

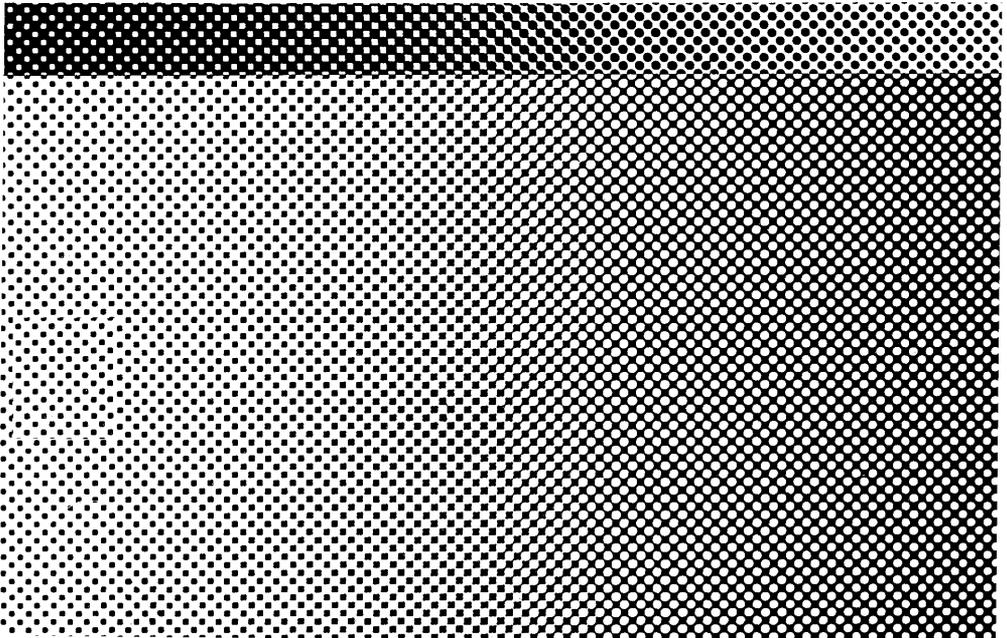


AT&T

**AT&T UNIX™ PC
Personal Calendar**



AT&T UNIX™ PC
Personal Calendar



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Preface

Welcome to the AT&T UNIXTM PC Personal Calendar User's Guide. This guide provides information on how to install and use **UNIX** PC Personal Calendar. This guide is organized into the following sections:

- o **Introducing Personal Calendar** describes the features of Personal Calendar and what you'll need to get started.
- o **Setting Up** describes how to install the software.
- o **Getting Started** provides introductory information and exercises to get you started with Personal Calendar.
- o **Using Personal Calendar** contains reference information and detailed procedures for all the Personal Calendar features.

You should already be familiar with the basics of the **UNIX** PC. If you're not, turn to the AT&T UNIXTM PC Getting Started Guide before continuing with this guide. If you are new to **UNIX** PC Personal Calendar, begin with **Getting Started** in this guide to become acquainted with the basics. Once you've become familiar with Personal Calendar, refer to **Using Personal Calendar** for complete information about all the **UNIX** PC Personal Calendar features.

For more detailed information about using the **UNIX** PC, see the AT&T UNIXTM PC Owner's Manual.

Contents

1	Introducing Personal Calendar	1-1
	What You Will Need	1-1
	Conventions	1-1
2	Setting Up Personal Calendar	2-1
	Getting Ready	2-1
	Installing Personal Calendar Software	2-1
3	Getting Started	3-1
	How to Use This Section	3-1
	Logging In as tutor	3-1
	Viewing Personal Calendar	3-2
	Scheduling an Appointment	3-5
	Viewing Your Appointment	3-7
	Summary	3-7
4	Using Personal Calendar	4-1
	Introduction	4-1
	Summary Charts	4-3
	Opening, Exiting, and Getting Help	4-7
	Setting Calendar Preferences	4-9
	Viewing Personal Calendar	4-13
	Scheduling Appointments	4-21
	Printing	4-31
G	Glossary	G-1
I	Index	I-1

1 Introducing Personal Calendar 1-1

What You Will Need 1-1
Conventions 1-1

Introducing Personal Calendar

AT&T's Personal Calendar for the **UNIX** PC replaces your paper calendar and gives you additional features as well.

With Personal Calendar, you can:

- o Schedule appointments
- o Set alarms to remind you of appointments
- o Look at the present, past, or future month, week, day, or hour
- o Assign keywords and notes to a specific day to remind you of items on your schedule for that day.

What You Will Need

To use **UNIX** PC Personal Calendar, you will need a **UNIX** PC with the Personal Calendar software installed.

Conventions

This manual uses the following notation to simulate keys and displays that can't be duplicated in print:

Information displayed on the screen is shown in **boldfaced** type. For example:

Please login:

Information you type is shown in **boldfaced** type. For example:

Type meeting

Keys on the keyboard are shown enclosed in <>'s. For example:

<Enter>

Introducing Personal Calendar

Screen keys are shown enclosed in []'s. For example:

[SHOW DAY]

The mouse buttons are represented as follows:

Left mouse button	<B1>
Middle mouse button	<B2>
Right mouse button	<B3>

Items to select (highlight) from menus are shown enclosed in ||'s. For example:

|Create appointment|

Key combinations are represented by the two keys separated by a hyphen. For example:

<Shift>-<Page>

To type this key combination, you hold down the Shift key, press the Page key, and then release both keys.

The exit symbol in the lower-left corner of a window is shown as:

[X]

The help symbol in the upper-right corner of a window is shown as:

[?]

The symbol at the bottom of a form used to implement changes is shown as:

[OK]

2 Setting Up Personal Calendar 2-1

Getting Ready 2-1
Installing Personal Calendar
Software 2-1

Setting Up Personal Calendar

This section tells you how to install the Personal Calendar software.

Getting Ready

Before you install your Personal Calendar software, please do the following:

- 1 Look for **Calendar** in your Office. If it is listed, it is already installed. If you are installing a new version, refer to the **Managing the UNIX PC** section of the AT&T UNIX PC Owner's Manual.
- 2 Log out of the Office so the **Please login:** prompt is displayed.

Installing Personal Calendar Software

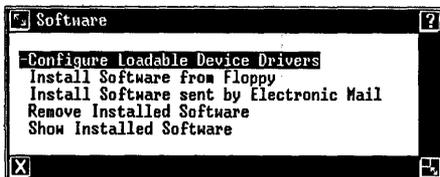
You install Personal Calendar using the Administration menu in the Office.

To install Personal Calendar:

- 1 At the **Please login:** prompt, type **install**.
- 2 Press <Enter>.
- 3 Select |Administration| from the Office and press <Enter>.
- 4 Select |Software Setup| from the Administration menu and press <Enter>.

Setting Up Personal Calendar

The Software menu appears as shown below.



- 5 Select |Install Software from Floppy| and press <Enter>.

A message prompting you to install the first floppy disk appears.

- 6 Insert the Personal Calendar floppy disk and press <Enter>.

Several messages appear briefly, followed by the message **Checking for Size file**.

The message **Install in progress** appears.

When the first part of the installation is complete, you see a message telling you it is safe to remove the disk. Then you see messages telling you the calendar and font files are being installed.

Then a window appears telling you the installation is complete.

- 7 Remove the floppy disk and replace it in its envelope.
- 8 Press <Enter>.
- 9 Close the installation windows and log out of the Office.

This completes the Personal Calendar software installation.

3 Getting Started

3-1

How to Use This Section	3-1
Logging In as tutor	3-1
Viewing Personal Calendar	3-2
Scheduling an Appointment	3-5
Viewing Your Appointment	3-7
Summary	3-7

Getting Started

This section introduces the basic features of **UNIX PC Personal Calendar** using a tutorial login and easy-to-follow exercises.

You will learn how to schedule an appointment through **UNIX PC Personal Calendar**. Specifically, this lesson teaches you how to:

- o Display the different types of calendars
- o Create an appointment
- o Set a reminder alarm
- o View an appointment.

How to Use This Section

Read the text and work through the exercises in sequence. To do the exercises, you will need:

- o A **UNIX PC** workstation
- o The installed Personal Calendar software.

Logging In as tutor

The **UNIX PC** provides you with a tutorial user id to protect your regular work files while you are learning. Use this user id only for practice sessions.

To log in as tutor:

- > Log out of the Office, displaying the **Please login:** prompt.
- > Type **tutor**
- > Press <Enter>.

The Office window appears.

Getting Started

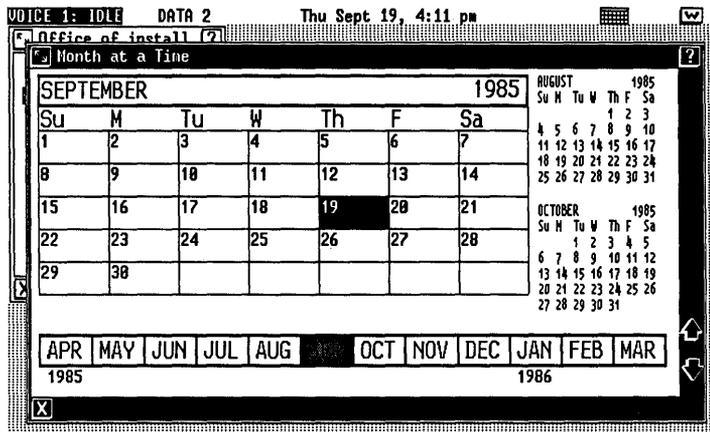
Viewing Personal Calendar

From the Office window, you can open Personal Calendar to the current month with the current date highlighted. For this practice exercise, you are going to view Month, Week, and Day at a Time calendars.

To open Personal Calendar:

- > Select |Calendar| from the Office.
- > Press <Enter>.

The Month at a Time calendar appears for the current month with the current date block highlighted. An example is shown below with the date September 19 highlighted.



EDIT KEYWORD PREVIOUS MONTH NEXT MONTH SHOW WEEK SHOW DAY

You can move to any date block on the calendar using the arrow keys. You can move directly to the first day of the month with the Beg key:

- > Press <Beg>.

Or, to the last day of the month with the End key:

> Press <End>.

To return to the current date block:

> Press <Home>.

From Month at a Time, you can display the Week at a Time calendar:

> Press [SHOW WEEK].

The Week at a Time calendar appears displaying the week for the date that was highlighted in Month at a Time.

Since you had just pressed the Home key, Week at a Time appears with the week containing September 19 as shown below.

Week of SEPTEMBER 15, 1985						
9/15	9/16	9/17	9/18	9/19	9/20	9/21
Su	M	Tu	W	Th	F	Sa
7:00A						
8:00A						
9:00A						
10:00A						
11:00A						
12:00P						
1:00P						
2:00P						
3:00P						
4:00P						

The range of hours shown when Week at a Time is opened can be set according to your preference. You will find instructions on how to do this in "Setting Calendar Preferences" in the Using Personal Calendar section.

Getting Started

You can display hours preceding or following the visible hours using the Page and Shift keys.

> Press <Page>.

Week at a Time begins several hours later now.

> Press <Shift>-<Page>.

The beginning hour is several hours earlier. To return to the beginning hour set in Calendar Preferences, you would exit Calendar and open it again.

If appointments have been scheduled, the block of time for the appointment is highlighted.

From Week at a Time, you can display the Day at a Time calendar:

> Press [SHOW DAY].

The Day at a Time calendar appears for the day you have highlighted in Week at a Time shown below.

VOICE 1: IDLE DATA 2 Thu Sept 19, 4:13 pm

Office of install (?)

Day at a Time

APPTS FOR THURSDAY SEPTEMBER 19, 1985			
TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00		1:00	
9:00		2:00	
10:00		3:00	
11:00		4:00	

Note:

EDIT CAL CREATE APPT DELETE APPT PREV DAY NEXT DAY SHOW MONTH SHOW WEEK SHOW HOUR

When you schedule an appointment, it appears in the appropriate hour field.

Scheduling an Appointment

The Create Appointment form is used to schedule appointments.

To display this form:

- > Press [CREATE APPT].

The Create Appointment form appears with the date at the top of the form as shown below.

```

┌ Create APPOINTMENT for THURSDAY SEPTEMBER 19, 1985 ┐
│
│ Time Begin      █ : 00  AM/PM  AM
│ Time End       : 00  AM/PM  AM
│ Alarm          Off
│ Comment
│ Recur Period   None
│
│                               [OK]
└──────────────────────────────────────────────────────────┘

```

The cursor is in the **Time Begin:** field with the first hour in the range from Day at a Time already completed. You can type over this number using any hour you choose.

You are going to set up an appointment for a staff meeting. For this exercise, use an upcoming hour and minute so you can test the alarm feature.

- > Type the hour.
- > Press <Tab> and type the minute.
- > Press <Tab>, then press <Mark> for AM or PM if necessary for the hour you have just typed.
- > Press <Return> and type the hour when the appointment should end.
- > Press <Tab> to move between fields and continue with minutes and AM or PM.

Getting Started

- > When you have completed the Time End fields, press <Return> to move the cursor to the Alarm field.
- > Press <Mark> to set the alarm.
- > Press <Return> and type **Weekly Staff Meeting** in the Comment field.
- > Press <Return>, then press <Mark> until **Weekly** appears in the Recur Period field.
- > Press <Enter>.

Day at a Time appears showing your scheduled appointment in the appropriate hour block. The beginning and ending time you entered appears in the Time portion of the hour block. The bell graphic tells you that an alarm was set. Your comment appears beside the bell. An example of the appointment you just entered is shown below:

VOICE 1: T0LE DATA 2 Thu Sept 19, 4:15 pm

Office of Install ?

Day at a Time ?

APPTS FOR THURSDAY SEPTEMBER 19, 1985			
TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00		1:00	
9:00		2:10- 3:00	🔔 Weekly Staff Meeting
10:00		3:00	
11:00		4:00	

Note:

EDIT CAL CREATE APT DELETE APT PREV DAY NEXT DAY SHOW MONTH SHOW WEEK SHOW HOUR

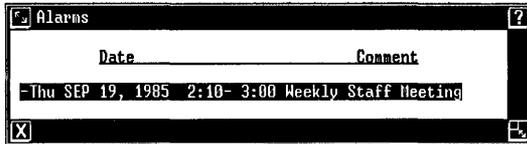
Viewing Your Appointment

When your appointment time is reached, a beep sounds and a calendar icon appears in the status line at the top of the screen.

To look at the appointment information:

- > Point to  and press <B1>.

The Alarms form appears showing all of the information you entered for that appointment. An example is shown below.



Date	Comment
Thu SEP 19, 1985 2:10- 3:00	Weekly Staff Meeting

- > Press <Exit> to return to the previous window.

Summary

Now that you have worked through **Getting Started**, you have learned the basics of UNIX PC Personal Calendar. You know how to:

- o View Month, Week, and Day at a Time
- o Schedule an appointment
- o Check an appointment when the alarm sounds.

4 Using Personal Calendar	4-1
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Introduction	4-1
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Summary Charts	4-3
Feature Summary	4-3
Key Summary	4-4

Opening, Exiting, and Getting Help	4-7
Opening the UNIX PC Personal Calendar	4-7
Exiting Personal Calendar	4-7
Getting Help	4-7

Setting Calendar Preferences	4-9
Displaying the Calendar in 24-Hour Format	4-10
Starting Hour for Calendar Screen Displays	4-10
Setting Automatic Deletion of Appointments	4-11
Setting Automatic Deletion of Alarm	4-11

Viewing Personal Calendar	4-13
Viewing the Current Month	4-13
Viewing the Previous or Next Month	4-14
Viewing Week at a Time	4-14
Viewing Day at a Time	4-16

Contents

Viewing Hour at a Time	4-18
Moving within Calendars	4-18

Scheduling Appointments	4-21
Setting Up an Appointment	4-22
Looking at an Appointment with an Alarm	4-24
Modifying Appointments	4-25
Deleting Appointments	4-25
Using Keywords and Notes	4-26

Printing	4-31
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Introduction

This reference section covers all the UNIX PC Personal Calendar features and operations. The basic features you learned in **Getting Started** as well as additional UNIX PC Personal Calendar features are described in this section.

These procedures assume you are familiar with the UNIX PC Office basics. A brief review follows:

- o Menus and forms are referred to by name. A menu is a list of selectable items. A form has blank fields to complete.
- o When the instructions say to select an item from a menu, you can move the cursor to it using cursor movement keys or the mouse, or type its name or an abbreviation for it, whichever method you prefer. When you must use a particular method, the method to use is given.
- o To enter your selections, press Enter or the B1 mouse button.
- o To exit from a window, press Exit or point to the [X] icon in the lower-left corner of the window and press B1.

The information in this section is organized into the following groups of related tasks:

- o Opening Calendar, Exiting, and Getting Help
- o Setting Calendar Preferences
- o Viewing the Calendar
- o Scheduling Appointments
- o Printing the Calendar Day

Summary Charts

Use the following procedure and key summary charts to locate information in this section.

Feature Summary

Action	Description	Page #
Open Calendar	Open Calendar and display the current month	4-7
Exit Calendar	Stop Calendar and return to previous window	4-7
Get Help	Display Help text that explains the current function	4-7
View Calendar	Display Month, Week, Day, and Hour at a Time	4-13
Schedule Appointment	Set up an appointment in Personal Calendar	4-21
Change Appointment	Make changes to an existing appointment	4-25
Delete Appointment	Remove a scheduled appointment	4-25
Assign Keyword or Note	Assign a word or note as a reminder on a specific date	4-26

Summary Charts

Feature Summary (Continued)

Action	Description	Page #
Delete Keyword or Note	Remove an existing keyword or note	4-27
Print Calendar	Print Calendar for Day at a Time	4-31

The following chart lists the keys and their functions as used in the UNIX PC Personal Calendar.

Key Summary

Key	Function
Arrow keys	Move the cursor in the direction of the arrow
Beg	Moves cursor to the first field in a form or to the first occurrence in a calendar, such as the day or hour
Clear Line	Removes all characters from an input field
Cmd	Displays a list of commands applicable to the current function
CREATE APPT	Displays the Create Appointment form
DELETE APPT	Removes the appointment highlighted by the cursor
EDIT CAL	Displays a list of edit commands for such functions as creating appointments and modifying appointments or keywords

Key Summary (Continued)

Key	Function
EDIT KEYWORD	Displays a form for entering or changing keywords
End	Moves cursor to the last field in a form or to the last occurrence in a calendar, such as the day or hour
Enter	Starts processing of the current command
Exit	Returns you to the previous form when viewing Hour at a Time; from any other form in Calendar, returns you to the previous window.
Help	Displays Help text that explains the current function
Home	Returns cursor to the current date in Month or Week at a Time; not applicable in other forms
MODIFY APPT	Displays Modify APPOINTMENT form for the highlighted appointment in Hour at a Time
NEXT DAY	Displays Day at a Time for the day following the day currently displayed
NEXT HOUR	Displays Hour at a Time for the hour following the hour currently displayed
NEXT MONTH	Displays Month at a Time for the month following the month currently displayed
NEXT WEEK	Displays Week at a Time for the week following the week currently displayed

Summary Charts

Key Summary (Continued)

Key	Function
PREV DAY	Displays Day at a Time for the day prior to the day currently displayed
PREV HOUR	Displays Hour at a Time for the hour prior to the hour currently displayed
PREV MONTH	Displays Month at a Time for the month prior to the month currently displayed
PREV WEEK	Displays Week at a Time for the week prior to the week currently displayed
SHOW DAY	Displays the Day at a Time calendar for the current day you are working with in Month, Week, or Hour at a Time
SHOW HOUR	Displays Hour at a Time for the highlighted hour in Day at a Time
SHOW MONTH	Displays Month at a Time for the current month you are working with in Week, Day, or Hour at a Time
SHOW WEEK	Displays Week at a Time for the current week you are working with in Month, Day, or Hour at a Time

Opening, Exiting, and Getting Help

This chapter tells you how to:

- o Open the UNIX PC Personal Calendar
- o Exit Personal Calendar
- o Get Help.

Opening the UNIX PC Personal Calendar

To open Personal Calendar:

- 1 Select |Calendar| from the Office.
- 2 Press <Enter>.

The Month at a Time calendar appears for the current month.

Exiting Personal Calendar

To leave Personal Calendar:

- o Press <Exit> or point to the [X] and press <B1> until all Calendar windows are closed.

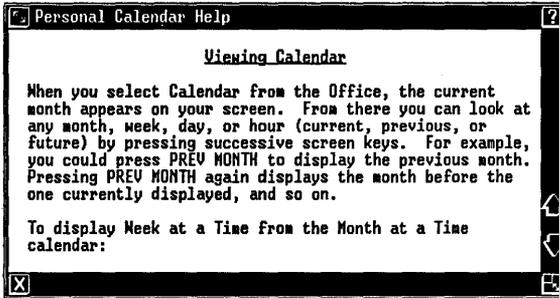
You are returned to the Office.

Getting Help

You can obtain help information about your current operation by pressing the Help key or pointing to the [?] in the upper-right corner of the window and pressing B1. Press the TABLE OF CONTENTS screen key to open the Help Table of Contents.

Opening, Exiting, and Getting Help

A sample Help window is shown below.



To leave Help and return to your current operation:

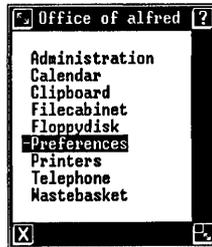
- o Press <Exit>.

Setting Calendar Preferences

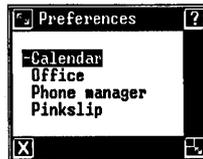
Calendar preferences are settings for the hour display format and the automatic appointment and alarm functions. When you install the Personal Calendar software, these settings are preset.

To look at Calendar Preferences:

- 1 Select |Preferences| from the Office and press <Enter>.



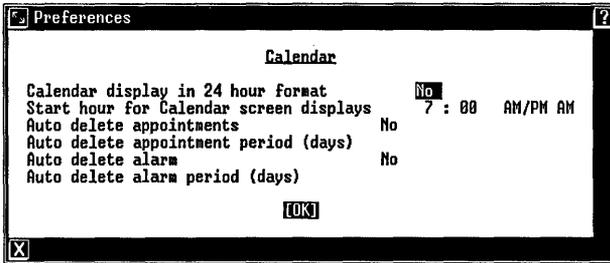
The Preferences menu appears with Calendar highlighted.



- 2 Press <Enter>.

The Preferences form for the Personal Calendar appears. When Personal Calendar is installed, it has the following initial settings:

Setting Calendar Preferences



Displaying the Calendar in 24-Hour Format

You can use the calendar with the standard 12:00 am to 12:00 pm settings, or you can change the setting to use the 24-hour (hours 0:00 to 23:00) clock.

To change the setting to the 24-hour clock:

- o Press <Mark> to enter **Yes**.

Starting Hour for Calendar Screen Displays

The Week and Day at a Time calendars display 10 consecutive hours in a day. You can specify which 10 hours are to be used by changing the **Start hour for Calendar screen displays** field. The hour you enter here is the starting hour in the calendar. The next nine hours are also visible.

When scheduling appointments, you are not limited to the hours appearing on the form. Any time within the 24-hour period is acceptable.

To change the setting to another hour:

- o Move to the **Start hour for Calendar screen displays** field and type the hour.

To change the **AM** setting to **PM**:

- o Move to the **AM** at the end of the line and press <Mark>.

Setting Automatic Deletion of Appointments

You can have your appointments deleted automatically after a time period that you specify. If you want to have the Personal Calendar remove your past appointments automatically, change the preset **No** to **Yes**:

- o Move to the **No** in the **Auto delete appointments** field and press <Mark>.

If you have set auto-delete to **Yes**, then specify the number of days beyond the appointment date for the automatic deletion to occur:

- o Press <Return> and type a number from 1 to 99.

Setting Automatic Deletion of Alarm

You can have the Personal Calendar automatically remove the appointment message produced by an alarm you have set after the appointment date has passed. To do so:

- o Move to the **Auto delete alarm** field and press <Mark> to enter **Yes**.

If you have set auto-delete alarm to **Yes**, then specify the number of days beyond the appointment date for the automatic deletion to occur:

- o Press <Return> and type a number from 1 to 99.

When you have the form completed as you want it:

- o Press <Enter>.

If you have Calendar windows open, you need to close them before the new settings take effect.

Viewing Personal Calendar

Personal Calendar provides you with a view of the present month and the capability to look at any past or future months. Within the month, you can look at any week, day, or hour.

Viewing the Current Month

To view the current month:

- o Select Calendar from the Office and press <Enter>.

The Month at a Time calendar appears with the current date highlighted. An example is shown below.

VOICE 1: IDLE DATA 2 Thu Sept 19, 4:23 pm

Office of install (?)

Month at a Time

SEPTEMBER							1985
Su	M	Tu	W	Th	F	Sa	
1	2 sales meet	3	4	5 Budget	6 status rep	7	
8	9 staff meet	10	11 Board meet	12	13 Payday	14 camping	
15	16 staff meet	17	18 Screens pr	19	20 status rep	21 THE HIKE	
22	23 staff meet	24 slides due	25	26	27 Manual due	28 PARTY!!!!	
29	30 staff meet						

APR	MAY	JUN	JUL	AUG	OCT	NOV	DEC	JAN	FEB	MAR
1985								1986		

EDIT KEYWORD

PREV MONTH
NEXT MONTH

SHOW WEEK
SHOW DAY

The month tabs below the calendar show the five months preceding and the six months following the current month. The current month is highlighted.

Viewing Personal Calendar

To the right of the current month, the Calendar shows miniature calendars for both the previous and next months.

Viewing the Previous or Next Month

The month tabs shown at the bottom of the current month can be selected for viewing previous and future months. Also, the miniature calendars to the right of the month calendar can be selected with the mouse to view the previous or next month.

Months not shown can be displayed by continuously selecting the leftmost month tab for months past or the rightmost month tab for future months.

To look at past or future months:

- o Press [PREV MONTH] or [NEXT MONTH], or
- o Select the month tab at the bottom of the calendar, or
- o Point to the miniature calendar and press <B1>, or
- o Point to the first day of the month and press <Prev>, or to the last day of the month and press <Next>.

Viewing Week at a Time

You can look at a close-up of any week in the month you have displayed by looking at the Week at a Time calendar. The days of the week are displayed across the top of a grid. A range of 10 hours is displayed in a column down the left side of the grid.

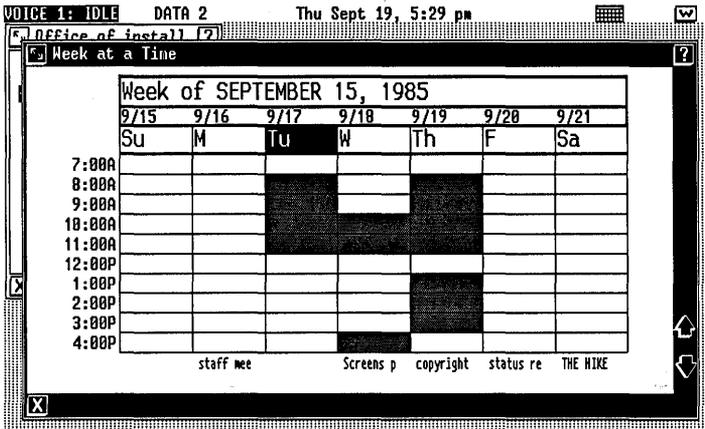
The range begins with the hour specified in Calendar Preferences (see "Setting Calendar Preferences" in this section). You can display hours outside the 10-hour range using the Page or Shift-down arrow key to move forward, or Shift-Page or Shift-up arrow to move backward. The mouse buttons can perform these functions as well. The chart below shows the functions of each key, key combination, or mouse button:

Viewing Personal Calendar

Changing the Hour Range

Function	Press
Move forward 1 hour	Shift-down arrow, or B1 with pointer on 
Move back 1 hour	Shift-up arrow, or B1 with pointer on 
Move forward several hours	Page key, or B2 with pointer on 
Move backward several hours	Shift-Page key, or B2 with pointer on 

If you have scheduled any appointments, the block of time for each appointment is highlighted. An example of Week at a Time is shown below.



To look at Week at a Time:

- o From Month at a Time, press [SHOW WEEK].

Viewing Personal Calendar

To view the hour preceding or following the range:

- o Press <Shift>-up arrow or <Shift>-down arrow, or point to either  or  and press <Bl>.

To view several hours preceding or following the range:

- o Press <Shift>-Page, or point to  and press <Bl> for earlier hours, or
- o Press <Page>, or point to  and press <Bl> for later hours.

To move the cursor to a different day:

- o Point to the day and press B3, or
- o Press either the left- or right-arrow key.

To return to Month at a Time:

- o Press [SHOW MONTH].

Viewing Day at a Time

You can look at a close-up of any day in the current week or month by looking at the Day at a Time calendar. Day at a Time has 10 partitions for 10 hours during the day.

The 10 hours displayed depend upon what you have set in Calendar Preferences - see "Setting Calendar Preferences" in this section for more information. You can display hours outside the 10-hour range the same way you do for Week at a Time. (See the chart under "Viewing Week at a Time.")

If you have scheduled any appointments, the block of time needed for each appointment is highlighted. The hour is shown in the Time column. Any comments you have entered for the appointment appear in the Comment column up to twenty characters. If you have more than two appointments scheduled during the same hour, the message **MORE than 2 appt.** See Hour at a Time appears. An example of Day at a Time is shown below.

Viewing Personal Calendar

VOICE 1: IDLE DATA 2 Thu Sept 19, 4:31 pm

Office of install (?)

Day at a Time

APPTS FOR THURSDAY SEPTEMBER 19, 1985

TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00		1:00	MORE than 2 appt. See Hour at a Time
9:00		2:10- 3:00	Weekly Staff Meeting
10:00-11:30	Meet with Printer	3:00	
11:00		4:00	

Note:

EDIT CAL CREATE APPT DELETE APPT PREV DAY NEXT DAY SHOW MONTH SHOW WEEK SHOW HOUR

To look at Day at a Time:

- o From Month or Week at a Time, press [SHOW DAY], or
- o Highlight the correct day and press <Enter> or <B1>.

To view the hour preceding or following the range:

- o Press <Shift>-up arrow or <Shift>-down arrow, or point to either  or  and press <B1>.

To view several hours preceding or following the range:

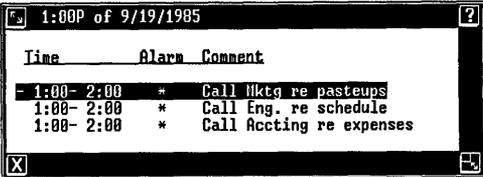
- o Press <Shift>-Page, or point to  and press <B1> for earlier hours, or
- o Press <Page>, or point to  and press <B1> for later hours.

Viewing Personal Calendar

Viewing Hour at a Time

You can look at a close-up of any hour in the current week or month by displaying Hour at a Time. You can open Hour at a Time only from the Week or Day at a Time calendars. Hour at a Time shows the time of the appointment, whether an alarm is set, and any comments entered for the appointment.

An example of Hour at a Time is shown below.



Time	Alarm	Comment
1:00- 2:00	*	Call Mktg re pasteups
1:00- 2:00	*	Call Eng. re schedule
1:00- 2:00	*	Call Accting re expenses

If an alarm is set, an asterisk appears in the Alarm column.

To look at Hour at a Time:

- o From Day at a Time, press [SHOW HOUR].
- o Highlight the hour and press <Enter>.
- o Point to the hour and press <Bl>.
- o From Week at a Time, point to the shaded block and press <Bl>.

To return to Day at a Time:

- o Press [SHOW DAY] or press <Exit>.

To return to Week at a Time:

- o Press [SHOW WEEK].

Moving within Calendars

To move between dates (Month at a Time), days (Week at a Time), or hours (Day at a Time):

- o Press the arrow keys.

Viewing Personal Calendar

To move to the first day or hour:

- o Press <Beg>.

To move to the last day or hour:

- o Press <End>.

To move to the current date (Month at a Time or Day at a Time):

- o Press <Home>.

Scheduling Appointments

You can use the Personal Calendar to help you manage your time by scheduling appointments, setting alarms to remind you of scheduled appointments, and using keywords and notes to remind you of special events.

To set an appointment, you select the date and enter the beginning time. Then optionally you can set an alarm, enter a comment relevant to the appointment, and set up the appointment to recur on a regular basis.

When you schedule several appointments within the same hour, the time settings can overlap. There is no built-in warning for overlapping appointments. In fact, it might be your intention to overlap two different types of appointments, such as informal walk-in meetings with staff members and reading your mail.

You can create recurring appointments that appear, for example, every Monday at 9:00 (weekly staff meetings) in your Personal Calendar. The Create Appointment form contains a field to indicate daily, weekly, monthly, or no recurrence at all.

Appointments, once scheduled, can be modified or deleted.

You can view scheduled appointments on the following screens:

- o Week at a Time - the hour block(s) are highlighted
- o Day at a Time - the hour block(s) are highlighted and comments are displayed
- o Hour at a Time - the beginning and ending times, the alarm (if set), and the comment in its entirety are shown

You can enter a keyword or note to remind you of an important event on a specific day. You can assign keywords from either the Month at a Time or Day at a Time calendar. Notes can be entered only from Day at a Time. You can view an assigned keyword on the following screens:

Scheduling Appointments

- o Month at a Time - the keyword appears in the date block to which it was assigned
- o Week at a Time - the keyword appears at the bottom of the applicable day column
- o Day at a Time - the keyword appears at the top of the form beside the key graphic

You can view a note on the following screen:

- o Day at a Time - the note appears at the bottom of the form beside the word **Note**

Setting Up an Appointment

You can create an appointment from either the Day at a Time screen or the Hour at a Time screen using the CREATE APPT screen key.

To schedule an appointment:

- 1 Select |Calendar| from the Office.

The calendar for the current month appears.

- 2 Highlight the date in which you want to schedule an appointment.

- 3 Press <Enter>.

The Day at a Time form appears.

- 4 Highlight the hour in which you want to schedule an appointment.

If the hour is not displayed, you can move to it using the Shift key with either the Page key or the up/down arrow keys.

- 5 Press [CREATE APPT].

The Create APPOINTMENT form appears with the cursor in the **Time Begin** field. Since you highlighted the hour you want to schedule, that hour appears in the **Time Begin** field.

Scheduling Appointments

Create APPOINTMENT for MONDAY SEPTEMBER 23, 1985

Time Begin	3	:	00	AM/PM	PM
Time End		:	00	AM/PM	PM
Alarm	Off				
Comment					
Recur Period	None				

[OK]

- 6 Press <Tab> to move between fields. Type the hours and minutes, when necessary, for **Time Begin** and **Time End**. (Time End is not required.) If the **AM/PM** field is not set correctly, press <Mark>.
- 7 Press <Mark> to set an alarm to beep when the appointment time is reached.
- 8 Type any comments you want in the **Comment** field, up to 40 characters. These appear on the **Day at a Time** form up to 20 characters. The complete comment can be seen in **Hour at a Time**.
- 9 If you want the appointment to recur daily, weekly, or monthly, press <Mark> until the desired time period appears.
- 10 When you have the appointment set up as you want it, press <Enter>.

The **Day at a Time** form reappears showing the appointment you just set up.

If the appointment is set for an hour not currently visible in **Day at a Time**, the word **more** appears in the lower right corner.

To create several appointments:

- 1 Press [EDIT CAL] or <Cmd> from **Day at a Time**, or <Cmd> from **Hour at a Time**.

Scheduling Appointments

- 2 Select |Create appointments| from the Command menu.
- 3 Follow steps 6-10 above to create the appointment.

The Create Appointment form reappears after you schedule each appointment. When you have finished scheduling:

- 4 Press <Exit> to leave the Create Appointment form.

Looking at an Appointment with an Alarm

When you set an alarm with an appointment (see step 7 above), Personal Calendar reminds you when the appointment time is reached. An alarm beeps at the same time a calendar icon appears in the status line, as shown below.

VOICE 1: IDLE DATA 2 Thu Sept 19, 3:45 pm

Office of install [?]

Day at a Time [?]

APPTS FOR THURSDAY SEPTEMBER 19, 1985

TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00-10:00	Complete the manual	1:00	MORE than 2 appt. See Hour at a Time
9:00		2:10- 3:00	Weekly Staff Meeting
10:00-11:30	Meet with Printer	3:45	Budget deadline
11:00		4:00	

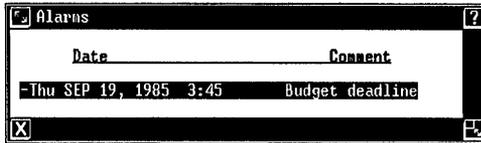
Note: Check with Legal dept. about copyright

EDIT CAL CREATE APPT DELETE APPT PREV DAY NEXT DAY SHOW MONTH SHOW WEEK SHOW HOUR

To look at the appointment:

- 1 Press <Msg> or point to [] and press <B1>.

An Alarms form appears showing the date, time, and any comments you have entered.



The screenshot shows a window titled "Alarms" with a question mark icon in the top right corner. The window contains a table with two columns: "Date" and "Comment". The first row of data shows "Thu SEP 19, 1985 3:45" under the "Date" column and "Budget deadline" under the "Comment" column. The window has a close button (X) in the bottom left corner and a help button (?) in the bottom right corner.

Date	Comment
Thu SEP 19, 1985 3:45	Budget deadline

- 2 Press <Exit> to return to the previous window.

The calendar icon is no longer present on the status line.

Modifying Appointments

You can change appointment information using the Modify APPOINTMENT form. This form contains the same information you entered when you created the appointment.

To modify an appointment from Day at a Time:

- 1 Highlight the appointment to be modified.
- 2 Press [EDIT CAL] and select |Modify appointment| from the Command menu.
- 3 Type your changes and press <Enter>.

To modify an appointment from Hour at a Time:

- 1 Highlight the appointment to be modified.
- 2 Press [MODIFY APPT].
- 3 Type your changes and press <Enter>.

Deleting Appointments

To delete an appointment:

- 1 Highlight the appointment in either Day at a Time or Hour at a Time.

Scheduling Appointments

- 2 Press [DELETE APPT].

To delete several appointments at once (from Hour at a Time only):

- 1 Highlight the first appointment and press <Mark>. Continue with this procedure until you have marked all appointments on the form to be deleted.
- 2 Press [DELETE APPT].

Using Keywords and Notes

You can use keywords and notes to remind you of special events, times, meetings, or anything you want.

Keywords are displayed in the date blocks in Month at a Time, at the bottom of the applicable day column in Week at a Time, and beside the key graphic in Day at a Time. Notes are displayed at the bottom of Day at a Time.

A keyword or note is assigned to a specific day only, not to a week or a month. For example, the keyword **copyright** is shown for September 19 on the Month at a Time calendar below.

VOICE 1: IDLE DATA 2 Thu Sept 19, 5:03 pm

Office of install (?)

Month at a Time

SEPTEMBER 1985							AUGUST 1985						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2 sales meet	3	4	5 Budget	6 status rep	7	4	5	6	7	8	9	10
8	9 staff meet	10	11 board meet	12	13 Payday	14 camping	11	12	13	14	15	16	17
15	16 staff meet	17	18 Screens pr	19 copyright	20 status rep	21 THE HIKE	18	19	20	21	22	23	24
22	23 staff meet	24 slides due	25	26	27 Manual due	28 PARTY!!!!	25	26	27	28	29	30	31
29	30 Payday						OCTOBER 1985						
							Su	M	Tu	W	Th	F	Sa
							6	7	8	9	10	11	12
							13	14	15	16	17	18	19
							20	21	22	23	24	25	26
							27	28	29	30	31		

APR MAY JUN JUL AUG **SEP** OCT NOV DEC JAN FEB MAR

1985 1986

EDIT KEYWORD

PREV MONTH NEXT MONTH

SHOW WEEK SHOW DAY

Scheduling Appointments

You can set up a keyword to recur on the same day every week or the same day of the month every month or the same date every year. If you have two keywords occurring on the same day, only one is displayed. A one-time keyword takes precedence over all others, followed by a keyword recurring yearly, then monthly, then weekly.

The Day at a Time calendar for the same day, September 19, shows the keyword **copyright** beside the key graphic.

VOICE 1: IDLE DATA 2 Thu Sept 19, 4:39 pm

Office of install (?)

Day at a Time (?)

APPTS FOR THURSDAY SEPTEMBER 19, 1985 **copyright**

TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00-10:00	Complete the manual	1:00	MORE than 2 appt. See Hour at a Time
9:00		2:10- 3:00	Weekly Staff Meeting
10:00-11:30	Meet with Printer	3:45	Budget deadline
11:00		4:00	

Note: Check with Legal dept. about copyright

EDIT CAL CREATE APPT DELETE APPT PREV DAY NEXT DAY SHOW MONTH SHOW WEEK SHOW HOUR

A note regarding copyright reminds one of the action to be taken.

Assigning a Keyword or Note

You can assign a keyword from either the Month at a Time or the Day at a Time calendar. Notes can be attached only from Day at a Time.

To assign a keyword to a date from Month at a Time:

- 1 Select the date block to which you want to assign a keyword.

Scheduling Appointments

- 2 Press [EDIT KEYWORD].

The KEYWORD form for the selected date appears with the Keyword field highlighted.

- 3 Type your keyword (up to 10 characters) and press <Enter>, or press <Return> to move to the **Recur Period** field.

If you want the keyword to reappear on the same day weekly, monthly, or yearly, you can indicate this in the **Recur Period** field.

- 4 Press <Mark> until your choice (**Weekly**, **Monthly**, or **Yearly**) appears, then press <Enter>.

The keyword appears in the correct date block in Month at a Time. The same keyword also appears at the bottom of the day column in Week at a Time and beside the key graphic in Day at a Time.

To enter a keyword from Day at a Time:

- 1 Press [EDIT CAL], select |Edit keyword|, and press <Enter>.
- 2 Follow steps 3 and 4 above.

The keyword appears beside the key graphic in Day at a Time. The same keyword also appears at the bottom of the day column in Week at a Time and in the applicable date block in Month at a Time.

To enter a note (can be entered only from Day at a Time):

- 1 Press [EDIT CAL], select |Edit note|, and press <Enter>.
- 2 Type your note (up to 60 characters) and press <Enter>.

The note appears at the bottom of Day at a Time.

Deleting a Keyword or Note

To delete a keyword or note:

1 Follow the procedures above to display the Keyword or Note form for the correct date.

2 Press <Clear Line>.

The **Keyword** or **Note** field is cleared; the **Recur Period** field is changed back to **None** automatically as soon as you exit the form.

3 Press <Enter>.

Printing

You can print your Personal Calendar for a Day at a Time. The appointment time you entered, alarm if any, and comments appear beside the hour for each scheduled appointment. If you have entered a keyword or note, these appear as well.

To print the calendar:

- 1 Check to make sure your printer is set up (see Managing the UNIX PC in the AT&T UNIX PC Owner's Manual to set up the printer).
- 2 Display Day at a Time for the day you want to print.
- 3 Press <Print>.

The print form appears with the name of the printer connected to your system.
- 4 If you have more than one printer connected to your system and need to change the printer name, press <Mark>, or press <Cmd> for the complete list of available printers.
- 5 If you want more than one printed copy, press <Return> and type the number of copies.
- 6 Press <Enter>.

The calendar prints the range of hours shown on the Day at a Time calendar, or the range of hours that include all scheduled appointments, whichever is greater. So your Day at a Time calendar could take more than one page depending on the number of scheduled appointments. A sample printed calendar is shown below. Note that the alarm symbol on the printed copy is an asterisk, the same symbol used in the Hour at a Time form.

Printing

Sep 18 15:36 1985

Page 1

APPOINTMENTS FOR THURSDAY SEPTEMBER 19, 1985 Keyword: Copyright

```
=====
HOUR      Time      Alarm  Comment
=====
```

8:00A			
9:00A			
10:00A			
	10:00-11:00	*	Dept. Staff Meeting
	10:30-11:00		Staff Meet w/PL's
11:00A			
	11:30- 1:00	*	Lunch with Clients - Scott's, PA
12:00P			
1:00P			
2:00P			
	2:00- 3:30	*	Slide Show - Mktg
	2:00		Leave note for Lin and Sharron
3:00P			
4:00P			
5:00P			
	5:00	*	Meet with attorneys - dinner-Shore Bird

Note: Have research ready to discuss with attorneys at dinner

Glossary

Action Keys	Named keys on the left and right sides of the keyboard that perform various Office and application commands.
Active Window	The window you are currently using. This window is displayed over other windows and has a highlighted border.
Application	Software designed to perform a particular kind of work. For example, you use the Word Processor application to create and edit documents you want to print.
Calendar Icon 	A graphic representing a calendar appearing on the status line when an alarm sounds.
Character	A letter, number, or symbol.
Close	A command that removes a window from the screen.
Command	An instruction that tells the computer to perform a function or carry out an activity.
Configuration	The way the computer is set up to allow for particular uses or situations. For example, you configure the UNIX PC to work with your particular model of printer.
Copy	A command allowing you to duplicate information.

Glossary

Create	A command you use to make new files and file folders.
Create Appointment Form	A form used to set up appointments and alarms.
Cursor	A mark that shows where the next action will be taken or character will be displayed on the screen.
Data	A term used to describe the letters, numbers, symbols, codes and so on that can be typed into or displayed on the terminal screen.
Day at a Time	A calendar showing 10 hours of any day specified. Scheduled appointments are shown as set up in the Create Appointment form.
Default	A value the computer uses if the user does not specify a value.
Delete	To remove, erase, or discard data.
Disk	Circular magnetic medium used to store data and programs. This term can refer to a floppy (flexible) disk or a hard disk.
Edit	To make changes to the format or content of data. This can include adding to the data or deleting from the data.
Error Message	A response from a program indicating that a problem has arisen or something unexpected has happened that requires your attention.

Field	An area in a form that you fill in with your choice or response. For example, you fill in a file name field with the name of a file.
Floppy Disk	Removable flexible plastic medium used with the floppy disk drive to store data and programs.
Form	A display that provides blanks for you to fill in to give the computer information it needs to complete a task.
Function keys	The top row of keys, F1 through F8, that perform the commands displayed on the screen keys.
Graphic	A symbol used in Personal Calendar to represent some item, such as a bell representing an alarm that has been set.
Hour at a Time	A form showing all scheduled appointments set up for the specified hour, as set up in the Create Appointment form.
Icon	A symbol you can select with the mouse to perform a function or command.
Install	To set up the hardware and software of a computer so it can be used. Installing often includes customizing the system for a particular situation or user.

Glossary

Key Graphic	A picture of a key on the title line of the Day at a Time calendar. When a keyword has been assigned to that day, it appears beside the key graphic.
Keyword	A word up to ten characters, assigned to a calendar day as a reminder for any occasion.
Menu	A list of selectable items displayed by a program. As in a restaurant, you must choose something from the menu before anything else happens.
Month at a Time	A calendar showing the days of any month specified. Keywords and notes appear also.
Mouse	A device that moves a pointer on the screen as you move the mouse along the surface of your desk. The mouse has three buttons that give you access to various computer functions.
Mouse Pointer	A symbol that moves on your screen when you move the mouse and indicates what you have selected. The pointer is usually an arrow, but can change shape when you point to certain parts of the screen display.
Note	A reminder, up to 60 characters, assigned to a calendar day for any occasion.
Office	The central part of the UNIX PC system, from which you can get to objects and to which you return when you are finished doing work.

Open	A command that puts a new window on the screen containing the object you are opening.
Point	To highlight an object, command, or field you are selecting. There are several ways to point: by moving the mouse, by pressing the arrow keys, or by typing the name or first few characters of an item.
Preferences	The settings used to customize Personal Calendar for such items as starting hour for calendar screen displays.
Recur Period	The time interval, such as weekly or monthly, between occurrences of a scheduled appointment.
Scroll	An action that causes the contents of a window to move up or down, right or left. This lets you display information not visible when a window is first opened.
Select	To highlight an object or command for action. You can select an item by pressing B1 or Enter, or several items by pointing to each in succession and pressing B3 or Mark.
Software	Computer programs that have been stored on a disk or other media.
Status line	An area at the top of the screen reserved for information about the current state of the computer and its activities.
System	A general term for a computer and its software and data.

Glossary

- User id** A number assigned to a user to identify to the system when communicating from a terminal.
- Week at a Time** A calendar showing the days of any week specified. The 10 hours set up in Calendar Preferences and the days are displayed as a grid. Scheduled appointments are shown as highlighted blocks.
- Window** A section of the screen surrounded by a border containing a portion of your work or information necessary to perform your work. Windows are used to separate many tasks you may be working on at the same time.

Workstation

A computer system, such as your **UNIX** PC, small enough to sit on a desk and having the ability to run business applications software, and to be networked to larger computer systems.

Index

A

Administration Office object 2-1
alarm
 asterisk 4-18
 automatic deletion of 4-11
 bell graphic 3-6
 setting 3-6, 4-23
 viewing appointment message 4-24 to 4-25
 viewing Hour at a Time 4-18
Alarms form 3-7, 4-25
appointment
 automatic deletion of 3-10
 delete 4-3, 4-4, 4-25 to 4-26
 modify 4-4, 4-5, 4-25
 overlapping 4-21
 procedures for scheduling 4-22 to 4-24
 recurring 4-21, 4-23 to 4-24
 scheduled 4-15, 4-16, 4-21
 scheduling 3-5 to 3-6, 4-3, 4-4, 4-21 to 4-29
 viewing 3-7
 viewing message with an alarm 4-24 to 4-25
appointment comment field 3-6, 4-23
arrow keys 3-2, 4-4, 4-18
assign
 keyword 4-3
 note 4-3
asterisk 4-18, 4-31
 printed example 4-32
automatic deletion of alarm 4-11
automatic deletion of appointments 4-11

B

beep 3-7, 4-23
Beg key 3-2, 4-4, 4-19
bell graphic 3-6

Index

C

Calendar

- exit 4-3, 4-7
- miniature 4-14
- open 4-3, 4-7
- print 4-31 to 4-32
- view 4-3, 4-13 to 4-18
- Calendar icon  3-7, 4-24 to 4-25
- Calendar Office object 2-1, 3-2, 4-7, 4-13, 4-22
- Calendar Preferences 3-4, 4-9 to 4-11
- change appointment 4-3, 4-25
- Clear Line key 4-4
- changing the hour range
 - Day at a Time 4-15
 - Week at a Time 4-15
- Cmd key 4-4
- Comment column for scheduled appointment 4-16
- Comment field see appointment comment field
- conventions see manual conventions
- create appointment see scheduling an appointment
- Create Appointment form 3-5, 4-21, 4-22 to 4-23
 - example 3-5, 4-23
 - exit from recurring 4-24
- Create appointments menu selection 4-24
- CREATE APPT key 3-5, 4-4, 4-22
- cursor movement keys 3-2, 4-1

D

Day at a Time

- calendar 3-4, 3-6
- display 4-6, 4-16 to 4-17
- display day prior to 4-6
- example 3-4, 3-6, 4-17, 4-24, 4-27
- more 4-23
- print 4-31 to 4-32
- printed example 4-32
- view scheduled appointments 4-21, 4-23
- delete appointment 4-3, 4-4, 4-26
 - automatic 4-11
 - several at once 4-26
- DELETE APPT key 4-4, 4-26
- delete keyword 4-29
- delete note 4-29

D (continued)

display current month 4-3, 4-7
 Create Appointment form 4-4
 list of commands 4-4
 list of edit commands 4-4
display Help text 4-5

E

EDIT CAL key 4-4, 4-25, 4-28
Edit keyword menu selection 4-28
EDIT KEYWORD key 4-5, 4-28
Edit note menu selection 4-28
End key 3-2, 4-5, 4-19
Enter key
 purpose 4-5
exit Calendar 4-3, 4-7
Exit key 4-5, 4-8
exiting from a window 4-1

F

feature summary chart 4-3 to 4-4
forms 4-1

G

get Help 4-3, 4-7 to 4-8

H

Help
 get 4-3, 4-7
 key 4-5
 screen 4-8
 Table of Contents 4-7
Help Table of Contents 4-7
Home key 3-3, 4-5, 4-19
Hour at a Time
 display 4-6, 4-18
 display hour prior to 4-6
 example 4-18
 view scheduled appointments 4-21
hours field 3-5

Index

I, J

install login 2-1
Install Software from Floppy menu selection 2-2
installation windows 2-1 to 2-2
installing Calendar software 2-1 to 2-2

K, L

key graphic 4-26, 4-27, 4-28
KEYWORD form 4-28
keyword 4-3, 4-26 to 4-29
 create 4-27 to 4-28
 delete 4-29
 example 4-26
 hierarchy of display for keywords occurring
 on same day 4-27
 recurring 4-27
 viewing 4-21 to 4-22, 4-26
keys
 cursor movement 3-2

M

manual conventions 1-1 to 1-2
Mark key 3-5, 3-6, 4-10, 4-23
menus 4-1
miniature calendar 4-14
minutes field 3-5
Modify appointment menu selection 4-25
Modify APPOINTMENT form 4-25
MODIFY APPT key 4-5, 4-25
Month at a Time
 display 4-6, 4-13
 display month prior to 4-6
 example 3-2, 4-13, 4-26
 next 4-14
 previous 4-14
 view 3-2, 4-13 to 4-14
month tabs 4-13, 4-14
more 4-23
MORE than 2 appt. 4-16
mouse 4-1
move cursor
 to current date 4-5
 to first field in form 4-4
 to first occurrence in Calendar 4-4

M (continued)

move cursor (continued)
 to last field in form 4-5
 to last occurrence in Calendar 4-5
moving within Calendars 4-18 to 4-19

N

NEXT DAY key 4-5
NEXT HOUR key 4-5
NEXT MONTH key 4-5, 4-14
NEXT WEEK key 4-5
note 4-3, 4-26 to 4-29
 create 4-28
 delete 4-29
 viewing 4-22, 4-26, 4-27, 4-28

O

Office window 3-1, 4-9
open Calendar 4-3, 4-7

P, Q

Personal Calendar software 2-1 to 2-2
 floppy disk 2-2
 installation 2-1 to 2-2
 viewing 3-2 to 3-4
Please login: prompt 2-1, 3-1
Preferences 4-9 to 4-11
 form 4-10
 initial settings 4-9 to 4-11
 menu 4-9
 Office object 4-9
 starting hour for screen display 4-10
 24-hour format 4-10
PREV DAY key 4-6
PREV HOUR key 4-6
PREV MONTH key 4-6, 4-14
PREV WEEK key 4-6
print
 Day at a Time Calendar 4-31
 example 4-32
print Calendar 4-4

Index

R

recur period
 appointment 4-21, 4-23
 keyword 4-28
Recur Period field
 appointment 3-6, 4-23
 keyword 4-28
remove all characters from field 4-4
remove appointment see delete appointment
Return key 3-5, 3-6

S

selecting an item 4-1
set up an appointment see scheduling an appointment
scheduling an appointment 3-5 to 3-6, 4-3,
 4-21 to 4-29
 procedures 4-22 to 4-24
SHOW DAY key 3-4, 4-6, 4-17
SHOW HOUR key 4-6, 4-18
SHOW MONTH key 4-6, 4-16
SHOW WEEK key 3-3, 4-6, 4-15
software
 installing 2-1 to 2-2
 menu 2-2
Software Setup menu selection 2-1
software setup procedures 2-1
starting hour for screen displays 4-10
status line 3-7
stop Calendar 4-3, 4-7
summary charts 4-3 to 4-6

T, U

Tab key 3-5, 4-23
TABLE OF CONTENTS key 4-7
tabs see month tabs
Time Begin: fields 3-5, 4-22 to 4-23
time column 4-16
Time End: fields 3-5 to 3-6, 4-23
tutor login 3-1
tutorial user id 3-1

V

view Calendar 3-2 to 3-4, 4-3
view Day at a Time 4-16 to 4-17
view Hour at a Time 4-18
view hours outside displayed range
 Day at a Time 4-17
 Week at a Time 4-16
view Month at a Time
 current 4-13
 next 4-14
 previous 4-14
view scheduled appointments 4-21
view Week at a Time 4-14 to 4-16

W

Week at a Time
 display 3-3, 4-6, 4-14 to 4-16
 example 3-3, 4-15
 moving cursor to different day 4-16
 range of hours 3-3, 3-4
 view scheduled appointments 4-21
 viewing hours outside displayed range 4-16
Weekly recur period 3-6

X, Y, Z

X icon 4-1

24-hour
 clock 4-10
 format 4-10

L-244039-45