

# **Instructions for Inserting Desktop Calendar**

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# Instructions for Inserting Desktop Calendar

You can manage your schedule by using empty space on the desktop you see every day and check your schedule at a glance. It is easy to install and modify quickly, and it is neat and convenient.

## Materials Needed:

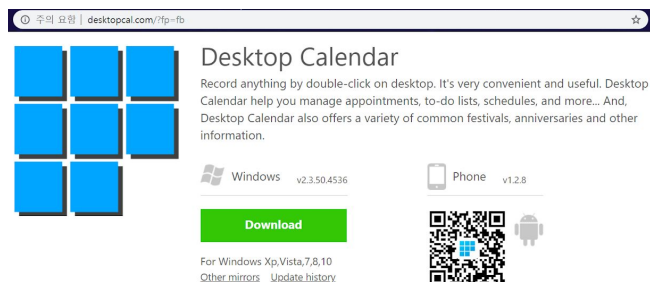
- an Internet-connected computer

## Step 1: Download the Desktop Calendar to the computer

<http://www.desktopcal.com/?fp=fb>

Click on the link and click on the green download button.

Note: If your computer doesn't have enough space to download this program you may need to delete other programs in your computer.



Desktop Calendar on your windows desktop

Figure 1

## Step2: Select the language and click the orange Install button

You'll see this page after the first step then select the language and click the Install button.

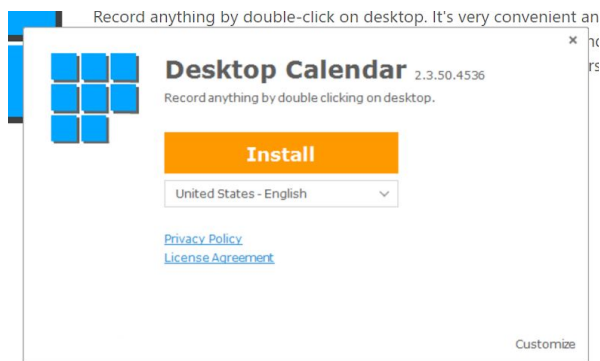


Figure 2

### Step3: Click the icon

Once the program has been downloaded, there will be this icon. Click the icon and open it.

Note: If you don't see the icon click the Windows Start button and type "Desktop Calendar"

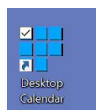


Figure 3

### Step4: Set the calendar

Set the calendar in a way that is convenient for you and click the apply button.

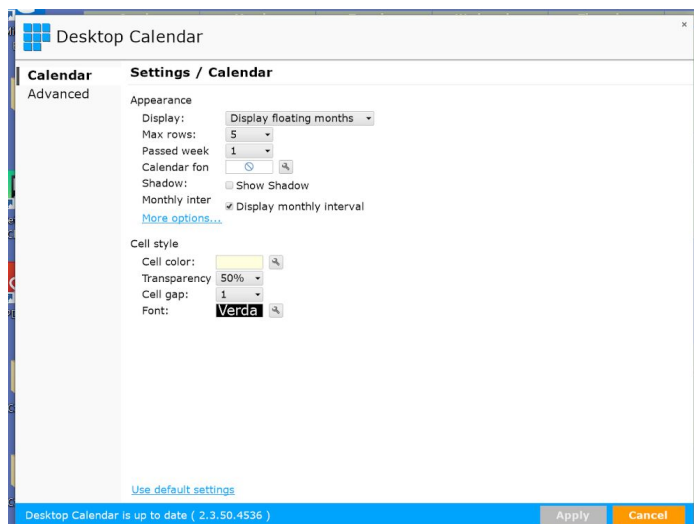


Figure 4

### Step5. Double click Add schedule on the calendar

Double-click the square that corresponds to the date if you want to add text or schedule to the date. After entering the text, you can save it by clicking on a calendar other than the square.

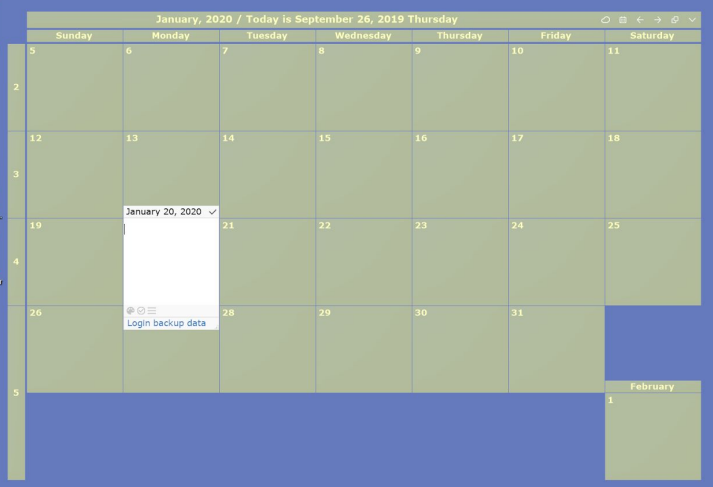


Figure 5



Figure 6

You can now modify and know your schedule easily and quickly on the computer you see every day.