

# AMF Daily Planner & Personal Information Manager for Windows <ASP>

[Introduction](#)

[Getting Started with AMF Daily Planner & P.I.M.](#)

[The Menus](#)

[The Toolbars](#)

[Using the Planner/To Do List](#)

[Using the P.I.M.\(Phone Book\)](#)

[Using the Dialer](#)

[Using DocPad](#)

[Using the Multiple Alarm](#)

[Perpetual Calendar.](#)

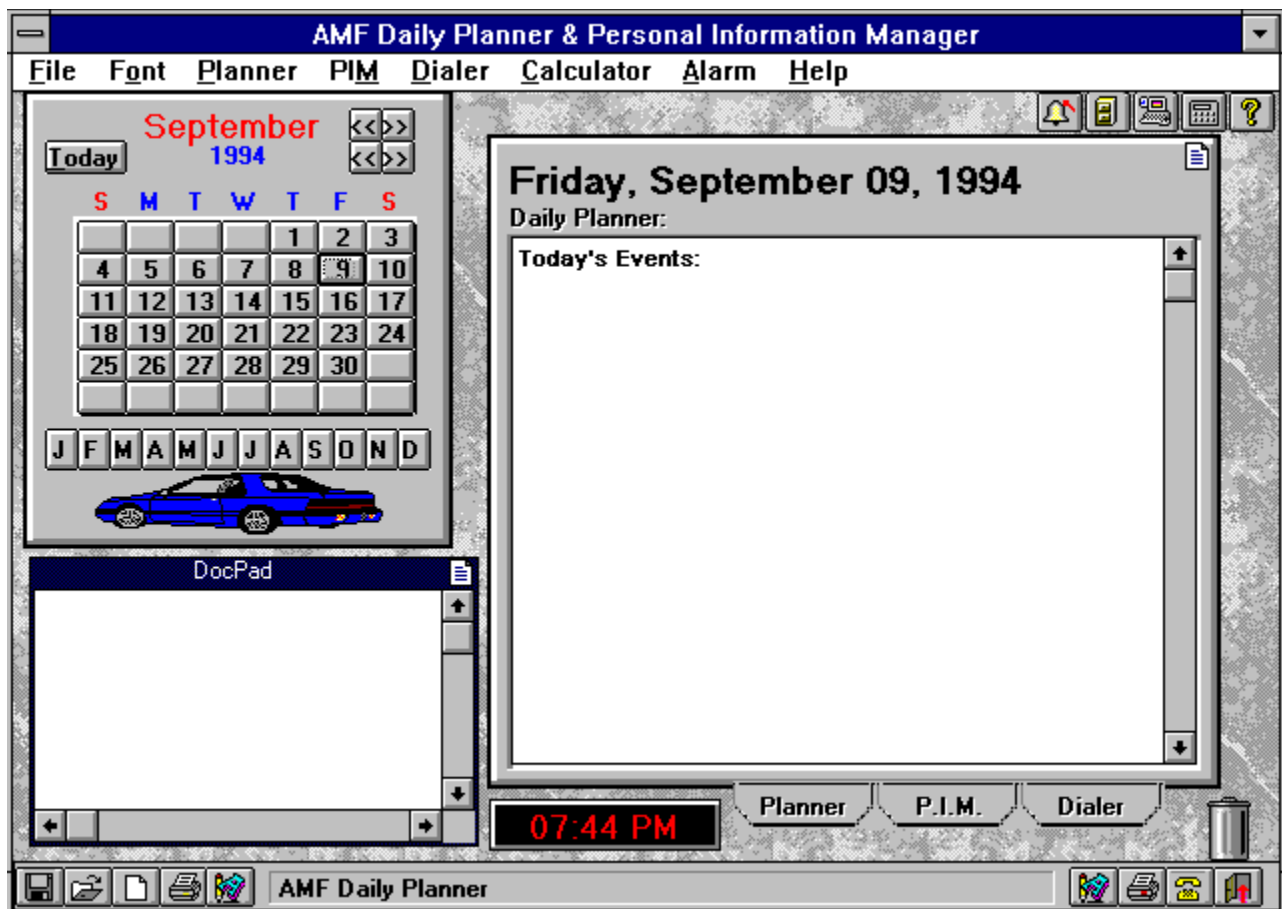
[Features](#)

[Shareware](#)

[Author/Credits](#)

[Uninstallation](#)

[About The ZipCodeBarcodeTT Font](#)





ASP

# Introduction

AMF Daily Planner & P.I.M. is a complete personal management utility for Windows. It is the most flexible in its storage format, and the easiest to use. This Personal Information Manager is the only one on the market which employs a full Drag & Drop/Push-Button Interface. This feature makes it the easiest to use. No complicated menus, or command sequences. Status line help and ToolTips help reminds the user instantly of the function of the button or object.

AMF Daily Planner and PIM provides so many features. To preview these features, please see the [features section](#).

©1994 By Andrew M. Freeman <[ASP](#)>

# The Toolbar Buttons

Below are the pictures of each toolbar button. Click on them to find out their functions.



## Drag and Drop

Dragging is simply pressing and holding down the left button on the mouse, and moving the mouse to a desired location. An icon or outline shape will represent what is being dragged. To Drop what you are dragging, simply release the left button.

**Note** that on some mouse configurations, the right button may be used for dragging.

# The Menu

Menus in hierarchical order:

File:

**New DocPad:** Creates a new DocPad document. If changes have been made, prompts for saving.

**Open Text File:** Opens a text file for viewing/editing.

**Save DocPad:** Saves the DocPad document to the directory and filename you specify.

**Print DocPad:** Prints the current DocPad document.

**Print Setup:** Allows selection of options and the selection of the default printer. To make a printer the default printer, double click it.

**24 Hour Clock:** Makes the Clock show time in 24 hour format.

**Exit:** Ends the AMF Daily Planner & P.I.M. Session.

Font: Note that the fonts are useful for viewing and printing only.

**Choose Font- DocPad:** Allows choice of font and point size for DocPad.

**Choose Font- Calendar List:** Allows choice of font and point size for the Calendar/Planner List

**Choose Font- P.I.M. List:** Allows selection of the Font for the P.I.M. display.

Planner: Activates the Planner

**Print Events of the Day:** Prints the Planner's Contents in the specified font and point size.

PIM: Activates the PIM

**Print Current Entry:** Prints the information for the current entry.

**Print Phone Listing:** Prints an alphabetic listing of all entries' phone and fax numbers.

**Print Report:** Prints a Report of all entries' information in alphabetical order.

Leaves space to fill in missing information.

**Add Entry:** Adds an entry to the database.

**Change Entry:** Changes the entry's information.

**Envelope:** Creates an envelope for the current entry or for other uses. Uses standard sized envelopes only. (Approximately 9.6" X 5.2")

**Setup PIM:** Allows changes to the current PIM setup.

Dialer: Activates the Dialer.

Calculator: Activates the calculator.

Alarm:

**View:** Displays a list of currently set alarms.

**Set:** Allows entry of a new alarm, or a removal of an old one.

Help:

[About](#): Shows the about box.

[Help](#): Activates this help file.

## Status Bar

The **Status Bar** is the three-dimensional gray bar that appears at the bottom of the AMF Daily Planner & P.I.M. window. It will display helpful hints and messages about the status of the program.



## **ToolHelp**

**ToolHelp** is a feature found in such Programs as Microsoft Word 6.0 for Windows, Microsoft Excel for Windows, and many other popular programs. If the user passes the mouse over the button, a small yellow rectangle pops up providing a tip as to the functionality of the button.

## **File Selection**

Select the file of your choice by double clicking it. Double click directories to navigate through your hard disk drive.

## Month Advance

Select this to move ahead one month at a time. The Planner will also move to the date you select.

## **Back Month**

Select this to move back until the current day in the current month.

## Today

Select this to move both the calendar and the Planner to the current day.

## **Year Advance**

Select this to move ahead one year at a time. The Planner will also move to the date and year you select.

## **Back Year**

Select this to move back a year at a time. The Planner will also move until the current date.

## Font

Allows the selection of the font for the To-Do List/Appointment Book.



## **Day Advance**

Allows scheduling of appointments in the future. Also works by clicking on the [calendar](#).

## **Day Back**

Allows the To-Do List/Appointment Book to return to the current date one day at a time.

# Features of AMF Daily Planner & P.I.M.

-Full Drag & Drop Interface.

-Up to 64K of data per day in the planner.

- Up to 1,440 alarms can be set per day.

-US/24 hour format on a nicely located digital clock.

-A full-fledged text editor- DocPad which allows opening, viewing, and saving of text files.

-Perpetual Calendar from the year 0 to the year 9000.

-A Phone Book which allows up to 10,800 entries which works just like a rolodex.

-Ability to auto-dial, auto-fax entries in the phonebooks.

-ToolHelp for every button.

-Ability to instantly create business letters and envelopes.

-Ability to print out an alphabetic listing of all entries in the phone book, or just single entries.

-A Phone Dialer which supports all calls and allows extended sequences for Voice Mail Dialing.

-Auto-Scheduling: Drag an entry from the phone book to a date on the calendar, and an appointment has been set..

-DiskSave (tm) Feature: Deletes old alarms, and past records from your hard disk automatically-- so that you don't have to. This automatically saves lots of disk space.

**And much more, see for yourself...**

**AMF Daily Planner & Personal Information Manager**


File Font Planner PIM Dialer Calculator Alarm Help

September 1994

Today

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

J F M A M J J A S O N D



DocPad

**Friday, September 09, 1994**

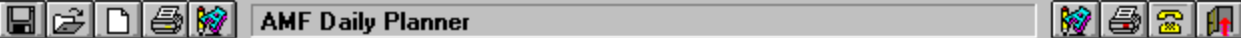
Daily Planner:

Today's Events:

07:44 PM

Planner P.I.M. Dialer

AMF Daily Planner



# Shareware & Registration

Shareware is a marketing practice allowing the consumer to try before buying. If the user continues to use the program, he or she is encouraged to pay the registration fee. This registration fee will not only entitle the user to benefits such as free 6 month support, a registration number, and an improvement in program performance, but will encourage the author to continue his efforts.

Please Register If You Have Not Already.

**Your investment of \$21.95 will help the author,  
Andrew M. Freeman, through college.**

Bulk discounts, site licenses and special arrangements are available. Please see the [ORDER FORM](#) for more information and a discount schedule.

**To Register, send a check or money order for \$21.95 US (funds drawn on a U.S. bank) to (foreign orders, see below):**

**Andrew M. Freeman  
P.O. Box 189  
Holbrook, N.Y. 11741-0189  
USA**

**If registering by mail, please use the [ORDER FORM](#).**

**OR Register On-Line CompuServe.:  
GO SWREG and search for ID# 3409**

Upon registration you will receive an e-mail message or letter by mail indicating the registration number to enter in the box at startup. When you get this number, simply enter it in the box at startup. The annoying registration reminder will disappear. You will also receive free, 6 month support by e-mail or ground mail.

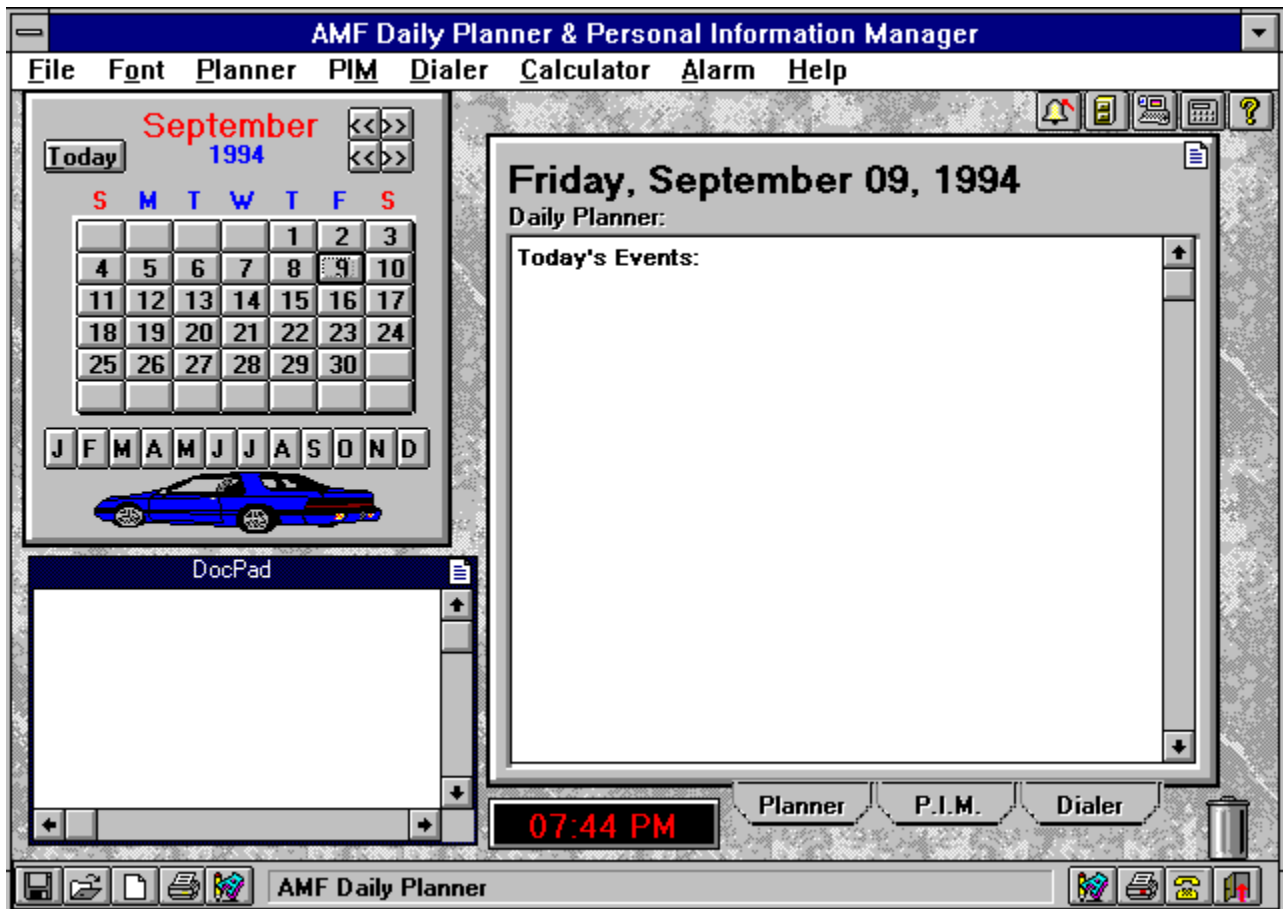
**Please register, it will help me through college. Thank you.**

# To-Do List/Planner

The To-Do-List/Planner is a very versatile Windows tool. It allows the user to enter an appointment from the current date to the year 9000. Up to 64K of plans may be entered per day. The To-Do List works together with the Perpetual Calendar. Clicking on a date on the calendar automatically updates the Planner's schedule. To enter data, simply type, like you would with any word processor. The planner is free form. Organizer your data by priority or by time, or with no order at all- it's your choice.

To Enter Data in the Record, do so as you would any word processor. As soon as you enter text, it is automatically saved.

To delete the record, drag the handle, to the garbage can.



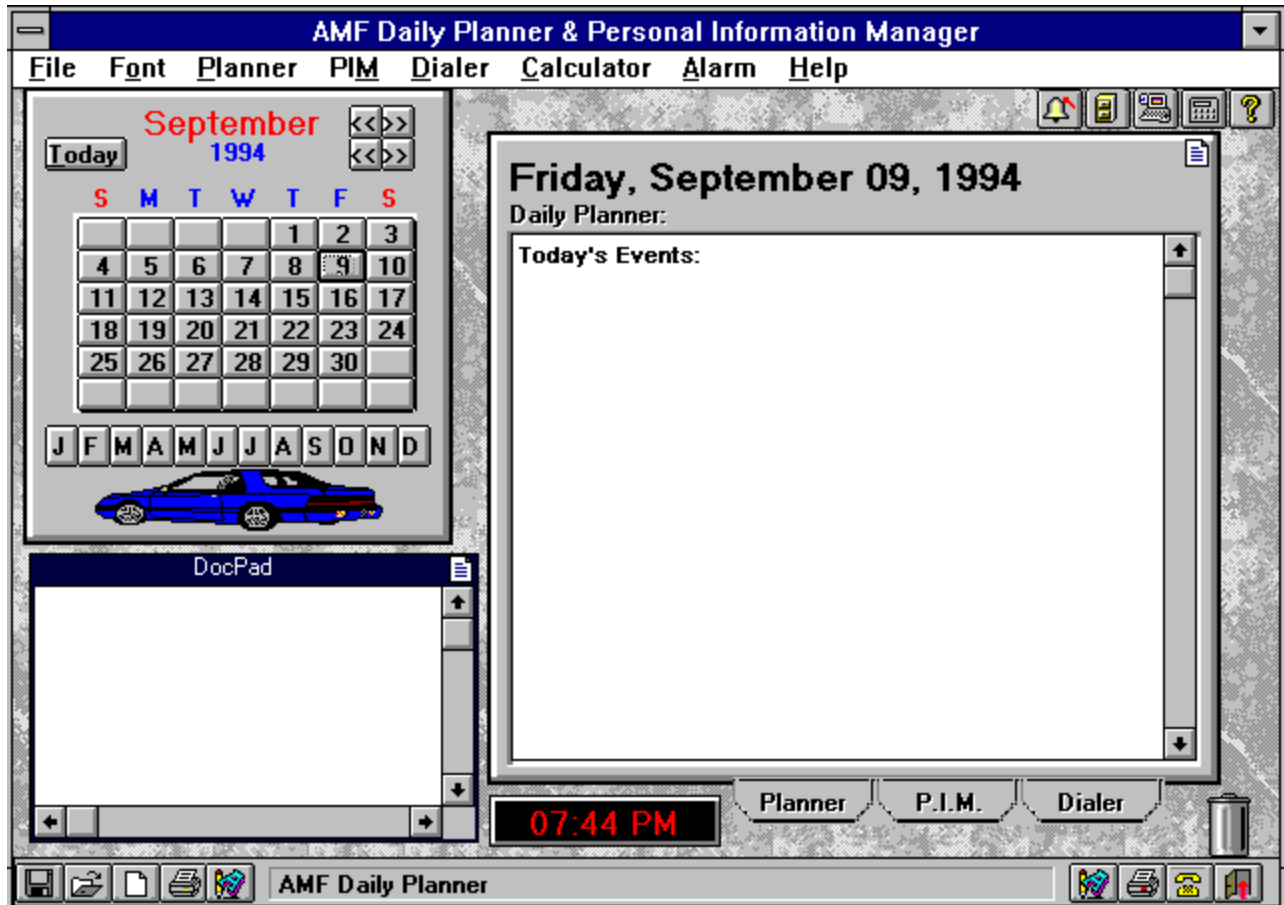
## **Title Bar**

The **Title Bar** of the main AMF Daily Planner & PIM window is used for 1)Activating the Window, and 2)By dragging, moving the window.

# The Perpetual Calendar

The Perpetual Calendar goes from the year 0 to the year 9000. It is integrated with the [To-Do List/Planner](#).

To change the picture on the calendar, simply click anywhere on the picture and select a picture from the directory tree and file lists.





# About and Contacting the Author and Credits



ASP

The Author of this program is Andrew M. Freeman. Created and designed by Andrew M. Freeman in September of 1994. Copyright 1994.

Andrew M. Freeman  
P.O. Box 189  
Holbrook, N.Y. 11741-0189

CompuServe: 74250,1700  
Internet: 74250.1700@compuserve.com

## **Special Thanks to:**

Sidney M. Alekman  
Estelle B. Alekman  
Melissa Freeman  
and Max Doodle

Jerry Whiting for use of his barcode font for the envelopes.

## Date

This **text** displays the day, date, and year that the To-Do List/Planner is open to.

## Day

Clicking on this **button** will change the date displayed in the To-Do List/Appointment Book, provided that the date is in the future. Otherwise, it will have no effect.

## Minimize

This **button** minimizes the main AMF Daily Planner and PIM window.

## **The Month Buttons**

These set of buttons allow jumping from month to month. The letter is the first letter in each month of the year.

# Order Form

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Delivery Address (State, (Province), Postal Code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity (1-5) \_\_\_\_\_ @ \$21.95 (US) each = Total \$ \_\_\_\_\_

Quantity (6-10) \_\_\_\_\_ @ \$17.95 (US) each = Total \$ \_\_\_\_\_

Quantity (11-15) \_\_\_\_\_ @ \$14.95 (US) each = Total \$ \_\_\_\_\_

Quantity (16-20) \_\_\_\_\_ @ \$11.95 (US) each = Total \$ \_\_\_\_\_

Quantity (21-25) \_\_\_\_\_ @ \$9.95 (US) each = Total \$ \_\_\_\_\_

Quantity (25-35) \_\_\_\_\_ @ \$6.95 (US) each = Total \$ \_\_\_\_\_

Quantity (36-99) \_\_\_\_\_ @ \$5.95 (US) each = Total \$ \_\_\_\_\_

Quantity (100+) \_\_\_\_\_ @ \$4.95 (US) each = Total \$ \_\_\_\_\_

For a site license or bulk discount rate or for a special arrangement, please contact Andrew M. Freeman at:

Internet: 74250.1700@compuserve.com

CIS: 74250,1700

Ground Mail: P.O. Box 189

Holbrook, N.Y. 11741-0189

USA

Comments/Suggestions/Notes/Additional Information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Press** Print **to print this form.**

# Getting Started

Note that these directories and drives are **only** examples

To setup this program, create a directory called PIM:

```
C:\>MD C:\PIM
```

Then, copy all the files that came with this program into that directory.

```
B:\>COPY *.* C:\PIM
```

Then Copy the Help File (pim.hlp) to your Windows Directory, normally C:\WINDOWS:

```
C:\PIM>COPY PIM.HLP C:\WINDOWS
```

Then Copy the VBX files (\*.VBX) and the DLLs to your WINDOWS\SYSTEM directory:

```
C:\PIM>COPY *.VBX C:\WINDOWS\SYSTEM  
C:\PIM>COPY *.DLL C:\WINDOWS\SYSTEM
```

Then Copy the TTF (True Type Font) File to your WINDOWS\SYSTEM directory:

```
C:\PIM>COPY *.TTF C:\WINDOWS\SYSTEM
```

Then, run Control Panel and double click on the Fonts Icon. Then click the Add Button. Change to your WINDOWS\SYSTEM directory and click on the ZipCodeBarcodeTT font and install that. This font is used to print POSTNET barcodes on envelopes going to the United States.

To Run the PIM, choose Run from Program Manager and type C:\PIM\PIM.EXE, or double click on the pim.exe file in File Manager.

That's it. Setup Complete.

To learn the basics, skip through this help file. This PIM is the only PIM which is easy enough to learn without reading the documentation.

# Uninstalling AMF Daily Planner & PIM

- 1) Delete all files from the directory which contains AMF Daily Planner & PIM (normally C:\PIM)
- 2) Delete PIM.HLP from your Windows Directory.

That's it. AMF Daily Planner & PIM is now uninstalled.



## **The ASP: Association of Shareware Professionals**

**This program is produced by Andrew M. Freeman, an approved 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.**



The **ZipCodeBarcodeTT Font** in this application is Shareware.

The font, ZipCodeBarcodeTT, in this package is copyright 1993, 1994 Jerry Whiting. The font has been distributed as shareware. If at the end of 30 days, you continue to use the font you must pay \$10 for it at that time. Be honest, if you find ZipCodeBarcodeTT of value, please register and pay the \$10.

ZipCodeBarcodeTT is a font subset of POSTools, Azalea Software's POSTNET bar code printing package. POSTools contains a Type 1 version of the ZipCodeBarcode font for use with Adobe Type Manager (ATM), ZIPCHECK (a Windows utility) to calculate the check digit, a Word for Windows file that includes a macro to create the bar code in one step and the FIM bars as EPS files. POSTools is regularly \$59 but mention ZIPBAR.ZIP and get it for only \$49.

If you have questions about this font or any other bar code printing needs, please feel free to contact us.

Azalea Software Inc.  
PO Box 16745  
Seattle WA 98116-0745  
72627,746 azalea@igc.org  
206 932-4030 Voice  
206 937-5919 FAX

Azalea Software specializes in quality bar code printing solutions, fonts and utilities, PC and Mac. POSTNET, UPC/EAN/ISBN, Code 39, Code 93, Interleaved 2 of 5, Codabar, etc. POSTools, ZipCodeBarcode & ZipCodeBarcodeTT are trademarks of Azalea Software, Inc.

## Menu Bar

Click on an item to show its menu.

## Select a Picture

Click the picture to change it to one of your choice. Can be a WMF (Windows Metafile), BMP, and any other standard Windows Bitmap-Style Picture.



## DocPad: The Handy Text File Editor and Note Taker

DocPad can be used at anytime, because it's always visible. Take notes while you're on the phone, or take down a phone number or directions. It works just like any other text editor-- and even let you save and print. You can use the standard menu commands to control DocPad, or the toolbar commands, found just beneath it.

Make sure you save changes, for DocPad does not yet support an autosave feature.

DocPad prints the filename, date, and current page number as a header, the rest of the document is how it looks on screen (WYSIWYG). You can change the font and point size as well.

Saving Procedure: After accessing the save button, enter a path and filename, or select one and type a filename. YOU WILL BE PROMPTED TO CONFIRM OVERWRITING OF FILES. This file is a valid text file.


Deletion Procedure: To Delete the File, simply drag the file handle () to the Garbage Can ()

Opening Procedure: Select a path and filename to open. If the file is less than 40K and is a valid text file, DocPad will open it in under 1 second.

New Procedure: A New DocPad clears the contents of the old DocPad. You will be asked to save the current document if changes were made.

Print Procedure: As with all printing procedure, clicking on the Printer Icon on the status bar will abort the print job.

## Object Handle

The Object Handle () is used to drag objects like text files and calendar lists, and PIM entries which may not be able to be dragged as a whole. This handle is useful to delete a text file, or clear a planner record.

## The Clock

Placed in an ideal location, the clock can show US time format or 24 hour international time format. To Change Formats, Change the setting in the File menu.

## **Planner Tab**

Clicking this tab activates the planner.



## **P.I.M. Tab**

Clicking this tab activates the PIM/Phonebook

## Dialer Tab

Clicking this tab activates the dialer.

## Trashcan

Use this to drag and drop items you wish to delete. Either drag a list item, or use a handle

## **Exit**

This will end the current AMF Daily Planner and PIM session.

## PIMCalc: The easy to use calculator:



All the normal buttons plus C-Clear; CE-Clear Entry, Door- Exit.  
Easy to use and convenient, too.

## **Print**

Depending on if the Planner or the PIM is active, the print button will print the selected day's events or a full phone/fax listing.

## **DocPad Document Print**

Prints the contents of DocPad.

## **DocPad Open Text File**

Opens a text file for viewing/editing in DocPad.



## **DocPad Document Save**

Saves the current DocPad document as a text file which you specify.

**DocPad New Document**

Creates a new DocPad document. Clears the existing DocPad.

## **DocPad Select Font**

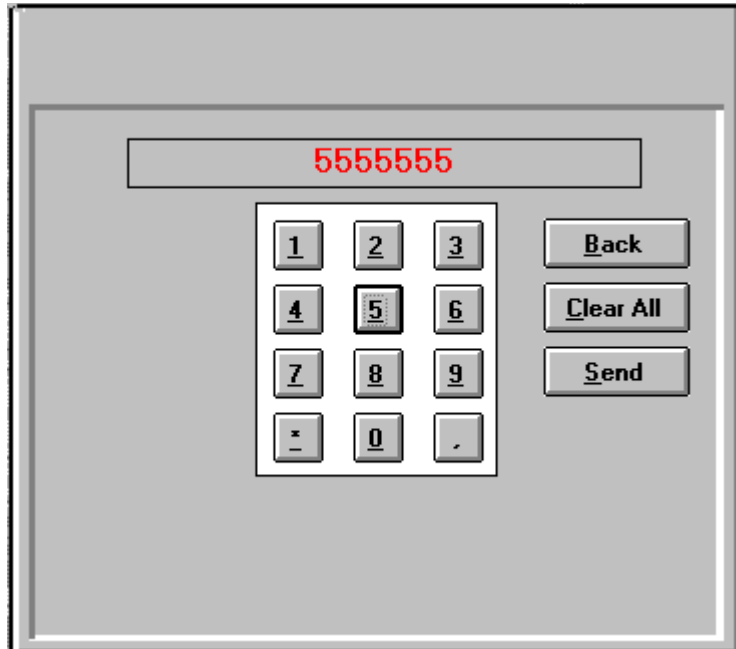
Allows font and point size selection for DocPad

## **Planner/PIM Font Selection**

Allows font and point size selection for the Planner or the P.I.M.'s Phonebook.

# Telephone Dialer

To use, just key in the number and press the send button.



Display

Clear Last Number

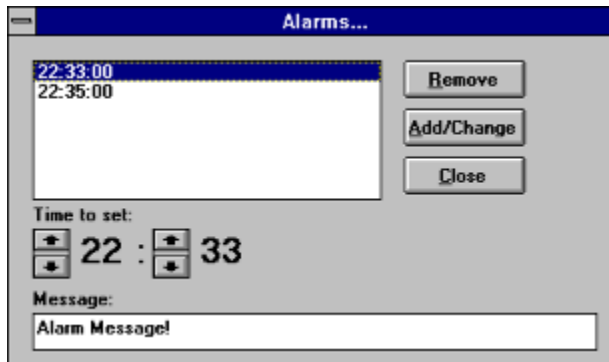
Clear All Numbers

Dial the number

The comma (,) is a standard 2 second pause between digits.

## The Multiple Alarm

The Alarm is useful for reminding you of appointments and deadlines. The alarm allows up to one alarm per minute for every minute in a 24 hour period.



**To set an alarm**, select the time you wish to have it go off, by using the scroll bars. Then, enter a message in the box. Finally, press the Add/Change button and the alarm is set.

**To remove an alarm**, select one of the preset alarms, and press the remove button.

**To change the alarm's text**, select the alarm, edit the text, and press the Add/Change button.

Alarms can be set for the current day only and will be deleted at the end of the day along with the contents of the planner for today.

## **File Manager**

This button will quickly launch file manager.

## **Control Panel**

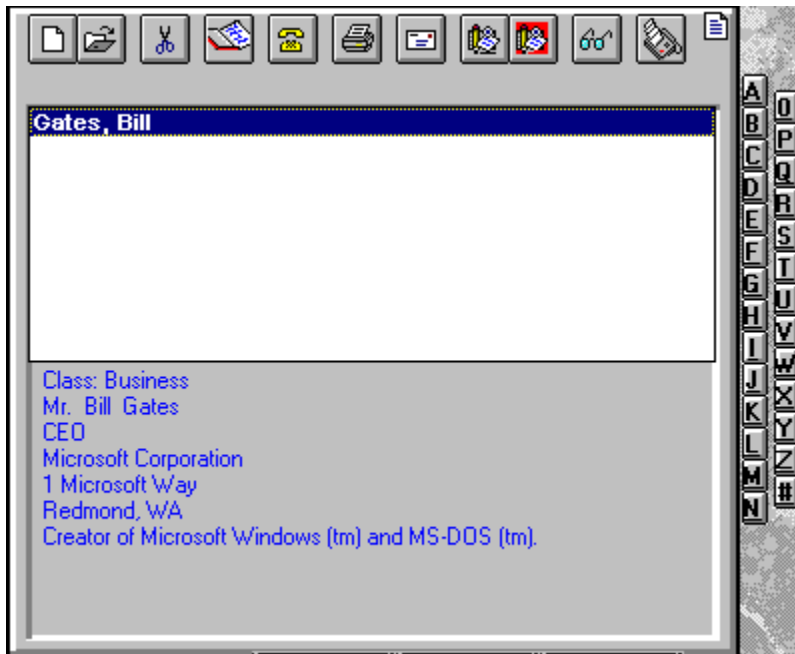
This button will quickly launch the control panel.



# The P.I.M./Phonebook

The PIM/Phonebook proves to be very useful, supporting up to 10,800 entries, with a full drag & drop interface and a rolodex-style interface.

Click on object to learn more about it:.



**Adding an entry** is as easy as clicking on the add button on the toolbar and entering the information.

**Changing the entry's information** is just as easy as clicking on the change button, and modifying the data.

**To Delete an entry**, drag the entry to the Trashcan or press the cut button on the toolbar.

**To Print an entry** press the print button on the toolbar.

**To create a business letter**, drag the entry to DocPad, or press the Business Letter button on the toolbar.

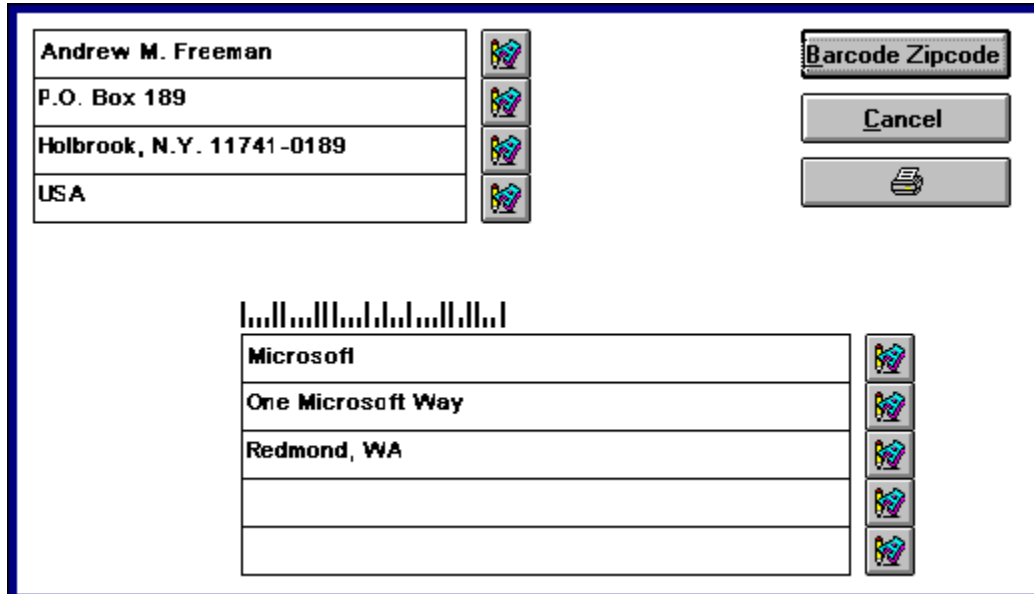
**To add the full data of the entry to a DocPad document**, press the Insert Full Data button on the toolbar.

**To call the selected entry**, press the call button on the toolbar. Note: The telephone number must be filled in.

**To fax the selected entry** the current DocPad Document or another document, press the fax button on the toolbar. Note that Delrina's WinFax Pro 4.0 (tm) is the only fax program supported, although you may change the printer to the fax driver of your choice.

# Envelopes and Labels


To create an envelope automatically, click on an entry in the phone book, and click the envelope button. The entry's name and address will automatically be inserted.



The screenshot shows a software interface for creating envelopes. It features two address blocks, each with a vertical stack of four icons to its right. The first address block contains the text: Andrew M. Freeman, P.O. Box 189, Holbrook, N.Y. 11741-0189, and USA. The second address block contains: Microsoft, One Microsoft Way, Redmond, WA, followed by two empty lines. To the right of the address blocks are three buttons: 'Barcode Zipcode', 'Cancel', and a printer icon.

The Insert BarCode button will prompt you to enter a 5 or 9 digit barcode. This barcode will be added to the WYSIWIG envelope editor, if entered correctly.



Each button will change the font and point size of each line of the envelope. Note that this program changes the printer's orientation temporarily to landscape, and then returns it to what it was originally. Insert your envelope as follows:  .

When ready to print, insert an envelope, label sheet or just use regular paper. Note that the ZIPCodeBarCodeTT font must be installed in order to print barcodes.

## **About**

Shows the about box.

## **Create Report**

This will create an alphabetic report of all entries in your PIM Phonebook. Fields which have not been filled in will be printed with space, so that you can fill it in later. This process is similar to the FiloFax standard.

## Setup

The image shows a 'Setup' dialog box with a dark blue title bar. On the left, there is a vertical list of radio buttons labeled 'COM 1' through 'COM 8'. 'COM 2' is selected. To the right of this list, there are three sections: 1. 'Phone Type:' with two radio buttons, 'Tone' (selected) and 'Pulse'. 2. 'Dialing Prefix:' with an empty text input field. 3. 'Default Salutation:' with a text input field containing 'Dear Sir:'. Below these sections are two checkboxes: 'Include Phone Number With Reports' and 'Include Fax Number With Reports', both of which are unchecked. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

### Telephone Settings:

**COM Port:** Select the COM port which has your modem connected to it. This modem will be used for dialing and faxing.

**Tone/Pulse:** Select either Tone or Pulse for the type of phone system you have.

**Dialing Prefix:** If necessary, enter a dialing prefix which will be used for all calls made.

**Default Salutation:** Used when a salutation for a specific entry is not entered.

**Include Phone Number with Reports:** Includes the phone number with reports if checked.

**Include Fax Number with Reports:** Includes the fax number with reports if checked.

## **Cut**

Deletes the selected PIM entry from the Phonebook.

## Call Entry

Calls the selected entry's phone number.



## **Print Entry**

Prints the selected entry's information.

## **Rolodex**

Click a letter on this rolodex to display all entries beginning with that letter.

## List of Entries

This listbox lists all entries under the letter clicked on in the virtual rolodex. By dragging the entry to various places, you can perform various functions like scheduling appointments, deleting entries, and more.

## Information

This lists all the entered information on the specified entry.

## **Insert Full Data**

This will insert the selected entry's full data into DocPad.

## Create Business Letter

This will insert the selected entry's name, company, occupational status, address, and the salutation in DocPad for use as the beginning of a business letter.



