



## Almanac Basics

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### Becoming Familiar With...

[Config Files](#)

[Database Files](#)

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[Toolbar](#)

[Navigating in Almanac](#)

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## Config Files (\*.ALC)

See Also [Independent Config Files](#)

See Also [Arranging Almanac's Desktop](#)

Almanac's File menu includes the familiar Open, Save and Save As selections. These commands operate on config files, a file format used by Almanac that allows calendar presentations to be customized without changing the underlying data associated with the calendar. The DEFAULT.ALC file (initially created by SETUP) is used to specify the default values if a config filename is not specified on the command line used to start Almanac.

Config filenames use the extension ALC. These files are used to control **(a) where Almanac reads and saves calendar data and (b) the presentation format used to display and print the data.**

### File.Save or File.Save As

Select File.Save or File.Save As to store the current settings into a config file for easy recall. The current state and position of each of Almanac's windows are also stored into the config file when a file save is performed. If you would always like Almanac to save your settings in the current config file when you close, select the Options.Save Config on Exit setting.

Most of the settings that are maintained in a config file are accessed from Almanac's [Options menu](#). Additional values are located in the File.Page Layout dialog and the upper sections of the Main and ToDo pull down menus. The settings that you choose affect the display and/or printing of your calendar data. Examine the wide range of options available from these menu selections to customize your calendar to your needs and preferences.

### Where Almanac Accesses Data

In addition to specifying values that control the presentation of calendar data, config files specify where to find the data. The config file points to the data but **does not contain the data itself.**

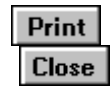
Calendar data can be entered in the Main and tool windows of Almanac. This information is maintained in (1) overlay files and (2) Almanac data base files.

**1) [Overlay files](#)** can be added or removed from a calendar display using the Options.Overlays dialog. Up to fifteen overlay files can be in use simultaneously. The drive, path, and filename for each overlay can be saved in the config file. This feature allows overlay files to be created and maintained independently of the config file(s) that reference it. It can be used to simply organize your overlay events into different overlays by category or, in the case of networked users, to allow many people to view overlays that are updated at central locations.

**2)** All data that is entered into the Scheduler, ToDo, Notes, and Phonebook tool windows is stored in data base files that Almanac maintains in a data base directory. The name of the data base directory is controlled from the Options.Directories dialog.

## Independent Config Files

See Also [Config Files](#)



Calendar data can be entered in the Main and tool windows of Almanac. This information is maintained in (1) overlay files and (2) Almanac data base files.

First, create a [new database](#) directory, anywhere on your machine. Second, within that config file, select [Options.Directories](#), and change the database pathway to point toward the directory you previously created. This will reset your database, to store independent files. Last, select File.Save As, and name the file (no longer than eight characters, with an ALC extension).

Almanac will not create a new directory on your disk. You can use Windows File Manager or use the MD command from a DOS prompt. If still unsure, please consult your Windows or DOS manual.

## Database Files

See Also [Export/Import](#)

### Schedule Items/General Notes

Scheduler items, notes attached to them, or any General Notes, are stored in a **month-year.ald** format (jul-1994.ald). These files are maintained in the \ALD sub-directory (installed with Setup), or the directory you have designated as the database (set in [Options.Directories](#)).

### ToDo Items

ToDo Items are maintained in **todo.atd**. Any notes that you attach to these items are maintained in **todo.ald**. Upon [archiving](#) a todo item, a file **todo-hst.txt** is created, any any subsequent todo item archived will be stored in this file.

### Phonebook

Phonebook entries are maintained in **phonebk.alp**. Any notes attached to these items are maintained in **phonebk.ald**.



## Tools

See also [Tool Bar](#)

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## Tool Windows

[Main Window](#)

[Notes Window](#)

[Phonebook Window](#)

[Scheduler Window](#)

[Search Window](#)

[ToDo Window](#)



## **Menu Commands**

Listing of all menus, and their commands.

### **File**

**Open**

**Save**

**Save As**

**Export/Import**

**Page Layout**

**Print**

**Print to Metafile**

**Printer Setup**

**Set Wallpaper**

**Exit**

### **Edit**

The Edit menu is used to edit text within the Notes window.

**Undo**

**Cut**

**Copy**

**Paste**

**Clear**

### **Options**

The Options menu contains selections which allow you to customize the appearance and operation of the calendar and accessories.

All options are saved in the config file and restored when the file is re-opened.

**Calendar**

**Scheduler**

**ToDo**

**Phonebook**

**Overlays**

**Colors**

**Directories**

**Fonts**

**Icon Clock**

**Location**

**Sound**

**Wallpaper**

**Toolbar Hints**

**Save Config at Exit**

## **Main**

Selections on this menu are related to Almanac's Main calendar window.

[Year View](#)

[Month View](#)

[Day View](#)

[QuickEdit](#)

[Date](#)

[Today](#)

## **ToDo**

[View Pending / View All](#)

[Add](#)

[Modify](#)

[Check Complete](#)

[Archive](#)

## **Window**

The Window menu is provided for keyboard users. Almanac's tool buttons provide these functions for the mouse.

[Calendar/Schedule/To-do/Phonebook/Notes/Search](#)

[Arrange All](#)

[Reset Desk](#)

## **Help**

[Contents](#)

[Search for Help on](#)

[How to Use Help](#)

[About Almanac](#)



Opens an existing [config file](#)

Saves the current config settings and overlay filenames to the active config file.

Displays a standard Save As dialog to save the current config settings and overlay filenames to a new config file.

It will let you Export/Import data from/to Almanac. **See [Export/Import](#)**

Used to define the page orientation, header/footer settings, and page margins (see [Printing](#)).

Instructs Almanac to send calendar or schedule information to the printer (see [Printing](#)).

Displays a standard Windows Print Setup dialog.

Captures the Main window in the current Month or Year display only, and converts it into a Windows Metafile. See [Print to Metafile](#)



Selecting this option causes Almanac to install a background image of the current contents of Almanac's Main window onto the Window's desktop.

Closes the Almanac program.

This option becomes available after any changes have been made to the text in the Notes window. Selecting it will undo the last change which was made to the text.

Removes the currently selected text in the Notes window and places it in the Windows clipboard.

Copies the currently selected text in the Notes window to the Windows clipboard.

Pastes text from the Windows clipboard into the Notes window at the current entry point.

Deletes the currently selected text in the Notes window.





Activates the [Calendar Options](#) dialog. Used to set options for the calendar operation of the Main window.

Activates the [Scheduler Configuration](#) dialog. Used to configure the Scheduler tool window.

Activates the [To-Do Configuration](#) dialog. Used to configure features of the To-Do tool window.

Activates the [Phonebook Options](#) dialog. Used to configure features of the auto-dial feature of the phonebook.  
Exporting or importing of CSV (comma separated value) phone and address data is also available through the File.Export/Import dialog.

Activates the [Calendar Overlays](#) dialog to configure or edit overlay information for the current calendar.

This selection activates the [Almanac Color Settings](#) dialog. Used to customize Almanac's on-screen display.

Used to view or change disk directories used in Almanac. The Default Overlay Path is used to initialize the file open dialog when opening overlay files. The Data Base Path is used to store all information entered into the Notes, Scheduler, ToDo, and Phonebook tool windows. Almanac's SETUP utility initially creates a directory named "ALD" for this purpose (located underneath the path that you installed Almanac to).

Activates the [Almanac Fonts](#) dialog to change screen and/or printer fonts.



Almanac can minimize itself to a desktop clock rather than a regular Windows icon (see [Icon Clock](#) under [Running as an Icon](#)).

Selecting Icon Clock will activate the [Almanac Icon](#) dialog to allow the iconic clock to be enabled/disabled and to reveal more options.

Activates the Current [Location dialog](#) used to select a geographical location. This information is used by Almanac to calculate time zones, sunrise and sunset time, and phases of the moon.

Activates the [Almanac Sound Setup](#) dialog, used to associate digital sound files to Almanac's audible alarms.

Invokes a dialog used to direct Almanac to automatically set Windows' wallpaper when Almanac is started. Almanac can set the wallpaper to any of the views provided by its Main window.

**Note: Almanac can only set the wallpaper when it is started in normal or maximized modes.** Almanac cannot set the wallpaper when it is started minimized as an icon.

If this option is checked, placing the cursor over any button on the toolbar, will display a short description of what each button represents.

If this option is checked, Almanac will save the current settings for the active \*.ALC file.

Places the Main window into year display mode.

Places the Main window into month display mode.



Places the Main window into day display mode.

Activates the [QuickEdit](#) dialog for the current date.

Activates a dialog that prompts for the desired month, day, and year to move to.

Used to move to today.  
(Mouse users can double-click anywhere on the surface of Almanac's tool bar to quickly reset to today).

These two options are used to set the visibility of items in the To Do window list box. Select View Pending to limit the list to active items, and optionally only those items which have not yet been completed ([To Do Item dialog](#); Activate Date). Select View All to include all defined items in the list. Useful for accessing items which are not currently active.

Used to add items to the To Do window. The keyboard equivalent of the To Do window's "+" tool button.

Used to edit the currently selected item in the To Do window. The keyboard equivalent of double-clicking on an entry in the To Do list box.

Used to mark the currently selected item of the To Do window as completed. The keyboard equivalent of the To Do window's check mark tool button.



Used to [archive](#) the currently selected item of the To Do window. The keyboard equivalent of the To Do window's file cabinet tool button.

If any of these selections is unavailable (grayed), the tool window is already active. It may be covered by another window. In this case you should find the tool window listed on the bottom of this menu. Select this entry to bring the window to the top and/or reactivate a minimized tool window.

Positions your tool windows to be displayed simultaneously.

Used to reset the state of Almanac's desktop to that which was last saved in the current config file (F10).

Used to enter Almanac Help at the Table of Contents

Used to access Almanac Help by searching keywords.

Use this selection to get Help on Windows Help.

Displays a standard Windows About... dialog for Almanac.



Select View Pending to limit the list to active items, and optionally only those items which have not yet been completed.

## **Print to Metafile (\*.WMF)**

Almanac can create month and year calendars suitable for pasting into your Windows word processor or desktop publishing application. It does this by "printing" into a Windows metafile. A metafile is a Windows data format that can include both graphics and text.

Almanac must use some device as a guide when creating the output, so that decisions like where a line of text should wrap or where to center a title can be calculated. Almanac uses your current target printer when making these calculations.

Most of the settings that are used to control the appearance of printed output may also be used when creating metafile output. The **Printer Fonts** selected in **Options.Fonts** dialog and the options provided by the **File.Page Layout** dialog (except header/footer) are used when creating month and year metafile images.

Almanac can generate metafile output to either a disk or to the Windows clipboard.

### **Output to Clipboard**

The clipboard transfer is sometimes a more convenient method to use, however the Windows clipboard does not allow an application to pass as much sizing information along with the image. It is up to the receiving application to choose the initial size that the metafile is pasted.

### **Output to Disk**

A disk metafile may produce a different result, although taking a few more steps to save in Almanac and then open in another applications. It's best to experiment and choose the method that works best for you.

## **Export/Import ...**

This dialog is accessed from the File.Export/Import Menu.

**Overlay**

**Phonebook**

**Schedule**

**ToDo**

## Calendar Options dialog

This dialog, accessed from the Options.Calendar menu selection, is used to set options for the display and operation of the Main window.

### Mode

Almanac's internal calendar engine is based upon the modern Gregorian calendar. This combo box is used to choose one of three modes that Almanac can emulate on your display and printer. You can select either the standard Gregorian calendar, the Jewish calendar, or a hybrid Gregorian/Jewish format.

### Week Begin

Sets the day of the week that appears leftmost in Almanac's calendars.

### Red Letter Days

Can be used to cause the numerals of Saturday and/or Sunday to be displayed in red.

### Prior/Next Months

Used to control the display of the small calendars in the upper left and right corners of the month calendar.

The calendars can be viewed for convenience, or turned off to provide more room for the date cells of the calendar.

### Notes on month

A pencil symbol will be displayed in a monthly date cell when General Notes have been attached to the date.

### Time Changes

Transitions from standard time to daylight savings time are marked on the calendar when this option is checked.

### Moon Phases

Checking this option will display graphics for the four phases of the moon on the month calendar display. The day display also lists the local time of transition for each phase.

### Daily Almanac

Checking this option will include sunrise and sunset information (and moon phase data, if selected) on the Main window day view.

### Daily Julian Day

Selecting Daily Julian Day will display the current Julian date, followed by the number of days that are remaining in the current year. The information appears at the top left corner of the **Day View**, and in the header area of all day binder printouts.

### Calendar Week

Selecting Calendar Week will display the current week number based upon the Gregorian calendar. The information appears in the top right corner of the **Day View**, as well as the header area of all day binder printouts.

### Jewish Setup...

Selecting Jewish Setup will let you customize the spelling of the individual months. There

is an option to display Candelighting and Havdalah.

## Scheduler Configuration dialog

See Also [Create Schedule Item](#)

This dialog, accessed from the Options.Scheduler menu selection, is used to configure options for the Scheduler tool window.

### Increment Minutes

Selects the resolution of the time divisions along the left side of the Scheduler window.

The distance between each increment is set to the height of the Tool font.

### Summary Bar

The Summary bar appears at the right side of the Scheduler window. Rectangles mark events which occur between its start and end hours. A dark rectangle half the width of the summary bar marks the period currently displayed in the main area of the Scheduler.

### Start Hour

The initial hour of the day displayed on the summary bar.

### End Hour

The last hour of the day displayed on the summary bar.

### Initial Hour

Sets the time that the Scheduler is initially positioned to when a date change occurs.

This time is not used for the current day (today), where the Scheduler will position itself to the current hour.

### Default Alarm

The number of minutes that the alarm time is initialized before an event.

This is only a default setting, alarms can be adjusted for each event. The value should be zero or negative.



## **To-Do Configuration dialog**

See Also [Create ToDo Item](#)

This dialog, accessed from the Options.ToDo menu selection, is used to configure options for the To-Do tool window.

### **Sort Sequence**

The To-Do tool list box of items can be sorted in one of two ways:

- 1) Sorted by priority then by required date (all priority one items appear in ascending date sequence followed by all priority two items, etc...).
- 2) Sorted by required date then by priority (items are listed according to when they are due, with higher priority items listed before lower priority items required by the same time).

### **Remove completed items after \_\_ days**

Almanac will automatically remove items from the to do list which have been marked as completed. Set the number of days that you wish items to continue appear on your to do list after they have been completed.

### **Archive to-do items removed by Almanac**

To do items can optionally be removed from the to do list and recorded to an ASCII text file (TODO-HST.TXT) when they have been completed, a process called archiving. Selecting this option will archive completed items that Almanac automatically removes from the to do list.

### **View Pending hides completed items.**

To help concentrate on overdue or pending items, this selection enables you to view the information that is the most important.



## Phonebook Options dialog

This dialog is used to configure modem and telephone access information for the auto-dial feature offered by the Phonebook tool window.

Your system must be equipped with a **Hayes** compatible modem. The Port and Port Speed should be set to the values used by your modem. Set the Dial type to either tone or pulse (rotary dial) according to your local telephone system.

### Long Dis. Access

Enter the digits used to specify a long distance call. For example, in North American countries a '1' is used to dial long distance phone numbers.

### Local Area Code

Enter the local area code. Almanac uses this information to distinguish local phone numbers from long distance numbers. The local area code is only used when 'SmartDial' is selected.

### Dial Out Prefix

Enter any digits that must be dialed to access an outside telephone line. Many company PBX telephone systems require a '9' to be dialed in front of any outgoing telephone calls.

### Default Dialing

Specify this selection to set the Default Dialing action within the Phonebook. Overrides of this selection can be specified within the Phonebook entry itself.

(1) **Dial Using SmartDial**- Almanac examines a telephone number before attempting to auto-dial. If the length is greater than 8 digits, the number is scanned to determine if the beginning digits match the Local Area Code. If so, the call is dialed as a local call by first stripping off the area code, and then inserting the Dial Out Prefix, if present. If the Local Area Code search fails, the call is dialed as a long distance call by inserting any Long Dis. Access digit(s).

(2) **Dial Numbers Exactly As Entered.**

(3) **Preview Numbers Before Dialing.**

### Data Conversion

Almanac can import or export phonebook data in CSV (comma separated value) format. (see [File.Import/Export](#))

## **Phonebook Export/Import**

Comma Separated Value format refers to an ASCII text file that contains records of information.

If a comma must appear within a field, the entire field is enclosed in quotation marks. Commas may be entered without data following them to describe empty fields.

### **Importing to the Phonebook**

Almanac contains a very simple CSV processor. Almanac allows you to customize the Import process, it lets you choose the fields to Import, based on the form of your current data. There are only two REQUIRED fields: **(1)** CATEGORY and **(2)** either the LAST NAME or COMPANY field. The rest of the fields to Import, is entirely up to you.

The order of the data, depends on the order you choose in specifying fields to Import.

### **Exporting from the Phonebook**

Select File.Export/Import..., to write the current contents of the phonebook to a CSV formatted file. You have the option of which Data Fields you would like to export. Select the field, and push the 'Add' button. When you have selected the desired fields, push the 'Begin Export' button. Almanac will prompt you to name the \*.CSV file, and choose the directory to be saved in.

## Overlay Export

This dialog is accessed from the File.Export/Import menu selection. Comma Separated Value format refers to an ASCII text file that contains records of information.

After selecting **Overlay.Export**, you will be prompted with a date range dialog; specify the range of time. Upon selecting OK, the 'Field Selection and Ordering' dialog will prompt you for the fields you would like to include in the export. When you have selected the desired fields, push the 'Begin Export' button. Almanac will prompt you to name the \*.CSV file, and choose the directory to be saved in.

**Note:** Almanac will only export data in Overlays that are open.

## Scheduler Export/Import

This dialog is accessed from the File.Export/Import menu selection. Comma Separated Value format refers to an ASCII text file that contains records of information.

### Importing to the Scheduler

Almanac allows you to customize the Import process, it lets you choose the fields to Import, based on the form of your current data. The order of the data, depends on the order you choose in specifying fields to Import. After selecting **Schedule.Import**, the 'Field Selection and Ordering' dialog will prompt you for the fields you would like to include in the import. When you have selected the desired fields, push the 'Begin Import' button. Almanac will prompt you to choose the \*.CSV file to import.

**NOTE:** To have the item appear on the month calendar, enter **1** as the value for the Month Display field. To have it appear only in the Schedule, enter **0** as the value for the Month Display field.

### Exporting from the Scheduler

After selecting **Schedule.Export**, you will be prompted with a date range dialog; specify the range of time. Upon selecting OK, the 'Field Selection and Ordering' dialog will prompt you for the fields you would like to include in the export. When you have selected the desired fields, push the 'Begin Export' button. Almanac will prompt you to name the \*.CSV file, and choose the directory where it will be saved.

## **ToDo Export**

This dialog is accessed from the File.Export/Import menu selection. Comma Separated Value format refers to an ASCII text file that contains records of information.

After selecting **ToDo.Export**, you will be prompted with a date range dialog; specify the range of time. Upon selecting OK, the 'Field Selection and Ordering' dialog will prompt you for the fields you would like to include in the export. When you have selected the desired fields, push the 'Begin Export' button. Almanac will prompt you to name the \*.CSV file, and choose the directory to be saved in.

## Calendar Overlays dialog

This dialog, accessed from the Options.Overlays menu selection, is used to control the overlays that display holidays, anniversaries, and other events on the calendar.

### Active Overlays

Displays the overlay files which are active for the current config. This list can be maintained using the control buttons located to its right.

Double-clicking on an overlay file appearing in the list is the same as pushing the Edit button.

### Selection Pathname

This read only edit box displays the drive and directory of the currently selected overlay in the Active Overlays list box.

### New

Used to create a new overlay file. The new overlay file is automatically add to the Active Overlays list when it is saved.

### Open

Used to add an existing overlay file to your current calendar display. Activates an Open File dialog box to select the overlay file.

### Edit

Activates the [Edit Overlay dialog](#) used to edit the overlay file which is currently selected in the Active Overlays list.

### Close

Removes the overlay file currently selected in the Active Overlays list from the current calendar.

Removing an overlay from the current calendar does not delete the overlay file from disk.

### Close All

Closes all overlays from the current config.

## **Almanac Color Settings dialog**

This dialog, accessed from the Options.Colors menu selection, allows customization of the colors used to display Almanac on screen.

### **Basic Colors**

Contains a selection of standard colors that can be selected for your current video display. Some of the colors are pure and some are blends of two colors.

Select a color by clicking on it with the mouse or position to a color and then press the space bar. The color you select will replace the color of the currently selected Almanac display area. The display areas are shown and selected in the illustrator box located in the upper right corner of the dialog.

### **Screen Area:**

Used to select the area of Almanac's display to set the color for. Mouse users can simply click on the area of the display in the illustrator box to set the current selection.

### **Custom Colors**

This control maintains sixteen colors of your own choice. Colors are selected the same way as with the Basic Colors control. (see Define Custom Colors below for creating new colors).

### **Define Custom Colors**

Expands the color dialog, revealing controls used to create or edit custom colors.

#### **Custom color controls**

The custom color section contains a full complement of controls for mouse and keyboard selections.

The large rainbow control is used to blend the color components using a mouse. The thin luminosity control directly to its right is used to select the intensity of the color. Make sure this control is not set to either extreme or you will only be able to create black and white results.

The Red, Green, and Blue edit boxes below the rainbow control provide another way to create colors. Exact color values for each of the red, green, blue (RGB) components can be specified.

The Hue, Sat., and Lum. edit boxes are yet a third way of specifying a color. These values correspond to the HLS color model which represents colors and intensities along a cone shaped formula.

The Color|Solid control displays the currently mixed color and the closest solid (pure) color. Double-clicking on the solid color will cause the custom controls to re-set to define the pure color.

#### **Saving a custom color**

Choose the Add Color button to cause the current custom color mix to be saved in one of the Custom Color boxes.

## Almanac Fonts dialog

This dialog, accessed from the Options.Fonts menu selection, is used to change the screen and/or printer fonts used by Almanac.

The screen fonts are selected independently of any printer fonts to allow you to choose those best suited for each purpose.

### Set Fonts For:

Select either Printer or Display to place the dialog into the desired mode.

### Text areas:

Contains entries for the various areas that Almanac can use a different font. The areas each one affects are:

#### Month and Year Titles (Display)

On month calendars, this is the current month and year centered near the top of the calendar. For year calendars, this is the year displayed above the calendar area.

#### Month Days and Dates (Display)

This selection includes the day of week headings and date numerals which appear in month calendar displays.

#### Month Event Text (Display)

The text within the date cells of the month display. Overlay events and schedule information are displayed in this area.

#### Mini Calendars (Last/Next and Year) (Display)

Used for the body of the year calendar display, as well as the prior and next months on the month display.

#### Day Calendar (Display)

This is the font used for the day view calendar display of the Main window.

Almanac will automatically create a bold version of this font to distinguish headings on the day view.

#### Tool Windows (Display)

The font selected for tools is used by all of Almanac's tool windows - the Scheduler, Notes, and To-Do list.

Almanac will automatically create a bold version of this font to distinguish headings where appropriate.

### Printer Fonts

The printer font selections are used almost identically to those for the display. There are two exceptions:

- (1) Two fonts areas are provided to allow different settings for the body of the year calendar, and for the prior/next months in the month calendar.
- (2) An additional area called Title is available to select the font used for printing a title as



a headers or footer.

## **Icon Clock dialog**

This dialog, accessed from the Options.Icon Clock menu selection, is used to select the option of displaying Almanac as a desktop clock when the program is minimized, instead of an icon. The desktop clock may be placed anywhere on the screen.

### **Display clock when minimized**

Checking this box will cause Almanac to minimize to a desktop clock, and will enable the remaining controls in the dialog.

Removing the check will cause Almanac to minimize to a standard desktop icon and will disable the Iconic Clock controls.

### **Always on top**

Selecting this option will cause Almanac's desktop clock icon to remain on top of any other regular desktop windows. (Windows 3.1.)

### **Display time (date, day of week)**

The last three check boxes in the Iconic Clock section request Almanac to display time, date, and/or the day of the week in the desktop clock. At least one of these items must be selected.

## **Almanac Sound Setup dialog**

This option, accessed from the Options.Sound menu selection, is made available if Almanac detects the presence of Multi-Media sound extensions in your Windows configuration.

It is used to associate digital sound files (\*.WAV) with Almanac audible alarms.

### **Alarm**

Contains entries for eight different audible alarms. Almanac has four internal alarms that it can sound. These internal alarms are used in the absence of multimedia sound. The internal alarms used for alarms one through four are repeated for alarms five through eight.

Select the alarm you wish to associate with a digital sound file from this list box.

### **Test**

Plays the currently selected alarm.

### **Description**

Used to attach a description of the alarm. It will appear in the Scheduler dialog alarm combo box.

Possible uses can be to describe the recorded sound (Cuckoo clock) or to describe the type of event it is used for (Coffee Break).

### **Sound File**

The file name of the digital sound file. It will contain "None" if the alarm has no external file association.

### **Set File**

Displays a file open dialog to allow the selection of a sound file.

### **Internal**

Clears any current sound file association with the alarm (Sound File set to "None").

## **Customizing the Location Database**

This option, accessed from the Options.Location menu selection . Choose this command to set the location that Almanac uses to calculate sunrise-sunset, moon phases, and the display of data that has a time attached.

### **Point-of-Reference Location**

Select any location to use as a point of reference. All times computed and displayed by Almanac will be adjusted to local time of the point of reference location.

### **System Location**

Almanac needs to know the correct time zone of your computer's clock. This information is required to properly calculate times and dates for any point of reference location around the world.

### **New Location**

Select 'Point-of-Reference' to enter a new location into Almanac. Put in the proper degrees, minutes, and seconds for latitude and longitude. You may obtain local coordinates from your city hall, library, or local airport.

### **Current Users**

If you have already entered a customized location in a previous version of Almanac (filename:ALMLOCN.DAT), you may obtain proper coordinates from this file. You may open this file with Microsoft NOTEPAD, or any ASCII text editor. The latitude for the location is the first set of three numbers, and the longitude is the second set.

## Almanac Desktop

Almanac uses the Windows Multiple Document Interface (MDI). The Main document window is used to display the calendar.

Five additional "tool" document windows are available: a notepad, a scheduler, a to-do list, a phonebook, and a search window.

The Main window displays calendar information according to the current display mode, identified by one of the three calendar mode buttons on the tool bar. Year, month, and day view modes can be selected by clicking on the appropriate tool button or by making a selection from the [Window menu](#).

The five tool windows can be activated by either clicking on the appropriate tool bar button, or by selection from the Window menu.

### Arranging the desktop

Almanac's desktop can be customized to suit individual preferences. The desktop state can then be stored in a calendar file by selecting [File.Save](#) or [File.Save As...](#) to preserve the arrangement. You can select Window.Reset Desk or click on the reset tool button (located at far right on tool bar) to automatically reset to this default arrangement during an Almanac session.

A discussion of window settings, fonts, and colors follows. All of these items can be configured and saved within a calendar file.

### Window Arrangements

The windows which are currently active, their positions, sizes, and states (normal, iconic, maximized), are all written to the calendar file when it is saved.

You should position and size the windows to best complement your own use of Almanac.

Save the calendar file using [File.Save](#) whenever you would like to reset your default desktop to the current configuration.

### Display Fonts

Select [Options/Fonts...](#) to change the display fonts. Save the calendar file to make the new settings permanent.

### Colors

You can change the color of the calendar grid, the highlight rectangle, as well as the theme color and shadow used to accent the document windows. Select [Options.Colors...](#) to change the color configuration.

## Desktop Clock

Almanac can be minimized to a clock instead of the normal desktop icon. The clock displays the current time, date, and/or day of week. To configure the minimized desktop clock, select **Icon Clock...** from the **Options** menu to activate the [Almanac Icon](#) dialog.

A small horizontal window is displayed in the bottom right corner of the screen when Almanac is minimized and this option is first selected. You can position the clock anywhere on the desktop that you would like. Drag the window with the left mouse button, or select Move from Almanac's system menu (Alt-Space) and reposition the window using the keyboard arrows.





## Notes Tool Window

This window is used to attach text to a date, a to-do item, an appointment, or a phone/address entry. Invoke this window from the Window menu (F8).

The Notes window will display a note page for each type of event as it is highlighted, and recall any existing text for that event. A [General Notes](#) page will display for the selected day when the Main window is active in the month or day modes. Pages will appear in the Notes window for the selected item, for the active tool window.

Enter information into the window as you would in any other Windows text area. Almanac's [Edit menu](#) provides all of the standard Windows clipboard controls, including an Undo command.

Any text entered into the Notes window is automatically saved to disk when you move focus to another window on your desktop.



**General Notes**

General Notes are maintained by Almanac for every date. This area can be used to maintain a diary or any other type of information that you would like to track by day.



## Overlay Files

See Also [Overlay Event Dialog](#) and [Pre-defined overlays](#)

Overlay files are used to display information related to calendar dates. Common examples are holidays, birthdays, anniversaries, etc...

You can create or edit an overlay file by selecting **Overlays...** from the [Options](#) menu. Individual overlay entries can also be added or modified through the [QuickEdit](#) dialog.

### Managing Overlay Files

Definitions for one or more events are stored in each overlay file. Different types of events can be placed into different overlay files to assist in organizing the information.

Up to fifteen overlay files may be specified in a [config file](#). This allows you to mix and match the types of events that are required for any calendar need. A little bit of forethought about how to best divide your information among overlays will make using Almanac easier and more productive.

For example, you may decide to include the birthdays of your relatives into one overlay file, while placing friends' birthdays into another. The more specifically you define the categories of your overlay files, the more control and flexibility you will have creating config files.

## Pre-defined overlays

Print

Close

Your Almanac package includes several overlay files that define many standard holidays. For example, the file USA\_HDAY.ALO contains the most common holidays observed in the U.S. The CHRSTIAN.ALO and JEWISH.ALO files include definitions for holidays observed by many Christian and Jewish users. You can select these and/or other overlay files of pre-defined events by choosing the Open command from the [Options.Overlays dialog](#).

The overlay files that come with Almanac are **not hardcoded tables of information**. They are simply example files that have been created to save you time and demonstrate how overlay files can be used. You can edit these overlays to meet your own needs.

### **QuickEdit dialog**

The QuickEdit dialog is accessed by double clicking in the Main window date cells, or by selecting **QuickEdit...** from the Main menu.

The dialog displays a list box containing overlay items and/or scheduled items for editing. Make a selection and choose OK to activate either the [Overlay Event](#) or [Schedule Item](#) dialogs.

Double-clicking on text within the month date cell, will go directly to the Edit Overlay Event dialog, or a Modify Schedule Item dialog. If a date cell contains more text than it can display, by expanding the cell (Shift Key), the same functionality is available. Click the right mouse button, within a date cell, for a popup menu. A convenient way to expand the cell, switch to the Day View, or start a QuickEdit session.

## Overlay Event dialog

Used to add or modify overlay entries.

### Save In

This combo box control is only available when adding a new overlay entry. Select the active overlay file that you wish the event to be saved in.

### Text

Up to forty characters of text describing the event. Some overlay item types require specific information. Birthdays and anniversaries require the name of the person(s) in this control.

### Start/End

This check box is used to request start and end dates for a new event. It can also be used to limit which occurrences a change will be applied to, for an existing event.

### Occurs On:

Used to enter the date, or starting date for the overlay definition. This control has a drop-down operation to allow enhanced mouse and keyboard selection of dates. The control can be opened and closed with the normal drop-down commands of Alt-Down Arrow and Alt-Up Arrow, or the mouse can be clicked on the control's arrow button.

### Recurring:

This combo box is filled with event types based on the date entered into the **Occurs On** control described above. Changing the Occurs On date will change the items in the combo box.

Some types of recurring events require additional information. If you select one of these types, such as "Every n days," a push button will appear directly to the right of the combo box that is user to enter the extra information.

### End Date

Only available when the Start/End check box is checked. Any additions or changes entered will be limited up to and including this date.

### Calendar Accents

Used to activate the [Color Accents](#) dialog to highlight an event on the monthly calendar.

### Time: (optional)

Used to set a time for the overlay event. Once establishing a time, the Time Zone button will become active, so that you may specify a time zone different than the one set through Options.Location. It may prove invaluable to users who have to keep track of different meetings/events that do not occur locally; or users who travel extensively.

**Note:** Setting a time for an overlay event will not activate an alarm. To set an alarm for an event, you must enter it as a [Schedule Item](#), through [QuickEdit](#) or the Scheduler window.

### Listing Priority

You may assign a value between 1-999, to specify the most important events for the day. This will enable you to determine the order Overlay events appear on your monthly calendar. If no priority is set, it will default to a priority '999' listing. If a time is attached

to the event, you may assign a value between 1-255, it will default to a priority'**255**' if no priority is set.

## Color Accents dialog

See Also [Colors Settings](#)

The Color Accents dialog is accessible at both the overlay and the overlay item levels. Choose "Default Accent..." from the Edit Overlay dialog to define a global accent setting that applies to all entries in the overlay file. Choose "Accents..." from the Edit Overlay Event dialog to set an accent for an individual overlay item and override any existing global accent.

You may include the accents on the month calendar printout (see **File.Page Layout**).

The following controls are located in the group box in the upper right corner of the dialog.

### Accent Type

The **Pattern** selection is always available. Select Pattern to fill the background of the monthly date cell with a solid or pattern color.

The **Symbol** selection is available for Windows installations which support TrueType fonts. Select Symbol to display a TrueType character in the date cell.

### Pattern / Symbol

The combo box located directly above Accent Type contains the names of patterns or symbols that will display in the monthly date cell. The choice will be displayed in the date cell in the selected color.

### Color Text

Displays the text of the event in the selected color.

### Red Letter

Displays the numerals of any date this event falls on in red.

See the [Color Accents](#) dialog to learn more about the operation of the standard color controls.



## **Jewish Calendar Features**

Almanac's internal calendar engine is based upon the modern Gregorian calendar. It can also calculate and display information based upon the Jewish calendar. The calendar display mode can be set to Gregorian, Jewish, or mixed-mode by selecting Options.Calendar... from Almanac's main menu. Overlay events can optionally be defined based upon a Jewish calendar date.

(see [Calendar Options](#) dialog and [Jewish Holidays](#) for more information).

## **Jewish Holidays**

Holidays based on the Jewish calendar can be defined in either Gregorian or Jewish display mode. Almanac will also calculate birthdays and yahrzeits based upon the Jewish calendar. These dates are entered and displayed using the Jewish calendar date.

**TIP:** If you know the Gregorian date of an event, Almanac will automatically calculate the Jewish date for you. Enter the Gregorian date when defining the event, then choose the appropriate Jewish-based event type. See [Overlay Files](#) for more information on how to define overlay events.

## Yahrzeits: Special Cases

Special guidelines must be followed when determining the future dates to observe Yahrzeit when the original date of death occurred on the 30th day of Cheshvan or Kislev, or in a month of Adar. Often, the guidelines that are followed to determine these dates for Yahrzeit differ from the those used for other types of anniversaries. (See, "[Birthdays and Anniversaries](#)").

Numerous opinions on the dates of future observances of Yahrzeit, (See, "[Yahrzeits](#)"), were found while researching this area. The following jump topics can be used to review the variations that Almanac attempts to support in the interest of providing a non-partisan tool for all users. The more widely accepted variations are noted, as well as the less common. We encourage each user to consult their Rabbi to determine which rules to follow.

The rules that are enumerated in the following jump topics were compiled solely from rabbinical sources. For a bibliography of these sources, please see, "[Yahrzeit: Reference Bibliography](#)."

Click on any of the following jump topics for more information.

Original date of passing:

1. [In the month of Adar](#). (non-leap year)
2. [On the 30th of Adar I](#). (leap year)
3. [In the month of Adar I or Adar II](#). (leap year)
4. [On the 30th day of Cheshvan or Kislev](#).

## Birthdays and Anniversaries

Anniversaries are observed each year on the same month and date of the Jewish calendar. A person's birthday and the observance of Yahrzeit, (please see "[Yahrzeits](#)"), are two examples of anniversaries.

In some cases, the month and date of the original event does not appear in every year of the Jewish calendar. This occurs because the Jewish calendar rotates through a nineteen year cycle that includes the addition of an extra leap month in some years, and two months whose length varies between 29 or 30 days. The following rules apply to the method that Almanac uses to calculate anniversaries that fall on these dates.

### Adar Anniversaries

- 1) The anniversary of a date that occurs in the month of Adar in a non-leap year is observed on the same date in the month of Adar II in a leap year. For Yahrzeit exceptions, please see, "[Yahrzeits: Special Cases](#)".
- 2) The anniversary of a date in the month of Adar I in a leap year is observed on the same date in the month of Adar in a non-leap year. If the original date was 30 Adar I, then the anniversary is observed on the 1st of Nisan in a non-leap year. For Yahrzeit exceptions, please see, "[Yahrzeits: Special Cases](#)".
- 3) The anniversary of a date in Adar II of a leap year is observed on the same date of Adar in a non-leap year.

### 30 Cheshvan and 30 Kislev

If the original date occurred on the 30th of either of these months, then the anniversary is observed on the first of the following month for those years when the month has only 29 days. Therefore a person born on 30 Cheshvan would observe their birthday on Kislev 1 in years when Cheshvan has only 29 days. For Yahrzeit exceptions, please see, "[Yahrzeit on 30 Cheshvan or 30 Kislev](#)".

## Yahrzeits

Yahrzeit is an annual observance that occurs on the anniversary date of the death of a parent, grandparent, or other close relative.

The date of Yahrzeit usually occurs on the same month and date each year. In some cases, the month and date of the original event does not appear in every year of the Jewish calendar. When this happens, the anniversary is observed on a different date, the same as other anniversaries that are tied to the Jewish calendar, (please see "[Birthdays and Anniversaries](#)"). This occurs when the original date of passing is on the 30th day of Cheshvan or Kislev, and for many dates in the months of Adar, Adar I, and Adar II..

Calculating future dates to observe Yahrzeit for these special cases presents a special problem for Almanac. Unlike other types of anniversaries, there are numerous opinions as to the rules to follow when determining future dates to observe Yahrzeit. For this reason, Almanac will invoke a dialog that asks the user to confirm the dates for future observance of Yahrzeit when it detects the entry of a date that falls into any of the above categories.

Examples of varying rules for these adjustments are included in, "[Yahrzeits: Special Cases.](#)" You should consult your Rabbi if you are unsure of the rules to follow. It is important to be consistent in one's customs. These examples are only provided to illustrate the variation in practice.

## Yahrzeit for Adar

See Also: [Yahrzeit: Reference Bibliography](#)

See Also: [Yahrzeit: Special Cases](#)

When a person passes in the month of Adar in a non-leap year, some references indicate that Yahrzeit should be observed in Adar I, some say Adar II, while others suggest observing Yahrzeit in both months in a leap year.

- "In subsequent leap years, the custom varies. Some establish the yahrzeit date in the first Adar, and others in both Adars. One should be consistent in one's custom." [1]
- "In a leap year the first Adar has thirty days and the second has twenty-nine. The first Adar is considered the extra month, not the second. That is why the second has the number of days of a regular Adar. Purim is celebrated in the second Adar, and so are birthdays and yahrzeits that occurred in a regular Adar." [2]
- "In leap years, Yahrzeit is always observed in Adar II regardless of whether the actual day of death was in Adar I or Adar " [3]

Almanac provides the opportunity to select either Adar I or Adar II in this situation. Users who choose to observe Yahrzeit in both months of Adar in a leap year should enter two separate entries for the Yahrzeit and assign each one a different month of Adar for the leap year observation. Using this method will produce the side effect of a "duplicate" display in the month of Adar in a non-leap year.

## Yahrzeit for 30 Adar I

See Also: [Yahrzeit: Reference Bibliography](#)

See Also: [Yahrzeit: Special Cases](#)

When the original date of passing occurs on 30 Adar I, some customs support the observance of Yahrzeit on 1 Nisan in a non-leap year. Others observe Yahrzeit on 29 Adar in a non-leap year.

Anniversaries for this date (other than Yahrzeit) are normally observed on 1 Nisan in a non-leap year. The anniversary date of 29 Adar in a non-leap year is a special custom that only applies to the observance of Yahrzeit.

## Yahrzeit in Adar I or Adar II

See Also: [Yahrzeit: Reference Bibliography](#)

See Also: [Yahrzeit: Special Cases](#)

When the original date of passing occurs in either the month of Adar I or Adar II, the prevailing custom, by far, is that future Yahrzeit observances will be on the same date and month in a leap year, and on the same date in Adar of a non-leap year. (Special case, see, "[Yahrzeit for 30 Adar I](#)")

One reference has been found that describes the custom of observing all Adar yahrzeit dates in the month of Adar II.

- "The yahrzeit date will subsequently be the day and month of passing - in a leap year on the appropriate Adar, and in the only Adar of a regular year." [1]
- "In leap years, Yahrzeit is always observed in Adar II regardless of whether the actual day of death was in Adar I or Adar " [3]



## **Yahrzeit on 30 Cheshvan or 30 Kislev**

**See Also:** [Reference Bibliography](#)

**See Also:** [Yahrzeits: Special Cases](#)

Several customs have been found for observing Yahrzeit in future when the original date of passing occurs on 30 Cheshvan or 30 Kislev. The standard rule that is used in future years when the anniversary month has only 29 days is to observe the anniversary on the 1st of the following month. In this case, for a death that originally occurred on 30 Kislev, future observances of Yahrzeit would be on 30 Kislev in years that Kislev has 30 days, and on 1 Tevet in years when Kislev has only 29 days.

Other customs calculate the dates of future observances of Yahrzeit based on the number of days in the month that the first anniversary occurs in.

In one example, if the original date of death is Kislev 30, and in the following year Kislev has 30 days, then Yahrzeit is observed on the 1st of Tevet in this and all subsequent years that Kislev only has 29 days. If, however, Kislev contains only 29 days in the first anniversary year, then Yahrzeit is observed on 29 Kislev in all years containing only 29 days. In this custom, Yahrzeit is always observed on the original date (30 Kislev) in those years that the anniversary month contains 30 days.

Another custom supports a similar determination of future dates based on the first anniversary month. In this case, however, if the month of the first anniversary contains only 29 days, then Yahrzeit is observed on the 29th day of the month in this and in ALL future years.

## **Yahrzeit: Reference Bibliography**

**See Also:** [Yahrzeits: Special Cases](#)

**See Also:** [Yahrzeits](#)

**See Also:** [Birthdays and Anniversaries](#)

[1] - Rabbi Abner Weiss, Death and Bereavement - A Halakhic Guide (1991),  
The Union of Orthodox Jewish Congregations of America,  
Ktav Publishing House, Hoboken, NJ

[2] - Rabbi Nathan Bushwick, Understanding the Jewish Calendar (1989),  
Moznaim Publishing Corporation, Brooklyn, NY and  
Vagshal Ltd., Jerusalem, Israel

[3] - Rabbi Alfred J. Kolatch, The Jewish Mourner's Book of Why (1993),  
Jonathan David Publishers, Inc., Middle Village, NY



## Phonebook Tool Window

This window is used to maintain addresses and phone numbers.

Invoke the Phonebook window by clicking on the Phonebook tool window or by selecting Phonebook (F7) from the Window menu. An auto-dial function is available in the Phonebook tool window. It must first be configured from the Options menu (see [Options/Phonebook](#)).

### Using the Phonebook window

To enter an address/phone number, select the New button in the Phonebook window. This will invoke the New Phone/Address Entry dialog box. All fields that have a drop-down arrow box, will eventually contain a customized glossary, created by you. As you enter more names and addresses into the phonebook, the process becomes much easier, as you have built up a set of terms to be easily referenced with the drop-down arrow boxes.

The Category field must be specified when a new record is entered into the phonebook. Also, either the Last Name or Company field must be specified. All other fields may be used as required.

### Category

Entries into the Phonebook are classified by this field. When viewing entries in the Phonebook window, the Category combo box can be used to limit access to a selected category of entries, or can be set to "All" to view your entire phonebook.

Almanac can display phonebook entries either by Individuals or Organizations (companies). Selecting "Individuals" will display all entries that have information in the Last Name field. Selecting "Organizations" will limit the Name list to entries which include a name in the Company field.

### Quick Find

Upon opening the Phonebook, the 'Name' field is highlighted (active). You can display a desired entry, in the selected Category, without dropping the combo box. Start typing the letters of a Last Name, or Company Name of an Individual/Organization. With each letter, the parameters of the alphabetical search narrow. The feature has a 2 second delay, after that, with each new letter it will start at a new location, alphabetically in the list.

### **Editing a Phonebook Entry**

You may edit an entry within the Phonebook, by first selecting the entry, then click the Edit button. Make any desired changes to the Phonebook entry, then select OK.

## Navigating within Almanac

Also See [Almanac's Desktop](#)

Almanac is designed to provide a flexible system for managing information that is related to time.

Almanac's tool windows are linked internally, and will attempt to provide additional information for the currently active item whenever possible. The Scheduler and Notes windows will "snap" to the selected date in the Main window. Similarly, the Notes window will provide pages for general notes, scheduled items, to do items, or a phonebook entry, depending on the window that is currently active.

You can move from one window to another by:

- » Clicking on the window's [tool button](#).
- » Clicking on the new window with the mouse.
- » Pressing Ctrl-Tab.
- » Using the [Window menu](#).
- » Using the function keys that are assigned to each tool window (see [Keyboard Tips](#)).

Although Almanac provides the capability to minimize any of its windows to icons, the tool ribbon buttons provide the quickest access to a tool window no matter what its current state. They will take the appropriate action to create, activate, and/or restore a window to the display.



## The Main window

See Also [Keyboard Tips](#)

Almanac's Main window provides all of the calendar functions of the program. It can be displayed normal, maximized or minimized (as an icon) within Almanac's frame window, but it does not close until Almanac terminates.

The Main window can display several calendar views. Select the year, month, or day view by clicking on the appropriate [tool button](#) or by using the [Main menu](#).

### Working in the Main window



The following actions can be taken with the mouse in the Main window:

#### Month view

- » Click the right mouse button, within a date cell, for a popup menu. A convenient way to expand the cell, switch to the Day View, or start a QuickEdit session.
- » Click on any date cell to make it the active date. If active, the Scheduler and Notes windows will snap to the date.
- » Double-click over the date numerals of a date cell and the Main window moves to the day view for the selected date (same as clicking on day and then on day view tool button).
- » Double-click anywhere else in the date cell to activate a [QuickEdit](#) dialog box for updating overlays and schedules.
- » Double-click on the previous or next month calendar to move to that month.
- » Double-click on the year to move to the year view.

#### Year view

- » Double-click on any month in the year view to move to the month view.

#### Day view

- » Double-click in the date area to enter or edit an overlay item.
- » Double-click on any item in the Schedule area to edit it, or on the last (vacant) line to enter a new item to the schedule.
- » Double-click on any item in the ToDo area to edit it, or on the last (vacant) line to enter a new item due on the selected date.

The daily view has the concept of a moving "focus" to allow keyboard access and enhanced mouse functionality through the individual items appearing on the day calendar. An inverted highlight indicates the current area that has the input focus. The keyboard up and down arrows, will move through the items on the calendar. Pressing the Space Bar will cause a selection to occur as if the mouse were double-clicked. Dialogs will be presented for overlay items, schedule items, or to-do items depending on the area that is currently highlighted. Highlight the line containing the date to enter a new overlay item.



The keyboard can also be used for actions in the Main window:

### **Month view**

- » Use the cursor arrow keys to select a date cell. The Home key moves to the first of the month and the End key moves to the last.
- » Select **Day View** from the Main menu to change to day mode.
- » Use the PgUp and PgDn keys to move to the previous or next month.
- » Select **Year View** from the Main menu to move to the year mode.

### **Year view**

- » The cursor keys work as for month mode. PgUp and PgDn move to the next or last year.
- » Pressing **Enter** while in the year view will move to the month mode for the currently selected month.

### **Expanding a date cell**

Press the Shift key when Almanac's Main window is in the month mode to expand a date cell. The cell will expand to about four times normal size, revealing information that was not visible in the smaller cell. Double-clicking on text within the month date cell, will go directly to the Edit Overlay Event dialog, or a Modify Schedule Item dialog.



## Running Almanac as an Icon

Almanac provides two special features when it is minimized to an icon. It can display the custom icon and description that you have defined in Program Manager, or it can display a digital clock in the lower right corner of your display, and then be moved anywhere on the screen.

### Custom Icon and Description

Minimizing to a custom icon requires Windows 3.1 Program Manager or a Win 3.1 compatible shell program. This option is invoked by specifying a config filename to Almanac on its command line. When Almanac is started in this manner, it will load the config file and attempt to acquire a text description and icon from the Windows shell program. If successful, the new icon and description will be used when Almanac is minimized until a File.Open or File.Save As... command is performed.

### Iconic Clock

Almanac can be configured to minimize to a digital clock in the lower right corner of your display instead of a desktop icon, you may then move the clock anywhere on the screen. Select Options.Icon Clock... to access the [Almanac Icon](#) dialog.

## Printing with Almanac

See Also [Fonts](#)

Almanac will print the currently active window.

### Page Layout Settings

The Page Layout dialog allows access to print settings based upon the currently active window. For example, to change the page layout settings for a year printout, first make sure that the Main window is the active window (its title bar is highlighted) and that it is currently displaying in year view mode. Then access the Page Layout dialog by selecting File.Page Layout.

Almanac allows you to set the margins and paper orientation for each printout format. A page header or footer can also be specified. The following control codes can be used when entering the text of the header/footer. Almanac will insert the actual values for these codes when documents are printed.

<b>Code</b>	<b>Used For</b>
&d	Short Date
&D	Long Date
&t	Time of Day
&p	Page Number

Two check box controls are available when defining the page layout for the month calendar. Select the "**Size to margins**" option to override the normal height-to-width proportion used for month calendars. Select "**Accent Patterns**" option to include accents on monthly calendar printouts.

### Sending Output to the Printer

The File.Print... dialog is used to request Almanac to send information to your printer. Like the Page Layout dialog, this dialog reacts to the currently active window. To print a month calendar, first make sure the Main window window's title bar is highlighted and the Main window is in the month view mode.

**NOTE:** If using a black and white printer, you may turn off the accent shading on the printout, from the File.Print dialog (default setting to print accents).

The print dialog will allow the selection of a time range appropriate for the type of print being produced.

When printing a Day Calendar, an additional group box is displayed on the Print Day Calendar dialog that allows a choice of a standard list formatted printout or a printout formatted for use with day organizer binders. When the Day Binder type is selected, you can choose from several different day binder layouts by choosing the "Layout..." pushbutton. (see [Day Binder Printing](#))

Some printer settings such as print quality and number of copies can be specified on this dialog. All other print settings are accessible by selecting the Setup pushbutton.

### Choosing a Printer or Changing Printer Settings

Select File.Printer Setup... to select a different printer or different print settings than your Windows default printer. Note that Almanac will ignore the paper orientation of the selected printer and use the orientation that was specified in the File.Page Layout... dialog.



## **Print the Day Binder**

Almanac can produce day binder printouts in a variety of sizes. The formats are based and printed on the "Letter" and "A4" paper sizes.

Three different print formats are available for each paper size.

1. Full page portrait
2. Half page landscape, one day per page
3. Half page landscape, two days per page

In North America, the landscape formats can be used to print directly to Laser Organizer Pages available from Avery (the label folks). The Avery part number is 41357.

### **Printer Limitations**

Not all printers can print as close to the edge of the paper as others. The dual landscape format likes to print about 3/10 of an inch up to the right edge of the paper. Most laser printers are able to print even closer than this, but some printers cannot. Almanac will decrease the width of its output to print within the printable area of a printer.

**NOTE:** At the time of release, the latest printer driver available for the HP Deskjet 500 series reports a larger printable area to programs than the printer driver will print on the page. Users who choose the dual landscape mode and print to a DJ 500 printer will have the right edge of the second day print missing until HP corrects this error. Using the single landscape format is the only workaround currently available.



## Frequently Asked Questions

See Also [Keyboard Tips](#)

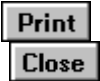
See also [Foreign Language Capability](#)

Following are the most common questions about Almanac. Scan this list before you call Impact Software's Technical Support Team-you may save yourself a phone call.

Each question is followed by the word ANSWER. To see the answer, click ANSWER.

1. How can I save independent config files? When I select File.Save As, and save it, Almanac displays the same information. [ANSWER](#)
2. I have set my Wallpaper to display Almanac's Main window, how do I change it back to the previous Wallpaper? [ANSWER](#)
3. I have entered a Schedule Item, how can I get it to appear on the month calendar? [ANSWER](#)
4. How can I get text to appear on the month calendar? [ANSWER](#)
5. I tried to use the auto-dial feature in the Phonebook, but it will not dial the right number? [ANSWER](#)
6. Why does the text appearing on the screen of the month calendar, not show up on the printout? [ANSWER](#)
7. Can I import information from another application into Almanac? [ANSWER](#)
8. Can I export information from Almanac, into another application? [ANSWER](#)
9. Can I insert a date/time stamp on the printout of the month calendar? [ANSWER](#)

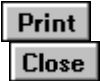
## Resetting Wallpaper



If running Program Manager as your Shell Program, then you must open up Control Panel.Desktop. Use the drop-down combo box to chose a new file for your Wallpaper, select OK.

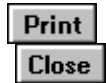
**Note:** If the Wallpaper reverts back to Almanac, after you have made the change, select Options.Wallpaper, and make sure you do not have Almanac setting the wallpaper upon StartUp.

## Month display of Schedule item



Open the Scheduler, and double-click on the item. In the Edit Schedule Item dialog, there is a Month Display box, click this box, and select OK. Your Schedule Item will display on the month. It will display all new Schedule Items on the month calendar, until you un-check this option.

## Text on the screen



You may display text on the month calendar, two ways:

- (1) Opening an existing Overlay file; creating a New Overlay file, or
- (2) Creating a New Schedule Item, and within that dialog, selecting Month Display. **See [Overlay Files](#) and [Scheduler Tool Window](#)**



## Auto-dial

Close

Close

The first step is to confirm that you have set the Modem configuration, found in [Options.Phonebook](#). Within that dialog, set the Default Dialing, if the default setting does not work with particular numbers, you may override this setting in the Phonebook entry itself (Dial Action).

## Month printout

Close

Close

Each config file contains two sets of Fonts. One for the display, and the second, to send to the printer (set in [Options.Fonts](#)). You will be able to get more text on the printout by down sizing your printer Font, by expanding your margins (set in [File.Page Layout](#)), or a combination of both.

## Importing information

Close

Close

You may Import Phonebook, and Scheduler data **only**. This option is found in File.[Export/Import](#). Almanac accepts data in a CSV (comma separated value) format.

## Exporting information

Close

Close

You may Export selected information. This option is found in File. [Export/Import](#). Almanac converts data into a CSV (comma separated value) format.

## Date/Time Stamp for Month Printouts

Close

Close

You may insert the date, time, or page number through the File.Page Layout.Header/Footer dialog.

- 1) Long date - **&D**
- 2) Short date - **&d**
- 3) Time - **&t**
- 4) Page - **&p**



## Keyboard Tips

### Tool Windows (Main Menu)

- » Calendar (F4)
- » Schedule (F5)
- » To-do (F6)
- » Phonebook (F7)
- » Notes (F8) Insert time/date stamp with Shift+F5.
- » Search (F9)
- » Reset Desk (F10)

### Year View

- » Pressing the Space Bar, will switch to the Month View, of the highlighted cell.

### Month View

- » Use the cursor arrow keys to select a date cell. The Home key moves to the first of the month and the End key moves to the last.
- » Use the PgUp and PgDn keys to move to the previous or next month.
- » Press the Shift key when Almanac's Main window is in the month mode to expand a date cell.  
The cell will expand to about four times normal size, revealing information that was not visible in the smaller cell.
- » Pressing the Space bar, will switch to the Day View of the highlighted cell.

### Day View...

- » The day view has the concept of a moving "focus" to allow keyboard access and enhanced mouse functionality through the individual items appearing on the day calendar.
- » An inverted highlight indicates the current area that has the input focus.
- » The keyboard up and down arrows, will move through the items on the calendar.
- » Pressing the Space Bar will cause a selection to occur as if the mouse were double-clicked.  
Dialogs will be presented for overlay items, schedule items, or to-do items depending on the area that is currently highlighted.
- » Highlight the line containing the date to enter a new overlay item.

## Foreign Language Capability

### New Users

Although it is not currently possible for us to create and distribute Almanac in different languages, it is important to try to meet the needs of the many customers who would enjoy such a capability.

Almanac 3.5 has been designed with the option of customizing the text that appears on the menu as well as the text of calendar displays and printouts.

Almanac 3.5 will look for the file ALMSTR.TXT in the directory that it is executed from. This file contains the foreign language equivalents for specific text that is used in Almanacs menus and displays.

If your Windows installation is configured for either the French, German, or Spanish language, Almanacs SETUP utility will ask you if you would like it to install the appropriate language information for you.

### Current Users (French, German, or Spanish)

With this new version we have added new menu, and calendar content items. If prompted upon SETUP, that your ALMSTR.TXT file is out of date; with Almanac **not running**, please run SETUP again. When prompted please select 'Yes' to install new ALMSTR.TXT, to update new menu, and calendar content items.

### Current Users (Other Languages)

With this new version we have added new menu, and calendar content items. The file which you may use as the template is ALMENG.TXT. View this file and add the appropriate additions to your working file-ALMSTR.TXT.



## Scheduler Tool Window

See Also [Create Schedule Item](#)

This window is used to maintain appointments or to partition time throughout the day. Invoke this window from the Window menu (F5).

Time is depicted vertically in both the main area and the summary bar on the right. Tick marks to the left of each indicate the time. The summary bar displays time across the entire day. The start and end times of the summary bar are configured from Options menu (see [Options/Scheduler...](#)). A colored rectangle on the summary illustrates the time period which is currently displayed in the main area.

### Using the Scheduler window

The main area of the Scheduler can be used to enter and update items. To enter an event, position the **mouse** cursor in the main area next to the desired start time for the item. Press the left mouse button, and the start time will display in the title area of the Scheduler. If you need to adjust the start time, first release the left mouse button and then move the cursor either up or down.

To schedule an event at the start time displayed, hold the left mouse button down while dragging the cursor down the Scheduler. Release the mouse button when you reach the desired end time. This will activate the Add Schedule Item dialog.

### Updating an Appointment

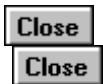
Double-click on any event in the Scheduler window to recall the information for changes. See [Changing a Scheduled Item](#).





## Create Schedule Item

See Also [Changing a Scheduled Item](#)



### Description

Up to forty characters of text describing the appointment or time entry.

### Occurs:

The date of the event. For recurring events, the first date that the other dialog parameters apply to.

### Recurs:

This combo box is used to select a recurring event type. An entry is included for every type of recurring event that can be scheduled based on the **Occurs** date.

### Start/End Time

Used to change the start and end times of the event. This control has a drop-down operation to allow enhanced mouse and keyboard selection of times. The control can be opened and closed with the normal drop-down commands of Alt-Down Arrow and Alt-Up Arrow, or the mouse can be clicked on the control's arrow button.

### Time Zone

You may specify a time zone different than the one set through Options.Location. It may prove invaluable to users who have to keep track of different meetings/events that do not occur locally; or users who travel extensively.

### Alarm On/Off

This check box is used to enable or disable an alarm for the event.

### Alarm Time

Used to set the time of the alarm for the event.

### Test

Plays the currently selected alarm.

### Audio

This combo box is used to select the audio desired for the alarm. External digital sound files can be associated with audio alarms using the [Options/Sound...](#) menu selection.

### Until:

For recurring event types, this control is used to specify the ending date that the dialog parameters apply to.

### Display on month

Check this box to have the event displayed in the Main calendar window in the month mode.





## Changing a Scheduled Item

Close

Close

Almanac can change an individual schedule item, or a range of occurrences for a recurring scheduled item.

Recall the scheduled event by double-clicking wherever it appears in Almanac. Make any changes that you wish in the Modify Schedule Item dialog. Almanac will attempt to re-schedule an event if changes are made to the time or date fields.

If you would like to change a range of events for a recurring schedule item, recall the first occurrence (the earliest date) that you wish to change. When the Modify Schedule Item dialog appears, enter an **End Date** that will include the **last occurrence** that you wish to (re)schedule or change. Almanac will always attempt to find existing occurrences of the event to update. A new appointment will be scheduled whenever this search fails.

## **Entering Dates in Edit Controls**

### **Using the mouse**

This control has a drop-down operation to allow enhanced mouse and keyboard selection of dates. The control can be opened and closed with the normal drop-down commands of Alt-Down Arrow and Alt-Up Arrow, or the mouse can be clicked on the control's arrow button.

### **Using the keyboard**

Intelligent edit boxes have been created for entering dates into Almanac. These edit controls do not require verbose entries such as Monday, December 25, 1995. Much shorter entries such as "D 25" can be entered. Almanac will expand this information when you move the cursor out of the edit control.

### **Format**

The short and long date formats you have configured using Windows Control Panel (International Settings) are used to display and interpret all dates.

Almanac scans the text entered into a date edit control. If alphabetic characters are found, the information is interpreted against the MDY order of the long format, otherwise the MDY order of the short format is used. You can enter very short abbreviations when specifying a date. For example, if your long format is MDY order, entering J 1 might be expanded to Sunday, January 1, 1995.

Alphabetic days in the long format are always ignored and adjusted to the correct day that the remaining information specifies.

The minimum information required is the date of the month. The current month and year will be used when they are not specified in the entry. Experiment with your own "shorthand" entries to find the style that you like best.



## Search Tool

This window is to locate information that you have entered into Almanac, for easy recall. Invoke this window from the Window menu (F9).

### **Where...**

Invokes the "Where To Search..." dialog to allow specific data areas and time ranges to be specified. The time range is saved in the ALMANAC.INI file so that subsequent searches will initialize to the same date range relative to the current date. A search performed from one week in the past through two months in the future will automatically "slide" from one day to the next so that the relative date range is maintained.

The default setting for the time range is +/- 30 days from the current date. If the time range is changed, the following attempts will search the last time range specified.

### **Query:**

The information that you need to find, is specified in this field. Upon successful search attempts, a short list is built in the drop-down combo box for easy reference.

### **Find:**

Upon pushing this button, the Search Tool will attempt to find the information specified in the Query field.

"Found" items are displayed in a formatted listbox below the search controls. The user may double-click or press Enter on the current highlighted item to immediately move to the entry in Almanac. The Search tool window will reduce its size and move to the edge of the frame window to allow maximum viewing space when viewing the found item. Selecting the "Reopen" tool button will restore the Search window to allow further selections or searches.



## To-Do Tool Window

This window is used to track items which need to be fulfilled by a certain date (and optionally a time). Invoke this window, from the Window menu (F6).

The To-Do window has a list box that contains to-do items. Each item will display in the Main window in the day view mode on the date that it is due.

Any item that is not completed by its due date will automatically be displayed on subsequent dates in the Main window day view until it is completed.

### Managing To-Do items

A new to-do item can be entered by clicking on the "+" tool button of the To-Do window tool bar, or by selecting **Add** from the To-Do menu. Either action will activate the [To-Do Item](#) dialog.

The check mark tool button is used to mark the currently selected to-do item as being fulfilled or completed. It can also be used to reset an item to incomplete.

The file cabinet tool button is used to [archive](#) the currently selected to-do item to the ASCII text file, TODO-HST.TXT.

To make changes to an existing item, double-click on the entry in the To-Do window listbox. Keyboard users can highlight the item in the list box and then select **Modify** from the To-Do menu.



## Create To-Do Item

See Also [ToDo Configuration](#)



### Text

Up to forty characters of text describing the to-do item.

### Activate Date

The to-do item will become pending as of this date. Can be used together with the [View Pending](#) option of the To-Do window to automatically post items in the list box beginning on their activation date.

### Req'd By

The date (and optionally, the time) that this to-do item must be fulfilled by.

### Time: (optional)

Used to set a time for the overlay event. Once establishing a time, the Time Zone button will become active, so that you may specify a time zone different than the one set through Options.Location. It may prove invaluable to users who have to keep track of different meetings/events that do not occur locally; or users who travel extensively.

**Note:** Setting a time for an todo item will not activate an alarm. To set an alarm for an event, you must enter it as a [Schedule Item](#), through [QuickEdit](#) or the Scheduler window.

### Priority

Used to provide a relative priority level to each item on the list. The To-Do list can be sorted by priority and required by date, or first by date and then priority.

**Archive (to-do item)**

Archiving a to-do item removes it from the To-Do window and creates an entry in the ASCII text file, **TODO-HST.TXT**. The entry consists of the text of the item and the time and date completed. Any notes attached to the item are deleted at this time (the notes are not archived).

Only completed items may be archived. To remove an incomplete item you must edit the item and select **Remove**.



## Using the Tool Bar

See Also [Keyboard Tips](#)

The tool bar, a horizontal bar containing information windows and **tool buttons**, appears directly below Almanac's main menu.

Date and time windows appear on the left side of the tool bar. These areas always display the current time and date.

**Tip:** Double-clicking on the surface of the tool bar is a mouse shortcut to reset Almanac to today's date.

Tool buttons appear to the right, grouped by function. The first set of buttons control the Main window, followed by the tool window buttons, the prior/next buttons, and finally the tidy tool button.

### Main Window buttons



Year view button. Places the Main window into year mode.



Month view button. Places the Main window into month mode.



Day view button. Places the Main window into day mode.

### Tool Window buttons

The tool window buttons will activate a window for either the Scheduler, Notes, ToDo, Phonebook, or Search tool windows. If the desired tool is behind other windows, it will be brought to the top. If it is minimized to an icon, it will be restored. If the tool does not yet exist as a window or icon, it will be created.



Scheduler tool button (F5).



ToDo tool button (F6).



Phonebook tool button (F7).



Notes tool button (F8).



Search Tool button (F9).

## **Prior / Next buttons**



These buttons function on the currently active window.

### **Main window**

The window is advanced or backed up according to its current mode (i.e., the calendar moves by month in month mode).

### **Note window**

The buttons will change the date if the note window contains general notes, and schedule notes. The buttons are not available for other note types.

### **Scheduler window**

The buttons will change the date of the schedule.

## **Tidy button**



This button will reset the state of Almanac's desktop as it was last saved in the current config file (F10).



# Contents for Almanac Help

If you would like to learn how to use Help, press F1.

## Almanac Basics

This will help you become familiar with how Almanac operates.  
Where it stores data, and the files they are kept in.

## Menu Commands

This will display the menus, and their commands.



## Tool Windows

This will give you descriptions of all tool windows.

## Reference Information

The answers to frequently asked questions.  
Helpful hints to make Almanac even easier to operate.

