

Instant Calendar Help Contents

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[For Calendar Creator Plus for DOS users](#)

Welcome to Help for Instant Calendar

You already know how to create great-looking calendars using Calendar Creator Plus for DOS 4.0 or 5.0 or Instant Calendar (DOS). Consult this list to learn what's different or new with Instant Calendar. If you need more details on an individual topic, go to the online Help contents page or the Search function.

What's changed in Instant Calendar

Select a function or option you use with Calendar Creator Plus for DOS and learn what Instant Calendar calls a similar function or option.

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What's new in Instant Calendar

Use this list to find information on new features in Instant Calendar.

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Clipboard

Because you are using Windows, you can use the Windows Clipboard to copy and move events and calendars. To copy and move pictures attached to events or to parts of the calendar, you use commands on the Events and Layout menu.

Commands

You select commands in Instant Calendar by opening the pull-down menus at the top of the screen, by clicking tools for commands on the Toolbar and View Bar, or by using key combinations.

Individual banners

In Instant Calendar, banners can be applied to individual events, even if they occur on only one day. When you open or import a Calendar Creator Plus for DOS event list, you can choose to automatically apply banners to all duration events. If you do not select this option, the duration events will be imported without banners. You can then add banners with different colors and shading to the individual events.

New extension for calendar file names

In Calendar Creator Plus for DOS, calendar filenames have the extension CAL. In Instant Calendar, calendar filenames have the extension CCE.

More clip art file formats

Instant Calendar allows you to use color or black and white pictures in any of these file formats: BMP, CGM, DRW, EPI, PCX, TIF, and WMF. Calendar Creator Plus for DOS only accepts black and white clip art files in the PCX format.

Closing and saving event lists

In Calendar Creator Plus for DOS, whenever you close an event list, the program automatically saves your changes to the event list.

In Instant Calendar, when you are finished working with an event list, you have the option of switching to another open event list (you can open more than one event list at a time), saving or not saving changes to an event list, or saving the event list under a new name.

More colorful calendars

Instant Calendar lets you add more colors to more places in your calendar. You can add color to

- calendar grids
- backgrounds
- titles, footnotes and event text
- pictures

Shorter event list names

In Calendar Creator Plus for DOS, event list names can have up to 27 characters.

In Instant Calendar, the name of the event list is the name of the event list file. Because you are running Windows using DOS, a filename is limited to 8 characters, but you can add a description to an event list file that you can use to note more information about the event list.

Open more than one event list at a time!

In Calendar Creator Plus for DOS, you can open only one file at a time. In Instant Calendar, you can open as many as 50 event lists at a time, depending on the amount of memory available.

Your choice of event styles

In Instant Calendar, you use styles to automatically give events the same format, including fonts, point size, text attributes (bold, italic, underlining or strikeout), alignment, color, and pictures. You can use the event styles that come with the application, or you can create any number of new styles on your own.

More count fields

Instant Calendar has more count fields you can add to automatically count events. Other new insert fields tell Instant Calendar to add dates, filenames, pathnames, and lines to event names, notes, calendar titles, subtitles, or footers.

Fixed events, floating events, recurring events

These terms are not used in Instant Calendar. Events are defined as single events, duration events, repeating events (includes floating events), or scattered events (events that repeat but not according to a defined rule).

A huge choice of fonts

Because you have Windows, you can use any of the Windows-compatible font managers and font packages in your calendars.

Flexible layouts

With Instant Calendar, it's easy to switch from a calendar that shows each daily or weekly appointment to one that shows one week, several weeks, one month or several months, or one year. You can use the built-in layouts as is, or you can adjust the formatting to create something completely new.

A new way to restore deleted events

In Instant Calendar, you use the Undo command on the Edit menu to restore deleted events or to cancel a formatting change.

Ending times for events

You can now record ending times for events.

Event list descriptions

In Calendar Creator Plus for DOS, event list names can have up to 27 characters. In Instant Calendar, the name of the event list is the name of the event list file. Because you are running Windows using DOS, a filename is limited to 8 characters. When you save a file, you can add a description to the file that you can use to note more information about the event list.

Exporting Windows event lists

You can export Instant Calendar event list files to Calendar Creator Plus 4.0 and 5.0 for DOS by converting them to a Calendar Creator Plus 4.0 or 5.0 for DOS format. Bear in mind that the DOS version of the program can't recognize features that it doesn't have. For example, Calendar Creator Plus for DOS can't use the clip art files that come with Instant Calendar. It can only use black and white picture files with the PCX format. It can't transfer notes or banners attached to events. Event names are truncated to 50 characters. It can only recognize one insert field, the Count field. You may need to assign a new font or new style to events, rename an event, or redefine a repeat rule.

You can also export Instant Calendar event lists to other applications by converting them to comma-delimited ASCII files.

Importing Calendar Creator Plus for DOS event lists

The event lists you create in Calendar Creator Plus for DOS can be used in Instant Calendar. You can choose to convert your DOS event lists to Instant Calendar format, or you can open them as read-only files so they retain their original DOS program format.

Importing data to create an event list

You can create a new event list in Instant Calendar, by importing data from Calendar Creator Plus for DOS, Instant Calendar (DOS), columnar or comma-delimited ASCII files, Lotus 1-2-3, dBase III and IV, or any compatible application that creates files with these extensions: WKS, WK1, or DBF.

Keyboard shortcuts

Key combinations exist for most operations so you can bypass the menus when selecting a frequently used command.

Add a note

You can attach a note to an event with up to 1000 characters. The event text plus the note can be as long as 18 lines when displayed or printed with a layout. You can hide or show notes in a calendar.

Print Manager

Because you are using Windows, you can use the Windows Print Manager to print calendars while you continue working.

Print in color

If you have a color printer, you can print calendar text, boxes and pictures in color.

Print more than one calendar per page

You can now print more than one calendar on a page.

QuickDate

QuickDate is a pop-up calendar you can use to quickly select any date. You can use QuickDate to check the day of the week, add a date, go to a date, mark the duration of an event, or mark off the days of the month when an event occurs.

Repeating events

Terms like fixed events, floating events or recurring events are not used in Instant Calendar. Events are either defined as one-time only events, duration events, repeating events, or scattered events. It's easy to make one-time only events repeat or to change the rule used to make an event repeat.

Run other applications

Instant Calendar runs under Microsoft Windows, version 3.1 or later. You can run other Windows applications at the same time you use Instant Calendar.

Sorting events

In Instant Calendar, you can sort events on an event list by name, date, priority, and style.

Toolbar and View bar

The Toolbar and View bar at the top of the Instant Calendar screen have tools you can quickly select with the mouse to perform most commands.

Split screens

You can display a sample of your calendar next to an open event list on the screen. Other tools on the Toolbar let you switch back to a full display of the event list or calendar.

On-screen viewers

You can use the three on-screen viewers to look at events on a one month, one week or one day calendar. The on-screen viewers automatically adjust so that they fit in the window. You cannot print these layouts.

Workspace

Instant Calendar saves you time by allowing you to save your workspace as a file. The workspace is your working environment. It contains the current state of the calendar and event list windows, the current layout option settings for all layouts, and the names of the open event lists.

When you open a workspace, all the settings and windows are restored to the way they were when the workspace was saved. The event lists open automatically.

Workspaces are identified by the filename extension CCW.

Menu Commands

File Menu

New
Open
Close
Save
Save As
Workspace
Import
Update Read-Only Files
Print
Exit
[1, 2, 3, 4...](#)

Edit Menu

Undo/Undo Clear
Cut
Copy
Paste
Clear
Find
Copy Calendar
Preferences

View Menu

Normal
Draft
Calendar
Event List
Split - Vertical
Split - Horizontal
Go To
Zoom
Display Overflow

Format Menu

Font
Banner
Picture
Priority
Event Styles
Define Event Style
Page Setup

Layout Menu

Year
Multi-Month
Month
Multi-Week
Week
Week Schedule
Day
Text (12 Months)
Month Viewer
Week Viewer

Day Viewer
Layout Options

Events Menu

Add Event
Modify Event
Delete Event
Delete Events Before
Unlink Occurrence
Hide Event
Show Event
Note
Sort
Event List Defaults

Window Menu

Window 1 to 9
Calendar

Undo/Undo Clear command (Edit menu)

Use this command to undo the last editing or formatting action. If the last action cannot be reversed, the Edit menu displays a Can't Undo command.

Shortcuts



Ctrl+Z

Alt+Backspace

See also

[Add, Modify or Delete Events](#)

Cut command (Edit menu)

Use this command to move an event, event text, or note text to the Clipboard so it can be placed in another location. You can cut selected event or note text from the Add Event, Modify Event, or Notes dialog box. You can also cut an event from the calendar or event list windows. All the date and formatting information move with the event.

Note: When you cut an occurrence of a repeating event, the occurrence on the Clipboard is no longer tied to its repeat rule and is removed from the repeating event.

Shortcuts



Ctrl+X

Shift+Del

See also

[Add, Modify or Delete Events](#)

Copy command (Edit menu)

Use this command to copy an event, event text, or note text to the Clipboard so it can be reproduced in another location. You can cut selected event or note text from the Add Event, Modify Event, or Notes dialog box. You can also cut an event from the calendar or event list windows. All the date and formatting information move with the event.

Note: When you cut or copy one occurrence of a repeating event, the occurrence on the Clipboard is no longer tied to its repeat rule.

Shortcuts



Ctrl+C

Ctrl+Ins

See also

[Add, Modify or Delete Events](#)

Paste command (Edit menu)

Use this command to paste the contents of the [Clipboard](#) at the insertion point. You can paste an event into another date box selected in the calendar window, or into another open event list. You can paste event or note text into the appropriate text boxes in the Add Event, Modify Event, or Notes dialog boxes.

Note You cannot paste pictures from other applications into Instant Calendar. To add a picture file to an event or workspace, use the [Picture command](#).

Shortcuts



Ctrl+V

Shift+Ins

See also

[Add, Modify or Delete Events](#)

Clear command (Edit menu)

Use this command to delete a selected event. If you select an occurrence of a repeating event, only the one occurrence of the event will be deleted.

Shortcuts



Del

See also

[Add, Modify or Delete Events](#)

Find command (Edit menu)

Use this command to find, modify or delete an event in an event list.

Shortcuts



Ctrl+F

Shift+F5

Dialog Box Options

Search for

Selects the search text used to locate an event. Search text can be all or part of a word or insert fields. If you type **ball**, for example, Instant Calendar will find **ball**, **basketball**, **baseball**, **ballet**, plus any other words that contain **ball**.

Event list

Selects the open event list you want to search.

Search notes

Searches notes attached to events.

Match

Case

Searches for events matching the uppercase and lowercase letters of the search text.

Whole word only

Searches for events looking for whole words (not parts of words) that match the search text exactly as it appears in the Search For box. If you type **ball**, for example, Instant Calendar will find **ball**, not **basketball**, **baseball**, **ballet**, or any other words that contain **ball**.

Found

Displays the name of the event that matches the search text, information about the starting and ending dates, the event list and the note attached to the event.

Modify

Opens the Modify Event dialog box that allows you to modify the event in the Found box.

Find next

Finds and selects the next event that matches the search text.

Delete

Deletes the event in the Found box.

See also

Add, Modify or Delete Events

Copy Calendar command (Edit menu)

Use this command to copy the displayed calendar form to the Clipboard. The calendar form is copied as a bitmap and in the WMF file format.

See also

[Add, Modify or Delete Events](#)

Preferences command (Edit menu)

Use this command to change Instant Calendar options for

- [events](#) and [event lists](#)
- pictures

Dialog Box Options

Mark events containing notes with a *

Places an asterisk (*) after events that have hidden notes. The asterisk appears only when the Show Notes option in the Event Display panel of the Layout Options dialog box has been turned off.

Auto-save lists every ___ minutes

Saves a changed open event list file after a specified number of minutes. This option works the same way as the [Save command](#) on the File menu.

Note: Turn this option off if you plan to work with an event list, but want the option of closing an event list file without saving your work.

Update read-only files every ___ minutes

This option updates files that have been opened as read-only files. If you share event list files on a network, select this option if you want Instant Calendar to check at regular intervals for other users who have opened, changed and saved an event list you have opened. If a read-only event list file you have opened has been changed by someone else, the update tool will turn red. When the update tool is red, you can update the changed event lists by selecting the update tool.

Warning dialog when files change

If you select the Update Read-Only Files option, select this option if you want Instant Calendar to display a warning dialog box if an event list file has been changed in addition to changing the color of the update tool.

Default ending year

Selects the last year automatically used in a calendar for calculating repeating events. Each event list file can have up to 64,000 occurrences of events. Use this option for event lists with events that have a repeat rule with a blank ending date.

Tip: For optimum speed, keep the default ending year to one in the near future. Using an earlier year reduces the number of calculations that Instant Calendar needs to perform when creating your calendar. It also reduces the total number of occurrences of repeating events.

Default paths

Pictures

Selects the path for picture files.

Event lists

Selects the path for event list files.

See also

[Introduction to Instant Calendar](#)

[Open, Save and Close Files](#)

[Add, Modify or Delete Events](#)

Find Event dialog box

Use this dialog box to find, modify or delete an event in an event list.

Shortcuts



Ctrl+F

Shift+F5

Dialog Box Options

Search for

Selects the search text used to locate an event. Search text can be all or part of a word or insert fields. If you type **ball**, for example, Instant Calendar will find **ball**, **basketball**, **baseball**, **ballet**, plus any other words that contain **ball**.

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Displays the name of the event that matches the search text, information about the starting and ending dates, the event list and the note attached to the event.

Modify

Opens the Modify Event dialog box that allows you to modify the event in the Found box.

Find next

Finds and selects the next event that matches the search text.

Delete

Deletes the event in the Found box.

See also

[Add, Modify or Delete Events](#)

Preferences dialog box

Use this dialog box to change Instant Calendar options for

- [events](#) and [event lists](#)
- pictures

Dialog Box Options

Mark events containing notes with a *

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Auto-save lists every ___ minutes

Saves a changed open event list file after a specified number of minutes. This option works the same way as the [Save command](#) on the File menu.

Note: Turn this option off if you plan to work with an event list, but want the option of closing an event list file without saving your work.

Update read-only files every ___ minutes

This option updates files that have been opened as read-only files. If you share event list files on a network, select this option if you want Instant Calendar to check at regular intervals for other users who have opened, changed and saved an event list you have opened. If a read-only event list file you have opened has been changed by someone else, the update tool will turn red. When the update tool is red, you can update the changed event lists by selecting the update tool.

Warning dialog when files change

If you select the Update Read-Only Files option, select this option if you want Instant Calendar to display a warning dialog box if an event list file has been changed in addition to changing the color of the update tool.

Default ending year

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Tip: For optimum speed, keep the default ending year to one in the near future. Using an earlier year reduces the number of calculations that Instant Calendar needs to perform when creating your calendar. It also reduces the total number of occurrences of repeating events.

Default paths

Pictures

Selects the path for picture files.

Event lists

Selects the path for event list files.

See also

[Introduction to Instant Calendar](#)

[Open, Save and Close Files](#)

[Add, Modify or Delete Events](#)

Add Event command (Events menu)

Use this command to add an event to an event list. You can format the event as you add it.

Shortcuts



Ctrl+A

Required

Event name

Start date

Dialog Box Options

Event name

Type a name for the event, up to 120 characters.

&

Opens the Insert & Field dialog box that allows you to include one or more [insert fields](#) in an event name.

Shortcut



Alt+&

Start date

Selects the date that an event starts.

Shortcut



Alt+ + or Alt+ - on your numeric keypad

Start time

Selects the starting time for the event. Click the arrows to increase or decrease the time by 15-minute intervals.

Shortcut



Left or Right Arrow icon



Alt+ + or Alt+ - on your numeric keypad

End time

Selects the ending time for the event. Click the arrows to increase or decrease the time by 15-minute intervals.

Shortcut



Left or Right Arrow icon



Alt+ + or Alt+ - on your numeric keypad

Duration

If there is a start and end time, displays the duration of the event.

Priority

Assigns a priority of A to Z or none to events.

Style

Applies a formatting style to the event. You can use one of the styles supplied with Instant Calendar or you can create your own.

Show event in calendar

Select this option to display an event in the calendar. If you do not select this option, the event will still be part of an event list, but will not display in a calendar. You can also use the Hide/Show column on the event list window to hide or show an event.

(Description box)

Displays when and how often an event will take place.

QuickDate calendar

Displays a small calendar so you can select the dates that an event will take place, to select multiple occurrences of an event, or to add or remove exceptions to a repeat rule.

Repeats

Opens the [Repeat dialog box](#) that allows you to define how often an event repeats.

Font

Opens the [Font dialog box](#) that allows you to choose a font, type size, bold, italic, underlining, strikethrough, color, or alignment.

Picture

Opens the [Modify Picture dialog box](#) that allows you to add a picture to an event.

Note

Opens the [Notes dialog box](#) that allows you to add a note to an event. You can hide or show notes in a calendar.

Banner

Opens the [Banners dialog box](#) that allows you to put an event inside a banner or box, or add a box or shading to a date box.

Event list

Selects the event list that the event will be added to.

Add another

Select to add the event and leave the dialog box open so you can add another event to the event list.

See also

[Add, Modify or Delete Events](#)

Modify Event command (Events menu)

Use this command to change the text, [priority](#), [style](#), or formatting of a selected [event](#).

Shortcuts

- Select event and press the Enter key
- Select event and double-click

Dialog Box Options

Event name

Enter the name of the event, up to 120 characters.

&

Opens the [Insert & Field dialog box](#) that allows you to include one or more [insert fields](#) in an event name.

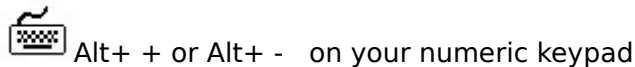
Shortcut



Start date

Selects the date that an event starts.

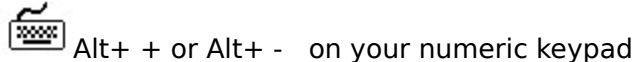
Shortcut



Start time

Selects the starting time for the event. Click the arrow keys to increase or decrease the time by 15-minute intervals.

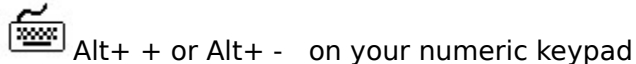
Shortcut



End time

Selects the ending time for the event. Click the arrow keys to increase or decrease the time by 15-minute intervals.

Shortcut



Duration

Displays the duration of the event.

Priority

Assigns a priority of A to Z or none to events.

Style

Applies a formatting style to the event.

Show event in calendar

Select this option to display an event in the calendar. If you do not select this option, the event will still be part of an event list, but will not display in a calendar.

(Description box)

Displays when and how often an event will take place.

QuickDate calendar

Use to quickly select the dates that an event will take place, to select multiple occurrences of an event, or to add or remove exceptions to a repeat rule.

Repeats

Opens the [Repeat dialog box](#) that allows you to define how often an event repeats.

Font

Opens the [Font dialog box](#) that allows you to choose a font, type size, bold, italic, underlining, strikethrough, color or alignment.

Picture

Opens the [Modify Picture dialog box](#) that allows you to add a picture to an event.

Note

Opens the [Notes dialog box](#) that allows you to add a note to an event. You can hide or show notes in a calendar.

Banner

Opens the [Banners dialog box](#) that allows you to put an event inside a banner or box, or add a box or shading to a date box.

Event list

Selects the event list that the event will be added to.

OK

Select to apply your changes to the selected event.

See also

[Add, Modify or Delete Events](#)

Delete Event command (Events menu)

Use this command to permanently delete an event, including all of its occurrences, from an event list.

See also

[Add, Modify or Delete Events](#)

Delete Events Before (Events menu)

Use this to delete events in a selected event list that occur before a specified date. The command operates this way:

- Single events before the specified date are deleted.
- Repeating events that do not have occurrences after the specified date are permanently deleted.
- Repeating events that repeat both before and after the specified date lose the occurrences before the selected date.
- Repeating events with &count, &birthday and other similar insert fields are **not** deleted so that counting is accurate.

Dialog Box Options

Event list

Selects the name of an open event list.

Delete occurrences before and events that have all the occurrences before

Selects the date to delete occurrences before.

QuickDate calendar

Use to quickly select a date.

See *also*

Add, Modify or Delete Events

Unlink Occurrence command (Events menu)

Use this command with a repeating event when you want to change information about one occurrence. The selected occurrence is removed from the event and becomes a new, separate event that you can modify as needed.

See also

[Add, Modify or Delete Events](#)

Hide Event command (Events menu)

Use this command to hide a selected event, including all of its occurrences, so that it does not display or print in the calendar.

Shortcuts



Ctrl+H

See also

[Add, Modify or Delete Events](#)

Show Event command (Events menu)

Use this command to show a selected hidden event, including all of its occurrences, so that it displays on the calendar.

See also

[Add, Modify or Delete Events](#)

Note command (Events menu)

Use this dialog box to add, change, or read a note about an event. Notes can have up to 1,000 characters.

Shortcuts



Ctrl+N

Dialog Box Options

Event

Displays the name of the event.

Show note

Select to show the note whenever the event is displayed in a calendar. If this option is not selected and if the note option is turned on in the Preferences dialog box, an asterisk (*) will appear next to an event that has an attached note.

Tip: If a note does not appear in a calendar even if the Show Note option is selected, go to the Layout Options dialog box and select the Event Display panel. Then select the Show Notes option.

(Text box)

Adds or changes the note.

&

Opens the Insert & Field dialog box that allows you to include an insert field in a note.

See also

Add, Modify or Delete Events

Sort command (Events menu)

Use this command to sort an event list

- By date
- By event name
- By priority
- By an event style

Sort Menu Options

By event text

Sorts events in an event list by name.

Shortcut

Click  on the Event window control bar.

By date

Sorts events in an event list by date. All occurrences of repeating events appear, starting with the earliest date. You cannot hide or show individual occurrences of a repeating event.

Shortcut

Click  on the Event window control bar.

By priority

Sorts events in an event list by priority.

Shortcut

Click  on the Event window control bar.

By style

Sorts events in an event list by style.

Shortcut

Click  on the Event window control bar.

See *also*

[Add, Modify or Delete Events](#)

Event List Defaults command (Events menu)

Use this command to automatically apply a selected style or priority to new events that you add to a selected event list. The original default style is Normal; the original priority is None.

This command does not change the style of existing events.

Dialog Box Options

Event list

Selects the event list(s) that will use the new style or priority. Select All New Event Lists to apply the new style or priority to all the new event lists you create.

Default style

Selects the style to apply to new events in the selected event lists.

Default priority

Selects the priority to apply to new events in the selected event lists.

See also

[Add, Modify or Delete Events](#)

Insert & Field dialog box

Use this dialog box to attach an insert field to an event. Instant Calendar updates the insert field automatically. For example, the event name Sale's &count week may appear as Sale's 5th week.

The first character of an insert field is the ampersand (&). The field must be followed by a blank space or special character, such as a slash (/).

Many insert fields cannot be used in titles or in events with banners. If a field won't work with a title or an event with a banner, the field name itself will appear instead of the variable text.

Shortcuts



Ctrl+F9

Ctrl+&

Shift+&

Dialog Box Options

Topic

Selects the type of field: count, date, file, lines or other.

Field

Selects an insert field for the type selected in the Topic option.

Description

Describes the selected field, including any restrictions on its use.

See also

[Add, Modify or Delete Events](#)

Add Event dialog box

Use this dialog box to add an event to an event list. You can format the event as you add it.

Shortcuts



Ctrl+A

Required

Event name

Start date

Dialog Box Options

Event name

Type a name for the event, up to 120 characters.

&

Opens the Insert & Field dialog box that allows you to include one or more [insert fields](#) in an event name.

Shortcut



Alt+& on your numeric keypad

Start date

Selects the date that an event starts.

Shortcut



Alt+ + or Alt+ - on your numeric keypad

Start time

Selects the starting time for the event. Click the arrows to increase or decrease the time by 15-minute intervals.

Shortcut



Left or Right Arrow icon



Alt+ + or Alt+ - on your numeric keypad

End time

Selects the ending time for the event. Click the arrows to increase or decrease the time by 15-minute intervals.

Shortcut



Left or Right Arrow icon



Alt+ + or Alt+ - on your numeric keypad

Duration

If there is a start and end time, displays the duration of the event.

Priority

Assigns a priority of A to Z or none to events.

Style

Applies a formatting style to the event. You can use one of the styles supplied with Instant Calendar or you can create your own.

Show event in calendar

Select this option to display an event in the calendar. If you do not select this option, the event will still be part of an event list, but will not display in a calendar. You can also use the Hide/Show column on the event list window to hide or show an event.

(Description box)

Displays when and how often an event will take place.

QuickDate calendar

Displays a small calendar so you can select the dates that an event will take place, to select multiple occurrences of an event, or to add or remove exceptions to a repeat rule.

Repeats

Opens the [Repeat dialog box](#) that allows you to define how often an event repeats.

Font

Opens the [Font dialog box](#) that allows you to choose a font, type size, bold, italic, underlining, strikethrough, color, or alignment.

Picture

Opens the [Modify Picture dialog box](#) that allows you to add a picture to an event.

Note

Opens the [Notes dialog box](#) that allows you to add a note to an event. You can hide or show notes in a calendar.

Banner

Opens the [Banners dialog box](#) that allows you to put an event inside a banner or box, or add a box or shading to a date box.

Event list

Selects the event list that the event will be added to.

Add another

Select to add the event and leave the dialog box open so you can add another event to the event list.

See also

[Add, Modify or Delete Events](#)

Notes dialog box

Use this dialog box to add, change or read a note about an event. Notes can have up to 1,000 characters.

Shortcuts



Ctrl+N

Dialog Box Options

Event

Displays the name of the event.

Show note

Select to show the note whenever the event is displayed in a calendar. If this option is not selected and if the note option is turned on in the Preferences dialog box, an asterisk (*) will appear next to an event that has an attached note.

Tip: If a note does not appear in a calendar even if the Show Note option is selected, go to the Layout Options dialog box and select the Event Display panel. Then select the Show Notes option.

(Text box)

Adds or changes the note.

&

Opens the Insert & Field dialog box that allows you to include an insert field in a note.

See also

Add, Modify or Delete Events

Repeat dialog box

You can add a repeat rule to an event that recurs at regular intervals, such as every week or every year. Instant Calendar automatically repeats the event starting from its starting date and ending with its ending date.

There are four types of repeat rules. Each type has its own set of options in the Repeat dialog box.

Every	Selects a repeat rule for a number of days, weeks, months or years.
Day of week	Selects a repeat rule for days of the week.
Day of month	Selects a repeat rule for months.
Does not repeat	Cancels a repeat rule.

Note: If you change the starting date of a repeating event, you must redefine the repeat rule for that event.

Every rule options

Starting date

Type the starting date for the event or use the QuickDate calendar to select a starting date.

Repeat every

Type or select the number of times an event will repeat and the time period (days, weeks, months or years). For example, select every two weeks to repeat an event every other week.

On

Selects the repeating rule for the time period you select. Different time periods have different repeating rules. The information displayed for this option depends on the starting date and interval selected.

Move weekend occurrences

Selects a rule to apply when a repeating event occurs on a weekend.

Ending date

Type or select an ending date for an event. You can use the QuickDate calendar to quickly enter an ending date. If you leave this option blank, Instant Calendar will use the year selected using the Preferences command.

Day of Week rule options

Starting date

Type the starting date for the event or use the QuickDate calendar to select a starting date.

1st, 2nd, 3rd, 4th, Last

Selects the number of the week in the month for repeating an event. For example, the first Tuesday of the month.

Sun, Mon, Tue...Sat, All

Selects the day of the week for repeating an event.

Jan, Feb, Mar...Dec, All

Selects the months for repeating an event.

Ending date

Type or select an ending date for an event. You can use the QuickDate calendar to quickly enter an ending date. If you leave this option blank, Instant Calendar will use the year selected using the Preferences command.

Day of Month rule options

Starting date

Type the starting date for the event or use the QuickDate calendar to select a starting date.

Jan, Feb, Mar...Dec, All

Selects the months for repeating an event.

Day

Selects the number of the day in the month for repeating an event.

Last day of month

Selects the last day of the month.

All days of month

Selects each day of the month.

Move weekend occurrences

Selects a rule for repeating an event that occurs on a weekend.

Ending date

Type or select an ending date for an event. You can use the QuickDate icon to quickly enter an ending date. If you leave this option blank, Instant Calendar will use the year selected using the Preferences command.

See also

[Add, Modify or Delete Events](#)

Modify Event dialog box

Use this command to change the text, [priority](#), [style](#), or formatting of a selected [event](#).

Shortcuts

Select event and press the Enter key

Select event and double-click

Dialog Box Options

Event name

Enter the name of the event, up to 120 characters.

&

Opens the [Insert & Field dialog box](#) that allows you to insert fields in an event name.

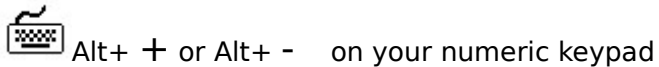
Shortcut



Start date

Selects the date that an event starts.

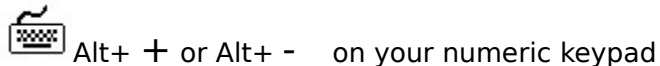
Shortcut



Start time

Selects the starting time for the event. Click the arrow keys to increase or decrease the time by 15-minute intervals.

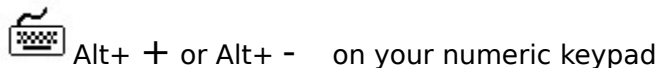
Shortcut



End time

Selects the ending time for the event. Click the arrow keys to increase or decrease the time by 15-minute intervals.

Shortcut



Duration

Displays the duration of the event.

Priority

Assigns a priority of A to Z or none to events.

Style

Applies a formatting style to the event.

Show event in calendar

Select this option to display an event in the calendar. If you do not select this option, the event will still be part of an event list, but will not display in a calendar.

(Description box)

Displays when and how often an event will take place.

QuickDate calendar

Use to quickly select the dates that an event will take place, to select multiple occurrences of an event, or to add or remove exceptions to a repeat rule.

Repeats

Opens the [Repeat dialog box](#) that allows you to define how often an event repeats.

Font

Opens the [Font dialog box](#) that allows you to choose a font, type size, bold, italic, underlining, strikethrough, color or alignment.

Picture

Opens the [Modify Picture dialog box](#) that allows you to add a picture to an event.

Note

Opens the [Notes dialog box](#) that allows you to add a note to an event. You can hide or show notes in a calendar.

Banner

Opens the [Banners dialog box](#) that allows you to put an event inside a banner or box, or add a box or shading to a date box.

Event list

Selects the event list that the event will be added to.

OK

Select to apply your changes to the selected event.

See also

[Add, Modify or Delete Events](#)

Event List Defaults dialog box

Use this command to automatically apply a selected style or priority to new events that you add to a selected event list. The original default style is Normal; the original priority is None.

This command does not change the style of existing events.

Dialog Box Options

Event list

Selects the event list(s) that will use the new style or priority. Select All New Event Lists to apply the new style or priority to all the new event lists you create.

Default style

Selects the style to apply to new events in the selected event lists.

Default priority

Selects the priority to apply to new events in the selected event lists.

See also

[Add, Modify or Delete Events](#)

Add, modify, or delete events

Add or Modify an Event

[Add an event](#)

[Automatically repeat an event](#)

[Use insert fields to update events and notes](#)

[Find an event](#)

[Sort events on an event list](#)

[Modify an event](#)

Add or Modify a Note

[Add a note to an event](#)

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Format Event Text

[Change character font](#)

[Make characters bold, italic, underlined, or strikethrough](#)

[Change character size](#)

[Change character color](#)

[Change event alignment](#)

[Add a banner, box, or shading](#)

[Apply or create a style](#)

Add or Modify a Picture

[Add a picture](#)

[Change a picture's color or size](#)

Hide or Delete an Event

[Hide or show events in a calendar](#)

[Hide or show all notes in a calendar](#)

[Hide or show individual notes in a calendar](#)

[Hide or show a picture](#)

[Delete an event](#)

See also

[Introduction to Instant Calendar](#)

Add an event

You must add events to an open event list in order for them to appear in a calendar.

To add events to an event list

- 1 Open or create an event list using the Open command or the New command on the File menu.
- 2 From the Events menu, choose the Add Event command, click the Add Event tool, or double-click on the date box where you want to add the event.
- 3 In the Add Event dialog box, you must give the event a name and a start date. Other options in this dialog box are optional.
- 4 Choose the Add Another option to add another event or choose OK to close the dialog box.

See also

Add, Modify or Delete Events

Automatically repeat an event

When you add or modify an event, you can add a repeat rule so that the event automatically repeats on certain days, weeks, months, or years.

Note: If you change the starting date of a repeating event, you must redefine the repeat rule for that event.

To repeat an event

- 1 From the Events menu, choose the [Add Event command](#).
- 2 In the Add Event dialog box, type the name of the event next to the Event Name option.
- 3 Type the start date or use the QuickDate calendar to select the date the event starts.
- 4 Choose Repeats to open the [Repeat dialog box](#).
- 5 In the Repeat dialog box, select a type of repeat rule:
 - Every** Selects a repeat rule for a number of days, weeks, months or years.
 - Day of week** Selects a repeat rule for days of the week.
 - Day of month** Selects a repeat rule for months.
 - Does not repeat** Turns off a repeat rule.
- 6 Use the displayed options to select when and how often the event will repeat. Don't select an ending year for birthdays, anniversaries, or other similar events.
- 7 (Optional) Select an ending date. If you don't select an ending date, Instant Calendar will end the event in the year selected using the [Preferences command](#).
- 8 Choose OK.
- 9 Use the other options displayed in the Add Event dialog box to add more information about the event.
- 10 Choose OK.

See also

[Add, Modify or Delete Events](#)

Use insert fields to update events and notes

You can add insert fields that automatically update information about an event when it is displayed in a calendar. For example, you can add fields that count birthdays or anniversaries or track dates or days of the week.

Here are some examples of how fields are used.

Field	You type this	Calendar shows this
&birthday	Dustin's &birthday	Dustin's 5th Birthday
&date	Printed on &date	Printed on 10/1/94

Note: If you add any type of count, birthday, or anniversary insert field, you must also add a repeat rule to the event. Choose Repeats in the Add Event or Modify Event dialog boxes.

The Insert & Field dialog box contains descriptions of all the insert fields. Some fields can be used only with certain types of events or calendar layouts.

To add an insert field to an event

- 1 In the Add Event or Modify Event dialog box, type the name of the event in the Event Name option. Move the cursor to where you want the field to appear in the event name.
- 2 Choose the & option to open the Insert & Field dialog box.

If you know the exact spelling of a field, you can type the field name in the event name. Use & as the first character of a field. Use a space or a special character, such as a slash (/), as the last character of the field.

- 3 Select a field category using the Topic option. Then select a field using the Field option. The Description box displays information on using the field.
- 4 Choose OK. The field you selected appears in the event name.
- 5 Type the start date.
- 6 If the event repeats, choose the Repeats button to open the Repeats dialog box where you can add a repeat rule.
- 7 Choose OK.

To add an insert field to a note

- 1 In the Notes dialog box, type the text for the note in the text box. Move the cursor to where you want the field to appear.

If you know the exact spelling of a field, you can type the field name in the note. Use & as the first character of a field. Use a space or a special character, such as a slash (/), as the last character of the field.

- 2 Choose the & option to open the Insert & Field dialog box.
- 3 Select a field category from the Topic list. Then select a field from the Field list. The Description box explains what the field does.
- 4 Choose OK. The field you selected appears in the note.

See also

Add, Modify or Delete Events

Find an event

Use the Find command on the Edit menu to search for an event in an open event list. After an event is found, you can use other options on the Find dialog box to modify or permanently delete the event.

To find an event

- 1 Open any event list using the Open command on the File menu.
- 2 From the Edit menu, choose the Find command.
- 3 Use the Search For box to type in the search text used to locate the event. Search text can be all or part of a word or a field.
- 4 Select the event list(s) you want to search using the Event List option.
- 5 Select the search criteria using the options in the Match box. Use the Case option to search for events, matching the uppercase and lowercase letters of the search text. Use the Whole Word Only option to search for whole words that match the search text.
- 6 When you have located the event that you want, you can use other options to find the next event that matches the search text, modify an event or delete an event.
- 7 Choose Close.

See also

Add, Modify or Delete Events

Modify an event

You can modify an event while working with the event list window or the calendar window.

To modify an event

- 1 Select an event on the event list window or calendar window.
- 2 From the Events menu, choose the Modify Event command and press the Enter key, or double-click on an event in the event list window or calendar window.
- 3 Use the Modify Event dialog box to change information about the event.
- 4 Choose OK.

See also

[Add, Modify or Delete Events](#)

Add a note to an event

You can add a note to an event to provide more details. Because you have the option of hiding notes, you can also use notes to record details about an event for future reference.

A note can be as long as 1,000 characters. The event name and note when displayed together cannot exceed 18 lines.

All notes in a calendar must be formatted by applying the same style, which is selected using the Layout Options command. Notes are printed directly under the event they are attached to. Other options on the Layout Options command determine if notes are printed if an overflow occurs.

Note: Displaying and printing notes on a calendar may make the date box overflow with data. If this happens, try hiding the note.

To add a note

- 1 From the Events menu, choose the Add Event or Modify Event command. Or select an event in the event list window or calendar window and press either the Note tool or Ctrl+N.
- 2 Choose Note. The Notes dialog box opens.
- 3 Type the note in the text box.
- 4 Choose OK.

See also

Add, Modify or Delete Events

Mark a hidden note

If you have turned off the display of all notes for a selected layout in the [Event Display](#) panel of the Layout Options dialog box, you can mark the events with hidden notes with an asterisk (*).

To mark hidden notes

- 1 From the Edit menu, choose the [Preferences command](#).
- 2 Put a check next to the Mark Events Containing Notes With a *.
- 3 Choose OK.

Note: Remove the check from the Mark Events Containing Notes With a * option if you don't want to mark events with hidden notes.

See also

[Add, Modify or Delete Events](#)

Read a hidden note

On a calendar screen, you can read a hidden note about an event or quickly change the note. You can mark events with hidden notes with an asterisk (*) using the [Preferences command](#) on the Edit menu.

To read a hidden note

- Select the event and choose the [Note command](#) on the Events menu, press the Note icon or press Ctrl+N.

See also

[Add, Modify or Delete Events](#)

Modify a note

You can modify a note attached to an event while working with the event list window or the calendar window.

To modify a note

- 1 Select an event on the event list window or calendar window.
- 2 From the Events menu, choose the Note command, press the Note tool or press Ctrl+N.
- 3 Use the Notes dialog box to change information about the note.
- 4 Choose OK.

See also

[Add, Modify or Delete Events](#)

Change character font

You can change the font used to display an event. Your choice of fonts depends on the printers you have installed and the font manager you are using with Windows.

Note: A note attached to an event is displayed in the default style selected for notes using the Layout Options command.

To change the font

- 1 Select the event.
- 2 From the Format menu, select the Font command.
- 3 In the Font box, type or select a font.
- 4 Choose OK.

See also

Add, Modify or Delete Events










Make characters bold, italic, underlined, or strikeout

You can combine character formats to emphasize events.

To format characters

- 1 Select the event.
- 2 From the Format menu, select the Font command.
- 3 Select the formatting options for bold, italic, underline or strikeout from the dialog box.
- 4 Choose OK.

Shortcuts

<i>Italic</i>	
	
	 Ctrl+I
Bold	
	
	 Ctrl+B
<u>Underline</u>	
	
	 Ctrl+U

See also

[Add, Modify or Delete Events](#)




Change character size




You can change the point size for any event in a calendar. There are 72 points to an inch.

To change the point size of an event

- 1 Select the event.
- 2 From the Format menu, select the Font command.
- 3 In the Size box, type or select a point size for the event text.
- 4 Choose OK.

Shortcuts

Larger 

 Ctrl+ + on your numeric keypad
Shift+ + on your numeric keypad
+ on your numeric keypad

Smaller 

 Ctrl+Shift+F2
Ctrl+ - on your numeric keypad
Shift+ - on your numeric keypad
- on your numeric keypad

Note: You cannot use the shortcut keys to change the point size of events that have been automatically adjusted because of an overflow in a date box.

See also

[Add, Modify or Delete Events](#)

Change character color

You can display event text in color if you have a color monitor. To print in color, you need a color printer.

To change the character color

- 1 Select the event.
- 2 From the Format menu, select the Font command.
- 3 In the Color box, select the color you want.
- 4 Choose OK.

See also

Add, Modify or Delete Events

Change event alignment

You can line up event text with the left, center, or right edges of a [date box](#), depending on the layout.

Note The alignment of notes attached to events depends on the style assigned to notes. All the notes in a layout have the same style.

To change alignment

- 1 Select the event.
- 2 From the Format menu, select the Font command.
- 3 Select the alignment option.
 - Left** Aligns event with the left margin. If the event has a small picture, the picture appears to the left of the event.
 - Center** Centers event in a date box. If the event has a small picture, the picture appears above the event.
 - Right** Aligns event with the right margin. If the event has a small picture, the picture appears to the right of the event.
- 4 Choose OK.

Shortcuts



See also

[Add, Modify or Delete Events](#)

Add a banner, a box, or shading

These special effects are attached to individual [events](#). You can surround the event text with a [banner](#), box, or shading. You can also add a box or shading to the [date box](#) that holds the event.

Note: You cannot apply both event and day effects to the same event.

Event effects

Choose one of these:

Box event

Places a box around the event. The box can either fit around the event text and its attached note or around the border of the day or time cell when the event occurs. The box can be filled with a selected color or pattern if desired.

Banner event

Places the event in a long box at the bottom of the day cell, extending across all the days when the event occurs. The banner can only hold one line of event text and does not display [pictures](#) or [notes](#). The banner can be filled with a selected color or pattern if desired. (You cannot choose a color without a pattern.)

You cannot place a banner in a time cell (a date box that covers a unit of time, such as an hour).

To place an event effect

- 1 Select the event.
 - 2 Choose Format | Banner.
- Note:* You can also choose Banner in the Add or Modify Event dialog boxes.
- 3 Choose either box event or banner event from the Event Effects panel.
 - 4 Choose a pattern and color if desired.

To turn off an event effect

- 1 Select the event.
- 2 Choose Format | Banner.
- 3 Choose None.

Day effects

Choose either or both of these:

Box day

Places a heavy border around the day or time cell on which the selected event occurs. The border may be colored if desired.

Shade day

Fills the entire day or time cell with a selected pattern and color. (You cannot choose a color without a pattern.)

To place a day effect

- 1 Select the event.
 - 2 Choose Format | Banner.
- Note:* You can also choose Banner in the Add or Modify Event dialog boxes.
- 3 Choose either box day or shade day from the Day Effects panel.
 - 4 Choose a pattern and color if desired.

To turn off a day effect

- 1 Select the event.
- 2 Choose Format | Banner.

3 Choose the checked box.

See also

Add, Modify or Delete Events

Apply or create a style

To save time, you can use styles to apply a consistent format to

- one event
- all the events in one event list
- all the events in any open event lists
- all the events in a calendar layout

You can use the built-in styles or you can create your own.

To apply a style to a new event

- 1 From the Events menu, select the Add Event command.
- 2 Select a style from the Style option.
- 3 Use the other options in the dialog box to record other information about the event.
- 4 Choose OK.

To apply a style to an existing event

- 1 From the calendar window or event list window, select an event.
- 2 You can view a list of styles two ways.
 - From the Format menu, select the Event Styles command
 - From the Toolbar, select a style using the list in the Style box.
- 3 Select a style from the list of styles available for your event list.
- 4 Choose OK.

To apply one style to all new calendar events

- 1 From the Events menu, choose the Event List Defaults command.
- 2 In the dialog box, choose an event list from the Event List option.
- 3 Choose a style from the Default Style option.
- 4 Choose OK. All new events in the list will default to the indicated style.

To temporarily apply one style to all calendar events

- 1 From the Layout menu, choose the Layout Options command.
- 2 In the dialog box, put a check next to the Override Style for All Events option.
- 3 Select a style from the list.
- 4 Choose OK. All events in the layout will default to the indicated style.

To create or modify a style

- 1 From the Format menu, select the Define Event Style command.
- 2 In the dialog box, type the name of the style you want to create or choose the style you want to modify in the Event Styles box.
- 3 Click the Font option to open a dialog box where you can select a typeface, point size, text attributes or alignment. Click the Picture option to add a picture to the style.
- 4 Click the Add option to add the new style to the list of styles for that event list.
- 5 Choose Close.

See also

Add, Modify or Delete Events

Hide and show events in a calendar

You can hide an event so that it is no longer displayed in a calendar, but is still part of the event list. You can also redisplay a hidden event.

To hide an event in a calendar

- From the calendar window,
 - 1 Select the event you want to hide.
 - 2 From the Events menu, select the Hide Event command, or press Ctrl+H.
- From the event list window,
 - 1 Select the event you want to hide.
 - 2 In the Hide/Show column, remove the check mark next to the event.

Note: If you hide a repeating event, all occurrences of the event will be hidden. If you want to hide only one occurrence of a repeating event, you need to unlink the occurrence of the event from its repeat rule using the Unlink Occurrence command.

To show a hidden event

- 1 From the event list window, select the event you want to display.
- 2 In the Hide/Show column, turn on the check mark to the left of the event.

Note: You can hide an event name, but display its picture or other special formatting by adding the &rem field in the event name. For more information on adding fields, see the Add Event or Modify Event command.

See also

Add, Modify or Delete Events

Add a picture

Instant Calendar comes with more than 40 graphic files you can add to events, event styles, and calendar layouts. You can create your own pictures in other applications or add clip art with these formats: BMP, CGM, DRW, EPI, PCX, TIF, WMF.

To add a picture to an event

- 1 Select the event.
- 2 Choose either
Picture from the Format menu if all you want to do is add a picture.
Modify Event | Picture from the Events menu if you want to modify other things about the event.
- 3 In the [Modify Picture dialog box](#), choose Select File.
- 4 Change the Drive and Directory if necessary.
- 5 In the Files of Type box, select the graphic file format of the picture you want.
- 6 Select a picture file name and choose OK.

To add a picture to an event style

- 1 Select the event.
- 2 Choose Define Event Style from the Format menu.
- 3 Select the event style to which you want to attach a picture and choose Picture.
- 4 In the Modify Picture dialog box, choose Select File.
- 5 Change the Drive and Directory if necessary.
- 6 In the Files of Type box, select the graphic file format of the picture you want.
- 7 Select a picture file name and choose OK.

To add a picture to the upper corners of a calendar

- 1 Choose Layout Options from the Layout menu.
- 2 Choose the Titles & Pictures panel.
- 3 Choose the Picture button for the Left or Right Picture.
- 4 In the [Modify Title Picture dialog box](#), choose Select File.
- 5 Change the Drive and Directory if necessary.
- 6 In the Files of Type box, select the graphic file format of the picture you want.
- 7 Select a picture file name and choose OK.

See also

[Add, Modify or Delete Events](#)

Change a picture's color or size

You can change the way a [picture](#) appears in the [calendar window](#) and in the printed calendar. You can make the change when you first add the picture or afterward.

To change color or size when adding a picture

In the Modify Picture dialog box, choose the color and size options you want.

To change an existing event picture's color or size

- 1 Select the [event](#) in the calendar window or [event list window](#).
- 2 Choose Format | Picture.
- 3 In the Modify Picture dialog box, choose the color and size options you want.

To change an event style picture's color or size

- 1 Choose Format | Define Event Style.
- 2 Select the [style](#) whose picture you want to modify from the Event Styles list.
- 3 Choose Picture.
- 4 In the Modify Picture dialog box, choose the color and size options you want.

To change a title picture's color

Use this to change the appearance of a picture attached to a calendar layout [title](#).

- 1 Choose Layout | Layout Options.
- 2 Choose Titles & Pictures.
- 3 Choose the Picture button for the left or right picture.
- 4 In the Modify Title Picture dialog box, choose the color options you want.

See also

[Add, Modify or Delete Events](#)

Hide or show all notes in a calendar

You can hide or show all notes in a selected calendar layout.

To hide or show all notes

- 1 From the Layout menu, choose the Layout Options command.
- 2 In the Layout Options dialog box, choose the Event Display panel.
- 3 Put a check next to the Show Notes option to show all notes. Remove a check next to this option to hide all notes in the calendar. Use the style option to select a default style for formatting notes. All notes for that layout will display in the same style.

See also

[Add, Modify or Delete Events](#)

Hide or show individual notes in a calendar

You can hide or show a note for an event in a calendar using the calendar window or the event list window. To show a specific note in a calendar, you must have the Show Note option turned on in both the Event Display panel of the [Layout Options command](#) and in the [Notes dialog box](#).

To hide or show a note

- 1 Select an event.
- 2 Click the Notes tool on the Toolbar, press Ctrl+N, or from the Events menu, choose the [Modify Event command](#) and click the Notes option.
- 3 The [Notes dialog box](#) will open.
- 4 Put a check next to the Show Note option to show the note. Remove a check next to this option to hide the note in the calendar.

See also

[Add, Modify or Delete Events](#)

Hide or show a picture

You can hide or show a picture from the calendar window or an event list window

- for one event
- for an event style
- for all events
- for one corner of a calendar
- for both corners of a calendar

Tip: To speed up the display, use the Draft command on the View menu to replace pictures with gray boxes.

To hide or show a picture for one event

- 1 Select an event.
- 2 From the Events menu, choose the Add Event command or the Modify Event command and then select the Picture button.
Or, from the Format menu, choose the Picture command.
- 3 Select the Don't Display option for the picture style. This option keeps the picture attached to the event, but removes it from the displayed calendar.

To hide or show all event pictures in a calendar

- 1 From the Layout menu, choose the Layout Options command.
- 2 Choose the Event Display panel.
- 3 Put a check next to the Show Pictures with Events option to display all pictures for events in the selected layout. Remove the check to hide all pictures for events.
- 4 Choose OK.

To hide or show pictures in one or both corners of a calendar

- 1 From the Layout menu, choose the Layout Options command.
- 2 Choose the Titles & Pictures panel.
- 3 Put a check next to the Left or Right options to display the pictures in the left and right corners of the selected calendar layout. Remove the checks to hide the corner pictures.
- 4 Choose OK.

See also

Add, Modify or Delete Events

Delete an event

You can permanently delete an event from an event list. You can also delete repeating events that occur before a specified date.

Tip: You can restore a deleted event using the Undo command on the Edit menu.

You can use the Find command on the Edit menu to search for an event on an event list. After an event is found, you can use other options under the Find command to temporarily hide or permanently delete an event.

To permanently delete an event from an event list

- 1 Select an event from the calendar window or event list window.
- 2 From the Events menu, choose the Delete Event command. If the event is a repeating event, all occurrences of the event will be deleted.

To delete events before a specified date

- 1 From the Events menu, choose the Delete Events Before command.
- 2 Select an event list in the dialog box.
- 3 In the text box, type the date before which you want to delete events.
- 4 Choose OK. All one-time only events and repeating events that have occurrences before the specified date will be deleted. Repeating events with occurrences after the specified date will have the earlier occurrences removed, except for events with &count fields.

To delete an occurrence of a repeating event

- Modify the event using the Modify Event command on the Events menu. Use the QuickDate icon to delete an occurrence.
- From the calendar window or event list window, select the occurrence of the event you want to delete. Then delete the event by pressing the Del key or by using the Clear command on the Edit menu.

See also

Add, Modify or Delete Events

New command (File menu)

Use this command to create a new [event list](#).

Shortcuts



F11

See also

[Open, Save and Close Files](#)

Open command (File menu)

Use this command to open a saved [event list](#) or a Calendar Creator Plus for DOS file.

Tip: You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that's available on your computer.

Shortcuts



Ctrl+F12

Dialog Box Options

File name

Selects the file name.

List files of type

Selects the type of file you want to open. Instant Calendar event list files have the CCE extension. Calendar Creator Plus for DOS event list files have the CAL extension.

Description

Displays a description of the file.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

Read only

Use this option if you share the same event list files with others. You must select this option if you open a Calendar Creator Plus for DOS event list file. You can change a read-only file, but if you want to save the changes, you must use the [Save As command](#) to save the list with a new filename.

Banner events

Only for Calendar Creator Plus for DOS files. Use this option if you want to apply a banner to all imported events that occur on two or more consecutive days.

Combine events with same names

Only for Calendar Creator Plus for DOS files. Use this option if you want to combine events with the same names. This reduces the size of the file. Only single occurrence events are combined. Events with repeat rules are not combined.

See also

[Open, Save and Close Files](#)

Close command (File menu)

Use this command to close one or all of the open event lists. If you have an open file with unsaved changes, Instant Calendar will ask if you want to save the changed file.

See also

Open, Save and Close Files

Save command (File menu)

Use this command to save an event list with its current name and directory. When you save an event list for the first time, Instant Calendar displays the Save As dialog box so you can name the event list. If you want to change the name or directory of an event list, use the Save As command on the File menu.

Shortcuts



Shift+F12

Alt+Shift+F12

See also

[Open, Save and Close Files](#)

Save As command (File menu)

Use this command to save an event list with a new name or new file format so it can be exported to other applications.

Shortcuts



F12

Alt+F12

Dialog Box Options

File name

Type the new file name.

Save file as type

Select the file format: event list (Instant Calendar), CCPlus DOS (Calendar Creator Plus 4.0 or 5.0 for DOS), comma-delimited, or DOS comma-delimited.

Select comma-delimited ASCII if you will use the file in a Windows program. Select the DOS comma-delimited format if you will use the file in a DOS program.

Description

Stores a description of the event list (27 characters maximum).

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

See also

Open, Save and Close Files

Workspace command (File menu)

Use this command to

- Create a new workspace file
- Open a saved workspace file
- Save an open workspace file

Workspace Menu Options

New

Closes all open event list files and restores the layout options to their default settings. Before Instant Calendar closes the open event list files, it asks you if you want to save and name the active workspace. If you select **yes** to save the active workspace, Instant Calendar will open the Save Workspace dialog box.

Open

Opens the Open Workspace dialog box that allows you to open a saved calendar workspace file.

Save as

Opens the Save Workspace dialog box that allows you to save an open calendar workspace with a new name or path.

Save

Opens the Save Workspace dialog box that allows you to save an open calendar workspace with the same name or path.

See also

Open, Save and Close Files
Create a Calendar

Import command (File menu)

Use this command to import events from other applications. You can import files from

- Calendar Creator Plus 4.0 or 5.0 for DOS
- dBase III and IV (DBF format)
- Lotus 1-2-3 (WKS, WK1 format)
- ASCII files (columnar or comma-delimited)

Note: Before you can import a Lotus 1-2-3 file, you must prepare the file in Lotus 1-2-3 by selecting a range and naming it **Database**. Before you can import an ASCII file, the file must be in the correct format. For details, see [Import Events in Files Created by Another Application](#).

Dialog Box Options

File name

Selects the name of the file you want to import.

List files of type

Selects the type of file you can import into Instant Calendar from other applications. Select comma-delimited ASCII if you the file was created in a Windows program. Select the DOS comma-delimited format if the file was created in a DOS program.

Description

Displays a description of the file, if available.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

Create new list

Imports the file in the form of a new event list.

Merge with

Imports the file by merging it into the selected event list.

See also

[Open, Save and Close Files](#)

Update Read-Only Files command (File menu)

If you share event list files on a network, use this command to update an open read-only event list file.

You can set the Update Read-Only Files option in the [Preferences dialog box](#) to warn you if a read-only file has changed by another user. The warning sign is the update tool on the [toolbar](#), which changes color and raises its flag if someone else saves changes to a read-only event list that you are using.

Shortcuts



See also

[Open, Save and Close Files](#)

Print command (File menu)

Use this command to print a calendar.

Shortcuts



Ctrl+P

Ctrl+Shift+F12

Ctrl+Shift+Alt+F2

Dialog Box Options

Printer

Displays the printer currently selected for Windows applications.

Form

Displays the current layout name. To choose another layout, cancel printing and choose [Layout](#) | [Layout Options](#) | [Page Setup](#).

Starting date

Selects the first period of the calendar that will be printed. You can use the [QuickDate](#) tool or next or previous tools to change a starting date.

For ___ months (or other period)

Selects the number of months or other time periods that will be printed, starting with the date in the Starting Date option. The more time periods you print, the more memory you will need.

Copies

Selects the number of copies you want to print.

Forms in column order

If you are printing two or more calendar forms on a page, this prints the forms in columns down the page. If unchecked, the forms print in rows across the page.

Print in black and white

Prints forms so that all colors and gray tones are converted to black and white.

Print Setup

Opens the [Printer Setup dialog box](#) that allows you to select one of the printers specified for Windows. If necessary, you can choose options for the selected printer.

Print

Starts the printing process and opens the [Printing dialog box](#). You can see a sample of what the printed calendar will look like, track the status of a printing job or cancel printing.

See also

[View a Calendar](#)

[Print a Calendar](#)

[Page Setup command](#)

Exit command (File menu)

Use this command to quit Instant Calendar. If you have event lists or a workspace file with unsaved changes, Instant Calendar will ask if you want to save the changed files.

Shortcuts



Double-click the Control Menu button



Alt+F4

See also

[Open, Save and Close Files](#)

1, 2, 3, 4 command (File menu)

Use this command to quickly open one of the last four workspace files (not event list files) you closed.

See also

[Open, Save and Close Files](#)

Open, Save, and Close Files

Create or open a file

[Create a new event list](#)

[Create a new workspace file](#)

[Open a saved event list](#)

[Open several event lists at the same time](#)

[Open a saved workspace file](#)

[Open a recently closed workspace](#)

[Protect a saved event list from being changed \(read only\)](#)

Import and export files

[Import events in files created by another application](#)

[Export event list files](#)

Switch between event list and calendar windows

Save and close a file

[Save a new, unnamed event list](#)

[Save a named event list](#)

[Save a named workspace](#)

[Automatically save an open event list](#)

[Close an event list](#)

[Save a file under a new name](#)

See also

[Introduction to Instant Calendar](#)

Create a new event list

To create a new event list

- 1 From the File menu, choose the New command.
- 2 Choose OK.

See also

Open, Save and Close Files

Create a new workspace file

The New command closes all open event list files and restores the workspace to its original default settings.

To create a new workspace

- 1 From the File menu, choose the Workspace command and then select the New command. Before Instant Calendar closes the open event list files, it asks you if you want to save and name the active workspace. If you select **yes** to save the active workspace, Instant Calendar will open the Save Workspace dialog box.
- 2 Choose OK.

See also

Open, Save and Close Files

Open a saved event list

You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that is available on the computer.

Tip: If you plan to use the same group of several event lists again, save them as a workspace. That way when you open the workspace, the event lists will automatically open.

To open a saved event list

- 1 From the File menu, chose the Open command.
- 2 In the File Name box, type or select the event list you want to open.
- 3 Choose OK.

If the event list you want is not listed in the File Name box, check the drive, directory and file type using the options in the Open Event List dialog box.

If you share event list files that other Instant Calendar users create, including users with Calendar Creator Plus for DOS, you must select the Read-Only option in the dialog box. You can make changes to a read-only file to create a calendar, but the only way you can save your changes is to save the event list file with a new name using the Save As command.

To open a Calendar Creator Plus for DOS event list

Note These instructions also apply to Instant Calendar (DOS) event lists.

- 1 From the File menu, chose the Open command.
- 2 In the File Name box, type or select the event list you want to open.
- 3 The Read-Only option is automatically selected. You must select this option whenever you open a Calendar Creator Plus for DOS event list file. This allows you to temporarily convert the event list so it can be used in Instant Calendar. The original event list file is not changed.
- 4 Select the Banner Events option if you want to apply banners to all events that occur on two or more consecutive days.
- 5 Select the Combine Events with Same Names option if you want to combine events with the same names. This reduces the size of the file. Events that have repeat rules are not combined.
- 6 Choose OK.

See also

Open, Save and Close Files

Open a saved workspace file

You can open only one workspace file at a time. When you open a workspace, Instant Calendar opens the event list files and layout options that were selected when you saved the workspace. The File menu lists the last four workspace files that were opened.

To open a saved workspace file

- 1 From the File menu, choose the Workspace command.
- 2 From the Workspace menu, choose the Open command.
- 3 In the File Name box, type or select the workspace you want to open.
- 4 Choose OK.

If the workspace file you want is not listed in the File Name box, check the drive, directory and file type using the options in the dialog box.

See also

[Open, Save and Close Files](#)

Open several event lists at the same time

You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that is available on the computer. You can also open several event lists by saving them in a [workspace](#) file.

To open more than one event list

- 1 From the File menu, choose the [Open command](#).
- 2 In the File Name box, type or select the event list files you want to open, using one of the following methods.
 - Type the names of all the files you want to open, leaving a space after each name.
 - Select a group of consecutive files by clicking and dragging the insertion point with the mouse. You can also click the first file in the group, press the Shift key, and click the last file in the group.
 - Select a group of files that are not consecutive by highlighting them one by one. To highlight a file, click the first filename. Then press the Ctrl key while clicking on the other files.
- 3 Choose OK.

See also

[Open, Save and Close Files](#)

Open a recently closed workspace

The File menu lists the last four workspace files you closed.

To open a recently closed file

From the bottom of the File menu, choose the name or number of the workspace file you want to open.

See also

[Open, Save and Close Files](#)

Protect a saved event list from being changed (read-only)

You can open event list files that you share with others as read-only files. You must open Calendar Creator Plus for DOS event lists automatically open as read-only files.

A read-only file is a file that you can open, change during a work session, but cannot save with changes to the file. The read-only feature protects shared files from accidentally being changed.

Note: These instructions also apply to Instant Calendar (DOS) files.

To open a file as a read-only file

- 1 From the File menu, choose the Open command.
- 2 In the File Name box, type or select the name of the file you want to open.
- 3 Select the Read Only check box.
- 4 Choose OK.

Tip: To save your changes to a read-only file, save the file under a different name using the Save As command on the File menu. The original file is not changed.

See also

Open, Save and Close Files

Import events in files created by another application

The Import command on the File menu lets you add data from other applications to your calendars. You can merge imported data to an existing event list or you can use it to create a new event list. You must import files one by one.

Use the Import command to import events from other applications. You can import files from



Calendar Creator Plus 4.0 or 5.0 for DOS



Instant Calendar (DOS)



dBase III and IV (DBF format)



Lotus 1-2-3 (WKS, WK1 format)



ASCII files (Windows columnar, DOS-columnar, and Windows comma-delimited, DOS comma-delimited)

Tip: You can import Excel files by saving them in a WKS or WKS1 format. Use the Excel Data, Set Database command and the File, Save As command to save Excel files in a WKS or WK1 format.

Prepare a File for Importing

For Calendar Creator Plus for DOS and dBase III, IV users



No special preparation is needed to import these files.

For Lotus 1-2-3 users

- 1 Create a database table in a Lotus worksheet.
- 2 Select the range of records you want to import. The first row of the range must include field names.
- 3 For Lotus 1-2-3 (DOS), use the Lotus Range, Name, Create command and name the selected range **DATABASE**. For Lotus 1-2-3, use the Lotus Data, Set Database command.
- 4 Save the range as a WKS or WK1 file.

For Excel users

- 1 Create a database table in Excel.
- 2 Select the range of records you want to import. The first row of the range must include field names.
- 3 Use the Excel Data, Set Database command.
- 4 Use the File, Save As command to save the file with a WKS or WK1 extension.

For other applications



Create a columnar ASCII file or comma-delimited ASCII file using another application. Save the comma-delimited file with an extension of CSV.

Importing a File

For Calendar Creator Plus for DOS

In Instant Calendar, you can import a Calendar Creator Plus for DOS file two ways, by choosing the Import command or the Open command.

Open command. Use the Open command to open a DOS event list. Then use the Save as command to save the event list in an Instant Calendar format.

Import command. Use the Import command to open a DOS event list following these

steps.

- 1 Select the New List option to import the file as a new event list.
- 2 Select the Merge With option to merge the file with an open event list.
- 3 Choose OK.
- 4 The Import Fields dialog box opens. When you import Calendar Creator Plus for DOS files, you do not need to change any of the field options in this dialog box.
- 5 Choose the Combine Identical Events option if you want to combine events with the same names. This reduces the size of the file. Events with repeat rules are not combined.
- 6 Choose the Banner Events option if you want to apply banners to all events that occur on two or more consecutive days.
- 7 Choose a date range.
- 8 Choose OK.

For dBase III, IV, Lotus 1-2-3 and ASCII files

- 1 Use the Import command to select the file you want to import.
- 2 Select the New List option to import the file as a new event list. Select the Merge With option to merge the file with an open event list.
- 3 Choose OK. The Import Fields dialog box opens.
- 4 Assign Instant Calendar field names to each incoming data field. You cannot assign the same name to two columns. Fields that are not assigned names are not imported. If you are importing a Windows or DOS columnar ASCII file, the columns may not divide the fields correctly.

You can adjust where each field begins by choosing the Columns option in the Import Fields dialog box. The Columns option opens the Define Columns dialog box. To define a field, highlight the data you want to define as one field. Choose the Define option. Square brackets [] will mark the data you defined as one field. Define the remaining fields in the row of data. Then choose OK. The Import Fields dialog box opens, showing the fields you defined in separate columns. Then assign field names as described in Step 4.

- 5 Choose Default Style to apply one event style to all the imported events. If you do not select a default style, Instant Calendar will assign the Normal style.
- 6 Choose the Combine Identical Events option if you want to combine events with the same names. This reduces the size of the file. Events with repeat rules are not combined.
- 7 Choose the Banner Events option if you want to apply banners to all events that occur on two or more consecutive days.
- 8 Choose a date range.
- 9 Choose OK.

See also

Open, Save and Close Files

Export event list files

You can export event list files by converting them to



Calendar Creator Plus 4.0 and 5.0 for DOS format



Comma-delimited ASCII files

Note: These instructions also apply to Instant Calendar (DOS).

To export event list files to Calendar Creator Plus for DOS

When you export an event list to Calendar Creator Plus for DOS, only certain parts of events are exported. For example, only the first 50 characters in an event name are exported. Notes are not exported. The *&count* field is translated to a ##### format, but the other [insert fields](#) are not translated. Because the repeat rules in the DOS version are different, repeated events may be exported as separate events.

Note: The only picture files you can use with the Calendar Creator Plus for DOS are black and white picture files in the PCX format.

- 1 Open the file you want to export. From the File menu, choose the Save As command.
- 2 Type the name of the file you want to create in the File Name box.
- 3 Select the path of the file using the Drives and Directories options.
- 4 Add a description of up to 27 characters. The description will become the event list name in Calendar Creator Plus for DOS.
- 5 Select the Calendar Creator Plus 4.0 or 5.0 for DOS file format in the Save File as Type box.
- 6 Choose OK. The Specify Date Range dialog box opens.
- 7 Type the starting date and ending date in this dialog box.
- 8 Choose OK.

To export event list files for use in other applications

Note: When you export an event list as a comma-delimited ASCII file, the ASCII file can be very large, especially if the event list has many repeating events. To minimize the size of the file, select a date range that covers only the period of the calendar you want to print.

- 1 Open the file you want to export. From the File menu, choose the Save As command.
- 2 Type the name of the file you want to create in the File Name box.
- 3 Select the path of the file using the Drives and Directories options.
- 4 Select the appropriate (DOS or Windows) comma-delimited (ASCII) file format in the Save File as Type box.
- 5 Choose OK. The Specify Date Range dialog box opens.
- 7 Type the starting date and ending date in this dialog box.
- 8 Choose OK. The comma-delimited file will list information about events in this order: date, start time, end time, event name, priority, style, picture name and note. Each occurrence of a repeated event will be a separate record.

See also

[Open, Save and Close Files](#)

Switch between event list and calendar windows

You can open up to 50 [event list](#) files in one Instant Calendar session, depending on how much memory you have, but the [event list window](#) can display only one event list at a time. The event list displayed in the event list window is the active event list.

To make another open event list active



Select the event list you want from the Window menu. The active event list is checked.



Click the button with the event list name on the [View bar](#).

To switch between the event list and calendar windows



Press F6 or select [Calendar](#) or the filename from the Window menu.



If you are in a split-screen view, click the window you want to use.

Note: To display both windows in a split screen, choose View | Split-Vertical or Split-Horizontal.

See also

[Open, Save and Close Files](#)

Save a new, unnamed event list

To save a new, unnamed event list, from the File menu, choose the Save command. Use the Save As command if you want to make a copy of an event list with a different name or save the event list in a format different from that of Instant Calendar.

See also

Open, Save and Close Files

Save a named event list

The Save command on the File menu records changes you make to an open event list file.

To save a named event list



From the File menu, choose the Save command. Use the All Event Lists option to save changes to all open event lists.

Tip: If you open a read-only event list and want to save the changes you made or if you just want to make a copy of an event list file, you can save the event list with a new name using the Save As command on the File menu.

See also

Open, Save and Close Files

Save a named workspace

The Save command on the Workspace menu records changes you make to the workspace.

To save a named workspace

- 1 From the File menu, choose the Workspace command to open the Workspace menu.
- 2 From the Workspace menu, choose the Save command to save the file with the same name and path. Choose the Save As command to save the file with a new name or path.

See also

Open, Save and Close Files

Automatically save an open event list

The auto-save feature saves changed event list files at a specified interval of minutes. This option works the same way as the Save command on the File menu. If you have created a new event list, after a specified interval of minutes, Instant Calendar will display the Save As dialog box so you can name and save the new event list.

Note: Turn this option off if you plan to work with an event list, but want the option of closing an event list file without saving your work.

To automatically save open event lists that have been changed

- 1 From the Edit menu, choose the Preferences command.
- 2 Put a check next to the Auto-save Lists option.
- 3 Then select how often you want Instant Calendar to save all open event lists that have been changed.
- 4 Choose OK.

See also

Open, Save and Close Files

Close an event list

You can close an event list without exiting Instant Calendar.

To close an open file



From the File menu, choose the Close command. Use the All Event Lists option to close all open event lists.

If you have an open file with unsaved changes, Instant Calendar will ask if you want to save the changed files. If you then choose to save the workspace, the workspace will not include references to any closed event list files.

See also

Open, Save and Close Files

Save a file under a new name

The Save As command on the File menu saves a file with a new name or path.

To rename an event list file

- 1 Open the file you want to rename.
- 2 From the File menu, choose the Save As command.
- 3 In the File Name box, type a new name for the file.
- 4 If necessary, change the description or select a different drive and directory for the file.
- 5 Choose OK.

Tip: If you open a read-only event list and want to save the changes you made, you can save the event list with a new name using the Save As command.

To rename a workspace file

- 1 Open the workspace file you want to rename.
- 2 From the File menu, choose the Workspace command. Then choose the Save As command.
- 3 In the File Name box, type a new name for the file.
- 4 If necessary, change the description, drive or directory.
- 5 Choose OK.

See also

Open, Save and Close Files

Print a calendar

[Overview](#)

[Define margins, paper size and page orientation](#)

[Preview a calendar before printing](#)

[Select print options](#)

[Black and white printing](#)

See also

[Introduction to Instant Calendar](#)

Printing overview

The printer you select for Windows affects how Instant Calendar prints and displays a calendar. Before you select the layout for a calendar, you should have installed and selected the printer you want to use for Windows applications.

Before you print, you can choose View | Zoom | Form Preview to display your calendar on screen exactly as it will look when printed.

It's a good idea to save the [workspace](#) before you print in case there's a problem with the printer.

See also

[Print a Calendar](#)

[Printer Setup dialog box](#)

[Zoom menu](#)

Define margins, paper size, and page orientation

You use the Page Setup command on the Format menu to select



paper size



page orientation



form size



form margins

If you change the size of the paper, you may need to adjust the type size and layout options. The options you select using Page Setup override any options you select using the Windows Printer Setup dialog box.

See also

[Print a Calendar](#)

Preview a calendar before printing

Use the Form Preview command on the View | [Zoom menu](#) to see the calendar with its form margins.

Note: Form Preview shows only one calendar at a time, even if you are printing more than one form on a page.

To preview a calendar form

- 1 From the View menu, select the Zoom command.
- 2 Select the Form Preview command from the Zoom menu.

Shortcuts



See also

[View a Calendar](#)

[Print a Calendar](#)

Select print options

Use the Print command on the File menu to select



a printer



the range of the calendar that will be printed



the number of copies you want to print



printing in rows or columns



printing in color or black and white

See also

[Print command](#)

[Print a Calendar](#)

Black and white printing

You can use the Print in Black and White option on the [Print command](#) to adjust colors for black and white printing.

If you check the Print in Black and White option, all colors in the calendar will print as black or white with no shades of gray, even if you have a color printer.

If you have an ordinary black and white printer, you may want to experiment by printing your calendar both with this option turned on and off to determine which output you like the best.

See also

[Print a Calendar](#)

[Add, Modify or Delete Events](#)

Open Event List dialog box

Use this dialog box to open a saved [event list](#) or files from the DOS versions of Calendar Creator Plus.

Tip: You can open up to 50 event lists at one time, depending on the size of the event lists and the amount of memory that's available on your computer.

Shortcuts



Ctrl+F12

Dialog Box Options

File name

Selects the file name.

List files of type

Selects the type of file you want to open. Instant Calendar event list files have the CCE extension. Calendar Creator Plus for DOS event list files have the CAL extension.

Description

Displays a description of the file.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

Read only

Use this option if you share the same event list files with others. You must select this option if you open a Calendar Creator Plus for DOS event list file. You can change a read-only file, but if you want to save the changes, you must use the [Save As command](#) to save the list with a new filename.

Banner events

Only for Calendar Creator Plus for DOS files. Use this option if you want to apply a banner to all imported events that occur on two or more consecutive days.

Combine events with same names

Only for Calendar Creator Plus for DOS files. Use this option if you want to combine events with the same names. This reduces the size of the file. Only single occurrence events are combined. Events with repeat rules are not combined.

See also

[Open, Save and Close Files](#)

Open Workspace dialog box

Use this dialog box to open a saved workspace.

Dialog Box Options

File name

Selects the file name.

Description

Displays a description of the file.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

See also

[Open, Save and Close Files](#)

Save As dialog box

Use this dialog box to save an event list with a new name or new file format so it can be exported to Calendar Creator Plus for DOS or to other applications.

Shortcuts



F12

Dialog Box Options

File name

Type the new file name.

Save file as type

Select the file format: event list (Instant Calendar), CCPlus DOS (Calendar Creator Plus 4.0 or 5.0 for DOS), comma-delimited, or DOS comma-delimited.

Description

Stores a description of the event list (27 characters maximum).

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

See also

[Open, Save and Close Files](#)

Save Workspace dialog box

Use this dialog box to save and name the calendar layout with the event lists you selected as a calendar workspace.

Dialog Box Options

File name

Type the name of the workspace file. Instant Calendar automatically assigns a file extension of CCW to workspace files.

Description

Type a description of the workspace.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

See also

[Open, Save and Close Files](#)

Import File dialog box

Use this dialog box to import events from other applications. You can import files from



Calendar Creator Plus for DOS



dBase III and IV



Lotus 1-2-3



ASCII files (columnar or comma-delimited)

Dialog Box Options

File name

Selects the name of the file you want to import.

List files of type

Selects the type of file you can import into Instant Calendar from other applications. Select comma-delimited ASCII if the file was created in a Windows program. Select the DOS comma-delimited format if the file was created in a DOS program.

Description

Displays a description of the file, if available.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

Create new list

Imports the file in the form of a new event list.

Merge with

Imports the file by merging it into the active event list.

See also

[Open, Save and Close Files](#)

[Import Events in Files Created by Another Application](#)

Import Fields dialog box

Use this dialog box when importing files from other applications into Instant Calendar to break data in columns into separate fields.

Dialog Box Options

Default style

Assign a default style for the imported events.

Combine identical events

Check this option to combine events with the same names to reduce the size of the file. Events that have repeat rules are not combined.

Banner events

Check this option to assign a banner to an event list file that has two or more consecutive occurrences.

Date range

From, To

Enter a date range to limit the number of events to be imported. Events outside of the range you select are not imported.

File

Displays the name of the file and a table showing the imported data.

Note: The Columns option is available only for columnar ASCII files.

Columns

Opens the Define Columns dialog box that allows you to break data in a columnar ASCII file into separate fields.

Table Options

Each column represents a field in the file you are importing. Click a column heading to assign an Instant Calendar field name to the fields you want to import.

Note Fields that are not assigned field names are not imported. You must assign the event name and the date in order to import.

Although you can see only four columns at a time on the screen, you can use the horizontal scroll bar to see other columns in the table.

See also

Open, Save and Close

Define Columns dialog box

Use this dialog box when importing a columnar ASCII file to tell Instant Calendar where the fields in each record start and end.

Dialog Box Options

Column specification

Displays a selected record from the file you are importing.

If the record does not contain all the fields you want to import, choose Cancel to return to the Import Fields dialog box. Choose a record that contains all the fields and choose Columns again.

Define

Defines the highlighted text as a field.

- 1 Click and drag the mouse to highlight the characters that make up a field.
- 2 Choose Define to establish the highlighted characters as a field.

See also

Open, Save and Close Files

Event Style Conflict dialog box

The event list you are trying to open or display contains an event style name that also appears in the Instant Calendar style menu, but the type specifications or pictures that define the two styles are different. You must resolve the conflict before you can open the event list. Here are the options.



Choose Ignore Event List Style to open the event list but use your current style definitions.



Choose Replace Existing Style to replace the current style definition with the one in the event list.



Choose Rename Event List Style to rename the style in the event list so you can keep both style definitions.

See also

[Apply or create a style](#)

[Define event style](#)

[Event styles](#)

Print dialog box

Use this dialog box to print one or more copies a calendar.

Shortcuts



Ctrl+P

Ctrl+Shift+F12

Ctrl+Shift+Alt+F2

Dialog Box Options

Printer

Displays the printer selected for all Windows applications using the Printer Setup dialog box.

Form

Displays the type of form selected using the Page Setup command.

Starting date

Selects the first period of the calendar that will be printed. You can use the [QuickDate](#) tool or Next or Previous arrows to quickly change a starting date.

For ___ months (or other period)

Selects the number of time periods that will be printed, starting with the date in the Starting Date option. The more time periods you print, the more memory you need.

Copies

Selects the number of copies you want to print.

Forms in column order

If you are printing two or more calendar forms on a page, this prints the forms in columns down the page. If unchecked, the forms print in rows across the page.

Print in black and white

Prints forms so that all colors and gray tones are converted to black and white.

Print Setup

Opens the Printer Setup dialog box that allows you to select a printer, printer connection and other print options.

Print

Instant Calendar starts the printing process and opens the Printing dialog box where you can see a sample of what the printed calendar will look like, track the status of a printing job, or cancel printing.

See also

[View a Calendar](#)

[Print a Calendar](#)

Printing dialog box

Use this dialog box to see a sample of what your printed calendar will look like, to track the status of a printing job or to cancel printing.

Dialog Box Options

Layout

Displays the layout of the calendar being printed.

Start date

Displays the starting date selected in the [Print dialog box](#).

For ___ month(s) or other period

Displays the number of months or other periods that will be printed, starting with the month or other period under the Start Date option.

On

Displays the printer name and connection.

Form

Displays the type of form selected using the [Page Setup command](#) on the Format menu.

Printing pages

Tracks the printing status of the calendar.

(Sample box)

Displays a sample of approximately what the printed calendar will look like.

See also

[View a Calendar](#)

[Print a Calendar](#)

Printer Setup dialog box

Use this dialog box to select a different printer.

Dialog Box Options

(Printer list)

Selects the printer and connection to use for printing.

Setup

Displays the Settings dialog box for setting Windows printing options. The options will vary, depending on the selected printer. If you need information about the options, press F1 while using the dialog box.

See also

[Print a Calendar](#)

Overflow Has Occurred dialog box

This dialog box appears when one or more of the calendars you are printing contains a date box with overflow events. You may choose one of the following options:



Ignore Overflow prints the calendar with only the events that fit into the date boxes.



Print Overflow prints the calendar and also prints all the events that don't fit into the date boxes on a separate text form after each calendar [form](#).



Cancel Printing cancels the print job. You can then return to the calendar window, locate the date box, and either edit the text of the events or reformat them until they all fit in the date box.

See also

[Display an overflow in the calendar](#)

[Modify an event](#)

[Font command](#)

[Modify a picture](#)

Font command (Format menu)

Use this command to change the appearance of selected text. You can change font, font style, point size, or alignment, and apply special effects (underlining or strikeout) and color.

Dialog Box Options

Font

Selects the name of a font.

Font style

Selects characters that are regular, italic, bold, or bold italic.

Font style shortcuts

Italic



Ctrl+I

Bold



Ctrl+B

Size

Selects the point size of the font (72 points = 1 inch).

Point size shortcuts

Larger



Ctrl++ or Shift++ on your numeric keypad

Smaller



Ctrl+Shift+F2 or Ctrl+ - or Shift+ - on your numeric keypad

Alignment

Selects left, center, or right alignment.

Alignment shortcuts

Left





Effects

Selects strikethrough or underlining.

Underline shortcuts



Color

Selects the color of the text.

Sample box

Shows a sample of the text formats selected.

See also

[Add, Modify or Delete Events](#)

Banner command (Format menu)

Use this command to add a banner, box or shading to an event or to the date box that holds the event.

If there is more than one event with a banner in a date box, Instant Calendar automatically places the event with the longest banner last.

Bannered events cannot display pictures. Some insert fields in events don't work if you apply a banner.

Dialog Box Options

Event effects

None

Select if you don't want a banner or box around an event.

Box event

Places a box around an event.

Banner event

Places a banner around an event and truncates the name of the event so that it fits on one line. Pictures are not placed in banners.

Pattern

Selects a pattern for the box or banner.

Color

Selects a color for the box or banner.

Box day

Places a box around a date box that has the same color as the calendar grid. If you add a banner to an event, you cannot select this option.

Shade day

Adds shading to a date box. If you add a banner to an event, you cannot select this option.

Pattern

Selects a pattern for the shading in a date box.

Color

Selects a color for the shading in a date box.

See also

[Add, Modify or Delete Events](#)

Picture command (Format menu)

Use this command to add or change a [picture](#) for an event.

Dialog Box Options

Picture

Displays the name of the picture file attached to an event.

Color

Use picture color

Displays the picture in a calendar with its original colors.

Use event color

Displays the picture in a calendar with the same color as that used for the event text.

Use specified color

Displays the picture in a calendar with a color you select.

Style

Small

Displays the picture as a small image about 3/8 inch square.

Scalable

Scales the picture automatically adjusting the size to fit the text alignment and the space available in the [date box](#).

Light background

Displays the picture as a light background that fills the date box. The resolution of the picture depends on the graphic print options available for your printer.

Don't display

Turns off the display of a picture in a calendar. (The picture is still attached to the event.)

Select file

Opens the [Select Picture File dialog box](#) where you can select a graphic by selecting a filename from a directory.

Clear

Removes the picture from the event.

Preview

Displays the picture attached to an event.

See also

[Add, Modify or Delete Events](#)

Priority command (Format menu)

Use this command to assign a priority of none or A to Z for printing events without start or end times. Events with a priority of none are printed after events with a priority of A to Z. To assign a default priority to new events added to an event list, use the Event List Defaults command on the Events menu.

By default, events with a starting time are printed before events with no scheduled times. To change this default, choose Layout | Layout Options | Appearance and check Show Timed Events After Untimed.

Shortcuts



Ctrl+Y

See also

[Add, Modify or Delete Events](#)

Event Styles command (Format menu)

Use this list to apply a style to an event. To create or change an event style, use the Define Event Style command on the Format menu. You cannot apply styles to calendar titles, subtitles or footers.

Shortcuts



Ctrl+S

See also

[Add, Modify or Delete Events](#)

[Define event style](#)

[Style conflicts](#)

Define Event Style command (Format menu)

Use this to create or change an [event style](#).

Dialog Box Options

Event styles

Type the name of the new event [style](#) you want to create, or select the event style you want to change from the list.

Description

Displays a summary of the style's character formats and picture.

(Sample box)

Shows a sample of the style's formatted characters.

Change

Font

Opens the [Font dialog box](#) that allows you to select a font, point size, bold, italics, underlining, strikethrough, alignment and text color.

Picture

Opens the [Modify Picture dialog box](#) that allows you to view and select a picture file.

Add

Adds a new style to an event list.

Delete

Deletes a style from an event list. You cannot delete the Normal style.

See also

[Add, Modify or Delete Events](#)

[Apply an event style](#)

[Resolving style conflicts when opening files](#)

Page Setup command (Format menu)

Use this command to change [page](#) size, [form](#) size, form margins, and page orientation.

When you change the size of a calendar form, the size of the titles, weekday names, footers, and other parts of the calendar do not automatically adjust. Use the [Font command](#) to set the type size to fit the form size.

Note: The settings you select with this command override the settings in the Windows Printer Setup dialog box.

You can check the Apply to All Layouts option to apply the options set in this panel to all the layouts you create.

Shortcuts



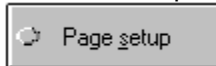
Ctrl+L

Dialog Box Options

Layout

Selects a layout for one year, multi-month, one month, multi-week, week, week schedule, day or text. Each layout has its own set of options.

Note: The program ignores page setup options for viewer layouts.



The Page Setup command automatically selects the Page Setup category.

Apply to all layouts

If you have changed an option in these categories: Titles & Pictures, Page Setup or Overflow, check this option to apply the changed options to all the calendars you create.

Page Setup Category Options

Paper stock

Selects the paper stock you want to use from a list that includes the most common paper sizes.

Note: Paper stock is always measured according to the direction it is fed into the printer, not according to page orientation. For example, standard letter size paper is always 8.5 inches wide and 11 inches long for both portrait and landscape orientation.

Add

Opens the [Add Paper Stock dialog box](#) that allows you to add a new paper size.

Modify

Opens the [Modify Paper Stock dialog box](#) that allows you to change the measurements of the selected paper stock.

Page orientation

Portrait

Selects [portrait](#) printing.

Landscape

Selects [landscape](#) printing.

(Sample box)

Displays the page orientation and form margins you select.

Form margins

Selects the top, bottom, left and right margins around each [form](#) on the calendar.

See also

[Print a Calendar](#)

[Layout Options command](#)

Select Picture File dialog box

Use this dialog box to select a picture file by selecting a drive, directory, file type and file name.

Dialog Box Options

File name

Selects the file name.

List files of type

Selects the type of graphics file you can open.

Directories

Selects the path where the file is located.

Drives

Selects the drive where the file is located.

See also

[Add, Modify or Delete Events](#)

Font dialog box

Use this dialog box to change the appearance of selected text. You can change font, font style, point size, or alignment, and apply special effects (underlining or strikeout) and color.

Dialog Box Options

Font

Selects the name of a font.

Font style

Selects characters that are regular, italic, bold, or bold italic.

Font style shortcuts

Italic



Ctrl+I

Bold



Ctrl+B

Size

Selects the point size of the font (72 points = 1 inch).

Point size shortcuts

Larger



Ctrl++ or Shift++ on your numeric keypad

Smaller



Ctrl+Shift+F2 or Ctrl+ - or Shift+ - on your numeric keypad

Alignment

Selects left, center, or right alignment.

Alignment shortcuts

Left





Effects

Selects strikeout or underlining.

Underline shortcuts



Color

Selects the color of the text.

Sample box

Shows a sample of the text formats selected.

See also

[Add, Modify or Delete Events](#)

Banners dialog box

Use this command to add a banner, box or shading to an event or to the date box that holds the event.

If there is more than one event with a banner in a date box, Instant Calendar automatically places the event with the longest banner last.

Bannered events cannot display pictures. Some insert fields in events don't work if you apply a banner.

Dialog Box Options

Event effects

None

Select if you don't want a banner or box around an event.

Box event

Places a box around an event.

Banner event

Places a banner around an event and truncates the name of the event so that it fits on one line. Pictures are not placed in banners.

Pattern

Selects a pattern for the box or banner.

Color

Selects a color for the box or banner.

Box day

Places a box around a date box that has the same color as the calendar grid. If you add a banner to an event, you cannot select this option.

Shade day

Adds shading to a date box. If you add a banner to an event, you cannot select this option.

Pattern

Selects a pattern for the shading in a date box.

Color

Selects a color for the shading in a date box.

See also

[Add, Modify or Delete Events](#)

Modify Picture dialog box

Use this command to add or change a [picture](#) for an event or [event style](#).

Dialog Box Options

Picture

Displays the name of the picture file attached to an event.

Color

Use picture color

Displays the picture in a calendar with its original colors.

Use event color

Displays the picture in a calendar with the same color as that used for the event text.

Use specified color

Displays the picture in a calendar with a color you select.

Style

Small

Displays the picture as a small image about 3/8 inch square.

Scalable

Scales the picture automatically adjusting the size to fit the text alignment and the space available in the [date box](#).

Light background

Displays the picture as a light background that fills the date box. The resolution of the picture depends on the graphic print options available for your printer.

Don't display

Turns off the display of a picture in a calendar. (The picture is still attached to the event.)

Select file

Opens the [Select Picture File dialog box](#) where you can select a graphic by selecting a filename from a directory.

Clear

Removes the picture from the event.

Preview

Displays the picture attached to an event.

See also

[Add, Modify or Delete Events](#)

Modify Title Picture dialog box

Use this command to add or change pictures in the upper right or left corners of the calendar. The size of the picture depends on the size of the calendar form. The smaller the form, the smaller the title picture.

Dialog Box Options

Picture

Displays the name of the picture file.

Color

Use picture color

Displays the picture in a calendar with its original colors.

Use title color

Displays the picture in a calendar with the same color as the calendar title.

Use specified color

Displays the picture in a calendar with a color you select from the color list.

Select file

Opens the Select Picture File dialog box where you can select a picture by selecting a filename from a directory.

Clear

Removes the picture from the calendar title.

Preview

Displays the picture you selected.

Define Event Styles dialog box

Use this to create or change an [event style](#).

Dialog Box Options

Event styles

Type the name of the new event [style](#) you want to create, or select the event style you want to change from the list.

Description

Displays a summary of the style's character formats and picture.

(Sample box)

Shows a sample of the style's formatted characters.

Change

Font

Opens the [Font dialog box](#) that allows you to select a font, point size, bold, italics, underlining, strikethrough, alignment and text color.

Picture

Opens the [Modify Picture dialog box](#) that allows you to view and select a picture file.

Add

Adds a new style to an event list.

Delete

Deletes a style from an event list. You cannot delete the Normal style.

See also

[Add, Modify or Delete Events](#)

Add / Modify Paper Stock dialog box

Use this dialog box to modify an existing paper stock definition or add a new one. You can select or change the following options:



paper size



form size



number of forms printed on one page



position of first form on page



default form margins

Note: In Instant Calendar, the measurements used for paper stock are based on the way paper feeds into your printer, not on page orientation. For example, most users in the United States would always select 8.5 x 11 paper stock whether or not they were printing in portrait or landscape.

Dialog Box Options

The Add Paper Stock and Modify Paper Stock dialog boxes are almost identical. This topic describes the options for both.

Add paper stock

If you are adding a paper stock, type a name for it.

Page size

Width

Selects the width of the paper stock used to print the calendar, usually 8.5 inches.

Height

Selects the height of the paper stock used to print the calendar, usually 11 inches.

Form size

Width

Selects the width of the calendar form.

Height

Selects the height of the calendar form.

1st form origin

From top

Selects the position of the first form from the top margin.

From left

Selects the position of the first form from the left margin.

Forms on page

Across page

Selects the number of forms that will print across the page, from left to right.

Down page

Selects the number of forms that will print down the page, from top to bottom.

Default form margins

Selects the top, bottom, left, and right margins.

Add

Choose this button to add the paper stock you just defined.

Modify

Choose this button to modify the paper stock you just redefined.

Delete

Deletes the selected paper stock.

Note You cannot delete the paper stock for Letter - 8.5 x 11.

See also

[Print a Calendar](#)

Modify Paper Stock dialog box

Use this dialog box to select options for printing calendar forms:



paper size



form size



number of forms printed on one page



position of first form on page



default form margins

Dialog Box Options

Modify paper stock

Displays the name of the paper stock you are modifying.

Page size

Width

Selects the width of the paper stock used to print the calendar, usually 8.5 inches.

Height

Selects the height of the paper stock used to print the calendar, usually 11 inches.

Form size

Width

Selects the width of the calendar form.

Height

Selects the height of the calendar form.

1st form origin

From top

Selects the position of the first form from the top margin.

From left

Selects the position of the first form from the left margin.

Forms on page

Across page

Selects the number of forms that will print across the page, from left to right.

Down page

Selects the number of forms that will print down the page, from top to bottom.

Default form margins

Selects the top, bottom, left and right margins.

Delete

Deletes the selected paper stock. You cannot delete the paper stock for Letter - 8.5 x 11.

Modify

Modifies the selected paper stock with the options you chose and closes the Modify Paper Stock dialog box.

See also

[Print a Calendar](#)

Glossary

Point to the glossary term you want defined and hold down the mouse button.

-A-

[alignment](#)

[application](#)

[ASCII text](#)

[auto-save](#)

-B-

[banner](#)

[box](#)

-C-

[calendar](#)

[Clipboard](#)

[calendar pictures](#)

[columnar ASCII](#)

[calendar window](#)

[comma-delimited ASCII](#)

[click](#)

[Control menu box](#)

[clip art](#)

-D-

[date box](#)

[double-click](#)

[default](#)

[drag](#)

-E-

[event](#)

[event style](#)

[event list](#)

[export](#)

[event list window](#)

[extension](#)

-F-

[field](#)

[footer](#)

[filters](#)

[form](#)

[font](#)

-G-

[graphic filters](#)

[grid](#)

-I-

[import](#)

[insertion point](#)

[insert field](#)

-J-

[justification](#)

-L-

[landscape](#)

[layout](#)

-M-

menu bar

-N-

note

-O-

occurrence

overflow

-P-

page

point size

path

portrait

picture

priority

-Q-

QuickDate

-R-

resolution

-S-

shortcut key

style

status bar

subtitle

-T-

timed event

togglng

title

Toolbar

title bar

truncate

-V-

view bar

viewer

-W-

workspace

-Z-

zoom

alignment, justification

The way events are aligned in a date box or the way a title is placed in a calendar.



Aligns event or title with left margin



Aligns event or title with right margin or column



Aligns event or title with the center of the available space.

application

Another term for a software program. Instant Calendar is an **application**. In Windows, you can open and work with several applications at the same time. Use the Switch To option on the Control menu to access other open applications in Windows.

ASCII text

ASCII stands for American Standard Code for Information Interchange. An ASCII text file is a standard set of letters, numbers, and punctuation marks accepted by most applications. It does not include any embedded formatting codes, such as codes for boldface or type size.

In Instant Calendar, select columnar or comma-delimited ASCII format if you want to use the file with other Windows applications. Select DOS columnar or comma-delimited format if you want to use the file in DOS applications.

auto-save

A feature that automatically saves your work after a specified number of minutes.

banner

A box you can place around an event. If an event lasts for several consecutive days, the banner prints across the date boxes to emphasize the event's duration, and the event appears as one line of text, which is truncated if necessary.

box

A box you can place around an individual event and its picture using the Banners dialog box. You can also place the box so that it acts as a border around a date box. When you add a box, the text of the event is not truncated.

calendar

In Instant Calendar, a calendar is a graphic way of representing divisions of time, such as the days in a week, a month or a year. A calendar may also include the events that occur on specific days.

calendar pictures

Pictures you add to the upper left or upper right corners of a calendar using picture files with these formats: BMP, CGM, DRW, EPI, PCX, TIF, and WMF.

calendar window

A window that displays the calendar as it will appear when it is printed. You can split the screen to show a calendar window and an event list window side by side.

click

To press and release a mouse button in one nonstop motion.

clip art

A picture that is stored in a single file. Instant Calendar comes with about 40 clip art files that you can use to add to events and to the upper corners of a calendar. The clip art files that come with Instant Calendar have the file extension WMF. You can also use clip art from other applications that has these extensions: BMP, CGM, DRW, EPI, PCX, TIF, and WMF.

Clipboard

The Clipboard temporarily stores text or pictures so you can move or copy them within a file, to another file, or to another application. The Clipboard can only hold one selection at a time. Cutting a new selection to the Clipboard replaces the previous selection.

Note You cannot use the Clipboard to paste pictures from other applications into Instant Calendar.

columnar ASCII file

A special type of ASCII file you can import into Instant Calendar to create an event list. A columnar ASCII file must have at least two columns, one with the name of the event and the other with the date of the event (for example, 10/1/94). Each column must be separated by spaces, not tabs or commas, and must be exactly the same length.

comma-delimited ASCII file

A comma-delimited ASCII file must have at least two entries for each event, the name of the event and the date of the event (for example, 10/1/94). Each entry must be separated by a comma. Unlike columnar ASCII files, each field does not have to have the same length.

Control menu box

A box in the upper left corner of the window you can click to open the Windows Control menu. The Control menu has options you can use to resize or move the screen, close Instant Calendar or switch to another application. You can double-click the Control menu box to exit Instant Calendar.

date box

The area of a calendar that represents a single day of the month. In some layouts the date box may represent a time unit, such as half an hour.

default

An initial style, attribute, file extension, path or other value. You can change most of the default settings as needed in Instant Calendar using the Preferences and Layout Options commands.

double-click

To press and release a mouse button quickly two times.

drag

To move or resize an object by pressing and holding the mouse button, and moving the mouse to the desired location.

event

An activity or occasion marked on a calendar. In Instant Calendar, you can record an event that takes place on one day, over several consecutive days, at regular intervals, or on at scattered, irregular intervals.

event list

A list of events you add to a calendar. A single calendar can show the events from more than one event list. You can create your own event lists or use the event lists supplied with Instant Calendar.

Tip: Use separate event lists for different types of events. For example, if you store meetings, deadlines, birthdays, and holidays in separate event lists, you can print a calendar that shows only specific types of events.

event list window

A window that displays information about the events in an open event list file. You can use menu commands or options on the event list window to sort events on the event list, and to hide or show notes or pictures.

export

To transfer data from a program so it can be used in a different program.

extension

The 1, 2, or 3 characters that appear after a period in a filename. The extension can be used to identify the type of file. In Instant Calendar, the extension CCW is automatically added to workspace files and CCE is automatically added to event list files.

field, insert field

Special codes starting with the **&** character and ending with a space or a special character, such as a slash (/) that the user can place in an event name or title to insert variable information supplied by the application. For example, in the event Ana's &birthday, the insert field &birthday displays **Ana's 34th birthday** in a calendar.

filters, graphic filters

Programs that allow you to import pictures and display them in a calendar. When you install Instant Calendar, graphic filters allow you to use clip art files with these extensions: BMP, CGM, DRW, EPI, PCX, TIF and WMF.

font

A complete set of characters, for example, Times Roman or Helvetica.

form

In Instant Calendar, the part of a printed page that contains a complete calendar and its surrounding margins is called a **form**. A printed page may contain more than one form.

footer

Information you can print at the bottom of a calendar.

grid

Horizontal and vertical lines that separate days, weeks and months on a calendar.

import

To bring in data from another program into Instant Calendar. You can import data to create an event list using files from Calendar Creator Plus for DOS, Instant Calendar (DOS), Lotus 1-2-3, dBase, plus columnar ASCII files and comma-delimited ASCII files.

insertion point

In Instant Calendar, the insertion point is a blinking vertical line that shows where you are in a text box or dialog box. You move the insertion point with the mouse or with the keys on the keyboard.

landscape

A term used to refer to horizontal or sideways page orientation. The opposite of landscape is portrait (vertical) orientation.

layout

In Instant Calendar, the layout indicates the period of time covered by the calendar. Each layout has its own design. You can modify some aspects of a selected layout design to suit your needs.

menu bar

A horizontal bar, just below the title bar, that shows you the Instant Calendar menus.

note

A note contains additional information about an event. It can contain approximately 1,000 characters. Instant Calendar can display up to 18 lines of combined event text and note in a date box.

occurrence

One instance of a repeating event.

overflow

A condition that occurs if there are too many events or pictures to fit into a date box on a calendar.

page

In Instant Calendar, the sheet of paper you use to print a calendar is called a **page**. The part of a printed page that contains a complete calendar is called a **form**. A printed page can contain more than one form.

path

Shows the root directory (usually the C drive) and the subdirectories where a file or application is located. In Instant Calendar, the default path for the program files is C:\WINDOWS\CCWIN.

picture

An image stored in a clip art file that you can add pictures to events and to the upper corners of a calendar title. You can use clip art files that have these extensions: BMP, CGM, DRW, EPI, PCX, TIF, and WMF.

point size

The size of the characters in a type font. One point equals about $1/72$ of an inch.

portrait

A term used to refer to standard vertical page orientation. The opposite of portrait is landscape (horizontal or sideways) orientation.

priority

Priority determines the order in which events without starting times (untimed events) appear in a date box.

QuickDate

A tool for selecting a date to display in the calendar window. In the QuickDate calendar, choose the desired year, month, and day.

resolution

The number of dots per inch (DPI) used to display or print text or pictures. The greater the resolution, the sharper the picture will be. Use a lower resolution for a faster display and printing.

shortcut key

A key combination you can use to create or change a calendar or event without having to go through the menus or use the mouse.

status bar

A bar at the bottom of the Instant Calendar window that displays information about the current status of an open file and information about menu commands, dialog boxes, tools or buttons.

subtitle

An optional heading that appears underneath the title at the top of the calendar.

event style, style

A set of formatting options you can apply to a selected event. An event style can include the font, type size, type style, alignment, special effects (bold, underline, strikethrough), and color.

timed event

An event entered with a starting time. When you print a calendar, timed events appear together in chronological order.

title

The first line of text at the top of the calendar.

The **title area** is the space that forms the background of the weekday names on some calendars.

title bar

The title bar is the first line at the top of the window. It shows the name of the Windows application and the active workspace file.

togglng

Pressing the same key combinations to alternately select or cancel a command or option.

Toolbar



A horizontal bar located just below the menu bar in the Instant Calendar application window. Click the buttons on the Toolbar to add, edit, and format events.

truncate

To cut off text displayed in a date box to make more room for other events or for a picture. Events with banners are truncated so that the event text fits on one line.

View bar

A horizontal bar with buttons just below the Toolbar. You can use the View bar to switch between full-screen and split-screen displays or to switch from one open event list to another.

viewer

A type of calendar layout designed to show a fit-to-screen view of the calendar window without pictures and with full-size type so that it can be read from the screen. The viewer layouts can't be printed.

workspace

The current state of the calendar window, the selected layout, the open event lists, plus the current preferences and layout options settings for all the layouts. You can name and save the workspace as a file. Opening the file later restores the settings and opens the event lists.

zoom

You use the Zoom option on the View menu to select one of four views of a calendar.



100% (same as the printed size)



fit width of the calendar window



fit height of the calendar window



form preview (shows one calendar form including its margins)

Keyboard and mouse



Keyboard

[Selecting commands using keys](#)

[Keyboard shortcuts: Formatting events](#)

[Keyboard shortcuts: Moving in the calendar](#)



Mouse

[Selecting commands using the mouse](#)

See also

[Introduction to Instant Calendar](#)

Selecting commands using keys

To select a menu command using menus

- 1 Press Alt or F10 to make the menu bar active.
- 2 Select a menu by pressing the underlined letter in the menu name or by pressing the Alt key plus the underlined letter in the menu name.
- 3 Select a menu command by pressing the underlined letter in the command name.

To select a menu command using a keyboard shortcut, use the keys listed in this table.

File menu

To select this	Use this
New	F11
Open	Ctrl+F12 or Alt+Ctrl+F2
Close	Ctrl+F4
Save	Shift+F12 or Alt+Shift+F2
Save As	F12 or Alt+F2
Update Read-Only Files	Ctrl+R
Print	Ctrl+P or Ctrl+Shift+F12 or Ctrl+Shift+Alt+F2
Exit	Alt+F4

Edit menu

To select this	Use this
Undo/Undo Clear	Ctrl+Z or Alt+Backspace
Cut	Ctrl+X or Shift+Del
Copy	Ctrl+C or Ctrl+Ins
Paste	Ctrl+V or Shift+Ins
Clear	Del
Find	Ctrl+F or Shift+F5

View menu

To select this	Use this
Go to Menu	F5
Go to Date	Ctrl+ F5
Go to Next Time Period	Ctrl+(right arrow)
Go to Previous Time Period	Ctrl+(left arrow)
Go to Next Overflow	Ctrl+O (use letter key, not zero key)
Go to Next Page	Shift+PgDn
Go to Previous Page	Shift+PgUp
Zoom 100%	F3
Zoom Fit Height	Ctrl+F3
Zoom Fit Width	Shift+F3

Format menu

To select this	Use this
Priority	Ctrl+Y
Event Styles	Ctrl+S

Layout menu

To select this	Use this
Month Viewer	Ctrl+M
Week Viewer	Ctrl+W
Day Viewer	Ctrl+D
Layout Options	Ctrl+L

Events menu

To select this

Add Event
Modify Event
Hide Event
Note

Use this

Ctrl+A
Enter
Ctrl+H
Ctrl+N

Windows menu**To select this**

Calendar
Event List 1 to 50

Use this

F6 or Shift+F6 or Ctrl+F6 or Alt+F6
F6 or Shift+F6 or Ctrl+F6 or Alt+F6

See also

[Keyboard & Mouse](#)

Keyboard shortcuts: Formatting events

Use these key combinations to format events on the calendar window. Some key combinations work by toggling.

To	Press
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Increase type size	Ctrl+F2 or Ctrl++ or + or Shift++ on your numeric keypad
Decrease type size	Ctrl+ - or Ctrl+Shift+F2 or - or Shift+ - on your numeric keypad

See also

[Keyboard & Mouse](#)

Keyboard shortcuts: Moving in the calendar

Use key combinations to move around the calendar.

To move	Press
Up	PgUp
Down	PgDn
Left	Ctrl+PgUp
Right	Ctrl+PgDn
Next page	Shift+PgDn
Previous page	Shift+PgUp
Next time period	Ctrl+ →
Previous time period	Ctrl+ ←
Next unit	Ctrl+ ↓
Previous unit	Ctrl+ ↑
Left margin	Home
Top left	Ctrl+Home
Bottom right	Ctrl+End
Move key date	Arrow keys

See also

[Keyboard & Mouse](#)

Selecting commands using the mouse

To select a menu command using the mouse

- 1 Point to a menu name.
- 2 Click the left mouse button.
- 3 Point to a command name.
- 4 Click the left mouse button.

See also

[Keyboard & Mouse](#)

Year command (Layout menu)

Use this command to display a one-year calendar.

You cannot select individual events from a year layout. To select events on a text-only calendar, use the event list window.

See also

[View a Calendar](#)

Multi-Month command (Layout menu)

Use this command to display a 1- to 12-month calendar.

See also

[View a Calendar](#)

Month command (Layout menu)

Use this command to display a one-month calendar.

See also

[View a Calendar](#)

Multi-Week command (Layout menu)

Use this command to display a 1- to 13-week calendar.

See also

[View a Calendar](#)

Week command (Layout menu)

Use this command to display a one-week calendar.

See also

[View a Calendar](#)

Week Schedule command (Layout menu)

Use this command to display a one-week appointment calendar.

See also

[View a Calendar](#)

Day command (Layout menu)

Use this command to display a one-day calendar.

See also

[View a Calendar](#)

Text command (Layout menu)

Use this command to list the events by date.

To change the time period that is displayed or printed, use the [Layout Options command](#).

You cannot select individual events from a text-only calendar. To select events on a text-only calendar, use the event list window.

Pictures attached to events do not appear in this layout.

See also

[View a Calendar](#)

Month Viewer command (Layout menu)

Use this command to see a one-month view of the calendar that is optimized for the screen. The viewer layouts can't be printed.

Shortcuts



Ctrl+M

See also

[View a Calendar](#)

Week Viewer command (Layout menu)

Use this command to see a one-week view of the calendar that is optimized for the screen. The viewer layouts can't be printed.

Shortcuts



Ctrl+W

See also

[View a Calendar](#)

Day Viewer command (Layout menu)

Use this command to see a one-day view of the calendar that is optimized for the screen. The viewer layouts can't be printed.

Shortcuts



Ctrl+D

See also

[View a Calendar](#)

Layout Options command (Layout menu)

The Layout Options dialog box allows you to modify different types of options for a selected layout. Select the layout first, then choose the type of option, then set the options.

Tip: You can save and name a workspace to save the calendar you create with all the layout options for all the layouts.

Shortcuts



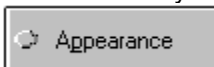
Ctrl+L

Dialog Box Options

Click the button to see information about a set of layout options.

Layout

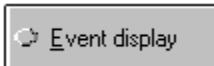
Select a layout to modify. Each layout has its own set of options.



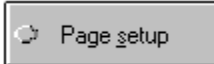
Select options that control the general appearance of the selected layout. The options displayed depend on the type of layout you select.



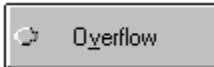
Insert titles, subtitles or footers, plus the pictures that can be added to the top corners of the calendar.



Select options that control how events and their attached pictures and notes appear in the calendar.



Select paper size, page orientation, form size, and form margins for the selected layout.



Select options that control the overflow adjustments the selected layout. The options you select are applied in the order shown in the dialog box until all the events can fit in the date box.

Apply to all layouts

If you have changed an option in Titles & Pictures, Page Setup, or Overflow, check this option to apply the changed options to all the calendars you create.

See also

[Print a Calendar](#)

[Create a Calendar](#)

Appearance options

Appearance options control the general appearance of the selected layout in the calendar window. The available options depend on the type of layout you select.

Time

Show timed events

Before untimed

Depending on the layout, shows events with starting times before other events.

After untimed

Depending on the layout, shows events with starting times after other events.

Start hour

Depending on the layout, selects the first hour shown on the calendar layout.

Increment

Depending on the layout, selects the interval for measuring time in the calendar layout.

Last hour

Depending on the layout, selects the last hour shown on the calendar layout.

Start day of week

Selects the first day of the week for the layout and the small calendars.

Type of weekend

Selects the type of weekend.

Show small calendars

Depending on the calendar layout, shows the next and previous, surrounding or current calendar months in a smaller size on the calendar.

Circle busy days on small calendars

Circles days with events on the smaller calendars displayed on the page.

Style

1 page

Depending on the layout, prints the layout on one calendar form.

2 pages

Depending on the layout, prints the layout on two calendar forms.

1 column

Depending on the layout, prints the forms in one column.

2 column

Depending on the layout, prints the forms in two columns.

Shading and color

Grid color

Selects the color of the calendar grid.

Title area

Depending on the layout, selects the color and shading for the calendar weekday area.

Background

Depending on the layout, selects the color and shading for the area behind the calendar grid or title.

See also

[Layout Options command](#)

Titles & Pictures options

Titles & Pictures allows you to insert titles, subtitles or footers, plus the pictures that can be added to the top corners of the calendar.

If you have changed an option in Titles & Pictures, Page Setup, or Overflow, you can check the Apply to All Layouts option to apply the changed options to all the layouts you create.

Item

Selects a title, subtitle, footer, small calendars, week day, day of the month, or other items such as hour of the day, a.m. or p.m..

(Text box)

Type the text for the title, subtitle or footer, including any desired fields.

&

Opens the Insert & Field dialog box that allows you to insert fields in a calendar title, subtitle, footer, small calendars, week day or day of the month.

(Sample box)

Displays a sample of the item as it will appear on the calendar.

Font

Opens the Font dialog box that allows you to choose a font, type size, bold, italic, underlining, strikethrough, color or alignment.

Pictures

Left

Check to add a picture to the top left corner of a calendar. Then click the appropriate Picture button to open the Modify Title Picture dialog box that allows you to select a picture.

Right

Check to add a picture to the top right corner of a calendar. Then click the appropriate Picture button to open the Modify Title Picture dialog box that allows you to select a picture.

See also

Layout Options command

Event Display options

Event Display allows you to control the display of graphics, notes, start times, end times, and to adjust the event font size.

Override style for all events

Selects a default style that is automatically applied to all events in the selected layout.

Show pictures with events

Check to show pictures attached to an event or event style in the calendar.

Show notes

Check to show notes assigned to an event or event style.

Show start time

Check to show the starting times assigned to events.

Show end time

Check to show the ending times assigned to events.

Scale event size ___% of normal

Different layouts have different default scaling percentages. The scaling percentage reduces the size of the event text. For example, 80% reduces the type size by 20%, so that 10 point type appears as 8 point.

See also

[Layout Options command](#)

Page Setup options

Use this command to change [page](#) size, [form](#) size, form margins, and page orientation.

When you change the size of a calendar form, the size of the titles, weekday names, footers, and other parts of the calendar do not automatically adjust. Use the [Font command](#) to set the type size to fit the form size.

Note: The settings you select with this command override the settings in the Windows Printer Setup dialog box.

You can check the Apply to All Layouts option to apply the options set in this panel to all the layouts you create.

Paper stock

Select the paper or form size you want. The list includes the most common paper sizes and predefined form sizes that allow you to print several calendars on a page.

Note: Paper stock is always measured according to the direction it is fed into the printer, not according to page orientation. For example, standard letter size paper is always 8.5 inches wide and 11 inches long for both portrait and landscape orientation.

Add

Opens the [Add Paper Stock dialog box](#) that allows you to add a new paper size.

Modify

Opens the [Modify Paper Stock dialog box](#) that allows you to change the measurements of the selected paper stock.

Page orientation

Portrait

Selects [portrait](#) printing.

Landscape

Selects [landscape](#) printing.

(Sample box)

Displays the page orientation and form margins you select.

Form margins

Sets the top, bottom, left and right margins around each form on the page.

See also

[Layout Options command](#)

[Add / Modify Paper Stock dialog box](#)

Overflow options

Overflow allows you to select options for automatically adjusting events if there is an [overflow](#). The options you select are applied in the order shown in the dialog box only to the [date box](#) with the overflow until all the events fit in the date box or until no more options can be applied.

If you have changed an option in Titles & Pictures, Page Setup, or Overflow, you can check the Apply to All Layouts option to apply the changed options to all the layouts you create.

Make pictures small

Check to automatically reduce the picture size. Depending on the image, a picture is scaled from about one inch to 3/8 inch.

Don't display pictures

Check to automatically hide pictures if there is an overflow.

Hide notes

Check to automatically hide notes if there is an overflow.

Reduce event text size, minimum size

Check to automatically reduce the point size of events in the date box. The size will not be smaller than the minimum size you select. (72 points = 1 inch)

Reduce leading

Check to automatically reduce the space between each line of text if there is an overflow.

Relax hyphenation

Check to use the maximum number of characters in each line. Hyphens will be used if a word does not fit on one line, ignoring normal hyphenation rules.

Truncate event text

Check to automatically remove the last characters in an event name or note in order to fit as many events as possible into a date box.

See also

[Layout Options command](#)

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Warnings and error messages

Most warnings and error messages that appear are self-explanatory. If you need more information about a warning or error message, look for a Help button in the message box or dialog box. If there is no Help button or if you need more detailed help on a procedure, use the Search function in online Help or use the index in the printed documentation to find more information about the action you are trying to perform.

Working with Instant Calendar

Start, quit, and add files

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Work with windows and screens

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Set working preferences

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[Update a read-only file \(for networks\)](#)

[Display a warning when read-only files change \(for networks\)](#)

[Change the default ending year](#)

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Start Instant Calendar

You can start Instant Calendar from the Windows File Menu or the Windows Program Manager.

To start Instant Calendar from the Windows File menu

- 1 Open the Program Manager File menu and choose the Run command.
- 2 Type the path for Instant Calendar and then type **ccwin** (the name of the EXE file that starts Instant Calendar). Most users can start the application by typing:
`c:\windows\ccwin\ccwin.exe`
- 3 Choose OK.

To start Instant Calendar from the Windows Program Manager

- 1 Open the Program Manager window.
- 2 Double-click the Instant Calendar icon in the Power Up window.
or
Use the arrow keys to select the Instant Calendar icon and press the Enter key.

See also

[Introduction to Instant Calendar](#)

Quit Instant Calendar

You use the Exit command on the File menu to quit Instant Calendar. If you have changed, but not yet saved an open event list or calendar workspace, Instant Calendar will ask you if you want to save changes before quitting.

Shortcuts



Double-click the Control Menu box



Alt+F4

See also

[Introduction to Instant Calendar](#)

Add clip art

You can run the Setup program at any time to install the clip art if you did not do so originally.

To install extra options with the Setup program

- 1 Insert Disk 1 of the Instant Calendar program diskettes into the appropriate A or B drive.
- 2 Run Windows and open the Windows Program Manager File menu.
- 3 Select the Run command on the File menu and type the path for **setup.exe**.
- 4 Follow the instructions that appear on the Setup screen. Choose Custom Setup.
- 5 Put a check mark next to Clip Art Files.

See also

[Introduction to Instant Calendar](#)

Preferences overview

With the Preferences command on the Edit menu, you can set options for



marking events with notes



automatically saving an open event list



updating a read-only file shared on a network



displaying a warning when an open event list file is changed on the network



changing the default ending year



changing the default paths for event lists and picture files

The selections you make with the preferences command go into effect as soon as you choose OK and close the Preferences dialog box. You do not need to exit and then restart Instant Calendar for your selections to take effect.

See also

[Introduction to Instant Calendar](#)

Update a read-only file (for network use only)

If you are sharing event list files on a network, you can set options for sharing event list files with the Preferences command. Select the Update Read-Only Files option if you want Instant Calendar to periodically compare your open event list file with the one on the network.

If a file has been changed and saved, the update tool on the Toolbar will change color and shape. You can update the event list by clicking the update tool.

To turn on the update option

- 1 From the Edit menu, select the Preferences command.
- 2 Check the box for Update Read Only Files.
- 3 Select the number of minutes you want Instant Calendar to use.
- 4 Choose OK.

See also

[Introduction to Instant Calendar](#)

Display a warning when read-only files change

If you are sharing event lists on a network, you can ask Instant Calendar to check the shared files at a specified interval and notify you when the read-only file you are using has been changed and saved by someone else. You can then update your copy of the file.

To turn on the update option

- 1 Choose Edit | Preferences.
- 2 Choose Update Read-Only Files and enter the number of minutes between checks.

If a read-only file has been saved, the update tool on the Toolbar will change color and raise its flag. If you want to see a dialog box in addition to this signal, choose Warning Dialog When Update Files Change.

- 4 Choose OK.

To receive the latest copy of a shared file



From the File menu, choose Update Read-only Files.

or



Click the red update tool on the Toolbar.

See also

[Introduction to Instant Calendar](#)
[Preferences command](#)

Change the default ending year

With the Preferences command `IDH_Preferences` on the Edit menu, you can change the default ending year for repeating events. The Default Ending Year option only affects events that have repeat rules which have a blank ending date. Each event list file can have up to 64,000 occurrences of a repeated event.

Tip: For optimum speed, change the default ending year to show an earlier year. Using an earlier year reduces the number of calculations that Instant Calendar needs to perform when creating your calendar.

To change the default ending year

- 1 From the Edit menu, select the Preferences command.
- 2 On the Default Ending Year option, type the year you want as the last year used to calculate repeating events.
- 3 Choose OK.

See also

[Introduction to Instant Calendar](#)

Change the default paths

The default event list and picture paths are used for these purposes:



The event list path displays the default paths for event lists in the Open or Save Event List As dialog boxes.



The picture path displays the default path for picture files in the Select Picture File dialog box.



When opening event lists and workspaces, Instant Calendar searches the default paths for event lists and picture files that are no longer in their original locations.

To change the default path for event lists and clip art files

- 1 Choose Edit | Preferences.
- 2 In the Default Paths boxes, type the drives and directories you want as the default for event list files and picture files.
- 3 Choose OK.

See also

[Introduction to Instant Calendar](#)

Select commands

You can choose commands using menus or by using the keyboard.

To select a command using menus and the keyboard

- 1 Press Alt or F10 to make the menu bar active.
- 2 Select a menu by pressing the underlined letter in the menu name.
- 3 Select a menu command by pressing the underlined letter in the command name.

To select a command using the mouse

- 1 Point to a menu name.
- 2 Click the left mouse button.
- 3 Point to a command name.
- 4 Click on the left mouse button.

To select a command using keyboard shortcuts, use the keys listed in this table.

File menu

To select this

New
Open
Close
Save
Save As
Update Read-Only Files
Print
Exit

Use this

F11
Ctrl+F12 or Alt+Ctrl+F2
Ctrl+F4
Shift+F12 or Alt+Shift+F2
F12 or Alt+F2
Ctrl+R
Ctrl+P or Ctrl+Shift+F12 or Ctrl+Shift+Alt+F2
Alt+F4

Edit menu

To select this

Undo/Undo Clear
Cut
Copy
Paste
Clear
Find

Use this

Ctrl+Z or Alt+Backspace
Ctrl+X or Shift+Del
Ctrl+C or Ctrl+Ins
Ctrl+V or Shift+Ins
Del
Ctrl+F or Shift+F5

View menu

To select this

Go to Menu
Go to Date
Go to Next Time Period
Go to Previous Time Period
Go to Next Overflow
Go to Next Page
Go to Previous Page
Zoom 100%
Zoom Fit Height
Zoom Fit Width

Use this

F5
Ctrl+ F5
Ctrl+(right arrow)
Ctrl+(left arrow)
Ctrl+O (use letter key, not zero key)
Shift+PgDn
Shift+PgUp
F3
Ctrl+F3
Shift+F3

Format menu

To select this

Priority
Event Styles

Use this

Ctrl+Y
Ctrl+S

Layout menu

To select this

Month Viewer
Week Viewer
Day Viewer
Layout options

Use this

Ctrl+M
Ctrl+W
Ctrl+D
Ctrl+L

Events menu**To select this**

Add Event
Modify Event
Hide Event
Note

Use this

Ctrl+A
Enter
Ctrl+H
Ctrl+N

Windows menu**To select this**

Calendar
Event List 1 to 9

Use this

F6 or Shift+F6 or Ctrl+F6 or Alt+F6
F6 or Shift+F6 or Ctrl+F6 or Alt+F6

See also

[Introduction to Instant Calendar](#)

Cancel or reverse an action

Cancel an action

You can use the Esc key to cancel a command, interrupt an action, or close a dialog box or menu.

Reverse an action

You can reverse most actions by using the Undo command on the Edit menu. If Instant Calendar cannot reverse an action, the Can't Undo command appears dimmed on the Edit menu.

See also

[Introduction to Instant Calendar](#)

Split the Instant Calendar window

You can split the Instant Calendar window into two panes. The calendar window shows the calendar as it will print. The event list window shows one of the open event lists.

To split a window or restore a window



Use the [Full Calendar](#), [Full Event List](#), [Split-Vertical](#) or [Split-Horizontal](#) commands on the View menu.



Select one of these tools on the View bar.



On a split screen in Windows, you can work with only one window pane at a time.

To move between window panes



Click the pane you want to work with.



Press the F6 key.



Use the options on the Window menu to select a pane.

To adjust the size of the window panes



Drag the bar dividing the two panes to the desired location.

See also

[Introduction to Instant Calendar](#)

Create a calendar

To create a calendar

- 1 Create or open at least one event list file.

You can open as many as 50 event lists at one time, depending on the size of the files and the amount of memory available on your computer.

- 2 Add or modify the events on each open event list.

You can apply repeat rules to events or add insert fields so that Instant Calendar can automatically update an event. You can add a note to an event.

You can format event text by using different fonts, alignment, and colors. You can also add pictures, banners, boxes and shading. Use a style to quickly apply the same format to several events.

- 3 Choose a calendar layout using the commands on the Layout menu.

You can select calendars organized by the year, by the month, by the week or by the day. Use the Layout Options command to select the size of the paper you will use to print the calendar, adjust the number of calendar forms that will be printed on the page, add a title or a footer, or add pictures to the upper corners of the calendar. Other options let you select if events will include notes or pictures.

- 4 Use the calendar window.

The calendar window shows you exactly how the events you selected will appear in the printed calendar.

- 5 Use either the calendar window or the event list window to modify the way events appear.

You can choose to delete, temporarily hide or display events, event notes, or pictures. If there are too many events to fit in a date box, you may need to adjust the overflow. You can use the Zoom command to look at the calendar with different views.

- 6 Save changes to the event lists regularly.

You can also save the current calendar layout options and open event lists as a workspace file so you can restore them quickly.

- 7 Print the calendar.

It's a good idea to save your work before you print in case there's a problem with the printer.

See also

[Introduction to Instant Calendar](#)

Parts of the screen

To learn about the Instant Calendar screen, select a topic.

[Control menu](#)

[Title bar](#)

[Maximize, minimize, resize, and restore](#)

[Menu bar](#)

[Toolbar](#)

[View bar](#)

[The Workspace](#)

[Event list window](#)

[Calendar window](#)

[Scroll bars](#)

[Status bar](#)

See also

[Introduction to Instant Calendar](#)

Maximize, minimize, resize, and restore

The Maximize, Minimize, Resize, and Restore options can be found in two places on the title bar



As options on the Control Menu in the top left corner



As buttons in the top right corner (except for Resize)

Use **Maximize** to enlarge a window so that it fills the screen. Use **Minimize** to shrink Instant Calendar to an icon so you can work with other applications using the Windows platform. Use **Resize** to adjust the size of the window. Use **Restore** to return a window to its previous size.

Maximize shortcut



Minimize shortcut



Restore shortcut



See also

[Parts of the screen](#)

Toolbar



A horizontal bar with buttons just below the menu bar. You can use the Toolbar to format text that describes an event.



Add an event to an open event list or create a new event list if none are open.



Find an event in an open event list.



Add, modify or read a note attached to an event.



Changes color and shape to warn you if a read-only event list has been changed by someone else. Click the icon to see the latest version of the event list file. Use the Preferences command to activate this warning.



Select the calendar layout.



See or change the style assigned to an event.



Select a larger font size.



Select a smaller font size.



Bold (toggle)



Italics (toggle)



Underline (toggle)



Left alignment



Center alignment



Right alignment

See also

[Parts of the Screen](#)

View bar

A horizontal bar with buttons just below the Toolbar. You can use the View bar to switch between full screen and split screen displays and to switch from one open event list to another.



Displays the [calendar window](#) only.



Displays the [event list window](#) only.



Displays a calendar window and event list on a vertical split screen.



Displays a calendar window and event list on a horizontal split screen.

The remainder of the View bar displays a button for each open event list. Click an event list button to display the list in the event list window. If there are too many buttons to fit in the bar, scroll arrows appear at either end of the list. Click the arrows to display the remaining buttons.

See also

[Parts of the Screen](#)

The event list window

The event list window lists information about the events in one of the currently open event lists. You use the event list window to



add or modify events



show or hide events in a calendar



sort events



see information about events (priority, starting times, styles, banners, pictures, notes)

Tip: You can sort events on the event list window by date, name, priority or style. To sort events, click the appropriate column headings on the event list window or use the Sort command on the Events menu.

Parts of the event list window

Hide/Show column

Put a check in this column to show an event on a calendar. Clear the check to temporarily hide an event on a calendar. If the event has a repeat rule, the hide/show column will hide or show all occurrences of the event.



Displays the name of an event. Click the Event column heading to sort events in alphabetical order.



Displays the letter (from A to Z or none) used to assign a priority to an event. Click the priority column heading to sort events according to their assigned priority.



Displays the starting date of an event. Events with asterisks (*) have repeating rules. Click the date column heading to sort events by date and to see each occurrence of a repeating event.



Displays the starting and ending times of an event.



Displays the name of the style used to format an event. Click the column heading to sort events by style.



This column indicates that an event has a banner.



This column indicates that an event has a picture.



This column indicates that an event has a note attached.

Status Line

Displays the name of the event list, the number of events in the list, and the number of events that have been selected. When the event list is sorted by date, the status line shows the number of occurrences.

See also

[Parts of the Screen](#)

[Add, Modify or Delete an Event](#)

[The Calendar window](#)

The workspace

The workspace is the environment you are currently working in: the calendar layout in the calendar window, the open [event lists](#), and the selected calendar layout options for all the layouts. You can save a workspace using the Save command on the File | [Workspace](#) menu.

When you use File | Workspace | Open to open a saved workspace, you restore the appearance of the calendar window, the event list window, and all the layout options that were in effect at the time the workspace was saved. You also open the event lists that were open at that time.

See also

[Parts of the Screen](#)

[Introduction to Instant Calendar](#)

[The Calendar window](#)

[The Event List window](#)

Scroll bars

Shaded bars at the right and bottom edge of the screen with arrows and click areas you can use to scroll to other parts of an open file or calendar.

See also

[Parts of the Screen](#)

The calendar window

The Calendar window is the first screen you see when you open Instant Calendar. The calendar window shows the selected layout (such as year, month, day) and the events in the open event lists. You use the calendar window screen to

- see a calendar in different views
- edit date boxes with overflows
- see the results of a changed style, text format, banner, picture or note

Parts of the Calendar window

The Calendar window consists of the control bar, the calendar itself, vertical and horizontal scroll bars, and a page icon.

Control bar

contains tools for changing the calendar view and the time period shown in the window



Displays the QuickDate calendar you can use to quickly change the calendar layout to a different date.



Displays a drop-down menu of tools that let you change the size of the calendar in the calendar window.



The cup in this tool tips over and changes color to warn you if there are overflow events on the calendar screen. Click this tool to select the next date box with an overflow.



The double-arrow tool displays the next or previous calendar period. In the year, text, multi-week, and multi-month layouts, the single arrow moves the calendar forward by one week or one month.

Calendar

The calendar is made up of the following elements:

- a grid (the lines that separate the days)
- date boxes (the numbered spaces in which the events appear)
- title (such as the name of the month)
- subtitle (may be the name of the month, purpose of calendar, or any other text; optional)
- weekday names (such as Monday, Tuesday)
- day of month numbers (1, 2, 3, and so on)
- footer (additional text at the bottom of a calendar, such as the owner's name)

You can change the appearance of the calendar by selecting a different layout or different layout options.

Scroll bars

Scroll bars appear when the calendar is too large to fit in the window. Use the vertical scroll bar to move the calendar up and down; use the horizontal scroll bar to move it to the left or right.



Page icon

Click the arrow key to the right of the page number to redraw the calendar on the screen. This is helpful for correcting the display after you make an editing change.

In multi-form layouts, such as multi-week and year, this button tells which page of the calendar is currently displayed in the window. Click the arrows to move from page to page.

See also

[Parts of the screen](#)

[The Event List window](#)

Control menu

A box in the upper-left corner of the Instant Calendar window you can click to open the Windows Control menu. The Control menu options allow you to resize or move the screen, close Instant Calendar, or switch to another application. Double-click the Control menu box to exit Instant Calendar.

See also

[Maximize, minimize, resize, and restore](#)

[Parts of the screen](#)

Title bar

The title bar is the first line at the top of the Instant Calendar application window. It shows the names of the application and the current workspace.



See also

[Parts of the screen](#)

Menu bar

A horizontal bar just below the title bar that shows you the Instant Calendar menus.

Tip: To learn the function of a menu command, point to it, press and hold the left mouse button, and look at the message on the status bar at the bottom of the application window.

To see what's on a menu

Do one of these:

- Point to it and click.
- Press ALT+the underlined letter in the menu name.

See also

[Parts of the screen](#)

[Status bar](#)

Status bar

A bar at the bottom of the Instant Calendar window that displays information about the current status of the program.

Parts of the status bar

Instant Calendar messages

The remainder of the status bar tells you the last action performed, the date selected in the calendar window, or the function of the selected tool or menu item.

See also

[Parts of the screen](#)

Using Instant Calendar Help

You can find information on most Instant Calendar menu commands, dialog boxes and procedures by using online Help.

To open online Help

- Select the Help button in a dialog box, if one is available.
- Press the F1 key to see a table of contents.
- Select a topic from the Help menu.



Use the buttons on the Help control bar to look up information.

Contents displays table of contents for the Instant Calendar help system.

Search displays a dialog box where you can use key words you can use to look up a topic.

Back displays the last Help topic you read.

History displays a list that shows all of the Help topics you have opened in a work session.

Underlined words

Words with a solid underline are cross references to other topics in the Help system. Check the See Also heading at the end of every topic for a list of cross references.

Words with dotted underlines have Glossary definitions.

To select an underlined topic

- Click the topic with the mouse.
- Press the Tab key to highlight the topic and then press Enter.

To return to a previous topic

Click the Back button on the Help control bar to return to the previous topic.

To remove a definition pop-up window

Click anywhere on the screen.

To scroll in a Help window

- Click a scroll bar with the mouse.
- Press the up arrow, down arrow, PgUp or PgDn keys.

To resize or move a Help window

- Use the maximize or minimize buttons.
- Use the Resize or Move options on the Help window control menu box.

To close a Help window

Select the Exit command from the Help window File menu.

Help system conventions

Menu and command references are separated by vertical bars. For example,

Layout | Layout Options | Event Display means "Choose the Layout Options command from the Layout menu. Then choose Event Display in the Layout Options dialog box."

Normal command (View menu)

Use this command to display a calendar in which pictures appear the same way they will print.

To temporarily hide pictures, choose Draft.

See also

[View a calendar](#)

Draft command (View menu)

Use this command to temporarily hide calendar pictures for faster editing. Pictures appear as gray boxes.

To display the pictures again, choose Normal.

See also

[View a calendar](#)

Calendar command (View menu)

Use this command to display the [calendar window](#).

Shortcuts



See also

[View a calendar](#)

[Open, save, and close files](#)

Event list command (View menu)

Use this command to display one of the open [event lists](#) in the [event list window](#).

Shortcuts



See also

[View a calendar](#)

[Open, save, and close files](#)

Split - vertical command (View menu)

Use this command to display the [calendar window](#) and [event list window](#) side by side on a vertical split screen.

Shortcuts



See also

[View a calendar](#)

[Open, save, and close files](#)

Split - horizontal command (View menu)

Use this command to display a [calendar window](#) and [event list window](#) one above the other on a horizontal split screen.

Shortcuts



See also

[View a calendar](#)

[Open, save, and close files](#)

Go To command (View menu)

Use this command to move the [insertion point](#) quickly to a specific part of a calendar, such as a

- Specific date
- Next or previous *time period*
- Next overflow
- Next or previous page

Menu Shortcuts

- F5 displays the Go To menu

Go To Menu Options

Date

Opens the [Go To Date dialog box](#) that allows you to select a specific day, month and year.

Shortcut

- Ctrl+F5

Next *time period*

Changes the calendar display to the next time period for that layout.

Shortcut

- Ctrl+

→

Previous *time period*

Changes the calendar display to the previous time period for that layout.

Shortcut

- Ctrl+

←

Next overflow

Shows the next date box with an overflow in the calendar displayed on screen.

Shortcut

- Ctrl+O

Next page

In layouts that have multiple pages, changes the calendar display to the next page.

Shortcut

- Shift+PgDn

Previous page

In layouts that have multiple pages, changes the calendar display to the previous page.

Shortcut

- Shift+PgUp

See also

[View a calendar](#)

Zoom command (View menu)

Use this command to enlarge or reduce the view of the calendar window.

Shortcuts



Zoom Menu Options

100%

Changes view to a full-size calendar.

Shortcut



- F3

Fit width

Changes view to fit the full width of the calendar in the window.

Shortcut



- Shift+F3

Fit height

Changes view to fit the full height of the calendar in the window.

Shortcut



- Ctrl+F3

Form preview

Changes view to fit one entire calendar [form](#), including its margins, in the window.

Shortcut



See also

[View a calendar](#)

Display Overflow command (View menu)

Use this command to display a dialog box that lists the events that overflowed in the selected date box.

You can also click the down arrow in the lower right corner of the date box to display the dialog box.

See also

[View a calendar](#)

View a calendar

[Display a calendar in normal view](#)

[Display a calendar in draft view](#)

[Display a calendar and an event list on a split screen](#)

[Preview a calendar before printing](#)

[Go to any date](#)

[Change the editing view](#)

[Display an overflow](#)

[On-screen viewers](#)

See also

[Introduction to Instant Calendar](#)

Display a calendar in normal view

In a normal view of the calendar window, event pictures appear the same way they will print.

To display a calendar in normal view

- From the View menu, choose Normal.

To see a calendar with gray boxes replacing pictures for faster editing, choose Draft from the View menu.

To control how much of the calendar you can see on the screen, choose the Zoom command from the View menu.

See also

[View a calendar](#)

Display a calendar in draft view

In the draft view of the calendar window, pictures appear as gray boxes for faster editing.

To display a calendar in draft view

- From the View menu, choose Draft.

To see a calendar with pictures, choose Normal from the View menu.

To control how much of the calendar you can see on the screen, choose the Zoom command from the View menu.

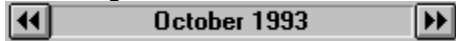
See also

[View a calendar](#)

Go to any date


To display the next or previous time period for the selected layout

- Click the double arrows on either side of the date box in the [calendar window](#) control bar. On the multi-week, multi-month, text, or year layouts, use the Next or Previous single arrows to change the calendar view to the next week or next month.



- Choose View | Go To | Next (*time period*) or Previous (*time period*)

To display a specific date

- Click the [QuickDate](#) button  in the calendar window control bar. In the QuickDate calendar, choose the year, month, and day, then click OK.
- Choose View | Go To | Date. Type the date you want and press OK.

To select and display the next date box with an overflow

Note This option will only locate and select the next [overflow](#) in the calendar currently displayed onscreen. If your calendar covers several pages or time periods, display each page onscreen to check for overflows.

- Click the overflow button



on the calendar window control bar.

- Choose View | Go To | Next Overflow.

To display the next page of a 2 or 3-page calendar

Note Month, week, week schedule, and day layouts can appear on two pages. Year and text layouts can appear on multiple pages. The multi-month layout always appears on three pages.

- Click the right or left arrows of the page number button in the bottom left corner of the calendar window.
- Choose View | Go To | Next Page or Previous Page

See also

[View a calendar](#)

[Go To command](#)

Change the editing view

In the calendar window, you can change the calendar view three ways:

- Using the Zoom command on the View menu
- Using the Zoom tools on the calendar window control bar
- Using key combinations

To display a calendar screen 100%

From the View menu, choose the Zoom command, then choose the 100% command.

Shortcut

•



- F3

To see the full width

From the View menu, choose the Zoom command, then choose the Fit Width command.

Shortcut

•



- Shift+F3

To see the full height

From the View menu, choose the Zoom command, then choose the Fit Height command.

Shortcut

•



- Ctrl+F3

To see the entire calendar form with the form margins

From the View menu, choose the Zoom command, then choose the Form Preview command.

Shortcut


•

•

See also

[View a calendar](#)

Display an overflow

If a [date box](#) in a calendar has an overflow (too many events to fit in the box), the overflow tool on the calendar window control bar tips over and changes color . The [Display Overflow](#) dialog box lists these events so you can see what they are and edit them if you wish. You can adjust the overflow by hand using the tools and commands described on this screen, or choose [Layout | Layout Options | Overflow](#) to select options for automatically correcting an overflow.

To decrease the size of events that appear in a date box, select an event and then do one of the following.

- Press
 - to reduce the type size by one point at a time.
 - From the Format menu, choose the [Font command](#) and select a smaller point size.
 - From the Events menu, choose the [Modify Event command](#) and either shorten the event name or hide the event so it doesn't display in the calendar.

To decrease the size of events that have overflowed

- 1 Go to the next overflow by clicking the tipped overflow tool or by selecting the Next Overflow command on the [Go To menu](#).
- 2 Select the [Display Overflow command](#) or click the small arrow in the lower right corner of the date box.
- 3 Select an event from the list in the Display Overflow dialog box. Use the Modify, Font and Picture buttons to change the event so that it takes up less space.

To move the cursor to the next date box with an overflow

-
-
-
- From the View menu, choose the [Go To command](#) and select Next Overflow.

See also

[View a calendar](#)

[Printing overflow events](#)

On-screen viewers

The on-screen viewers allow you to see a reduced view of a calendar that fits on one screen. To help you identify events, the size of the type is not reduced in the on-screen viewers.

Note: Pictures are not displayed in the on-screen viewers. You cannot print the viewers.

To view a one-month calendar using an on-screen viewer

From the Layout Menu, choose the [Month Viewer command](#).

Shortcut

- Ctrl+M

To view a one-week calendar using an on-screen viewer

From the Layout Menu, choose the [Week Viewer command](#).

Shortcut

- Ctrl+W

To view a one-day calendar using an on-screen viewer

From the Layout Menu, choose the [Day Viewer command](#).

Shortcut

- Ctrl+D

See also

[View a calendar](#)

Go To Date dialog box

Use this dialog box to move the insertion point quickly to a specific day, month, and year to display in the calendar window.

Dialog Box Options

Go To

Type a date or use the [QuickDate](#) tool  to select a date to display in the field.

See also

[View a calendar](#)

1 to 9 command (Window menu)

The Window menu can list up to nine open [event lists](#). Use this command to select one of the event lists (numbered 1 to 9) to display in the [event list window](#).

A check mark appears next to the active list.

To select a list

Press the number next to the event list name, or click the name.

If the view is a full-screen calendar, the full-screen event list appears. If the view is a split screen, the event list window displays the selected list.

If you have more than 9 event lists open

Click **More Event Lists** to open a dialog box that lists the other open event lists.

Shortcuts

- On the View Bar, click the button with the name of the event list . If there are too many buttons to fit on the bar, click the arrow buttons at either end of the bar to display the remaining buttons.

See also

[Open, Save and Close Files](#)

Calendar command (Window menu)

This command switches the view from a full-screen event list window to a full-screen calendar window. If the screen is split, the command makes the calendar window active.

A check mark appears next to the active window.

See also

Open, Save and Close Files

More Event Lists dialog box

Use this dialog box to select an open event list that does not appear on the menu.

Select

Select the event list name and choose OK.

See also

[Open, Save and Close Files](#)

More Event Lists command (Windows menu)

This command appears when you have more than nine event lists open. It allows you to select an open event list that does not appear on the menu.

Dialog Box Options

Select

Selects the open event list.

See *also*

[Open, Save and Close Files](#)

More Styles dialog box

This dialog box lists the remaining styles that do not appear in the Style menu. Select a style from the list to apply to the selected event.

Dialog Box Options

Select

Selects the highlighted style.

See also

[Open, Save and Close Files](#)

Picture File Not Found dialog box

This dialog appears when you open an event list file and Instant Calendar cannot find a picture file referred to in the event list in the picture path indicated in the [Preferences dialog box](#).

Dialog Box Options

Ignore

Do not use the indicated picture file. The reference to the picture file is removed from the event.

Ignore all

Do not use the indicated picture file or any of the other picture files that can't be found.

Select new

Opens the [Select Picture File dialog box](#) where you can select a different picture or indicate the path where the picture file can be found.

Search

Searches for the picture file in other directories on the drive selected.

Drive

Selects the drive that is searched using the Search option.

Note: Searching a large network drive or local drive can take time.

See also

[Introduction to Instant Calendar](#)

