Chapter

5

Calendar

Introduction

DeskTop Set's Calendar lets you schedule and view your itinerary by the day, week, month, or year. Since it is integrated with DeskTop Set Address Book, it automatically enters selected names, addresses, and other pertinent information when you schedule events.

Calendar does not force you to enter events in hourly increments, or accept only events that have a starting time. Therefore, you can use it as a daily planner, a to do list, or a reminder pad to see all your daily activities at once.

DeskTop Set is adept at handling multiple calendars on a single PC or on a network. You can maintain as many different schedules as you wish, and Calendar lets you view up to 24 of them at a time.

Starting Calendar

Calendar icon

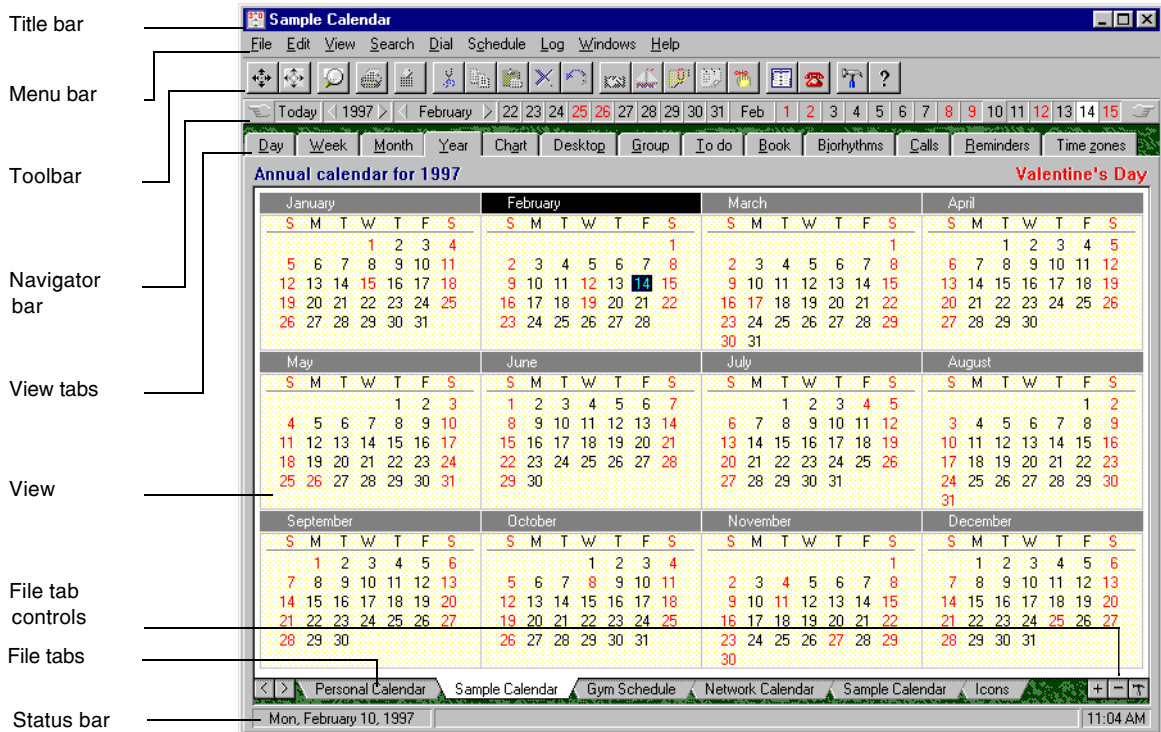**To launch DeskTop Set Calendar in Windows 3.1x:**

♦ Double-click the Calendar icon in Program Manager's DeskTop Set group, **or...**

♦ Double-click the CALENDAR.EXE application in File Manager.

To launch DeskTop Set Calendar in Windows 95:

♦ Open the Start menu and select **Program/DeskTop Set/Calendar**, or...

♦ Double-click the CALENDAR.EXE application in Explorer.

Calendar Features

Calendar's streamlined interface will help you control your schedule and to-do lists. Like Address Book, it uses subject and file tabs, a toolbar, context-sensitive menus, and drag-and-drop.
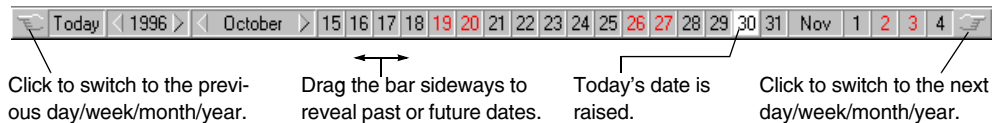
Element	Description
Title bar	Appears at the very top of Calendar. It includes the standard Windows system menu and buttons for minimizing or maximizing the window. In Windows 95, a close button appears as well. The title bar can be hidden.
Menu bar	Used to access the pull-down menus. Pressing the **Alt** key activates it for keyboard use. You can also use the mouse to select a menu, as you would with any other Windows application. The menu bar can be hidden.
Toolbar	Gives you one-click access to frequently-used options and commands. Hold your mouse over any button to see its tooltip, then click to execute the command. Right-click on the toolbar to see a menu for customization options. The toolbar can also be hidden.
Navigator bar	Lets you quickly access any date in any view. Left and right arrows let you select a month and year, then click on a number to instantly see events for that particular date.
View tabs	Let you quickly change to any calendar view with a single click. View tabs can be hidden.
View	Calendar has 11 views so you can see your schedule in different ways. They are accessible by clicking on view tabs. The current view will appear in this section of the window.
File tab controls	Edits the file tabs. Click ⊞ to add, ⊟ to delete, and ⊤ to edit. These controls can be hidden.
File tabs	Give you one-click access to any local or network calendar. Assign groups of calendars to a tab for use with the Group Chart. Right-click on a file tab to change its name. Use the file tab controls (see 7. above) to add or delete. File tabs can be hidden with their controls.
Status bar	Shows the current date and time. The status bar can be hidden.

Calendar Controls

DeskTop Set's Calendar controls appear throughout this User Guide. They are described here so you are familiar with how to use them when they are referenced later.

Navigator Bar   Use this to switch dates quickly in any calendar view.

Click to switch to the previ-   Drag the bar sideways to   Today's date is   Click to switch to the next
ous day/week/month/year.   reveal past or future dates.   raised.   day/week/month/year.

To select a year:
♦ Click on the left or right arrows to scroll to the correct year, **or...**
♦ Click the current year to open a selection menu.

To select a month:
♦ Click on the left or right arrows to scroll to the correct month, **or...**
♦ Click on the month name to open a selection menu.

To select a date:
♦ Click on the date you want.
♦ If the date you need is not in view, click and drag the navigator bar's date section in the proper direction.

Mini-calendar   This is a small calendar that lets you enter dates using only a mouse.

Click the arrows to change months.

Click the arrows to change years.

Click any date to select it.
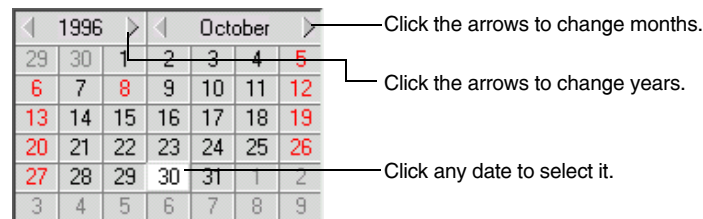
To see an example of a mini-calendar:
♦ Click the *Day* tab to switch to Day view.
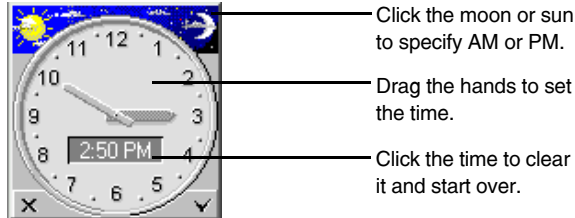♦ Double-click any blank line to open the *New Event* dialog box.

To change the month that is displayed:
♦ Right-click the calendar and select a month from the menu, **or...**
♦ Click the ◁ button to go back one month.
♦ Click the ▷ button to go forward one month.

To change the year that is displayed:

♦ Click on the ◁ button to go back one year.

♦ Click on the ▷ button to go forward one year.

Clock   This control is a clock face. It offers an easy way to enter time fields without touching the keyboard.

Click the moon or sun to specify AM or PM.

Drag the hands to set the time.

Click the time to clear it and start over.

To see an example of a clock control:

♦ Click the *Day* tab to switch to Day view.

♦ Double-click any blank line to open the *New Event* dialog box.

To set the time:

♦ Drag the hour and minute hands to the appropriate locations, **or...**

♦ Click the number that corresponds to the hour hand of the event (1, 2, 3, etc.)

♦ Click the number that corresponds to the minute hand of the event (3 = 15 minutes, 5 = 25 minutes, 9 = 45 minutes, etc.). To advance the time in one minute increments, click again on the same number.

♦ If necessary, click the moon or sun to specify whether it is AM or PM to finish the time.

The clock will try to guess whether the time is AM or PM, based on a 9–5 business day. For example, if you enter 9:30, it will assume you mean 9:30 AM. You can override this by clicking on the moon symbol, which switches it to PM.
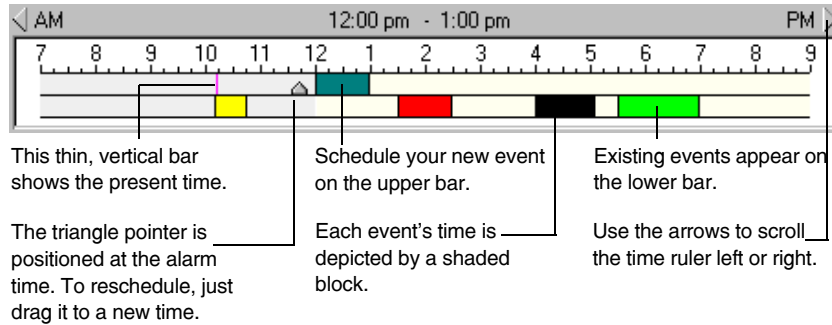
For example, to set a time of 11:42 AM:

♦ Click 11 once for the 11th hour. The clock will automatically add "AM."

♦ Click 8 for 40 minutes.

♦ Click 8 two more times to advance it to 42 minutes.

To clear a time entry:

♦ Click the time indicator at the center of the clock.

Time Ruler   The time ruler lets you enter time periods or events without having to touch the keyboard. It is called a time ruler because it looks like a ruler that is scaled in units of time, instead of length.

This thin, vertical bar shows the present time.

The triangle pointer is positioned at the alarm time. To reschedule, just drag it to a new time.

Schedule your new event on the upper bar.

Each event's time is depicted by a shaded block.

Existing events appear on the lower bar.

Use the arrows to scroll the time ruler left or right.

To see an example of a time ruler:

♦ Click the *Day* tab to switch to Day view.

♦ Double-click any blank line to open the *New Event* dialog box.

To enter a time period:

♦ Place your mouse pointer on the upper bar at the event's starting time. Click and hold down the left mouse button.

♦ While holding the button down, drag the cursor to the event's ending time and release the mouse button.

To set an alarm time:

♦ Position the mouse pointer on the upper bar at the alarm time.

♦ Click the right mouse button.

To reschedule a block of time:

♦ Click and hold down the left mouse button over the time block on the upper bar.

♦ Drag the block to a new position.

To delete a time block:

♦ Click the left mouse button outside the active time block boundaries.

Day View

This displays all of your scheduled events for the current day. Use this view as you would a paper planner: set appointments, make telephone calls at designated times, and set reminders for yourself.

You can split the Day view into three areas. The left side of the window shows the day's meetings, appointments, and engagements. The right side can be configured to show Address Book's pending phone calls and reminders, so you can see all current tasks at once.
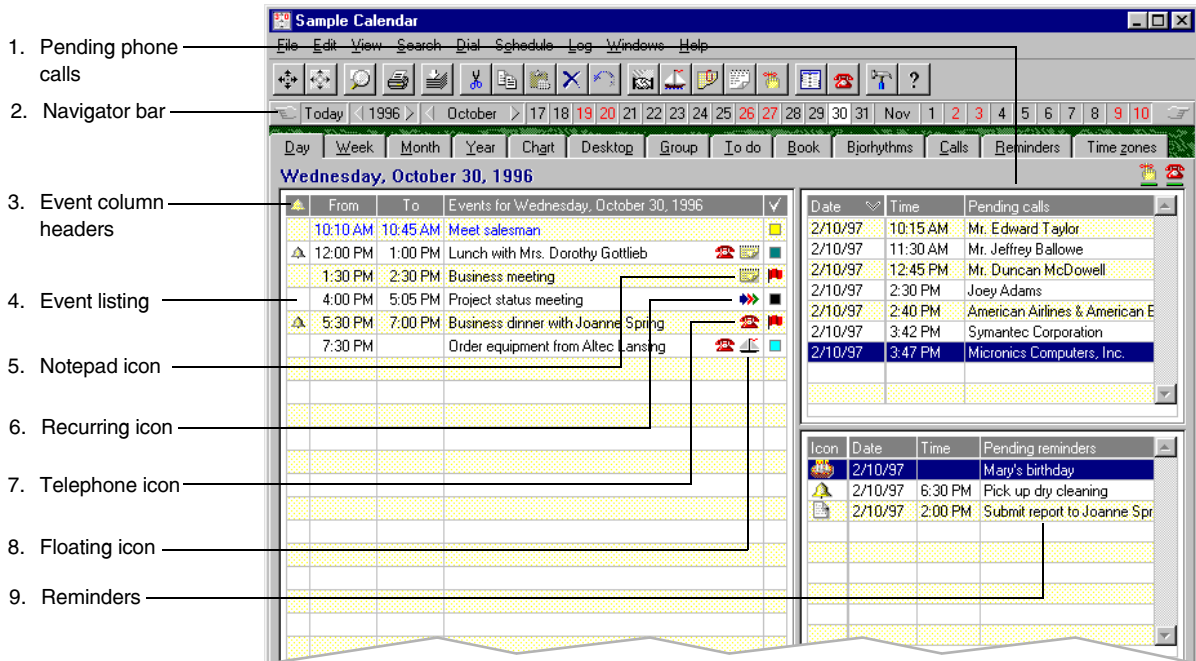
To open Day view:

♦ Select the *Day* tab.

To configure the display:

♦ Click the Reminders icon in the upper right corner to show pending reminders.
♦ Click the Telephone icon in the upper right corner to display pending phone calls.

To move between days:

♦ Click the ⬜ and ⬜ buttons on the navigator bar (or press the **PgUp PgDn** keys) to switch to the following day.
♦ Select a date on the navigator bar.
♦ Hold down the **Shift** key and press the **PgUp** or **PgDn** keys to switch to the same day in the following or previous years.
♦ Click the **Today** button on the toolbar to return to the current day.

1. Pending phone calls
2. Navigator bar
3. Event column headers
4. Event listing
5. Notepad icon
6. Recurring icon
7. Telephone icon
8. Floating icon
9. Reminders

The day view shows you a chronological listing of your events, just like a paper organizer.

1. Pending phone calls	Split the Day View to show a list of people and companies you have to call today. This way, you can see all your pending tasks in one window. See below for instructions on configuring this split.
2. Navigator bar	Switch dates, months, and years with just a click. You can drag the numbers sideways to select future or past days.
3. Event column headers	These label the fields for your event listing. Right-click here to configure the split window display.
4. Event listing	For each event, you can see a description, the time, whether an alarm is scheduled, and any special characteristics such as attached notes, recurring status, and more.
5. Notepad icon	This lets you know there is a note attached to this event. Double-click the icon to open the note.
6. Recurring icon	This triple-arrow appears on recurring events. Double-click the symbol to jump to the event's next occurrence; hold down the **Shift** key while you double-click to jump to the previous occurrence.

7. Telephone icon   This appears next to events which have been linked to Address Book entries. Double-click the telephone to open the attached entry's Folder.

8. Floating icon   The sailboat marks a floating event, which will keep advancing to the current day until you mark it as completed. This is good for low-priority items that you may take care of for a few days.

9. Reminders   View Address Book reminders along with your daily schedule, to make sure you never miss an important appointment or event.

Week View

This view displays an entire week's events in an easy-to-read format.

To open Week view:

♦ Select the *Week* tab.

Double-click on any event to go to Day view.

Right-click on an event to open an Edit menu.

This week-at-a-glance format lets you know what you have planned.

To move between weeks:

♦ Click the ⬅ button on the left side of the navigator bar (or press the **PgUp** key) to switch to the previous week.

♦ Click the ➡ button on the right side of the navigator bar (or press the **PgDn** key) to switch to the following week.

♦ Select a date on the navigator bar.

Month View

This displays the calendar for the current month. Weekends and major holidays are shown in red, while normal business days are displayed in black. Days from the previous and next months are grayed out. Various symbols and labels can be attached to a given day so you can see upcoming holidays, birthdays, and vacations.

To open Month View:

♦ Select the *Month* tab.

Click these icons to display events as symbols, banners, rectangles, or text.

Day icons let you see if a special day is coming up. This flag lets you know that September 4 is a holiday.

Each Event appears as a small icon.

Day highlights let you show important information.

The month view uses icons to help you see special events, such as trips, birthdays, anniversaries, holidays, and which type of appointments you have scheduled for each day.

To move between months:

♦ Select a new month from the navigator bar, **or...**

♦ Click the ⬆ button on the left side of the navigator bar (or press the **PgUp** key) to switch to the previous month, **or...**

♦ Click the ⬇ button on the right side of the navigator bar (or press the **PgDn** key) to switch to the following month, **or...**

♦ Hold down the **Shift** key and press the **PgUp** or **PgDn** keys to switch to the same month in the following or previous years.

To enter a day highlight or icon:

♦ Right–click on a day.

♦ Select the icon and/or type the descriptive highlight text.

♦ Press the **Enter** key to save the information.

To change the event display:

♦ Click the appropriate icon in the upper right corner.

Option	Description
	Displays events as colored rectangles.
	Displays events icons.
	Shows text descriptions of each event.
	Shows event banners (for multi-day events only).

Note: You can configure the Month view to display only certain types of events. For details, please see "Month" on page 291.

To switch to day view:

♦ Click the *Day* tab, **or...**

♦ Double-click any day, **or...**

♦ Select a day and press the **Enter** key.

Year View

When in Year View, a complete annual calendar is displayed. Weekends and major holidays are shown in red, while normal business days are displayed in black.

To open Year View:

♦ Select the *Year* tab.

Double-click on any date to switch to its day view.
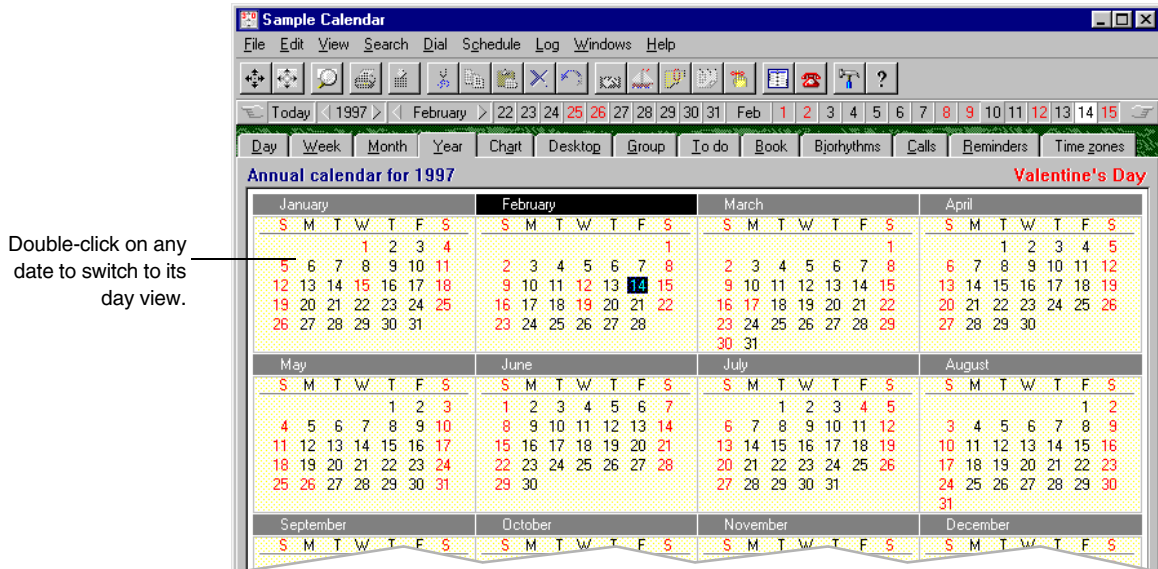
The year view lets you change dates quickly or see what day of the week a holiday falls on.

To change years:

♦ Select a new year from the navigator bar, **or...**
♦ Click the ⬱ button on the left side of the navigator bar (or press the **PgUp** key) to switch to the previous year, **or...**
♦ Click the ⬰ button on the right side of the navigator bar (or press the **PgDn** key) to switch to the next year, **or...**
♦ Select the **View/Year...** command, type the desired year, and click **OK**.

To switch to day view:

♦ Double–click any day, **or...**
♦ Click a day once and select the *Day* tab, **or...**
♦ Select a day and press the **Enter** key.

Chart View

Chart View is useful for finding free time quickly, or for reviewing an entire month's schedule in a single view.

To open Chart view:

♦ Select the *Chart* tab.

Click and hold on a block to see details about the event.

Colored blocks show you when your events are scheduled.
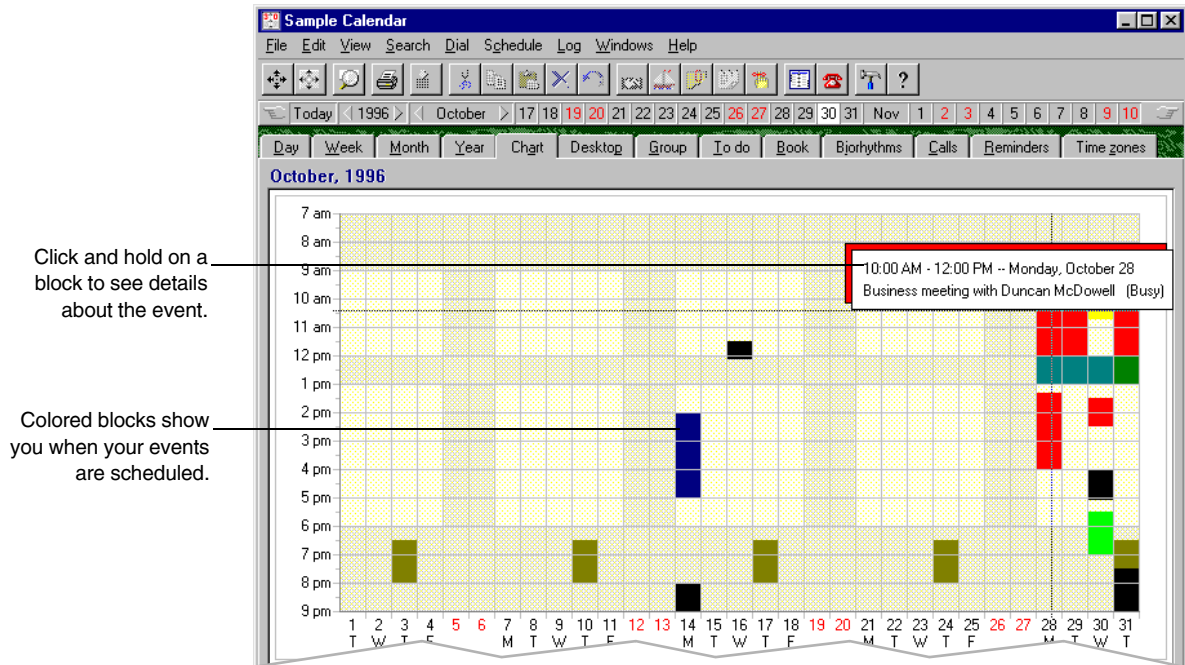
You can use the chart view to find open blocks of time to schedule an appointment.

The Chart view displays an entire month's events in graphical format. It's like having a month's worth of event time blocks stacked together.

To view complete details for a selected event:

♦ Select an event block by clicking it and holding down the left mouse button. An informational block opens, listing the complete details for the selected event.

To switch to day view:

♦ Double-click on any event block to turn to the Day view for the selected event, **or…**

♦ Double-click an empty time block to open the associated Day view and enter a new event, with the selected time block already defined.

Desktop View

This gives you instant access to your events (up to 64 day blocks). Every aspect of the Desktop view can be customized to visualize your schedule's most important aspects.

To open Desktop view:

♦ Select the *Desktop* tab.

Click and hold on an event to see detailed information.

Double-click an event to see it in Day view.
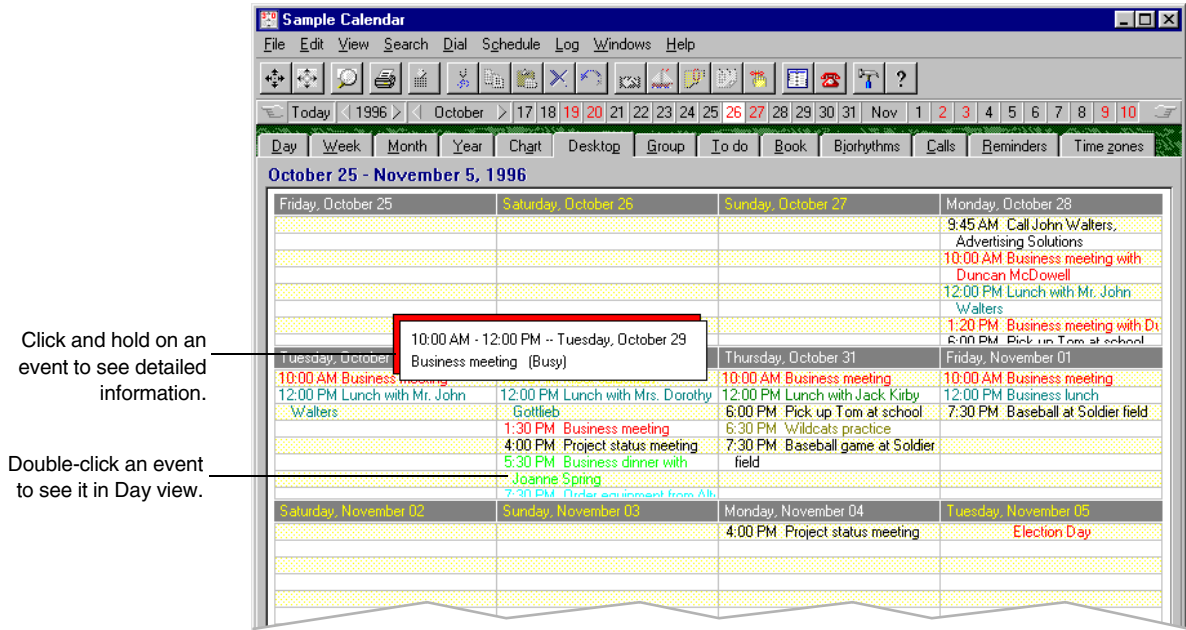
The desktop view imitates a desk blotter calendar. You can configure it to show up to 64 days at once.

To change dates:

♦ Use the **Page Up** and **Page Down** keys, **or...**

♦ Use the ⬅ and ➡ buttons on the navigator bar, **or...**

♦ Select a particular date on the navigator bar.

To see detailed event information:

♦ Single-click and hold on an event.

To see an event in Day view:

♦ Double-click on the event.

Group View

This provides you with an easy way to view the schedules of up to 24 different calendars at once. For example, you may have both a business and a personal calendar, and would like to find your available free time between the two. Another example might be several calendars used in a group medical practice. The receptionist can keep track of each doctor's appointments in a separate calendar file. A single glance at the Group view would tell the receptionist when each doctor was free.

To open the Group view:

♦ Select the *Group* tab.

This bar shows the current time.

Click and hold on a block to see a detailed event description.

Each calendar's name appears here. Click the button for each calendar you wish to schedule an event for.

You can use the Group Chart to search several people's calendars for a common meeting time.

To change dates:

♦ Use the **Page Up** and **Page Down** keys, **or...**

♦ Use the ⬅ and ➡ buttons on the navigator bar, **or...**

♦ Select a particular date on the navigator bar.

To see detailed event information:

♦ Single-click and hold on an event.

To see an event in Day view:

♦ Double-click on the event.

To schedule a Group Event:

♦ Click the button next to each Calendar you wish to schedule this event for. The button will turn green; click again to de-select the calendar.

♦ Click your mouse inside the grid, where one of the included Calendar's row and the start time's column intersect.

♦ Drag the mouse to the ending time, and release it. The *Edit Event* window will appear.

♦ Complete the *Edit Event* window and click **OK**. The event will appear on each of the selected Calendars.

Working with Groups

Each calendar group you create can hold up to 24 different calendars, and a calendar can appear in any number of groups. You can also edit and manage these groups whenever you need to change the group's options or review its list of members.

To open the Group view:

♦ Click on the *Group* tab.

This bar shows the current time.

Click and hold on a block to see a detailed event description.

Each calendar's name appears in this column.

You can use the group chart to search several people's calendars for a common meeting time.

To create a new group:

♦ Select **File/New group** from the menu.

♦ Choose which calendars you want to include by highlighting a calendar, then clicking the **Select** button.

♦ When you are finished, click the **OK** button.

♦ Give the group a name, then click the **OK** button.

Available calendars are listed here.

Selected calendars appear here.
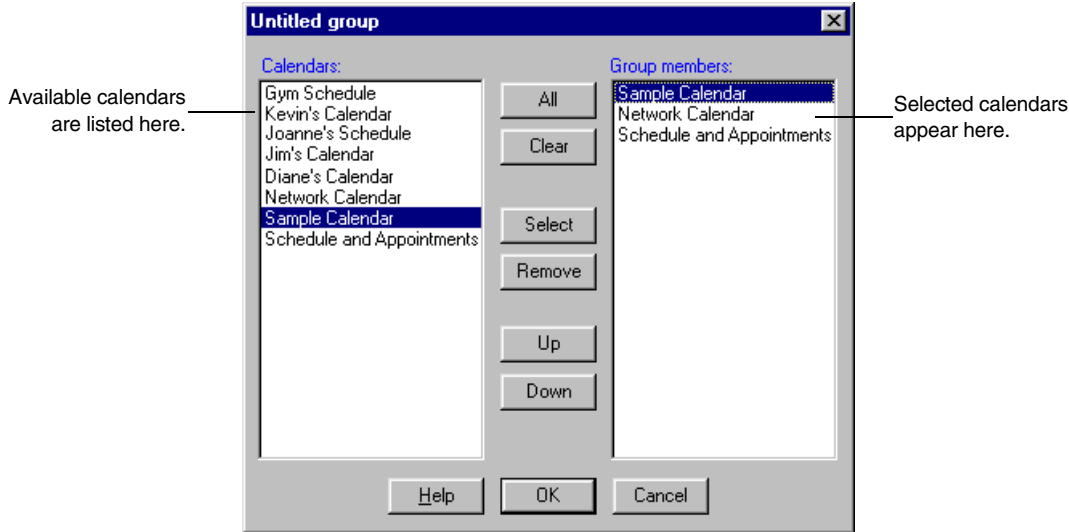
Create a group from any combination of calendars.

Option	Description
Calendars	Shows all calendars that have been used. To add a calendar to this list, you must change to another view and use the **File/Open...** menu command to open the calendar.
Group members	Displays all calendars included in the group you are editing.
All	Includes all available calendars in the group.
Clear	Takes all calendars out of the group.
Select	Moves the currently highlighted calendar into the group.
Remove	Removes the currently highlighted calendar from the group.
Up	Moves the selected calendar up in the group list.
Down	Moves the selected calendar down in the group list.

To edit a group:

♦ Select **File/Open group** from the menu. The *Select group* window appears.

♦ Highlight the group you want to edit.

♦ If necessary, change the group's name.

♦ Click the **Edit** button.

♦ Make any necessary changes to the group members, then click the **OK** button.

♦ Click the **OK** button to close the *Select group* window.

This list shows all available groups.

Here are all the calendars included in the highlighted group.
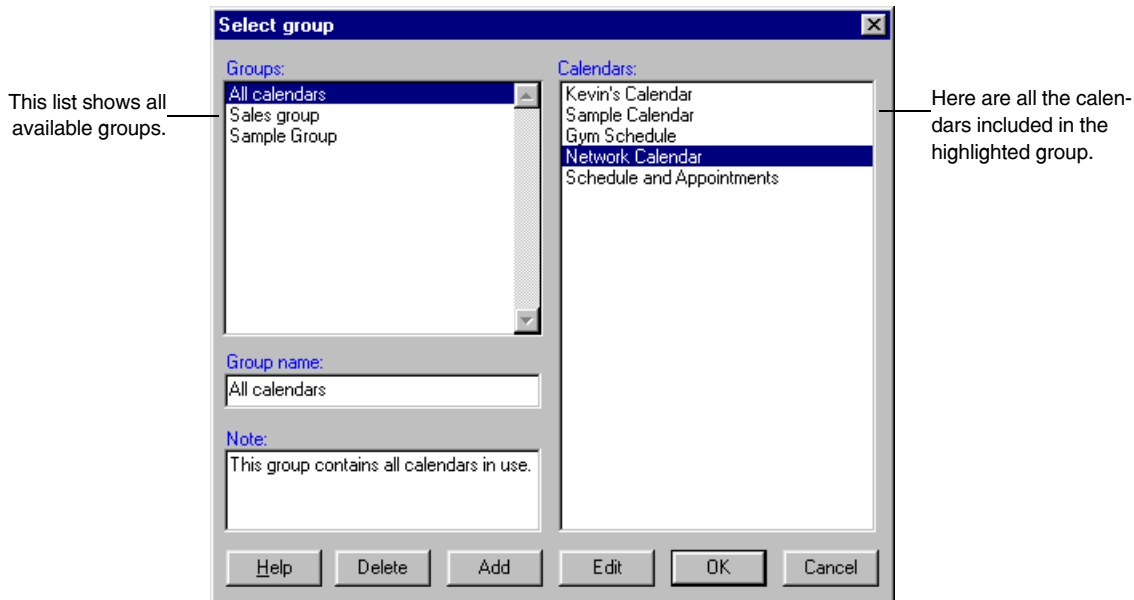
You can select and edit groups in this window.

Option	Description
Groups	Lists all available groups.
Calendars	Shows all calendars in the selected group.
Group name	You can edit a group's name here.
Note	If you wish, you can type notes about the selected group.
Delete	Deletes the selected group.
Add	Creates a new group.
Edit	Lets you change the selected group.

Book View

This listing has been included in Calendar to help you schedule appointments with people in your Address Book.

To open the Book view:

♦ Select the *Book* tab.

To move through the list:

♦ Use the arrows to the left and right of the column titles to move sideways.

♦ Use the right scroll bar to move up and down, **or...**

♦ Click an alphabet tab to jump to a specific letter.

Drag a name to the day tab to schedule an appointment with that person.

This arrow shows the list is being sorted by Page name. Click another column title to resort the list based on that field.

Click on an alphabet tab to jump to that letter.

Click one of the tabs to change the list template or address book.

The Book view lets you link an appointment to a person in your Address Book without leaving Calendar.

To edit an entry:

♦ Highlight the entry by clicking on it.

♦ Click on the field you want to edit.

♦ Make your changes and press **Enter** to save them.

Biorhythms

Biorhythms are either a serious tool or an amusing diversion, depending on how you see things. The Biorhythm tab lets you view a graph of your emotional, physical and intellectual highs and lows..

This shows you which month(s) you are viewing.

The date selected in Calendar is grayed-out.

The center line shows dates and days of the week.

A legend appears below the graph.

Create tabs for multiple people to see how your family and colleagues are faring.
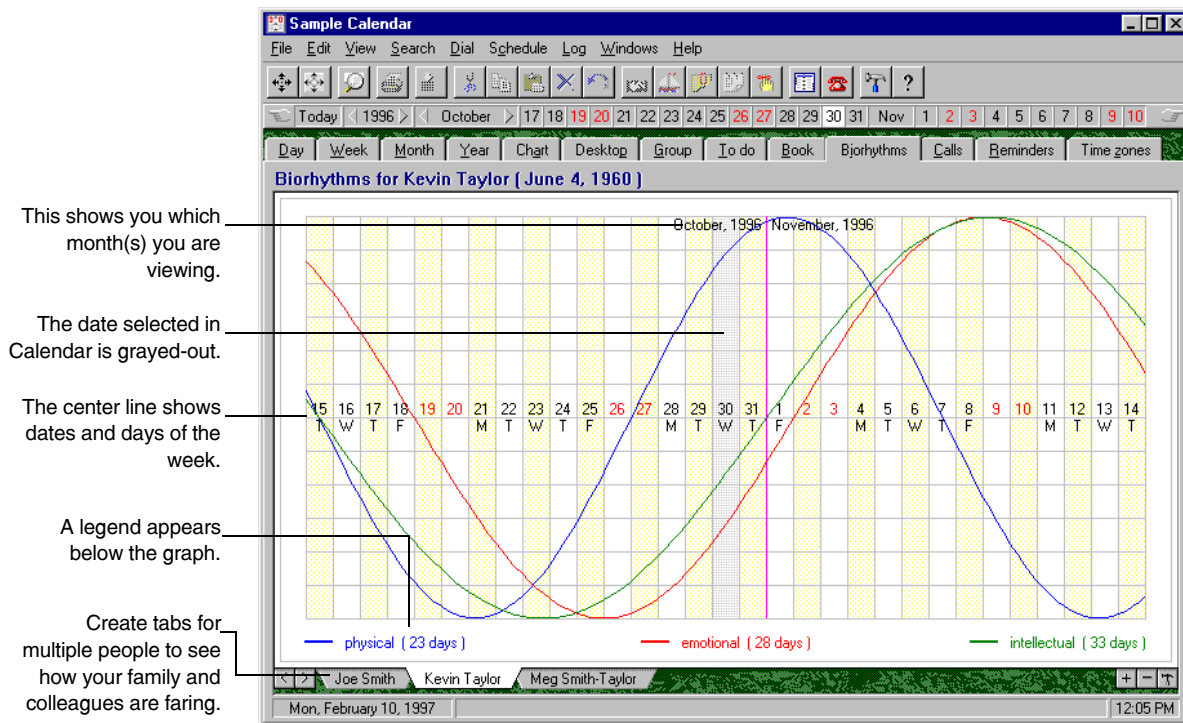
This illustration shows Kevin Taylor's biorhythms for late October and early November.

To change dates:

♦ Use your **Page Up** and **Page Down** keys, **or...**

♦ Use the ⬅ and ➡ buttons on the navigator bar, **or...**

♦ Select a date on the navigator bar.

To add additional Biorhythm profiles:

♦ Click on the + button in the lower right corner.

♦ Fill in the necessary fields and click **OK**.

Calls

This lets you view your phone log in Calendar. It can list all calls, messages, incoming or outgoing calls, or your pending calls scheduled in Address Book. When you want to return all calls at once, you can open Calendar to the Calls view and just work down the list.

Configure this list the same as any other, to show only those fields you need.

Select a filter tab to view only the calls you want to work with.

If you would like to browse your phone log, open the Calls view.

To switch to Call view:

♦ Click the **Calls** tab.

To select the type of calls you wish to see:

♦ Click the appropriate filter tab: **All**, **Incoming**, **Outgoing**, **Messages**, etc.

To review a Filter Tab's options:

♦ Click the Filter Tab.

♦ Click the Setup button in the lower, right-hand corner of the screen.

♦ Edit the options for this Filter Tab and click **OK**.

To create a new Filter Tab:

♦ Click the "+" button in the lower, right-hand corner of the screen.

♦ Set the options for this new Filter Tab, and click **OK**. The new Filter Tab will be displayed along with the others.

Reminders

You will probably want to schedule special events such as birthdays, anniversaries, and other non-timed events as Address Book reminders, so they don't clutter up your daily appointment schedule. However, you may want to see a full-window view of these events when you are in Calendar. Just open the Reminders view to see all Address Book reminders without any other distractions.

Click a column header to re-sort the list on that column's field.

The list can be configured to show reminder icons, so you can see which type of events are listed at a glance.
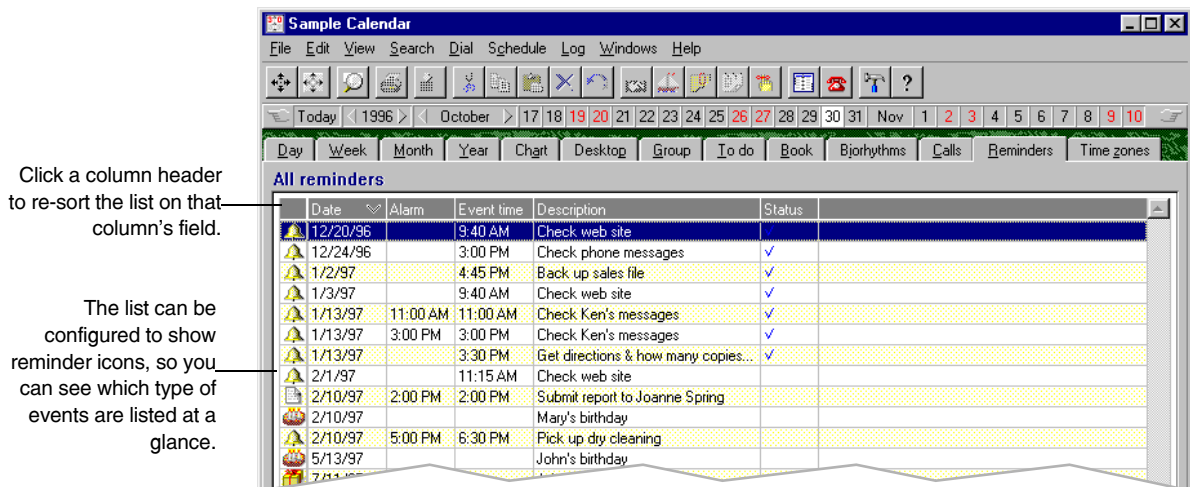
Browse your Address Book reminders using this view.

To select the type of reminders you would like to see:

♦ Click the appropriate filter tab: *All*, *Pending*, or *Today*.

To review a Filter Tab's options:

♦ Click the Filter Tab.

♦ Click the Setup button in the lower, right-hand corner of the screen.

♦ Edit the options for this Filter Tab and click **OK**.

To create a new Filter Tab:

♦ Click the "+" button in the lower, right-hand corner of the screen.

♦ Set the options for this new Filter Tab, and click **OK**. The new Filter Tab will be displayed along with the others.

Time Zones

This view lets you check the time difference for anywhere in the world. You can use this to schedule your calls for different time zones. It is also useful when planning trips and making airline reservations.

This row of clock faces illustrates time differences around the world.

US and European time zones are labeled at the bottom.

The Time Zone view helps you plan international calls.

Entering Events

Calendar has several ways of setting up events to give you flexibility. You can enter events, including descriptions, using only the mouse. Alternatively, you can enter events completely from the keyboard, or by using a combination of both.

In the Day View Window

Let's assume that you have a business meeting today, from 3:30 PM to 5:00 PM. Since you plan to be busy returning calls before the meeting, you would like to set an audible alarm to remind you when it's time to go to the conference room. Calendar allows you to schedule your meeting using your keyboard or mouse.

Using the mouse

To open the Event dialog box:

♦ Click the *Day* tab to switch to that view.

♦ Double-click the mouse on one of the blank event fields. The *New Event* dialog box appears.

The time ruler's upper bar shows when the current event is scheduled.

Select an event template to automatically fill in a description. Some will even set an alarm.

If none of the templates fit the event you're scheduling, type a description here.

The bottom row marks the times of other events scheduled that day.

Use the mini-calendar to select the event's date.

The clock control can set the alarm time and be used as an alternative to the time ruler to set event times.

The Event window contains all the controls you need to schedule an appointment.

The *Time Ruler* assists you in streamlining the entry of your events. The graphical representation of your day's schedule allows you to quickly resolve or avoid conflicting commitments. The upper part of the ruler shows the active (selected) event. The lower part shows color-coded blocks of time for other events scheduled for this

same day. Double-clicking on a time block in the lower ruler switches it to the upper ruler, allowing you to edit the event.

To schedule the event's start and end times:

♦ Move your mouse pointer over the time ruler's upper bar. A vertical cursor appears.

♦ Move the vertical cursor to the start time: 10:30 AM.

♦ Click and hold down the left mouse button.

♦ While holding the mouse button down, drag the cursor to the event's ending time: 12:00 PM

♦ Release the mouse button. Your meeting's starting and ending times appear in the *From* and *Until* fields.

To set an alarm using the time ruler:

♦ Right-click the upper ruler bar at the alarm time: 10:30 AM.

To set an alarm using the clock control:

♦ Click your cursor in the Alarm field.

♦ Click the clock's "10" to set the hour.

♦ Click the "6" to set the minutes.

For more information on using the clock control, see "Clock" on page 197.

To reschedule an alarm:

♦ Drag the triangular alarm pointer to a new time.

To enter the event description:

♦ In the list of *Event Templates*, click *Business meeting*. The event's description appears in the *Edit* field.

Calendar automatically schedules the event for the day you were viewing when you opened the *Event* dialog box. If necessary, you can use the mini-calendar to select a different day.

To change the event's date:

♦ Select a new day on the mini-calendar. This appears below in the *Date* field.

When you are done entering your event:

♦ Click the **Ok** button to save the new event and return to Day View. The completed entry appears in Day View.

When the event has passed, you may want to "check it off," or mark it as completed.

The Completed
Event checkmark

To mark an event as completed:

♦ Select **Edit/Status/Completed** from the menu, **or...**

♦ Click the *Status* field until the checkmark appears, **or...**

♦ Right-click the *Status* field and select "Completed" from the menu that appears.

Using the
keyboard

To enter a sample event from Day View using the keyboard:

♦ Select the *Day* tab to switch to that view.

♦ Position the cursor in a blank line using the keyboard's **Up** and **Down arrow** keys.

♦ Use **Tab** or **Shift-Tab** to move the cursor to the *Time from* field.

♦ Enter the event's starting time: `3:30 PM`

♦ Press the **Tab** key to position the cursor in the *Time to* field. Enter the event's ending time: `5:00 PM`

♦ Press the **Tab** key to position the cursor in the *Event description* field. Enter the event's description text: `Business meeting`

If Windows is set to a 24-hour format, you can enter military times in Calendar. When using the 12-hour format, be sure to put in the AM/PM indicator.

The actual amount of text you can enter in a field is limited and is dependent upon the type of characters you enter. Calendar does not accept more letters when this maximum is reached.

To set an Alarm:

The alarm bell

♦ Click on the Day view's alarm field, **or...**

♦ Select the **Edit/Status/Set alarm** command from the menu. This will set an alarm at the event's starting time. A small bell appears in the alarm field.

Event Options

This dialog box is used to set event-specific options which might not be set in the standard templates. For instance, you can change the event color or alarm sound, have the calendar page you, set a tickler, or make an event float.

This event is marked *Public* so network users can see it, and *Business* since it involves a company purchase.

You can select an alarm sound from this drop-down list.

You can use the Mini-Calendar to schedule an event tickler. These are listed when you start Calendar.

You can change basic event options, such as ticklers, color, or alarm sound, using this setup tab.

To access the *Event Options* dialog box:

♦ Open the *Edit event* window.

♦ Click the *Options* tab.

Options and alarms
This section contains event options, alarm tunes and paging setup.

Option	Description
Public/Private	Specifies the type of event. These designations can be used as filters when printing, or to prevent network users from viewing certain events in your schedule.
Business/ Personal	Specifies the type of event. These designations can be used as filters when printing calendar events. For example, you can print a calendar listing only your business events.
Key event	Designates events of major importance. Key events are displayed with a red flag in the *Status* field of the Day View window.

Printable	Includes the event in schedule printouts. You may occasionally have an event on your calendar that you don't want to print. If so, uncheck this option.
Locked	Prevents an event from being modified in any way. All of the fields in Day View are disabled, as is the *Event* dialog box. It remains this way until the event is unlocked by selecting **Edit/ Unlock event** from the menu. To prevent an unauthorized person from unlocking the event, enter a password in the *Setup Options* dialog box (see "General Options" on page 274).
Hidden	Hidden events are visible only to you. Network users will not be able to view hidden events.
Floating	If a floating event from the previous day has not been completed, it will move to the current day. Floating events appear with a sail-boat icon.
Billable	Designates the event as an item you bill for, or one for which you are billed.
Banner	Displays this event in Month view when you have selected to show banners.
Icon	Select the icon for this event. This icon is used in Month View, and is also used to display the event when it is parked.
Importance	Designates the relative importance of the event. Use this feature to help you determine whether or not an event can be rescheduled, cancelled, etc.
Status	Your Status is used to provide others with additional information when they view your Calendar in Group View.
Paging	This field selects the time when your Calendar pages to remind you of an upcoming appointment. You can either select one of the times from the combo box, or you can set up a *Default* paging format in the Calendar *Setup* dialog box (see "Event Options" on page 220).

Tickler You can set a tickler to give advance warning of an upcoming event. Unlike alarms, ticklers can be set for a different day than the event itself, and do not appear at a specific time. These fields are used to set up a tickler date and message for the event.

Option	Description
Tickler date	Specifies the date on which you want to be reminded about the event. Type the date in the provided field, or use the Mini-Calendar control to enter it.
Tickler message	This drop-down list selects the tickler message to be associated with the event.

Color Calendar provides sixteen different colors that you can assign to your events. The selected color is used in the Day view *Status* field of normal events (remember that Key Events have a special flag in their *Status* field), in the time bars of the *Event* and *Alarm Message* dialog boxes, in the Week view, and the Desktop view.

Use the event color as a visual cue to distinguish different types of events. For example, you could use blue for all of your personal events, black for your meetings, red for your client contacts, etc. This strategy allows you to see what type of event has been scheduled, without reading the description.

Option	Description
Current Color	Designates the currently assigned color. The default for a new event is white. If you select a preset template in the *Event* dialog box, its color is assigned automatically. To choose a new color, simply click on one of the sixteen color bars. The *Current Color* bar reflects your selection.

Note

You can attach notes to any event in your schedule. Use this window to enter, view, and edit notes.

Type notes as you would in a word processor.

Edit event (note): Lunch with Mrs. Dorothy Gottlieb

| Event | Options | Note | Daily | Weekly | Monthly | Files | Group |

We need to discuss marketing options. Don't forget to bring research and poll results.

Meet at Kiku Japanese Restaurant in the hibachi area.

Kiku is located on Route 4 East at the Spring Valley Road exit. Take the Garden State Parkway south to the Route 17 exit. Get off on Route 17 south and proceed to the intersection with Route 4. Get on Route 4 east, and about one mile later is the Spring Valley Road exit.

Jim ate at Kiku last week and recommends the scallops teriyaki.

| Help | Clear | Conflicts | OK | Close |

Attached notes can hold directions to a meeting, a list of items to bring or discuss, and anything else you may need.

If you prefer a more advanced text editor with **File** and **Edit** menus (similar to Windows' Notepad), you can use the note editor window.

To open the note editor window:

♦ Highlight the event in Day view.

♦ Click the *Attach Note* icon in the Toolbar.

Attaching notes   There are two ways you can create and edit notes. The simplest is to use the *Edit Event* window's *Note* tab, where you can enter and change your notes. For more features, such as printing, use the text editor.

To use the Edit Event window to attach a note:

♦ Double-click on the event.

♦ Select the *Note* tab.

♦ Enter the desired notes for the selected event.

♦ Click **OK** to close the window and save your notes.

A symbol appears in Day view to the right of the event description, showing that you have attached notes. To view the text again, double-click on this icon.

To use the text editor to attach a note:

♦ Select the event to which you want the note attached.

♦ Click the *Attach Note* icon in the Toolbar.

♦ Enter the desired notes for the selected event.

♦ Select the **File/Exit** command to close and save the notes.

The note symbol

The text editor window functions similarly to the Windows Notepad application. Use the commands from the **Edit** menu to help you format your notes. You do not have to save your notes, however, since Calendar does this for you when you close the window. If you wish to save the contents of the notes to a separate text file, use the **File/Save as...** command in the text editor window.

Removing notes

To remove notes attached to an event:

♦ Double-click on the event.

♦ Select the *Note* tab.

♦ Click the **Clear** button. All text is erased.

♦ Click **OK** to close the window and save your changes.

♦ The associated note and its symbol are deleted.

Daily Recurring Event

This is most often used for events that span over several consecutive days, or occur every x number of days. Examples include: several days of meetings while on a business trip, a vacation, or your every-other-day work-out.

Choose how often you want the event to recur.

Use the date range to set the event's first and last occurrence, or just select a starting date and how many times you want the event to appear.

Conflict checking makes sure you don't schedule a weekly meeting at the same time you're supposed to be on the road.

You may need to schedule a meeting every three days, but you don't want it to occur over the weekend. Check the days you don't want the event to appear on.

If you must remind yourself to make a backup before you go home or check your voice mail messages every day, daily recurring events can help you.

To set a daily recurring event:

♦ Create a regular calendar event in Day view.

♦ Before you close the *Event* dialog box, click the **Daily** tab.

Period   Specifies the number of days between occurrences of the event.

Range	Option	Description
	From/Until	Specifies the starting and ending dates for occurrences of the event. This field defaults to the current date, but can be modified at any time.
	Total events	Specifies the number of events that fit within the date range, based on the defined *Period* and the selected *Exclusions*.

Note: The *Range* section of the dialog box can be used in two different ways. You can enter *From* and *Until* dates, then let Calendar calculate the total number of events. Alternatively, you can enter a *From* date and fill in the *Total events* field, letting Calendar calculate the *Until* date.

Exclude   There may be certain types of days on which you do not want this event to occur. Check any of the appropriate exclusions boxes to select days on which you **do not** want the event to occur. This occurrence is skipped.

Example 1 - Scheduling an event that occurs every 10 days for the next year:

♦ Enter the first occurrence of the event in Day view.

♦ Before you close the *Event* dialog box, click the **Daily** tab.

♦ Enter 10 in the *Period* field.

♦ The *From* field should already contain the date of the first occurrence of the event. In the *Until* field, enter a date which is one year after the *From* field.

♦ Press the **Tab** key. The *Total events* field displays the number of times this event recurs within the defined period.

♦ Click **OK** to schedule the events.

All occurrences of the event are marked with a multi-coloured triple arrow in Day view.

Example 2 - Scheduling 15 dates for an event that occurs every 10 days, excluding days off, vacations and weekends:

♦ Enter the first occurrence of the event in Day view.

♦ Before you close the *Event* dialog box, click the **Daily** tab.

♦ Enter 10 in the *Period* field.

♦ In the *Exclude* section, mark the *Days off*, *Vacations*, *Saturday*, and *Sunday* check-boxes.

♦ The *From* field should already contain the date of the first occurrence of the event. In the *Total events* field, enter 15.

♦ Press the **Tab** key. The *Until* field displays the last date on which this event will recur within the defined period.

♦ Click **OK** to schedule the events.

All occurrences of the event are marked with a multi-coloured, triple arrow in Day view.

Example 3 - Scheduling an event that occurs daily, for a specific range of days (such as a training class, business trip, etc.):

♦ Enter the first occurrence of the event in Day view.

♦ Before you close the *Event* dialog box, click the ***Daily*** tab.

♦ Enter 1 in the *Period* field.

♦ The *From* field should already contain the date of the first occurrence of the event. In the *Until* field, enter the last date of the event.

♦ Press the **Tab** key. The *Total events* field displays the number of times this event will recur within the defined period.

♦ Click the **OK** button to schedule the events.

All occurrences of the event are marked with a multi-coloured, triple arrow in Day view.

To view other occurrences of an event:

♦ To view the next occurrence of this event, double click on the recurring arrow.

♦ To view the previous occurrence, hold down the Shift Key and double click on the recurring arrow.

To schedule an event that occurs every ten days for the next year:

♦ Create an event in Day view.

♦ Double-click on the event to open the *Event* dialog box.

♦ Click the ***Daily*** tab.

♦ Choose 10 in the *Period* field.

♦ The *From* field should already contain the date of the first occurrence of the event.

♦ Click on the *Until* field.

♦ On the mini-calendar, select a date which is one year after the *From* field.

♦ Press the **Tab** key. The *Total events* field will display the number of times this event will recur within the defined period.

♦ Click the **OK** button to schedule the events.

The recurring event symbol

Each occurrence of the event is marked with a multi-colored, right-facing arrow in **Day View**.

Double-clicking on the multi-colored arrow turns to the next date on which this event recurs. To see previous dates of recurrence, hold the **Shift** key down and double-click the arrow.

To schedule 15 dates for an event that occurs every ten days, excluding days off, vacations and weekends:

♦ Create an event in Day view.

♦ Double-click on the event to open the *Event* dialog box.

♦ Click the ***Daily*** tab.

♦ Select 10 in the *Period* field.

♦ In the *Exclude* section, check the *Days off*, *Vacations*, *Saturday* and *Sunday* check-boxes.

♦ The *From* field should already contain the date of the first occurrence of the event.

♦ In the *Total events* field, enter 15.

♦ Press the **Tab** key. The *Until* field displays the last date on which this event recurs within the defined period.

♦ Click the **OK** button to schedule the events.

To schedule an event that occurs daily, for a specific range of days (such as a training class, business trip, etc.):

♦ Create an event in Day view.

♦ Double-click on the event to open the *Event* dialog box.

♦ Click the ***Daily*** tab.

♦ Select 1 in the *Period* field.

♦ The *From* field should already contain the date of the first occurrence of the event.

♦ Place the cursor in the *Until* field.

♦ On the mini-calendar, select the last date of the event.

♦ Press the **Tab** key. The *Total events* field displays the number of times this event recurs within the defined period.

♦ Click the **OK** button to schedule the events.

Weekly Recurring Event

These are used for events that occur regularly on a certain days of the week, or every x number of weeks. Below is an example showing a weekly baseball game scheduled every Saturday for the duration of the season and excluding vacations.

To set a weekly recurring event:

♦ Create a regular calendar event in Day view.

♦ Before you close the *Event* dialog box, click the *Weekly* tab.

Select how often you want the event to recur.

No one can make a meeting when they're not at work, so vacation days and days off are excluded.

Select the day(s) of the week the event will occur on.

The weekly recurring event window has many of the same options as the daily version. Just select which day(s) and the weekly interval to schedule the recursion pattern.

Period	Specifies the number of weeks between occurrences of the event.

Range	Option	Description
	From/Until	Specifies the starting and ending dates. The *From* field defaults to the current date, but can be modified at any time.
	Total events	Shows the number of events that fit within the date range, based on the defined *Period* and the selected *Exclusions*.

Note: The *Range* section of the dialog box can be used in two different ways. You can enter *From* and *Until* dates, then let Calendar calculate the total number of events. Alternatively, you can enter a *From* date and fill in the *Total events* field, then let Calendar calculate the *Until* date.

Exclude There may be certain types of days on which this event shouldn't occur. Check any of the appropriate exclusions boxes to select days when you **do not** want the event to occur.

Day of week Specifies the day(s) of the week on which this event will occur.

Select All Marks all checkboxes in the *Day of week* section with a single click.

Example - Scheduling a meeting that occurs every third Monday:
♦ Enter the first occurrence of the event in Day view.
♦ Before you close the *Event* dialog box, click the **Weekly** tab.
♦ Enter 3 in the *Period* field.
♦ In the *Day of week* section, check *Monday*.
♦ The *From* field should already contain the date of the first occurrence of the event. In the *Until* field, enter a date 3 months after the *From* date.
♦ Press the **Tab** key. The *Total events* field displays the number of times this event will recur within the defined period.
♦ Click the **OK** button to schedule the events.

Viewing other occurrences of an event
♦ To view the next occurrence of this event, double click on the multi-colored triple arrow.
♦ To view the previous occurrence, hold down the **Shift** Key and double click on the multi-colored triple arrow.

To schedule a meeting that occurs every three weeks on Monday for the next three months:
♦ Create an event in Day view.
♦ Double-click on the event to open the *Event* dialog box.
♦ Click the **Weekly** tab.
♦ Select 3 in the *Period* field.
♦ In the *Day of week* section, check *Monday*.
♦ The *From* field should already contain the date of the first occurrence of the event.
♦ Place the cursor in the *Until* field.

♦ On the mini-calendar, select a date three months after the *From* date.

♦ Press the **Tab** key. The *Total events* field will display the number of times this event will recur within the defined period.

♦ Click the **OK** button to schedule the events.

Monthly Recurring Event

This is used for events that occur on a monthly or annual basis, such as:

✦ A meeting on the first of every month

✦ A report due on the first and third Friday of every month

✦ A quarterly report

✦ An anniversary on November 9th of every year

To set a monthly/annually recurring event:

♦ Create a regular calendar event in Day view.

♦ Before you close the *Event* dialog box, click the *Monthly* tab.

Whether you need to schedule a birthday, an annual report, or a performance review on the last Friday of every month, Calendar can do it.

Month   Specifies the month(s) in which you want the event to occur.

Week Number   Selects the week number, relative to the start of the month, in which you want the event to occur. For example, if you have a meeting on the first and third Monday of every month, you would check the *First* and *Third* boxes in this section.

Day of week | Shows the day(s) of the week on which you want the event to occur.

Select all | Marks all checkboxes in the *Month*, *Week number*, and *Day of week* sections.

Day Selection Grid | Choose dates of the month on which you want the event to occur. The *Last* box can be used to automatically select the last day of any selected month(s).

Range | Specifies the range of dates in which the event appears on the calendar, and how many occurrences of the event the range contains.

Option	Description
From	Specifies the starting date for occurrences of the event. This field defaults to the current date, but can be modified at any time.
Until	Shows the last date on which the event will occur.
Total events	Displays the number of events that fit within the date range, based on the defined *Period* and the selected *Exclusions*.

Note: The *Range* section of the dialog box can be used in two different ways. You can enter *From* and *Until* dates, then let Calendar calculate the total number of events. Alternatively, you can enter a *From* date and fill in the *Total events* field, letting Calendar calculate the *Until* date.

Exclude | There may be certain types of days on which this event should not occur. Check any of the appropriate exclusions boxes to select days on which you **do not** want the event to occur.

Note: It is not necessary to make a selection in each of the *Week number*, *Day of week*, *Exclude*, and *Day selection grid* sections of this dialog box. Some of these items are mutually exclusive, and the appropriate options are disabled as you make your selections.

Example 1 – Scheduling a meeting that occurs on the first day of every month for the next year:

♦ Enter the first occurrence of the event in Day view.
♦ Before you close the *Event* dialog box, click the **Monthly** tab.
♦ Check the *Months* box in the *Select all* section to mark every month.
♦ Click on the 1 box in the *Day selection grid*.
♦ The *From* field should already contain the date of the first occurrence of the event. In the *Until* field, enter a date that is one year after the *From* date.

♦ Press the **Tab** key. The *Total events* field will display the number of times this event recurs within the defined period.

♦ Click **OK** to schedule the events.

Example 2 – Scheduling a meeting on the first and third Friday of every month for the next year excluding August:

♦ Enter the first occurrence of the event in Day view.

♦ Before you close the *Event* dialog box, click the ***Monthly*** tab.

♦ Check the *Months* box in the *Select all* section to select every month.

♦ Uncheck the *August* month box.

♦ In the *Week number* section, check the *First* and *Third* boxes.

♦ In the *Day of week* section, check the *Friday* box.

♦ The *From* field should already contain the date of the first occurrence of the event. In the *Until* field, enter a date that is one year after the *From* date.

♦ Press the **Tab** key. The *Total events* field will display the number of times this event recurs within the defined period.

♦ Click **OK** to schedule the events.

Example 3 – Scheduling a report that is due on the last day of every quarter for the next year:

♦ Enter the first occurrence of the event in Day view on the last day of March.

♦ Before you close the *Event* dialog box, click the ***Monthly*** tab.

♦ In the *Month* section, check *March*, *June*, *September* and *December*.

♦ In the *Day selection grid*, check the *Last* box.

♦ In the *Range* section, enter March 31 in the *From* field and 4 in the *Total events* field.

♦ Press the **Tab** key. The *Until* field will display December 31.

♦ Click **OK** to schedule the events.

Example 4 – Scheduling an event that occurs on August 14th for the next five years:

♦ Enter the first occurrence of the event in Day view on August 14th.

♦ Before you close the *Event* dialog box, click the ***Monthly*** tab.

♦ Check the *August* box in the *Month* section.

♦ Click on **14** in the day selection grid.

♦ In the *Range* section, enter August 14th in the *From* field. Enter 5 in the *Total events* field.

♦ Press the **Tab** key. The *Until* field will display August 14th five years from the current date.

♦ Click **OK** to schedule the events.

Viewing other occurrences of an event:

♦ To view the next occurrence of this event, double click on the multi–colored triple arrow.

♦ To view the previous occurrence, hold down the **Shift** Key and double click on the multi–colored triple arrow.

Deleting recurring events

No matter how complicated the pattern of your recurring events, they can easily be deleted in Calendar.

To delete a recurring event:

♦ In Day view, select a future occurrence of the particular event (do not select an occurrence of the event that falls on today's date, or one that has already passed).

♦ Select the **Edit/Recurring/Delete…** command from the menu.

♦ A message box will appear to confirm your intention to delete the recurring events. Click **OK**.

All occurrences of the recurring event are deleted.

Changing recurring event status

Once you have set up the pattern of your recurring events, you may find it necessary to edit it. How many recurring events are edited depends on when the event falls in relation to today.

♦ If you edit a recurring event that occurs today, only that one event is changed.

♦ If you edit a recurring event that occurs in the past or future, all events are changed. This allows you to make changes to the entire recurring sequence.

You may wish to change a past or future occurrence without affecting the rest of the recurring sequence. Calendar allows you to do this by unlinking any recurring event from the rest of the chain.

To unlink one recurring event from its associated events:

♦ Select the desired recurring event in Day view.

♦ Select the **Edit/Recurring/Unlink** command. The selected event is unlinked from its associated events (it is no longer part of the original recursion pattern).

When individual recurring events are unlinked, their association with the original recursion pattern is severed. If you later choose to delete all occurrences of the recurring event, any unlinked events that were part of the original sequence remain.

Files

You can attach files which are related to an event, such as a spreadsheet of research results to be presented at a meeting, or a document containing a proposal. If an event has many files attached, you can use the bottom filter tabs to view only Microsoft Word files, Excel files, text files, and so on. If you are searching for a specific Word document, this can help narrow the list you are scrolling through.
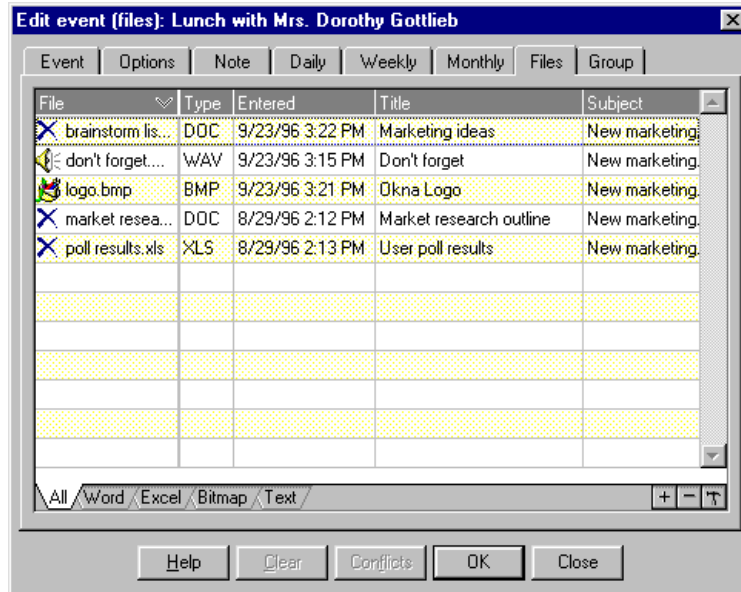
Attachments are displayed in a standard list, which can be configured normally. Select a topic tab at the bottom of the window to view specific types of files.

To view your attachments:

♦ Double-click on the event.

♦ Click the *Files* tab.

To view only one type of file:

♦ Click the appropriate filter tab (*Word*, *Excel*, *Text*, etc.) at the bottom of the window.

To set the options for a filter tab:

♦ Click the filter tab.

♦ Click the *Setup* button in the lower right-hand corner of the screen.

♦ Set the tab's options and click **OK**.

To add a new filter tab:

♦ Click the "+" button in the lower right-hand corner of the screen.

♦ Set the new tab's options and click **OK**.

♦ The new filter tab now appears below the list of files.

To add an attachment:

♦ Double-click on a blank line.

♦ Click the 🖼 button next to the *File* field to select the file which you wish to attach. Click **Open** to continue.

♦ Fill in the rest of the information, such as *Author*, *Subject*, *Title*, and so on.

♦ Click **OK** to finish attaching the file.

To open an attached file:

♦ Right-click on the file's listing and select **Open**.

To remove an attached file:

♦ Right-click on the file's listing and select **Delete**.

Removing an attached file leaves the file itself intact; it is simply removed from the attachment list, but not deleted.

Managing Group Events

There are times when you need to schedule events that include your colleagues—departmental meetings, planning sessions, and so on. DeskTop Set lets you create group events with just a few extra clicks.

To invite people to an event:

♦ Schedule an event normally.

♦ In the *Edit event* window, click the ***Group*** tab.

♦ Under *Participants*, check the calendars belonging to people who should attend.

♦ Use the *Presence importance* drop-down list to select how important it is for each person to attend.

♦ If you want, type a note about the event.

♦ When you are finished, click the **OK** button.

The checked calendars's owners are invited to this event. You can see whether they have accepted or declined to attend.

Select how important it is for people to attend.

You can describe what is going to happen at this event to help people decide whether to attend.
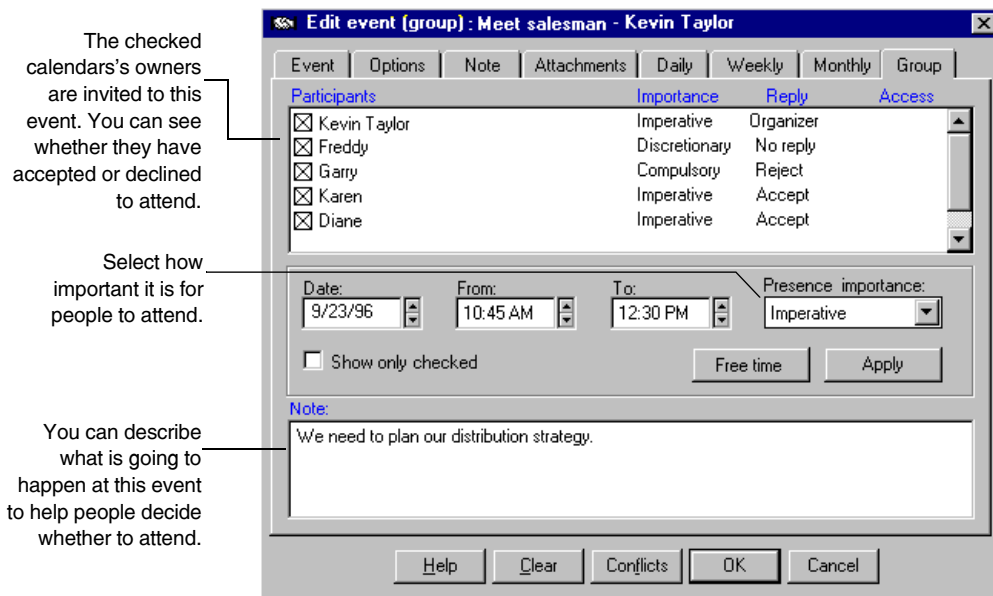
Invite several people to a meeting and see whether or not they have decided to attend without physically tracking everyone down.

Once the event is created, the group event appears on all invitees' schedules. The event is locked, so no one can change it accidentally. Invitees can either accept or decline to attend, and you see their choice immediately in the *Reply* column.

Option	Description
Participants	Lists all calendars on the network. Check the calendars you would like to send the invitation to.
Date	This is the date on which the event will take place.
From/To	Enter the event's time range in these fields.
Presence importance	Select how critical it is for people to attend this event.
Show only checked	Once you have created the event and invited all participants, you may check this box to see only your invitees' calendars under the *Participants* list.
Note	You can type information about the event here. Use this to describe what will happen at the event and why people should attend.
Free time	Click this button to search all invited calendars for a common available time slot.
Apply	This button sends the event to all participants' calendars.

To respond to an event invitation:

When you are invited to a group event, the event will appear on your Calendar. To respond to the invitation:

♦ Double-click on the group event in your calendar.

♦ Click the *Group* tab.

♦ Under *Reply*, select your response.

♦ Click **OK**.

Select your response from this drop-down list.
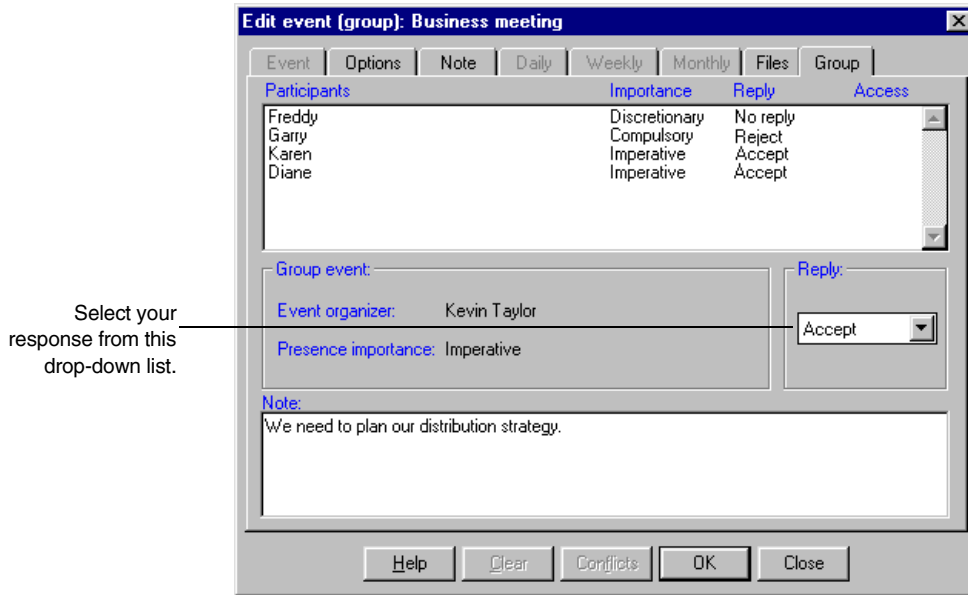
This window lets you send your reply to the group event's organizer.

Option	Description
Participants	Lists all people invited to the event.
Group event	This section shows information about the event's organizer.
Reply	Select the response you want to send to the event's organizer.
Note	This section may contain a note about the event.

Manipulating Events

Events can be copied, moved, or removed as your schedule changes.

Copying events

You can easily copy the description of an event to a different day or time.

To copy an event to a different day:

♦ Select the event you want to copy.

♦ Choose the **Edit/Copy** command from the menu. This copies the event information to Calendar's *internal* clipboard (not the Windows Clipboard).

♦ Select the new date's Day view.

♦ Position the cursor on an blank line.

♦ Choose the **Edit/Paste** command.

The event appears on the selected line.

If the original event had attached notes, they are copied as well. The notes of the copied event are not linked in any way to original notes. If you make changes in one note, the other note remains the same.

Copying is helpful if you want to duplicate the event in only a few places. If you want an event to occur a large number of times, use the *Recurring Events* feature (see page 225).

Moving events

Events can be easily moved from day to day, by one of two methods.

To move an event using drag–and–drop:

♦ Drag the event to its new date on the navigator bar.

To move an event using cut and paste:

♦ Select the event to be moved.

♦ Select the **Edit/Cut** command.

♦ Select the new date's Day View.

♦ Position the cursor on an empty line.

♦ Select the **Edit/Paste** command. The event appears on the selected line. The original entry is deleted.

To move an event using the *Event* dialog box:

♦ Double-click on the event. The *Event* dialog box opens.

♦ Use the mini-calendar control to specify the new date.

♦ Click **OK** to move the event.

Removing events

Events can also be easily cleared from your daily schedule.

To remove an event:

♦ Click on the event.

♦ Select the **Edit/Clear** command from the menu.

This deletes the event without placing the information on the clipboard. The only way to retrieve the appointment is to immediately click the toolbar's **Undo** button.

Floating events

If they are not marked off as completed, floating events from the previous day are automatically moved to the current day.

To make a floating event:

The floating event symbol

♦ Schedule an event in the Day view.

♦ Select **Edit/Status/Float** from the menu.

Floating events are useful to schedule non-priority items that you want to roll over from day to day until you get around to doing them.

Address Book Integration

The Address Book link icon

Event templates facilitate the integration of DeskTop Set Address Book. With a few clicks of the mouse, you can set up complete events with any entry from Address Book. When an event is linked to an Address Book entry, a small telephone symbol will appear at the end of the event description line.

Linking Events to Address Book Entries

There are several distinct advantages to linking Calendar events and Address Book entries:

✦ The entry's name, company, address and other information can be inserted automatically into the event description when you use templates.

✦ You can open the entry's Folder directly from Calendar, so you can see their information without having to start Address Book.

✦ You can view and dial any of the entry's phone numbers directly from Calendar by using the DeskTop Set Dialer.

✦ Linked information can appear in printouts.

There are several ways to link Calendar events to Address Book entries. The different options are explained below.

Linking new events

You can create links using the drag-and-drop method from Calendar's Book view. Address Book does not have to be running.

To create an event that is linked to an Address Book entry:

♦ Click the *Book* tab to switch to Book view.

♦ Click and hold down the left mouse button on the record you wish to link.

♦ While holding the mouse button down, drag the cursor to the *Day* tab.

♦ Release the mouse button, and Calendar switches to Day view.

♦ Click the left mouse button on a blank line. The *Event* dialog box appears. The Address Book entry's title, first name, and last name appear in the event description.

♦ Select an event template, and make any changes to the event or its options.

♦ Click the **OK** button to finish creating the link.

A small telephone symbol appears at the end of the event description line, indicating the link with an Address Book entry.

Linking existing events

You can use the **Link to...** menu command for an existing event.

To link an existing event to an Address Book entry:

♦ Click the *Book* tab to switch to Book view.

♦ Select the entry for which you want to schedule an event. Be sure that you have already specified relevant information for this entry in the address and telephone portions of its Folder.

♦ Click the *Day* tab to switch to that view.

♦ Select the event you wish to link.

♦ Select the **Dial/Link to [*page name*]** command. The *Event* dialog box appears.

♦ Make any necessary changes to the event or its options.

♦ Click the **OK** button to finish creating the link. A small telephone symbol appears at the end of the event description line, indicating an Address Book link.

Viewing link information

Once your event is linked to a record in Address Book, its Folder is readily available from Calendar.

To access a linked entry's Folder:

♦ Select the linked event and choose **Dial/[Page Name]** from the menu **or...**

♦ Right-click the telephone beside the event and select the person's name from the menu that appears.

Dialing from the event

Once the link between Address Book and Calendar has been created, you can use Calendar's **Dial** menu in exactly the same way as you would Address Book's **Dial** menu.

To dial one of the phone numbers for a linked entry:

♦ Select the event in Calendar, and choose **Dial/[Number]** form the menu, **or...**

♦ Right-click the telephone beside the event and select the number from the menu that appears.

Alarm Monitor

DeskTop Set lets you schedule an endless number of meetings, reminders, ticklers, messages, follow-up calls, etc. The Alarm Monitor keeps you notified of these events whether or not DeskTop Set is running. It gives you audible and visual keys to inform you of all pending and past events in one window. You are then able to act, reschedule, or open the related event from there.

Starting the Alarm Monitor

You can configure the Alarm Monitor to launch automatically with Windows, so you never have to worry about whether you will be notified of upcoming events. If you did not configure the program to do this during DeskTop Set's install, you must start Alarm Monitor manually and configure it to run on Windows startup.

To launch the Alarm Monitor:

♦ In Windows 95, select **Start/Programs/DeskTop Set/Accessories/Alarms.**

♦ In Windows 3.11's Program Manager, open the DeskTop Set program group and double-click on the Alarm Monitor icon.

Use the navigator bar and time ruler to reschedule events and alarms.

Pending calendar events, phone calls, and reminders are listed here.

Use the topic tabs to filter out specific types of events.

The Alarm Monitor window has all the tools you need to handle alarms and reschedule events.

Setting Up the Alarm Monitor

You can configure the Alarm Monitor to watch any combination of your Calendar files, as well as Address Book's pending phone calls and reminders.

To set up the Alarm Monitor:

♦ Start the Alarm Monitor.

♦ Click the **Setup** button in the Toolbar. The *Alarm Monitor Setup* dialog box appears.

♦ Click the *Options* tab.

♦ Select the settings you would like. If you want Alarm Monitor to start automatically with Windows, be sure to check *Run on Windows startup*.

♦ Under *Snooze time*, select how long you would like the **Snooze** button to postpone alarms.

♦ Click the *Monitor* tab.

♦ Under *Check*, select which portions of DeskTop Set you would like the program to monitor.

♦ Under *Calendar files*, select which files the program should monitor for Calendar events.

♦ In *Reminder range*, select how many days before and after a reminder is scheduled that you are notified of the event.

♦ When you have finished, click **OK** to save your changes.

Receiving Alarms

When it is time for an alarm to go off, the *Alarm Monitor* window appears and gives you several options to handle it. You may turn it off, snooze it, or reschedule the event and alarm for a different day or time.

Silencing the alarm

To turn an alarm off:

♦ In the *Alarm Monitor* window, highlight the event that is sounding the alarm.

♦ Click the **Off** button.

To remove an alarmed event from the Alarm Monitor window:

♦ Highlight the event that is sounding the alarm.

♦ Click the **Remove** button. The event is deleted from the Alarm Monitor list. If an alarm is sounding, it is turned off.

Snoozing the alarm

To snooze an alarm:

♦ Click the **Snooze** button. The alarm will sound again after the Snooze interval (defined in the *Alarm Monitor Setup* dialog box).

Rescheduling the event

To change the alarm time:

♦ Drag the time ruler's alarm marker to a new time.

To change the event's time:

♦ Use the time ruler to set a new time.

To change the event's date:

♦ Highlight the event in the list.
♦ Drag-and-drop the event onto the appropriate day in the Day Bar.

To-Do Lists

Calendar has a handy To-do module that lets you create and manage task lists. Use it to list unscheduled activities, projects, checklists, etc. Like other areas of DeskTop Set, to-do information is saved automatically as you work.

To open To-do List view:

♦ Click the *To-do* view tab.

The name of the to-do list you are viewing appears here.

To create an item, you can either type the information in this view or double-click the *Due date* field for an edit window.

The numbers in the left column show an item's priority.

This item has been completed and checked off.

Use the file tabs to open a different list. These tabs appear automatically when you create a new list.

To-do list tracks project tasks in a simple list format. It's like writing your list on a ruled notepad.

Creating To-Do Lists

You may have as many To-Do lists as you like. Like any other data file, they are stored in the DeskTop Set data directory (\DTS\DATA by default). The To-Do list files are assigned unique names by Calendar. You may refer to them by whatever descriptive name you supply.

To create a new To-Do list:

♦ Select the **File/New to-do list...** command.

♦ Calendar asks you if you would like to retain the current list's options. Answering **Yes** will create a new list with options identical to the current list. Answering **No** will allow you to define new list options.

♦ Under *List Title*, type a name for the To-do list.

♦ Select any other options you wish.

♦ Click **OK** to create the list.

Type the list name here.

This controls how your list is sorted on screen.

This controls how the list is sorted for printing.

List Options

List Title:
Sample List

Show by
● Priority
○ Due date
○ Entry
○ None

Print by
● Priority
○ Due date
○ Entry

Options
☑ Include in status check
☑ Highlight due items
☑ Include in search
Grace: 3   Advance: 7

Access
☐ Private list
Password:

Help   Erase   Ok   Cancel

Highlight items that are due so you won't miss them. If you want them to highlight a week in advance or remain for several days afterward, adjust the grace and advance values.

You can mark the list as private and enter a password to protect it from unwanted eyes.

You can configure the list to present items the way you prefer. Sort them by priority, due date, or alphabetically. Highlight upcoming items in red.

Entering To-Do Items

To enter a new To-Do list item from the *Item Options* dialog box:

♦ Right-click on a blank line and select **Item** from the menu. The *Item Options* dialog box appears.

♦ Select the item's priority by clicking a number button.

♦ Click a due date on the mini-calendar.

♦ Type the item's description at the bottom of the window.

♦ Click the **OK** button to save the new To-Do item.

Choose a priority from this button keypad. Click on X to mark an event as completed.

Select a due-date from this mini-calendar.

Type the item description here.
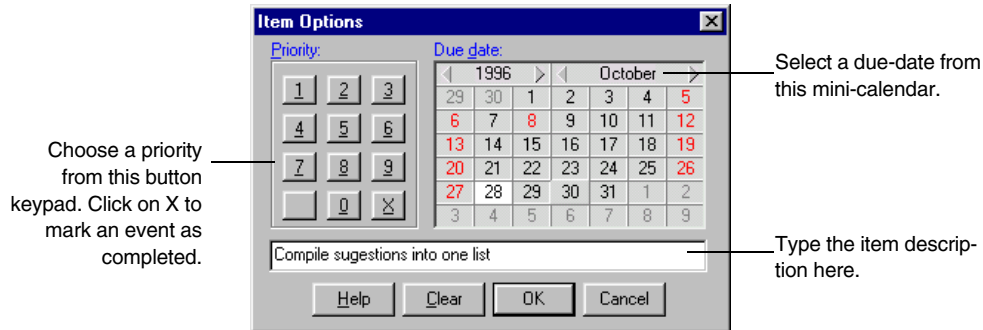
You can use this dialog box to enter your to do items.

Attachments

You can link related information, such as notes, files, and Folders, to to-do items.

Notes   You can attach a Notepad-like document containing free-style notes to each to-do item. The document can contain up to 32,000 characters.

To attach or open a note:

The Note symbol

♦ Select an existing to-do item.

♦ Double-click on the item description line.

♦ Type the note text as you would in Windows Notepad.

♦ Select **File/Exit** to close and save the note.

When you select a to-do item with a note attached, a note symbol appears below the view tabs.

Address Book entries   Address Book entries are linked to to-do items similarly as to Calendar events. You may dial phone numbers, review record information, etc.

To link an Address Book entry:

The telephone symbol

♦ Click the *Book* tab to switch to that view.

♦ Select the record you wish to link.

♦ Click the *To Do* tab to return to your list.

♦ Select the To-Do item you wish to link.

♦ Select the **Edit/Link/Link to [*page name*]...** command.

When you select a To-Do item with an attached Address Book entry, a telephone symbol will appear below the view tabs.

Data Files   You may attach data files to each To-Do List item. If the attached file can be opened by a Windows compatible application, you may run that application with the associated data file directly from the To-Do List.

For example, you may be working on an expense sheet using Microsoft Excel. You could place an item on your To-Do List that says *Finish expense account* and then attach your Excel file (EXPENSE.XLS) to the To-Do item. Later on, when you are reviewing your to-do items and you see *Finish expense account*, you could launch Excel to work on the expense sheet directly from the To-Do List.

To attach a file to a to-do item:

The Attached File symbol

♦ Select the to-do item to wish you which to attach the file.

♦ Choose the **Edit/Link/Attach file...** command from the menu.

♦ Click the folder next to the *File* field.

♦ Select the file you want to attach.

♦ Click the **OK** button.

♦ If DeskTop Set can determine the name of the program that created the file, it fills that in. If not, you must click the folder next to the *Application* field and select it yourself.

♦ In the *Title* field, supply a short description of the attached file.

♦ You may fill in the rest of the fields with relevant information.

♦ Click the **OK** button to attach the file.

Click this button to select a file.

Type a description for the file here.

This window attaches files to a to-do item.

When you select a to-do item with an attached file, a file symbol will appear under the view tabs.

To edit attachment information:

♦ Select the **Edit/Link/Edit attachment...** command.

To open an attached file:

♦ Select the item with the attached file.

♦ Select the **Edit/Link/Show file...** command, **or...**

♦ Hold down the **Shift** key and double-click the To-Do item description field.

The Calendar's ability to open a data file that is associated with a Windows compatible application is an integral and fundamental Windows function. The associations between data files and applications are usually established at the time those applications are installed. If you need to manually associate a file type with a program, please consult your Windows documentation.

Selecting Other Lists

To open another To-Do list:

♦ You do not have to save the current list. It is saved automatically.

♦ Click the list's file tab at the bottom of the ToDo window to open it.

Printing To-Do Lists

Each list has its own printer setup that is independent of the other lists.

Setting Up **To set up the print options for the current to-do list:**

♦ Select the **File/Print setup/Page...** command. The *To do list print options* dialog box appears.

This is the printer that will be used. Click the Printer button to select a different one.

You can print attached addresses and notes by checking here.
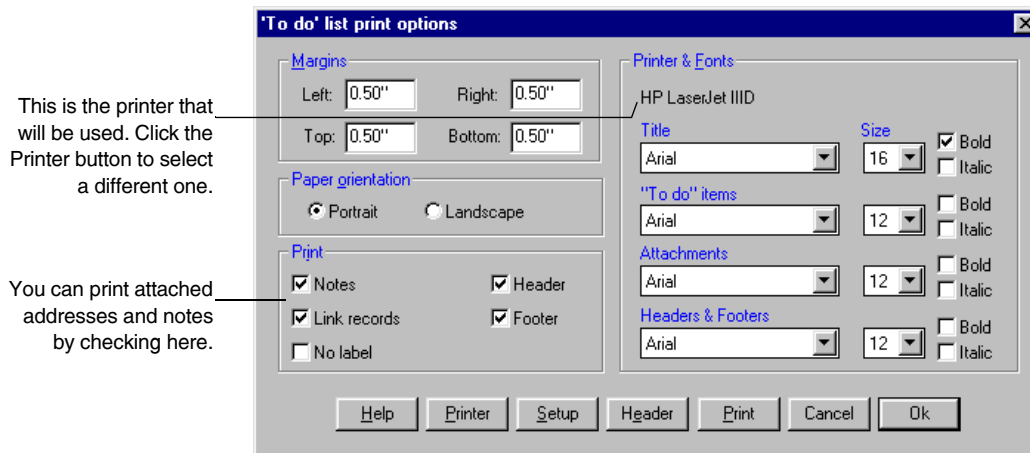
Similar to the daily schedule setup, you can create a no-frills printout or include attached notes and records.

♦ Click the **Printer** button. Select your printer and click **OK**.

♦ In the *Printer & Fonts* section, select a font and point size for all text elements.

♦ Select any other options you wish.

♦ Click **OK**.

Printing Lists **To print the current to-do list:**

♦ Select the **File/Print/Current list...** command. The current to-do list will print.

To print a consolidated to-do list:

♦ Select the **File/Print/Consolidated...** command. The *Print to-do lists* dialog box appears.

♦ Accept the default, *CONSOLIDATED LIST*, to select all to-do lists, **or...**

♦ Highlight the to-do lists you wish to print.

♦ If necessary, change the *Priority from/To* fields and *Date range*.

♦ Click the **Print** button. A consolidated to-do list prints.

The To-do list has one main setup dialog box that allows you to setup most controls of the to list.

To open the *List Options* dialog box:

♦ In Calendar, click the *To-do* tab.

♦ Select **File/Setup.**

Type the list name here.

This controls how your list is sorted on screen.

This specifies how the list is sorted for printing.

Highlight items that are due so you won't miss them. If you want them to highlight a week in advance or remain for several days afterward, adjust the grace and advance values.

You can mark the list as private and enter a password to protect it from unwanted eyes.

You can sort list items by priority, due date, or alphabetically. Highlight upcoming items in red.

Printing

Calendar can print in several formats. In each, you have control over fonts, margins, orientation, headers, footers, and many other options.

Daily Itinerary

This lists of all your events for the date range that you specify. Each day's events begin with a header for that day. The events can include attached notes and Address Book entries.

Setting Up

Before you can print an itinerary, you must select the options that are appropriate for your printer and which suit your preferences:

♦ Be sure that Calendar is in Day view. All options for itinerary formats must be set from Day view.

♦ Select the **File/Print setup/Daily itinerary...** command.

When you open this dialog box for the first time, all options show their default settings. You must at least choose a printer before printing an itinerary.

Select any of these options to control how the information is printed. Start a new page for a new day, or sort your appointments chronologically.

You can choose to print headers and footers, or attached information

Calendar uses this device to print your daily schedule. Click the Printer button below to change it.

Click here to change the header or footer.

The Daily Itinerary setup lets you configure a simple listing of appointments or include attached information and a three-month reference calendar.

Margins   Defines the margins you wish your printer to use for your printout. You can also set the paper orientation (*Portrait* or *Landscape*) by clicking the radio buttons.

Print   These options specify which elements are included in the printout.

Option	Description
Header/Footer	Includes a header and/or footer in your printout.
Address	Prints the business address of any attached Address Book entries.
Notes	Includes attached notes.
Calendar	Prints a three-month reference calendar at the top of the page.

Options   This section contains miscellaneous printing options.

Option	Description
Skip blanks	If you have blank lines in your schedule, they are skipped during printing. If this option is not selected, blank lines appear in the printout just as they appear in your Day view window.
Day per page	Prints a new page for each day in your itinerary. While this option consumes more paper, you may find it easier to organize.
Sort entries	Indicates that events are sorted chronologically. Events without times are printed last.
No label	By default, Calendar prints a label to identify the columns in the printout (time from, time to, event, etc.). If you do not want this label, check here.

Printer & Fonts   This section specifies the printer you want to use to print the itinerary, as well as font types, sizes and styles. You must choose a font name and size for each of the elements of the printout. The *Bold* and/or *Italic* modifiers are optional.

Option	Description
Title	Specifies the font used to print the title that appears at the start of each day of your itinerary.
Events	Selects the font used to print the daily events.
Attachments	Shows the font used to print event attachments, such as notes or Address Book entries. You may want to use a relatively small font here, especially if you have a lot of notes.
Headers & Footers	Displays the font used to print the header and footer for each page of your itinerary.

Buttons

Function	Description
Printer	Lets you choose or change your printer.
Setup	Opens the printer's setup window.

Header	Customizes headers and footers.
Print	Prints the itinerary with the currently selected options.
OK	Exits the setup window and saves changes.
Cancel	Closes the setup window and discards changes.

Headers and Footers

The header and footer contents and options apply to all Calendar printouts.

To specify the settings for the Header and Footer of your printout:

♦ Click the **Header** button. The *Headers and Footers* dialog box appears:

These are the available DeskTop Set fields that can be included in the header and footer.

You can add text in addition to fields in the header or footer.

Select which page number the footer begins on. If you use company stationary for your first page, you may want to type 2 so the header doesn't interfere with the pre-printed footer.

Mark this box to print a ruling line between the printout text and the footer.

This dialog allows you to customize the Header and Footer for the selected print format.

♦ Place the cursor in one of the *Header/Footer* edit fields.

♦ Click on one of the keywords in the top section of the dialog box. It is automatically inserted at the cursor position.

♦ Click **OK** when you are done setting up the Header/Footer.

The top section of the dialog box displays the keywords which can be used in the header and footer. You can use any of these fields, or enter text of your own.

Header/Footer These sections of the dialog box allow you to set up the layout and content of the header and footer.

Option	Description
Draw line	Prints a ruling line between the header/footer and the body text. This can add a professional touch to your page's appearance.
Zero margin	This sets the top and bottom page margins to 0" when you print a header and footer.
Space	Specifies the distance from the edge of the page at which the header/footer is printed.
Begins from page	Type which page on which you want the header or footer to start printing. For example, if you are printing the first page on letter-head, you may choose to have headers and footers begin on page two.

Printing

You may select a particular day, week, month or range of dates when printing the daily itinerary.

To print your itinerary:

♦ Select the **File/Print/Daily itinerary...** command. The *Print Range* dialog box appears.

♦ Select the date range you wish to print.

♦ Click the **Print** button to send the specified print range to the printer.

Week-at-a-Glance

Calendar also allows you to print your schedule in a Week-at-a-glance format. These are handy to take along on business trips, when you'll be away from your office for extended periods of time. You can select one of the predefined layout formats to make it small enough to fit in a paper planner.

To configure the week-at-a-glance print options:

♦ Select the **File/Print setup/Week-at-a-glance...** command.

You can print more than one week at a time back-to-back. If your printer doesn't support duplex printing, Calendar will pause and wait for you to turn the paper over.
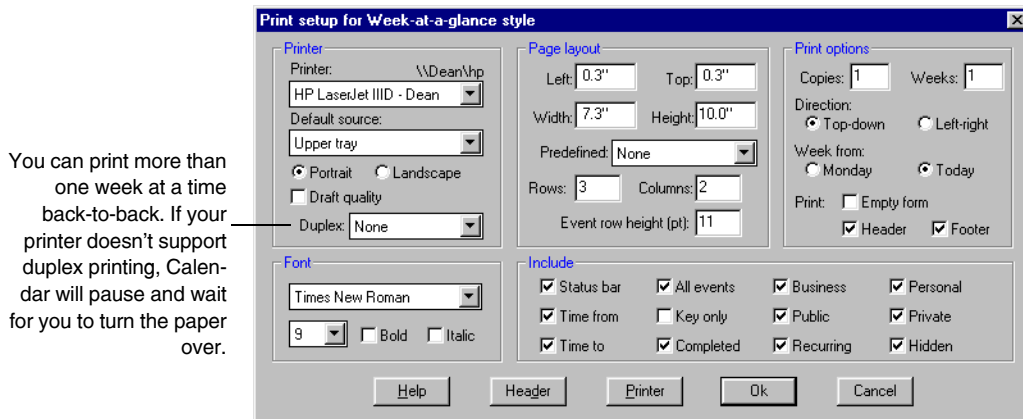
Week-at-a-glance printouts are handy to take along on business trips, when you'll be away from your office for extended periods of time. You can select one of the predefined layout formats to make it small enough to fit in a paper planner.

Printer These options allow you to select the printer and adjust the printer setup.

Option	Description
Duplex	Some printers print duplex, which means that they can print on both sides of one page. This option allows you to select this setting on your printer.

In addition, Calendar allows you to emulate duplex printing on printers that don't support duplex. It achieves this by printing the first page of your output and then pausing. It instructs you to take the first page of the printout, flip it over, and re-insert it into the printer's paper tray. It then prints the second page of the printout.

Font Options In this section of the dialog box, select the font type and size to print the event text. Optionally, you can specify bold or italic styles.

Page Layout	Select the page configuration in this section of the dialog box. The *Left* and *Top* margin values specify the positioning of the printout on the page. The *Width* and *Height* values specify the size of the printout.

Option	Description
Pre-defined	There are several pre-defined page setups which can be selected using this combo-box. These automatically set the page margins and size.
Rows	This specifies how many rows of *day-blocks* are used to print the week-at-a-glance. Each week consists of 6 day-blocks; one for each of the weekdays, and one for Saturday and Sunday combined. The number of rows multiplied by the number of columns must equal six. Therefore, the only allowable values in either field are 1, 2, 3 or 6. As you enter a value in one field, the other is automatically updated.
Columns	This specifies how many columns of *day-blocks* will be used to print the week-at-a-glance.

Print options	This section of the dialog box displays additional printing options.

Option	Description
Copies	Type the number of copies in this field.
Weeks	This field specifies how many calendar weeks are printed. The default is 1, which prints just the current week. You can place 2 in this field if you want to print this week and the following week, or 3 if you want to print this week and the following two weeks, etc.
Direction	These radio buttons specify the direction in which the day-blocks will flow on the page. For example, in *Top-down* View, Tuesday is below Monday; in *Left-right* View, Tuesday is to the right of Monday.
Week from	You can choose to have the week-at-a-glance printout start with *Today* (the current day) or with *Monday* of the current week.

Print	Option	Description
	Empty form	To print a blank week-at-a-glance page, check the *Empty form* box. This is useful for filling in by hand.
	Header/footer	The *Header* and *Footer* boxes specify whether or not they are printed.

Include	These check boxes specify which event types are printed. It also allows you to include an event status column (completed, key event, etc.), time-from, and time-to fields.

Buttons	Function	Description
	Help	Opens the help file.
	Header	Customizes headers and footers
	Printer	Lets you choose or change your printer.
	OK	Exits the setup screen and saves changes.
	Cancel	Closes the setup screen and discards changes.

Header/Footer Setup

For a full description of customizing headers and footers, see "To specify the settings for the Header and Footer of your printout:" on page 254.

Printing the Week-at-a-Glance

To print the week-at-a-glance:

♦ Select the **File/Print/Week-at-a-glance...** command;

♦ Use the Mini-Calendar control to select the date from which to start printing, **or...**

♦ Type the starting date in the *From* field;

♦ Select the number of weeks you wish to print, with week number one being the week containing the *From* date. (This field overrides the *Print options/weeks* field in the *Week-at-a-glance setup* dialog box described earlier in this topic).

♦ Click **Print**.

Note: Depending on your printer's speed and installed memory, this printout may take some time to format.

Month Poster

You can print out your monthly events on one page in a wall calendar format. The *Month Poster* looks just like a page from a hanging calendar.

There are some limitations with the month poster. The amount of text you can fit in each day is limited by the size of the boxes, so use the smallest practical font. The ideal setup is a laser printer with legal size paper (8½" x 14") in *Landscape* orientation. If you have a slow printer or computer, it may take some time to format this printout.

Setting Up

To set up the Monthly Poster printing options:

♦ Select the **File/Print setup/Month poster…** command. The *Monthly Poster print options* dialog box appears.

♦ Set up the page characteristics and choose the options.

♦ Click **OK** to save your changes.

If you can't fit all your events in, you may eliminate holidays, personal events, or anything else that's unnecesary.

If you don't need to see weekends, you can check here to turn them off and give weekdays more room.

You may turn word-wrap off to fit more events in each day. If they still overflow, you can print an extra page for them.
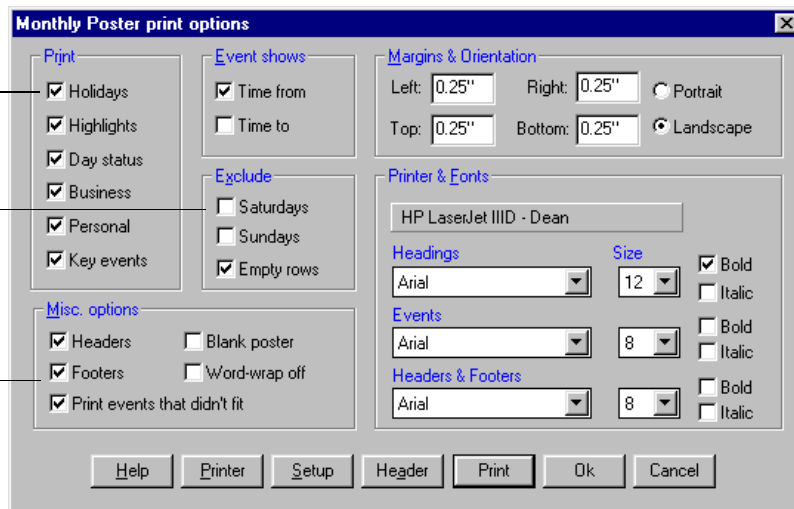
The month poster lets you print your events in a wall calendar format. Since space is limited, you may choose to print only the information you need.

Print These options specify which elements will be included in the printout.

Option	Description
Holidays	Prints all holiday names.
Highlights	Includes day highlights as they appear in Month view.
Day status	Prints each day's status (vacation, business trip, sick day, etc.) as text.
Business	Includes business events.
Personal	Prints personal events.
Key events	Includes key events.

Event shows You can include the starting and/or ending times of your events, or no times at all. Keep in mind that space is limited, and printing both time fields takes up room.

Exclude Designates what can be excluded from the printout. Since you are limited by space, you should examine these options carefully and exclude those items which you don't need.

Option	Description
Saturdays/ Sundays	Specifies that *Saturday* and/or *Sunday* columns are not printed. This gives your poster more horizontal room.
Empty rows	Does not print blank rows appearing in your month grid. This gives your poster more vertical room.

Misc. options

Option	Description
Headers and Footers	Prints a header and/or a footer on the poster.
Print events that didn't fit	Prints events which didn't fit into the day boxes in a list form on following pages.
Blank poster	Prints an empty *Monthly Poster* with no events, highlights, holidays or status. You can fill this in by hand.
Word-wrap off	Cuts off text that does not fit on one line. This lets you print more events per day, but you may not see the entire event description.

Margins & Orientation Defines the margins you wish to use for your printout. You can also set the paper orientation (*Portrait* or *Landscape*) by clicking the radio buttons. *Landscape* orientation works best for Monthly posters.

Printer & Fonts This section specifies the printer you want to use as well as font types, sizes and styles. You must choose a font name and size for each of the elements of the printout.

Option	Description
Heading	Specifies the font used to print the centered heading of the poster (i.e. "Calendar for August, 1994"), the column headings (Monday, Tuesday, etc.) and the day numbers. For best results, choose a relatively large, bold font.
Events	Specifies the font used to print the daily events. You are able to fit more event text if you use a small font.
Headers & Footers	Specifies the font used to print the header and footer for your *Month Poster*.

Button functions

Function	Description
Printer	*Selects another printer.*
Setup	Opens your printer's setup window. The *Printer Setup* dialog box is part of your Windows printer driver and has nothing to do with DeskTop Set.
Header	Opens the *Headers and Footers* dialog box.
Print	Prints a copy of the selected format.

Headers and Footers

For complete details on customizing headers and footers, see "To specify the settings for the Header and Footer of your printout:" on page 254.

Printing

To print the Month Poster*:*

♦ Select the **File/Print/Month poster…** command.

Month Chart

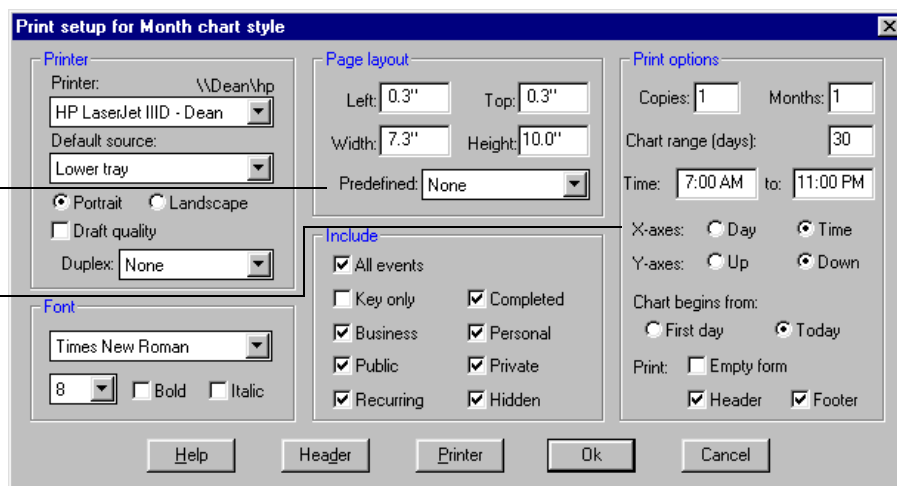This format is similar to the Chart view. Your appointments appear as shaded blocks of time in a graphical format.

To set up the month chart print options:

♦Select the **File/Print setup/Month chart…** command.

You may select a predefined margin setting for differently-sized printouts.

Here you can select time range, chart orientation, the start day, and more.

Month Chart can be set to print any type(s) of events.

Printer The options in this section of the dialog box allow you to select the printer and adjust its setup.

Option	Description
Printer	Selects the desired printer.
Portrait/Landscape	Determines the paper orientation.
Draft Quality	Prints in less time at a lower resolution.
Duplex	Some printers can print in duplex mode, which means that they can print on both sides of one page. This option allows you to select the duplex mode of your printer.
	In addition, Calendar allows you to emulate double-sided printing on printers that don't support duplex. It achieves this by printing the first page of your output and then pausing. It instructs you to take the first page of the printout, flip it over, and re-insert it into the printer's paper tray. It then prints the second page of the printout.
Font	Selects the font type and size you wish to be used to print the event text.

Page Layout

Option	Description
Left, Top, Width and Height	The *Left* and *Top* margin values specify the positioning of the printout on the page. The *Width* and *Height* values specify the size of the printout.
Pre-defined	Specifies several pre-defined page setups which can be selected using this combo-box. They automatically select the appropriate page margins and size.

Print options This displays additional printing options.

Option	Description
Copies	Type the number of copies in this field.
Months	This field specifies how many calendar months are printed. The default is 1, which prints just the current month. You can place 2 in this field if you want to print this month and the following month, or 3 if you want to print this month and the following two months, etc.
Chart range (days)	Select the number of day bars you would like to be included in the printout. The default is 30.
Time from/to	Specify the beginning and ending time for the chart display. Each hour in the range will appear as a block in the chart.

X-axis	Choose whether you want the horizontal axis of the chart to display the day values or the time values. The y-axis will display the other of the two fields.
Y-axis	The vertical axis of the chart can be formatted in either ascending or descending order.
Chart begins from	You can choose to have the month-chart printout start with the current day, or with the first day of the current month.
Empty form	To print a blank month chart page, check the *Empty form* box. This may be useful for filling in by hand.
Header/Footer	The *Header* and *Footer* boxes specify whether or not those page elements are printed.

Include   These checkboxes specify which event types are printed.

Button functions

Command	Description
Help	Opens the online help file.
Header	Customizes the header and footer.
Printer	Lets you choose or change your printer.
OK	Exits the setup screen and saves changes.
Cancel	Closes the setup screen and discards changes.

Header/Footer Setup

For complete details on customizing headers and footers, see "To specify the settings for the Header and Footer of your printout:" on page 254.

Printing the Month chart

To print the month chart:

♦ Select the **File/Print/Month chart...** command.

♦ Use the Mini-Calendar control to select the data from which to start printing, **or...**

♦ Type the starting date in the *From* field.

♦ Select the number of months you wish to print, with month number 1 being the month containing the *From* date (this field overrides the *Print options/months* field in the *Month-chart setup* dialog box described earlier in this topic).

♦ Click **Print**.

Combo Folder

You can mix-and-match daily and weekly schedules, month-at-a-glance timeline charts, individual or consolidated To-do lists, and annual calendars on a single page using the combo folder.

You can print up to three items, in columns, on each page of the folder. You can select any one of the following for each column of the folder:

Appointments
Lists all of your events for the specified day. Events without times appear at the top of the list.

Appointments/To do
Lists all of your events in the top half of the column and all of your To-Do items in the bottom half.

Calendar
Prints 12 miniature month calendars for your reference.

Month chart
Prints the Month-at-a-glance information. This can also list the holidays for the current month.

Schedule
Prints an entire day's schedule, inserting your events in the proper time slots. The difference between this and the *Appointments* format is that *Schedule* includes lines for each half-hour of the day, even if you don't have an event scheduled for that time. Empty periods may be filled in by hand.

To do list
Lists your To-Do items.

Week-at-a-glance
Prints the Week-at-a-glance format.

To set up the Combo Folder print options:

♦ Select the **File/Print setup/Combo folder...** command.

Select a format for each column from the drop-down box. If you want to skip a column, pick *None.*

The bottom half of this window lets you customize individual styles.

If you need more than one type of printout, set up the combo folder to print up to three different styles on one sheet of paper.

Printer This section of the dialog box selects the printer and adjusts its setup.

Option	Description
Printer	Allows you so select the desired printer.
Portrait/Land.	Determines the paper orientation.
Draft Quality	Prints at a lower resolution speeding print time.
Duplex	Some printers can print in duplex mode, which means that they can print on both sides of one page. This option allows you to select the duplex mode of your printer.

In addition, Calendar emulates duplex printing on printers that don't support double-sided printing. It achieves this by printing the first page of your output and then pausing. It instructs you to take the first page of the printout, flip it over, and re-insert it into the printer's paper tray. It then prints the second page of the printout.

Schedules/ Appointments	This allows you to specify the font types and sizes that you wish to use to print the associated items. There are also options which control how each of these items prints.

Option	Description
Font	Use the drop-down menu to select a font.
Event row height	Denotes the height of the row that is used to print the associated item. A larger point size leaves plenty of room to hand-write new events directly on the printout.
Time From/To	Marking these boxes includes the event time in the printout.
Highlights	Includes the day highlights in the printout.
Empty	Prints a blank daily schedule. This is useful if you want to fill it in by hand.

Calendar	This section allows you to specify the font types and sizes that you wish to use to print the associated items. There are also options which control how each of these items prints.

Option	Description
Font	Use the drop-down menu to select a font.
Calendar starting from...	Specifies if the calendar begins on January 1 of the current year, or from the first day of the current month
Print holiday's legends	When marked, prints a list of holidays for the current month and early into the following month.

To-Do List	This lets you specify the font types and sizes that you wish to use to print the associated items. There are also options which control how each of these items prints.

Option	Description
Font	Use the drop-down menu to select a font.
Event row height	Denotes the height of the row that is used to print the associated item. A larger point size leaves plenty of room to hand-write new events directly on the printout.
Priority bar	When marked, includes the priority bar for information about a to-do item's importance.
Due date	When marked, includes the due date for to-do items.
Highlights	Includes day highlights in the printout.
Empty	Prints a blank to-do list. This is useful if you want fill it in by hand.

Margins, page size...

Option	Description
Left, Top, Width, and Height	The *Left* and *Top* margin values specify the positioning of the printout on the page. The *Width* and *Height* values specify the size of the printout.
Pre-defined	Specifies several pre-defined page setups which can be selected using this combo-box. They automatically select the appropriate page margins and size.
Print foldable form	When this option is selected, the Pre-defined field is disabled. The application divides the sheet into equal columns to allow you to fold the printout brochure-style.
Enable next/ reverse page	The combo folder can print two pages at once for a total of up to 6 columns of information. This is particularly useful if you print in duplex mode, as you are able to neatly fit just about every piece of information about your schedule on one piece of paper.
Copies	Specifies the number of copies to print.
Days	Select how many days of combo folders will be printed. The default is 1, which prints just the current day. For example, if you want to print a Combo Folder for each day of the entire week, place a 7 in this field.

Page layout Describes which items get printed in the combo folder. You can print up to three items in columns on the first page of the folder.

If all three columns are defined, the printout will be tri-fold. If only two columns are defined and one is set to *None*, the printout will be bi-fold. If only one column is defined, it produces a full-page printout.

You can select any of the following for each column:

Option	Description
Appointments	Lists all of your events for the specified day. Events without times appear at the top of the list.
Appointments/ To-do	Lists all of your events in the top half of the column and your to-do items in the bottom half.
Calendar	Prints 12 miniature month calendars for your reference.
Month chart	Prints the Month-at-a-glance information similar to the chart view. This can also list the holidays for the current month.

Schedule	Prints an entire day's schedule, inserting your events in the proper time slots. The difference between the Schedule format and the Appointments format is that the former includes lines for each half-hour of the day, even if you don't have an event scheduled for that time. Empty periods may be filled in by hand.
To-do list	Lists all to-do items.
Week-at-a-glance	Prints the Week-at-a-glance format.
Advance	Allow you to specify how many days in advance (from the current day) the associated column prints. For example, to print a Combo Folder which contains all of your appointments for today, tomorrow and the following day, set each of the columns to *Appointments* and enter 0, 1, and 2 in the *Advance* fields for columns 1, 2 and 3, respectively.

Note: Please keep in mind that there is a limited amount of space in which to print the selected information. Some of the lists, particularly the To-Do List, may be truncated. You can increase the amount of information in the lists by decreasing the font size used, and by minimizing the event row height field.

Button functions

Function	Description
Help	Opens the online help file.
Header	Opens the header/footer setup dialog box.
Next Page/Duplex	If you have selected double-sided printing, click here to set up the reverse page.
Printer	Lets you choose or change your printer.
OK	Exits the setup screen and saves changes.
Cancel	Closes the setup screen and discards changes.

Setting Up the Second Page

If you checked the *Enable next/reverse page* option, you can set up a second page for the Combo Folder. If you are printing in duplex printing mode, the second page is referred to as the *reverse* page. Otherwise, it is referred to as the *next* page.

To set up the second page:

♦ Click the **NextPage** or **Duplex** button.

The *Combo Style – Next Page Setup* dialog box appears. This dialog box is identical to the *Combo Style Setup* dialog box pictured above, and the second page is configured in

the same manner as the first. Some of the fields are disabled, as this information has already been specified in the first page setup (the *Printer*, for example).

Header/Footer Setup

For complete details on customizing headers and footers, see "To specify the settings for the Header and Footer of your printout:" on page 254.

Printing the Combo Folder

To print the Combo Folder:

♦ Select the **File/Print/Combo folder...** command.

♦ Use the Mini–Calendar control to select the date range, **or...**

♦ Type the starting and ending dates in the *From date* or *Until date* fields.

♦ Click the **Print** button.

Use the Mini-Calendar to choose the date range.

If you are including a To do list in your combo folder, choose which list to print here. If you want to print all, select *Consolidated List.*

You may use the *Date range* to print all to-do items, or only those that are due now.

Before Calendar prints a combo folder, it asks you for a date range and to-do list options. By selecting several days, you can create multiple combo folders at once.

Option	Description
Print range	Use the *From date* and *Until date* fields to specify a range of days for which to print a combo folder. For example, you can print an entire week by specifying the appropriate dates in these fields.
Select todo lists	Use this multi-selection list box to choose the to–do lists that you want to be included in the printout. The first item on the list, CONSOLIDATED LIST, includes all of your to–do lists. If your combo folder setup doesn't include a to-do list printout, then this option has no effect.

Include   Use these options to determine which items from your to-do lists are included in the printout. You can specify the items which are printed based on priority, or due date.

Note: Depending on your printer's speed and installed memory, this printout may take some time to format.

Attachments

You can link related information, such as notes, files, and Folders, to to-do items.

Notes   You can attach a Notepad-like document containing free-style notes to each to-do item. The document can contain up to 32,000 characters.

To attach or open a note:

The Note symbol

♦ Select an existing to-do item.

♦ Double-click on the item description line.

♦ Type the note text as you would in Windows Notepad.

♦ Select **File/Exit** to close and save the note.

When you select a to-do item with a note attached, a note symbol appears below the view tabs.

Address Book entries   Address Book entries are linked to to-do items similarly as to Calendar events. You may dial phone numbers, review record information, etc.

To link an Address Book entry:

The telephone symbol

♦ Click the *Book* tab to switch to that view.

♦ Select the record you wish to link.

♦ Click the *To Do* tab to return to your list.

♦ Select the To-Do item you wish to link.

♦ Select the **Edit/Link/Link to [*page name*]...** command.

When you select a To-Do item with an attached Address Book entry, a telephone symbol will appear below the view tabs.

Data Files   You may attach data files to each To-Do List item. If the attached file can be opened by a Windows compatible application, you may run that application with the associated data file directly from the To-Do List.

For example, you may be working on an expense sheet using Microsoft Excel. You could place an item on your To-Do List that says *Finish expense account* and then attach your Excel file (EXPENSE.XLS) to the To-Do item. Later on, when you are
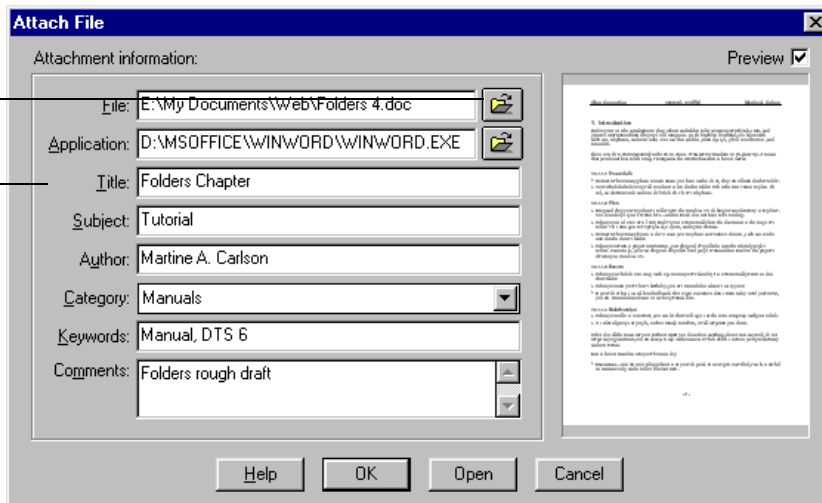
reviewing your to-do items and you see *Finish expense account*, you could launch Excel to work on the expense sheet directly from the To-Do List.

To attach a file to a to-do item:

The Attached File symbol

♦ Select the to-do item to wish you which to attach the file.

♦ Choose the **Edit/Link/Attach file...** command from the menu.

♦ Click the [icon] button next to the *File* field.

♦ Select the file you want to attach.

♦ Click the **OK** button.

♦ If DeskTop Set can determine the name of the program that created the file, it fills that in. If not, you must click the [icon] button next to the *Application* field and select it yourself.

♦ In the *Title* field, supply a short description of the attached file.

♦ You may fill in the rest of the fields with relevant information.

♦ Click the **OK** button to attach the file.

Click this button to select a file.

Type a description for the file here.

This window attaches files to a to-do item.

When you select a to-do item with an attached file, a file symbol will appear under the view tabs.

To edit attachment information:

♦ Select the **Edit/Link/Edit attachment...** command.

To open an attached file:

♦ Select the item with the attached file.
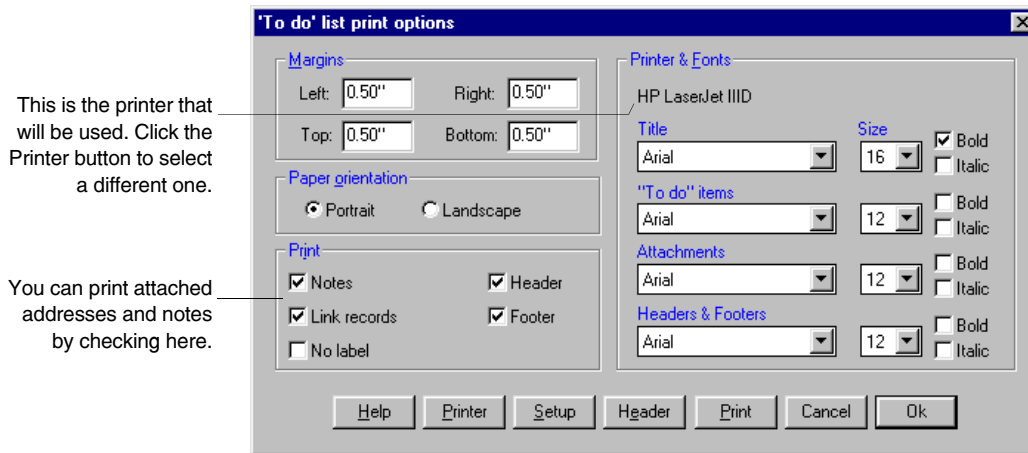
♦ Select the **Edit/Link/Show file...** command, **or...**

♦ Hold down the **Shift** key and double-click the To-Do item description field.

The Calendar's ability to open a data file that is associated with a Windows compatible application is an integral and fundamental Windows function. The associations between data files and applications are usually established at the time those applications are installed. If you need to manually associate a file type with a program, please consult your Windows documentation.

Setting Up

To set up the print options for the current To-Do List:

♦ Click the *To do* tab to view a to–do list.

♦ Select the **File/Print setup/Page...** command. The *'To–do' list print options* dialog box appears. The print options and settings are like those used for Calendar's itinerary printout.

♦ Set up the page characteristics and select the options.

♦ Click **OK** to save your changes.

This is the printer that will be used. Click the Printer button to select a different one.

You can print attached addresses and notes by checking here.

You can create a no-frills printout or include attached notes and records.

Margins   Defines the margins you wish your printer to use for your printout.

Paper orientation   Select *Portrait* for conventional orientation, or *Landscape* for a wider printout. To–do lists generally print better in portrait orientation.

Print   These options specify the elements that will be included in a printout.

Option	Description
Notes	Prints notes attached to an event.
Link records	Prints the business address of any attached Address Book entry.

No label	Prohibits Calendar from printing column labels at the top of each page. Labels identify the priority, item, and due date.
Header/Footer	Check these boxes to include a header and/or footer in your print-out.

Printer & Fonts

This section specifies the printer as well as font types, sizes and styles. You must choose a printer, font name and size for each of the elements of the printout.

Option	Description
Title	Specifies the font used to print the title at the top of the list.
"To do" items	Selects the font used to print the list items.
Attachments	Chooses the font used to print event attachments, such as notes or Address Book entries. Use a relatively small font here, especially if you have a lot of notes.
Headers & Footers	Specifies the font used to print the header and footer for each page of your list.

Button functions

Function	DescriptionPrinting To-Do Lists
Printer	Selects a printer.
Setup	Opens the printer's setup window. The *Printer Setup* dialog box is part of your Windows printer driver and has nothing to do with DeskTop Set.
Header	Customizes the header and footer
Print	Prints your to-do list with the selected options.

To print the current to-do list:

♦ Open the to-do list that you want to print.

♦ Select the **File/Print/Current list...** command.

To print a consolidated to-do list

♦ Be sure you are on the To-Do List.

♦ Select the **File/Print/Consolidated...** command.

♦ Accept the default, CONSOLIDATED LIST, to select all to-do lists, **or...**

♦ Highlight the to-do lists you wish to print.

♦ Change the *Priority from/To* fields (the defaults are 1 and 3) and *Date range* (the default is Due today) as appropriate.

♦ Click the **Print** button.

Setup Options

DeskTop Set Calendar has an integrated Setup Dialog box that organizes the setup options into tabs. This allows you to change certain aspects of the program without having to see all the options at once. As you become accustomed to the program, you can explore some of the more advanced features.

To change any of the options:

♦ Select **File/Setup...** from the menu.

♦ Select the appropriate tab.

♦ Make any necessary changes.

♦ Click on **OK**, or select another tab to save the changes.

General Options

The General tab shows basic setup information.

Mark the options which you wish to view in Calendar.

You can Password protect your calendar file, or mark it as private to prevent other network users from accessing your schedule.

Customize the font Calendar uses to display your event information.

Select the time ranges used by chart view and the time ruler.

The General tab is used to set up essential Calendar options.

Calendar   Lists the Calendar's file properties.

Option	Description
Calendar name	This is a description of your calendar file that will appear on group charts, lists of available calendars, and file tabs.
Public/Private	Determines how your calendar is seen on a network. Selecting *Private* prevents network users from accessing your schedule information.
Owner Name	Displays the calendar owner's name
Password	If you wish to protect your Calendar from unauthorized users, enter a password here.
File name	Shows the Calendar file name and the directory in which it is stored. This is only for your information and cannot be changed.
Main calendar	Check this box if this is your primary calendar file. All events created in Address Book or folders appear in your primary file.

Calendar font   Allows you to customize the font Calendar uses.

Option	Description
Default	Check here to use Calendar's default font settings.
Text font	Select the font you would like Calendar to use.
Style	Select the font style, such as *regular*, *bold*, and *italic*.
Size	Select the font's point size.

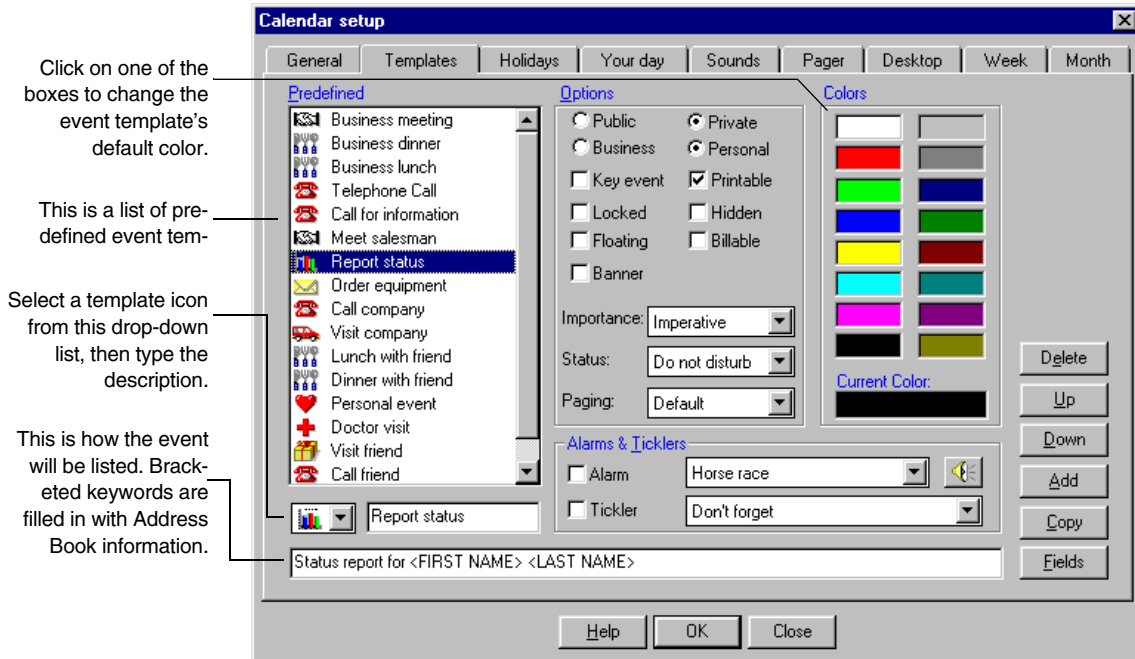Chart view time range   Specifies the time range to be shown in the Month Chart view.

Day scale time range   Specifies the time range shown on the time ruler. You can access the full twenty-four hour day range by scrolling the ruler sideways.

Show options   Select which components you want to use.

Enable views   Check the boxes next to the view tabs you wish to use.

Templates

This section allows you to customize and add new event templates. Review the templates that are already entered by clicking on them with the mouse and observing what happens in the dialog box fields. This will help you better understand the concepts behind creating templates.

Click on one of the boxes to change the event template's default color.

This is a list of pre-defined event tem-

Select a template icon from this drop-down list, then type the description.

This is how the event will be listed. Bracketed keywords are filled in with Address Book information.

The Templates tab allows you to customize the event templates to simplify creating events linked to address book.

The following options can be selected for event templates.

Option	Description
Predefined	Lists all predefined available templates. The list box does not display its corresponding event descriptions in alphabetical order. This is to hasten event entry. Your most commonly accessed templates should be placed near the top of the list, for quick selection. Select the event template and use the **Up** and **Down** buttons to reposition it on the list.
Event icon and name	These appear just below the *Predefined* list. The icon you select is used to represent the event in Calendar's Month view. The description is the template's name.

Description template	This is the large edit box at the bottom of the window. In the illustration, it contains the text `Call <FIRST NAME> <LAST NAME>, <COMPANY>`. The information in the description template is entered into the Calendar event description field whenever this event template is selected. The text may contain merge fields related to Address Book entries. If a template is selected for an event that is not linked to a Book entry, the template name is used.
Public/Private	This selects whether the event can be seen on the network. If you want a specific type of event to be viewed only from your PC, select *Private*.
Business/ Personal	Specifies the type of event. These designations can be used as filters when printing calendar events. For instance, you can print a calendar listing only your business events.
Key event	Designates events of major importance. Key events are displayed with a red flag in the *Status* field of the Day view window.
Printable	Includes the event in printouts of your schedule. This option is enabled by default. You may occasionally have a type of event on your calendar that you do not want to show up in a printout. If so, clear this checkbox.
Locked	Specifies an event that may not be modified in any way. All of the fields in Day view are disabled, as is the *Event* dialog box. It remains this way until the event is unlocked by selecting **Edit/ Unlock entry** from the menu.
Hidden	Check here for private events you do not want others to see, even on your PC. Hidden events can be concealed, so unauthorized people walking by your computer can't see them if they glance at your monitor.
Floating	Floating events automatically reschedule themselves for the current day until they are marked completed. This is useful for non-priority items that you may not get around to for a few days.
Billable	If this event is for a billable action, such as a doctor seeing a patient or a consultant assisting a client, check this box. It is for reference only.
Importance	Designates the relative importance of the event. Use this feature to help you determine whether or not an event can be rescheduled, cancelled, etc., by judging its importance.
Status	Can other people interrupt you during this event or would you prefer not to be disturbed? Select your status for the duration of this event.

Paging

Calendar can be set to page you automatically when an alarm sounds. This field selects the time delay that calendar waits before sending you a message to remind you of an upcoming appointment. You can either select one of the times from the combo box, or you can set up a default paging format in the *Calendar Options* dialog box.

Alarm

Check the box if you want to automatically set an alarm for this event. Then use the combo-box on the right to select one of the available tunes. This plays when an alarm goes off. Use different sounds as audible cues to help you distinguish which event has arrived without having to look at your calendar. Calendar presents you with a sample of the alarm tune when you select its title from the combo-box.

Tickler

If the *Tickler* box is checked, a tickler date is automatically set whenever this event is selected. If the *Alarm* box is checked, an alarm is automatically set for this event. Use the combo-box to specify the tickler text.

Color

Calendar provides 16 different colors that you can assign to your events. The selected color is used in the time bars of the *Event* and *Alarm Message* dialog boxes, and in the Week, Month, and Desktop views.

To add an Event Template:

♦ Click the **Add** button.

♦ Type a short event description into the query field.

♦ Click on the **Add** button.

♦ Select the desired options.

♦ Click on a color bar to select a color for the new template.

♦ Enter event template text (with associated keywords) in the field beneath the event description. You can click on the **Fields** button for a list of available keywords.

♦ Click on **OK**, or select another tab to save the changes.

Note: An example template might be "Breakfast with <FIRST NAME> <LAST NAME>." When this template is used to set up an event in conjunction with a person in Address Book, the merge fields are replaced with the associated information from the person's record to become "Breakfast with John Doe."

If you precede template text with a "+" symbol, its formatted contents are appended to any text that is already in the event field. Alternatively, a "-" symbol will insert the formatted template text in front of any existing event text.

When using the "-" symbol to insert template text in front of existing event text, don't forget to add a trailing space at the end of your template text.

To edit a Template:

♦ Select the template name from the *Predefined* list box.

♦ Make the desired changes.

♦ Click the **OK** button to save the changes and close the dialog box, or select another template name to modify.

Button functions   In addition to those already described, there are several other buttons in the *Setup Templates* dialog box to help you manage your templates.

Function	Description
Delete	Deletes the currently selected template.
Up	Moves the currently selected template up one position in the event template list box. Use this in conjunction with the *Down* button to reorder your template lists, placing the templates you use most frequently near the top of the list.
Down	Moves the currently selected template down one position in the event template list box.
Add	Adds a new event template.
Copy	Copies event templates from another file into the current calendar.
Fields	Opens a window listing available keywords.

To copy event templates from another calendar:

♦ Click the **Copy** button.
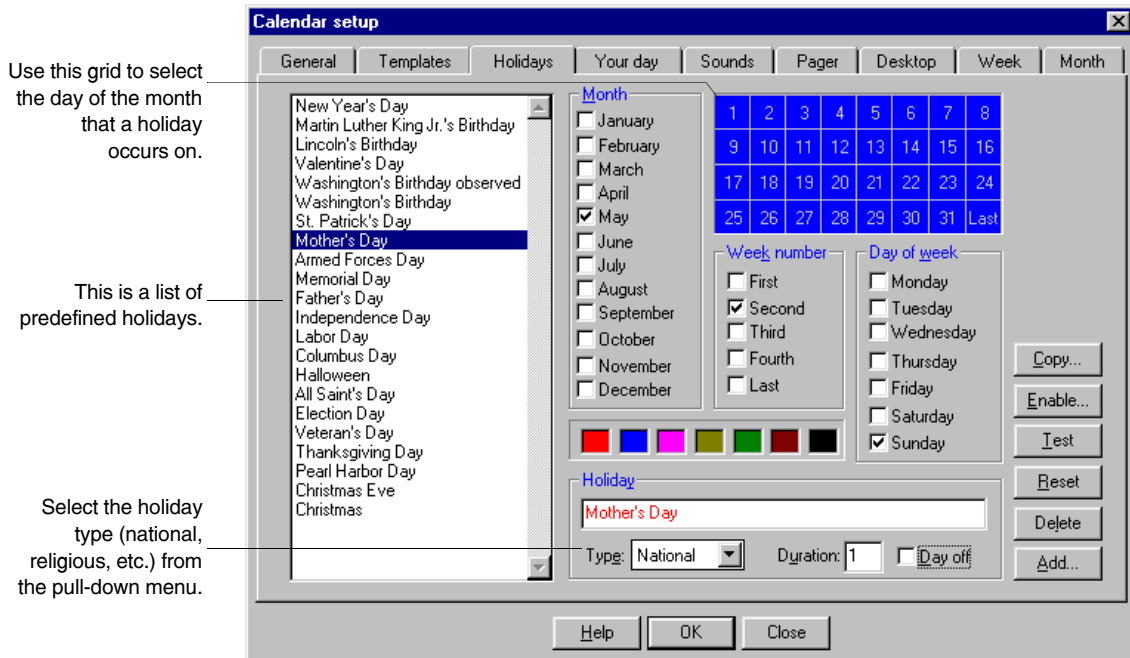
♦ Select the desired filename from the list of available files.

♦ Click the **OK** button.

Note: The default directory (generally C:\DTS\DATA) is searched first. If your desired calendar file has been created in a different subdirectory, use the Directories list box to locate the file.

Please note that the copied event templates overwrite any existing templates in the current calendar.

Holidays

Calendar has a flexible holiday scheduling system. It comes pre–configured with the standard national holidays. You can edit or delete any of these, and add any number of your own. These holidays support Windows international date conventions.

Use this grid to select the day of the month that a holiday occurs on.

This is a list of predefined holidays.

Select the holiday type (national, religious, etc.) from the pull-down menu.

You can customize calendar to show various holidays including ones that you create.

Option	Description
Month	Check a box in this section to indicate the month in which the holiday occurs.
Day selection grid	If applicable, use the blue day selection grid to show the day of the month on which a holiday occurs. Use the *Last* box to auto–matically select the last day of a month.
Week number	If applicable, check a box to identify the week of the month. For example, Mother's Day occurs on *Sunday* in the *Second* week of May.
Day of week	If applicable, check a box to identify a day within a week. For example, Mother's Day is always on *Sunday*.
Color bars	Click on one of the available color bars to give the holiday a dis–tinguishing color when it appears on the calendar.
Holiday	The edit field in the top of this section shows the text used to describe the holiday.

Type	Displays the type of the currently selected holiday. You can specify which type (religious, national, personal, etc.) of holidays are displayed in the Calendar.
Duration	Specifies the duration of the holiday. Some holidays, especially religious ones, may span over several days.
Day off	Indicates that you do not work on the holiday. You may need to modify this option for some of the preset holidays to reflect your company's policy. The *Day off* status of any particular day is relevant when recurring events are scheduled, as days off can be excluded from the schedule.

Select a few of the preset holidays from the list to see how they are configured. Note the difference between New Year's Day and Mother's Day, for example. New Year's Day is selected as the first day of January, while Mother's Day is the second Sunday in May.

Button Functions   There are several buttons along the bottom of the dialog box:

Function	Description
Copy	Copies holidays from another calendar file. If you have already edited and entered all your holidays in one file, use this button to transfer them to all your calendars.
Enable	Opens the *Show holidays* window, allowing you to select which holiday types Calendar displays.
Test	Opens a Mini-Calendar control window, displaying the occurrence of the selected holiday for the current year.
Reset	Resets Calendar's holidays to the default configuration. This removes any holidays that you have added and revert any changes you have made. Use this function with care.
Delete	Deletes the currently selected holiday.
Add	Adds a new holiday to the list. See below for more information.

Adding New Holidays

To add a new holiday to Calendar:
♦ Select the **File/Setup...** command and click the **Holidays** tab.
♦ Click the **Add** button. The *Add Holiday* dialog box appears.
♦ Enter the holiday's name in the query field provided.
♦ Select the holiday *Type* and *Duration*, and check the *Day off* box, if appropriate.
♦ Click the **Add** button.

♦ At this point you are be returned to the *Setup* dialog box. The holiday you have just added is selected. Use the date options described above to specify the date for the holiday.

♦ Click the **Test** button to verify the date of your new holiday.

♦ Click **OK** to save the holiday, or add/edit another.

Example **To add Flag Day to your calendar:**

♦ Select the **File/Setup...** command and click the *Holidays* tab.

♦ Click the *Add* button to open the *Add Holiday* dialog box.

♦ Enter `Flag Day` in the edit field provided.

♦ Select the *National* holiday type, specify a 1-day duration, and uncheck the *Day off* box.

♦ Click the *Add* button. You are returned to the *Setup* dialog box.

♦ In the *Month* section, select *June*.

♦ Click on `14` in the blue *Day selection grid*.

♦ Select a holiday color, if desired.

♦ Click the **Test** button to verify the date of your new holiday (June 14th).

♦ Close the *Test* box, then click **OK** to save the holiday.

Selecting Holidays

Use the *Enable* button to choose which types of holidays are displayed on your calendar.

To choose which holiday types display on your calendar:

♦ Select the **File/Setup...** command and click the *Holidays* tab.

♦ Click on the **Enable** button. The *Show Holidays* dialog box appears.

♦ Check the boxes of the holiday types that you would like to display.

♦ Click on **OK** to save the changes.

Copying Holidays

If you have already set up your holidays in another DeskTop Set Calendar, you may copy them into the current calendar file.
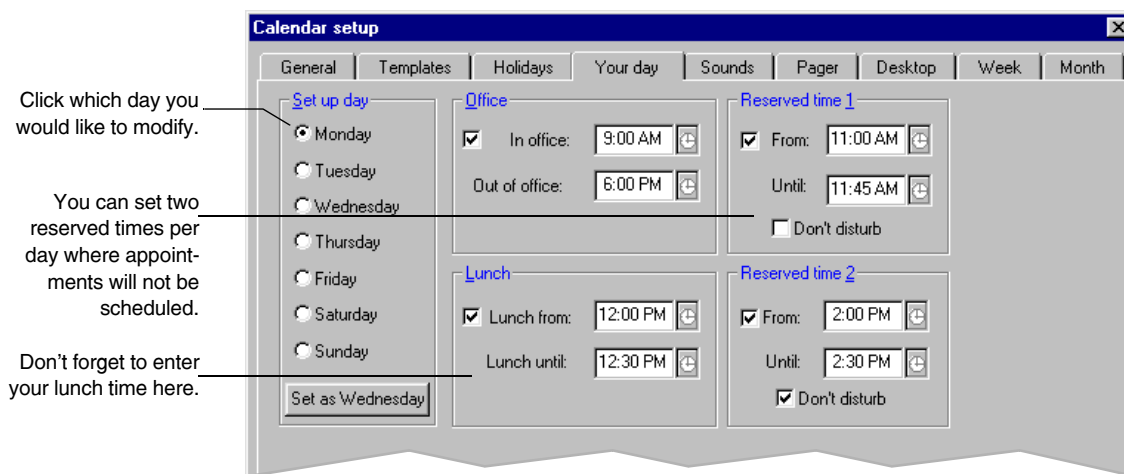

To copy holidays from one DeskTop Set Calendar into the current file:

♦ Select the **File/Setup...** command and click the *Holidays* tab.

♦ Click the **Copy** button. The *File Selection* dialog box appears.

♦ Select the file from which you want to copy the holiday setup. Use the *Directories* control to locate the file, if necessary.

♦ Click **OK**. The holiday setup is copied from the selected file into the current calendar.

Your Day

This dialog defines when you are in the office, and which times you would like to reserve for your own use. If you allow other users to schedule appointments for you, they need to know when you are available. The times you have selected to be in the office and have available for calendar events are shaded in the Chart and Group views.

Click which day you would like to modify.

You can set two reserved times per day where appointments will not be scheduled.

Don't forget to enter your lunch time here.

If other people schedule appointments for you, use this screen to let them know when you are available.

Setup day   Choose the day of the week you would like to modify.

Set as...   This button copies all options from the last weekday you edited. For example, if you have selected *Tuesday* under *Setup day*, and the button says **Set as Wednesday**, clicking the button copies all of Wednesday's settings to Tuesday.

Office

Option	Description
Checkbox	Check here if you are in the office on the selected day.
In office	Enter the time you arrive at the office.
Out of office	Enter the time you leave at the end of the day.

Lunch	Option	Description
	Checkbox	Check here if you take a lunch on the selected day.
	Lunch from	This is the time you go to lunch.
	Lunch until	This is when you return from lunch.

Reserved time You can schedule two time periods per day when you do not want appointments scheduled. Use this if you need uninterrupted time to work on a project.

	From	Enter when your reserved time starts.
	Until	Enter when your reserved time ends.
	Don't disturb	Check here if you do not want to be disturbed during your reserved time.

Sounds

Calendar offers a variety of alarm melodies to play with associated events. If you have a Windows-compatible sound card with speakers, you may wish to use WAV files as your alarm tunes. These can be defined in the *Sounds* tab.

This button restores the selected alarm sound to its "factory default."

Click this button to play the selected sound.

Click here to assign a WAV file to the selected sound.

You can record your own sounds with a sound card and microphone.

This slider adjust the record volume.

This slider adjusts recording quality.

The alarm sounds you create and edit here are available in all DeskTop Set programs.

Play selected sound When you select a sound, this automatically plays a sample of it. This can be useful when you are searching for a particular sound.

Sound list box   This Lists all of the available sounds.

Options   This section determines the parameters of the selected alarm sound.

Option	Description
Sound name	This is the description of the alarm sound.
⬛ button	This erases all changes you have made to customize a sound, reverting to the "factory defaults."
Play system sound	This radio button plays a DeskTop Set sound from your PC speaker. You can select the alarm tune from the combo box. This option may not work if you have installed Windows sound drivers that prohibit access to your system's internal speaker.
🔊 button	This will play the sound you have selected.
Play audio wave file	This radio button allows you select a WAV file to play. You need a sound card and driver capable of playing WAV files to hear this sound.
📂 button	This lets you select a WAV file and assign it to an alarm sound.
Text to speech announcement	Reads your event description and time in a computer voice. This option is handy if you are not always in front of your computer.
Repeat Interval	This determines the time interval (in seconds) between alarm sounds.
Total Duration	This determines how long (in minutes) an alarm sound repeats.

Recorder   If you have a microphone and a sound card, you can record your own alarm sounds.

Option	Description
Volume slider	The left slider adjusts the recording volume.
Quality slider	The right slider changes recording quality. Lower-quality recordings lose fidelity, but they are smaller than high-quality ones, and take up less room on your hard drive.
Record	Click this button to record a new sound.
Setup	Click this button to change recording parameters.

To associate Calendar alarms with a Windows WAV file:

♦ Scroll down the *Sound list box* until one of the `Undefined ##` choices is visible. Click the desired choice.

♦ Enter a *Sound name*.

♦ In the *Options* section of the dialog box, click the *Play audio wave file* radio button.

♦ Click the ![icon] button. The *Select Windows–compatible sound (wave) file* dialog box appears.

♦ Select the desired WAV file and click **OK**.

♦ The WAV file plays for verification, and you are returned to the *Setup* dialog box. If you wish, you may enter new values in the *Repeat Interval* and *Total Duration* fields.

♦ Click the **OK** button to save your changes.

To remove a .wav file association:

♦ Scroll down the *Sound list box* until you find the sound you wish to disable, and click on it.

♦ Click the ![X icon] button. The designation returns to `Undefined ##` and the .wav file association is removed.

♦ Click **OK** to save your changes.

To test one of the alarm sounds:

♦ Select the sound to be played.
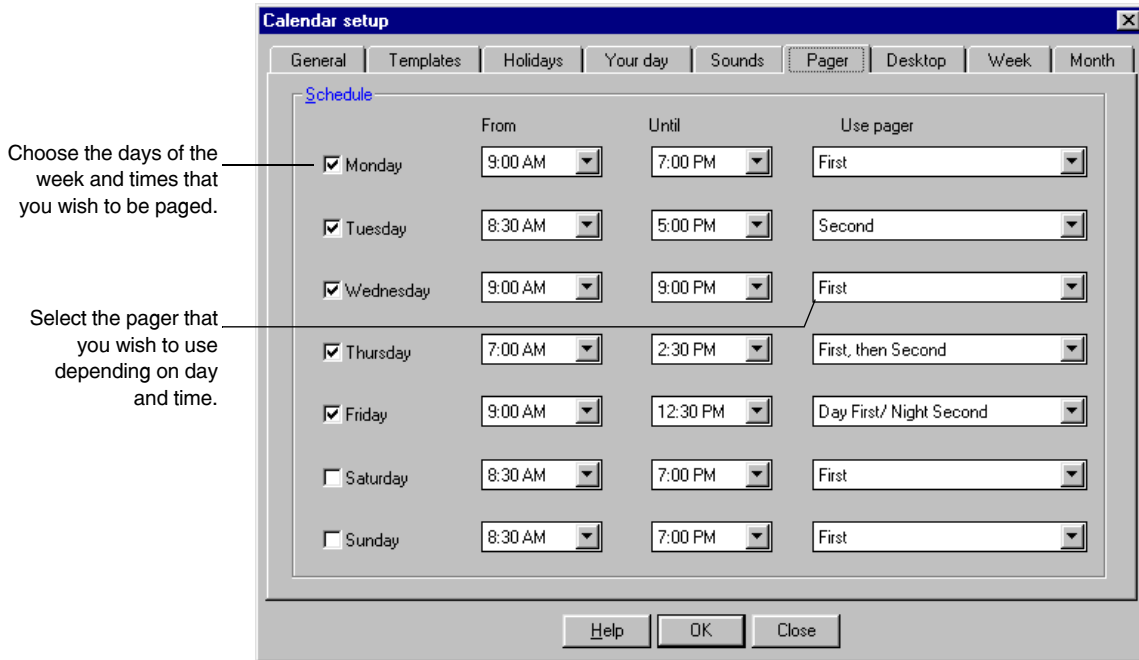
♦ Click on the ![icon] button.

This is generally used when *Play selected sound* is not chosen.

To delete one of the alarm sounds:

♦ Select the sound to be deleted.

♦ Click on the ![X icon] button. The name of the sound will turn to `Undefined ##`.

♦ Click **OK** to save your changes.

Pager

Calendar allows you to call either of two different pagers when an alarm goes off. It sends numbers and messages to these pagers directly from your computer.

Choose the days of the week and times that you wish to be paged.

Select the pager that you wish to use depending on day and time.

Configure Calendar to page you when alarms sound.

This dialog box allows you to specify the times when Calendar should page you. If you have specified settings for more than one pager, you may also indicate which pager(s) Calendar should use. Pagers are configured in the Dialer program's setup (see "Pager setup" on page 331).

To configure your pager schedule in Calendar:

♦ Mark the checkboxes corresponding to the days you wish to be paged.

♦ Select a time range in the *From* and *Until* combo boxes. This is considered daytime.

♦ Select which pager(s) you wish Calendar to use from the *Use pager* drop-down list.

♦ Click **OK** button to save your changes.

Desktop

You can view the Desktop calendar as a tab view or as Windows wallpaper. This dialog box lets you customize the Desktop view and display by defining the number of days that are shown, the type of information that is visible, and how it appears.

Choose the number of days to be viewed by selecting the number of rows and columns.

Mark preferred options for displaying the Desktop calendar.

Adjust your margins to best suit your personal viewing preference when using the Desktop wallpaper.

Select the types of events that you wish to exclude.
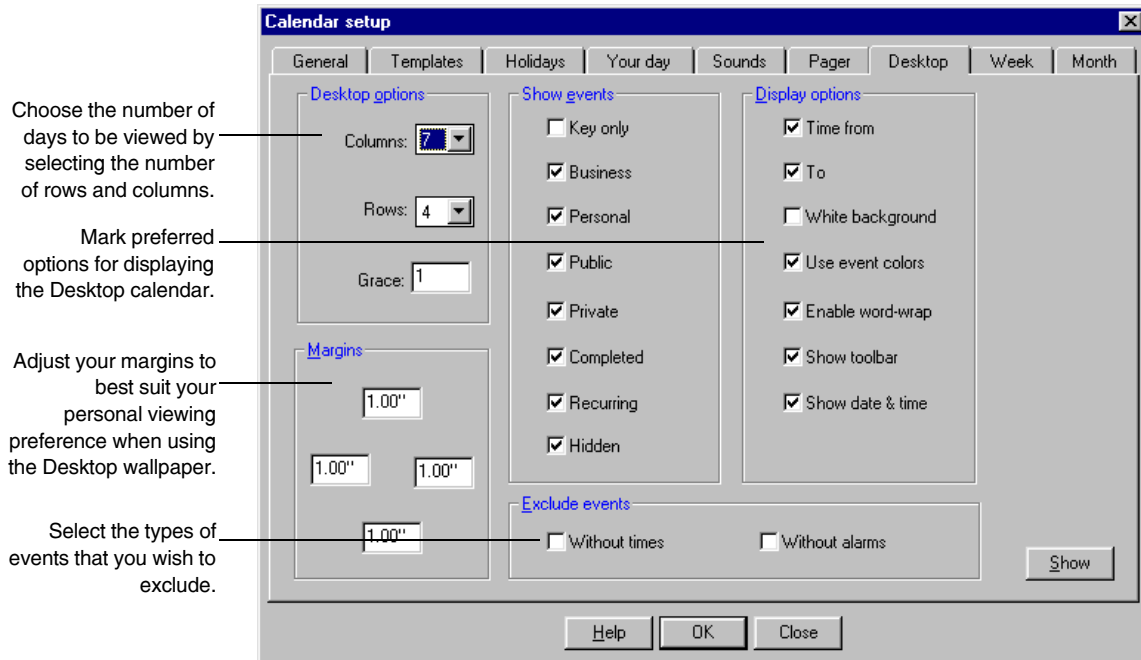
The Desktop tab lets you configure your DeskTop blotter.

Here are the options available in this window:

Desktop Options

Option	Description
Columns	Determines the number of columns in the Desktop view and display. You can format dates in up to eight columns. More columns mean less space for each entry, while fewer columns restricts your view of upcoming events. Optimum settings for your installation depend on your schedule, the quality of your video display, etc. A little experimentation may help you decide which is best.
Rows	Determines the number of rows in the Desktop view and display. You can format dates in up to eight rows. See considerations for setting the number of columns, above.

Grace	Determines the number of days prior to today that Desktop view displays. The default value is 0, with valid values from 0 to 63. Note that the current day's cell border is always black. This makes it easy for you to spot today's events, even if the *Grace* option is enabled.

Margins

Option	Description
Left, Right, Top, Bottom	Allows for precision adjustments of the Desktop wallpaper's size and position. Smaller margins mean more space for your entries, while greater margins leave more room for your Windows icons. Some Windows 3.1x users find it preferable to set a larger bottom margin, thus creating an "icon gutter" in which to view minimized applications.

Note: If you use Windows 95, or other Windows shells with a desktop type view, Desktop Wallpaper covers your desktop icons. Use the margin adjustments to position the wallpaper in the center of your screen, and move your icons to the borders.

Show Events
Specifies the type of information that is displayed on Desktop Calendar. You can include or exclude different types of information by checking or unchecking the appropriate boxes. For more information on how these categories are applied to Calendar entries, please see "Event Options" on page 220.

Display options

Option	Description
Time from, To	Specifies whether or not the starting time and ending time of an event are displayed. If you need more room for event descriptions, unchecking the *Time from* and *To* boxes provides additional space.
White background	Allows you to change the background of each cell from gray to white. This option can increase the impact of using *Event colors* (below).
Use event colors	Allows you to display events in their assigned colors. Unmarking the checkbox displays them in black. Remove this option if you need to improve your display's legibility.
Enable word-wrap	Continues a lengthy event label on the next line. Choosing to wrap event labels may mean less space for each day's itinerary, while electing to shorten the event may restrict your view of a thorough description. Note, however, that complete event descriptions may be viewed in a pop-up window by merely clicking and holding on the event text.

Show Toolbar	Displays a toolbar on the Desktop wallpaper.
Show date and time	Shows the current date and time on the Desktop wallpaper.

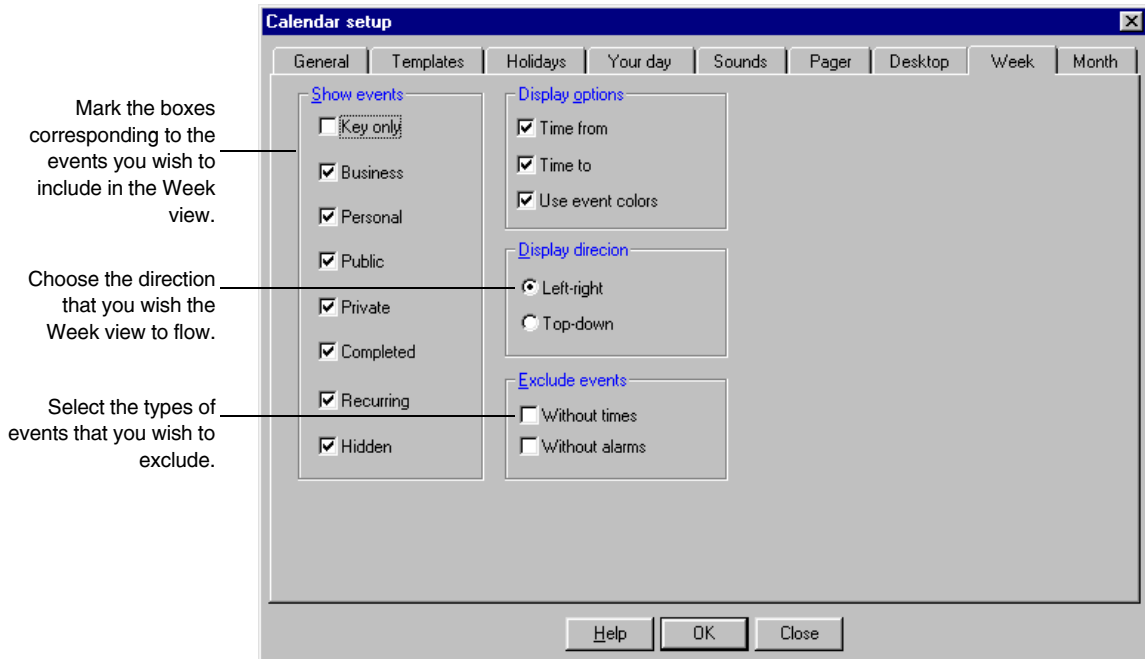Exclude events   Determines the types of events that are excluded from the Desktop poster view.

Option	Description
Without times	When marked, this does not display events that do not have times.
Without alarms	Does not display events that do not have alarms scheduled.

Show/Hide button   Displays (**Show** button) and hides (**Hide** button) the Desktop Calendar. The button label toggles from one to the other, depending on the current state of Desktop Calendar.

Week

The Week-at-a-glance view has several options that affect how it displays your events. Changes made in this dialog box interact in real time with the Week view, so you can immediately see their effect.

Mark the boxes corresponding to the events you wish to include in the Week view.

Choose the direction that you wish the Week view to flow.

Select the types of events that you wish to exclude.

This tab allows you to set up the viewing options for the Week-at-a-glance view.

Option	Description
Show events	*Selects which types of events are displayed in Week view.*
Display options	*Specifies whether or not event time fields and colors are displayed. You may also choose to have your events appear on a white background.*
Display direction	*Specifies the direction of flow for day layout in the window. You can show your week from left to right or top to bottom.*
Exclude events	*Determines the types of events that are not shown in Week view.*

Month

You can customize the Month view to suit your viewing preferences. At a quick glance, you can see what you've got planned a month at a time.

You can screen out personal completed events.
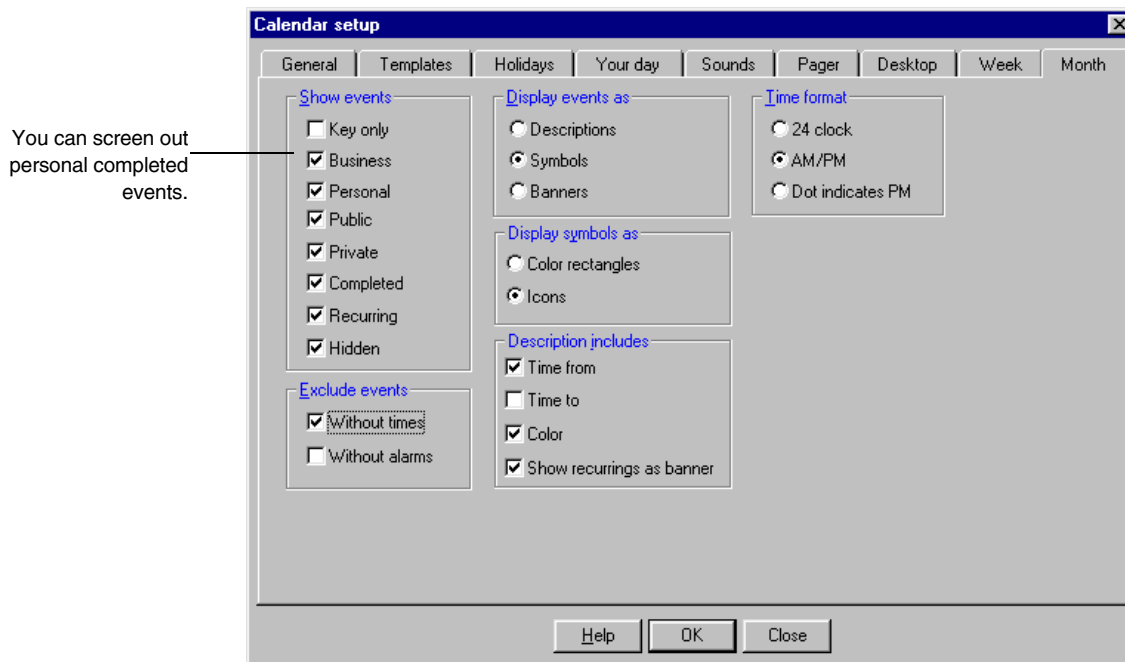
Select which events you want to see in the month view, then choose whether to display them as symbols, wrapping text, or banners.

Show events   Selects which types of events are displayed in Month view.

Exclude events   Determines the types of events that are not shown in Month view.

Display Events as

Option	Description
Descriptions	Shows the actual text describing the event
Symbols	Uses an icon to represent events.
Banners	Shows a "bar" across the day with the event's description.

Display Symbols as

This option is enabled when you choose to display events as Symbols.

Option	Description
Color Rectangle	Simply shows a colored block for each event. The color is selected in the Event options tab.
Icons	This shows the icon selected in the Event options tab for each event.

Description includes

This option is enabled when you choose to view event descriptions

Option	Description
Time from	Shows the starting time of an event.
Time to	Indicates the ending time of an event.
Color	Shows event's descriptions in the color selected in the Event options dialog box.
Show recurring events as banner	This will use a banner across multiple days for daily recurring events.

Time Format

Option	Description
24-Clock	Shows events using 24-hour "military" time.
AM/PM	Lists events using standard 12-hour, AM/PM conventions.
Dot indicates PM	Uses a Dot (*) to show PM times; none is shown for AM. This is similar to most alarm clocks.