Stay Organized Quick & Easy

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Welcome to Stay Organized Quick & Easy!

Thank you for purchasing Stay Organized Quick & Easy. This file contains additional information on Stay Organized Quick & Easy that may be of use and may not be in the manual or Help system. You should refer to the Stay Organized Quick & Easy Help system and manual for more complete information.

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System Configuration

Stay Organized Quick & Easy requires:

- Microsoft Windows 3.1 or higher - Microsoft Windows 3.1 or higher must be able to run properly for Stay Organized Quick & Easy to operate.
- PC/AT 386 compatible computer - Your computer needs to be based on an Intel 80386, 80486, or Pentium CPU.
- 3MB RAM available - Windows needs to be setup such that by the time you are ready to run Stay Organized Quick & Easy, the Program Manager reports your memory to have 3,000   KB free.
- VGA or higher display - You need to have a VGA or higher display setup in Windows (e.g., Super VGA).
- Hard Drive with 3MB space available - Stay Organized Quick & Easy occupies approximately 3MB of disk space once installed.

Upgrading From Another Personal Organizer

1.   Use your current personal organizer to Export or save your data as a Comma-separated-value file (.CSV) or a Tab-delimited (.TXT) text file. Consult your specific   personal organizer's manual or On-Line help for details on how this may be   accomplished.
2.   After installing Stay Organized Quick & Easy, choose Import from the File menu and select the newly created .CSV or .TXT file.
3.   Follow the instructions provided in the Stay Organized Quick & Easy User's Guide

on Help System for importing files

Printing Tips

1. Stay Organized Quick & Easy supports the use of any font available through Windows. True Type fonts are recommended for the best quality preview and printouts.

2. To use pre-sized organizer and pocket-sized paper with a laser printer, your printer should have a manual sheet feeder. For the best print alignment, select your brand of organizer paper by choosing Page Setup... from the File menu. For complete instructions, refer to Page Setup in Stay Organized Quick & Easy Help.

3. For dot-matrix printer users, if you have a choice between using tractor-feed or friction-feed paper, tractor-feed paper is recommended. However, you may need to use friction-feed paper for pre-sized organizer paper.

Refer to your printer manual for information on: proper paper alignment, emulated printers, setting printer emulation, paper feed options, envelope printing, and other printer-specific information.

Printing

Customizing Layouts

Stay Organized Quick & Easy has more than 50 possible layouts you can select. You can also customize each layout with a variety of choices including header/footer text, fonts, colors, borders, and shading. To customize a layout, choose Options in either the Layout menu or the Layout entrybar.

Layouts in Stay Organized Quick & Easy are shared by all Stay Organized Quick & Easy files. If you customize a layout, the changes you make will apply every time you use that layout, regardless of which file you are using.

"Memory Overflow" Printer Error

More complex layouts (numerous fonts, multiple colors, etc.) can require substantial printer memory. Reducing the number of fonts and colors, will reduce the memory required to print the layout. You may also be able to reduce the resolution of the printer to conserve printer memory. For laser printers a full page 300 DPI layout generally requires your printer to have at least 1MB of memory installed. If you laser printer has only 512k then layouts may not print properly. Use the Control Panel to set printer resolution, or Print Setup in Stay Organized Quick & Easy.

Printing Groups Of Events

Turn on Group Filtering and select the groups you want to print. Print the layout normally. Only events and addresses in the selected groups will print.

Print Quality

Black and white printers will print all colors in gray scale. The quality of the gray scale will depend on the printer being used. Use of the Gray Scale shading options may produce

better quality.

Laser printers and many dot-matrix printers have more than one resolution they can use. Use the Control Panel to set the default printer, printer resolution, and other printer options. You can also use Print Setup in Stay Organized Quick & Easy to change printer options while using Stay Organized Quick & Easy.

Using color printers

Make sure the printer driver you have selected through Windows is the correct one for your printer. Color printers may also need to have additional options set for controlling colors and print quality. Check these settings to make sure the color option is on.

Some color printers have multiple color reservoirs: black, red, yellow, and blue. The printer settings for using color may need to be adjusted to achieve the best text and color quality. Printer settings that optimize the use of the color black typically produce the best quality layouts.

Using Preprinted Organizer Paper

Stay Organized Quick & Easy can print on a variety of sizes of organizer paper. Select Page Setup and select the type of paper being used for each layout size, and where to print on the page.

Day Planner / Address Book

Birthdays and Anniversaries

Birthdays and anniversaries can be entered into the Address Book. When entered, Stay Organized Quick & Easy will ask if you want to add these as events in the Day Planner. If you say yes, Stay Organized Quick & Easy will place a yearly repeating event for the birthday or anniversary starting from the current date for a span of 20 years.

Copying Events and Items into Other Programs

You can use Copy Special to copy a formatted event or address to the Windows Clipboard for pasting into other Windows applications. The event or address will be copied to the Clipboard in the standard Windows text format.

Cut, Copy, and Paste

The Cut, Copy, and Paste functions are available only for individual fields in entrybars and details dialogs. Stay Organized Quick & Easy cannot cut, copy, or paste entire events or address. See above for information on copying to other programs.

Previewing Alarm Sounds and Default Alarm Sounds

The Options dialog has a Demonstrate button that lets you preview each alarm sound available in Stay Organized Quick & Easy. The Options dialog is also used to set the default alarm sound.

Keyboard Scrolling

Use the Arrow keys to scroll by event. Use Ctrl + Arrow keys to scroll by individual lines of text.

Selecting To Do Rollover Options
Stay Organized Quick & Easy has several different options for automatically handling to do item rollover. To do items rollover when their due date has passed. You can use the Options dialog to choose your preference.

Sorting and Special Characters
The Address Book displays all entries sorted into A through Z. Entries that begin with numbers or punctuation are placed into the beginning of the A pages. Entries that begin with international characters are placed into an equivalent A through Z page.

The Address Book sort order depends on the language you have currently installed using the Control Panel.   The Windows default is English (American). If you have a number of entries that contain international characters, you may wish to use English (International).

Miscellaneous

Alarms and Alarm Sounds
Stay Organized Quick & Easy must be running in order for alarms to go off.   You can choose Hide When Minimized in the Options dialog and Stay Organized Quick & Easy will hide its icon when you minimize the main window, but will still be running in the background and alarms will still go off. To bring Stay Organized Quick & Easy back, choose "Stay Organized Quick & Easy" from any running program's System menu.

The alarm sounds in Stay Organized Quick & Easy depend on the PC speaker. Drivers installed in Windows and variances in speakers can stop the alarm sounds intermittently or completely.

Attached Files and Default Attached Files
Attached files let you add items from one or more files to your current file, for viewing and printing. You cannot edit or drag-and-drop items that are stored in attached files. The default attached files are the list of files that will be automatically attached to a newly created file. Changing the default attached files in the Options dialog will not affect any existing files.

Serial Number
The serial number is displayed during installation. The serial number can also be found in About Stay Organized Quick & Easy under the Help Menu.

Printing Repeating Event Bars
If you choose the Monthly Planner layout (in any size), you may see an event printed within a horizontal bar, this is called a *repeating event bar*.

A repeating event bar appears on the Monthly Planner if you have already set an event to repeat over consecutive days, such as Monday through Friday or a Saturday and Sunday.

Important Note: In order to see the repeating event bar, you must set the event as repeating by choosing the REPEAT button from the Details dialog. If you have simply entered the event for each day, then the repeating event bar is not displayed.

Changing Repeating Events

Once you have set an event or to do item to repeat over a sequence of days, this sequence cannot be changed. You need to delete the event or to do item and then re-enter it with the new repeating sequence.

Setting Stay Organized Quick & Easy Date and Time Formats
Stay Organized Quick & Easy has several different date and time formats you can choose. Use the Options dialog to choose your preference.

Setting Windows Date and Time
Stay Organized Quick & Easy relies upon Windows having the correct date and time. You can use the Control Panel to set the system date and time.

Contacting Technical Support

If you are having problems running Stay Organized Quick & Easy, there are several things you can do to efficiently get back under way. Please go through the following checklist before calling technical support.

If you cannot figure out how to do something
- Read through the Stay Organized Quick & Easy User's Guide.
- Go to the On-line Help (press F1) and read the related topics.
- If you still cannot figure something out, call, fax or email Individual Software's Technical Support department.

If you are having problems installing or running Stay Organized Quick & Easy
- Make sure you are using Windows 3.1 or above.
- Make sure your computer meets the minimum system requirements previously listed.
- Make sure you have properly installed Stay Organized Quick & Easy. Refer to the Stay Organized Quick & Easy User's Guide.
- Try reinstalling Organized Quick & Easy, paying close attention to the installation instructions and any error messages that are displayed.
- If the program is not working properly with your printer, modem or other hardware, check to see if your other applications are working properly.

All customers who have sent in their registration card are entitled to technical assistance. Individual Software's Technical Support can be obtained by phone, fax or email. Before you call, please be at your computer and have the following information available for the best and most timely assistance.

What's wrong?
·   What exactly were you doing?
·   What exactly were the error codes?
·   Does the problem occur regularly?
·   Did you install any new software?

What hardware do you have?
·   Processor speed (486 DX33, Pentium 100, etc.)
·   Amount of RAM (8MB, 16MB, etc.)
·   Brand of computer and brand and model of printer

How To Contact Technical Support
Individual Software Inc.
5870 Stoneridge Dr., #1
Pleasanton, CA 94588-9900

Hours: 8:00am - 5:30pm Pacific Time, Monday - Friday

Phone: (510) 734-6767
Phone: (800) 331-3313
Fax: (510) 734-8337
E-mail: techsupport@individualsoftware.com
World Wide Web Page: http://www.individualsoftware.com

Please include the product name, a detailed description of the problem, your computer system information, and a daytime phone number.

Offering Suggestions About Stay Organized Quick & Easy

We are always open to your comments and suggestions on how we might improve Stay Organized Quick & Easy to better suit your needs. Please direct your comments to the Stay Organized Quick & Easy Product Manager at:

E-Mail   75201.375@compuserve.com
FAX   (510) 734-8337
Phone   (800) 822-3522