

# To Do Help Index

[General](#)

[Whats New](#)

[Windows](#)

[Done List](#)

[Selected Date](#)

[Add Item](#)

[Edit Item](#)

[Delete Item](#)

[Return](#)

[Exit](#)

[Function Keys](#)

[Print Todays List](#)

[Installation](#)

[Shareware](#)

[Ordering Information](#)

**Yellow Sticky Copyright 1992, 1994 Henning Associates**

# General

This program had its origins from all of the yellow post-it notes that I would find every morning in and around my desk. I figured that there had to be a better way to organize my day and remember the things I had to do. Since my computer got turned on every day, the easiest thing to do was to write a program to remind me what it was I needed to remember.

All management consultants will tell you that the most important thing that you can do to be more efficient in your work is to make a list of the things you need to do and prioritize them. Begin working on the most important item and don't quit until that one is done. That is what this program is all about.

To see what is new in this version of Yellow Sticky go to the [Whats New](#) page.

This is a [Shareware](#) product. Shareware is not free software but a means for you to try software before you buy it. To keep the shareware concept going it is important for you to register your copy of this software, if you use it. If you decide not to use it (ever) then pass the program to someone who might use it and don't register the copy. If you do use it then you are obligated to register it. If you find the program useful then please share the files with other users.

If you are going to use this program, registration instructions are in the [Ordering Information](#) help screen.

[Help Index](#)

## Whats New

This version of Yellow Sticky has been a long time in the making. Many of you may have received interim releases which would have been numbered 3.0X. All of the upgrades that were a part of 3.0 have been incorporated into 4.0. Many of these changes were the things that you asked for. The list of all of the upgrades from 3.0 to 4.0 are:

- Window sizing and update has been fixed
- Ability to print current list
- Color selectable background
- Added printer setup
- Ability to change current date
- Updated registration form
- Repeat for add events
- Select multiple items on done list to delete

[Help Index](#)

# Windows

There are four windows in the Yellow Sticky application. Two windows contain calendars and are not selectable. The calendar window in the upper left of the desktop is the month of the currently selected date, with the currently selected day highlighted. Below that window the next month is displayed. Neither of the calendar windows can be selected and the selected date is changed by using the function keys or by pointing and clicking on the item in the status bar (at the bottom of the screen). The mouse can be used to select a new date by pointing and clicking on the desired date in either calendar window.

The currently selected day is displayed in blue and any days that have items pending are displayed in black. Any other day is displayed in gray.

The window on the top right shows the items in the data base for the currently selected day. This window is used to enter future items into the data base. The window can be selected and items can be added, edited, and deleted in the data base.

The final window is the window that shows all of the "to do" items for the current date and all those for previous dates which have not been deleted from the data base. This window can also be selected and items can be added, edited, and deleted in the data base.

All of the windows can be sized using the size bars so you can expand your today list and shorten your current date list or visa versa. The program will write these parameters out into a parameters file and save them for subsequent executions of the program. If you have terribly messed up the windows and want to restore the original configuration then delete the file **PARAMS.DB** in your yellow sticky directory and the original configuration will be restored.

[Help Index](#)

## Done List

When a to do item is deleted it is added to the done list. The done list provides you a way of keeping track of the things that you have completed.

The done list is displayed using the **Show Done List** item from the **Main** menu. When the done list is displayed you have the option of deleting individual items, or clearing the whole list. To delete a single item, highlight the item and then click the **Delete Item** button. Version 4.0 allows you to select multiple items on the done list and delete them all with a click on the delete button. To clear the whole list just click the **Clear List** button.

[Help Index](#)

## Selected Date

The key to the program is the use of the selected date and selected date window. The selected day is changed by using the function keys or by clicking on the actions in the status bar. The date in the "Today" window is only changed by the computer when the day changes. So, while you are entering new items in the To Do list, you will not lose site of your current tasks.

The selected day is displayed in blue in the first month window, number 1. Days that have items entered are displayed in black on both the current month and the next month windows.

It is possible to change the current date so that tommorrows to do list can be looked at. This is done by selecting the new date so that it is highlighted in blue. At the **Main** menu select **Change Today Date**. This will cause the today list to be updated relative to the new today date.

[Help Index](#)

## Add Item

To add an item for the selected date use the function key or click Add in the status line. This action will present a dialog box that allows the user to enter the new item. By clicking on the date field, the date can also be changed, but if an invalid date is entered, the program will return to the dialog box and not allow the user to add to the data base with a bad date.

A new feature has been added that allows you to set a specific event on multiple dates. If you want to enter a specific event on more than one date then check the repeat event box. After clicking **OK** you will get the repeat dialog. To repeat an item every other day for instance your repeat cycle would be 2. If you want that same event five times then put a 5 in the number of times. If you have an event that is just for weekdays then check the week day box, leaving the top two boxes zero. Select the number of weekdays you want the item to repeat. Click on **OK** and your event is entered a multiple number of times.

[Help Index](#)

## **Edit Item**

Items shown in the Selected Date or the today windows can be edited. Use the mouse or cursor keys to highlight the desired item and then use the edit function key or click on the Edit label with the mouse. Editing can also be initiated by double clicking on an item in either of the 'to do' windows. The selected item will be presented in a dialog box and can be edited by the user. By clicking on the date field, the date can also be changed, but if an invalid date is entered, the program will return to the dialog box and not allow the user to add to the data base with a bad date.

[Help Index](#)



## Delete Item

When an item has been completed, or needs to be deleted for some other reason, the user selects the item in the appropriate window and uses the delete function key or clicks the mouse on the Delete label. The item will then appear in a dialog box for the user to confirm the deletion. When the user exits the program a new TODO.DB file is written and the old file is saved in TODO.BK. If items are deleted by mistake, the backup file can be copied to the .DB file and the to do list will be restored to its original state.

[Help Index](#)

## Return

The **Return** function not only sets the selected date to current date but will also change the todays list date back to the current date. This action reverses the action of **Change Today Date**.

[Help Index](#)

## Exit

When the user exits the program, the current to do data base is saved in a file named TODO.DB. If a previous version of TODO.DB exists, it will be renamed TODO.BK. The TODO.DB file is an ASCII file that can be read and modified with any text editor. This could present problems though if you do not enter data exactly as it is entered by using the Yellow Sticky program.

If items are deleted in error, the old To Do data base can be restored using the back up file. The DOS command to do this would be: `COPY TODO.BK TODO.DB`

[Help Index](#)

# Keys

The following function keys are used in this program:

- F1 - Help Index
- F2 - Return Today
- F3 - Previous Day
- F4 - Next Day
- F5 - Add Item
- F6 - Edit Item
- F7 - Previous Month
- F2 - Next Month
- F9 - Delete Item
- F10 - Menu Bar

The tab key is used to switch between elements in the dialog boxes. The selected item will be highlighted, or the cursor will appear.

The Main menu can be called by using Alt-M and the Help menu by using Alt-H.

[Help Index](#)

## Print Todays List

After considerable debate and procrastination I decided to add a print feature to the program. Several people have asked for the ability to print the list and I did not do it because one of the purposes I had for the program was to save paper. Anyway, here it is. To print the todays To Do list select **Print Current To Do List** from the **Main** menu.

There is a qualifier on printing the list. If the list is longer than 35 lines only thirty-five lines will be printed. A system warning is issued and the printout will only contain the first 35 lines of the current to do list.

The program does allow you to setup your printer. Generally if you are using a laser printer and select a lower print density (i.e. 75 dots per inch) your quality is not changed and it prints a lot faster. The print set up feature would also let you change from your default printer. I have tried to do everything to make sure that the printouts work as advertised but I am at the mercy of the printer vendors who supply drivers to Microsoft. If you have a printer problem please contact me.

[Help Index](#)

# Installation

Now that Yellow Sticky is loaded into your Windows Operating System there are two ways to load it and see what you have to do when you start windows. The first way is to move the Yellow Sticky Icon to the Start Up group. To do that, Select the Yellow Sticky icon and select File from the Program Manager menu. Select Copy and then select Start Up from the combination box.

The second method is a little more involved but will allow you to load the Yellow Sticky program and keep it as an icon at the bottom of the screen until you are ready to execute it. To do this you must edit the WIN.INI file.

From the files function find WIN.INI in the Windows directory. Double click on the WIN.INI name. The notepad will be loaded and the WIN.INI file will be presented. At the beginning of the file you will see two commands, LOAD= and RUN=. These commands may have data already attached to them from other applications that you have installed on your computer. The LOAD command line allows you to load applications at Windows start up and install them as icons at the bottom of the screen. The RUN command line will run the programs that you have selected in the line at Windows start up, just like the Start Up program group.

No matter which command you want to use, the data is the same. Put the fully qualified path name of the program to be run on the line, separated from the other data by a space. So, for Yellow Sticky the line might look like this:

```
LOAD=C:\TODO\YLWSTKY.EXE  
or  
RUN=C:\TODO\YLWSTKY.EXE
```

[Help Index](#)

# Shareware

Shareware distribution gives users a chance to try software before buying it. If you try a shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Many users have asked for a way to get rid of the registered version notice when the program is first started. I was reluctant to do that because it is the only reminder that unregistered users have that they need to register the software. After much thought I decided to give the option to registered users because they would have registered the software anyway because they are honest and having the notice come up for unregistered users isn't going to make any difference because they wouldn't register the software anyway because they are not honest.

So, to disable the registration notice from the **Main** menu select **Toggle Registration Window**. This will turn on and turn off the registration window. If you delete the PARAMS.DB file the flag will have to be reset on the next running of the program.

Copyright laws apply to both Shareware and commercial software and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

## Disclaimer - Agreement

Users of **Yellow Sticky** must accept this disclaimer of warranty: **Yellow Sticky** is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of **Yellow Sticky**.

**Yellow Sticky** is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using **Yellow Sticky** and continue to use **Yellow Sticky** after a reasonable trial period, you must make a registration payment of **\$15 to Henning Associates**. The **\$15** registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of **Yellow Sticky** must register and pay for their copies of **Yellow Sticky** within 30 days of first use or their license is withdrawn. Site-License is withdrawn. Site-License arrangements may be made by contacting **Henning Associates**.

Anyone distributing **Yellow Sticky** for any kind of remuneration must first contact **Henning Associates** at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering **Yellow Sticky** immediately (However **Henning Associates** must still be advised do that the distributor can be kept up-to-date with the latest version of **Yellow Sticky**).

You are encouraged to pass a copy of **Yellow Sticky** along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of the **Yellow Sticky** system.

Henning Associates  
Mike Henning  
Rt. 2 Box 526-A  
Crozet, VA 22932  
(804)-823-6896

[Help Index](#)



## Ordering Information

When registering Yellow Sticky:

You will receive a registered version of the program personalized with your name.

You will receive product support for the life of the product.

You will receive notification of program upgrades.

You will receive program upgrades for the cost of shipping and handling for 12 months.

You will be able to use Yellow Sticky with a clear conscience as a registered user.

Henning Associates now accepts Visa and MasterCard orders. If ordering by snail mail, sign the order form where indicated. If ordering by e-mail, your mail indicates permission for Henning Associates to charge your credit card account with the cost of software.

The registration fee is \$15. Specify the size of disk, 5.25" or 3.5" that your computer requires. If you elect to obtain a copy of the software by electronic transmission over CompuServe or America On-Line you can register your software for \$13. If you chose electronic transfer please include your CompuServe user id or America On-line screen name.

To register Yellow Sticky send your registration fee, or credit card number, name, address and CompuServe or AOL id if requesting electronic transfer to:

Henning Associates  
Rt. 2 Box 526-A  
Crozet, VA 22932

(804) 823-6896

**By selecting Registration Form from the Main menu, all of the data can be entered and printed from the program or sent to the file ORDER.TXT for e-mail transfer.**

The program generated order form can also be generated as a text file, ORDER.TXT so ordering can be done with e-mail. At the registration form dialog select file instead of print and the ORDER.TXT file will be created.

The registered version of **Yellow Sticky** entitles the user to lifetime product support by mail, phone, or electronic mail. Additionally the user will receive product upgrades for the first 12 months after registration for the cost of shipping and handling (\$5).

Henning Associates is 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.

[Help Index](#)

