

Calendar

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Calendar Overview

The Calendar window shows a monthly calendar which allows to view and select a date. The current date is displayed on the top of the window: on the left there is a description of the date in long format, while a description in short format appears on the right.

It is possible to change the currently selected day by using some keyboard commands, or by a selection of year, month and day with the mouse.

The Calendar window appears with pre-defined size and position, but it's possible to move it and resize it. By resizing the window, the cells containing the days change their size proportionally.

Calendar takes leap years into consideration when computing the number of days in the month of February.

The dates Calendar can display range from January 1, 1 to December 31, 9999. However, because date calculations don't take into account the calendar revisions prior to the switch to the Gregorian calendar, any date earlier than the year in which the Gregorian calendar was adopted (1753 in Great Britain) is incorrect.

The date description formats are not unique, and depend on your system's configuration; the formats used for the long and short description of the dates are respectively defined by the "sLongDate" and "sShortDate" entries in the [intl] section of your win.ini file. The name of days and months depend on the language of your Windows system.

A date in **long format** appears like **Friday, February 20, 1998**

A date in **short format** appears like **02-20-1998**

A **leap** year is made of 366 days instead of 365. The additional day is February 29. There is one leap year every 4 years.

How to...

... select a day

To select a day within the current month, you may either click once over the number representing the day, or select it using the arrow keys of your keyboard. Then, to confirm your choice, either press Enter or click the OK button.

To quickly choose a day and close the Calendar, double-click the day using the left button of your mouse.

... change month

There are two ways to change month:

- by pressing the PgUp key (previous month) or the PgDn key (next month)
- by choosing the month from the list that appears when you click on the down arrow near the name of the month

... change year

There are three ways to change year:

- by pressing the Ctrl-PgUp keys (previous year) or the Ctrl-PgDn keys (next year)
- by typing the year in the entry field
- by pressing the up and down arrows near the entry field

Keyboard commands

Keyboard commands to select days:

Arrow keys: select days adjacent to the current

Home: first day of the current month

End: last day of the current month

PgUp: first day of the previous month

PgDn: first day of the next month

Ctrl-Home: January 1st

Ctrl-End: December 31st

Ctrl-PgUp: same day of previous year (2-29 becomes 2-28)

Ctrl-PgDn: same day of next year (2-29 becomes 2-28)

Note: The above keyboard commands work only when the area containing the days is selected. To select this area, click with the mouse over any of the days or over an empty cell.

Other keyboard commands:

Enter: use this command to confirm the selected day and close the Calendar window

Esc: use this command to close the Calendar window without confirming your selection

Buttons

OK: use this button to confirm the selected day and close the Calendar window

Cancel: use this button to close the Calendar window without a selection

Today: use this button to return to today

Help: opens this help window

