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What is Calendar Quick?

Calendar Quick is the one calendar creation program that can fulfill all your scheduling needs.   It is designed for use by both individuals and managers and provides the following important features:

n   Flexible Task Scheduling
   Each of your tasks can be created as one of four types.   "Deadlines" provide scheduling of items which must be completed by a certain date.   "Anniversaries" allows scheduling of items that occur only once a year, while "Events" can occur many times a year at regular intervals.   Finally, "Phases" are used   for items that occur over a range of dates.   Unlike most calendar programs, Calendar Quick does not force your to block off your day in 30-minute or 1-hour segments.   You can assign any time-of-day you like for your Events, or not bother setting a time at all.

n   Long Range Planning
   By using "Phases" and "Key Events," Calendar Quick allows you to plan projects that extend a full year into the future.   A Timeline display mode graphically depicts these events.

n   Workgroup Management Capability
   Calendar Quick tasks contain an "Assignment" field to allow association of each task with a responsible person.   Calendars, Itineraries, and Timelines can be created for the whole group or selected individuals.

n   Advance Planning
   Calendar Quick can include tasks on your daily itinerary days before they are actually scheduled.   This provides an automated "Tickler" to prevent deadlines from sneaking up on you.

n   Integration with other Windows applications
   Calendars and Timelines can be easily transferred to your favorite word processor or desktop publishing program via the Clipboard.

Calendar Quick allows you to easily enter your important recurring and non-recurring tasks, and instantly provides you with a list of events for day-to-day use.   Additionally, it allows you to easily create calendars and timelines to track your tasks.   With the aid of an additional utility (included free when you register Calendar Quick) you can have a list of your most pressing tasks available at all times right on your Microsoft Windows desktop.

See Also

Benefits of Registration

Benefits of Registration

Calendar Quick is marketed as a Shareware program.   The shareware version includes the exact same features that you will find in the registered-user version.   This allows you to determine whether the program is suitable to your use prior to purchasing the registered version.   You are automatically granted a Shareware License that allows you to use this program for up to 30 days for evaluation purposes.   For more information, see:

Shareware License

If you decide to continue using Calendar Quick beyond the 30 day evaluation period, you must register the program by paying a fee of $24.95 to Logic Pulse.   When you register, you receive the following benefits:

n   A disk containing the most up-to-date version of Calendar Quick.

n   A copy of AutoPlanner included on your disk.   This is a companion program for Calendar Quick that you can install in your Windows StartUp group.

n   Additional Windows help files containing tips & tricks for getting the most out of Calendar Quick.

n   A unique "Registration Number" that identifies your registered copy of Calendar Quick and eliminates all registration reminders found in the shareware version.

n   A right to obtain free upgrades of ALL future versions of Calendar Quick.   For more information, see:

Registered User License

See Also

How to become a Registered User

Shareware License

For ordering information, see:

License Agreement

You should read the following terms and conditions, and the disclaimer that follows, carefully before using this software.   Use of this software indicates that you accept these terms and conditions.

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This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.   Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

How to become a Registered User

You can obtain the registered version of Calendar Quick by sending a payment of $24.95 to Logic Pulse.   The payment methods listed below are available for your convenience.

Register with credit card using toll-free phone number

Register with check or money-order

Register on-line with Compuserve

Register with credit card using postal service or fax

Register with company purchase order

When you register, you will receive a 3.5", high-density disk with the latest Calendar Quick program and bonus utilities, and a unique registration number.

See Also

Benefits of Registration

Register toll-free with credit card

To register by phone (CREDIT CARD ORDERS ONLY)

You can order with Visa, MasterCard, American Express, or Discover from Public (software) Library by calling:

n   800-2424-PsL   -or-

n   713-524-6394

When calling, be sure to specify that you are ordering "Calendar Quick," product #11711, for $24.95 (includes sales tax & USA/Canada shipping.   Add $4 for overseas shipping)

The above numbers are for credit card orders only.

You cannot reach the author at these numbers.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Logic Pulse
1269 Sadler Cove   -or-   Compuserve e-mail, id# 73313, 3443
Woodbine, GA 31569

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

Register with check or money-order

To register by check or money order, send a completed order form with your payment for $24.95 to:

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

Checks must be drawn on a U.S. bank and made out to "Logic Pulse."   All orders will be processed within 48 hours of receipt.   To print an order form, select:

Order Form (check or money order)

Calendar Quick Order Form

To print this order form, click the above "Print" button.

Name:_____

Ship To:_____

        _____

        _____

Number of Copies: ___   x $24.95 = _____

Shipping/Handling:
         USA   FREE

         Overseas $4.00   = _____

Total: _____

** Checks must be drawn on a U.S. bank and made out to "Logic Pulse"

Orders processed within 48 hours of receipt.   Please allow up to two weeks for delivery.

Send order form and payment to:

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

Register on-line with Compuserve

To register Calendar Quick on Compuserve using the Shareware registration feature, follow these steps:

1   Log onto Compuserve as you normally do

2   Enter the command, "GO SWREG" to go to the Shareware registration area

3   Select registration ID# "4042" and follow the prompts

The $24.95 registration fee will be billed to your regular Compuserve account.   All orders are processed within 48 hours of receipt.

Registration by Mail or Fax

For registration by mail or fax (CREDIT CARD ORDERS ONLY):

You can order with Visa, Mastercard, American Express, or Discover from the Public Software Library (PsL) by sending a completed order form to:

PsL
P.O.Box 35705
Houston, TX 77235-5705

or, Fax your order form to PsL at:
713-524-6398

To print or fax an order form now, select:

Print or Fax credit card order form

Orders will be processed within 48 hours of receipt.

THE ABOVE NUMBERS & ADDRESSES ARE FOR ORDERS ONLY.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Logic Pulse
1269 Sadler Cove   -or-   Compuserve e-mail, id# 73313, 3443
Woodbine, GA 31569

To insure that you get the latest version, PsL will notify us the day of
your order and we will ship the product directly to you.

Calendar Quick Order Form

To print this order form, click the above "Print" button.

Product: Calendar Quick by Logic Pulse; product #11711

Name:_____

Ship To:_____

_____

_____

Number of Copies: ___   x $24.95 = _____

Shipping/Handling:

USA   FREE

Overseas $4.00   = _____

Total: _____

Credit Card (check one):

___ Visa   ___ MasterCard   ___ Amer. Express   ___ Discover

Card Number: _____

Name: _____

Exp. Date: _____

Signature: _____

Mail completed order form to:

PsL
P.O. Box 35705
Houston, TX 77235-5705

Fax completed order form to:

PsL at 713-524-6398

Calendar Quick Order Form

Use this order form to pay the Calendar Quick registration fee by supplying a company purchase order number.   You will be billed with your shipment.   You must include a phone number for verification.

To print this form, click the "Print" button above.

Product: Calendar Quick by Logic Pulse

Name: _____

Company: _____

Phone: _____

Ship To: _____   Bill To: _____

                      _____

_____

                      _____

_____

Number of Copies: _____   x $24.95 = _____

Shipping/Handling:

                              USA   FREE

                              Overseas $4.00   =   _____

Total: _____

PO #_____

Mail completed form to:

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

Registered User License

For ordering information, see:

Logic Pulse Policy

Logic Pulse is committed to creating and distributing high-quality software using the Shareware concept.   We believe in the try-before-you-buy benefits of shareware, and in making good software available at a reasonable price.   We also believe that when you purchase a software product, you are entitled to enjoy future versions of that product without having to buy the application over again.   That's why we give free upgrades to registered users for the life of the product.

License Agreement

You should read this agreement and the disclaimer that follows prior to purchasing the registered version of this software.   Use of the software indicates your acceptance of these terms and conditions.

The purchase of a single Registered User License entitles the purchaser to use the registered version of this software on a single computer workstation.   The use of this software on multiple workstations requires the purchase of an equal number of Registered User Licenses.   If the purchaser installs this software on a network where it can be accessed by more than one workstation at one time, additional licenses must be purchased for each workstation that could potentially be using the software.

The purchaser is also entitled to use all upgrades to this software produced by Logic Pulse that bear the same title as the software for which they purchased a license.   These upgrades will be made available via Shareware distribution channels, and will work just like the registered version of the upgrade once activated by the purchaser's supplied Registration Number.   This Registration Number is included with the purchase of the original license.   The purchaser may also obtain the upgrade directly from Logic Pulse, but a fee will be charged to cover shipping, handling, and media costs.

The purchaser is specifically prohibited from making or distributing copies of the registered version of this software or documentation in whole or in part by any means.   Such duplication constitutes a violation of the copyright laws protecting this software and documentation.   One exception to this license exists in that the purchaser is allowed to make one additional copy of this software on magnetic media for his or her own use for archival purposes (i.e. a "backup").

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A Low Maintenance PIM

A PIM, or Personal Information Manager, is a computer program used to keep track of Appointments, To-Do List, Contacts, etc.   Most PIM's available have the negative side effect of associating each task with both a date and time.   This forces the user to micro-manage his time. For some people, keeping the data in their PIM program up to date is more work than it's worth! Also, most PIM programs do not display upcoming tasks until their due date has arrived.   This is not very useful for busy people who like to have several advance reminders of an upcoming deadline.

Calendar Quick addresses both of these concerns while providing maximum ease of use.   All tasks in Calendar Quick are associated with their due dates only.   Of course, you can also specify a time for a meeting or appointment, but you are not forced to do so.   Also, Calendar Quick tasks have a user-specified number of prior notice days associated with them.   This allows you to specify how many days in advance of a due date you would like to be reminded of the task. Basically, Calendar Quick allows you to rapidly set up a large schedule file, then use it for years without any real maintenance.   Tasks that are past due are automatically removed from the file, and recurring tasks automatically appear when due for years after their initial input.

New File Creation

You can create a new file at any time by selecting "File | New" from the menu bar. This action will automatically close any previously open file after prompting you to save any changes made. You will then be presented with a "File Save" dialog. Enter a name for your new file and click the OK button. A calendar file of that name will be created. For ease of reloading your files, you should place a ".CQK" extension at the end of your filename.

Once you have a new file open, you can add tasks to your calendar. This is done using one of the "Edit" dialogs. There a separate dialogs for adding Events, Deadlines, Anniversaries, and Phases.

See Also

Using Edit Dialogs
Saving a File

Using Edit Dialogs

Calendar Quick provides separate editing dialogs for each of the 4 types of tasks: Events, Deadlines, Anniversaries, and Phases.   Though there are slight differences between the dialogs, they share many things in common.   All the editors have a toolbar across the top.   The graphic below depicts the function of each icon.
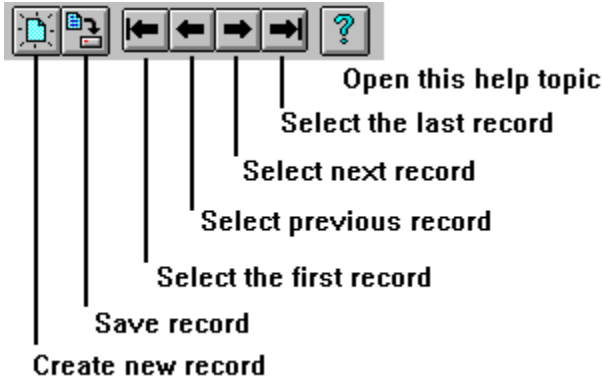
Additionally, the Event and Deadline Editors support recurring tasks.   To setup your recurring tasks, click on the Recurring Event Setup tab at the bottom of the dialog.

For more information on recurring tasks, see:

Recurring Task Setup

Optional Info Fields

The Edit Dialogs contain fields that are completely optional and need not be filled in unless you desire to use them.   These fields are in a group labeled "Optional Info."

Properties

The Edit Dialogs also contain properties specific to the type of task you are editing.   These affect the appearance of the task in views and printouts.   For more information on properties, see one of the help topics listed below.

See Also

Deadline Editor
Event Editor
Anniversary Editor
Phase Editor

Recurring Task Setup

You specify a recurring task in Calendar Quick by first choosing the "Recurring Event Setup" notebook tab at the bottom of an Event or Deadline Edit Dialog.   This action takes you to another part of the dialog where you can specify how the task should reoccur.   There are three different types of recurring tasks:

n   Tasks that occur on certain weekdays during one or more weeks of each month.

n   Tasks that occur at a fixed interval.

n   Tasks that occur on a certain day of the month during one or more months of the year.

These three basic types provide a lot of flexibility; they allow you to setup tasks that reoccur weekly, monthly, quarterly, semi-annually, annually, every two weeks, every other day, or a myriad of other possibilities.

Using the Recurring Event Setup Dialog

To specify the frequency of your task, first select one of the three radio buttons on the left to activate the appropriate section of the dialog box.   Your choices are:

1   Days of the Week
After choosing this radio button, select the weeks of the month (first through last) and the days of the week to include.   i.e. To have the task occur every 2nd and 4th Monday of the month, click on the check boxes for Second, Fourth, and Mon.

2   Fixed Interval
After choosing this radio button, enter a number for the interval and select the radio button for Every XX Days, Weeks, or Months.

3   Day of the Month
After choosing this radio button, enter the appropriate day of the month, then click on the check boxes for the applicable months. i.e. If you wanted a task on the first day of every quarter, enter 1 for day-of-the-month, then click on Jan, Apr, Jul, and Oct.

If desired, you can enter an ending date for your recurring task (in MM/DD format).   On the next occurrence of this date, the task will cease to be part of your calendar file.

Deadline Editor

Use the Deadline Editor to create new Deadlines or edit existing ones.   A Deadline is the simplest type of task in Calendar Quick.   It requires only a title and a due date.   For tasks with associated start and stop times, use the Event type.

Required Info

To create a new Dealine, open the Deadline Editor by selecting "Edit | Deadlines" from the menu bar.   Then, click on the NEW RECORD icon to create a blank record.   As a minimum, fill in the dialog with a Description for the Deadline and a Due Date.   The due date should be entered in the form MM/DD.   Since Calendar Quick will only schedule items up to 1 year in advance, the date is interpreted as the NEXT OCCURENCE of that date Thus, if today's date is 11/01/1994, and you enter 10/31 for a due date, it is   interpreted as 10/31/1995.   A due date of 11/02 would be interpreted as 11/02/1994.   If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field.   You will be alerted of the upcoming task for that many days prior to it's next due date.

Optional Info

n   Notes field
Enter any pertinent data for the task that you would like.   This information will appear with the task in the Daily Itinerary view.

n   Assignee field
Enter the name of a person to assign this task to, or select a previously entered name from the drop-down list.   The assignee will appear with the task in the Weekly Calendar & Daily Itinerary views.

See Also

Recurring Task Setup

Event Editor

Use the Event Editor to create new Events or edit existing ones.   An Event requires only a description and due date, but is more suited for items that have associated start and stop times; like meetings or training sessions.   For tasks that have no start or stop times, use the Deadline type.

Required Info

To create a new Event, open the Event Editor by selecting "Edit | Events" from the menu bar. Then, click on the NEW RECORD icon to create a blank record.   As a minimum, fill in the dialog with a Description for the Event and a Due Date.   The due date should be entered in the form MM/DD.   Since Calendar Quick will only schedule items up to 1 year in advance, the date is interpreted as the NEXT OCCURENCE of that date Thus, if today's date is 11/01/1994, and you enter 10/31 for a due date, it is   interpreted as 10/31/1995.   A due date of 11/02 would be interpreted as 11/02/1994.   If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field.   You will be alerted of the upcoming task for that many days prior to it's next due date.

Optional Info

n   Notes field
Enter any pertinent data for the task that you would like.   This information will appear with the task in the Daily Itinerary view.

n   Assignee field
Enter the name of a person to assign this task to, or select a previously entered name from the drop-down list.   The assignee will appear with the task in the Weekly Calendar & Daily Itinerary views.

n   Start/End Time fields
Enter start and end times in the form HH:MM.   Click the 'a/p' icon next to the times to select AM or PM.   You may enter times in military format if desired.   If the end time is unknown or not important, you can enter a start time only.

Properties

n   Alarm
If you have entered a start time for this Event and select the Alarm checkbox, a message will pop-up as a reminder before the Event.   Note that you must also enable alarms in the Program Preferences dialog box.

n   Key Event
If you want this event to show up on your Time Line, select the Key Event checkbox.

n   Color
Used in conjunction with the Key Event checkbox to determine the color used when highlighting the event on the Daily Itinerary or showing it on the Time Line.

See Also

Setting Preferences
Recurring Task Setup

Setting Program Preferences

To modify the user-changeable preferences of Calendar Quick, select "File | Preferences" from the menu bar.   This will open a dialog box where you can change the following options:

n   Balloon Help
Select this checkbox to enable the balloon help text that appears when you select a task or a date in a view.   If you are familiar with the use of Calendar Quick views, you can disable this option.

n   Alarms
Select this checkbox to enable alarms on Events that have the "Alarm" property turned on.   In order to activate an alarm, an Event must have a start time and the "Alarm" checkbox must be checked for the Event.

n   Save Setup on Exit
Select this checkbox to have your preferences saved when you exit Calendar Quick.   This ensures the same preferences will be used each time you run the program.

n   Font
Select any one of the available system fonts to be used for the text on all your screen views and printouts.   It is highly recommended that you use only True Type fonts with Calendar Quick.

n   Alarm Minutes
Enter the number of minutes prior to an upcoming Event you want the alarm to activate.

Setting Print Margins

To change the margins on your printed documents, select "File | Page Setup from the menu bar. Enter values in inches for the top, bottom, left, and right margins.   All printouts will be sized to fit within the margins you specify, allowing output to a variety of custom form types.

Anniversary Editor

Use the Anniversary Editor to create new Anniversaries or edit existing ones.   An Anniversary requires only a description and date, and is suited for items that occur on the same day each year, such as Birthdays and Holidays.

Required Info

To create a new Anniversary, open the Anniversary Editor by selecting "Edit | Anniversaries" from the menu bar.   Then, click on the NEW RECORD icon to create a blank record.   As a minimum, fill in the dialog with a Description for the Anniversary and a Date.   The date should be entered in the form MM/DD.   Since Calendar Quick will only schedule items up to 1 year in advance, the date is interpreted as the NEXT OCCURENCE of that date Thus, if today's date is 11/01/1994, and you enter 10/31 for a due date, it is   interpreted as 10/31/1995.   A due date of 11/02 would be interpreted as 11/02/1994.   If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field.   You will be alerted of the upcoming task for that many days prior to it's next due date.

Optional Info

n   Notes field
      Enter any pertinent data for the task that you would like.   This information will appear with the task in the Daily Itinerary view.

n   Assignee field
      Enter the name of a person to assign this task to, or select a previously entered name from the drop-down list.   The assignee will appear with the task in the Weekly Calendar & Daily Itinerary views.

Properties

Select the most appropriate type of anniversary from the drop-down list.   This information will appear with the task in the Daily Itinerary view.

Phase Editor

Use the Phase Editor to create new Phases or edit existing ones.   A Phase requires a description and start and end dates, and is used only for items that span multiple days; like a project phase or vacation period.

Required Info

To create a new Phase, open the Phase Editor by selecting "Edit | Phases" from the menu bar. Then, click on the NEW RECORD icon to create a blank record.   As a minimum, fill in the dialog with a Description for the Phase and both a Start Date and End Date.   The dates should be entered in the form MM/DD.   Since Calendar Quick will only schedule items up to 1 year in advance, the date is interpreted as the NEXT OCCURENCE of that date Thus, if today's date is 11/01/1994, and you enter 10/31 for a due date, it is   interpreted as 10/31/1995.   A due date of 11/02 would be interpreted as 11/02/1994.   If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field. You will be alerted of the upcoming task for that many days prior to it's start date.

Optional Info

n   Notes field
     Enter any pertinent data for the task that you would like.

n   Assignee field
     Enter the name of a person to assign this task to, or select a previously entered name from
     the drop-down list.   The assignee will appear with the task in the Time Line view.

Properties

n   Color
     Determines the color used when showing the Phase on the Time Line and calendars.

Using the Views

Calendar Quick allows you to view your scheduled tasks in four different ways:

1   Monthly Calendar
    Displays one month at a time.   Allows easy selection of daily itineraries when combined with the Itinerary View.   Can be used to jump from one month to the next and to enter all types of tasks.

2   Weekly Calendar
    Similar to Monthly Calendar but shows one week's schedule (Sunday through Saturday).

3   Timeline
    Displays Phases and Key Events for up to one year in the future.   Provides a "Zoom" capability to focus on a specific time period.   Allows easy selection of daily itineraries when combined with the Itinerary View.   Can also be used to enter new Phases and Events or edit/delete existing ones.

4   Itinerary
    Shows all tasks for a single day and any tasks on upcoming days that you have requested prior notice for.   This view is designed to be used on a "split screen" with one of the other types of views to allow quick access to any day's schedule.   Also allows easy edit and deletion of existing tasks.

View Features

All of the views provide additional ease-of-use features.   Selecting a date or task highlights it against a light gray background and displays a "Help Balloon" to tell you what options are available.   Clicking the right mouse button will bring up a context-sensitive menu to permit navigating or editing your calendar.

View Filters

Selecting the "View | Filters" menu bar item allows you to specify which tasks you want each view to display.   You can selectively hide tasks of certain types (i.e. Deadlines), or tasks assigned to certain people.   The filter settings that you choose affect all of the view types.

See Also

Monthly Calendar
Weekly Calendar
Time Line
Daily Itinerary

Viewing the Monthly Calendar

To open a monthly calendar view, select "View | Monthly Calendar" from the menu bar.   The month that is displayed is dependent upon the currently active date.   If another view was previously open (i.e. Timeline, Itinerary, or Weekly Calendar), the active date, and thus the month that is shown, will be inherited from the other view.   If this is the first view to be open, it will default to the current month.

Selecting   the Month

To change which month is shown, select the title at the top of the calendar, then click the right mouse button.   The resulting pop-up menu lets you select the next or previous month, or open a dialog box and pick any month in the next year.

Adding Tasks

To add a new task to your calendar, select the date you want to schedule the task for, then click the right mouse button.   The pop-up menu allows you to choose the type of task to add, and the due date will automatically   be set to the selected date.

Viewing the Weekly Calendar

To open a weekly calendar view, select "View | Weekly Calendar" from the menu bar.   The week that is displayed is dependent upon the currently active date.   If another view was previously open (i.e. Timeline, Itinerary, or Monthly Calendar), the active date, and thus the week that is shown, will be inherited from the other view.   If this is the first view to be open, it will default to the current week.

Selecting the week

To change which week is shown, select the title at the top of the calendar, then click the right mouse button.   The resulting pop-up menu lets you select the next or previous week.

Adding Tasks

To add a new task to your calendar, select the date you want to schedule the task for, then click the right mouse button.   The pop-up menu allows you to choose the type of task to add, and the due date will automatically   be set to the selected date.

Viewing the Time Line

To display a Time Line view of your file, select "View | Time Line" from the menu bar, then pick either the "Include Assignees" or "Exclude Assignees" sub-item.   The time line initially displayed will cover the period from the current date to 1 year in the future.   Any items due prior to the current date cannot be shown on the time line since Calendar Quick automatically deletes items as their due dates pass.   Also, you cannot view more than 1 year in the future since that is as far in advance as Calendar Quick permits scheduling of items.

What is Shown

The time line does not show all of the items in your Calendar Quick file.   Only multi-day Phases and Events designated as "Key Events" are shown.   This prevents the display from becoming overly cluttered.   Also, for simple project management functions, these are the only two types of items that need be used.   If you chose to include assignees, the time line will be subdivided into groups of items that are all assigned to the same person.   Items that are not assigned to any individual will appear together at the top of the display.   This mode can be used to show the division of labor for a workgroup project.

Zooming

To zoom in on a particular time period,   you first select the desired range of dates.   To select a range, click the left mouse button on a start date at the top of the window, and drag the mouse left or right to the end date.   You will see the range highlighted in light blue.   Next, click the right mouse button to open the pop-up menu and select "Zoom In."   To return to the full year view, click on any date, then select "Zoom Out" from the pop-up menu.   You can also zoom in on a range of dates covered by a particular Phase.   To zoom in this manner, select the Phase, then click the right mouse button and select "Zoom Phase" from the pop-up menu.

Adding Tasks

The Time Line View is ideal for adding multi-day Phases and Events to your calendar file.   To add a Phase, hold the left mouse button down and drag the mouse across the dates that the Phase will span.   Then, click the right mouse button, and select "Add Phase."   The starting and ending dates are automatically filled in for the new Phase.   Use the same procedure to add new Events, except select "Add Event" from the pop-up menu.

Editing & Deleting

To edit or delete any item shown on the Time Line View, select the item, then click the right mouse button to invoke the pop-up menu.   Next, select either "Edit" or "Delete" from the pop-up menu.

Viewing the Daily Itinerary

To view an itinerary for a single day, select "View | Daily Itinerary" from the menu bar.   This will open a window at the bottom of the main window that shows all the scheduled items for the selected day.   The left side shows the date and any active Phases.   The right shows all the Events, Deadlines, and Anniversaries for the day.   The right side also has an "Advance Planning" section at the end that lists upcoming items.   Those items that are within the number of days specified in their "Prior Notice" field are listed.

Selecting a Different Day

The Daily Itinerary View is intended to be used on a split screen with one of the other view types. the itinerary automatically shows whatever date is selected in the other view.

Editing & Deleting

You can edit or delete any item shown on the Daily Itinerary by clicking the   item with the left button, then invoking the pop-up menu with the right button.

Menus and Procedures

Menu Bar Commands

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Preferences

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Phases

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Weekly Calendar

Time Line

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How to Register

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Open a File

To open an existing Calendar Quick file, select "File | Open" from the menu bar.   This will open a file selection dialog box, displaying all the Calendar Quick data files (those ending in .CQK) in the current directory.   Select the file that you wish to open from the list, or type the name of the file, then click the OK button.

Save File

To save your file, select "File | Save" from the menu bar.   If you attempt to exit Calendar Quick without saving an altered file, you will automatically be prompted to save.

Previewing a Printout

To preview what your document will look like when printed, select "File | Print Preview" from the menu bar.   Select which view you want to preview from the list, then click the OK button.

Printing a Document

To create a printout of a Calendar Quick file, select "File | Print" from the menu bar. This will open a View Select Dialog Box.   Select the view you want to print from the list, then edit the default title if desired.   Click the OK button to send the document to the printer.

Calendar Quick is a WYSIWYG program.   Therefore, the attributes you have selected (i.e. Filter settings, date ranges) for the view will be the same attributes used in the printed version.

To see a preview of your document, use the "File | Print Preview" menu option.

Printer Setup

To setup your desired print options (i.e. portrait or landscape, since Calendar Quick supports both), choose "File | Print Setup" from the menu bar or click on the "Setup" button in the Print Dialog.

This will bring up a Print Setup Dialog Box.

n   Select the printer driver you want to use for output from the drop down list of available printers.

n   Select the orientation by clicking on either the Portrait or Landscape radio buttons.

n   Select the desired paper size and source from the corresponding drop-down lists.

When you are done selecting options, click on "OK" to accept the changes.   These changes will remain in effect until you exit Calendar Quick.

Using the Clipboard

To create a clipboard copy of a Calendar Quick file, select "View | Copy to Clipboard" from the menu bar.   This will open the View Select Dialog Box.   Pick a view to copy from the list, then edit the defult title if desired.   Click the OK button to send the view to the clipboard.

Calendar Quick is a WYSIWYG program.   Therefore, the attributes you have selected (i.e. Filter settings, date ranges) for the view will be the same attributes used in the clipboard copy.

The drawing placed on the Clipboard is a Windows format metafile.   Some programs require you to specify "Metafile" as the data type when you paste a file from Calendar Quick.

Register Now

To register your copy of Calendar Quick once you have received a registration number in the mail, select "Help | Register Now" from the menu bar.   This will bring up a dialog box where you enter your name (as shown on the registration card you received) and the unique registration number created for you by Logic Pulse.

Once you have entered this information, click on "OK."   If everything was entered correctly, you will see a message telling you that your copy is now registered.   All Shareware reminder messages will then be removed from your copy of Calendar Quick.

For information on obtaining a registration number and becoming a registered user, see:

How to become a Registered User

Using the Toolbar

To use the Toolbar, position the mouse cursor over the desired toolbar icon and press the left mouse buton.   Toolbar icons and functions are shown below.

For help on a toolbar icon, click the mouse on the icon.

Product Support

Product support for Calendar Quick and other Logic Pulse software titles is available by Compuserve E-mail and by U.S. Mail.

On Compuserve, send all product support correspondence to:
Logic Pulse, Compuserve ID# 73313, 3443
This E-mail address is also accessible on Internet as:
73313.3443@compuserve.com

For product support by mail, send correspondence to:
Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

About Shareware

Shareware is not a type of software; rather, it is a distribution method that allows software authors to put high quality products in the hands of consumers without huge capital outlays.   Shareware gets around to users via BBS's, independent shareware vendors, and users sharing with other users.   Shareware software is copyrighted, commercial software that is produced for the purpose of making a profit.

Unlike software you find on store shelves, shareware is "try-before-you-buy."   You are granted a license to use a shareware product for a finite amount of time for evaluation purposes.   After the evaluation period (which is 30 days for Calendar Quick), you must either pay for a registered-user license or discontinue using the software.   Shareware products are usually priced competitively with retail. (a registered-user license for Calendar Quick costs just $24.95)

Whether or not you pay for this software, you are highly encouraged to give away evaluation copies to others.   Other users may freely copy it, evaluate it, and choose whether or not to become registered users.

See Also

Shareware License
Benefits of Registration
How to become a Registered User

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This software and all accompanying documentation and files are sold "as is" and without warranties as to performance or merchantability or any other warranties expressed or implied. Due to the wide range of hardware and software environments into which this software could be installed, no warranty of fitness for any particular purpose is offered.   The user of this software assumes the entire risk of its use, and the author/seller will not assume liability for any damage resulting from the use or misuse of this software.

ASP Ombudsman Statement

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.   Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

AutoPlanner

A companion program for Calendar Quick that you install in your Windows Startup group so that it automatically runs whenever you run Windows.   It provides a readily accessible view of your Daily Itinerary.

Filter

Calendar Quick allows you to filter out any undesired tasks when viewing or printing your file.   This is done using the "View | Filters" menu selection.

Prior Notice Days

The number of days prior to a task's due date that you want to be reminded of the task.

Shareware

Shareware is commercial software that is marketed and distributed   through non-retail channels.   This includes electronic distribution via BBS's, distribution by independent Shareware vendors, and authorized duplication by end users that allows them to "share" evaluation versions of the software with their friends.   Shareware software is copyrighted by the author, and is not free.   However, you are authorized to use the software during a finite "trial period" with no charge or risk.   After the trial period is over, you must either stop using the software and erase it from your hard drive, or pay a "Registration fee" to the author to become a registered user.

toolbar

The Calendar Quick toolbar is the row of icons that appear along the top of the main window.   Each icon accesses a different program function.   See "Using the Toolbar" for additional information.

True Type

True Type fonts are Windows fonts that may be used on screen and in printed documents.   They are scalable to any size and are rendered using the maximum resolution of the output device.   True Type fonts have a small "TT" symbol next to them in the Font Selection Dialog.

view

A view in Calendar Quick is any one of the 4 windows used to display your file.   This includes the Monthly Calendar, Weekly Calendar, Time Line, and Daily Itinerary windows.

WYSIWYG
"What You See Is What You Get"