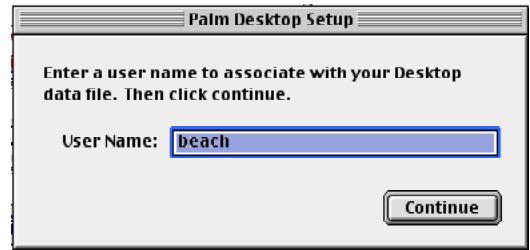


Setting up the Palm Calendar for the First Time

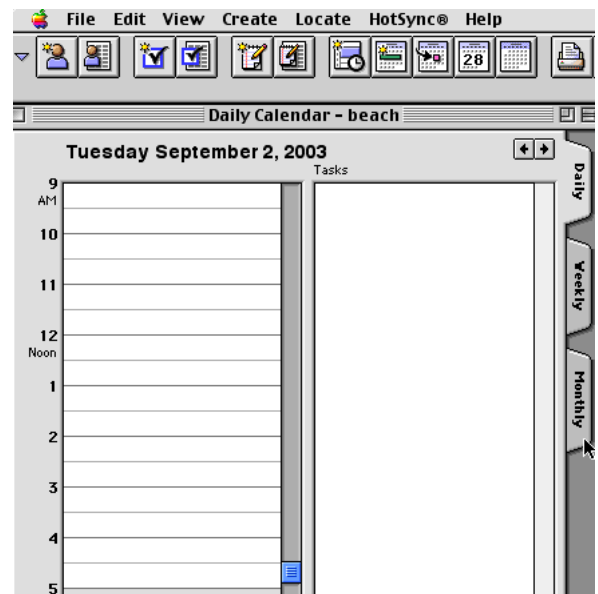
You may find the Palm folder in your Applications (OS 9) folder. Inside is the Palm Desktop Application.

When you first use Palm it will ask you to enter a user name. If you ever use multiple Palm Pilots on your computer, this name is used to figure out which palm user is which! Whew.

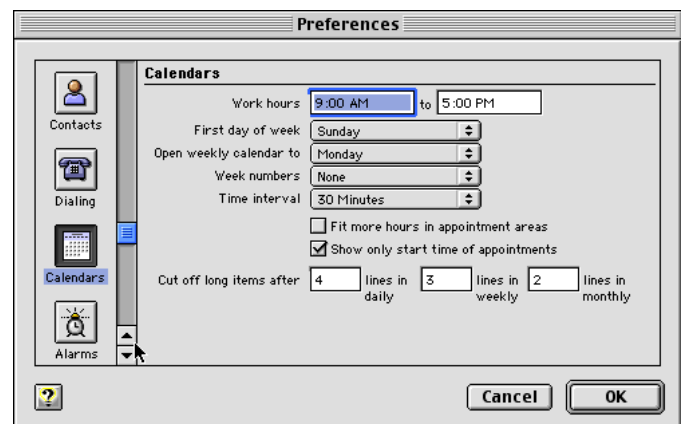
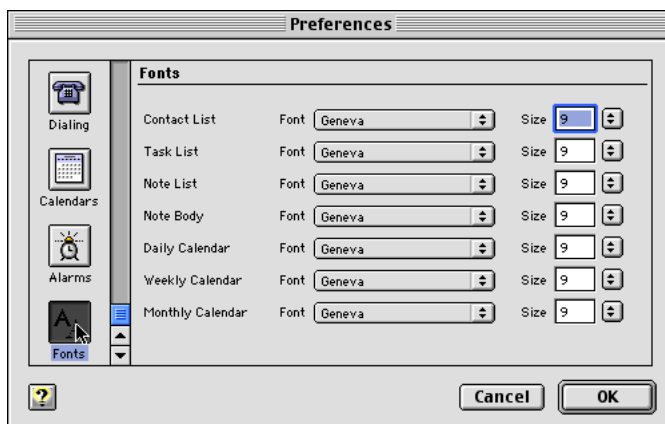
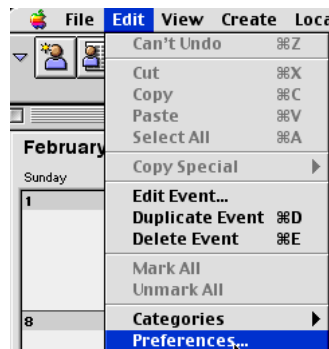
Palm will also ask if you will be using a Palm Pilot- if you're not, just say setup later



Palm Datebook (calendar) should open up, probably to the Daily View. Use the Tabs to switch to the monthly view

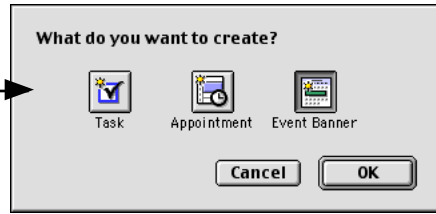


You may want at this time to change your preferences. Choose a pretty color scheme (though it won't print). Choose whether your weeks should start on Mondays or Sundays, etc. Choose your default fonts.

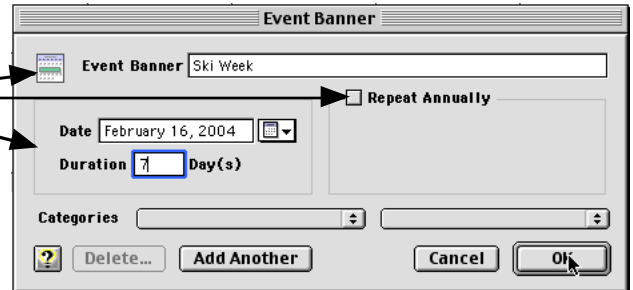


Using the Palm Calendar

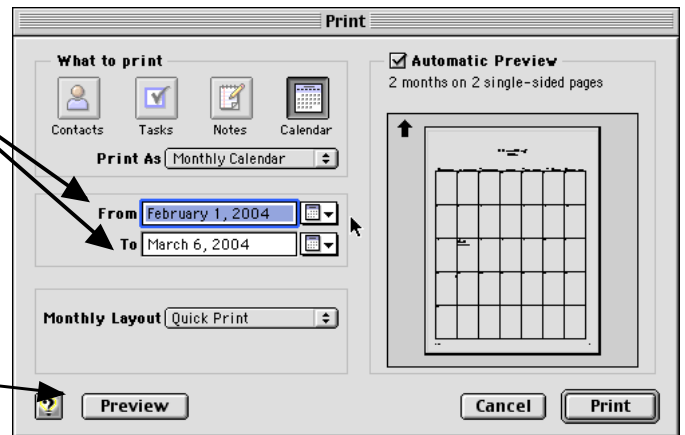
Double click on the date to get the create box →



Give your activity, banner or task a name and fill in the options. You can edit these by double-clicking again on the activity later



When printing, chose your dates!!!



Try out the preview to make sure you are getting what you want!!

Preview also allows you to click on Setup and choose a horizontal calendar instead of a vertical one

