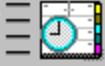# QuickHelp

[Close]

How do I...?

[Schedule my time]	Keep a list of tasks and appointments according to how often you do them or need to be reminded.
[Run a program]	Tell Scheduler where the program resides and how often you want it to run.
[Create a reminder]	Enter a message and how often you want to be reminded.
[Change my schedule]	Use the Add, Edit, Copy or Delete buttons to change entries as your needs change.

Show me the...

| [Contents] | Topics and procedures on which you can get help. |
| [Tech Support Number] | Phone number and related information for technical support and customer service. |

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 The Scheduler Toolbar

The Scheduler toolbar gives you easy access to many of the basic Scheduler features. To use the toolbar, simply <u>click</u> the appropriate button along the top of the Scheduler main window.

The Scheduler toolbar buttons are:

Add:	Lets you schedule an event.
Edit:	Lets you modify a scheduled event.
Copy:	Lets you schedule an event similar to an existing event.
Delete:	Lets you delete an event from the schedule.
Help:	Gives you access to online help for Scheduler.
Exit:	Lets you close Scheduler and disable its scheduled events. (<u>Minimize</u> Scheduler to enable scheduled events.)

Mouse and Keyboard Operations

To help you navigate, Scheduler supports many mouse and keyboard operations. Some of the most helpful include:

Double-click

on ▭   Close dialog box or window, or exit Scheduler.

⬆   Select available settings.

⬇   Select available settings.

⬅   Move the cursor one character to the left.

➡   Move the cursor one character to the right.

Spacebar   Toggle options between enabled and disabled, or press a command button.

Alt+⬇   Activate the prompt button to open a drop-down list or combination box.

Tab   Move forward through a dialog box.

Shift+Tab   Move backward through a dialog box.

Home   Move to top of event list.

End   Move to bottom of event list.

PageUp   <u>Scroll</u> up one page.

PageDn   Scroll down one page.

Alt+Tab   Make the next application window active.

Alt+Tab,...   Cycle through applications while pressing Tab. Release Alt when you reach the desired application.

Alt+➡   Select the

▭ button.

Alt+Spacebar   Activate the Control menu.

Alt+F4 Exit Scheduler.

Add Event dialog box

Use this dialog box to Add an event to your schedule. Scheduler lets you display messages or run programs at any time you specify.

Enable This Event check box

Audible Alarm check box

Type of Event drop-down list box

Description text box

Command Line to Run text box

Startup Directory text box

Run Style drop-down list box

Message to Display text box

Schedule Information group box

   Frequency drop-down list box

   Time text box

   Date text box

   Minutes text box

   Day of Week text box

   Day of Month text box

   Month text box

Enable This Event check box
Check to enable an event you have scheduled. This box must be checked for a message to display or a program to run as scheduled.

Audible Alarm check box
Check to have Scheduler sound a tone when an event executes.

Type of Event drop-down list box
Select one of the event options:

Run Program: Schedule a program to run, such as performing a backup or checking your electronic mail. See Running a Program for details.

Display Message: Schedule a pop-up message reminder. See Creating a Reminder for details.

Description text box
 Enter a name for the event so you can identify it in the Scheduler window events list.

Command Line to Run text box
Enter the name of the program you want to run. Use a program, document, or <u>batch file</u> filename, including the extension (.COM, .EXE, .BAT, or WBT). If you are not sure of the name, click the ⬚ button to select a file from the <u>File to Launch dialog box</u>.
The command line can be up to 128 characters, and you can enter parameters after the program name just as you would at the DOS prompt.

Message to Display text box

Enter the text of your message in this box. The message can be up to 128 characters long, and the text wraps automatically at the right margin.

Frequency drop-down list box

Select how often you want the <u>event</u> to occur. Depending on your selection, the Schedule Information text boxes may include spin buttons that allow you to cycle through the available settings. The <u>drop-down list box</u> lets you choose from the following intervals:

One Time: The program runs or the message appears one time only, on the specified day and time. When the event launches, Scheduler deletes the it from the events list.

Hourly: The event occurs once each hour at the Minutes interval you specify. To make an event occur more than once in an hour, add similar Hourly events, scheduling each for a different time.

Daily: The event occurs once each day at the specified time, seven days a week. To make an event occur more than once in the same day, add similar Daily events, scheduling each for a different time.

Week Days: The same as Daily except that the event occurs only Monday through Friday of each week.

Weekly: The event occurs once each week on the day and time you specify.

Monthly: The event occurs once each month on the day and time you specify.

Yearly: The event occurs once each year on the month, day, and time you specify.

NOTE: Events appear on the Scheduler events list in the order you create them, not necessarily in the order they will occur.

Time text box
Enter the time you want the event to occur (include AM or PM). The default is the current time.

Minutes text box

Enter the number of minutes past the hour for an Hourly event. The default is the current time. The format is the one you set in the Windows Control Panel under Date/Time.

For example, if you want the event to occur every hour on the half-hour, enter 30. Or, if you want it to occur every half hour, create two Hourly events and enter 00 for one and 30 for the other.

Day of Week text box
Enter the day of the week you want the event to occur. The default is the current day of the week.

Date text box
Enter the specific month, date, and year you want the event to occur. The default is the current date. The format is the one you set in the Windows Control Panel under Date/Time.

Day of Month text box

Enter the number of the day of the month you want the event to occur. The default is the current day of the month.

Month text box

Enter the month for a Yearly event. The default is the current month.

Startup Directory text box
Enter the name of a directory to change to after the scheduled program or batch file has been launched. If you're not sure of the drive or path name you want, click the ▭ button to select a directory from the Startup Directory dialog box.

Run Style drop-down list box
Select a mode in which to run the scheduled program: Normal, <u>Minimized</u>, or <u>Maximized</u>. By default, all applications are launched in Normal mode.

Edit Event dialog box

Use this dialog box to change any aspect of a scheduled <u>event</u>.

<u>Enable This Event check box</u>

<u>Audible Alarm check box</u>

<u>Type of Event drop-down list box</u>

<u>Description text box</u>

<u>Command Line to Run text box</u>

<u>Startup Directory text box</u>

<u>Run Style drop-down list box</u>

<u>Message to Display text box</u>

Schedule Information group box

   <u>Frequency drop-down list box</u>

   <u>Time text box</u>

   <u>Date text box</u>

   <u>Minutes text box</u>

   <u>Day of Week text box</u>

   <u>Day of Month text box</u>

   <u>Month text box</u>

Copy Event dialog box

Use this dialog box to add a new <u>event</u> that is similar to an existing one, without changing the original event.

<u>Enable This Event check box</u>

<u>Audible Alarm check box</u>

<u>Type of Event drop-down list box</u>

<u>Description text box</u>

<u>Command Line to Run text box</u>

<u>Startup Directory text box</u>

<u>Run Style drop-down list box</u>

<u>Message to Display text box</u>

Schedule Information group box

   <u>Frequency drop-down list box</u>

   <u>Time text box</u>

   <u>Date text box</u>

   <u>Minutes text box</u>

   <u>Day of Week text box</u>

   <u>Day of Month text box</u>

   <u>Month text box</u>

Startup Directory dialog box

Use this dialog box to specify a directory to switch to after a Run Program event runs.

Directory text box

Directories list box

Drives drop-down list box

Directory text box

Enter a directory name. If you want to find a directory on another drive, use the Drives drop-down list box to select the drive.

File To Launch dialog box

Use this dialog box to specify the name of the file (program) you want to launch. You can type the whole pathname yourself or use the Directories, Drives, and List Files of Type list boxes to help you find it.

File Name text box

Files list box

List Files of Type drop-down list box

Directories list box

Drives drop-down list box

File Name text box
Enter a filename or use <u>wildcards</u> to look for a range of files. If you want to search through all files (*.*) or just through programs, use the List Files of Type drop-down list box.

Files list box
Lists the names of files in the current directory in alphabetical order. Click a name to put it in the File Name text box.

List Files of Type
Lets you pick from all the files in the directory (*.*) or programs only.

Directories list box
Displays the directory tree so you can find the file or files you need. To find a particular directory quickly, type the first few letters of the directory name. The name of the current directory appears above the list box. When the correct directory appears, click its name to select it.

Drives drop-down list box
Lets you select a drive to search for files. Click the prompt button to select from a list of available drives.

Close

Expired Event Removal dialog box

This dialog box appears if Scheduler was not active at the scheduled time of a One Time event. This happens if:

- Your computer was turned off at the designated event time.
- You were not running Windows at the designated time.
- You accidentally closed Scheduler instead of minimizing it.

The expired event is listed along with its scheduled time and date. Click OK to remove the event from the Scheduler events list.

Menu Commands

Event Menu

Add

Edit

Copy

Delete

Exit

Options Menu

Hide When Iconized

Load With Windows

Add command (Event menu)

Use this command to display messages or run programs at any time you specify. Scheduler launches these events automatically at the exact scheduled time.

<u>Adding an Event</u>

▭ Edit command (Event menu)

Use this command to make changes to an <u>event</u> you scheduled earlier. You can alter the time and date the event is to run, the message that displays, and so on.

<u>Editing an Event</u>

Copy command (Event menu)

Use this command to duplicate an <u>event</u> you scheduled earlier. This provides a shortcut method of scheduling similar events, and is especially useful when you need to run an application twice in the same day.

<u>Copying an Event</u>

Delete command (Event menu)

Use this command to delete an event from the list of scheduled events.

<u>Deleting an Event</u>

▭ Exit command (Event menu)

This command ends your session and closes Scheduler. You can also click Exit on the Scheduler toolbar.
CAUTION: Be sure not to close Scheduler, or else it won't be able to perform your scheduled events.

When you finish scheduling events, click the ▾ button instead of choosing Exit.

Hide When Iconized command (Options menu)

Use this option to hide the Scheduler application icon so that it doesn't take up any space on your desktop. To open the Scheduler window again, simply choose Scheduler from the Norton Desktop Tools menu. A checkmark appears next to this feature in the menu when it is turned on.

Load With Windows command (Options menu)

Use this option to launch Scheduler automatically whenever you start Windows. This ensures that your scheduled <u>events</u> will always occur at their scheduled times. A checkmark appears next to this feature in the menu when it is turned on.

▭ Adding an Event

Scheduler lets you display messages or run programs at any time you specify. These actions are called events. Scheduler launches your events automatically at the exact scheduled time.

To add an event to Scheduler:

1. Click Add.
2. Enter the requested information for the event. Click *Dialog Box Settings* at the top of this window for help with each setting.
3. Click OK.

CAUTION: Do not close Scheduler or it won't be able to perform your scheduled events. When you finish scheduling events, click the ▼ button instead of clicking Exit on the toolbar or choosing Exit from the Event menu.

▭ Editing an Event

You can easily edit any scheduled event to suit changing circumstances.

To edit an event in Scheduler:

1   Select the event you want to edit in the Scheduler events list.

2   Choose Edit from the Event menu.

3   Change the appropriate information. Click *Dialog Box Settings* at the top of this window for help with each setting.

4   Click OK to save your changes.

Adding an Event
Copying an Event
Deleting an Event

▭ Copying an Event

Sometimes you need an <u>event</u> that is almost the same as an event already in the events list. You can easily copy an existing event and modify the appropriate settings without changing the original event. This is especially useful when you need to run an application twice in the same day or at irregular intervals.

To copy an event:

   1   Select the event you want to copy in the Scheduler events list.

   2   Choose Copy from the Event menu.

   3   Change the appropriate information. Click *Dialog Box Settings* at the top of this window for help with each setting.

   4   Click OK.

▭ Scheduling a Message

You can schedule messages to remind yourself of meetings, appointmentseven coffee breaks. The reminder pops up on your screen at the day and time you set in Scheduler.

To schedule a message:

1 Click Add.

2 Select Display Message from the Type of Event drop-down list box.

3 Enter a brief description (up to 26 characters) of your <u>event</u> in the Description text box.
This is the description that appears in the Scheduler events list and when the message pops up.

4 Enter a message (up to 128 characters) in the Message to Display text box.

5 Select when and how often you want this event to occur in the Schedule Information group box.
Click *Dialog Box Settings* at the top of this window for help with each setting.

6 Click OK.

Adding an Event
Copying an Event
Editing an Event

⌨ Running a Program

You can schedule a program to launch at a day and time you set.

To run a program at a specified time:

1 Click Add.

2 Select Run Program from the Type of Event drop-down list box.

3 Enter a description of the event in the Description text box. This is the description that appears in the Scheduler events list.

4 Enter the command line (up to 128 characters) of the program you want to run in the Command Line to Run text box. You can enter parameters after the program name just as you would at the DOS prompt.

5 Select when and how often you want this event to occur in the Schedule Information group box. Click *Dialog Box Settings* at the top of this window for help with each setting.

6 Enter the directory you want to switch to after the event runs in the Startup Directory text box.

7 Select the run syle from the Run Style drop-down list box.

8 Click OK.

Deleting an Event

You can immediately remove an <u>event</u> from the Scheduler events list.

To delete an event from Scheduler:

1   Select the event you want to delete in the Scheduler event list.

2   Click Delete.
    The event is immediately removed from the schedule.

CAUTION: Scheduler does not ask you to confirm that this is the event you want to delete, and there is no way to cancel or restore the deletion. Be sure to check the event description carefully before clicking Delete.

<u>Editing an Event</u>

Scheduling Non-Windows Applications

See Also   Dialog Box Settings

You can run non-Windows applications from Scheduler using any .BAT, .COM, .EXE, or other valid application file. You can also use the name of any document file, but only if an association exists for that document's file extension.

To add a non-Windows event to Scheduler:

1   Click Add.

2   Select Run Program from the Type of Event drop-down list box.

3   Enter a description of the event in the Description text box. This is the description that appears in the Scheduler events list.

4   Enter the command line (up to 128 characters) of the program you want to run in the Command Line to Run text box. You can enter parameters after the program name just as you would at the DOS prompt.

5   Select when and how often you want this event to occur in the Schedule Information group box. Click *Dialog Box Settings* at the top of this window for help with each setting.

6   Enter the directory you want to switch to after the event runs in the Startup Directory text box.

7   Select the run syle from the Run Style drop-down list box.

8   Click OK.

Adding an Event
Editing an Event
Running a Program

▭ Removing Expired Events

If Scheduler is not active at the scheduled time of a One Time event, the event will not run. The next time you launch Scheduler, the Expired Event dialog box appears describing the situation and event that has expired.

To respond to an expired event:

◆   Click OK to delete the event from your schedule.

Or,

◆   Click Cancel if you want to retain the event information so you can edit it.

Contacting Technical Support and Customer Service

To quickly find technical support or customer service information, click on one of the following:

- [Customer Service, U.S. and Canada](#)
- [Technical Support, U.S. and Canada](#)
- [Symantec BBS](#)
- [Fax Retrieval System](#)
- [Customer Service and Technical Support, International](#)

Customer Service (United States and Canada only)

Symantec Corp.	(800) 441-7234 voice
175 W. Broadway	(503) 334-7474 fax
Eugene, OR 97401	Hours: 7:00 A.M. to 5:00 P.M. Pacific Time
	Monday through Friday

Technical Support (United States and Canada only)

Symantec Corp.	(503) 465-8420 for Norton Desktop.
175 W. Broadway	(503) 465-8450 for Norton AntiVirus and
Eugene, OR 97401	Norton Backup
	(503) 334-7470 fax
	Hours: 7:00 A.M. to 5:00 P.M. Pacific Time
	Monday through Friday

Symantec BBS

300-, 1200-, and 2400-baud modems	(503) 484-6699 (24 hrs.)
9600-baud modems	(503) 484-6669 (24 hrs.)

Settings for the Symantec BBS are:

- 8 data bits, 1 stop bit; no parity

Fax Retrieval System (United States and Canada only)

Symantec's Fax Retrieval System provides instant access to general product information, technical notes and virus definitions through a 24 hour automated attendant. To access this service, simply have your fax number ready and dial (800) 554-4403 from any fax machine or touch-tone phone.

International Technical Support and Customer Service

United Kingdom	Symantec UK Limited Sygnus Court Market Street Maidenhead Berkshire SL6 4AD United Kingdom	0628 59 222 voice 0628 592 287 fax
Europe (all countries except UK)	Symantec Europe Kanaalpark 145 Postbus 1143 2321 JV Leiden The Netherlands	31 71 353 111 voice 31 71 353 150 fax
Australia	Symantec Pty. Ltd. Upper Level 408 Victoria Road Gladesville, NSW 2111	61 2 879 6577 voice 61 2 879 6805 fax

Australia

All other countries   Symantec Corp.   (408) 252-3570 voice
10201 Torre Ave.   (408) 253-4992 fax
Cupertino, CA 95014
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