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Overview

The Calendar that comes with TC's Toolbox is useful for keeping track of your important dates such as: birthdays, anniversaries, holidays, etc. Calendar events can be yearly, monthly, weekly, one day only or defined as a multiple of a week day. These important events are displayed on a monthly calendar that appears much like a typical wall calendar. You can specify multiple events per day and choose the colors that they are displayed with. The current day number, as determined by your systems date, is also displayed in a different color. To add your special days to the Calendar use the Edit Calendar dialog window.

Help Menu

Contents: Displays the contents of this help file.

Search for Help On: Allows you to search for help on a topic.

Help on Help: Displays the Windows help on help file.

About: Displays copyright and version information.

Registration

For complete information on registration, support, license agreement, Disclaimer of Warranty, Shareware and other important topics, read the help file for [Setup and Registration](#).

File Menu

Printer Setup: Displays the common Printer Setup dialog box.

Print: Displays the Print Options dialog box.

Exit: Exits the program.

Calendar

This is a monthly calendar which displays special events which you can alter or add to. The Calendar comes with some common holidays and other special events already loaded. Calendar events can be yearly, monthly, weekly, one day only or defined as a multiple of a week day and can be displayed in different colors. To change the calendar events click on the Edit button to display the Edit Calendar window.

NOTE: If there are more than three events that occur on one day then an asterisk will appear next to the day number. To view all the events for that day simply double click on that day on the calendar.

Edit Calendar

This option is used to change the calendar events. The events are displayed in order of Type of event and then by date. To find the event you wish to edit you need to use the scroll bar at the top center of the window. There are three general operations possible with this window. Adding new events, deleting old events and changing current events.

There are five different types of calendar events, these are: Annual, Monthly, Weekly, One Day & Year Only, and Multiple of Weekday. Each type of event requires a different set of data to specify when the event occurs. Data that is not required for a certain type of event is grayed and disabled. The Annual event is used to specify an event such as a holiday that occurs once a year on a certain day of a specified month. The Monthly event is used to specify an event that occurs monthly on a certain day of the month. The Weekly event is used to specify an event that occurs weekly on a specified weekday. The One Day & Year Only event specifies an event which only occurs one time on a certain month, day and year. The Multiple of Weekday event specifies an event that occurs, for example, on the second monday of a certain month.

Changing Current event data:

When changing the current event, first select the type of event, then change the month, day, year, display color, etc., as required. Now change the event text which will be displayed on the calendar. When finished click on the Enter button to complete the operation.

Deleting Current event:

To Delete the currently displayed event from the calendar click on the delete button.

Adding a New event:

When adding a new event, first click on the New button, then select the type of event, after that change the month, year, day, etc., as required. Finally type in the event text which will be displayed on the calendar. When finished click on the Enter button to complete the operation.

Print Options

With the Print Options window you select what type of calendar to print. You can print either a graphic month calendar of the current month displayed in the calendar window, or a text year calendar from January to December of the current year selected in the calendar window.

If you check the Print to File check box then the data is sent to a file instead of the printer. After you select Ok, you will then be asked for the file name. If you selected "One Page Month" to print, then the file will be in a bitmap format as it is currently displayed, which can be loaded into Windows Paintbrush for later editing and printing. If you instead selected "One Page Year", the file will be in an ASCII format which can be loaded into Windows Notepad or any text editor or word processor for later editing and printing.

Options Menu

Edit Calendar: Displays the Edit Calendar Dialog window.

