Calendar Quick Look

Click a folder or topic title.

📁 Calendar Quick Looks

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Click a folder or topic title.
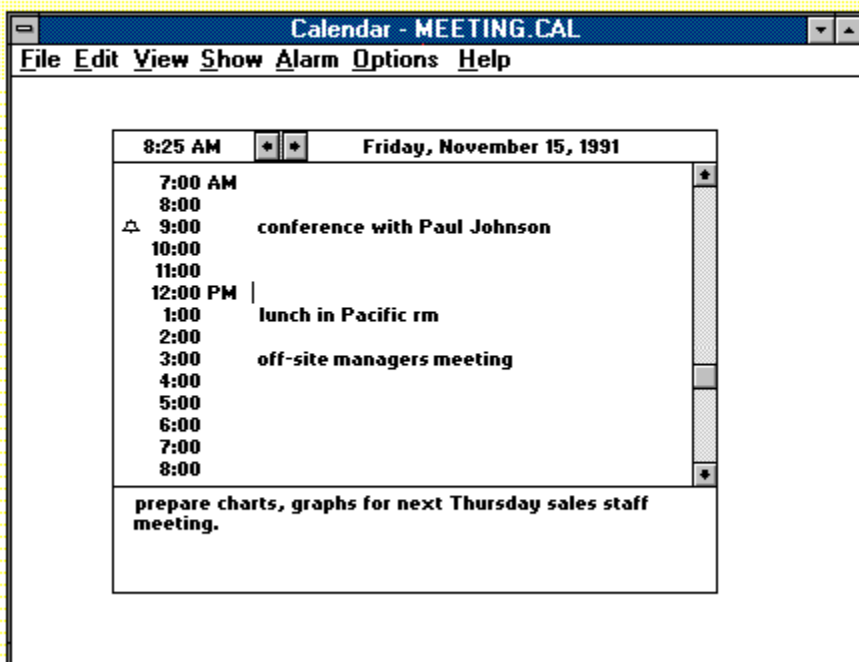
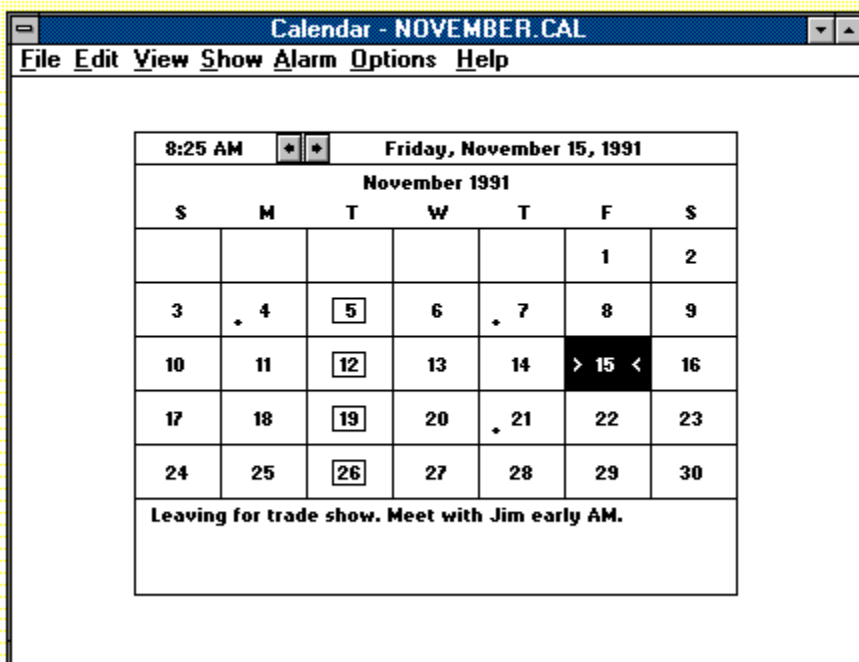📂——Calendar Quick Looks

Day View

Month View

Click different parts of the picture to get quick help on Calendar's Day View features.

Calendar - MEETING.CAL

File Edit View Show Alarm Options Help

| 8:25 AM | | | Friday, November 15, 1991 |

```
     7:00 AM
     8:00
🔔   9:00         conference with Paul Johnson
    10:00
    11:00
    12:00 PM  |
     1:00          lunch in Pacific rm
     2:00
     3:00          off-site managers meeting
     4:00
     5:00
     6:00
     7:00
     8:00
```

prepare charts, graphs for next Thursday sales staff meeting.

Click different parts of the picture to get quick help on
Calendar's Month View features.

Calendar - NOVEMBER.CAL

File Edit View Show Alarm Options Help

| 8:25 AM | ◀ ▶ | Friday, November 15, 1991 |

November 1991

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	> 15 <	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Leaving for trade show. Meet with Jim early AM.

Calendar

Combines a month-at-a-glance calendar and a daily appointment book.

In the Month view, a monthly calendar, you can:
- Look up dates.
- Mark days.
- Add notes to a scratch pad.

In the Day view, a daily appointment book, you can:
- Write down appointments and save a record of appointments.
- Set an alarm for an appointment time.
- Add notes to a scratch pad.

application Control-menu

Restore	Restores the application window to its former size.
Move	Moves the application window to another location.
Size	Changes the size of the application window.
Mi**n**imize	Shrinks the application window to an icon.
Ma**x**imize	Enlarges the application window to its maximum size.
Close	Closes the application window.
S**w**itch To...	Starts Windows Task List.

title bar

Contains the title of the application running in the window, in this case Calendar. The title bar also shows the file that's open.

▶ Drag the title bar to move an application window on the screen.

Minimize button

►   Click the Minimize button to shrink the Calendar window to an icon.

Maximize button

▶ Click the Maximize button to enlarge the Calendar window to its maximum size.

File menu

File	
New	Creates a new file.
Open...	Opens an existing file.
Save	Saves changes to the current file.
Save As...	Saves a new file or an existing file under a new name.
Print...	Prints a range of appointments.
Page Setup...	Sets margins, and adds headers and footers.
Printer Setup...	Sets printer options for Calendar before printing.
Exit	Exits Calendar and closes the Calendar window.

Edit menu

Edit	
Cut	Cuts selected text and places it onto the Clipboard.
Copy	Copies selected text onto the Clipboard.
Paste	Pastes a copy of the Clipboard contents at the insertion point.
Remove...	Removes all the entries from a range of appointment days.

View menu

View	
Day	Switches from the Month view to the Day view.
Month	Switches from the Day view to the Month view.

Show menu

Show

Today	Moves to the current day in the Day or Month view.
Previous	Moves to the preceding day or month.
Next	Moves to the following day or month.
Date...	Moves to a specific date in the Day or Month view.

Alarm menu

Alarm	
Set	Sets and removes an alarm.
Controls...	Controls alarm options.

Options menu

Options	
Mark...	Marks and unmarks special days in the Month view.
Special Time...	Adds and removes special times in a appointment day.
Day Settings...	Changes the view settings.

Help menu

Help	
Index	Displays an alphabetical list of all Help topics.
Keyboard	Displays Help on Calendar key combinations.
Commands	Displays Help on Calendar commands.
Procedures	Displays Help on Calendar procedures.
Using Help	Displays information about Windows Help.
About Calendar ...	Displays important information about Calendar.

menu bar

File Edit View Show Alarm Options Help

Contains the names of all the Calendar menus.

▶   Click a menu name to display the menu commands.

time | 8:25 AM |

Indicates the current time. The line that shows the time is called the status line.

day view scroll arrows

Arrows on the status line, used to move to the previous or next day.

▶ Click a scroll arrow in the status line to move to another day.

date | Friday, November 15, 1991 |

Indicates the date of the selected day. The line that shows the date is called the status line.

▶   Double-click the date to change to the Month view.

appointment time   ⏰ **9:00   conference with Paul Johnson**

The time of the appointment and a place for information about it. If the alarm is set, an alarm icon appears to the left of the appointment.

alarm icon   🔔

A bell that indicates that an alarm is set for an appointment.

insertion point |

A flashing bar in an application's window or in a dialog box. The insertion point shows where text will appear when you type. The text appears to the left of the insertion point, which is pushed to the right as you type.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to move the contents of the window or list box.

▶ Click a scroll bar to move the contents one screen.

scroll arrow

An arrow on either end of a scroll bar, used to move the contents of the window or list box.

Click a scroll arrow to move the contents.

scroll box

A small box in a scroll bar. The scroll box shows the position of what's currently in the window or list box relative to the contents of the entire file or list.

Drag the scroll box to display another part of the contents.

Day view

An appointment book you can use to record appointments and to set an alarm to remind you of appointments.

▼ Click an appointment to select it.

scratch pad   meeting.

The area below the appointment times where you can create and edit notes.

scratch pad

The area below the calendar days where you can create and edit notes.

month view scroll arrows

Arrows on the status line, used to move to the previous or next month.

Click a scroll arrow in the status line to move to another month.

current month

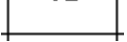Shows the month and year of the current calendar in month view.

Click a scroll arrow in the status line to change to another month.

Month view

A month-at-a-glance calendar that you can use to look up dates and mark days. Each box represents a day.

▼ Click a day to select it.

day

A day in the Month view.

Double-click a day to see the appointments for that day.

mark   ✕

A symbol , such as an "x," you can choose to mark special dates.

▼   Use the Mark command from the Options menu to mark the selected day.

selected day

A highlighted day in the Month view.

Double-click a day to see the appointments for that day.

application window

The main window for an application, in this case the Calendar window. It contains the application's menu bar and main workspace. The Calendar application window can display either the Day view for scheduling daily appointments or the Month view for planning monthly events.

window border

The outside edge of a window.

Drag the window border to change the size of the window.