WGS/Calendar™ User's Guide

Version 2.0

Contents

4   Scheduling Appointments

5   Making a To-Do List

Appendix A

Preface

The *WGS/Calendar User's Guide* provides information on how to use the WGS/Calendar. It contains step-by-step procedures and reference material for all Calendar functions.

Your WGS/Calendar software should already be installed on your system. If it isn't, contact your system administrator.

You should already be familiar with the basics of WGS/Desktop Manager. If not, turn to the *WGS/Desktop Manager User's Guide* before continuing with this guide.

Begin the *WGS/Calendar User's Guide* by reading the introductory material in Chapter 1, "Introducing the Calendar," and then work through the basic information provided in Chapter 2, "Basics."

The remaining chapters of this guide show you how to view the various types of calendars, schedule appointments, set alarms, create To-Do lists, use keywords and notes, and print your calendar or To-Do list.

Conventions

Keys you press are shown in boldface, for example, **Enter**. Sometimes you have to hold down one key while you press another to give a calendar command. This combination is indicated by the first key, a hyphen (-), and then the second key, for example,

Control-c

Do not type the hyphen when you see these combinations.

Many of the calendar commands are displayed at the bottom of the screen and are associated with the function keys on the keyboard; these are referred to as *function key commands*.

In this guide we refer to the function keys by the key number, and then the associated command name in parentheses, for example,

F3 (Edit)

1

Introducing the Calendar

The WGS/Calendar is an electronic reminder system that lets you schedule appointments, sound alarms, produce To-Do lists, and send reminder messages that you have a To-Do list. You can also assign keywords and notes as reminders on a specific day.

The Calendar uses the same type of simple menus found in the Desktop Manager.

```
Calendar of carol:  Day at a Time
    Appointments of Friday July 17, 1987        Keyword:

  Time        Comment              Time        Comment

   7:00                      Edit commands   * Check with Tom about
   8:00                      -Create appointment
                            Create appointments
   9:00                      Delete appointment
                            Modify appointment
  10:00                      Edit keyword
                            Edit note
  11:00
```

424A-001

Creating and modifying appointments is as simple as filling in a form.

```
┌─┌Calendar of carol:  Day at a Time─────────────────────────────────┐
│ │   Appointments of Friday July 17, 1987          Keyword:          │
│ ├────────────────────────────────────────────────────────────────┐ │
│ │  Time         Comment            │  Time           Comment       │ │
│ ├┌Create appointment for Friday July 17, 1987─────────────────────┐│ │
│ ││                                                                 ││ │
│ ││    Time begin:   ▓:    AM              Recur options:   None    ││ │
│ ││    Time end:      :    AM                                       ││ │
│ ││                                     Appointment type:  Business ││ │
│ ││    Alarm time:    :    AM                                       ││ │
│ ││                                                                 ││ │
│ ││                             Comment                             ││ │
│ ││          ┌────────────────────────────────────────────┐        ││ │
│ │└──────────┤                                            ├────────┘│ │
│ │           │                                            │          │ │
│ │           │                                            │          │ │
│ │           │                                            │          │ │
│ │           └────────────────────────────────────────────┘          │ │
│ Enter appointment start hour (1 to 12 or 0 to 23 if 24-hour option set).│
└────────────────────────────────────────────────────────────────────┘
                                                         424A-002
```

The Month at a Time, Week at a Time, and Day at a Time calendars display your appointments, keywords, and notes at a glance, allowing you to manage your time more effectively.

```
┌─┌Calendar of carol:  Day at a Time─────────────────────────────────┐
│ │   Appointments of Thursday August 20, 1987     Keyword:           │
│ ├────────────────────────────────────────────────────────────────┐ │
│ │  Time         Comment            │  Time           Comment       │ │
│ │                                  │                               │ │
│ │  7:00                            │  12:00                        │ │
│ │                                  │                               │ │
│ │  8:00                            │  1:00                         │ │
│ │                                  │                               │ │
│ │  9:00                            │  2:00- 2:30  * Meet with Engineers │
│ │                                  │  2:30- 3:30    Go to Marketing demo │
│ │  10:00-11:00  * Weekly Staff Meeting│ 3:00                       │ │
│ │                                  │                               │ │
│ │  11:00                           │  4:00         More than 2 appts. │ │
│ │                                  │               See Hour at a Time │ │
│ │                                  │                               │ │
│ │                                  │                               │ │
│ └────────────────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────────────────┘

 CREATE │TO DO │EDIT ▐ PREV  │NEXT │SH MON │SH WEEK│SH HOUR│
                                                         424A-003
```

The Message Center reminds you of your scheduled appointments by
displaying notification windows and Calendar messages.

```
┌─Message Center──────────────────────────────────────────┐
│                                                         │
│ -Aug 21, 13:15  Prepare for Mktg meeting -Calendar      │
│  Aug 20,  9:45  Weekly Staff Meeting -Calendar        ▼ │
│   ┌─Message Notification────────────────────┐           │
│   │                                         │           │
│   │ The following message has just          │           │
│   │ arrived:                                │           │
│   │                                         │           │
│   │ Aug 21, 13:15  Prepare for Mktg         │           │
│   │ meeting -Calendar                       │           │
│   │ Please press LineFeed to read message   │           │
│   │                                         │           │
│   └─────────────────────────────────────────┘           │
└─────────────────────────────────────────────────────────┘
```
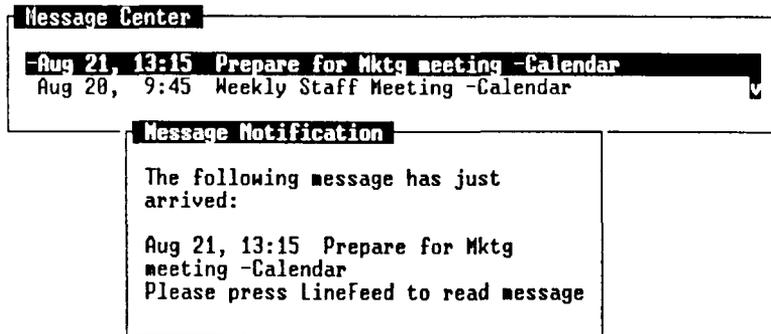
                                                424A-004

The Calendar is your easy-to-use electronic reminder system. Let it help
you manage your time.

Organization

This guide is a reference manual for WGS/Calendar. It assumes that you
already know how to use the Desktop windows, menus, and forms. If you
need help using the Desktop, see "Getting Started" in the *WGS/Desktop
Manager User's Guide*.

This guide is divided into the following chapters.

Chapter 1, "Introducing the Calendar," describes the Calendar features.

Chapter 2, "Basics," shows you how to open the Calendar, get Calendar
Help, finish using Calendar, and set up Calendar preferences.

Chapter 3, "Viewing Calendars," shows you how to look at the calendars
for a month, week, day, or hour at a time.

Chapter 4, "Making a To-Do List," shows you how to create, modify, and print a To-Do list.

Chapter 5, "Scheduling Appointments," shows you how to set up an appointment and its associated alarms, keywords, and notes.

Related Documentation

The WGS user guides described below provide additional information that you may find helpful when you are using the WGS/Calendar.

WGS/Desktop Manager User's Guide

WGS/Mail User's Guide

WGS/Spreadsheet User's Guide

WGS/Word Processor User's Guide

The *WGS/Desktop Manager User's Guide* describes how to use the Desktop Manager to access menus, windows, and forms that run on the CTIX computer system.

The *WGS/Mail User's Guide* describes how to send, receive, forward, and print mail messages using the CTIX system; the guide also explains how to send mail to users of remote computer systems.

The *WGS/Spreadsheet User's Guide* describes the WGS/Spreadsheet software that runs on the CTIX computer system. The software combines the capabilities and features of Lotus 1-2-3 and Multiplan.

The *WGS/Word Processor User's Guide* describes how to create, edit, format, and print documents, how to find and replace text, and how to use the merge capabilities that run on the CTIX computer system.

2
Basics

This chapter shows you how to open WGS/Calendar, get Calendar Help, exit the Calendar, and set up the Calendar Preferences.

Opening the Calendar

To open the Calendar:

1. Press **F1** (Toolkit).

2. Move the cursor to *Calendar* and press **Enter.**

```
┌ Toolkit ──────────────────────┐
│                               │
│  Administration   Quick Message │
│  CTIX System      Read Mail    │
│  Calendar         Send Mail    │
│  Desktop          Status Line  │
│  Information      Tape         │
│  Message Center   Trashcan     │
│  Other Users      Word Era     │
│  Preferences      Workgroup    │
│  Printers                      │
│                               │
└───────────────────────────────┘
```
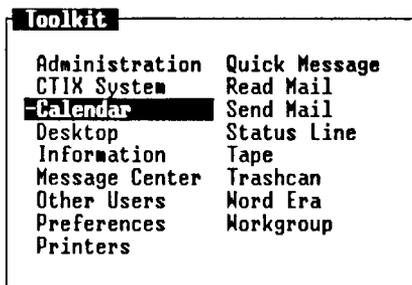
                                424A-005

You see the default Calendar display:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Calendar of carol:  Month at a Time                                       │
│  August                                      1987   July            1987  │
│                                                     Su M  Tu W  Th F  Sa   │
│  Su      M     Tu     W      Th     F      Sa        1  2  3  4            │
│ ┌──────┬──────┬──────┬──────┬──────┬──────┬──────┐  5  6  7  8  9 10 11   │
│ │      │      │      │      │      │      │ 1    │ 12 13 14 15 16 17 18   │
│ │      │      │      │      │      │      │      │ 19 20 21 22 23 24 25   │
│ ├──────┼──────┼──────┼──────┼──────┼──────┼──────┤ 26 27 28 29 30 31      │
│ │ 2    │ 3    │ 4    │ 5    │ 6    │ 7    │ 8    │                        │
│ ├──────┼──────┼──────┼──────┼──────┼──────┼──────┤                        │
│ │ 9    │ 10   │ 11   │ 12   │ 13   │ 14   │ 15   │ September       1987   │
│ ├──────┼──────┼──────┼──────┼──────┼──────┼──────┤ Su M  Tu W  Th F  Sa   │
│ │ 16   │ 17   │ 18   │ 19   │ 20█  │ 21   │ 22   │        1  2  3  4  5    │
│ ├──────┼──────┼──────┼──────┼──────┼──────┼──────┤  6  7  8  9 10 11 12   │
│ │ 23   │ 24   │ 25   │ 26   │ 27   │ 28   │ 29   │ 13 14 15 16 17 18 19   │
│ ├──────┼──────┼──────┼──────┼──────┼──────┼──────┤ 20 21 22 23 24 25 26   │
│ │ 30   │ 31   │      │      │      │      │      │ 27 28 29 30            │
│ └──────┴──────┴──────┴──────┴──────┴──────┴──────┘                        │
│  Keyword:                                                                 │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

EXIT | TO_DO | EDIT | PREV | NEXT | | SH WEEK| SH DAY |

424A-006

Getting Help

If you are working with the Calendar and want to know more about a particular command, you can view a description of the command.

To view a Help display describing your current command, press **Help**.

If you are in the process of completing a calendar command, Help information specific to that command is displayed.

A sample Help window is shown below:

```
┌Calendar of carol:  Week at a Time──────────────────────────────────────────┐
│                  Week of August 16, 1987                   Keyword:         │
│              ┌──────┬─────────┬─────────┬────────┬────────┬────────┬──── M   │
│              │Calendar Help                                             ┐  M │
│  Su  8/      │                                                          │    │
│              │              Main Calendar Help Topics                   │    │
│  M   8/      │   The Calendar lets you schedule appointments, set alarms,│   │
│              │   assign reminders in the form of keywords or notes, print│   │
│              │   a calendar for the day, week, or month, and set up      │    │
│  Tu  8/      │   recurring appointments. The Calendar also lets you      │    │
│              │   maintain a prioritized list of tasks that need to be    │    │
│  M   8/      │   performed.                                             │    │
│              │                                                          │    │
│  Th  8/      │   The main Calendar Help topics available are:           │    │
│            ┌─┴────┬─────────┬─────────┬────────┬────────┬───┐           │    │
│ ■F  8/21 │      │         │         │        │       ■│   │           │    │
│            │      │         │         │        │        │   │           │    │
│  Sa  8/22  │      │         │         │        │        │   │           │    │
│            └──────┴─────────┴─────────┴────────┴────────┴───┘           │    │
│Press Esc pg for more information.                                           │
│CONTENT│ HELP │VIEW │ CURSOR│APPTS │ EXIT │ ALARM │KEYWORD│        │          │
└─────────────────────────────────────────────────────────────────────────────┘
```

424A-007

For more information on Help topics that are related to the current Help screen, select one of the function keys displayed at the bottom of the screen, and press its associated key on the keyboard.

Using the Help Table of Contents

For a complete list of Calendar Help topics, press **F1** (Content).

To select a topic from the Help Table of Contents, move the cursor to the chosen topic, and press **Enter.**

As you select a topic, the function key menu at the bottom of the screen change. Pressing one of these keys gives you access to more information about the topic you have selected.

Finishing a Help Session

To finish using Help and return to where you were when you requested Help, press **Exit** or **Cancel**.

Exiting the Calendar

To exit from the Calendar, press **Exit** to close each calendar window.

Using Calendar Preferences

The *Calendar Preferences* form enables you to change the default Calendar display, the hour display format, and the automatic appointment and alarm functions.

NOTE: You enter the Calendar Preferences *form through the Desktop Manager.*

Changing these preferences is simply a matter of displaying the *Calendar Preferences* form, setting new preferences, and pressing **Enter**.

Displaying the Calendar Preferences Form

To display the current Calendar Preference settings:

1. Enter the Desktop Manager.

2. Press **F1** (Toolkit).

3. Move the cursor to *Preferences* and press **Enter.**

```
┌─ Message Center ─────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │ -Aug 21, 13:15  Prepare for Mktg meeting -Calendar            │ │
│ │  Aug 20,  9:45  Weekly Staff Meeting -Calendar          ▼   ▉  │ │
│ ┌─ Toolkit ─────────────────────────┐                          │ │
│ │                               ings  - WGS/Word Processor Document
│ │ Administration  Quick Message  r     - Directory
│ │ CTIX System     Read Mail      rI    - Directory
│ │ Calendar        Send Mail      c     - WGS/Word Processor Document
│ │ Desktop         Status Line    ir    - Directory
│ │ Information     Tape                 - Standard file
│ │ Message Center  Trashcan       1     - WGS/Word Processor Document
│ │ Other Users     Word Era             - Spreadsheet
│ │ -Preferences    Workgroup      .ufy  - Directory
│ │ Printers                       le    - WGS/Word Processor Document
│ │                                ting  - Snapshot
│ └────────────────────────────────┘   p.new - Standard file
└───────────────────────────────────────────────────────────────────┘

Move cursor to desired tool and press LineFeed.
pr
▐TOOLKIT▌ CMNDS ▐▐▐▐▐ PRV WDW▐NXT WDW▐ ▐▐▐▐▐ ▐▐▐▐▐ ▐▐▐▐▐
                                                        424A-008
```

4. Move the cursor to *Calendar Preferences* and press **Enter.**

```
┌─ Message Center ─────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │ -Aug 21, 13:15  Prepare for Mktg meeting -Calendar            │ │
│ │  Aug 20,  9:45  Weekly Staff Meeting -Calendar          ▼   ▉  │ │
│ ┌─ Preferences ──────────────────────┐                          │ │
│ │                                      WGS/Word Processor Document
│ │ -Calendar Preferences  Spelling Words  Directory
│ │ Change Your Password   Spreadsheet     Directory
│ │ Mail Preferences       User            WGS/Word Processor Document
│ │ Message Center         WGS/Word Processor  Directory
│ │ Speller                                Standard file
│ │                                        WGS/Word Processor Document
│ └────────────────────────────────────┘  Spreadsheet
│                            jake.ufy    - Directory
│                            myfile      - WGS/Word Processor Document
│                            starting    - Snapshot
│                            uahlp.new   - Standard file
└───────────────────────────────────────────────────────────────────┘

▐TOOLKIT▌ CMNDS ▐▐▐▐▐ PRV WDW▐NXT WDW▐ ▐▐▐▐▐ ▐▐▐▐▐ ▐▐▐▐▐
                                                        424A-009
```

The *Calendar Preferences* form is displayed (as shown below). It shows the default Calendar Preference form settings:

```
┌─Calendar Preferences──────────────────────────────────────────┐
│                                                                │
│            Calendar default display mode: ██Month at a Time██  │
│          Calendar display in 24 hour format:  No               │
│       Start hour for Calendar screen displays:  7  AM          │
│                                                                │
│                  Auto delete appointments:  No                 │
│          Auto delete appointment period (days):               │
│                                                                │
│                    Auto delete alarms:  No                     │
│          Auto delete appointment period (days):               │
│                                                                │
└────────────────────────────────────────────────────────────────┘
```

424A-010

5. Move the cursor to the preference you want to change.

6. Press the **Spacebar** to scroll through the available choices.

7. Press **Enter** to change the Calendar Preferences.

Calendar Preference Field Choices

The following sections explain the available *Calendar Preference* field choices.

Calendar Default Display Mode

The default Calendar display mode is Month at a Time. This means that every time you open WGS/Calendar from the Toolkit, you see a calendar for the whole month. You can change the display mode, however, to show Week at a Time or Day at a Time.

To change the Calendar display mode:

1. Move the cursor to the *Calendar Default Display Mode* field.

2. Use the **Spacebar** to scroll through the list of choices until your preferred display mode appears.

Displaying the Calendar in 24-Hour Format

The initial Calendar display uses the standard A.M. and P.M. display. You can change the display to use the 24-hour (hours 00:00 to 23:59) clock.

To change the setting to the 24-hour clock:

1. Move the cursor to the *24-Hour Format* field.

2. Press the **Spacebar** to display *Yes*.

Changing the Start Hour for Calendar Displays

The Week at a Time 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* field.

The specific 10 hours displayed on your calendars do not affect the hours available for scheduling appointments.

To change the Start Hour setting:

1. Move the cursor to the *Start Hour for Calendar Screen Displays* field.

2. Type a new start hour.

To change the AM setting to PM:

1. Move the cursor to the *AM/PM* field.

2. Press the **Spacebar** to set PM. (The **Spacebar** scrolls between A.M. and P.M.)

Setting Automatic Deletion of Appointments

You can have WGS/Calendar automatically remove all past appointments by changing the *Auto Delete Appointments* field to *Yes*.

To remove past appointments automatically:

1. Move the cursor to the *Auto Delete Appointments* field.

2. Press the **Spacebar** to display *Yes*.

If you have set *Auto Delete* to *Yes*, you should also specify how long you want the appointment listed before it is deleted.

To specify the number of days:

1. Move the cursor to the *Auto Delete Appointment Period* field.

2. Specify how many days (from 1 to 99) **after** the appointment date you want the appointment listed before it is deleted.

Setting Automatic Deletion of Alarms

You can have the Calendar remove all past alarms automatically by changing the *Auto Delete Alarm* field to *Yes*.

(An alarm is a message sent to you by the Calendar to remind you of a scheduled appointment. Setting alarms is discussed in Chapter 4, "Scheduling Appointments.")

To remove past alarms automatically:

1. Move the cursor to the *Auto Delete Alarms* field.

2. Press the **Spacebar** to display *Yes*.

If you have set *Auto Delete* to *Yes*, you should also specify when you want the alarm deleted.

To specify the number of days:

1. Move the cursor to the *Auto Delete Appointment Period* field.

2. Specify how many days (from 1 to 99) after the alarm date you want the alarm to remain in effect before it is removed.

Completing the Changed Preferences Form

After you have changed all the fields you want to, check over your changes, and then press **Enter** to execute the new preferences.

The *Calendar Preferences* form is removed from the screen, and your previous window appears.

NOTE: If you have Calendar windows open when you change preferences, you need to close them before the new settings take effect.

To cancel your changes and return to the Desktop, press **Exit** or **Cancel**.

3

Viewing Calendars

This chapter shows you how to look at any month, week, day, or hour-of-the-day calendar.

Viewing a Month at a Time

When you open the Calendar, the current month is displayed automatically unless you have set Calendar Preferences to display the week or day.

To view the current month:

1. Press **F1** (Toolkit).

    You see the Toolkit.

2. Move the cursor to *Calendar* and press **Enter.**
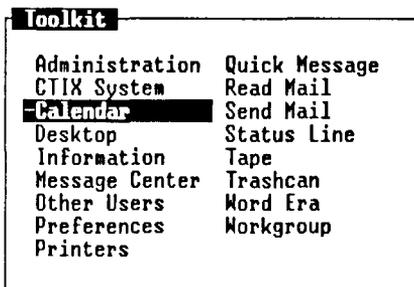
```
┌─Toolkit────────────────────────────┐
│                                     │
│  Administration   Quick Message     │
│  CTIX System      Read Mail         │
│  Calendar         Send Mail         │
│  Desktop          Status Line       │
│  Information       Tape             │
│  Message Center   Trashcan          │
│  Other Users      Word Era          │
│  Preferences      Workgroup         │
│  Printers                           │
│                                     │
└─────────────────────────────────────┘
```
424A-011

A Month at a Time calendar, similar to the following, is displayed:

```
┌Calendar of carol:  Month at a Time─────────────────────────────────────────┐
│ August                                      1987   July              1987   │
│                                                    Su M  Tu W  Th F  Sa      │
│ Su     M    Tu     W     Th     F     Sa                  1  2   3   4       │
│ ┌─────┬─────┬─────┬─────┬─────┬─────┬─────┐        5  6  7  8   9  10 11     │
│ │     │     │     │     │     │     │  1  │       12 13 14 15  16 17 18      │
│ │     │     │     │     │     │     │     │       19 20 21 22  23 24 25      │
│ │  2  │  3  │  4  │  5  │  6  │  7  │  8  │       26 27 28 29  30 31         │
│ │     │     │     │     │     │     │     │                                  │
│ │  9  │ 10  │ 11  │ 12  │ 13  │ 14  │ 15  │       September         1987     │
│ │     │     │     │     │     │     │     │       Su M  Tu W  Th F  Sa       │
│ │ 16  │ 17  │ 18  │ 19  │[20] │ 21  │ 22  │           1  2  3   4   5        │
│ │     │     │     │     │     │     │     │        6  7  8  9  10 11 12       │
│ │ 23  │ 24  │ 25  │ 26  │ 27  │ 28  │ 29  │       13 14 15 16  17 18 19      │
│ │     │     │     │     │     │     │     │       20 21 22 23  24 25 26      │
│ │ 30  │ 31  │     │     │     │     │     │       27 28 29 30                │
│ └─────┴─────┴─────┴─────┴─────┴─────┴─────┘                                  │
│ Keyword:                                                                     │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

```
EXIT   |TO_DO  |EDIT   |PREV   |NEXT   |        |SH WEEK|SH DAY |        |
```
424A-012

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

There are two ways to view the previous or next month: You can press **F4** (Prev) or **F5** (Next), or you can move the cursor to a position before the first day of the month or past the last day of the month.

To look at the previous month, press **F4** (Prev), or move the cursor to the first day of the month, and press the **Back** key.

To look at the next month, press **F5** (Next), or move the cursor to the last day of the month, and press the **Forward** key.

When you use the **F4** (Prev) or **F5** (Next) function keys, the cursor moves to its current position in the next or previous month. For example, if the cursor is on March 15 and you press **Next**, the cursor moves to April 15.

Viewing a Week at a Time

If you have set Week at a Time as your display mode, it is displayed automatically when you open the Calendar. Otherwise, you must press F7 (Sh Week) to display a weekly calendar.

You see a Week at a Time calendar similar to the following:

424A-013

The dates and days of the week are displayed down the left side of a grid; the hours are shown across the top of the grid. Any scheduled appointments appear as highlighted blocks covering the time span you set when you created the appointment. The cursor is positioned on the day that corresponds to its previous location in the Month at a Time calendar.

Moving the Cursor Within the Displayed Week

To move the cursor to another day within the displayed week, use the **Back** and **Forward** keys.

Displaying a Range of Hours

A range of 10 hours is displayed across the top of the Week at a Time calendar. The range begins with the hour you specified in the *Calendar Preferences* form, or 7 A.M. if you have not changed the default preferences.

You can display hours outside the 10-hour range by using the **Scroll Up** and **Scroll Down** keys, or by using the **Page** and **Shift-Page** keys.

The following chart shows the functions of keys and key combinations relevant to the Week at a Time calendar.

Key	Function
Forward	Moves cursor to next day
Back	Moves cursor to previous day
F4 (Prev)	Displays previous week
F5 (Next)	Displays next week
Scroll Up	Moves hour range back one hour
Scroll Down	Moves hour range up one hour
Page	Moves hour range up 10 hours
Shift-Page	Moves hour range back 10 hours

Exiting from Week at a Time

To exit the Week at a Time calendar and return to Month at a Time, press **F7** (Sh Mon).

To exit the Week at a Time calendar and return to Day at a Time, press **F8** (Sh Day).

Viewing a Day at a Time

You can view a close-up of any day in the current week or month by pressing **F8** (Sh Day) or by pressing **Enter** when the cursor is highlighting a day in Month at a Time or Week at a Time calendars.

To view Day at a Time, press **F8** (Sh Day) or press **Enter**.

You see a Day at a Time calendar similar to the following:

```
┌─────────────────────────────────────────────────────────────┐
│ Calendar of carol:  Day at a Time                            │
│     Appointments of Wednesday August 19, 1987    Keyword:    │
│  ┌──────────────────────────────┬──────────────────────────┐ │
│  │ Time       Comment           │ Time       Comment       │ │
│  ├──────────────────────────────┼──────────────────────────┤ │
│  │ 7:00                         │ 12:00                    │ │
│  │                              │                          │ │
│  │  8:00                        │  1:00                    │ │
│  │                              │                          │ │
│  │  9:00                        │  2:00                    │ │
│  │                              │                          │ │
│  │ 10:00                        │  3:00                    │ │
│  │                              │                          │ │
│  │ 11:00                        │  4:00                    │ │
│  │                              │                          │ │
│  │                              │                          │ │
│  │                              │                          │ │
│  └──────────────────────────────┴──────────────────────────┘ │
│                                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘

 CREATE │TO_DO  │EDIT    PREV   │NEXT   │SH MON │SH WEEK SH HOUR│        │
                                                        424A-014
```

The Day at a Time calendar is divided into 10 hours during the day. The range begins with the hour you specified in the *Calendar Preferences* form, or with 7 A.M. if you have not changed the default preferences.

You can display hours outside the 10-hour range the same way you do for Week at a Time. (See the chart under "Viewing a Week at a Time," earlier in this chapter.)

If you have scheduled any appointments, the block of time for each appointment is highlighted. The hour is shown in the Time column. Up to 20 characters of any comments you have entered for appointments appear in the Comment column. If you have more than two appointments scheduled during the same hour, the following message is displayed:

   MORE than 2 appt. See Hour at a Time

Viewing an Hour at a Time

You can view a close-up of any calendar hour by opening the Hour at a Time calendar. You can open the Hour at a Time calendar only from Day at a Time.

Hour at a Time shows the time of any appointments, whether an alarm is set, and any comments entered for the appointment.

To display Hour at a Time:

1. Press **F8** (Sh Day).

    You see a Day at a Time calendar similar to the following:

```
┌─Calendar of carol:  Day at a Time──────────────────────────────┐
│    Appointments of Wednesday August 19, 1987      Keyword:      │
│ ┌─────────────────────────────┬─────────────────────────────┐  │
│ │ Time       Comment          │ Time       Comment          │  │
│ ├─────────────────────────────┼─────────────────────────────┤  │
│ │ 7:00                        │ 12:00                       │  │
│ │ 8:00                        │ 1:00                        │  │
│ │ 9:00                        │ 2:00                        │  │
│ │ 10:00                       │ 3:00                        │  │
│ │ 11:00                       │ 4:00                        │  │
│ │                             │                             │  │
│ │                             │                             │  │
│ └─────────────────────────────┴─────────────────────────────┘  │
└────────────────────────────────────────────────────────────────┘

CREATE  TO_DO   EDIT    PREV    NEXT    SH MON  SH WEEK SH HOUR
```

2. Move the cursor to the hour you want to view.

3. Press **F8** (Sh Hour).

   You see an Hour at a Time calendar similar to the following:

```
┌Calendar of carol:   7:00AM of 7/7/1987
│
│   Time          Alarm   Comment
│
└
```

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

To exit from Hour at a Time and

- return to Day at a Time, press **F8** (Sh Day) or press **Exit**.

- return to Week at a Time, press **F7** (Sh Week).

- return to Month at a Time, press **F6** (Sh Month).

4

Scheduling Appointments

This chapter shows you how to view a scheduled appointment, create an appointment, and modify an existing appointment.

Using Appointments

WGS/Calendar helps you manage your time by letting you schedule appointments and then set alarms to remind you of those appointments.

To set an appointment, you select the date and enter the beginning time. Then, if you want, you can set the ending time, add an alarm, and enter a comment or keyword relevant to the appointment.

You can schedule several appointments within the same hour and let the time settings overlap. You can also create recurring appointments that appear daily, weekly, Monday through Friday, biweekly, or monthly.

All appointments can be modified or deleted, and they can be printed so you can take them along with you.

Appointment Messages

If you set an alarm with your appointment, you are notified when that appointment is scheduled. You see a notification window similar to the following:
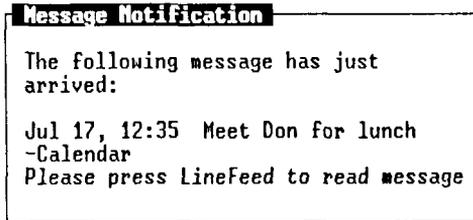
```
┌─■Message Notification■──────────────────┐
│                                         │
│  The following message has just         │
│  arrived:                               │
│                                         │
│  Jul 17, 12:35  Meet Don for lunch      │
│  -Calendar                              │
│  Please press LineFeed to read message  │
│                                         │
└─────────────────────────────────────────┘
```
<div align="right">424A-017</div>

You see the first line of the comment you entered when you created the appointment. The name of the sender (in this case the Calendar) follows the comment.

```
┌─■Message Center■──────────────────────────────────────────┐
│                                                           │
│ ■Aug 21, 13:15  Prepare for Mktg meeting -Calendar■       │
│  Aug 20,  9:45  Weekly Staff Meeting -Calendar         ▼  │
│                                                           │
└───────────────────────────────────────────────────────────┘
```
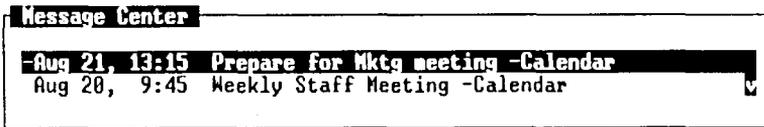
You can view the appointment form at this time by pressing **Enter**.

You can choose to wait by pressing **Cancel**. The icon ALRM appears in the status line to remind you of your message. When you want to view your appointment, select the status line as the active window and press **F7** (Alarm) to read the message.

You also see a message in the Message Center window that notifies you of the scheduled appointment. Again, the message is identical to the comment you entered when you created the appointment.

```
┌─Toolkit────────────────────────────┐
│                                    │
│  Administration  Quick Message     │
│  CTIX System     Read Mail         │
│  -Calendar       Send Mail         │
│  Desktop         Status Line       │
│  Information     Tape              │
│  Message Center  Trashcan          │
│  Other Users     Word Era          │
│  Preferences     Workgroup         │
│  Printers                          │
│                                    │
└────────────────────────────────────┘
```
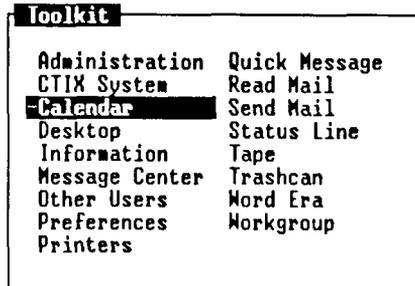
424A-019

Viewing Appointments

To view more information about an appointment than can be shown on the comment line, you must open the Calendar and then view the appointment from the Day at a Time calendar. (You can also view the appointment when you receive an alarm notification message by pressing **Enter**.)

To view an appointment from the Calendar:

1. Press **F1** (Toolkit).

    The *Toolkit* menu is displayed.

2. Move the cursor to *Calendar* and press **Enter.**

   The Month at a Time calendar is displayed (unless you have selected another display in the *Preferences* form).

3. Press **F8** (Sh Day).

```
┌─Calendar of carol: Day at a Time─────────────────────────────────────────┐
│   Appointments of Thursday August 20, 1987      Keyword:                  │
│ ┌──────────────────────────────────┬──────────────────────────────────┐  │
│ │ Time        Comment              │ Time        Comment              │  │
│ ├──────────────────────────────────┼──────────────────────────────────┤  │
│ │ 7:00                             │ 12:00                            │  │
│ │                                  │                                  │  │
│ │ 8:00                             │ 1:00                             │  │
│ │                                  │                                  │  │
│ │ 9:00                             │ 2:00- 2:30  * Meet with Engineers-│  │
│ │                                  │ 2:30- 3:30    Go to Marketing demo│  │
│ │ 10:00-11:00  * Weekly Staff Meeting│ 3:00                           │  │
│ │                                  │                                  │  │
│ │ 11:00                            │ 4:00          More than 2 appts. │  │
│ │                                  │               See Hour at a Time │  │
│ └──────────────────────────────────┴──────────────────────────────────┘  │
│                                                                           │
└───────────────────────────────────────────────────────────────────────────┘

CREATE |TO_DO  |EDIT    PREV    |NEXT    |SH MON |SH WEEK SH HOUR|
                                                              424A-020
```

   Specific information about any appointments scheduled for that date is displayed.

The following paragraphs explain how each calendar indicates the items associated with scheduled appointments.

Month at a Time   Displays keywords associated with the dates corresponding to the current location of the cursor. (For more information on keywords, see "Using Keywords and Notes," later in this chapter.)

Week at a Time   The appointment hour block(s) are highlighted. Any keywords associated with the days of the week are displayed below the Day column.

Day at a Time   The exact starting time of the appointment is displayed, as well as up to 20 characters of the comments. If more than two appointments are scheduled within the same starting hour, the following message is displayed:

         MORE than 2 appt

See the Hour at a Time calendar for more information. Any notes attached to the date are displayed at the bottom of the appointment window. Any keywords for the day are displayed at the top of the appointment window.

Hour at a Time   The beginning and ending times, the alarm (if set), and the first line of the comment are shown. Any keywords and notes are displayed in the Day at a Time window that surrounds the Hour at a Time calendar.

Creating Appointments

You can schedule appointments from either the Day at a Time or the Hour at a Time calendars by pressing **F1** (Create).

To create an appointment:

1. From the Desktop Manager, press **F1** (Toolkit).

    The *Toolkit* menu is displayed.

2. Move the cursor to *Calendar* and press **Enter**.

    Unless you have changed your preferences, you see the calendar for the current month.

```
┌─Calendar of carol:  Month at a Time──────────────────────────────────┐
│ August                                    1987    July           1987 │
│                                                   Su M  Tu W  Th F  Sa │
│  Su     M     Tu    W     Th    F     Sa             1  2  3  4        │
│ ┌─────┬─────┬─────┬─────┬─────┬─────┬─────┐    5  6  7  8  9 18 11     │
│ │     │     │     │     │     │     │  1  │   12 13 14 15 16 17 18     │
│ │     │     │     │     │     │     │     │   19 28 21 22 23 24 25     │
│ │  2  │  3  │  4  │  5  │  6  │  7  │  8  │   26 27 28 29 38 31        │
│ │  9  │ 18  │ 11  │ 12  │ 13  │ 14  │ 15  │                           │
│ │     │     │     │     │     │     │     │   September          1987  │
│ │ 16  │ 17  │ 18  │ 19  │ 20▐ │ 21  │ 22  │   Su M  Tu W  Th F  Sa    │
│ │     │     │     │     │     │     │     │       1  2  3  4  5        │
│ │ 23  │ 24  │ 25  │ 26  │ 27  │ 28  │ 29  │    6  7  8  9 18 11 12     │
│ │     │     │     │     │     │     │     │   13 14 15 16 17 18 19     │
│ │ 38  │ 31  │     │     │     │     │     │   20 21 22 23 24 25 26     │
│ └─────┴─────┴─────┴─────┴─────┴─────┴─────┘   27 28 29 38              │
│ Keyword:                                                              │
└──────────────────────────────────────────────────────────────────────┘
```

```
█EXIT     │TO_DO │EDIT █ │PREV  │NEXT  │      │SH WEEK█SH DAY │      │    █
```

                                                                      424A-021

    If your calendar displays Day at a Time automatically, skip steps 3 and 4, and go to step 5.

3. Move the cursor to the date for which you want to schedule an appointment, and press **Enter.**

    You see the *Day at a Time* form for the day you selected.

4. Move the cursor to the hour in which you want to schedule an appointment.

   If the hour is not displayed, you can move to it by pressing **Page** or **Shift-Page**, which moves the schedule up or down by ten hours, or by pressing either **Scroll Up** or **Scroll Down**, which moves the schedule back or forward one hour at a time.

5. Press **F1** (Create).

   You see the *Create Appointment* form with the cursor in the *Time Begin* field. Since you highlighted the hour for which you want to schedule the appointment, that hour appears in the *Time Begin* field.

```
┌Create appointment for Friday August 21, 1987──────────────────┐
│                                                               │
│   Time begin:   ▊:    AM         Recur options:   None        │
│     Time end:    :    AM                                      │
│                                  Appointment type:  Business  │
│   Alarm time:    :    AM                                      │
│                                    Comment                    │
│              ┌───────────────────────────────────┐           │
│              │                                   │           │
│              │                                   │           │
│              │                                   │           │
│              │                                   │           │
│              └───────────────────────────────────┘           │
│                                                               │
└───────────────────────────────────────────────────────────────┘

Enter appointment start hour (1 to 12 or 0 to 23 if 24-hour option set).
Use arrow keys to MOVE the window.
■■■■■■■■ SWITCH  MOVE ■■■■■■■■■■■■■■■■■■■■■■■■■■ MENU ■■■■■■■■■
                                                         424A-022
```

6. Type the time at which you want the appointment to begin.

   Press **Tab**, **Return**, or use the cursor keys to move between fields in the *Create Appointment* form. If the time shown is not correct, type the hours and minutes for *Time Begin* and *Time End* (*Time End* is not required). If the *AM/PM* field is not set correctly, press the **Spacebar** until the desired setting is displayed.

7. Move the cursor to the *Alarm* field, and type the time at which you want to be notified of the upcoming appointment.

   When your alarm time is reached, you hear a beep and you see an appointment notification window containing your message. If you press **Enter**, you see the *Appointment* form. The message also appears in the Message Center.

8. If you want the appointment to recur daily, Monday through Friday, weekly, biweekly, monthly, or not at all, move the cursor to the *Recur Options* field, and press the **Spacebar** until the chosen time period appears.

9. If you want to specify whether the appointment is for business or personal matters, move the cursor to the *Appointment Type* field. Press the **Spacebar** to display your choice.

10. Move the cursor to the *Comment* field, and type up to 330 characters of information.

   The first line you type into the *Comment* field is displayed when the appointment message arrives.

   You see up to 20 characters of the comment in the *Day at a Time* form. You can see the complete comment in the *Hour at a Time* form.

11. When you have the appointment set up as you want it, press **Enter**.

   You see the *Day at a Time* form showing the appointment you just set up.

```
┌─Calendar of carol:  Day at a Time───────────────────────────────────────┐
│    Appointments of Thursday July 16, 1987          Keyword:             │
│  ┌──────────────────────────────────┬──────────────────────────────────┐│
│  │ Time       Comment               │ Time       Comment               ││
│  ├──────────────────────────────────┼──────────────────────────────────┤│
│  │ ▓7:00▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  │ 12:40      * Check with Tom about││
│  │ 8:00                             │ 1:00                             ││
│  │ 9:00                             │ 2:00       More than 2 appts.    ││
│  │                                  │            See Hour at a Time     ││
│  │ 10:00-11:00  * Weekly Staff Meeting│ 3:00                          ││
│  │ 11:00                            │ 4:00                             ││
│  │                                  │                                  ││
│  └──────────────────────────────────┴──────────────────────────────────┘│
│                                                                          │
│     Stop by market on the way home.                                      │
│                                                                          │
└──────────────────────────────────────────────────────────────────────────┘

 CREATE │TO_DO  │EDIT    │ PREV    │NEXT    │SH MON │SH WEEK│SH HOUR│        │
                                                                    424A-023
```

If you schedule more than two appointments for any hour, you see the
following message:

    MORE than 2 appt. See Hour at a Time

When you view the Hour at a Time calendar, the messages are displayed
in order of occurrence.

If the comment field displays an asterisk (*) to the left of the comment,
the appointment has an alarm attached to it.

If the appointment is set for an hour not currently visible in the Day at a
Time calendar, the following message appears in the lower-right corner:

    more

Press **Scroll Down** or **Scroll Up** until the appointment is visible.

Creating Several Appointments

To create several appointments at a time:

1. Press **F8** (Sh Day).

   The Day at a Time calendar is displayed.

2. Press **F3** (Edit).

   The *Edit Commands* form is displayed.

3. Move the cursor to *Create Appointments* and press **Enter.**
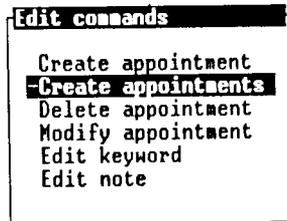
```
┌─Edit commands────────────┐
│                          │
│  Create appointment      │
│  ▐Create appointments▌   │
│  Delete appointment      │
│  Modify appointment      │
│  Edit keyword            │
│  Edit note               │
│                          │
└──────────────────────────┘
              424A-024
```

4. To create the first appointment, follow steps 6 through 11 in "Creating Appointments," earlier in this chapter.

The *Create Appointment* form is displayed after each appointment is created and remains displayed until you press **Exit** to return to the Day at a Time calendar.

Modifying Appointments

You can change appointment information using the *Modify Appointment* form. This form contains the original information you entered when you created the appointment.

To identify the appointment(s) to be modified, use the Day at a Time calendar. If there are more than two appointments for an hour, they are not shown in Day at a Time; go to Hour at a Time to identify the appointment(s).

To modify an appointment from Day at a Time:

1. Move the cursor to the appointment to be modified and press **F3** (Edit).

   The *Edit Commands* form is displayed.

2. Move the cursor to *Modify Appointment* and press **Enter**.

   You see the following *Modify Appointment* form:

```
┌─Modify appointment for Thursday July 16, 1987──────────────────┐
│                                                                │
│   Time begin:   ▐▌:00  AM          Recur options:   Weekly     │
│    Time end:   11:00  AM                                       │
│                                    Appointment type:  Business │
│   Alarm time:   9:45  AM                                       │
│                                        Comment                 │
│        ┌───────────────────────────────────────────────┐      │
│        │ Weekly Staff Meeting                           │      │
│        │                                                │      │
│        │                                                │      │
│        │                                                │      │
│        └───────────────────────────────────────────────┘      │
└────────────────────────────────────────────────────────────────┘
Enter appointment start hour (1 to 12 or 0 to 23 if 24-hour option set).
```

3. Type your changes and press **Enter**.

To modify an appointment from Hour at a Time:

1. Move the cursor to the appointment to be modified, and press **F1** (Modify).

   The *Modify Appointment* form is displayed.

2. Type your changes and press **Enter**.

Deleting Appointments

To delete an appointment from the Day at a Time or Hour at a Time calendars, move the cursor to the appointment you want to delete, and press **F2** (Delete).

The appointment you selected is deleted.

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

1. Move the cursor to the first appointment you want to delete, and press **Mark**. Continue with this procedure until you have marked all appointments to be deleted.

2. Press **F2** (Delete).

   All the marked appointments are deleted.

Printing Appointments

To print your calendar:

1. Display Month, Week, or Day at a Time for the calendar you want to print.

2. Press **Print.**

   You see the following *Print* form with these default settings:

   ```
   ┌─Print Calendar Appointments──────────┐
   │                                        │
   │      Printer Name: ███HPLaserjet███    │
   │  Number of copies: 1                   │
   │      Paper height: 66                  │
   │                                        │
   │                                        │
   └────────────────────────────────────────┘
   ```
                                        424A-026

   The name of the printer connected to your system is displayed in the *Printer Name* field.

   If you have more than one printer connected to your system and want to change the printer name, press **Control-c** for printer options. Then either press the **Spacebar** to view the various choices, or type any changes. Press **Return.**

3. Type the number of copies you want printed in the *Number of Copies* field.

4. Move the cursor to *Paper Height* and type the size of your printer paper in number of lines (from 4 to 120) if the number provided is incorrect.

5. Move the cursor to *Include Weekends*, and use the **Spacebar** to enter *Yes* or *No* into the field.

6. Press **Enter** to print the calendar.

WGS/Calendar prints the range of hours shown on the Day at a Time calendar or the range of hours that includes all scheduled appointments, whichever is greater. Keywords, notes, and To-Do items for the specified day(s) also print. Your Day at a Time calendar could take more than one page to print, depending upon the number of scheduled appointments.

Using Keywords and Notes

You can create a keyword or note to remind you of an important event for a specific day. You can assign keywords from either the Month at a Time or Day at a Time calendars. Notes, however, can be entered only from Day at a Time.

Creating Keywords

To create a keyword from the Month at a Time calendar:

1. Move the cursor to the day to which you want to assign a keyword.

2. Press **F3** (Edit).

   The *Keyword* form for the selected date is displayed with the *Keyword* field highlighted (as shown below).

```
┌─Keyword for Thursday July 16, 1987─┐
│                                    │
│        Keyword:   ██████████       │
│                                    │
│   Recur period:   None             │
│                                    │
└────────────────────────────────────┘
```
                                    424A-027

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

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

4. Press the **Spacebar** until you see your choice (*None*, *Weekly*, *Monthly*, or *Yearly*); then press **Enter**.

   You see the keyword in the Keyword message line in the Month at a Time calendar. You also see the same keyword at the bottom of the Day column in the Week at a Time calendar and in the Keyword message line in the top of the Day at a Time calendar.

To enter a keyword from Day at a Time:

1. Press **F3** (Edit).

   The *Edit Commands* menu is displayed.

2. Move the cursor to *Edit Keyword* and press **Enter**.

   You see the *Keyword* form for the day you selected.

```
┌Keyword for Thursday July 16, 1987──┐
│                                    │
│       Keyword:    staff            │
│                                    │
│   Recur period:   None             │
│                                    │
└────────────────────────────────────┘
                          424A-028
```

3. Type in your keyword (up to 10 characters) and press **Enter**, or press **Return** or the Arrow keys to move to the *Recur Period* field.

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

4. Press the **Spacebar** until you see your choice (*None*, *Weekly*, *Monthly*, or *Yearly*).

5. Press **Enter**.

You see the keyword at the bottom of the Day column in Week at a Time and in the Keyword message line in Month at a Time.

Creating Notes

Notes can be created only from the Day at a Time calendar.

To create a note:

1. Press **F8** (Sh Day).

   The Day at a Time calendar is displayed.

2. Press **F3** (Edit).

   The *Edit Commands* menu is displayed.

3. Move the cursor to *Edit Note* and press **Enter**.

   You see the *Note* form for the day you selected.
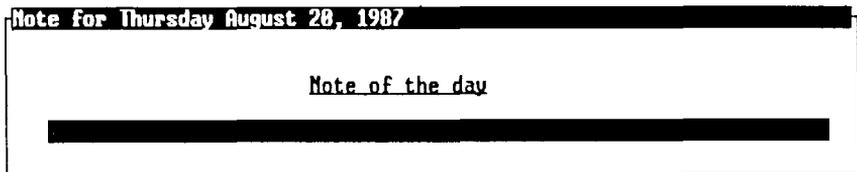
```
┌Note for Thursday August 28, 1987───────────────────┐
│                                                     │
│                    Note of the day                  │
│ ███████████████████████████████████████████████████ │
│                                                     │
└─────────────────────────────────────────────────────┘
```
424A-029

4. Type your note (up to 66 characters).

5. Press **Enter**.

   The note is displayed at the bottom of the Day at a Time calendar in the Note message line.

Deleting a Keyword or Note

To delete a keyword or note:

1. Press **F3** (Edit).

    If you are using the Month at a Time calendar, the *Keyword* form is displayed automatically. Go to Step 3.

    The *Edit Commands* menu is displayed.

2. Move the cursor to either *Edit Keyword* or *Edit Note*, depending on which one you want to delete, and press **Enter**.

    Either the *Keyword* or *Note* form is displayed.

3. Press any character, then press **Backspace**, or press **ClearLine**.

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

4. Press **Enter**.

The keyword or note is deleted.

NOTE: Notes can be deleted only from the Day at a Time calendar.

5

Making a To-Do List

You can use the Calendar to create a To-Do list.

The To-Do list consists of as many items as you like with a maximum of 6 lines per item and up to 55 characters per line. You can view up to 15 lines at a time, and you can use the **Page** and **Shift-Page** keys to view the next or previous 15 lines of any To-Do list.

Creating a To-Do List

You can create the To-Do list from the Month at a Time, Day at a Time, or Week at a Time calendars.

To create a To-Do list:

1. Enter the Desktop Manager.

2. Press **F1** (Toolkit).

   The *Toolkit* menu is displayed.

3. Move the cursor to *Calendar* and press **Enter.**

   Depending on the preferences you set, the calendar for the current day, month, or week is displayed.

4. Press **F2** (To-Do).

You see the To-Do List window.

```
┌─Calendar of carol:  To-do list───────────────────────────────────┐─┐
│                                                                   │ │
│    Pri.    Due      To-do item                                    │ │
│                                                                   │ │
│   -Normal  Apr 23  Write Karen                                    │ │
│    Normal  Jul 15  Write your status report for last week.        │ │
│                                                                   │ │
│  ┌──────────────────────────────┬──────────────────────────────┐ │ │
│  │  9:00                        │  2:00                        │ │ │
│  │                              │                              │ │ │
│  │ 10:00                        │  3:00                        │ │ │
│  │                              │                              │ │ │
│  │ 11:00                        │  4:00                        │ │ │
│  └──────────────────────────────┴──────────────────────────────┘ │ │
│                                                                   │ │
└───────────────────────────────────────────────────────────────────┘
```

```
CREATE  DELETE  MODIFY                 SH MON  SH WEEK  SH DAY
```
424A-030

5. Press **F1** (Create).

You see the *Create To-Do Item* form.

```
┌─Create to-do item────────────────────────────────────────────────┐
│                                                                   │
│    Date due:  Jul 7, 1987          Reminder options:   Never      │
│                                                                   │
│    Priority:   Normal              Start reminders on:            │
│                             Description                           │
│         ┌───────────────────────────────────────────────┐        │
│         │                                               │        │
│         │                                               │        │
│         │                                               │        │
│         │                                               │        │
│         │                                               │        │
│         └───────────────────────────────────────────────┘        │
│                                                                   │
Enter Date due as in the following example: Mar 16, 1987
```
424A-031

6. Type the date the item is due and press **Return**.

7. Select a priority to assign to the item. Your choices are *Low*, *Normal*, *High*, and *Done*.

    When you complete an item from your To-Do list, you can set the priority to *Done* if you want to leave the item on the list.

8. Move the cursor to the *Reminder Options* field, and select how often you want to be reminded of the item. Your choices are *Never*, *Daily*, or *Weekly*.

    Beginning with the date you set in the next field, *Start Reminders On*, you will receive a message notification either daily or weekly at the time you set for the *Start Hour* for displays in Calendar Preferences. For example, if your starting hour is 7 A.M. and if you select *Daily*, you will receive a message notification every day at 7 A.M.

9. Move the cursor to the *Start Reminders On* field, and type the date on which you want the reminders to begin, for example Jul 21, 1987. Use no more than three characters or numbers to designate the month.

10. Move the cursor to the *Description* field, and type your item description of up to 330 characters.

    Press **Backspace** to correct any typing errors before pressing **Enter**.

11. When you have completed the form as you want it, press **Enter**.

After pressing **Enter**, you are returned to the To-Do List window. The items in the list are organized first by the priority you assigned, then by chronological order.

To enter more items into the To-Do list, repeat steps 5 through 11 above until you have completed your list.

To return to the Calendar, press **Exit**.

Receiving Reminders

If you chose to be reminded of your To-Do list, a message notification appears either daily or weekly at the time you set for the *Start Hour* for displays in Calendar Preferences. You specify the date on which the reminder messages begin.

Viewing an Existing To-Do List

You can view the first 15 items in the existing To-Do list by pressing **F2** (To-Do) from any calendar. To look at the next 15 items, use the cursor keys or the **Page** and **Shift-Page** keys.

You see only the first line of an item in a To-Do list. To see additional lines you have entered for an item, move the cursor to the item, and press **Enter**.

The To-Do list remains on the screen until you press **Exit**.

Modifying Items

You can change an item on your To-Do list using the **F3** (Modify) function key.

To modify an item in your To-Do list:

1. Press **F2** (To-Do).

    The To-Do List window is displayed.

2. Move the cursor to the item to be modified, and press **F3** (Modify).

    You see the *Modify To-Do Item* form with the current item displayed.

3. Type your changes and press **Enter**.

    The item is changed in the To-Do List window.

Deleting Items

To delete an item in the To-Do list:

1. Press F2 (To-Do).

    The To-Do List window is displayed.

2. Move the cursor to the first item you want to delete, and press
    Mark. Then, if you want to delete more items, move the cursor to
    the next item and press **Mark** again. Repeat this procedure until you
    have marked all the items you want to delete.

    As you press **Mark**, an asterisk (*) appears to the left of the item to
    indicate that it has been marked.

3. Press **F2** (Delete).

    The marked items are deleted.

Saving a To-Do List to a Desktop File

You can save a To-Do list in a file and then use the To-Do file outside of
the Calendar. For example, you may want to send the To-Do file as an
attachment with a mail message.

You do not have to save a To-Do list in a file if you do not intend to use
the To-Do list outside of the Calendar.

To save a To-Do list in a file:

1. Press F2 (To-Do).

    The To-Do List window is displayed.

2. Press **Control-c.**

    The *To-Do List Commands* menu is displayed.

3. Move the cursor to *Save To-Do List* and press **Enter.**
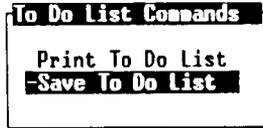
```
┌─To Do List Commands─┐
│  Print To Do List   │
│ ▇Save To Do List▇   │
│                     │
└─────────────────────┘
```
424A-032

You see a form requesting a name for the To-Do file.

4. Type a name and press **Enter.**

The To-Do list is saved and stored in a file in your Desktop.

Printing a To-Do List

To print a copy of your To-Do list:

1. Press **F2** (To-Do).

The To-Do List window is displayed.

2. Press **Control-c.**

The *To-Do List Commands* menu is displayed.

3. Move the cursor to *Print To-Do List* and press **Enter.**
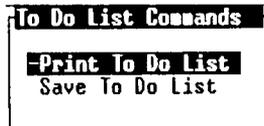
```
┌─To Do List Commands─┐
│ ▇Print To Do List▇  │
│   Save To Do List   │
│                     │
└─────────────────────┘
```
424A-033

You see the following *Print* form with these initial settings:

```
┌─Print To-Do List────────────────────────────┐
│                                              │
│     Printer Name:  ███HPLaserjet███          │
│  Number of copies: 1                         │
│     Paper height:  66                        │
│                                              │
└──────────────────────────────────────────────┘
```

424A-034

4. Type the name of the printer you want to use in the *Printer Name* field, or use the **Spacebar** to view the available printer choices. Press **Return**.

    The cursor moves to the next field.

5. Type the number of copies (1 to 99) you want printed.

6. Move the cursor to *Paper Height* and type the size of your printer paper in number of lines (from 4 to 120) if the number provided is incorrect.

7. Press **Enter** to print the To-Do list.

The To-Do list is routed to the printer you have specified.

Appendixes

A
Keyboard Tables

This appendix lists the preconfigured terminal types supported with this release of WGS. The preconfigured terminals listed provide keys that help you take full advantage of the WGS features.

Since this release of WGS supports several terminal types (and, therefore, several different keyboards), this guide refers to keys by virtual key names. For example, where this manual reads **Enter**, you might press **Go** or **Linefeed**, depending on the type of terminal you use.

This appendix provides key tables for the standard preconfigured terminals. Use the appropriate key table to determine the actual keys on your keyboard that match the virtual key names given in this guide.

If you use a nonstandard terminal that is not configured with WGS keys, you can type key sequences to perform many of the WGS functions. Refer to "Generic Keyboard," later in this appendix, for a list of key sequences to type for the virtual keys.

Preconfigured Terminal Types

This release of WGS supports the following preconfigured terminals:

- PT and GT (with RS-422 and RS-232-C connections)

- Wyse 85

- DEC VT-100 compatibles

- DEC VT-102

- DEC VT-220

- TO-235

Generic Keyboard

The following table translates virtual key names into keystroke sequences for a generic (dumb) terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Escape bw	F8	Escape 8
BackSpace	BackSpace	F9	Escape 9
BackTab	Escape Tab	F10	Escape 0
Begin	Escape bg	Help	Escape ?
Break	Break	Home	Escape hm
Cancel	Control-X	InputMode	Escape im
Clear	Escape ce	Mark	Escape mk
ClearLine	Escape ci	Message	Escape ms
Close	Escape cl	Move	Escape mv
Command	Control-C	Next	Escape nx
Copy	Escape cp	Open	Escape op
Create	Escape cr	Options	Escape ot
Delete	Escape dl	Page	Escape pg
Delete Character	Delete	PF1	Escape f1
Down	Escape dn	PF2	Escape f2
End	Escape en	PF3	Escape f3
Enter	LineFeed	PF4	Escape f4
Exit	Control-D	PF5	Escape f5
Escape	ESC	PF6	Escape f6
Find	Escape fi	PF7	Escape f7
Forward	Escape fw	PF8	Escape f8
F1	Escape 1	PF9	Escape f9
F2	Escape 2	PF10	Escape f0
F3	Escape 3	PF11	Escape f-
F4	Escape 4	PF12	Escape f=
F5	Escape 5	Previous	Escape pv
F6	Escape 6	Print	Escape pr
F7	Escape 7	Redo	Escape ro

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Ref	Escape re	Shift-Message	Escape MS
Replace	Escape rp	Shift-Move	Escape MV
Restart	Escape rs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Escape PG
Save	Escape sa	Shift-Previous	Escape PV
Scroll Up	Escape ru	Shift-Print	Escape PR
Scroll Down	Escape dn	Shift-Redo	Escape RO
Select	Escape sl	Shift-Replace	Escape RP
Shift-Back	Escape BW	Shift-Resume	Escape RM
Shift-Beginning	Escape BG	Shift-Save	Escape SV
Shift-Cancel	Escape CX	Shift-Undo	Escape UD
Shift-ClearLine	Escape Cl	Shift-F1	Escape !
Shift-Command	Escape CM	Shift-F2	Escape @
Shift-Copy	Escape RP	Shift-F3	Escape #
Shift-Create	Escape CR	Shift-F4	Escape $
Shift-Delete Character	Escape DC	Shift-F5	Escape %
Shift-End	Escape EN	Shift-F6	Escape Control
Shift-Exit	Escape EX	Shift-F7	Escape &
Shift-Find	Escape FI	Shift-F8	Escape *
Shift-Forward	Escape FW	Shift-F9	Escape (
Shift-Help	Escape HL	Shift-F10	Escape)
Shift-Home	Escape HM	Undo	Escape ud
Shift-InputMode	Escape NJ	Up	Escape up

PT/GT Keyboard

The following table translates the virtual key names used in this guide to actual keys on the PT/GT terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	Mark	Mark
BackTab	Control-Tab	Move	Move
Begin	Control-Up Arrow	Next	Shift-Right Arrow
Break	Cancel	Page	Next Page
Cancel	Cancel	Previous	Shift-Left Arrow
Clear	Control-F7	Print	Control-F4
ClearLine	Shift-Cancel	Redo	Control-F2
Close	Control-F6	Replace	Control-F3
Command	Control-C	Save	Control-F1
Copy	Copy	Scroll Up	Scroll Down
Delete	Control-Delete	Scroll Down	Scroll Up
Delete Character	Delete	Shift-Back	Control-Left Arrow
Down	Down Arrow	Shift-Copy	Shift-Copy
End	Control-Down Arrow	Shift-Delete Character	Shift-Delete
Enter	Go	Shift-Exit	Shift Finish
Exit	Finish	Shift-Forward	Control-Right Arrow
Escape	Control-E	Shift-Help	Shift-Help
Forward	Right Arrow	Shift-Home	Shift-Down Arrow
F1	F1	Shift-Move	Shift-Move
F2	F2	Shift-Page	Prev Page
F3	F3	Shift-F1	Shift-F1
F4	F4	Shift-F2	Shift-F2
F5	F5	Shift-F3	Shift-F3
F6	F6	Shift-F4	Shift-F4
F7	F7	Shift-F5	Shift-F5
F8	F8	Shift-F6	Shift-F6
F9	F9	Shift-F7	Shift-F7
F10	F10	Shift-F8	Shift-F8
Help	Help	Shift-F9	Shift-F9
Home	Shift-Up Arrow	Shift-F10	Shift-F10
InputMode	Overtype	Up	Up Arrow

VT-100 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-100 terminal keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+F1** is a second **F1** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F6	Escape 6
BackSpace	BackSpace	F7	Escape 7
BackTab	Escape Tab	F8	Escape 8
Begin	Escape bg	F9	Escape 9
Break	Break	F10	Escape 0
Cancel	Control-X	+F1	Pf1
Clear	Escape ce	+F2	Pf2
ClearLine	Escape ci	+F3	Pf3
Close	Escape cl	+F4	Pf4
Command	Control-C	Help	Escape ?
Copy	Escape cp	Home	Escape hm
Create	Escape cr	InputMode	Escape im
Delete	Escape dl	Mark	Escape mk
Delete Character	Delete	Message	Escape ms
Down	Down Arrow	Move	Escape mv
End	Escape en	Next	Escape nx
Enter	LineFeed	Open	Escape op
Exit	Control-D	Options	Escape ot
Escape	ESC	Page	Escape pg
Forward	Right Arrow	PF1	Escape f1
F1	Escape 1	PF2	Escape f2
F2	Escape 2	PF3	Escape f3
F3	Escape 3	PF4	Escape f4
F4	Escape 4	PF5	Escape f5
F5	Escape 5	PF6	Escape f6

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
PF7	Escape f7	Shift-Forward	Escape FW
PF8	Escape f8	Shift-Help	Escape HL
PF9	Escape f9	Shift-Home	Escape HM
PF10	Escape f0	Shift-InputMode	Escape NJ
PF11	Escape f-	Shift-Message	Escape MS
PF12	Escape f=	Shift-Move	Escape MV
Previous	Escape pv	Shift-Next	Escape NX
Print	Escape pr	Shift-Options	Escape OT
Redo	Escape ro	Shift-Page	Escape PG
Ref	Escape re	Shift-Previous	Escape PV
Replace	Escape rp	Shift-Print	Escape PR
Restart	Escape rs	Shift-Redo	Escape RO
Resume	Escape rm	Shift-Replace	Escape RP
Return	Return	Shift-Resume	Escape RM
Save	Escape sa	Shift-Save	Escape SV
Scroll Up	Escape ru	Shift-Undo	Escape UD
Scroll Down	Escape dn	Shift-F1	Escape !
Select	Escape sl	Shift-F2	Escape @
Shift-Back	Escape BW	Shift-F3	Escape #
Shift-Beginning	Escape BG	Shift-F4	Escape $
Shift-Cancel	Escape CX	Shift-F5	Escape %
Shift-ClearLine	Escape Cl	Shift-F6	Escape Control
Shift-Command	Escape CM	Shift-F7	Escape &
Shift-Copy	Escape RP	Shift-F8	Escape *
Shift-Create	Escape CR	Shift-F9	Escape (
Shift-Delete Character	Escape DC	Shift-F10	Escape)
Shift-End	Escape EN	Undo	Escape ud
Shift-Exit	Escape EX	Up	Up Arrow
Shift-Find	Escape Fl		

VT-220 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-220 terminal keyboard or to keystroke sequences.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break		Help	Help
Cancel	Control-X	Home	Escape hm
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character		Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape en	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape Cl	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape $
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape Fl	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

WYSE-85 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the Wyse-85 keyboard or to keystroke sequences to be typed from the Wyse-85 keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	<X]	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break	Break	Help	Help
Cancel	Control-X	Home	Home
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character	Shift-<X]	Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape ot	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape Cl	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape $
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape Fl	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

T0-235 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the T0-235 keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+Cancel** is a second **Cancel** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F2	F2
BackSpace	Back Space	F3	F3
BackTab	Control Tab	F4	F4
Begin	Control Up	F5	F5
Break	Control]	F6	F6
Cancel	Control-X	F7	F7
+Cancel	F20	F8	F8
Clear	Control F7	F9	F9
ClearLine	Shift F20	F10	F10
Close	Control F6	Help	Help
Command	Control-C	Home	Shift-Up
+Command	F13	InputMode	Insert-Here
Copy	F11	Mark	Select
Create	***	Message	Escape MS
Delete	Remove	Move	F12
Delete Character	<X	Next	Shift-Right
Down	Down Arrow	Open	Control-F5
End	Control-Down	Options	Escape ot
Enter	Do	Page	Next Screen
Exit	Control-D	Shift Page	Previous Screen
+Exit	F14	Previous	Shift-Left
Escape	ESC	Print	F19
Find		Redo	Control-F2
Forward	Right Arrow	Ref	
F1	F1	Replace	Control-F3

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Restart	Escape vs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Prev Page
Save	Control-F1	Shift-Previous	Escape PV
Scroll Up	Prev Screen	Shift-Print	Escape PR
Scroll Down	Next Screen	Shift-Redo	Escape RO
Shift-Back	Control-Left	Shift-Replace	Escape RP
Shift-Beginning	Escape BG	Shift-Resume	Escape RM
Shift-Cancel	Escape CX	Shift-Save	Escape SV
Shift-ClearLine	Escape cl	Shift-Undo	Escape VD
Shift-Command	Escape CM	Shift-F1	Shift-F1
Shift-Copy	Shift-F11	Shift-F2	Shift-F2
Shift-Create	Escape CR	Shift-F3	Shift-F3
Shift-Delete Character	Control-<X	Shift-F4	Shift-F4
Shift-End	Escape EN	Shift-F5	Shift-F5
Shift-Exit	Shift-F14	Shift-F6	Shift-F6
Shift-Find	Escape fi	Shift-F7	Shift-F7
Shift-Forward	Control-Right	Shift-F8	Shift-F8
Shift-Help	Shift-Help	Shift-F9	Shift-F9
Shift-Home	Shift-Down	Shift-F10	Shift-F10
Shift-InputMode	Escape NJ	Undo	Control-U
Shift-Message	Escape MS	Up	Up Arrow
Shift-Move	Shift-F12		

active window. The window you are currently using. This window is displayed over other windows and has a highlighted border.

alarm icon. The abbreviation, ALRM, that appears on the status line when you receive an appointment notification and choose to look at the appointment form at a later time.

application. On a CTIX computer system, a software program, such as the Word Processor, Spreadsheet, Mail, or Calendar, that can be entered through the Desktop Manager.

command. An instruction to the computer system to perform a function or carry out an activity.

Create. A command you use to make new appointments or add items to a To-Do list.

Create Appointment form. A form you use to set up appointments and alarms.

Create To-Do Item form. A form you use to add an item to a To-Do list.

cursor. The blinking underline character or highlighted block visible in the active window that marks your place in the WGS/Calendar. Commands are carried out on the object at the cursor location.

CTIX operating system. The operating system that underlies the Desktop Manager and WGS/Calendar. See also **operating system.**

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.

default. The preset value the computer system uses if you do not specify an alternative.

edit. To make changes to the format or content of 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 Date Due field with the month, day, and year.

form. A display that provides blanks for you to fill in to provide the information the system needs to complete a task.

function key menu. A horizontal strip at the bottom of the Calendar screen that indicates the action assigned to a function key on the keyboard. Function Key menus (and the actions assigned to them) change as different operations are made available in the Calendar.

Hour at a Time. A calendar showing all scheduled appointments set up for a specified hour.

keyword. A word up to 10 characters that is 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 select from the menu before anything else happens.

Month at a Time. A calendar showing the days of any month specified. Keywords and notes also appear.

Message Center. The window at the top of your screen that displays the most recent Calendar alarms and Quick Messages. You can scroll the Message Center window to view additional messages.

note. A reminder, up to 66 characters, assigned to a calendar day for any occasion.

notification. A message displayed on the Desktop Manager screen when you receive mail, printer notification, Calendar alarms, or Quick Messages.

operating system. A master program that manages all the tasks required to run a computer system. Its primary functions are to organize and maintain the file system, provide for loading and execution of application programs, and provide a link between the computer and the outside world.

Preferences. The settings used to customize the Calendar for such items as the starting hour for calendar displays.

recur period. The time interval, such as weekly or monthly, between occurrences of a scheduled appointment.

status line. The line at the top of the screen that displays information such as your login name, date and time, and Calendar alarm notifications.

system administrator. The person responsible for setting up and maintaining your computer system.

Toolkit. A Desktop Manager menu that lists the tools with which you can work, for example, the Calendar or Preferences.

Week at a Time. A calendar showing the days of any week specified. The days of the week and the 10 hours set up in Calendar Preferences are displayed as a grid. Scheduled appointments are shown as highlighted blocks.

window. An identifiable area on the screen that contains specific information. For example, a window can be a calendar, the Message Center, or a menu. A window is set off from other windows by a boundary line and a tag line at the top showing the name of the window.