ShiftCal®

the Firefighter Calendar

version 6.3

User Manual

ShiftCal® - the Firefighter Calendar

version 6.3

by T. Wesley Erickson

We have the technology...

ShiftCal® - the Firefighter Calendar

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1   Introduction

ShiftCal - the Firefighter Calendar was written for emergency service agencies that work 24-hour shifts. It is easily customized for any regular platoon-based schedule of two to six platoons.

ShiftCal is *commercial software*, it is **not** public domain; see The Bad News for details.

We encourage users to download the program and to try out its features; we hope that you will find the program useful and that you will elect to pay the license fee.

If you do not find this program useful, simply erase all files, and you have no further obligation to us.

If you received the program on a promotional disk from *T W Erickson Enterprises*, you may either:

- Erase the files and keep the disk, or
- Pass the disk on to another user

This product, including the manual and all related material, is copyrighted and contains proprietary information.

2   Features

The program runs on current 32-bit and 64-bit versions of Microsoft Windows (e.g. Windows 7, Vista, XP, and 2000), and provides a wide range of features, including the following:

- Easily and extensively configurable by the user
- Supports two- to six-platoon systems
- Uses the system date on startup
- User may specify a past or future date
- Scrolls forward or backwards by days, months, or years
- Returns to "today" or user-specified date with one keystroke
- Displays and prints monthly or annual calendars
- Displays and prints event messages on monthly calendars
- Produces two-sided daily organizer pages
- Produces business-card-sized wallet calendars
- Easily generates repeating events
- Places images in printed calendars (.jpg, .png, .bmp, .tif, .gif)

On startup, the program utilizes the computer's internal clock to display a monthly calendar for the current date. Shown here is the display for November 26, 2012:
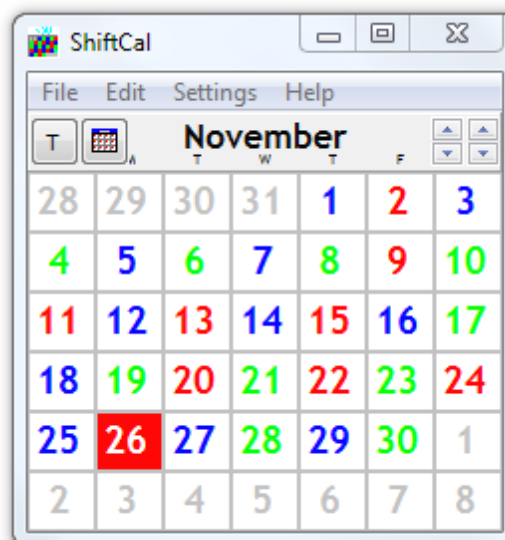
The user may enter a valid date as a command-line parameter; see Startup Options for details.

The user may scroll forward or backwards by days, months, or years, returning to the current date with one keystroke at any time.

For users that need to display a variety of shift schedules, alternate shift schedules (.ini files) can be opened while the program is running; shift schedules of two to six platoons are supported.

Alternate shift schedules (.ini files) can also be assigned to desktop or menu shortcuts; this is particularly convenient for users that want to display shift schedules for multiple agencies simultaneously. Refer to Startup Options for details.

2.1   New in this release

ShiftCal - the Firefighter Calendar has evolved over time to incorporate features requested by users. Some of the improvements in this release are as follows:

- Support for Windows 7, including gestures
- Support for Windows Vista, including Aero interface
- Improved page setup (paper size, orientation, and margins)
- Improved output scaling for printed calendars
- Ability to embed graphics in printed output (.jpg, .png, .bmp, .tif, and .gif)
- HTML Help (instead of older WinHelp)
- Many minor code revisions

Recent releases incorporated the following features:

- Improved date navigation (keystroke and mouse)
- Support for numbered and "named color" platoons
- Repeat Appointment dialog for recurring events
- Automatic date roll-over at midnight
- Display and print events in monthly calendars
- Print wallet calendars and personal organizer pages

The user may rotate the mouse scroll button to change the calendar date a month at a time; there are also additional shortcuts for navigating through dates.

Platoons may be identified by letters (e.g. "A Platoon"), by numbers (e.g. "Platoon 1"), or by named colors (e.g. "Blue Platoon").

We have added support for repeating events. Messages may be specified to repeat by time interval (e.g. every two weeks), to occur on a specific date (e.g. the 15th of the month) or to occur on a specific day of the week (e.g the last Friday in the month).

If the user leaves the program running on the desktop, the date will automatically roll over at midnight, unless the user has selected a date other than "Today" (i.e. if the user has selected a specific date, the program will not seize control).

The user can print monthly and annual calendars (with event messages, if desired), daily organizer pages, and business-card-sized pocket calendars.

2.2   The Standard Disclaimer

T W Erickson Enterprises warrants the medium (diskette or cd-rom) on which the product is distributed to be free from defects in workmanship and materials in normal use for a period of ninety

(90) days after the date of original purchase. Liability is limited to replacement of a defective diskette or cd-rom. No replacement warranty applies to promotional distribution media.

T W Erickson Enterprises disclaims all warranties with respect to this software and documentation, whether expressed or implied, including any implied warranties as to fitness for any particular purpose, functionality, or data integrity. The software is licensed on an "as is" basis. The entire risk as to its quality and performance lies solely with the user.

T W Erickson Enterprises reserves the right to change the contents and features of this program and documentation at any time. Since any software product can be expected to change over time, *T W Erickson Enterprises* assumes no financial responsibility or liability for errors that may appear in the documentation, for features that are added to or removed from the software, or for any inconsistencies between the actual versus documented features and performance of the product.

2.3   Trademarks

The following trademarks mentioned in this manual are the property of their respective owners:

Windows and MS-DOS are trademarks of MicroSoft Corporation
Lotus is a trademark of Lotus Development Corporation
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Apple is a registered trademark of Apple Computers, Inc.
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HP, HP110, Portable Plus, and Hewlett-Packard are registered trademarks of Hewlett-Packard
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Avery is a trademark of Avery Dennison Corporation
Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated
ShiftCal is a registered trademark of T W Erickson Enterprises

3   The Bad News

The Firefighter Calendar is *commercial software*. It is **not** *public domain*.

Some program features are only available to licensed users (or on a trial basis to new users).

Use of this program in any derivative work (including screen displays or printed calendars for commercial distribution) is prohibited except as provided under specific licensing agreement.

Exception: users may post calendar images on a personal or agency-sponsored web site, if the user or agency holds a current license.

In this case we would appreciate a link to our web site similar to the following:

> Calendar generated by ShiftCal - the Firefighter Calendar

Html code for the link above might look like the following (on one line):

```
Calendar generated by <a href="http://www.shiftcal.com/">
        ShiftCal</a> - the Firefighter Calendar
```

Serial Number

When a new user downloads the program, a temporary *validation code* may be issued to allow the user to test program features.

When a user (or agency or business) pays the license fee, a validation code is issued which will enable all program features for the term of the license.

In either case, a *serial number* is embedded in the validation code.

A serial number is not a license - it is simply a means to identify a particular user (who may become a licensed user at some time in the future).

User License

A license is granted for a specific time (license term) upon payment of the license fee. Licensed users receive a validation code that enables program features for the term of the license. At the end of the license term, a licensed user reverts to an unlicensed user.

Unlicensed users are granted permission to use the program for up to six months, after which time they must either pay the license fee, or remove the program from all computers with no further obligation to us.

The License in a nutshell

The gist of the agreement is this: your payment authorizes you to access all current program features for the term of the license. It does **not** authorize you to distribute calendars for profit or gain.

If you, as an end user, violate the licensing agreement, we'll tell your Mom. Just so we're clear, we may elect to pursue legal remedy.

Key Point:

The license *does not* authorize any user to distribute calendars for profit or gain; this is permitted only under a strict commercial licensing agreement based on the number of calendars to be printed or distributed.

3.1   Classes of License

For licensing purposes, we recognize three classes of users:

- Personal use - an individual, private user
- Agency use - a Fire Service or non-profit agency
- Business use - a for-profit business enterprise

Individual users with a current license may install the program on all of their personally-owned computers.

Agencies with a current license may install the program on all agency-owned computers.

Businesses with a current license may install the program on all business-owned computers.

3.1.1   Personal License

The fee for a "personal use" license is twenty dollars ($20) for the first two years, and five dollars ($5) for each subsequent year.

Why does the initial license cost more?

The initial fee covers our overhead in creating a new licensee, database maintenance, generating and transmitting a unique validation code, assisting new users in setting up their shift schedules, and providing technical support.

We gladly provide support to all of our licensed users (and to non-licensed users on a time-available basis), but we spend a substantial portion of our non-programming hours helping new users set up their shift schedules. Whenever we encounter an unusual shift schedule, we make a point of posting it to the web site for the convenience of other users.

The real reason: since technical support requests drop off after the first year, we thought we'd give you a break.

Why do I have to pay a renewal fee after the first two years?

We're in business to make money (not that we're doing a very good job of it...).

What do I get for paying the license fee?

Payment of this fee grants the user license to install the program and to activate all current program features on all personally-owned computers, and to print unlimited calendars during the license term for *personal, non-commercial use or distribution*.

We maintain a fairly liberal "personal use" policy: the user may print calendars for himself/herself, family, friends, and (yes, even) crew members. Printing calendars for the whole platoon (or, needless to say, for the whole department) does not fall into the "personal use" category (let them pay their own license fee!).

This license does not authorize the user to activate program features on someone else's computer, or on computers at a fire service agency, a non-profit agency, or a business. The license also does *not* authorize the user to distribute calendars for profit or gain.

3.1.2   Agency License

The license fee for a Fire Service Agency varies with the number of *paid safety members*:

Members	Fee
less than 20	$25 per year
21 - 60	$50 per year
61 - 100	$75 per year
101 - 200	$100 per year
more than 200	Contact us

We recognize the dedication of volunteer firefighters, and we offer a discount to volunteer departments and to agencies with a combination of paid and volunteer firefighters. Please contact us for details.

Discounts are available for large agencies; contact Support for details.

Why do I have to pay a license fee every year?

We're in business to make money (not that we're doing a very good job of it...).

What do I get for paying the license fee?

Payment of the license fee grants the agency license to install and to activate program features on all agency-owned computers; and to print unlimited calendars during the license term for *non-commercial use or distribution*.

3.1.3　Business License

The fee for a non-profit agency or for a for-profit business varies with the intended use; contact *Support* for details.

3.2　Pay Up!

We currently accept payment by check or money order in U.S. funds, by PayPal, or by purchase order ("Agency Use").

We accept PayPal transactions for all classes of license.

To pay for a "Personal Use" license via PayPal, click on the the "PayPal" button on the following web page:

> http://www.shiftcal.com/paypal.htm

To use PayPal for other classes of license, contact *Support*.

For more information on any of these options, please contact *Support*.

4 Installation

ShiftCal is available by download from our web site at:

http://www.shiftcal.com

The current version of the program is always available on the web site; licensed users are granted access to download periodic updates to the current version.

T W Erickson Enterprises occasionally makes promotional copies of the installation disk available to hand out at Fire Service events.

4.1 System Requirements

To use this product, you must have the following:

- An IBM PC (or close compatible) running Windows 7, Vista, XP, or 2000
- Approximately 4 megabytes of hard disk space for required files (10 MBytes for full install)
- A color monitor (resolution of 800x600 or greater preferred, but not required)

4.2 Setup.exe

The most common method of distribution is the Installshield application **setup.exe**, available for download on the web site. The same application appears on the distribution CD-ROM.

To install the program, run **setup.exe** as follows:

If you are running Windows 7 or Windows Vista, right-click on the installation program (**setup.exe**) and select "Run as Administrator" from the context-sensitive (local) menu. You will be asked to confirm that the program should be allowed to make changes to your computer.

If you are running Windows XP or 2000, double-click on the installation program (**setup.exe**).

The installation program will create a menu entry named "**ShiftCal - FF Calendar**" in the Program menu, and will optionally create a desktop shortcut. Unless the user specifies a different location, the program will be installed into the following directory:

C:\Program Files\Erickson\ShiftCal6\

Until the user modifies ShiftCal.ini, the program displays a 56-hour work week that features "Fours and Sixes"; see Setting Up ShiftCal for details.

Several shift schedules (.ini files) are included with the Firefighter Calendar, and others are available for download from the web site. If you would like to share your .ini file with other users, attach a copy of it to an email and send it to the following email address:

support@shiftcal.com

4.3   Web Deployment

Users running Windows XP or Windows 2000 may elect to download and to install the program using the InstallShield "*One-Click Install*" (web deployment) option, which uses an Active-X control to reduce the size of the download. This option is particularly useful for those who are using dial-up access to download the program from the web site. The "*One-Click*" installation proceeds exactly the same as the full setup program.

For more information on the InstallShield "*One-Click Install*" web deployment option, see:

> http://support.installshield.com/help/oneclick/defaulthelp.htm

Web deployment requires Microsoft Internet Explorer (version 5 or greater). The user may have to temporarily change a setting in the browser, as follows:

- Select **Tools | Internet Options**, then select the **Security** tab
- With the **Internet Zone** active, click on the "Custom Level" button
- Change the *Initialize and script ActiveX controls not marked as safe* option from **Disable** to **Prompt**

Once the browser is updated, activate the web deployment option by navigating to the web address in the email message you received when you filled out the download form at:

> http://www.shiftcal.com/userform.htm

If you did not receive an email message containing download directions, contact Tech Support.

During installation, if you are presented a dialog that asks if you want to *accept the Installshield certificate*, click on **Yes**.

Key point: after the installation is complete, change the browser security settings back to their former settings.

A detailed description of the process appears on the web site at:

> http://www.shiftcal.com/webdeploy.htm

5   Setting Up ShiftCal

Settings that define a particular shift rotation and control program behavior are stored in an .ini file; the program reads the contents of "ShiftCal.ini" on startup. By default, the program displays a 56-hour work week (fours and sixes) with a 24-day cycle.

The user may define any number of .ini files for different shift schedules. Several .ini files are included in the standard installation, and others are available for download from the web site.

To display your agency's shift schedule on startup, copy your desired settings to ShiftCal.ini. The location of data files varies somewhat, depending upon the user's version of Windows:

Windows 7 and Windows Vista use a new "AppData" folder and include "local" and "roaming" folders:

   C:\Users*UserName*\AppData\Roaming\Erickson\ShiftCal6\ShiftCal.ini

Shift schedule (.ini) files in Windows XP and 2000 are located under the "Application Data" folder:

   C:\Documents and Settings*UserName*\Application Data\Erickson\ShiftCal6\ShiftCal.ini

Key Point: since **both of these paths are hidden** by default, we suggest using the CalMod utility, which automatically places your .ini files in the correct location.

Users of older versions of Windows may need to use a previous version of ShiftCal; the same validation code will work with both versions. Data files may appear in the "My Documents" folder or in the ShiftCal program directory; users of older versions of ShiftCal will be accustomed to maintaining data files in the program directory:

   C:\Program Files\Erickson\ShiftCal6\ShiftCal.ini

Although *ShiftCal* can access .ini files in any directory (including over a network), users in a shared environment may not have the necessary access rights to create or edit files in a particular directory.

To quickly locate and edit ShiftCal.ini, use the Windows Search or Find Files command (depending upon your version of Windows). Click on **Start | Search | For Files or Folders**, enter "shiftcal.ini", then click on the "Search Now" button. Double-click on the filename in the right pane to open it for editing in Windows Notepad.

The following is a brief overview of the settings used to customize ShiftCal for a particular shift schedule; detailed information on editing .ini files can be found in Editing .ini files.

Contents of .ini Files

A ShiftCal .ini file consists of *Sections*, *Keynames*, and *Values*.

A *Section* acts as a header for a category of settings; it is surrounded by square brackets and appears on a line by itself:

[Colors]

A *Keyname* defines an attribute which is linked to a specific *Section*.

A *Value* is assigned to a *Keyname* with an equals sign ("=") by placing it on a line under the appropriate *Section*. The following example assigns the color "red" to the "A" Platoon (assigns Value "Red" to Keyname "APlt"):

[Colors]
APlt=Red

If a *Section* does not appear in the .ini file, or if a *Keyname* and *Value* does not appear in a *Section*, the program will use default values. For example, if there are no entries in the [Fonts] Section (or if the [Fonts] Section does not appear in the .ini file), the program will use "Segoe" (Windows 7 and Vista) or "Arial" (Windows XP and 2000).

Keynames and *Values* must be entered under the correct *Section*, or they will be ignored.

Values can be text, numeric, or Boolean (where 1 = True and 0 = False); the type must be consistent with the *Keyname* (i.e. a text value cannot be assigned to a numeric Keyname).

ShiftCal.ini Settings

A *ShiftCal* .ini file may contain any or all of the following sections:

[Shift Schedule]	defines a particular shift schedule
[Config]	defines program behavior and display
[Colors]	defines the color used to display each platoon
[Images]	specifies images files to be placed in printouts
[Fonts]	defines the typeface used for program elements

[Shift Schedule] consists of the following elements:

Keyname	Description
NumberOfPlatoons	Number of platoons (usually three)
DaysInRotation	Number of days in one entire shift rotation
ShiftRotation	String of characters defining the shift rotation
StartDate	Arbitrary date on which ShiftRotation starts

Notes on [Shift Schedule]:

NumberOfPlatoons: most Fire Service agencies use a three-platoon system; we support two- to six-platoon systems

DaysInRotation: can vary widely; three-platoon systems are usually 3, 9, or 24

Start Date: any date on which the rotation described in ShiftRotation starts (and repeats every DaysInRotation days)

ShiftRotation: can comprise letters ("A Platoon"), numbers ("Platoon 1"), or named-color identifiers ("Blue Platoon")

Labelling system	Valid platoon labels
Letters	A B C D E F
Numbers	1 2 3 4 5 6
Named-color	K L R G Y P

The named-color labels stand for blac**K**, b**L**ue, **R**ed, **G**reen, **Y**ellow, and **P**urple.

[Config] encompasses a wide variety of elements, including the following:

Keyname	Default Value	Description
FormWidth	254	Startup width of calendar in pixels
FormHeight	268	Startup height of calendar in pixels
FullMonthName	1	Display full month name (abbreviated if 0)
ShowYear	1	Display month and year in header
ShowDOW	1	Display day-of-week letters in header
ShowDOWMax	1	Display day-of-week when maximized
StartMaximized	0	Start program in full-screen mode
CenterDate	1	Center dates in calendar grid
CenterDateMax	0	Center dates when maximized
ShowGrid	1	Show calendar grid lines
ShowGridMax	1	Show grid lines when maximized
HiliteCurrent	1	Display current date in inverse color
ShowLeading	1	Display dates from prev/next months
StayOnTop	0	Force program to top of z-order
ShowHints	0	Display "fly-over" help
ShowMsgs	1	Display messages
MsgFormOnOpen	0	Show message form on startup
ShowRecCount	0	Display number of records in event file
Epoch	1975	Controls interpretation of two-digit years
Title	Erickson Enterprises	Default title for printed calendars
WalTitle1	www.shiftcal.com	Titles for wallet calendars (1..4)
ReverseUpDown	0	Reverse Up/Down controls click behavior
LongDOWNames	1	Full day-of-week names (abbreviated if 0)

Some elements of [Config] are set from within the program, and are saved when the user issues a **Settings | Save Settings** command; others can only be changed by manually editing the .ini file.

[Colors] consists of one of the following sets of elements:

Lettered platoons (e.g. "A Platoon"): valid identifiers are "A" - "F":

      APlt=Red
      AInv=White
      BPlt=Blue
      BInv=White
      CPlt=Lime
      CInv=Black

Numbered platoons (e.g. "Platoon 1"): valid identifiers are "1" - "6":

      1Plt=Blue
      1Inv=White
      2Plt=Red
      2Inv=White
      3Plt=Lime
      3Inv=Black

Named-color platoons (e.g. "Blue Platoon"): valid identifiers are "**K**", "**L**", "**R**", "**G**", "**Y**", and "**P**":

      RPlt=Red
      RInv=White
      LPlt=Blue
      LInv=White
      YPlt=Yellow
      YInv=Black

The user may assign any Windows named color to the color variables (see Appendix I).

[Images] contains the filenames of images to appear in printed calendars:

Monthly	filename of image to appear on monthly calendars
ScaleMonthly	controls scaling of Monthly image
Annual	filename of image to appear on annual calendars
ScaleAnnual	controls scaling of Annual image
Organizer	file of image to appear on Organizer pages
ScaleOrganizer	controls scaling of Organizer image

[Fonts] consists of a font name, style, size, and (in some cases) color for each of the following program attributes:

Title	title on printed calendars
Header	month name and year
Calendar	day numbers in grid
Message	text in calendar grid
Wallet	business card calendars
Day-of-Week	day-of-week abbreviations

The user-specified font attributes from the Settings menu are saved when a **Settings | Save Settings** command is issued.

Several font attributes are saved separately for full-screen (e.g. maximized) display and normal (e.g. non-maximized) display:

CenterDate	center day numbers in grid or place in upper-left corner
ShowGrid	turn row and column lines on or off
ShowDOW	turn day-of-week labels in header on or off

For example, the user may want dates to be centered for a small on-screen display, but placed in the upper-left corner in full screen mode so messages can be viewed. Both settings are saved so the program will automatically switch between the two modes when the user maximizes or restores the application.

.ini File Examples:

A simple three-platoon shift schedule (24 hours on, 48 hours off) using lettered platoons:

```
[Shift Schedule]
NumberOfPlatoons=3
DaysInRotation=3
ShiftRotation=ABC
StartDate=01/01/05

[Colors]
APlt=Blue
AInv=White

BPlt=Black
BInv=White

CPlt=Red
CInv=White
```

A three-platoon shift schedule (work 3 shifts, off 4 days) using numbered platoons:

```
[Shift Schedule]
NumberOfPlatoons=3
DaysInRotation=9
ShiftRotation=232313121
StartDate=01/01/05

[Colors]
1Plt=Lime
1Inv=Black

2Plt=Blue
2Inv=White

3Plt=Red
3Inv=White
```

A three-platoon shift schedule using named-color platoons:

```
[Shift Schedule]
NumberOfPlatoons=3
DaysInRotation=3
ShiftRotation=RYK
StartDate=01/01/05

[Colors]
KPlt=Black
KInv=White

RPlt=Red
RInv=White

YPlt=Yellow
YInv=Black
```

A six-platoon system (United States Postal Service):

```
[Shift Schedule]
NumberOfPlatoons=6
DaysInRotation=42
ShiftRotation=CDEFAAABCDEFFFABCDEEEFABCDDDEFABCCCDEFABBB
StartDate=12/31/01

[Colors]
APlt=Red
AInv=White

BPlt=Gray
BInv=Black

CPlt=Yellow
CInv=Black

DPlt=Blue
DInv=Black

EPlt=Lime
EInv=Black

FPlt=Purple
FInv=White
```

For examples of how *ShiftCal* can accommodate unusual situations, follow these links to the web site:
Camp Pendleton Fire Department - Rotating Days Off
Houston Fire Department - Debit Days and use of event file to display shift information
Oceanside Fire Department - cell phone wallpaper (background image)
Seattle Fire Department - Debit Days and use of event file to display shift information
Tracy Defense Depot - Unique Federal shift schedule
United States Postal Service - six-platoon system for postal clerks

5.1   CalMod Utility

CalMod.exe is an application that allows the user to create, view, and modify the .ini files that define shift schedules.

CalMod is automatically installed on the user's computer if the user selects the "Typical" install option or selects "CalMod" from the custom install option.

CalMod can also be downloaded from the web site separately if the user does not have access to the setup program; the link appears on the "Download" page at:

www.shiftcal.com/download.htm

Detailed instructions for CalMod appear in Using CalMod.exe.

5.2   Manual Edit

The contents of ShiftCal.ini can be manually edited with a simple text editor like the Windows Notepad.

Do not use a word processing program (which will place formatting commands in the file, rendering it unusable).

We suggest that the user make a backup copy before making changes to an .ini file.

It is also a good idea to examine some of the sample .ini files installed with ShiftCal to get an idea of how they work before making changes.
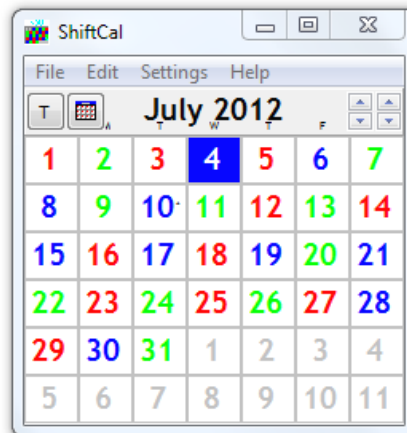
To temporarily comment out a keyword or value, place a semicolon at the beginning of the line:

```
[Config]
; FullMonthName=0
```

For more information on editing .ini files, see Editing ShiftCal.ini Manually.

6   Running ShiftCal

The Calendar

The calendar consists of the following elements:

- Windows form controls (System Menu, Minimize, Maximize/Restore, Close) and menu (File, Edit, Settings, Help):
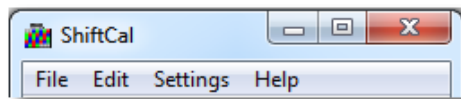
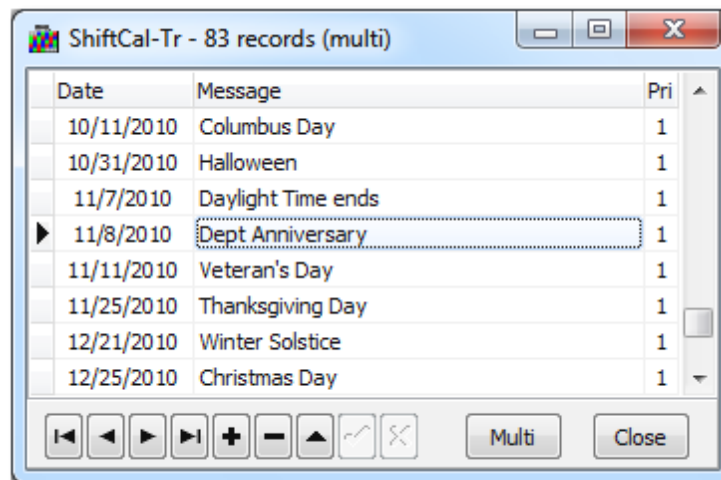
- Title Bar

- and, of course, the Calendar Grid:

The Title Bar contains the following elements:

- Month Name and (optionally) Year
- Day-of-Week labels
- "Today" button:
- "Annual calendar" button:
- "Spin Controls" for month and year:

The Message Form

The Message Form displays the contents of the current event (.cds) file.

The Message Form contains the following elements:

- Windows Form Controls (System Menu, Minimize, Maximize/Restore, and Close)

- Message grid

- Menu bar

The Menu bar consists of the following elements:

- Navigation bar

- "Multi / Edit" button

- "Close" button

Some features use local menus (accessible via a right-mouse-click or by pressing the local menu button on the keyboard); these are documented in Advanced Settings.

6.1 Keystroke Commands

Start *ShiftCal* by double-clicking on the desktop icon or by selecting the *ShiftCal* application from the "ShiftCal - FF Calendar" menu.

Use the cursor-control (arrow) keys to change the current date: move the highlight left (previous day), right (next day), up (previous week), or down (next week). The current date will wrap to the previous or next month as required.

To step forward or backwards one month, press the <Page Down> or <Page Up> key.

To step forward or backwards one year, hold down either the <Shift> key or the <Ctrl> key and press <Page Down> or <Page Up>.

To step forward or backwards ten years, hold down both the <Shift> and <Ctrl> keys and press <Page Down> or <Page Up>.

To return to the current date ("today") at any time, press the <Home> key.

Any user-selected date other than the current date is temporarily saved as the "User Date". To return to the "User Date" at any time, press the <End> key.

To repeat a keystroke command, hold the key down; the command will repeat slowly, then gradually increase in speed.

6.2   Mouse Commands

The user may navigate with the mouse using the "Today" button, the spin control in the calendar header, and the mouse scroll button.

To select a date in the current month, click on it...

To return to the computer's current date, click on the [T] button.

To display a pop-up annual calendar, click on the [calendar icon] button or press <F3>. To close it, press <Esc>.

To step forward or backwards one month, click on the up or down button on the [spin control] "month" (left) spin control.

To step forward or backwards one year, click on the up or down button on the [spin control] "year" (right) spin control.

To repeat a spin control command, hold the mouse button down; the command will repeat slowly, then gradually increase in speed. The rate of acceleration can be set in the .ini file.

6.3   Gesture Commands

ShiftCal supports gesture commands on touchscreen PC's running Windows 7; users of earlier versions of Windows may emulate gesture support to a limited extent using the mouse or other pointing device.

The following gesture commands are supported:

Next month	draw a horizontal line from right to left
Previous month	draw a horizontal line from left to right
Next year	draw a chevron pointing towards the right
Previous year	draw a chevron pointing towards the left
Return to current date	draw a circle on the screen

These commands can be emulated in all supported versions of Windows (2000, XP, Vista, and 7) using a mouse or other pointing device by holding down the primary mouse button and moving the mouse as described for touchscreen computers.
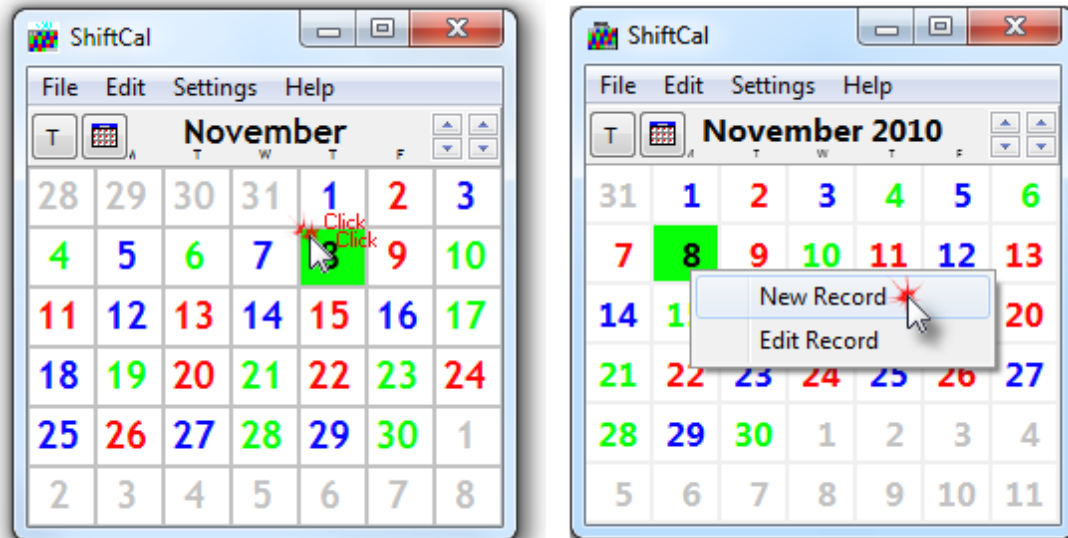
For example, to move to the next month, hold down the (left) mouse button and drag the mouse from right to left, releasing the mouse button at the end of the stroke.

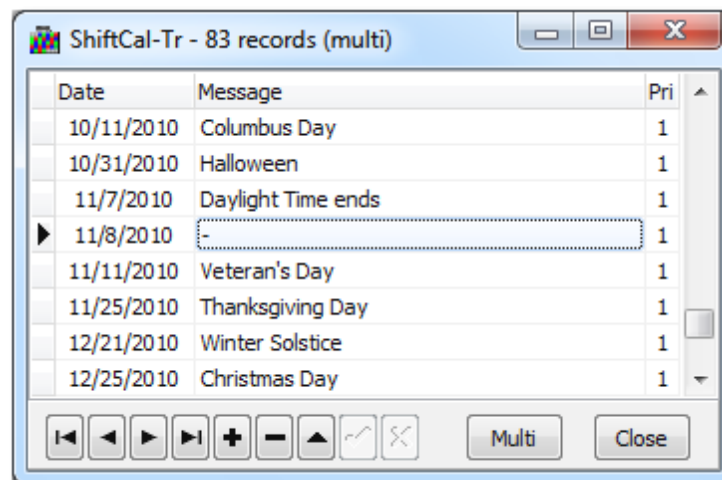## 6.4   Handling Events (Messages)

Create a new event

To create an event (e.g. message or appointment) when the calendar is displayed, the user may:

- Double-click on the desired date, or
- Right-click, then select "New Record"

A *Message Form* similar to the following will appear:

The user's selected date will already be entered, and the cursor will appear in the "Message" field. Type in a message and confirm entry by one of the following methods:

- Click on the check mark [✓] in the navigation bar at the bottom of the form
- Move off the record by clicking on a record above or below the current record
- Move off of the record by pressing the <Tab> key twice

The message will appear in the date grid on the calendar. If the message is too long to fit, it will be

truncated and followed by an ellipsis (...).

Multiple messages can be assigned to any date. If there are more messages for a particular date than will fit into the calendar grid, an asterisk (*) will be displayed in the upper-right corner.

The "Pri" field allows the user to specify a priority for the message; all messages receive a priority "1" by default. When multiple messages are displayed on the same date, a message can be moved up or down in the list by changing its priority.

Selecting a message for edit

To select a message for edit from the calendar, the user may:

- Double-click on the desired date, or
- Right-click, then select "Edit Record"

The first message on the user-specified date will be selected (note the pointer to the left of the current record):
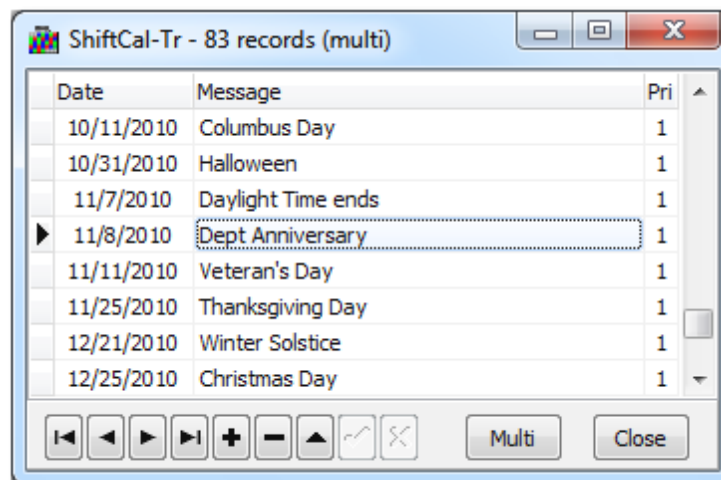
6.4.1   Using the navigation bar

The navigation bar provides a convenient method for moving around the event file and for performing edits.

The message form uses a navigation bar to provide quick access to database operations. The navigation bar operates in two modes: Normal or Display mode:

and Edit Mode:

The four buttons on the left use glyphs that are similar to the controls on a VCR, and allow the user to move around the file:

- Go to first record
- Go to previous record
- Go to next record
- Go to last record

The remaining buttons control the editing of records:

- To create a new record, click on the   button.
- To delete the current record, click on the   button.
- To edit the current record, click on the   button.
- To confirm an edit and save changes, click on the   button.
- To cancel edit and discard changes, click on the   button.

If "Show Hints" is active in the Settings menu, "fly-over" help is displayed when the mouse pointer is over each button:

- First Record
- Prior Record
- Next Record
- Last Record
- Insert Record
- Delete Record
- Edit Record
- Post Edit
- Cancel Edit

6.4.2   Multi / Edit button

The "Multi / Edit" button on the Message form is used to toggle between two modes for selecting records.

The Message Form opens in "Edit" mode: only one field (column) of the current record is highlighted and "(edit)" appears in the title bar:
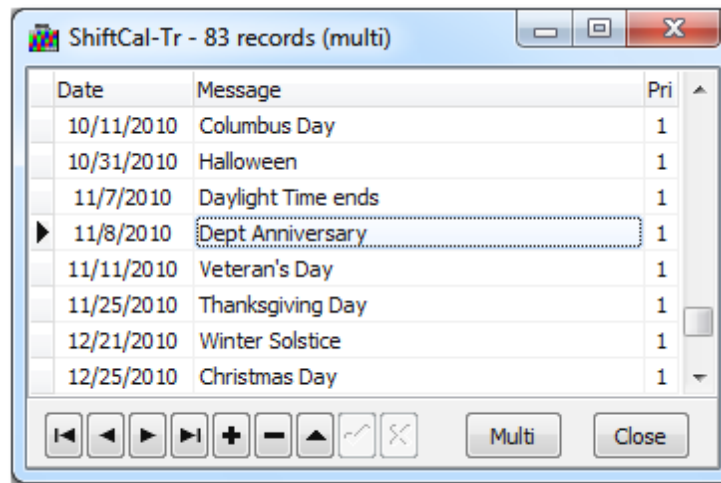

The user may edit the contents of the highlighted field by simply typing a new entry.

Note that, when in "**Edit**" mode, the "**Mulit / Edit**" button says "**Multi**" - this is the mode that will be selected if the user clicks on the button.

In "Multi-Record" mode, the entire row is highlighted and the word "(multi)" appears in the title bar:
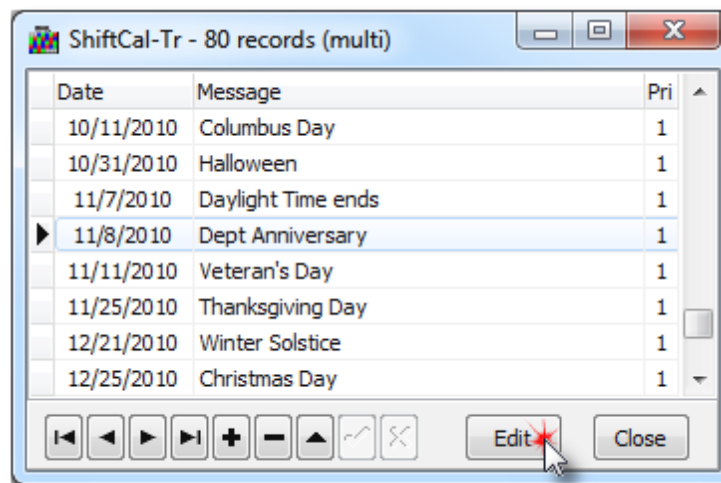
In this mode, the user may select one or more records and select an operation from the local menu that appears when the user right-clicks on a record:
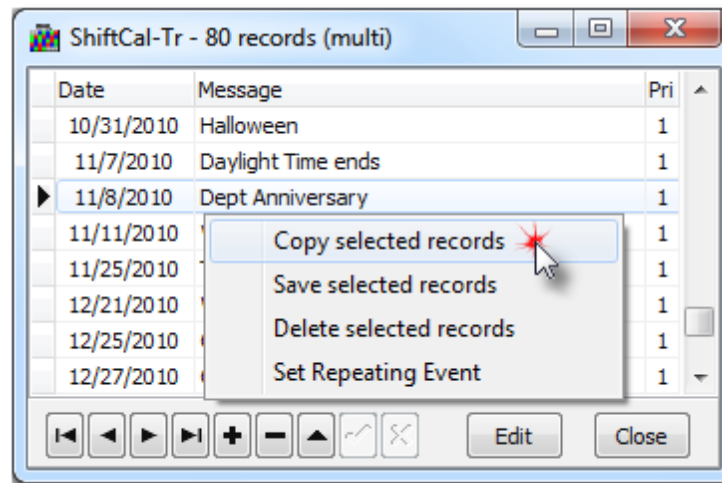
Notice that the "**Multi / Edit**" button says "**Edit**" - this is the mode that will be selected if the user clicks on the button.

Selecting multiple records

Multiple contiguous records can be selected by holding down the <Shift> key and using the <Up> and <Down> cursor-control (arrow) keys.

Multiple non-contiguous records can be selected using the standard Windows <Ctrl> + click command.

More information on multi-record mode and local menu options can be found in Multi-Record Mode.

7   Menu Options: File

The **File** menu provides access to typical Windows operations.

7.1   New

Use the **File | New** menu option to create a new event file: enter the desired filename in the "New Filename:" edit control, then click on the "Open" button.
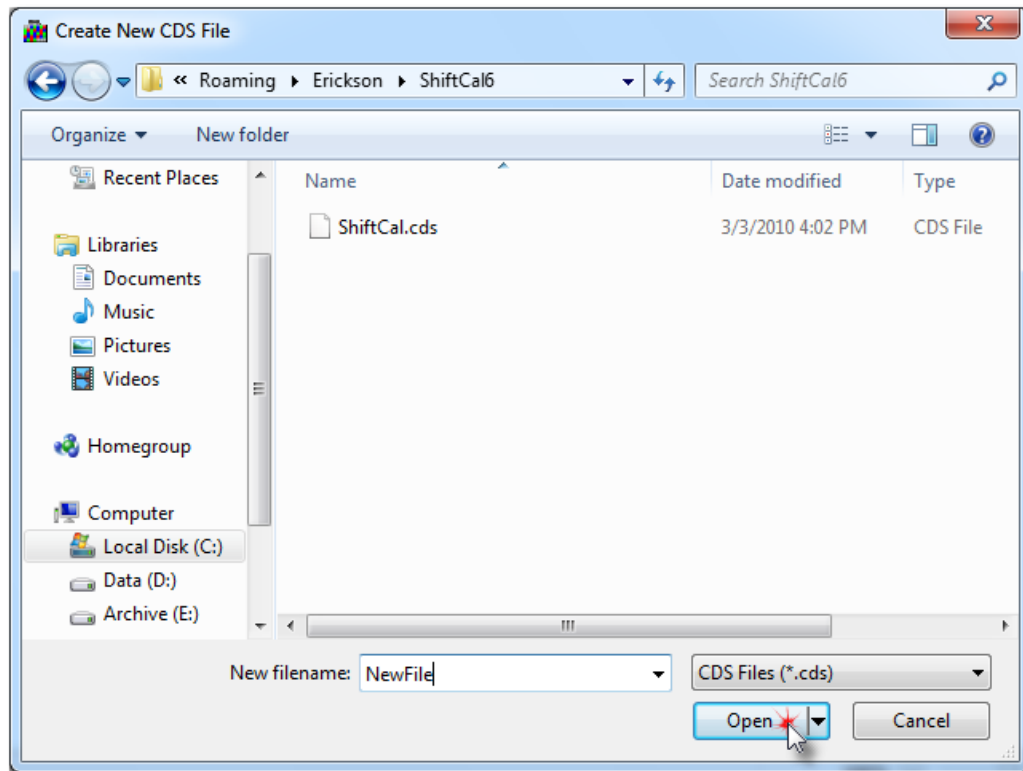
The new file will contain a single record comprising the date of creation and the name of the file; the filename ("NewFile") appears in the title bar of the form:

7.2   Open

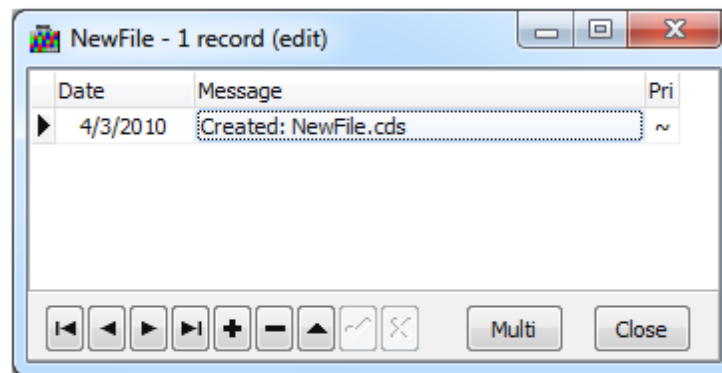The File|Open menu option is used to open message (.cds) files.

Note: the program automatically opens shiftcal.cds on startup.

To open an event file, select it in the dialog, then click on the "Open" button.
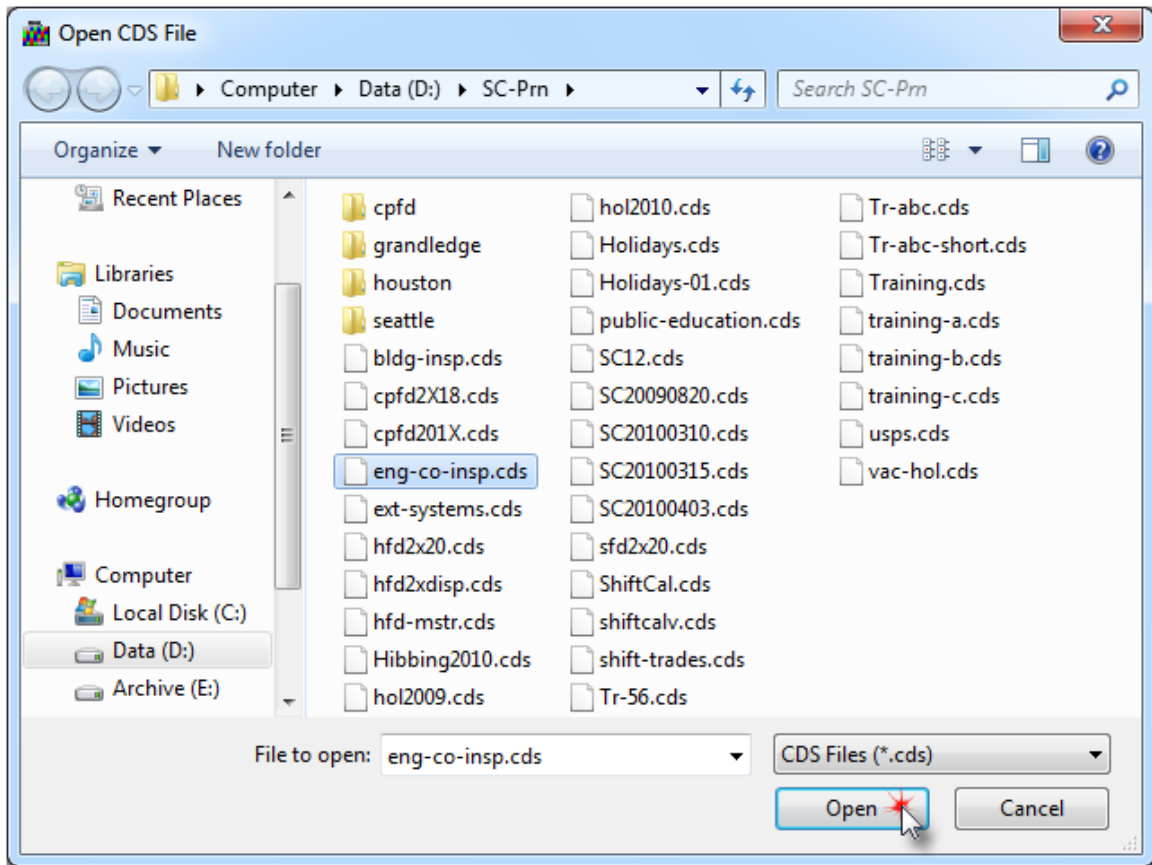
Files that have the "Read-Only" attribute set may be opened, but they may not be edited. To prevent the user from attempting to edit a read-only file, some program and menu options will be disabled when a read-only file is open.

7.3   Ini File

The File | Ini File menu option is used to select and apply an alternate shift schedule.
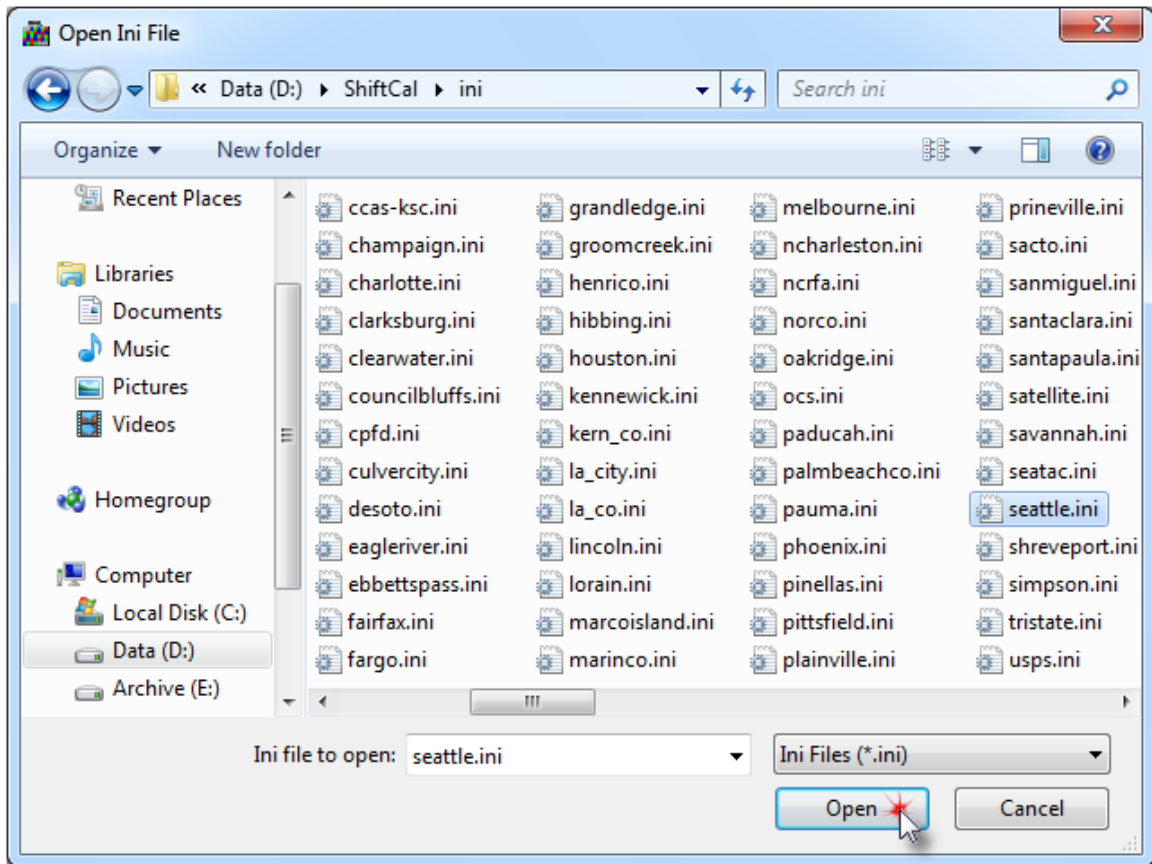
Select the desired .ini file, then click on the "Open" button. The calendar will display the shift schedule, and the name of the .ini file will appear in the title bar of the calendar:
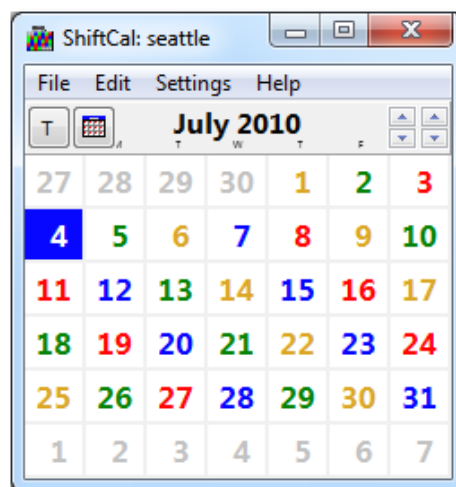
Some users utilize an easily-recognizable feature that clearly indicates that the calendar is not displaying the user's normal shift rotation (e.g. a white background for the normal calendar, and a gray background for other rotations).

When opening a series of .ini files, it is sometimes desirable to maintain the current size and font settings (e.g. to ignore the size and font settings in the .ini files to be loaded).

To turn off resizing and font changes, press the <F6> function key; a message box will advise that the program will "Apply subset of .ini file settings". This option can be used to render several shift schedules in the same size and font settings for screen capture (e.g. for cell phone wallpaper).

To restore normal behavior, press the <F6> function key again; a message box will advise that the program will now "Apply all .ini file settings".

7.4   Merge

This option merges the contents of one event file into another, eliminating duplicates. When this menu option is selected, the **File | Open** dialog is displayed; the title bar will display "**Merge Message File**":
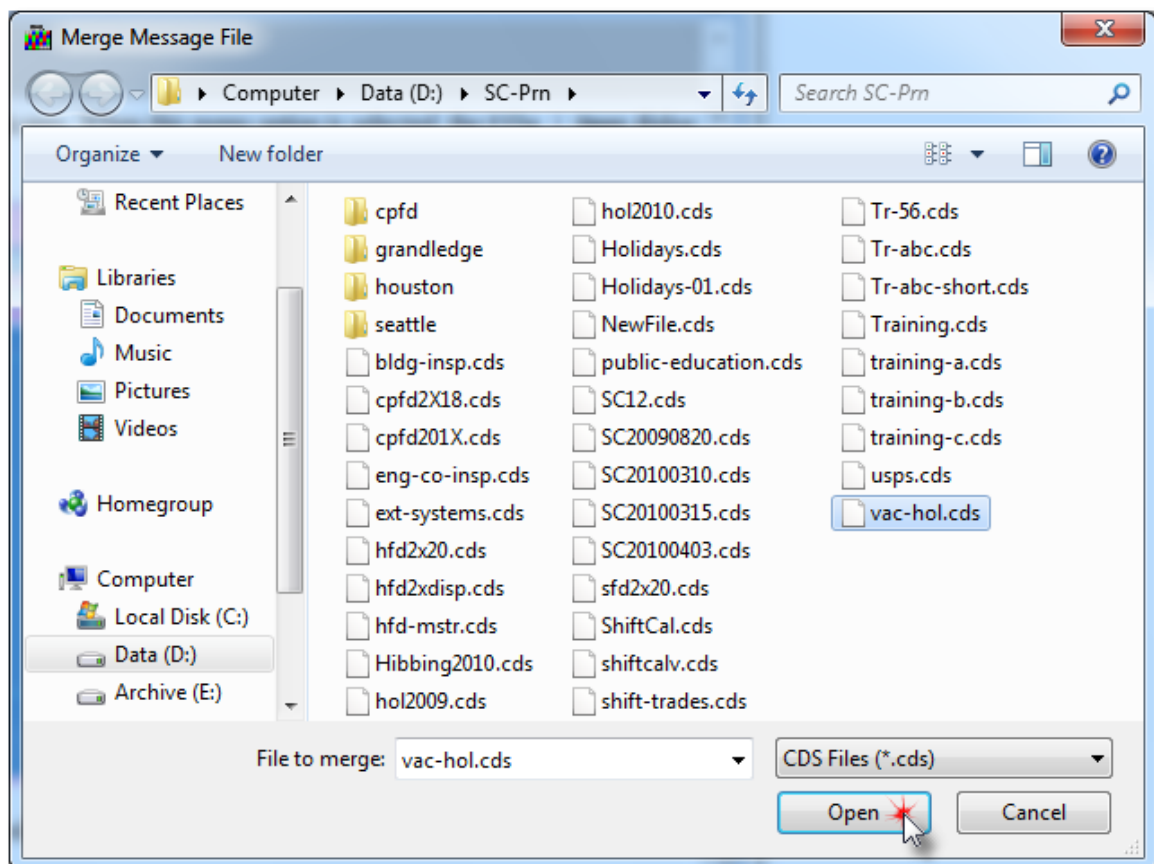
Select an event (.cds) file to be merged into the currently-open file. The user will be asked to confirm the merge:

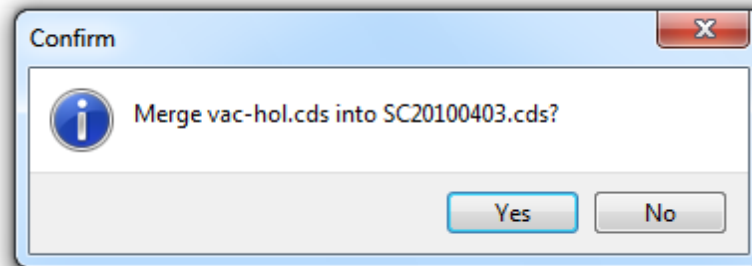The events from the merge file will be added to the current file. The merge process prevents duplicate entries: if the date and message of a record in the merge file match an existing record in the current file, that record will be ignored (regardless of the priority setting).

A new record consisting of the date on which the merge was performed and the name of the merge file will be inserted into the current file:
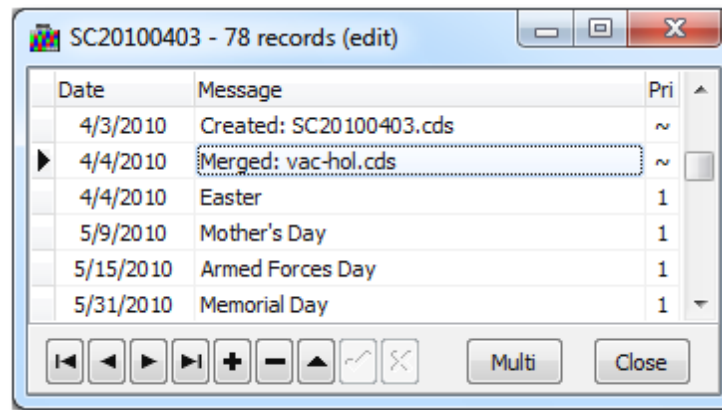
Subsequent attempts to apply the same merge file to an existing file will result in no records being merged (duplicate records are ignored); however, a record will be created documenting the attempted merge.

If the user attempts to merge into a file marked as read-only, an error dialog will be displayed.

7.5   Save

Use this option to save events to the hard disk using the current file name.

Although the events are saved when the program is closed, the data resides in RAM while the program is running. As a result, any system failure that causes the computer to lock up could result in a loss of data.

A message is displayed to advise the user that the **File | Save** operation is complete.

7.6   Save As

Use this option to save events to disk with a different file name. This is useful to save selected records to be used as a merge file, or simply to make a backup copy.

The program will offer a default filename consisting of the letters "SC" plus the date in year/month/day format; to accept this name, click on the "**Save**" button.
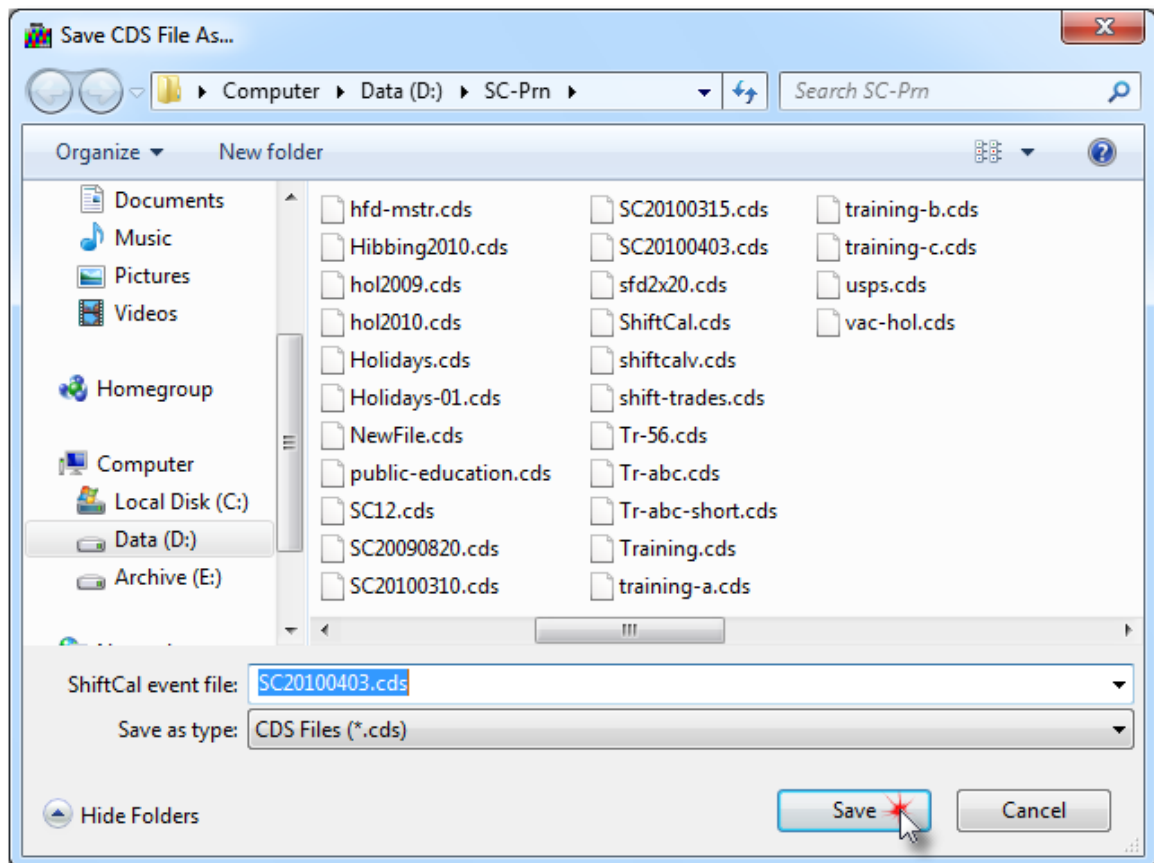
To save the file with a different name, type the desired name in the edit control and click on the "**Save**" button.

7.7   **Print Options**

This option displays a multi-tab form for choosing a printout type and for setting the user's preferences:

The following table lists the available print formats:

Monthly	print one or more monthly calendars
Annual	print an annual calendar using calendar date as start month
Organizer	print daily "organizer" notebook pages
Wallet	print pocket-sized calendars on business card stock

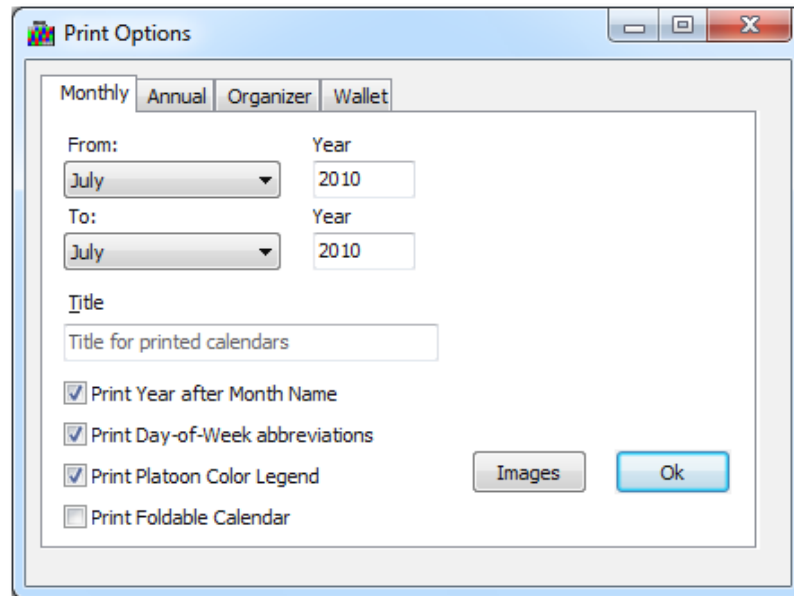Select the tab corresponding to the desired output and specify the settings. The "From Month" and "From Year" reflect the date displayed in the calendar; edit as required.

The available options vary with the selected print format. For example, although the "From Month" and "From Year" are required in every case, the "To Month" and "To Year" are not required for an annual calendar, so they are inactive.

The "Title" is optional; if it is blank, the calendar will stretch to fit the available space.

To print the month and year (e.g. "July 2010"), check the "Print Year after Month Name" box.

To print labels for days of the week, check the "Print Day of Week abbreviations" box.

To print legend identifying platoons, check the "Print Platoon Color Legend" box.

To print a foldable annual calendar, check the "Print Foldable Calendar" box.

Insert images in printed calendars

To place an image on monthly calendars, annual calendars, or organizer pages, click on the "Images" button; this will display the "Image Files" dialog:
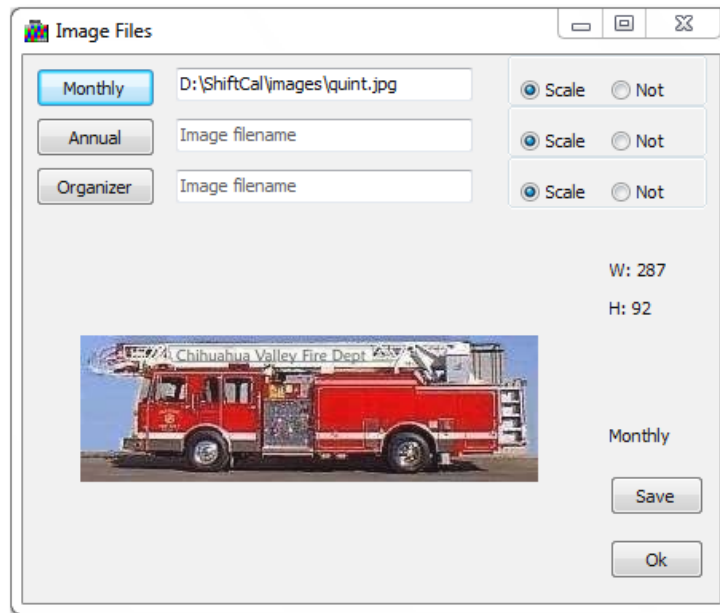
Click on the "Monthly", "Annual", or "Organizer" button to select image files:
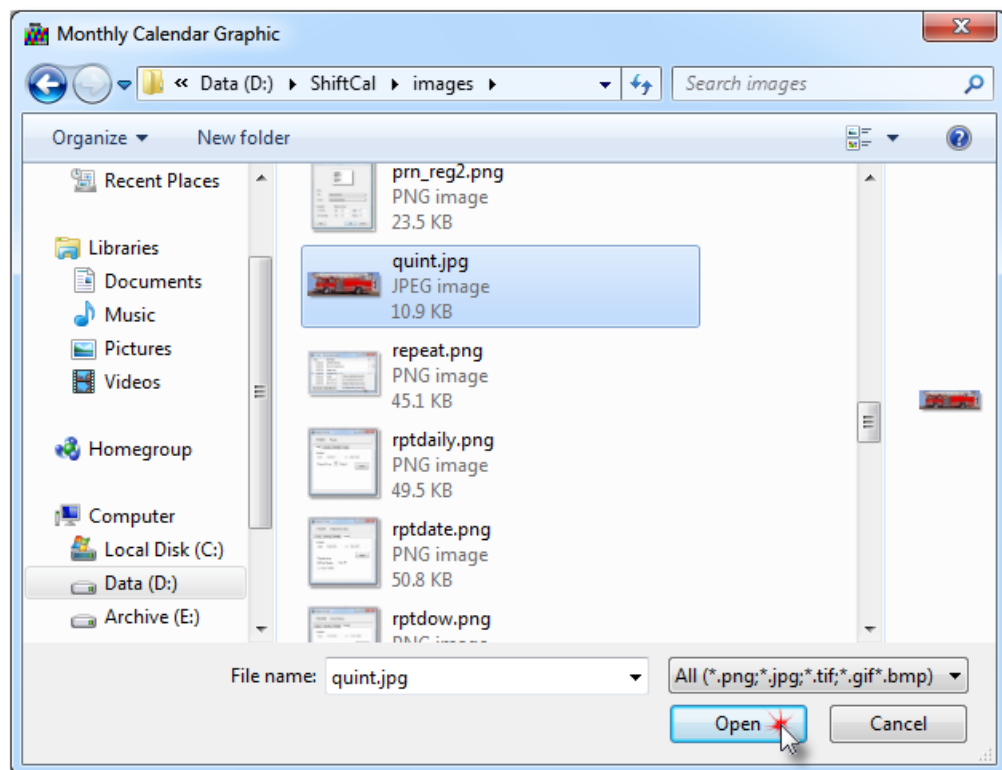
The selected image (.jpg, .png, .tif, .gif and .bmp) appears in the preview pane:
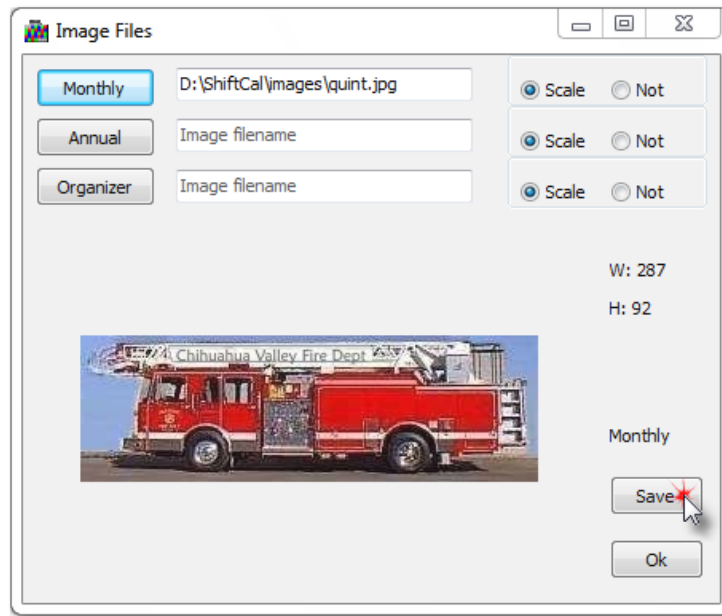
The "Scale" radio button resizes images automatically; to turn scaling off, select the "Not" button.

For one-time use, click on the "Ok" button. To set default images, click on "Save", then "Ok".

Print a calendar for the current month

The program will print a single calendar for the current month; specify page orientation and margins using File | Page Setup.

Print multiple monthly calendars

Print multiple monthly calendars using the "From" and "To" edit controls. To print calendars for January, February, and March of 2010:
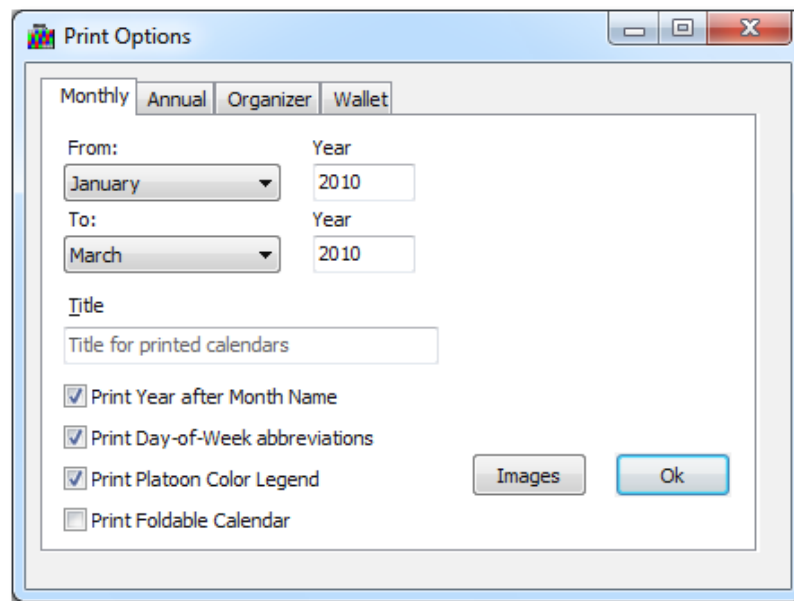
Print Foldable Monthly Calendars

This option prints two calendars per page on both sides of three sheets to make a foldable annual calendar:
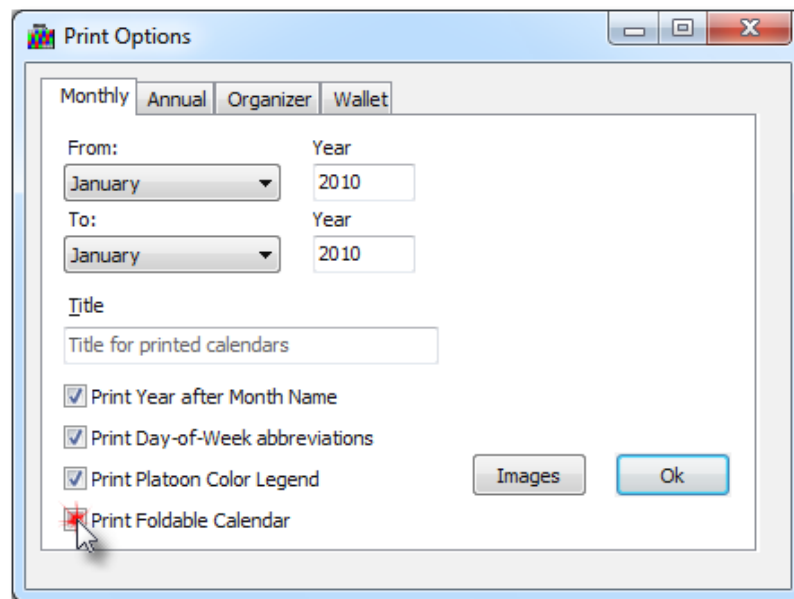
When the user selects the "Print Foldable Calendar" option, an additional checkbox appears: "Straight Paper Path". By default, the program is set to print to common ink-jet printers, which reverse the paper from the input tray to the output tray (e.g. the printed surface is face-down in the input tray).

Some printers have a "straight-through" paper path to avoid curling the paper as it passes through the printer. These two different paper-handling options require different handling to properly print foldable calendars.

If your printer uses a "straight-through" paper path (less common), check the "Straight Paper Path" checkbox.

For both types of printers, select **File | Print** to print the first side of the foldable calendar on three sheets of paper; a dialog will appear directing the user to place the printed sheets back into the input tray.

For "reversing" printers (more common), pick up the sheets from the output tray and place them in the same orientation back into the input tray. Do **not** rotate the sheets.

For "straight-through" printers (less common), pick up the sheets from the output tray, rotate the stack end-for-end longitudinally (e.g. toward the user's body), and place the stack in the input tray.

Click on the "Ok" button to print the other side of the sheets. Remove the sheets from the printer, fold them in half, and staple the stack together. Depending upon the size of the sheets used, you may need a long-reach stapler. We prefer to use letter-sized paper cut in half: the individual sheets are 5½" x 8½", yielding a finished calendar that is 5½" wide by 4¼" high (see image below). For increased durability, consider enclosing the folded calendars in a sheet of heavier paper (e.g. light card stock or construction paper).

Print Annual Calendars

This options prints an annual calendar on a single page in a 3 x 4 array or a 4 x 3 array depending upon the printable region. Annual calendars are normally printed with the day numbers centered in the calendar grid. An exception would be a large-format calendar (e.g. for wall display). In this case, the user might select **Autoscale Fonts** from the **Settings** menu (or print from full-screen mode) to print dates and messages.

A user who does not have access to a large-format printer should check with local photocopy shops, many of which have an HP Designjet for printing documents up to 22 inches wide (or wider). Typically, these shops require Adobe Acrobat (".pdf") files. Although ShiftCal does not natively produce Acrobat files (yet), there are many Acrobat printer drivers available online (some for free).

Posting an Adobe Acrobat file online is an excellent way for a licensed agency to distribute calendars to members; here is an example of a large-format (22" x 34") wall calendar:

http://www.shiftcal.com/cpfd/cpfd2010-annual-d.pdf

Here is an Adobe Acrobat file consisting of twelve monthly calendars in one file:

http://www.shiftcal.com/houston/hfd2010.pdf

Notice that the file sizes for these calendars are 32 Kbytes and 46 Kbytes, respectively; this makes these files readily accessible to users with dial-up service.

When the "Annual" tab is selected, the "Semi-Annual" check box is displayed; this will generate in a six-month calendar, beginning with the month displayed in the "From" edit control:

Semi-annual calendars are arranged in a 2 x 3 array or a 3 x 2 array depending upon the aspect ratio of the printable region.

Annual calendar, portrait mode

Semi-annual calendar, portrait mode

Annual calendar, landscape mode

Semi-annual calendar, landscape mode
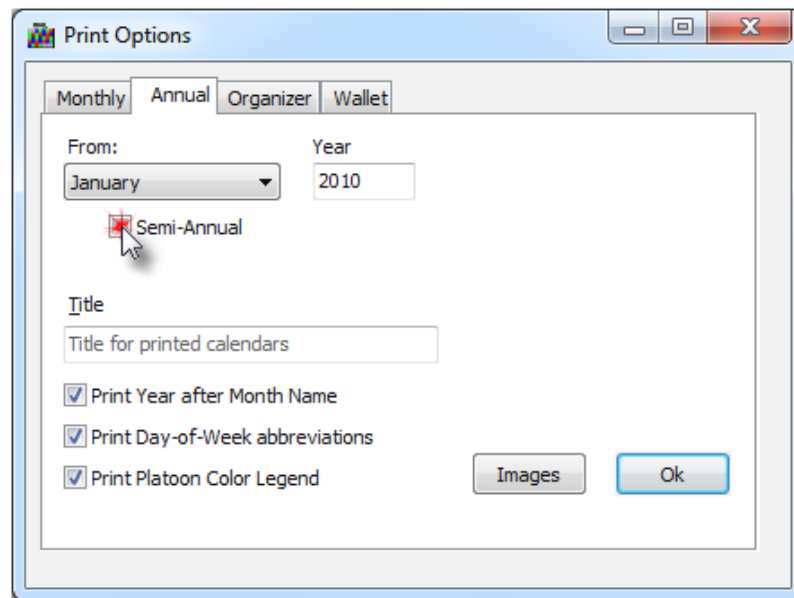
Print Organizer pages

Using the double-sided print option available in most current printer drivers, this option will print individual pages for insertion into an "organizer" notebook binder. The output will scale to fit common paper sizes, as well as user-specified custom sizes. Here is an example of organizer page output:
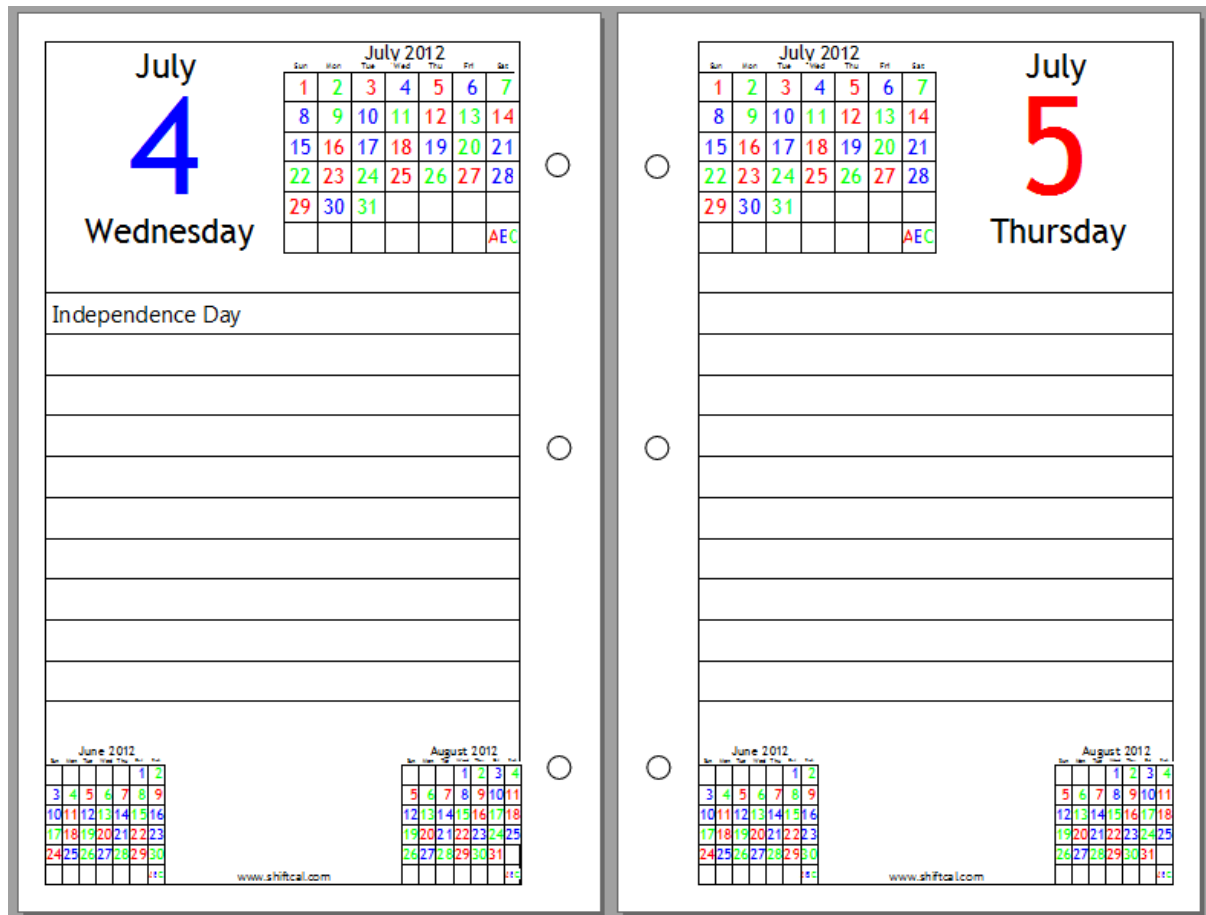
The user will be prompted for a "From" date and a "To" date. Since odd pages appear on the right side of a book by convention, this print option may append an additional page at the beginning or end of a print job to assure that both sides of each page are printed. An exception would occur when "rolling over" from a month with an odd number of days into another month: a blank page will be included to preserve the "odd page on the right" convention.

Print Wallet Calendars

This has been a fairly popular option, with some users licensing the program solely to print wallet calendars. Using commonly-available business-card stock with ten cards per sheet, this option prints six months on one side of one or more sheets, then prompts the user to return the pages to the input tray to print the other side.

Wallet calendars can be printed in printer "portrait" mode, which yields "landscape" calendars, or in printer "landscape" mode, which yields "portrait" calendars.
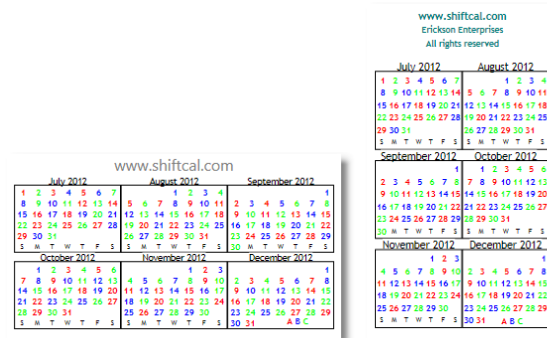
The user may specify a single-line header in printer "portrait" mode, or a multiple-line header in printer "landscape" mode; if the "Autoscale Font" option is selected, the user's Title and Header fonts are scaled to fit; otherwise, the "Wallet Font" settings are used.

The "Offsets" button opens a dialog which allows the user to specify printer offsets to accommodate printer variations:
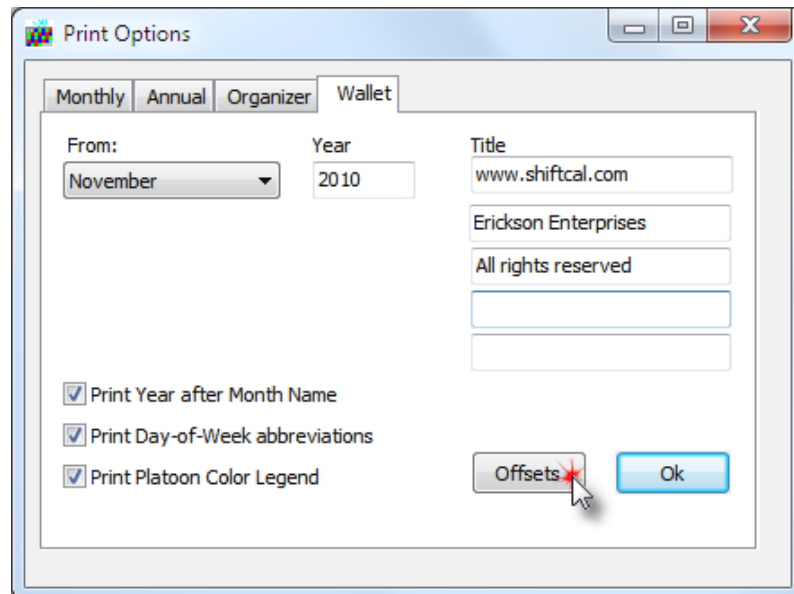
The "Offsets" button opens a dialog which allows the user to specify printer offsets to fine-tune the position of wallet calendars on the printed page:
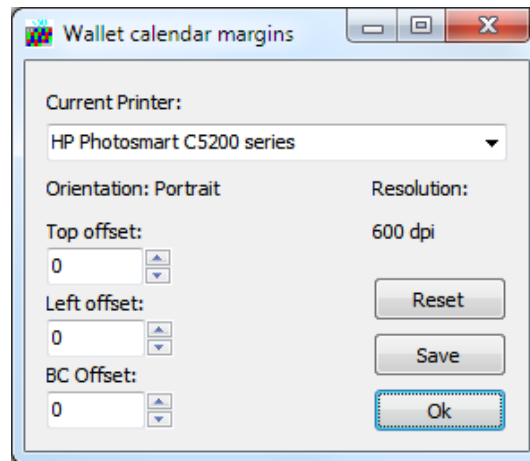
Positive offsets move the printed output down or to the right; negative offsets move the printed output up or to the left in either Portrait or Landscape mode.

To save the settings for the current printer orientation (portrait or landscape), click on the "Save" button. At the present time, settings are saved for only one printer; we intend to add support for multiple printers in a future release.

BC Offset can be used to adjust the spacing between individual cards on the printed page to compensate for output that "creeps" towards the leading or trailing edge of the paper as it comes out of the printer.

To close the dialog and use the current settings, click on the "Ok" button.

7.8   Printer Setup

This option displays the standard Windows Print Setup dialog:
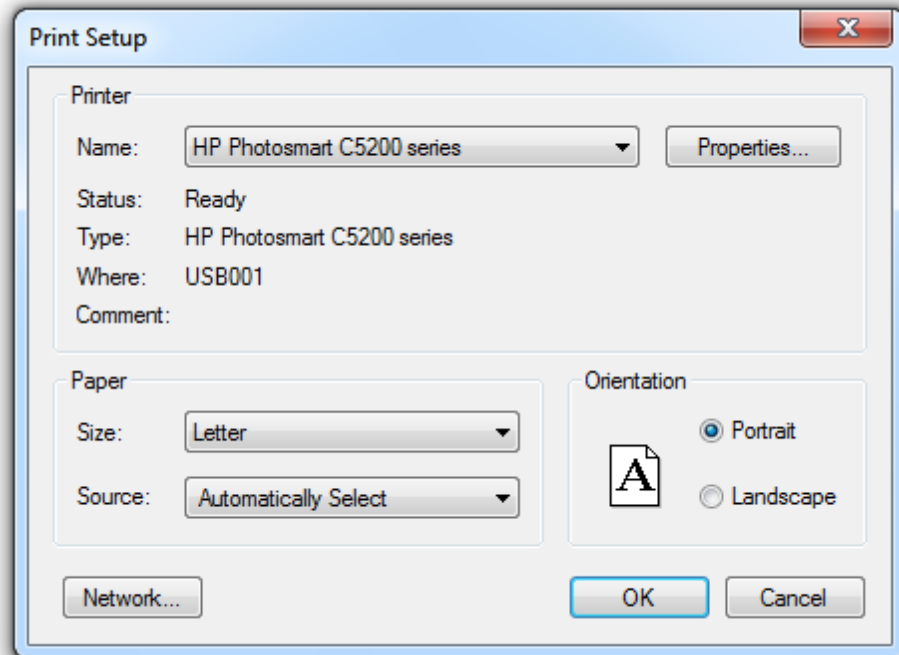
The user may select any valid Windows printer and specify properties like page size, orientation, two-sided printing, or printer-specific options. Note that some printer parameters (e.g. paper size and orientation) may be set in either this dialog or in the Page Setup dialog.

A printer driver with a "Preview" feature is very convenient, because it allows the user to experiment with various settings and see the results without committing the trial to paper.

We recommend that users consider installing an Acrobat printer driver; this allows the user to generate Adobe Acrobat (.pdf) files for distribution by email. This is also the format required by many photocopy/print shops to print large-format calendars.

There are several free Acrobat printer drivers available on the Internet; however, we use a commercial product to take advantage of advanced features like scripting, batch mode operations, and automatic email.

7.9   Page Setup

This option displays the Windows Page Setup dialog:
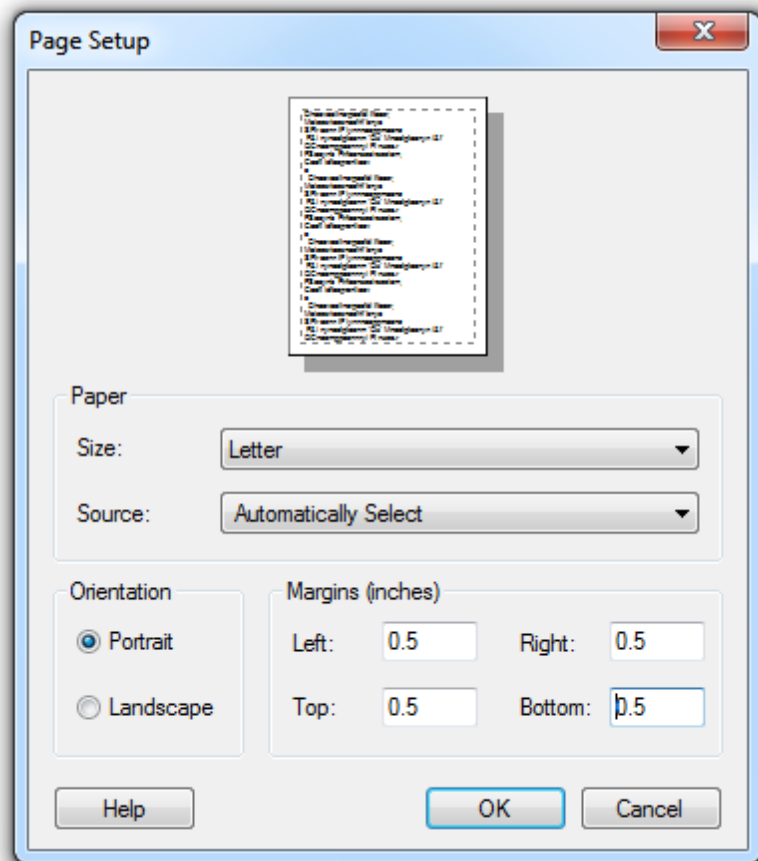
This dialog allows the user to select the paper size and orientation, and to specify the left, right, top, and bottom page margins.

Printing of annual and semi-annual calendars is a function of the printable region, which is specified in this dialog.

If the printable region (excluding margins) is wider than it is tall, the program will print a 4x3 grid (four calendars wide by three high) in annual mode, or a 3x2 grid (three calendars wide by two calendars high) in semi-annual mode.

If the printable region (excluding margins) is taller than it is wide, the program will print a 3x4 grid (three calendars wide by four high) in annual mode, or a 2x3 grid (two calendars wide by three calendars high) in semi-annual mode.

Key point: the grid used to print annual or semi-annual calendars is a function of the printable region, not the printer orientation.

For example, if the user specifies margins in printer "landscape" mode that yields a printable region that is taller than it is wide, annual calendars will print as 3x4, and semi-annual calendars will print as 2x3:
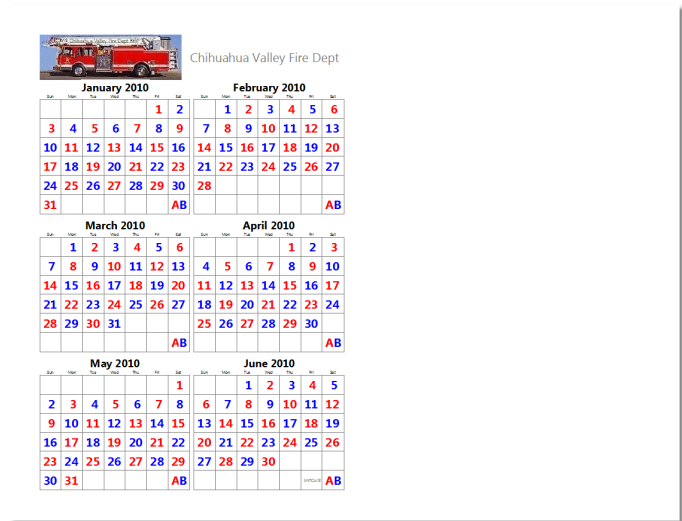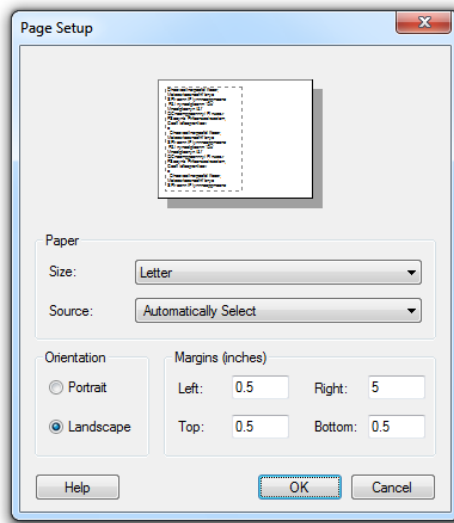
Likewise, if the user specifies margins in printer "portrait" mode that yields a printable region that is wider than it is tall, annual calendars will printer as 4x3, and semi-annual calendars will print as 3x2:
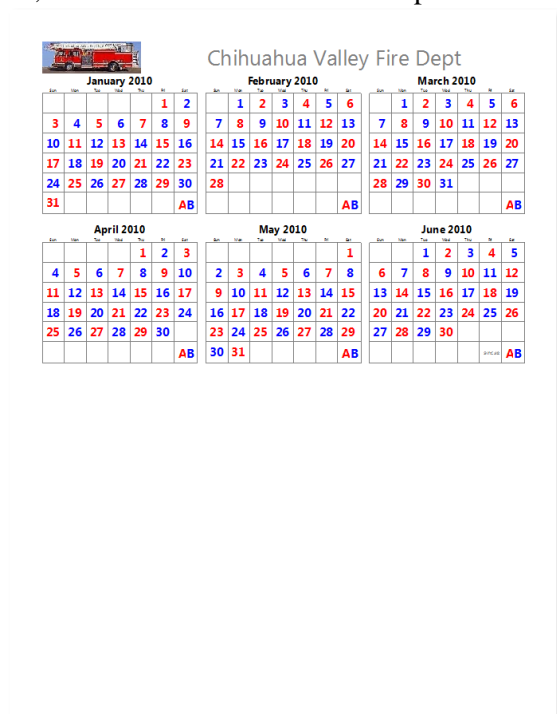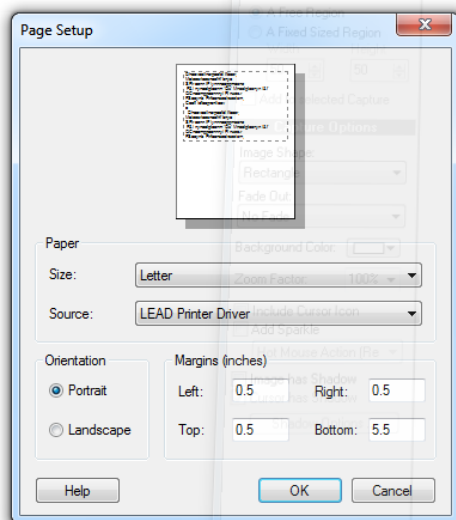
7.10 Print

Use this option to print the calendar specified in the **File | Print Options** dialog; by default, the program prints a monthly calendar for the current month. Print scaling is automatic: *the program will attempt to create printed output that resembles the on-screen display.*

Some print settings are read from the current display settings, including printing of messages, display of grid, and centering of dates (if "Center Date" is specified, messages will not be displayed or printed). The user may be prompted for some settings (e.g. the program may ask if day numbers should be centered, or if grid lines should be printed).

To apply full-screen settings, select the **Autoscale** option from the Settings menu. This will scale the user's full-screen font settings to print like the full-screen display.

7.11 Exit

Close the program and exit; the current event file is automatically written to the hard disk.

8   Menu Options: Edit

The **Edit** menu allows the user to view and edit events, to search for records that match a particular date or search string, and to set the calendar date.

8.1   Messages

The **Edit | Messages** menu option displays the *Message Form* for browsing or editing. The first record corresponding to the calendar date (or nearest match) will be highlighted by an arrow in the left column, and the "Message" field will be highlighted for editing:
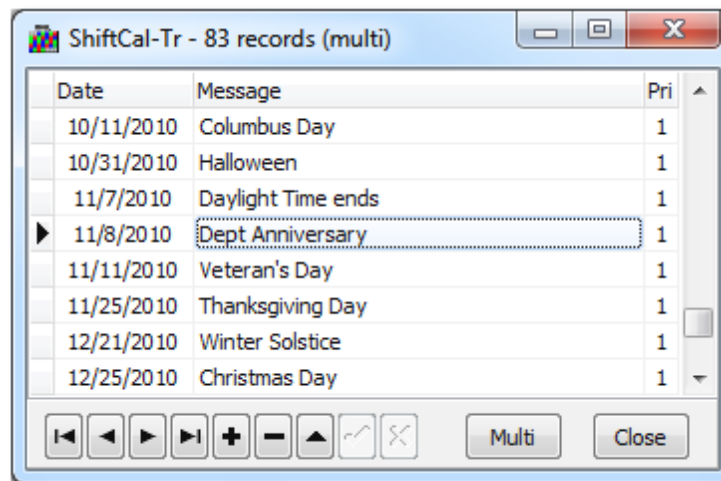
Edit Mode

The message form defaults to *Edit mode* each time it is displayed; notice that just one cell contains the highlight. If the user types an entry, it will replace the highlighted entry. Edit mode can be activated manually by pressing the <F2> key, or by double-clicking on a field.

Edits do not take effect until the user has moved off of the current record or has clicked on the ✓ "Confirm" or "Post Edit" button.

To move off the current record, press the <Up Arrow> or <Down Arrow> key. The user can also move from field to field (and off of the current record) by pressing the <Tab> key to move forward, and <Shift> + <Tab> to move backwards.

To undo changes before they are posted, press the <Esc> key or click on the ✕ "Cancel" button.

To close the message form, press the <Esc> key again, or click on the Close "Close" button.

More information on the navigation bar can be found in Using the navigation bar.

Multi-Record Mode

Multi-Record mode is activated by clicking on the [Multi] "Multi" button, yielding this display:
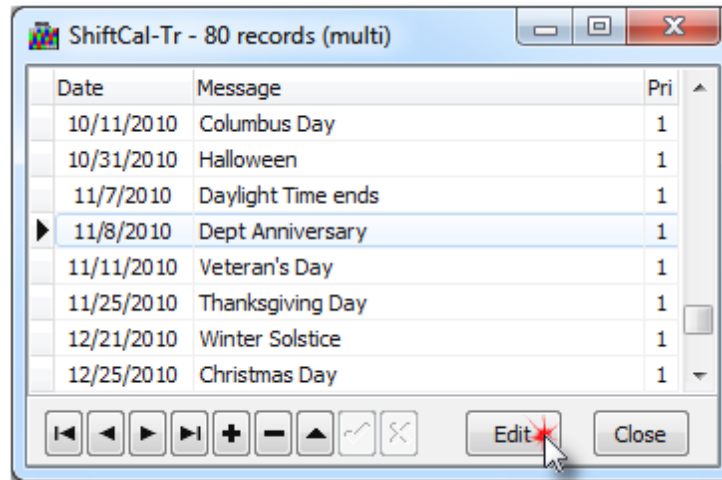
Note that the entire record (row) is highlighted, and that the button label has changed from "Multi" to "Edit". Key Point: the highlighted record is **not** selected yet!

In this mode, one or more records may be selected for one of the following operations:

- Copy one or more records to the clipboard
- Delete one or more records
- Save records to a new file
- Set a repeating appointment

Select a record by clicking on it; the display changes to this:
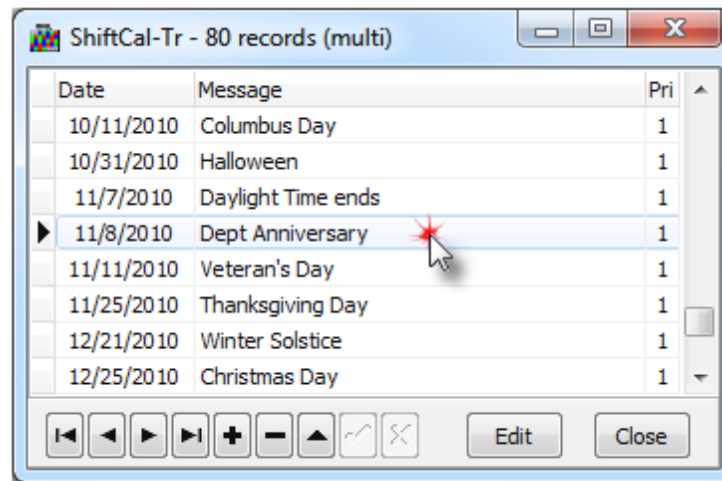
If the user selects multiple records, the display will look similar to this:
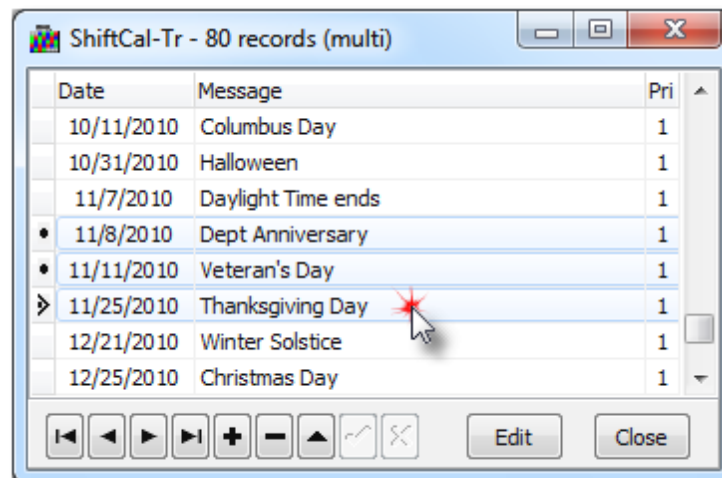
To select contiguous records, hold down the <Shift> key and press the <Up Arrow> or <Down Arrow> key.

To select non-contiguous records, hold down the <Ctrl> key and click on the desired records.

To delete multiple selected records, hold down the <Ctrl> key and press the <Del> key.

Context-Sensitive Menu

The context-sensitive menu allows the user to perform the following actions:

- Copy selected records to the clipboard in text format
- Delete selected records permanently from the event file
- Save selected records to a separate event file
- Set repeating appointment

To bring up the context-sensitive (local) menu after selecting one or more records, press the local menu button on the keyboard, or perform a <Right mouse-click>.

To return to *Edit mode*, click on the Edit button; the "Edit" label changes to "Multi".

8.2 Find Date

This option searches the event file for records matching a user-specified date.
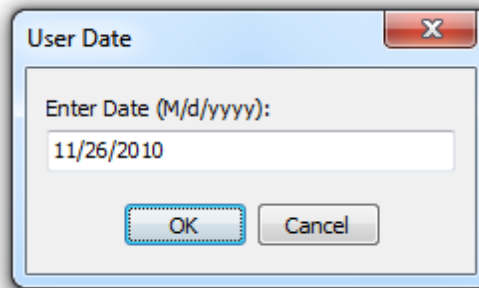
The program uses the International Date Format specified by the user in the "Regional Settings" applet in the Windows Control Panel.

Leading zeroes are optional (e.g. if the user's date format is mm/dd/yyyy, April 1, 2009 can be entered as 4/1/9, 04/01/09 or 04/01/2009; November 26, 2010 could be entered as 11/26/10 or 11/26/2010).

The year is optional, and may be entered as two digits or four digits. A two-digit year greater than 75 is considered to be in the last century (e.g. "84" means "1984"), while two-digit years less than 75 are assumed to be in the current epoch (e.g. "09 means "2009").

8.3   Find Text

This option displays all records that contain text specified by the user in the following input dialog:
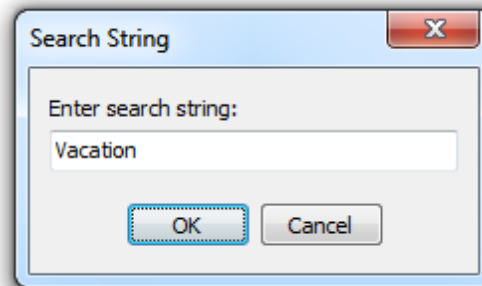
The user may enter a full or partial search string; the search is **not** case-sensitive (e.g. "Eri" will match Erickson, serious, and verify).

This option is useful for identifying multiple records that meet a specific criteria (e.g. all records containg "Vac"). These records can then easily be deleted or saved to a new file by selecting all records in *Multi-Record* mode, then making a selection from the local menu (accessible by pressing the "Local Menu" button or by performing a <Right-mouse-click>).

See the discussion on Multi-Record mode for more details.

8.4   Set Date

This options allows the user to set the calendar to any valid date between January 1, 1700 and December 31, 3000:
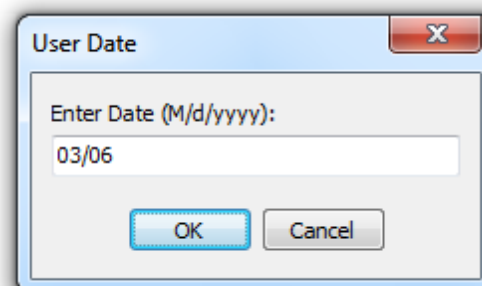
If the user enters a date that precedes the Start Date in the .ini file, the calendar will display in monochrome. Dates in future years may be displayed in monochrome if the user has not entered a current validation code.

Like the "Find Date" option, leading zeroes are optional; two-digit years greater than 75 are considered to be in the last century (e.g. "84" means "1984"), while two-digit years less than 75 are assumed to be in the current epoch (e.g. "10" means "2010").

9   Menu Options: Settings

The **Settings** menu allows the user to customize the appearance and behavior of the program.

9.1   Title Font

Select a font (name, size, and style) to be used for the title on printed calendars. The title string can be set permanently in the .ini file, or it can be set in the [Print Options](#) dialog. An entry in the Print Options dialog will override an entry in the .ini file.

If the "Title" edit control in the Print Options dialog is blank, no title will be printed, and the calendar will expand to take up the space formerly allocated to the title.

9.2   Header Font

Select a font to display the month-name and year in the calendar header.

Shiftcal retains separate Header Font settings for "normal" and "full-screen" mode; the user may specify completely different font characteristics for each mode.

Set the desired font characteristics in normal mode, maximize the program, set the maximized font characteristics, and save your settings (Alt-S, V).

9.3   Calendar Font

Select a font to display calendar day numbers.

Shiftcal retains separate Calendar Font settings for "normal" and "full-screen" mode; the user may specify completely different font characteristics for each mode.

Set the desired font characteristics in normal mode, maximize the program, set the maximized font characteristics, and save your settings (Alt-S, V).

9.4   Message Font

Select a font for displaying messages on monthly calendars.

Shiftcal retains separate Message Font settings for "normal" and "full-screen" mode; the user may specify completely different font characteristics for each mode.

Set the desired font characteristics in normal mode, maximize the program, set the maximized font characteristics, and save your settings (Alt-S, V).

9.5   DOW Font

Select a font to display the day-of-week letters in the calendar header.

Shiftcal retains separate DOW Font settings for "normal" and "full-screen" mode; the user may specify completely different font characteristics for each mode.

Set the desired font characteristics in normal mode, maximize the program, set the maximized font characteristics, and save your settings (Alt-S, V).

9.6   Wallet Font

Select a font for printing business-card-sized calendars.

The default settings is Arial at a size of 7 points; if this setting is changed, perform a test print before printing on business card stock.

By default, header information is printed in gray, but the user may set the font characteristics for wallet calendars printed in printer "Landscape" mode by selecting Settings | Autoscale Fonts to display the first line in the user-specified *Title* font, and subsequent lines in *Header* font.

9.7   Autoscale Fonts

Scale full-screen font settings to display proportionally in normal screen mode. The "Center Date" setting will reflect the user's full-screen choice.

This settings works best when the calendar is sized to approximately half-screen size or larger. Although it will scale to smaller sizes, messages will be difficult to read.

9.8   Start Maximized

Check this menu option and save your settings (Alt-S, V) to start the program in full-screen mode.

9.9   Center Date

Check this menu option to display and/or to print dates in the center of the grid squares. The user may specify different "Center Date" options for normal and maximized mode.

If "Center Date" is active, messages will not be displayed.

9.10   Show Grid

Check this menu option to display and/or to print the calendar grid.

If the user elects to print a monthly calendar and the grid is not active, the user will be asked to confirm that the grid should be suppressed.

9.11 Show DOW

Check this menu option to display day-of-week labels on the screen.

To control *printing* of day-of-week labels, check the box in the "Print Options" dialog instead.

9.12 Highlight Current

Check this menu option to display the current date in inverse colors.

The colors for the date and the background may be modified with the companion utility CalMod.exe or by manually editing the .ini file with a text editor like Notepad.

9.13 Leading/Trailing

Check this menu option to display dates from the previous and/or next month in gray.

This option affects screen display only; printed calendars do not include leading/trailing days.

9.14 Show Messages

Check this menu option to display and/or to print messages in monthly calendars.

Messages will not display or print if the "Center Date" option is active (checked).

9.15 Show Hints

Check this menu option to display "fly-over" help when pausing over controls on the calendar or on the message form.

9.16 Stay On Top

Check this menu option if you want the program to always be at the top of the z-order (even when not active).

9.17 Save Settings

Select this option to save user-specified settings to the current .ini file. The user may also use the accelerator key combination (Alt-S, V).

The following settings are stored in the current .ini file when a **Save Settings** is performed:

[Config] section

ShowYear	display year after monthname in calendar header
ShowDOW	display day-of-week labels in calendar header
ShowDOWMax	display day-of-week labels in full-screen mode
AutoscaleFont	scale fonts to provide a display similar to full-screen mode
StartMaximized	display program in full-screen mode on startup
CenterDate	center dates in calendar grid in normal mode
CenterDateMax	center dates in calendar grid in full-screen mode
ShowGrid	display calendar grid lines in normal mode
ShowGridMax	display calendar grid lines in full-screen mode
HiliteCurrent	display current (selected) date in inverse
ShowLeading	show days from previous and next month in gray
ShowMsgs	display messages in date grid in monthly mode
ShowHints	show "fly-over" help when mouse cursor loiters over a control
StayOnTop	stay on top of z-order (even when not active)
Title	title to be displayed on monthly and annual calendars
WalTitle1	titles to be displayed on wallet calendars (1..4)
FormWidth	width of form in pixels (normal mode)
FormHeight	height of form in pixels (normal mode)

[Fonts] section

The name, style, size, and (in some cases) color of the following fonts:

- Title font
- Header font
- Calendar font
- Message font
- Day-of-Week font
- Wallet font

Normal and maximized settings are saved for the Header, Calendar, and Message fonts.

10   Menu Options: Help

Display the help file, validation control, or "About" box.

10.1   Contents

Display the contents of the help file, beginning with the "Contents" page:
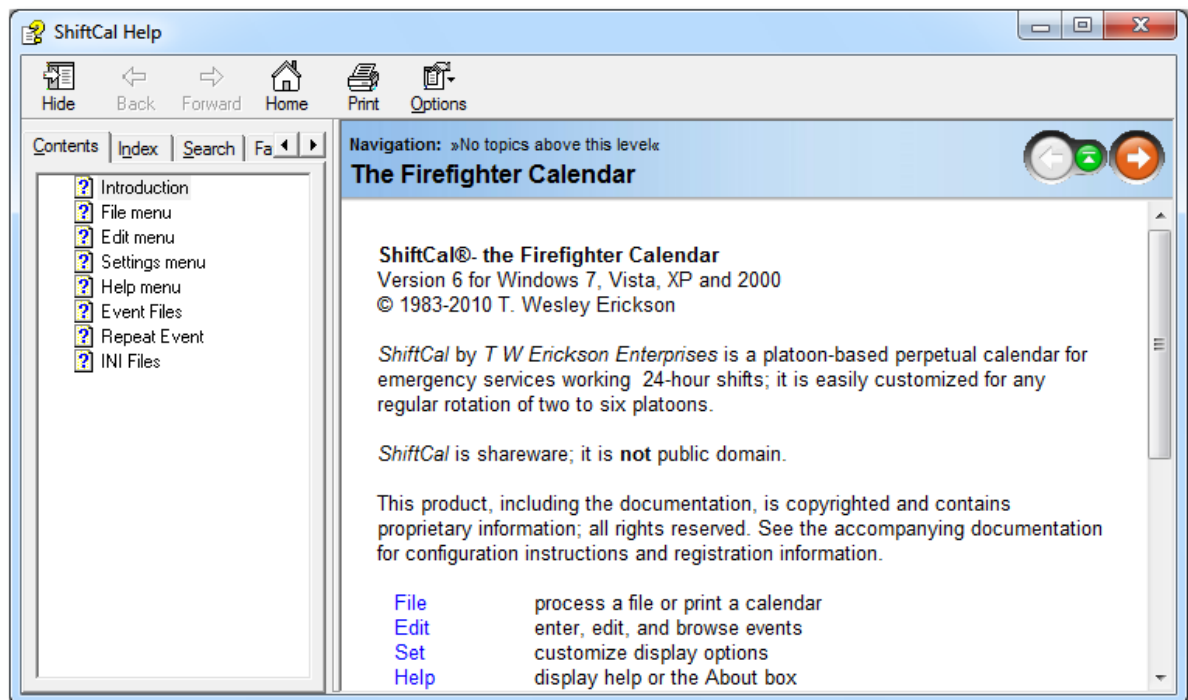
10.2   Validate

To activate all available program features, enter the validation code in the edit control and click on the <OK> button:
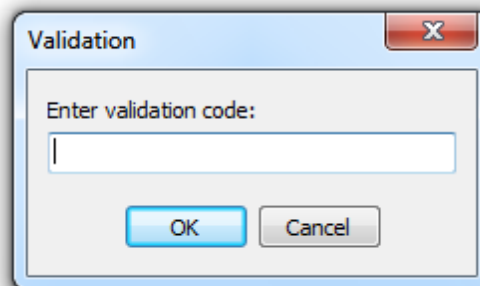
All program features will be available until the validation code expires (typically one year).

10.3 About

Blatant commercial message (don't say we didn't warn you…).
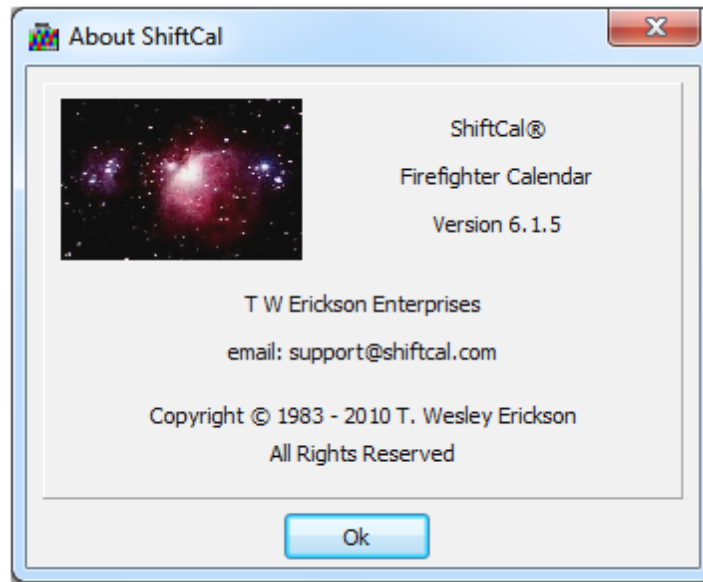
To view your serial number and expiration date, double-click on the graphic.

11   Function Key Shortcuts

Several function key shortcuts are available for the user's convenience. The following table lists the features assigned to the various keys:

F1	Displays the Help file
F2	Displays the annual calendar
F3	Displays the annual calendar
F5	Toggles scaled font printing
F6	Toggles all/partial .ini file processing
F7	Increases transparency
F8	Increases opacity
F9	Displays the annual calendar
F10	Displays the annual calendar

The Help file contains basic instructions on how to use the program; for more detail, refer to the User Manual.

Several function keys activate the Annual Calendar, a pop-up window that shows twelve monthly calendars, beginning with the month currently displayed in the main application.

The user may use the usual navigation keys (arrow keys, <Page Up>, <Page Down>, <Home>, and <End>) to change the months displayed in the annual calendar.

To jump to January of the current year, hold down the [Ctrl] key and press the <Home> key.

To return to the user's date (the month displayed in the main application), simply press the <Home> key.

To jump to the last date to which the user navigated, press the <End> key. For example, if the user had stepped forward to the year 2015, then pressed <Home> to return to the current date, he or she could immediately jump back to 2015 by pressing the <End> key.

The <F5> key toggles font scaling for printing on and off; we suggest leaving it on. If the user turns font scaling off, he or she is responsible to assure that user-specified text sizes will fit in the available space for printing. If you still insist on turning scaling off, just remember that Bob's warranty is in full effect: You're a Big Boy now...

The <F6> key toggles full or partial processing of .ini files when the user performs a File | Ini File operation.

Sometimes it is desirable to open multiple .ini files in succession without having the application resize, change fonts, or reset the date. To turn off most settings, press the <F6> key; a message advise the user that the program will now process partial .ini files. This setting is intended to allow the user to load a different shift schedule using the current size, font settings, centering, etc.

To restore normal operation, press the <F6> key again.

The <F7> and <F8> keys control the degree of transparency of the application forms and windows.

This is a feature of Windows Vista, but it can be enabled in Windows 2000 and Windows XP by adding an entry to the .ini file. Simply add a [Vista] section to the .ini file, add a key named "AlphaBlend", then assign a value of "1":

[Vista]
AlphaBlend=1

Save your changes, reload the .ini file, and use <F7> to make forms more transparent, and <F8> to make them more opaque. The main form (calendar) is treated separately from the rest of the forms, which share the same level of transparency. Save your desired transparency by selecting **Settings | Save Settings** from the main menu.

Note that use of the transparency feature in Windows 2000 and Windows XP may compromise performance; in particular, windows will maximize and resize rather slowly.

12   Advanced Topics

Local Menu

ShiftCal supports several "local menu" operations in multi-record mode, such as copying multiple records to the clipboard, deleting multiple records, saving multiple records to a file.

The local menu also allows the user to create repeating messages (i.e.future-dated duplicates of an existing message). This is convenient for creating regularly-occurring entries such as birthdays, pay days, or union meetings. Messages can be set to repeat after a specified number of days or weeks, or can repeat monthly or annually on a specific date or day-of-the-week (e.g. the "third Thursday" or the "last Saturday of the month"); see Repeating Appointments for details.

Command-line Options

We also provide command-line options which allow the user to:

- Load an alternate shift schedule on startup
- Load an alternate message (.cds) file on startup
- Display a user-specified date on startup
- Specify image files to be inserted in printouts

See Startup Options for details.

12.1   Multi-Record Mode

When the user first displays the Message form, it is in "Edit" Mode. Notice that only one field (in this case, the "Message" field) is highlighted, and that the words "edit mode" appear on the title bar. In this mode, the user can make changes to the date, message, or priority of an entry:
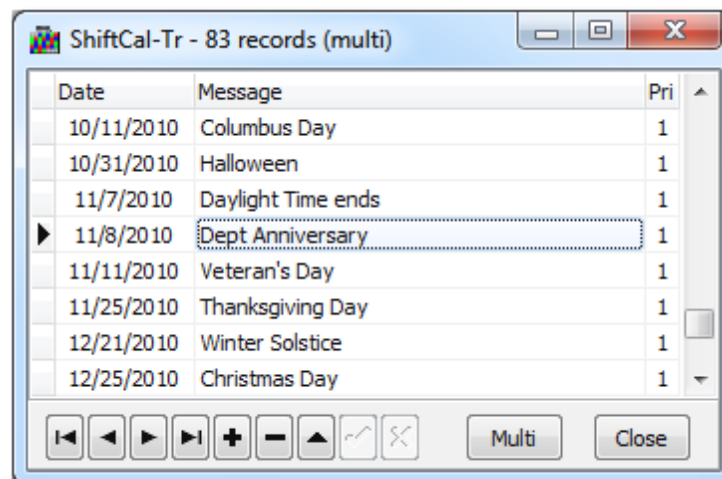
To change to Multi-Record Mode, click on the "Multi" key; the highlight will extend to the entire record (and "multi mode" appears on the title bar):
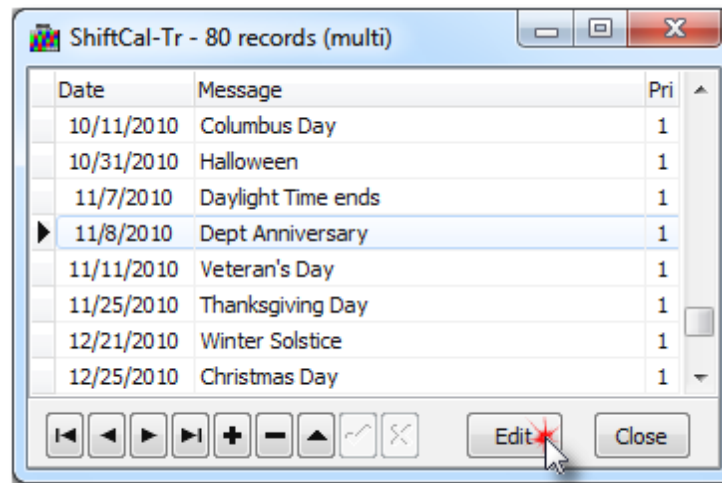
Key point: although the record is highlighted, it has not yet been *selected*; that is, it is not been identified to the application for special handling. To select a record, click on it with the mouse; notice that the pointer in the left column changes to indicate its *selected* status:
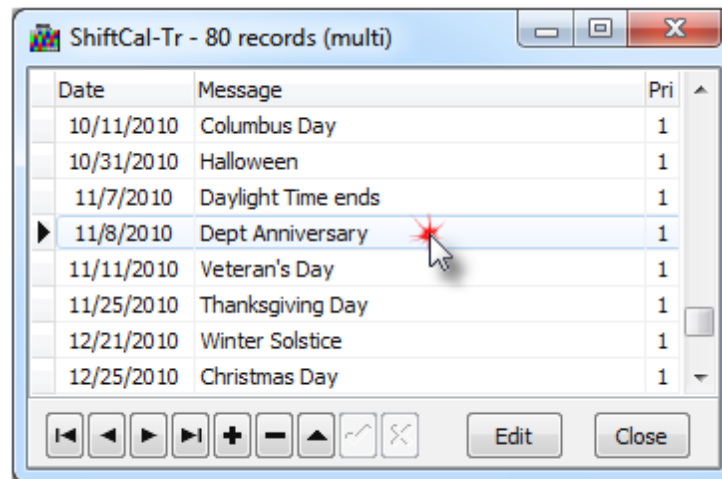
To select multiple records for a copy, delete, or save operation, the user may either:

- Hold down the <Ctrl> key and click on multiple *non-contiguous* records, or
- Hold down the <Shift> key, and use the <Up-arrow> or <Down-arrow> key to highlight *contiguous* records
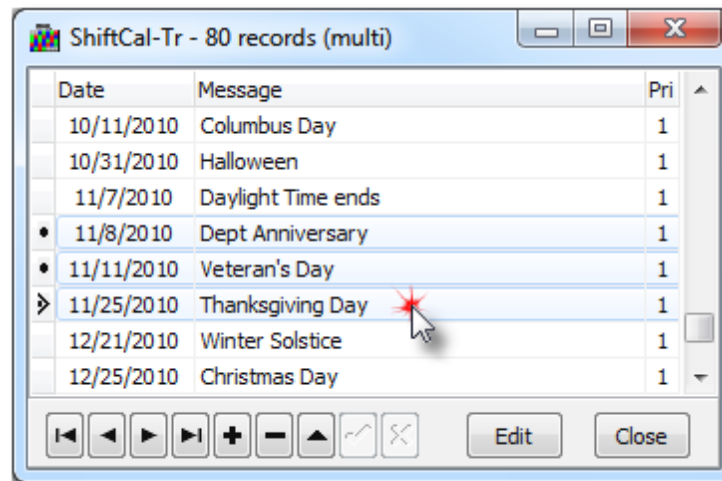
The user may then activate the "local menu" to display the following menu options:

Copy selected records	copy date and text of selected messages to the clipboard
Delete selected records	permanently remove selected records from event file
Save selected records to file	save selected events to a new message file
Set repeating event	create duplicate records which repeat in the future

The "local menu" is activated by <Right-clicking> or by pressing the "Local Menu" button on the keyboard.

12.1.1 Copy Selected Records

To copy the date and message of one or more records to the clipboard:

- Display the Message form (Alt-E, M)
- Activate "Multi-Record" mode: click on the "Multi" button or press (Alt-M)
- Select the desired records using the mouse or keyboard
- Bring up the local menu: <Right-click> or press the "local menu" key
- Select "Copy Selected Records"

The information from the selected records is now on the Windows clipboard, and can be pasted into another application (e.g. an email message).

Judicious use of the **Edit | Find Date** or **Edit | Find Text** menu options can result in a subset of the data file containing records that meet the user's criteria to facilitate a copy operation.

For example, to send an email containing the dates of union meetings:

- Use **Edit | Find Text** with a search string of "Union"
- Change to Multi-Record mode by clicking on the "Multi" button
- Review matching records to decide if some or all should be selected
- To copy some records, hold down the <Ctrl> key and click on the desired records
- To copy all records, click on the first record, hold down the <Shift> key, and press the <Down-arrow> key
- Copy the highlighted records to the clipboard using the local menu
- Create a new email and paste the dates and times into the body

12.1.2 Delete Selected Records

To delete one or more records from the event file:

- Display the Message form (Alt-E, M)
- Activate "Multi-Record" mode: click on the "Multi" button or press (Alt-M)
- Select the desired records using the mouse or keyboard
- Bring up the local menu: <Right-click> or press the "local menu" key
- Select "Delete Selected Records"

Judicious use of the **Edit | Find Date** or **Edit | Find Text** menu options can result in a subset of the data file containing records that meet the user's criteria to facilitate a delete operation.

For example, to delete all references to "Vacation":

- Use **Edit | Find Text** with a search string of "Vac"
- Change to Multi-Record mode by clicking on the "Multi" button
- Review matching records to decide if some or all should be deleted
- To delete some records, hold down the <Ctrl> key and click on the desired records
- To delete all matching records, click on the first record, hold down the <Shift> key, and press the <Down-arrow> key
- Delete the highlighted records using the local menu

12.1.3 Save Selected Records to File

To save one or more records to a new event file:

- Display the Message form (Alt-E, M)
- Activate "Multi-Record" mode: click on the "Multi" button or press (Alt-M)
- Select the desired records using the mouse or keyboard
- Bring up the local menu: <Right-click> or press the "local menu" key
- Select "Save Selected Records to file" and provide a filename

Judicious use of the **Edit | Find Date** or **Edit | Find Text** menu options can result in a subset of the data file

containing records that meet the user's criteria to save to a new file.

For example, to archive all references to "Training":

- Use **Edit | Find Text** with a search string of "Train"
- Change to Multi-Record mode by clicking on the "Multi" button
- Review matching records to decide if some or all should be deleted
- To select some records, hold down the <Ctrl> key and click on the desired records
- To select all matching records, click on the first record, hold down the <Shift> key, and press the <Down-arrow> key
- Save the highlighted records to a new file using the local menu

12.1.4 Set Repeating Appointment

Some events repeat on a regular basis (e.g. paydays). The "Repeat Event" dialog makes it easy to generate future copies of an existing event.

If the Message dialog is not displayed, select **Edit | Messages**. By default, the message dialog is in "Edit" Mode.

Switch to "Multi-Record" mode by clicking on the "Multi" button at the bottom of the dialog; the entire current record will be highlighted to confirm that multi-record mode is active.

Access the local menu by <Right-clicking> on the desired record (note: this also *selects* the record) and choose "Set Repeating Event" from the local menu to display the repeat dialog.

Specifiy valid "From:" and "To:" dates, enter a value in the interval edit control, then click on the "Apply" button to create the new records.

12.1.4.1 Daily or Weekly

If you want an event to repeat by a specific number of days or weeks, choose the "Daily" or "Weekly" tab as appropriate:
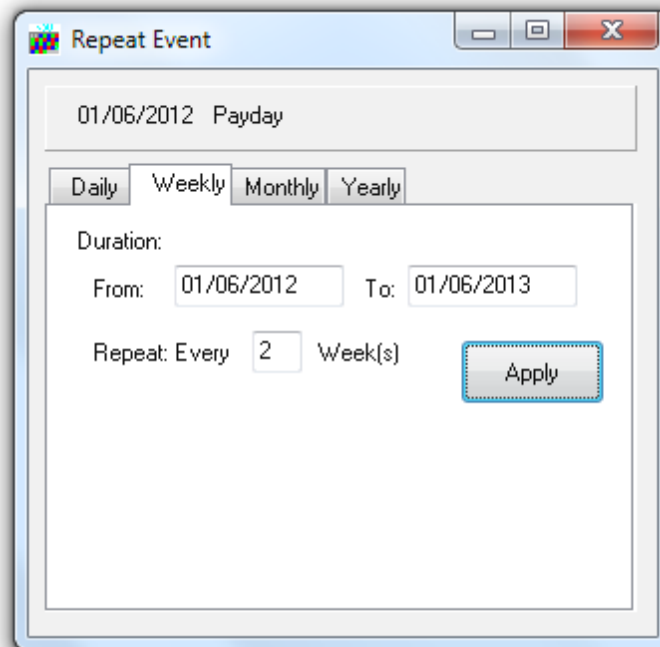
Edit the "From:" and "To:" dates as required, and enter the desired interval in the edit control.

To repeat the appointment every two weeks, the user may either:

- Select the "Daily" tab and enter "14" for the number of days; or
- Select the "Weekly" tab and enter "2" for the number of weeks

Click on the "Apply" button to create the repeating appointments.

12.1.4.2 Monthly or Yearly

Events that repeat on a monthly or yearly basis may be *absolute* or *relative*. An absolute event is one that always occurs on the same day number (e.g. Christmas is December 25th). A relative event is one that occurs on a particular day of the week (e.g. Thanksgiving is the fourth Thursday in November).

To accommodate these possibilites, the monthly and yearly tabs have a slightly different format, with radio buttons to allow the user to specify whether the repeat date is absolute ("Day Number") or relative ("Day of Week"):
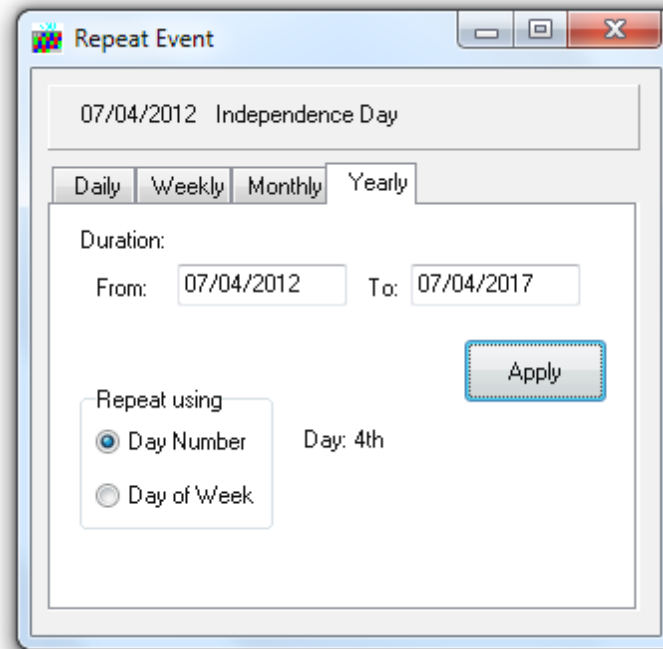
Note: We suggest limiting repeated appointments to prevent the event file from becoming overly large. If a large event file is causing poor performance when moving between dates, turn messages off (using **Settings | Show Messages** or Alt-S, S), navigate to the desired date, then turn messages back on (using **Settings | Show Messages** or Alt-S, S).

12.1.4.2.1 Absolute Dates

This option is used for events that fall on the same day number. The date and message are derived from the record that was selected when the user invoked "Set Repeating Appointment".

In addition to the obvious application of annual holidays like Independence Day and Christmas Day, it is useful for tasks like creating entries for people who are paid on the 1st and the 15th of every month.

The following dialog will create an entry for Christmas day from 2008 to 2013:
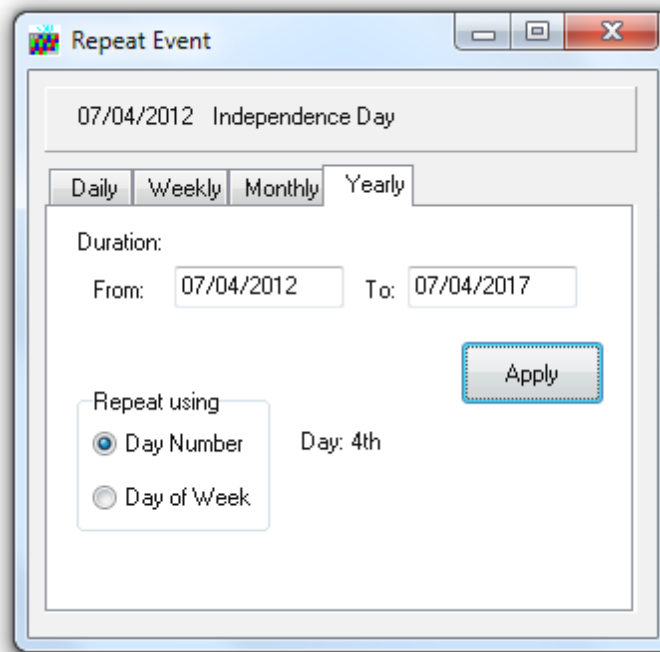
12.1.4.2.2 Relative Dates

This option is for events that fall on a particular day of the week. The day-of-week and message are derived from the record that was selected when the user invoked "Set Repeating Appointment".

It is particularly useful for events that occur, for example, on the first Monday of the month, or on the third Thursday. Here is an example for union meetings that occur on the third Thursday of each month:

A special case is an event that falls on the last occurrence in the month of a particular day (e.g. the last Friday in the month); to use this feature, check the "Last occurrence in the month" box.

12.2　Startup Options

ShiftCal supports three command-line options on startup:

- Display an alternate shift schedule
- Load an alternate event file
- Display a user-specified date
- Specify image files to be inserted into printouts

The ability to load an alternate shift schedule on startup allows the user to create menu or desktop shortcuts that run *ShiftCal* and automatically load another agency's shift schedule (e.g. a neighboring agency with whom you share training facilities). Since it is possible to run multiple instances of the program simultaneously, the user can display two or more agency's calendars side-by-side.

The ability to load an alternate event file on startup allows the user to create menu or desktop shortcuts to alternate event files (e.g. Vacation/Holiday, Training, etc.).

If a valid date is passed to *ShiftCal* on the command line, the calendar will display that date on startup.

The following examples show ShiftCal.exe being called by its full pathname:

```
C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe
```

For users that need to exercise command-line options frequently, we suggest adding the *ShiftCal* working directory to the PATH statement. With the working directory on the PATH, the program can be started from the Start | Run dialog or from a DOS prompt by entering "shiftcal.exe" rather than the full pathname. For further information, contact Tech Support.

12.2.1　Alternate Shift Schedule

To display an alternate shift schedule from a DOS prompt or from the Windows Start | Run dialog, use the command-line switch "-i" followed by the filename of the .ini file:

```
shiftcal -icpfd.ini
```

Note for advanced users: the ShiftCal directory can be added to the PATH statement so shiftcal.exe can be invoked from a DOS prompt or from the Windows Start | Run dialog without typing the full pathname.

If the .ini file is not in the working directory, include the full pathname, placing the path to the program and the path to the .ini file in quotation marks. To load the .ini file named "cpfd.ini" from the "Application Data" directory tree, the user would type the following (on one line) for Windows XP or 2000:

```
"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-iC:\Documents and Settings\UserName\Application Data\Erickson\ShiftCal6\CPFD.ini"
```

In Windows 7 or Vista, the command would look like this:

"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-iC:\Users*UserName*\AppData\Roaming\Erickson\ShiftCal6\CPFD.ini"

To issue the same command using the "Run" option on the Windows "Start" menu, browse to the ShiftCal directory, select the executable file, then click on the "Open" button. The "Run" dialog will return, and it will contain the full pathname to ShiftCal.exe in quotation marks:
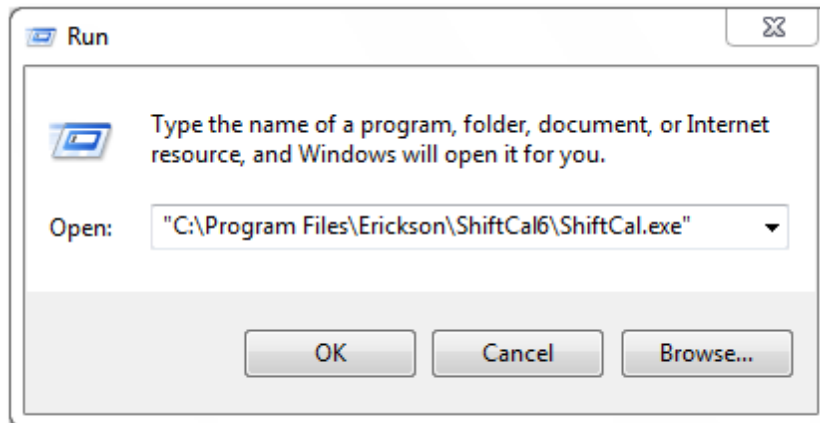
Append a space, the command-line switch "**-i**" and the full pathname to the .ini file (enclose the whole string in quotation marks). This is XP/2000:

"-iC:\Documents and Settings*UserName*\Application Data\Erickson\ShiftCal6\CPFD.ini"

In Windows 7 or Vista the string would look like this:

"-iC:\Users*UserName*\AppData\Roaming\Erickson\ShiftCal6\CPFD.ini"

Here is the "Run" dialog after appending the "**-i**" switch and the path to the .ini file:
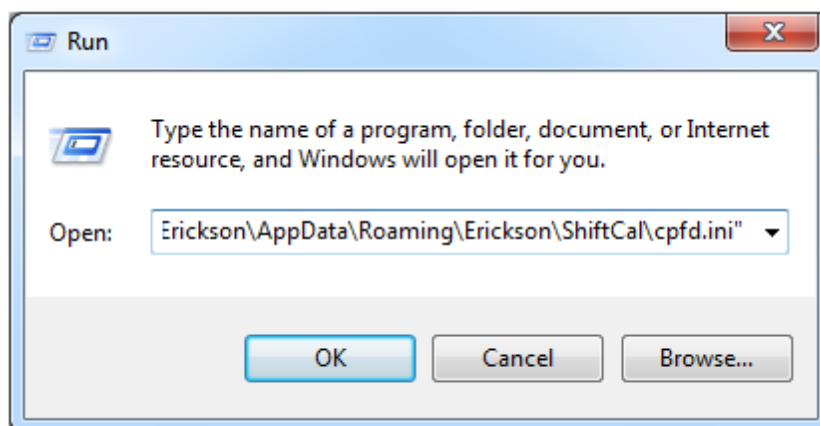
ShiftCal will run and automatically load the Camp Pendleton Fire Department two-platoon shift schedule:
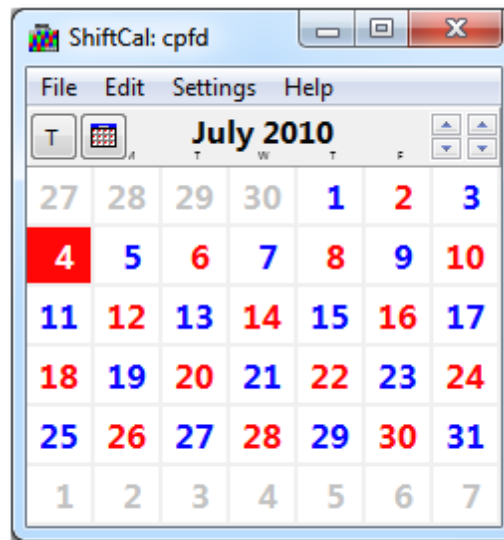
Create a shortcut

Needless to say, a 90-some character command is not particularly convenient to enter manually. However, the command can easily be assigned to a menu or desktop shortcut. This is particularly useful if the user needs to access different shift schedules, or wants to display the shift schedules of two or more agencies simultaneously.

To create a desktop shortcut that loads an alternate shift schedule, first create a generic desktop shortcut: to ShiftCal.exe:

- <Right-click> on the desktop
- Select **New | Shortcut** to display the "Create Shortcut" dialog
- Click on the "Browse" button and navigate to "C:\Program Files\Erickson\Shiftcal6\ShiftCal.exe"
- Click on the "Next" button and give the shortcut a name (e.g. "CPFD")
- Click on the "Finish" button

To modify the shortcut to load an alternate shift schedule, <Right-click> on the desktop icon, click on "Properties", then select the "Shortcut" tab:
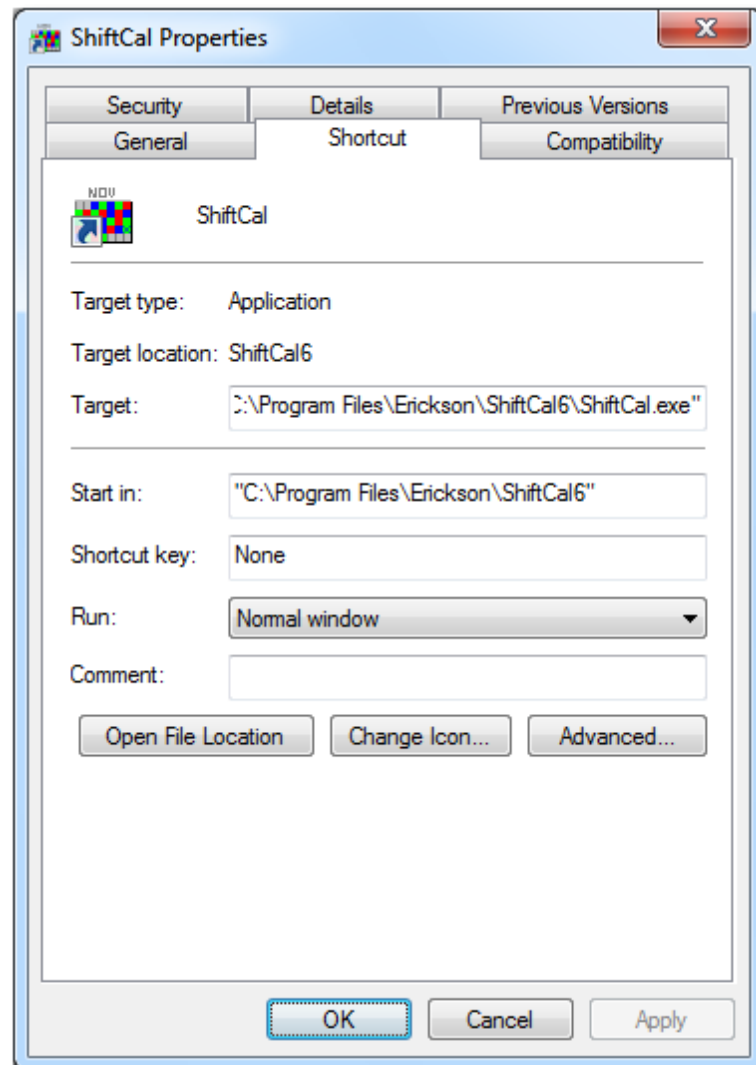
The "Target" edit control will contain the full pathname to "ShiftCal.exe". Append the following to the contents of the edit control:

- A space
- A quotation mark
- The characters "-i"
- The full pathname of the desired .ini file
- A quotation mark

The contents of the edit control will now be similar to this (on one line) in Windows XP or 2000:

```
"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-iC:\Documents and Settings\UserName\Application Data\Erickson\ShiftCal6\CPFD.ini"
```

Windows Vista would look like this (on one line):

```
"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-iC:\Users\UserName\AppData\Roaming\Erickson\ShiftCal6\CPFD.ini"
```

Click on the "OK" button to save your changes; double-click on the desktop shortcut to launch *ShiftCal* using the alternate shift schedule.

Note: The user also has the option of assigning a keystroke combination in the "Shortcut key" edit control. The shortcut key can be a letter, a number, or a function key which is not currently assigned to some other function. Windows automatically adds <Ctrl> + <Alt> if the user selects a letter or a number. To assign a different combination of <Shift>, <Ctrl>, and/or <Alt> to a letter or number, or to a function key, the user must manually enter the desired combination. The keystroke combination cannot conflict with an existing key combination.

12.2.2 Alternate Event File

To load an alternate message (.cds) file from a DOS prompt or from the Windows Start|Run dialog, use the command-line switch "-d" followed by the filename of the event file:

```
shiftcal -dcpfd.cds
```

Note for advanced users: the ShiftCal directory can be added to the PATH statement so ShiftCal.exe can be invoked from a DOS prompt or from the Windows Start | Run dialog without typing the full pathname.

If the event file is not in the current directory, include the full pathname, placing the path to the program and the path to the event file in quotation marks. To load the an event file named "CPFD.cds" from the ShiftCal directory, enter (on one line) in Windows XP or 2000:

```
"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-dC:\Documents and Settings\UserName\Application Data\Erickson\ShiftCal6\CPFD.cds"
```

The same command in Windows Vista would look like this:

```
"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-dC:\Users\UserName\AppData\Roaming\Erickson\ShiftCal6\CPFD.cds"
```

To issue the same command using the "Run" option on the Windows "Start" menu, browse to the ShiftCal directory, select the executable file, then click on the "Open" button. The "Run" dialog will return, and it will contain the full pathname to ShiftCal.exe in quotation marks:
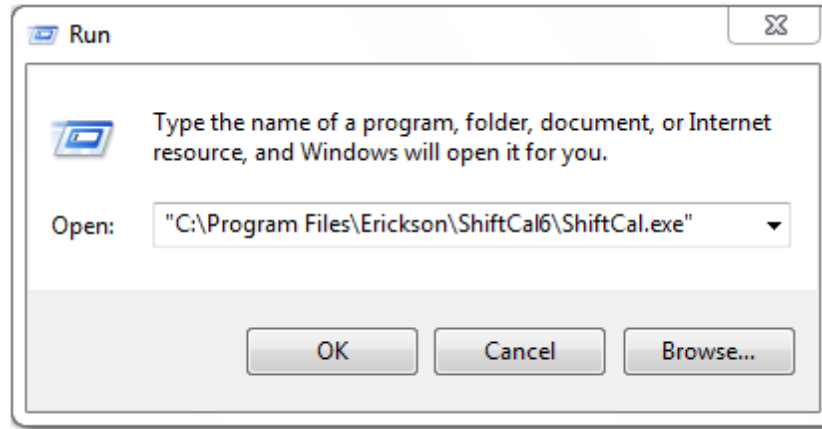

Append a space, the command-line switch "**-d**" and the full pathname to the .cds file (enclosed in quotation marks) for Windows XP or 2000:

"-dC:\Documents and Settings*UserName*\Application Data\Erickson\ShiftCal6\CPFD.cds"

Windows Vista users will add the following string:

"-dC:\Users*UserName*\AppData\Roaming\Erickson\ShiftCal6\CPFD.cds"

Here is the "Run" dialog after appending the "**-d**" switch and the path to the .cds file:
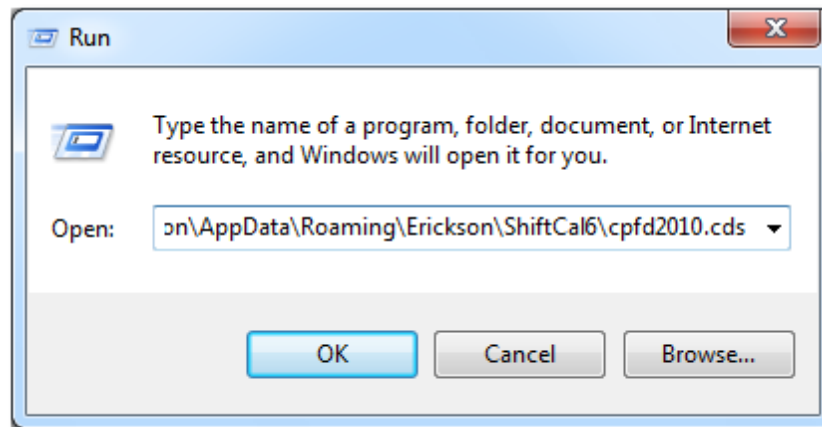
ShiftCal will run and automatically load the Camp Pendleton Fire Department event file:

Date	Message	Pri
7/1/2010	B-4	1
7/2/2010	A-5	1
7/3/2010	B-5	1
▶ 7/4/2010	A-5	1
7/5/2010	B-5	1
7/6/2010	A-6	1
7/7/2010	B-6	1
7/8/2010	A-7	1

cpfd2010 - 396 records (edit)
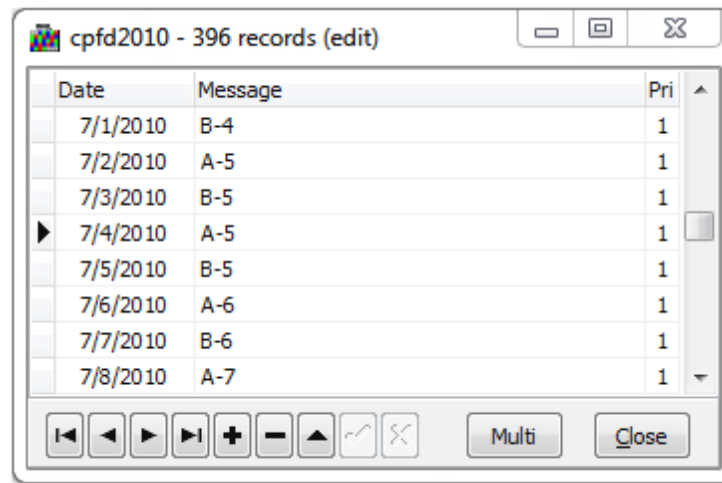
Create a shortcut

These commands can easily be assigned to a menu or desktop shortcut; this allows the user to automatically load an alternate event file on startup.

To create a desktop shortcut that runs *ShiftCal* and loads an alternate event file, first create a generic desktop shortcut: to ShiftCal.exe:

- <Right-click> on the desktop
- Select **New | Shortcut** to display the "Create Shortcut" dialog
- Click on the "Browse" button and navigate to "C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
- Click on the "Next" button and give the shortcut a name (e.g. "CPFD Msg")
- Click on the "Finish" button

To modify the shortcut to load an alternate shift schedule, <Right-click> on the desktop icon, click on "Properties", then select the "Shortcut" tab:
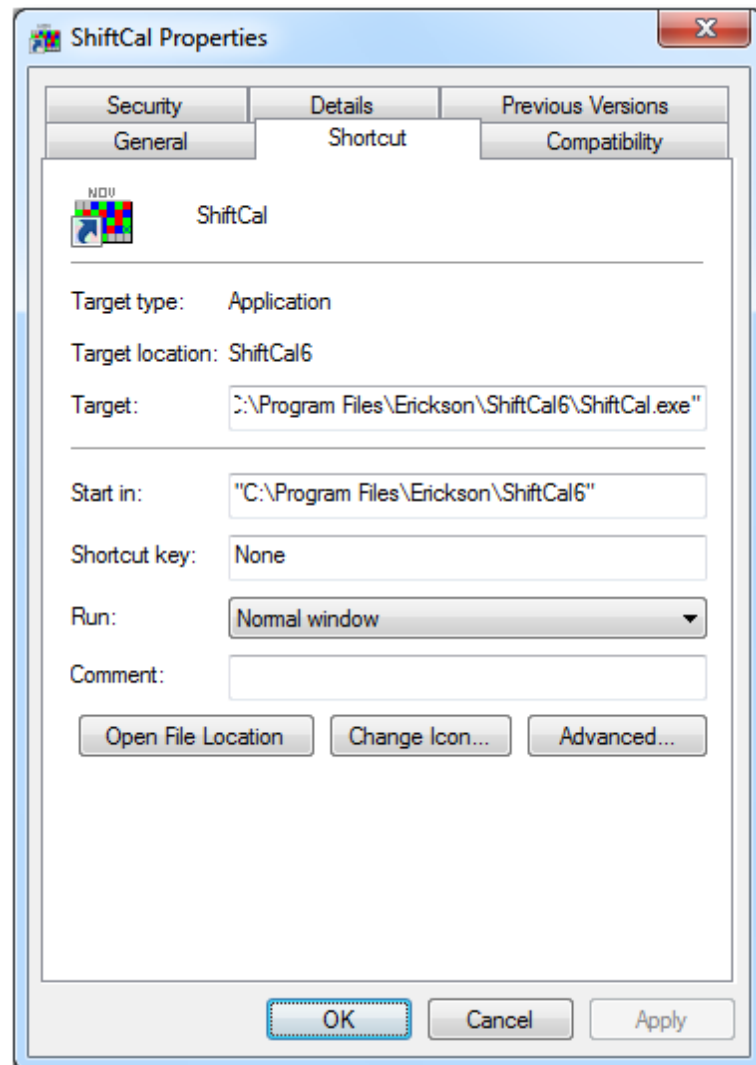
The "Target" edit control will contain the full pathname to "ShiftCal.exe". Append the following to the contents of the edit control:

- A space
- A quotation mark
- The letters "**-d**"
- The full pathname of the desired .cds file
- A quotation mark

The contents of the edit control will now be similar to this (on one line) for Windows XP and 2000:

"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"**-d**C:\Documents and Settings*Username*\Application Data\Erickson\ShiftCal6\CPFD.cds"

The Windows Vista edit control will contain:

"C:\Program Files\Erickson\ShiftCal6\ShiftCal.exe"
"-dC:\Users*UserName*\AppData\Roaming\Erickson\ShiftCal6\CPFD.cds"

Click on the "OK" button to save your changes; double-click on the desktop shortcut to launch *ShiftCal* and load the event file.

Note: The user also has the option of assigning a keystroke combination in the "Shortcut key" edit control. The shortcut key can be a letter, a number, or a function key which is not currently assigned to some other function. Windows automatically adds <Ctrl> + <Alt> if the user selects a letter or a number. To assign a different combination of <Shift>, <Ctrl>, and/or <Alt> to a letter or number, or to a function key, the user must manually enter the desired combination. The keystroke combination cannot conflict with any other Windows key combination.

12.2.3 User-specified Date

To display a user-specified date, include the date on the command line as a parameter. Leading zeroes are optional (e.g. 4/1 or 04/01); the year may be omitted, in which case the current year is assumed. The year may be entered as two digits or four digits; a two-digit year greater than 75 is assumed to be from the last century, which a two-digit year less than 75 is assumed to be in the current epoch. The date format corresponds to the format set by the user in the Regional Settings applet in the Control Panel.

The following examples assume the user's date format is mm/dd/yy or mm/dd/yyyy and ignore the path to the executable file:

        ShiftCal 04/01   (displays April first of the current year)
        ShiftCal 11/26/83   (displays November 26 of 1983)
        ShiftCal 07/07/07   (displays July 7 of 2007)
        ShiftCal 06/14/2011   (displays June 14 of 2011)

Here is an example of the Windows "Run" dialog showing the user-specified date November 26, 2008:
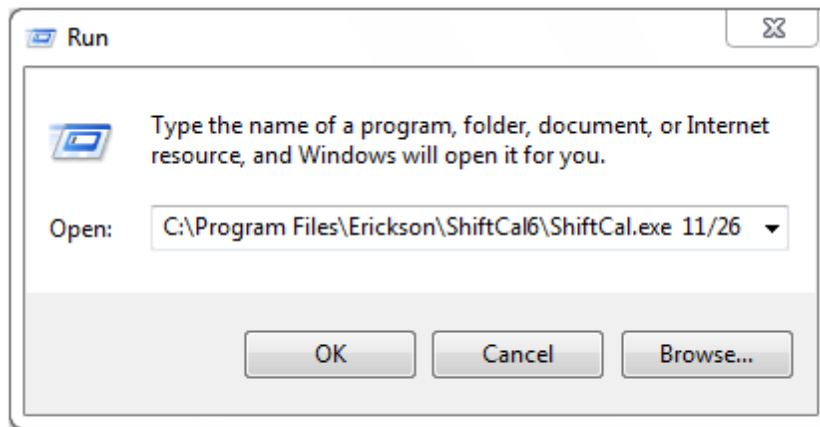
And here is the resulting calendar displaying the specified date:
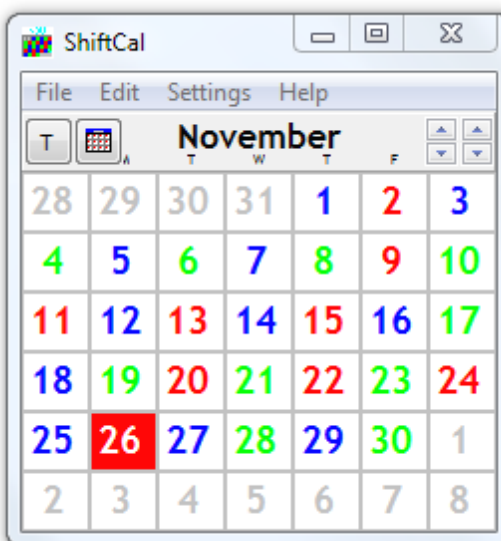
13   Editing INI files

This chapter contains more detailed information on editing .ini files.

A discussion of the elements that comprise an .ini file — the *Sections*, *Keynames*, and *Values* — appears in Elements of ShiftCal.ini.

We have provided a utility named CalMod.exe to facilitate the editing of the shift schedule and platoon colors; a discussion of CalMod.exe appears in Using CalMod.exe.

Some program options can only be activated or modified by manually editing the .ini file. A list of properties and description of their use can be found in Editing ShiftCal.ini Manually.

13.1   Elements of Shiftcal.ini

ShiftCal .ini files follow the Windows convention of *Sections*, *Keynames*, and *Values*:

        [Section]
        Keyname=Value

A *Keyname* must appear in the correct *Section*, or it will be ignored.

If an entry for a *Keyname* does not appear in an .ini file, a default value will be used.

If a *Section* does not appear in an .ini file, default values will be assigned to all *Keynames* for that *Section*.

13.1.1   [Shift Schedule]

The shift schedule displayed by *ShiftCal* is defined by the following elements:

Attribute	Default Value
NumberOfPlatoons	3
DaysInRotation	24
ShiftRotation	ACABABABCBCACACABABCBCBC
StartDate	12/30/75

NumberOfPlatoons is self-explanatory (ShiftCal supports two - six platoons)
DaysInRotation is the number of days in a complete shift rotation
ShiftRotation is a string of characters which defines the shift rotation
StartDate is the date on which ShiftRotation begins

ShiftCal supports shift schedules of two to six platoons identified by letters (e.g. "A Platoon"), numbers (e.g. "Platoon 1"), or named colors (e.g. "Blue Platoon"). The number of characters in ShiftRotation must be the same as the value in DaysInRotation.

When defining ShiftRotation, lettered platoons are represented by the letters "A-F"; numbered platoons

are represented by the numerals "1-6"; and named-color platoons are represented in ShiftRotation by the following letters:

K	Black
L	Blue
R	Red
G	Green
Y	Yellow
P	Purple

The same labelling system must be used here and in the [Colors] section; the user cannot mix, for example, lettered and numbered platoons.

Examples:

The most trivial three-platoon system would be to work one day, then have two days off (e.g. 24 hours on, 48 off):

```
[Shift Schedule]
NumberOfPlatoons=3
DaysinRotation=3
StartDate=01/01/95
ShiftRotation=ABC
```

Los Angeles City works three shifts (every other day), then has four days off; the entire rotation is nine days long:

```
[Shift Schedule]
NumberOfPlatoons=3
DaysinRotation=9
StartDate=01/01/95
ShiftRotation=ABCBCACAB
```

A typical "4's and 6's" rotation: members work four shifts (every other day), followed by four days off, then another four-shift work cycle, followed by six days off, for a total rotation length of 24 days:

```
[Shift Schedule]
Number of Platoons: 3
Days in Rotation: 24
Start Date: 12/30/75
Shift Rotation: ACABABABCBCACACABABCBCBC
```

The user is not restricted to trivial repeating schedules: examine sample data file CPFD.INI to see how it can be used to display RDO's in a distinctive color.

13.1.2 [Config]

The following options affect the behavior and display of *ShiftCal*:

Option	Default	Description
FullMonthName	True	Display full month name (abbreviation if false)
ShowYear	True	Display month and year in header
Autoscale	False	Scale "normal" calendar to look like full-screen
Epoch	1975	Controls handling of two-year dates
ShowDOW	False	Display day-of-week letters in header
ShowDOWMax	True	Display days-of-week when maximized
StartMaximized	False	Start program in full-screen mode
CenterDate	True	Center dates in calendar grid
CenterDateMax	False	Center dates when maximized
ShowGrid	True	Show calendar grid lines
ShowGridMax	True	Show grid lines when maximized
HiliteCurrent	True	Display current date in inverse color
ShowLeading	True	Display dates from prev/next months
StayOnTop	False	Force program to top of z-order
ShowHints	False	Display "fly-over" help
ShowMsgs	True	Display text messages
FormWidth	254	Calendar width in pixels at startup
FormHeight	268	Calendar height in pixels at startup
MsgFormOnOpen	False	Show message list on startup
ShowRecCount	False	Display record count in title bar
Title	Erickson...	Default title for printed calendars
WalTitle1	shiftcal.com	Title for wallet calendars (1..4)
ReverseUpDown	False	Reverse behavior of up/down click controls
LongDOWNames	True	Display (full-screen) & print long day-of-week names

13.1.3 [Colors]

This section contains the information that ShiftCal needs to display dates in the correct platoon colors. It also allows the user to set a background color for the calendar grid, and to set the color for leading/ trailing day numbers.

For each platoon, there are two settings: the "normal" platoon setting and an "inverse" setting. The "inverse" setting is normally white, so the current date appears as a white number on the platoon-color background.

When the platoon color is light (e.g. Yellow or Lime), the day number may be difficult to read. To make the day number more visible, we set the "inverse" to a darker color. Example: a black day number on lime green is much more visible than white on lime green.

Lettered Platoons

Platoon	Color	Description

APlt	Red	Primary color for "A" platoon
AInv	White	Inverse color for "A" platoon
BPlt	Blue	Primary color for "B" platoon
BInv	White	Inverse color for "B" platoon
CPlt	Lime	Primary color for "C" platoon
CInv	Black	Inverse color for "C" platoon
BkGr	White	Calendar background color
LdTr	Gray	Leading/trailing dates color

Numbered Platoons :

Platoon	Color	Description
1Plt	Red	Primary color for platoon "1"
1Inv	White	Inverse color for platoon "1"
2Plt	Blue	Primary color for platoon "2"
2Inv	White	Inverse color for platoon "2"
3Plt	Lime	Primary color for platoon "3"
3Inv	Black	Inverse color for platoon "3"

Named-color Platoons

Platoon	Color	Description
KPlt	Black	Primary color for "Black" platoon
KInv	White	Inverse color for "Black" platoon
LPlt	Blue	Primary color for "Blue" platoon
LInv	White	Inverse color for "Blue" platoon
RPlt	Red	Primary color for "Red" platoon
RInv	White	Inverse color for "Red" platoon
GPlt	Green	Primary color for "Green" platoon
GInv	White	Inverse color for "Green" platoon
YPlt	Yellow	Primary color for "Yellow" platoon
YInv	Black	Inverse color for "Yellow" platoon
PPlt	Purple	Primary color for "Purple" platoon
PInv	White	Inverse color for "Purple" platoon

The color Keynames must correspond to the type used in ShiftRotation in the [Shift Schedule] section; the user cannot mix, for example, lettered and numbered platoons.

Examples:

Here is a sample shift rotation implemented using letters, numbers, and named-colors.

Lettered Platoons (the most common):

```
[Shift Schedule]
ShiftRotation=ACBCBABAC

[Colors]
APlt=Red
AInv=White

BPlt=Blue
BInv=White

CPlt=Lime
CInv=Black
```

Numbered Platoons:

```
[Shift Schedule]
ShiftRotation=232313121

[Colors]
1Plt=Red
1Inv=White

2Plt=Blue
2Inv=White

3Plt=Lime
3Inv=Black
```

Named-color Platoons:

```
[Shift Schedule]
ShiftRotation=RYG          { this corresponds to "Red, Yellow, Green" }

[Colors]
RPlt=Red
RInv=White

YPlt=Yellow
YInv=Black

GPlt=Lime
GInv=Black
```

Note that the display color does not *have* to match the named-platoon color (although it's hard to think of a good reason why they wouldn't at least resemble each other...).

In these examples we have used "Lime" because the pastel "lime green" is easier for color-deficient people to distinguish than the normal Windows green.

For more information on color settings, contact technical support.

13.1.4 [Images]

The user may specify images (graphic files) to be placed in Monthly, Annual, and Organizer calendars:

Monthly	filename of image to appear on monthly calendars
ScaleMonthly	controls scaling of Monthly image
Annual	filename of image to appear on annual calendars
ScaleAnnual	controls scaling of Annual image
Organizer	file of image to appear on Organizer pages
ScaleOrganizer	controls scaling of Organizer image

Entries in the [Images] section should look like this:

```
[Images]
Monthly="D:\myfile.jpg"
ScaleMonthly=True

Annual="D:\Fire Dept\Company4C.bmp"
ScaleAnnual=True

Organizer="C:\Users\<username>\Pictures\Fire Dept\logo.bmp"
ScaleOrganizer=True
```

If the pathname contains spaces, the quotation marks are required; otherwise they are optional.

Scaling is true by default, so if you want ShiftCal to size your images to fit, you do not need to make a ScaleXxx entry.

To print an image at its native resolution, set the appropriate ScaleXxx key to **False**.

Graphics images are placed as follows:

If the user has specified a graphic for Monthly or Annual calendars, and the page setup includes a Title, the image will be placed at the left edge of the Title bar.

If the Title is blank, the image will be placed at the left edge of the Page Header (month name).

If the user has specified an graphic for Organizer pages, the image will be centered between the previous/next months at the bottom of a Portrait-mode page, and centered between the current month and the day number at the top of a Landscape-mode page.

Examples appear on the website at:

www.shiftcal.com

13.1.5 [Fonts]

This section contains the settings that define the fonts used to display and to print calendars, and consists of the following categories:

| Keyname	Default*	Description
TtlFontName	Segoe	Title font for printed calendars
HdrFontName	Segoe	Header font for month name
CalFontName	Segoe	Calendar font for day numbers
MsgFontName	Segoe	Message font for text
WalFontName	Segoe	Font for printed wallet calendars
DOWFontName	Segoe	Day-of-week abbreviation in header

* Default for Windows XP and 2000 is "Arial"

Each category also has a FontSize and FontStyle attribute.

Font size (height) is described in "points"; a printer's point is 1/72". The actual size on the screen or on a printed page may vary depending upon the amount of space around each letter. The space above and below a typeface is called "leading" (pronounced "ledding"), and is a holdover from linotype machines, that used molten lead to create blocks of text for printing. The spacing between characters is a function of the type style - some typefaces are mono-spaced, meaning that all letters take up the same horizontal width (like your old manual typewriter), but most typefaces nowadays are proportional: each letter takes up only the width it requires (plus a little for readability).

The Font Style allows the user to specify whether a font is displayed as "normal", "**bold**", "*italic*", or "***bold italic***".

Fonts are normally selected using the standard Windows font dialog, which allows the user to specify the typeface (e.g. "Arial"), style (e.g. "Bold Italic"), and size (e.g. 10 points). The user may select a font color for some options (e.g. page title and calendar header), but the platoon colors will override any user-selected color for the calendar itself:
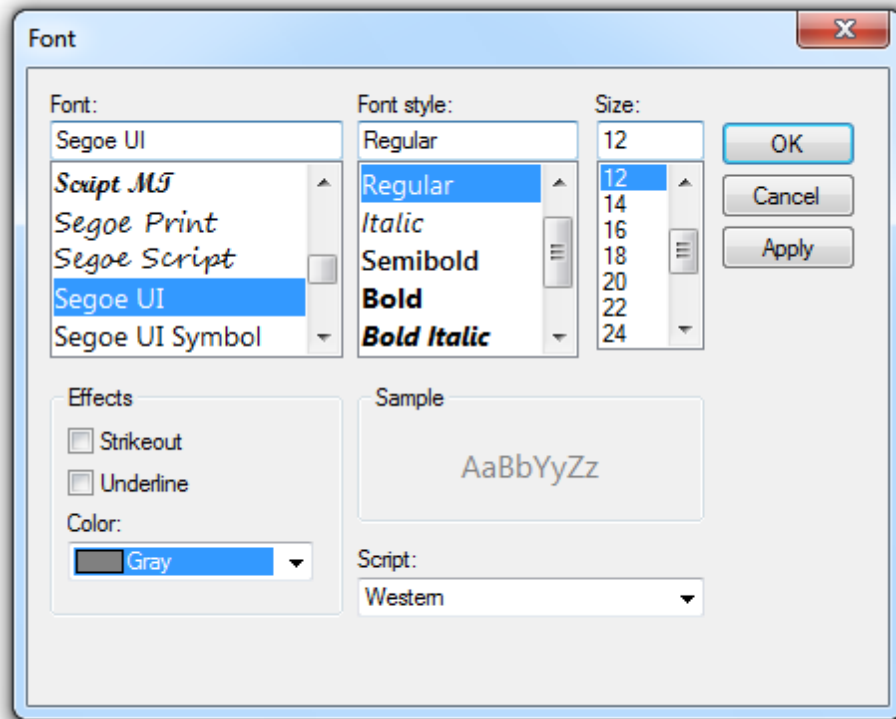
The user may define different font settings for "normal" and "maximized" (full-screen) display.

For further details on font settings, contact technical support.

13.1.6 [Vista]

This section contains settings specific to Windows Vista (and newer).

Keyname	Default	Description
GlassFrame	False	Enables Vista Aero "glass" effect
AlphaBlend	True	Enables translucent forms
Main-Transp	255	Transparency of main form (0 - 255)
Transparency	236	Transparency of child forms (0 - 255)

To enable transparency, set GlassFrame and AlphaBlend to true, and set the level of transparency desired (0 is completely transparent, 255 is opaque).

Although transparency is supported in Windows XP and Windows 2000, the full Aero effect requires Windows Vista (any version above Home Basic), a P90 or better CPU, and video/graphics hardware capable of supporting the Aero interface.

13.2   Using CalMod.exe

CalMod.exe allows the user to easily set up or to customize an .ini file to define a particular shift schedule.

Menu options in CalMod.exe as as follows:

File Menu

New	create a new, blank .ini file
Ini File	open an existing .ini file for editing
Save	save current edits to the open file
Save As	save the open file with another name
Exit	close the program and return to Windows

Help Menu

Contents	display the contents of the Help file
About	display blatant commercial message

The "Set Colors" button toggles between "Set Colors" and "Hide Colors" depending upon whether the color selection portion is displayed.

13.2.1 Setup Shift Rotation

The CalMod form makes it easy to define the elements of the [Shift Schedule] section:

Enter the number of platoons (2, 3, 4, 5, or 6) in the **Number of Platoons** edit control.

Enter the length of one entire shift rotation in the **Days in Rotation** edit control. Think of this as the number of days from the beginning of a cycle (e.g. for "A" Platoon) until the beginning of the next cycle (common values are 3, 9, and 24).

The **Start Date** is fairly arbitrary; it is the date on which the Shift Rotation (defined in the next edit control) begins.

Shift Rotation is a string of letters (or numerals) that describes the actual rotation. The user may elect to use letters, numbers, or named colors to identify the platoons; letters are by far the most common. The program recognizes letters from A-F for lettered platoons, 1-6 for numbered platoons, and the following characters to represent named-color platoons:

K	Black Platoon
L	Blue Platoon
R	Red Platoon

G	Green Platoon
Y	Yellow Platoon
P	Purple Platoon

Key point: the method used to identify platoons later in [Colors] must be the same as the method used in Shift Rotation.

The most trivial method would be to set **Start Date** for January 1 of the current year, then copy the letters from your calendar starting on January 1 into **Shift Rotation** until you have copied one entire shift rotation. The number of letters in **Shift Rotation** will be the same as the value entered in the **Days in Rotation** edit control.

Once the shift schedule is defined, the user can proceed to setting the platoon colors.

13.2.2 Setup Colors

To define the calendar colors, click on the "Set Colors" button; this will open the color portion of the form:

Notice that, since the value in the "Number of Platoons" edit control is 3, there are three platoon color buttons, labelled "A Platoon", "B Platoon", and "C Platoon". If the entry in the "Shift Rotation" edit control had been "123" (or some other numbered rotation), the buttons would have been labelled

"Platoon 1", "Platoon 2", and "Platoon 3".

Click on one of the platoon buttons to set the colors for that platoon. The left image below shows the new "grayed" dialog that opened when we clicked on the "A Platoon" button; the center image shows the dialog after we selected our "A Platoon" color scheme, and the right image shows the use of inverse color:
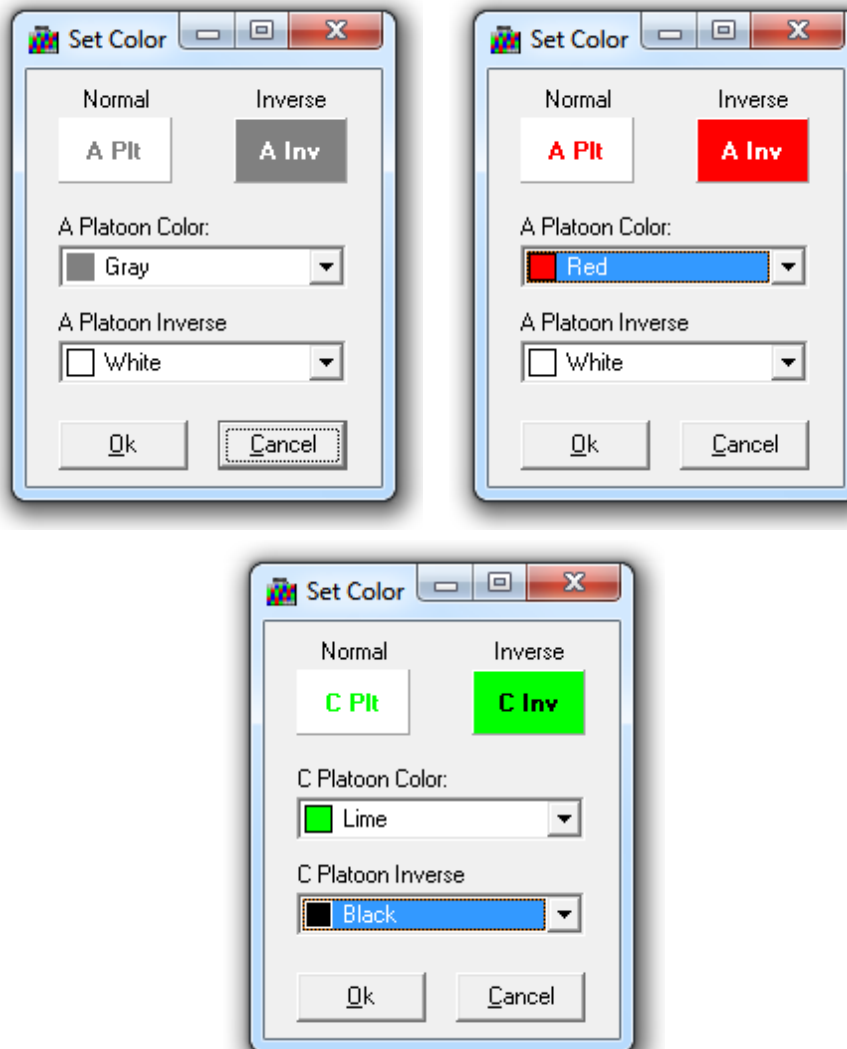
Click on the "Ok" button to close the dialog and return to the main CalMod form. Repeat the process to select the colors for the other platoons.

Check your work

When you have completed setting up your Shift Rotation and selecting your Colors, check your settings by applying them to the calendar. Click on the "Apply Rotation" button and compare the screen display

to your calendar. If they match, you are (almost) done. If they do not, recheck your settings.

Save your settings

Perform a **File | Save** to keep your changes or a **File | Save As** to save the settings to a new .ini file. Make sure that the .ini file is saved into the ShiftCal program directory. If you want this file to open automatically every time that ShiftCal starts, save it with the name "ShiftCal.ini".

Named-Color Platoons

Named-color platoons may require an extra step: the user may have to refresh the dialog by clicking on either the "Apply Rotation" button or the "Set / Hide Colors" button. This will display a button for each named color represent by the characters in the "Shift Rotation" edit control.
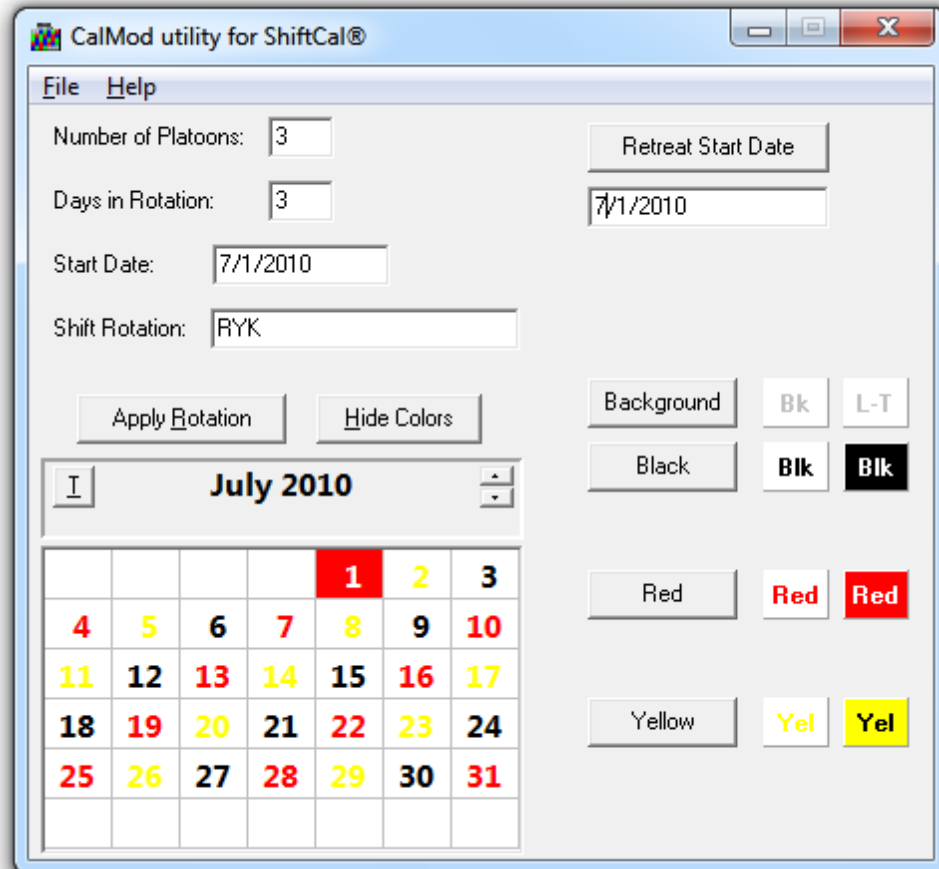

For further information on named-color platoons or on color settings in general, contact technical support.

13.2.3 Retreat Start Date

ShiftCal will only display dates in color that occur on or after the "Start Date" in the .ini file. If you want to display calendars for previous months or years, you need to set an earlier "Start Date". This formerly required a little trial and error, but CalMod handles the details for you.

The "Retreat Start Date" button and edit control are located on the right side of the CalMod form; if they are not visible, click on the "Set Colors" button to display the full CalMod form:
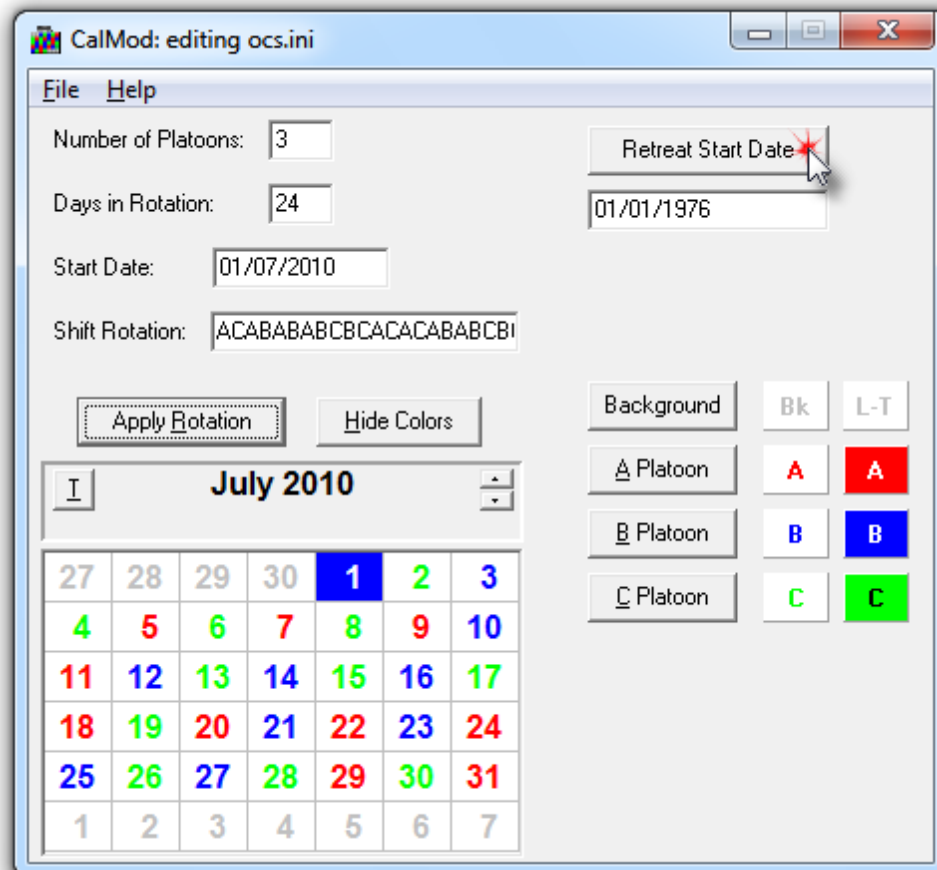
Enter a date close to the desired start date in the edit control, then click on the "Retreat Start Date" button. The value in the edit control will be repeatedly decremented by "Days in Rotation" until "Start Date" precedes the user-specified date.

Click on the "Apply Rotation" button to see the results of your settings; compare the calendar at the bottom of the application to your calendar.

When you have confirmed your settings, save your changes using **File | Save** or **File | Save As**.

13.3   Editing ShiftCal.ini Manually

Here be dragons... feel free to skip this section of the manual unless you want to delve into some serious esoterica.

The information contained in the .ini file(s) may be edited with any text editor (like the Windows Notepad); *do not* use a word processor (which places formatting commands in the file). We suggest making a backup copy before any editing is performed.

Open some of the sample .ini files in Notepad to see how the elements that define program behavior are stored. Some items accept a numeric value or a named color, while others accept Boolean (True or False) values.

The following tables list some of the available options. Those which can be set from within **ShiftCal.exe** (from the Settings menu) appear in **red**.; those which can be set from **CalMod.exe** appear in **purple**. The remaining options can only be set or modified by manually editing the .ini file; contact technical support for details. Note that some settings (like FormWidth and FormHeight) are saved by executing **Settings | Save Settings** even though there isn't a "FormWidth" or "FormHeight" menu option.

[Shift Schedule]

Attribute	Default Value
NumberOfPlatoons	3
DaysInRotation	24
ShiftRotation	ACABABABCBCACACABABCBCBC
StartDate	12/30/75

NumberOfPlatoons is self-explanatory
DaysInRotation is the number of days in a complete shift rotation
ShiftRotation is a string of characters which defines the shift rotation
StartDate is the date on which ShiftRotation begins

ShiftCal supports shift schedules of two to six platoons identified by letters (e.g. "A Platoon"), numbers (e.g. "Platoon 1"), or named colors (e.g. "Blue Platoon").

When defining ShiftRotation, lettered platoons are represented by the letters "A-F"; numbered platoons are represented by the numerals "1-6"; and named-color platoons are represented in ShiftRotation by the following letters:

K	Black
L	Blue
R	Red
G	Green
Y	Yellow
P	Purple

The same labelling system must be used here and in the [Colors] section; the user cannot mix, for example, lettered and numbered platoons.

[Config]

The following options affect the behavior and display of **ShiftCal.exe**:

Option	Default	Description
FullMonthName	True	Display full month name (3 letters if false)
ShowYear	True	Display month and year in header
Epoch	1975	Controls handling of two-year dates
ShowDOW	False	Display day-of-week letters in header
ShowDOWMax	True	Display days-of-week when maximized
StartMaximized	False	Start program in full-screen mode
CenterDate	True	Center dates in calendar grid
CenterDateMax	False	Center dates when maximized
ShowGrid	True	Show calendar grid lines
ShowGridMax	True	Show grid lines when maximized
HiliteCurrent	True	Display current date in inverse color
ShowLeading	True	Display dates from prev/next months
StayOnTop	False	Force program to top of z-order
ShowHints	False	Display "fly-over" help
ShowMsgs	True	Display text messages
FormWidth	256	Calendar width in pixels at startup
FormHeight	264	Calendar height in pixels at startup
MsgFormOnOpen	False	Show message list on startup
ShowRecCount	False	Display record count in title bar
Title	Erickson Enterprises	Default title for printed calendars
WalTitle1	www.shiftcal.com	Title(s) for pocket calendars (1..4)

[Colors]

The following settings control the color in which each platoon is displayed. The user can choose from three different systems for identifying platoons: letters, numbers, or named colors.

Lettered platoons (e.g. "A Platoon") are by far the most common:

Platoon	Color	Description
APlt	Red	Primary color for "A" Platoon
BPlt	Blue	Primary color for "B" Platoon
CPlt	Lime	Primary color for "C" Platoon
AInv	White	Inverse color for "A" Platoon
BInv	White	Inverse color for "B" Platoon
CInv	Black	Inverse color for "C" Platoon
BkGr	White	Calendar background color
LdTr	Gray	Color for leading/trailing dates
GridColor	Gray	Grid color for printed calendars

FrameColor	Gray	Frame color for printed calendars

For numbered platoons (e.g. "Platoon 1"):

Platoon	Color	Description
1Plt	Red	Primary color for Platoon "1"
1Inv	White	Inverse color for Platoon "1"
2Plt	Blue	Primary color for Platoon "2"
2Inv	White	Inverse color for Platoon "2"
3Plt	Green	Primary color for Platoon "3"
3Inv	White	Inverse color for Platoon "3"

Since *ShiftCal* supports up to six platoons, there are additional numbered variables (through 6Plt and 6Inv).

For named-color platoons (e.g. "Blue Platoon"):

KPlt	Black	Primary color for "Black" Platoon
KInv	White	Inverse color for "Black" Platoon
LPlt	Blue	Primary color for "Blue" Platoon
LInv	White	Inverse color for "Blue" Platoon
RPlt	Red	Primary color for "Red" Platoon
RInv	White	Inverse color for "Red" Platoon
GPlt	Green	Primary color for "Green" Platoon
GInv	White	Inverse color for "Green" Platoon
YPlt	Yellow	Primary color for "Yellow" Platoon
YInv	Black	Inverse color for "Yellow" Platoon
PPlt	Purple	Primary color for "Purple" Platoon
PInv	White	Inverse color for "Purple" Platoon

For a list of valid color names, see Appendix I.

Examples

To demonstrate how the platoon variables are used, we have taken a simple three-platoon system (24 hours on, 48 hours off) and generated the contents of the [Shift Schedule] and [Colors] sections of an .ini file for each of the three types of platoon identifiers.

Lettered platoons (the most common):

```
[Shift Schedule]
NumberOfPlatoons=3
DaysInRotation=3
ShiftRotation=ABC
StartDate=01/01/05

[Colors]
APlt=Red
AInv=White
BPlt=Blue
BInv=White
CPlt=Lime
CInv=Black
```

Numbered platoons:

```
[Shift Schedule]
NumberOfPlatoons=3
DaysInRotation=3
ShiftRotation=123
StartDate=01/01/05

[Colors]
1Plt=Red
1Inv=White
2Plt=Blue
2Inv=White
3Plt=Lime
3Inv=Black
```

Named-color platoons:

```
[Shift Schedule]
NumberOfPlatoons=3
DaysInRotation=3
ShiftRotation=RLG
StartDate=01/01/05

[Colors]
RPlt=Red
RInv=White
LPlt=Blue
LInv=White
GPlt=Lime
GInv=Black
```

[Images]

The user may specify images (graphic files) to be placed in Monthly, Annual, and Organizer calendars:

Monthly	filename of image to appear on monthly calendars
ScaleMonthly	controls scaling of Monthly image
Annual	filename of image to appear on annual calendars
ScaleAnnual	controls scaling of Annual image
Organizer	file of image to appear on Organizer pages
ScaleOrganizer	controls scaling of Organizer image

Entries in the [Images] section should look like this:

[Images]
Monthly="D:\myfile.jpg"
ScaleMonthly=True

Annual="D:\Fire Dept\Company4C.bmp"
ScaleAnnual=True

Organizer="C:\Users\<*username*>\Pictures\Fire Dept\logo.bmp"
ScaleOrganizer=True

If the pathname contains spaces, the quotation marks are required; otherwise they are optional.

Scaling is true by default, so if you want ShiftCal to size your images to fit, you do not need to make a ScaleXxx entry.

[Fonts]

The following list describes the various font groups supported by *ShiftCal*:

Font Name	Default	Description

TtlFontName	Arial	Title font for printed calendars
HdrFontName	Arial	Header font for month name
CalFontName	Arial	Calendar font (day numbers)
MsgFontName	Arial	Message font (text messages)
WalFontName	Arial	Font for printed wallet calendars
DOWFontName	Arial	Day-of-week abbreviations

Each font group also has the following attributes:

Attribute	Default	Description
...FontSize	48	Font size in points
...FontStyle	Normal	Font style (normal, bold, italic)
...FontColor	Gray	Font color (set in **CalMod.exe**)

For further details on .ini file settings, contact Support.

14   History

ShiftCal® -the Firefighter Calendar is one in a long series of computerized calendars (and other Fire-Service specific software) by T. Wesley Erickson.

The first Firefighter Calendar was written for the HP-41 hand-held calculator; it was published in the PPC Journal in August of 1984.

Shortly thereafter, it was published as a macro for Lotus 1-2-3 release 1A (in the Safetynet Forum of Compuserve) to determine the Platoon On Duty for a specified date. When Lotus added string-manipulation functions in release 2.0, a macro was no longer required, and it was published as a function that could be stored in any cell of a Lotus 1-2-3 worksheet.

Specialized versions have been written for the Hewlett-Packard HP110 Portable and Portable Plus computers, including a version on ROM (as part of a collection of useful DOS utilities), as well as versions for Apple and CP/M computers.

Early DOS versions (including one posted to the Safetynet forum on Compuserve) used "cloner" technology to store configuration information inside of the executable file to facilitate distribution throughout an agency. Unfortunately, this technique is reported as "virus-like" behavior by anti-virus software, so we changed to storing the configuration information in a Windows-style .ini file.

The PC version has undergone many changes, from character-based DOS versions, to the current Windows release, which is written in Embarcadero RAD Studio XE2 (Delphi XE2).

15   Appendix I - Windows Colors

The user may assign any of the Windows colors to *ShiftCal* color variables:

Windows named colors:

Black
Maroon
Green
Olive
Navy
Purple
Teal
Gray
Silver
Red
Lime
Yellow
Blue
Fuchsia
Aqua
White

Windows environment colors

MoneyGreen
SkyBlue
Cream
MedGray
Scrollbar
Background
ActiveCaption
InactiveCaption
Menu
Window
WindowFrame
MenuText
WindowText
CaptionText
ActiveBorder
InactiveBorder
AppWorkSpace
Highlight
HighlightText
BtnFace
BtnShadow
GrayText
BtnText
InactiveCaptionText
BtnHighlight
3dDkShadow
3dLight
InfoText
InfoBk

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