Calendar

Last Updated Monday, 09 April 2007

Screenshot:

The Calendar

Details:

- : Use the - (minus) button at the top left of the calendar to toggle the whether the week starts on a Sunday or Monday. This alters the screen layout of the dates accordingly. Alternatively, click on the Mon or Sun tags (whichever is to the left most position in the days of the week row) to achieve the same effect.

x : Use the x button at the top right to close the calendar (or clicking anywhere adjacent to the calendar within the Attribute Tab area has the same effect.

Today: Click on the Today button and the calendar date selected will automatically reset to today's day and date.

<< / >> : Click the << or >> buttons to decrease or increase the year that will be shown in the display for the date being created. Click and hold on either button for a drop down display of the years. Keeping the mouse key depressed slide down the list until the required year is highlighted and then release the mouse key.

< / >
Click the < or > buttons to decrease or
increase the month that will be shown in the display for the date being
created. Click and hold on either button for a drop down display of the months. Keeping the mouse key depressed, slide down the list, until the
required month is highlighted and then release the mouse key.

To select a particular date, within the current month display, just click on the appropriate number in the main panel.

To move the calendar to a more appropriate viewing position place the mouse cursor over the main section of the header or anywhere within the footer, click and hold the left mouse button and drag the calendar to the desired position.

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

The User Documentation Team