



**To schedule virus scans:**

1. Click Scheduler in the main window.  
The Norton Program Scheduler appears.
  2. Click the Add button. (If the button isn't visible, select Add from the Event menu.)  
The Add Event dialog box appears so you can schedule any type of event.
  3. Click Scan for Viruses in the Type of Event drop-down listbox.  
The dialog box changes to accept information specific to a virus scan.  
 You can schedule other types of events. Simply select a choice from the Type of Event drop-down listbox.  
The dialog box changes so you can enter relevant instructions.
  4. Check Enable This Event. If you uncheck this option, the scan won't run.
  5. Check Audible Alarm to hear a sound when the scan starts.
  6. Type a brief description in the Description text box.  
This text will appear in the Events listbox in the Scheduler main window.
  7. Type the drive letter or pathname for the drive, folder, or file you want scanned in the What To Scan text box.  
To scan more than one item, use a space between them. For example:  
C: D:\Applications
  8. Select how often you want the scan to occur in the Frequency drop-down listbox.
  9. Finish scheduling the scan by entering the correct time, day, and date information and click OK to save settings and exit the dialog box.
-  The Scheduler must be loaded in order to execute the scans you have scheduled.
- ▶ Click the Minimize button.  
The Scheduler remains active so that the scan can run at the time you specified.  
The scans you scheduled will run automatically. If your computer is turned off or the Scheduler is not loaded when a scan is scheduled, you are notified that the scan was canceled the next time the Scheduler loads.

The Scheduler toolbar gives you easy access to many of the basic Scheduler features. To use the toolbar, simply click 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. (Minimize Scheduler to enable scheduled events.)

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- 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. (Minimize Scheduler to enable scheduled events.)

The Events list shows you what events are scheduled, as well as how often and/or when they will be run.

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Select one of the event options:

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

Display Message: Schedule a pop-up message reminder.

Scan for viruses: Schedule a scan. You'll specify what to scan in the What to Scan textbox.



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

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. For example, the message might remind you to ensure that Norton AntiVirus Auto-Protect is enabled.

Type the drive letter or pathname for the drive, folder, or file you want scanned in the What To Scan text box. To scan more than one item, use a space between them. For example :C: D:\Applications

Enter the name of the program you want to run. If you are not sure of the name, click the browse button to select a file from the File to Launch dialog box. 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.

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

Select a mode in which to run the scheduled program: Normal, Minimized, or Maximized. By default, all applications are launched in Normal mode.

Use the settings below to determine when and/or how often the event should take place.

Select how often you want the event 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 drop-down list box 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 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.

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



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 Regional Settings.

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

## **Add, Edit, or Copy event dialog box**

### **To add a scheduled event:**

1. Choose a Type of Event from the drop-down list box.
2. Check Enable This Event. If you uncheck this option, the scan won't run.
3. Check Audible Alarm to hear a sound when the scan starts.
4. Type a brief description in the Description text box.  
This text will appear in the events list box in the Scheduler dialog box.
5. Select how often you want the scan to occur in the Frequency drop-down list box.
6. Finish scheduling the scan by entering the correct time, day, and date information.
7. Click OK.

### **To edit or copy a scheduled event:**

- ▶ Make the desired changes and click OK.

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.

Check to have Scheduler sound a tone when an event executes.

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.

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

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



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

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

## **Edit event**

### **To edit a scheduled event:**

- 1.** Highlight the event in the Norton Program Scheduler window.
- 2.** Click Edit on the toolbar.  
The Edit event dialog box appears.
- 3.** Make changes to any of the settings.
- 4.** Click OK.

Check this box to display the Norton Program Scheduler status bar. If you uncheck the box, you will not see the status bar.

Check this box to display the Norton Program Scheduler toolbar. If you uncheck the box, you will not see the toolbar.

Use the options below to determine how the toolbar will appear. The sample toolbar will show you an example of each of the options before you have to make a final choice.

Click this to display a toolbar with words only. Notice that the sample toolbar shows an example of what this option looks like.

Click this to display a toolbar with pictures (or icons) only. Notice that the sample toolbar shows an example of what this option looks like.



Click this to display a toolbar with words and pictures (or icons). Notice that the sample toolbar shows an example of what this option looks like.

The sample toolbar shows an example of what each of the above options looks like.

## Appearance Settings

From the Appearance Settings dialog box, you can change the look of the Scheduler. You can:

- remove the status bar

and/or,

- remove the tool bar

- change the style of the toolbar to display only words, only pictures, or words and pictures together

You may choose to modify some settings to save screen space if you like to keep the Scheduler open on your desktop.

Check this to have Norton Program Scheduler prompt you when you attempt to exit. The reason you may want to check this is that this prompt reminds you the scheduler won't run if you exit.

Check this to have Norton Program Scheduler prompt you when you attempt to delete a scheduled event. The reason you may want to check this is to confirm you actually want to delete the event.

Check this to have Norton Program Scheduler prompt you when you attempt to add or copy a scheduled event. The reason you may want to check this is to confirm you actually want to save a new event.

## Confirmation of scheduled events

The confirmation dialog box provides extra protection against accidentally deleting a scheduled event or exiting the Scheduler. It is important not to exit the Scheduler if you have scheduled events. They will not run if you exit. Instead you need to minimize the Scheduler by clicking the Minimize button.



If you do not want to be prompted to confirm your choices, check Do not request confirmation when editing scheduled events.

Check this to have Norton Program Scheduler prompt you when you attempt to add or copy a scheduled event. The reason you may want to check this is to confirm you actually want to save a new event.



Use this option to launch Scheduler automatically whenever you start Windows. This ensures that your scheduled events will always occur at their scheduled times.

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 click Scheduler in the Norton AntiVirus main window.

Use this option to show the current date and time in the Norton Program Scheduler's title bar.

## **General Settings**

Use these settings to determine how Scheduler will work when run. These settings will automatically take effect once you click OK. You do not need to restart Windows. These settings will stay in effect until you change them again.

This is the description of the message you have entered in the Add event dialog box.

This message displays the text you entered in the Add event dialog box. You can change this text by editing this event.

This message notifies you of events that have expired. You should remove them from your events list.

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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.

The confirmation dialog box provides extra protection against accidentally deleting a scheduled event or exiting the Scheduler. It is important not to exit the Scheduler if you have scheduled events. They will not run if you exit. If you do not want to be prompted to confirm your choices, check Do not request confirmation when editing scheduled events.

The confirmation dialog box provides extra protection against accidentally deleting a scheduled event or exiting the Scheduler. It is important not to exit the Scheduler if you have scheduled events. They will not run if you exit. If you do not want to be prompted to confirm your choices, check Do not request confirmation when editing scheduled events.


## **Confirmation Settings dialog box**

Use these settings to prompt you when you attempt any of the actions shown. This offers extra protection.

Type the drive letter or pathname for the drive, folder, or file you want scanned in the What To Scan text box.  
To scan more than one item, use a space between them. For example:  
C: D:\Applications

## **Expired Event dialog box**

The event you have scheduled has expired. The date or time has already passed. Return to the Norton Program Scheduler Add Event dialog box and enter a valid time and date.

 If you want the event to run once weekly or monthly, etc., check to ensure that you have not selected a one-time event in the Add Event dialog box.



