

Contacts Lists & Labels:

For the Lists & Labels feature to function properly certain files must be located in specific locations. The first file is the Postnet font. It must be included in the System for systems version prior to 7.1 and in the Font folder for later systems. Next is the contacts file. The default file opened (if you do not double click or open another file in the finder) must be named "My Calendar Contacts" and placed within the same folder as the application.

New Feature:

You can drag any data field (that contains text) on the main contacts window to be appended to or create new notes on the calendar window. While holding down the Option key select the field you want to use. With the mouse down, the cursor changes to a grasping hand. Drag the field to the main calendar window and over the day you want the data added. Release the mouse over the selected day and the text will be added to any exiting note. The note editing field will be opened and the calendar window brought to the front for your use.

Operation:

There are 16 button tool arranged across the top of the main contacts screen:

1.

First Record - Move to the first record in the current file.

2.

Previous Record - Move to the previous record in the file.

3. Return to Calendar - Return to the main calendar window.

4.

Open List - Open a My Calendar contacts file.

5.

Delete Record - Delete the current record.

6.

New Record - Create a new blank record. The record is placed at the end of the file.

7.

Duplicate Record - Duplicate the current record. The record is placed at the end of the file.

8.

Import Data - Import a properly formatted "TEXT" file into the currently open contacts file. The file must be in comma delimited format, and have the fields in the following order. The file cannot contain commas (except to separate the individual fields) or carriage returns (except to separate the individual records). There is no carriage return in the following example.

Name,Company,Address1,Address2,City,State,Zip,Home Ph,Work Ph,Fax,Note,Category

The fields must also conform to the length of fields indicated above. If the fields are larger, the data will be truncated in the individual fields without notice during the import process.

9.

Export Data - Export data in comma delimited format for use in other programs. Data will be formatted as indicated above with commas separating each field and carriage returns separating each record.

10.

Select Label - Open the label select window. Select from existing labels or create new setups.

11.

Preview Label - Preview the current label setup. Choose fields to include.

12.

Print - Print reports or labels. Select a range to print or print individual records.

13.

New List - Create a new blank contacts file.

14.

Sort - Sort the current open file by the selected field. Use the radio buttons to select the desired field.

15.

Next Record - Move to the next record in the file.

16.

Last Record - Move to the last record in the file.

The first window opened when you start the application is the data management and entry window. There are 11 fields of information that can be used. The length of characters that can be used in each field follows:

Name:	Maximum 39 characters.
Company:	Maximum 39 characters.
Address 1:	Maximum 39 characters.
Address 2:	Maximum 39 characters.
City:	Maximum 39 characters.
State:	Maximum 5 characters.

Zip: Maximum 21 characters.
Home Phone: Maximum 21 characters.
Work Phone: Maximum 21 characters.
Fax Number: Maximum 21 characters.
Note: Maximum 250 characters.
Category: Maximum 32 characters.

Carriage returns and commas should not be used (and cannot be entered directly into the fields) within fields if records are to be exported and/or imported.

If you enter more than the allowed number of characters into the fields, the data will be truncated to the maximum number of characters allowed.

Any action in this window automatically updates the current record with the information from the data fields. We have made it easy for you to view and sort records. The main list contains the information from the Name fields. You can scroll through this list and select any record. You can also use the alphabetic buttons across the top of the window. Clicking on any one of these buttons will move you to the first record that begins with that letter. If no record is found, a beep will sound.

The buttons above these also let you move through the records. The buttons to the left allow you to move to the previous record or the first record. Those to the right allow you to view the next record or the last record.

In the middle are three buttons that allow you to delete, create new and duplicate records. When you delete a record the sort order is changed. The last record in the file replaces the current record and the file is truncated minus one record. This is many times faster than deleting the record and moving all of the remaining records up. To restore the order, simply choose the desired sort field and click on the Sort button. Creating a new record places a new blank record at the end of the file. When you click on the Duplicate Record button, a duplicate of the current record is added to the end of the current file and that record is displayed for editing.

In the upper right corner of this window is the Category list. This list displays all of the current categories you have used in the Category field just below the list. Any number of categories can be created. When you add a new category to the file, click on the Update button just to the left of the list. This will search the entire file for categories and add the new one to the list. If you want this list to appear sorted, select the radio button just to the right of the Type field and click on the Sort button. Now click on the Update button. The list will be rebuilt in alphabetical order.

Next to this field are two additional buttons: The first button is the Select button. Clicking on this button enters the currently selected category into the Type field. You can also double click on the list to do the same thing. The next button is the First>> button. Clicking on this button will move you to the first record in the file that has this category. If you have sorted the file by the Type field, you could then print something like a Christmas list by finding the first record with the category and then locating the last record with the same category. Use these numbers to enter into the range fields in the Print window.

The radio buttons to the right of the individual fields are the Select/Sort buttons. Select any one of these buttons and then click on the Sort button to sort the current file by that field. The selecting list is then updated using the new sort order.

Label Setup and Creation:

The Label Setup window allows you to select a label setup from an existing list or to delete, create or modify label setups. The window has nine data fields that describe the label to be used. The graphic in the window indicates how the data is used. All measurements in the fields are in inches and can be entered and used to .001 inches.

NOTE! My Calendar contains several standard label sizes. Before using any of the label sizes included you should print a test sheet. Differences in printers and fonts can produce unwanted results if you do not take this step. My Calendar allows you the power of customizing the setups to work consistently with your equipment but you must take this step to insure proper results. Print the test sheet and change the necessary values in the edit fields then click on the Update button to save your changes for future use.

NOTE! You can even print envelopes! An example #10 Commercial envelope setup is included in the label setups. At this time you must print envelopes by feeding the envelope's wide edge into the printer. Choose the #10 Commercial Envelope setting in the Page Setup if it is available. At this time there is no provision for printing return address with the envelopes.

Using an existing label: Scroll through the existing labels in the list and select a label by clicking on the list. If you have selected the label you wish to use, click on the Select button. Your selection will be recorded and the window closed.

Deleting an existing label: Select the label to be deleted from the scrolling list and then click on the Delete button. **NOTE!** This cannot be undone!

Creating a new label: Enter data into the indicated fields and enter a unique name into the Label Name field. Click on the Save button to save the setup to a new label and update the list. Labels can be almost any size. A note of caution about labels. Many printers have vastly different page sizes. Some cannot even print to the left edge of the standard label sheets. Test print a label setup and modify the Left Margin, Top Margin and Label Inset fields especially to get the desired results with no loss of fields and no bleed between labels. Even when you get a good label setup that works with your printer, changing fonts or dirty rollers in the printer can cause undesirable results. To minimize these results use larger label insets.

Updating an existing label: Select the label to update and make changes to the desired dimensions. Click on the Update button to update the selected label.

Previewing Labels/Reports:

When you click on the Preview button in the main window, the Label/Report Preview window is created. This window contains a display of the current label and fields selected. There are eight checkboxes at the bottom of the screen that allow you to select which fields will be printed on the labels (The reports always contain all of the fields). Your selections will be

saved and remain in effect until you change them using this window.

Remember! Screen display is 'almost' WYSIWYG (what you see is what you get) but not exact. This gives you an opportunity to change the font size and style used when printing the report or the labels and preview how it will look but make a test print anyway. The Postnet font is a fixed width 12pt font and may not print on small 3 across label setups without very small label insets (which as discussed earlier can cause text to bleed across labels and not line up properly).

From this window you can also change the label setup and print the labels.