

Calendar

This shows the dates as monthly calendars from 1990 to 2020. You can move forward one month by clicking the dog-eared page at bottom right (or go back a month by **Option-clicking** it).

The currently selected date will be hilited. A scheduler for the selected date will appear at right. You can type in important meetings and reminders here.

You can make more substantial date shifts by clicking on the **Month** or **Year** titles at the top (these are popup menus).

The current date and time appear below the currently displayed month and year headings. To return to the current date's month, just click on today's date.

Click the small alarm clock icon at top right to open and update the **Alarm Clock** window. Clicking the dates will update the currently displayed date on the **Alarm Clock** window. This is a convenient way of setting a date for an alarm.