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Tension Software

Menu Calendar 1.5

User Guide



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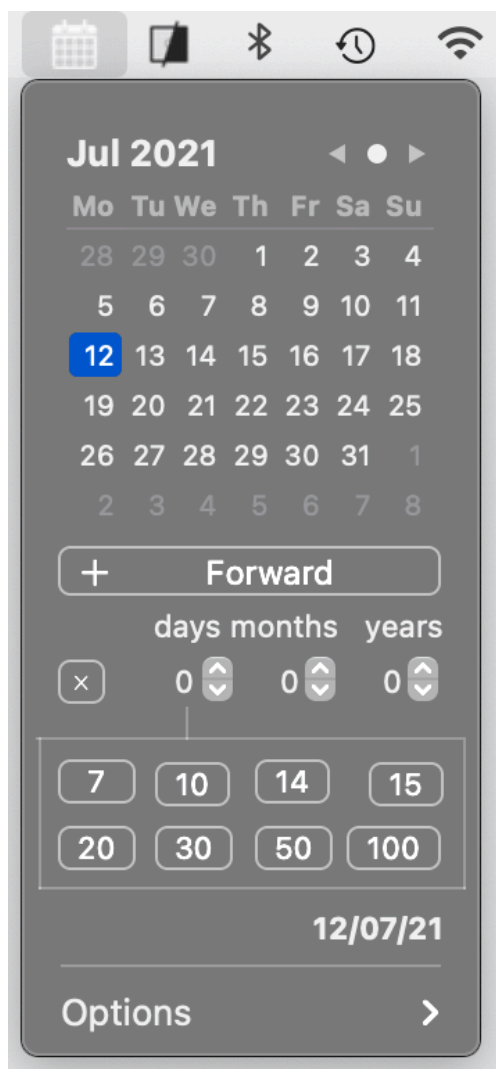
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Welcome to Menu Calendar

Menu Calendar places a calendar directly on your menu bar for easy access.

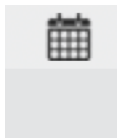
With just one click, you can browse the calendar or perform instant date calculations for both past and future dates.

Adding or subtracting days, months, or years from the selected date is a breeze, achieved with a single click.



Getting Started with Menu Calendar

To launch Menu Calendar, double click its icon from the Finder. The Calendar's icon will appear in the status area to the right of the menu bar.



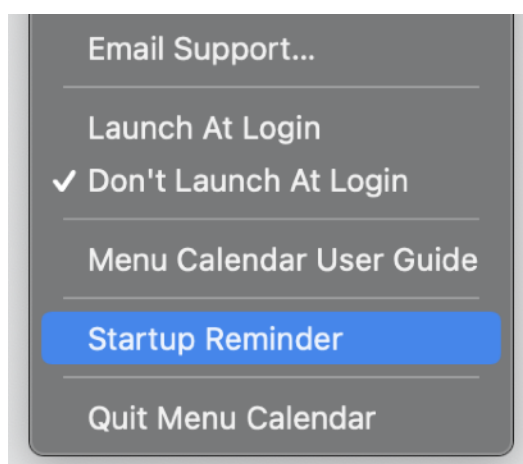
Note that the Calendar is a menubar only application and therefore won't show an icon in the dock.

Clicking the Calendar's icon in the menu bar will display the Calendar menu. All of the Calendar's functions can be accessed from this menu - there are no separate windows.

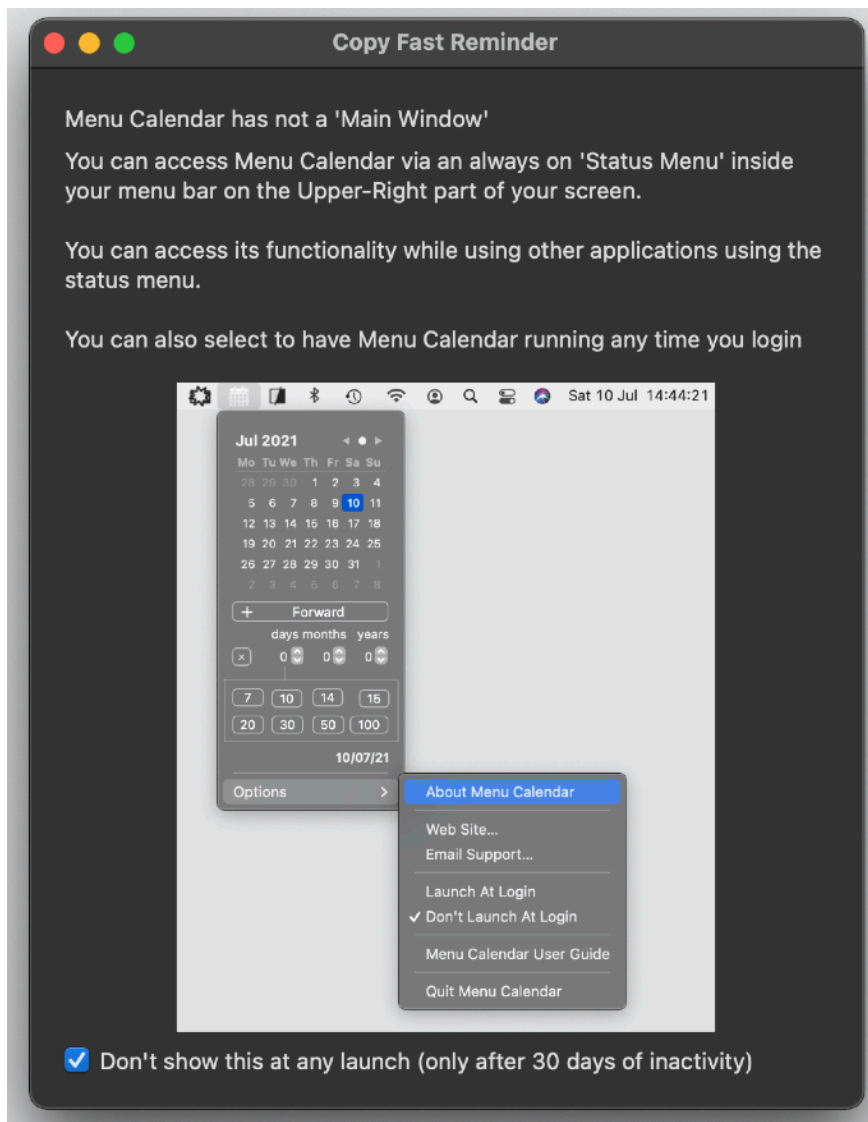
When you open the menu, you will see the calendar with the current day highlighted.

You can select any day and add an arbitrary number of days, months, and years. The result will be displayed in the bottom part of the menu.

The option submenu allows you to control the application and change its settings, such as automatically launching the application every time you log in.



At startup, the Calendar will remind you that it is an application that resides in your menu bar.



You can choose not to see this reminder again (except once every 30 days of inactivity). The reminder window can be reopened from the status menu.

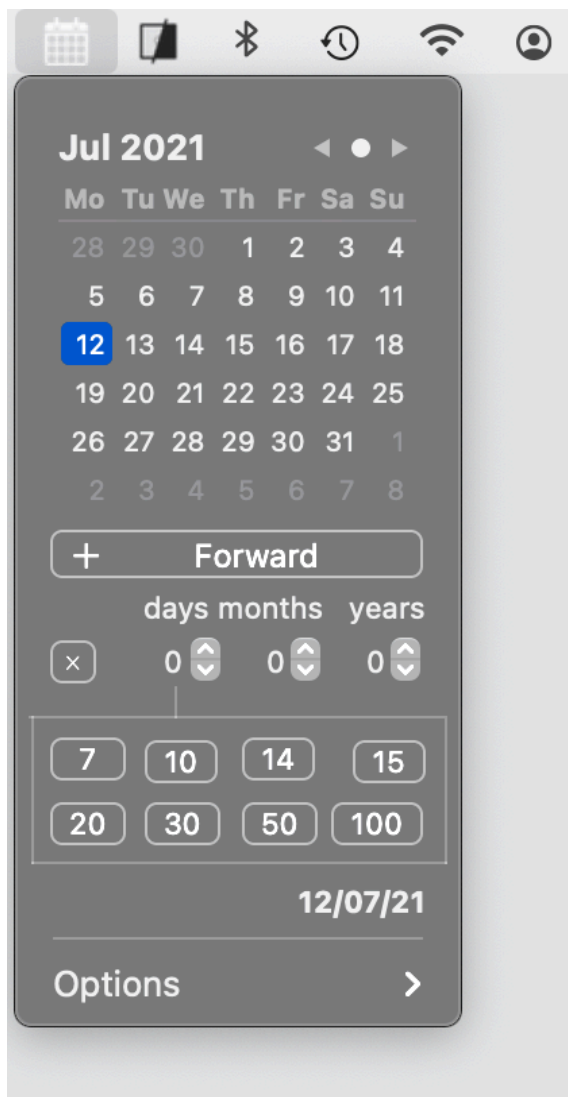
Reference

Showing the calendar

After launching Menu Calendar, its icon will appear in the right part of the menu bar. Menu Calendar does not display an icon in the dock, even when running.

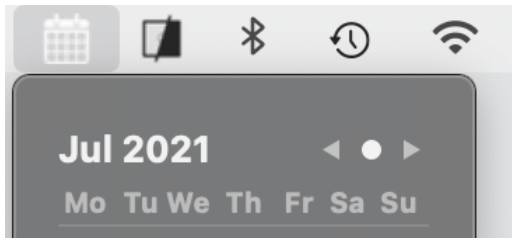
The only way to access Menu Calendar is by launching it from the Finder or by setting it to auto-launch at login (which can be done from the option menu).

Clicking the Menu Calendar icon in the menu bar will open the Menu Calendar menu.



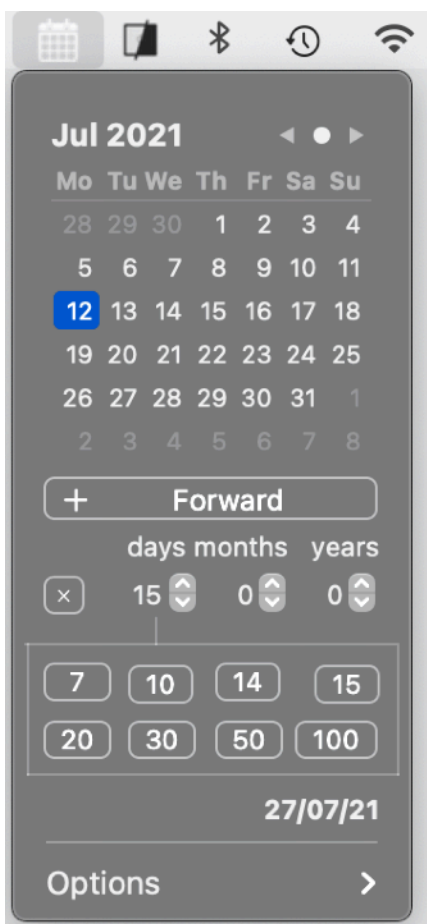
Navigating the calendar

You can navigate the calendar by clicking the arrows or the dot in the upper right part. A simple click on the arrow will move you through the calendar month by month. To move year by year, hold down the Option key while clicking the arrow. Clicking the dot will take you to the selected day, and holding down the Option key while clicking the dot will take you to today's date.



Adding or subtracting date

You can add or subtract days, months, or years by clicking in the bottom part of the Calendar menu.



The result of your calculation will be immediately displayed in bold in the bottom part.

In addition to clicking, you can also add days quickly using a series of buttons.



To switch from adding to subtracting, simply click the "Forward" button, which will then turn into a "Backward" button, indicating that you are counting days backwards from the selected date in the calendar.

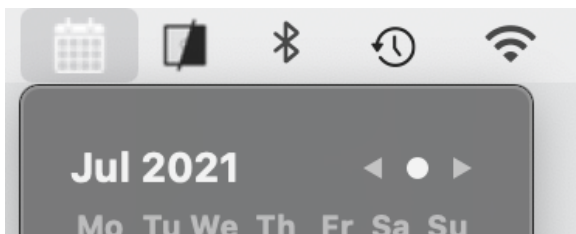


Navigating the calendar

You can navigate between months by clicking the arrow in the upper part of the calendar.

To navigate between years, hold down the Option key while clicking the arrow.

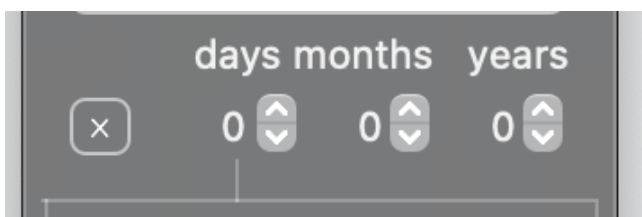
To navigate by 10 years, hold down the Command key while clicking the arrow.



Clicking the dot in the upper right part of the calendar will bring you back to today's date.

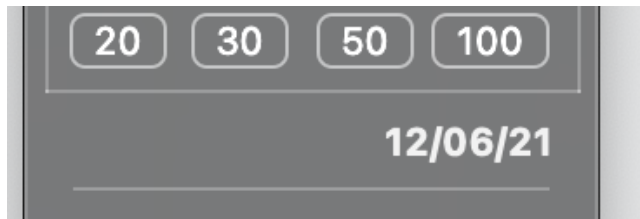
Resetting added date period

To reset the date period that you have added, click the 'x' button located on the left of the added date interval.

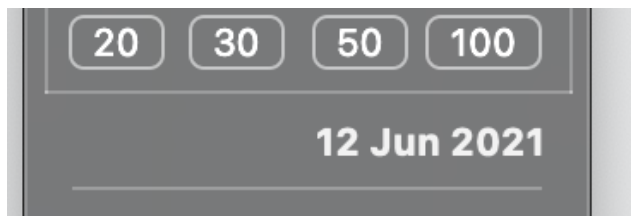


Changing the date format

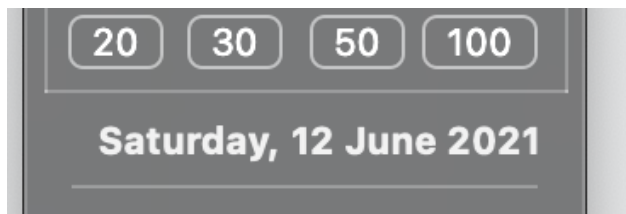
You can change the format of the resulting date by clicking it.



There are three formats available: compact, medium, and extended.



Simply select the format you prefer and click to switch to the next format.

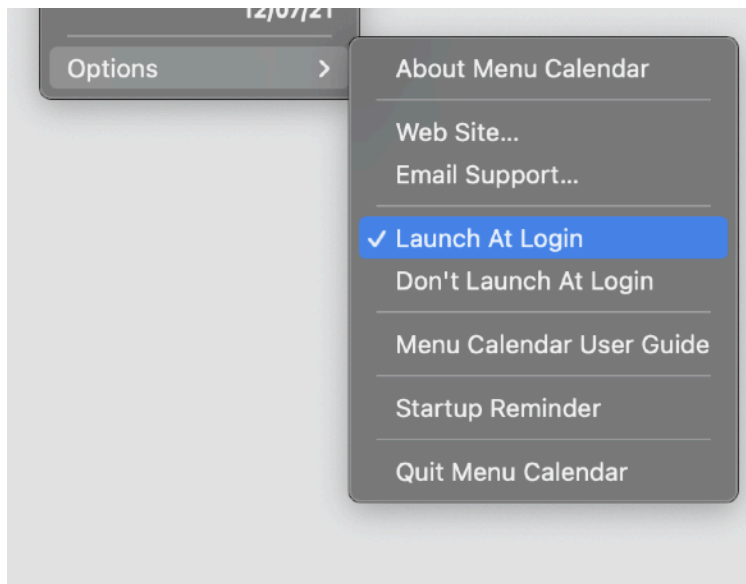


Auto-Launching the Application at Login

You can have Menu Calendar automatically launch every time you log in to keep its icon ready to use in the menu bar.

To do so, select the 'Launch at Login' option from the Menu Calendar menu.

Note: For this functionality to work, Menu Calendar must be installed in the Applications folder. It will not work if you run it from a non-standard location.



To stop auto-launching, simply select the 'Don't Launch at Login' option.

Quitting Menu Calendar

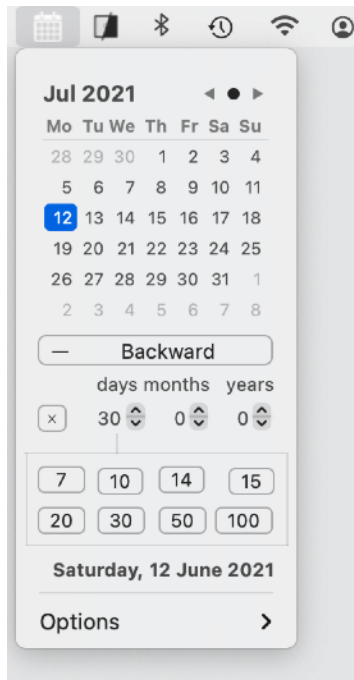
You can quit menu calendar from it's menu.

Quitting Menu Calendar

You can quit Menu Calendar by selecting the quit option from its menu.

Dark Appearance Mode Compatibility

Menu Calendar is fully compatible with the Dark Appearance Mode, available on macOS 10.14 Mojave and later. You can switch between the two modes at any time.



You can switch between the two modes at any time.

User Guide

The user guide for Menu Calendar can be accessed by selecting the user guide option from the Options submenu.

Support

For support, use the 'Email Support' command. This will prepare an email with the correct address, ready to be sent using your email client. We guarantee to answer all emails.

User Review

If you find Menu Calendar helpful and it meets your needs, we would appreciate if you could leave a positive review in the App Store. This would help us in promoting the app to a wider audience and continuing its development.

Your feedback is important to us, and your review can make a difference in the success of the app.

Thank you for your support!