

# Welcome to "The Family Picture Calendar"

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## What is 'The Family Picture Calendar'?

*The Family Picture Calendar* is a program that makes it easy for anyone to create customized professional looking wall calendars. Stored pictures of family and friends will automatically print on the calendar in the month their events occurs. Printed calendars make great annual gifts for all members of the family as well as for friends. With *The Family Picture Calendar* you can supply each member of your family with an organized daily reminder of birthdays and anniversaries helping to promote family ties and unity. Family history is also encouraged with the inclusion of events to honor family members no longer living. *The Family Picture Calendar* also features a convenient (pocket or purse) Shopping List with several months worth of family birthdays, anniversaries and holidays printed on a single tri-folded sheet.

Event types are provided for Birthdays, Wedding Anniversaries, Departed family members and Special Events. You need enter the information only once to print up-to-date calendars for years to come. Age counts and wedding anniversary counts are automatically calculated and printed on the calendar. Adding events and making corrections are easily done. Three editable holiday files are included with the program.

### History of *The Family Picture Calendar*

When my mother passed away several years ago I was looking for a means of helping my father keep up with all the cards and gifts mother had handled so well over the years. I decided to write a program to help me produce a calendar that I could send him each year with the appropriate dates pre-printed on the calendar. The idea worked well. So well, in fact, that everyone else in the family asked for their own calendars. Word spread and soon I was printing calendars for families all over the country.

Six years later I decided to re-write the program and make it available to others. *The Family Picture Calendar* is the result of all of my experiences in producing the calendars and the wants and needs of the all the folks using it. My goals were to make the program as easy to use as possible, but also to make it one of the most useful programs on your computer. I hope *The Family Picture Calendar* will be as big a success in your family as it has been in ours.

Doug East

# Family Picture Calendar - License and Warranty Statements

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## Obtaining Support

You may contact us for support in the following ways:

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## How to Start a New Calendar

To create a new calendar perform the following steps:

1. Click [New File] on the Main screen.
2. Enter a Calendar Title.
3. Enter events; Birthdays, Anniversaries, Departed and Special Events
4. Save your calendar by clicking on [SAVE].
5. Preview your calendar.
6. Print your Calendar.

# How to Enter Names, Dates & Pictures

## Select an Event Type

To begin entering names, dates and pictures you must first select an event type by clicking on one of the large command buttons on the Main screen.

## Moving between fields

You can TAB between fields, use the ENTER key or place the cursor with the mouse.

## International Date Formats

The order in which the month, day and year must be entered is determined by the country setting (or the Short date format) in the International section of the Windows Control Panel.

For example:

<u>Country</u>	<u>Date Order Expected</u>
U.S.	MDY (Month Day Year)
England	DMY (Day Month Year)
Sweden	YMD (Year Month Day)

The program automatically detects your country setting and adjusts accordingly. You may view your current country setting and Short Date Format by clicking on the [Current Date Format] button located on the data entry screen. The expected date order is also indicated just to the left of any date entry field. Calendar files created with one country setting can be read later with another country setting. Date formats shown in this help file are shown in the United States format.

## Entering dates

Date entry is very flexible. You may enter dates in many different formats including the following:

6/12/43	6-12-43
6 12 43	6/12/1943
June 12, 1943	12 June, 1943

If the century is omitted then the 19xx century is assumed. Therefore 6/12/43 = 6/12/1943. **After 2000 enter all 4 digits for years.** A warning message will appear for invalid dates. Any date field that requires a year will also generate a warning message if no year is given.

## Using the "T", "+", "-" and "Esc" keys

Today's date can be entered automatically by striking "T" on the keyboard while the cursor is in a date field. Striking the "+" key will increment the date by one day. Striking the "-" key will decrement the date by one day. The "Esc" key will clear the field.

## Entering Event Pictures

The user can enter a picture for any event type. The picture path and file name are entered (referenced) on the Data Entry Screen. The picture will then automatically print on the month that the event occurs. Pictures are printed in the empty date squares on the calendar. Each month has a different number of empty squares available. The number of squares available ranges from 9 to 14. If used, the small last-month and next-month calendars reduce the number by 2. Printing the small calendars is a user selectable option. The event pictures can be most any size and type. Picture file formats supported are : bmp, jpg, gif, wmf, and emf. The program scales the pictures to fit the current cell size. It also adjusts the dimensions of the picture to maintain the aspect ratio of the source picture.

Use the [Browse] button to locate and enter a file and the [Clear] button to delete a choice. The "Include Photo in Calendar" is set by default when a picture is selected and displayed in the photo box. However, by unchecking this box the picture file can remain referenced but not including on the calendar.

## Saving an event

Events can be saved by clicking on the [Save & Continue] button. You may also save by hitting ENTER twice after the last data field.

Immediately after saving an event, the event appears in the yellow display line at the top of the screen. This provides a quick accuracy check while the information is still at your finger tips. Birthday age counts and anniversary

counts are also shown on this line to help you catch data entry mistakes.

### **Editing Events**

Once an event has been saved it can be selected and brought back to the data entry screen for editing and re-saving. To select an event to edit, click on the [Edit xxxxx] button. The caption on this button changes depending on the current event type. i.e. [Edit Birthdays], [Edit Anniversaries], etc.

### **Event Types**

Events are grouped into four category types. Birthdays, Anniversaries, Departed and Special Events. Each category has slightly different requirements.

#### **Birthdays**

Birthday events require a name, a birthdate and a question (checkbox) whether or not to show the person's age on the calendar. The birthdate must contain at least the month and the day. The year may be omitted. However, the age count can only be done if the year is also supplied.

Enter just the person's name. Don't enter the age count or possessive punctuation. The program will add that information for you.

Examples:

Bob Smith 6/12/43 would appear on the 1995 calendar as: Bob Smith's 52nd Birthday

Jane Rivers 5/15/56 would appear on the 1995 calendar as: Jane Rivers' 39th Birthday

#### **Anniversaries**

Wedding anniversary events require a name (usually the couple's name i.e. Bob & Mary), a wedding date and a question (checkbox) asking if both are still living. If both are still living and a full date is given (including the year) then the anniversary count is printed on the calendar. If one or both are not living then the count is not printed. Instead the year of the marriage is referenced.

Just as with birthdays enter the couple's name without a count or possessive punctuation. The program adds that information for you.

Examples:

Doug & Sharon 9/5/64 (both living) appears on the 1995 calendar as Doug & Sharon's 31st Anniversary.

Dave & Terry 10/6/64 (both not living) appears as Dave & Terry (married 1964).

#### **Departed**

Two events are recorded for departed family members. The person's birthdate and the date of death. Either date may be left blank but not both. The dates must include month and day. The year is optional. If the year is given then the year is included on the calendar. There is no age count done for this category of events.

Examples:

Grandmother Smith born:12/19/19 died:11/22/88 would appear as follows:

On the birthdate: Birthdate of Grandmother Smith 1919

On the date of death: Grandmother Smith (1919-1988)

Robert Allen born:1/20 died:5/23 would appear as follows:

On the birthdate: Birthdate of Robert Allen

On the date of death: Robert Allen Passed Away

#### **Special Events**

A special event can be any event that you wish to place on the calendar that does not fit into the other event types. A graduation date, or a scheduled vacation are just a couple of uses for this event type.

Special events require a full date (month, day and year). A question is also asked (a checkbox) whether this event should be recurring. Recurring means; do you want the event to appear only on the specific date or should it appear in future years as well? Events such as "Our first date" should be checked as recurring so it will appear every year. Events such as "Bob's fishing trip" probably should not be checked as recurring. Unless he wanted to remember the "one that got away" for years to come.

#### **Scheduling Tool**

Many times an event needs to be scheduled that occurs on several different dates. The Family Calendar provides a powerful and easy to use method for these types of events. The Scheduling Tool is accessed only from the Specials data entry screen. For details see the help topics titled scheduling tool and scheduling examples.

#### **Exiting the data entry screen**

Click on the [OK] button to leave the Enter Event screen and return to the main screen. Any data left on the screen that has not been saved will cause a warning message to appear. You will be given the opportunity to abandon the data or return to the Enter Event screen and save your data.

## How to Edit Names, Dates and Pictures

Events are edited in the same screen where they are entered. To select events to edit, click on the [Edit xxxxx] button located on the Enter Events screen. The label on this button changes depending on the current event type. i.e. [Edit Birthdays], [Edit Anniversaries], etc. The Edit Events screen will appear.

### Selecting an Event to Edit

Highlight the event you wish to edit by clicking on the desired event among the events displayed in the list on the Edit Events screen. Then click on [Edit] or double-click the event. Only one event may be edited at a time.

### Shortcuts

Several shortcuts are available to help you locate the desired event.

HOME key - highlights the event at the top of the list.

END key - highlights the event at the bottom of the list.

### Sorting

Upon entering the Edit Event screen the events are sorted by name. It may be useful to sort the list by date using the [Sort by Date] button to help locate the desired event. Once sorted by date you can return the list to a name sort by clicking on the [Sort by Name] button.

### [EDIT] Button

Once the desired event has been highlighted, click on the [EDIT] button to return to the Enter Event screen for editing. **Double clicking** on the event will accomplish the same task.

### [OK] Button

Clicking on the [OK] button on this screen will return you to the Enter Event screen without an event to edit.

### Deleting Events

You can delete an event by first highlighting the event and then clicking on the [DELETE] button. The event will be marked with a large, red delete mark indicating that you have chosen the event to be deleted. To undelete the event click on it again. The events aren't deleted until you click on the [OK] button to leave the screen. If you delete some events in error you can exit the program without saving your changes and the events will still be saved in your calendar file.

## How to Preview & Print a Calendar

Click on the [Print] button on the main screen. This will display the print screen.

To preview or print a calendar first make the following choices at the Print Screen:

### 1. Select a starting month.

The default starting month is the current month and date. Buttons are provided to increment the starting month up and down. There are also several buttons available to make the most common choices quickly:

[This Month] - sets the month and year back to the default value of current month and year.

[This Year] - sets the starting month to January of the current year and the number of months to 12.

[Next Year] - sets the starting month to January of the coming year and the number of months to 12.

### 2. Select number of months.

The default number of months is one. 'Arrow Buttons' are provided to increment the number of months up and down. There is also a [1 Month] and a [12 Month] button to set the most common choices quickly.

### 3. Select a holiday file.

You may include or (not include) holidays on your printed calendar by clicking on the [Include Holidays?] checkbox in the Holidays frame. If you elect to include holidays then select one of the three holiday files provided with the program. The delivered choices are U.S. Holidays, Canadian Holidays and Other Holidays. These three holiday files may be edited as well as re-named.

To edit holiday files choose (File | Edit Holidays) from the Main screen. To re-name holiday files choose [Options] on the main screen. Once a holiday file has been chosen it becomes the default and will be highlighted again the next time you use the program.

#### [Include event photos]

Set this checkbox to have event photos shown on either the preview or printed calendar.

#### [Include background picture]

Set this checkbox to have background photos shown on either the preview or printed calendar.

#### [Include small calendars]

Set this checkbox to have the small, next month and previous month, calendars shown on either the preview or printed calendar. You can provide two more empty date squares for event pictures by not including the small calendars.

#### [Preview Calendar]

Click this button to see an exact preview of how the printed calendar will appear once printed. Once in the preview screen you can scroll the calendar image by using the scroll bars or by clicking and dragging the image with mouse. Buttons are provided to advance from one page to the next and to zoom the image in and out for more convenient viewing. You can also zoom by double clicking the right or left mouse buttons. Clicking the [Full Screen] button shows a full screen image of the calendar. Click the [Normal Screen] button to return to the normal screen view.

#### [Print Calendar]

From the Preview screen you can print the calendar by clicking on the [Print] button. The Windows print dialog box will appear. This dialog box allows you to select many printing options including: your choice of printer, number of copies, print range, etc. You can also print the calendar directly from the Print Screen (and skip the preview) by clicking on the [Print Calendar] button on that screen.

#### Printing Overflow

The Family Calendar contains an auto font scaling feature for both the calendar title and event text in a date box. This feature almost eliminates any overflow problems that can occur if too many events occur on the same date. If the font size becomes too small to make the text fit, an error message will appear containing the date that the overflow occurred. The affected month of the calendar will continue to print after the error message, but with the date in question left blank. Some text then must be removed or abbreviated and that month re-printed.

## Printing Reports

In addition to the calendar, the following three printed reports are available from the Print Screen:

### **Shopping List (Can be Previewed)**

The Shopping List prints a complete list of all family birthdays, anniversaries and holidays for the next twelve months. This report prints in landscape mode and is designed to be tri-folded and placed in a purse or pocket. The beginning month for this report is taken from the Starting Month field on the Print Screen.

### **List of Events (Can be Previewed)**

This report prints a complete list of events from the current calendar file, grouped by event type. The report prints in portrait mode. It can be very useful for checking spelling and finding mistakes in entered dates.

### **Data Collection Forms**

One of the more difficult tasks in creating a customized calendar is collecting the information from various family members and other sources. Many times people are not sure exactly what information you need and in what form. They are also busy with many other things. Using the data collection forms provides the information others need to help you gather the information and serves as a reminder to them. The forms also help to organize your data entry. Clicking on the [Print Data Collection Forms] button produces a small screen with choices for printing forms for all event types or for individual event types as well as the quantity of forms.

## Helpful Hints

### Create common calendar files

When creating calendars for several branches of the family there are usually many of the same names that need to appear on each of the calendars. By creating one or more common calendar files first, you then can copy all of the names from the common file into other calendar files by using the Copy feature. This can save lots of typing time as well as cutting down on errors.

### Auto-Load last file

By checking "Auto Load Last File" on the "File" pull down menu on the main screen the next time the program is started, the last calendar file used in the previous session will be automatically loaded. You can disable this feature by unchecking this choice.

### Auto-Wrap character

If you wish to force a line wrap at a specific location simply enter the tilde character "~" in your description. For example the description "Call committee members~Bob 555-2354~Terry 555-4972~Sally 555-1567" will print as follows:

```
Call committee members
Bob 555-2354
Terry 555-4972
Sally 555-1567
```

### Keyboard and mouse shortcuts

- Today's date can be entered automatically by striking "T" on the keyboard while the cursor is in a date field. Striking the "+" key will increment the date by one day. Striking the "-" key will decrement the date by one day. The "Esc" key will clear the field.
- When entering events hit the ENTER key twice after the last field to save an entry. It's quicker than raising your hand to move the mouse to click on the [Save & Continue] button.
- Double-Clicking on an event in the Edit Event screen will quickly select that event for editing.

### Look at the "last entry" display box.

Immediately after saving an event the information you entered is displayed at the top of the screen. By observing this display you may catch errors in entry while the information is still in front of you. This box also provides other information that can help you catch mistakes. After an anniversary or a birthday the age count is displayed. The age count is calculated to today's date not the next birthday or anniversary. This can help catch common typing mistakes if you are familiar with the person's age.

### Distribute data collection forms

One of the more difficult tasks in creating a Family Calendar is collecting the information from various family members and other sources. Many times people are not sure exactly what information you need and in what form. They are also busy with many other things. Using the data collection forms provides the information others need to help you gather the information and serves as a reminder to them. The forms also make data entry much easier.

### Calendar Titles

Some common calendar titles are:

- Doug & Sharon's Family Calendar
- Joe & Mary's Special Calendar
- The Smith Family Calendar

The program makes no modification to the title you key in. Any punctuation such as possessives, etc. need to be supplied. This is different from entering events such as a birthday where the possessive and the suffices on the age count are supplied by the program. See How to Enter Names, Dates & Pictures.

### Customized Report Footers

The footer printed at the bottom of each calendar and printed report may be customized by the user. The footer can

be edited in the "Options" screen.

### **Quotes in Text Fields**

Double quotes are not allowed in text fields such as the calendar title and name fields. All double quotes entered are automatically changed to single quotes. For example:

James "Hotrod" Powelson will be appear as James 'Hotrod' Powelson.

## Copy Events From Other Calendars

Quite often names and events for one Family Calendar are common to many others. To keep from re-entering the same events many times, use the Copy feature of *The Family Picture Calendar*.

To copy events from another *Family Picture Calendar* into the current calendar make the following choices starting at the main menu screen

### 1. Choose (File | Copy Events from Other Calendars).

A file selection dialog will appear. Choose the file name that you wish to copy events from. A screen will appear containing a list of all the events in the chosen file.

### 2. Select events to be copied.

The list is initially sorted by name. You may also sort the list by date or by event type. To select an event to copy simply click on the event to highlight it. You may select as many choices as you like. To de-select a choice click on it a second time.

### 3. Click on the [Copy Selected] button

A message box will appear indicating the number of events you have selected. Click on the [OK] button of the message box to accept these choices, or [CANCEL] to return to the list. To Copy all events (without having to select them) click on the [Copy All] button.

Note: To leave this screen without copying any selections click on the [OK] button.

## Setting Options

The **'Options'** choice allows the user to rename the three holiday files, adjust all four margins, select between five papers sizes and set the orientation (landscape or portrait) of the calendar printout. The line width of the calendar grid is also set on this screen. The user may also decide to include or not include both the title and footer of the calendar by checking the appropriate box.

### **Holiday file Descriptions**

*The Family Picture Calendar* is supplied with three holiday files. As shipped, the holiday files are named U.S. Holidays, Canadian Holidays and Other Holidays. To change the description of a holiday file simply place the cursor in the appropriate field and edit the name. To save your changes and leave the screen click on the [OK] button.

### **Paper Size**

Five paper sizes are supported; Letter (8.5" x 11"), Legal (8.5" x 14"), 11" x 17", A4 (210mm x 297mm), A5 (148mm x 210mm) and Executive (7.25" x 10.5") . Simply select the paper size you wish to use. Make sure to load the proper size paper in your printer before printing calendars or other reports from The Family Calendar

### **Margins**

The user can control all four margins on the printed calendar. You can set Top, Bottom, Left and Right margins by using the scrolling arrows provided or by entering the values directly into the margin field. If you wish to make all four margins equal, simply set the Top margin and then click on the "Copy" button next to the Top margin field.

## What's New (Version History)

### Update History for "Family Picture Calendar"

#### **v4.0.4**

Corrected bug that corrupted .cal and .fpc calendar files if .cal file was opened more than once by mistake.  
Fixed bug that drew boxes around objects in calendar if Event list was run just prior to viewing or printing calendar.  
Fixed feature that forces calendar to be printed in Black & White.  
Changed font and color selection to double-click action to avoid selection problems.  
Added support for A5 paper size.  
Added "Save to This Month Icon" feature in Preview screen.  
Added "This Month" Icon to desktop to display saved calendar image in full screen.

#### **v4.0.3**

Corrected a file path problem in the Style Set feature.  
Changed the open file dialog to show older .cal files on first viewing.

#### **V4.0.2**

Initial release of the program

# Scheduling Tool

## Examples

### Introduction:

The scheduling tool provides a convenient means of entering events that have the same description but occur on more than one date. The scheduling tool can be accessed only from the Specials data entry screen.

The philosophy of this tool is to display a list of dates from which the user can make selections to schedule a multi-date event. The dates displayed in the list initially reflect the range of dates indicated by the 'Start Month' and '# of Months' controls. This list can then be further modified (or filtered) by using one of several date filters provided.

Once the desired list is generated the user then selects any or all of the dates in the list before clicking on the 'Save selected dates and Exit' button.

**Important note:** In most cases the user will make the final selection of dates by clicking on the 'Select All' button. However, one of the strengths of the scheduling tool is the flexibility provided to select only the dates desired. For example you could schedule an event for the 15th of each month but wish to skip the summer months of June, July and August. This can easily be done by individually selecting the desired dates from the list rather than using the 'Select All' button. The extended selection technique (i.e. using the Shift Key and the Control Key along with the mouse) of Windows is invoked while making selections from the list of dates.

### EVENT DESCRIPTION

The event description that was entered in the Specials data entry screen is shown at the top of the screen as a reminder of what event is being scheduled.

### LIST OF DATES

This list box displays up to 14 dates at a time with scroll bars automatically added when the list contains more than 14 dates. Dates can be selected (highlighted) from the list by clicking on a date or dates using the mouse. The Windows extended selection feature is invoked in this list. Extended selection allows the selection of a contiguous group of dates by holding down the Shift Key while selecting the first and last date of the desired group with the mouse. Holding down the Control Key while making selections with the mouse allows the user to select a random group of dates. All dates can be selected by clicking on the 'Select All' button below the list.

The color of the dates displayed in the list is toggled between red and green as the months change in the list for clarity.

### Start Month and # of Months

The dates displayed in the 'list of dates' reflect the values shown in the 'Start Month' and '# of Months' controls. Initially the start month is set to the current month and the # of months is set to one. The values in these two controls may be changed in three different ways:

1. Click the arrow next to the current setting and select from the 24 values presented.
2. Use the keyboard + or - keys while focus is on the control followed by the Enter Key.
3. Key in a value from the keyboard followed by the Enter Key.

### DATE FILTERS

Several date filters are provided to narrow the selection initially made by the Starting Month and # of Months.

#### No Filtering

Selecting this option button removes any filtering previously done and displays all the dates defined by the Start Month and # of Months.

#### Day of Month Filter

Selecting this option button displays a pop-up window with 31 check boxes. To filter the dates by day(s) of the month simply check the desired box(es) followed by the 'OK' button. The list of dates now will only display those desired days of the month.

#### Day of Week Filter

Selecting this option button displays a pop-up window with a column of check boxes for each day of the week. For each day that is checked a row of check boxes appear to select 1st, 2nd, 3rd, 4th or 5th occurrence of that day of the

week. Any or all of these boxes may be checked followed by the 'OK' button. The list of dates now will display only the desired days of the week. If more than one day of the week (i.e. Tuesdays and Fridays) was selected the 'Sort List by' box will become active and allow you to sort the list by date or by day of the week. In some cases this allows for easier selection.

### **Time Periods**

Selecting this option button displays the 'Time Periods' pop-up window. This option is not actually a filter since it doesn't filter the list of dates already displayed in the list of dates. Instead it creates a new list of dates using its own 'Start Date' and '# of Periods' controls. The 'Start Date' in this case includes the day in addition to the month and year. It is initialized with the first day of the current month.

To create a list of dates by time period, check one of the six option buttons next to the desired time period. Then enter the # of time periods you wish to display in the list. For example to display a sequence of 12 dates, each one a week apart, starting on June 12, 1997 setup the window as follows:

1. Enter June 12, 1997 in the 'Enter Starting Date' control.
2. Enter 12 in the '# of Periods' control.
3. Select the 'Week' option button followed by the 'OK' button.

Similar sequences of dates can be displayed using the other time period option buttons. The 'n days' option button allows the time periods to be spaced by a non-standard number of days. Using the 'n days' option in the example above (with the number of days set to 11) would result in a sequence of 12 dates starting on June 12, 1997 with each date being 11 days apart.

### **SORT LIST BY**

This feature is only active after the list has been filtered by the day of the week and then only if more than one day of the week was chosen. The list of dates then can be viewed in chronological date order or by day of the week.

### **SELECT ALL**

This button automatically selects (highlights) every date currently in the list of dates. It is located just below the list of dates. Individual dates may also be selected. See the major heading 'List of Dates' above for details.

### **CLEAR ALL**

This button clears any selections previously made in the list of dates.

### **INVERT SELECTIONS**

This button inverts the selection pattern in the list of dates. Highlighted dates are no longer highlighted and non-highlighted dates become highlighted. **This feature saves time in many cases where all dates but a few need to be highlighted.** Select the few first and then use the 'Invert Selections' button.

### **SAVE SELECTED DATES AND EXIT**

This button causes the program to leave the scheduling tool, return to the Specials data entry screen and automatically enter the scheduled dates into the calendar file. If no dates were selected (highlighted) in the list of dates a reminder is shown on the screen that you are leaving without scheduling any dates. If some dates were selected a reminder is shown indicating how many dates were selected and asking if you wish to continue.

### **EXIT WITHOUT SAVING**

This button allows you to leave the Scheduling Tool without scheduling any dates.

## Scheduling Tool Examples

Below are several examples of multi-date events that can be scheduled using the Scheduling Tool feature of Family Picture Calendar. The examples give the steps needed to produce the desired results without a lot of detailed explanation. For more details of the various controls and features involved refer to the Scheduling Tool help topic. Referring to a printed copy of this help topic while performing the examples is the recommended method for learning the scheduling tool quickly.

All examples assume that a description has been entered in the Specials data entry screen and that the 'Scheduling Tool' has been opened.

### Example 1: Schedule a 5 day meeting for the 1st Monday in the current month:

#### (Requires no filtering)

1. Click on the 1st Monday in the list of dates and drag the cursor to Friday.  
You have now selected (highlighted) the 5 dates for your meeting.
2. Click on the 'Save selected dates and Exit' button.

### Example 2: Schedule the 1st and 15th of each month for the next 6 months:

#### (Uses Day of the Month filtering)

1. Change '# of Months' to 6.
2. Click on 'Day of month' Filter.
3. Select the '1' box and the '15' box in the popup window followed by 'OK'.  
The list of dates now contains only the 1st and 15th of each month for the next 6 months. Note that the color changes for each month.
4. Click on the 'Select All' button.
5. Click on the 'Save selected dates and Exit' button.

### Example 3: Schedule the 1st and 3rd Tuesday of each month for the next 12 months:

#### (Uses Day of the Week filtering)

1. Change '# of Months' to 12.
2. Click on 'Day of the week' Filter.
3. Select the 'Tue' box in the popup window. A row of boxes next to 'Tue' will appear.
4. Select the '1st' box and the '3rd' box followed by 'OK'.  
The list of dates now contains only the 1st and 3rd Tuesday of each month for the next 12 months. Note that the color changes for each month.
5. Click on the 'Select All' button.
6. Click on the 'Save selected dates and Exit' button.

### Example 4: Schedule a series of 12 dates 3 weeks apart starting August 13, 1997:

#### (Uses the 'n'days Time Period function)

1. Click on the 'Time Periods' option button.
2. Enter a Start Date of August 13, 1997 in the Time Periods pop-up window.
3. Enter 12 in the # of Periods
4. Click on the 'n' days option button.
5. Enter 21 in the # days box.
6. Click on the 'OK' button.  
The desired 12 dates are now in the list of dates.
7. Click on the 'Save selected dates and Exit' button.

### Example 5: Schedule every Monday and Thursday for the year, except for June:

#### (Uses Day of the Week filtering)

1. Enter Jan 97 into the Start Date followed by the Return Key.
2. Change '# of Months' to 12.
3. Click on 'Day of the week' Filter.
4. Select the 'Mon' and 'Thu' boxes in the popup window.
5. Select the 'All' box for both days followed then click on 'OK'.  
The list of dates now contains all Mondays and Thursday for the entire year.  
The list is initially sorted by day of the week.
6. Sort the list by date by clicking on 'Date' in the 'Sort list by' section.
7. Locate the dates in June by scrolling the list of dates
8. Highlight all June dates by clicking on the 1st date and dragging to the last.

9. Click on the 'Invert Selections' button.

Now all dates except the June dates are highlighted. Note the counters at the bottom of the screen indicating # of dates and how many are selected.

10. Click on the 'Save selected dates and Exit' button.

# Selecting Fonts & Colors

## Introduction

The *Family Picture Calendar* provides the user with the ability to customize the printed calendar by making individual choices for fonts and colors. The program allows the user to select color for 13 different items on the calendar and font choices for 9 of those items. Fonts and colors can be changed by selecting [Fonts & Colors] on the main screen of the program.

## RAINBOW TITLE

For users with color printers, checking the 'Rainbow' checkbox next to the title color bar will produce a printed title on the calendar with randomly selected colors for each letter in the title.

## Changing Colors

The 'Fonts & Colors' menu displays a list of all calendar items for which colors can be changed. A color bar appears beside each item. The color of each bar reflects the current color set for that item. **To change a color, double-click directly on the desired color bar.** A color selection screen will appear with the current color highlighted. To change the color simply select another color and click on the 'OK' button.

To define a custom color click on the 'Define Custom Colors' button and adjust the color controls to create the desired color. Click on the 'Add to Custom Colors' button to once the desired color has been created. The new color will added to the 'Custom Colors' section. To use the new color simply select it and click on the 'OK' button.

## Changing Fonts

The calendar items for which the user can change fonts are listed on the upper part of the 'Fonts & Colors' menu. The description of the item uses the current font choice for that item. This serves as a sample of how the font will look when printed. To the right of the color bar for this group of items a description of the current font is given. The description lists the fontname, the size and whether the font is bolded or italicized.

**To Change a font double-click directly on the desired item description or the font description.** A font selection menu will appear with the current font parameters for that item highlighted. To change to a different font simply select the new font from the list of fonts shown in the scrollable list. Change other font parameters as desired before clicking on the 'OK' button.

The allowable font size for each calendar item is limited by the program to help avoid overlapping and other conflicts on the printed calendar. However, each font style is unique and can vary greatly in the amount of print space needed. If overlapping problems occur the user may need to select a different font style or lower the size of the font as needed.

## Color Considerations

Most non-color printers will print all colors in black except the color selected for the calendar background. When printing to a non-color printer this color should normally be set to white although a very light gray can produce a pleasing effect with some printers. **Any background color (for color or non-color printers) should be keep to a light shade for best results. Background pictures, if used, will overwrite any background colors selected.**

## 'Use of Color' Buttons

Some non-color printers will print colors as shades of gray. To avoid this you can check the 'Print in black & white' option button located near the bottom of this screen. Selecting this option does not change your color selections. It simply forces the printer to print in black & white. This option can also be used with color printers to print draft copies of the calendar in black & white (thereby conserving your color cartridge) without losing your color selections. Checking the 'Print in color' button will cause the printer to use the colors as shown on this screen.

Note: Checking the 'Print in black & white' button has no effect on the background color. Shades of gray for the calendar background can be desirable even on non-color printers.

# Exporting Instructions



Create Export File

## Overview

*Family Picture Calendar* provides the option to send the formatted output of your calendar to a comma delimited file rather than to your printer. The name of the exported file is FAMCAL.CSV. This file is formatted specifically so it can be imported into either Yahoo's On-line Web Calendar or to Microsoft Outlook. The information in this file is the same that you would normally see on the printed calendar. It is fully formatted. Therefore it contains birthday counts, anniversary counts, etc. Print options such as the starting month, the number of months and whether or not holidays are included, are selectable just as if you were printing to your printer.

## Yahoo's Web Calendar

Yahoo provides their on-line calendar as a free service for registered users of Yahoo.com. The instructions below assume you already have a free calendar account with Yahoo. If not, you can sign-up for the service at [calendar.yahoo.com](http://calendar.yahoo.com). Then Click on "Get your own Yahoo Calendar".

Yahoo's Web Calendar has many useful features including accessing your calendar on-line from anywhere, the ability to share your calendar on-line with family and friends, and the ability to export calendar events to Microsoft Outlook and the Palm hand held PDA. Now you can include your *Family Picture Calendar* events on-line without re-entering the information.

Importing instructions:

1. Using your browser go to [yahoo.calendar.com](http://yahoo.calendar.com).
2. Click on "Options"
3. Click on "Import/Export"
4. Scroll down to "Import from Outlook" (The file you saved from Family Calendar is identical to an Outlook file).
5. Click on "Browse" and locate the FAMCAL.CSV file you saved from *Family Picture Calendar*.
6. Click on "Import Now".

## Microsoft Outlook

Importing instructions:

1. Open Outlook on your computer.
2. Click on "File"
3. Click on "Import/Export"
4. Select "Import from another program"
5. Select "Comma separated values (Windows)"
6. Make a choice regarding duplicates.
7. Browse for the FAMCAL.CSV file you saved from *Family Picture Calendar*.
8. Select Calendar for the destination folder.
9. Click on "Finish".

## Background Pictures

### Overview

Background pictures are stretched to fit the current height and width of the calendar. Therefore, best results are obtained by selecting background pictures that are roughly in the same aspect ratio as the calendar. Since the event descriptions will be printed on top of the background picture, light colored backgrounds usually work better. However, using a darker background picture with lighter colors for event text also produces some interesting results.

To select background pictures first click the [Bakgrd Pics] button the main screen. From this screen the user can assign 12 background pictures to the calendar. One for each month of the year.

### Browse buttons

A [Browse] button is provide for each month to locate and save a background picture.

### Preview buttons

A [Preview] button is provided for each month to preview the current selected background picture for that month.

## Style Sets

The calendar can be customized by dozens of different settings. The style set feature allows the user to save to a file and recall from a file all of the calendar settings. This includes fonts, colors, margins, translations, paper size, etc. This feature allows the user to change the complete character of the calendar by simply loading a new Style Set. One can have as many Style Sets as desired.

The style set feature is accessed from the "File" pulldown menu on the main screen.



Clicking the [Save as Picture] button will cause the currently displayed calendar month to be saved to your hard disk or to a floppy disk. The [Save as Picture] button is located on the preview screen. You reach the preview screen from the print screen.

The dialog box appears allowing the user to assign a file path and file name. Calendars can be saved in.bmp, .wmf or .emf format. In the BMP format the longest dimension of the picture is set to 1000 pixels and the other dimension is scaled appropriately to maintain the aspect ratio of the calendar. Picture in the BMP format are saved in 24 bit color. The saved picture files then can be imported into many other applications or used as desktop wallpaper.



Clicking the [Save as This Month] button will cause the currently displayed calendar to be saved to your hard disk. The calendar can then be displayed outside the program by clicking on the "This Month" icon which was added to your desktop during installation. The display is a complete preview of the calendar that was saved just as if you were previewing the calendar within "Family Picture Calendar".

Features include:

- \* Preview of multiple months
- \* Print calendar
- \* Scrolling
- \* Full Screen

## Language Translating

Clicking the [Translate] button on the main screen brings up a screen allowing the user to modify all canned words on the printed calendar including the names of the months and the names of the days. This feature provides the user with the ability to translate the printed calendar into any language or to simply modify or abbreviate some of the words appearing on the calendar. The user can also modify canned words such as anniversary, birthday, etc. as well as the footer appearing at the bottom of the calendar.

Default buttons are provided for English, German and French.

## Glossary

### ASP

The Association of Shareware Professionals.

### auto font scaling feature

A unique feature of The Family Picture Calendar that automatically scales the font size for event text and calendar titles. This feature allows several events to be printed on the same date that might otherwise overflow the date box on the printed calendar. Eventually the text could become so small that it is unreadable. If the program can no longer scale down the font size an error message will appear warning of the problem. At this point some text must be removed or abbreviated and that month re-printed.

### background pictures

Pictures printed in the background of the calendar. The user may select up to 12 pictures. One for each month of the year.

### bmp

A common bitmap picture format used in Windows and many other applications.

### border paper

High quality paper stock with attractive pre-printed borders. Available from most office supply stores.

### checkbox

A small box that can be checked (using the mouse) or left blank indicating one of two choices.

### Copy feature

Allows you to select as many names and dates from other Family Picture Calendars as you wish. Prevents re-entering of names on similar calendars.

### Copy screen

The Copy Screen is activated by selecting (File | Copy Events from other Calendars) on the Pull-Down menu. This screen contains a complete list of events from another Family Picture Calendar. Event(s) can then be highlighted with the mouse and copied to your current calendar.

### country setting

The country setting is a selection in the International section of the Windows Control Panel. You specify the country whose standard settings you want to use. When you select the country, Windows adjusts the settings for the date, time, number and currency formats.

### data collection forms

A printed report that provides blank data entry forms that can be filled out by hand prior to entering them into the program. Forms can be printed for all event types.

### date box

A square on the calendar. Each square represents a single date on the calendar. The Day of the month, and events that occur on this date are printed in the date box.

### default

The value that is pre-chosen for you. The default value is the one that will be used unless you change it.

### Edit Events screen

This screen is displayed from the Enter Events screen. It contains a list of events of the same event type from your current calendar. From this list you can select an event to edit.

### Enter Events screen

This screen is displayed by selecting any of the four event type command buttons on the main screen. It contains the appropriate data entry fields for each event type.

## **ESC key**

When in a data entry field the Esc key will clear the field.

## **Event**

An entry on the calendar with a name or description and a date. Birthdays, anniversaries, information about departed family members and special events are all events. Holidays are also events.

## **event type**

A category of events all having the same requirements. Family Picture Calendar supports four event types plus Holidays: Birthdays, Anniversaries, Departed family members, and Special Events.

## **full date**

A full date contains a month, a day and a year. Most event types in The Family Picture Calendar, do not require a full date since many times you may know the month and day but not the year. Special events and Holidays however, do require a full date.

## **Holiday file**

A file containing holiday events that can be added as a group to your calendar just before printing. Three holiday files are supported by The Family Picture Calendar. You may edit the holiday files and rename them to suite your needs.

## **landscape mode**

Printing along the length of the paper as opposed to printing across the width (portrait mode).

## **List of Events**

The List of Events is a printed report of all events grouped by event type. This report is very handy for checking spelling and finding mistakes in entered dates. Supply this report with each calendar you give and let the user mark it with any changes or additions for future calendars.

## **Main screen**

The main screen is the focal point for creating a Family Picture Calendar. The main screen contains the pull-down menu choices, the Title field, the four event type buttons and a command button with a printer icon.

## **number of months**

Once you have selected a starting month for your calendar you can then specify how many months you want to print.

## **overflow**

A condition that can occur when too much text is placed in the same date box or when a calendar title is too long. The Family Picture Calendar contains an auto font scaling feature that nearly eliminates this problem.

## **portrait mode**

Printing across the width of the paper as opposed to printing across the length of the paper (landscape mode).

## **preview**

The ability to view an exact image of the calendar on the screen just as it will appear when printed.

## **Print screen**

Located on the Print screen are several selections needed to print or preview the Calendar such as Starting Month, Number of Months, Holiday file selection, etc. This screen also contains command buttons for printing the Shopping List, The Event List report and blank data collection forms.

## **printing status frame**

A frame or block on the Print Menu Screen indicating the status of print or preview jobs.

## **save to picture**

This feature allows the user to save the calendar as an image file that can be imported into many applications.

Calendars can be saved in .bmp, .wmf or .emf formats.

### **Shareware**

A unique method of marketing software. Users are given a "try before you buy" license to evaluate software prior to paying for it, unlike conventional "store bought" software.

The Family Picture Calendar is a Shareware product.

### **Shopping List**

The Shopping List is a unique feature of The Family Picture Calendar that prints a list on a single sheet of paper containing all family birthdays, anniversaries and holidays for up to 12 months. This report is designed to be tri-folded and placed in a purse or pocket.

### **Special event**

Any event that you wish to place on the calendar that does not fit into a birthday, anniversary or departed event type.

### **Spin buttons**

A set of up and down, or right and left arrow controls that increment a value in an another control.

### **Starting Month**

The beginning month and year of your printed calendar. There is no need to start your calendar with January. You can begin with any month and then print as many months as you wish.

### **style sets**

This feature allows the user to save to a file and recall from a file all of the calendar settings. This includes fonts, colors, margins, translations, paper size, etc.

### **Title**

The Title that will appear at the top of each month of your Family Picture Calendar. i.e. "Bob and Mary's Family Calendar", "The Smith Family Calendar", etc.

### **watermarks**

Identifying text placed on a printout. In the case of the shareware version of the Family Picture Calendar, the words "Shareware Evaluation copy" are watermarked across each preview and printout.

### **yellow display line**

The display line is located at the top of the Enter Events screen. It displays the last event entered, and any age counts if applicable. A convenient means of detecting mistakes during data entry.

