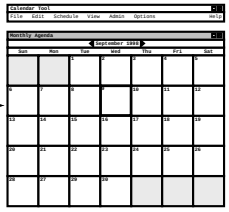
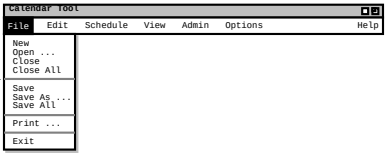
Initial Screen



Launch Calendar Tool from the OS

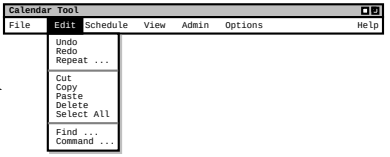
Choose File in menubar

File Menu



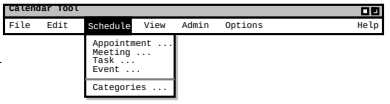
Choose Edit in menubar

Edit Menu



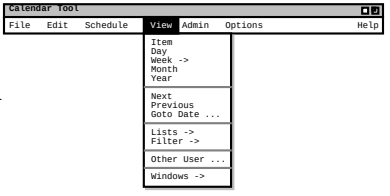
Choose Schedule in menubar

Schedule Menu



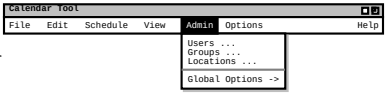
Choose View in menubar

View Menu



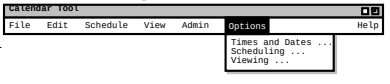
Choose Admin in menubar

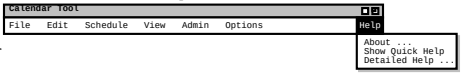
Admin Menu



Choose Options in menubar

Options Menu



Choose Help in menubar

Help Menu