HOW TO USE CALENDAR CREATOR

TABLE OF CONTENTS

A.   USING ON-LINE INSTRUCTIONS

First, read the material in the Read Me First card packaged with
the diskette. Follow the printed directions under Getting
Started before you proceed further in these instructions.
Getting Started guides you in running Install, a separate program
that lets you copy DOS onto your Calendar Creator diskette and
install Calendar Creator on a hard disk. The box sleeve and
diskette label give the minimum system requirements needed to run
Calendar Creator.

Press F2 to load these instructions while working with Calendar
Creator. To go directly to a specific section or page in the
instructions, type the appropriate section letter or page number,
press Enter, and the material will appear. To see the Table of
Contents, press Home. To page through the instructions, use the
PgDn and PgUp keys. PgDn advances you one page; PgUp returns you
to the previous page. Press F10 to return to Calendar Creator.

To print these instructions, press F3 when they are displayed on
your screen. Your printer must be connected to LPT1 (or
redirected to LPT1 using the DOS MODE command). Use continuous-
feed paper, as the program does not pause between pages during
printing. The printed instructions are 13 pages long.

B.   CALENDAR CREATOR IN ACTION

Calendar Creator lets your personal computer handle all your
calendar needs, ensuring that your calendar is always neat,
accurate, and up-to-date. The typical printed calendar is rigid
and inflexible by comparison--it's quickly disfigured by scrawls,
scratches, smudges, and erasures. Calendar Creator ends this
mess and makes it easy to maintain an up-to-the-minute, annotated
calendar.

Calendar Creator handles information by specific date and
"floating" date (the second Monday of every month, for example).
A wild-card feature lets you enter repeating events such as
regular meetings and birthdays. When dates change, convenient
editing features make it quick and easy to update your data.
With Calendar Creator, you can create all the specialized
business and personal calendars you need, then combine them at
will.

"Overlays" are the key to Calendar Creator's flexibility. To
understand how they work, imagine a calendar with transparent
sheets laid over it. Such a calendar allows you to note events
on the transparent sheets without writing on the underlying
calendar. At minimum, business and personal schedules can go on

separate overlays. To take full advantage of the system,
however, you'd create separate overlays for project and vacation

schedules, or anything else you want to track over time. To make
up a calendar, you simply select one or more transparent sheets
and lay them on the blank calendar.

In this example, the number of custom calendars you can create is
limited only by the number of transparent overlay sheets
available. When a sheet becomes outdated, it can be edited--even
discarded--without affecting the underlying calendar itself, or
the other sheets. Updating any calendar is easy: you deal only
with the sheet that needs editing.

Calendar Creator's overlays work just like the transparent sheets
in the imaginary calendar above. Using the Create Overlay and
Edit Overlay functions, you create overlays and add information
to them. Overlays are saved automatically as they are created
and edited. The Remove Overlay function lets you discard the
ones you no longer need. The Save Overlay Group and Get Overlay
Group functions let you handle selected overlays as single DOS
files for easy transfer of information among several computers--
or among several users of a single computer. The Print Calendar
function lets you add overlays to weekly, monthly, or yearly
calendars, then print the result as custom, annotated calendars
that show any period from a week to a decade or more. In fact,
you can create almost any calendar you can think of.

GETTING AROUND

  Calendar Creator is easy to use. The screen always displays
  the currently available function-key options, giving you a
  clear idea of what to do at each point in the program. Here
  are the basic keys you'll use:

    F10   Accepts the current screen entries and
                        moves ahead to the next screen in the
                        program.

    Esc   Moves to the previous screen in the
                        program without accepting the current
                        screen entries.

    Enter   Accepts the current entry and moves the
                        cursor to the next item.

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Tab                      Same as Enter.

Shift-Tab                Moves the cursor to the previous item.

Ins                      Alternates between insert (block
                         cursor) and overwrite (underscore
                         cursor) modes.

Del                      Deletes the character at the cursor
                         position.
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GETTING HELP

   If you need help while using Calendar Creator, press F1. A
   help screen will appear, with a brief explanation of the screen
   currently displayed. For a more detailed explanation, press
   F2, and these on-line instructions will appear on your screen.
   To return to Calendar Creator from a help screen, press F1. To
   return to Calendar Creator from the instructions, press F10.

C. WORKING WITH CALENDAR CREATOR

When you first start the Calendar Creator program, the Main Menu
appears on your screen. This menu gives you access to the
program functions, each of which is discussed in the sections
that follow. To choose an item from the Main Menu, type the
number of your selection at the Make a Selection prompt, and then
press Enter.

As you read, remember that an overlay is a record of events you
add to Calendar Creator's weekly, monthly, and annual calendars.
You create the overlays; Calendar Creator performs the assembly
work and provides the underlying calendars.

Each calendar uses a full sheet of paper. Annual calendars list
events in a column in the middle of the page; months are arranged
in columns at either side. Monthly calendars list events inside
boxes representing the days of the month. The next and previous
month appear as small calendars at the bottom of the page.
Weekly calendars allow a broad horizontal band for each day;
events appear within the bands. The current and next month's
calendars appear at the bottom. All formats use an added "spill-
over" page for events that do not fit on the primary calendar
page. Spill-over pages are printed last.

You can print calendars with or without overlays. Two sample
overlays are included with the program. To begin, try printing a
weekly, monthly, or yearly calendar with one or both of these

sample overlays.

PRINTING A CALENDAR

   To print a calendar, select option 1, Print Calendar, from the
   Main Menu, and the first Print Calendar screen will appear.
   This screen displays a list of available overlays. Until you
   create your own overlays, only the two sample overlays will be
   listed.

   SELECTING OVERLAYS. To select an overlay, use the up and down
     arrow keys to highlight the one you want. Press the space
     bar to select it; if you change your mind, press the space
     bar again to "deselect" it. Selected overlays are indicated
     by an arrow. Choose as many overlays as you want, and then

     press F10 to accept your entries. To print a calendar
     without overlays, press F10 without selecting from the list.
     When you press F10, the second Print Calendar screen appears.

   SELECTING A CALENDAR TYPE. Use the second Print Calendar
     screen to choose the type of calendar to print and the range
     of dates to cover. There are three calendar types: annual,
     monthly, and weekly.

     When you first go to this screen, a box appears around the
     prompts for the monthly calendar. Press F3 to specify a
     calendar type: the box moves from one type to another each
     time you press the key.

     With the calendar type specified, respond to the prompts
     within the box. For an annual calendar, type the first year
     to print and the number of years to include. For a monthly
     calendar, type the first month and year to print, and the
     number of months to include. For a weekly calendar, type a
     starting date and the number of weeks to include. Use
     numeric format for all date entries. Use the tab key to move
     between prompts.

     The default entries for the prompts are the current system
     date (the date you enter when you start your computer) and
     one page of output--one year, one month, or one week. When
     you change a date or output quantity, Calendar Creator
     remembers the change until you exit the program.

   COMPLETING THE PRINT SPECIFICATIONS. When you have selected
     the style of calendar, continue to the remaining prompts.
     Your responses to these prompts tell Calendar Creator how to

print the design you've chosen. Here's how to respond to
each prompt:

PROMPT	RESPONSE
Printer selection	From the displayed list, choose and enter the number that corresponds to your printer.
Print to	Type the name of the port your printer is connected to. Valid entries include LPT1, LPT2, LPT3, COM1, COM2, and PRN. Try LPT1 first if you are uncertain.
Pause between pages	Type Y for yes, N for no. Answer yes for single sheets, no for continuous-form paper.
Number of copies	Type a number, 1-99.

Standard or wide paper	Type S for standard (8.5 inch wide) paper, W for wide (14 inch wide) paper.

Respond to each prompt in turn, pressing Tab or Shift-Tab to
move between items. To accept default entries, just leave
them as they are. Finally, check that your printer is on-
line, with paper aligned to the top of the form, and then
press F10 to begin printing. That's all there is to it.

PRINTING OVERLAYS ONLY. Occasionally, you may want to print
your overlays in list form, without a calendar attached. To
print one or more overlays without an underlying calendar,
type 0 as your response to the Number of Weeks, Months, or
Years prompt. Respond to the other Print Calendar prompts as
instructed above.

CREATING AND REMOVING OVERLAYS

At minimum, you'll probably want at least one "personal" and
one "business" overlay. Your personal overlay might include
birthdays, anniversaries, and similar personal dates. Your
business overlay lists meetings, deadlines, travel plans, and
the like. Both personal and business overlays can be combined
with the holiday overlay (provided) to create a basic

personalized calendar. But since you can combine many overlays in a single calendar, it makes sense to create overlays that are specific to single tasks, projects, subordinates, superiors, organizations, schedules, and so on. The more overlays you make, the easier it is to make truly useful custom calendars.

If you're scheduling a project, for example, make a separate overlay for each team member, and then print individual calendars. Combine all overlays to create a master calendar.

CREATING AN OVERLAY. To create a new overlay, select option 2, Create Overlay, from the Main Menu, and the Create Overlay menu will appear. This menu lists the currently defined overlays. The first time you select this option, the two sample overlays, Holidays and Company Calendar, will be the only items listed.

Type the title of your new overlay in the space provided, and then press F10. An empty overlay is added to the list and you are taken to an Edit Overlay screen to add dates to your new overlay. To use this screen, see "Basic Control Keys," below.

REMOVING AN OVERLAY. The overlay system makes it easy to remove specific annotations from your calendar without disturbing other entries. Keep the dates for a single project or activity on a separate overlay; that way, when the

project or activity comes to an end, you can print a new calendar, leaving out the unwanted overlay.

To delete an overlay from the list of overlays, select option 4, Remove Overlay, from the Calendar Creator Main Menu. This takes you to the Remove Overlay screen. At the Select an Overlay prompt, type the number of the overlay you wish to delete.

A warning screen gives you the chance to change your mind or correct your mistake if you inadvertently type the wrong number. Press F10 to delete the overlay; press Esc to let it remain. When an overlay is deleted, its title is removed from the overlay list, subsequent overlays are moved up, and you are returned to the Main Menu.

EDITING OVERLAYS

To add, delete, and change entries in an overlay, select option

3, Edit Overlay, from the Main Menu. (Remember, you must first use option 2 to create an overlay before you can enter dates.) When the Edit Overlay screen appears, it lists the currently defined overlays. Two sample overlays, Holidays and Company Calendar, are provided. At the Select an Overlay prompt, type the number of the overlay you wish to edit, and then press Enter.

Note: If you followed the directions under "Creating an Overlay," above, you will bypass the Edit Overlay screen and go directly to the split screen described below.

BASIC CONTROL KEYS. The screen that appears next is divided into two windows. The left window lists the events entered on the selected overlay for the current year. Listings include the month, day, and year, plus the descriptive text you've entered. Asterisks mark "wild card" events (these events are explained later). The right window displays a list of keys and their functions. Using the listed keys you can scan events entered for the selected year, then move to past and future years and scan their events as well. The Find Date function lets you go directly to a specific date (this function is explained in detail later). Here are the keys:

Up/Down arrow	Scrolls up and down in the list of events.
PgDn/PgUp	Moves to the next/previous screen in the event list.
Home	Moves to the first event of the current year.

End	Moves to the last event of the current year.
+ / -	Moves to the next/previous year.
Shift-F7	Deletes the indicated event.
Shift-F8	Restores the event last deleted.
F3	Causes the reference calendar to appear.
F4	Starts the Add Event function.
F5	Starts the Edit Event function.

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    F6                      Starts the Find Date function.

    Esc                     Moves back to the Main Menu
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ADDING A FIXED EVENT. To add a fixed event to the selected
    overlay, press F4 (Add Event), and the commands in the right-
    hand window will be replaced by the Fixed Event window. (A
    fixed event is one that has a specific date--August 15, 1986,
    for example.) At the appropriate prompts, type the month,
    day, and year numerically. Note that Calendar Creator
    inserts the year you enter when you start your computer; type
    over this entry to change it. The + (plus) and - (minus)
    keys can help you enter dates. Press these keys to cycle
    through the valid responses to the Month, Day, and Year
    prompts: + cycles forward, - cycles in reverse. Give this
    auto-entry feature a try--it's a great time-saver.

    Next, type the event information. Be brief: events will fit
    on the calendar better. Finally, press F10: Calendar
    Creator adds the event to your overlay, saves the overlay in
    its new form, exits the Fixed Event window, and returns to
    the command list. Or press F9: this accepts the entry,
    saves the amended overlay, and allows you to remain at the
    window to add another fixed event. Either way, the new event
    appears on the list. Press Esc to return to the command list
    without adding the event.

USING WILD CARDS WITH FIXED EVENTS.   When the date you are
    adding is a recurring event, such as a birthday or payday,
    wild cards make your entries fast, convenient, and accurate.
    By responding to the Month, Day, or Year prompt with * (an
    asterisk) you specify every month, day, or year. Calendar
    Creator then automatically enters the event for every date
    that matches your specifications. In the event list, wild-
    card entries are indicated by asterisks.

    Practice using wild cards. They make your work much easier,
    and are one of Calendar Creator's most valuable features.

    Here are some examples of wild-card entries and what they
    mean to Calendar Creator:

Month	Day	Year	------------- Meaning -------------
7	4	****	The 4th of July of every year.
**	15	1986	The 15th of every month in 1986.

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     9      **     1987      Every day in September, 1987.

     **      5     ****      The 5th day of every month in every
                             year.
```

ADDING A FLOATING EVENT. So far we have been describing the
process for entering fixed events, events whose dates are
easily known in advance. Calendar Creator also lets you add
"floating events." Floating events have numerical dates that
vary--the third Tuesday of each month, for example, or every
Monday in the year. A regular weekly meeting is a good
example of a floating event.

To add a floating event to the selected overlay, press F8
when the Fixed Event window is displayed, and the Floating
Event window will appear in its place. (Whatever is
currently displayed on the Fixed Event screen is ignored.)

To enter a floating event, type the month, year, and event as
before, but respond to the Number and Day prompts as follows:

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        Number:  1st   2nd   3rd   4th   5th   Last

        Day:     SUN   MON   TUE   WED   THU   FRI   SAT
```

As you type, you'll notice that you must enter only the
characters that distinguish one valid entry from another
(M for Monday, TU for Tuesday, etc.). Calendar Creator
enters all other characters automatically.

As with the Fixed Event window, the + (plus) and -
(minus) keys speed you through the valid responses to the
Number, Day, Month, and Year prompts. Press F10 to accept
your entries, exit the Floating Event window, and return to
the command list. Press F9 to accept your entries and remain
at the window to add another floating event. In each case,
the new event will appear on the list in the left-hand
window. Press Esc to return to the command list without
adding the event to the overlay. Press F8 to switch back and
forth between fixed and floating events as needed.

USING WILD CARDS WITH FLOATING EVENTS. As with fixed events,
you can use wild cards with floating events. Here are some

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examples:

Number    Day    Month   Year       -------- Meaning ---------

 2nd      SUN      5      ****       The 2nd Sunday of May in
                                     every year.

 1st      MON     **      1986       The 1st Monday of every
                                     month in 1986.

  *       SAT     10      1986       Every Saturday in October
                                     of 1986.
```

In the event list, your wild-card entries are indicated by
asterisks.

EDITING AN EVENT. To edit an event on the selected overlay,
use the arrow, PgUp, PgDn, Home, End, + (plus) and -
(minus) keys to highlight the event you want, and then press
F5. To find a specific date, use the Find Date function
described below.

The window at the right will be replaced by either the Fixed
Event or Floating Event window, whichever is appropriate, and
the current entries will be displayed for editing. Change
the entries as needed, and then press F10 to accept the new
ones. If you change the date, the event is removed from its
original location in the list and reentered at the new
location. When you edit a recurring (wild card) event, all
occurrences are changed simultaneously.

DELETING AND RESTORING AN EVENT. To delete an event on the
selected overlay, use the arrow, PgUp, PgDn, Home, End, +
(plus) and - (minus) keys to highlight the event you want.
To find a specific date, use the Find Date function described
below; if there is no entry for the date you specify, a
message will appear.

When you have highlighted an event to delete, press Shift-F7,
and the event will be removed from the list. If the selected
event is a recurring (wild-card) event, a warning will
appear, giving you a chance to change your mind. Type Y
(yes) to delete the event; type N (no) to go back without
deleting it. When you delete a wild-card event, all
occurrences are removed from the list.

Calendar Creator remembers the event last deleted so that if
you remove an event by mistake you can restore it. To
restore the event last deleted, press Shift-F8, and the event
will reappear on the list. This function works for both
fixed and floating events. If the event is a wild-card
event, all occurrences are restored.

FINDING A SPECIFIC DATE. To find a specific date on the
  selected overlay, press F6. Type a date in numerical form at
  the Month, Day, and Year prompts that appear at the bottom of
  your screen, and then press F10. Calendar Creator will go to
  the specified event and highlight it--or the one closest to
  it, if you specify a date for which no event is entered. In
  overlays with many entries, this feature makes it possible to
  get close to a date you may not remember exactly. Press Esc
  to exit the search function.

USING THE REFERENCE CALENDAR. To help you in your editing, a
  reference calendar is available whenever the Edit Overlay
  screen is displayed. Press F3, and the reference calendar
  will appear in the center of your screen. Use the following
  commands to control the calendar:

    PgDn/PgUp   Moves to the next/previous month.

    Home   Moves to January of the current year.

    End   Moves to December of the current year.

    +   Moves forward one year.

    -                    Moves backward one year.

    Esc   Returns to the Edit Overlay screen.

SAVING AND GETTING OVERLAY GROUPS

  The Save and Get Overlay Group options help you share Calendar
  Creator overlays among multiple users and/or computers. When
  you work with project schedules and group or club activities,
  more than one person may need access to certain calendar
  overlays. The Overlay Group options let you assemble,
  transport, and share selected overlays in groups. Personal
  overlays and overlays not relevant to a given activity can be
  excluded from these groups.

  Each overlay group is saved as a single DOS file and is subject
  to the eight-character DOS filename limit (plus a three-
  character extension). Overlays included in groups can still be
  edited, using Calendar Creator.

SAVING AN OVERLAY GROUP. To save a group of overlays as a DOS
  file, choose option 5, Save Overlay Group, from the Main
  Menu, and the Save Overlay Group screen will appear. From
  the list of overlays, select the overlays you want. To
  select an overlay, use the up and down arrow keys to
  highlight the one you want. Press the space bar to select
  it; if you change your mind, press the space bar again to
  "deselect" it. An arrow appears next to each selected
  overlay. Choose as many as you want.

Next, type the drive, path (if needed) and filename for the group at the Directory or Filename prompt. Finally, press F10 or Enter to save the overlay group. If you enter the name of an existing file, Calendar Creator will warn you that the file is about to be overwritten. Press F10 to overwrite the file; press Esc to quit the Save Overlay Group function and return to the Main Menu.

To display a list of files in a directory, type just the drive and directory name at the Directory or Filename prompt, and then press Enter. Calendar Creator will display a list of the files in that directory. Type the filename for your group at the Save Overlay Group As prompt, and then press F10 or Enter to save it.

GETTING AN OVERLAY GROUP. To retrieve an overlay group that you have previously saved to disk, choose option 6, Get Overlay Group, from the Main Menu, and the Get Overlay Group screen will appear. This screen displays a list of files in your current working directory. Type the name of the file you want at the Name of File to Get prompt, and then press F10 or Enter.

Note: When a group file is loaded, the group is broken up and its overlays are added individually to the list of overlays you've already created. When an overlay to be added has the same name as an overlay on your list, a warning message appears. At this point you have two choices: Press F10 to go to the next screen, or press Esc to skip over the overlay without loading it. When you press F10 and go to the next screen, you again have two choices: press F10 to load the new overlay, overwriting the existing one; or type a new name for the overlay to be loaded, and then press F10 to load it under the new name, thus preserving the overlay on your list.

PRINTING PROBLEMS

If you have a printing problem when working with Calendar Creator, check the items in the list that follows. Always begin with your equipment, then analyze your printout. Here are some possible problems and their solutions:

PRINTER REFUSES TO PRINT. If your printer refuses to print, check the following, then turn your printer and computer off for a minute, turn them back on, and then try again:

1   Make sure your printer cable is tightly plugged into both the computer and the printer and that the

printer is on-line and is not out of paper or ribbon.

     2   Make sure you've specified the right printer selection and that your printer has any required options (see the package back).

     3   Make sure that all printer switches are properly configured to print graphics (see your printer manual for details).

     4   If you are using a serial printer, make sure the COM port has been properly configured with the DOS MODE command before you load Calendar Creator. (See your DOS manual for details.)

CALENDAR IS ENLARGED, CONDENSED, OR "BROKEN." Turn the printer off, wait a moment, and then turn it on. Try printing again.

CALENDAR IS CUT OFF. If you mistakenly indicate wide paper on the Print Calendar screen, but are using a standard-width printer, Calendar Creator may cut off any part of the design that falls outside the standard-width printing field. If your calendar is cropped in this manner, check that you have specified your paper width correctly.

CALENDAR APPEARS "SCRAMBLED." When printing, Calendar Creator fills standard or wide paper according to your specification at the Standard or Wide Paper prompt on the Print Calendar screen. Be sure your entry at this prompt is correct; if it's incorrect, you may get confused results.

D. EXITING CALENDAR CREATOR

To exit to DOS from Calendar Creator, select E at the Main Menu. This brings up the message:"Exit to DOS (Y/N)?" Type Y (yes) or N (no). When you enter Y, you exit Calendar Creator and the DOS prompt appears; N returns you to Calendar Creator.

Remember that your work is automatically saved each time you press F10 while working with the Create and Save Overlay functions, and with the Save and Get Overlay Group functions. Thus when you exit by way of the Main Menu, you can rest secure that Calendar Creator will remember your changes the next time you start the program.

--- End of Instructions ---

Page 12