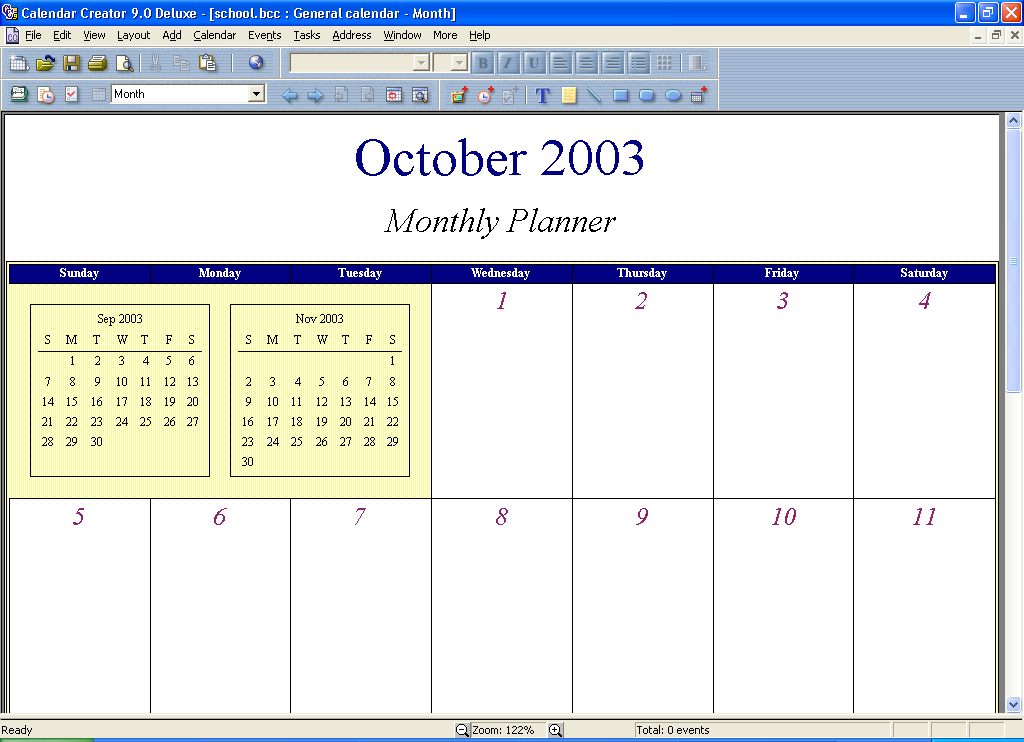
**CHEAT SHEET**

**CALENDAR CREATOR 9.0**



**TABLE OF CONTENTS**

**THE SCREEN**



**Select View**

**Previous Period**

**Next Period**

**Show Event List**

**Today’s Date**

**Add Event**

# **CHANGE AN ITEM (title, picture, event, border, etc)**

Select the item by clicking once on it. There should be a dotted outline around the object. Then either Right-mouse click on the object and choose PROPERTIES or Double-click on the object.

# **DELETE AN ITEM**

Select the item to be deleted and press the DEL key on the keyboard. Answer OK. You can also point to the item and Right-mouse click on it. Choose DELETE.

# **TO SEE BOTH THE CALENDAR AND THE LIST OF EVENTS**

You can see both the calendar and the list of events at the same time. To do this, choose WINDOW / SPLIT WINDOW. This is a toggle switch. To turn it back to just one view, click on the SPLIT WINDOW toolbar or choose WINDOW / SPLIT WINDOW again.

# **TO SAVE THE CALENDAR**

You should save the calendar OFTEN!!! To save the calendar and all of the events,

1. Click on FILE / SAVE AS
2. Type in the name of the file
3. Change the SAVE IN location to where you want to store it (Drive A: or Drive C: or a folder on Drive C: etc.)
4. Click on SAVE. If you notice on the title bar will be the name of the file that you just saved.

Once you have saved it, continue adding more events and updating the look. Save it often. To save it again, click on the SAVE button on the toolbar or click on FILE / SAVE. The second time you save a file; it will not ask you for a file name or anything else. It will just save the file. In fact, it may save it so fast that you do not realize that it has been saved.

**Sample of equations that you can enter:**

## TO OPEN A CALENDAR THAT YOU HAVE SAVED

1. Click on FILE / OPEN COLLECTION
2. Change the LOOK IN location to Drive A: for this class or to the folder you saved it in (if at home)
3. Find the name of your calendar and click on it once. Click on OPEN

### TO EXIT CALENDAR CREATOR

1. Save the file first
2. Click on FILE / EXIT

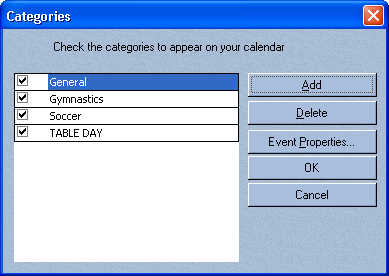
# **TO UNDO YOUR LAST MOVE**

If you make a change and you do not like it, immediately click on the menu choice of EDIT / UNDO

**TO ADD A CATEGORIES**

1. Click on EVENTS / CATEGORY
2. Click on ADD

3) Type in the name of the new category and click on OK

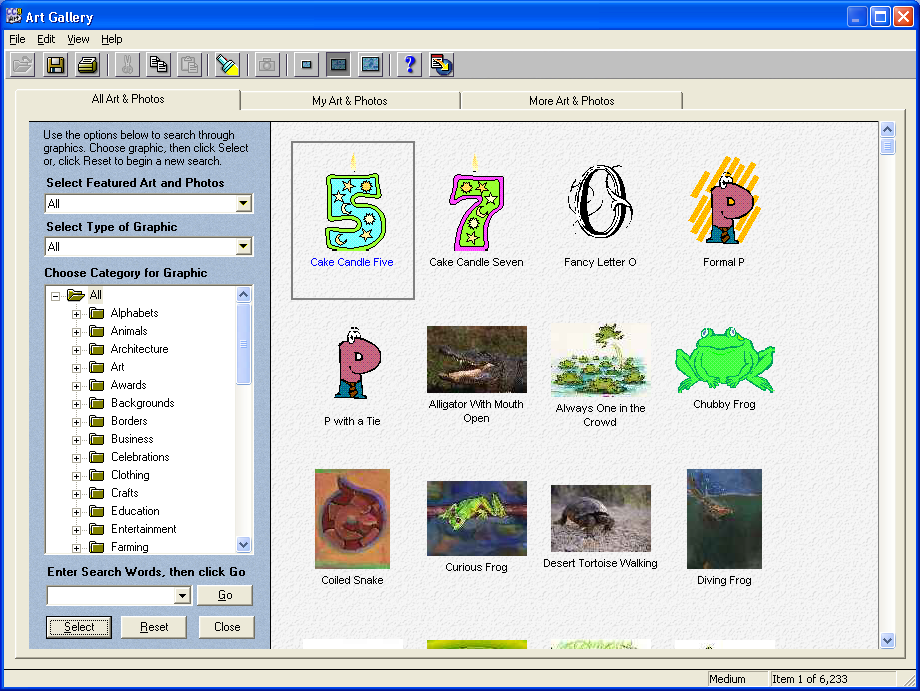


|  |  |  |
| --- | --- | --- |
| NAME | INCLUDED | DEFAULT FONT |
| Birthdays | yes | 12pt red |
| Friends | no | 12 pt green |
| Holidays | yes | 10 pt blue |
| General | yes | 12 pt purple shaded |

# **TO ADD A GRAPHIC THAT IS NOT SCANNED IN**

To add a picture

1. Click on the ADD PICTURE button on the toolbar. (You can also click on the menu choice of ADD / PICTURE).
2. You can at this time either search for a picture or choose one that is shown. Click on the picture you want. Click on SELECT. (You can also double-click picture)
3. The picture is now inserted into your calendar. Click on the picture and drag it to where you want it to be. You can also size it at this time. You can double-click the picture and manipulate it as well.



**Choose a category if you wish**

**Search if you wish**

**SELECT button**

# **TO ADD A GRAPHIC THAT IS SCANNED IN**

To add a picture,

1. Click on the ADD PICTURE button on the toolbar. The Art Gallery will appear.
2. Click on FILE/OPEN FROM DISK. Change the LOOK IN Folder by clicking on the down arrow key and change the location to the place where you saved your graphics. For this class, it will be on Drive A:
3. Click on the name of the graphic to bring in and click on OPEN

|  |  |
| --- | --- |
| TYPES OF GRAPHICS THAT ARE SUPPORTED | |
| BMP | Best |
| JPEG | Good |
| TIFF | Worst |

TABLE OF AUTHORITIES