#)

[Go to any date](#)

[Change the editing view](#)

[Display an overflow](#)

[Onscreen viewers](#)

---

### **See also**

[How to use SI Swimsuit Calendar](#)

## Display a calendar in normal view

In normal view, event and calendar title [pictures](#) appear in the [calendar window](#).

*Note:* If you have selected the big picture layout option, you must choose View | Zoom | Form Preview to see the picture with the calendar.

### To display a calendar in normal view

Choose View | Normal.

### To control how much of the calendar you can see on the screen

Choose View | Zoom.

---

### See also

[View a Calendar](#)  
[Normal command](#)  
[Draft command](#)

## Display a calendar in draft view

In draft view, gray boxes temporarily replace pictures in the [calendar window](#) for faster editing. The pictures still appear in the printed calendar.

### To display a calendar in draft view

Choose View | Draft.

### To control how much of the calendar you can see on the screen

Choose View | Zoom.

---

### See also

[View a Calendar](#)

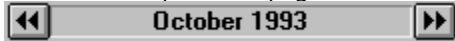
[Draft command](#)

[Normal command](#)

## Go to any date

In the calendar window, use these tools and commands to display another date or time period, such as

- the previous or next time period
- a specific year, month, week, or day
- the next day cell with overflow events
- the next or previous "page" of a calendar on two forms



The Next or Previous double arrows on the Calendar window [control bar](#) change the calendar view to the previous or next time period. For example, in a month layout, you can move to the previous or next month. In a six-week layout, you can move backward or forward six weeks at a time.

On the multi-week, multi-month, text, or year layouts, the Next or Previous single arrows change the calendar view to the previous or next month, week, or day.

- The QuickDate tool appears on the Calendar window [control bar](#) and in many dialog boxes. Click this tool to open a dialog box that lets you select the year, month, and day.

### Go To command

On the calendar screen, you can use the Go To command on the View menu to open a dialog box that lets you select a specific date or month. This method is faster than the others if you want to move to a distant date, such as a date more than five years away from the current date of the calendar.

---

### See also

[View a Calendar](#)

[Go To command](#)

[Select dates with QuickDate](#)



## Change the editing view

You can reduce or enlarge the view of the calendar in the [calendar window](#) three ways:

- Choose View | Zoom.
- Click the Zoom tool



on the calendar window [control bar](#) and click a button on the list

- Use key combinations

### To display a calendar screen 100%

- 1 Choose View | Zoom.
- 2 Choose 100%.

#### Shortcuts



on the calendar window control bar

- F3

### To see the full width

- 1 Choose View | Zoom.
- 2 Choose Fit Width.

#### Shortcuts



on the calendar window control bar

- Shift+F3

### To see the full height

- 1 Choose View | Zoom.
- 2 Choose Fit Height.

#### Shortcuts



on the calendar window control bar

- Ctrl+F3

### To see the entire calendar form with margins

This shows the entire calendar, with its margins and pictures (if any). If the calendar is spread over more than one [form](#), it will show only one form at a time.

Form Preview is the only way to preview the big picture layout options, if you have selected them.

- 1 Choose View | Zoom.
- 2 Choose Form Preview.

#### Shortcuts

- 
- on the calendar window control bar

### To set your own calendar enlargement

- 1 Choose View | Zoom.
- 2 Choose Custom.
- 3 Enter a percentage from 30 to 200.

#### Shortcut

- 
- on the calendar window control bar changes the view to the percentage selected in Zoom | Custom.

---

### See also

[View a Calendar](#)

Zoom command

## Overflow dialog box

The Overflow dialog box lists the events that do not fit in a selected day cell or time cell. You can see what they are and edit them if you wish.

To correct the overflow, select an event and choose Modify, Font, or Picture.

### Dialog box options

#### Modify

Opens the Modify Dialog box where you can edit the text of the selected event, change its style or priority, or uncheck the Show Event In Calendar option.

#### Font

Opens the Font dialog box where you can change the event's font or type size.

#### Picture

Opens the Modify Picture dialog box where you can change the size of the event picture or check the Don't Display option.

#### Next

Displays the calendar window again and selects the next day or time cell with overflow events.

---

#### See also

[Correct overflow events](#)

[Display Overflow command](#)

[Printing overflow pages](#)

## Onscreen viewers

The onscreen viewers allow you to see a reduced view of a calendar that fits on one screen. Use the viewers to see all of one calendar form with its events on the screen.

To help you identify events, the size of the type is not reduced in the onscreen viewers. Pictures are not displayed in the onscreen viewers.

You cannot print the viewers.

### To view a one-month calendar using an onscreen viewer

Choose Layout | Month Viewer.

#### Shortcut

- Ctrl+M

### To view a one-week calendar using an onscreen viewer

Choose Layout | Week Viewer.

#### Shortcut

- Ctrl+W

### To view a one-day calendar using an onscreen viewer

Choose Layout | Day Viewer.

#### Shortcut

- Ctrl+D

---

### See also

[Day Viewer command](#)

[Month Viewer command](#)

[View a Calendar](#)

[Week Viewer command](#)

## Go To Date dialog box

Use this dialog box to move the insertion point quickly to a specific day, month, and year.

### Dialog Box Options

#### Go To

Type a date or use the QuickDate tool to select a date.

- 

Click this tool to open a dialog box that lets you select the year, month, or day.

---


#### **See also**

[View a Calendar](#)

## Zoom dialog box

Choose an option to display an enlarged or reduced view of the calendar in the calendar window.

### Dialog box options

The shortcut keys are located under the zoom icon  on the calendar window control bar.

#### 100%

Displays a close-up view of the calendar so you can see details and read event text. Use the scroll bars to move around in the calendar.

##### Shortcut

- 
- 
- F3

#### Fit width

Displays the calendar so the width exactly fits the SI Swimsuit Calendar window. You may need to scroll up or down to see the top or bottom of the calendar.

##### Shortcut

- 
- 
- Shift+F3

#### Fit height

Displays the calendar so the height exactly fits the SI Swimsuit Calendar window.

##### Shortcut

- 
- 
- Ctrl+F3

#### Form preview

Displays the calendar form, its surrounding margins, and pictures (if any) to see how the form will look when it is printed. Form Preview is the only Zoom option that allows you to see a selected big picture.

*Note:* Although you can print several forms on one sheet of paper, you can only see one form at a time in Form Preview.

##### Shortcut

- 
- 

#### Custom

Create your own calendar view by setting a percentage to enlarge or reduce the calendar. Type a percentage (30% to 200%) in the box or click the arrows until the figure you want appears.

##### Shortcut

- 
- 

---

#### Shortcuts

- 
- 

---

#### See also

[View a calendar](#)


## Select dates with QuickDate

The QuickDate tool is a reference calendar for selecting dates. You can

- select a day, month, and year to display in the calendar window
- select event dates when adding or modifying events
- select a date for the Delete Events Before dialog box
- select a starting date for printing calendars

*Note:* You must have a mouse to use QuickDate.

### To use QuickDate to select dates for display, deleting, or printing

- 1 Choose the QuickDate tool  from a dialog box or from the calendar window control bar.
- 2 Click the desired year button from the row. To display buttons for past or future years, click the arrows on either side of the row.
- 3 Click the desired month button. The calendar below displays the dates for the selected year and month.
- 4 Click the desired day button and choose OK

### To use QuickDate to select dates when adding or modifying events

- 1 Click the desired year button from the row. To display buttons for past or future years, click the arrows on either side of the row.
- 2 Click the desired month button. The calendar below displays the dates for the selected year and month.
- 3 To select a day, click the desired day button. Selected days are highlighted.  
To select several days in a month, click and drag the mouse over the desired days or weeks.  
To deselect one or more highlighted days, click them.

---

### See also

[Go to any date](#)

[How to use SI Swimsuit Calendar](#)





## Font command (Format menu)

Use this command to set the type specifications for a selected event or a selected area of the calendar.

### Dialog Box Options

The sample box shows a specimen of the selected font and formatting options.

#### Font

Select the font.

#### Font style

Select regular, *italic*, **bold**, or **bold italic** style for the selected font. All the styles are not available for each font.

##### **Shortcuts**

*Italic* •



• Ctrl+I

#### Bold

•



• Ctrl+B

#### Size

Select the size of the font, in points.

##### **Shortcuts**

Larger •



• Ctrl+↑

Smaller •



• Ctrl+- or Ctrl+Shift+F2

*Note:* You cannot change the point size of the small calendars.

#### Alignment

Apply left alignment, center alignment, or right alignment.

##### **Shortcuts**

Left •

•

Center •

•

Right •

•

#### Effects

Apply strikeout, underlining, or ALL CAPS to the selected event or calendar text.

##### **Shortcuts**

Underline •



• Ctrl+U

#### Color

Select the color of the text.

---

**See also**

[Add, Modify or Delete Events](#)

## Banner command (Format menu)

Adds a banner, box, or shading to an event or to the day cell that holds the event. You can also add a box or shading to a time cell.

A banner can hold only one line of event text. If there is an attached note or picture, it does not display in the banner. Some insert fields in events do not appear in banners.

If there is more than one event with a banner in a day cell, SI Swimsuit Calendar automatically places the event with the longest banner at the bottom.

## Dialog Box Options

### Event effects

#### None

Select this option if you don't want a banner or box around an event.

#### Box event

Places the event text in a box.

#### Banner event

Places the event in a banner and truncates the event name so that it fits on one line.

*Note:* You cannot place a banner in a time cell.

#### Pattern

Select a pattern for the box or banner.

#### Color

Select a color for the box or banner.

*Note:* You must also select a pattern for the color to appear.

### Day Effects

#### Box day

Places a box around a day or time cell that has the same color as the cell borders.

*Note:* If you add a banner to an event, you cannot select this option.

#### Shade day

Adds shading to a day or time cell.

*Note:* If you add a banner to an event, you cannot select this option.

#### Pattern

Select a pattern for the shading in a day or time cell.

#### Color

Select a color for the shading in a day or time cell.

*Note:* You must also select a pattern for the color to appear.

---

### See also

[Add, Modify or Delete Events](#)

## Picture command (Format menu)

Use this command to add or remove a [picture](#) for an [event](#) or to change the appearance of a picture.

### Dialog Box Options

#### Picture

Displays the name of the picture file attached to an event.

#### Color

##### Use picture color

Displays the picture in a calendar with its original colors.

##### Use event color

Displays the picture in a calendar with the same color as the event text.

##### Use specified color

Displays the picture in a calendar with a color selected from the list.

#### Style

##### Small

Displays the picture as a small image about 3/8 inch square to the left of the event.

##### Scalable

Scales the picture to fit the text alignment and the space available in the [day](#) or time cell. The picture size will vary.

##### Light background

Displays the picture as a light background that fills the day or time cell. The resolution of the picture depends on the graphic print options available for your printer.

*Note:* Some printers don't print background pictures well.

##### Don't display

Turns off the display of a picture in a calendar. (The picture is still attached to the event.)

#### Clear

Removes the picture from the event.

#### Preview

Displays the picture attached to an event.

#### PowerAlbum

Opens the [PowerAlbum](#) dialog box where you can select a picture by looking at thumbnail images in an online album.

#### Select file

Opens the [Select Picture File dialog box](#) where you can select a picture by its filename.

---

#### See also

[Add, Modify or Delete Events](#)

## Priority command (Format menu)

Assigns a priority of A to Z or None for listing events that have no specified starting time. Events with a priority of None appear last.

To assign a default priority to new events, use the Event List Defaults command on the Events menu.

Priority does not affect:

- events with banners
  - events with starting times
- Note:* By default, events with starting times are listed before events without starting times. To change this default, choose Layout | Layout Options | Appearance.

---

### **Shortcuts**

- Ctrl+Y

---

### **See also**

Add, Modify or Delete Events

## Event Styles command (Format menu)

Use this command to apply an [event style](#) to an [event](#).

To create or change an event style, choose Format | Define Event Style.

*Note:* You cannot apply styles to calendar [titles](#), subtitles, [footers](#), or other parts of the calendar layout.

---

### Shortcuts

- Ctrl+S

•



---

### See also

[Add, Modify or Delete Events](#)

[Define event style](#)

[Style conflicts](#)

## Define Event Style command (Format menu)

Use this command to create a new event style or change an existing style.

### Dialog Box Options

A sample of the currently selected style appears in the sample box.

### Event styles

Type the name of the new event style or select the event style you want to change from the list.

### Description

Displays a summary of the style's character formats and picture (if any).

### Font

Choose this to select a font, point size, bold, italics, underlining, strikethrough, all caps, alignment, or text color.

### Picture

Choose this to select or remove a picture or set options for displaying it.

### Add

Adds a new style.

### Delete

Deletes the selected style.

*Note:* You cannot delete the Normal style.

---

### See also

[Add, Modify or Delete Events](#)

[Apply an event style](#)

[Resolving style conflicts when opening files](#)

## Page Setup command (Format menu)

Choose paper size, page orientation, and form margins for a selected layout.

*Note:* The settings you select with this command override the settings in the Windows Printer Setup dialog box.

### Panel options

#### Layout

Select a layout.

*Note:* Page Setup options applied to any of the viewer layouts are ignored.

#### Apply to all layouts

Check this to apply the changed options to all layouts except the viewers.

#### Paper stock options

Select a paper stock definition from a list that includes the most common paper sizes.

To print multiple calendar forms on a page, select Two / page, Three / page, or Four / page.

To print an InstaBook, select the desired InstaBook paper stock.

*Note:* The paper stock measurements are based on the way paper feeds into your printer, not on the currently selected page orientation. For example, most users in the United States should select 8.5 x 11 paper stock for printing in either portrait or landscape.

*Note:* The type size of the titles, weekday names, footers, and other parts of the calendar should adjust automatically. If they do not, choose Edit | Preferences to turn on the Scale Layout Fonts option.

#### Add

Opens the Add Paper Stock dialog box where you can add a new paper stock definition.

#### Modify

Opens the Modify Paper Stock dialog box where you can change the measurements of the selected paper stock.

#### Page orientation options

The sample box displays the page orientation and form margins you select.

#### Portrait

Choose this for portrait printing.

#### Landscape

Choose this for landscape printing.

#### Form margin options

Change the width of the top, bottom, left, or right margins around the calendar form. Type the new margin or click the arrows until the desired width appears.

---

#### See also

[Layout Options command](#)

[Layout overview](#)

[Preferences](#)

[Print a calendar](#)



## PowerAlbum

Use PowerAlbum to preview and select a picture for an event, calendar title, or big picture.

You can organize your picture files into categories, search for pictures by their filename or description, or choose pictures by browsing the pages of the photo album.

Use the standalone PowerAlbum application available from the Windows desktop to maintain your album and to import pictures into other Windows applications.

### Dialog box options

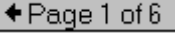
#### More

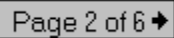
If you have more than 10 categories, click this tab to see the remaining categories.

#### Contents

Displays the contents page of the album which lists the number of images in each category.

#### Page \_\_\_ of \_\_\_

Displays the page number in the category. Click  Page 1 of 6 or



to turn the page. You can also use the PgUp and PgDn keys to turn the page.

#### Description

Displays a description of up to 64 characters of the selected picture. The Find command will search for descriptions. To add or change a description, type the change in the Description box.

#### Filename

Displays the filename of a selected picture. The Find command will search for filenames.

### Open album

Opens the Open Album dialog box that allows you to open an album. The clip art supplied with SI Swimsuit Calendar is in an album called **siswim2.alb** (if the clip art is located on your hard drive) or **siswm2cd.alb** (if the clip art is located on the CD-ROM).

### Save album

Opens the Save Album File dialog box that allows you to save changes to the open album.

### Cut

Moves a selected picture to the [Clipboard](#) so it can be moved to another location in an album or to a different application. The Clipboard can only hold one selection at a time. Cutting a new selection to the Clipboard replaces the previous selection. If you want to delete a picture from an album, you must use this option.

### Copy

Copies a selected picture to the Clipboard so it can be placed in another category in the open album or in a different application. The Clipboard can only hold one selection at a time. Copying a new selection to the Clipboard replaces the previous selection.

### Paste

Pastes the picture on the Clipboard at the insertion point. You can paste a picture into a different category in the open album, or into any other Windows application.

*Note:* You **cannot** paste pictures cut or copied from other applications into a PowerAlbum album file.

### Add category

This option becomes available when you choose the Contents tab. It allows you to add a category to the open album. The name of the new category appears as a tab on the right side of the album.

### Add picture

Opens the Add Picture dialog box that allows you to add a picture to the album. You must be in a category for this command to be available.

## Display

Displays a selected picture in actual size. To cancel the display, click anywhere on the picture.

## Find

Opens the Find Picture dialog box that allows you to find a picture in the open album. PowerAlbum will search each category for pictures whose descriptions or filenames match the search text you type in this dialog box.

You can use either uppercase or lowercase letters as search text. For example, type **sp** to find all the files whose filenames or descriptions include the letters SP. If you type **ball**, the search will find **ball**, **basketball**, **baseball**, and **ballet**.

Select the Find Next option to find the next picture matching the search text. Select the Find All option to create a temporary category called **Found** that has a list of all the pictures matching the search text.

## Alphabetize

This option becomes available when you choose the Contents tab. It arranges both the Table of Contents and the categories in the album in alphabetical order.

---

### **See also**

[Add, Modify or Delete Events](#)

[Add a picture](#)

## Select Picture File dialog box

Choose a picture by selecting its file name. If necessary, choose the drive, directory, and file type, until the file name you want appears.

### Dialog Box Options

#### File name

Select the file name.

#### List files of type

Select the type of graphics file you can open.

#### Directories

Select the path where the file is located.

#### Drives

Select the drive where the file is located.

---

#### See also

[Add, Modify or Delete Events](#)

[Add a picture](#)

## Font dialog box

Changes the type specifications of selected event or calendar text.

The sample box shows a sample of the text formats selected.

## Dialog Box Options

The sample box shows a specimen of the selected font and formatting options.

### Font

Select the font.

### Font style

Select regular, *italic*, **bold**, or **bold italic** style for the selected font. All the styles are not available for each font.

#### **Shortcuts**

*Italic* •



• Ctrl+I

### Bold

•



• Ctrl+B

### Size

Select the size of the font, in points.

#### **Shortcuts**

Larger •

•

• Ctrl+↑

Smaller •

•

• Ctrl+− or Ctrl+Shift+F2

*Note:* You cannot change the point size of the small calendars.

### Alignment

Apply left alignment, center alignment, or right alignment.

#### **Shortcuts**

Left •

•

Center •

•

Right •

•

### Effects

Apply ~~strikeout~~, underlining, or ALL CAPS to the selected event or calendar text.

#### **Shortcuts**

Underline •

•

• Ctrl+U

### Color

Select the color of the text.

---

**See also**

[Add, Modify or Delete Events](#)

## Banners dialog box

Adds a [banner](#), [box](#), or shading to an event or to the [day cell](#) that holds the event. You can also add a box or shading to a [time cell](#).

A banner can hold only one line of event text. If there is an attached note or picture, it does not display in the banner. Some insert fields in events do not appear in banners.

If there is more than one event with a banner in a day cell, SI Swimsuit Calendar automatically places the event with the longest banner at the bottom.

## Dialog Box Options

### Event effects

#### **None**

Select this option if you don't want a banner or box around an event.

#### **Box event**

Places the event text in a box.

#### **Banner event**

Places the event in a banner and [truncates](#) the event name so that it fits on one line.

*Note:* You cannot place a banner in a time cell.

#### **Pattern**

Select a pattern for the box or banner.

#### **Color**

Select a color for the box or banner.

*Note:* You must also select a pattern for the color to appear.

### Day Effects

#### **Box day**

Places a box around a day or time cell that has the same color as the calendar grid.

*Note:* If you add a banner to an event, you cannot select this option.

#### **Shade day**

Adds shading to a day or time cell.

*Note:* If you add a banner to an event, you cannot select this option.

#### **Pattern**

Select a pattern for the shading in a day or time cell.

#### **Color**

Select a color for the shading in a day or time cell.

*Note:* You must also select a pattern for the color to appear.

---

### See also

[Add, Modify or Delete Events](#)

## Modify Picture dialog box

Adds or removes a [picture](#) for an [event](#) or changes the appearance of the picture.

### Dialog Box Options

#### Picture

Displays the name of the picture file attached to an event.

#### Color

##### Use picture color

Displays the picture in a calendar with its original colors.

##### Use event color

Displays the picture in a calendar with the same color as that used for the event text.

##### Use specified color

Displays the picture in a calendar with a color you select.

#### Style

##### Small

Displays the picture as a 3/8 inch square in the calendar.

##### Scalable

Scales the picture automatically adjusting the size to fit the text alignment and the space available in the day or time cell.

##### Light background

Displays the picture as a light background that fills the day or time cell. The resolution of the picture depends on the graphic print options available for your printer.

*Note:* Some printers don't print background pictures well.

##### Don't display

Turns off the display of a picture in a calendar. (The picture is still attached to the event.)

#### Clear

Removes the picture from the event.

#### Preview

Displays the picture attached to an event.

#### PowerAlbum

Opens the PowerAlbum dialog box where you can select a picture by looking at thumbnail images in an online album.

#### Select file

Opens the Select Picture File dialog box where you can select a picture by its filename.

---

#### See also

[Add a picture](#)

[Add a picture to an event or event style](#)

[PowerAlbum](#)

[Select Picture File dialog box](#)

## Modify picture for top left / right of calendar dialog box

Adds, removes, or changes a picture to the right or left of the calendar title.

*Note:* The size of the picture depends on the size of the calendar form. The smaller the form, the smaller the title picture.

### Dialog Box Options

#### Same picture for all time periods

Applies the same picture to each time period (each year, month, week, and so on).

#### Different picture for each time period

Allows you to select a different picture for each time period. (Not available for all layouts)

#### Use specified color

Displays the picture in the color you select from the list.

#### Preview

Check the box to show the selected picture in the panel.

### PowerAlbum

Opens the PowerAlbum dialog box where you can select a picture by looking at thumbnail images in an online album.

### Select file

Opens the Select Picture File dialog box where you can select a picture by its filename.

### Clear

Removes the picture from the calendar title.

---

### See also

[Add a picture](#)

[Add title picture](#)

[PowerAlbum](#)

[Select Picture File dialog box](#)



## Define Event Styles dialog box

Use this dialog box to create or change an event style.

### Dialog Box Options

The sample box shows a sample of the style's formatted characters.

#### Event styles

Type the name of the new event style or select the event style you want to change from the list.

#### Description

Displays a summary of the style's character formats and picture.

#### Font

Choose this to select a font, point size, bold, italics, underlining, strikethrough, all caps, alignment and text color.

#### Picture

Choose this to select or remove a picture or set options for displaying it.

#### Add

Adds a new style to an event list.

#### Delete

Deletes a style from an event list.

*Note:* You cannot delete the Normal style.

---

#### See also

[Add, Modify or Delete Events](#)

[Apply an event style](#)

[Resolving style conflicts when opening files](#)

## Add Paper Stock dialog box

Use this dialog box to define a new page or form size by modifying the selected page or form definition. Change the following information as necessary.

- page size
- form size
- number of forms printed on one page
- position of first form on page
- default form margins

*Tip:* To add a smaller page size, change the form size first, then the page size. To add a larger page size, change the page size first, then the form size.

## Dialog Box Options

### Add paper stock

Type a name for the new page or form.

### Page size

#### Width

Type or select the width of the new page.

#### Height

Type or select the height of the new page.

### Form size

#### Width

Type or select the width of the calendar form.

#### Height

Type or select the height of the calendar form.

### 1st form origin

(optional) Change this only if the printed image is too far up or to the left on the paper.

#### From top

Type or select the position of the first form from the top margin.

#### From left

Type or select the position of the first form from the left margin of the page.

### Forms on page

#### Across page

Type or select the number of forms to print across the page, from left to right.

#### Down page

Type or select the number of forms to print down the page, from top to bottom.

### Default form margins

Type or select the top, bottom, left, and right margins.

---

### See also

[Page Setup command](#)

## Modify Paper Stock dialog box

Use this dialog box to change the dimensions of a page or form definition that already exists. You can change:

- page size
- form size
- number of forms printed on one page
- position of first form on page
- default form margins

*Tip:* When reducing sizes, change the form size first, then the page size. When enlarging the size, change the page size first, then the form size.

*Note:* Once you delete or modify a definition, these settings are gone. To restore them, you must reinstall SI Swimsuit Calendar.

## Dialog Box Options

### Modify paper stock

Displays the name of the paper stock you are modifying.

### Page size

#### Width

Type or select the width of the paper stock used to print the calendar, usually 8.5 inches.

#### Height

Type or select the height of the paper stock used to print the calendar, usually 11 inches.

### Form size

#### Width

Type or select the width of the calendar form.

#### Height

Type or select the height of the calendar form.

### 1st form origin

(optional) Change this only if the printed image is too far up or to the left on the paper.

#### From top

Type or select the position of the first form from the top margin of the page.

#### From left

Type or select the position of the first form from the left margin of the page.

### Forms on page

#### Across page

Type or select the number of forms to print across the page, from left to right.

#### Down page

Type or select the number of forms to print down the page, from top to bottom.

### Default form margins

Type or select the top, bottom, left, and right margins.

### Delete

Deletes the selected paper stock definition from the Paper Stock list. You cannot delete the paper stock for Letter - 8.5 x 11.

### Modify

Modifies the selected paper stock dimensions.

*Note:* This choice is not available when the page height or width is smaller than the total height or width of the forms.

---

**See also**

[Page Setup command](#)



## Year command (Layout menu)

This [layout](#) creates a one-year calendar. Small monthly calendars run down the left and right sides of each [form](#) and one or more columns of events run down the middle. If all the events do not fit on the first form, the calendar continues on subsequent forms.

*Note:* In this layout, you cannot select an event in the calendar window. Display the event list in the [event list window](#) to select events.

### Special layout options

[Big picture At The Top](#) is available for this layout. If you print calendars for several years, all the years must have the same picture.

You can start the year on any month.

You can group events by month or by day.

You can display a year of [small calendars](#) only and place circles around the days when events occur, without showing the events in the open event lists.

You can select the number of columns in which to list the events and place a vertical line to separate the columns.

---

### See also

[Layout overview](#)

[View a Calendar](#)

## Multi-Month command (Layout menu)

This [layout](#) creates a one- to-twelve-month calendar, spread across three [forms](#).

*Tip:* Click the page number in the lower left corner of the [status bar](#) to see the next form.

*Note:* If you are printing on perforated pages, this layout does not print across the page separations.

### Special layout options

Use Layout Options to specify the number of months.

You can start on any month.

Small calendars are available. You can circle the days on which events occur on the small calendars.

You can choose title pictures for the right and left sides of the calendar title. You must choose the same picture for all time periods.

*Note:* [Big pictures](#) are not available for this layout.

---

### See also

[Layout overview](#)

[View a Calendar](#)

## Month command (Layout menu)

This [layout](#) creates a one-month calendar that resembles a standard wall calendar.

### Special Layout Appearance and Picture options

You can start the week on any day and specify the type of weekend [day cell](#) you want.

Small calendars are available. You can circle the days on which events occur on the small calendars.

You can spread the calendar across one or two [forms](#).

You can add a [big picture](#) at the top of the calendar or on the [facing page](#). You can choose a different picture for each month.

---

### See also

[Layout overview](#)

[View a Calendar](#)



## Multi-Week command (Layout menu)

This [layout](#) creates a one- to thirteen-week calendar.

### Special Layout Appearance and Picture options

You can start the week on any day and specify the type of weekend [day cell](#) you want.

You can specify the number of weeks.

You can start on any week.

Small calendars are available for this layout. You can circle the days on which events occur on the small calendars.

[Big picture](#) At The Top is available for this layout. All the time periods must have the same picture.

---

### See also

[Layout overview](#)

[View a Calendar](#)

## Week command (Layout menu)

This [layout](#) creates a one-week calendar. The large [day cells](#) provide more space for events, so you can combine more event lists in this layout without overflowing day cells.

### Special Layout Appearance and Picture options

You can start the week on any day and specify the type of weekend [day cell](#) you want.

Small calendars are available for this layout. You can circle the days on which events occur on the small calendars.

You can select the number of columns in which to list the events and place a vertical line to separate the columns.

You can spread the calendar across one or two [forms](#).

You can add a [big picture](#) at the top of the calendar or on the [facing page](#). You can choose a different picture for each week.

---

#### **See also**

[Layout overview](#)

[View a Calendar](#)

## Week Schedule command (Layout menu)

This [layout](#) creates a one-week appointment calendar. Events with start times appear next to the correct time. Events without start times appear in the open area at the bottom of the calendar.

### Special Layout Appearance and Picture options

You can specify the first and last hours of the day and the increments within each hour.

You can start the week on any day and specify the type of weekend [day cell](#) you want.

Small calendars are available for this layout. You can circle the days on which events occur on the small calendars.

You can choose the size of the Overflow Area at the bottom of the calendar. This area is used for [untimed](#) and [overflow](#) events.

You can spread the calendar across one or two [forms](#).

You can add a [big picture](#) at the top of the calendar or on the [facing page](#). You can choose a different picture for each week.

---

### See also

[Layout overview](#)

[View a Calendar](#)

## Day command (Layout menu)

This [layout](#) creates a one-day appointment calendar. Events with start times appear next to the correct time. Events without start times appear in the open area at the bottom of the calendar.

### Special layout options

You can specify the first and last hours of the day and the number of divisions within each hour. Using smaller divisions means the space available for events in each division is reduced.

You can start the week on any day.

You can choose the size of the Overflow Area at the bottom of the calendar. This area is used for [untimed](#) and [overflow](#) events.

Small calendars are available for this layout. You can circle the days on which events occur on the small calendars.

You can spread the calendar across one column, two columns, or two [forms](#).

You can divide the [time cells](#) into two or more areas and place a vertical line to separate the areas. This is useful if you have a number of events that occur at the same time.

You can add a [big picture](#) at the top of the calendar or on the [facing page](#). You can choose a different picture for each day.

---

### See also

[Layout overview](#)

[View a Calendar](#)

## Text command (Layout menu)

This [layout](#) lists events by month or by day. To change the time period that is displayed or printed, use the [Layout Options command](#).

The program uses the text layout to print [overflow](#) pages for other layouts.

*Note:* In this layout, you cannot select an event in the calendar window. Display the event list in the [event list window](#) to select events.

## Special layout options

You can group events by month or by day.

You can choose the number of months or days to include in the list.

You can select the number of columns in which to list the events and place a vertical line to separate the columns.

[Small calendars](#), [title pictures](#), and [big pictures](#) are not available for this layout.

---

### **See also**

[Layout overview](#)

[View a Calendar](#)

## Month Viewer command (Layout menu)

This [viewer](#) layout displays a one-month calendar designed for onscreen use.

*Note:* You cannot print this layout. Changing the Page Setup options does not affect it. The View | Zoom options do not enlarge or reduce the image. The type size does not change when you resize the application window.

### Special layout options

You can start the week on any day and specify the type of weekend [day cell](#) you want.

[Big pictures](#) are not available.

---

### Shortcuts

- Ctrl+M

---

### See also

[Onscreen viewers](#)

[View a Calendar](#)

## Week Viewer command (Layout menu)

This [viewer](#) layout displays a one-week calendar designed for onscreen use.

*Note:* You cannot print this layout. Changing the Page Setup options does not affect it. The View | Zoom options do not enlarge or reduce the image. The type size does not change when you resize the application window.

### Special layout options

You can start the week on any day and specify the type of weekend [day cell](#) you want.

You can choose the size of the Overflow Area at the bottom of the calendar. This area is used for [untimed](#) and [overflow](#) events.

[Big pictures](#) are not available.

---

### Shortcuts

- Ctrl+W

---

### See also

[Onscreen viewers](#)  
[View a Calendar](#)

## Day Viewer command (Layout menu)

This [viewer](#) layout displays a one-day calendar designed for onscreen use.

*Note:* You cannot print this layout. Changing the Page Setup options does not affect it. The View | Zoom options do not enlarge or reduce the image. The type size does not change when you resize the application window.

### Special layout options

You can specify the first and last hours of the day and the number of divisions within each hour. Using smaller divisions means the space available for events in each division is reduced.

You can choose the size of the Overflow Area at the bottom of the calendar. This area is used for [untimed](#) and [overflow](#) events.

You can spread the calendar across one or columns.

You can divide the [time cells](#) into two or more areas and place a vertical line to separate the areas. This is useful if you have a number of events that occur at the same time.

[Big pictures](#) are not available.

---

### Shortcuts

- Ctrl+D

---

### See also

[Onscreen viewers](#)

[View a Calendar](#)



## Layout Options command (Layout menu)

Use this command to modify a selected calendar [layout](#). Select a layout, then select the type of option you want, then change the options in the panel that appears.

There are five types of layout options available for each layout:

- Appearance
- Titles & Pictures
- Event Display
- Page Setup
- Overflow

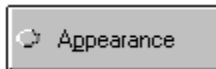
*Tip:* To save time, save layout option settings that you reuse frequently as a [workspace](#) file.

## Dialog Box Options

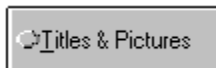
### Layout

Select a layout from the list. It does not have to be the layout currently displayed in the calendar window.

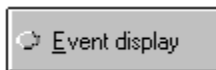
Click the button to learn about each type of layout option.



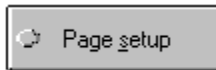
Appearance options set the general design of the selected calendar layout: one or two pages, calendars with big pictures, borders and shading, and the order of timed and untimed events.



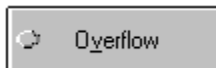
Titles & Pictures options allow you to insert titles, subtitles or footers; change the type specifications for parts of the calendar, and select title pictures or a big picture.



Event Display options control the way events, graphics, notes, and start and end times appear in the calendar. You can select a style for events and notes, set columns, or change the [scale event size](#) percentage.



Page Setup options allow you to select [page size](#), [form](#) size, portrait or landscape orientation, or form margins.



[Overflow](#) options automatically adjust the display of events in each day cell so the maximum number of events can appear. You can adjust the options or turn them off or on.

### Apply to all layouts

If you have changed options in Page Setup or Overflow, check this option to apply the changed options to all the layouts.

---

### Shortcuts

- Ctrl+L

---

### See also

[Create a Calendar](#)  
[Layout overview](#)  
[Print a Calendar](#)

## Appearance options

These options affect the general appearance of the calendar layout. The options displayed depend on the layout you select.

### Page and big picture options

#### Layout on x page(s)

Select one of the options available for the selected layout. Each layout has a different set of options.

1 page, calendar only	prints only the calendar on one form.
1 page, big picture on top	prints a selected picture on the top half of the form and a calendar on the bottom half
1 page, 1 column	Day layout and day viewer only. Prints one column of time slots
1 page, 2 columns	Day layout and day viewer only. Prints two columns of time slots.
2 pages, calendar on both pages	spreads the calendar over two forms.
2 pages, big picture on facing page	prints the calendar on one form and the selected big picture on the opposite form.

### Time options

#### Show timed events

##### Before untimed

Shows events with starting times before events with no times.

##### After untimed

Shows events with starting times after events with no times.

#### Start hour

Select the first hour shown on the calendar layout.

#### Increment

Select the interval for measuring time in the calendar layout.

#### Last hour

Select the last hour shown on the calendar layout.

### Day cell and small calendar options

#### Start day of week

Select the first day of the week for the layout and the small calendars.

#### Type of weekend

Select the way weekends appear in the layout: standard, weekdays only (no weekend), large day cells for weekends, small day cells for weekends.

#### Group events by

For year and text layouts, choose whether to group events by the month or by the day.

#### Show day of week

For year and text layouts, choose whether or not to show the day of the week.

#### Number of months / weeks / days

For multi-month, multi-week, and text layouts, choose the number of months, weeks, or days to show.

#### Overflow area

Select the size of the overflow area for week schedule or day calendars and week or day viewers. In these layouts, both untimed events and overflow events appear in the overflow area at the bottom of the calendar.

#### Show small calendars

Check this to display small calendars in the calendar layout.

**Small calendars only:** In the year layout, this shows only the small calendars, not the events in the open event lists. If you also check the Circle Busy Days option, the days on which the events occur are circled.

### **Circle busy days on small calendars**

Check this to display the small calendars with circles around the days with events.

### **Shading and border options**

#### **Area**

Select the part of the calendar layout to which you want to apply shading and / or a border.

#### **Shade**

Select a pattern and a color.

*Note:* If you select a color you must also select a pattern in order for the color to appear.

#### **Border**

Select a border from the list.

#### **Custom**

Choose this to specify borders for each side of the selected area.

#### **Color**

Select a color from the list.

---

#### **See also**

[Add a big picture](#)

[Applying shading and borders](#)

[Layout Options command](#)

[Layout overview](#)

[Setting up layout pages and big pictures](#)

## Custom Border dialog box

Select a border for each side of the selected calendar area in the Appearance panel. These borders are available:

No border	Shadow
Dash	Double1
Light	Double 2
Medium	Double 3
Heavy	Blank (leaves a gap so the border doesn't join at the corner)

*Note:* Custom borders cannot have rounded corner borders. All four sides of a border will be in the color selected in the Appearance panel.

## Dialog box options

The selections appear in the sample box as you choose them.

### Top

Select a border for the top edge of the selected area.

### Right

Select a border for the right edge of the selected area.

### Bottom

Select a border for the bottom edge of the selected area.

### Left

Select a border for the left edge of the selected area.

---

### See also

[Appearance options](#)

[Apply shading and borders](#)

## Titles & Pictures options

Enter text for calendar titles, subtitles, or footers; format calendar text; or specify title pictures or big pictures.

### Title options

#### Item

Select the calendar text you want to work with:

title	weekday
subtitle	day of month
footer	minutes
small calendars	hour
	AM / PM

#### (Text box)

Edit the existing text for the title, subtitle, or footer, or enter your own. The sample box displays a sample of the item as it will appear on the calendar.

#### &

Opens the Insert Field dialog box where you can choose variable date fields to insert in the title, subtitle, or footer text.

#### Font

Opens the Font dialog box where you can choose

font	underlining
type size	strikethrough
bold	all caps
italic	type color
alignment	

### Picture options

#### Left

Check to display the selected picture on the left side of the calendar title. No picture appears if the box is blank.

#### Right

Check to display the selected picture on the right side of the calendar title. No picture appears if the box is blank.

#### Big

Check to display a big picture above the calendar or on a facing page (not available for all layouts). No picture appears if the box is blank.

*Note:* You must also select one of these in the Appearance panel:

Layout on 1 Page, Big Picture On Top

Layout On 2 Pages, Big Picture On Facing Page

#### Picture

Choose the Left, Right, or Big button to select a picture or modify its appearance.

---

#### See also

[Add a big picture](#)

[Add a picture to the calendar title](#)

[Automatically adjust calendar layout font size](#)

[Layout Options command](#)

[Layout overview](#)

## Modify Calendar's Big Picture dialog box

Select a [big picture](#) for the selected calendar layout, add a descriptive title, and specify how to display it.

*Note:* To see the big picture with the calendar, choose View | Zoom | Form Preview.

### Dialog box options

#### Picture

##### Same picture for all time periods

Choose this to display the same big picture for all the time periods included in the calendar (for example, all the months in a monthly calendar). The filename of the selected picture appears next to the option.

##### Different period for each time period

(Not available for year or multi-week layouts.) Choose a time period from the drop-down list, then select a big picture for it. (For example, a monthly calendar with different pictures for January, February, March, and so on). The file name of the selected picture appears next to the time period.

##### Preview

Click the check box to display an image of the selected picture.

#### Big Picture Title

Type a title, description, or credit for the picture.

##### &

Choose this to place an [insert field](#) in the title.

#### Big Picture Scaling

##### Don't scale

Places the picture in the calendar without resizing it.

##### Scale: fit one direction

Resizes the picture so that it fills the area as much as possible without losing its proportions.

##### Scale: stretch to fit

Resizes the picture in all directions so it completely fills the area. Depending on the picture selected, this may change the proportions.

##### Scale: crop to fit keeping

Enlarges the picture to fill the area without any distortion. Some part of the selected picture may be cut off. Choose the parts you want to keep by combining options from the drop-down lists.

For example, Left plus Top keeps the top-left corner of the picture.

*Note:* The sample box does not illustrate the Crop To Fit option.

#### PowerAlbum

Choose this to select a picture from [PowerAlbum](#).

#### Select File

Choose this to select a picture by its filename.

#### Clear

Choose this to remove the selected picture from the calendar layout.

---

#### See also

[Add a big picture to the calendar](#)

[Add a picture](#)

[PowerAlbum](#)

[Select picture file](#)

## Event Display options

Controls how events are displayed in the selected layout. The options available depend on which layout is selected.

*Note:* These options affect only the selected layout. In other layouts, events appear with the characteristics originally assigned to them.

### Panel options

#### Override style for all events

Choose a temporary default style to apply to all events in the selected layout.

#### Show pictures with events

Check to show pictures attached to an event or event style in the calendar. Uncheck to hide the display of event pictures.

#### Show notes

Check to show notes attached to events or event styles in the selected layout. Choose a style for all the notes from the drop-down list.

*Note:* You cannot assign a style to an individual note.

#### Show start time

Check to show the start times assigned to events. Uncheck to hide start times.

#### Show end time

Check to show the end times assigned to events. Uncheck to hide end times.

#### Scale event size \_\_\_% of normal

This option controls the type size of all event text in the selected layout. Different layouts have different default scaling percentages. This lets you display the same event list in different layouts without adjusting the type size manually.

Example: 80% reduces the type size by 20%, so that 10 point type appears as 8 point.

*Note:* This does not affect the size of the calendar layout text.

#### Number of event columns

Year, Week, Day, Text, and Day Viewer only. Type or select the number of columns in which to list events. Choose Auto to let the program determine the number that will accommodate the most events.

##### 1 - w/times

Year and Text only. Lists the event times on the left side and the corresponding events on the right.

#### Vertical separator between columns

Year, Week, Day, Text, and Day Viewer only. Check this to place a vertical bar between event columns.

---

#### See also

[Add an event](#)

[Layout Options command](#)

[Layout overview](#)

[Modify an event](#)

## Page Setup options

Choose paper size, page orientation, and form margins for a selected layout.

*Note:* The settings you select with this command override the settings in the Windows Printer Setup dialog box.

## Panel options

### Layout

Select a layout.

*Note:* Page Setup options applied to any of the viewer layouts are ignored.

### Apply to all layouts

Check this to apply the changed options to all layouts except the viewers.

### Paper stock options

Select a paper stock definition from a list that includes the most common paper sizes.

To print multiple calendar forms on a page, select Two / page, Three / page, or Four / page.

To print an InstaBook, select the desired InstaBook paper stock.

*Note:* The paper stock measurements are based on the way paper feeds into your printer, not on the currently selected page orientation. For example, most users in the United States should select 8.5 x 11 paper stock for printing in either portrait or landscape.

*Note:* The type size of the titles, weekday names, footers, and other parts of the calendar should adjust automatically. If it does not, choose Edit | Preferences to turn on the Scale Layout Fonts option.

### Add

Opens the Add Paper Stock dialog box where you can add a new paper stock definition.

### Modify

Opens the Modify Paper Stock dialog box where you can change the measurements of the selected paper stock.

## Page orientation options

The sample box displays the page orientation and form margins you select.

### Portrait

Choose this for portrait printing.

### Landscape

Choose this for landscape printing.

## Form margin options

Change the width of the top, bottom, left, or right margins around the calendar form. Type the new margin or click the arrows until the desired width appears.

---

## See also

[Layout Options command](#)

[Layout overview](#)

[Print a calendar](#)



## Overflow options

Use this panel to set default options for adjusting the display of events when there is an overflow in a day cell or a time cell. The options are applied automatically in the order shown until either all the events fit in the day cell or all the options have been applied.

*Note:* Overflow adjustments are temporary. They are applied only to day or time cells where there is an overflow. Cells that do not have overflows are not affected.

### Panel options

#### Make event pictures small

Check this to reduce the size of pictures attached to events.

#### Don't display event pictures

Check this to hide pictures attached to overflow events.

#### Hide notes

Check this to hide notes attached to overflow events.

#### Reduce event text size, minimum size

Set a limit for reducing type size of overflow events, in points. The program will automatically reduce the type until it reaches the minimum size.

#### Reduce leading

Check this to automatically reduce the space between each line of event text.

#### Relax hyphenation

Check this to use the maximum number of characters in each line. Hyphens will be used if a word does not fit on one line, ignoring normal hyphenation rules.

#### Truncate event text

Check this to automatically remove the last characters in an event name or note until it fits the space. An ellipsis (...) indicates that an event name or note has been truncated.

### Apply to all layouts

Check this to apply the changed options to all the layouts.

---

#### See also

[Dealing with overflow events](#)  
[Layout Options command](#)

## QuickStyle dialog box

The QuickStyle feature is a quick and easy way to design your calendars. Each QuickStyle design consists of a carefully selected set of calendar title, border, shading, and font options that can dramatically change the calendar's appearance.

Applying a QuickStyle overrides the border, shading, and font options set in the Appearance and Titles & Pictures panels of the Layout Options dialog box. The remaining Layout options in those panels are not affected.

*Tip:* Applying a QuickStyle replaces the text of the calendar titles and footer with the QuickStyle text. If you want to use your own titles or footer, select the QuickStyle first. Then choose Layout | Layout Options | Titles & Pictures and restore the text.

*Tip:* When you have used a QuickStyle, plus the other Layout options, to format one or more calendar layouts to your satisfaction, save it as a workspace so you can reuse it easily.

## Dialog Box Options

### Select calendar style

Select the style you want. The sample box illustrates the style as it would look in a one-month calendar.

### Apply to layout

Select the layout to which you want to apply the style.

### Apply to all layouts

Check this to apply the selected style to all the calendar layouts.

---

### See also

[Appearance options](#)

[Layout overview](#)

[Titles & Pictures options](#)

## Add a picture to the calendar title

You can add a picture on the right or left side of the calendar title, or on both sides, for these layouts:

year	week
month	week schedule
multi-week	day

### To add the same picture to all time periods

- 1 Choose Layout | Layout Options.
- 2 Choose Titles & Pictures.
- 3 Check either Left or Right and choose the Picture button next to it.

*Note:* The picture will not appear in the calendar unless the box is checked.

- 4 Choose Same Picture For All Time Periods. Then choose either [PowerAlbum](#) or Select Picture File to select a picture.

### To add a different picture for each time period

For example, you can select a different picture for each month. Not available for Year and Multi-week layouts.

- 1 Choose Layout | Layout Options.
- 2 Choose Titles & Pictures.
- 3 Check either Left or Right and choose the Picture button next to it.
- 4 Choose Different Picture For Each Time Period.
- 5 Select a time period from the list.
- 6 Choose either PowerAlbum or Select Picture File to select a picture.

### To change the color of the picture

The picture can appear in its original colors or in a single color that you select in the Modify Picture dialog box.

- 1 Check Use Specified Color.
- 2 Select a color from the list.

---

### See also

[Add a picture](#)

[Modify Picture For Top Left \(Right\) Of Calendar dialog box](#)

[PowerAlbum](#)

[Select Picture File dialog box](#)

## Add a big picture to the calendar

You can add a [big picture](#) to the following calendar layouts:

year	week
month	week schedule
multi-Week	day

The picture appears either above the calendar or on the [facing page](#). You can add a title or description under the picture, and you can adjust it to fit the available space.

*Note:* To see the big picture with the calendar, choose View | Form Preview.

### To add the same picture to all time periods

- 1 Choose Layout | Layout Options.
- 2 From the Layout list, choose the layout for which you want the big picture.
- 3 Choose Appearance.
- 4 Choose from the big picture page options listed for the selected layout.

*Note:* If there are no page options that mention big pictures, then the feature is not available for the layout.

- 5 Choose Titles & Pictures. In the Pictures panel, check Big and choose Picture.
- 6 Check Same Picture For All Time Periods.
- 7 Choose [PowerAlbum](#) to select a picture by image or Select Picture File to select a picture by filename.

### To add a different picture for each time period

Not available for year or multi-week layouts.

- 1 Choose Layout | Layout Options.
- 2 From the Layout list, choose the layout for which you want the big picture.
- 3 Choose Appearance.
- 4 Choose from the big picture page options listed for the selected layout.

If there are no page options that mention big pictures, then the feature is not available for the layout.

- 5 Choose Titles & Pictures. In the Pictures panel, check Big and choose Picture.
- 6 Choose Different Picture For Each Time Period.
- 7 Select a time period from the list.
- 8 Choose [PowerAlbum](#) to select a picture by image or Select Picture File to select a picture by filename.
- 9 Set the picture display options as described below.

### To add a picture title

Type a title or description in the Big Picture Title box.

If desired, choose **&** to place an [insert field](#) in the title.

### To set the picture size

The Big Picture Scaling options control the way the picture fits the available space.

#### **Don't scale**

Places the picture in the calendar without resizing it.

#### **Scale: fit one direction**

Resizes the picture so that it fills the area as much as possible without losing its proportions.

#### **Scale: stretch to fit**

Resizes the picture in all directions so it completely fills the area. Depending on the picture selected, this may change the proportions.

#### **Scale: crop to fit keeping**

Enlarges the picture to fill the area without any distortion. Some part of the selected picture may be cut off. Choose the parts you want to keep by combining options from the drop-down lists.

---

**See also**

[Add a picture](#)

[Appearance options](#)

[Modify Calendar's Big Picture](#)

[Setting up layout pages and big pictures](#)

[Titles & Pictures options](#)

## Layout overview

SI Swimsuit Calendar makes it easy for you to create custom-designed calendars by providing a variety of layouts and allowing you to modify them. Here is a brief outline of how to select a layout and design a calendar.

*Tip:* If you plan to reuse a set of layout options, save your [workspace](#) as a file.

### Choose [Page Setup](#) from the Format menu to

- change the size of the [page](#) you are printing on
- print two or more calendars on a page
- switch between [portrait](#) and [landscape](#)
- change the [form](#) margins

*Tip:* If you are producing an organizer or InstaBook, you can open one of the predefined [workspace](#) files that will set the page and form options for you.

### Choose a layout

Select the layout that covers the time period you want from the Layout menu or the [tool bar](#).

### Modify the layout

To modify a layout to suit your needs, choose Layout | Layout Options. Choose the type of option that controls the part of the calendar you want to change.

[Appearance](#) options control the overall design of the calendar: big pictures, two-page calendars, the arrangement of days in the week, small calendars, borders, and background shading.

[Titles & Pictures](#) options allow you to enter your own calendar titles, specify fonts for the calendar text, and select pictures for the calendar.

[Event Display](#) options control the way events and notes appear in the calendar date boxes.

### Use the Zoom options to display the calendar

To see the effects of the layout options, choose View | Zoom and select a reduced or enlarged view of the calendar in the calendar window.

### Apply a QuickStyle

To make your calendar look professionally designed in an instant, choose Layout | QuickStyle and apply one of the [QuickStyle](#) designs to the calendar.

*Note:* QuickStyle designs override layout borders, shading, title text, and font options. Other layout options are not affected.

---

### See also

[Add a big picture](#)

[Add a title picture](#)

[Applying shading and borders](#)

[Define margins, paper size, and page orientation](#)


[QuickStyle](#)

[Setting up layout pages and big pictures](#)

[The workspace](#)

## Correct overflow events

An overflow occurs when there are too many events to fit into a [day cell](#) or [time cell](#). The program applies layout overflow options to the event text in order to fit as many events as possible into the available space. When space runs out, the remaining events can't display or print in the calendar, so they "overflow."

When the calendar in the calendar window has an overflow, the overflow tool  on the calendar window control bar changes color and tips over. Day cells with overflow are marked with a triangle in the lower-right corner.

## How to deal with overflow events

### Print the calendar anyway

The calendar will contain all the events that can fit in its day or time cells. You can choose to print the overflow events on separate pages after each calendar page, using the text layout. You can also choose to print a marker in each day cell that has overflow events.

### Choose another layout

Some layouts have larger day cells than others. Look for a layout that covers about the same time period, and can accommodate all the events.

### Edit or reformat the events that do appear

Click the overflow icon or use the View | Go To | Next Overflow command to locate and select the overflow day cells in the calendar window. Edit the event text or use the Format | Font command to change the text size.

### Edit or reformat the overflow events

Click the down arrow overflow symbol in the day cell to display the overflow dialog box or choose View | Display Overflow. Select each overflow event and choose Modify, Font, or Picture to edit or reformat it.

### Use Priority to rearrange events

If some [untimed events](#) are more important than others, use the Format | Priority command to assign a higher [priority](#) letter to the events you want to show in the calendar. A is the highest priority, Z is the lowest. Events without priority appear last.

### Switch timed and untimed events

By default, [timed events](#) appear before untimed events. If the untimed events are more important, choose Layout | Layout Options | Appearance and choose Show Timed Events After Untimed.

### Change the automatic overflow correction options

SI Swimsuit Calendar automatically applies formatting options to the events in the overflow day cell in order to display as many events as possible. You can turn individual options on or off, and you can modify some of them. Choose Layout | Layout Options | Overflow to find them.

---

### See also

[Display a list of overflow events](#)

[Layout overview](#)

[Modify an event](#)

[Overflow options](#)

[Printing overflow pages](#)

[Priority](#)

## Select layout pages and big pictures

You can print some layouts on more than one form. Also, for some layouts you can print a big picture on the top half of the form or on the facing page.

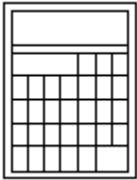
Layout	Forms	Big picture
month, week, week		
schedule, day	1 or 2	on top or on facing page
multi-month	3	none
year, multi-week	1	on top
text	1	none

### Layout page and picture options

The options look like this.

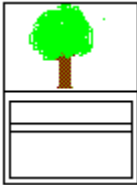
#### Layout on 1 page, calendar only

Calendar prints on 1 form, no picture.



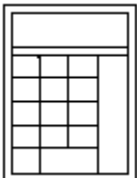
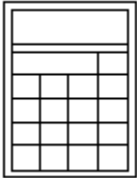
#### Layout on 1 page, big picture on top

Calendar prints on the lower half of the form, a big picture prints on the upper half.



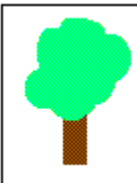
#### Layout on 2 pages, calendar only

Calendar is spread across 2 forms, no picture.

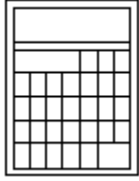


#### Layout on 2 pages, big picture on facing page

Big picture prints on the left form, calendar on the right.







---

**See also**

- [Add a big picture](#)
- [Appearance options](#)
- [Layout overview](#)

## Apply shading and borders

Use the Appearance shading and [border](#) options to redesign the selected calendar layout. You can apply the options to these calendar areas:

[title, subtitle, or footer](#)  
[calendar background](#)  
[day cells](#)  
[weekday names](#)  
[small calendars](#)  
[big pictures](#)

*Note:* You can only apply these options to elements that are present in the selected layout.

### To apply shading

- 1 Choose the area of the calendar to which you want to apply background shading.
- 2 Check Fit Text if you want the shading to cover the entire area or just the text.

*Note:* Fit Text is available for titles, subtitles, or footers only.

- 3 Choose the shade pattern from the list.
- 4 Choose a color from the list.

You cannot choose a color without a shade pattern.

### To apply a standard border

- 1 Choose the area of the calendar whose border you want to change.
- 2 Check Fit Text if you want the border to surround the entire area or just the text.

*Note:* Fit Text is available for titles, subtitles, or footers only.

- 3 Select a standard border from the drop-down list
- 4 Select the border color.

### To design a custom border

*Note:* Rounded corners are not available for custom borders.

- 1 Choose the area of the calendar whose border you want to change.
- 2 Choose Custom.
- 3 In the Custom Border dialog box, select a border for each side of the selected area. When you have finished, choose OK.

Different sides can have different borders.

- 4 Choose a color to apply to all the borders on all sides of the area.

---

### See also

[Appearance options](#)  
[Layout overview](#)



## Add Event command (Events menu)

Use this command to add an event to an event list.

### Required information

Event name

Start date

### Dialog Box Options

#### Event name

Type a name for the event, up to 120 characters.

**&**

Opens the Insert &Field dialog box that allows you to add an insert field to an event name.

#### **Shortcut**

- Place insertion point in the Event Name box and press Alt+&

#### Start date

Type the date that an event starts or enter the date using the QuickDate calendar.

#### **Shortcut**

- Place insertion point in the Start Date box and press Ctrl+ + or Ctrl+ - on the keypad.

#### **QuickDate calendar**

Select the date or dates when an event takes place. The first date selected appears in the Start Date box.

To select a single day, click its button. To select several days in a row, click and drag the mouse across the buttons. To deselect a day or to remove single occurrences of a repeating event, click the highlighted button. To display a different month or year, click the buttons at the top of the calendar.

#### Start time

Type the starting time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### **Shortcut**

- Left or Right Arrow icon
- Place insertion point in the Start Time box and press Ctrl+ + or Ctrl+ - on the keypad.

#### End time

Type the ending time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### **Shortcut**

- Left or Right Arrow icon
- Place insertion point in the End Time box and press Ctrl+ + or Ctrl+ - on the keypad.

#### **Duration**

Displays the number of hours between the start time and the end time.

#### Priority

Type or select a letter to assign a priority of A to Z, or Blank (none) to events without starting times.

#### Style

Select a formatting style to apply to the event.

#### Show event in calendar

When this option is checked, the event appears in the calendar. If you uncheck the option, the event remains part of the event list, but does not display in the calendar.

#### (Description box)

Describes when and how often an event will take place.

#### Repeats

Allows you to define how often an event repeats.

## Font

Allows you to choose type specifications, color, and alignment for the event text.

## Picture

Allows you to select a picture that will appear with the event text.

## Note

Allows you to add a note to an event.

## Banner

Allows you to put an event inside a banner or box, or add a box or shading to a day cell.

## Event list

Select the event list to which you want to add the event.

## Add another

Choose this to add the event and leave the dialog box open so you can add another event to the event list.

## OK

Choose this to close the dialog box and return to the calendar or event list.

---

### Shortcuts



- Ctrl+A

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Add a picture to an event](#)

[Add an event](#)

[Using insert fields](#)

## Modify Event command (Events menu)

Use this command to change a selected event in the active event list.

### Required information

Event name

Start date

### Dialog Box Options

#### Event name

Edit the event name. It can be up to 120 characters.

**&**

Opens the Insert &Field dialog box that allows you to add an insert field to an event name.

#### **Shortcut**

- Alt+&

#### Start date

Do one of these.

- Type a different date.
- In the QuickDate calendar, click the old Start Date to turn it off and then click the new one.

#### **Shortcut**

- Place insertion point in the Start Date box and press Alt+&

#### **QuickDate calendar**

Select the date or dates when an event takes place. The first date selected appears in the Start Date box.

The earliest date highlighted is the start date. To set a new start date, click the old day button to deselect it, then click the new one. To remove single occurrences of a repeating event, click the highlighted button. To add more days, click their buttons or drag the cursor across them. To display a different month or year, click the buttons at the top of the calendar.

#### Start time

Type a different starting time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### **Shortcut**

- Left or Right Arrow icon
- Place insertion point in the Start Time box and press Ctrl+ + or Ctrl+ - on the keypad.

#### End time

Type a different ending time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### **Shortcut**

- Left or Right Arrow icon
- Place insertion point in the End Time box and press Ctrl+ + or Ctrl+ - on the keypad.

#### Duration

Displays the number of hours between the start time and the end time.

#### Priority

Type or select a letter to assign a priority of A to Z, or Blank (none) to events without starting times.

#### Style

Select a formatting style to apply to the event.

#### Show event in calendar

When this option is checked, the event appears in the calendar. If you uncheck the option, the event remains part of the event list, but does not display in the calendar.

#### Repeats

Allows you to define how often an event repeats.

The description box tells when and how often an event will take place.

## Font

Allows you to choose type specifications, color, and alignment for the event text.

## Picture

Allows you to select a picture that will appear with the event text.

## Note

Allows you to add a note to an event.

## Banner

Allows you to put an event inside a banner or box, or add a box or shading to a day cell.

## Event list

Select the event list to which you want to add the event.

## OK

Choose this to close the dialog box and return to the calendar or event list.

---

### Shortcuts



- Ctrl+A

---

### See also

[Add, Modify or Delete Events](#)  
[Modify an event](#)  
[Modify a note](#)  
[Change a picture's color or size](#)  
[Using insert fields](#)

## Delete Event command (Events menu)

Use this command to delete a selected event, including all of its occurrences, from an event list.

A prompt box will appear asking you to confirm the deletion.

*Note:* To restore a deleted event, immediately choose Undo from the Edit menu before performing another action.

---

### **See also**

[Add, Modify or Delete Events](#)

[Delete an event](#)



## Delete Events Before command (Events menu)

Use this command to delete events occurring before the specified date in one of the open event lists.

- Events that do not have occurrences after the selected date are permanently deleted.
- Events that repeat both before and after the selected date lose the occurrences before the selected date.
- Events with &count, &birthday, and other similar insert fields are **not** deleted so that counting remains accurate.

### Dialog Box Options

#### Event list

Selects the name of an open event list.

#### Delete occurrences before and events that have all the occurrences before

Selects the date to delete occurrences before.

- **QuickDate calendar**  
Use to quickly select a date. You can also type a date.

---

#### See also

[Add, Modify or Delete Events](#)

[Delete an event](#)

## Unlink Occurrence command (Events menu)

Use this command when you want to change information about only one occurrence of a repeating event, such as the time, event name, or font. The selected occurrence becomes a new, separate event that you can modify as needed. The other occurrences of the repeating event remain unchanged.

To modify event information, choose Events | Modify Event.

---

### **See also**

[Add, Modify or Delete Events](#)

[Modify an event](#)

## Hide Event command (Events menu)

Use this command to hide a selected event temporarily so that it does not display in the calendar. The event remains part of the event list, but appears dimmed in the event list window.

If the event is a repeating event, all its occurrences are hidden.

---

### Shortcuts

- Ctrl+H

---

### See also

[Add, Modify or Delete Events](#)

[Hide and show events](#)

[Show Event command](#)

## Show Event command (Events menu)

Use this command to show a selected hidden event so that it appears in the calendar.

*Tip:* Select the hidden event in the [event list window](#).

---

### See also

[Add, Modify or Delete Events](#)

[Hide and show events](#)

[Hide Event command](#)

## Note command (Events menu)

Use this command to add, change, or read a [note](#) about an [event](#).

### Restrictions

A note can have up to 1,000 characters.

### Dialog Box Options

Type or edit the note in the text box.

#### Event

Displays the name of the event. If the name is too long for the box, use the scroll bar to display the rest.

#### Show note

When this option is checked, the note appears next to the event name in the calendar. When it is unchecked, the note is "hidden" and does not appear in the calendar.

*Tip:* If a note does not appear in a calendar when this option is selected, choose Layout | Layout Options | Event Display. Then select Show Notes.

#### &

Allows you to place an [insert field](#) in a note.

---

### Shortcuts



- Ctrl+N

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Using insert fields](#)

## Sort command (Events menu)

Use this command to sort an [event list](#)

- By date
- By event name
- By [priority](#)
- By event [style](#)

### Sort Options

#### By date

Sorts events by start date. All occurrences of repeating events appear under their respective dates, with the earliest date first.

*Note:* You cannot hide or show individual occurrences of a repeating event.

##### **Shortcut**



Click the Date column heading in the event list window.

#### By event text

Sorts events by name.

##### **Shortcut**



Click the Event column heading in the event list window.

#### By priority

Sorts events by priority. Blank priority events appear below A - Z.

##### **Shortcut**

Click the Priority column heading in the event list window.

#### By style

Sorts events by event style name.

##### **Shortcut**



Click the Style column heading in the event list window.

---

#### See also

[Add, Modify or Delete Events](#)

[The event list window](#)

## Event List Defaults command (Events menu)

Use this command to automatically apply a style or priority when new events are added to a specified event list. This does not affect the styles of existing events.

### Dialog Box Options

#### Event list

Select the event list that will use the new style or priority. Select All New Event Lists to apply the new style or priority to all the new event lists you create.

#### Default style

Select the style to apply to new events added to the selected event list(s).

#### Default priority

Select the priority to apply to new events added to the selected event list(s).

---

#### See also

[Add, Modify or Delete Events](#)

[Add an event](#)

## Insert &Field dialog box

Use this dialog box to place an insert field of variable text in the event name, a note, or a calendar title, subtitle, or footer.

Select the type of information you want to insert from the topic list on the left. Then select the insert field from the box on the right. The Description box explains what each field does.

*Note:* Some insert fields cannot be used in calendar titles or in events with banners. Others cannot be used in events. If the insert field name appears in the calendar instead of the insert text (for example, "&count" instead of "34th"), it means that you can't use that field in that part of the calendar.

### Dialog Box Options

#### Topic

Select the type of insert field: count, date, file, lines, other, or Hebrew.

#### Field

Select an insert field.

#### Description

Describes the selected field, including any restrictions on its use.

---

#### Shortcuts

- Ctrl+F9 or Alt+ &

---

#### See also

[Add, Modify or Delete Events](#)  
[Use insert fields to update events](#)



## Add Event dialog box

Use this dialog box to add an [event](#) to an [event list](#).

### Required information

Event name

Start date

### Dialog Box Options

#### Event name

Type a name for the event, up to 120 characters.

#### &

Opens the Insert &Field dialog box that allows you to add an [insert field](#) to an event name.

#### Shortcut

- Place insertion point in the Event Name box and press Alt+&

#### Start date

Type the date that an event starts or enter the date using the QuickDate calendar.

#### Shortcut

- Place insertion point in the Start Date box and press Ctrl+ **+** or Ctrl+ **-** on the keypad.

#### QuickDate calendar

Select the date or dates when an event takes place. The first date selected appears in the Start Date box.

To select a single day, click its button. To select several days in a row, click and drag the mouse across the buttons. To deselect a day or to remove single occurrences of a repeating event, click the highlighted button. To display a different month or year, click the buttons at the top of the calendar.

#### Start time

Type the starting time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### Shortcut

- Left or Right Arrow icon
- Place insertion point in the Start Time box and press Ctrl+ **+** or Ctrl+ **-** on the keypad.

#### End time

Type the ending time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### Shortcut

- Left or Right Arrow icon
- Place insertion point in the End Time box and press Ctrl+ **+** or Ctrl+ **-** on the keypad.

#### Duration

Displays the number of hours between the start time and the end time.

#### Priority

Type or select a letter to assign a [priority](#) of A to Z, or Blank (none) to events without starting times.

#### Style

Select a formatting [style](#) to apply to the event.

#### Show event in calendar

When this option is checked, the event appears in the calendar. If you uncheck the option, the event remains part of the event list, but does not display in the calendar.

#### (Description box)

Describes when and how often an event will take place.

#### Repeats

Allows you to define how often an event repeats.

## Font

Allows you to choose type specifications, color, and alignment for the event text.

## Picture

Allows you to select a picture that will appear with the event text.

## Note

Allows you to add a note to an event.

## Banner

Allows you to put an event inside a banner or box, or add a box or shading to a day cell.

## Event list

Select the event list to which you want to add the event.

## Add another

Choose this to add the event and leave the dialog box open so you can add another event to the event list.

## OK

Choose this to close the dialog box and return to the calendar or event list.

---

### Shortcuts

- 
- 
- Ctrl+A

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Add a picture to an event](#)

[Add an event](#)

[Using insert fields](#)

## Notes dialog box

Use this dialog box to add, change, or read a note about an [event](#).

### Restrictions

A note can have up to 1,000 characters.

### Dialog Box Options

Type or edit the note in the text box.

#### Event

Displays the name of the event. If the name is too long for the box, use the scroll bar to display the rest.

#### Show note

When this option is checked, the note appears next to the event name in the calendar. When it is unchecked, the note is "hidden" and does not appear in the calendar.

*Tip:* If a note does not appear in a calendar when this option is selected, choose Layout | Layout Options | Event Display. Then select Show Notes.

#### &

Allows you to place an [insert field](#) in a note.

---

### Shortcuts

- 
- 
- Ctrl+N

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Using insert fields](#)

## Repeat dialog box


Use this dialog box to add a repeat rule that automatically repeats an event at a specified interval.

Select one of the following repeat rules, then select its options in the right-hand panel.

<b>Every</b>	Repeats an event at an interval of days, weeks, months, or years.
<b>Day of week</b>	Repeats an event on specified days of the week.
<b>Day of month</b>	Repeats an event on specified days of the month.
<b>Does not repeat</b>	Choose this to turn off a repeat rule.

### Every Options

#### Starting date

Type the starting date for an event or click the [QuickDate](#) calendar icon  to select a starting date.

*Note:* Changing the starting date for a repeating event automatically cancels its repeat rule. In other words, if you change the starting date of a repeating event, you must redefine the repeat rule for that event.

#### Repeat every

Type or select the interval at which the event repeats (days, weeks, months, or years).

For example, select Every Two Weeks to repeat an event every other week.

#### On

Select the repeating rule for the time period you select. Different time periods have different repeating rules. The information displayed for this option depends on the starting date and interval selected.

To enter Hebrew dates for a birthday or the anniversary of a death, select Hebrew Anniversary or Hebrew Death Anniversary from this list.

#### Move weekend occurrences

Select a rule for repeating an event that occurs on a weekend.

#### Ending date

Type an ending date for an event or click the [QuickDate](#) calendar icon to select an ending date. If you leave this box blank, SI Swimsuit Calendar will use the Default Ending Year selected in the Preferences dialog box.

### Day of Week options

#### Starting date

Type the starting date for an event or click the [QuickDate](#) calendar icon to select a starting date.

*Note:* Changing the starting date for a repeating event automatically cancels its repeat rule. In other words, if you change the starting date of a repeating event, you must redefine the repeat rule for that event.

#### 1st, 2nd, 3rd, 4th, Last, All

Select the week(s) in which the event repeats. For example, the first Tuesday of the month.

#### Sun, Mon, Tue...Sat, All

Select the day(s) of the week on which the event repeats.

#### Jan, Feb, Mar...Dec, All

Select the month(s) in which the event repeats.

#### Ending date

Type an ending date for an event or click the [QuickDate](#) calendar icon to select an ending date. If you leave this box blank, SI Swimsuit Calendar will use the Default Ending Year selected in the Preferences dialog box.

### Day of Month options

#### Starting date

Type the starting date for an event or click the [QuickDate](#) calendar icon to select a starting date.

*Note:* Changing the starting date for a repeating event automatically cancels its repeat rule. In other words, if you change the starting date of a repeating event, you must redefine the repeat rule for that event.

**Jan, Feb, Mar...Dec, All**

Select the months when the event occurs.

**Day**

Select the day of the month when the event occurs.

**Last day of month**

Select this for events that occur on the last day of the month.

**All days of month**

Select this for events that occur on every day of the month.

**Move weekend occurrences**

Select a rule to apply when an event falls on a weekend.

**Ending date**

Type an ending date for an event or click the QuickDate calendar icon to select an ending date. If you leave this box blank, SI Swimsuit Calendar will use the Default Ending Year selected in the Preferences dialog box.

---

**See also**

[Add, Modify or Delete Events](#)

[Add an event](#)

[Preferences command](#)

## Modify Event dialog box

Use this dialog box to change a selected event in the active event list.

### Required information

Event name

Start date

### Dialog Box Options

#### Event name

Edit the event name. It can be up to 120 characters.

**&**

Opens the Insert &Field dialog box that allows you to add an insert field to an event name.

#### **Shortcut**

- Alt+&

#### Start date

Do one of these.

- Type a different date.
- In the QuickDate calendar, click the old Start Date to turn it off and then click the new one.

#### **Shortcut**

- Place insertion point in the Start Date box and press Alt+&

#### **QuickDate calendar**

Select the date or dates when an event takes place. The first date selected appears in the Start Date box.

The earliest date highlighted is the start date. To set a new start date, click the old day button to deselect it, then click the new one. To remove single occurrences of a repeating event, click the highlighted button. To add more days, click their buttons or drag the cursor across them. To display a different month or year, click the buttons at the top of the calendar.

#### Start time

Type a different starting time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### **Shortcut**

- Left or Right Arrow icon
- Place insertion point in the Start Time box and press Ctrl+ + or Ctrl+ - on the keypad.

#### End time

Type a different ending time for the event or click the arrow keys to increase or decrease the time by 15-minute intervals.

#### **Shortcut**

- Left or Right Arrow icon
- Place insertion point in the End Time box and press Ctrl+ + or Ctrl+ - on the keypad.

#### Duration

Displays the number of hours between the start time and the end time.

#### Priority

Type or select a letter to assign a priority of A to Z, or Blank (none) to events without starting times.

#### Style

Select a formatting style to apply to the event.

#### Show event in calendar

When this option is checked, the event appears in the calendar. If you uncheck the option, the event remains part of the event list, but does not display in the calendar.

#### Repeats

Allows you to define how often an event repeats.

The description box tells when and how often an event will take place.

## Font

Allows you to choose type specifications, color, and alignment for the event text.

## Picture

Allows you to select a picture that will appear with the event text.

## Note

Allows you to add a note to an event.

## Banner

Allows you to put an event inside a banner or box, or add a box or shading to a day cell.

## Event list

Select the event list to which you want to add the event.

## OK

Choose this to close the dialog box and return to the calendar or event list.

---

### Shortcuts

- 
- 
- Ctrl+A

---

### See also

[Add, Modify or Delete Events](#)  
[Modify an event](#)  
[Modify a note](#)  
[Change a picture's color or size](#)  
[Using insert fields](#)

## Event List Defaults dialog box

Use this dialog box to automatically apply a style or priority when new events are added to a specified event list. This does not affect the styles of existing events.

### Dialog Box Options

#### Event list

Select the event list that will use the new style or priority. Select All New Event Lists to apply the new style or priority to all the new event lists you create.

#### Default style

Select the style to apply to new events added to the selected event list(s).

#### Default priority

Select the priority to apply to new events added to the selected event list(s).

---

#### See also

[Add, Modify or Delete Events](#)

[Add an event](#)



## **Add, modify, or delete events**

### **Add or Modify an Event**

[Add an event](#)

[Automatically repeat an event](#)

[Use insert fields to update events and notes](#)

[Find an event](#)

[Sort events in an event list](#)

[Modify an event](#)

[The event list window](#)

### **Add or Modify a Note**

[Add a note to an event](#)

[Hide or show an individual note](#)

[Hide or show all notes in a calendar](#)

[Modify a note](#)

[Mark a hidden note](#)

[Read a hidden note](#)

### **Format Event Text**

[Change character font](#)

[Make characters bold, italic, underline, all caps, or strikethrough](#)

[Change character size](#)

[Change character color](#)

[Change event alignment](#)

[Add a banner, box or shading](#)

[Apply or create a style](#)

[Format new events automatically](#)

### **Add or Modify a Picture**

[Add a picture](#)

[Change a picture's color or size](#)

[Hide or show a picture](#)

### **Hide or Delete an Event**

[Delete an event](#)

[Hide or show events in a calendar](#)

[Hide or show individual notes in a calendar](#)

[Hide or show all notes in a calendar](#)

---

### **See also**

[How to use SI Swimsuit Calendar](#)

## Add an event

You can add an [event](#) to any open event list. The event can be a single event, a duration event, or a [repeating event](#). You can format the event as you enter it or do so later.

### To add events to an event list

- 1 Open or create an event list by choosing the File | Open or the File | New command on the File menu.
- 2 Choose Events | Add Event.
- 3 In the Add Event dialog box, you must give the event a name and a start date. Other options in this dialog box are not required.  
  
To add a repeating event, choose Repeats and enter repeating event options.
- 4 Select the open event list to which you want to add the event.
- 5 Choose Add Another to add the event and leave the dialog box open or OK to add the event and close the dialog box.

### To format the new event

#### Assign a style

In the Add Event dialog, choose Style and select a style from the list.

Choose Format | Event Styles after adding the event.

#### Add a priority

In the Add Event dialog, choose Priority and select a priority from the list.

Choose Format | Priority after adding the event.

#### Add a banner or box

In the Add Event dialog, choose Banner and enter banner or box options.

Choose Format | Banner after adding the event.

#### Choose a font

In the Add Event dialog, choose Font in the Add event dialog box.

Choose Format | Font after adding the event.

### To format new events automatically

Choose Events | Event List Defaults to add a style or priority to new events in a selected event list.

---

### See also

[Add, Modify or Delete Events](#)

[Add an event without a name](#)

[Add Event command](#)

[Automatically repeat an event](#)

[Event Display options](#)

[Formatting new events automatically](#)

[Using insert fields](#)

## Add an event without a name

Use this method to show a picture, shaded weekend, or other special formatting in the calendar without showing any text.

- 1 Choose Event | Add Event.
- 2 Place the [insertion point](#) in the event name box and choose &.
- 3 In the Topic box, choose Other.
- 4 Choose &rem. Then choose OK.
- 5 Choose a start date for the event. It can be a repeating event if you want.
- 6 Choose Banner or Picture to add effects to the event, as desired.

---

### **See also**

[Add an event](#)

[Using insert fields to update events](#)

## Automatically repeat an event

When you add or modify an [event](#), you can add a repeat rule so that the event automatically repeats on certain days, weeks, months or years.

*Note:* Changing the starting date for a repeating event automatically cancels its repeat rule. In other words, if you change the starting date of a repeating event, you must redefine the repeat rule for that event.

### To repeat an event

- 1 Choose Events | Add Event.
- 2 Type the name of the event in the Event Name field.
- 3 Type the start date or click the [QuickDate](#) calendar to select the start date.
- 4 Choose Repeats. Select the type of repeating rule you wish.
- 5 Select the options that describe when and how often the event will repeat.
- 6 Type an ending date for an event or click the QuickDate calendar icon to select an ending date.  
If you leave this box blank, SI Swimsuit Calendar uses the Default Ending Year selected in the Preferences dialog box.
- 7 Choose OK.
- 8 Select any other options you want to apply in the Add Event dialog box.
- 9 Select the open event list to which you want to add the event.
- 10 Choose Add Another to add the event and leave the dialog box open or OK to add the event and close the dialog box.

---

### See also

[Add, Modify or Delete Events](#)  
[Add an event](#)  
[Preferences](#)  
[Repeat dialog box](#)

## Use insert fields to update events and notes

You can add an [insert field](#) that automatically updates information in event text or notes. For example, you can add a field that counts birthdays or a field that inserts the date of the month.

Insert fields can count years, birthdays, or the days left in a year. They also can display such things as a filename, a dotted line, or a date in Hebrew. The &rem insert field lets you display an event with formatting or a picture, but no text.

Examples:

Insert Field	You type this	Calendar shows this
&birthday	Dustin's &birthday	Dustin's 7th birthday
&date	Printed on &date	Printed on 10/1/94

*Note:* Some insert fields can be used only with calendar layouts, not events.

### To add an insert field to an event or a note

- 1 In the event name or note box, type any text you want, then place the [insertion point](#) where you want the insert field to appear.
- 2 Click the & button.

*Tip:* If you know the exact spelling, you can type the insert field. Use & as the first character of a field. Use a space or a special character, such as a slash (/), as the last character of the field.

- 3 Select the type of information you want to insert from the Topic list.
- 4 Select an insert field from the Field list. The Description box explains what the field will display in the calendar.

If you add a count field to an event name, you must also add a [repeat](#) rule to the event.

- 5 Choose OK. The insert field appears in the event name.

*Note:* The field must be followed by a blank or a special character like /.

- 6 Complete the process of entering the event or the note.

---

### See also

- [Add, Modify or Delete Events](#)
- [Add a note to an event](#)
- [Add an event](#)
- [Automatically repeat an event](#)

## Find an event

You can search for an event in any of the open event lists. After an event is found, you can use other options in the Find dialog box to modify or permanently delete an event.

### To use Find

- 1 Choose Edit | Find.
- 2 Type the characters to be used to locate the event in the Search For box. Search text can be all or part of a word or a field.
- 3 Select the event list(s) you want to search using the Event List option.
- 4 Select the search criteria using the options in the Match box.  
Case matches the uppercase and lowercase letters of the search text.  
Whole Word Only searches for whole words that match the search text.
- 5 When Find locates the event, you can choose  
Find Next    to find the next event that matches the search text  
Modify        to open the Modify Event dialog box and change event information  
Delete        to delete the event
- 6 Choose Close to accept the changes.  
Choose Cancel if you have made no changes.

### To find an event in the event list window

- 1 Display the event list in the event list window.
- 2 Click and drag the scroll box to scroll the list. Watch the text box next to the center of the scroll bar.
- 3 When the event name you want appears, let go of the mouse. The event appears at the top of the window.

---

### See also

[Add, Modify or Delete Events](#)

## Modify an event

You can modify the text, date, or formatting of an event.

*Note:* Changing the start date of a repeating event cancels the repeat rule.

### To change the event date

The event can be a single event or one occurrence of a repeating event.

- 1 Locate and select the event in the calendar window.
- 2 Choose Edit | Cut.
3. Select the day cell for the new date.
- 4 Choose Edit | Paste.

### To modify event text, date, or formatting in a dialog box

- 1 Locate and select the event in the event list window or calendar window.
- 2 Double-click the event or choose Events | Modify Event.
- 3 To edit the event text, click the text box. Delete what you don't want and type new text.
- 4 To change the event date, type a new date in the Start Date box.  
You can also use the QuickDate calendar to change dates. Click the dates you do not want, so they revert to gray. Then click the new date or dates.
- 5 To assign a different event style or priority, select what you want from the drop-down lists.
- 6 To open other formatting dialog boxes, choose one or more of these:  
Font to change the font.  
Picture to modify the appearance of a picture, remove it, or choose another picture.  
Note to edit a note.  
Banner to change the banner.
- 7 Choose OK.

### To modify event formatting in the calendar or event list window

- 1 Locate and select the event.
- 2 Select the desired menu option from the Format menu:  
To change the font of the event text, choose Format | Font.  
To add or remove a banner, box, or shading, choose Format | Banner.  
To modify a picture, remove it, or choose another picture, choose Format | Picture.  
To assign a different style, choose Format | Event Styles.  
To change the priority, choose Format | Priority.

### To move or copy an event to another open event list.

- 1 Locate and select the event in the event list window.
- 2 Choose Edit | Cut or Copy.
- 3 Click the desired event list button in the View bar or choose it from the Window menu to display the desired open event list in the event list window.
- 4 Choose Edit | Paste.

### To set display options for all events and notes

This temporarily resets display options for events in all the open event lists for the selected layout only.

- 1 Choose Layout | Layout Options.
- 2 Select the layout, then choose Event Display.

- 3 Choose the desired options.

### **To change the default style or priority**

This does not affect events already in the open event lists.

- 1 Choose Events | Event List Defaults.
- 2 Choose the event list name from the list.
- 3 Choose the style or priority you want to apply to new events.

---

### **See also**

[Add, Modify or Delete Events](#)

[Correct overflow events](#)

[Event Display options](#)

[Find an event](#)

[Modify a note](#)

[Modify Event command](#)

[Unlink Occurrence command](#)



## Add a note to an event

You can add a [note](#) to an event to provide more information than will fit in the event name. Because you have the option of hiding notes, you can also use notes to record details about an event for future reference.

### Restrictions

A note can hold up to 1,000 characters. A [day cell](#) can hold up to 18 lines of text (event name and note combined.)

### To add a note while adding an event

- 1 In the Add Event dialog box, choose Note.
- 2 In the Notes dialog box, type the note in the text box.  
You can place an [insert field](#) in the note if you wish.
- 3 If you want the note to appear in the calendar, make sure Show Note is checked.
- 4 Choose OK.

### To add a note to an existing event

- 1 Select an event in the event list window or calendar window and choose Events | Note.
- 2 In the Notes dialog box, type the note in the text box.  
You can place an insert field in the note if you wish.
- 3 Choose OK.

### Displaying notes

A note appears directly under the event it is attached to. If the event text and note cannot both fit in the day cell or time cell, they [overflow](#), so that neither appears.

- To display the event without the note, turn off the note display.
- To see both event text and note, try a different layout.
- To adjust overflow restrictions, choose Layout | Layout Options | Overflow.

### Formatting notes

All notes in a calendar appear in the same [style](#), regardless of the event styles. To select a style for notes, choose Layout | Layout Options | Event Display.

---

### See also

- [Add, Modify or Delete Events](#)
- [Apply or create a style](#)
- [Hiding or showing all notes](#)
- [Hiding or showing individual notes](#)
- [Modifying notes](#)

## Mark hidden notes

When you hide a note, it remains attached to the event, but does not appear in the calendar. You can hide all the notes in a specified calendar layout by choosing Layout | Layout Options | Event Display and unchecking the Show Notes option. If you wish, you can mark the events that have hidden notes with an asterisk (\*).

*Note:* This option does not apply when you turn off individual notes in the Note dialog box.

### To mark hidden notes

- 1 Choose Edit | Preferences.
- 2 Put a check next to the Mark Events Containing Notes With a \*.
- 3 Choose OK.

*Note:* Remove the check from the Mark Events Containing Notes With an \* option if you don't want to mark events with hidden notes.

---

### See also


[Add, Modify or Delete Events](#)  
[Hiding or showing all notes](#)  
[Hiding or showing individual notes](#)  
[Preferences command](#)  
[Read a hidden note](#)

## Read a hidden note

Use this method to read and edit a hidden [note](#).

*Tip:* Choose Edit | Preferences to mark the hidden notes in a calendar layout with an asterisk (\*).

### To read a hidden note

- 1 Select the event in the calendar window or event list window.
- 2 Choose Events | Note or click the Note tool  on the [Toolbar](#).

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Mark hidden notes](#)

[Note command](#)

## Modify a note

Use this method to edit a note.

### To edit a note

- 1 Select the event in the event list window or calendar window.
- 2 Choose Events | Note.
- 3 Edit the note text.
- 4 Choose OK.

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Hide or show individual notes in a calendar](#)

[Note command](#)

## Change character font

You can change the font of the event text or an event style. Your choice of fonts depends on the printers installed and on the font manager you are using with Windows, if any.

*Note:* You cannot change the font of an individual note attached to an event. All notes appear in the style assigned to them in Layout Options | Event Display.

### To change the font

- 1 Select the event.
- 2 Choose Format | Font.
- 3 In the Font box, type or select a font name.
- 4 Choose OK.

### To change an event style font

- 1 Choose Format | Define Event Style.
- 2 Select the style name from the list.
- 3 Choose Font.
- 4 In the Font box, select a font name and choose OK.
- 5 Choose OK and Close.

---

### See also

[Add, Modify or Delete Events](#)

[Apply or create a style](#)

[Event Display](#)

[Font command](#)

## Make characters bold, italic, underline, all caps, or strikethrough

You can apply one or more of these font characteristics to the event text or to an event style.

### To format event text

- 1 Select the event.
- 2 Choose Format | Font.

*Tip:* If you are adding or modifying an event, you can choose Font in the Add or Modify Event dialog box.

- 3 Select bold, italic, underline, all caps, or strikethrough.
- 4 Choose OK.

### To format an event style

- 1 Choose Format | Define Event Style.
- 2 Select the style name from the list.
- 3 Choose Font.
- 4 Select the formatting options for bold, italic, underline, all caps, or strikethrough and choose OK.
- 5 Choose OK and Close.

---

### Shortcuts

*Italic* •

•

- Ctrl+I

**Bold** •

•

- Ctrl+B

Underline •

•

- Ctrl+U

---

### See also

[Add, Modify or Delete Events](#)

[Apply or create a style](#)

[Change character color](#)

[Change character font](#)

[Font command](#)

## Change character size

You can change the font size of the event text or an event [style](#).

*Note:* You cannot use the [shortcut keys](#) to change the point size of events that have been automatically adjusted because of an [overflow](#) in a [day cell](#).

### To change the point size of an event

- 1 Select the event.
- 2 Choose Format | Font.
- 3 In the Size box, type or select a [point size](#).
- 4 Choose OK.

### To format an event style

- 1 Choose Format | Define Event Style.
- 2 Select the [style](#) name from the list.
- 3 Choose Font.
- 4 In the Size box, type or select a [point size](#) and choose OK.
- 5 Choose OK and Close.

---

### Shortcuts

- Larger •
- 
- Ctrl+ +
- Smaller •
- 
- Ctrl+ -

---

### See also

- [Add, Modify or Delete Events](#)
- [Apply or create a style](#)
- [Font command](#)

## Change character color

You can display event text in color if you have a color monitor. To print in color, you need a color printer.

### To change the character color of event text

- 1 Select the event.
- 2 Choose Format | Font.
- 3 In the Color box, select the color you want.
- 4 Choose OK.

### To format an event style

- 1 Choose Format | Define Event Style.
- 2 Select the style name from the list.
- 3 Choose Font.
- 4 In the Color box, select the color you want and choose OK.
- 5 Choose OK and Close.

### To print colored text on a black and white printer

Use the Print In Black and White option in the Print dialog box to control how colored text prints on a black and white printer.

You may need to experiment to learn which setting gives the best results. When you turn the option off, certain text colors may appear very light or disappear altogether.

---

### See also

[Add, Modify or Delete Events](#)  
[Apply or create a style](#)  
[Font command](#)



## Change event alignment

You can place the first line of a selected [event](#) on the left, center, or right edges of the [day cell](#), depending on the layout. The second and following lines of the event and its attached note are automatically indented and aligned with the text.

You can apply alignment options to a selected event or to an [event style](#).

### To change event text alignment

- 1 Select the event.
- 2 Choose Format | Font.
- 3 Select the alignment option.

**Left** Aligns event with the left margin. If the event has a picture, the picture appears to the left of the event.

**Center** Centers event in a day cell or time cell. If the event has a picture, the picture appears above the event.

**Right** Aligns event with the right margin. If the event has a picture, the picture appears to the right of the event.

- 4 Choose OK.

### To change event style alignment

- 1 Choose Format | Define Event Style.
- 2 Select the style name from the list.
- 3 Choose Font.
- 4 Select the alignment option.

**Left** Aligns event with the left margin. If the event has a picture, the picture appears to the left of the event.

**Center** Centers event in a day cell or time cell. If the event has a picture, the picture appears above the event.

**Right** Aligns event with the right margin. If the event has a picture, the picture appears to the right of the event.

- 5 Choose OK twice to close the dialog boxes.

---

### Shortcuts

Choose the following tools on the [Toolbar](#).

- Left      •
- 
- Center    •
- 
- Right     •
- 

---

### See also

[Add, Modify or Delete Events](#)

[Apply or create a style](#)

[Font command](#)

## Add a banner, a box, or shading

You can set off special events by applying either event effects to the event text itself or day effects to the day cell or time cell on which the event occurs.

*Note:* You cannot apply both event and day effects to the same event.

### Event effects

Choose one of these:

#### Box event

Places a box around the event. The box can either fit around the event text and its attached note or around the border of the day or time cell when the event occurs. The box can be filled with a selected color or pattern if desired.

#### Banner event

Places the event in a long box at the bottom of the day cell, extending across all the days when the event occurs. The banner can only hold one line of event text and does not display pictures or notes. The banner can be filled with a selected color or pattern if desired. (You cannot choose a color without a pattern.)

You cannot place a banner in a time cell.

#### To place an event effect

- 1 Select the event.
- 2 Choose Format | Banner.

*Note:* You can also choose Banner in the Add or Modify Event dialog boxes.

- 3 Choose either box event or banner event from the Event Effects panel.
- 4 Choose a pattern and color if desired.

#### To turn off an event effect

- 1 Select the event.
- 2 Choose Format | Banner.
- 3 Choose None.

## Day effects

Choose either or both of these:

#### Box day

Places a heavy border around the day or time cell on which the selected event occurs. The border may be colored if desired.

#### Shade day

Fills the entire day or time cell with a selected pattern and color. (You cannot choose a color without a pattern.)

#### To place a day effect

- 1 Select the event.
- 2 Choose Format | Banner.

*Note:* You can also choose Banner in the Add or Modify Event dialog boxes.

- 3 Choose either box day or shade day from the Day Effects panel.
- 4 Choose a pattern and color if desired.

#### To turn off a day effect

- 1 Select the event.
- 2 Choose Format | Banner.
- 3 Choose the checked box.

---

**See also**

[Add, Modify or Delete Events](#)

[Banner command](#)

## Apply or create a style

To save time, you can use styles to apply a consistent format to

- a selected event
- new events
- all the events in a calendar layout
- all the notes in a selected layout

You can use the built-in styles that come with SI Swimsuit Calendar or you can create your own.

### To apply a style while adding an event

In the Add Event dialog box, select a style from the Style list.

### To apply a style to an existing event

- 1 Select the event in the calendar or event list window.
- 2 Choose Format | Event Styles and select a style from the list.

### To change the default style for new events

This applies the selected style to all new events added to the selected event list. It does not affect the styles of existing events.

- 1 Choose Events | Event List Defaults.
- 2 Select the name of an open event list.
- 3 Select a style from the Default Style list.
- 4 Choose OK.

### To change the style for notes

This changes the display of all existing notes in all the open event lists. You cannot apply a style to an individual note.

By default, a note does not have the same style as the event it belongs to. SI Swimsuit Calendar includes a special style for notes. You can apply other styles or create your own.

- 1 Choose Layout | Layout Options | Event Display.
- 2 Select a style from the drop-down list next to Show Notes.
- 3 Choose OK.

### To temporarily apply one style to all events in a layout

This option displays all the events in the open event lists in the selected style for the selected layout only. It does not change the style assignments for the individual events. Other layouts are unaffected.

- 1 Choose Layout | Layout Options | Event Display.
- 2 Check the Override Style for All Events option.
- 3 Select a style from the list.
- 4 Choose OK.

### To create or modify a style

- 1 Choose Format | Define Event Style.
- 2 In the dialog box, type the name of the style you want to create or choose the style you want to modify in the Event Styles box.
- 3 Click the Font option to open a dialog box where you can select a typeface, point size, text attributes, or alignment. Click the Picture option to add a picture to the style.
- 4 Click the Add option to add the new style to the list of styles for that event list.  
Click OK to confirm modifications to an existing style.
- 5 Choose Close.

---

**See also**

[Add, Modify or Delete Events](#)

[Add Event command](#)

[Define Event Style command](#)

[Event Display](#)

[Event List Defaults command.](#)

[Event Styles](#)

## Hide or show events in a calendar

You can temporarily hide an event so it does not appear in the calendar. This is not the same as deleting the event, since the event is still part of the event list.

You can reverse this by showing a hidden event.

### To hide an event

#### From the calendar window

- 1 Select the event you want to hide.
- 2 Choose Events | Hide Event.

#### From the event list window

- 1 Make sure the event list is sorted by event name.
- 2 Select the event you want to hide.
- 3 In the Hide/Show column, remove the check mark next to the event or choose Events | Hide Event.

*Note:* If you hide a repeating event, all occurrences of the event will be hidden. If you want to hide only one occurrence of a repeating event, use the Unlink Occurrence command to make the occurrence a new single event. Then select and hide the event.

### To show a hidden event

- 1 Display the event list that contains the event in the event list window. Make sure it is sorted by date.
- 2 Select the event. (Hidden events are dimmed.)
- 3 In the Hide/Show column, click the check mark to the left of the event, or choose Events | Show Event.

---

### See also

[Add, Modify or Delete Events](#)

[Find command](#)

[Unlink Occurrence command](#)

## Add a picture

You can add pictures to your calendars in the following ways:

- Add a picture to an individual [event or event style](#)
- Add a picture to the [calendar title](#)
- Add a [big picture](#) above the calendar or on a facing page
- Add a [cover page picture](#)

### Graphic file formats

Use the pictures that come with SI Swimsuit Calendar or use pictures you already have. You can add pictures with these graphic file formats: BMP, CGM, DRW, EPI, GIF, JPG, PCD, PCX, TIF, WMF, WPG.

---

### See also

[Add, Modify or Delete Events](#)  
[Change a picture's color or size](#)  
[Hide or show a picture](#)  
[PowerAlbum](#)  
[Select picture file](#)

## Add a picture to an event or event style

You can add a [picture](#) to an event or an [event style](#). The picture appears in the calendar whenever the event occurs.

*Note:* This process does not insert the actual graphic file into the event. It attaches a reference to the location of the graphic file that contains the picture. If you move or delete the graphic file, the program will warn you the next time you open the event list. If the graphic file is still on your hard disk, the program can locate it and update the reference.

*Tip:* To speed up the screen display or printing, choose View | Draft to replace the pictures with gray boxes.

### To add a picture to a new event

- 1 In the Add Event dialog box, choose Picture.
- 2 In the Modify Picture dialog box, choose either [PowerAlbum](#) or Select File.
- 3 Select a picture.
- 4 Choose OK.
- 5 In the Modify Picture dialog box, choose options to modify the picture's color or size, if desired.
- 6 Choose OK.

### To add a picture to an existing event

- 1 Select the event from the calendar window or the event list window.
- 2 Choose Format | Picture.
- 3 In the Modify Picture dialog box, choose either PowerAlbum or Select File.
- 4 Select a picture from PowerAlbum or a graphic file name from the Select Picture File dialog box.
- 5 Choose OK.
- 6 In the Modify Picture dialog box, choose options to modify the picture's color or size, if desired.
- 7 Choose OK.

### To add a picture to an event style

An event style picture is attached to a selected event when you apply the event style. If the event already has a picture, the event style picture replaces it. If you later apply another event style to the same event, the event appears with the picture attached to the new style (if any).

- 1 Choose Format | Define Event Style.
- 2 Select the style you want from the Event Styles list.
- 3 Choose Picture.
- 4 In the Modify Picture dialog box, choose either PowerAlbum or Select File.
- 5 Select a picture from PowerAlbum or a graphic file name from the Select Picture File dialog box.
- 6 Choose OK.
- 7 In the Modify Picture dialog box, choose options to modify the picture's color or size, if desired.
- 8 Choose OK.

---

### See also

[Add a picture](#)

[Change a picture's color or size](#)

[Picture command](#)

[PowerAlbum](#)

[Select Picture File](#)



## Change a picture's color or size

You can change the way a [picture](#) appears in the [calendar window](#) and in the printed calendar. You can make the change when you first add the picture or afterward.

### To change color or size when adding a picture

In the Modify Picture dialog box, choose the color and size options you want.

### To change an existing event picture's color or size

- 1 Select the [event](#) in the calendar window or [event list window](#).
- 2 Choose Format | Picture.
- 3 In the Modify Picture dialog box, choose the color and size options you want.

### To change an existing event style picture's color or size

- 1 Choose Format | Define Event Style.
- 2 Select the [style](#) whose picture you want to modify from the Event Styles list.
- 3 Choose Picture.
- 4 In the Modify Picture dialog box, choose the color and size options you want.

### To change a title picture's color

Use this to change the appearance of a picture attached to a calendar layout [title](#).

- 1 Choose Layout | Layout Options.
- 2 Choose Titles & Pictures.
- 3 Choose the Picture button for the left or right picture.
- 4 In the Modify Picture For Top Left / Right Of Calendar, choose the color options you want.

### To change a big picture's size

Use this to change the appearance of a [big picture](#) attached to a calendar layout.

- 1 Choose Layout | Layout Options.
- 2 Choose Titles & Pictures.
- 3 Choose the Picture button for Big picture.
- 4 In the Modify Calendar's Big Picture dialog box, add a title and choose the size and cropping options you want.

### To change a cover picture's size

Use this to change the appearance of a picture on a [cover page](#) (available for double-sided printing only).

- 1 Choose File | Print.
- 2 Choose Double Sided, then choose Print.
- 3 In the Add Extra Pages panel, choose Select File.
- 4 In the Modify Cover Page dialog box, add a title and choose the size and cropping options you want.

---

### See also

[Add, Modify or Delete Events](#)

[Add a picture](#)

[Modify Calendar's Big Picture dialog box](#)

[Modify Cover Page dialog box](#)

[Modify Picture For Top Left / Right Of Calendar dialog box](#)

[Titles & pictures](#)

## Hide or show all notes in a calendar

You can hide the [notes](#) for all the events in the open event lists so they do not display or print in a selected [layout](#). Other layouts are not affected.

Hiding the notes does not delete them; they just do not appear when you choose that particular layout. The notes stay hidden until you show them.

*Tip:* This allows room for more events in the [day cells](#) in the calendar layout.

### To hide all notes in a layout

- 1 Choose Layout | Layout Options.
- 2 Select the layout and choose Event Display.
- 3 Remove the check mark next to Show Notes.

To mark the events with hidden notes in this layout, choose Edit | Preferences.

### To show all notes a layout

- 1 Choose Layout | Layout Options.
- 2 Select the layout and choose Event Display.
- 3 Check the Show Notes option.

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Hide or show individual notes](#)

[Mark hidden notes](#)

[Read a hidden note](#)

## Hide or show individual notes in a calendar

You can hide a note for a selected event so the note does not appear in the calendar.

Hiding a note does not delete it; it temporarily turns off the display. The note stays hidden until you show it again.

*Note:* When you hide an individual note, you cannot mark the event attached to the note in the calendar.

### To hide a note

- 1 Select the event.
- 2 Choose Events | Note.
- 3 Remove the check mark next to Show Note.
- 4 Choose OK.

### To turn off a note for an overflow event

Notes take up space in a [day cell](#) or [time cell](#). If an event with a note has overflowed, try hiding the note. It may allow the event to appear.

- 1 In the Overflow dialog box, select the event and choose Modify.
- 2 In the Modify Event dialog box, choose Note.
- 3 Uncheck the Show Note Option and choose OK.

### To show a note

- 1 Select the event.
- 2 Choose Events | Note.
- 3 Check Show Note option to show the note.
- 4 Choose OK.

If the note does not appear, choose Layout | Layout Options | Event Display to see whether Show Notes is turned on for the layout you have chosen.

---

### See also

[Add, Modify or Delete Events](#)

[Add a note to an event](#)

[Hide or show all notes](#)

[Read a hidden note](#)

## Hide or show a picture

You can hide or show a [picture](#)

- for one event
- for an [event style](#)
- for all events
- for a calendar [title](#)
- for a [big picture](#)
- for a [cover page](#) picture

Hiding a picture does not delete it. Hidden pictures remain attached to the event or calendar layout, but do not appear in the calendar until you show them again.

### To hide or show a picture for one event

- 1 Select the event with an attached picture.
- 2 Choose Format | Picture.
- 3 Select the Don't Display option for the picture style. This option keeps the picture attached to the event, but removes it from the displayed calendar.
- 4 Choose OK.

### To hide or show all event pictures in a calendar

- 1 Choose Layout | Layout Options.
- 2 Choose Event Display.
- 3 Put a check next to the Show Pictures with Events option to display all pictures for events in the selected layout.  
Remove the check to hide all pictures for events.
- 4 Choose OK.

### To hide all pictures

To make calendars display faster, choose View | Draft to temporarily display all pictures as gray boxes. The pictures stay hidden until you choose View | Normal.

### To hide or show title pictures or big pictures in a calendar

- 1 Choose Layout | Layout Options. If necessary, select the layout you want to change.
- 2 Choose Titles & Pictures.
- 3 Remove the check next to the picture you do not want to display.  
To show the picture, check the box again.
- 4 Choose OK.

### To hide or show a cover page picture

This applies only to printing double-sided calendars.

- 1 Choose File | Print.
- 2 Choose Double Sided, then Print.
- 3 In the Add Extra Pages panel, uncheck the Cover Page checkbox.

---

### See also

[Add, Modify or Delete Events](#)  
[Add a picture](#)  
[Layout Options](#)  
[Picture](#)

## Delete an event

You can delete a selected [event](#) or events from an [event list](#). You can also delete all events that occur before a specified date.

To restore a deleted event, choose Edit | Undo before taking any other action.

*Tip:* To temporarily hide an event instead of deleting it, choose Events | Hide Event.

### To delete an event with confirmation

If you delete a [repeating event](#), all occurrences of the event disappear.

- 1 Select the event.
- 2 Choose Events | Delete Event.
- 3 In the prompt box, choose Yes.

### To delete an event without confirmation

- 1 Select the event.
- 2 Choose Edit | Clear.

### To delete events before a specified date

This deletes all single events and [repeating events](#) that have no occurrences after the specified date. Repeating events with occurrences after the date will have the earlier occurrences removed. Repeating events with &count fields are not deleted.

- 1 Choose Events | Delete Events Before.
- 2 Select an event list in the dialog box.
- 3 In the text box, type the date you want or use the [QuickDate](#) calendar to select one.
- 4 Choose OK.

### To delete a single occurrence of a repeating event

- Select the event and choose Events | Modify Event. Use the [QuickDate](#) tool to delete an occurrence.
- From the calendar window or event list window, select the occurrence you want. Press the Del key or choose Edit | Clear.

---

### See also

[Add, Modify or Delete Events](#)  
[Clear command](#)  
[Delete Event command](#)  
[Delete Events Before command](#)  
[Hiding events in a calendar](#)  
[Undo command](#)



## 1 to 9 commands (Window menu)

The Window menu can list up to nine open [event lists](#). Use this command to select one of the event lists (numbered 1 to 9) to display in the [event list window](#).

A check mark appears next to the active list.

### To select a list

Press the number next to the event list name, or click the name.

If the view is a full-screen calendar, the full-screen event list appears. If the view is a split screen, the event list window displays the selected list.

### If you have more than 9 event lists open

Click **More Event Lists** to open a dialog box that lists the other open event lists.

---

### Shortcuts

- On the View Bar, click the button with the name of the event list . If there are too many buttons to fit on the bar, click the arrow buttons at either end of the bar to display the remaining buttons.

---

### See also

[How to use SI Swimsuit Calendar](#)

[Switch between event lists and calendar](#)

[View bar](#)

## Calendar command (Window menu)

This command switches the view from a full-screen [event list window](#) to a full-screen [calendar window](#). If the screen is split, the command makes the calendar window active.

A check mark appears next to the active window.

---

### **See also**

[How to use SI Swimsuit Calendar](#)

[Switch between event lists and calendar](#)



## More Event Lists command (Window menu)

This command appears when you have more than nine event lists open. It allows you to select an open event list not shown on the Window menu.

---

### **See also**

[How to use SI Swimsuit Calendar](#)

[Switch between event lists and calendar](#)

## More Event Lists dialog box

This dialog box lists the names of the remaining open event lists. Select a list to display in the [event list window](#).

A check mark appears next to the active event list.

### Dialog Box Options

#### Select

Select an event list name from the list.

---

#### See also

[How to use SI Swimsuit Calendar](#)

[Switch between event lists and calendar](#)

## More Styles dialog box

This dialog box lists the remaining styles that do not appear in the Style menu. Select a style from the list to apply to the selected event.

### Dialog Box Options

#### Select

Selects the highlighted style.

---

#### See also

[Apply or create a style](#)  
[Event Styles command](#)

## Picture File Not Found dialog box

This dialog appears when SI Swimsuit Calendar cannot find a picture referred to in the event list or workspace you are opening or displaying in the event list window. This means the picture is neither in the directory where SI Swimsuit Calendar is stored nor in the picture path indicated in the Preferences dialog box.

### Dialog Box Options

#### Ignore

Do not use the indicated picture file.

*Note:* If you save the event list, the reference to the picture file is removed from the event.

#### Ignore all

Do not use the indicated picture file or any of the other picture files that can't be found.

#### Select new

Opens the Select Picture File dialog box where you can select a different picture or indicate the path where the picture file can be found.

#### Search

Searches for the picture file in other directories on the selected drive.

#### Drive

Selects the drive that is searched using the Search option.

*Note:* Searching a large network drive or local drive can take time.

---

#### See also

[How to use SI Swimsuit Calendar](#)

[Preferences dialog box](#)

[Select Picture File dialog box](#)



## Parts of the screen

To learn about the SI Swimsuit Calendar screen, select a topic.

[Control Menu](#)

[Title Bar](#)

[Maximize, Minimize, Resize, and Restore](#)

[Menu Bar](#)

[Toolbar](#)

[View Bar](#)

[Event List window](#)

[Calendar window](#)

[Scroll Bars](#)

[Status Bar](#)

---

### **See also**

[How to use SI Swimsuit Calendar](#)

## Maximize, Minimize, Resize, and Restore

Use the Maximize, Minimize, Resize, and Restore options to adjust the size of the SI Swimsuit Calendar application window. The options can be found in two places on the [title bar](#).

### Maximize

Enlarges a window so that it fills the screen.

#### Location

Control menu in the top-left corner of the title bar.



in the right corner of the title bar.

### Minimize

Shrinks SI Swimsuit Calendar to an icon so you can work with other Windows applications.

#### Location

Control menu in the top-left corner of the title bar.



in the right corner of the title bar.

### Resize

Adjusts the size of the window. Place the mouse cursor in the lower-right corner of the window. When the cursor shape changes to a double-headed arrow, press the left mouse button and move the mouse diagonally to change the size of the window.

### Restore

Returns a window to its previous size.

#### Location

Control menu in the top-left corner of the title bar.



in the right corner of the title bar.

---






### See also

[Parts of the Screen](#)

## Toolbar

- 

A horizontal bar with buttons just below the menu bar. Use the buttons on the Toolbar to format text that describes an event.

- Add an event to an open event list or create a new event list if none are open.  

  - Find an event in an open event list.  

  - Add, modify, or read a note attached to an event.  

  - Changes color and shape  

    - to warn you that an open read-only event list has been changed by someone else. Click the tool to see the latest version of the event list file. Choose Edit | Preferences to activate this warning.
- Month**  Select a calendar layout.
- Select a different style assigned for the selected event.
  - Increase the font size for the selected event or calendar text.
  - Decrease smaller font size for the selected event or calendar text.
  - Make the selected text **bold** (toggle)
  - Make the selected text *italic* (toggle)
  - Underline (toggle) the selected text
  - Left alignment for the selected text
  - Center alignment for the selected text
  - Right alignment for the selected text

---

### See also

[How to use SI Swimsuit Calendar](#)  
[Parts of the Screen](#)  
[Update read-only files](#)



## View bar

A horizontal bar with buttons just below the [Toolbar](#). Use the View bar to switch from a full-screen to a split-screen display and to display another event list in the [event list window](#).



To change the calendar window display

- Display only the [calendar window](#).
- Display the only the active event list in the [event list window](#).
- Display a calendar window and event list window on a vertical split screen.
- Display a calendar window and event list window on a horizontal split screen.

### To display another event list

Each open event list has a button on the view bar. To display a list in the event list window, click its button.

When an arrow appears at each end of the view bar, it means that there are more event list buttons out of sight. Click the arrow to bring them into view.

---

### See also

- [1 to 9 command](#)
- [Event list window](#)
- [Parts of the Screen](#)

## The event list window

The event list window lists all the events in the selected open event list. (The selected list is the active list.) It provides the following information about each event.

- event name
- priority
- date
- start and end times
- style
- presence of a banner
- presence of a picture
- presence of a note

Use the event list window to

- learn information about individual events
- select events to edit, using either the mouse or the keyboard
- turn on hidden events so they appear in a calendar window
- cut and paste events from one event list to another

### Parts of the Event List window

#### Control bar and columns

##### Hide/Show column

A check in the leftmost column means the event appears in the calendar window. Click the check to temporarily hide an event on a calendar. Click the button at the top of the column to hide or show all the events in the event list.

If the event has a repeat rule, the hide/show column will hide or show all occurrences of the event.

•

##### Event name column

Click this to sort the events by name in alphabetical order.

The column displays names of the events in the active event list. Long event names are truncated in order to fit in the column.

To modify an event, double-click the event name or use the up and down arrows to select the event and press Enter.

•

##### Priority column

Click this to sort the events by priority.

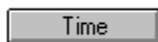
The column displays the priority letter assigned to each event.

•

##### Date column

Click this to sort the events by date. Repeating events are listed individually.

When the event list is sorted by name, the column displays the starting date of each event. Events with asterisks (\*) have repeating rules.



The column displays the starting and ending times of each event, if any.



Click this to sort the events by style.

The column displays the name of the event style used to format an event.



A box in this column indicates that an event has a banner.



A smiling face in this column indicates that an event has a picture.



A pen in this column indicates that an event has a note attached.

### **Status Line**

Displays the name of the event list, the number of events in the list, and the number of events that have been selected. When the event list is sorted by date, the status line shows the number of occurrences.

### **Scroll bar**

A vertical scroll bar appears when the event list is too large to fit in the window.

*Tip:* The scroll bar can help to locate events. As you move the scroll box, watch the small window that appears to the left of the scroll bar. When the event name you want appears, let go of the mouse button. The event name will be at the top of the event list window.

---

### **See also**

[Add, Modify or Delete an Event](#)

[Parts of the Screen](#)

[Sort command](#)

[Split the SI Swimsuit Calendar window](#)

[The calendar window](#)

[View bar](#)

## The workspace

The workspace is the environment you are currently working in. It includes:

- the calendar layout in the [calendar window](#)
- the selected calendar layout options for all the layouts, including pictures
- cover page options
- the names of the open [event lists](#)
- the order in which events are sorted in the [event list window](#)

You can save all the information about the current workspace as a file that you can reuse later. When you open a workspace file, you restore the windows, layout options, and event lists as they were when the workspace was last saved.

You can open one workspace at a time. The name of the current workspace appears on the Title bar. The names of the last four workspaces opened or saved appears at the bottom of the File menu.

Workspaces make working with SI Swimsuit Calendar very efficient. Try saving workspaces for calendars with many event lists (whether created in SI Swimsuit Calendar or in other applications), for special calendar layouts, or for any event list and layout combination that you reuse regularly.

Workspace files have the extension .CCW.

---

### See also

[Create a new workspace](#)

[How to use SI Swimsuit Calendar](#)

[Layout overview](#)

[Open a workspace](#)

[Save a workspace](#)

[Workspace command](#)

## Scroll bars

A shaded bar at the right and bottom edge of the screen that you can use to scroll to other parts of the calendar or event list windows. Use the vertical bar to move the document in the window up or down. Use the horizontal bar to move it left or right.

- Click the bar to display another screenful of event or calendar information.
- Click the small arrows on either end of the bar to move the view in small increments.
- Drag the small scroll box up and down the bar to move the view quickly.

---

### **See also**

[Parts of the Screen](#)

## The calendar window

The calendar window shows the selected layout (such as year, month, day) and the events in the open event lists. Use the calendar window to

- see a calendar in different views
- edit date boxes with overflows
- see the results of a changed style, text format, banner, picture, or note

### Parts of the calendar window

The calendar window consists of the control bar, the calendar itself, vertical and horizontal scroll bars, and a page icon.

#### Control bar

Contains tools for changing the calendar view and the time period shown in the window.

- **QuickDate tool**  
Click this to use the QuickDate calendar to change the year, month, and day in the calendar layout.
- **Zoom tool**  
Click this to select the size of the calendar in the calendar window.



- **Overflow tool**  
The cup tips over and changes color to warn you that one or more day or time cells has overflow events that cannot appear in the calendar. Click the tool to select the next day cell with an overflow in the calendar currently displayed in the window.
- 
- **Previous and Next arrows**  
The double-arrow tool displays the next or previous calendar period. In the year, text, multi-week, and multi-month layouts, the single arrow moves the calendar forward by one week or one month.

#### Calendar

The calendar is made up of the following areas:

- title and subtitle
- weekday names (such as Monday, Tuesday)
- day cells or time cells
- day of month numbers (1, 2, 3, and so on)
- small calendars
- footer
- borders

You can change the appearance of these areas by selecting different layout options or by applying a QuickStyle.

#### Scroll bars

Scroll bars appear when the calendar is too large to fit in the window. Use the vertical scroll bar to move the calendar up and down; use the horizontal scroll bar to move it to the left or right.

---

#### See also

- [Layout overview](#)
- [Parts of the screen](#)
- [Scroll bars](#)
- [Select dates with QuickDate](#)
- [The Event List window](#)

## Control menu

A box in the upper-left corner of the SI Swimsuit Calendar window you can click to open the Windows Control menu. The Control menu options allow you to resize or move the screen, close SI Swimsuit Calendar, or switch to another application. Double-click the Control menu box to exit SI Swimsuit Calendar.

---

### **See also**

[Maximize, minimize, resize, and restore](#)  
[Parts of the screen](#)

## Title bar

The title bar is the first line at the top of the SI Swimsuit Calendar application window. It shows the names of the application and the current [workspace](#).

---

### **See also**

[Parts of the screen](#)



## Menu bar

A horizontal bar just below the title bar that shows you the SI Swimsuit Calendar menus.

*Tip:* To learn the function of a menu command, point to it, press and hold the left mouse button, and look at the message on the status bar at the bottom of the application window.

### To see what's on a menu

Do one of these:

- Point to it and click.
- Press ALT+the underlined letter in the menu name.

---

### See also

[Parts of the screen](#)

[Status bar](#)

## Status bar

A bar at the bottom of the SI Swimsuit Calendar window that displays information about the current status of the program.



### Parts of the status bar



#### Page icon

Click the page number to redraw the calendar on the screen. This is helpful for correcting the display after you make an editing change.

In multi-form layouts, such as multi-week and year, this icon tells which page of the calendar is currently displayed in the window.

If a calendar form is spread over two or more pages, click the left or right arrows to display the previous or next page. This does not display a picture on a facing page.

#### Layout status

The area next to the page icon tells you the layout page and big picture options selected for the current layout.

#### SI Swimsuit Calendar messages

The remainder of the status bar tells you the last action performed, the date selected in the calendar window, or the function of the selected tool or menu item.

---

#### See also

[Parts of the screen](#)



## Using SI Swimsuit Calendar Help

You can find information on most SI Swimsuit Calendar menu commands, dialog boxes and procedures by using online Help.

### To open online Help

- Select the Help button in a dialog box, if one is available.
- Press the F1 key to see a table of contents.
- Select a topic from the Help menu.



Use the buttons on the Help control bar to look up information.

**Contents** displays table of contents for the SI Swimsuit Calendar help system.

**Search** displays a dialog box where you can use key words you can use to look up a topic.

**Back** displays the last Help topic you read.

**History** displays a list that shows all of the Help topics you have opened in a work session.

### Underlined words

Words with a solid underline are cross references to other topics in the Help system. Check the See Also heading at the end of every topic for a list of cross references.

Words with dotted underlines have Glossary definitions.

#### To select an underlined topic

- Click the topic with the mouse.
- Press the Tab key to highlight the topic and then press Enter.

#### To return to a previous topic

Click the Back button on the Help control bar to return to the previous topic.

#### To remove a definition pop-up window

Click anywhere on the screen.

### To scroll in a Help window

- Click a scroll bar with the mouse.
- Press the up arrow, down arrow, PgUp or PgDn keys.

### To resize or move a Help window

- Use the maximize or minimize buttons.
- Use the Resize or Move options on the Help window control menu box.

### To close a Help window

Select the Exit command from the Help window File menu.

## Help system conventions

Menu and command references are separated by vertical bars. For example,

Layout | Options | Event Display means "Choose the Layout Options command from the Layout menu. Then choose Event Display in the Layout Options dialog box."



# Keyboard and mouse

## Keyboard

[Selecting commands using keys](#)

[Keyboard shortcuts: Formatting events](#)

[Keyboard shortcuts: Moving in the calendar window](#)

## Mouse

[Selecting commands with the mouse](#)

---

## See also

[How to use SI Swimsuit Calendar](#)

## Selecting commands using keys

### To select a command from a menu

- 1 Press Alt or F10 plus the underlined letter in the menu name.
- 2 Press the underlined letter in the name of the command you want.

### To use shortcut keys

Press these key combinations without pulling down a menu.

### File menu

To select this	Press
New	F11
Open	Ctrl+F12 or Alt+Ctrl+F2
Close	Ctrl+F4
Save	Shift+F12 or Alt+Shift+F2
Save As	F12 or Alt+F2
Update Read-Only Files	Ctrl+R
Print	Ctrl+P or Ctrl+Shift+F12
Exit	Alt+F4

### Edit menu

To select this	Press
Undo	Ctrl+Z or Alt+Backspace
Cut	Ctrl+X or Shift+Del
Copy	Ctrl+C or Ctrl+Ins
Paste	Ctrl+V or Shift+Ins
Clear	Del
Find	Ctrl+F or Shift+F5

### View menu

To select this	Press
Go to Menu	F5
Go to Date	Ctrl+ F5
Go to Next (time period)	Ctrl+(right arrow)
Go to Previous (time period)	Ctrl+(left arrow)
Go to Next Overflow	Ctrl+O (use letter key, not zero key)
Go to Next Page	Shift+PgDn
Go to Previous Page	Shift+PgUp
Zoom 100%	F3
Zoom Fit Height	Ctrl+F3
Zoom Fit Width	Shift+F3

### Format menu

Select the event	Press
Priority	Ctrl+Y
Event Styles	Ctrl+S

### Layout menu

To select this	Press
Month Viewer	Ctrl+M
Week Viewer	Ctrl+W
Day Viewer	Ctrl+D
Layout Options	Ctrl+L

### Events menu

To select this	Press
Add Event	Ctrl+A
Modify Event	Enter
Hide Event	Ctrl+H

Note

Ctrl+N

## Windows menu

**To select this**

Calendar

Active event list

**Press**

F6 or Shift+F6

F6 or Shift+F6

---

### **See also**

[Keyboard and mouse](#)



## Keyboard shortcuts: Formatting events

Use these key combinations to format events on the calendar window. Some key combinations work by toggling.

<b>To Do this</b>	<b>Press</b>
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Increase type size	Ctrl+ <b>+</b>
Decrease type size	Ctrl+ <b>-</b>

---

### **See also**

[Keyboard and mouse](#)

## Keyboard shortcuts: Moving in the calendar window

Use key combinations to move around the calendar.

To move	Press
Up	PgUp
Down	PgDn
Left	Ctrl+PgUp
Right	Ctrl+PgDn
Next page (form)	Shift+PgDn
Previous page (form)	Shift+PgUp
Next <i>time period</i>	Ctrl+ ●
Previous <i>time period</i>	Ctrl+ ●
One <i>time period</i> later	Ctrl+ ↓
One <i>time period</i> earlier	Ctrl+ ↑
Left margin	Home
Top left	Ctrl+Home
Bottom right	Ctrl+End
Select next day or time cell	Arrow keys

---

### See also

[Keyboard and mouse](#)

## Selecting commands using the mouse

To select a menu command using the mouse

- 1 Point to a menu name.
- 2 Click the left mouse button.
- 3 Point to a command name.
- 4 Click the left mouse button.

---

### **See also**

[Keyboard and mouse](#)

## Keyboard shortcuts: Adding or modifying events

Place the cursor in the field and use these key combinations to enter event information.

To enter an insert field, press Alt+ &

To enter	Press these keys on the keypad
Start Date	Ctrl+ + or Ctrl+ -
Start Time	Ctrl+ + or Ctrl+ -
End Time	Ctrl+ + or Ctrl+ -

---

### See also

[Keyboard and mouse](#)



# How to use SI Swimsuit Calendar

## Start, Quit, and Add More Included Files

[Start SI Swimsuit Calendar](#)

[Quit SI Swimsuit Calendar](#)

[Add more event lists, workspaces, or clip art](#)

## Create event lists and calendars

[Create a Calendar](#)

[Open, Save, and Close Files](#)

[Layout overview](#)

[View a Calendar](#)

[Add, Modify, or Delete Events](#)

[Print a calendar](#)

[The workspace](#)

## Work with windows and screens

[Parts of the Screen](#)

[Keyboard and mouse](#)

[Split the SI Swimsuit Calendar Window](#)

[Switch between event lists and calendar](#)

[Select dates with QuickDate](#)

[Cancel or Reverse an Action](#)

## Set working preferences

[Preferences command](#)

[Mark events with hidden notes](#)

[Automatically save an open event list](#)

[Update a read-only file \(for networks\)](#)

[Display a warning when read-only files change \(for networks\)](#)

[Change the default ending year](#)

[Change default paths](#)

[Set rules for event style conflicts](#)

[Automatically adjust calendar layout font size](#)

## Start Sports Illustrated Swimsuit Calendar

You can start SI Swimsuit Calendar from the Windows File menu, the Program Manager, or the File Manager.

### To start SI Swimsuit Calendar from the Windows File menu

- 1 Choose File | Run.
- 2 Type the path for SI Swimsuit Calendar and then type **siswim2.exe**.

Most users can start the application by typing:

**c:\siswim2\siswim2.exe**

- 3 Choose OK.

### To start SI Swimsuit Calendar from the Windows Program Manager

- 1 Open the Program Manager window.
- 2 Double-click the SI Swimsuit Calendar icon in the Sports Illustrated window.

or

Use the arrow keys to select the icon and press Enter.

### To start SI Swimsuit Calendar from the Windows File Manager

- 1 Display the directory where you installed SI Swimsuit Calendar or where you have placed your event list, import specification, or workspace files.
2. Do one of these:  
Locate the event list (CCE), import specification (CCI), or workspace (CCW) file you want and double-click it.  
Double-click the SISWIM2.EXE filename.

---

#### **See also**

[How to use SI Swimsuit Calendar](#)

## Quit SI Swimsuit Calendar

To quit SI Swimsuit Calendar, choose File | Exit.

If you have not saved your changes to an event list or calendar workspace, SI Swimsuit Calendar will prompt you to save changes before quitting.

---

### **Shortcuts**

- Double-click the Control Menu box
- Alt+F4

---

### **See also**

[Exit command](#)

[How to use SI Swimsuit Calendar](#)



## Add more event lists, workspaces, or clip art

You can run the Setup program at any time to install more preset event lists, workspaces, or clip art.

### To install extra options with the Setup program

- 1 Insert SI Swimsuit Calendar CD into your CD-ROM drive.
- 2 Start Windows and choose File | Run in the Program Manager.
- 3 Type **d:\calendar\setup.exe**, replacing d with the appropriate drive letter, and choose OK.
- 4 To install more event lists, workspaces, or clip art, choose Custom Setup.
- 5 Select the new options you want to add to SI Swimsuit Calendar.

---

### **See also**

[How to use SI Swimsuit Calendar](#)

## Update a read-only file (for networks)

If you are sharing event lists on a network, you can ask SI Swimsuit Calendar to check the shared files at a specified interval and notify you when the read-only file you are using has been changed and saved by someone else. You can then update your copy of the file.

### To turn on the update option

- 1 Choose Edit | Preferences.
- 2 Choose Update Read-Only Files and enter the number of minutes between checks.

If a read-only file has been saved, the update tool on the Toolbar will change shape and color. If you want to see a dialog box in addition to this signal, choose Warning Dialog When Update Files Change.

- 4 Choose OK.

### To receive the latest copy of a shared file

- From the File menu, choose Update Read-only Files.
- or
- Click the red update tool on the Toolbar.


---

### See also

[Display a warning when read-only files change](#)  
[How to use SI Swimsuit Calendar](#)  
[Preferences](#)

## Display a warning when read-only files change (for networks)

You can set two options for sharing event list files on a network: the **Update Read-Only Files** option and the **Warning Dialog When Update Files Change** option. These options warn you if someone else has saved changes to a copy of an event list file you have opened as a read-only file.

When you select the Update Read-Only Files option, the update tool on the Toolbar changes shape and color, from  to

•

When you select both the Update Read-Only Files and the Warning Dialog When Update Files Change options, a dialog box also warns you when a read-only file has been saved.

### To receive a warning when a read-only file changes

- 1 Choose Edit | Preferences.
- 2 Choose the Update Read-Only Files option
- 3 Type or select the interval in minutes when the program will check to see if read-only files have changed.
- 4 (Optional) Check the box for Warning Dialog When Update Files Change.
- 5 Choose OK.

### To update the copy of the event list you are using

Click the update tool or choose File | Update Read-only files.

---

### See also

[How to use SI Swimsuit Calendar](#)

[Preferences command](#)

[Toolbar](#)

[Update a read-only file](#)

## Change the default ending year

With the [Preferences command](#) on the Edit menu, you can change the default ending year for repeating events. The Default Ending Year option only affects events that have repeat rules that have a blank ending date.

*Note:* Each event list file can have up to 64,000 event occurrences, including single events and all occurrences of repeating events.

*Tip:* For optimum speed, change the default ending year to a year close to the current one. This reduces the number of calculations that SI Swimsuit Calendar needs to perform when creating your calendar and improves program performance.

### To change the default ending year

- 1 Choose Edit | Preferences.
- 2 In the Default Ending Year text box, type the year you want.
- 3 Choose OK.

---

### See also

[How to use SI Swimsuit Calendar](#)

## Change the default paths

The default event list and paths are used for these purposes:

- Displays the default paths for event lists in the Open or Save Event List As dialog boxes.
- Displays the default path for picture files in the Select Picture File dialog box.
- When opening event lists and workspaces, SI Swimsuit Calendar searches the default paths for event lists and picture files that are no longer in their original locations.

### To change the default path for event lists and clip art files

- 1 Choose Edit | Preferences.
- 2 In the Default Paths boxes, type the drives and directories you want as the default for event list files and picture files.
- 3 Choose OK.

---

### See also

[How to use SI Swimsuit Calendar](#)

[Open command](#)

[Preferences command](#)

[Save Event List As](#)

[Select Picture File dialog box](#)

## Split the SI Swimsuit Calendar window

You can split the SI Swimsuit Calendar window into two panes, one for the [calendar window](#) and one for the [event list window](#).

### To split a window

Do one of these:

- Choose View | Split-Vertical or View | Split-Horizontal.
- Select one of these tools on the View bar:
- 
- 

### To move between windows

You can work in only one window at a time. To switch windows, do one of these:

- Click the window you want to work with.
- Press the F6 key.
- Choose Window | Calendar or Window | *event list name*.

### To adjust the size of the windows

- Drag the bar dividing the two windows to the desired location.

### To restore a full-screen view

Do one of these:

- Choose View | Calendar, or View | Event List.
- Select one of these tools on the View bar.
- 
- 

---

### See also

[Calendar](#)

[Event List](#)

[How to use SI Swimsuit Calendar](#)

[Split-Horizontal](#)

[Split-Vertical](#)

## Create a Calendar

You can create calendars that contain [events](#) or print a [calendar layout](#) with no events.

### To create a calendar with events

- 1 Start SI Swimsuit Calendar.
- 2 Choose a calendar layout (a time period) from the Layout menu. The layout appears in the [calendar window](#).  
If it is not already on screen, display the calendar window to check the results. Use the different options of the Zoom command on the View menu to see different views of the calendar window.
- 3 Open at least one [event list](#) file or create a new one.  
You can open as many as 50 event lists at one time, depending on the size of the files and the amount of memory available on your computer.
- 4 Modify the events or add new ones as needed.  
You can work in one event list at a time.  
You can apply repeat rules to an event or add [insert fields](#) with information that is automatically updated by SI Swimsuit Calendar.  
You can format event text using different fonts, alignment, and colors. You can select and format events separately, or you can use [styles](#) to quickly apply the same format to several events.  
You can add notes, pictures, banners, boxes, and shading to events.
- 5 Choose File | Save to save changes to the event lists.
- 6 If necessary, choose Format | Page Setup to select the size of the page, the number of [forms](#) on a page, and the orientation (portrait or landscape) for the selected layout.
- 7 Choose Layout | Layout Options to modify the page setup or the calendar layout.
- 8 If desired, choose Layout | [QuickStyle](#) to select a special design for the calendar.  
*Note:* At this point, you can save the current calendar layout options and open event lists as a [workspace file](#) so you can restore them quickly.
- 9 Choose File | Print to print the calendar.  
You can print on one or both sides of the page.

### To create a calendar with no events

- 1 Start SI Swimsuit Calendar.
- 2 Choose a calendar layout from the Layout menu. The layout appears in the calendar window.  
Use the different options of the Zoom command on the View menu to see different views of the calendar window.
- 3 Choose Layout | Layout Options to modify the page setup or the calendar layout.
- 4 If desired, choose Layout | [QuickStyle](#) to select a special design for the calendar.  
*Note:* At this point, you can save the current calendar layout options as a workspace file so you can restore them quickly.
- 5 Choose File | Print to print the calendar.

---

### See also

[How to use SI Swimsuit Calendar  
Zoom command](#)

## Set rules for event style conflicts

An event style conflict occurs when an event list you are trying to open contains a style name that also appears in the program's style menu, but the type specifications that define the two styles are different. By default, the Event Style Conflict dialog box appears every time this happens so you can decide how to resolve the conflict.

To avoid seeing the dialog box, change the default style conflict resolution in the Preferences dialog box.

### To change the current style definition to match the event list style definition

When a style conflict occurs, the events assigned that style in the event list(s) that are already open will change automatically to match the style in the event list you are trying to open. The change remains in effect as long as the event list is open. To make the change permanent, save the event list(s).

- 1 Choose Edit | Preferences.
- 2 Choose Always Use Event List Style.

### To change the event list style definition to match the current style definition

When a style conflict occurs, the events assigned the style in the event list you are opening will change automatically to match the current style definition. The change remains in effect as long as the event list is open. To make the change permanent, save the event list.

- 1 Choose Edit | Preferences.
- 2 Choose Always Use Program Style.

### To resolve style conflicts as they occur

This option lets you decide what to do with style conflicts as they occur.

- 1 Choose Edit | Preferences.
- 2 Choose Display Style Conflict Dialog.

---

### See also

[How to use SI Swimsuit Calendar](#)  
[Resolving style conflicts when opening files](#)



## Automatically adjust calendar layout font size

When you change the form size or margins of a selected layout by .5 inch or more, the type size of the calendar text (titles, footer, weekday names, and so on) changes in proportion to the form. This adjustment is controlled by the Scale Layout Fonts When Form Size Changes option in the Preferences dialog box.

The option is on by default. If it is turned off, the calendar type size does not adjust when you select a different form or change the form margins in the Page Setup panel. For example, if you change from an 8.5 x 11-inch form to an 8.5 x 5.5-inch form, the calendar titles, footer, weekdays, and numbers will remain large.

### To turn the font scaling option off or on

- 1 Choose Edit | Preferences.
- 2 Click or choose Scale Layout Fonts When Form Size Changes.

---

### **See also**

[How to use SI Swimsuit Calendar](#)

## Cancel or reverse an action

### Cancel an action

You can use the Esc key to cancel the Print command or to close a dialog box or menu.

### Reverse an action

You can reverse most actions by using the Undo command on the Edit menu. If SI Swimsuit Calendar cannot reverse an action, the Can't Undo command appears dimmed on the Edit menu.

---

### See also

[How to use SI Swimsuit Calendar](#)

# Tips and troubleshooting

Answers to Common Questions

[General](#)

[Repeating Events](#)

[Notes](#)

[Formatting Events](#)

[Multiple Event Lists](#)

[Layouts](#)

[Pictures](#)

[Printing](#)

[Importing and Exporting](#)

[Error Messages](#)

## General

### **How do I create an event without an event name?**

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.

### **How do I enter a time for an event that spans midnight?**

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.)

### **How do I select more than one event?**

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.

### **Can I use extended characters in path names?**

You should not enter extended characters, such as characters with accents, in the Pictures and Event Lists default path fields in the Preferences dialog box. If your path name includes letters that are normally accented, The 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.**

The 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 your Windows documentation 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, The SI Swimsuit Calendar cannot 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.

### **The 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.

### **I am updating read-only files and I cannot get rid of the Event Style Conflict dialog box.**

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 The SI Swimsuit Calendar when creating event lists that will be shared by more than one person.

## 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 cannot save the event.

**The birthday/anniversary insert field did not 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 did not 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 does not 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) did not 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 does not 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 The 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.

## Formatting Events

### **I cannot 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 cannot 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 will appear, 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.

### **My event text and notes do not fit the day cells in the same way as they did in The SI Swimsuit Calendar version 1.x.**

With this version of The SI Swimsuit Calendar, you can specify variable border sizes for day cells. If you are printing a calendar created in a previous version of The SI Swimsuit Calendar, you may find that the day cell margins are slightly bigger, so that the event text and notes wrap differently in the new calendar. To change default margin size of day cells, see the EventMargin section in the POWERUP.INI file, described in the README file.

## 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 &filename 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 will identify 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 will also work.



## Layouts

### **In the year or text layouts, I cannot 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. Or, switch temporarily to the month layout so that you can select 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 does not 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 The SI Swimsuit Calendar to create a new POWERUP.INI file with the paper size specifications.

### **The events appear in type sizes I do not 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, The SI Swimsuit Calendar adjusts the event type size in order to fit as many events as possible into the date box.

### **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 do not work, try choosing a layout with larger date boxes.

### **Weekday names and day times do not 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.

## Pictures

### **The picture I attached to the event disappeared.**

There are several reason 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 Do not Display Event Pictures.
- If an event has an attached picture, and you assign a different event style that does not include a picture, the picture will no longer be attached to the event.

### **The picture is in the wrong color.**

Double-click on the picture to see the Layout Options dialog box. Click on the Picture... to the right of the appropriate picture options. Check the Use Specified Color setting to make sure it is set to what you want.

### **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, after installing The SI Swimsuit Calendar, you may have difficulty importing pictures. Try reinstalling The SI Swimsuit Calendar. If you have problems with Text Appeal after the reinstallation, call Technical Support.

### **Pictures print as white rectangles on shaded days.**

This sometimes happens when bitmapped pictures, such as PCX, BMP, or TIF files, appear in a date box that has been shaded. The pictures may display correctly on the screen, but do not print. Either turn off the Shade Day option or choose different type of picture.

### **Big Pictures take a while 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 in the picture before importing it into The SI Swimsuit Calendar.

### **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 The SI Swimsuit Calendar cannot eliminate it. If you do not want the border, use a graphics application, such as Adobe PhotoShop for Windows, 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.

## 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 The 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 does not work properly.**

Some printers may not print color text correctly. In some cases, lighter colors are interpreted by the printer as white, and therefore do not show up. Change the text color 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 may need to be changed as well.

### **I am having trouble with double-sided printing.**

Do not 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 because 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 cannot 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.

### **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

### **I cannot 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 The 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.

### **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 do not look right.**

Some applications do not 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

- 1 Cannot register class. Save your files, close other applications and try again.
- 2 <> does not contain a valid event list.
- 3 <> is not a valid CCPlus Version 3.0/4.0/5.0 file or does not exist.
- 4 Cannot create workspace file.
- 5 Error writing to workspace file. Make sure there is enough disk space.
- 6 Internal error - missing event list.
- 7 Error adding event to event list
- 8 Invalid filename.
- 9 Save aborted - Error creating file.
- 10 Not enough memory to complete operation. Save your files, close other applications and try again.
- 11 <>is not a valid event list file.
- 12 <>is already open. Another copy cannot be opened.
- 13 <>does not contain a valid workspace.
- 14 Event list list box out of memory. Save your files, close other applications and try again.
- 15 Style NORMAL cannot be deleted.
- 16 Too many styles to add another.
- 17 Sorry....unimplemented feature.
- 18 Invalid style file - Previous styles removed.
- 19 Error adding new paper stock.
- 20 Invalid form top origin.
- 21 Invalid form left origin.
- 22 Invalid form width.
- 23 Invalid form height.
- 24 Invalid page width.
- 25 Invalid page height.
- 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.
- 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.
- 34 Form top origin is too large.
- 35 Form left origin is too large.
- 36 Unable to display dialog (low memory).
- 37 Invalid print copy count.
- 38 Cannot print. Make sure printer is connected and online.
- 39 Invalid number of print periods.
- 40 Not enough memory to print.
- 41 Unimplemented or missing calendar layout.
- 42 Too many occurrences. Unable to add rule to event list.
- 43 <>cannot be found. Ignored in style, event, or layout.
- 44 <> located. Substituted in style, event, or layout .
- 45 <>is not a valid directory.
- 46 <>is not a valid directory. Do you wish to create it?
- 47 <>cannot be created.
- 48 <>is not a valid The SI Swimsuit Calendar Windows file or does not exist.
- 49 Only one workspace may be opened.
- 50 No event list. Do you wish to create a new one?
- 51 Invalid style record encountered in file, record ignored.
- 52 Invalid graphic record encountered in file, record ignored.
- 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  
56 <>style is already defined. Try another name.  
57 The last year value must be between this year and 2100.  
58 Invalid command line argument.  
59 Do you want to save changes to event list?  
60 Delete the event - <>  
61 Delete the selected events  
62 End of search.  
64 There is no overflow in this calendar. Overflow options are set on the overflow panel of the Layout Options dialog.  
65 Occurrence has been removed, or successfully placed in cell.  
67 Some events only partially deleted because they contain occurrences after the date.  
68 No events have occurrences before.  
69 Unable to open file.  
70 End hour must be equal to or after start hour.  
71 Open aborted. Input error on file.  
72 Early occurrences of events containing &count cannot be deleted.  
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.  
75 No date information has been specified. Continuing will cause all events to be set to the start date.  
Do you wish to continue?  
76 Changing the last year cannot be done because it would result in too many occurrences.  
77 Changing the rule will cause previous date selections to be lost. Accept the new rule?  
78 Delete the paper stock?  
79 <>already exists. Overwrite?  
80 Event list cannot be opened. Maximum number of event lists reached.  
81 Invalid or corrupted list or workspace <>cannot be located and/or opened. Ignored in workspace.  
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.  
85 Viewer modes cannot be printed. You must switch to a non-viewer mode to print.  
86 Stock already exists.  
87 The selected string <> is too long to fit.  
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  
90 Unable to paste event.  
91 Delete ALL occurrences of the event?  
92 Delete ALL occurrences of the selected events?  
93 The rule is invalid because there are no occurrences.  
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.  
95 No events were imported. Make sure that the date range is set correctly.  
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.  
97 Only one instance of The SI Swimsuit Calendar may be active.  
98 The starting or ending date of the selected layout is beyond the date limit of 2100.  
99 Not enough memory to print. Try smaller number of periods.  
100 Invalid number of form rows to print an InstaBook.  
101 Invalid number of form columns to print an InstaBook.  
102 Changing the date will reset the rule. Proceed?  
103 Error while writing file.  
104 Graphics support library SHOWPICT.DLL cannot be located. All graphics display disabled.  
105 PowerAlbum library CHOSPICT.DLL cannot be located. PowerAlbum is disabled.  
107 Invalid disk drive or path for save.



- 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.
- 111 Too many or no overflow forms in calendar. Overflow display suppressed.
- 112 Unable to set printer orientation (portrait/landscape).
- 113 <> can only be opened in READ ONLY mode.
- 114 The rule you have specified will have many occurrences and is likely to degrade performance.
- 115 Unable to position the following text on layout because of too large font or too small form.
- 116 Not enough memory to continue.
- 117 Unable to save event list.
- 118 Unable to open event list.
- 119 Unable to save workspace.
- 120 Unable to open workspace.
- 123 The library is for an earlier version of The SI Swimsuit Calendar. If you continue your data files may be damaged. Select Yes to continue using this library.
- 124 Unable to save import specification.
- 125 Unable to load import specification.
- 126 Zoom values must be within the range 30 to 200.

## **1. Cannot 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 have added or changed. Exit from The SI Swimsuit Calendar and Windows. Then restart Windows and The 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 cannot 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 is not in the Calendar Creator for DOS format.

**Tip:** Maybe you have misunderstood how to bring data from Calendar Creator for DOS to The SI Swimsuit Calendar. 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 The SI Swimsuit Calendar.

#### **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 have accumulated, and to delete ones that you think are unnecessary.

## **6. Internal error - missing event list.**

Exit The 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 cannot 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.**

The 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 do not 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 have added or changed. Exit from The SI Swimsuit Calendar and Windows. Then restart Windows and The 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 The 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 cannot 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 The SI Swimsuit Calendar, close any other applications that may be open, restart The SI Swimsuit Calendar, and try again.

## **15. Style NORMAL cannot be deleted.**

Normal is the default style in The SI Swimsuit Calendar (Windows version), and the program uses it frequently. Do not 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 hard disk space.

**20. Invalid form top 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 will not work with your current layout and page size. For example, if you try to squeeze too many forms onto a page, The SI Swimsuit Calendar would have to shrink them so much that it could not 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 is 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 have added or changed. Exit from The SI Swimsuit Calendar and Windows, and restart Windows and The SI Swimsuit Calendar, without starting any other applications.

You can reduce the amount of memory you use within The 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 The SI Swimsuit Calendar will not 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 does not 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 do not 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 The 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 is not in the same directory any more, and it is 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. The 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, The SI Swimsuit Calendar saves the location of the graphic. The graphic attached to a style or event has been moved from its old directory. The 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:

1. Entered an incorrect directory name when telling The SI Swimsuit Calendar where to find a file. Just enter the correct directory and path.
2. 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.
3. 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 The SI Swimsuit Calendar to create the directory if it does not yet exist. If you think this directory already does exist, use Microsoft Windows File Manager to check the location of the directory and the spelling of its name.

## **47. <>cannot be created.**

The 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 The 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 The 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 cannot 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 The 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?**

You have made changes to this event list since you last saved it. Do you want to save them before closing the 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 have 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 cannot use the Delete Occurrences Before option 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 have not assigned a Date field or fields to any of the columns in the imported file. Therefore, 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 one or more years to the calendar would create too many new events. Try to 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. Overwrite?**

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 The SI Swimsuit Calendar and Windows. Then restart Windows and The 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 The 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 the Delete Events Before dialog.) 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. The SI Swimsuit Calendar will open what it can and ignore related event list or graphic files that it cannot 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 The 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.**

Messages 82 to 84 indicate problems with the POWERUP.INI file. The best way to deal with them is to reinstall The 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 cannot paste an event into this location.

**91. Delete ALL occurrences of the event?**

**92. Delete ALL occurrences of the selected events?**

The 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 does not 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.**

You can only print an InstaBook on paper stock that has an even number of forms in the direction of the binding. Use the following table as a guide to choosing a binding that fits the selected paper stock and orientation.

<b>Forms/page</b>	<b>Orientation</b>	<b>Binding</b>	<b>Approximate finished size</b>
2	portrait	top	8.50 w x 5.50h
	landscape	side	5.5.0w x 8.50h
4	portrait	top or side	4.25w x 5.50h
	landscape	top or side	5.50w x 4.25h
12	portrait	side	2.12w x 3.66h
	landscape	top	3.66w x 2.12h

**97. Only one instance of The SI Swimsuit Calendar may be active.**

You tried to run The SI Swimsuit Calendar when it was already running. The Program Manager has switched you to the active The SI Swimsuit Calendar.

**98. The starting or ending date of the selected layout is beyond the date limit of 2100.**

You cannot 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, do not 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 have added or changed. Exit from The SI Swimsuit Calendar and Windows. Then restart Windows and The 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 canceled. 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.**

The 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 The SI Swimsuit Calendar from the Setup disks.

**105. PowerAlbum library CHOSPACT.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 will not 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, The 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 does not 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.**

Calendar Creator 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.

**123. The library is for an earlier version of The SI Swimsuit Calendar. If you continue your data files may be damaged. Select Yes to continue using this library.**

Run SETUP again to install the correct files.

## **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.

