
CALENDAR QUICK START GUIDE

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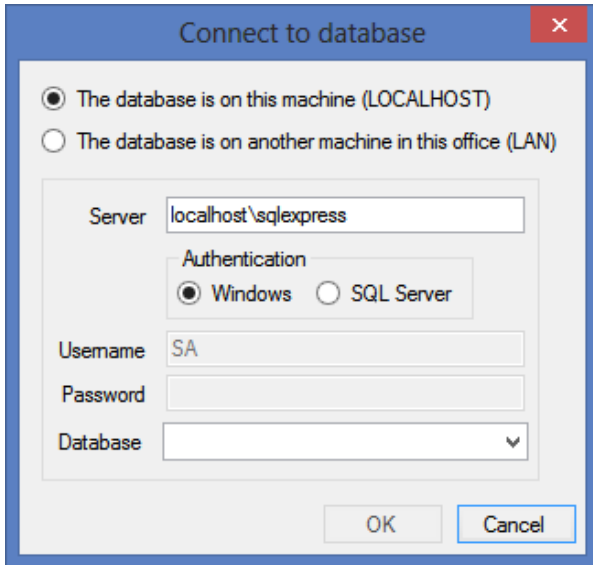
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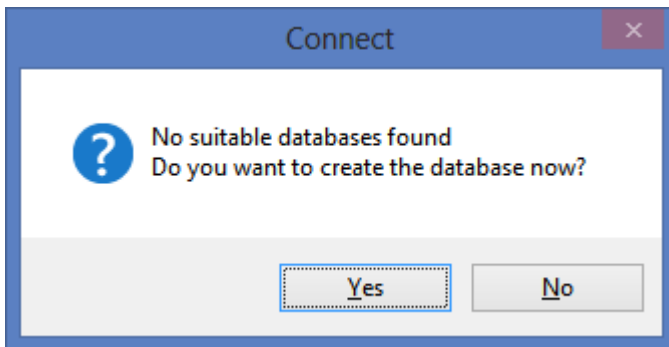
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STARTING CALENDAR FOR THE FIRST TIME

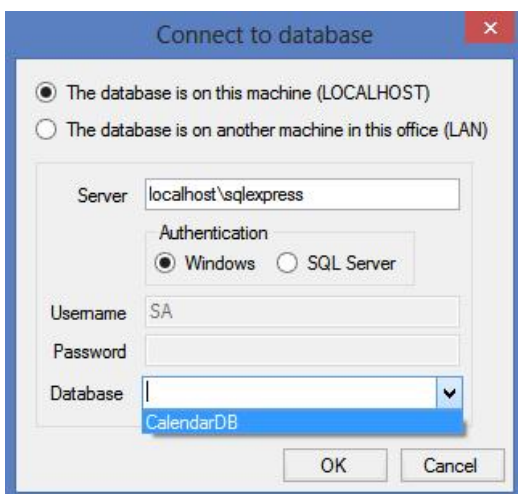
When starting Calendar for the first time there will be no database created. The following screen will be displayed: To decide which of the two options to choose in the top part of this screen you need to know the location of SQL Server in your office. If you have a standalone pc or your pc is the server you must choose the top option. If your pc is a workstation on the network you need to choose the second option. In this case you also need to change location of the server from "localhost\sqlexpress" to whatever the name of your server machine and instance name of SQL Server. For example it might be something like: "admin-pc\sqlexpress". You also need to change the authentication mode from Windows to SQL Server and you also need to enter a username (SA) and a password (usually "infokerk101")



Lastly you must click on the dropdown arrow next to database. The following screen will then be displayed.



To create the database click on "Yes"

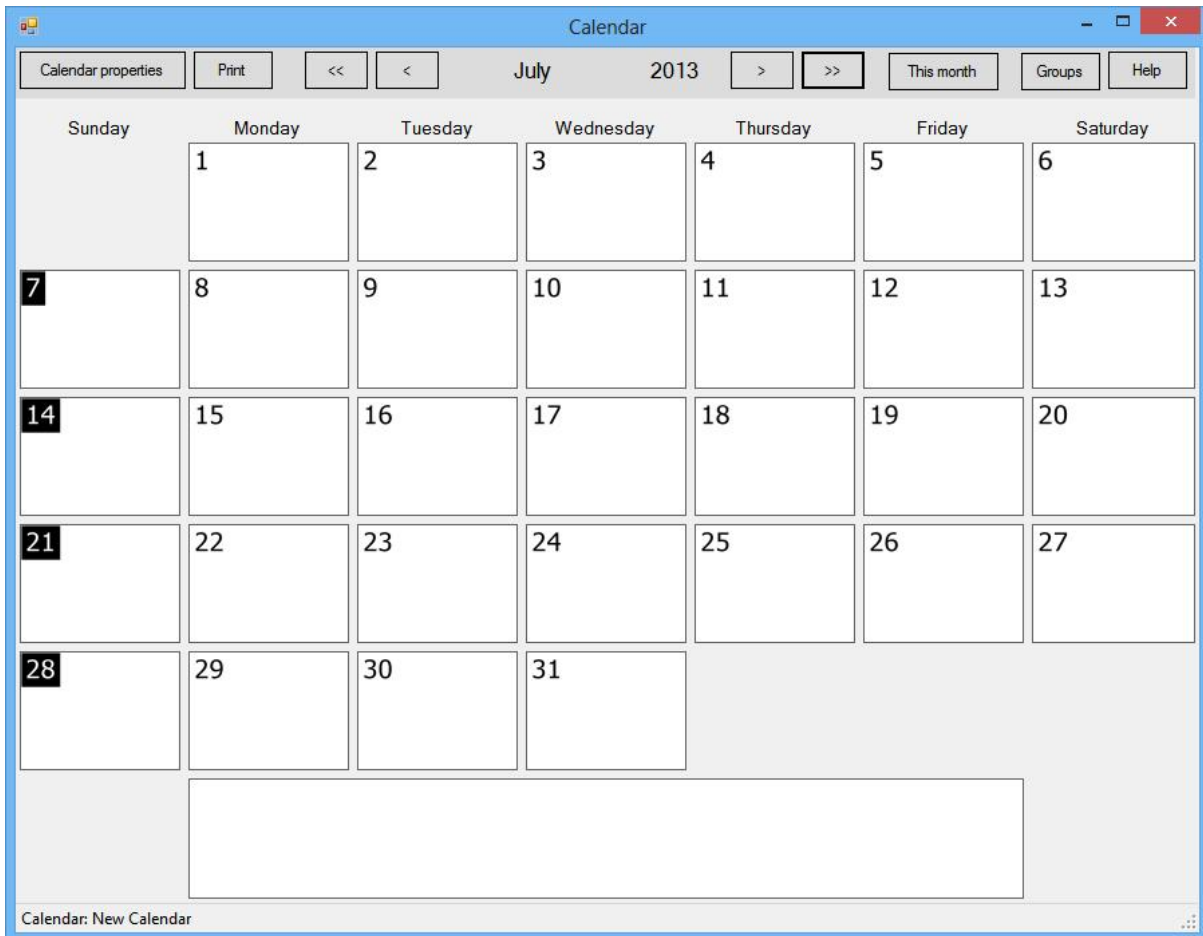


You will see the database name will be CalendarDB.

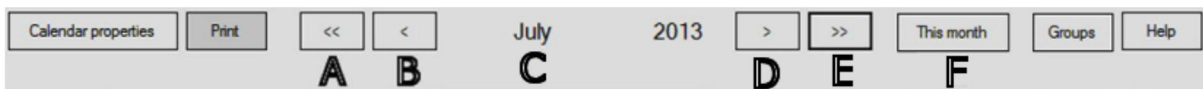
Click on CalendarDB and then on "OK"

WORKING WITH CALENDAR

Calendar's Main screen consists of two areas. The area on top is the area that contains the navigation and menu buttons. The second area is the calendar itself.



NAVIGATION AND MENU BUTTONS



The navigation buttons:

BUTTON A:

Button A displays the previous year.

BUTTON B:

Button B displays the previous month.

BUTTON C:

Button C displays the menu options for different months.



When clicking on a specific month the month during the selected year will be displayed.

BUTTON D:

Button D displays the next month.

BUTTON E:

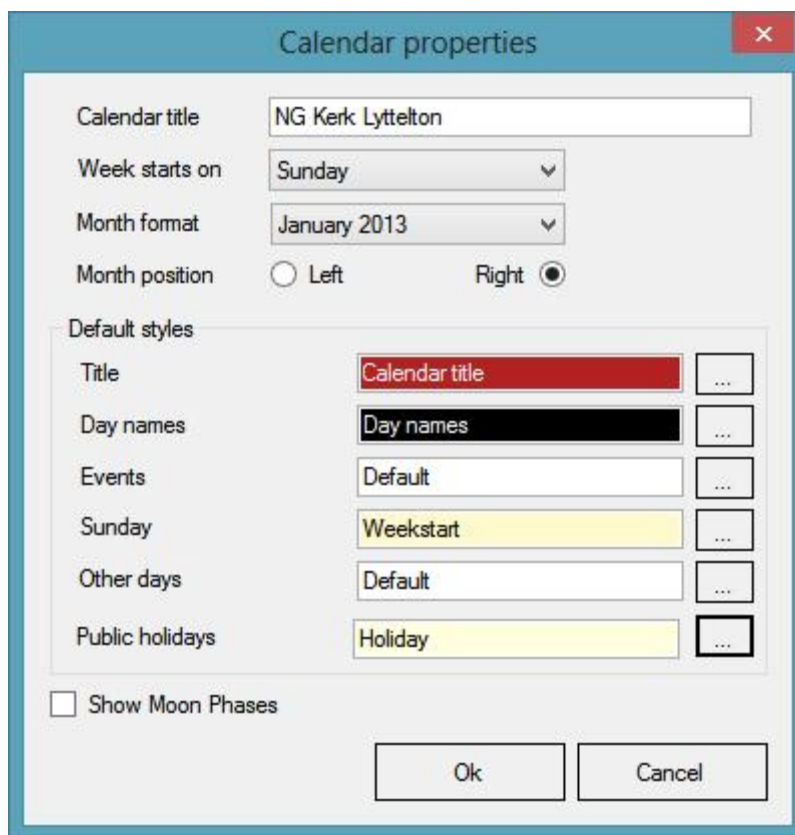
Button E displays the next year.

BUTTON F:

Button F displays the current month.

CALENDAR PROPERTIES

By clicking on the Calendar Properties button the following screen will be displayed.



CALENDAR TITLE

The Calendar Title is the title that is printed on the calendar at the top of each month.

WEEK STARTS ON

Even though most users will use Sunday as the first column for the calendar, it can be changed by choosing the preferred day from the dropdown.

MONTH FORMAT

Choose one of the following month formats to display on your printed calendar.

Month format	January 2013
Month position	Jan 2013
Default styles	January 2013
	2013 Jan
	2013 January

MONTH POSITION

If the month position is selected for "Left" the printed calendar will look as follows:

Augustus 2013						NG Kerk Lyttelton
Sondag	Maandag	Dinsdag	Woensdag	Donderdag	Vrydag	Saterdag

If the month position is selected for "Right" the printed calendar will look as follows:

NG Kerk Lyttelton						Augustus 2013
Sondag	Maandag	Dinsdag	Woensdag	Donderdag	Vrydag	Saterdag

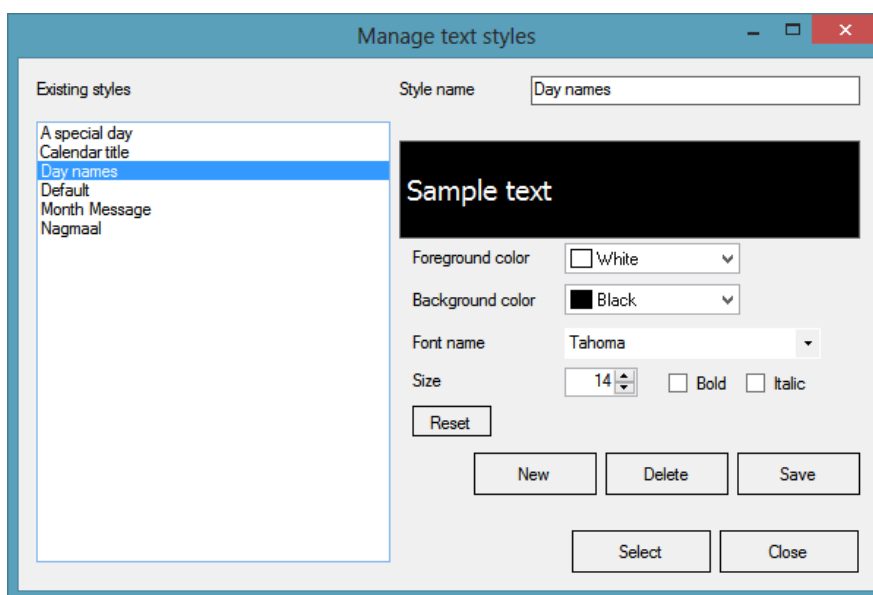
WORKING WITH STYLES

The power and the ease of the use of Calendar lie in the implementation of Styles. Styles can be changed at any time and as soon as the style has been changed the format of every day based on that style will automatically be changed.

Styles are divided into two categories. There are six types of styles that can be changed as can be seen in the example below. The two categories are Text styles and Day styles. Title, Day names and Events styles are based on Text styles, and Sunday, Other days and Public holidays are based on Day styles.

Default styles		
Title	Calendar title	...
Day names	Day names	...
Events	Default	...
Sunday	Weekstart	...
Other days	Default	...
Public holidays	Holiday	...

CATEGORY 1 – TEXT STYLES:



All the existing text styles will appear in the list on the left. By clicking on any style the properties of that style will be displayed on the right. Each of the following properties can be changed:

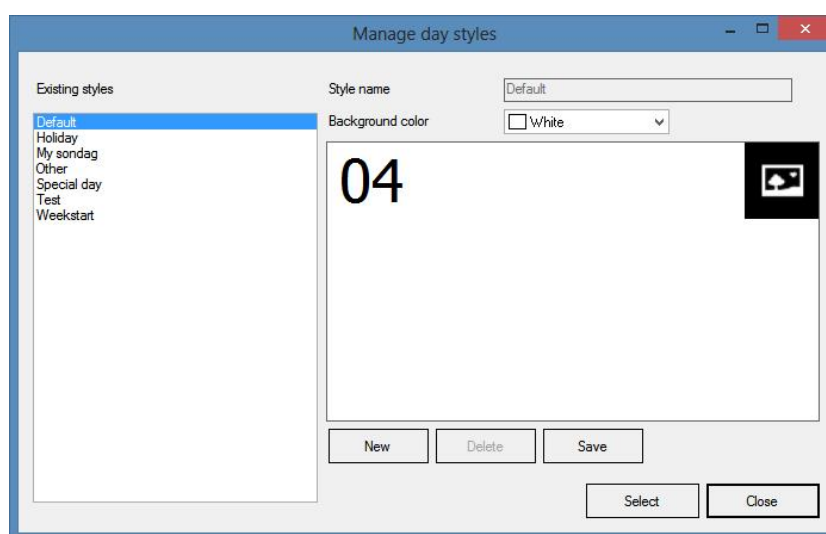
Foreground color, Background color, Font Name, Font Size, Font Bold and Font Italic.

When changes are made you must click on the "Save" button to save the changes the style.

New styles can be added by clicking on the "New" button. The "Style name" block will be cleared. Type a name for the new style and set the properties that you want to set and then click on "Save". The new style will then be added to the list on the left.

Click on "Select" to select the current style.

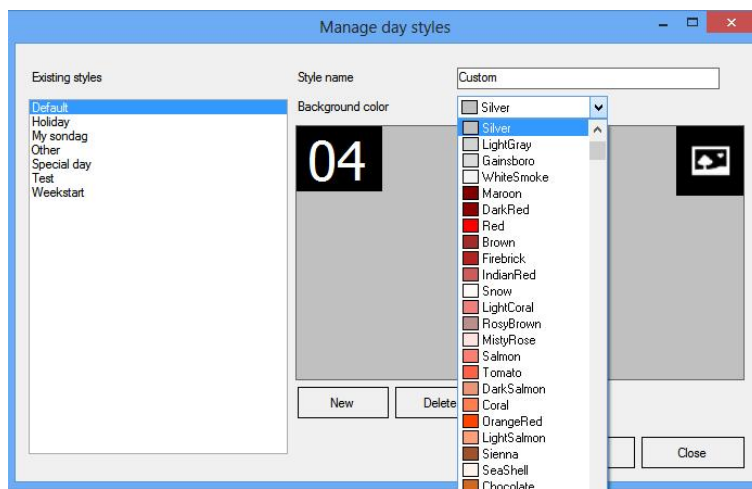
CATEGORY 2 – DAY STYLES:



A day style consists of three elements that can be changed. The three elements are Background color, day number position and the position of the picture.

BACKGROUND COLOR:

To change the background color of a day click on the dropdown next to Background color and choose the preferred color from the list of colors.



DAY NUMBER:

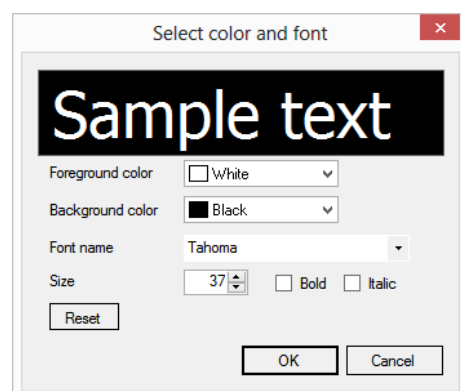
Properties for Day numbers:

1. Position









To change the position of the day number click and drag the day number to any of the corners of the day block. Please note that a picture cannot be in the same corner as the day number even if there is no picture selected. If the picture icon is in the right top corner, and you want the day number to appear in that corner, first drag the picture to any other corner and then drag the day number the top right corner.

The following six properties of a day number can be changed in the Day number properties screen. This screen can be displayed by right-clicking on the day number and then choose "Edit style" from the right-click menu.

1. Background Color
2. Foreground Color
3. Font Name
4. Font Size
5. Font Bold
6. Font Italic

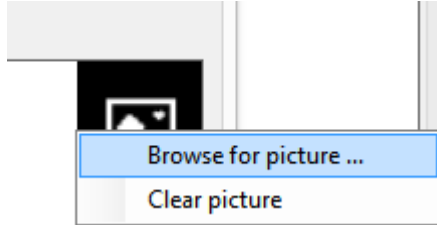


Samples of the different day number positions:

<p>Top Left</p>  <p>If the day number is set to appear Top Left the entries for the day will start to print below the day number. In this manner a longer line can be printed, but fewer entries will fit on a day.</p>	<p>Top Right</p>  <p>If the day number is set to appear Top Right the entries for the day will start to print from the top of the block, but longer lines will print over the day number. In this manner you are only able to print shorter lines, but more entries will fit on a day.</p> <p>If a day also contains a picture in bottom right position the result will be as shown below.</p>  <p>If the background color of the events is set to Transparent will result will be as such.</p> 
<p>Bottom Left</p> <p>If the day number is set to appear at the Bottom Left and too many events are added for the day the events will print on top of the day number.</p>  <p>If the background color of the events is set to Transparent the result will be as such.</p> 	<p>Bottom Right</p> <p>If the day number is set to appear at the Bottom Right and too many events are added for the day the events will print on top of the day number.</p>  <p>If the background color of the events is set to Transparent the result will be as such.</p> 

PICTURE:

Days can contain a picture. Pictures can appear in any of the corners, except for the Top Left corner, as well as resized to the full size of the day. The day position can be changed by dragging and dropping the picture to legitimate corners. By right-clicking the icon of the picture or picture itself the following right-click menu will appear:



To clear a picture click on "Clear picture" and to choose another picture, click on "Browse for picture".

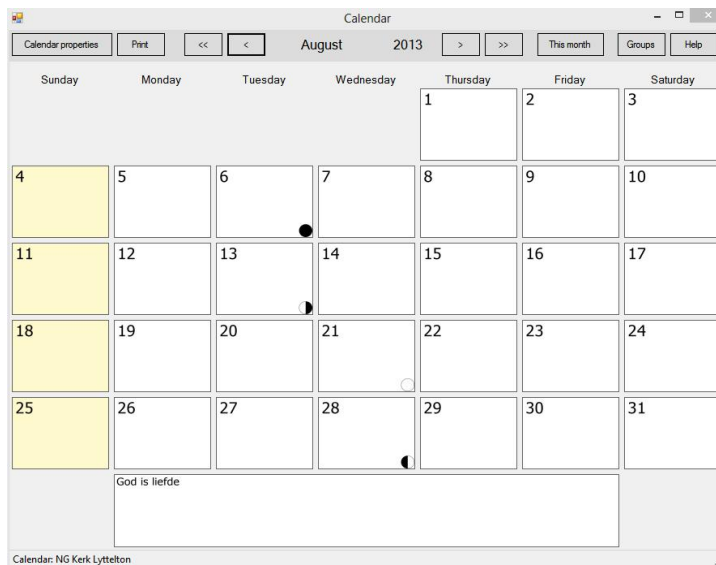
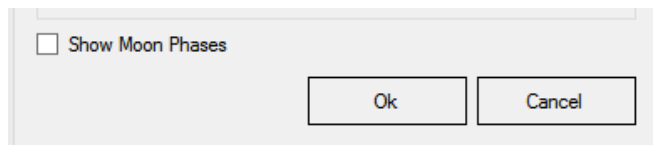


As a general rule when working with pictures it might be worthwhile considering that the extensive use of pictures, especially large pictures, might slow down the generating of the preview of the report as well as the actual printing to the

printer.

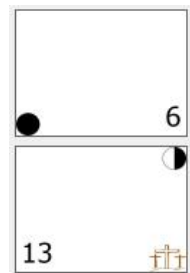
SHOW MOON PHASES

If you want to show and print the moon phases on the calendar, you need to check the "Show Moon Phases" checkbox.



POSITION OF MOON PHASES:

As a rule icons for new moon, 3rd quarter, full moon and 1st quarter will be printed in the bottom right corner of the appropriate day.



If the bottom right corner is however occupied by either a day number or a picture the program will move that days icon to the bottom left corner.

If both the bottom corners are occupied by a day number and a picture the

program will move the icon for that day the top right corner.



CALCULATION OF MOON PHASES:

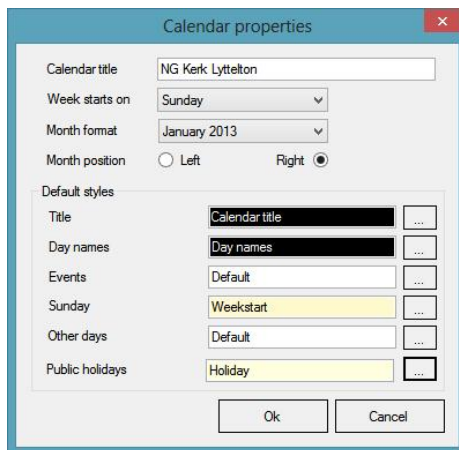
Calendar uses a standardized formula for calculating the moon phases, but it is important to note that no two sources indicates all the phases, not even for one month on the same dates. The reason for this has to do with two factors. The moon does not orbit the Earth at a constant speed, and the Earth does not orbit the sun at a constant speed. The phases repeat on **average every 29.53 days** but that's just an average. The amount of time between new moons can vary by close to a day. Secondly differences can exist because of rounding errors due to different software programs that calculate the formulas.

DESIGNING A CALENDAR

APPLYING STYLES TO DAYS

Although it can be changed at a later stage, it is normally easier to apply styles to different types of days that you want to work with when you start working with the program. The program distinguishes between two types of days. The first day of the week is the first type and other days are the second type.

The first day of the week will normally be on a Sunday. Days from Monday to Saturday will be regarded as "Other days" in the program.



Start by opening the Calendar properties screen from the main menu and choose the default styles for the different sections of the program.

You can then proceed to locate the start month for the calendar you want to create. Use the navigation buttons to navigate to the month.

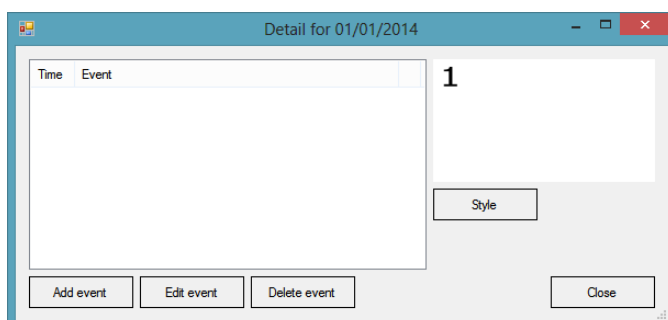
The next step will be to start entering the events on the calendar.

WORKING WITH EVENTS

ADD EVENT

Assuming you would like to create the calendar for 2014. Start by locating the 1st of January 2014.

Click on the 1st of January and the following screen will then be displayed.

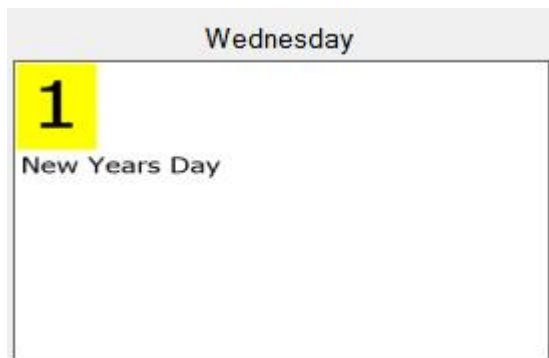


Click on the "Add event" button to add the event "New Years Day". This will be a repeating event on every 1st of Jan. (See example below)

Since this will be an "All Day Event" the time of the event must be between 00:00 and 00:59. Events between midnight and 1 o'clock in the morning will be considered "All day Events"

and therefore they will be printed without a time in front. Please make sure that you change the "Repeat until" for a number of years, say 20 years, in the future. **By doing this you will not need to enter this event for the following 20 years.** It will be added to Calendar's database for the next 20 years.

The printed result for the entry will look as follows:

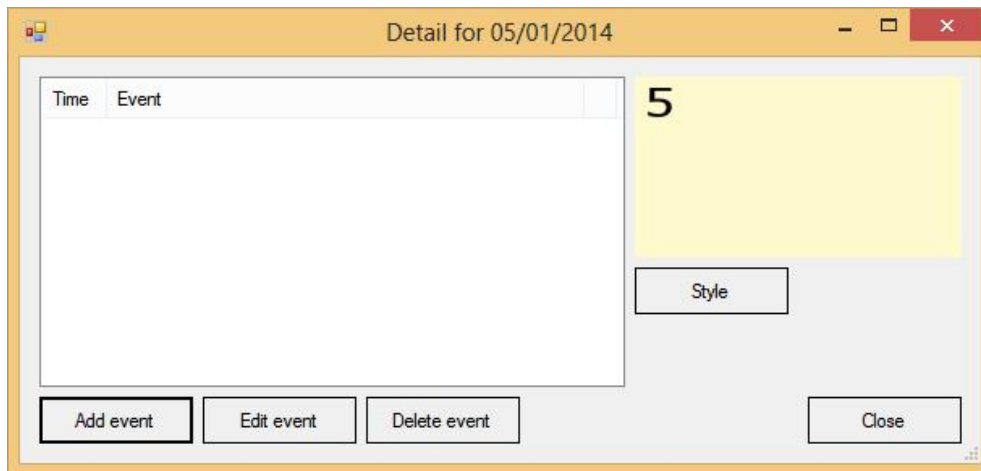


With no events scheduled for the dates between 1 Jan and Sunday the 5th of Jan locate the 5th of Jan.

By clicking on the 5th of Jan 2014 the detail screen for that date will be opened. We can start to enter the events for "Sundays" into this block.

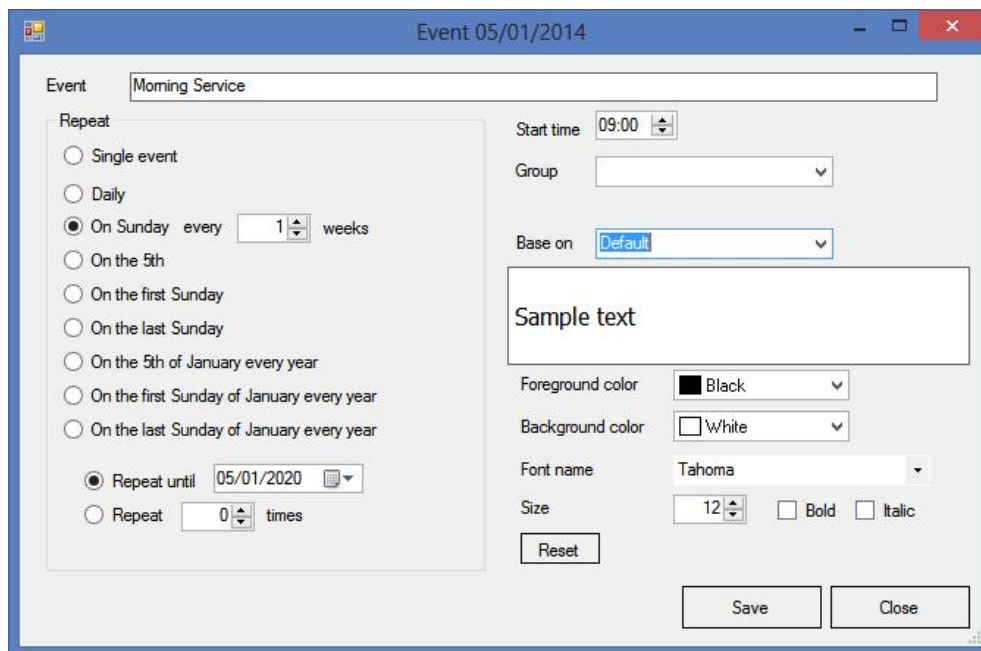
We may want to enter the morning service at nine o' clock. Since the morning service is every Sunday at nine o' clock we would use the repeating events function of the program to enter this entry.

When you click on the date for the day you want to add events, the following screen will appear.



To add new events, click on the Add event button.

Since the morning service will be an event that repeats on every Sunday the "Repeat" function of the program can be used to create repeating entries for this event.



When repeating events are used, the idea is to repeat the events for a number of years rather for only the current year. The advantage of this procedure will be greatly appreciated in the next year when these entries are already on the calendar and don't need to be entered again for the following year.

Apart from the repeating properties of an event, the event also has a number of different properties that can be assigned at the time of creation of the event.

START TIME:

The time of the event can be entered in hours and minutes format. Please remember that events that occur between 00:00 and 00:59 will be considered "All day Events" and therefore they will be printed without a time in front. If you need to enter a number of "All day Events" events in a specific order and you may use the time, for instance the event at 00:02 will print lower than the event at 00:01

If the time is left blank, that is on 00:00, it is also considered as an "All day event".



Please note: If you entered an "All day event" at for instance 00:30, (30 minutes after midnight) and the event is saved as 12:30 instead, it is an indication that your regional settings was not changed before you started to work with the program. The time settings were in 12 hour format and not in 24 hour format. Please refer to the chapter "DATE AND TIME SETTINGS TO SET THE TIME FORMAT TO 24 HOUR FORMAT" to set your computers time format to 24 hour format.

GROUP:

Click on the dropdown and choose a group from the list to assign a group for this entry.



Please note that an event can be created without a group. Please also refer to the section "Working with Groups"

BASED ON:

You can choose any existing style to base this entry on. After an existing style was chosen, you can still change one or more of the properties of this style. Although this entry is based on a specific style it can look different from the existing style.

FOREGROUND COLOR:

Click the dropdown to choose a color for the foreground color.

BACKGROUND COLOR:

Click the dropdown to choose a color for the background color.

FONT NAME:

Click the dropdown to choose a font for the event.

SIZE:

Use the up and down arrows to change the font size.

BOLD:

Use the checkmark to indicate that the entry must be Bold or not.

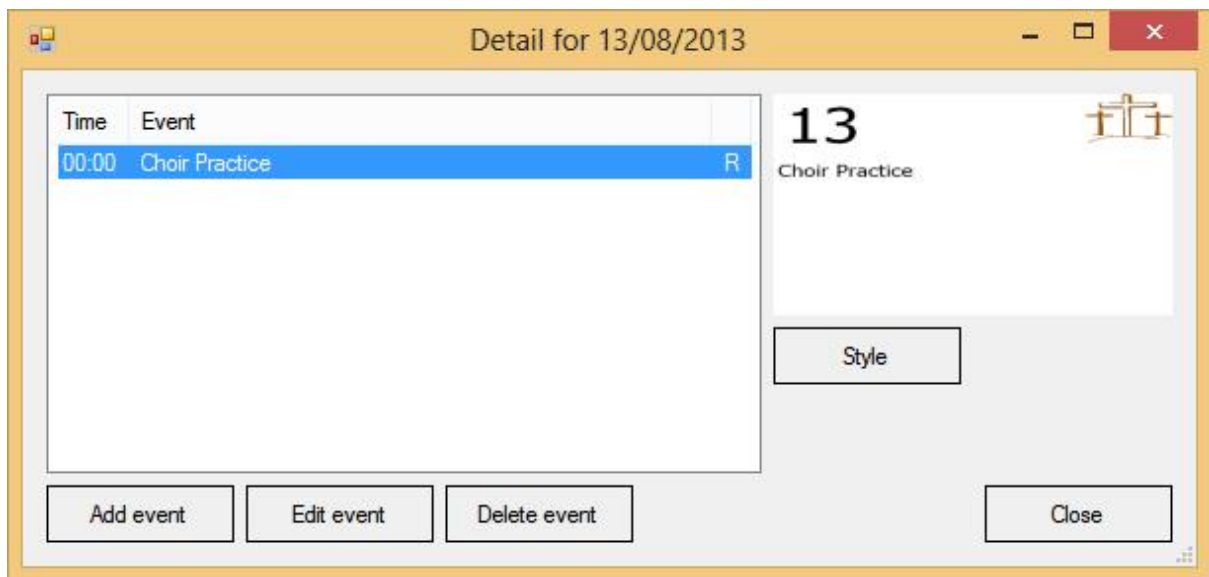
ITALIC:

Use the checkmark to indicate that the entry must be Italic or not.

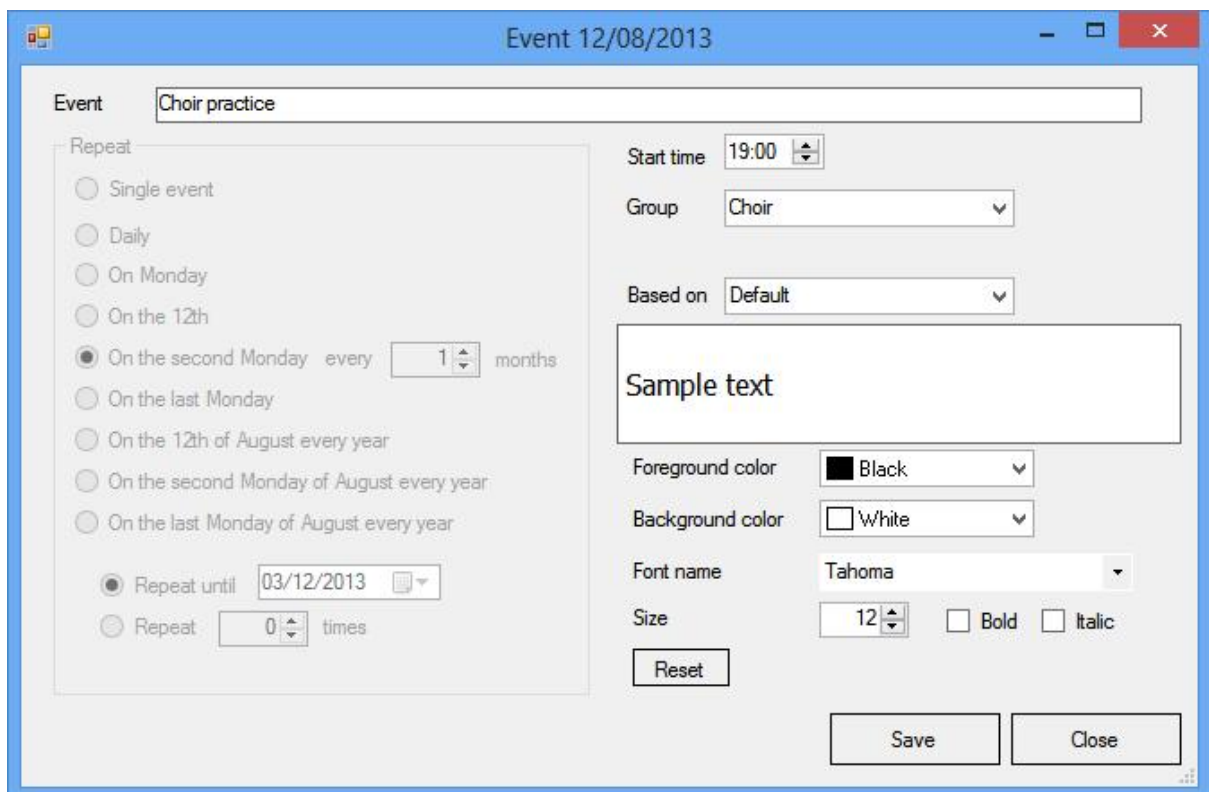
EDIT EVENT

To edit an event, click on the block of the day that you want to edit.

The following screen will then appear.



Click on the event and then click on the "Edit event" button.

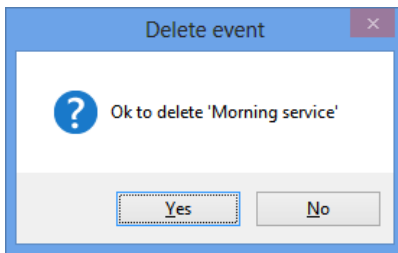


When events are edited it is important to note that the repeating section of the event cannot be changed. The event name, the time, the group, and the text style of the event can be changed.



If it is necessary to change the repeating pattern, you will have to delete the complete repeating event and then add a new repeating event with the new pattern.

DELETE EVENT

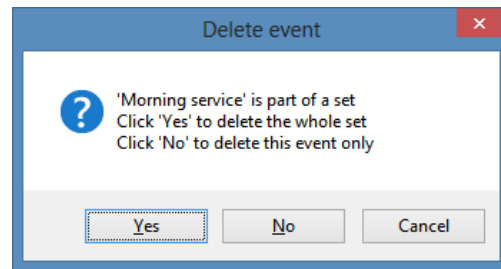


When a single event is deleted the program will ask your permission to delete the event.

When a repeating event is deleted the following screen will be displayed. To delete only the event on the current day but not the rest of the repeats click "No".

If you want to delete the whole repeat click "Yes".

If you click "Cancel" the screen will close but nothing will be deleted.



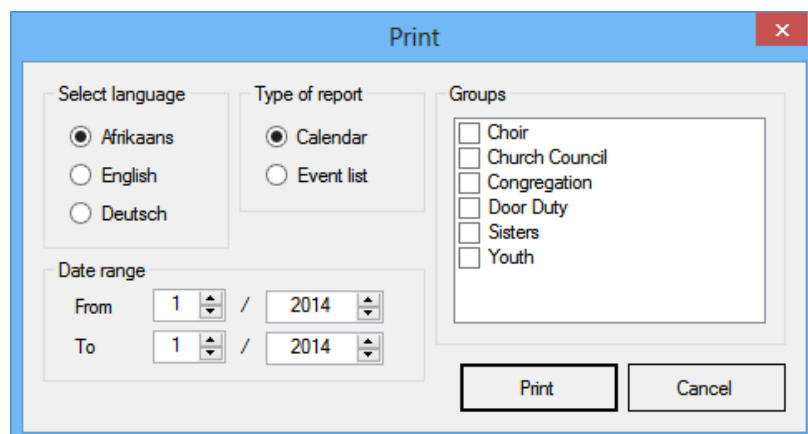
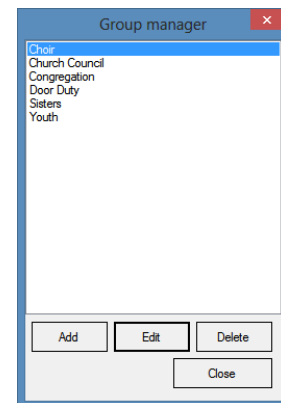
WORKING WITH GROUPS

To open the "Group Manager" you need to click on the "Groups" button in the Main Menu. In this screen new groups can be added, existing groups can be renamed or a group can be deleted.



When groups are renamed all the references to the old group in existing events will automatically be changed to the reference of the new group. In a similar way will the reference to a group in existing events disappear where the group was deleted.

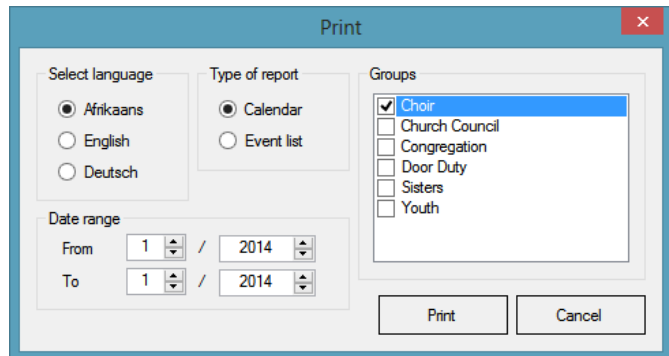
The whole idea of using groups is to have one calendar of all the events of different groups on the same calendar, where the user can decide at printing time which group or groups must be printed.



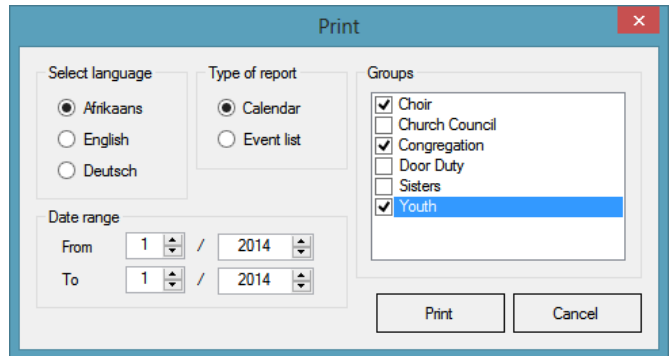


If you want to work with groups it is recommended that you add a group to every event that you add. If you add only groups to some events you might end up with the wrong results on your printed calendar. If no selection is made of any groups to print, the program will print all the events whether they have groups or not.

In this example where only the choir is selected only the events for the group "Choir" will be printed.

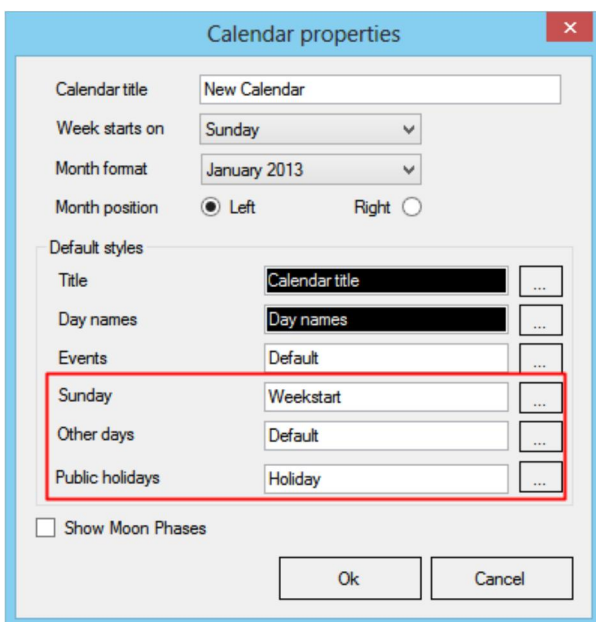


In this example where the Choir and Congregation and Youth are selected the events for all the selected groups will be printed.

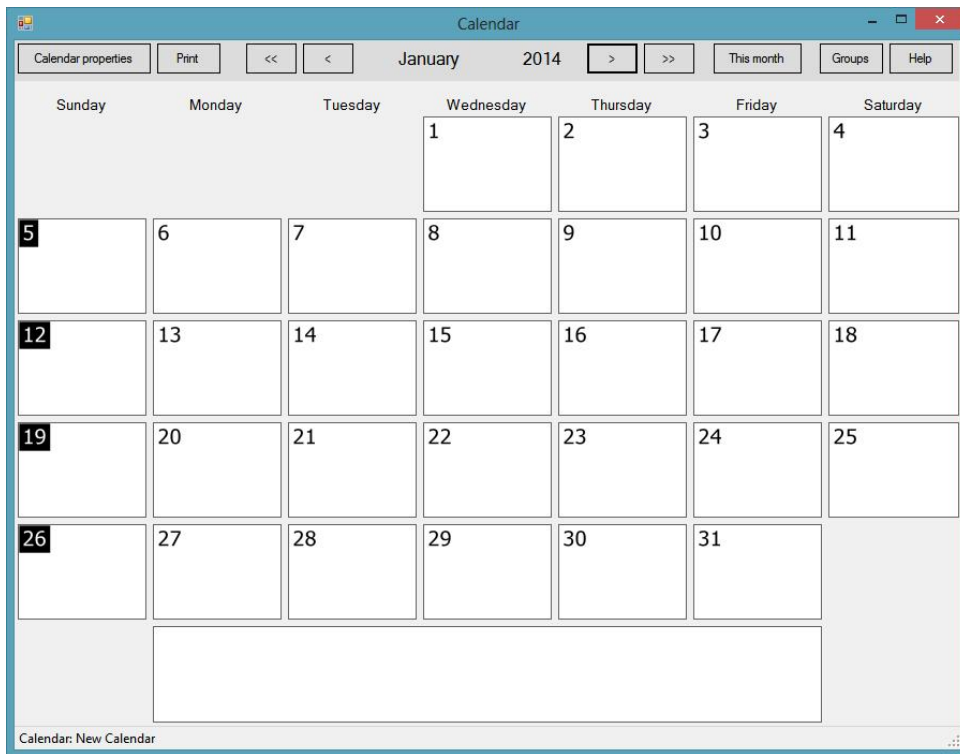


CHANGING DAY STYLES FOR SELECTED DAYS

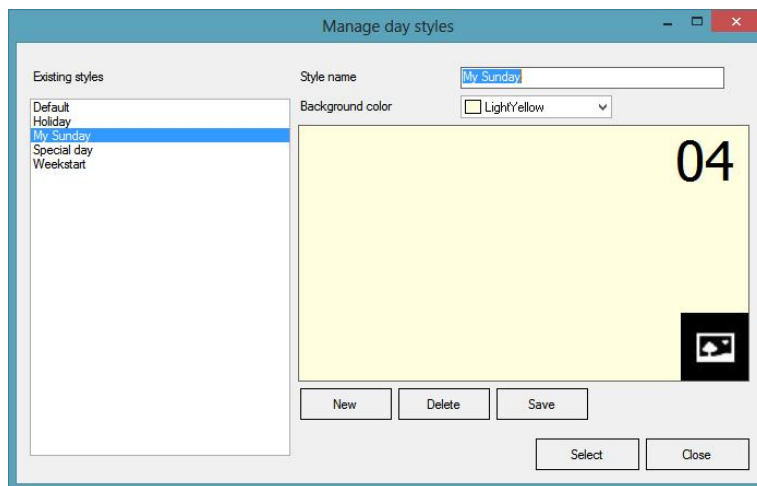
When you start working with Calendar the default style for Sundays will be "Weekstart" and for other days will be "Default" as indicated in the drawing on the left.



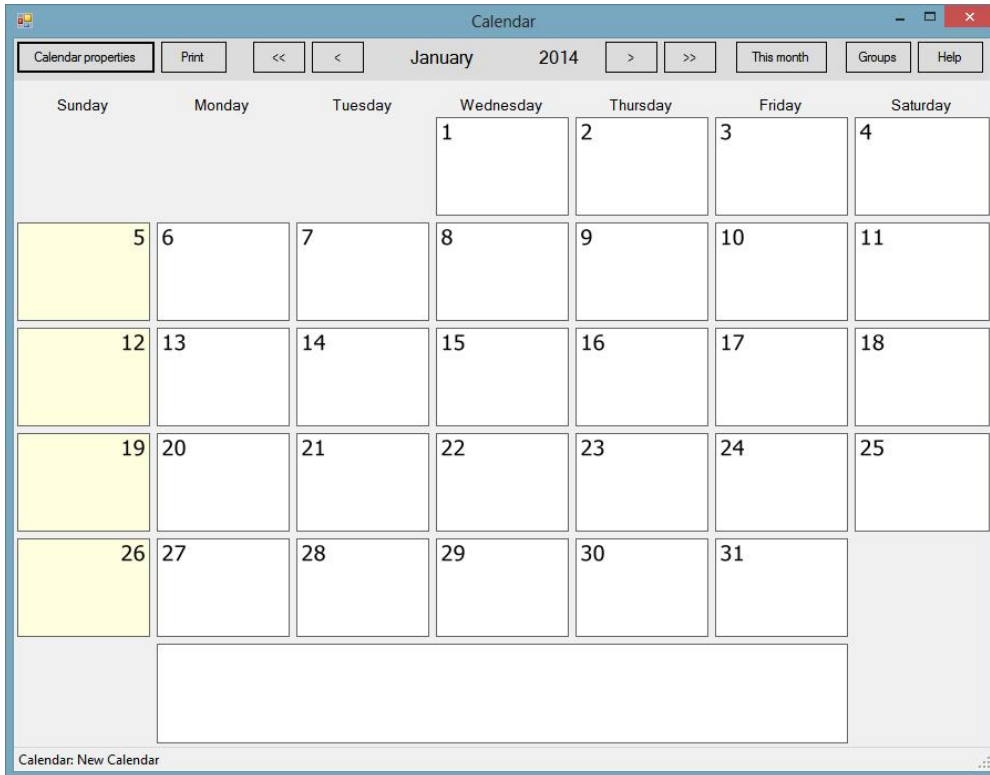
The default layout of the calendar will be as displayed in the drawing below.



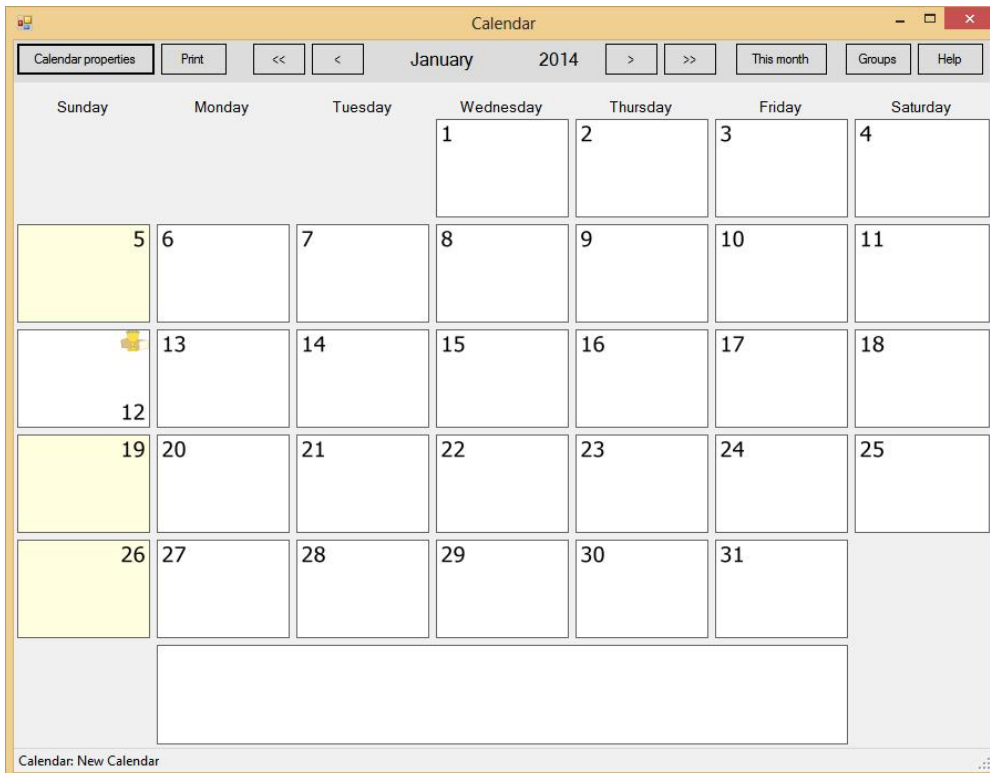
Use the Calendar Properties to add a new day style called "My Sunday" with the properties as shown below and select "My Sunday" as the default style for Sundays.



The result of these changes will be as follows:



All the Sundays will now inherit the new properties for the "My Sunday" style. It is now also possible to change the day style for only one Sunday to a different style for example "Holy Communion".





It is however very important to remember that if a style of a specific day is changed, that day's style is now no longer part of the original style that it was created initially with. That day's style now becomes a "Custom" day style and will now longer be part of any set, even if it was based on an existing style.

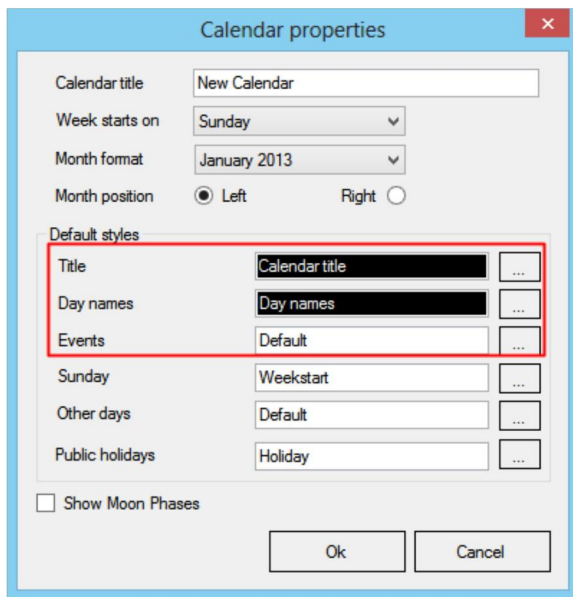
Example:

If Sunday the 12th of January 2014 was originally part of the "Weekstart" style and the style is now changed to a new style that was created and saved as "My Sunday" is no longer part of the style "Weekstart". It is also no longer part of the style "My Sunday" although it was changed to the style "My Sunday". The changing of a day's style creates a day with its own unique style. That means that if the style "My Sunday" is changed to look different the style of Sunday the 12th of January 2014 will not change, even if it was based the style "My Sunday".

If the style of Sunday the 19th of January 2014 is now changed to the style "My Sunday", after the global changes were made to the style "My Sunday", Sunday the 19th of January 2014 will now inherit the new style, but the style of Sunday the 12th of January 2014 will stay unchanged.

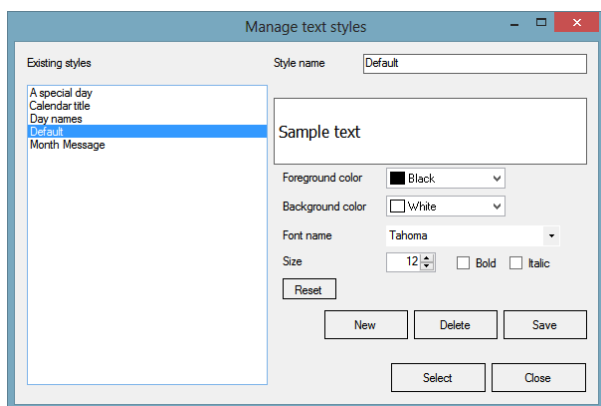
The same principles will apply for "Other days". It is not only applicable for Sundays.

CHANGING TEXT STYLES FOR SELECTED EVENTS



The same principal will apply for the changing of text styles than for changing day styles as discussed earlier.

If you click on the lookup button next to Events it will open the following screen for the managing of text styles.



If events were added to the calendar with the "Default" text style they will inherit the properties of the default text style. If the properties of the default text style are changed afterwards the properties of the events that were already added based on the default text style will NOT change to the new properties of the default text style.

When new events are added they will inherit the new properties of the style.