

# How to write notes in the Calendar Calendar

Desktop Calendar is the calendar software on the computer, supporting recording plans, appointments, ...

The default on the computer has a calendar application but very limited features included. So if you want to schedule or add other features, users will go to the calendar software, or calendar application. Desktop Calendar is a calendar software on your computer, displaying the monthly calendar with the lunar calendar for monitoring. Besides, the software also provides more information about holidays of the year, anniversaries or festivals.

With important scheduling dates, there will be more colors to make it easier to distinguish from the remaining days, to avoid users' missed appointments, etc. The following article will guide you how to use the Calendar Calendar software on computer.

1. 8 best free calendar apps for Android
2. Instructions for using Calendar with Google Calendar in Windows 10
3. Guide to managing jobs with Google Calendar in Gmail

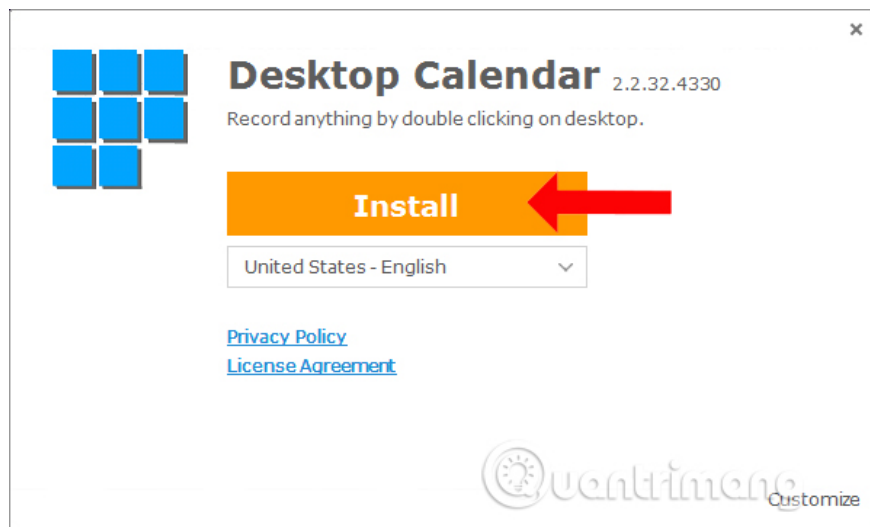
## Instructions for using Calendar Calendar software

### Step 1:

Click on the link below to download the Desktop Calendar software to your computer and proceed with the installation.

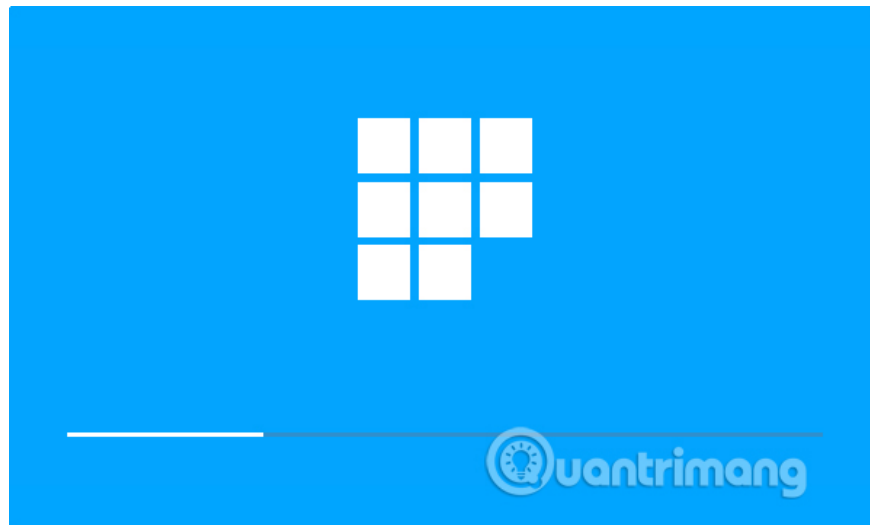
1. <http://www.desktopcal.com/vit/>

At the installation interface, first click **the Install button** .

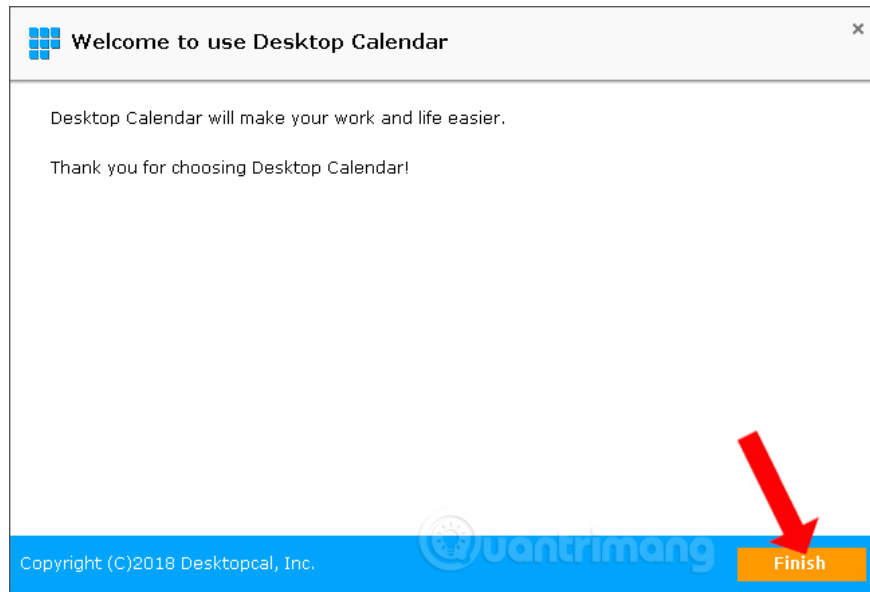


## Step 2:

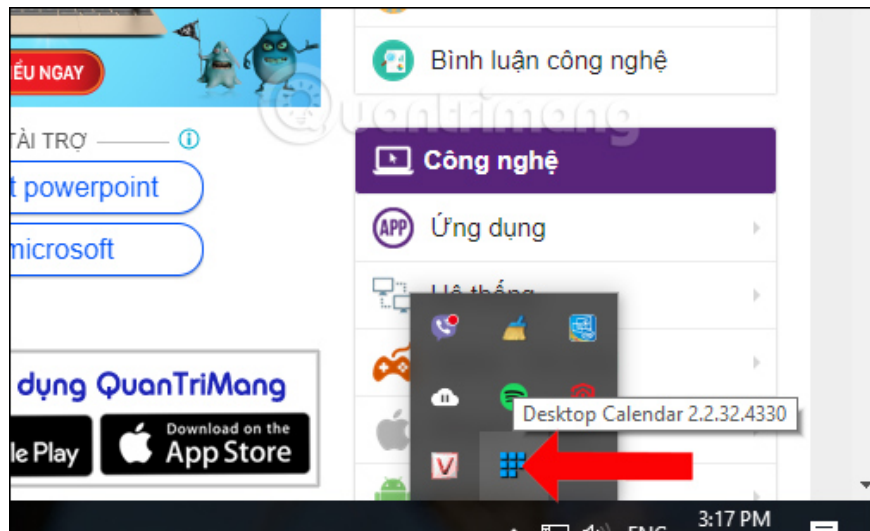
Next we wait for the software installation process to complete.



The next interface users **click Next** and then click **on Finish** to enter the main interface of Desktop Calendar.



The software icon results will be displayed in the system tray as shown below.



**Step 3:**

Desktop Calendar interface will always display on the computer screen with transparent background.

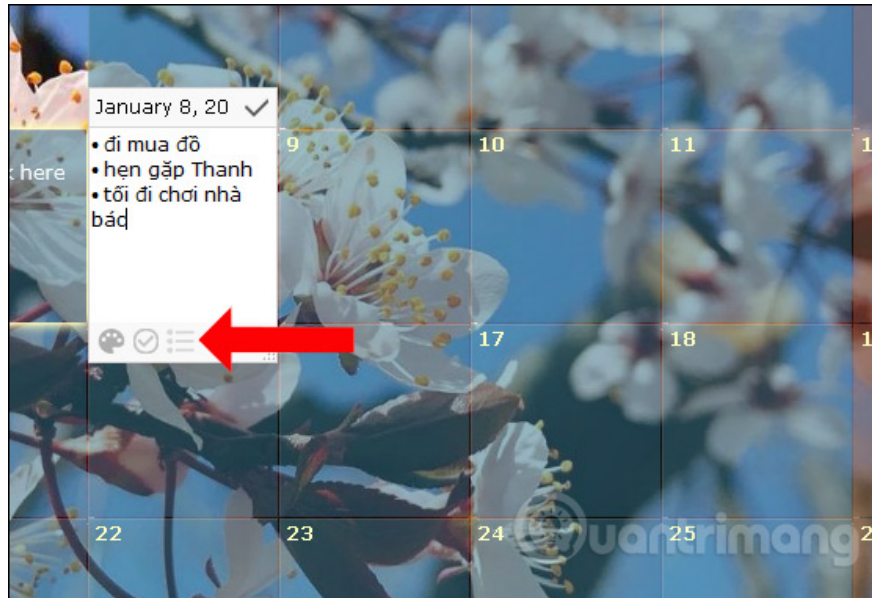


To schedule an event or a job on a specific day, we click on the date that took place and enter the content to note. Content will be compacted into a calendar box without spilling out.

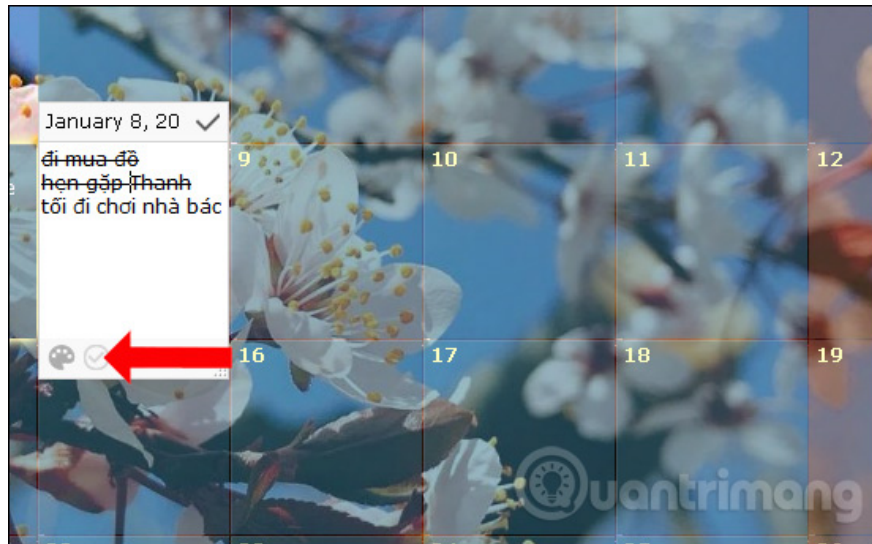


#### Step 4:

Also at this note interface you can create list lists when clicking on **the icon 3 dashes** . There is a list of types of dots or numbers 1, 2, 3, .

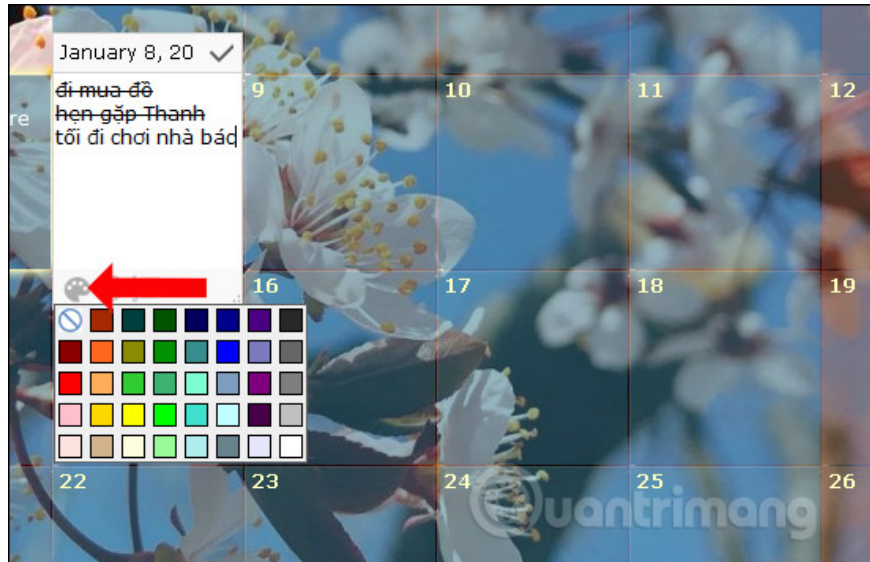


With the completed work, the user can press the tick to cross it.



### Step 5:

To highlight someday click on **the palette icon** . Here we can choose colors for the calendar date.

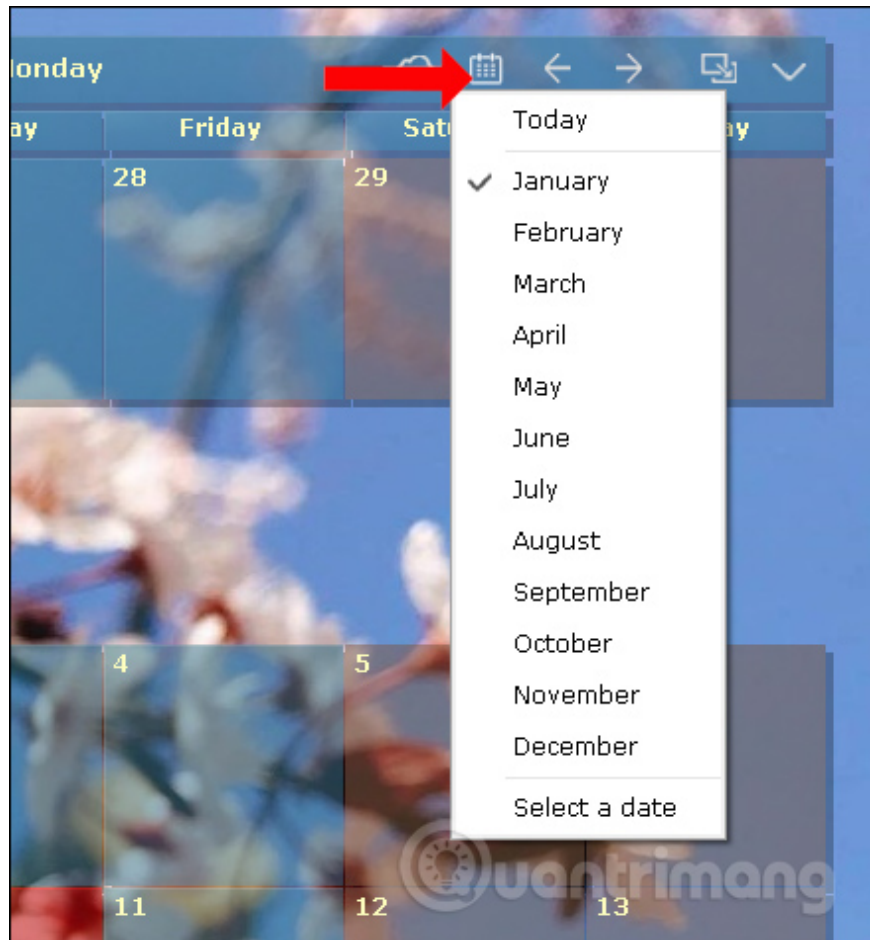


The date view is chosen as the color shown below.



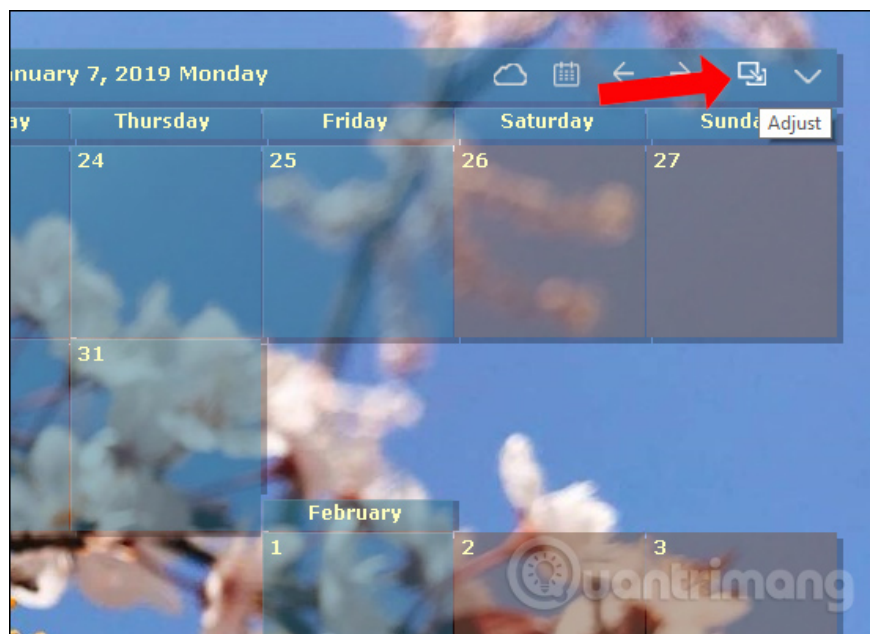
### Step 6:

At the top of the interface when clicking on **the calendar icon** will display a list of months for us to choose to display. 2 arrow icons to move to the next day.

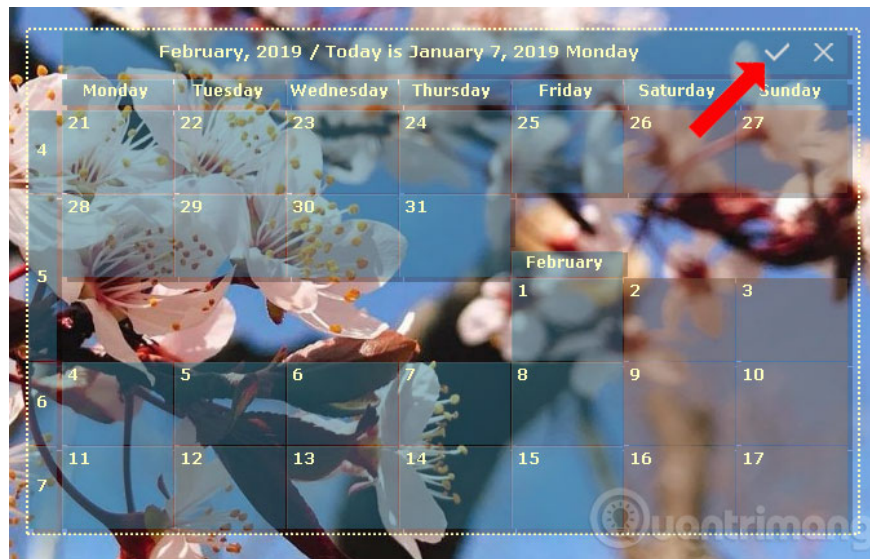


### Step 7:

Desktop Calendar also supports collapsing the calendar interface. Click **the Adjust icon** to adjust the interface size.

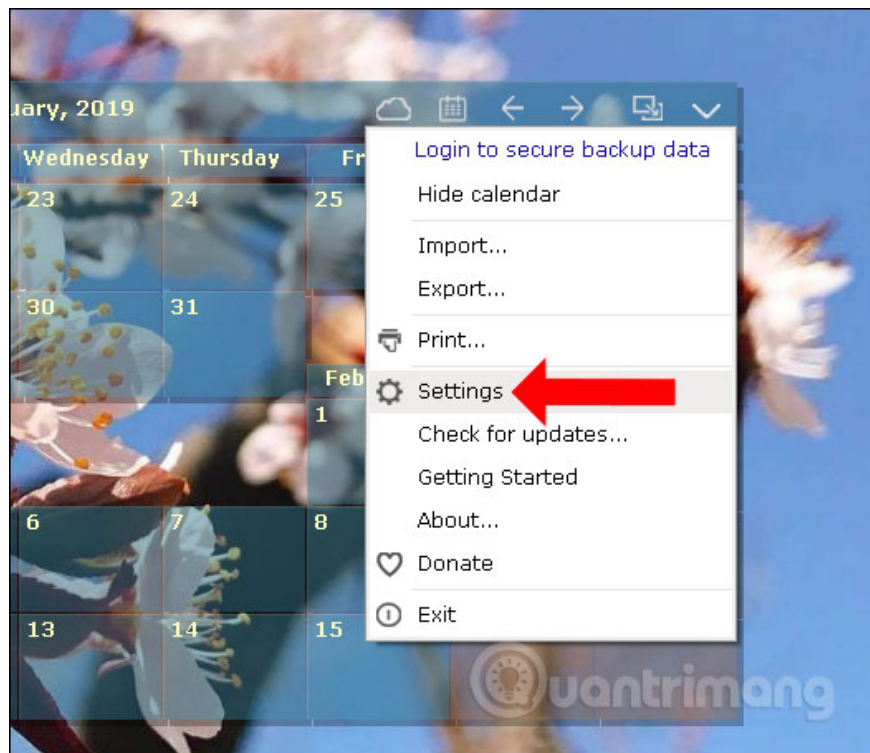


Displays a white circle dot frame around the calendar interface. Scroll to the size of the calendar you want and click **the v icon** to save the new size. Users can also move the calendar to another location on the screen.

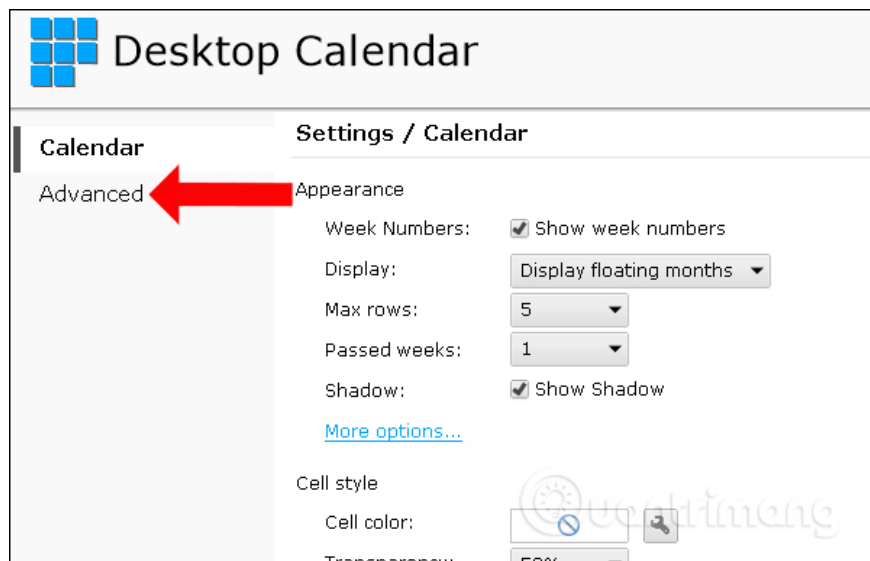


**Step 8:**

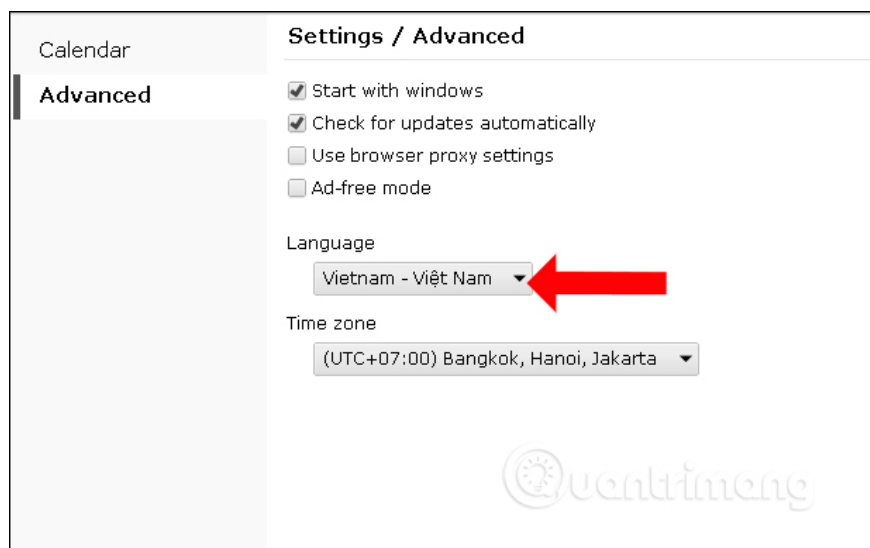
At the calendar interface click on **the drop down arrow icon** and select **Settings** .



Display the software setup interface, click **Advanced** .

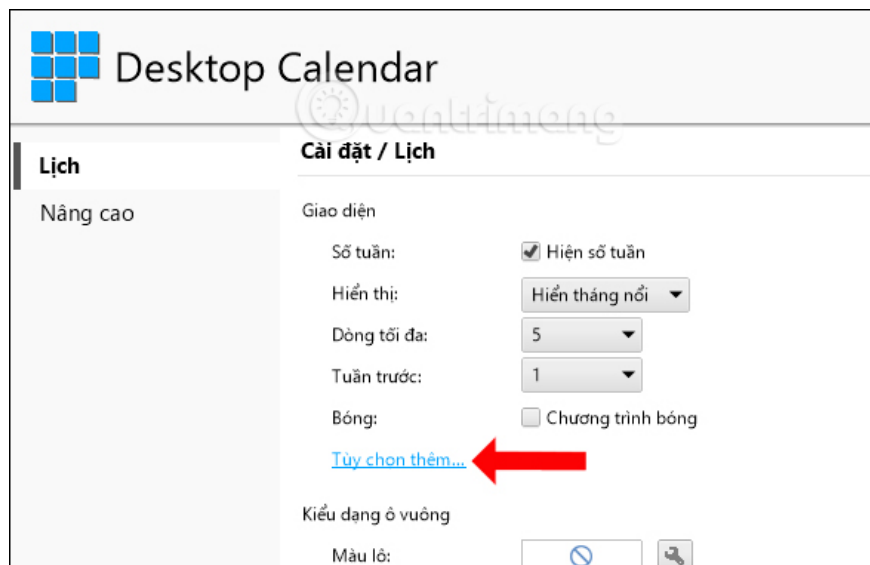


In the language you choose to switch to **Vietnamese** to make it easier to use. Click **Apply** below to save the changes. Then we need to re-click the icon of Desktop Calendar to use.

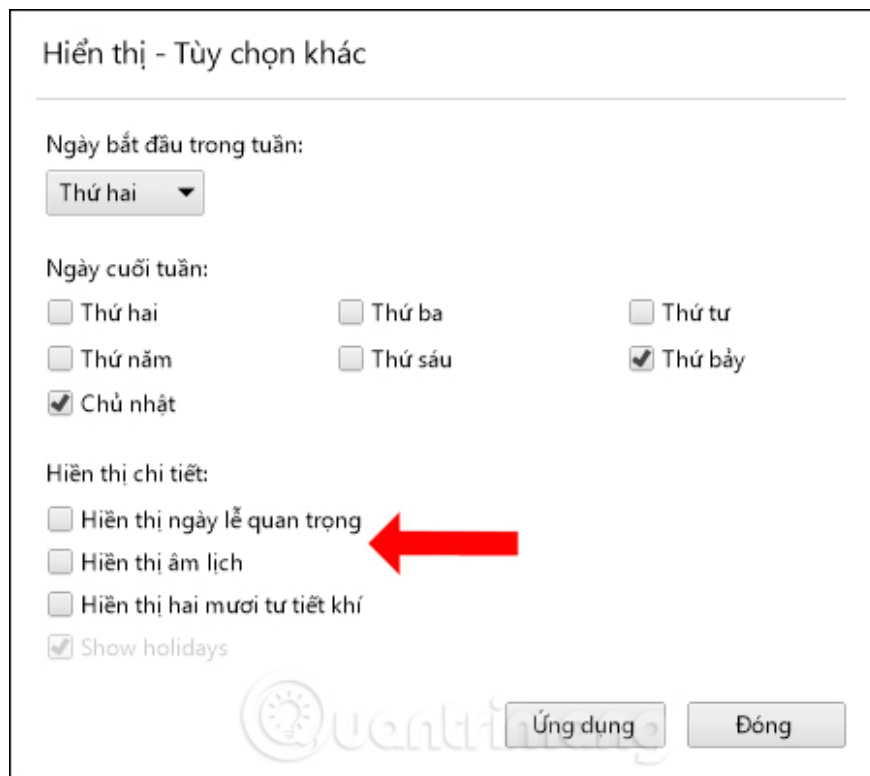


### Step 9:

In the settings interface we can adjust the week number displayed on the screen at Display, the maximum number of lines on the calendar at the Maximum line, . To add other options for the display interface part of the calendar, press go to **More options** .

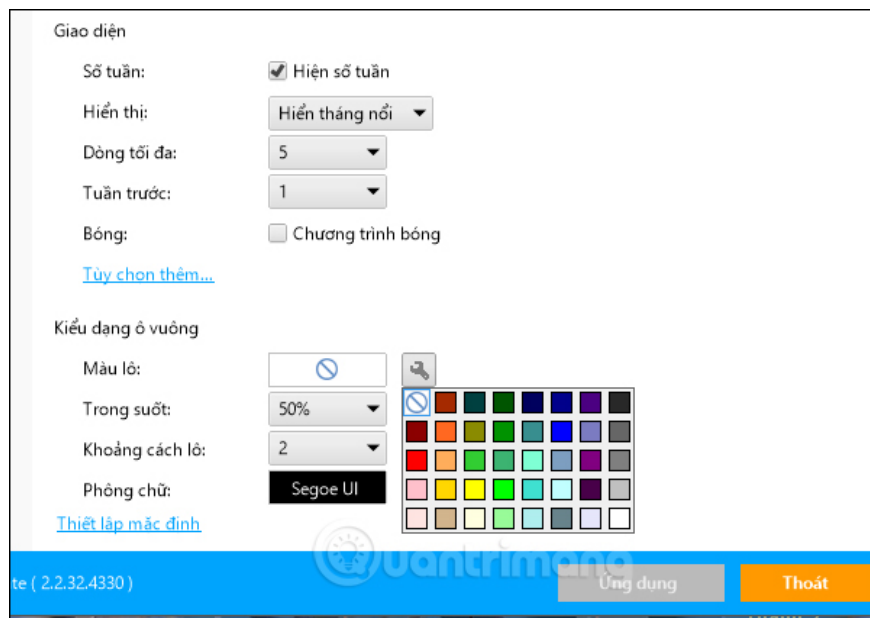


In the Details display, we can choose to show more information. Finally, **click Application** below.

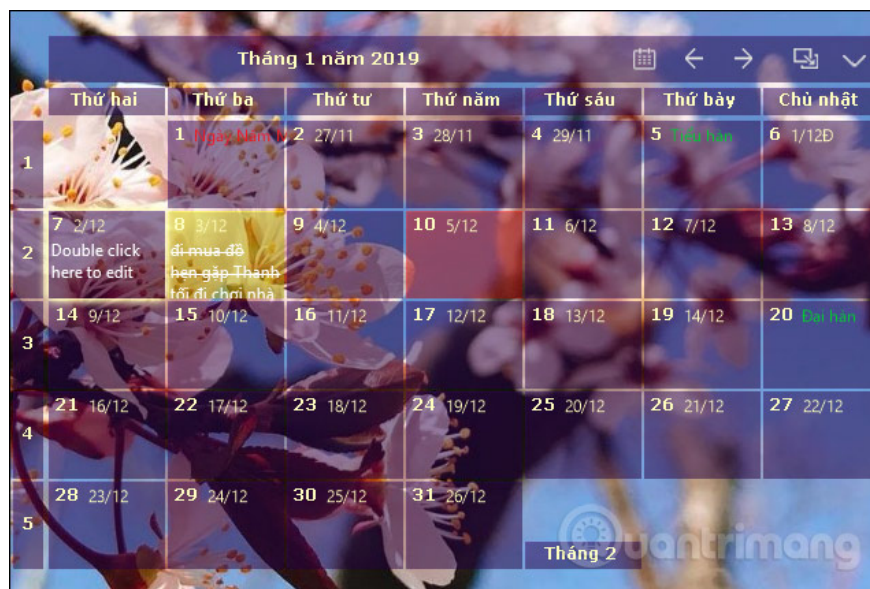


### Step 10:

Back to the interface settings **section The square style** can select the transparency of the calendar, the distance between cells, the font used.



The Desktop Calendar calendar interface will be changed as shown below.



Like other calendar applications, Desktop Calendar brings detailed information about the year of the year and the task note feature. Besides, Desktop Calendar has more options to customize the interface, choose to display information on the calendar interface, color options for the interface, effects, .

See more:

1. 5 tools to help manage and schedule
2. How to schedule and event with Calbot Windows 10
3. How to schedule, schedule sending WhatsApp messages on Android with SKEDit

I wish you all success!

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