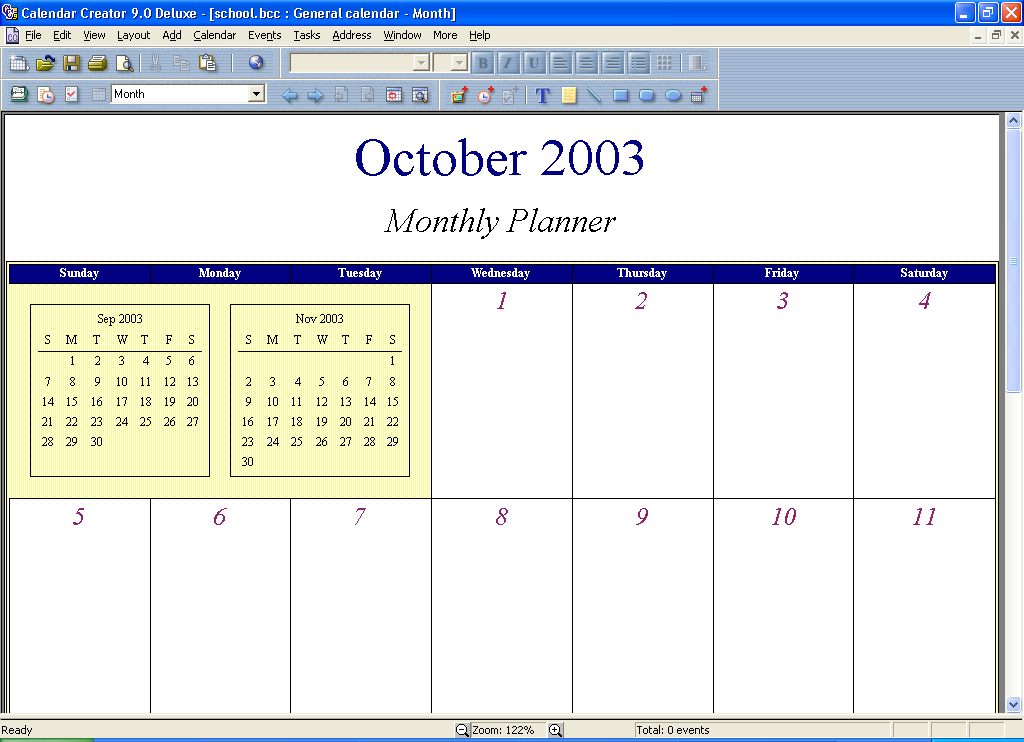
**CHEAT SHEET**

**CALENDAR CREATOR 9.0**

**THE SCREEN**



**Add Event**

**Previous Period**

**Next Period**

**Today’s Date**

**Show Event List**

**Select View**

**TO CHANGE THE VIEW (month / year / week, etc)**

To change the view of a calendar, click on the down arrow next to the SELECT VIEW button on the toolbar or choose VIEW/SHOW CALENDAR from the menu. Pick your option. The choices are: YEAR, MULTI-MONTH, MONTH, MULTI-WEEK, WEEK, WEEKLY PLANNER, DAY, CLIPART, MONTH ON 2 PAGES, WEEK ON 2 PAGES, REPORT. Whatever view you are in, that is the view that will print. So, if you are in Month view, then Calendar Creator will print 3 months when you tell it to print 3 periods, and it will print 3 weeks if you are in the Week view.

# **TO SEE ALL OF THE EVENTS THAT YOU HAVE TYPED IN**

To see a listing of all of the events, click on the SHOW EVENT LIST button on the toolbar or click on the menu choice VIEW / EVENT LIST.

**TO CHANGE THE VIEW SIZE (make bigger / smaller)**

To change the size of the calendar for viewing purposes only, choose VIEW / ZOOM from the menu.

## TO GO TO THE NEXT / PREVIOUS MONTH

To view the next month or previous month, click on the PREVIOUS PERIOD or NEXT PERIOD arrow buttons on the toolbar. You can also choose the menu choice of VIEW / GOTO. When you go to print, it will start with (default) the month/year/week that you are on. You can always change this, but the default is the current “period”.

# **5 DAY CALENDAR INSTEAD OF 7 DAYS**

If you want to show only the weekdays on your calendar, click on the menu choice CALENDAR / WEEK DAYS ONLY. Please keep in mind that this is for viewing/printing purposes only. If you click on the ADD EVENT button, you can still add an event on the weekend; it just will not show up on the calendar until you change back to GENERAL.

# **TO CHANGE THE DAY OF THE WEEK TO START THE CALENDAR**

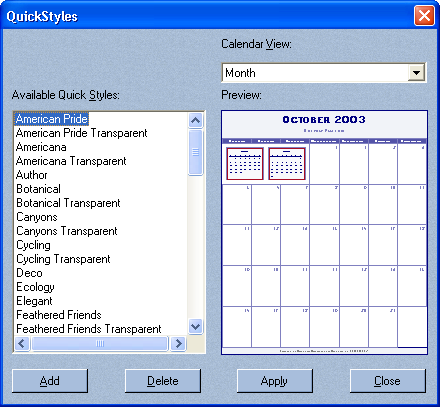
1. Click on the menu choice CALENDAR / WEEK START DAY
2. Click on the day of the week to start with

# **TODAY’S DATE**

To jump to today’s date, click on the TODAY’S DATE button on the toolbar or choose VIEW / GOTO / TODAY from the menu or press SHIFT F5.

# **QUICK STYLES**

To choose a pre-defined style for your calendar, click on LAYOUT / APPLY QUICK STYLE from the menu or press CTRL Q on the keyboard. Find the style you are looking for and click on it.

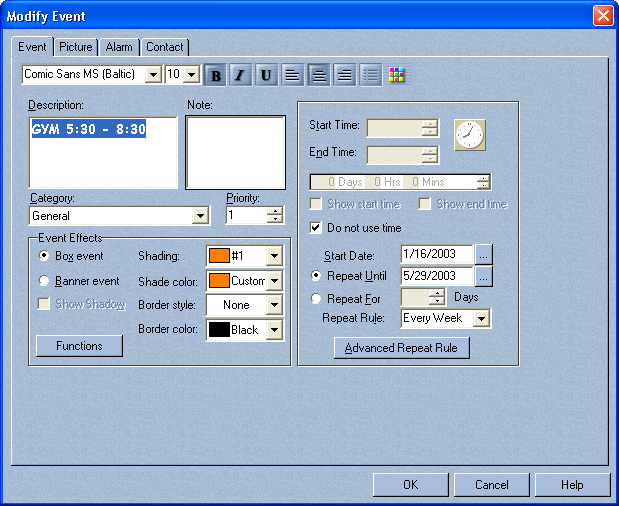


**TO ADD AN EVENT (1 day occurrence)**

1. If you know the date that the event should start, you can click right on that date on the calendar.
2. Click on the ADD EVENT button on the toolbar or choose EVENTS/ ADD EVENT from the menu
3. Type in the DESCRIPTION. Hit the Tab key
4. If you were not on the correct date, change the START DATE by either typing it in or clicking on the little calendar button and clicking on the date
5. Change the CATEGORY (if necessary)
6. Click on OK

# **TO CHANGE AN EVENT (change the date / category / description)**

1. Point to the event and double click on it.
2. You must make sure that you are pointing directly to the words on the event you want to change when you double-click. You should be on the MODIFY EVENT screen after you double-click. If you are not, click on CANCEL and try again.
3. Make your changes and then click on OK



MODIFY EVENT screen. Make sure that you see the data that you want to change. Make sure you are not on the NEW EVENT screen.

# **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.

## 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

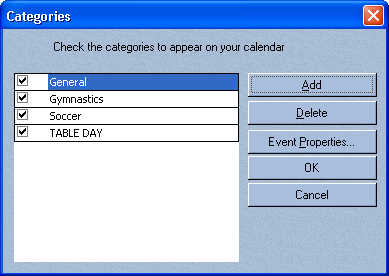
# **TO UNDO YOUR LAST MOVE**

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

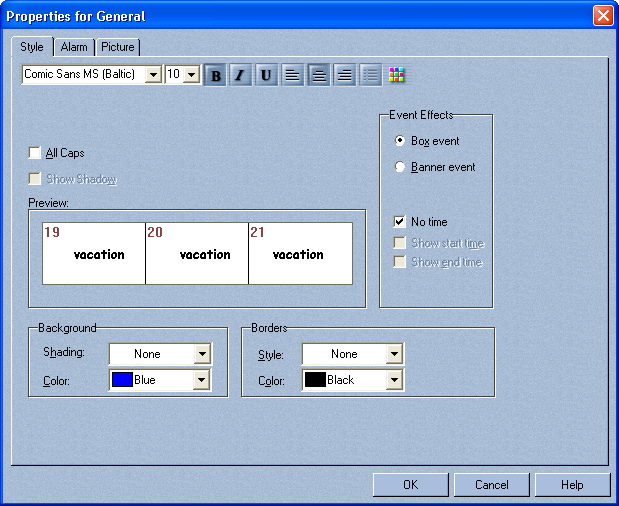
3) Type in the name of the new category and click on OK



**TO EDIT A CATEGORIES**

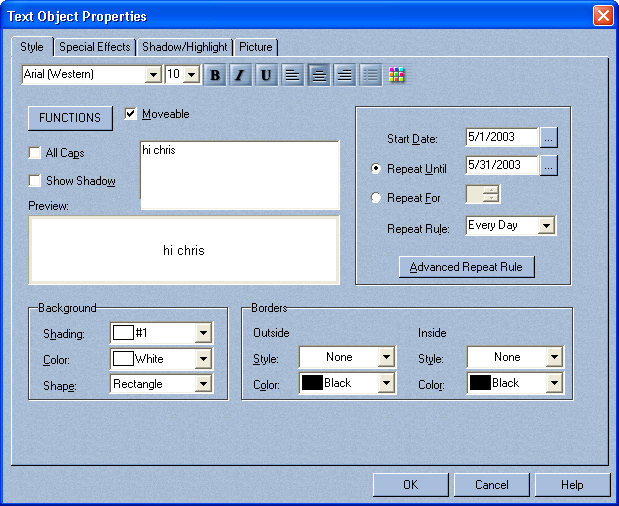
1. Click on EVENTS / CATEGORY
2. Click on the name of the category to edit and click on the EVENT PROPERTIES button
3. Make the necessary changes and click on OK

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | FONT | TYPE | SIZE |
| Comic SANS | Bold | Underline | 10 |
| Times Roman | Bold | Italic | 14 |



**TO ADD TEXT (anywhere)**

1. Click on the menu choice of ADD / TEXT or click on the TEXT button on the toolbar
2. Move the mouse down into the calendar where you want the text to go
3. Click and drag and draw a box the size that the text should be
4. Type in the text
5. Format the text the way you want it to be by clicking the appropriate TABS



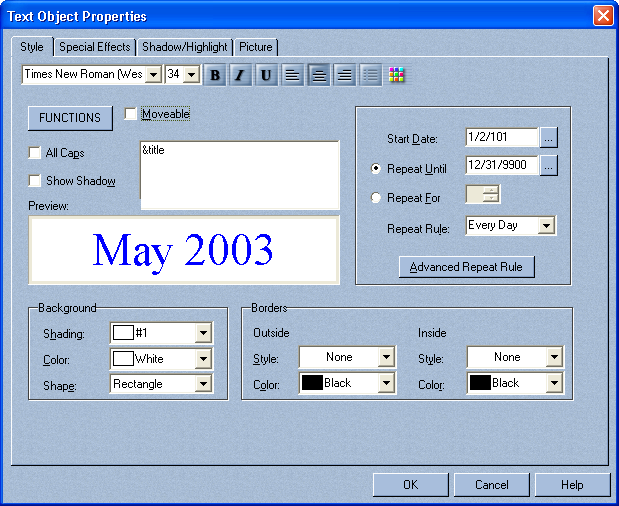
**TO CHANGE THE TITLE (or anything)**

To change a title, you must first select it. Click once on the Title. Then right-mouse click on the title and choose PROPERTIES or double-click on the title. You should now be on the TEXT OBJECT PROPERTIES screen.

***These all assume that you are on the PROPERTIES screen.***

To change the FONT COLOR

Click on the STYLE TAB and then click on the COLORS button. Choose your color. Click on OK and then OK again.



**Font Style**

**Font Size**

**COLOR**

To change the FONT SIZE

Click on the STYLE TAB and then click on the arrow next to the size listing. Click on the size that you wish to make the text. The larger the number, the larger the print. If your exact number is not listed, you can type in the size of the font you want. Click on OK.

To change the FONT STYLE

Click on the STYLE TAB and then click on the arrow next to the FONTS listing. Click on the style that you want and look at the SAMPLE to make sure it “looks okay”. Click on OK.

To add SHADING around the title

Click on the STYLE TAB. Under the section labeled BACKGROUND, click on the down arrow key next to COLOR. You should choose a color before you can choose a pattern. Once you have selected the color, then click on the down arrow key next to SHADING and choose your pattern. You can also change the shape of the shading by clicking on the down arrow key next to SHAPE and choosing the desired shape.

To add a SHADOW around the border of the title

Click on the STYLE TAB. Click on the SHOW SHADOW box.

To add an outside border to a title

Click on the STYLE tab under the section labeled Borders/Outside. Click on the down arrow key next to Style. Choose the thickness that you wish. To change the color of the outside border, click on the down arrow key next to COLOR under the outside border section and choose your color.

|  |
| --- |
| Items to Change |
| Font |
| Shading |
| Shadow |
| Size |
| Color |

Click once on the title to select it. Press the DEL key on the keyboard and answer OK. You can also point to the title and Right-mouse click. Choose DELETE.

# **TO REMOVE THE SMALL CALENDARS**

To remove the Small calendars,

1. Point to one of the small calendars and Right-mouse click.
2. Choose PROPERTIES.
3. Click on the MISCELLANEOUS tab and click off SHOW SMALL CALENDARS

# **LANDSCAPE**

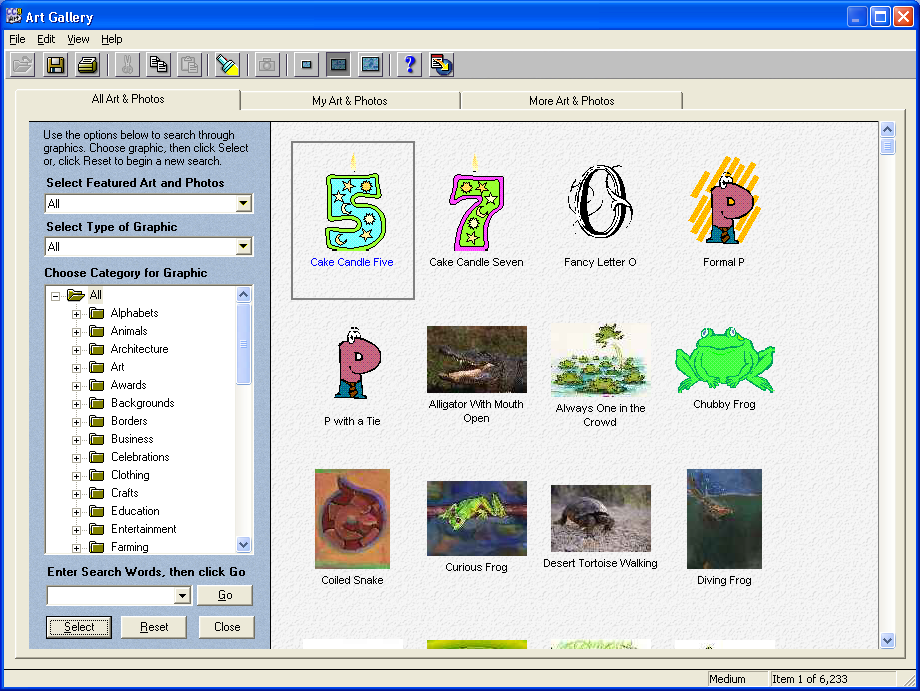
To change the calendar to landscape for printing purposes,

1. Click on FILE / PAGE SETUP.
2. Click on the PAPER SIZE tab. Under the Page Orientation section, choose landscape. Click on OK
3. If you want to see it before you actually print, click on the FILE / PRINT PREVIEW menu choice.

# **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.



**SELECT button**

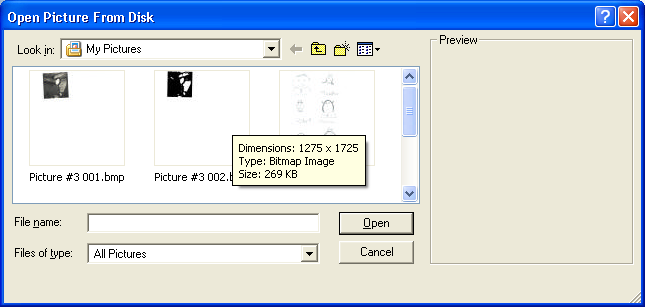
**Search if you wish**

**Choose a category if you wish**

# **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

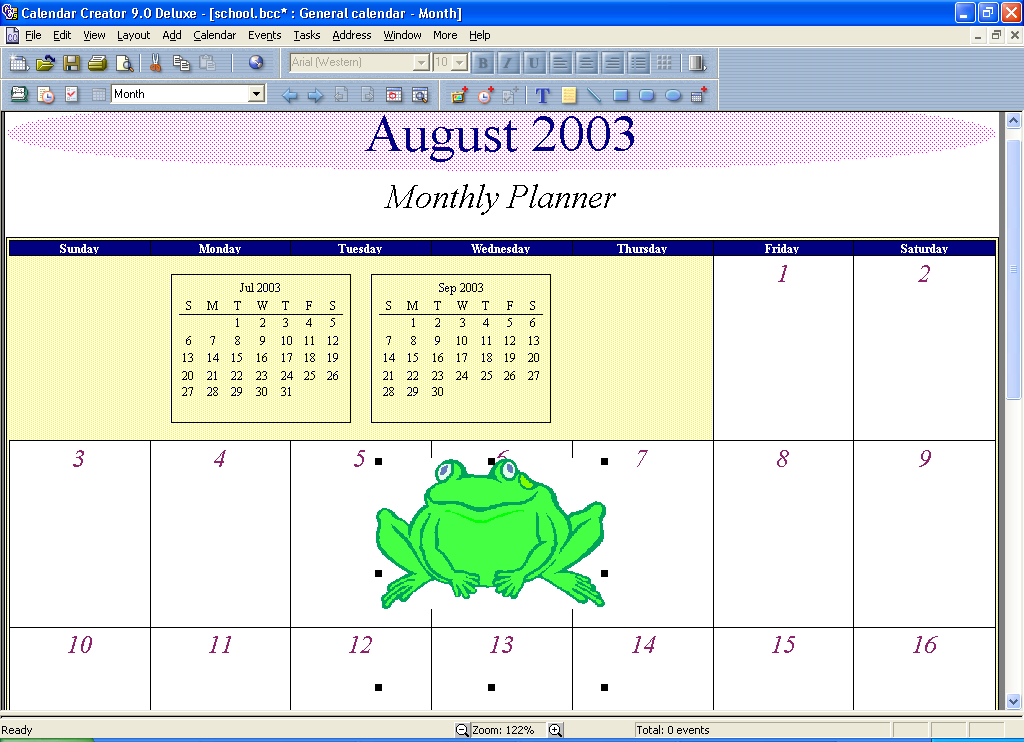


# **ADD A BOX AROUND GRAPHIC**

1. Right-click on your picture.
2. Click on the PROPERTIES.
3. Click on the STYLE tab
4. Under the section OUTSIDE BORDERS, click on the down arrow key next to Style
5. Choose your thickness
6. Click on OK

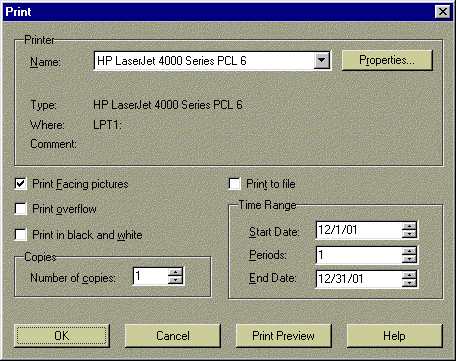
# **SIZE A GRAPHIC**

To size a picture, select the picture by clicking on it once. Point to one of the “handles” on the outside of the box. You mouse will turn into a double-arrow. Click and drag, to size the box.

**TO PRINT A CERTAIN NUMBER OF CALENDARS**

**1 of the handles to size**

To print a certain number of calendars (years, months, weeks, etc); you must first be on the VIEW that you wish to print. For example, if you want to print 5 months, be on the MONTH view. If you want to print 2 years, be on the YEAR view. If you want to print 16 weeks, be on the WEEK view. To do this, click on the VIEW button on the toolbar. Once you are on the correct view, Click on FILE / PRINT. The following menu will appear

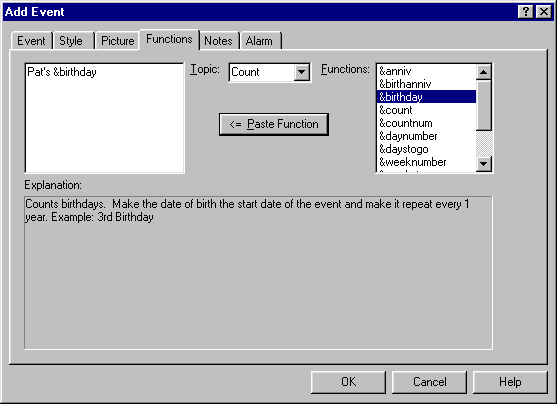


I also recommend being on the month that you want to start with, but not necessary.

1. Under TIME RANGE, type in START DATE.
2. Next, change the number of periods.
3. The end date will automatically be filled in.
4. Choose the number of copies (if more than 1)
5. I recommend PRINT PREVIEW first, but again, not necessary

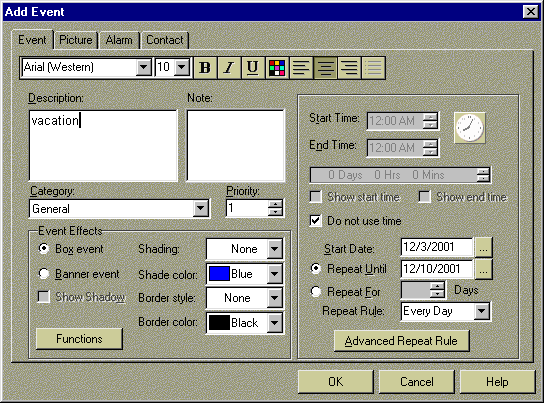
**TO ADD AN EVENT THAT “UPDATES” ITSELF (Pat’s 29th Birthday)**

1. Click on the ADD EVENT button on the toolbar or choose EVENT / ADD EVENT from the menu
2. In the DESCRIPTION section, type in the name of the person and an apostrophe S. For example: Type in PAT’S
3. On the EVENT TAB, type in the START DATE. This must be the Year the person was born, married, etc.
4. Click on the REPEAT RULE pull-down menu and choose EVERY YEAR
5. Change the CATEGORY (if necessary)
6. Click on the FUNCTIONS tab
7. Make sure the TOPIC is COUNT (it should be)
8. In the FUNCTIONS section, choose &BIRTHDAY or &ANNIVERSARY
9. Click on the PASTE FUNCTION button, click on OK and then OK again.



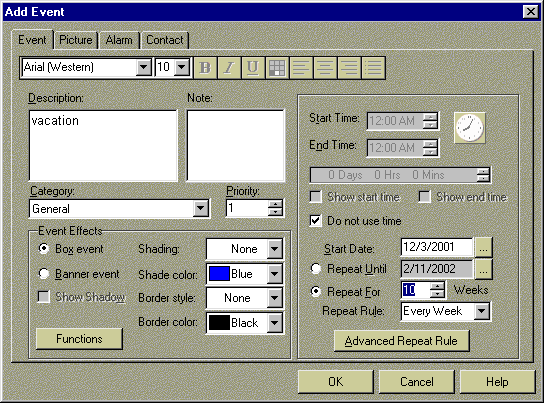
# **TO ADD AN EVENT THAT SPANS MORE THAN ONE DAY (Vacation for 5 days)**

1. Click on the ADD EVENT Button or choose EVENT/ADD EVENT
2. Type in the DESCRIPTION (ie.VACATION)
3. Type in the START DATE
4. Click on the REPEAT RULE button and choose EVERY DAY
5. You can then either tell it to repeat for a certain number of days or you can tell it to repeat until a certain day. To tell it to repeat a certain number of days, click on the REPEAT FOR button and choose 5 days. Notice that the ending date will automatically appear. To tell it to repeat until a certain date, click on the REPEAT UNTIL button and type in the ending date or click on the little calendar button and click on the ending date.
6. Change the CATEGORY (if necessary)
7. I also like to have this as a BANNER EVENT, so click on that box
8. Click on OK

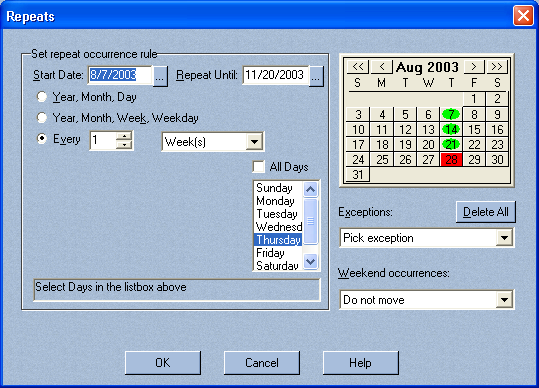


**TO ADD AN EVENT THAT REPEATS (BUNKO every WEDNESDAY)**

1. Click on the ADD EVENT button or choose EVENT / ADD EVENT from the menu
2. Type in the DESCRIPTION (BUNKO)
3. Click on the REPEAT RULE button and choose EVERY WEEK
4. Click on the REPEAT FOR button and choose the number of weeks
5. Change the CATEGORY (if necessary)
6. Click on OK

**TO ADD AN EVENT THAT REPEATS BUT HAS SOME EXCEPTIONS**

(Golf Wednesday for 15 weeks EXCEPT week 4, 12)

1. Click on the ADD EVENT button or choose EVENT / ADD EVENT from the menu
2. Type in the DESCRIPTION
3. Change the START DATE
4. Click on the REPEAT RULE button and choose EVERY WEEK
5. Click on the REPEAT FOR button and change it to 15 weeks (for our example)
6. Change the CATEGORY (if necessary)
7. Click on the ADVANCED REPEAT RULE button
8. Click on the date that you DO NOT want to repeat on (for our example we would click on the 4th and 12th weeks. Notice that when you click the date it becomes RED.
9. Click on OK
10. Click on OK

**KEYBOARD SHORTCUTS**

To choose a QUICK STYLE CTRL Q

To add an EVENT CTRL A

Modify an EVENT CTRL M

To jump to Today’s date SHIFT F5

To see a list of the categories CTRL T**GENERAL STEPS FOR CREATING A CALENDAR**

1. Customize your Calendar look first. Choose a Pre-defined or make your own
2. Customize/Add the Categories. Use the EVENTS / CATEGORIES / PROPERTIES menu to do this
3. Add your events. Use the ADD EVENT BUTTON or click on EVENTS / ADD EVENTS or press CTRL A on the keyboard

Remember that if you make a category look a certain way by using the EVENTS/CATEGORIES/PROPERTIES (vacations all red), do not change the look of an individual event (vacation event) by double clicking on it and choosing properties.. If you do this and then decide to change “all of the vacations” to yellow, they will all change except for the one that you double-clicked on to change!!!

# **GENERAL STEPS FOR PRINTING**

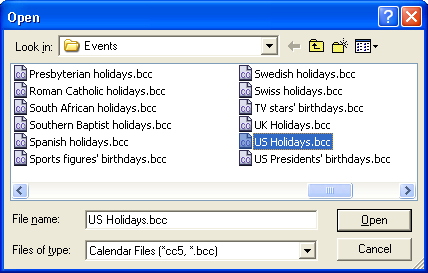
1. SAVE the file
2. Be in the view you want to print. If you want to print 1 year on a page, then be in the YEAR view, if you want to print one month on a page, then be in the MONTH view
3. Click on FILE / PAGE SETUP and change to landscape if necessary

4) Change the beginning date to print and the number of periods to print. OK

1. 5) Click on FILE / PRINT

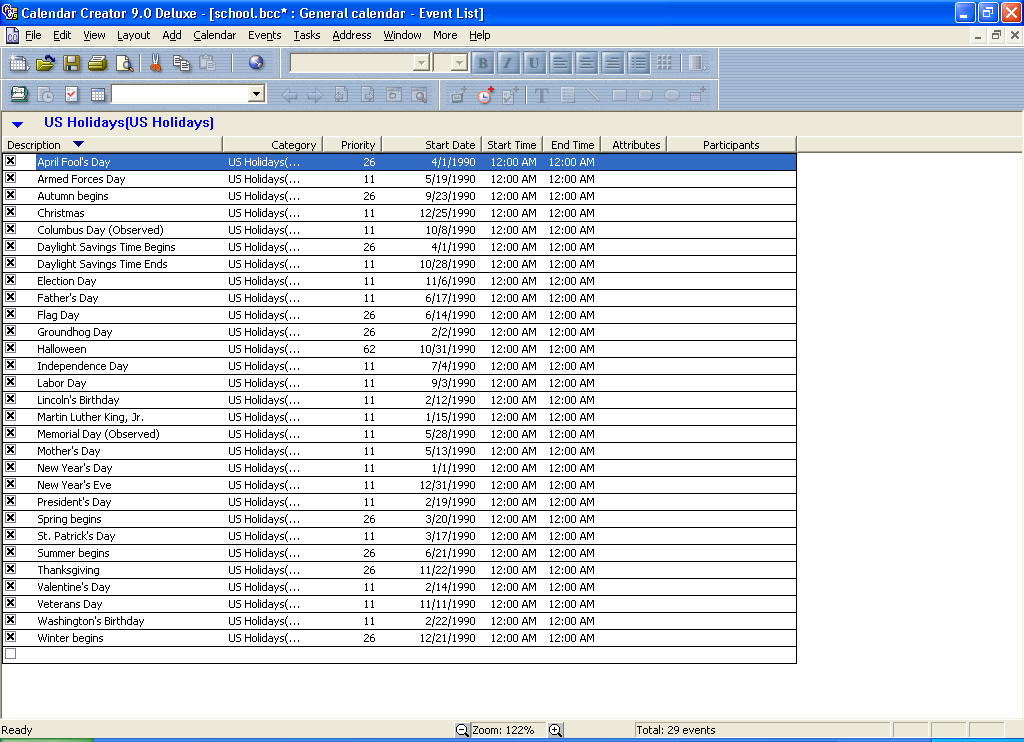
# **TO ADD THE HOLIDAYS THAT ARE BUILT IN**

1. Click on FILE / IMPORT / EVENTS
2. Double click on US HOLIDAYS



# **TO EDIT THE HOLIDAYS SO THAT ALL DON’T PRINT**

1. Change the VIEW to EVENT LIST. To do this, click on the VIEW button and choose EVENT LIST or click on the menu choice of VIEW / SHOW EVENT LIST
2. Click on the down arrow key to show only the US HOLIDAYS
3. Click OFF the holidays that are not to print

**INDEX**

Click and choose US HOLIDAYS

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