



Smart Calendar Software

Smart Calendar help you to prepare and generate your Event Calendar. It provides an easy-to-use interface to manage your calendar events and allows you to export the calendar into PDF, Excel or HTML format.

Smart Calendar User Guide

Prepared by Smart Calendar Development Team
Last modified: 01/20/2022

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1. SYSTEM REQUIREMENTS

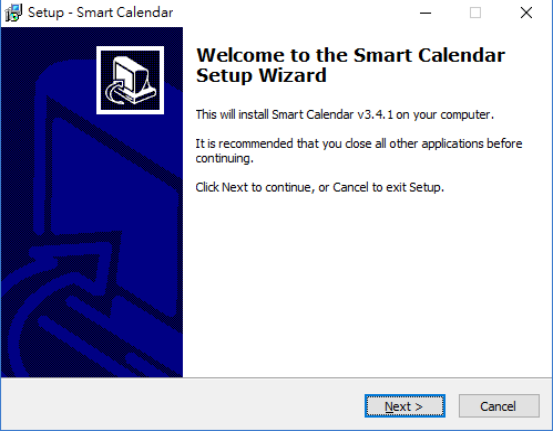
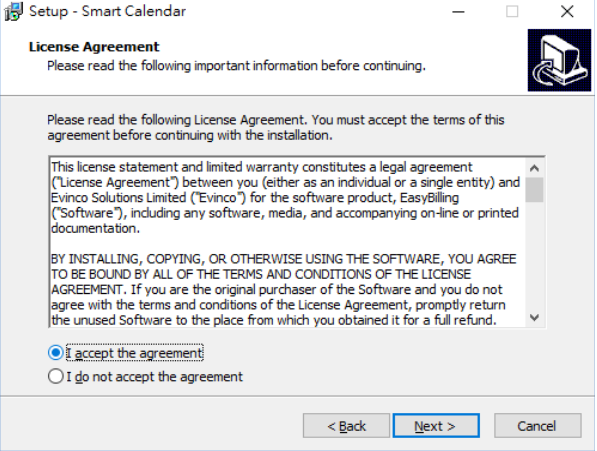
- Operating System

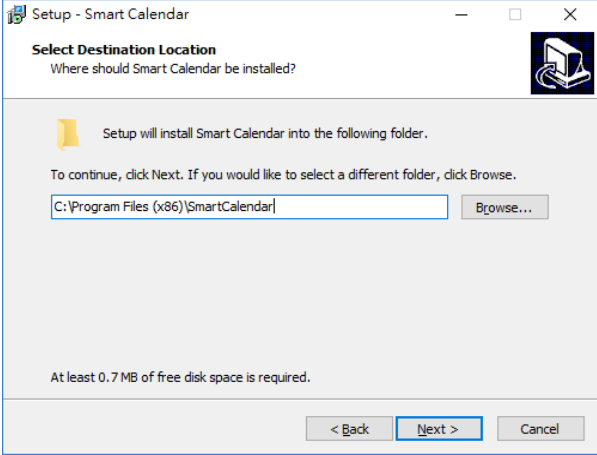
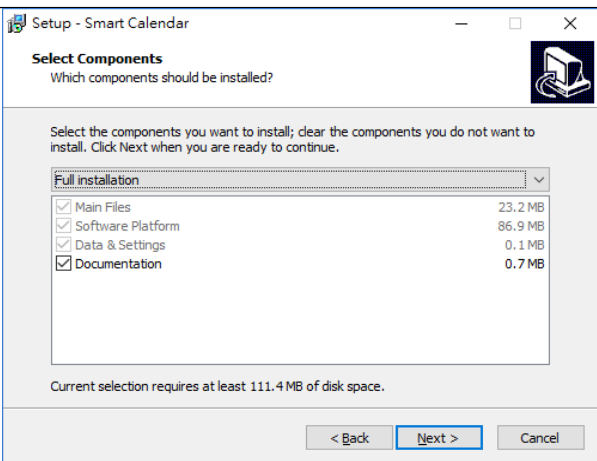
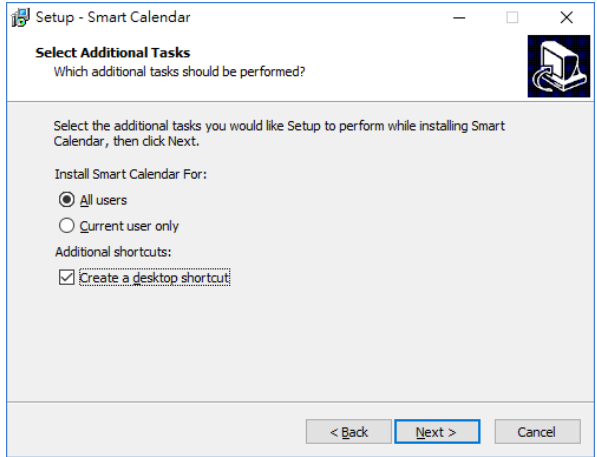
Microsoft Windows 11, 10, 8.1, 8, 7

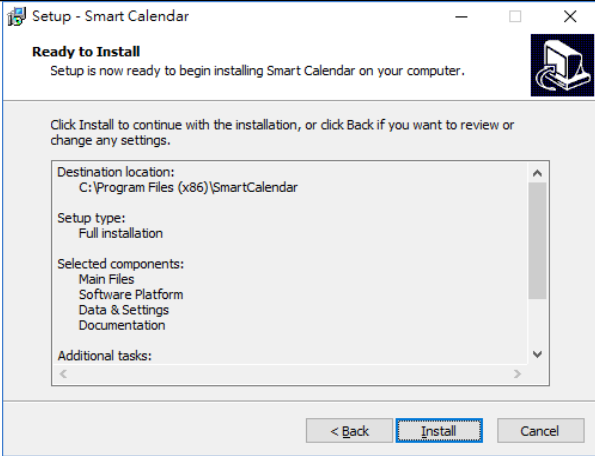
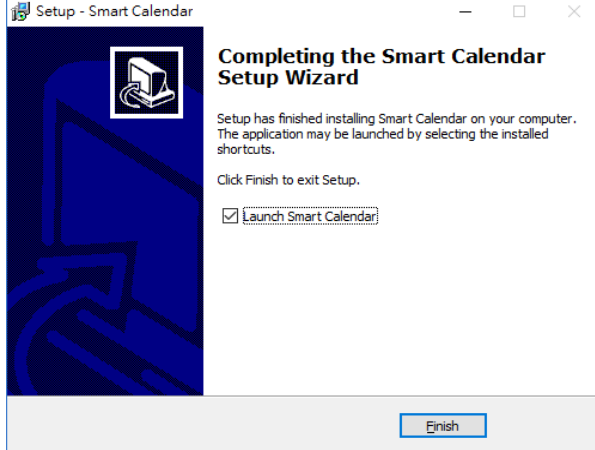
Mac OSX 10.12 or later

2. INSTALLATION FOR WINDOWS

2.1. Install

<p>1. Installation Welcome Screen.</p>	
<p>2. Specify accept the license agreement or not.</p>	

<p>3. Select the destination location.</p>	
<p>4. Select the components to be installed.</p>	
<p>5. Specify the start menu folder, and create the desktop icon.</p>	

<p>6. Start the installation.</p>	
<p>7. Installation Finish.</p>	

2.2. Uninstall

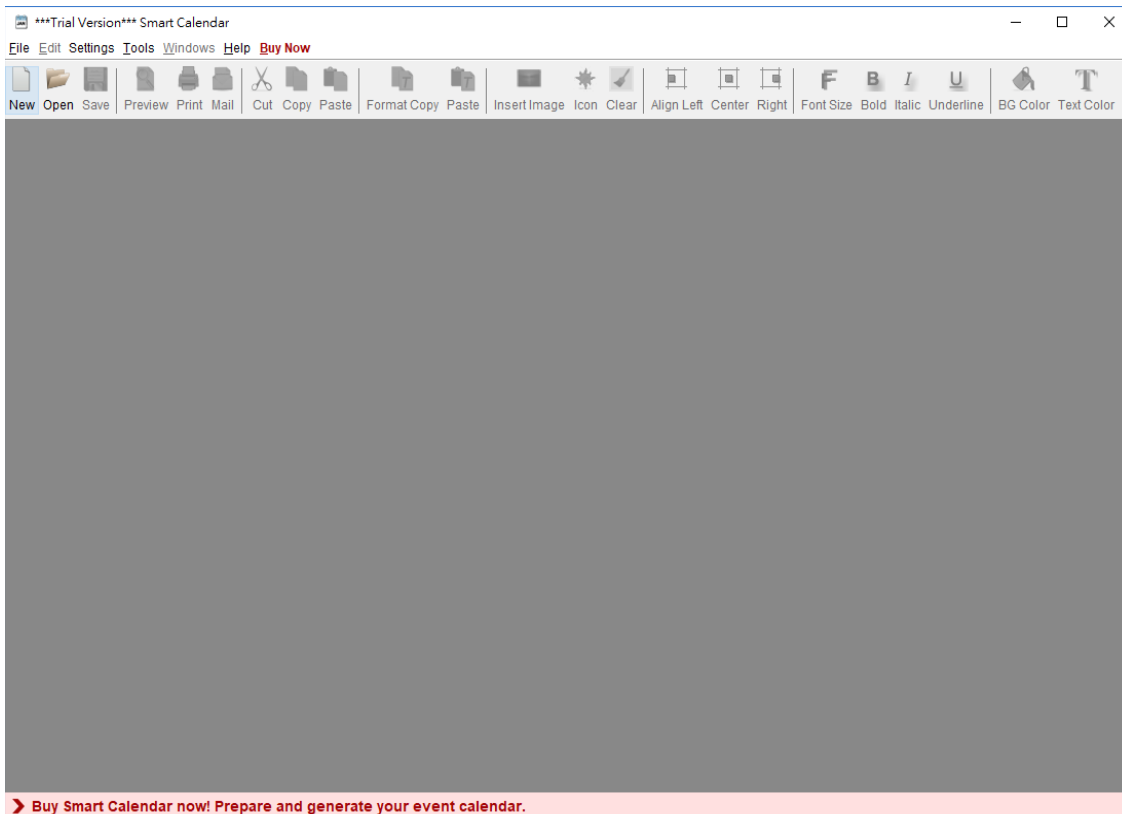
To uninstall Smart Calendar,

1. If you're using Smart Calendar, stop it.
2. Click Start, point to “Program Files > Smart Calendar”.
3. Click “Uninstall Smart Calendar”.
4. Follow the on-screen instructions. Smart Calendar will be uninstalled

3. USING SMART CALENDAR

3.1. Main Screen


The menu bar at the top has seven options, File, Edit, Settings, Tools, Windows, Help and Order Now. "Order Now" is shown in Trial Version only.



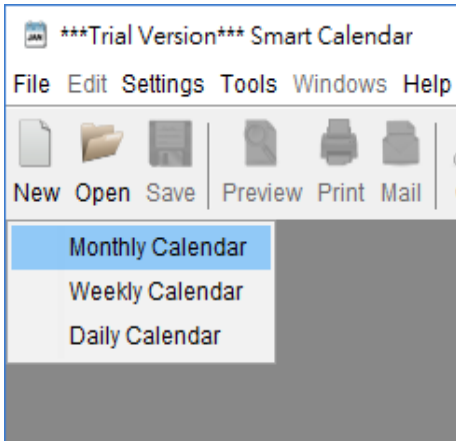
The next is the tool bar, which provides a quick access to some commonly used functions. The buttons in tool bar will be enabled or disabled depends on the file opened.

- New, Open and Save - maintain the calendar files.
- Preview, Print and Mail - preview or output your calendar into printer. It can also be set as email attachment.
- Cut, Copy and Paste - tools to edit your event in the calendar.
- Copy Format and Paste Format - tools to copy and paste the style of selected day box.
- Text Alignment, Font Style, Background Color and Text Color - change the output of your calendar events.

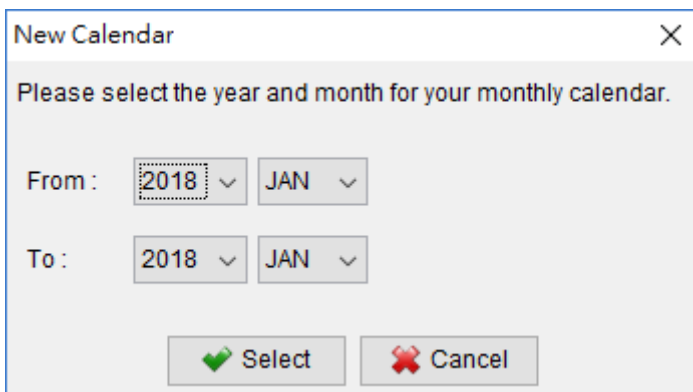
3.2. Create New Calendar

To create a new calendar, click the "New" icon  in Tool Bar.

Three types of Calendar are provided: Monthly, Weekly, and Daily.



The following is the settings for Monthly Calendar. You will be prompted to select the range for your calendar.

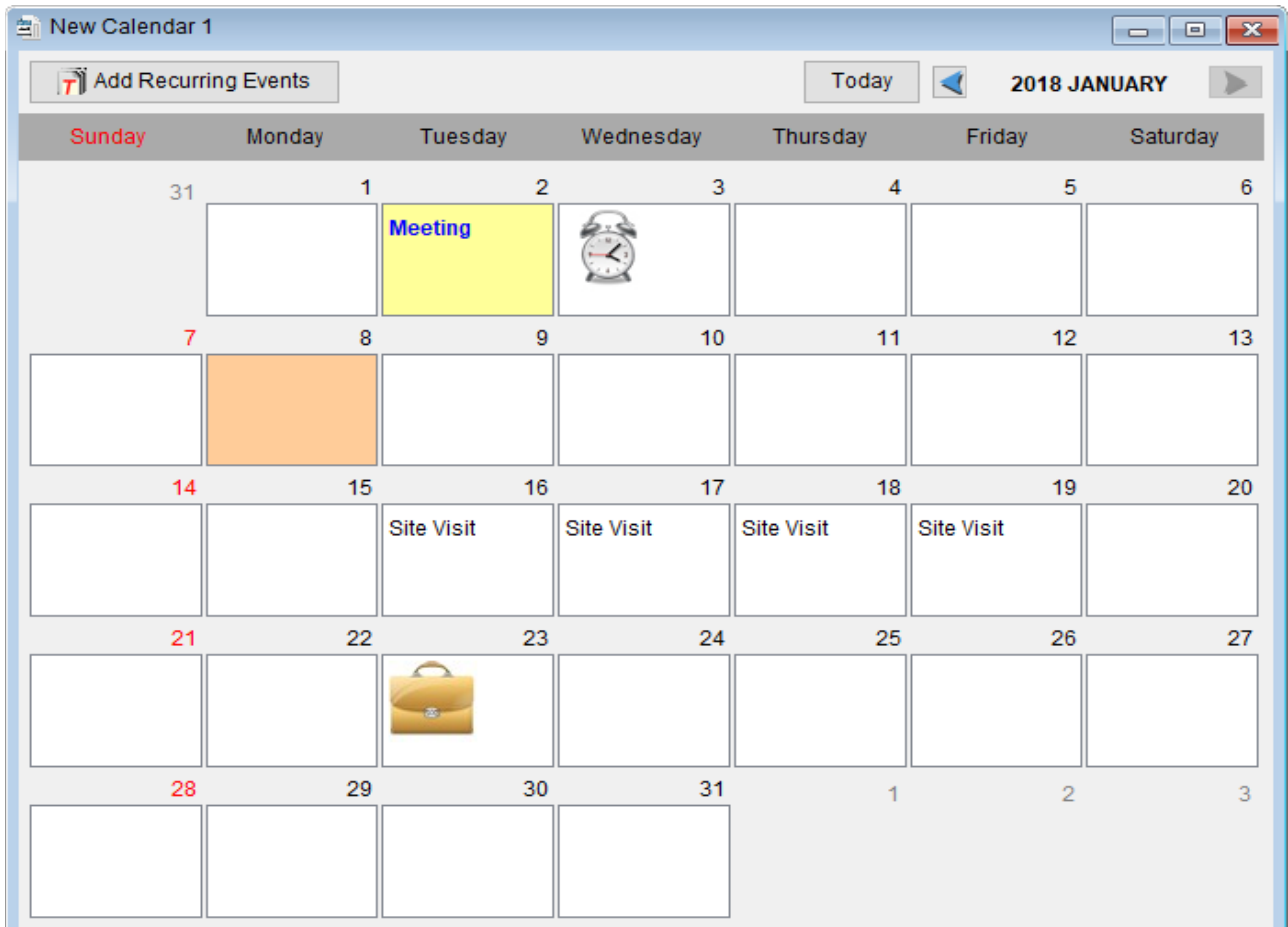


The new calendar is shown and you can input your events into the calendar.

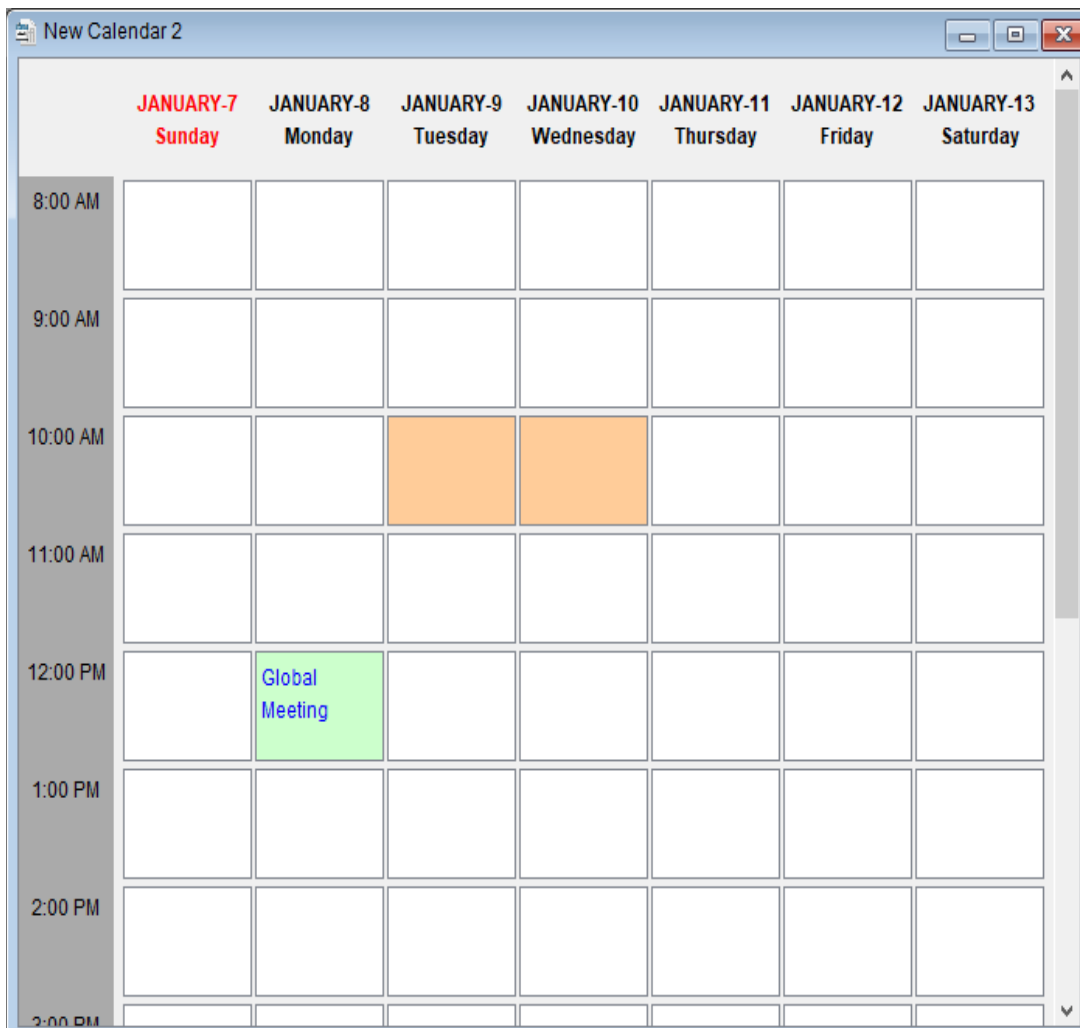
3.3. Types of Calendar

3.3.1. Monthly Calendar

User can specify a month or a sequence of months for the calendar.



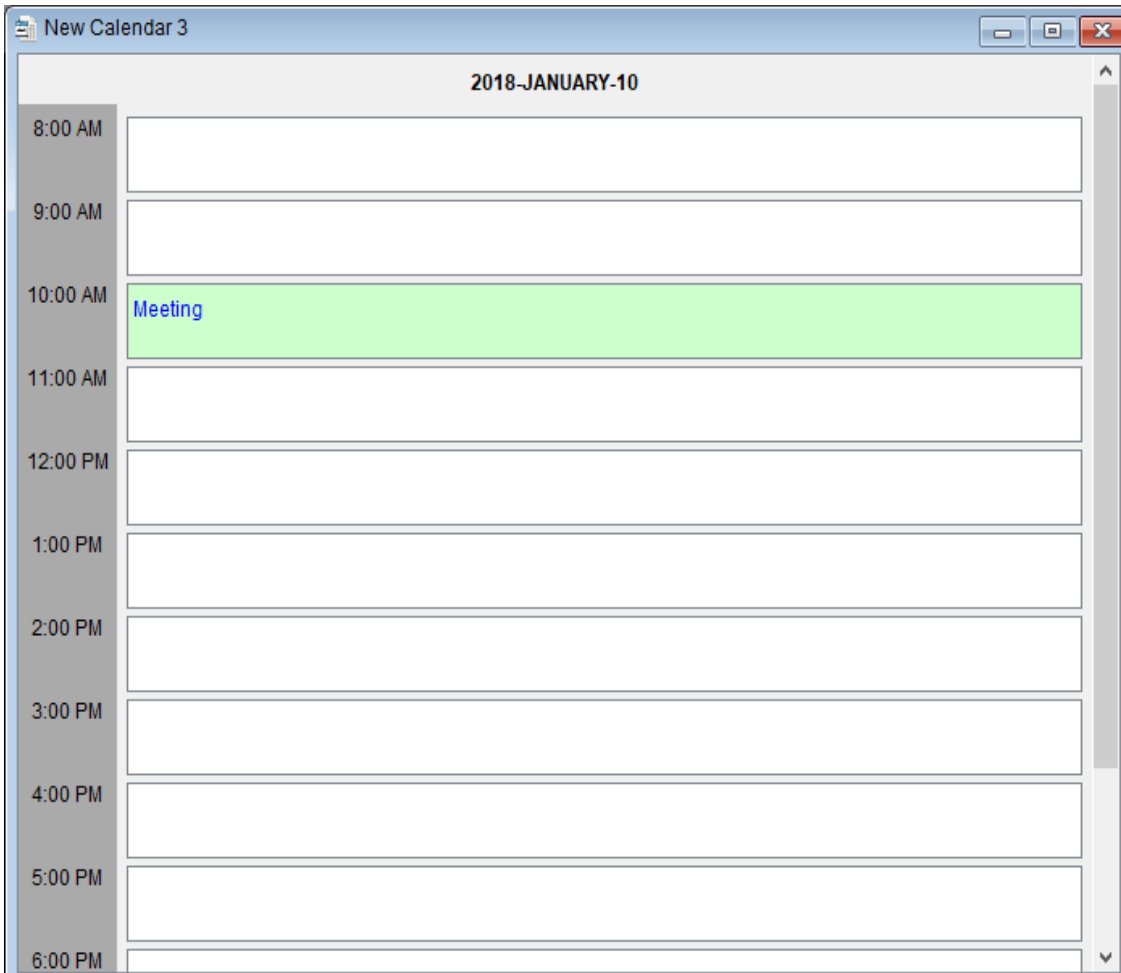
3.3.2. Weekly Calendar



User can specify a week for the weekly calendar. The calendar can be set as Monday to Friday or for whole week.

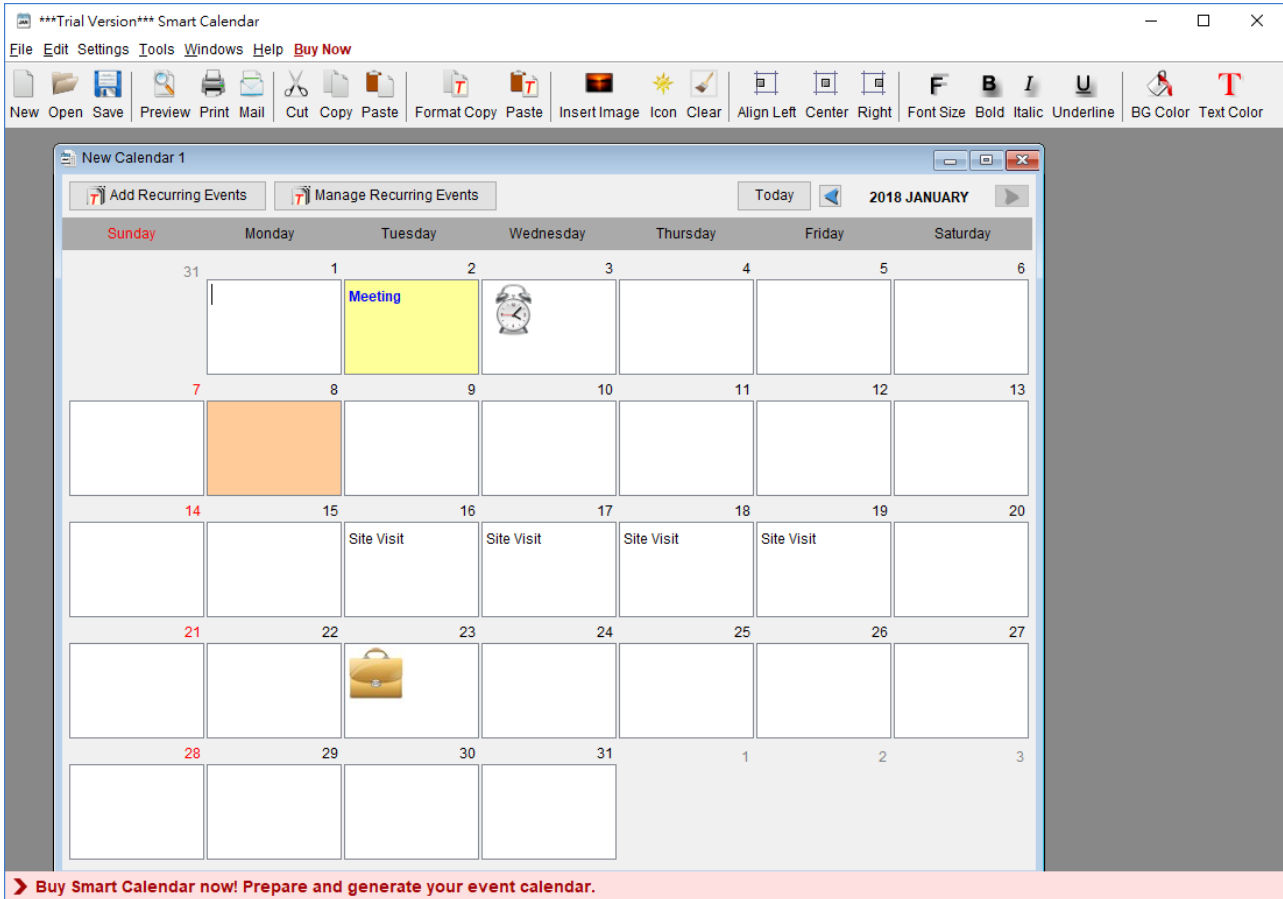
3.3.3. Daily Calendar








User can specify the range for the calendar. Default is set as 8:00AM to 8:00PM.



3.4. Edit Calendar

To insert your events into calendar, simply click into the corresponding box and type in your events.



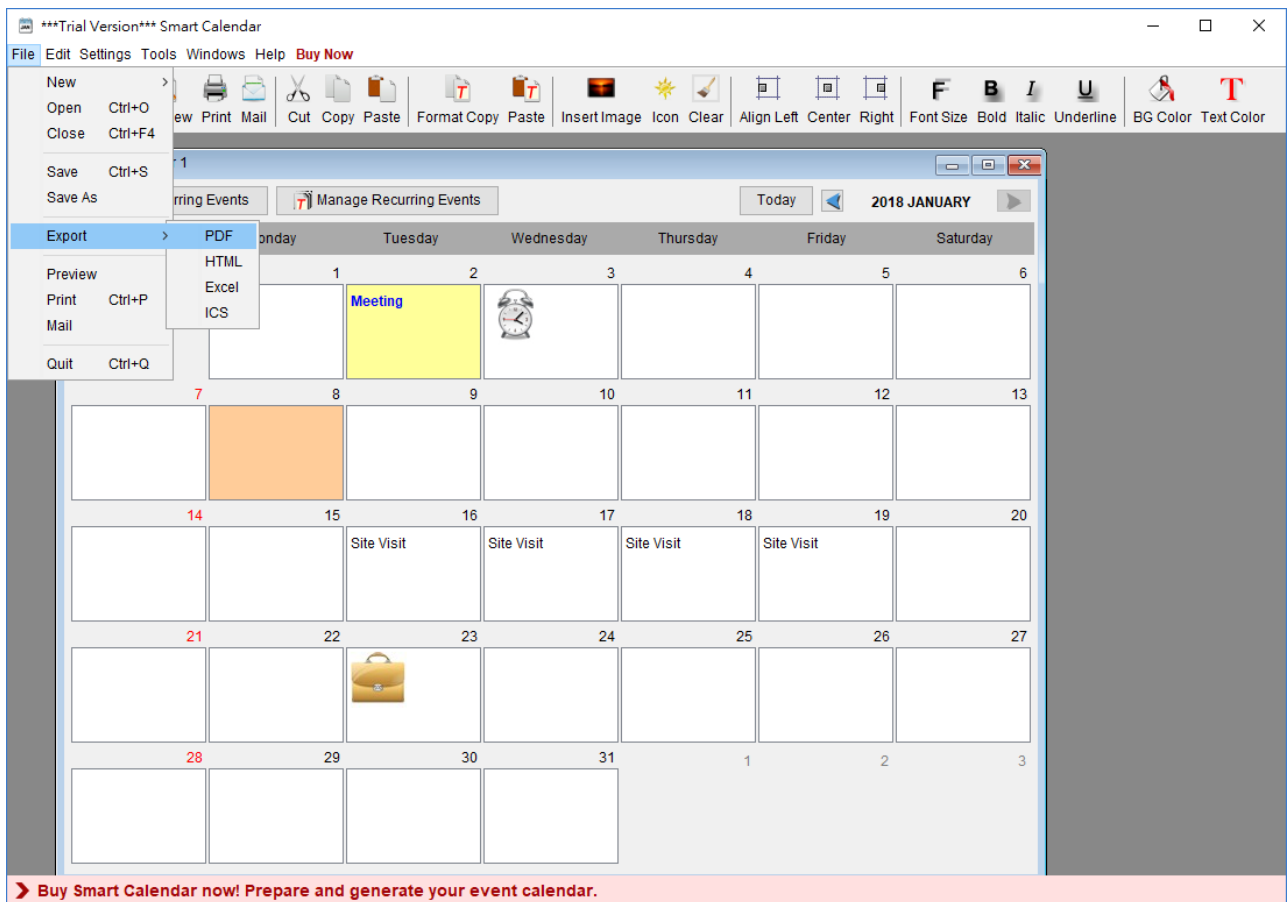
- Click  and  button and switch to another months.
- Click  button to add recurring events.
- You can adjust the text alignment, background color and text color for the Day Box.
- Click the text alignment icon, , , and  to align the text to left, center and right respectively.
- Click the **F**, **B**, *I*, and U icon to alter the font style.
- Click the Background Color Icon  to fill the background color of the Day Box.
- Click the Text Color Icon **T** to change the text color of the Day Box.

3.5. Export Calendar

You can export the calendar into PDF, Excel or HTML format.

Click the menu "File > Export", you can choose from the three export formats.

You will be asked the filename for the export.



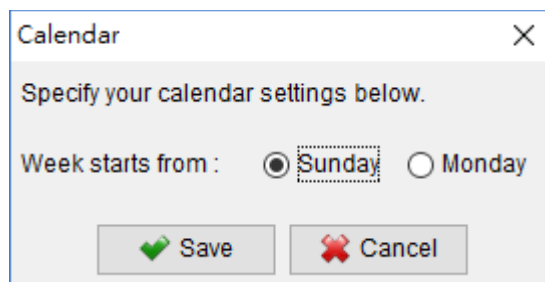
4. SETTINGS

4.1. Calendar

You can change the settings of the calendar.




Specify the start day of the week, Sunday or Monday, in the Calendar

1. Click the menu "Settings > Calendar"
2. You can choose the week start from Sunday or Monday.

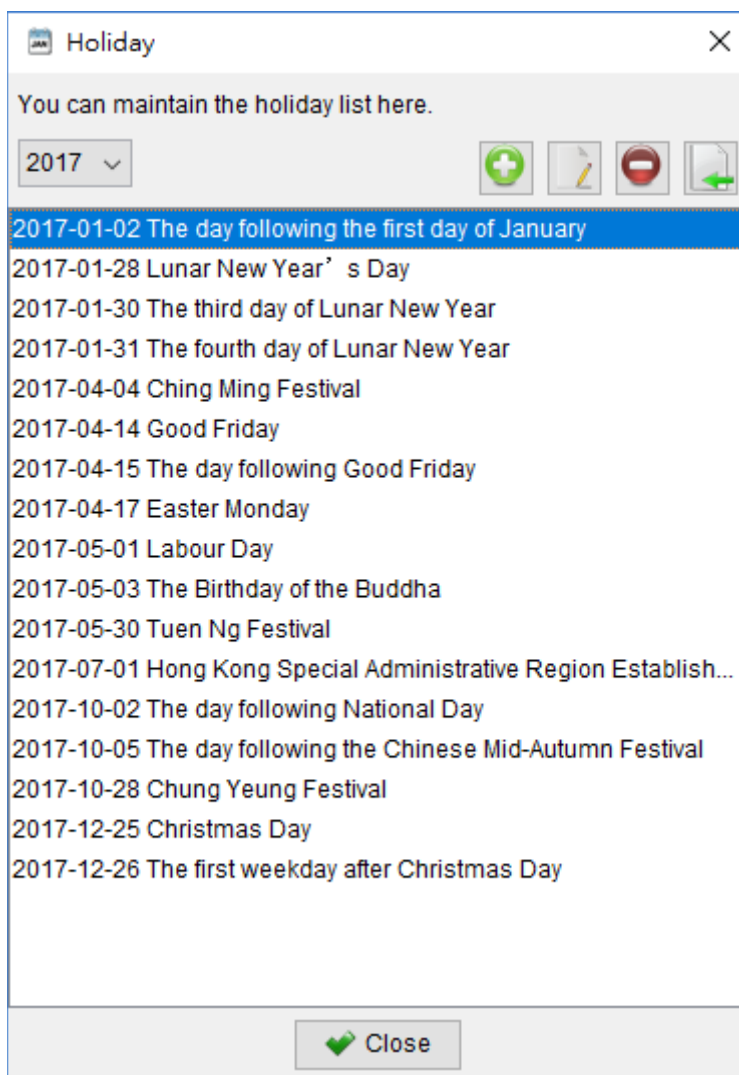


4.2. Holiday

You can maintain the holiday list for your calendar.

1. Click the menu "Settings > Holiday"
2. You can click , , and  to add, edit or remove the holiday.

You can  click to import Microsoft Outlook Holiday file.

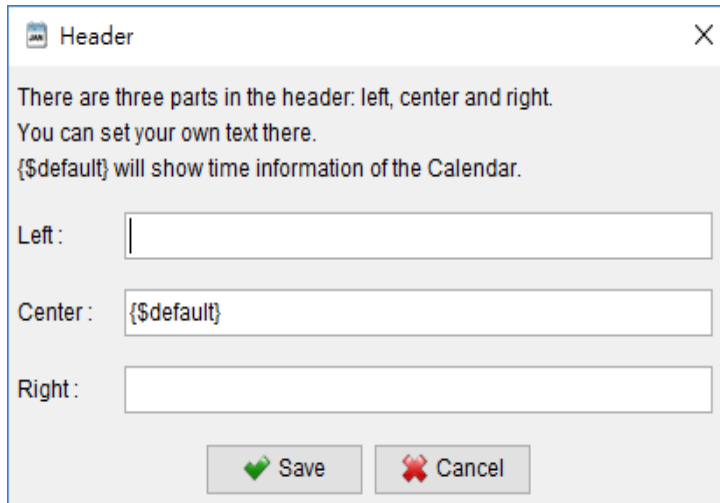


4.3. Header

Setup the header of your calendar.

1. Click the menu "Settings > Header"
2. You can specify different parts of the headers: Left, Center and Right.

There are two variables you can use, {\$year} and {\$month} stands for calendar's year and month respectively.

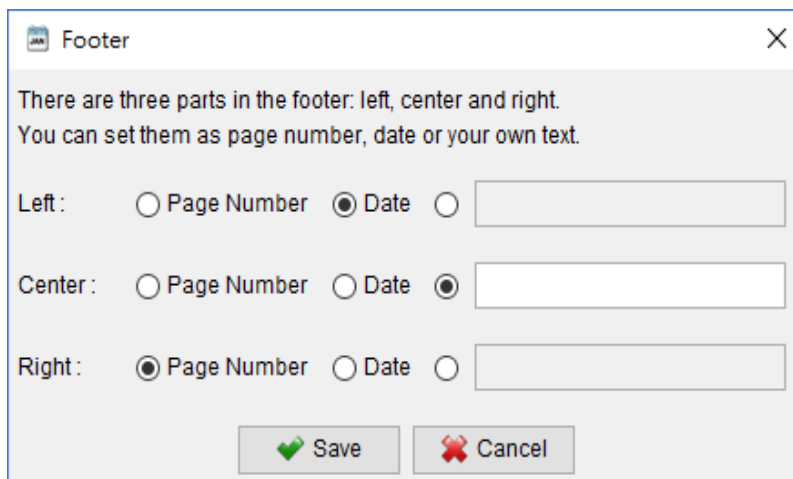


The screenshot shows a dialog box titled "Header" with a close button (X) in the top right corner. The text inside the dialog reads: "There are three parts in the header: left, center and right. You can set your own text there. {\$default} will show time information of the Calendar." Below this text are three input fields labeled "Left:", "Center:", and "Right:". The "Center:" field contains the text "{\$default}". At the bottom of the dialog are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

4.4. Footer

Setup the footer of your calendar.

1. Click the menu "Settings > Footer"
2. You can specify different parts of the footers Left, Center and Right.

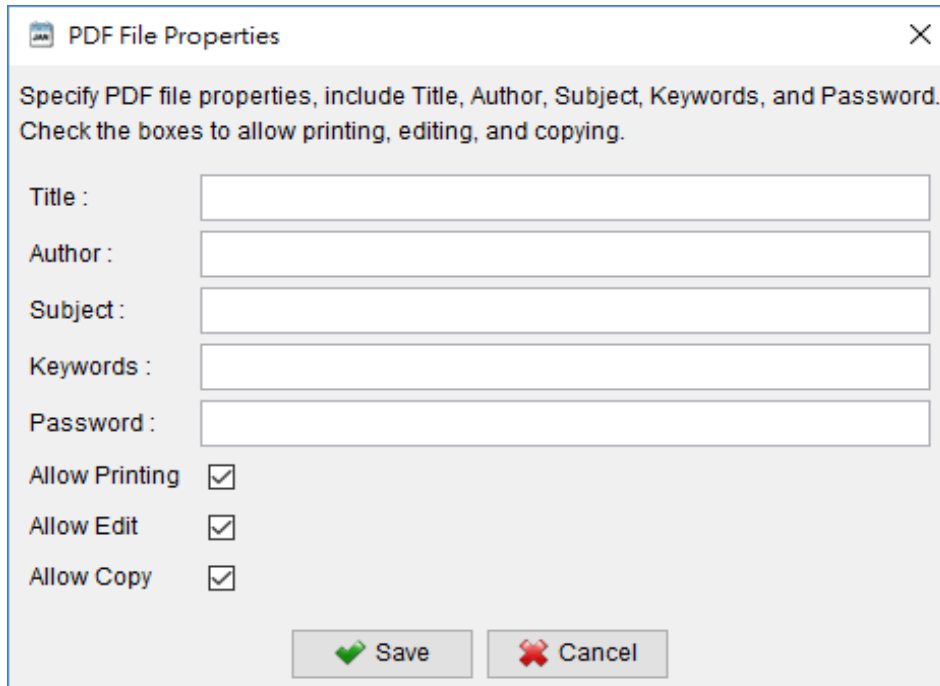


The screenshot shows a dialog box titled "Footer" with a close button (X) in the top right corner. The text inside the dialog reads: "There are three parts in the footer: left, center and right. You can set them as page number, date or your own text." Below this text are three rows of options, each with a label and three radio buttons followed by an input field. The first row is labeled "Left:" and has radio buttons for "Page Number", "Date" (which is selected), and an empty input field. The second row is labeled "Center:" and has radio buttons for "Page Number", "Date", and "Page Number" (which is selected), followed by an empty input field. The third row is labeled "Right:" and has radio buttons for "Page Number" (which is selected), "Date", and an empty input field. At the bottom of the dialog are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

4.5. PDF Properties

You can specify the properties of PDF output, includes Title, Author, Subject, Keywords.

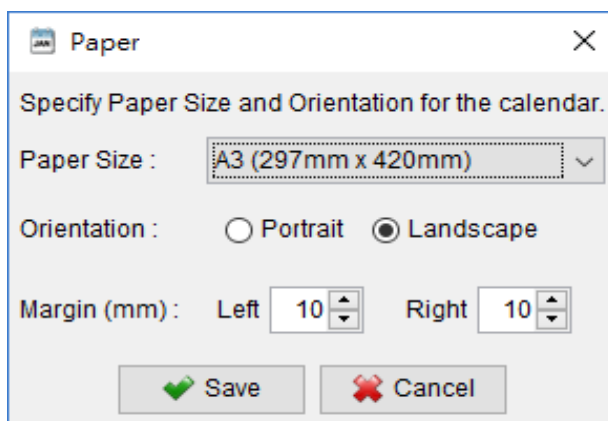
1. Click the menu "Settings > PDF Properties"
2. You can change the properties of the PDF output, includes:
 - Title, Author, Subject, Keywords, and Password
 - Allow Printing, Allow Edit, and Allow Copy



4.6. Paper Size

Change the Paper Size of the calendar and choose between Portrait and Landscape.

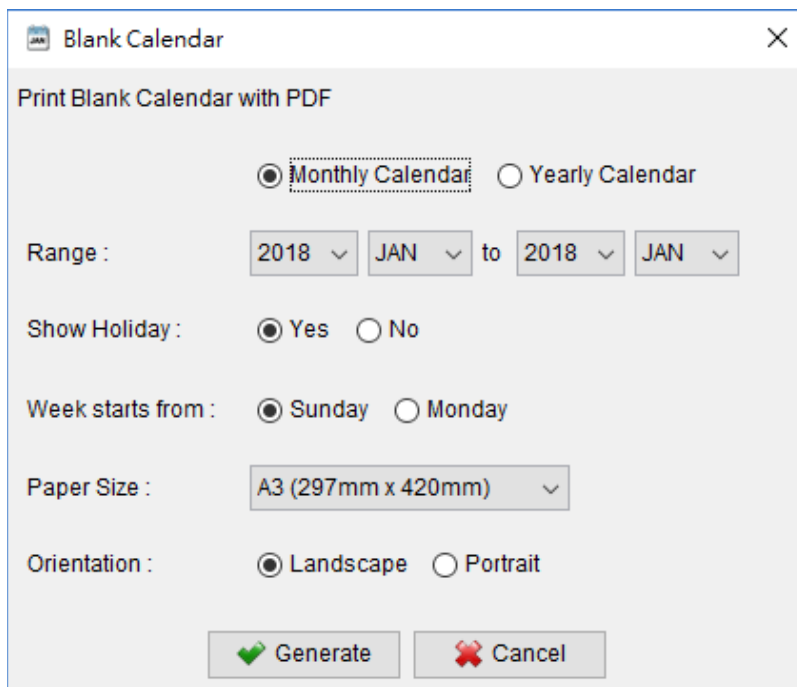
1. Click the menu "Settings > Paper Size"
2. You can select from different paper sizes and choose between Portrait and Landscape.



5. TOOLS

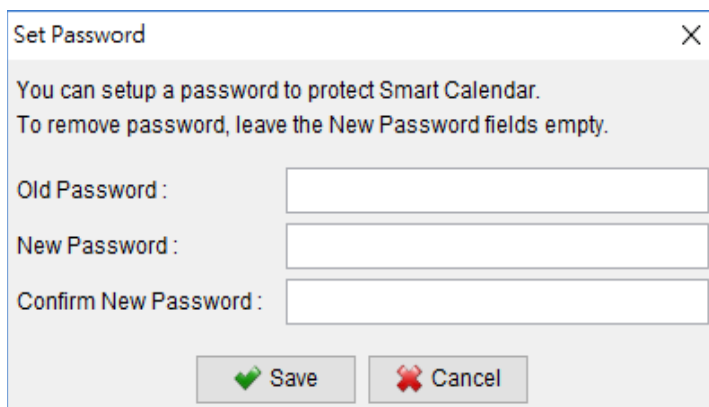
5.1. Print Blank Calendar

Print Blank Calendar helps you to generate a blank monthly or yearly calendar in PDF. You can print the calendar easily. Click [Generate] button to generate the calendar in PDF.



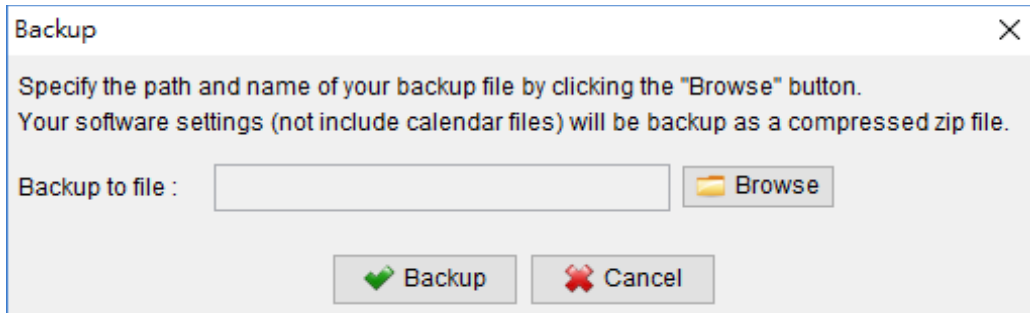
5.2. Set Password

To enhance the security of the system, you can set a password on it. Every time you start the application, you will be prompted with a password.



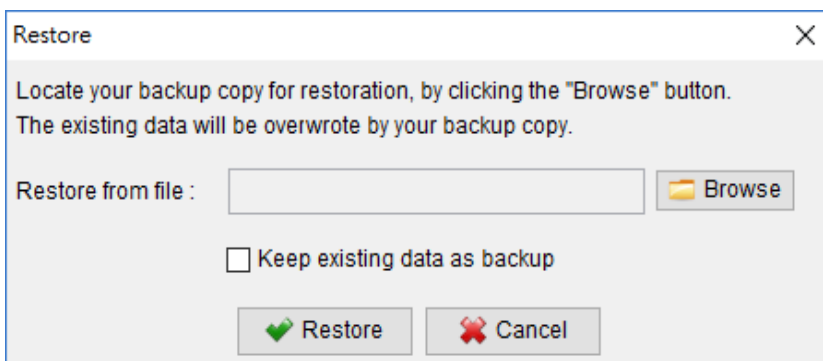
5.3. Backup

You can create a backup for all the software settings in Smart Calendar. Click the "Browse" button, and provides a filename to backup. The backup will be made in zip format.



5.4. Restore

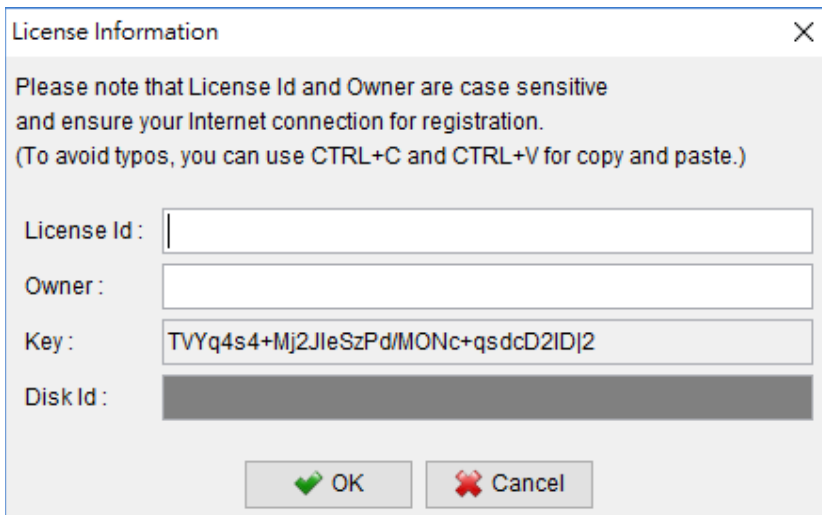
You can restore the backup data to the system. Click the "Browse" icon, and locate your backup copy. The software settings will be restored from the file.



6. REGISTRATION

To get rid of the restriction of Trial Version, you need to obtain a license and register your Smart Calendar copy. To register the Smart Calendar,

(1) Go to menu "Help > Register", registration window is shown out.



The screenshot shows a dialog box titled "License Information" with a close button (X) in the top right corner. The text inside the dialog reads: "Please note that License Id and Owner are case sensitive and ensure your Internet connection for registration. (To avoid typos, you can use CTRL+C and CTRL+V for copy and paste.)". Below this text are four input fields: "License Id:" (empty), "Owner:" (empty), "Key:" (containing the text "TVYq4s4+Mj2JleSzPd/MONc+qsdcd2IDJ2"), and "Disk Id:" (a dark greyed-out field). At the bottom of the dialog are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterward, restart the Smart Calendar to effective the license. The License Information can be found in the CD/LicenseId.txt or in the email about license information.

Note: If firewall is setup and block the connection of registration, the registration cannot be completed. You may temporarily disable the firewall to allow the registration go through.