

# **Instructions for Inserting Desktop Calendar**

**Juyeon Kim**

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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.

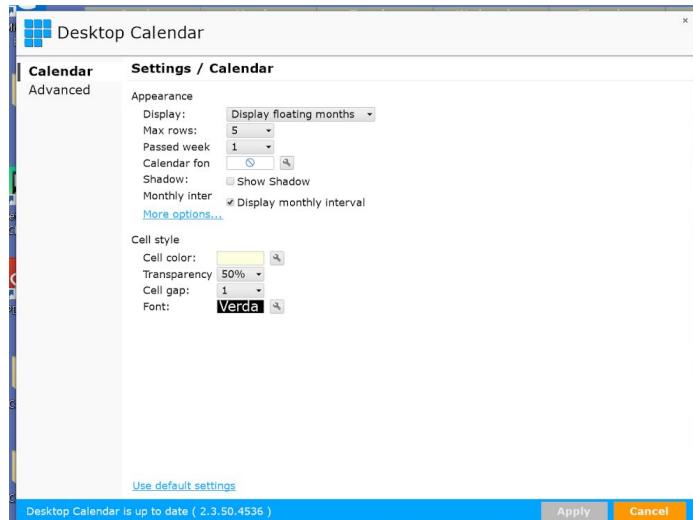


Figure 4

### 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.

January, 2020 / Today is September 26, 2019 Thursday						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
February						

Figure 5

August, 2019 / Today is September 26, 2019 Thursday						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31				1	2	3
32	4	5	6	7	8	9
33	11	12	13	14	15	16
34	18	19	20	21 5:40PM FLIGHT TO TPE	22 5:30PM FLIGHT TO JFK	23
35	25	26	27	28	29	30
	FALL SEMESTER					

Figure 6

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