

***Calendar Creator™***  
***Version 5.0***  
***User's Guide***

***The Learning Company, Inc.***  
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End users may print and sell hard copies (not electronic copies) of the calendars as long as the following notice appears: "Calendar created with *Calendar Creator 5.0* ©1997 The Learning Company, Inc."

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# **Welcome to Calendar Creator™**

*Calendar Creator* is the most powerful calendar creating and scheduling software available today! This fun and easy-to-use program now gives you the ability to completely personalize your calendar by providing endless formatting options that include hundreds of fonts; color, border, and shading options; free movement of all calendar cells; seven calendar layouts; hundreds of graphics; and a variety of printing options that let you decide how your calendar should be laid out. In addition, *Calendar Creator* now provides you with an electronic Address Book where you can store all of your business and personal contact information, and a fully functional Event List where you can add and maintain all of your scheduled events.

These new features, along with the many outstanding features that have already made *Calendar Creator* the world's most popular program year after year, give you the ability to create unique, professional-quality calendars that will help you to stay on schedule and stay organized.

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## **What's New in *Calendar Creator***

*Calendar Creator* has a new look, quicker methods of entering events on your calendar, and many more enhancements to give you the most powerful and versatile calendar-creating program ever. The following list highlights some of these enhancements and new features.

### **Address Book**

- ✓ enables you to keep your important numbers and addresses close to your schedule
- ✓ can be used to send e-mail to people listed in your Address Book
- ✓ can be used to direct-dial numbers on your Address Book
- ✓ can be customized to list only specific information in your Address list screen
- ✓ provides several ways of sorting and searching your Address Book
- ✓ can associate people listed in your Address Book into a group, such as a softball team, e-mail the entire group at once

## **Calendars**

- ✓ allow all cells and fields to be set as “moveable” and placed anywhere on your screen
- ✓ allow new color and font options, including special effects
- ✓ allow new border and shading options
- ✓ allow new graphics that can be placed anywhere on your calendar
- ✓ can create individual calendars for specific needs
- ✓ allow multiple calendars to be stored in one easy to retrieve file

## **Event Lists**

- ✓ allow event information to be entered directly into your Event List
- ✓ categorize events according to your needs
- ✓ sort events in a variety of ways
- ✓ allow you to add event notes, which are indicated on both your Event List and your calendar by a note-like icon
- ✓ allow event participants to be selected from your Address Book

## **Printing**

- ✓ includes the Print Wizard feature to assist you in setting up print layouts
- ✓ allows easier poster and InstaBook™ printing
- ✓ can specify the size of your calendar(s) on a page
- ✓ can specify the time period to be included in your printed calendar
- ✓ can print graphics with your calendar

## **Miscellaneous**

- ✓ can change your screen view at the click of one button
- ✓ can modify your graphics using the Clip Art screen
- ✓ can share calendars over a network
- ✓ includes password protection to control shared information
- ✓ works with US Robotics PalmPilot™
- ✓ can import or export event or address files
- ✓ can link and update linked event files

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## Features of *Calendar Creator*

*Calendar Creator* has more capabilities than any other calendar program. The following is a listing of some of these features.

- You can fully customize your calendars by adding shading, borders, pictures, and various fonts.
- You can add pictures and special effects.
- It offers multiple printing options including single calendar on multiple pages, multiple calendars on a single page, and double-sided InstaBook pages.
- It allows you to determine the time span of your calendar (from one day to multiple years).
- It allows several calendars to be stored in a single file and be given individual names.
- It offers seven basic calendar layouts including; day, weekly planner, week, multi-week, month, multi-month, year, and multi-year.
- You can print calendars on a variety of paper sizes and stocks.
- The printing options let you decide how many calendars to print per page and the time span of each printed calendar.
- It offers InstaBook printing, which creates a small booklet-type calendar.
- It has split-screen window options that allow you to view your calendar and Event List simultaneously.
- You can track repeated events for days, months, and years and indicate any exceptions to the repeat.
- It includes several pre-made Event Lists such as, the list of holidays, quotes of the day, and Hollywood stars' birthdays.
- It has over 5,000 clip art pictures.



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# How to Use this Manual



This manual is designed to provide easy-to-follow and easy-to-find information on how to use *Calendar Creator*. It is written with the general assumption that you are familiar with the basic operation of Windows. Therefore, it does not explain features that are common to Windows-based programs. If you are unfamiliar with Windows, please refer to your Microsoft® Windows® User's Guide and familiarize yourself with the general terminology, layout, and navigation of the Windows operating system. Understanding and being comfortable with Windows is essential to learning and fully utilizing the features of *Calendar Creator*.

This manual is composed of the following chapters.

- Chapter 1, Welcome to *Calendar Creator*, provides an overall introduction to *Calendar Creator*.
- Chapter 2, Getting Started, explains how to load your new software, as well as the general terminology used in this manual and the layouts of the main *Calendar Creator* screens.
- Chapter 3, Creating Your Calendar, explains how to select your calendar's time span, how to add style to your calendar, and how to store your calendars.
- Chapter 4, Adding Events to Your Calendar, explains how to use Event Lists to manage your scheduled events.
- Chapter 5, Using the Address Book, explains how to record personal and business contacts, as well as link these contacts to your calendar's events.
- Chapter 6, Printing Your Calendars, explains how to setup the printing options to print single-page and multi-page calendars, as well as InstaBooks™.

## Typographical Conventions

Here are a few useful notes about the terms, typographical conventions, and symbols used in this manual. The following symbols indicate the specific nature of the text that immediately follows the symbol.

- This solid bullet indicates general list information.
- This checkbox symbol indicates instructional information. This action-oriented text is set in a different font than other text and usually requires you to interact with *Calendar Creator* using the keyboard or mouse.
-  This pencil symbolizes highlighted notes, helpful hints, and strategies for using the software.
-  **This bomb symbolizes warning text and is set in bold. Ignoring this information could result in adverse effects.**

## Key Names and Combinations


The names of keys and onscreen function buttons are set in SMALL CAPITAL LETTERS. For example, ESCAPE, ENTER, OK. Some key names on your keyboard may be represented a little differently.

*Calendar Creator* is a Windows-based program. Thus, it is designed to work using either the keyboard or the mouse. Instructions in this manual typically assume that you are using the mouse to make your selections from menus, dialog boxes, etc. However, most actions can be performed using the keyboard only. You'll notice on all of the menus that one letter is underlined in each menu item. Pressing the ALT key on your keyboard while simultaneously typing this underlined letter will allow you to select that item. You can also use the arrow keys on your keyboard to move up or down and left or right in lists.

The right-mouse button is often used in *Calendar Creator* to provide quick access to certain functions such as cut, paste, properties, etc.

## Finding Help!

*Calendar Creator* provides online Help for each major function and for many of the controls and individual fields. There are three levels of Help.

- The first level is the most basic and provides help for general Windows commands and for the major functions of *Calendar Creator*. It is accessed from the **Help** main menu located at the top of your screen, or by selecting the Help icon () on the main toolbar.
- The second level provides basic information on specific screens and dialog boxes for *Calendar Creator*. It is accessed by selecting the **HELP** button that appears on most screens and dialog boxes.
- The third level provides detailed information for specific fields and keys on the dialog boxes and screens. It is accessed by selecting the question mark icon (?) that appears in the top-right corner of most dialog boxes and screens.

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## Useful Terms and Definitions

Calendar Cells	All calendars are comprised of many different cells. Each cell can contain its own format settings, text, and graphics.
Calendar View	In <i>Calendar Creator</i> , this term refers to the time periods presented by a calendar. Examples of calendar views include Year, Month, Multi-Month, Week, Multi-Week, Week Planner, and Day.
Drawing Object	Graphic cells that can be added to your calendar in the form of various shapes. Pictures can be added to these cells—sized and moved as you wish.
Event List	Customized lists containing the events and their information that are marked on your calendar(s).
Event View	One of the views offered by <i>Calendar Creator</i> . This view shows only the events belonging to the active calendar.
InstaBook™	A printing option that automatically determines the placement of multiple calendars on a page so that when cut, folded, and stapled, a booklet-type calendar is produced.
Moveable Cells	Calendar Cells that can be moved anywhere on your calendar screen. Calendar Cells are set as moveable using the “Moveable” field on the Style tab.
QuickStyles™	Pre-formatted calendar styles that are based on a specific theme such as Art Deco, Hollywood, Christmas, etc. QuickStyles can also be user-defined to save your favorite calendar creations.
Text Boxes	Cells that are added to calendars specifically to contain text.

# Getting Started

Installing *Calendar Creator* is a quick and easy process. Simply follow the instructions provided on your screen as you are loading this software, to ensure that it is properly installed. This will help to avoid application problems in the future. *Calendar Creator* is designed to run on a personal computer that meets or exceeds the following system requirements.

- Microsoft® Windows® 95/NT installed and running
- 486 processor, 33 MHz
- double-speed CD-ROM drive (or better)
- 8MB of RAM (16MB recommended)
- 256 color video card, thousands of colors recommended (16 bit)

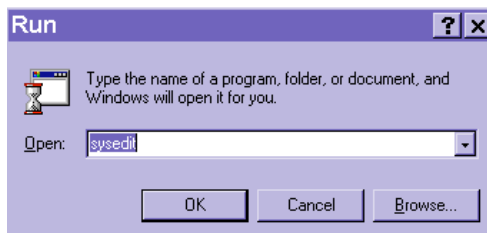
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## Installing *Calendar Creator*

*Calendar Creator* can be installed using the AutoRun feature that is automatically activated when you insert the CD-ROM into your computer's drive. Simply follow the onscreen instructions to successfully install *Calendar Creator*. Remember to **register** your copy of *Calendar Creator* in order to receive notification of updates and new releases, access technical support, and get information about other software available from The Learning Company.

- Insert the *Calendar Creator* CD-ROM into your CD-ROM drive.
- The start-up mode will be automatically initiated. If it fails, position the cursor on the Start icon in the Task Bar, then click the mouse button once. Select the Run option from the menu.

You will see a dialog box similar to the one shown below.



*Run Dialog Box*

- ❑ Type in **D:\SETUP.EXE**, where D represents the letter for your CD-ROM drive. Click on the **OK** button.

The system will begin installing *Calendar Creator*. Follow the onscreen instructions. During installation, you are given the opportunity to install *all* of *Calendar Creator* or just various *portions* that you need. If you are limited by the amount of space available on your hard drive, you may want to refrain from loading and storing the clip art that is included with this software. These can still be accessed when needed by inserting your *Calendar Creator* CD-ROM in your drive.

You are also given the opportunity to install *Calendar Creator* in the default directory (C:\...\Creative Office\*Calendar Creator*) or select another directory. Use the **Browse** feature to select another directory, if desired.

Once *Calendar Creator* is successfully loaded on your computer, you will be given the option to restart Windows. You must restart Windows before using *Calendar Creator*. Once restarted, the *Calendar Creator* icon will appear in the **Start** menu under “Creative Office.”

- ❑ Select **Programs** from the **Start** menu on your task bar. Then, select the *Calendar Creator* option from the **Creative Office** item.

### **To register your *Calendar Creator* program later:**

Double-click on the *Register* icon in the “Creative Office” folder on your hard drive and follow the onscreen instructions using **Tab** to move from field to field.

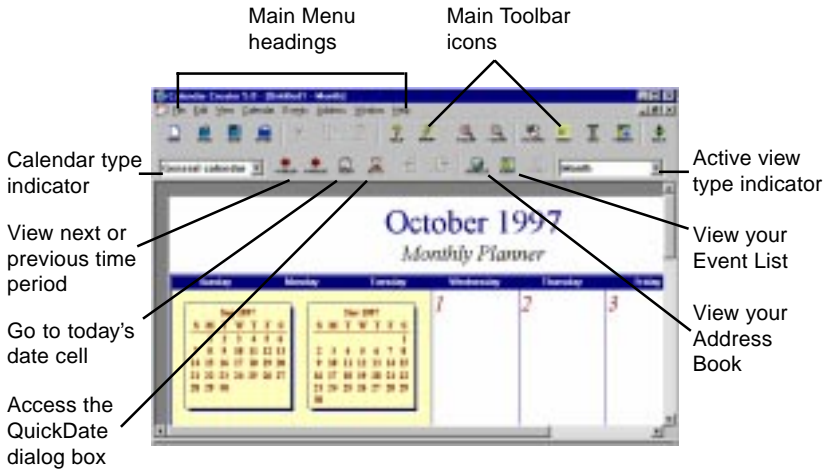
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## **The Basics**

When you access *Calendar Creator*, the default calendar will be in view. Before you begin to use this calendar, continue reading to familiarize yourself with the basics of the *Calendar Creator* desktop environment.

### **Screen Definitions for *Calendar Creator***

Upon opening *Calendar Creator* for the first time (and any time thereafter when you create a *new* calendar), you will see the default initial view of *Calendar Creator* (shown labeled in the following figure). This default view is the **Month** calendar view. As you customize your calendar and record your events, this initial screen will probably no longer resemble your actual calendar(s).



*Definition of Typical Calendar Creator Screen*

The commands and controls that allow you to manipulate *Calendar Creator* are listed in either the Main Menu or are accessed using the Toolbar buttons that appear on your screen underneath the main menu. Each of these is discussed below.

## MAIN MENU HEADINGS

The Main Menu located at the top of your *Calendar Creator* screen contains the following menu items: File, Edit, View, Calendar, Events, Address, Window, and Help. Each of these main items contains various submenus that are accessed by a drop-down list. Submenus are accessed by clicking on the main menu item using the mouse or by pressing the ALT key while at the same time typing the underlined letter in the item name.

## MAIN TOOLBAR ICONS

The Main Toolbar buttons allows you to quickly perform certain functions; typically with one click of the mouse button. As with most Windows-based applications, you can reposition the toolbars to place them at the top, bottom, or either side of your screen by dragging them to the desired position while the cursor is positioned on the double-bars located to the left of the tool bar set. You can also select which toolbars you want to view (Main, Navigation, and Format) using the Show Toolbars item under the View main menu. This same menu item allows you to view the toolbar buttons as large or small icons. Each default toolbar button and its function are described below.



Opens the New dialog box, allowing you to open a new calendar document



Activates the Open dialog box, allowing you to open a calendar file



Saves the active calendar file



Access the printing dialog box to initiate printing



Cuts (removes) the selected item and copies it to the clipboard



Copies the selected item to the clipboard



Pastes the selected item from the clipboard to the selected area in your document



Launches context technical help



Launches the Internet Browser and accesses the TLC Home Page



Used to Zoom In and Out, respectively



Used to add picture box for graphics



Used to add a note box



Used to draw an object with text effects



Used to quickly add an event



Splits the window view





Allows you to quickly find an address



The remaining toolbar buttons access specific features. Each is discussed in the following.

## CALENDAR TYPE INDICATOR

*Calendar Creator* allows you to work with several different calendars in one file. This field indicates the name of the specific calendar currently in use. Calendars are created by selecting the Add Calendar item under the Calendar main menu located at the top of the screen. The Add Calendar dialog box appears and is used to name the new calendar, indicate the event categories that will be included in the calendar, and indicate the views that will apply to this new calendar. As you create new calendars, they are listed in the Calendar Type drop-down list that is accessible from this field.

## CHANGING THE TIME PERIOD OF YOUR CALENDAR

Each calendar view displays a certain amount of time (i.e., a Month, a Week, a Day, etc.). This amount of time is called a period. The period displayed by each of the calendar views can be changed using the left- and right-arrow navigation buttons (   ) located in your toolbar. For example, if you are currently viewing a Month calendar showing February, selecting the left arrow button will result in the Month calendar showing January. Likewise, if you are viewing a Week calendar showing 1<sup>st</sup> through 7<sup>th</sup>, selecting the right arrow button will shift the dates displayed by one week (e.g., 8<sup>th</sup> through 15<sup>th</sup>).

In addition to using these arrow buttons to shift a calendar period, you can also use the “Go to Today’s Date” or “Select a Date” (   ) buttons. When you click on the “Go to Today’s Date” button, the calendar view will be adjusted to include today’s date. When you activate the “Select a Date” button, the Quick Date dialog box (shown below) will appear. (This button also appears on various *Calendar Creator* dialog boxes.)




*Quick Date Dialog Box*

This feature allows you to adjust your calendar dates to a specific time. Select the time using one of the three following methods.



- The “In” field located above the displayed calendar can be used to indicate the number of increments to move the date (e.g., 3). The field beside this is used to define the increments (e.g., months).
- The two double arrows beside the month header can be used to change the calendar view to same month of the next year (double arrows pointing to the right) or the same month of the previous year (double arrows pointing to the left). The inside arrows can be used to change the view to the next month (right arrow) or previous (left arrow) month.
- The mouse can be used to select from the displayed calendar a date of interest. The calendar view, in return, will display the time period containing the date.

 *These buttons are active only when one of the seven calendar views is in the active screen. They are shaded grey when the Address Book, Event List, or Clip Art screens are active.*

When your calendars are more than one page in length, the “Display Next Page” and “Display Previous Page” buttons can be used to shift your page view.

## QUICK SELECTION OF ACTIVE VIEW

Three toolbar buttons are provided that allow you to quickly change your active view to either Address Book, Event List, or Calendar. These are controlled by the Address, Event, and Calendar icons, respectively.



## ACTIVE VIEW INDICATOR

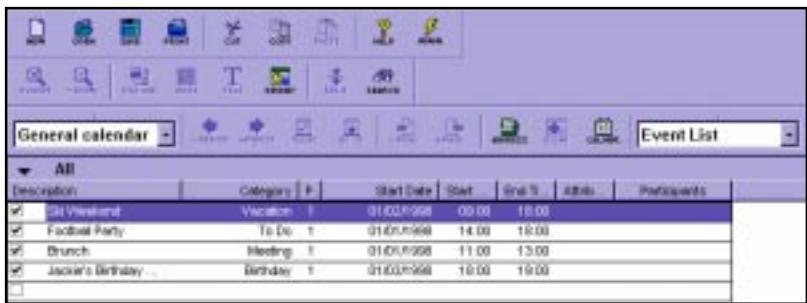
This field indicates the View (or type) of the active screen. The active view can be one of the following:

- one of the seven calendars (year, month, multi-month, week, multi-week, weekly planner, or day)
- the Address Book
- the Event List
- the Clip Art screen

Each of these options is selected from the drop-down list accessible from this “View Type” indicator field or from the View Main Menu item located at the top of your screen. The two figures show examples of a Calendar view versus an Event List view. Notice the active View Type indicator in each figure.



*Day Calendar View as Active View*




*Event List as Active View*

## Choosing a Window Display/Using a Split-Screen View

One of *Calendar Creator's* most useful features is its ability to display multiple screens simultaneously (e.g., your Calendar and Event List). The Split-Screen option is controlled from the Window main menu item or by activating the split-screen button in your toolbar. The window option contains several screen options that enable you to view multiple calendars and/or windows. When using a split-screen view, you'll notice a double-line bar that controls the size of the windows. When you move the cursor across this double-line bar using the mouse, the pointer will turn from an arrow to double-dashes with small arrows jutting from the top and bottom. When the cursor is in this position, you can click the mouse button and drag this split-screen bar up or down.

## Sharing Your Calendar Creator Files on a Network

*Calendar Creator* makes it easy to share your calendar files that are stored on a server. Once *Calendar Creator* is installed on your network, each user must run **N:/SETUP.EXE**, where **N** represents the drive letter of your server. This installs the system files and updates the .ini file with references to the network.

 Similarly, there is a file called **N:/UNSETUP.EXE**, where **N** represents the drive letter of your server, that can be used to uninstall the program.

The program does not offer any file protection beyond that which is available on the network. The network administrator is responsible for assigning read and write privileges for these shared files.

### To open an Event List on the server:

- Use standard Windows techniques to locate the network drive and open the file. If you open an Event List as read-only, you can make temporary changes, but you cannot save the changes to that particular file.

Working with shared Event Lists or calendars that contain pictures is equally as simple; however, the actual picture file is not saved with the file. Instead, the path to that file is saved (i.e., linked). As long as the file remains in that location, you can access it when you open the Event List or calendar file. If the picture file has been moved, a warning message will appear when you open the file.

## Opening Event Lists Created in Previous Versions

*Calendar Creator 5.0* allows you to open an Event List created in a previous version of *Calendar Creator* (2.0, 3.0, or 4.0). You can select to either keep the style of each event as formatted in the previous version, or have the format of the first event applied to all events from the previous version.

### To open an Event List created in a previous version:

- Select Open from the File main menu. Then, select the file type to be opened from the Files of type drop-down menu, and select the file to be opened from the Open dialog box. Click on the OPEN button. (To save the new file as a CC5.0 file, see *Chapter 3, Saving Your Calendar File.*)

## Linking Files vs. Importing Files

When using *Calendar Creator*, it is important that you understand the difference between linked files and imported files. Linking files simply inserts a path to the specific file. If the file is moved to another location and the path changes, the file will no longer be linked. A warning message informs you of the change. The path will have to be adjusted to re-link the new file. Importing files, on the other hand, actually brings the data from the file into a *Calendar Creator* format. That file can then be saved in a *Calendar Creator* file.


Understanding this information is important because *Calendar Creator* gives you the means to import Event Lists, Address Books, and PalmPilot™ files, or to link Event Lists. Each of these topics is discussed in the following.

## Importing Files

Event List, Address Book, and PalmPilot files can be imported using the Import item listed under the File main menu.

### To import a file:

- Select the Import item from the File main menu. Then, select the type of file to be imported (events, addresses, or “Pilot” files).

 “Pilot” files are those created using the PalmPilot system.

- The standard Windows Open File box will appear. Use this box to locate your file, then select ok to import the file.

### To export a file:

- A file is exported using the same technique as above, but instead of selecting the Import menu item, select the Export menu item from the File main menu.

## IMPORTING A FILE INTO A NEW OR EXISTING FILE

*Calendar Creator 5.0* event files (\*.cc5) can be imported into a new or existing *Calendar Creator 5.0* file.

### To import a new or existing file:

- Select the Import item from the File menu, then select Event from the drop-down menu. Select the file type to be opened from the Files of type menu, and select the file to be opened from the Open dialog box. Click on the OPEN button. (To save the new file as a CC5.0 file, see *Chapter 3, Saving Your Calendar File*.)

## IMPORTING \*.CSV FILES FROM OTHER APPLICATIONS

Event Lists that were created in other applications using the comma separated value (\*.csv) format, can be imported using the Import command under the File menu.

### To import \*.csv files into your Event List:

- Select Import from the File menu. Then, select Event from the drop-down menu and select (\*.csv) as the file type to be imported.



*If an Event List is currently open when using the Import feature, the file being imported will merge with the file currently open, creating a single Event List file when saved.*

The Import Fields dialog box will appear. This dialog is used to assign properties to each field being imported into the Event List.

- Select the first checkbox to convert any special DOS-based characters that are contained in the file being imported.
- Select the second checkbox to have the first line of the file imported as a header.
- Assign each field in the imported file to an Event List field by clicking on the column header labeled, "Unassigned," and select the Event List field from the drop-down list. Then, click on the Ok button. (To save the new file as a CC5.0 file, see *Chapter 3, Saving Your Calendar File*.)

## LINKING EVENT FILES

*Calendar Creator* allows you to link event files. This is useful when event files are shared over a network. When a file is linked, it can be seen (and in some cases modified) by those who have been given access to file directory. It is recommended that only one person make modifications to the event file at a time. This will ensure that each person who has linked the file to their application will receive all updated modifications.

### To link a file:

- Select the Link Event Files item from the File main menu.

The Linked Event Files dialog box appears showing any previously linked files.

- To link a new file, activate the ADD button. The standard Windows Open File box will appear. Use this box to locate your file, then select OK to link the file.

Linked files can be set to update automatically using the Preference dialog box. This box is accessed by selecting the Preferences item from the File main menu. The "Update Network Event Lists" field can be checked to automatically update the files. The "every X minutes" field is used to indicate how often the files should be updated.

You can also manually update the shared files by selecting the Update Linked Events item from the File main menu.

### To delete a linked file:

- Activate the DELETE button from the Linked Event Files dialog box while the file is selected in the list.

# Creating Your Calendar

*Calendar Creator* provides many enhanced formatting controls. Virtually every inch of your calendar can now be customized! You can add pictures; add and modify text styles, size, and color; add borders and shading; manipulate date ranges; reposition all cells, apply and create QuickStyles, create multiple calendars in one file—this list could go on and on. The focus of this chapter is to introduce you to all of these formatting controls and to help you get started in producing professional looking, unique—and most importantly—*useful* calendars.


---

## Creating a New Calendar File

When you initially open the *Calendar Creator* program, a new (General) calendar in the Month view displays on your screen. This default calendar view can be used as a starting point to create your calendar. It is considered as a calendar file and is given a name when you save it. New calendar files can be created at any time by following these steps.

- ❑ You can create a new calendar file at any time by selecting the **NEW** item from the **FILE** main menu located at the top of the screen. You will be prompted to save, if desired, any existing calendar files, which is done using the standard Windows saving techniques (File/Save or File/Save As).

A new calendar file will be initialized and the default calendar view (Month) will again appear. You can create a new calendar file at any time during the use of this software by repeating these steps.

 *It should be noted that you can save multiple calendars in one file. Please refer to the “Creating Multiple Calendars and Saving Your Calendars” section to add new calendars to a file.*

## Selecting Your Calendar “View”

When using *Calendar Creator*, the term “view” refers to the time period shown on a calendar. *Calendar Creator* offers seven calendar views. These are: Year, Month, Multi-Month, Week, Multi-Week, Weekly Planner, and Day.

The Month view is the default calendar view when creating new calendars, but this can easily be changed as follows.

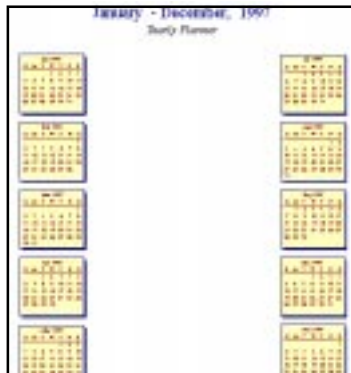
**To select your calendar view, you can either:**

- select the desired view from the **View** main menu item located at the top the screen, or
- select it from Active View Indicator field (see *Chapter 2* for the location of this field) at the top of your calendar screen.

The calendar views in the following figures show how the views would appear without any customizations.



*Month Calendar View (Default)*



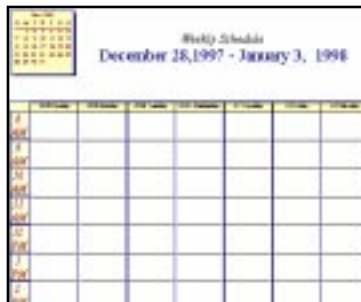
*Year View*



*Multi-Month View*



*Multi-Week View*



*Week View*



Sunday 11/28	
Monday 11/29	
Tuesday 11/30	
Wednesday 12/01	
Thursday 12/02	
Friday 12/03	
Saturday 12/04	

*Weekly Planner View*

Friday February 3, 1990	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	
11:00	
12:00	

*Day View*

- ❑ Select the desired calendar template from the View main menu item located at the top of the screen or from the View Type indicator field (refer to *Chapter 2* for the location of this field).
- ✎ *The Event List, Event Report, the Address Book, and a Clip Art screen, also listed under the View main menu and the View Type indicator field, are discussed in Chapters 4 and 5.*

Once you have selected your calendar view, you are ready to begin utilizing the formatting options! The views provided with this software do not *require* changes in order to serve as fully functional, attractive calendars. They can be used “as is.” However, as you become more familiar with *Calendar Creator*, you will probably want to take advantage of all of its formatting capabilities.

## Applying a QuickStyle™

Before diving into the formatting controls, you may want to look at *Calendar Creator's* QuickStyles. QuickStyles are pre-formatted styles that can be applied to any calendar view. They are centered on various themes (e.g., Art Deco, Hollywood, Halloween, Christmas, etc.) and include a variety of fonts and color schemes. These styles serve as great examples of the formatting possibilities offered with *Calendar Creator*.

- Select the QuickStyle item from the Calendar submenu located at the top of the screen.

The QuickStyle dialog box will appear and resemble the figure shown below.



*QuickStyle Dialog Box Showing Sample Styles*

The names of the QuickStyles are listed in the left side of the box. As you scroll down this list, a preview of the calendar style will be displayed in the right side of the box. This preview enables you to see what your calendar will look like before applying a style.

- Choose your QuickStyle, then select the APPLY button.

Once you become familiar with the calendar formatting controls, you can create your own QuickStyles to save and re-use your favorite calendar designs. Refer to the next sections for details.

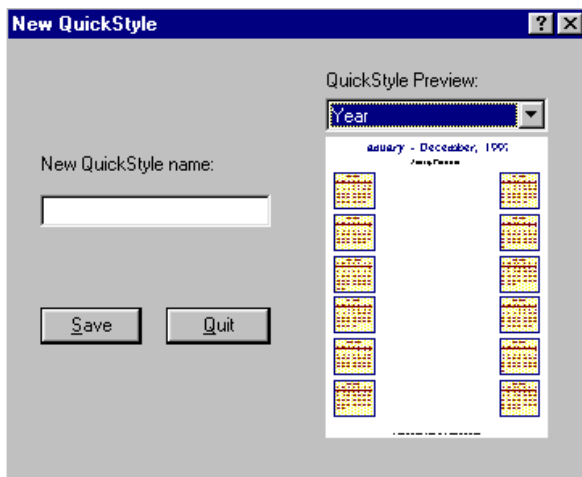
## DEFINING YOUR OWN QUICKSTYLES

You can create your own QuickStyles to save your most creative and useful calendar styles so they can be used time after time.

### To add a QuickStyle:

- ❑ Select the QuickStyle item from the Calendar main menu located at the top of the screen. Then, select the ADD button from the QuickStyle dialog box while your calendar design is in the active window.

The New QuickStyle dialog box will appear and resemble the figure shown below.




*New QuickStyle Dialog Box Showing a Sample Calendar*

- ❑ Next, select a calendar view from the drop-down list. This view will become the template for the QuickStyle.

Your customized calendar view will appear in the preview window.

- ❑ Enter the name of your new QuickStyle in the "New QuickStyle Name" field. Then, click on the SAVE button.

The New QuickStyle dialog box will close, and the name will be added to the QuickStyle list. It will remain in this list until it is deleted.

 *You can delete a QuickStyle at any time by selecting the item in the list, then activating the DELETE button in the QuickStyle dialog box.*

---

# Customizing Your Calendar's Appearance

*Calendar Creator* has more layout features than ever! Virtually every aspect of your calendar can be customized by using the drawing tools, adding pictures, reformatting text, rotating text and pictures, applying borders, adding colors and patterns, etc.

All calendars are segmented into “cells.” Each cell represents a specific area of the calendar to which formatting options can be applied. Cells are distinguishable only when they are “selected.” When they are “selected,” dotted lines appear around the cell area, as in the example shown below; the Month header is selected.



*Calendar Showing the Month Title Field Selected*


As you move your cursor around your calendar screen, you will notice that each calendar consists of numerous cells. In addition to these cells, you can add other cells to your calendars using the picture and text placement features. These are discussed later in this chapter.


## Formatting Features

To apply formatting features, access the Layout Object Properties dialog box by selecting a cell area, then double-click on it, or right-click on it and select Properties. Depending on the calendar view and the cells selected, different formatting tabs will appear in the Layout Object Properties dialog box. Each tab is discussed in detail in the following sections.

## Adding Pictures and Drawing Objects


Pictures and drawing objects (rectangles, round rectangles, ellipses, or lines) can be placed anywhere on your calendar. This includes the background of your calendar and inside specific cells. Pictures are added using the Picture tab, which can be accessed using any the following methods:

- Select the Picture tab from the Layout Object Properties dialog box (by double-clicking in an area where no text currently exists or that is not an event cell).
- Select the Add Drawing Object item from the Calendar main menu, then selecting the Picture item.
- Activate the Insert Picture icon (  ) in your main toolbar.

 *You can also copy and paste pictures onto your calendar using the Clip Art screen. This process is discussed in the next section.*

Using the Layout Object Properties dialog box will place the picture in the selected cell. Using the other methods will allow the picture to remain independent of any field on the screen (i.e., it can be moved anywhere on the calendar).

- Using the mouse, select (or highlight) the area where the drawing object is to be added (e.g., calendar cell). If you are inserting a new cell (using the Add Drawing Object method or Insert Picture icon), the cursor will change from an arrow to a plus symbol (+). Click and drag the plus symbol to define the new cell area.


 *You can position the picture cell anywhere on the calendar by making sure that the “Moveable” field on the Style tab is checked.*

Once you have selected or drawn an area, the Layout Object Properties dialog box will appear.

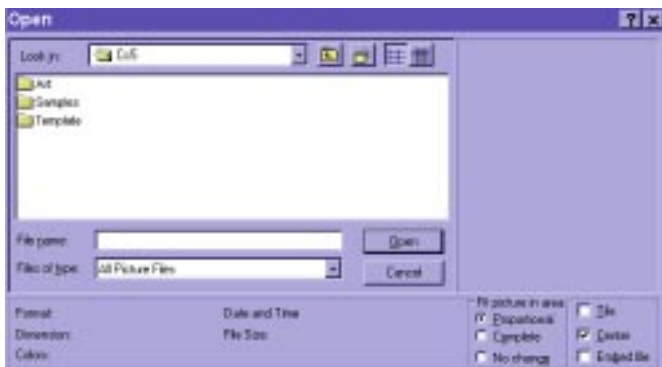


*Layout Object Properties Dialog Box Showing the Picture Tab with Pictures*

- Select the Picture tab from the dialog box.

 *No picture files will be listed when you first access this tab. As you import these files, they will be added to the “Picture in this Calendar” list.*

The first step to adding pictures to your selected area is to add pictures to the “Picture in this Calendar” list. This is done using the standard Windows Browse feature (shown opened in the figure below) to scan your files. Refer to your Window user’s guide if you are unsure how to browse your files.



*Open Dialog Box Used to Browse Files*

- Browse your files to find a picture, then click on the OPEN button.

This will place the picture file in the “Pictures in this Calendar” list.

The “Time Period” field located at the top of this dialog box can be used to place the picture next to an item in your Event List for a specified time period only. This field will be disabled if no time period applies.

As you select an image in your “Pictures in this Calendar” list, you can apply formatting controls using the buttons located in the lower-left portion of the tab and the check boxes located in the lower-right portion of the box. The functions of each button and box are described below.

- **Rotate 90°** will flip the image 90 degrees to the right.
- **Save to Disk** will prompt the file directory so the image can be saved as a bitmap file.
- **Flip Horizontally** will flip the image to the left creating a mirror effect.
- **Flip Vertically** will flip the image upside down creating a mirror effect.
- **Delete** will remove the image from the “Pictures in this Calendar” list.

- **Purge** will purge the previewed image and any formatting adjustments made to it.
- **Brightness** will increase or decrease the intensity difference between the lighter and darker elements of the image.
- **Fit to Area** is used to enlarge or shrink the image to fit the selected area as much as possible while keeping the image's original proportions (Proportional), fill the entire area regardless of the proportions (Complete), or leave the image as is (No change). You can select only one of these options at a time.
- **Tile** produces the picture as in a tile format.
- **Center**



*You can select either Tile or Center, but not both at the same time. Likewise, you cannot select Tile if you have selected a Fit to Area option.*

- **Transparent** allows you to select a color (e.g., background color) to make transparent (i.e., remove from the picture). To the left of this toggle box is a field labeled “Transparent Color.” The color displayed in this field indicates which color is transparent. To change the color, either click on the color field to retrieve the Color dialog box to select a color, or click on the dropper icon, then point to the color in the previewed picture that you want to be transparent.
- **Link to the File** allows you to save the file *path* (not the actual file) in your calendar file.



**Pictures require a large amount of memory. Saving them in your file may slow the speed of your system as well as occupy a large amount of your hard drive space.**

The last formatting tool located between the buttons and check boxes is used to pan around the image. Hold down the mouse button and move the cursor to view different parts of the image.



Apply any formatting properties to the picture, then click on ok in the Add Event dialog box to insert the image into your Event List.



*You can remove pictures from your calendar by selecting the picture, then activating the DELETE button.*

Adding drawing objects to your calendars is similar to adding pictures. You simply select one of the four drawing options: rectangle, round rectangle, ellipse, and line. They are listed under the Calendar main menu located at the top of the screen. The cursor will change from an arrow to a cross-like symbol (+). Use this

to define the new cell area by clicking and dragging the mouse. It can be placed anywhere on the calendar.

- ❑ Select (or highlight) the area where the drawing is to be added by dragging the mouse to define the area.

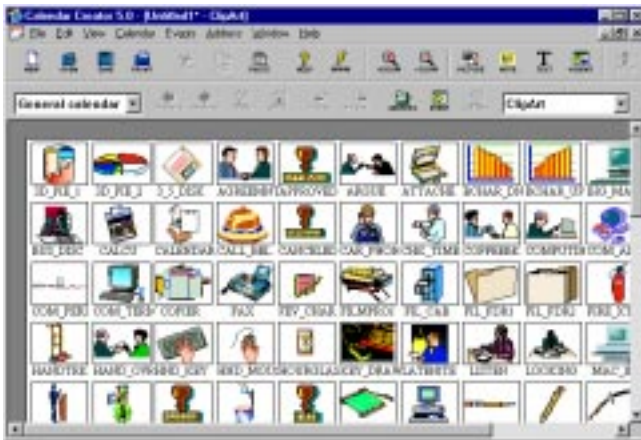
Once you have placed your drawing object, you can apply various formatting options using the Layout Object Properties dialog box and even add pictures inside your drawing objects by following the above instructions.

## Adding Clip Art

*Calendar Creator* provides over 5,000 clip art images. These images can be accessed using the Clip Art view, and then be copied and pasted to your calendar files.

- ❑ Access the Clip Art view by either selecting the Clip Art item from the View Main Menu located at the top of the screen or by selecting it from the Active View Indicator field drop-down list.

The Clip Art screen will appear and resemble the screen shown in the figure below.



*Clip Art View*

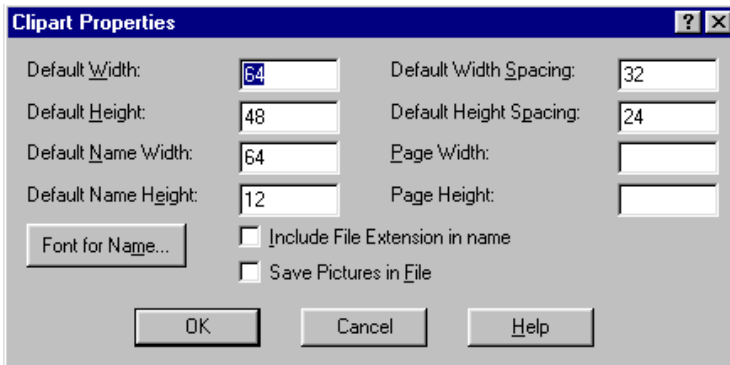
Prior to opening your Clip Art folders, you can use the Clip Art Properties dialog box to control the image sizes, spacing, etc.



## To access the Clip Art Properties dialog box:

- ❑ Select the Clip Art item from the Calendar main menu. Then, select the Properties item.

The Clip Art Properties dialog box will appear and resemble the figure below.



*Clip Art Properties Dialog Box*

The Default Width and Height settings are used to control the size of each clip art image as it will appear on your Clip Art screen. The Default Name Width and Height settings control the size of the image's name. The Default Width and Height Spacing setting control the amount of space between each image. The Page Width and Height setting control the size of the page on which the images are displayed.

The "FONT FOR NAME" button accesses the Font dialog box, which can be used to change the font of the image names as they appear on your Clip Art screen.

The "Include File Name" field can be checked to display the file name of each image.

The "Save Pictures in File" field will import the folder to the *Calendar Creator* program where it can be stored as a (\*.ca5) file.

- ❑ Using the information above, make the necessary changes to the clip art properties to alter the way the images appear on your Clip Art screen. Then, save these settings by clicking on the ok button.

## To access clip art images:

- ❑ Select the Clip Art item from the Calendar main menu. Then, select the Add Folder item. If you want to add the folder, plus its sub-folders, select the Add Sub Folders item.


The Browse for Folder dialog box will appear.


- Using the standard Windows Browse method, search for the clip art file you want to open.

The images from that folder will be placed on your Clip Art screen. The images that you want to appear on your calendar are added using the copy/paste method.

- Simply select the image in your Clip Art screen, then choose the Copy item from the Edit main menu or click on the Copy icon in your main tool bar. View your calendar, then select Paste from the Edit main menu or click on the Paste icon in your main tool bar.

The image will be pasted on your calendar screen. Once it is pasted on your calendar screen, it becomes part of that calendar file and can be manipulated using the Layout Object Properties dialog box.

 *The Line Up Objects item under the Clip Art menu can be used to align multiple pasted images on your clip art screen.*


 *Imported clip art folders can be saved with a clip art extension (\*.ca5) by selecting the Save as Clip Art item from the Clip Art menu.*

When you add clip art images to your calendar files, you are given the option of making them transparent. Selecting this option will adjust the images to appear clear in certain areas (e.g., background), however, the clip art picture will remain as is. This will enable you to see both your calendar and your clip art image on the same screen.

## Adding Text to Your Calendar

Text is added to your calendar using the Text Box feature. A Text Box is similar to adding pictures in that you add a new cell to your calendar where poems, jokes, etc., can be entered. Text boxes differ from event text in that they may be positioned anywhere on your calendar by clicking and dragging the cell to its desired location.

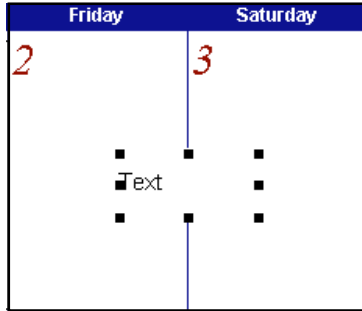
### To add a text box:

- Either select the Text item from the Calendar main menu located at the top of the screen, or click on the Add Text () icon in the main toolbar.

The cursor will change from an arrow to a plus symbol (+). Click and drag the plus symbol to define the new cell area.

- Insert the text box by clicking and dragging the mouse to define the text area.


A text box placeholder will appear on your calendar and the Text Object Properties dialog box will open. The figure below shows an example of a text box placeholder.



*Portion of a Calendar Showing an Empty Text Box*

**To add text to an empty text box:**

- Select the Text tab from the Text Object Properties dialog box.

 *You can also access the Properties box by selecting the Properties item from the Edit main menu located at the top of the screen while a text box placeholder is selected.*

The Text tab of the Text Object Properties dialog box will display.



*Text Object Properties Dialog Box Showing the Text Tab*

The “Text” field at the top of this tab is the where your text is entered. As you type in your text, it will display in the window in lower half of the tab.

## Applying Text Functions

Text functions are defined as the variable text that is supplied by the program to be added to event descriptions and various calendar elements. To further explain, refer to this example. If you apply the “&date” function to an event or text cell, the date displayed will be proportional to the actual date. If you switch the calendar view using the previous or next period arrows, the date displayed will be automatically adjusted.

The “Topic” field is used to select the text topic. The “Function” field lists the available functions that can be applied to the specific topic. As you scroll through each of the topics and functions listed, a complete description of its action will be provided. Use these descriptions as a guide to help you select the right function for your needs.

- Once you have selected the topic and functions, apply them by activating the **PASTE FUNCTION** button. Then, save your changes by activating the **OK** button.

Once you have entered your text, you can apply a variety of styling options using the **Style**, **Special Effects**, **Shadow/Highlight**, **Picture**, and **Repeats** tabs. These are discussed in the following sections.

### STYLE TAB

The **Style** tab is used to select your text style, color, and font; to apply borders and shading; and set your text box as moveable.



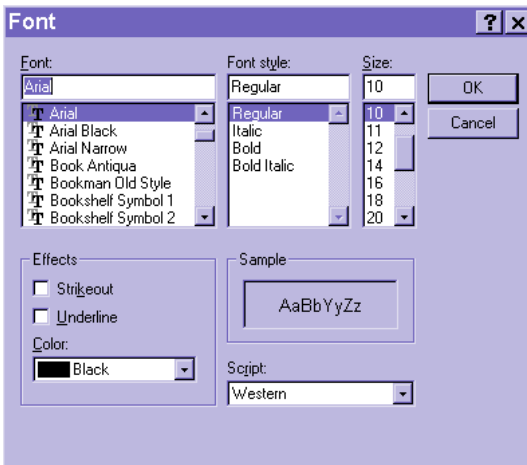
*These instructions can also be used to modify the font of predefined text cells (such as Month headers, etc.).*

The “Moveable” field is used to set your text as moveable. This means that when it is selected, you can click and drag the text around the screen. If you don’t want your text set as moveable, leave this field unmarked.

The **Text Style** options are located in the left portion of the **Style** tab and include **Justification**, **All Caps**, and **Fonts**.

- **Justification** is used to position the text to the left, right, or center of the cell.
- **All Caps**, when checked, will change the font to appear in **ALL CAPITAL LETTERS**.
- The **Fonts** button is used to access the **Font** dialog box, which contains the available fonts and font styles.
- To change the font, position the cursor on the **Fonts** button and click the mouse button once.

The Sample Font dialog box will appear and resemble the box shown.



*Sample Font Dialog Box*

The Sample Font dialog box operates as it does in other Windows-based applications.

- **Font** lists the fonts available with *Calendar Creator*.
  - **Font Style** lists the styles available with each font.
  - **Size** lists the sizes available with each font.
  - **Effects** allows you to add strike-out marks or underlines to the selected font, as well as select the color of your text.
  - **Sample** shows a preview of the selected font with the applied settings.
  - **Script** lists the available language scripts for the specified font.
- Select the desired text settings, then save the changes by clicking on the ok button.

The dialog box will close and the font and style will be applied to the text.

In the Text Object Properties dialog box, the Background options are used to add background colors, and the Border options are used to add inside and outside borders.

- **Shading** is used to choose a pattern or a solid shade of the color indicated in the “Shading” field.
- **Color** allows you to select the color of the area.
- **Shape** allows you to choose between a rectangle and a round rectangle as the colored area.
- **Show Shadow** is used to add a shadow effect to the shaded area.
- The **Inside Border** and **Outside Border** options include border style and color.
- **Border Style** is used to add an inside or outside (or both) border around the selected area and to select the style of the border.
- **Color** is used to select the colors of the inside and outside borders.

The following figure shows an example of the selected month header with borders and shading.

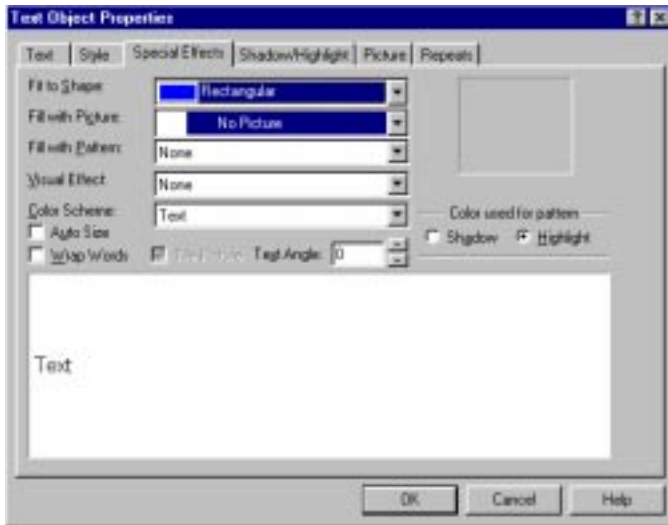


*Example of a Month Layout with Shading and Inside and Outside Borders*

- ❑ Using the controls described above, add shading, color, and borders to your calendar or text. Don't be afraid to try any combination of formats. When you have adjusted the borders, colors, and shading to meet your specifications, apply the options to your calendar by selecting the **OK** button in the Text Object Properties dialog box.

## SPECIAL EFFECTS TAB

The Special Effects tab is used to apply visual effects to your text. For example, you can select a thick font style, then fill it with a woven pattern or a picture.



*Special Effects Tab*

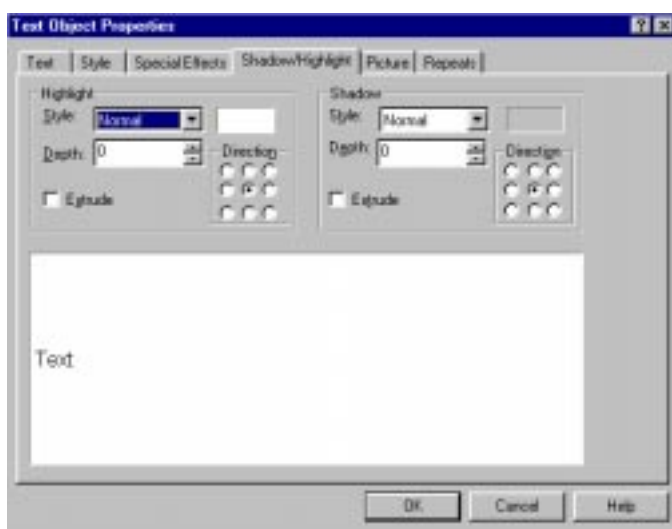
The Special Effects include the following controls that can be applied to the text.

- **Fit to Shape** is used to indicate the shape the text is to fill.
- **Fill with Picture** is used to add a picture to the font style.
- **Fill with Pattern** is used to add a pattern to the font style.
- **Visual Effect** allows you to add style to the text such as raised, sunken, shadow, flying, or a custom effect.
- **Color Scheme** allows you to add patterns to the text (such as custom, embossed, gold, steel).
- **Auto Size** automatically adjusts the text size to the text box.
- **Text Wrap** automatically wraps the text to the next line when the sentence length is too long for the text box.
- **Tile Picture** box is used to apply a picture as a repeated pattern in the letters.

- **Angle of Text** is used to slant the text at a specified angle.
  - **Color** Used for Pattern is used to apply the selected pattern to either the shadowed area or the highlighted area of the text, or both areas.
- Using the information above, add the desired special effects to your text. Click on the APPLY button to preview each formatting change before saving it. When you are satisfied with your effects, select the OK button.

## SHADOW/HIGHLIGHT TAB

The Shadow/Highlight tab (shown below) can be used to add a shadow and/or highlights to your text.



*Shadow/Highlight Tab*

The Shadow/Highlight tab contains the following options:

- **Style** is used to indicate the style of the shadow or highlight such as Real, Extruded, or Graduated.
- **Depth** is used to indicate how deep you want the shadow and highlight to appear.
- The **Direction** boxes are used to select the angle of the shadow or highlight.
- **Extrude** fills in the area between the text and its shadow giving your text a 3-D effect.



The rectangle area located to the right of the “Style” fields is used to select the color of the shadow or highlight. Simply click in the field to display the color palette, then choose your color.

A preview of the styled text will display in the Preview area as each change is made.

- ❑ Using the information above, add the desired shadows/highlights to your text. Click on the APPLY button to preview each change before saving it. When you are satisfied with your changes, select the OK button.

## PICTURES TAB

Adding pictures to your text boxes is similar to adding a picture to your calendar. This feature is discussed in detail in the *Adding Pictures and Drawing Objects* section of this chapter. Please refer to this section for instructions on how to add pictures to your text boxes.

## REPEATS TAB

This section explains how to repeat text boxes on certain days or at certain times. This is done using the Repeats tab of the Text Object Properties dialog box.


- ❑ Select the Event tab from the Text Object Properties dialog box.

The Repeats tab will resemble the screen shown below.



*Text Object Properties Dialog Box Showing the Repeats Tab*

The first step to setting the repeat is to define the repeat occurrence rule. This is done by selecting one of the three repeat options or by manually entering the dates in the “Start Date” field (indicates the date of the first occurrence of the event) and the “Repeat Until” field (indicates the last day the event will be repeated).

 *The icons beside each of these fields can be click on to access the Quick Date dialog box. For further instructions on using this box, please refer to Chapter 2, Getting Started.*

If you choose to indicate the repeat dates using one of the three repeat options, the lower half of the box changes according to the option selected. Each is discussed below.

- When you select the “Year, Month, Day” item, three columns will display listing year numbers, month names, and days in dates (1–31). Checking the “All Days,” “All Months,” or “All Years” items will select all the times listed.
- When you select the “Year, Month, Week, Weekday” item, four columns will display listing year number, month names, week numbers (1–5), and day names (Monday through Sunday). Checking the “All Days,” “All Months,” or “All Years” items will select all the times listed.
- When you select the third option; “Every,” three fields are displayed prompting you to indicate increments of time (e.g., 4 months, 5 years, 2 days, etc.), and select which days, by date (1–31), you want to repeat in the text box.

The right portion of the Repeats tab displays a Month calendar layout. This calendar is used to indicate any exceptions to the “Repeat Occurrence Rule.” Exception dates are selected by clicking on the date in the calendar. The dates are listed in the drop-down menu of the “Exceptions” field. If there are no exceptions to the rule, this field remains set to the default value, “No Exceptions.”

You can change the month displayed using the arrows located on either side of the month name. The two single arrows change the calendar dates to the next (right arrow) and previous (left arrow) month. The two double arrows change the calendar dates to the same month in the next (right arrows) or previous (left arrows) year.


The “Weekend Occurrences” field is used to automatically move the text box to another day when its repeated date falls on a weekend. Possible options are Monday, Friday, the closest weekday, delete the occurrence, or move all occurrences to weekends only.

- Using the instructions above, set the text box to repeat as needed. Then, select the ok button to save the changes.

# Adding Notes to Your Calendar

Notes can be added to your calendar to display important information using the Notes option. Adding notes is similar to using text boxes in that they can be added anywhere on your calendar.

## To add notes:

- Select the Note item from the Calendar main menu or click on the Insert Note icon (  ) in the main toolbar.

The cursor will change from an arrow to a plus symbol (+). Click and drag on the plus symbol to define the new cell area.


- Insert the note by clicking and dragging the mouse to define the note area.

The Notes box will appear on your calendar and the Formatting toolbar will open. The Formatting toolbar is provided to give you a quick means of changing the format of the note text. The figure below shows an example of a note box and the Formatting toolbar.



*Calendar Showing a Note and Formatting Toolbar*

Your notational text should be entered directly into the note cell.

 *You can reposition your note in the calendar by selecting the note cell and dragging the mouse.*

- Enter the notational information and apply the desired formatting changes. The Formatting toolbar will disappear when you position the cursor outside the note box and click the mouse button.

## Adding Date Objects

Date Objects are appendage calendars that can be added to a calendar view. These Date Objects may consist of any one of the seven calendar views or a title, subtitle, or footer cell. The availability of each Date Object is dependent on the active calendar view. Date Objects are display only in events that can not be entered in the individual calendar cells.

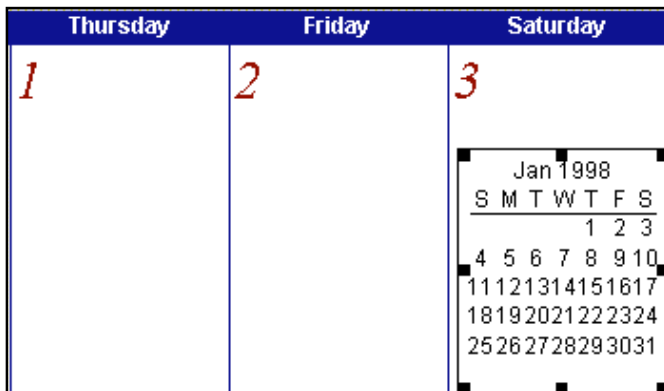
### To add a Date Object to a calendar:

- Select the Add Date Object item from the Calendar main menu. Then, select the desired object to be added.

The cursor will change from an arrow to a plus symbol (+). Click and drag to define the area for the new Date Object.

- Define the Date Object's area by clicking and dragging the mouse.

When you release the mouse button, the Date Object will be placed on your calendar (see the figure below). You can adjust the size of the new Date Object at any time, as well as place it anywhere on your calendar, by selecting the cell and dragging the mouse. In addition, you can add a style option, insert a picture, or control the miscellaneous settings of the date object by double-clicking the mouse button or by selecting the Properties item from the Edit main menu while the Date Object is selected.



*Calendar with a Date Object Inserted*

## Determining Layer Orders

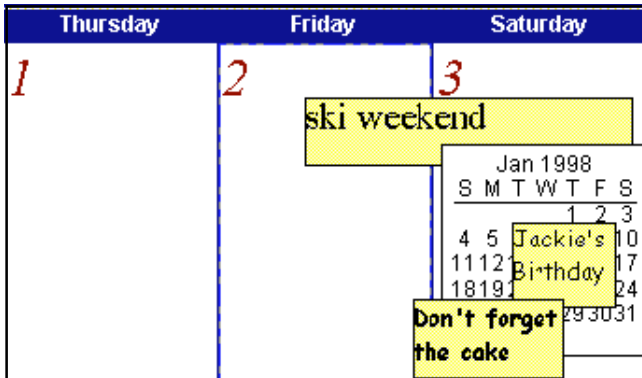
Layer orders are useful in situations where you have multiple calendars or cells that overlap each other on your calendar screen. For example, if you have added a new Date Object or placed a picture on your calendar, you may find that they overlap each other. In such a case, you may use the Layer Order feature to determine your actual view.

Four layer order options are offered: one level up, one level down, top level, and bottom level. Your use of these options will depend on how many cells you have that overlap.

### To apply a layer order option:

- ❑ Select the cell that you want to adjust, then choose the appropriate layer order for the cell from the Layer Order menu item on the Calendar main menu.

Continue to play with this feature until you have situated all of your cells as desired. The figure below shows an example of a picture that was placed on the calendar, then given a “bottom level” layer order.



*Calendar Showing Layers*

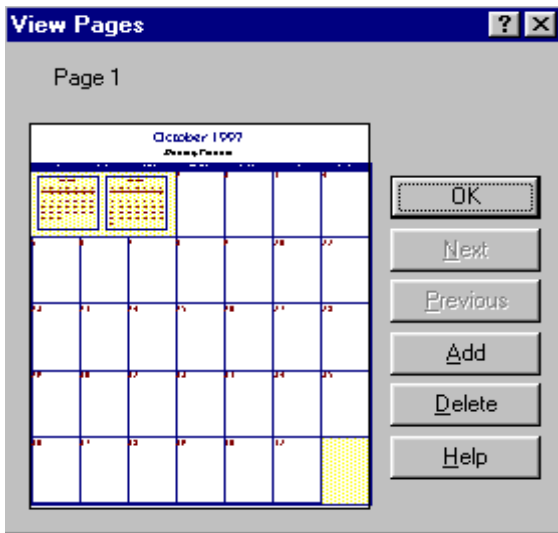
## Viewing Your Calendar Pages

The View Pages feature, which is accessed from the Calendar main menu, can be used to preview your calendar page, as well as to add or remove pages from your calendar.

### To access the View Pages feature:

- Select the “Pages” item from the Calendar main menu.

The View Pages dialog box will open displaying your calendar in the preview window, as shown in the example below.



*View Pages Dialog Box Showing a Sample Page*

The function buttons located to the right of the previewed image are used to move between pages (NEXT and PREVIOUS buttons) and add and remove pages.

- To add a calendar page, click on the ADD button.

When you do so, your preview window will close and a blank calendar page will appear on the main screen. This page can be used to: add Date Objects, pictures, text boxes, etc. This gives you the ability to create multiple-page calendars in a variety of styles.

## Changing Your Calendar's Start Day

The *Calendar Creator* calendar views can be adjusted to begin on any day of the week. This is done using the Week Start Day feature.

### To change the day of the week on which your calendar begins:

- Select the Week Start Day item from the Calendar main menu located at the top of the screen. Then, select the day of the week on which you would like your calendar to begin.

All calendar views will be adjusted so that the day selected will be starting day of each week.

### To display weekdays only on your calendar:

- Choose "Weekdays only," in the Calendar Type Indicator window located at the top-left of your calendar screen. (See Chapter 2, *Calendar Type Indicator*.)

---

## Creating and Saving Multiple Calendars

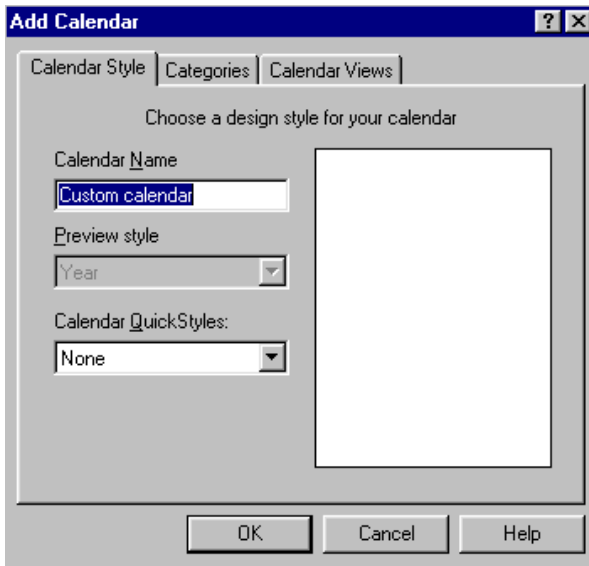
As briefly explained at the beginning of this chapter, calendars are saved as *Calendar Creator* files (\*.cc5). Multiple calendars can be saved as one file by creating different calendar types. Each calendar file can contain as many individual calendars as you wish. This enables you to save your Personal Calendar, Business Calendar, and Holiday Calendar in one file (e.g., named "My Calendars.cc5").

Any time you access this "My Calendars.cc5" file, each individual calendar can be viewed and modified by selecting it from the "Calendar Type" indicator field.

### To create multiple calendars as one file:


- Select the Add Calendar item from the Calendar main menu item located at the top of the screen.

The Add Calendar dialog box will appear and resemble the following figure.



*Add Calendar Dialog Box Showing the Calendar Style Tab*

- Select the Calendar Style tab from the box.

 *The Style tab can also be accessed by selecting the Calendar Properties item from the Calendar main menu. The settings you make are considered the calendar's properties. The properties for each calendar you create can be adjusted by selecting the Properties item from the Calendar menu.*

The cursor position will default to the “Calendar Name” field.

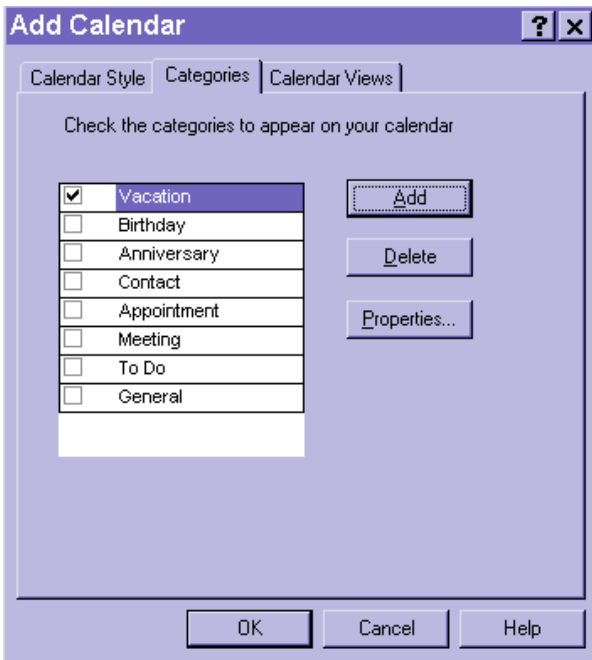
- Enter the name of your calendar in this field. You can apply a QuickStyle to your new calendar, if desired, by selecting the style from the “QuickStyle” list.

Once you have named your new calendar (and applied a QuickStyle, if desired), select the categories that will be made available for the specific calendar. This is done using the Categories tab.

- Select the Categories tab from the dialog box.



The Categories tab will appear and resemble the following figure.



*Calendar Properties Dialog Box Showing the Categories Tab*

All categories that have been previously defined will be listed on this tab.

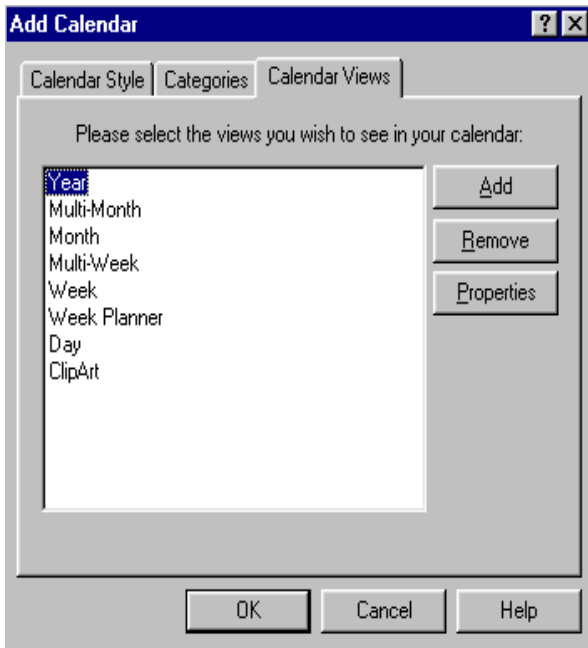
### **To assign a category to the calendar:**

- ❑ Select a category by placing a checkmark (✓) in the box beside the item. You can add a new category at any time by activating the ADD button, and entering the new category name in the blank space provided in the list. Be sure to place a “✓” in the box beside the new item if you want it to be available on your new calendar.

Next, you must select the calendar views (month, week, year, etc.) that will be available for the new calendar. This is done using the Calendar Views tab.

- ❑ Select the Calendar Views tab from the dialog box.

The Calendar Views tab will appear and resemble the following figure.



*Calendar Properties Dialog Box Showing the Calendar Views Tab*

The seven calendar views and the clip art view will be listed in this tab.

### **To select a calendar view:**

- Click on the ADD button while the cursor is positioned on the item.

The View Properties box will appear. The View Properties dialog box is discussed in detail in the following section.

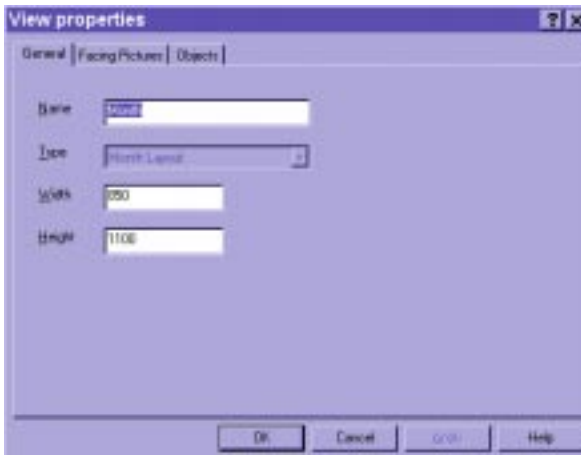
## **Defining the View Properties**

As you create your calendars, you may also define the calendars' view properties. This is done using View Properties dialog box.

### **To access the View Properties dialog box:**

- Either select the ADD button from the Calendar Properties dialog box, or select the View Properties item from the Calendar main menu.

The View Properties dialog box will appear and resemble the figure below.



*View Properties Dialog Box*

The General tab will be displayed. This tab is used to indicate the name of your calendar and its type, as well as to control its viewing width and height. Default settings are provided by the software, however, they can be changed if needed.

The Facing Picture tab of the View Properties dialog box is used to add a facing picture to your calendar.

- If you want to **add a facing picture** to your calendar, select the Facing Picture tab and add the image, following the steps previously outlined in the “Adding Pictures and Drawing Objects” section of this chapter.

The Object tab of the View Properties dialog box is used to control the placement of your calendar objects, such as background, title, footer, inserted pictures, etc. The “Visible” field is used to control the visibility of the selected object. For example, if you wanted to hide the footer of a calendar, you can remove the mark from the “Visible” field. The “X” and “Y” fields represent the placement coordinates of the selected object. The “Width” and “Height” fields control the size of the selected object.

- Make any necessary adjustments to the objects that appear on your calendar.
- When you are finished, click on the ok button to save your changes.

## Saving Your Calendar File

When you are satisfied with your calendar, you can save the file (containing as many calendars as you wish) by following these steps.

- Select Save from the File main menu located at the top of the screen. Then, indicate the location where you would like to save the calendar file and enter the name you have assigned.

The calendar file will be stored as a (\*.cc5) file. All files can be retrieved at any time using the standard Windows File/Open method.

## SAVING A PREVIOUS VERSION FILE

When you open a file created in a previous version of *Calendar Creator* (2.0, 3.0, or 4.0), you can now save it as a *Calendar Creator 5.0* file. (See *Chapter 2, Opening Event Lists Created in Previous Versions.*)

### To save a file created in a previous version:

- Open the file, then select Save from the File menu. Enter the name the new file will be saved under, select the location where you would like to save the new calendar file, and click on the SAVE button.

## THE AUTOSAVE FEATURE

This feature allows the program to automatically save a document at time-specific intervals that you designate. This helps to keep the document updated with the latest changes, without requiring any further action by you. The AutoSave feature is located in the Preferences dialog box, which can be accessed using the Preferences command located under the File menu.

## Interaction Between Your Calendar and Event Lists

Once you have perfected the appearance of your calendar, you can begin to add Events. This is done using an Event List. An Event List is simply a listing of the information you want to display on your calendar. Please refer to the next chapter for complete information on using Event Lists to fully customize your calendars.

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## Creating a Custom View

Besides using the default view available in Calendar Creator, you can create your own custom views to reflect your personal needs.

### To create a custom view:

- Select the Calendar Properties command from the Calendar main menu. When the Calendar Properties dialog box appears, select the Calendar Views tab. Click on the ADD button and the View Properties dialog box will appear.
  
- In the View Properties dialog box, name your custom calendar view, select the view your custom view will be based on (you can also remove views you don't need), set the height and width of your custom view, and add facing pictures, if any, that you would like to associate with your custom view. Click on OK to save your selections.

When the Calendar Properties dialog box reappears, you will now see the name of your custom view in the list of available views. You can use the Calendar Style and Categories tabs to set the style, name, QuickStyle, and categories associated with your new custom view.

# Adding Events to Your Calendar


Now that you've learned how to customize the appearance of your calendar, it is time to begin using it! *Calendar Creator* defines the information you want to include on your calendar (such as birthdays, appointments, holidays, etc.) as "Events." Events are added to your calendar using an "Event List." An Event List is simply a file containing your events that is saved with your calendar(s). A new event list can be created with each new calendar to group your various types of events such as business events and social events. Doing so allows you to create customized calendars for specific purposes.

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## Accessing the Event List

An Event List can be accessed in a variety of ways.

**To access the Event List, choose one of the following methods:**

- Select the Event View item from the Events main menu.
- Select the Event List item from the View main menu.
- Select the Event List item from the Active Screen Indicator field drop-down list.
- Click on the Event List icon ().

The Event List will appear and resemble the figure shown below.



The screenshot shows a software interface with a menu bar at the top containing icons for File, Edit, View, Events, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. A dropdown menu is open, showing 'General calendar' and 'Event List'. Below the toolbar is a table with the following data:

Description	Category	P	Start Date	Start	End	Address	Participants
<input checked="" type="checkbox"/> OH Weekend	Vacation	1	01/02/2008	09:00	18:00		
<input checked="" type="checkbox"/> Football Party	To Do	1	01/05/2008	14:00	18:00		
<input checked="" type="checkbox"/> Brunch	Meeting	1	01/05/2008	11:00	13:00		
<input checked="" type="checkbox"/> Jacob's Birthday	Birthday	1	01/05/2008	18:00	19:00		

*Example of an Event List*

The Event List is comprised of the Display Event check box, an icon representing the event category, and the event information.

The **Display Event** check box allows you to choose to display an event on your calendar (the default) or to remove the event from the calendar without removing it from the list.

The **Category** icon represents the event category. It will appear here if you have selected a predefined category or if you have assigned an icon to a your own defined category. (Creating categories is discussed in *Creating and Maintaining Event Categories*.) The icon can be used to quickly access the associated Event Dialog Box by clicking the mouse button while the cursor is positioned in the icon field.

The **Event Information** fields are used to enter and display information concerning your events. This information can be entered using the Add Event dialog box, or it can be entered directly onto your Event List in the appropriate field. Each field is briefly explained below and explained in detail in the sections that follow as they pertain to the functions and features discussed.

- **Description** displays brief information about the event.
- **Category** indicates the type of the event (e.g., general, meeting, birthday, holiday, etc.). Event Categories are user-definable.
- **Priority** indicates the priority of the event in relation to the other events listed.
- **Start Date** indicates the date the event begins.
- **Start Time** indicates the time when the event begins.
- **End Time** indicates the time when the event ends.
- **Attributes** indicate if a note or an alarm has been associated with the event.
- **Participants** lists people in your Address Book who are participating in the event.

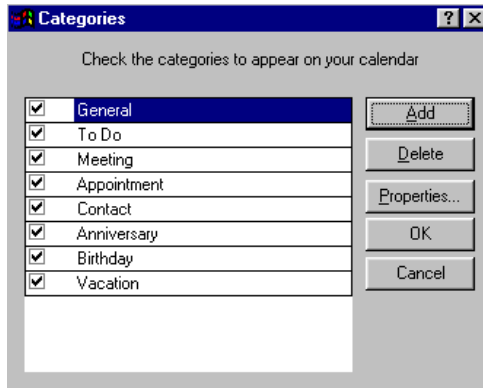
## Creating and Maintaining Event Categories

Before you begin adding your event information, you may want to set up a few features to suit your needs. The first of these is the Event Categories. *Calendar Creator* provides you with basic event categories such as Birthdays, Anniversaries, To Do, and Meetings, etc. If you want to add your own category, such as Business Appointment or School Assignment, follow the steps outlined in this section.

You can create an unlimited number of categories for each calendar. For example, your Work Calendar could include categories such as Meetings, To Do, Deadlines; and your Social Calendar could include categories such as Birthdays, Dinner Dates, Baseball Schedule, Weddings, etc.

- To create custom categories, select the Categories item from the Events main menu.


You will see the Categories dialog box, as shown below, with sample categories.



*Categories Dialog Box*

- Select the ADD button, then position the cursor in the "New Category" field and click the mouse button once to select the text. Modify the field to display the name of your new category.

If you want to apply formatting features, enable an alarm, or add pictures to events that fall within this category, you can do so using the PROPERTIES button. It accesses the Style, Alarm, and Picture tabs (each tab is discussed below). When you apply properties to an event category, these properties are automatically assigned to the events that comprise the category.

 You can delete a category type by selecting it in the list, then activating the DELETE button.



## ASSOCIATING A SPECIFIC STYLE TO A CATEGORY

The Style tab of the Categories dialog box is used to format the event text and add effects.

- Select the **PROPERTIES** button on the Categories dialog box, then select the Style tab.

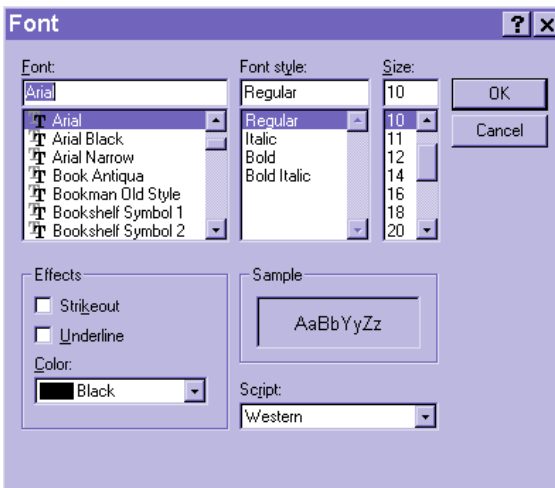
The Text Style options are located in the right portion of the Style tab and include Justification, All Caps, and a **FONTS** button.

- **Justification** is used to position the text to the left, right, or center of the cell.
- **All Caps**, when checked, will change the font to appear in ALL CAPITAL LETTERS.
- The **FONTS** button is used to access the Font dialog box, which contains the available fonts and font styles.

The Event Effects portion of this tab allows you to indicate whether the text should be placed on your calendar as a Box Event or a Banner Event. The “Shading” and “Color” fields are used to add shading and color to the event text. A preview of your customized text style will appear in the “Sample” area as you make changes.

- To change the font, position the cursor on the **FONTS** button and click the mouse button once.

The Font dialog box will appear and resemble the figure shown below.



*Font Dialog Box*

This dialog box operates as it does on other Windows-based applications.

- **Font** lists the fonts available with *Calendar Creator*.
- **Font Style** lists the styles available with each font.
- **Size** lists the sizes available with each font.
- **Effects** allows you to add strikeout marks or underlines to the selected font, as well as select the color of your text.
- **Sample** shows a preview of the selected font with the applied settings.
- **Script** lists the available language scripts for the specified font.

- Select the desired settings, then save the changes by clicking on **OK**.

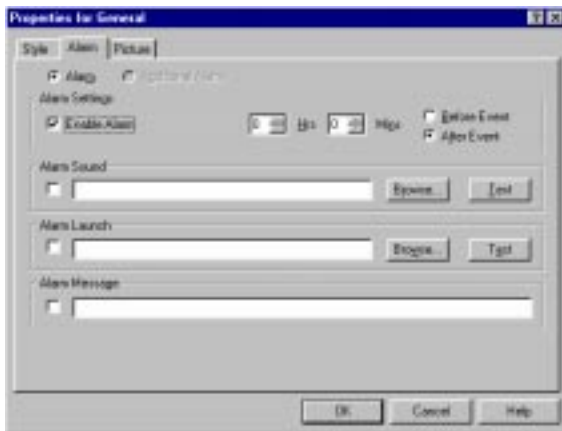
The dialog box will close, and the selected font and style settings will be associated with the specified category.

## ASSOCIATING AN ALARM TO A CATEGORY

The Alarm tab is used to play a sound, launch an application, or compose a message that will indicate the occurrence of a specific event. *Calendar Creator* operates in conjunction with *Calendar Creator Scheduler* when using alarms. Therefore, please refer to the *Using the Scheduler to Activate Your Alarms* section of this chapter for more information on how this process works.

- Select the **PROPERTIES** button on the Category Properties dialog box, then select the Alarm tab.

The Alarm tab will appear and resemble the figure shown below.



*Category Properties Dialog Box Showing the Alarm Tab*

When you first access this screen, the Alarm settings will be disabled. You must select the “Alarm” option to activate them.

- Select the “Enable Alarm” option to enable the alarm settings

Once the settings are enabled, you can indicate using the “Hrs” and “Mins” fields when in relation to the event date/time you want the alarm to occur. These fields work in conjunction with the “Before Event” or “After Event” fields to set the actual alarm time.

- Indicate the time when the alarm should occur.

Three different types of alarms can be set: Sound, Launch, and Message. Sound will produce a noise at the time of the event. Launch will cause a specified program application to be launched at the time of the event. Message will produce a user-defined message across your screen at the time of the event. You can select apply one, two, or all three of these types of alarms.

### **To set the Sound alarm:**

- Select the alarm by placing an “X” in the “Alarm Sound” field. Then, use the standard Windows Browse feature to select the sound file that will be used. (If you are unsure of how to use the Browse feature, please refer to your *Windows Users Guide* for instructions.) Once you have linked the sound file, you can test it by activating the TEST button.

### **To set the Launch alarm:**

- Select the alarm by placing an “X” in the “Alarm Launch” field. Then, use the standard Windows Browse feature to select the program to be launched when the event occurs. (If you are unsure of how to use the Browse feature, please refer to your *Windows Users Guide* for instructions.) Once you have linked the program file, you can test it by activating the TEST button.

### **To set the Message alarm:**

- Select the alarm by placing an “X” in the “Alarm Message” field. Then, simply enter the text that you would like to appear on your screen when the event occurs.

## **ASSOCIATING PICTURES WITH A CATEGORY**


The Pictures tab is used to provide the link between pictures and a category.

- Select the PROPERTIES button on the Category Properties dialog box, then select the Pictures tab.

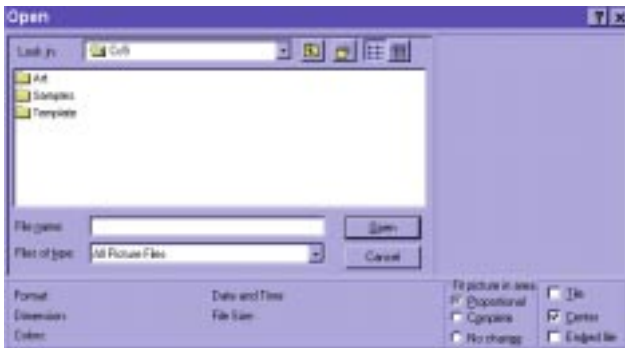
The Picture tab will resemble the figure shown below.



*Properties for General Dialog Box Showing the Picture Tab*

 No picture files will be listed when you first access this tab. As you import these files, they will be added to the “Pictures in this calendar” list.

Pictures are added to the “Pictures in this calendar” list by using the standard Windows Browse feature (shown opened in the figure below) to scan your files. Refer to your Windows user’s guide if you are unsure of how to use this feature.



*Open Dialog Box Used to Browse Files*

 Browse your files to find your pictures, then click on the OPEN button.

This will place the picture file in the “Pictures in this Calendar” list.

The “Time Period” field located at the top of this box can be used to place the picture next to the item on your event list for a specified time period only.

The image selected in your “Pictures in this Calendar” list can be formatted using the buttons located in the lower-left portion of the tab and the check boxes located in the lower-right portion of the box. The functions of each button and box are described below.

- **Rotate 90°** will flip the image 90 degrees to the right.
- **Save to Disk** will prompt the file directory so the image can be saved as a bitmap file.
- **Flip Horizontally** will flip the image to the left creating a mirror effect.
- **Flip Vertically** will flip the image upside down creating a mirror effect.
- **Delete** will remove the image from the “Pictures in this Calendar” list.
- **Purge** will purge the previewed image and any formatting adjustments made to it.
- **Brightness** will increase or decrease the intensity difference between the lighter and darker elements of the image.
- **Fit to Area** is used to enlarge or shrinks the image to fit the selected area as much as possible while keeping the image’s original proportions (Proportional), to fill the entire area regardless of the proportions (Complete), or leave the image as is (No change). You can only select one of these options at one time.
- **Tile** produces the picture as in a tile format.
- **Center** places the picture in the center of the selected area.



*You can select either Tile or Center, but not both at the same time. Likewise, you cannot select Tile if you have selected a Fit to Area option.*

- **Transparent** allows you to select a color (e.g., background color) to make transparent (i.e., remove from the picture). To the left of this toggle box is a field labeled “Transparent Color.” The color displayed in this field indicates which color is transparent. To change the color, either click the mouse button in the color field to retrieve the Color dialog box to select a color, or click on the dropper icon, then point to the color in the previewed picture that you want to be transparent.
- **Link to the File** allows you to save the file *path* (not the actual file) in your calendar file.

- **Pictures require a large amount of memory. Saving them in your file may slow the speed of your system as well as occupy a large amount of your hard drive space.**

The last formatting tool located between the buttons and check boxes is used to pan around the image. Hold down the mouse button and move the cursor to view different parts of the image.

- Apply any formatting properties to the picture, and then select the OK button on the Add Event dialog box to associate the image with your category.

## **ASSOCIATING CATEGORIES AND CALENDARS**

Located to the left of each category listed in the Categories dialog box is a check box. Placing a check in this box associates the category with the active calendar. Likewise, removing the check mark will disassociate the category and the active calendar.

Once all categories have been associated with your calendar, categories are assigned to events using the drop-down menu accessible from the “Category” field on the Event List or from the Event tab of the Add Event Dialog box.

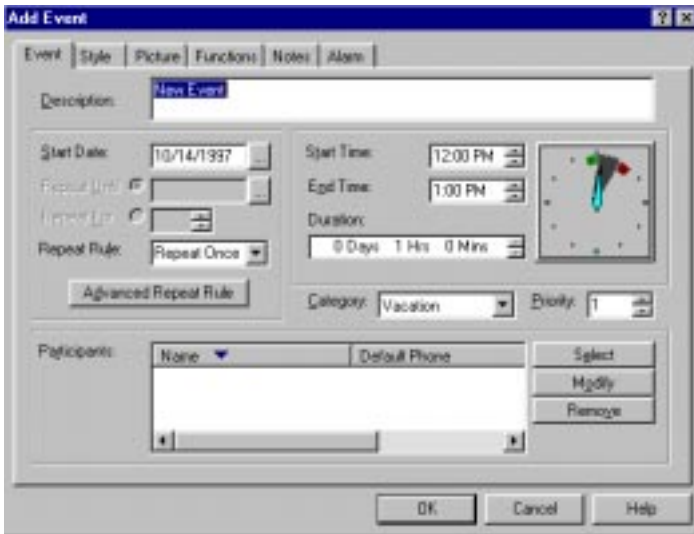
## **Adding Events to Your Event List**

And now for the big moment... You are ready to add your events to your calendar! Events can be added to your calendars using either of two methods: You can add them directly to your Event List (a new feature of *Calendar Creator*), or add them using the Event tab of the Add Event dialog box. This dialog box is accessed either by selecting the ADD EVENT item from the Event main menu, by expanding an event line in your list by clicking on the category icon, or by double-clicking the mouse button while it is positioned on a calendar view screen. This section discusses each of these methods of entering events on your calendar.

### **To add events directly to the Event List:**

- As you select a blank line in the Event List, your event text can be entered directly in each field. Press the TAB key to move between fields.
- Either select the Add Event item from the Events main menu, click the mouse button once while it is positioned on the icon located on the far right side of the Event List, or double-click the mouse button while it is positioned in a time field of a calendar view.

The Add Event dialog box will appear with the Event tab selected. This tab is used to add your event information. You will notice that some of the fields in this box are similar to those listed on the Event List. When you enter information into these fields, it is carried over to the list (and vice versa).



*Add Event Dialog Box Showing the Event Tab*

The “Description” field is used to enter a description of the event. You can add as much detail as you want in this field. It will appear in an abbreviated form on the Event List and on your calendar; the overflow information can be printed as an additional page accompanying your calendar and/or your event list.

The “Start Date” field is used to indicate the starting date of the event. This field is automatically populated with the date currently selected on your calendar (or today’s date).

The “Repeat Until,” “Repeat For,” and “Repeat Rule” fields are used to repeat an event at specified dates/times. Repeated events can be entered using this method, or they can be entered using the **ADVANCED REPEATS RULE** button, which is discussed in detail in the “Repeating Events” section of this chapter.

- ❑ Enter the starting date of your event. To select the date, you can access the Quick Date dialog box by clicking on the box to the left of the date field.
- ❑ If you are repeating the event, set your repeat rule by selecting one of the repeat options from the drop-down list of the “Repeat Rule” field.

Once you have set the repeat rule, the “Repeat Until” and “Repeat For” fields become active. The “Repeat Until” field should be used when you know the specific date when the event ends. This date can be selected using the Quick Repeat dialog box, which is accessed by clicking on the box to the left of the date be used to repeat the event in increments such as days, weeks, month, etc. The increments are determined by the repeat rule.

- Choose either the “Repeat Until” option or the “Repeat For” option to determine the ending date of the repeated event. Only one of these options can be selected.

The “Start Time” and “End Time” fields are used to indicate the starting and ending times of the event, respectively. (See, *Displaying Start and End Times* following in this chapter.)

The “Duration” fields display the difference between the starting and ending times. You can set the times using the arrow buttons beside each field, or you can use the “Duration” fields by entering the data in “Days,” “Hours,” or “Minutes” fields. The input will be carried over to any corresponding fields.

The “Category” field is used to indicate the category of the event. The drop-down category list will be populated with the default categories provided with *Calendar Creator*, plus any user-defined categories you have created.

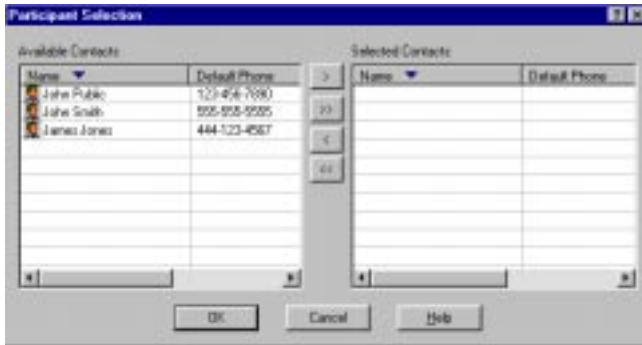
The “Priority” field is used to indicate the priority of this event in relation to other events on your Event List.

The “Participants” field is used to add the names of people who are involved in the event. This field directly relates to your Address Book. (Please refer to *Chapter 4, Address Book* for information on populating your Address Book.)

- To add participants to your event, choose the SELECT button in the Participants area.



The Participant Selection dialog box will appear and resemble the figure shown below.



*Participant Selection Dialog Box with Sample Names*

- ❑ Move names to the Selected Contacts column by selecting the name in the Available Contacts column, then activating the right arrow button located between the two lists. The right double-arrow button can be used to move an entire group to the Selected Contacts side. Select the ok button when you are finished.

Likewise, names can be removed by selecting the name, then activating the left arrow button located between the two lists. The left double-arrow button can be used to move an entire group from the Selected Contacts side. You can also use the REMOVE button on the Add Event dialog box to remove selected names.

- ❑ Enter the requested information as it applies to your event. When you are finished, continue reading to add formatting and other controls to the event or click on the ok button to add the event to your Event List and Calendar.

## DISPLAYING START AND END TIMES

Before the start and end times for any single event or event category will appear on your calendar, the start/end time checkboxes must be selected in the Miscellaneous tab on the Layout Object Properties dialog box. This enables the start/end options for the *entire* calendar grid. When an event is entered, the default value (12:00 am) for the start and/or end times must be changed or the start/end times will not be displayed on your calendar.

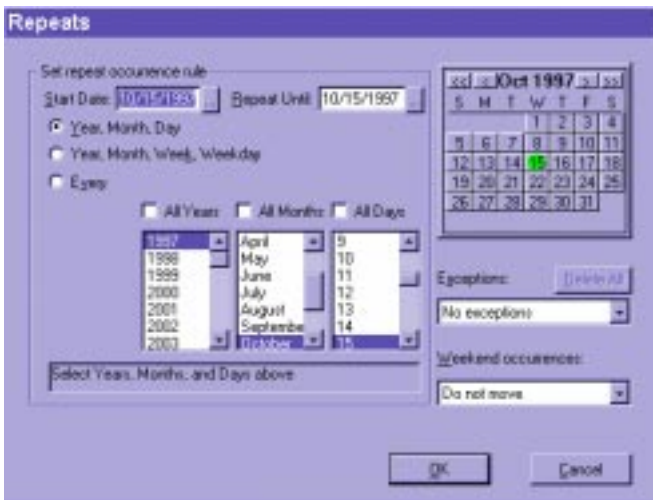
- ❑ To display the start and end times of one *specific* event on your calendar, select the start/end time checkboxes on the Style tab in the Event Properties dialog box.
- ❑ To display the start and end times of one *specific* category on your calendar, select the start/end time checkboxes on the Style tab in the Categories Properties dialog box.

## REPEATING EVENTS USING THE ADVANCED REPEATS RULE

This section explains how to manage events that are repeated in a more complex manner than is discussed above (i.e., repeat for extended years, have exceptions, or should be moved for weekend occurrences). These settings are controlled using the **ADVANCED REPEAT RULE** button on the Add Event dialog box.


- ❑ Access the Event Properties dialog box using one of the methods discussed earlier in this chapter in *Accessing the Event List*. Then, click on the **ADVANCED REPEAT RULE** button.

The Repeats dialog box will appear and resemble the figure shown below.



*Repeats Dialog Box*

The first step to setting the repeat is to define the repeat occurrence rule. This is done by selecting one of the three repeat options, or manually entering the dates in the “Start Date” field (indicates the date of the first occurrence of the event) and the “Repeat Until” field (indicates the last day the event will be repeated).

-  *The icons beside each of these fields can be activated to access the Quick Date dialog box. For further instructions on using this box, please refer to Chapter 2, Getting Started.*

If you choose to indicate the repeat dates using one of the three repeat options, the lower half of the box changes according to the option selected. Each option is discussed below.

- When you select the “Year, Month, Day” item, three columns will appear listing year numbers, month names, and days in dates (1–31). Checking the “All Days,” “All Months,” or “All Years” items will selected all times listed.
- When you select the “Year, Month, Week, Weekday” item, four columns will appear listing year number, month names, week numbers (1–5), and day names (Monday through Sunday). Checking the “All Days,” “All Months,” or “All Years” items will select all the times listed.
- When you select the third option, “Every,” three fields are displayed prompting you to indicate increments of time (e.g., 4 months, 5 years, 2 days, etc.) and to select which days, by date (1–31), you want the event to repeat.

The right portion of the Repeats box displays a month calendar layout. This calendar is provided for you to indicate any exceptions to the “Repeat Occurrence Rule.” Exception dates are selected by clicking on the date in the calendar. As you do this, the dates are listed in the drop-down menu of the “Exceptions” field. If there are no exceptions to the rule, this field remains set to the default value of “No Exceptions.”

You can change the month displayed using the arrows located on either side of the month name. The two single arrows change the calendar dates to the next (right arrow) and previous (left arrow) month. The two double arrows change the calendar dates to the same month in the next (right arrows) or previous (left arrows) year.

The “Weekend Occurrences” field is used to automatically move the event to another day when its repeated date falls on a weekend. Possible options are Monday, Friday, the closest weekday, delete the event occurrence, or move all occurrences to weekends only.

- Following the instructions above, set the event to repeat as needed. Then, select the ok button to save the changes.

## Adding Styles to Events

Once you have “defined” your event, you can apply formatting styles to the event text to enhance its appearance on your calendar. Text style can initially be determined for an event by its category (if you have defined the category a style). However, the category style can be overridden using the controls on the Style tab of the Add Event dialog box.



*The default font style for the Event List is set to MS Sans Serif 10. This cannot be changed using this tab, which only controls the event text as it appears on your calendar.*

- Access the Add Event dialog box using one of the methods discussed in *Accessing the Event List* in this chapter. Then, select the Style tab.

The Style tab will appear and resemble the figure shown below.



*Add Events Dialog Box Showing the Style Tab*

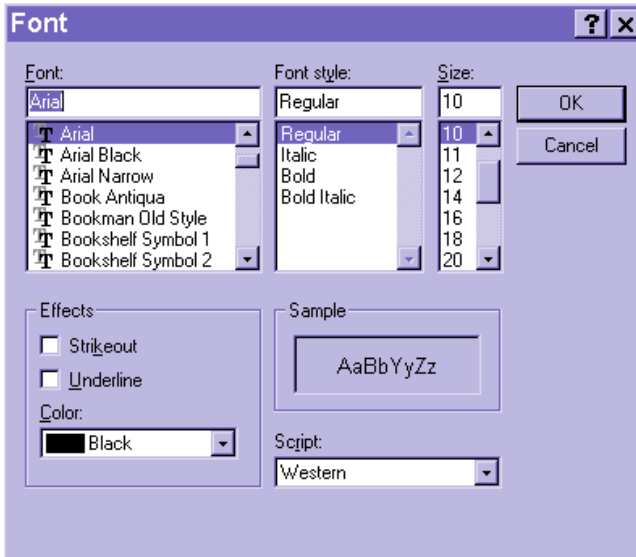
The Text style options are located in the right portion of the Style tab and include Justification, All Caps, and a FONTS button.

- **Justification** is used to position the text to the left, right, or center of the cell.
- **All Caps**, when checked, will change the font to appear in ALL CAPITAL LETTERS.
- The **FONTS** button is used to access the Font dialog box, which contains the available fonts and font styles.

The Event Effects portion of this tab allows you to indicate whether the text should be placed on your calendar as a Box Event or a Banner Event. The “Shading” and “Color” fields are used to add shading and color to the event text. The “Border Style” and “Border Color” fields can be used to control the border that appears around your event text on your calendar. The “Show Shadow” box can be checked to add a shadow effect around your event text. A preview of your customized style will appear in the “Sample” area as you make changes.

- To change the font, click on the FONTS button.

The Font dialog box will appear and resemble the figure shown below.



*Sample Font Dialog Box*

This dialog box operates as it does on other Windows-based applications.

- **Font** lists the fonts available with *Calendar Creator*.
  - **Font Style** lists the styles available with each font.
  - **Size** lists the sizes available with each font.
  - **Effects** allows you to add strikeout marks or underlines to the selected font, as well as select the color of your text.
  - **Sample** shows a preview of the selected font with the applied settings.
  - **Script** lists the available language scripts for the specified font.
- Select the desired settings, then save the changes by clicking on the ok button.

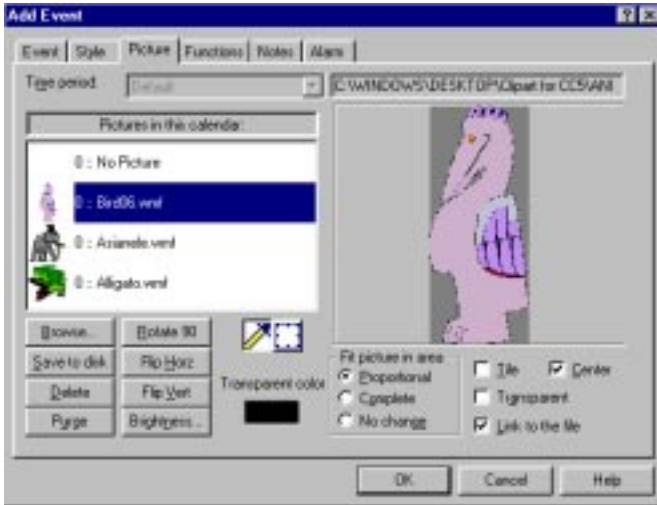
The dialog box will close and the font and style will be applied to the event (on the calendar—not the Event List). All other events in that category, however, will continue to appear with the Category style applied.

## Associating Pictures with Your Events

As was discussed earlier in this chapter, you can assign pictures to your events. When you do so, the picture will appear in the Icon column on your Event List.

- ❑ Access the Add Event dialog box using one of the methods discussed in *Accessing the Event List*. Then, select the Picture tab.

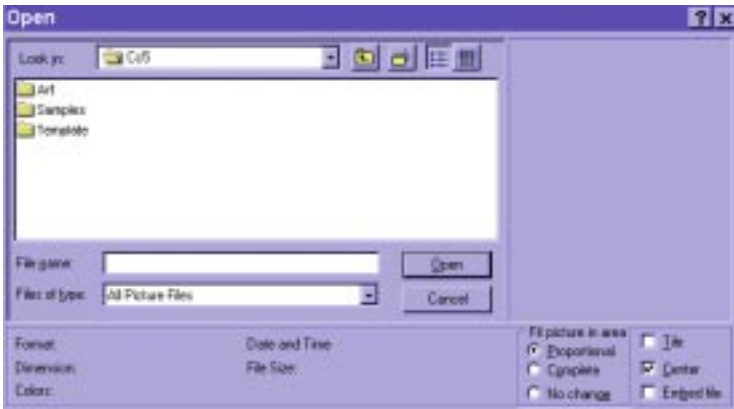
The Picture tab will resemble the screen shown below.



*Add Event Dialog Box Showing the Picture Tab*

- ✎ *No picture files will be listed when you first access this tab. As you import these files, they will be added to the “Picture in this Calendar” list.*

Pictures are added to the “Picture in this Calendar” list by using the BROWSE feature (shown opened in the following figure) to scan your files. Refer to your Windows user’s guide if you are unsure how to search your files.



### *Open Dialog Box Used to Browse Files*

- ❑ Browse your files to find your pictures, then click on the OPEN button.


This will place the picture file in the Pictures in this Calendar list.

The “Time Period” field located at the top of this box can be used to place the picture next to the item on your Event List for a specified time period only.


The image selected in your “Pictures in this calendar” list can be formatted using the buttons located in the lower, left portion of the tab and the check boxes located in the lower, right portion of the box. The functions of each button and box are described following.

- **Rotate 90°** will flip the image 90 degrees to the right.
- **Save to Disk** will prompt the file directory so the image can be saved as a bitmap file.
- **Flip Horizontally** will flip the image to the left creating a mirror effect.
- **Flip Vertically** will flip the image upside down creating a mirror effect.
- **Delete** will remove the image from the “Pictures in this Calendar” list.
- **Purge** will purge the previewed image and any formatting adjustments made to it.
- **Brightness** will increase or decrease the intensity difference between the lighter and darker elements of the image.

- **Fit to Area** is used to enlarge or shrinks the image to fit the selected area as much as possible while keeping the image’s original proportions (Proportional), to fill the entire area regardless of the proportions (Complete), or leave the image as is (No change). You can only select one of these options at one time.
- **Tile** produces the picture as in a tile format.
- **Center** places the picture in the center of the selected area.

 *You can select either Tile or Center, but not both at the same time. Likewise, you cannot select Tile if you have selected a Fit to Area option.*

- **Transparent** allows you to select a color (e.g., background color) to make transparent (i.e., remove from the picture). To the left of this toggle box is a field labeled “Transparent Color.” The color displayed in this field indicates which color is transparent. To change the color, either click the mouse button in the color field to retrieve the Color dialog box to select a color, or click on the dropper icon, then point to the color in the previewed picture that you want to be transparent.
- **Link to the File** allows you to save the file *path* (not the actual file) in your calendar file.

 **Pictures require a large amount of memory. Saving them in your file may slow the speed of your system as well as occupy a large amount of your hard drive space.**

The last formatting tool located between the buttons and check boxes is used to pan around the image. Hold the mouse button and move the cursor to view different parts of the image.

- Apply any formatting properties to the picture, then select the ok button on the Add Event dialog box to insert the image on your Event List.

## Applying Functions to Events

The Functions tab is used to apply text functions. Text functions are defined as the variable text that is supplied by the program to be added to event descriptions and various calendar elements. To further explain, refer to this example. If you apply the “&date” function to an event or text cell, the date displayed will be proportional to the actual date. If you switch the calendar view using the previous or next period arrows, the date displayed will be automatically adjusted.

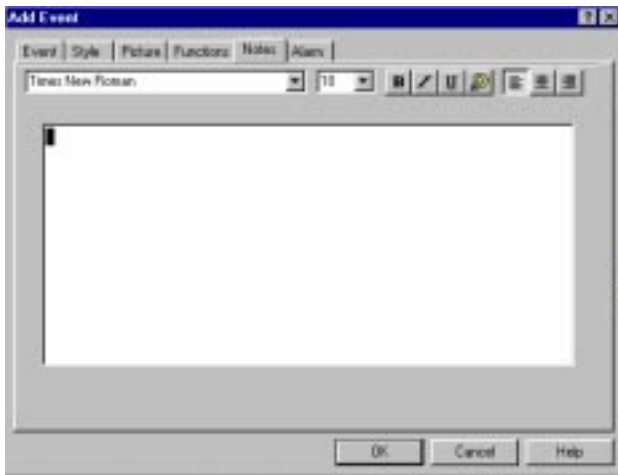
### To apply a function to an Event:

- Select the Functions tab from the Add Event dialog box.





The Notes tab will appear and resemble the figure shown below.



*Add Event Dialog Box Showing the Notes Tab*

This box contains a blank area where your notational information can be typed. You can use the formatting controls (font style and size, bold, italicized, underlined, color and justification) to add style to your text if desired.

- Type your note in the indicated area, applying formatting controls if desired. When you are finished, select the OK button to SAVE the information.

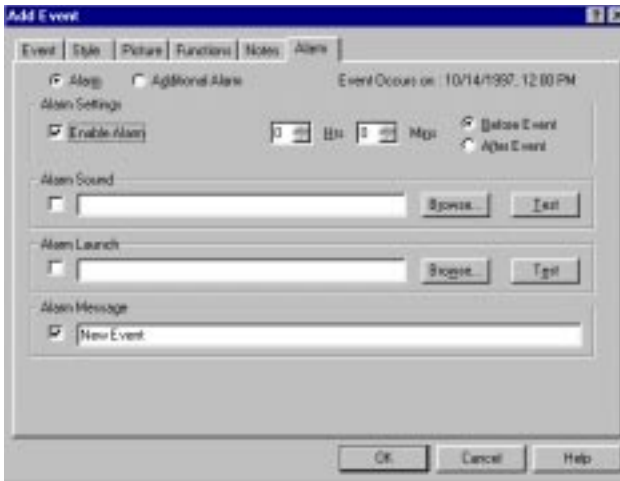
Again, your notes are indicated by a note-like symbol that appears in the event cell and in the “Notes” column on your Event List.

## Setting the Alarm to Accompany Events

The Alarm tab is used to play a sound, launch an application, or compose a message that will indicate the occurrence of a specific event. *Calendar Creator* operates in conjunction with *Calendar Creator Scheduler* when using alarms. Therefore, please refer to the “*Using Calendar Creator Scheduler*” section of this chapter for more information on how this process works.

- Access the Add Event dialog box using one of the methods discussed in *Creating and Maintaining Event Categories*. Then, select the Alarm tab.

The Alarm tab will appear and resemble the following screen.



*Add Event Dialog Box Showing the Alarm Tab*

When you first access this screen, the Alarm settings will be disabled. You must select the “Alarm” option to activate them.

- Select the “Enable Alarm” option to enable the alarm settings.

Once the settings are enabled, you can indicate using the “Hrs” and “Mins” fields when in relation to the event date/time you want the alarm to occur. These fields work in conjunction with the “Before Event” or “After Event” fields to set the actual alarm time.

- Indicate the time when the alarm should occur.

Three different types of alarms can be set: Sound, which will produce a noise at the time of the event; Launch, which will cause a specified program application to be launched at the time of the event; and Message, which will produce a user-defined message across your screen at the time of the event. You can select apply one, two, or all three of these types of alarms.

### **To set the Sound alarm:**

- Select the alarm by placing an “X” in the “Alarm Sound” field. Then, use the standard Windows Browse feature to select the sound file that will be used. (If you are unsure of how to use the Browse feature, please refer to your *Windows user’s guide* for instructions.) Once you have linked the sound file, you can test it by activating the TEST button.

### To set the Launch alarm:

- Select the alarm by placing an “X” in the “Alarm Launch” field. Then, use the standard Windows Browse feature to select the program to be launched when the event occurs. (If you are unsure of how to use the Browse feature, please refer to your Windows Users Guide for instructions.) Once you have linked the program file, you can test it by activating the TEST button.

### To set the Message alarm:

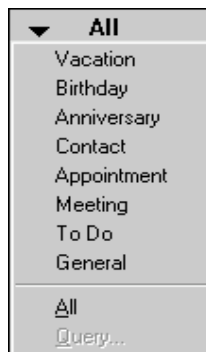
- Select the alarm by placing an “X” in the “Alarm Message” field. Then, simply enter the text that you would like to appear on your screen when the event occurs.

## Sorting Your Event List

Once you have added an assortment of events to your Event List, you may find that is cumbersome to scroll through your list. Therefore, you can sort your Event List so that only specific information is displayed.

There are two methods of sorting: using the Category Type indicator field or using the Sort item in the Events main menu

The Category Type Indicator field is used to list a specific category of events, such as Birthdays, Meetings, To Do, etc. Select a category using the drop-down menu for the Category Type Indicator field (as shown below).



*Example of a Drop-Down Menu for the Category Type Indicator Field*

The calendar’s category options will be listed. You can select a single category type to display events only associated with that type, or you can select “All” to view all events associated with all categories.

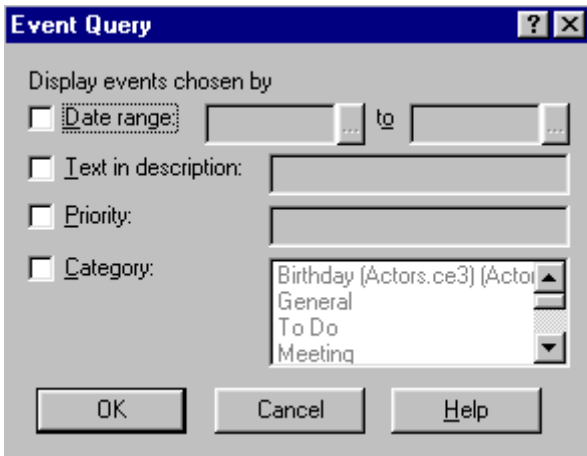
The other means of sorting your events is by using the Sort item in the Events main menu. This option enables you to sort by start date, by description, by priority, by category, or by start time. When you select one of these options (e.g., start date), an up or down arrow will appear at the top of the column that you are sorting (e.g., an arrow will appear in the Date column header). Clicking on this arrow will reverse the order of listing (e.g., from chronological order to reverse chronological order).

## Querying Your Event List

The Query feature makes it easy for you to locate a specific event in your Event List. For example, if your Birthday's category contains 25 events, and you want to search specifically for Aunt Ruthie's birthday, you can enter "Aunt Ruthie" in the "Text in Description" field. Only her birthday will appear in your Event List.

- ❑ To access the Event Query dialog box, either select the Query item from the Category Type Indicator drop-down menu, or select the Query item from the Event main menu located at the top of the screen.

The Event Query dialog box, will appear.



*Event Query Dialog Box*

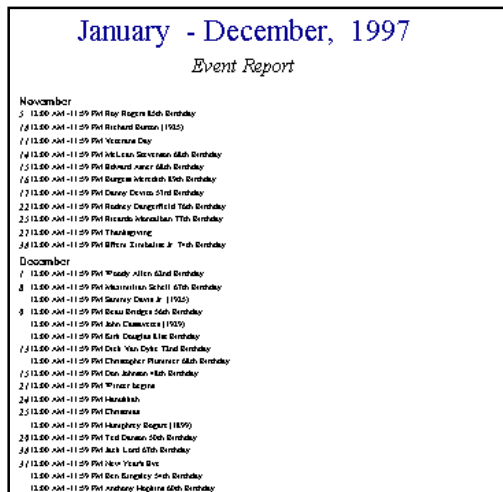
This box has four means of querying your events: by a date range, by text in the description, by priority, or by category type. Choose one of these methods by clicking the mouse button to place a check mark beside the method. Then, enter the information that will define your search criteria.

# The Event Report and Event Report 2-Column Views

The Event Report and Event Report 2-Column views allow you to view and print a report of all, or just selected events in your event list. You can show any information associated with the event; such as titles, start/end times, dates, notes, etc. Using this view, you can customize the information displayed in your Event Report view or Event Report 2-Column view. This will also allow you to select specific information for printout on the Event Report.

## To use the Event Report view:

- Select "Event Report" view in the View Type indicator field. When displaying the "Event Report 2-Column" view, only one column will be displayed onscreen. However, this will not affect the printout.



Event Report View


## To format your Event Report:

- Right-click on the event grid. Select Properties from the drop-down menu, and use the Style tab located on the Layout Object Properties dialog box. Using the Miscellaneous tab, you can choose to display start/end times, notes, or small calendars with your Event Report printout.

For instructions on printing reports from your Event List, please refer to *Chapter 6, Printing Event Reports*.

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## Using the Scheduler to Activate Your Alarms

*Calendar Creator* operates in conjunction with *Calendar Creator Scheduler* when activating alarms. Therefore, it is important that you understand the basic concepts about the application. *Calendar Creator Scheduler* is a stand-alone application that is automatically loaded on your computer when you install *Calendar Creator*. It is placed in your start-up folder and appears on your desktop as a clock-like icon  that appears in the lower-right corner of your menu bar.

When you save events files that contain alarms, *Calendar Creator* prompts you to also save the file on *Calendar Creator Scheduler*. This automatic process is activated when you accept at the prompt. Event alarms will not become active unless they are saved to *Calendar Creator Scheduler*.

These alarm settings can be viewed and modified, if needed, using the *Calendar Creator Scheduler* screen. Additionally, new alarm that isn't associated with your event list files can be set using this screen.


- ❑ Access the scheduler screen by double-clicking on the *Calendar Creator Scheduler* icon in your menu bar.

The *Calendar Creator Scheduler* screen will open and resemble the figure below.



*Calendar Creator Scheduler Screen*


The alarms that have been set using your event files will appear in this list. Each alarm can be modified from this list, if needed, by selecting the Modify item from the Alarm main menu. You can also delete or pause alarms by selecting the appropriate item from this Alarm main menu while the alarm in issue is selected.

 *When an alarm is paused. The PAUSE button toggles to RESUME ALARM.*

**To set a new alarm** (not associated with *Calendar Creator*):

- ❑ Select the Add Alarm item from the Alarms main menu.

This will display a version of the Events dialog that contains three tabs: Event, Alarms, and Repeat. These three tabs operate similarly to the tabs described in the *Event Dialog* section of this chapter. Therefore, please refer to the corresponding sections of this chapter for instructions on using these tabs.

 *The exception to this is the Event tab, which differs in that the Scheduler's Event tab does not contain a Contact group.*


Additional controls that can be applied to *Calendar Creator Scheduler* using the File and View main menus, are discussed below.

The **File** main menu contains four submenu items used to perform the following functions.

- **Reload All** polls all the files in Scheduler's list (use View/File list to see this list or to add or remove items from it). It is updated automatically.
- **Revert** reloads the last saved version of the local file list (see explanation below).
- **Save Local** saves the Local file. Revert is disabled after saving until a change in the Local file is made. (See the paragraph that follows for an explanation of "local files.")
- **Close** exits the Scheduler window, but does not exit the program.

The **View** main menu contains four submenu items that are used to perform the following function.

- **Add** displays the standard Windows Open File dialog box that can be used to select a calendar file to add to Scheduler.
- **Remove** deletes the Calendar file from the list and removes its alarmed events from Scheduler's alarms list.
- **OK** dismisses the dialog and accepts the changes.
- **Cancel** dismisses the dialog and does not keep any changes made.

 *Help displays the Scheduler's Help and About boxes.*

When you add alarms settings to the Scheduler program, these are considered to be "local" alarms. Local alarms differ from the alarms that are set up using *Calendar Creator* in that local alarms don't have to be *linked*. The alarms set up using your Event List *must be* linked.

Properly set up alarms will be automatically activated without requiring you to open the *Calendar Creator Scheduler* or *Calendar Creator* program.



# Using the Address Book

*Calendar Creator* provides you with everything you need to help keep your busy life on schedule. One way to stay on schedule is to save time by having needed information in one place. *Calendar Creator's* Address Book feature helps you keep your schedule and your personal and business contacts in one easy-to-use, electronic format.

The Address Book works exactly like a real Address Book by storing your business and personal addresses, phone numbers, fax numbers, pager numbers, and cell phone numbers in one location. But, it goes beyond the abilities of the typical address book in that it can also perform the following functions. The *Calendar Creator* Address Book can:

- Categorize your contacts into Groups; such as your Exercise Group, your daughters Girl Scout Group, your Best Friends, your Business Clients, etc.
- Store e-mail addresses and Web sites.
- Send e-mail to those in your address list directly from the Address List screen.
- Link names from your address list to your scheduled events.
- Telephone people on your list directly from the Address List screen.

As an extra feature, you can choose to sort your Address List in a variety of ways so that you only see the information that is useful to you at that time.


This chapter explains how to access the Address List, add, modify and remove contacts, categorize and sort contacts, send e-mail, and make phone calls from the Address List screen.

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## Accessing the Address Book

The Address Book is one of the four main views of *Calendar Creator* (the other three being the Event List, the Clip Art screen, and the seven Calendar views). It is accessed using any of the following methods.

- ❑ Access the Address Book screen by activating the Address Book button in your toolbar (see *Chapter 2, Screen Definitions for Calendar Creator*), by selecting the Address View option from the Address main menu located at the top of the screen, or by selecting the Address List item from the Active View Indicator field.

 If a contact has been previously added to your list, you can also retrieve their data by double-clicking the mouse button while the cursor is positioned on the item in the Address List.







The Address List will display in one of the three Address List views: Small Icons, Large Icons, or Details. The following figures show examples of the same Address List displayed in each of these views.



Address List in "Small Icon" View



Address List in "Large Icon" View

 Elmer Fudd	(212)555.5555	Great White Way	New York City
 Donald Duck	(423)555.1234	123 Daisy's Street	Your Town
 Bugs Bunny		One Rabbit Hole	The Forest
 Babe Ruth	(518)555.9876	Hall of Fame	Cooperstown
 New York Mets			
 Cleveland Indians			

Address List in "Detail" View

### To select your view of the Address List:

- Select the View item from the Address main menu located at the top of the screen. Then, either select the Small Icons, Large Icons, or Details item.

You will notice in the examples above, how the contacts in each view have one of two icons beside them (i.e., either profile icon or two profiles facing each other). These distinctive icons indicate whether the contact is either a single contact (profile icon) or a group of contacts (two profiles facing each other).

Also, in each of the examples above, you will notice an alphabetized tab located to the left side of the Address List. This tab provides one of the methods of sorting your address list. It is discussed in detail in *Sorting Your Address List*, along with the other methods of sorting. (Displaying this tab is optional and can be disabled by following the instructions in the *Data Display Tab* section of this chapter.)

## Adding Contacts to Your Address List

Adding contacts to your Address List is quick and easy. They are recorded using the Address Book Details dialog box. This dialog box has five tabs: Contact, Home, Business, Events, and Notes. The Contact tab is used to add the person's

name and contact information. The Home tab is used to add the person's home address information. The Business tab is used to record a business name and address. The Events tab is used to display the events in which the contact is scheduled to participate. And the Notes tab is used to record notational information about the contact. Each of these tabs is discussed in the following sections.

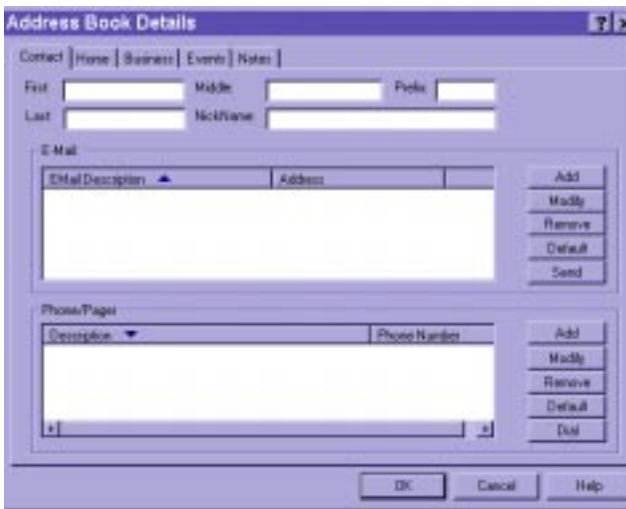
## CONTACT TAB

The Contact tab is used to record and maintain the person's name information. It also stores their e-mail and telephone/pager number(s) and can be used to automatically send e-mail or dial the indicated number.

### To access the Contact tab:

- Select the New Contact item from the Address main menu located at the top of the screen or simply double-click the mouse button while it is positioned in an empty area of your Address List.

The Address Book Details dialog box will appear showing the Contact tab. The figure below illustrates this screen.

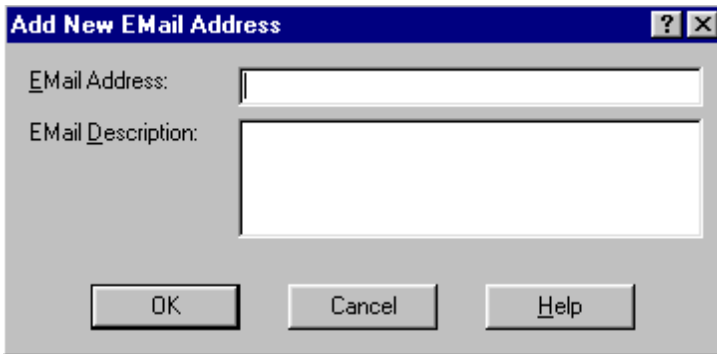


*Address Book Details Dialog Box Showing the Contact Tab*

The "First," "Last," "Middle," and "Prefix" fields are used to indicate the name of the contact (e.g., Mr. John B. Jon). The "Nickname" field is used to enter the person's nickname, if it applies (e.g., JJ). You can enter as little or as much information as needed in these fields.

Below these name fields are the E-Mail and Phone/Pager lists. They are provided to maintain the person's e-mail address and phone/pager numbers, respectively. This information can be relayed to the Microsoft® Exchange® e-mail software or your modem using the SEND and DIAL buttons.

- ❑ **To add e-mail information**, select the ADD button beside the "E-Mail List" or simply double-click the mouse button while it is positioned in an empty area in the list.



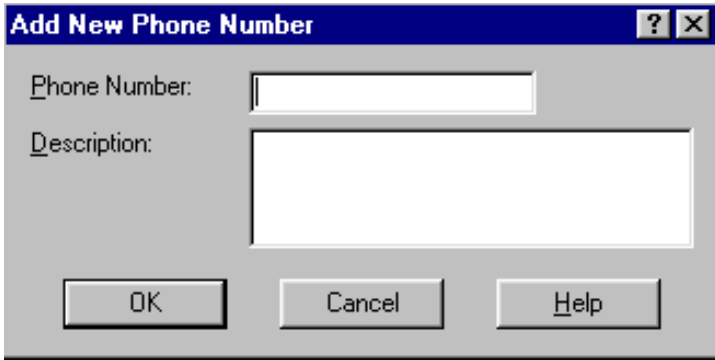
*Add New E-Mail Address Dialog Box*

The "E-Mail" field is used to enter a description of the address, such as the person's name or e-mail location. The "E-Mail Address" field is used to enter their e-mail address.

- ❑ Enter the e-mail information and address, then select the OK button to save the data.

The data will display in the "E-Mail Description" and "Address" fields on the Contact tab. Repeat this step as needed to add additional addresses.

- ❑ **To add telephone/pager number information**, select the ADD button located beside the Phone/Pager list or simply double-click the mouse button while it is positioned in an empty area in the list.



*Add New Phone Number Dialog Box*

The “Phone” field is used to indicate the person’s three-digit area code and seven-digit phone number. The “Description” field is provided to store information relevant to the listed number. You can enter as much or as little information in these fields as applies.

- Enter the desired telephone/pager information in the appropriate fields, then select the **OK** button to save the data.

The data will display in the “Description” and “Phone Number” fields in the Phone/Pager list. Repeat this process as needed to add additional numbers.

- To modify e-mail or phone/pager number information**, select the item in the appropriate list, then activate the **MODIFY** button located beside the list or double-click the mouse button. The person’s information will be displayed on the Contact tab. Make the necessary modifications, then save the data by activating the **OK** button.
- To remove e-mail or phone/pager number information**, select the item in the appropriate list. Then, activate the **REMOVE** button next to the list. The information will be deleted.
- To select an e-mail address or phone/pager number as the default**, select the item in the appropriate list. Then, activate the **DEFAULT** button next to the list. This will mark the address or number as the default.
- To send an e-mail message**, select the address in the E-Mail List, then activate the **SEND** button. Microsoft® Exchange® will be activated, and the address will be imported to that appropriate address field.
- To automatically dial a number**, select the number from the Phone/Pager List, then activate the **DIAL** button.

You can remove contacts from your Address List by highlighting the name in your Address List, then selecting the Delete Selected item from the Address main menu located at the top of the screen.

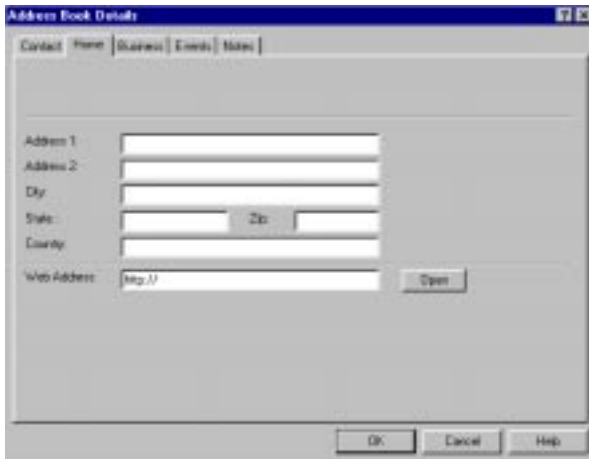
## HOME TAB

The Home tab of the Address Information dialog box is used to maintain home address information.

### To access the Home tab:


- ❑ Select the New Contact item from the Address main menu located at the top of the screen or simply double-click the mouse button while it is positioned in an empty area of your Address List. Then, select the Home tab. If the contact is already in your address book, double-click on the item to access the Address Book Details dialog box.

The Home tab will appear and resemble the figure shown below.



*Address Book Details Dialog Box Showing the Home Tab*

- ❑ Enter the person's home address information (up to two street addresses, city, state, zip, and country). If they have a Web site, you can record their site address in the "Web" field. Selecting the OPEN button located next to the "Web" field can access this site. Save the data by activating the OK button.

 *It should be noted that the certain fields on this tab can be pre-populated with default data by entering this data on the Default Data tab of the Address Book Options dialog box.*

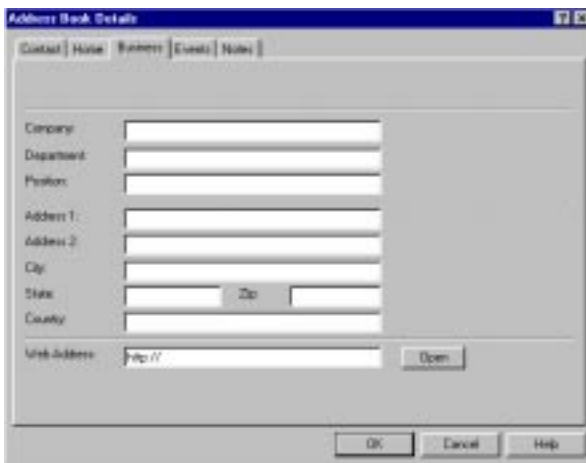
## BUSINESS TAB

The Business tab of the Address Information dialog box is used to maintain business address information.

### To access the Business tab:


- ❑ Select the New Contact item from the Address main menu located at the top of the screen or simply double-click the mouse button while it is positioned in an empty area of your Address List. Then, select the Business tab. If the contact is already in your address book, double-click on the item to access the Address Book Details dialog box.

The Business tab will resemble the figure shown below.

The image shows a screenshot of a software dialog box titled "Address Book Details". At the top, there are several tabs: "Contact", "Home", "Business", "Events", and "Notes". The "Business" tab is currently selected and highlighted. Below the tabs, there are several input fields for business information: "Company", "Department", "Position", "Address 1", "Address 2", "City", "State", "Zip", "Country", and "Web Address". The "Web Address" field has a small "Open" button next to it. At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

*Address Book Details Dialog Box Showing the Business Tab*

- ❑ Enter the name of the company with which the contact is associated in the "Company" field. Then, enter the Department name and their title or position in the "Department" and "Position" fields.
- ❑ Next, enter the person's business address information (up to two street addresses, city, state, zip, and country). If they have a Web site, you can record their site address in the "Web" field. Selecting the OPEN button located next to the "Web" field can access this site. Save the data by activating the OK button.

 *It should be noted that the certain fields on this tab can be pre-populated with default data by entering this data on the Default Data tab of the Address Book Options dialog box.*

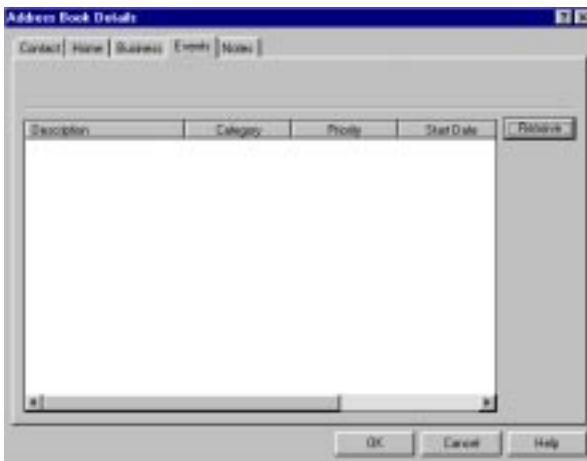
## EVENTSTAB

The Events tab lists all events in which the person is scheduled to participate. It can also be used to disassociate the contact from the event.

### To access the Events tab:

- Select the New Contact item from the Address main menu located at the top of the screen or simply double-click the mouse button while it is positioned in an empty area of your Address List. Then, select the Event tab. If the contact is already in your address book, double-click on the item to access the Address Book Details dialog box.

The Events tab will resemble the figure shown below.



*Address Book Details Dialog Box Showing the Events Tab*

When this screen opens, any event in which the person is participating will be listed. The check box located to the left of the event information can be disabled (by removing the check mark) to disassociate the person and the event.

### To remove event information:

- Activate the REMOVE button while the event is selected in the list.

The event will no longer appear in the list.



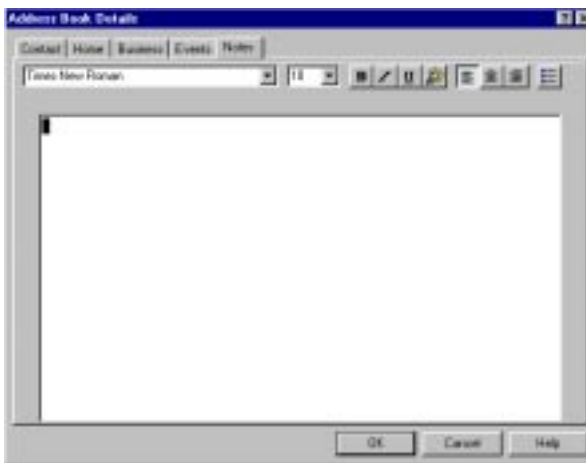
## NOTES TAB

The Notes tab can be used to store notational information with the person's file.

### To access the Notes tab:

- ❑ Select the New Contact item from the Address main menu located at the top of the screen or simply double-click the mouse button while it is positioned in an empty area of your Address List. Then, select the Notes tab. If the contact is already in your address book, double-click on the item to access the Address Book Details dialog box.

The Notes tab will resemble the figure shown below.



*Address Book Details Dialog Box Showing the Notes Tab*

This tab contains a blank area where the notational information can be entered. You can use the formatting controls (font style and size, bold, italicized, underlined, color and justification) to add style to your text, if desired.

- ❑ Type your note in the indicated area, applying formatting controls if desired. When you are finished, select the OK button to SAVE the information.

## Creating Groups


As previously discussed, *Calendar Creator* now gives you the capability to store your contacts who share similar associations (e.g., company softball team) as Groups. Groups should be created *after* each member has been recorded in your Address Book as a contact. Once this is done, they can be grouped using the Address Group dialog box.

- ❑ Access Address Group dialog box by selecting the New Group item from the Address main menu located at the top of the screen. If the group has been previously established, you can access it by positioning the cursor on the item in the Address List, then double-click on the item.

The Address Group dialog box will appear and resemble the figure shown below.

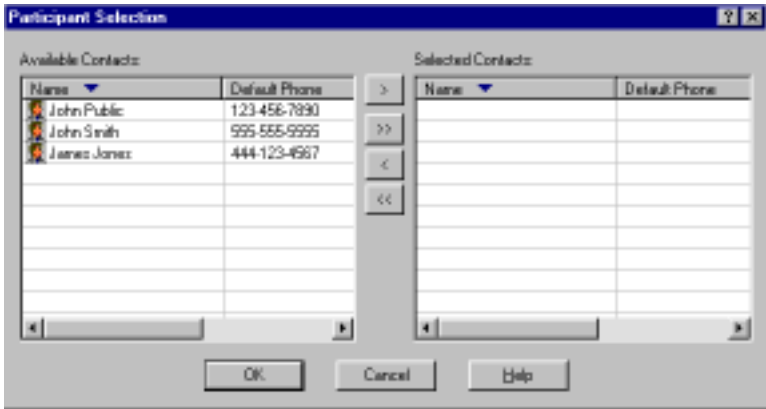
Name	Default Phone	Default E-Mail
John Public	123-456-7890	
John Smith	555-555-5555	
James Jones	444-123-4567	

*Address Group Dialog Box with Sample Data*

 It should be noted that your dialog box might display in the Large Icon view depending on the Address view you have chosen.


- ❑ Enter the name of the group in the “Group Name” field. This name will appear in the Address List as the contact name. Relevant notes about the group can be entered in the “Notes” field, if desired.
- ❑ Simply select the ADD button to link contacts to the group.

The Participant Selection dialog box will appear and resemble the figure shown below.



*Participant Selection Dialog Box with Sample Data*

This box is divided into two lists. The Available Contacts side will list everyone in your current address book. The Selected Contacts side will list those contacts that are group members.

-  *The arrow symbols in the list headers can be used to sort the names in ascending or descending alphabetical order by simply clicking in the header field.*
- To associate these contacts with the group, select the name from the Available Contacts list, then click on the right arrow symbol between the two lists. The name will appear in the Selected Contacts list. Likewise, you can remove contacts from the group by selecting the item, then clicking on the left arrow symbol.
- Once you have assigned your group members, save the data by activating the ok button.

The selected contacts will appear in your Group Members List. Once you have defined your group, you can send e-mail to your group members using the E-MAIL button on the Address Group screen. This will launch the MS Exchange™ application that can be used to send the mail to each group member at one time.

You can remove individual names from the Group list by selecting the REMOVE button on the Address Group box while the cursor is highlighting the name. You can also modify a group member's information directly from this screen by selecting the member, then activating the MODIFY button. The Address Book Details dialog box will appear.

Groups can be removed at any time from your Address List by highlighting the group name, then choosing the Delete Selected Item from the Address main menu located at the top of the screen.

## **Sending E-Mail**

As mentioned in previous sections, *Calendar Creator* gives you the ability to send e-mail to your contacts. This can be done from the Contacts tab of the Address Book Detail dialog box, from the Address Group dialog box, or using the Send E-Mail option on your Address main menu. Using any of these methods will launch the Microsoft Exchange™ software application, which is used to compose and send your mail.

## **Setting Your Address Book Options**

Your Address Book can be customized to meet your personal needs using the Address Book Options tabs. These tabs (General and Default Data) allow you to indicate what information you want to display in your address list, indicate the name display sequence, and enter default data that will be provided when creating new contacts. These tabs are discussed below.

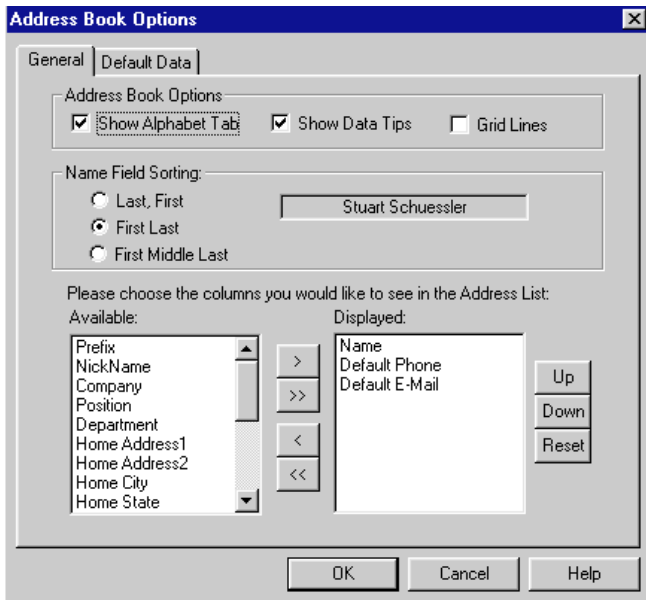
### **GENERAL TAB**

The General tab, shown below, is used to control the presence of the alphabetized tab and the data tips, as well as control the name sorting method and the columns that appear in your Address List.

#### **To access the General tab:**

- Select the Options item from the Address main menu located at the top of the screen. Then, select the General tab.

The Address Book Options dialog box will appear with the General tab selected, as shown in the following figure.



*Address Book Options Dialog Box Showing the General Tab*


- To display the Alphabetic tab** on the Address List, activate the “Show Alphabet Tab” setting by clicking the mouse button to place a check mark in the box. Click again to remove the check and disable the setting.
- To display the data tips** that appear as you hold the cursor over a button in your toolbar, activate the “Show Data Tips” setting by clicking the mouse button to place a check mark in the box. Click again to remove the check and disable the setting.
- To display grid lines** on the Address List, click the mouse button to place a check mark in the box. Click again to remove the check and disable the setting.

The Name Field Sorting settings are used to indicate the method you want to use when sorting contact names. This can be either “Last/First,” “First/Last,” or “First/Middle/Last.”

- Select one of the three methods to be used when sorting your contacts by name. This setting can also be changed using the View item under the Address main menu.

The remaining portion of this tab is used to control the information that displays on your Address List. This tab operates similarly to the Add Group tab. It is divided into two lists. The Available side lists the information available for display. The Displayed side lists the information that will appear on the Address List screen.

- ❑ To place Available data on your Address List screen, select the descriptive name from the Available list, then click on the right arrow symbol between the two lists. The item will appear in the Displayed list. Likewise, you can remove data from the Address List screen by selecting the item, then clicking on the left arrow symbol.

 *The RESET button will clear the Selected list to reset your selections. The UP and DOWN buttons can be used to scroll through your list.*

- ❑ Once you have made all necessary adjustments to these options, save the data by activating the OK button.

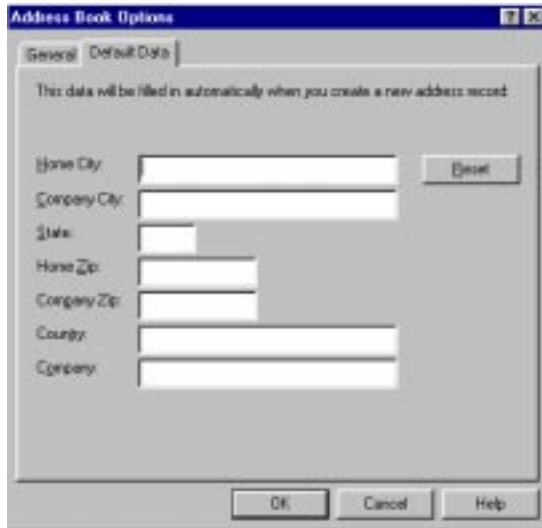
## DEFAULT DATA TAB

The Default Data tab is used to enter the data that will pre-populated when you create new contact records.

### To access the Default Data tab:


- ❑ Select the Options item from the Address main menu located at the top of the screen. Then select the Default Data tab.

The Address Book Options dialog box will appear with the Default Data tab selected, as shown in the following figure.



*Address Book Options Box Showing the Default Data Tab*

- ❑ Simply enter the appropriate information in each field that you would like to be pre-populated when creating new contacts. You can enter as much or as little data as desired. When you are finished, select the OK button to save the information.

 *The RESET button will clear the current settings to allow you to set new default settings.*

## Sorting Your Address Book

*Calendar Creator* offers several methods of sorting your Address Book. These are as follows:

- Use the Alphabet tab located to the left of your list (if you have this option enabled).
- Use the “Search Name” field located at the right corner of your list.
- Use the Active View indicator screen drop-down list.

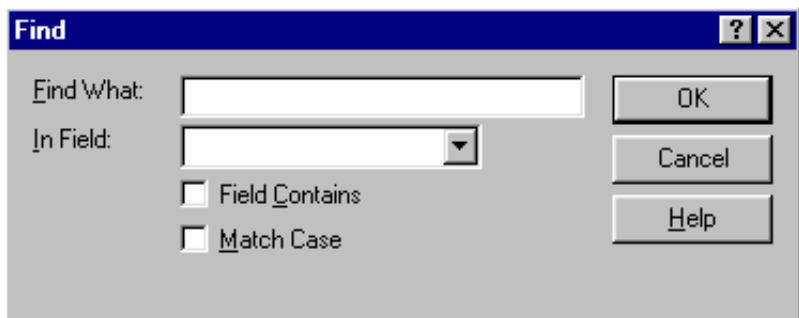
- ❑ **To use the Alphabet tab**, simply select the beginning letter by which you want to sort (e.g., selecting S will display names such as Smith, Simon, Shelton, etc.). The arrow tabs at either end of the alphabetic tab are used to move up or down the tab. The ALL tab item will prompt the system to list all addresses in your list.
- ❑ **To use the “Search Name” field**, simply position the cursor in the field (located at the right corner of your Address List), and then enter one or more letters to refine your search.
- ❑ **To use the View indicator list**, select either the “Addresses and Group” item, “Addresses Only” item, “Groups Only” item, or one of the group names listed at the bottom of the drop-down list.

## Searching Your Address Book

You can search your Address Book for specific information using one of the Find Address feature or the Query feature. The Find Address feature allows you to search using basic information. The Query feature allows you to refine your search by adding Search Filers. Each of these is discussed below.

- ❑ **To use the Find Address feature**, select the Find Address item from the Address main menu.

The Find dialog box will appear and resemble the figure shown below.



*Find Dialog Box*

This field contains two fields and two toggle boxes. The “Find What” field is used to indicate the information you want to search for. The “In Field” field is used to specify the field by which you want to search. If you are unsure of the exact information that appears in the fields, you can check the “Field Contains” box to make the search less specific (i.e., you can search for partial information). If you want to match the case of the “Find What” item, check the MATCH CASE box.

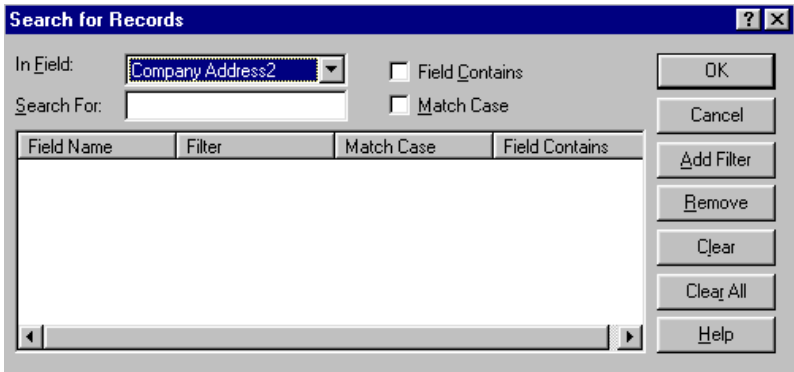


- Enter your search criteria, then initiate the search by activating the ok button.

Your Address Book will be adjusted to display the appropriate information, if found.

- To use the Query feature**, select the Query item in the Address main menu.

The Search for Records dialog box will appear and resemble the figure shown below.



*Search for Records Dialog Box*

The top portion of this box is similar to the Find dialog box. You enter the information you want to find, then specify the field where this information may be listed. The lower portion is used to refine your search by specifying several search criteria (or filters). Adding filters allows you to specify more than one “In Field” and “Search For” entries. Each time you enter the search criteria in these fields, you activate the **ADD FILTER** button. The search criteria becomes the filter information and it is placed in the filter list. This process can be repeated as many times as is necessary to apply as many filters as needed.

- Enter your search criteria and any filters, then initiate the search by activating the ok button.

Your Address Book will be adjusted to display the appropriate information, if found.


The **REMOVE** button will remove a search filter from the list. The **CLEAR** button will clear the selected item(s), and the **REMOVE ALL** button will remove all search filters listed.

## Importing Files into Your Address Book

*Calendar Creator* allows you to import other address book files (\*.ab5) or comma separated value (\*.csv) files into your Address Book.

### To import files into your Address Book:

- Select Import from the File menu. Then, select Address from the drop-down menu and select the file type to be imported (\*.ab5 or \*.csv).

 *If an address book file is currently open when using the Import feature, the file being imported will merge with the file currently open, creating a single address book file when saved.*

When importing (\*.csv) files, the Import Fields dialog box will appear. This dialog is used to assign properties to each field being imported into the Address Book.

- Select the first checkbox to convert any special DOS-based characters that are contained in the file being imported.
- Select the second checkbox to have the first line of the file imported as a header.
- Assign each field in the imported file to an address book field by clicking on the column header labeled, "Unassigned," and select the Address Book field from the drop-down list. Then, click on the Ok button.

# Printing Your Calendar

*Calendar Creator* gives you more printing capabilities than ever! You can now print a professional looking calendar right at home by selecting one of the many calendar layouts offered by this new version of *Calendar Creator*. You can choose from among the following layout possibilities to create the calendar that's perfect for your needs.

- Print a single-page calendar.
- Print two or more calendars on one page.
- Print multiple calendars on double-sided pages.
- Print one calendar printed on multiple pages (for a poster-like calendar).
- Print multiple calendars in InstaBook™ style.

You can also set up your printing options to include: pictures above, beside, behind, or inside your calendar. The possibilities are limited only by your imagination.

Because there are so many printing options, *Calendar Creator* provides a mechanism for verifying all user-defined print settings to ensure that the setting combinations coincide. For example, if you set your calendar size too large for the current page size setting, *Calendar Creator* will recognize the inconsistency and prompt you to change one of the settings. Likewise, if you specify to print on legal-size paper, but the printer tray contains letter-size paper, the software will alert you of the error. This will help you to save time and reduce the costly waste of paper.

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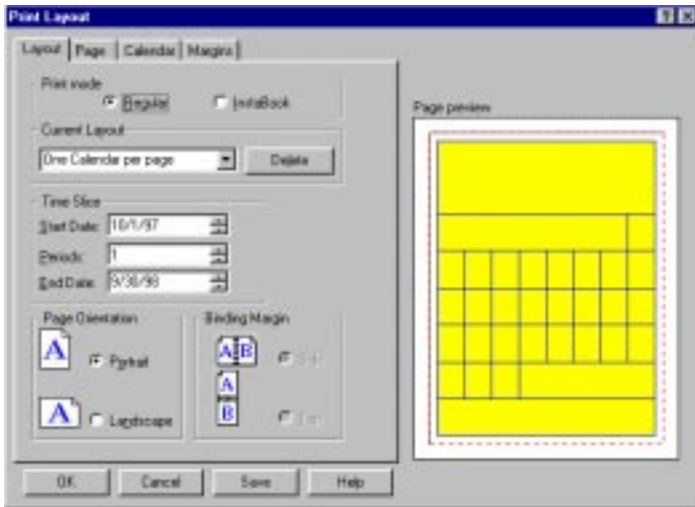
## Preparing to Print

Most simple print jobs can be handled using the default print settings. However, as you become familiar with the vast printing options available with *Calendar Creator*, you will want to utilize the options to produce highly sophisticated calendars.

The Print Layout dialog box is the main controller you will use during printing.

- Select the Print Layout item from the File main menu located at the top of the screen.

The Print Layout dialog box will appear and resemble the figure shown below.



*Print Layout Dialog Box with Layout Tab Displayed*

## Print Layout

The Print Layout dialog box is comprised of four tabs: Layout, Page, Calendar, and Margins. The Layout tab is used to select the basic layout. The Page tab is used to select the page stock and size, as well as adjust the margins. The Calendar tab is used to select the number of calendars and pages that will be printed. And the Margins tab is used to control the calendar margins. Each of these tabs is discussed in the sections below.

### LAYOUT TAB

The Layout tab (shown in the figure above) is used to select the basic layout of your calendar. This includes the layout (regular or InstaBook), the time span to be included in the printout, the orientation of the calendar(s) on the page, and binding margin setting.

The “Print Mode” field allows you to select between a Regular print mode and the InstaBook print mode. Based on your selection in this field, the “Current Layout” field below it will list your layout options. As you select one of these options, a preview of the page will appear in the Page Preview area.

When you are trying to determine whether to use Regular or InstaBook printing, think about how you want to use your calendar. InstaBook calendars are printed

double-sided with fold and cut lines that, when followed, can be assembled into a booklet bound by staples, comb binding, etc. If you don't want your calendar in this format, select the Regular printing option to produce a single-sided calendar that contains the specified number of calendars per page. You can also use this setting to print poster-size calendars.

In addition to these print layouts, you can select the Custom layout option (under the "Current Layout" drop-down list) to customize your layout setting.

The Time Slice options are used to indicate the time range to be included in the printed calendar. The "Start Date" field automatically adjusts to start date of the current calendar being used. This can be adjusted as needed. The "Periods" field is used to indicate the number of periods to print. A period is defined as the time span of the current calendar in view. For example, if you are viewing a multi-week calendar (e.g., 6 weeks), increasing the period to "2" will result in a 12-week calendar printout. Likewise, if you are using a 1-month calendar, increasing the period to "4" will result in a 4-month calendar printout. The "End Date" field is used to indicate the last date to include on the calendar. This field will automatically adjust according to the indicated period, but can be changed as needed.

The Page Orientation options allow you to arrange the calendar(s) in portrait or landscape position on the page(s).

The Binding Margin options all you to adjust the page margins to allow room for binding the calendar at the top or the side.

- Modify the Calendar Layout settings as desired. When you are finished, apply these settings by activating the OK button. You can save (and retrieve at any time) your new print settings, if desired. This is done by activating the SAVE button rather than the OK button, then entering the name in the Add New Print Layout dialog box that appears. This name will appear in the drop-down menu for the "Current Layout" field where it will remain until such time that it is deleted by activating the DELETE button beside the "Current Layout" field.



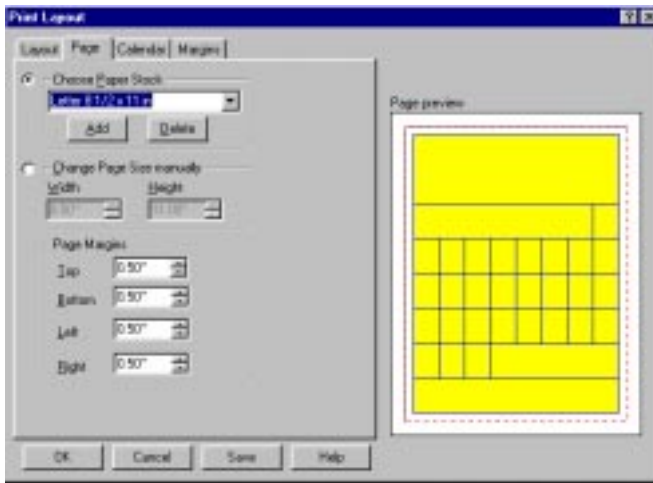
*It should be noted that the most recent print settings will remain as the default the next time the Print Layout dialog box is accessed. However, unless you save the settings, they will be replaced by the next layout settings.*

## PAGE TAB

The Page tab is used to select the paper stock and size, as well as to adjust the margins.

- Select the Page tab from the Print Layout dialog box.

The Page tab will appear and resemble the figure shown below.




*Print Layout Dialog Box with Page Tab Displayed*

The “Choose Paper Stock” field is used to indicate the size of your paper. It operates in conjunction with the “Print Mode” and “Current Layout” settings on the Layout tab. That is, a default paper stock will be provided. However, this can be changed as needed. Doing so, will in turn change the “Current Layout” field on the Layout tab to “Custom.”

### **To choose a predefined paper stock:**

- Select the paper stock from the “Choose Paper Stock” drop-down list, then click on the ok button.

 *If you have chosen an InstaBook layout from the Layout tab, the “Choose Paper Stock” field will be prepopulated with the paper stock that corresponds to the current layout.*

If the paper stock you’re using isn’t provided as one of the predefined paper stocks, you can add the new paper stock to this list by activating the ADD button. This will produce the Add New Paper Stock dialog box where the new stock name and dimensions can be entered.

### **To add new paper stock to the “Choose Paper Stock” drop-down list:**

- Select the ADD button on the Page tab of the Print Layout box.

This will produce the Add New Paper Stock dialog box.

The image shows a dialog box titled "Add New Paper Stock". It has a standard Windows-style title bar with a question mark icon and a close button. The dialog contains the following elements:

- A text input field labeled "Paper Stock Name".
- Two spinners: "Width" is set to "8.50\"" and "Height" is set to "11.00\"".
- Three buttons: "OK", "Cancel", and "Help".

*Add New Paper Stock Dialog Box*


- Enter the name or description of the paper in the “Paper Stock Name” field. Enter the width and height of the paper, then save the new paper information by clicking on the OK button.

The paper stock will appear in the drop-down list until it is deleted. Alternatively, you can delete paper stock from this list by selecting the item, then clicking on the DELETE button.

If you don’t want to add the new paper stock to the list, you can choose the “Change Paper Size Manually” option to adjust the width and/or height of the paper.

### **To set the paper size manually:**

- Select the Change Paper Size Manually option, then enter the width and the height of the paper in the appropriate fields.

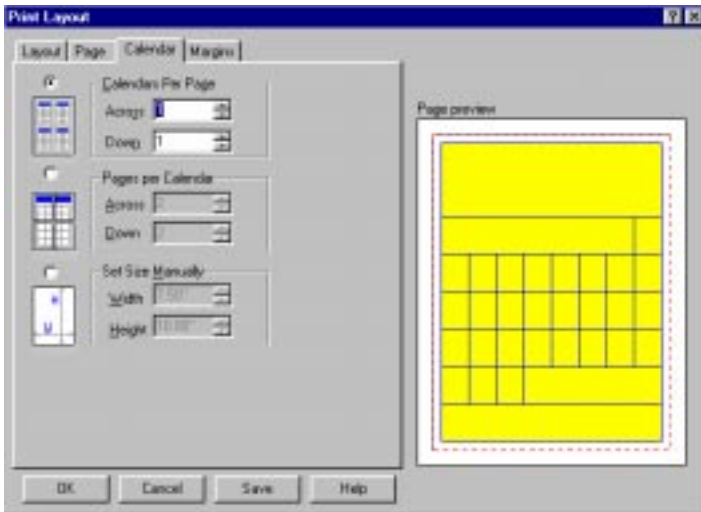
 *When you manually set the paper size, the “Choose Paper Stock” field will be disabled and populated as “Custom.” (See Printing on Custom Paper Sizes later in this chapter.)*

## **CALENDAR TAB**

The Calendar tab is used to select between calendar/page settings. You can determine how many calendars (on a multi-calendar printing task) should be printed on each page, how many pages a poster-size calendar should comprise, or the calendar size by manually setting the calendar width and height. Only one of these options can be selected at a time.

- Select the Calendar tab from the Print Layout dialog box.

The Calendar tab will appear and resemble the figure shown below.



*Print Layout Dialog Box with Calendar Tab Displayed*

Use the “Calendars per Page” option when you are printing multiple calendars on one page. You can indicate the number of calendars to print in columns (down) and rows (rows). The size of each calendar will adjust according to the selected margins and paper stock.

Use the “Pages per Calendar” option when you are printing a calendar on multiple pages (a poster-size calendar).

Use the “Set Size Manually” option to customize the width and height of your calendar.

- Modify the Calendar settings as desired. When you are finished, apply these settings by clicking on the **OK** button.

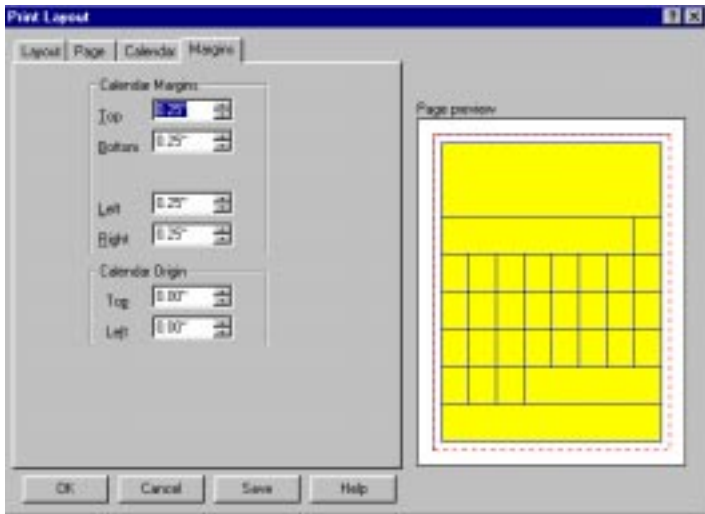
## **MARGINS**

The Margins tab is used to set the margins surrounding the calendar(s) and to specify the point on the page where the first calendar will begin. This is useful when you are printing several calendars on one page; it will determine the amount of space between each calendar.

- Select the Margins tab from the Print Layout dialog box.



The Margins tab will appear and resemble the figure shown below.



*Print Layout Dialog Box with Margins Tab Displayed*

The Calendar Margins options are used to set the four margins bordering each calendar. They determine the amount of space between calendars when printing multiple calendars on one page.

The Calendar Origin options are used to specify the point on the page where the first calendar will begin printing. This point is based on the edge of the paper—not the calendar margin.

- Modify the Margin settings as desired. When you are finished, apply these settings by clicking on the OK button.

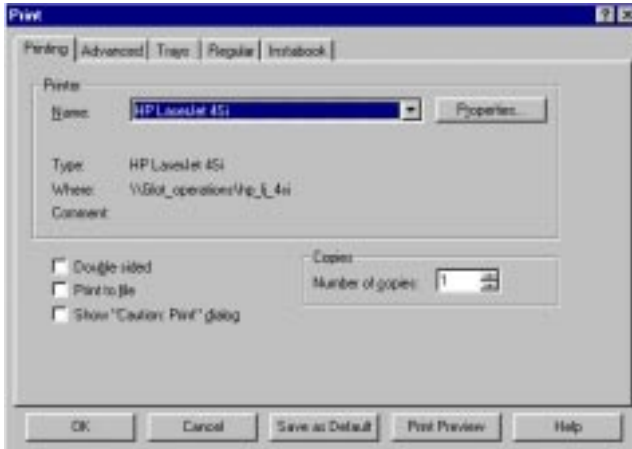
Once you have checked and modified the print layout settings, you can continue by either previewing the calendar using the Print Preview screen (discussed in the *Print Preview* section of this chapter), or by printing your calendar using the Print screen (or command).

## Print Options

Once your print layout options have been established, the Print item in the File main menu can be used to initiate printing. You can also control various settings for the printer from this menu item.

- ❑ Select the Print item from the File main menu located at the top of the screen, or activate the Print icon located in the main tool bar.

The Print dialog box will appear and resemble the figure shown below.



*Print Dialog Box*

This box is comprised of five tabs: Printing, Advanced, Trays, Regular, and InstaBook. Each of these tabs is discussed below.

### PRINTING TAB

The Printing tab (shown in the figure above) is used to select the printer you are using as well as control its various properties. It is also used to control double-sided printing, print to a file, show the “Caution: Printing” dialog, and set the number of copies to be printed.

- ❑ Select the name of your printer from the “Name” drop-down list. To add a printer that is not in this list, please refer to your printer’s user documentation for details on setting its property options.

The “Double sided” option, when checked, will indicate to the software that the documents will be printed as a double-sided document.

The “Print to File” option, when checked, will indicate to the software that the information is to be stored to a specified file.

The “Show ‘Caution: Print’ dialog” option, when checked, will prompt the system to alert you for verification each time the printing queue is activated.

The “Number of Copies” field is used to set the default number of copies that will print with each print command.

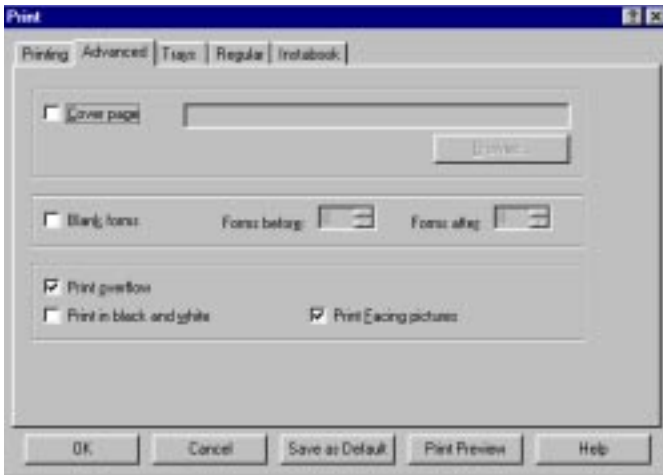
- Modify the Printing settings as desired. When you are finished, apply these settings by activating the OK button.

## ADVANCED TAB

The Advanced tab is used to perform various advanced printing features, such as adding a cover page, inserting blank forms during printing, printing a picture, etc.

- Select the Advanced tab from the Print dialog box item.

The Advanced tab will appear and resemble the figure shown below.



*Print Dialog Box with Advanced Tab Displayed*


The “Cover Page” field can be marked to indicate that a cover page should be provided with the printout. The blank field beside the check box is used to indicate the location of the cover page text or graphic file. The BROWSE button can be used to search your files for the specific file.

The “Blank Page” field can be used to allow a specified number of blank page(s) to be inserted through the printer before and/or after each printed page.

“Print Overflow,” when checked, will prompt the software to print the calendar information that doesn’t fit in the allotted space.

“Print in black and white” prompts color printers to print a color document in black and white, which is useful for draft versions.

“Print Facing Pictures” will prompt the software to print any graphics that are programmed to appear opposite the calendar page.

 *Facing pictures are added to your calendar using the View Properties item on the Calendar main menu.*

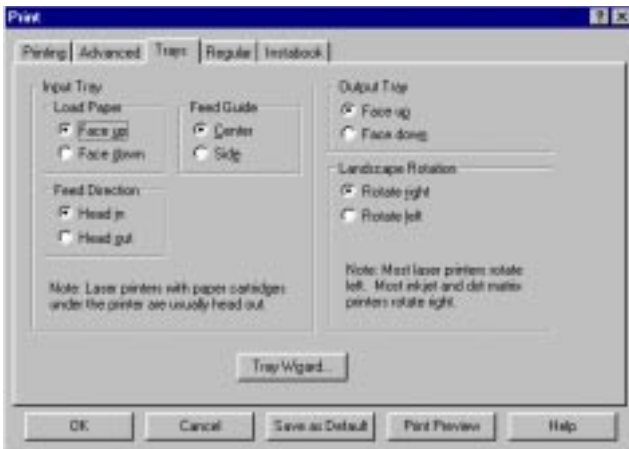
- Modify the Advanced settings as desired. When you are finished, apply these settings by activating the OK button.

## TRAYS TAB

The Trays tab is used to enter your printer’s specifications. Once these settings have been input, they should not have to be adjusted unless you install a new printer.


- Select the Trays tab from the Print dialog box item.

The Trays tab will appear and resemble the figure shown below.



*Print Dialog Box with Trays Tab Displayed*

Refer to your printer's user manual for details on the specifications required by your printer.

 You can use the Tray Wizard feature for assistance in making the necessary adjustments.

## REGULAR TAB

The Regular tab is used to establish the specification when printing multiple calendars on one page, as well as when printing poster-type calendars.

- Select the Regular tab from the Print dialog box item.

The Regular tab will appear and resemble the figure shown below.



*Print Dialog Box with Regular Tab Displayed*

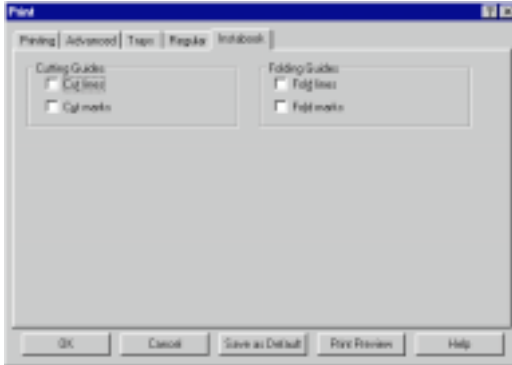
This tab allows you to indicate how to format the cutting guides for a regular-layout document. It also is used to indicate the printing order of the calendars (either across or down).

## INSTABOOK TAB

The InstaBook tab is used to determine the cutting and folding guides for InstaBook-type calendars.

- Select the InstaBook tab from the Print dialog box item.

The InstaBook tab will appear and resemble the figure shown below.



*Print Dialog Box with InstaBook Tab Displayed*

## Print Preview

*Calendar Creator* provides a print preview feature that can be used to view your calendars prior to printing them to examine the results of your layout setup. This feature works much like the print preview in most Windows-based applications.

- Select the Print Preview item from the File main menu.

The Print Preview screen will appear and resemble the figure shown below.



*Print Preview Screen with Sample Layout*

The buttons listed across the top of this sample layout allow you to perform the following functions:

- print the calendar(s)
  - view the next page
  - view the previous page
  - zoom in to a particular area of the image
  - zoom out to full view of the image
  - close the preview
- Preview your calendar and make any necessary adjustments prior to printing by referring to the tabs previously discussed. When you are satisfied, close your preview screen by clicking on the `CLOSE` button.

---

## Printing Your Calendar

Once you have made your print layout adjustments and any other necessary changes, you are ready to print your calendar.

### To initiate printing:

- Select the `OK` button on the Print Layout dialog box.

## Printing on Custom Paper Sizes

*Calendar Creator* allows you to print to any size paper that your printer can accommodate. To set up printing on paper of a custom size, you must first configure your printer. (Please refer to your printer or Windows documentation for the proper procedure.) Once you have configured your printer to accept the custom paper size, you must now tell *Calendar Creator* the specifications of the custom paper you will be printing on.

- **If your printer's unprintable area is greater than the default page margin set by *Calendar Creator*, you will receive an error message and will be unable to print.**

The Page Margin options are used to specify the four margins of your paper. As you adjust each margin, the Page preview will also adjust to show the changes. Consider the unprintable area of your printer when setting your page margins. You can check these values by accessing your printer's properties (see your printer or Windows documentation). If the printer's unprintable area is 1/8" for example, you must set the page margin to any value greater than 1/8".

## Event List Printing

You can control the information shown on your Event List when printing, by adjusting the column headers in the Event List view. By adjusting the width of the columns you can select the size of the column when printed, or even remove the column so that it will not appear in the printout.

## Address Book Printing

You can control the information shown on your Address Book when printing, by adjusting the column headers in the Address Book View. By adjusting the width of the columns you can select the size of the column when printed, or even remove the column so that it will not appear in the printout.

## Printing Event Reports

When printing your Event Report, you can specify whether you would like to have the calendar title appear at the top of each page or on the first page only. To set this option, access the Layout Properties dialog box (see *Chapter 3, Formatting Features*), and select the Miscellaneous tab. To show the calendar title at the top of each printed page, select the “Show Title on Each Page” option. To have the title print only on the first page, leave this checkbox unmarked.

To print a 2-Column Event Report, select the Page Layout command under the File main menu. Under the Current Layout option, select Event Report 2-Column from the current layout list. Select any other print layout options you wish, then click on OK.

## Print Wizard

*Calendar Creator* offers Print Wizard. It is a useful tool that assists you in setting up your print specifications. It takes you through a basic question and answer session to determine what type of calendar you want to produce. In essence, it steps you through the options that are listed on the tabs discussed in this chapter. Once you have completed the Print Wizard, you can save your print settings to be reapplied at any time.

You may want to use the Print Wizard feature to get started. Then, as you become more familiar with the unlimited printing options offered by *Calendar Creator*, you may want to get creative and try your own settings.



*Print Wizard can be accessed by selecting the Print Wizard item from the File main menu located at the top of your screen.*



---

# Appendix

## Troubleshooting

If you encounter problems or need assistance, please refer to Troubleshooting in the **Read Me** file on your *Calendar Creator* CD.

### Try this first!

If you have problems running the program, try cleaning the CD. Gently remove any fingerprints and dust using a clean, soft, lint-free cloth dampened with water or a CD-cleaning solution. Avoid using material such as tissue, which may scratch the CD.

## Technical Support

If you are unable to solve a problem, contact Technical Support at the following numbers/addresses.

Direct Telephone	1-423-670-2020
Fax	1-423-670-2021
Internet	support@learningco.com
CompuServe	GO LEARNINGCO
World Wide Web site	<a href="http://www.learningco.com">http://www.learningco.com</a>
Correspondence	The Learning Company Technical Support 9715 Parkside Drive Knoxville, TN 37922

### Before contacting Technical Support:

- Write down any error messages as they appeared on the screen.
- Be in front of your computer, if possible.
- Have your Windows installation disks or CD available.
- Have only Explorer running. Close any other running programs, including *Calendar Creator*. (See *Troubleshooting* in your CD booklet, for instructions on how to close running programs.)

***Be sure to register this program so we can provide you with technical support and notify you of exciting new products as they become available.***

# ***Customer Service***

We are proud of the special relationship we have with many satisfied customers who use our software. If you have a problem, question, or suggestion, please call our Customer Service Department at **800-227-5609** (U.S. only) or **617-494-1200** (outside the U.S.).

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