

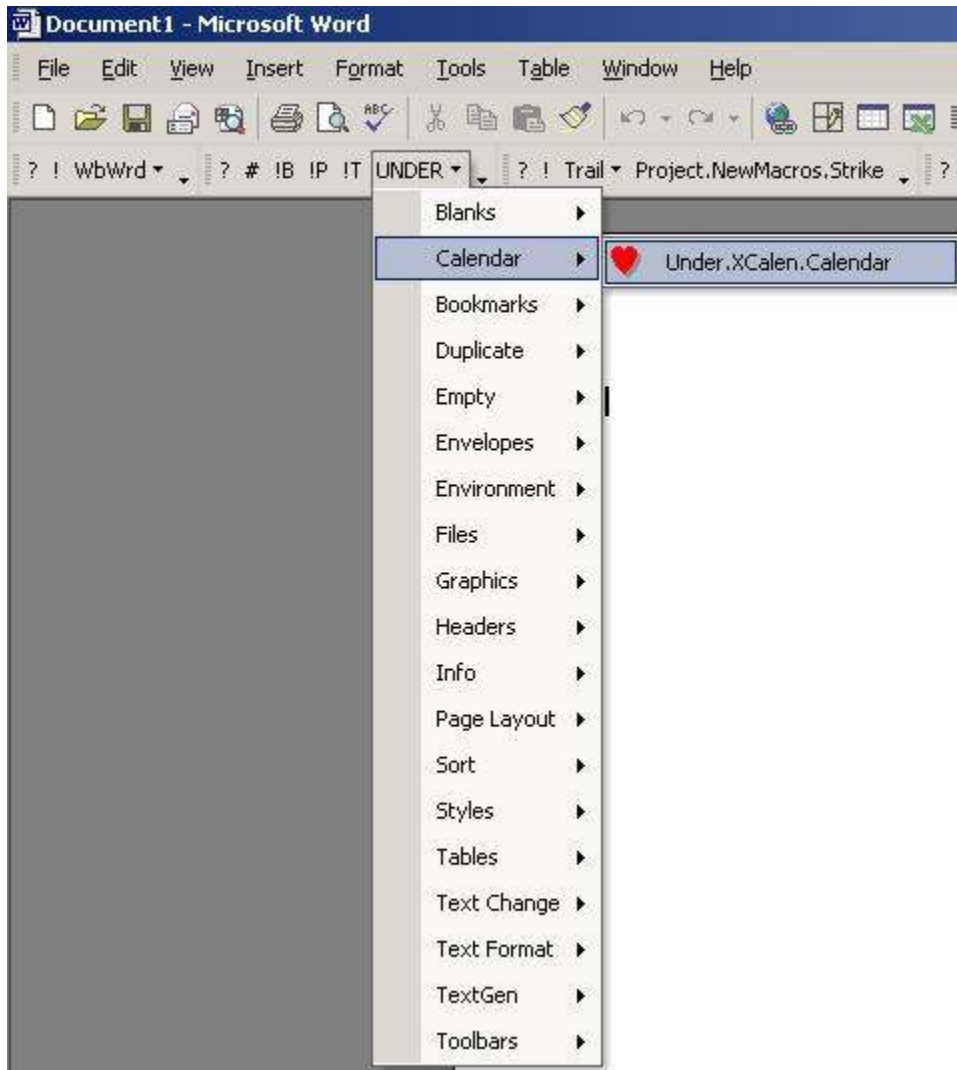
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Calendar Basics

Under.zip (XCalendar) "Calendar" - Generates a calendar in a manner far superior to Microsoft's method.

In a blank document, run the calendar macro:



The macro will generate a trivial table and prompt you for a year and month.

Mon	Tue	Wed	Thu	Fri	Sat	Sun



Calendar

Year 2006

Month 9

Cancel OK

www.chrisgreaves.com

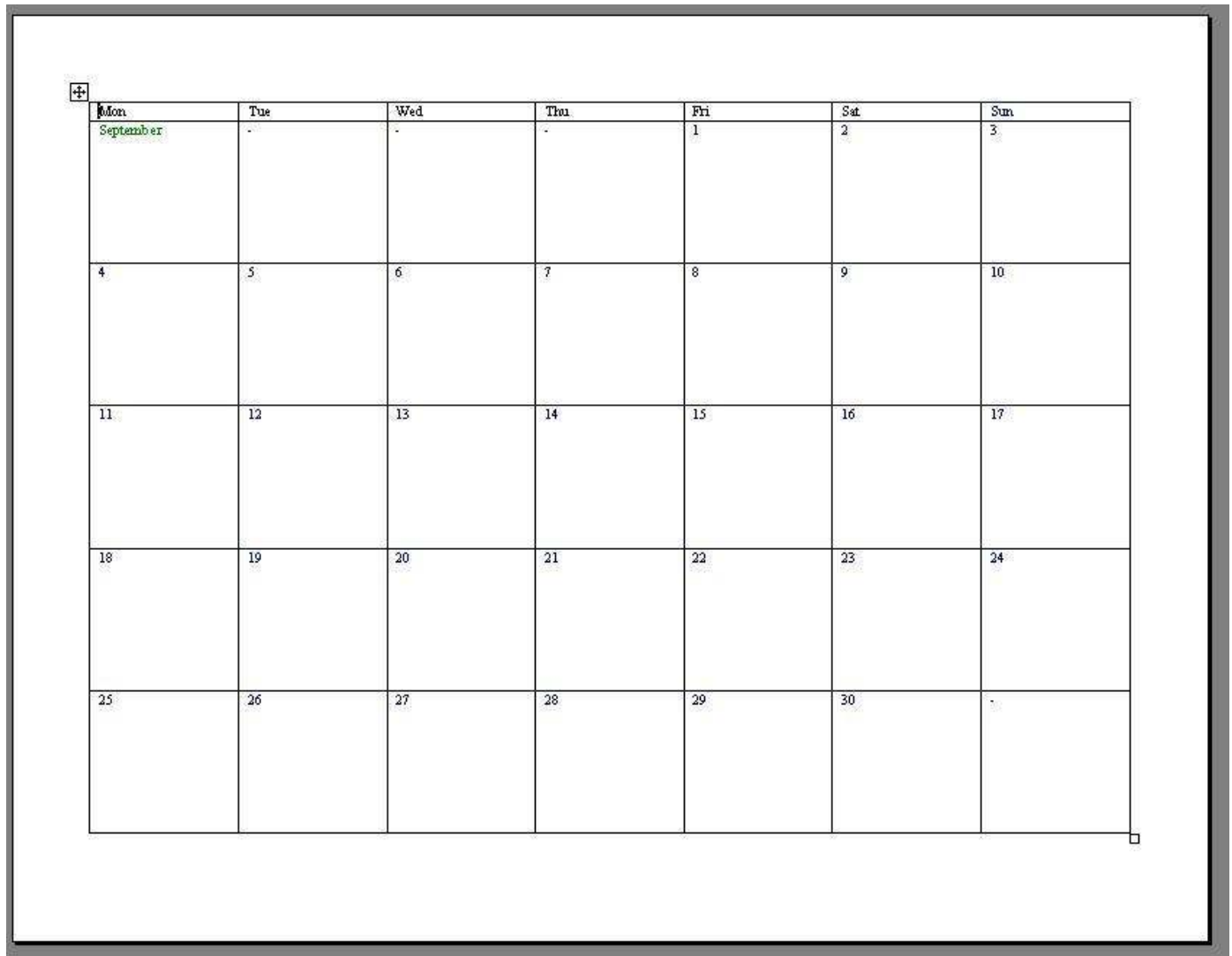
Confirm with OK and watch a month of dates being prepared.

The macro will (slowly!) adjust the size of the table to fit on one page.

<div>+</div>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
September -	-	-	-	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	-
<div></div>						

Choose File, Page setup and switch to landscape mode.

Rerun the Calendar macro to obtain a month of dates in landscape mode.



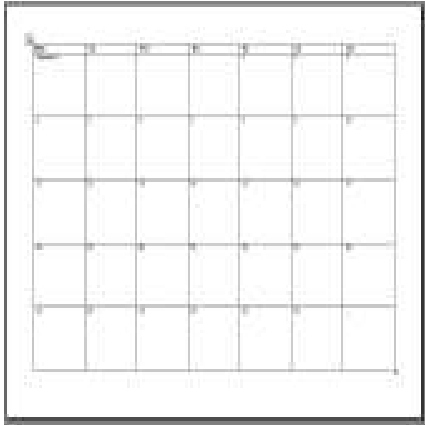
Mon	Tue	Wed	Thu	Fri	Sat	Sun
September				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar Appearance

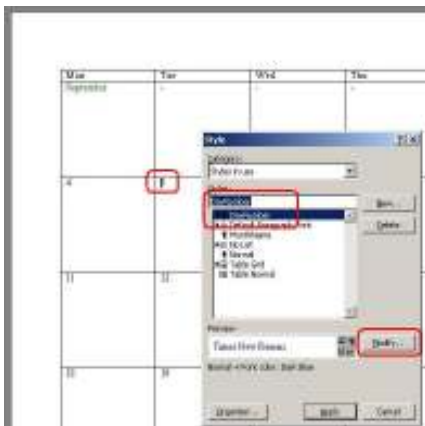
Under.zip (XCalendar) "Calendar" - Generates a calendar in a manner far superior to Microsoft's method.

You have a calendar open on your desktop.

The Calendar macro has created special styles for you; you can modify the styles to change the appearance of your calendar.



Place the cursor on or next to a day number within a table cell, then choose Format, Style, Modify, Format, Font and change the typefaces, size, colour, or what-have you.



The screenshot shows the 'Style' dialog box in Microsoft Word 2003. The 'Style' dropdown is set to 'Normal'. The 'Preview' section shows the text 'Normal + Font Impact, 12 pt, Bold, Red' in a red, bold font. The 'Format' button is highlighted.

Calendar Change The Days

Under.zip (XCalendar) "Calendar" - Generates a calendar in a manner far superior to Microsoft's method.

You have a calendar open on your desktop.

I see no reason why your week must start on a Monday. Try changing the column headings to read "Sat" through "Fri".

Then re-run the calendar macro.



I see no reason why you should not utilize the French names for the days of your week.

Then re-run the calendar macro.

Note in the example below that I have re-arranged the starting day of the week, and hence this example has one less row than the previous example.

That means more space for your notes!



Spanish? German? Yes, that might work!

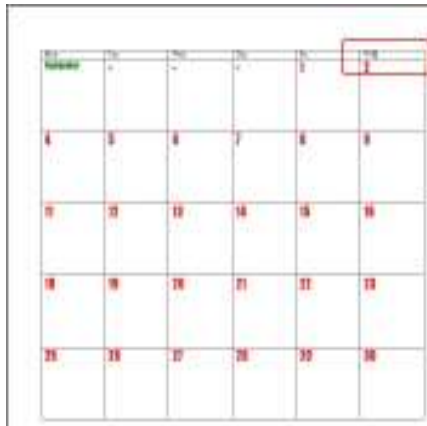
Calendar Number Of Days

Under.zip (XCalendar) "Calendar" - Generates a calendar in a manner far superior to Microsoft's method.

You have a calendar open on your desktop.

The Calendar macro has created special styles for you; you have modified the styles to change the appearance of your calendar.

Now delete the rightmost column and change the (new!) rightmost column to read "W/E", as in "Weekend".



Rerun the Calendar macro and note that with a 6-column calendar, each business day has more room for notes.



I see no reason why you should not use an eleven-column calendar to represent a schedule of ten days "on" and four days "off".

Calendar Ownership

Under.zip (XCalendar) "Calendar" - Generates a calendar in a manner far superior to Microsoft's method.

You have a calendar open on your desktop.

It belongs to you!

You can adjust the appearance in any way you choose.

In the example below I have introduced a dotted line as the lower border of the Normal style. This has the effect of splitting each day cell into a morning and afternoon segment.

As a bonus, it displays an area for comments at the foot of the page.



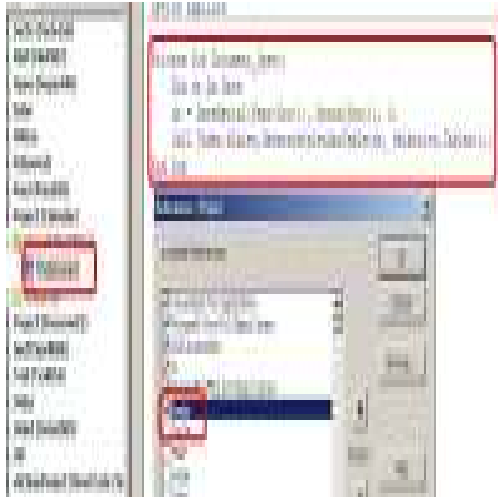
MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Calendar Tricks

Under.zip (XCalendar) "Calendar" - Generates a calendar in a manner far superior to Microsoft's method.

You like using the Calendar macro. You decide to print off a fresh calendar every month.

Here's what you can do to ease your workload even further:



Save a fresh calendar with a name like "Calendar", so you'll be able to find it again.

Open up the Visual Basic Editor (Tools, Macros, Visual Basic Editor).

In the VBE set a reference to UnderTheHood by choosing Tools, References.

In the module This Document, write or generate a short macro that will call the calendar macro each time the document is opened.

```
<pre>Private Sub Document_Open()  
Dim dt As Date  
dt = DateSerial(Year(Now()), Month(Now()), 1)  
Call Under.XCalen.GenerateCalendarTable(dt, Selection.Tables(1))  
End Sub</pre>
```

You can paste that code directly into the module, if you wish.

(Choose Debug, Compile to check that you have no syntax errors)

Save and Close the Calendar document.

The next time you open Calendar.DOC, the calendar will be refreshed with the calendar for the current month.

If you are in the habit of printing off next month's calendar sometime in the last seven (7) days of the current month, you can fudge the date calculation like this:

```
<pre>dt = DateSerial(Year(Now() + 7), Month(Now() + 7), 1)</pre>
```

What's next?

- Go try doing these things with Microsoft's Calendar Wizard.

Then come back here for more!

Compatible Systems

Calen.DOT	Windows 2000	Windows XP	Windows Vista	Windows 7
Office 97				
Office 2000				
Office XP		Chris Greaves		
Office 2003		Chris Greaves		
Office 2007				

An empty cell represents a combination under which Calen has not yet been tested.

If you'd like to volunteer as a beta tester, I'll send you a FREE copy of Calen and I'll acknowledge your help with a link back to your web site.

Please Contact Me if you need a rolled-back version for your Office 97 system.

Open Office

Calen has NOT YET been tested under Open Office. Please Contact Me if you would like to explore a version for your Open Office system.

Videos

Learn how easy it is to [Create a Calendar](#)

Change the [appearance of your calendar](#)

Change the [number of days in a week](#).

Change the [starting day and language](#)

Acknowledgements

Lily Chambers

Lily has grabbed the bit between her teeth, or the bull by the horns, or something, and leap feet-first and blindfolded into Calendar, Indxr, Under and Color with a fierce determination NOT to read the documentation matched only by my fierce determination to get her to read it!

Lily's impatience when driven to save time has to be seen to be believed, and she has gamely waded in where angels fear to dip their toes into the water.

She is, of course, an angel!

Lily E. Chambers, CPS; The Virtual Office Goddess, LLC;
www.virtualofficegoddess.com

What-FAQ

I record every comment, suggestion, proposal or bug report in a document that combines the essence of "What's New?", "What Problems?" and Frequently-Asked Questions into a single table in a document.

The document is sorted so that recent solutions appear at the top of the table, and recent problems appear at the bottom.

Each row of the table is tagged with a date-of-origin, the initials or name of the originator, and a description of the problem.

When the problem is resolved, I add a comment to the descriptive text and place the version number (of Indxr) in which the problem was fixed.

Here is the current WhatFAQ for Color, with marked items specific to (W)ord and (P)owerPoint:

T:\Greaves\Products\USER\Calendar\UserGuide.doc

Date	Who	What	P
2011/04/25	CG	6478: Placed "FitSelectedTableToPage" on the calendar toolbar	4
2009/11/22	CG	5019: Speeded up generation by pre-application of default column width and row height	4
2009/11/22	CG	5017: Cloned from Under436.dot	4
2009/08/17	JW	4744: Calendar macro "4605 The method or property is not available because the object refers to the end of a table row" CG Cannot reproduce here.	4
2009/10/19	LC	4924: Calendar leaves a blank page after the calendar page is expanded to full size page - selecting full table and readjusting row height to 1.2 fixed problem. CG Cannot reproduce here.	4
2007/03/15	CG	2741: Calendar didn't adjust days names of week when the column head changed, when the language changed. CG: I recognize the languages, but do not implement them! I need to define what behavior could work when the days in the headings do not correspond to my expectations (a) if the first day matches my expectations, leave column headings intact (b) if language has changed, reset the labels (c) distinguish between stale day labels (in any language) and exo-strings e.g.	4

		"W/E".	
2008/06/10	CG	3836: Added XCalen.FitRowsToSelectedtable	4
2009/11/22	CG	5018: Calendar appeared not to optimize the packing of days for November 2009	
2010/04/23	CG	5346: Calendar appeared not to optimize the packing of days for May 2010	
2011/05/20	CG	6558: Using ..\..\Admin\2011\May2011.doc I tried to create June 2011 but calen went into a loop. Because of the 4 merged cells in the last row of the table?	
2011/05/20	CG	6559: Option ro start table with a non-null cell	
2011/05/20	CG	6560: Option to Strike-Through days earlier than today	

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