

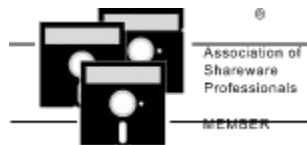
# VISUAL CALENDAR PLANNER 2.1



Association of Shareware  
Professionals

## PC Magazine Summer Shareware Seminar 94 Award Winning Program

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## Overview and What's New

### **Seize The Day**

Visual Calendar Planner is an easy to use application. If you know how to use a word processor, you already know how to use Visual Calendar Planner. You can enter text the way you use in a text editor, without worrying about relearning the program. You customize your days with **colors**, **bold** headings, *Italic* the characters, underline important events, and even ~~strike-through~~ the tasks you have done. You can change the size you desire, or put in various effects of fonts. You can also combine all these effects like this *example*.

Visual Calendar Planner complies to common user interface, so you don't have to relearn all the keystrokes in order to use the application.

Visual Calendar Planner allows you to have an overview of month-at-a-glance style, or a closer look with weekly view, so that you can plan your schedules without flipping your appointment books back and forth. If you like to have a better view of what is happening on a particular day, simply double click the date of that day, Visual Calendar Planner will pull up a zoom view for you to scrutinize.

Visual Calendar Planner is customizable. Don't like the default and dull black color of those fonts? Customize it your way. Want to look for a particular month and year? Use the "fast search" feature by double clicking on the month itself. Need to find a word? Use the "Find Word" facility. Takes too long for the calendar to load? Set it as wallpaper!

You will find Visual Calendar Planner useful and amazed by how fast you can learn to use it effectively. I hope you will enjoy using Visual Calendar Planner. Don't forget to register if it proves to be productive to you.

### **What's New with Version 2.1**

The major improvement over Visual Calendar Planner version 1.0 is to utilize Microsoft Access 1.1 database engine. Now you can export these data to your favourite database program so long as they support Microsoft Access database format.

An especially important feature that is lacking in version 1.0 is the ability to print a calendar. Many hours are spent to create and improve this essential feature in version 2.1. Now you can print a high quality, true What You See Is What You Get (**WYSIWYG**) calendar utilizing the fonts found in individual [daily cell](#)

A Wallpaper a day keeps trouble away. Now you can set the calendar with a weekly or monthly wallpaper without ever need to load Visual Calendar Planner. This utility proves to be especially useful for a glance of what's ahead of your schedule.

## License Agreement

Visual Calendar Planner is a [Shareware](#). It is not a free software, neither is it a public domain software. Non-Licensed users are granted a limited license to use Visual Calendar Planner on a 30 day trial basis for the purposes of determining whether Visual Calendar Planner is suitable for their needs. If the users decided to use Visual Calendar Planner after their 30 days trial period, they are required to register Visual Calendar Planner. The use of unlicensed copies of Visual Calendar Planner by any person or business without registering after the initial trial period is strictly prohibited. Registration entitles YOU to use Visual Calendar Planner.

Visual Calendar Planner is licensed on a per user basis. The license grants the user the right to install and use the software on one or more computers so long as the total number of users does not exceed the license quantity.

You are encouraged to pass a copy of Visual Calendar Planner along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it.

## Registrations & Incentives

### Award Winning Program



1-800-2424PSL



Choose any method of payment that is convenient to you. The registration fee is **US\$29.95** for Visual Calendar Planner 2.1

➔ [Registration Incentives](#)

**Free upgrade!**

➔ [Credit Card Registrations](#)

**Toll-Free** 1-800-2424PSL

Please mention product no. 11042, Visual Calendar Planner 2.0

➔ [CompuServe Shareware Registration](#)

**GO SWREG**, registration ID: 3376

➔ [Checks, Cash & Money Orders](#)

**Preferred!**

➔ [International Orders](#)

**Accepts Foreign Checks!**

➔ [Volume Discounts](#)

**Purchase Order Welcomed!**

➔ [Print Registration Form](#)

## Registration Incentives



There are many ways to register for Visual Calendar Planner. The registration fee is US\$29.95. If you register Visual Calendar Planner 2.1 now, you will be provided with a diskette and registration code for next major upgrade of Visual Calendar Planner **Free-Of-Charge**, when available. Registrations will remove nagging and unnecessary reminders for you, it will also remove the watermark "Printed with Visual Calendar Planner, Unregistered Evaluation Copy" on calendar printout and "Unregistered Evaluation Copy" on the wallpaper itself.

You will also get unlimited free [Technical Support](#) directly from the author.

## Credit Card Registrations



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

Product Number 11042

Product Title: Visual Calendar Planner 2.0

**Toll-Free: 800-2424-PsL**

**Tel: 713-524-6394**

**Fax: 713-524-6398**

**CompuServe: 71355,470**

**Internet: 71355.470@compuserve.com**

You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705.

**THE ABOVE NUMBERS 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 the address listed at [Technical Support](#)

## CompuServe Shareware Registration

To register via CompuServe:

**GO SWREG**

**Registration ID: 3376**

**Product Title: Visual Calendar Planner 2.0**

CompuServe provides an on-line registration service. Electronic orders may be placed with CompuServe Information Services and billed directly to your CompuServe Statement for your convenience. Just type GO SWREG and request Visual Calendar Planner 2.0 or Registration ID 3376.

You will receive your registration code via CompuServe mail usually within 24 hours after your order has been received.

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 the address listed at [Technical Support](#)

## Checks, Cash and Money Orders

Please send your Cash, Check or Money Order with the amount of US\$29.95 made payable to:

**Bok Nan Lo**  
**P.O. Box 9132**  
**Reno NV 89507**  
**USA**

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 the address listed at [Technical Support](#)



## International Orders

International Money Order is preferred though I am also able to accept personal check from most countries. Please make your Check or Money Order payable to:

**Bok Nan Lo  
P.O. Box 9132  
Reno NV 89507  
USA**

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 the address listed at [Technical Support](#)

## Volume Discounts

Any corporates, business firms, educational institutions or anyone who wants to purchase in volume are welcomed. Following is a list of discounts for volume purchase, choose the one that is appropriate for your organization:

5 copies or more	15% discount
10 copies or more	25% discount
20 copies or more	35% discount
50 copies or more	45% discount or site license

Site license is available upon inquiry.

Purchase orders welcomed!

## Print Registration Form

### **Money Order, Checks or Cash**

I accept Personal Check, Money Order, International Money Order, Foreign Check, Cash, and even Foreign Currency.

Please send your Cash, Check or Money Order to:

**Bok Nan Lo  
P.O. Box 9132  
Reno NV 89507  
USA**

Name:

---

Company:

---

Address:

---

---

Telephone:

---

Fax:

---

Where did you get your copy from?  
(Very important for the availability of Visual Calendar Planner)

---

Visual Calendar Planner 2.1  
Unit Cost                      US\$29.95

Quantity	Total	Grand Total
----------	-------	-------------

Comments (Extremely Important!):

## Getting Started

**NOTE:** Before you begin, please ensure that you have the following statement in your CONFIG.SYS if you are using Microsoft Windows 3.1. The following line is not required in Microsoft Windows for Workgroups 3.11 because SHARE.EXE has been replaced by VSHARE.386

**INSTALL=C:\DOS\SHARE.EXE /F:4096 /L:25**

**Please refer to your MS-DOS manual for more information about SHARE.EXE**

There are two ways to get you started with Visual Calendar Planner:

1. Open the menu File | New
2. Click on the first picture on the toolbar 

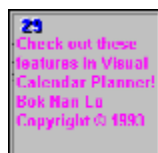
When you are prompted with a dialog box, enter your desired new filename. Make sure you enter a valid filename with extension, the extension of the filename **must** end with **.MDB** to ensure compatibility with future versions.

Once a new planner has been created, you are ready to use the features:

1. Go to today's date (which is highlighted in red).
2. Click on the area below the date.
3. Enter text into the box provided.
4. Apply necessary font effects provided in the toolbar. Alternatively, you can also press Ctrl-A to pop up a font dialog.

**Tips:** When you click on a daily box, all [text attributes](#) and [text styles](#) applies to that particular box only.

Your box should look something like this now:






Actual screen may vary, depending on the resolution of your monitor. The above screen is snap-shot with a 1024 x 768 resolution monitor, with text color of Fuschia, text attribute set to bold, text size 10 and Arial True Type fonts.

I strongly urge you to run Visual Calendar Planner at the resolution of at least 800x600. Please refer to your Microsoft (tm) Windows (R) manual for more information about setting your monitor's resolution.

**Tips:** Double click on the date, a zoom view of today will be displayed.

## Menu Commands

### **File (Alt-F)**

-  New Planner
-  Open Planner
-  Save Planner
- Page Setup
- Print Setup
- Print
- Exit





### **View (Alt-V)**

- View Command



### **Find (Ctrl-F)**

- Find Word




### **Edit (Alt-E)**

-  Cut
-  Copy
-  Paste
-  Zoom View/Edit

### **Goto (Alt-G)**

-  Previous Month
- Current Month
-  Next Month
- Fast Search

### **Format (Alt-T)**

-  Bold
-  Italic
-  Underline
-  Strike Through
- Color, Size, Fonts

### **Customize (Alt-C)**

- Initial Font
- Clock

Daily Appearance

Monthly Appearance

Day Of Week Appearance

Autoload File

**Wallpaper (Alt-W)**

Set Wallpaper

Clear Wallpaper

Update Wallpaper (Network)

Wallpaper Option

**Registration (Alt-R)**

Registration Code

Registration Help

**Help (Alt-H)**

Help Contents

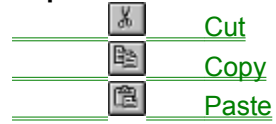
About...

# ToolBar Commands

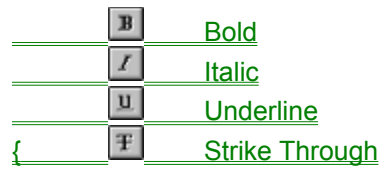
## Documents



## Clipboard



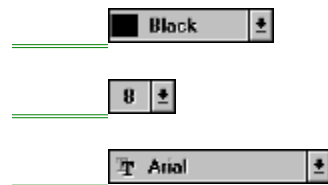
## Text Attributes



## Zoom View/Edit



## Text Styles



## Technical Support

If you have any problem using Visual Calendar Planner, please do not hesitate to write to me immediately. Choose whatever way that is convenient to you. I welcome all comments and suggestions.

### **CompuServe ID**

73523,2502

To send mail to CompuServe from other e-mail services, for example, MCI Mail, use  
73523.2502@compuserve.com

### **Internet**

lo@cs.unr.edu

### **Mail**

Bok Nan Lo  
P.O. Box 9132  
Reno NV 89507  
USA



## Installing/Uninstalling

### Installation

To INSTALL Visual Calendar Planner, you need a file called VBRUN300.DLL in your \WINDOWS\SYSTEM directory. This file is common to many windows applications, so I decided not to include it.

If you don't have VBRUN300.DLL, you can get a copy from the following sites:

1. CompuServe: GO WINSHARE forum, lib #10, filename-VBRUN3.ZIP
2. Internet: ftp.cica.indiana.edu, pub/pc/win3/util, filename-VBRUN300.EXE
3. BBS: Most major Bulletin Board Services (BBS) in your town or city do carry the file VBRUN300.ZIP or VBRUN3.ZIP or VBRUN300.EXE, search around for a while. Sorry for the inconvenience caused.

After the required steps mentioned above taken by you, run INSTALL.EXE

If you encounter any problem installing Visual Calendar Planner, for example, some messages telling you "CTL3D.DLL is in use" or "xxxx.VBX is in use", exit the installation process and restart Microsoft Windows. This will give you a clean bootup with no conflict with other files currently being used.

### Files Installed In Your Machine

Assuming the default installed directory for Visual Calendar Planner is \VCP20

file_id.diz	\VCP21
orderfrm.wri	\VCP21
planner.exe	\VCP21
planner.hlp	\VCP21
readme.txt	\VCP21
sbchook.vbx	\VCP21
apiguide.dll	\VCP21
cmdialog.vbx	\VCP21
dwspydll.dll	\VCP21
mhgcomb.vbx	\VCP21
mhgtxt.vbx	\VCP21
utility.exe	\VCP21
vendor.doc	\VCP21
threed.vbx	\VCP21
orderfrm.wri	\VCP21
ctl3d.dll	\WINDOWS\SYSTEM
msajt110.dll	\WINDOWS\SYSTEM
msaes110.dll	\WINDOWS\SYSTEM
vbdb300.dll	\WINDOWS\SYSTEM

### Uninstalling Visual Calendar Planner

Please read [Disclaimer](#) before you proceed with uninstalling Visual Calendar Planner. Uninstall at your own risk.

You can safely delete any files in the \VCP21 directory without any adverse effect. I strongly do not recommend files that are installed in \WINDOWS\SYSTEM to be removed. **Make sure you make a backup of those files mentioned above before you delete them.**

## About...

**Visual Calendar Planner 2.1**  
**Bok Nan Lo**  
**Copyright © 1993-1994**  
**All Rights Reserved.**

## Shareware

Shareware is a unique marketing method for software known as "Try Before You Buy". 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.

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**

Users of Visual Calendar Planner must accept this disclaimer of warranty:

**VISUAL CALENDAR PLANNER IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE AUTHOR FURTHER DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK ARISING OUT OF THE USE OR PERFORMANCE OF THE SOFTWARE AND DOCUMENTATION REMAINS WITH YOU.**

**IN NO EVENT SHALL THE AUTHOR OR ANYONE ELSE INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THE SOFTWARE BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE OR DOCUMENTATION, EVEN THE AUTHOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

## New Planner

Shortcut Key: Ctrl-N

**NOTE:** Before you begin to create a new planner, please ensure that you have the following statement in your CONFIG.SYS if you are using Microsoft Windows 3.1. The following line is not required in Microsoft Windows for Workgroups 3.11 because SHARE.EXE has been replaced by VSHARE.386

```
INSTALL=C:\DOS\SHARE.EXE /F:4096 /L:25
```

Please refer to your MS-DOS manual for more information about SHARE.EXE

There are two ways to get you started with Visual Calendar Planner:

1. Open the menu File | New
2. Click on the first picture on the toolbar

Visual Calendar Planner will display a dialog box and prompt you for a filename. When a new filename is entered, Visual Calendar Planner will create a database file.

After creating a planner, you can go ahead and use Visual Calendar Planner. Please refer to [Getting Started](#) for more details.

**Tips:** The major improvement over Visual Calendar Planner version 1.0 is to utilize Microsoft Access 1.1 database engine. Now you can export these data to your favourite database program so long as they support Microsoft Access database format.

## Open Planner

Shortcut Key: Ctrl-O

There are two ways to retrieve an existing planner:

1. Open the menu File | Open
2. Click on the second picture on the toolbar

Visual Calendar Planner will display any existing **.MDB** files in a dialog box. If your planner file is not found in the current directory, change to a desired directory. The default directory for Visual Calendar Planner to search for a **.MDB** file is the directory of PLANNER.EXE

**Tips:** The major improvement over Visual Calendar Planner version 1.0 is to utilize Microsoft Access 1.1 database engine. Now you can export these data to your favourite database program so long as they support Microsoft Access database format.



## Save Planner

Shortcut Key: Ctrl-S

To save an existing planner:

1. Open the menu File | Save or
2. Click on the third picture on the toolbar

A status of the file saving process will be displayed at the bottom of Visual Calendar Planner.

**Tips:** If you click the [Previous Month](#)  button or the [Next Month](#)  button, Visual Calendar Planner will automatically save the current month's planner.

**Tips:** The major improvement over Visual Calendar Planner version 1.0 is to utilize Microsoft Access 1.1 database engine. Now you can export these data to your favourite database program so long as they support Microsoft Access database format.

## Page Setup

This command will prepare the look of a printed calendar.

### **Margins**

The print margin of a calendar defines the offset edge of a paper. Usually a laser printer has a narrow margin and thus have the ability to print a larger calendar on a given paper size (usually 0.25" to 0.50") Dot matrix printer needs a wider margin (usually 0.50" to 1.00")

The default is 0.50"

### **Header**

The title of the calendar. You can change the [text attributes](#) or [text styles](#) of the title and get a true What You See Is What You Get (WYSIWYG) calendar printing.

**Tips:** You might want to experiment with your printer a little to find the best set of margins. Once the margins are set, they will be saved automatically and you don't have to re-adjust everytime you need to print another calendar.



## Print Setup

This command prepares the printer for calendar printing. The dialog box varies among different printers. Please refer to your printer's manual for more information regarding the print options.

**Tips:** In order to print the best quality calendar, "Landscape" print setup is highly recommended.

## Print

Shortcut Key: [Sidebar button](#)

This command prints a high quality, true What You See Is What You Get (WYSIWYG) calendar utilizing the fonts found in individual [daily cell](#)

The print command also supports COLOR calendar printing if your printer is color capable.

**Tips:** Please register this product to avoid the watermark "Printed with Visual Calendar Planner, Unregistered Evaluation Copy."

## Set Wallpaper

The wallpaper setting command will set a background wallpaper. The file is saved in bitmap format (.BMP) in VCP21 (assuming this directory is Visual Calendar Planner's directory). The file is saved as FILENAME.BMP where FILENAME is the name of your current planner.

**Tips:** You can take advantage of this wallpaper setting feature to avoid loading Visual Calendar Planner in most cases.

## Clear Wallpaper

This command will clear any wallpaper settings in the windows background. This command will not restore your previous wallpaper, to restore, please refer to [Previous Wallpaper](#)

## Update Wallpaper (Network)

If you are using Microsoft Windows for Workgroups (TM), you can use this command to share wallpapers with your colleagues within the same workgroup network. Simply use Control Panel's "Desktop" icon to modify the path of the wallpaper, i.e., all the paths pointing to one central location (e.g. e://johnsmith/vcp/group.bmp). **Update Wallpaper** will actually update the changed wallpaper from the central location without modifying the shared wallpaper.

For more information about Control Panel, Desktop icon and wallpaper settings in Windows, please refer to your Microsoft Windows User Manual.

## Previous Wallpaper

This command will restore the previous wallpaper setting. Only one level of undo is allowed for this command. If you repeatedly call the command "Set Wallpaper", then this command will only restore previous Visual Calendar Planner wallpaper, not the historical wallpaper you have set in Windows.

## Wallpaper Option

There are two functions provided for this command:

### Wallpaper Setting

Wallpaper snapshot can be either normal size or full size. Normal size is actually the original size of what you see on the actual calendar. Full size is an enlarged bitmap that covers the whole screen.

### Automatic Update

This function is provided so that the wallpaper will be updated automatically when you exit Visual Calendar Planner. Be sure to cross the checkbox if you want to update your calendar automatically.

## Exit

Shortcut Key: Alt-F,X

To close Visual Calendar Planner, use File | Exit



 **Cut**

Shortcut Key: Ctrl-X

You can cut any text from any [daily cell](#). Before cutting any text, you have to highlight the text using the mouse or the keyboard. Any cut text will be placed in Microsoft Window's clipboard.

## Copy

Shortcut Key: Ctrl-C

You can copy any text from any [daily cell](#). Before you copy any text, you have to highlight the text using the mouse or the keyboard. Any copied text will be placed in Microsoft Window's clipboard.

## **Paste**

Shortcut Key: Ctrl-V

You can paste any text from the clipboard into any [daily cell](#). Any previous [text attributes](#) and [text styles](#) will be applied to the daily cell where you paste your text. The total number of characters in a daily cell cannot exceed 1000 characters.

## Zoom View/Edit

Shortcut Key: Ctrl-Z

Shortcut Mouse Click: Double click on a daily cell's date

The Zoom View/Edit feature allows you to have a broader/deeper view of a [daily cell](#). Enter or manipulate text in the Zoom View/Edit cell the way you manipulate in a daily cell.

Click "Ok" button when you are done making changes to your Zoom View/Edit box. All changes will be reflected in the [daily cell](#).

Click "Cancel" button if you don't want to make any changes.

Click "Fonts" button if you want to apply font effects like [text attributes](#) or [text styles](#).

**Tips:** Zoom View/Edit is "always on top", so if you minimize Visual Calendar Planner, Zoom View/Edit will still float so that you can have a better view of your events/memo/appointments for that particular day.

## View Command

There are 3 view commands available:

### **Month View**

View and edit a monthly calendar. This mode gives you a general overview of a month.

### **Week View**

In order to switch to a specific week view, click on the [daily cell](#) of a month view calendar.

### **Day View**

Please see [Zoom View/Edit](#) for more information

## Find Word

Shortcut Key: Ctrl-F

This command will search for a specified string of characters from the beginning of the calendar. The found string will be highlighted. Make sure you move around the "Find Word" window to uncover the found word which is sometimes hidden behind the window.

**Tips:** To narrow down a word or string search, please be as specific as possible.

## **Previous Month**

There are two ways to bring you to the previous month:

1. Open the menu Goto | Previous Month
2. Click on the picture 

**Tips:** Any changes made to the current month will be saved automatically.

## Current Month

Shortcut Key: F5


You can also use the menu Goto | "present month, present year"

Use this feature to bring you back to the present month.



## **Next Month**

There are two ways to bring you to the next month:

1. Open the menu Goto | Next Month
2. Click on the picture 

**Tips:** Any changes made to the current month will be saved automatically.

## Fast Search

Shortcut Key: F5

Shortcut Mouse Click: Double click on the panel displaying month

Use this feature to bring you to a desired monthly view. Fast Search allows you to search between the year 1990 and 2009.

**Tips:** Any changes made to the current month will be saved automatically before displaying the desired selection.

## **Bold**

Shortcut Key: Ctrl-B

This will apply a bold [text attributes](#) to a [daily cell](#).

## **Italic**

Shortcut Key: Ctrl-I

This will apply an italic text attributes to a daily cell.

## **Underline**

Shortcut Key: Ctrl-U

This will apply an underline text attributes to a daily cell.

## **Strike Through**

Shortcut Key: Ctrl-T

This will apply a strike-through text attributes to a daily cell.

## Color, Size, Fonts

Shortcut Key: Ctrl-A

This dialog box comes in handy when you want to apply all [text attributes](#) and [text styles](#) to a particular [daily cell](#).

## **Initial Font**

You can set your desired font type, color and size to be your default font when Visual Calendar Planner loads. Once defined, Visual Calendar Planner will load the default font everytime during startup.



## Clock

To display the Clock dialog box, use the menu Customize | Clock

### **Clock**

The clock uses the system clock. If you want to change the time of the clock, you have to use Control Panel's Date/Time in Microsoft Windows.

The clock is customizable. You can choose one of the six predefined options of display simply by clicking your choice:

1. 8:30 AM/PM
2. 8:30 am/pm
3. 8:30 a/p
4. 8:30:45 a/p
5. 16:30:45
6. 16:30

To change the appearance of the clock, click on the "fonts" button, apply necessary [text attributes](#) and [text styles](#) when a dialog box appears.

## Daily Appearance

To display the Daily Appearance dialog box, use the menu Customize | Daily Appearance.

This command will change the appearance of your [daily cell](#) looks. There are currently three different appearance of a cell, **daily**, **today** and **memo**. You can customize each of them. To customize anyone of the appearance, simply click anywhere in the [daily cell](#), a dialog will appear to prompt you for changes to be made.

**Tips:** Try to use 12 points or smaller font size because a font size too big will be covered up partially.

## Monthly Appearance

To display the Monthly Appearance dialog box, use the menu Customize | Monthly Appearance.

This command will change the appearance of your month display which is found at the bottom of Visual Calendar Planner. To customize the appearance of the month, simply click at the panel displaying the month. A dialog box will prompt you for changes to be made.

## Day of Week Appearance

Shortcut Mouse Click: Double click on individual weekday (i.e. Sun, Mon... etc) panel on the screen

This command will change the appearance of your weekdays or weekends or both.

## Autoload File

To display the Autoload File dialog box, use the menu Customize | Autoload File.

A box will display the filename and filepath of your planner file if there exists one. Simply check the check-box provided to autoload the current planner when you start up Visual Calendar Planner. Uncheck the check-box if you don't want to autoload any planner.

You are also prompted an option to load the "Month" view or "Week" view when you initially start up Visual Calendar Planner.

**Tips:** Generally "Week" view provides a faster load time compared to "Month" view.

## Registration Code

There are three input box to fill in:

1. User Name
2. User Company
3. Registration code

When you register your copy of Visual Calendar Planner, I will send you a registration code. Registration will remove the Registration Reminder Screen or any watermark presented in your printed calendar and wallpaper. Furthermore, registration will customize your copy of Visual Calendar Planner. Your name and company will show up when you start up Visual Calendar Planner.

Please read [Registrations & Incentives](#) for more information.

**Text Color** 

Apply one of the sixteen predefined color to a [daily cell](#). This command will only affect one cell.

## Text Size

The range of a font size is valid from 4 to 20.

Apply one of the predefined font size to a [daily cell](#). This command will only affect one cell.



## Text Fonts

Apply one of the predefined fonts to a [daily cell](#). This command will only affect one cell.

This command will show you any True Type fonts in your system.

If you have less than 30 fonts in your Microsoft Windows system, Visual Calendar Planner will automatically sort them in order when loading up. If you have more than 30 fonts in your system, you have to click on the box to invoke the sorting routine. This will take a few seconds to complete, please be patient. Once the fonts are sorted in ascending order, you are ready to use them without a need to sort them again.

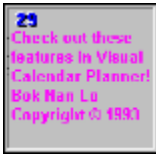
## Text Attributes

Refers to **Bold**, *Italic*, Underline, ~~Strike-through~~

## Text Styles

Refers to text **Color**, **Size**, Font styles

## Daily Cell



## Help Contents

Displays this help file.

## Association of Shareware Professionals



### **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 USA or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.



