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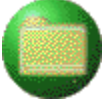
Choose a year

Use this page to choose a year for your calendar.

Click on the arrow buttons to move up or down a year. Alternatively, you can type in your chosen year directly. The text will appear over the existing year.

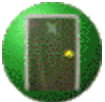
When you have selected a year, click on the **Next** button.

Note:



To open and edit an existing calendar, click on the **Open** button. The **Open** dialog box appears.

1. Select the drive and folder where the calendar is saved.
2. Select the filename of the calendar.
3. Click on **Open**. The saved calendar opens for you to edit.



To exit Calendars, click on the **Exit** button.

Choose a style and layout

Use this page to choose a style and layout for your calendar.

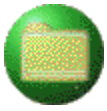
To choose the layout of your calendar click on one of the option buttons along the left-hand side of the screen. Use the arrow buttons to scroll through the range of styles available.

- Click on **Diary** to select a diary style layout. You can choose between seven days to a page, or seven days over two pages.
- Click on **Quarterly** to select a three months to a page calendar.
- Click on **Monthly** to select a month to month calendar. You can choose between one or two months to a page.
- Click on **Annual** to select a year to a page calendar.

When you have selected a style and a layout, click on the **Next** button.

Note:

- To go back a page, click on the **Go Back** button.



To open and edit an existing calendar, click on the **Open** button. The **Open** dialog box appears.

1. Select the drive and folder where the calendar is saved.
2. Select the filename of the calendar.
3. Click on **Open**. The saved calendar opens for you to edit.



To exit Calendars, click on the **Exit** button.

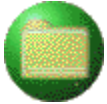
Choose a range

Use this page to select a range for your calendar style.

1. In the **From** drop-down list box, select the starting point for your calendar.
2. In the **To** drop-down list box, select the finishing point for your calendar.
3. When you have selected the range for your calendar, click on the **Next** button.

Note:

- If you have selected a diary style layout, you may need to select 53 weeks for a whole year, as weeks 1 and 53 may not be full weeks, e.g. January 1st 1998 is a Thursday.
- To go back a page, click on the **Go Back** button.



To open and edit an existing calendar, click on the **Open** button. The **Open** dialog box appears.

1. Select the drive and folder where the calendar is saved.
2. Select the filename of the calendar.
3. Click on **Open**. The saved calendar opens for you to edit.



To exit Calendars, click on the **Exit** button.

Choose your cover picture

Use this page to select a cover picture for your calendar.

1. Click on the option buttons at the left-hand side of the screen to view the picture categories.
2. Use the arrow buttons to scroll through the range of pictures.

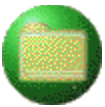
You can also import a picture of your own. To view the Help on this topic, click on the **Import picture** button at the bottom of this page.



When you have selected your cover picture, click on the **Create** button.

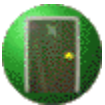
Note:

- To go back a page, click on the **Go Back** button.



To open and edit an existing calendar, click on the **Open** button. The **Open** dialog box appears.

1. Select the drive and folder where the calendar is saved.
2. Select the filename of the calendar.
3. Click on **Open**. The saved calendar opens for you to edit.



To exit Calendars, click on the **Exit** button.

{button ,Jl('`,`import_picture')} [Import picture](#)



Import picture

To import a picture, follow the steps below:

1. Click on the **Import picture** button in the top right-hand corner of the page. The **Import Picture** dialog box appears.
2. Select the drive and folder where your picture is saved.
3. Select the picture you want to import.
4. Click on **Open**. Your picture is now imported into the calendar.

Choose your picture(s)

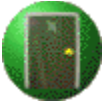
Use this screen to choose the picture(s) for your calendar. If your calendar is more than one page, you can choose a picture for each one.

1. Click on the buttons at the left-hand side of the screen to view the picture categories.
2. Use the arrow buttons to scroll through the range of pictures available.

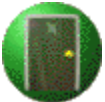


When you have selected your picture(s), click on the **Create** button.

Note:



To go back a page, click on the **Go Back** button.



To open and edit an existing calendar, click on the **Open** button. The **Open** dialog box appears.

1. Select the drive and folder where the calendar is saved.
2. Select the filename of the calendar.
3. Click on **Open**. The saved calendar opens for you to edit.



To exit Calendars, click on the **Exit** button.

Your finished calendar

This page shows your finished calendar.

From here you can:



Save your calendar



Print your calendar



Export your calendar as a Pressworks document



Use this button to view the pages of your calendar. Click on the left arrow to view the previous page and the right arrow to view the next page.

Note:



To go back a page, click on the **Go Back** button.



To exit Calendars, click on the **Exit** button.

Click on the topic you want Help with.

{button ,Jl('`,`save')} [Saving](#)

{button ,Jl('`,`print')} [Printing](#)

{button ,Jl('`,`export')} [Exporting](#)



Save your calendar

To save your calendar:

1. Click on the **Save** button. The **Save As** dialog box appears.
2. Select the drive and folder where you want to save the calendar.
3. In the **File Name** text box, type a name for the calendar file.
4. Click on **OK**.

The file is saved and can be opened again to edit further.



Print your calendar

To print your calendar, follow the steps below:

1. Click on the **Print** button. The **Print** dialog box appears.
2. To select a different printer or to change the setup of your printer, click on **Print Setup**. The **Print Setup** dialog box appears.
3. Make your changes and click on **OK** to return to the **Print** dialog box.
4. To change your print options, click on the **Options** button. The **Print Options** dialog box appears.
5. Make your choices and click on **OK** to return to the **Print** dialog box.
6. Make any changes you want in the **Print** dialog box.
7. Click on **OK** to print your calendar. A box appears to report the progress of the print job. To abandon printing the calendar, click on the **Cancel** button in this box.



Export your calendar

To export your calendar as a Pressworks document:

1. Click on the **Export** button. The **Save As** dialog box appears with **Pressworks 2.5 Document** selected as the file format.
2. In the **File Name** text box, type a name for your calendar.
3. Click on **Save**. Your calendar is now saved as a Pressworks document and can be opened again in Pressworks 2.5.

You also have the option of saving your calendar as Read Only. This means that when the calendar is opened and edited, you cannot save it under the same filename.

Note:



Your calendar cannot be edited if the Read Only option was selected.

Click on this to exit Calendars.

Click on this to open an existing calendar.

[Click on this to go back a page.](#)

Click on this to go to the next page.

[Click on this to view the Help for this page.](#)

Type the year you want here.

Click on this to scroll up a year.

Click on this to scroll down a year.

[Click on this to view the range of diary layouts.](#)

[Click on this to view the range of layouts for a quarterly calendar.](#)

[Click on this to view the range of layouts for a monthly calendar.](#)

[Click on this to view the range of layouts for an annual calendar.](#)

This is a preview of the currently selected layout.

Click on this to scroll forward through the range of layouts.

[Click on this to scroll back through the range of layouts.](#)

Click on the arrow to view the drop-down list box and select the starting point for your calendar.

Click on the arrow to view the drop-down list box and select the finishing point for your calendar.

Click on any of these option buttons to view the different styles of picture available.

Click on this if you want to import a picture into your calendar.

This is a preview of the currently selected picture.

[Click on this to scroll back through the range of pictures.](#)

Click on this to scroll forward through the range of pictures.

This is a preview of your imported picture.

Click on this to create your calendar.

[Click on this to go back and edit your calendar.](#)

Click on this to save your calendar.

[Click on this to print your calendar](#)

[Click on this to export your calendar as a Pressworks document.](#)

Use this button to view the pages of your calendar. Click on the left arrow to view the previous page and click on the right arrow to view the next page.

