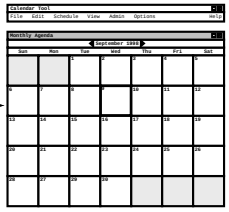
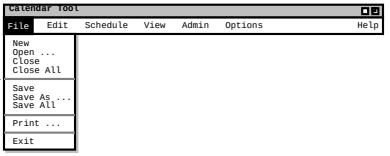
## Initial Screen




*Launch Calendar Tool from the OS*

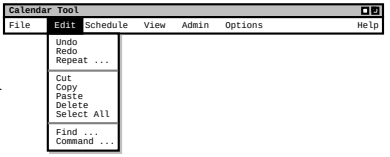
*Choose File in menubar*

## File Menu



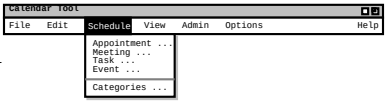

*Choose Edit in menubar*

## Edit Menu



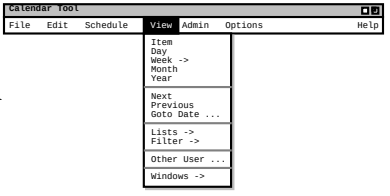

*Choose Schedule in menubar*

## Schedule Menu



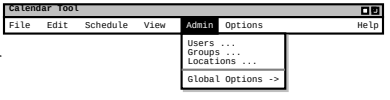

*Choose View in menubar*

## View Menu



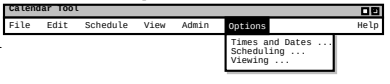

*Choose Admin in menubar*

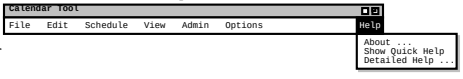
## Admin Menu




*Choose Options in menubar*

## Options Menu




*Choose Help in menubar*

## Help Menu