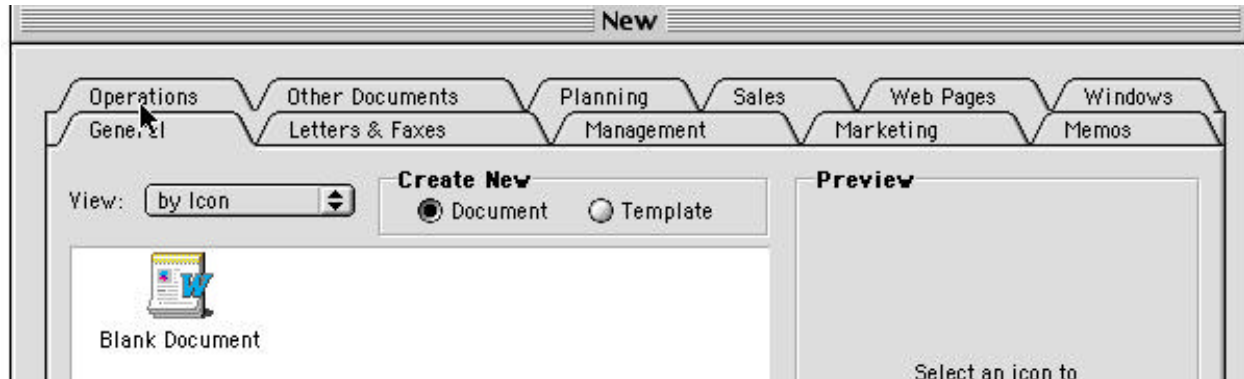


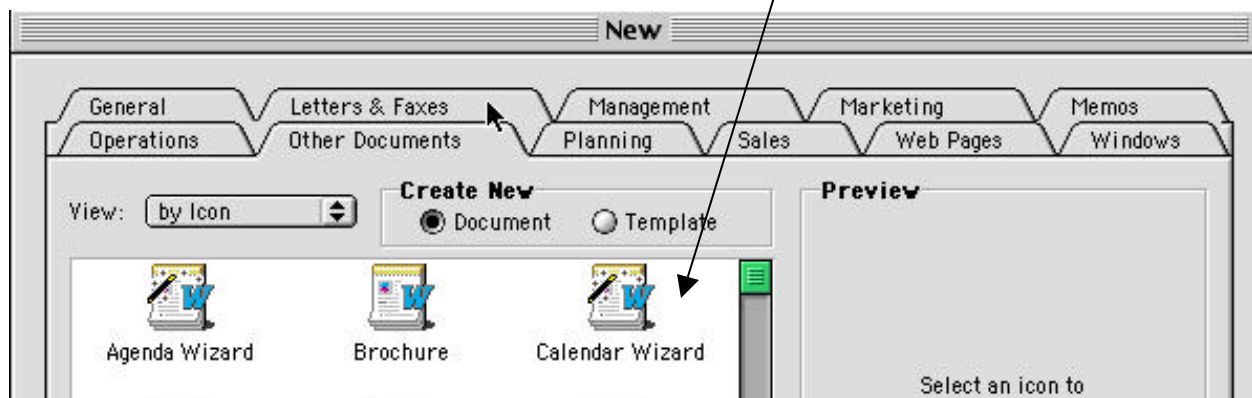
# Making a Calendar Using Word 97

This was written for Microsoft Word 97 for Macintosh. Newer or older versions may have different options and ways to do things. Compiled by Sean Pearson (sean@iollan.com) Copyright© 2003. All rights reserved. Copies may be made for educational use only.

1. Open Word.
2. Go to file and select New.
3. This should pop up:



4. Select the Other Documents tab and double click on Calendar wizard.



5. Hit Next on the screen that pops up.

6. Select the style that you prefer and then hit next.



7. Select landscape for the picture layout and click on No for including a picture. Hit Next.



8. Input the month and year that you want the calendar to be for. You can do multiple months if you so desire. Hit Finish

The image shows a 'Calendar Wizard' dialog box with a progress indicator on the left. The progress indicator has five steps: 'Start', 'Style', 'Direction & Picture', 'Date Range' (highlighted in green), and 'Finish' (highlighted in red). The main area of the dialog box contains the following text and controls:

**Select the starting and ending months. Type the years.**

	Month	Year
Start:	June	2003
End:	June	2003

At the bottom of the dialog box, there are four buttons: a help button (question mark in a square), 'Cancel', '< Back', and 'Next >', and 'Finish'.

9. To enter information in the calendar click next to the number of the date and hit enter. This should take the font size to where it needs to be. Then just type in the information.