EPYX®

CREATE A CALENDAR

S   M   T

1
SURPRISE PARTY
FOR SARA!!!!

2
MOM'S BIRTHDAY

3
PHONE INTERVII
WITH BOB

8
CONCERT 8:00

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DENTIST
APPOINTMENT 11:00

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17

Instruction Manual
for Commodore 64®/128™
and Apple II®

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★ INTRODUCTION

CREATE A CALENDAR is an amazingly easy, yet powerful tool used to create daily, weekly, monthly, and annual calendars.

With CREATE A CALENDAR, you can create a calendar to fit your every need. Design calendars at home to keep track of doctors appointments, birthdays, anniversaries, and social engagements. Create calendars for school to keep track of sports events, homework assignments, after school events and holidays. Generate calendars at work to keep track of business meetings, seminars, and vacations.

Let your imagination take over and experiment with various graphics, borders, and typestyles to personalize your calendar. When you're finished, print your custom-made calendar or any of several other calendars, including a year-long banner calendar or a single-page annual calendar. CREATE A CALENDAR combined with your creativity make the possibilities limitless!

📖 HOW TO USE THIS MANUAL

CREATE A CALENDAR is extremely easy to use. Each screen tells you exactly what to do and how to proceed in the creation of your personal calendar.

This manual will help you get started and show you all the possibilities for designing your calendar. The illustrations will further the ease of using the program.

This manual is written for the Commodore 64®/128™and Apple II™series. All commands listed are the same for each system, **unless otherwise noted.**

🏃 GETTING STARTED

Hardware Requirements:

Apple II+, IIe, //c, or IIGS with at least 64K memory.
Graphics printer interface card required for most printers (except on //c, and IIGS which have built-in RS-232 serial interfaces) to print calendars.

Commodore 64 or Commodore 128 with 1541 or 1571 disk drive. Commodore-ready printer or graphics printer interface required for printing calendars.

Printers Supported:

(See the back of the box for the list of printers supported by CREATE A CALENDAR.)

Note: CREATE A CALENDAR is designed for black and white display to give the best clarity and detail. If you're using a color monitor, you may want to turn the color intensity setting on your monitor all the way down. (On the Apple IIGS, you can use the Control Panel to turn your display to monochrome before booting CREATE A CALENDAR.)

LOADING CREATE A CALENDAR

For Commodore 64®/128™ computers:

- Set up your Commodore 64/128 computer as shown in the owner's manual. (Note: For the Commodore 128, set the system to C64 mode.) Remove any cartridge or non-standard accessories (except FastLoad cartridge) to ensure correct operation.
- Turn computer and disk drive ON.
- Insert the **CREATE A CALENDAR** disk into the disk drive, label side up.
- Type **LOAD"*",8,1**
- The program will automatically load and run.

With Fast Load Cartridge:

- Turn computer and disk drive ON.
- Insert the **CREATE A CALENDAR** disk into the drive, label side up.
- Press the **C=**(Commodore) key and the **RUN/STOP** key simultaneously to load and run the program.

For Apple II® computers:

- Set up your Apple II computer as shown in the owner's manual.
- Insert the **CREATE A CALENDAR** disk into the drive (drive 1 on two-drive systems), label side up.
- Turn the computer ON to load the program.

OVERVIEW

Create calendars in many sizes and shapes:

- Monthly: A full month printed on an 8 1/2" x 11" (letter sized) page.

2

- Weekly: A single week printed vertically on a letter sized page.
- Daily: A single day printed on half of a letter sized page (allows for 2 days per page.)
- Annual: A full year printed on a letter sized page.
- Banner: A full year printed horizontally over 6 pages for a year-at-a-glance.
- Events List: A list (not a calendar) of all events entered on your current calendar.

(See samples on pages 15 and 16.)

When you start creating your calendar, you can fill in one day at a time or fill in some dates automatically with the *Master Calendar* option. CREATE A CALENDAR provides master calendars containing holidays and other special events that occur throughout the year.

Customize your calendar with text, graphics, and borders. CREATE A CALENDAR includes a wide variety of graphics, typestyles, and borders to choose from, or you can supply your own. CREATE A CALENDAR is compatible with the Epyx Graphics Scrapbook™ collection and other graphic disks compatible with The Print Shop.™

You can easily switch between calendar formats. For example, if you enter text and graphics into a monthly calendar format, the event will be automatically fitted to other calendar formats (daily, weekly)—time consuming retyping is eliminated!

When you are done creating your calendar, print your daily, weekly, monthly, annual calendar, or list of events with the *Print Calendar* option. (See page 9 for printing instructions.)

WORKING WITH CREATE A CALENDAR

Once the program is loaded, you'll see the *Create A Calendar* main menu screen below. At the top of the screen is a box which tells you what calendar you are currently working on. If you have just started, it will show "NO CALENDAR SELECTED".

Most of the screens use the same keys to perform the same functions. The **cursor arrow** keys (← and → on the Apple and ↑ and ↓ on the Commodore) are used to scroll through your available choices. Once the desired choice is highlighted, press **RETURN** to select it. Press the **ESC** key (← on Commodore) to cancel your changes and return you to the previous screen. (Press CTRL-Q from any screen to return to this menu.)

No matter where you are in the creation of your calendar, there are always instructions on the screen to help you proceed, usually in a box at the bottom of the screen. This area is called the "help box."

Note: Before creating any calendar, two-drive owners should use the *Choose Calendar Data Drive* from the *Disk Utilities* menu (page 10). This will allow better use of the second drive and less disk swapping when printing.

Also, before printing, use the *Choose Printer Type* option (page 10) from the *Work On Calendar* menu to tell the program which printer you will be using.

START A NEW CALENDAR:

This menu option will get you started on creating a new calendar. Highlight the *Start A New Calendar* option and press **RETURN**.

A screen titled START A NEW CALENDAR will appear first. At this point you'll type the year of your calendar and the name of your calendar data disk. The year of your calendar must be a four digit number between 1753 and 9999. After entering the year, you'll move to a box where you can name your calendar data disk. You can type as many characters as will fit in the box.

You also have the option of automatically filling in your calendar from one of the master calendars supplied within the program. A master calendar is a file on your CREATE A CALENDAR disk filled with holidays and events. When you choose a master calendar, the events and holidays are copied to your freshly created calendar. That means that dates like December 25 will already contain text and graphics. You can edit the text or change the graphics on any of these dates without changing the master calendar still stored on your program disk. If you don't want to have any dates initialized for you, you can choose the *No Master Calendar* option and start with a blank calendar.
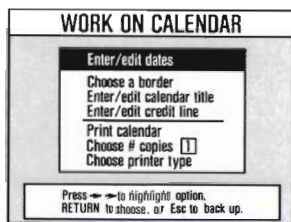
After making these entries, you'll get a screen titled MAKE DATA DISK. You will be prompted to put a data disk in your disk drive. An entire disk is required for one complete year of your calendar work. The program will write over any existing files on the disk, so be sure to use a blank disk (it doesn't have to be formatted) or one that contains files you no longer need. There will be a delay while the calendar file is being opened (created) and then you will be ready to edit your calendar.

GET PREVIOUS CALENDAR:

This option from the *Create A Calendar* main menu allows you to work on a calendar you previously started and saved to disk. When this option is selected, insert the disk containing the calendar you'd like to work on into the disk drive. After CREATE A CALENDAR determines that the disk is a valid calendar disk, the name of the calendar will be displayed in the box at the top of the main menu screen. This is now your "current calendar."

From both the *Make Data Disk* screen and the *Get Previous Calendar* screen, you will proceed to the *Work on Calendar* screen.
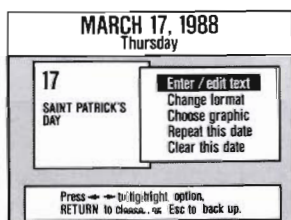
WORK ON CALENDAR:

WORK ON CALENDAR

Enter/edit dates

Choose a border
Enter/edit calendar title
Enter/edit credit line

Print calendar
Choose # copies [1]
Choose printer type

Press ← → to highlight option.
RETURN to choose, or Esc to back up.

You will be given this menu when you choose the Work On Calendar option.   Scroll through the options using the cursor keys and press **RETURN** to select your highlighted choice. Whenever you start on a new calendar, you will automatically be in the Monthly calendar format. To change to a Daily or Weekly format, move on to the next menu screen by highlighting *Enter/Edit Dates* and pressing **RETURN**. From there you will choose the **Change Format** option (see page 6).

ENTER / EDIT DATES

When you choose this option, you will first be given a list of months. Move through the months with the cursor arrow keys, until the month you want to work on is highlighted, then press **RE-TURN.** You will be prompted to insert your data disk into the disk drive. The next screen will be a monthly calendar showing your selected month (this is called the *date selector*). When using the date selector, press the cursor keys (or **I, J, K,** or **L**) to move to the date you want to work on, and press **RETURN** to select it.

MARCH 17, 1988
Thursday

17
SAINT PATRICK'S
DAY

Enter / edit text
Change format
Choose graphic
Repeat this date
Clear this date

Press ← → to highlight option.
RETURN to choose, or Esc to back up.

Once you have selected your date, it will appear in the current calendar format in the box on the left.   A menu will appear in a box to the right.   Use the cursor keys to highlight the option of your choice and press RETURN to select it.

Enter/edit text: This option allows you to enter text for your chosen date. You'll see a screen with a small-size representation of the chosen day in the current calendar format (short and wide for weekly, tall and narrow for monthly and daily). The box contains the date you selected and shows the current text and the graphic for that date, if any. (To see the graphic, you may need to insert the disk containing that graphic. If you don't insert the disk, you won't see the graphic, but it will still be there when you print.)

To enter text, just type. Each character you type is inserted into any existing text. When editing, use the cursor keys to move the cursor around in the text editor box. (Apple II owners can use **CTRL** with **I, J, K,** and **L** to move the cursor up, left, down and right, respectively.) Press the **delete** key (on IIe and IIc), **DEL** (on C-64/128), or **CTRL-D** (on Apple II) to delete characters or erase text.

After you've edited the text to your satisfaction, press **CTRL** and **S** (simultaneously) to save your changes. If you want to cancel all changes you've made and restore the date to its previous condition, press the **ESC** key on the Apple, or the ← key on the Commodore. You will be returned to the *Enter/Edit Dates* menu.

Change Format: This option allows you to preview your text and graphics as they will appear when printing the available calendar formats (Monthly, Weekly, Left Daily, or Right Daily). For example, if you previously entered text and graphics onto a Weekly format, and later decide you wanted to print in the Monthly format, use the cursor keys to highlight "Monthly" and press **RETURN**. You will see the text you previously entered, reformatted in the Monthly format. At this point you may desire to return to the *Enter/Edit Text* screen to edit the text for the best layout and look. Your calendar will print exactly as you see it on this screen.

When using the *daily* calendar format, you can enter an additional area of text that is specific to that day, and is not carried over to other calendar formats. This special section of text is printed on the left-hand panel of the daily calendar, so you'll see a little "L" tag attached to the text entry box. Many people use this area to create a daily schedule, but since it is a free-form text entry area, you can use it for whatever you like. The righthand panel is marked with an "R" to remind you where it will print.

> **!** Change Format is an optional feature. You need not change format in order to print a monthly calendar that includes text and graphics previously entered in the Weekly or Daily format. The program will automatically rewrap and resize existing text for the best fit in the new calendar format. **Note:** On the Weekly format, the graphic will not appear on screen as it will print (it will look smudged) due to the small size.

Choose Graphic: This option allows you to choose a graphic for any date. You will be able to choose one of the graphics provided with CREATE A CALENDAR or use a graphic from another disk. You will first be asked where you will get your graphic, from the CREATE A CALENDAR program or from a compatible graphics disk. (i.e., the Graphics Scrapbook™collection; or Print Shop™compatible graphics disks.)

The CREATE A CALENDAR graphics are stored on side **B** of the program disk, so you need to insert that side of the disk into the drive when prompted. If you want to use another graphics disk, choose *From Other Graphics Disk,* and insert that instead. If you're using a two-drive system, refer to the instructions on using *Disk Utilities* (see page 10) to select the second drive as your data drive. You can then leave your calendar data disk in the second drive and the graphics disk in the first drive.

When choosing your graphics you can either scroll through the available choices by using the cursor keys or by typing the name of the graphic of your choice. As you type the name of a graphic, the program tries to match your keystrokes with the name of one of the graphics on the

disk. For example, if you type in "P," the program will highlight the first graphic it recognizes beginning with "P." Press **RETURN** once to view a graphic or press **ESC** to back up and choose another graphic. Press **RETURN** again to select the graphic of your choice.

Repeat This Date: This is a time saving option that allows you to copy a date throughout a specified time period. For example, if you belong to a club which meets every third Thursday from January through June, you can use *Repeat This Date* to mark it on your calendar. Use the cursor keys to highlight the date that you want to repeat and press **RETURN**. Next, highlight the *Repeat This Date* option, and press **RETURN**. From there you will see the following screen:

```
+-----------------------------------+
|         REPEAT THIS DAY           |
|          JULY 18, 1988            |
|                                   |
| REPEAT: [EVERY SECOND] [ TUESDAY ]|
| FROM:   [ JANUARY  ] [01]         |
| TO:     [  JULY    ] [31] [ OK ]  |
|                                   |
| +-------------------------------+ |
| | Highlight the option you want |  |
| | to change by pressing ← → Press RETURN to |
| | change highlighted option. or ESC to cancel. |
| +-------------------------------+ |
+-----------------------------------+
```

You will then need to set the range of dates the repetition should cover. The screen contains six fields which let you define the repetition rule. You can move from field to field with the cursor keys. When you press **RETURN** on a highlighted field, the cursor keys cycle through the options for that field.

The first field lets you specify the frequency of the repetition. The options for this field (labeled on screen with the word "Repeat") are **EVERY, EVERY FIRST, EVERY SECOND, EVERY THIRD, EVERY FOURTH,** and **EVERY OTHER.** The second field contains the days of the week (**MONDAY, TUESDAY, WEDNESDAY,** etc.), along with the entry "**DAY.**" You pair up the first two fields to form descriptions such as "EVERY FIRST TUESDAY," "EVERY THURSDAY," or "EVERY SECOND DAY." The next fields, labeled "FROM" and "TO," define the range of the repetition. You can fill in the month and day by pressing **RETURN** on the field and using the cursor keys to cycle to the desired month. You can cycle through the days of the month the same way after you've pressed **RETURN** on the field.

By using all the fields, you create repetiton rules which read like sentences. Examples could be: "Repeat [this date] EVERY FIRST FRIDAY from JANUARY 1 to FEBRUARY 28," or "Repeat [this date] EVERY DAY from NOVEMBER 1 to NOVEMBER 7.

If at any point you want to cancel the repeat process, press the **ESC** key (◄─on Commodore). Otherwise, once you've defined your repetition rule, press **RETURN** on the field marked OK. CREATE A CALENDAR will copy the date you defined to every date that matches the repetition rule. If during this process the repeated date would erase previous text, you'll be prompted to choose between keeping the old text or making the replacment. Similarly, if the graphic chosen for the repeat would replace a previous graphic, you'll choose which one to keep.

You may decide to clear a previously set range of dates. For example, you may have previously used *Repeat This Date* to mark every second Tuesday with a reminder to attend your aerobics class, but have since quit the class. To erase text on every second Tuesday, choose a blank date and repeat it over the range of every second Tuesday. This will copy a blank date over the text and

graphics you previously repeated throughout a range of dates. Be very careful with this command to avoid erasing anything you'd like to keep.

Clear this date: When you choose this option, you will get another menu screen of choices. You will be able to clear the date entirely (both text and graphics), clear text only, graphics only, or clear the text in the left side of a daily calendar. Be very careful when using this option to avoid erasing something you want to keep!

When you are finished entering text and graphics into dates on your calendar, press **ESC** to get back to the *Work on Calendar* menu. From there you have several more options to choose from for customizing your calendar.

CHOOSE A BORDER:

This option from the *Work On Calendar* menu screen allows you to add a border to your calendar. You can choose a border from CREATE A CALENDAR side **B**, or from one of the other Print Shop compatible graphics disks. This option works just like the *Choose Graphics* screen described above. Once you've located the borders by inserting the proper disk, you can use the cursor keys to scroll through the choices, or type the name of the border of your choice. A box on the right of the screen will show you what each border looks like. First choose the border by pressing **RETURN** to bring up the display of the border. If you want to use that border, press **RETURN** again, or press **ESC** (◄─ on the Commodore) to back up to choose another border.

ENTER / EDIT CALENDAR TITLE:

This option is available for the Annual, Monthly, and Weekly calendars. Highlight the name of the title you want to edit and press **RETURN**. To edit a Monthly or Weekly title, you must first choose the month. Highlight the desired month with the cursor keys and press **RETURN**. If you are editing a Weekly calendar title, you must also choose the week of the month you want to edit.

You will next be given an overlay menu with more options for editing your calendar title. You can edit the text, choose a graphic or choose a different typestyle for your title.

Choose Typestyle For Title: Before editing your calendar title, you may want to choose a different typestyle. The *Choose A Typestyle* screen works just like the *Choose A Graphic* or *Choose A Border* options, described previously. Insert the disk containing the typestyles (Side **B** of CREATE A CALENDAR). When choosing a typestyle for your title, use one provided on the disk or from a compatible graphics disk. You also have the option to *Use Default Typestyle* which will return your title to the default typestyle, "Chronicle."

A list of available typestyles will appear. Choose one by scrolling through the choices with the cursor keys or by typing in the name of your choice. When a typestyle is highlighted, press **RETURN** to see a sample of it. Press **RETURN** a second time to select the typestyle you want to use

on your calendar title, or **ESC** (◄─on Commodore) to back up and choose another.

Enter/Edit Title Text: After choosing the desired typestyle, edit the title using the same text editor you used for the text on your calendar. Simply type over the default title, press **CTRL** and **D** (simultaneously) to delete characters (**DEL** on Commodore) and **CTRL** and **S** to save it when you are done.

Choose Graphic For Title: You have the option of adding a graphic to your calendar title. See page 6 for instructions on choosing graphics. When printed, the graphics will appear on either side of your title.

When you have completed entering and editing text and graphics for your calendar, press **ESC** (◄─on Commodore) until you return to the *Work on Calendar* menu. More options are available to you from there.

ENTER/EDIT CREDIT LINE:

This option from the *Work On Calendar* menu screen allows you to enter or edit a credit line which will appear at the bottom of your calendar when you print it out. Type in your credit line and after you've finished, press **CTRL** and **S** to save it. Press **CTRL** and **D** to delete any characters (**DEL** on Commodore) or **ESC** (◄─ on Commodore) to back up to the previous screen.

PRINT CALENDAR:

When you choose Print Calendar, you go through a few more menus. First, you choose the calendar type you'd like to print. In addition to Monthly, Weekly, and Daily, you can also choose the Annual Page, Annual Banner, and Events List. (See OVERVIEW on pages 2 and 3 for a description of these formats.)

After you've chosen the calendar format, you need to specify the range of dates you'd like to have printed (this doesn't apply to the Annual Page or Banner formats). A screen will appear with range boxes ("FROM" and "TO") where you enter the range of dates you want to print. Use the cursor keys to move to the field you want to change, then press **RETURN**. Once you've selected a field in this manner, use the cursor keys to cycle through the options for that field. For example, when you press **RETURN** on the field containing "JANUARY," you can cycle through the names of the months. After you've selected the desired month, press **RETURN** to choose it. Similarly, you can cycle through the days of the month. Note: You may need to increase the date of the "TO" field before you're able to update the "FROM" field.

During printing (it will take some time), you may need to swap your calendar data disk with the disk containing the graphics. If CREATE A CALENDAR can't find the graphic it's looking for, it will ask you to insert the disk containing the graphic. Choose "Yes" if you want to use the graphic and insert the graphic disk. If you choose "No" and don't insert the disk when asked, the

graphic will not print, but you can otherwise proceed. If you have a one-drive system, you'll have to swap disks several times before the printout is completed, since CREATE A CALENDAR needs to access both your calendar data disk and the disk containing the graphics.

CHOOSE NUMBER OF COPIES:

This option allows you to print from 1 to 99 copies of your calendar. After choosing this option, type the number of calendars you want to print and press **RETURN**.

CHOOSE PRINTER TYPE:

This option allows you to tell CREATE A CALENDAR which printer you are using. After selecting this option, you'll get a list of the most common printers. Use the cursor keys to highlight the name of your printer, then press **RETURN**. If you don't see your printer on this list, try each printer driver until you find one that works.

On the Apple, you also need to specify which printer interface you're using. After selecting the printer driver, you'll choose from a list of the most common printer interfaces. (On the IIc or IIGS, you'll usually choose "IIc serial.") If your interface is not on this list, try each one listed until you find an interface that works. After choosing the interface type, you'll tell the program which slot the interface is plugged into. Use the cursor keys to choose a slot from 1 to 7, then press **RETURN** (usually the printer interface is in "slot 1").

Important: On the Commodore, with some printers, CREATE A CALENDAR requires your interface to be set to transparent, or graphics mode. Refer to your interface manual for further instructions.

To cut down on disk swapping with two-drive systems, use the Choose Calendar Data Drive command from the *Disk Utilities* menu (see below) to use your second drive as your data drive and leave your calendar data disk in the second drive.

DISK UTILITIES:

Several disk tools are grouped together in the Disk Utilities menu.

CHOOSE CALENDAR DATA DRIVE:

This option allows you to choose which data drive to use to reference your calendar data disk. It allows two drive users to keep the calendar data disk in the drive at all times. The program disk can be removed when another disk needs to be accessed for typestyles, graphics or borders. A menu box will appear on the screen which allows you to enter the slot (Apple only) and number of the drive (1-2 on Apple; 8-11 on Commodore).

CHOOSE GRAPHICS DRIVE:

This option allows you to choose which data drive to use to reference your graphic disk. It allows two drive users to keep the calendar data disk in the drive at all times. A menu box will appear on the screen which allows you to enter the slot (Apple only) and the number of the drive (1-2 on Apple; 8-11 on Commodore).

BACKUP CALENDAR DATA DISK:

This option allows you to make a backup copy of your calendar data disk. First choose "Select Source Drive" or "Select Target Drive," if necessary, to specify which slot and drive will hold your original data disk (the *source*) and which drive will be used to create the copy (the *target* drive). Single-drive users should proceed directly to *Backup Data Disk*, and swap the source and target disks as instructed. *Backup Calendar Data Disk* is only intended for copying your data disks. It may not properly copy other types of disks.

Hint: to protect against accidentally copying the blank disk onto your calendar disk, put a write-protect tab on your calendar disk before you copy. Remember to remove the write-protect tab after the copy.

RENAME YOUR CALENDAR DATA DISK:

This option allows you to rename your current calendar disk. A box will appear which holds the current name of your calendar and a cursor. Edit the old calendar name by typing over the old title and press **RETURN** when you are finished. If you change your mind, press **ESC** to ignore any changes you've made and return to the *Disk Utilities* Menu. Press **ESC** again to return to the *Create A Calendar* main menu screen.

EXITING CREATE A CALENDAR

When you are finished creating and editing your calendar, press **ESC** repeatedly (or **CTRL-Q**) until you get back to the *Create A Calendar* main menu. Press **ESC** again and you will be asked if you want to quit the program. Highlight your choice and press **RETURN**. CREATE A CALENDAR automatically saves your work as you move between months or move from menu to menu.

CREATE A CALENDAR: Graphics, Typestyles, Borders

ARROW	CHRISTMAS	DOLLAR	GOLF BALL	ML KING
BALLET	CHURCH	DRAGON	GRADUATION	MAIL
BASKET	CIRCUS CLOWN	EXCLAMATION	GRANDPARENTS	MEDICINE
BEAUTY PARLOR	CLOCK	EXERCISE	GROCERIES	MOTHERS DAY
BIRTHDAY	COCKTAIL	EXPLOSION	HAIRCUT	MUSIC
BOOK	COLUMBUS	FATHERS DAY	HANUKKAH	NEW YEAR
BUGLE BEAR	DENTIST	FILM	HIKE	NOOSE
BUNNY	DIAMOND	FLAG	JURY DUTY	PAPER
CARD GAME	DISK	FORMAL	LABOR	PIANO
CARPOOL	DOCTOR	FROM	LAUNDRY	PLANE
CAT	DOG	GLASSES	LIBERTY	PRESENT

PRESENTATION	SKI	STORK	TELEVISION	TUX
PRESIDENTS	SPORTS	SUITCASE	TICKET	VALENTINES
PUMPKIN	ST PATRICK	SUN	TO	VETERANS
RECYCLE			TRASH DAY	VOTE SIGN
REMINDER	STARDOM	TEA TIME	TRUCK	WEDDING
SALE SIGN	STAR OF DAVID	TELEPHONE	TURKEY	WELCOME

TYPESTYLES

!'" '()+,-./0123456789:;=?ABC
DEFGHIJKLMNOPQRSTUVWXYZ

ART DECO

!"#$%&'()*+,-./0123456789:;=?ABC
DEFGHIJKLMNOPQRSTUVWXYZ

CHRONICLE

!"#$%&'()*+,-./0123456789:;<=>?ABCDEFGHI
JKLMNOPQRSTUVWXYZ

MODERN

! ' ,-.0123456789 =?ABCDEFGHI
JKLMNOPQRSTUVWXYZ

SHADOW

!"#$%&'()*+,-./0123456789:;(=)?ABCDEFGH
IJKLMNOPQRSTUVWXYZ

STROKE

BORDERS

EAGLE

SPOOKY
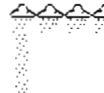
SPRING
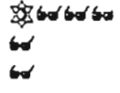
SUMMER

FALL

WINTER

RIBBON

SCROLL
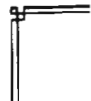
DECO

FRAME
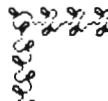
LIGHTS

STARS

TAPE

CREATE A CALENDAR for a variety of needs...

SATURDAY JUNE 1988 — 11

7:00 PACK SUITCASES
9:00 PICK UP SUE
10:00 LEAVE FOR AIRPORT
1:30 FLIGHT 723 TAKES OFF FOR HAWAII
5:30 ESTIMATED TIME OF ARRIVAL
7:30 MUST CHECK IN AT ROYAL HAWAIIAN
8:00 BEACH BARBECUE

DON'T FORGET TO BRING AIRLINE TICKETS

VACATION BEGINS TODAY!

SUNDAY JUNE 1988 — 12

- Appointments
- Lesson Plans
- Deadlines
- Class Schedules
- Chores
- Meetings

- Vacation plans
- Homework assignments
- Menus
- Work hours
- After-school activities
- Aerobics

OCT 25 - 31, 1987

S SLEEP, EAT AND WATCH T.V.

M SOCCER SIGN-UPS AT LUNCH. FIRST PRACTICE NEXT FRIDAY.

T U.S. HISTORY REPORT DUE BY THE END OF THE DAY.

W MRS. CLARK'S BIRTHDAY. CLASS SURPRISE PARTY AT 2:00.

T DENTIST APPOINTMENT AT 10:00. MUST BRING NOTE FROM MOM.

F SCHOOL IS OUT AT 12:00! YEA!

S HALLOWEEN!

THE WEEK FOR TRICK OR TREATING

- Team tryouts
- Sports events
- Birthdays
- Parties
- School holidays
- Field Trips

JULY 1987

S	M	T	W	T	F	S
			1	2 MOM'S BIRTHDAY	3	4 FIREWORKS DISPLAY 9PM
5 MARATHON 8AM	6	7 VISIT GERT AT HOSPITAL	8 DENTIST 11AM	9	10 TENNIS TOURNAMENT	11
12	13 SEND OUT INVITATIONS TO SARA'S PARTY	14 HAIRCUT AT SCISSORS 10AM	15	16 INTERVIEW WITH BOB	17	18 RODDRICK'S BARBEQUE. LUNCH AT 1PM. MOVIE WITH TOM AT 5PM.
19	20	21	22 PIANO LESSONS	23	24 DON'T FORGET TO BUY A GIFT FOR SARA'S PARTY	25 SURPRISE PARTY AT SARA'S
26 SCENIC PLANT PARTY	27	28 GOLFING WITH SAM 9AM	29	30	31 MOVING	

PAT'S PERSONAL CALENDAR

1987

JANUARY
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4	5	6	7	8	9	10
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FEBRUARY
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NOVEMBER
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DECEMBER
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27	28	29	30	31		

- Future planning
- A glance at the past

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