calendar.ico

Calendar v4.01

A calendar that asserts to work the way you think.

for

Windows '95 and Windows NT.

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This is a brief description of the functionality of the Calendar program along with some suggestions on how you might use it as well as how we use it. This program was written to be user intuitive. The program incorporates typical Windows menus and puts those buttons you most commonly use right out front. There are also hot keys for experienced users wishing quick access to menu items.

First of all, if you ever forget what to do, go to HELP and select *How To Use* or control-F1. You will see a list of TIPS and SUGGESTIONS. Calendar is not a difficult program to use, however, using it on a regular basis is the best way to get acquainted with any new program.

INSTALLATION

Make sure to CLOSE all other programs before trying to install new programs.

If you downloaded Cal401.exe from your internet service. Cal401.exe is a self-extracting program. You may copy the program to a directory on your hard drive from which you will install the Calendar files or we recommend you format a high density 3 ½" floppy diskette and extract the Calendar setup files to the floppy. You can then install the program from the floppy following the steps listed in the next paragraph.

To extract the Calendar Setup Files to a directory on your hard disk:

run the Cal401.exe program.

To extract the Calendar Setup Files to floppy drive:

run Cal401.exe A: *[or whatever drive you are extracting to].*

If you received a Calendar setup disk. Insert the disk into floppy drive (on most machines, this is Drive A). In Windows '95, go to START - RUN and enter A:SETUP.EXE, click OK. Or you may BROWSE, select Drive A:, select SETUP.EXE, and click OK. The setup program will ask where to install the Calendar program files on your hard drive and then setup a menu selection item on your menu.

If the program Errors out (Fails to install properly), restart Windows and just install again. If you have problem after problem installing Calendar, write down the

error messages you receive and Email me with your problems. I will be glad to help you. My Email address is listed below. Most installation failures occur because other programs are running while new programs are trying to install. Make sure you unload (CLOSE) all other programs before you try to install new programs.

Features

The biggest feature Calendar v4.01 offers is seeing your small daily messages for each day of the month at a glance. By double-clicking any day in the month, you open a *ZOOM* window where you can see the total message for that day and edit it if you wish. You may move through years by selecting the plus and minus buttons or by selecting *YEAR* on the menu and entering the year. Don't be fooled. Valid years you may select range from the year 100 to the year 9999. However, scientists tell us that our calendars are inaccurate sometime before the year 1800. Perhaps if you are a historian, that may matter to you but to most users, they are more interested in the future than the past. By selecting a *FORMAT* for the *DATE* and *TIME,* you can decide how you would like see the date and whether you choose to the see the time in a 12 or 24 hour clock format or turn it off. Whatever format and day is selected is what is shown in the icon title bar when the program is minimized. Therefore to jump quickly back to *TODAY*'s date, you simply click the menu bar.

Two other features of which you should be aware are under the *FILE* menu. When you *SAVE* your calendar, you are saving all of the properties of the calendar to a file of your chosen name in your chosen directory. You are NOT saving the messages that are shown inside each of the days in the month. *FILE - CALENDAR DATA FILES* lets you select where you would like to save your day message files. Day message files are saved **on the fly when you select *CLOSE* in the *DAILY TEXT* window.** Day files are saved in standard text format so even if you loose or corrupt the Calendar program files, you can still get to your days files with a the standard Notepad program that comes with Windows. Even if you reinstall the Calendar program after having worked with it for months or years, your day files will not be deleted or overwritten. Saving day files in the standard text format also makes it easy to import and export your day files into and out of other programs. Day file Filenames are formatted as mm-dd-yr.cda so even with the File Manager or Explorer you can quickly see what day to which any file makes reference. You may also cut, paste, and copy your day file messages in and out other programs as well. In Calendar, you would do this in the *ZOOM - DAILY TEXT* window. Past all this, play with it and enjoy. It can be a powerful addition to your Windows collection of software if you use it. Below are some suggestions as to how we use it on a daily basis.

Quick Reference

{by the menu}

File

New **-** CLEAR ALL DAY MESSAGES FOR THIS MONTH AND PREFERENCE CALENDAR NAMES AND PATHS.

Open **-** OPEN A CURRENT CALENDAR PREFERENCES FILE AND LOAD ALL THE ASSOCIATED DAY MESSAGES

Save **-** SAVE THE CURRENT PREFERENCES TO A CHOSEN FILENAME.

Calendar Data Files **-**SELECT WHERE CALENDAR DAY MESSAGE FILES ARE STORED. ESPECIALLY USEFUL FOR NETWORKED DAY FILES.

Print Preview-FOUND ONLY IN THE REGISTERED VERSION. SHOWS WHAT THE CURRENT MONTH WILL LOOK LIKE AS A PRINTED PAGE.

Print **-FOUND ONLY IN THE REGISTERED VERSION.** PRINTS THE CURRENT MONTH WITH DAY MESSAGES ATTACHED.

Exit

Options

Select Font and Font Size **-FOUND ONLY IN THE REGISTERED VERSION.** SELECT FONTS AND FONT SIZES TO SHOW MORE LINES IN THE DAY MESSAGES ON MY SCREEN.

Select Colors **-FOUND ONLY IN THE REGISTERED VERSION.** LETS YOU CUSTOMIZE YOUR CALENDAR COLORS TO YOUR LIKING.

Zoom

Daily Text **-**ENTER, EDIT, CUT, COPY, AND PASTE TEXT IN THE DAILY MESSAGES FILES.

Year **-**VIEW THE ENTIRE YEAR AT A GLANCE.

Month-SELECT THE CURRENT MONTH TO VIEW.

Year **-**SELECT THE CURRENT YEAR TO VIEW.

Today -JUMP TO TODAY'S DATE.

Format

Time **-**FORMAT THE TIME TO A 12 OR 24 HOUR DIGITAL CLOCK OR SELECT NOT TO VIEW IT AT ALL.

Date **-**FORMAT THE DATE TO ONE OF FOUR OPTIONS. FORMATS THE DATE FOR PASTING TO OTHER APPLICATIONS.

Help

How To Use **-**A LIST OF HOW TO USE THE CALENDAR WITHOUT READING THIS FILE ALL THE TIME.

About -HOW TO REGISTER AND GET HELP FROM THE AUTHOR.

Suggestions for Use

At our workplace:

We use the calendar primarily in two ways. One, for our personal use to display birthdays, anniversaries, and the like. Two, to display important work project days. So users on our networked system may have one copy of Calendar installed on their machine with two Menu assignments in Program Manager or in START. The first menu item is their personal menu with a separate subdirectory for their personal day files. And the other is a mapped network drive and subdirectory where the boss puts important work assignments. You can run more than one copy of Calendar at one time. So I bring up two copies of Calendar in my Startup group, one bringing up my personal items and the other the work items assigned to me each day when I turn on my computer. Even if the boss updates the day files, they are updated on the fly as I continue to work with Calendar. It is NOT instantaneous, however, it is very quick. Quick enough for most applications. **TIP:** When we use the work Calendar Preference File from the network, we OPEN it as READ-ONLY. You will see that checkbox on the right hand side of the OPEN dialog box as you choose the Filename to OPEN. You may also connect to a network drive (in Windows '95 and Windows NT) if you have not done so and need to at that time.

Our network is a DEC VAX/VMS mainframe on one side and a Windows NT server on the other. Since the files are in text format, I can look at them or edit them from either platform. All I need to do is get to a terminal or connected PC to do it. The Calendar program will install from a server as well if the currently connected PC does not yet have it installed. Just copy the installation files to a subdirectory on the server and then connect to that directory from the PC and run setup.

In the Classroom:

Calendar is also good for passing out assignments to a computerized class. Day files having the due date assignments and cirriculum are passed out to the students via floppy disk or a mapped network drive. Students can run the Calendar program with a predesigned Preference file (per the command below [the same one used to setup a menu item]) and see a graphical picture of when assignments are due or test are to be given and the topics over which they are to be tested.

Menu items and Commandline usage:

In the menu shortcut or on the commandline enter:

drive:\path\Calendar.exe drive:\path\YourFile.pca

where YourFile.pca is your Calendar Preference File to OPEN.

Here's an example:

c:\calendar\calendar.exe c:\calendar\dick\dick.pca (my personal calendar file).

C:\calendar\calendar.exe z:\calendar\dickwork\dickwork.pca

(my work assignments day files on the network mapped drive).

To Register

You may register Calendar via Compuserve: GO SWREG ID# **9496**.

Or you may send your payment with your order (Money Order or Company Check ONLY please) payable to:

Dick Wilson

Wilson Productions

Route 1, Box 40

Quitman, MO 64478

NO C.O.D.s…

Upon registration, you will received the latest greatest copy where all those popup messages will vanish and the function will work; along with notification of future releases to which you may upgrade for a nominal fee.

I also welcome all suggestions and ideas to improve the program or wish lists for future release enhancements. Those registered users submitting ideas first that are incorporated into the product will receive that new version incorporating those ideas free of charge.

Questions? Problems?

You may Email me with your questions at either one of the two addresses below: dwilson@acad.nwmissouri.edu or 102003.3526@compuserve.com. I check my Email frequently.

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The Price

Calendar v4.01 for Windows '95 and Windows NT $SHAREWARE version

Calendar v4.02 for Windows '95, Windows NT Registered $10.00

[if downloaded over Compuserve or the internet]

Calendar v4.02 for Windows '95, Windows NT Registered $10.00 + shipping and disk

[if ordered via mailed Money Order or Company Check]

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