Overview

Calendar Maker uses intuitive dialogs that guide you through the processes of adding, deleting, changing, and viewing calendar entries. Once your additions and modifications are complete, you can view the calendar on the screen or choose to print it.

Calendar Maker is an easy, useful program that has taken much effort to create. If you find this program to be helpful, and use it to make calendars, we ask that you register this program.

Click on a topic below to view more detailed instructions on how Calendar Maker works.

Entries Overview

Files Overview

Registering Calendar Maker

Once you've used Calendar Maker for a while, we ask that you please register it. This is absolutely 100% FREE to do! When you register, you will be sent a registration code that corresponds to your name. After this has been entered in the Registering Calendar Maker dialog box, you will be able to access new features:

- An Options Dialog box
- Chronological resorting of all entries
- An Edit and Add button placed on View Entries for convenient modifications
- Encryption of your calendar files so they cannot be inadvertently tampered

To register Calendar Maker, please copy and fill out the REGISTER.TXT file found in the Calendar Maker directory into an e-mail message. Send it to:

curtin@ntplx.net

Thank you in advance. Also, please include your comments and suggestions; we'd love to hear them.

$Calendar Maker Registered

Congratulations and thank you for registering Calendar Maker! You now have accessibility to many useful features. Thanks for your support of this product.

If for some reason, you would like to change your Name and Company information, you will have to have your Registration Code changed accordingly. To do this, simply send your current Name, Company, and Registration Code, along with your desired changes and we will send you your new code.

To use the new code, click on the Reset button in the Registering Calendar Maker dialog box. This will bring up a dialog asking if you wish to delete your current registration information. Click Yes, and then re-enter your new information.

What you will need

To install and use Calendar Maker, you will need Microsoft Windows 95.

I also recommend the Tahoma font for running the program, as Calendar Maker and its help file were designed to use it. It is a popular font, and if you have any recent Microsoft product, such as Office 97, you probably have it already. If you don't, don't worry, Calendar Maker will run just fine.

Other than that, you will just need your old, disorganized date finder to copy your dates down once and for all; you'll be able to throw it out as soon as you're done!

Making your first calendar - Overview

To make your first calendar, you can use the holidays provided in the sample.cif file for reference, or you can start from scratch.

Begin >

Making your first calendar - Adding entries

There are two places to add an entry from. All users can use the **Add** menu; registered users also have the functionality of an Add button on the View Entries form. In either case, when you are in the dialog box, enter the name of the event or the person(s) the entry is about.

Next, modify the date of the event. All entries have a month / date field. If you are adding a birthday or anniversary, enter the date the event first occurred. If you are adding an other event, enter the date the event will occur.

Select any applicable style modifications - how the entry will be viewed - and click Add when you are done.

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Making your first calendar - Saving your file

When you have entered a few entries, save your calendar by click on the **File** menu in Calendar Maker Setup. If you have not already chosen a filename for your file, you will be prompted to type in your filename. If you have registered Calendar Maker, you also have the option of encrypting your file's contents when you save them. This option can be selected from directly underneath the filename in Calendar Maker Setup.

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Making your first calendar - Viewing entries

Now with your calendar information file saved, view all of your current entries. From the **View** menu, click on View Entries. In this window, you can see all of the entries you have created so far. They are categorized, and you can navigate between the categories using the boxes along the top. At the bottom, you will find buttons to delete selected entries and to close the window. If you have registered, you will see the Add button, which was mentioned before, and the Edit button. To edit an entry, simply select the desired event, click Edit, make your changes and click Update to return to the window.

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Making your first calendar - Viewing your calendar

To view your calendar, set the year you want to view in the Calendar Maker Setup window, and then click on View Calendar from under the **View** menu. This will bring up a graphical display of your entire calendar with all of your entries filled in. Flip through the months by using the drop-down box in the upper right.

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Making your first calendar - done

Excellent! Now that you know the basics, you can easily go through the menus to create your own, personalized calendar. Enjoy!

Entries Overview

Entries are the information for each date you want to appear on your calendar. They are categorized into five types:

Birthday
Holiday
Floating Holiday
Anniversary
Other

Each of these (with the exception of **Other**) has their own specific template to assist in designing each entry's layout. For example, **Birthday** will create an entry for each year of the calendar, displaying the person's name and age.

Entries can be added, deleted or changed very easily. To view instructions on how to do one of these methods, click below.

Adding an entry

Viewing current entries

Deleting an entry

Modifying an entry (registered version only)

Related topics:

Files Overview

Files Overview

Calendar Maker will save your calendar entry information and open it later, just as most programs that manipulate data do. Files saved with Calendar Maker have a cif extension, for Calendar Information Files. These are encoded upon saving to ensure that they cannot be edited without Calendar Maker, and therefore possibly damaged.

Files created by Calendar Maker can also be viewed on the screen or printed.

Click below to learn more on how to work with files.

Creating a new file
Opening a file
Saving a file
Viewing a calendar
Printing a calendar

Related topics:

Entries Overview

Adding an entry

You can add five types of entries: Birthday, Holiday, Floating Holiday, Anniversary, or Other. To do so, from the main Calendar Maker Setup window:

1. Select the desired entry type from the **Add** menu
2. Type in the name(s) or the event name in the correct field
3. Modify the date information
4. Choose a formatting style if applicable
5. Click OK

A dialog box will appear, displaying the information you have entered. It will also ask if you wish to add another entry. If you click Yes, repeat the steps above. If you click No, you will return to the Setup window.

Tip: Floating Holidays can be found under Holiday on the **Add** menu

Related topics:

Viewing current entries

Entries Overview

Viewing current entries

Calendar Maker gives you the capability to view all of the current entries. From the Calendar Maker Setup window:

1. Click on Current Entries... under the **View** menu
2. A window will pop-up displaying all of the entries in their categories
3. From this window, you can select entries and <u>modify</u> or <u>delete</u> them
4. When you are done, click Close to return to the Calendar Maker Setup window

Tip: If you came from the Calendar viewing window, clicking on Close will return you there

Related topics:

<u>Adding an entry</u>

<u>Entries Overview</u>

Deleting an entry

From the View Current Entries window:

1. Select the desired entry type from one of the categories
2. Click Delete
3. Click Yes to confirm if you really want to delete the entry, or...
4. Click No to cancel the action

Related topics:

Viewing current entries

Modifying an entry (registered version only)

Entries Overview

Modifying an entry - Registered Version Only

From the View Current Entries window:

1. Select the desired entry type from one of the categories
2. Click Edit to bring up a window with all of the entry's information in place
3. Modify any information as necessary
4. Click Update to change the information, or...
5. Click Cancel to return without changing the information

Related topics:

Viewing current entries

Deleting an entry

Entries Overview

Creating a new file

It is very simple to create a new Calendar Information File in Calendar Maker. From the Calendar Maker Setup window:

1. Click on New Calendar under the **File** menu
2. A new calendar will be created, and the File Name window will read [Untitled]

Tip: If you had a calendar open that had not been saved, Calendar Maker will prompt you if you want to save it.

Related topics:

Opening a file

Saving a file

Files Overview

Opening a file

It is very simple to open a Calendar Information File in Calendar Maker. From the Calendar Maker Setup window:

1. Click on Open Calendar... under the **File** menu
2. A dialog box will appear, prompting you to locate the file
3. Once you have found the file, double-click on it to open it

Tips: If you had a calendar open that had not been saved, Calendar Maker will prompt you if you want to save it.

Calendar Maker will check to see if the file is in the correct format. If it is not, you will receive an error message, and be unable to open it.

Related topics:

Creating a new file

Saving a file

Files Overview

Saving a file

To save the entries in your Calendar Information File, from the Calendar Maker Setup window:

1. Click on Save Calendar... under the **File** menu
2. If there is a valid file name in the File Name box, Calendar Maker will save the file under that name

If the file has not been previously saved, and there is only [Untitled] in the File Name box, you will automatically be brought to the Save As dialog box. In this dialog:

1. Select the folder where you want the file to be saved
2. Type in a name for this file
3. Click on Save

Tip: If your calendar file has not been changed since you last saved it, the Save option on the menu bar will be grayed.

Related topics:

Creating a new file

Opening a file

Files Overview

Viewing a calendar

When you have entered in a number of entries, and you want to see how they look graphically, you can view your calendar. To do so, on the Calendar Maker Setup window:

1. Set the year you want to view on the Calendar Year scroll bar
2. On the **View** menu, click on Calendar...
3. Your calendar will appear with all of the dates you have entered, each in the style you chose

Tip: If you wish to <u>view</u> all of the current entries, you can quickly jump there by clicking on the button in the upper left of the Calendar window.

Related topics:

<u>Printing a calendar</u>

<u>Files Overview</u>

Printing a calendar

When you have completed all of your entries and modifications to you calendar, you can print it. From the Calendar Maker Setup window:

1. Click on Print Calendar... under the **File** menu
2. Select the desired months you want to print
3. Select the desired year you want to print
4. Click Begin to start printing

Related topics:

Viewing a calendar

Files Overview