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Overview

"Pronto" means "soon" in Spanish. Soon you are going to have an important appointment you will not want to miss. *UZPronto* helps you to keep track of your appointments. It is a simple, yet powerful appointment calendar designed specifically for laptop computers, although it will also run well on desktop systems.

Here are some of the powerful features of *UZPronto*:

It lets you easily schedule appointments, tasks and reminders, and will notify you in advance when one comes due. It is designed to continuously run while you are in Windows, either iconified or as an open window in the background. We recommend that you start it from the Startup Program Group, as detailed in the [Installation](#) instructions.

It includes a set of appointment calendars which you can include in your own customized appointment book, such as U.S. and other countries' holidays (for travelling), professional-related, such as computer trade show dates, etc. Customization is a matter of a few mouse button clicks or keystrokes. For example, if you are doing business in or going on a trip to Canada, either open the calendar listing Canadian holidays, or include it in your own personal book.

You can schedule individual appointments, or create recurring events, like birthdays, anniversaries, monthly reminders, weekly meetings, etc. Duration and advance notice are fully configurable. Rescheduling an appointment is as easy as a double click. View your appointments on a daily, weekly or monthly basis.

UZPronto also has a convenient cut-and-paste feature, which lets you cut (or copy) appointments from text in another window (for example e-mail, or from a WWW browser) onto the Windows Clipboard, then paste them into your appointment books with a few mouse clicks.

Some of the behind-the-scenes "invisible" features are:

It works correctly with modern laptops' Suspend/Resume mode. When you press the Resume button, *UZPronto* will automatically position itself on today's date.

The "autosave" feature saves your active calendar to disk every 5 minutes, thus reducing the need for those pesky "Save now?" messages upon exiting Windows. When saving any file, it will create a backup of the existing file first, so you can always recover from mistakes.

UZPronto's color scheme has been designed for monochrome laptop displays as well as color displays. Its space-saving user interface works well on small laptop screens and large SVGA desktop screens. Fonts used in views are configurable.

Finally, *UZPronto* is designed to be simple and unobtrusive. It is small, uses little disk space and computing power.

The [Getting Started](#) section gives you a 5 minute introduction to *UZPronto*. Check it out!

Installation

Windows 3.x

Since there are many ways to get *UZPronto*, there are as many ways to install it, and one simple alternative is to follow these instructions:

1) Copy the files from the distribution medium onto your computer. This depends on how you got your copy of the product, and how familiar you are with DOS or Windows:

a) first make a separate directory (either by using `mkdir` from the DOS prompt, or "File" "Create Directory" from the File Manager), for example `C:\UZPRONTO`;

NOTE: It is highly recommended to install into a newly created directory, so that you can easily upgrade or uninstall later.

NOTE: If you have a previous registered version of *UZPronto*, we still recommend installing into a new directory. For example, if you named the old directory `UZPRONTO`, you should rename it to `UZPRONTO.OLD`.

b) then copy the files from your distribution medium:

- if you got *UZPronto* in a downloaded archive file (PKUNZIP, LHARC, ZOO, ...), you need to extract it with the appropriate extraction program;

- if you have it on a diskette or CD-ROM, just copy them into that directory (for example: in DOS type

```
XCOPY /S A:\UZPRONTO\*. * C:\UZPRONTO
```

or in the File Manager use the "File" "Copy" command).

2) Run the installation batch file `INSTALL.BAT` (either from the DOS prompt, or by double-clicking on it in the File Manager). This script makes sure that extracted files are in their correct subdirectory with correct permissions, and asks you to copy files into your system directories. Your system area is not modified without your permission!

NOTE: if you are upgrading from a previous registered version of *UZPronto*, now copy the old license file (`UZPRONTO.OLD\UZPRONTO.LIC`) and configuration file (`UZPRONTO.OLD\UZPRONTO.INI`) to the freshly installed directory. If you saved your calendar files in `UZPRONTO.OLD\DATA`, then copy them to the `DATA` subdirectory of the freshly installed directory. This will spare you the time (and cost!) of reregistering the software and keeps your old calendars. When you are sure that the new revision is working well, you can remove the old version by deleting the directory `UZPRONTO.OLD`.

3) If you have not done so already, create a new program item in a program group, so that you can run *UZPronto* by double-clicking on its icon, like any of the other applications. You can do this in the Program Manager either by

a) dragging the "*UZPronto*" executable file from the File Manager into the program group (consult your Windows manual); or by

a) restoring the program group (for example, by double-clicking on its icon); and

b) choosing the "File" and "New..." menu entry of the Program Manager. Choose "Program item" and hit "OK". Set its "Description" to "*UZPronto*", its "Command Line" to "`uzpronto`" and its working directory to the directory where you installed the *UZPronto* files. When you are done, the "*UZPronto*" icon should be in the currently selected program group.

4) double-click on the *UZPronto* icon (to verify that it works). *UZPronto* is started when its main window shows on the desktop. Check for the version number with the "Help" "About" menu entry.

5) you can also copy the *UZPronto* icon to the Startup group, so that it is automatically invoked when Windows starts up. The most convenient way is to start it iconified (set "Run Minimized" in the "File" "Properties" command in the Program Manager menu).

To uninstall *UZPronto* in the event you are not going to use it, simply reverse the steps above, that is:

- 1) stop running the program.
- 2) remove the program item from any program group that you added it to.
- 3) run the uninstall batch script UNINSTAL.BAT from the DOS prompt.
- 4) remove the files from the directory where you copied them to.

Windows 95

Since there are many ways to get *UZPronto*, there are as many ways to install it, and one simple alternative is to follow these instructions:

1) Copy the files from the distribution medium onto your computer. This depends on how you got your copy of the product, and how familiar you are with DOS or Windows:

a) first make a separate folder on your hard-disk (either by using MKDIR from the DOS prompt, or "File" "New" "Folder" from the "My Computer" utility or the Windows Explorer), for example C:\UZPRONTO ;

NOTE: It is highly recommended to install into a newly created folder, so that you can easily upgrade or uninstall later.

NOTE: If you have a previous registered version of *UZPronto*, we still recommend installing into a new folder. For example, if you named the old folder UZPRONTO, you should rename it to UZPRONTO.OLD.

b) then copy the files from your distribution medium:

- if you got *UZPronto* in a downloaded archive file (PKUNZIP, LHARC, ZOO, ...), you need to extract it with the appropriate extraction program;

- if you have it on a diskette or CD-ROM, just copy them into that folder (for example: in DOS type

```
XCOPY /S A:\UZPRONTO\*. * C:\UZPRONTO
```

or in the Explorer open the floppy disk or CD-ROM, select all the files, then use the "Edit"

"Copy" command to copy them, open the folder that you created in step a), then use "Edit" "Paste").

2) Run the installation batch file INSTALL.BAT (either from the DOS prompt, or by double-clicking on it in the Explorer). This script makes sure that extracted files are in their correct subfolder with correct permissions, and asks you to copy files into your system folders. Your system area is not modified without your permission!

NOTE: if you are upgrading from a previous registered version of *UZPronto*, now copy the old

license file (UZPRONTO.OLD\UZPRONTO.LIC) and configuration file (UZPRONTO.OLD\UZPRONTO.INI) to the freshly installed folder. If you saved your calendar files in UZPRONTO.OLD\DATA, then copy them to the DATA subdirectory of the freshly installed directory. This will spare you the time (and cost!) of reregistering the software and keeps your old calendars. When you are sure that the new revision is working well, you can remove the old version by deleting the folder UZPRONTO.OLD.

3) if you have not done so already, create a new program shortcut. You can do this in the Explorer by dragging the "UZPronto" executable file from the Explorer onto the desktop.

4) double-click on the UZPronto shortcut. UZPronto is started when its main window shows on the desktop. Check for the version number with the "Help" "About" menu entry.

Once you are sure that UZPronto works, you can put it in the "Startup" folder, so that it automatically starts running when Windows begins. Do this by moving or copying the UZPronto shortcut into the \Windows\Startup folder.

To uninstall UZPronto in the event you are not going to use it, simply reverse the steps above, that is:

- 1) stop running the program;
- 2) remove the shortcut from any folders that you added it to;
- 3) remove the files from the folder where you copied them to.

Getting Started

Once you have installed *UZPronto* and run it for the first time, it will display a demo calendar that shows sample appointments. Use this calendar to follow along these instructions: you can flip pages in the calendar with the View|Next and View|Previous menu commands, or the PgUp and PgDn keys on your keyboard. You can display appointments a day, week or month at a time by using the View|Day, View|Week or View|Month menu commands. The Toolbar lets you accomplish the most common commands with a single mouse click. Try it out now.

When you are ready to create your own calendar, close the demo calendar with the File|Close command. Then you can create a new calendar with the File|New command. *UZPronto* will ask you to give the calendar a title, so that you can distinguish it from all the other calendars on the system.

Now you are ready to add appointments: double click on the day on which you want to add it, which brings up the Appointment Editor. There you can fill in the appointment. Try a test appointment for starters, you'll be able to delete it later. Once you have added it, you need to save the calendar with the File|Save command. Give it a descriptive filename (upto 8 characters). From now on, when you start *UZPronto*, it will use that calendar. Try it out by exiting the program with the File|Exit command, then run *UZPronto* again - your appointment will be there as expected!

Now try including one of the pre-defined calendars, by using the File|Include command. Select any of the calendars listed, and you will have those events included in your own calendar. Check it out, by traversing the calendar in the Month View. If you don't want that included calendar any more, you can use the File|Exclude command. Try it now.

Licensing

SUMMARY

Shareware, 30-day fully functional evaluation license.
Registration fee: \$15 for individual license.
To register, print and return the file register.txt .
Compuserve: GO SWREG 5328, \$20 + S/H charges for floppy.

DETAILS

UZPronto is copyrighted material by UZful Software, Inc., and is distributed as shareware. Shareware distribution of a program gives users a chance to try software before buying it. The copy of *UZPronto* you have received is given an evaluation license for a certain number of days (generally 30 days, depending on the version). You can check the status of your license with the "About" menu command. For the duration of the evaluation period, the program is fully functional. When the evaluation is over, it will give you a notice and no longer run! If you try a Shareware program and want to continue using it, you are expected to register.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors generally are accomplished programmers, just like commercial authors, and the programs are of comparable quality (in both cases, there are good programs and bad ones!). The main difference is in the method of distribution.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ideal money-back guarantee -- if you don't use the product, you don't pay for it.

DISCLAIMER - AGREEMENT

Users of *UZPronto* must accept this disclaimer of warranty: *UZPronto* is supplied as is. UZful Software, Inc. disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. UZful Software Inc. assumes no liability for damages, direct or consequential, which may result from the use of *UZPronto*.

UZPronto is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but do not give it away altered or as part of another system. UZful Software grants the right to copy and distribute this version of *UZPronto*, provided that all files in the received package (as shown in the file packing.lst) are unmodified and distributed together, either on the same disk or in the same archive.

The recipient of this copy shall not use, copy, rent, lease, sell, modify, decompile, disassemble, otherwise reverse engineer, or transfer the licensed program except as provided in this agreement. Any such unauthorized use shall result in immediate and automatic termination of this license.

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REGISTRATION

The essence of "user-supported" software is to provide personal computer users with high quality software at a low cost, and yet to provide incentive for programmers to continue to develop new products, and to maintain and improve released products. If you find this program useful and find that you are using *UZPronto* and want to continue to use *UZPronto* after the evaluation period, you must make a registration **payment of \$15.00 to UZful Software, Inc.** The \$15.00 individual registration fee will license one copy of this version of *UZPronto* for use on one computer. You must register *UZPronto* for every computer on which you want to run it. Specifically, the individual license is issued for a certain computer and the program will not run on another computer without registering it.

To register your copy of *UZPronto*, run the utility "uzlicinf" provided with this distribution at the DOS prompt on the computer that you want to run *UZPronto* on, and send its output along with the registration payment to

UZful Software, Inc.
PO Box 2089
Merrimack, NH 03054-2089

Please use the form in the file register.txt to register this program via postal mail and allow for (at least!) 1 week of transit and administrative delay. Don't forget to indicate a return postal address or e-mail account where we can return your license. If you live outside the United States, payment must be made by a bank check in U.S. \$ drawn on a bank in the U.S.

If you are a CompuServe user, you may register this program via the Shareware Registration service (GO SWREG), registration ID 5328. The library file (GO WINSHARE) also contains the registration number. A floppy containing the current (or latest) version of the registered program, as well as evaluation copies of our other products, will be

mailed to you. Although not critical, please first e-mail the registration form, as it will give us some information on your laptop model to serve you better.

Commercial users of *UZPronto* must register and pay for their copies of *UZPronto* within 30 days of first use or their license is withdrawn. Non-restrictive Site-License arrangements and custom orders may be made by contacting UZful Software, Inc. directly.

DISTRIBUTORS

Anyone distributing *UZPronto* for any kind of remuneration must first contact UZful Software at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering *UZPronto* immediately (however UZful Software must still be advised so that the distributor can be kept up-to-date with the latest version of *UZPronto*).

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Limitations

Since this is one of the initial releases of the product, there are some limitations and known problems:

- 1) you can only view one calendar at a time;
- 2) you cannot print the calendar (but you can save your calendar view into the clipboard with the "Print Screen" key on your keyboard, then print it);
- 3) the Edit Undo command is not implemented;
- 4) the Edit Copy and Edit Cut commands are not implemented;
- 5) an appointment can have at most 4 days (96 hours) advance notice;

We will be working on these. If you want to see other improvements, please let us know.

Technical Support

UZful Software provides on-line support to registered users via e-mail at uzful@mv.mv.com. Before you report a problem, please look at the list of frequently asked questions in FAQ.TXT . To report a problem, please include

- the version of *UZPronto*,
- the type of PC, and
- the symptoms of the problem (any special circumstances that make the problem appear? How often does it occur? Can you reproduce the problem?). Please describe the details of the problem precisely. The more info you provide, the quicker we can fix it.

If you have additional suggestions on how to make our products even more useful, please drop us a line.

File Menu

The File menu provides commands for manipulating calendar and files:

- creating new calendars,
- opening existing calendars,
- saving calendar files,
- printing calendars, and
- exiting the application.

<u>New</u>	Create a new calendar.
<u>Open</u>	Open an existing calendar.
<u>Close</u>	Close the current calendar.
<u>Save</u>	Save the current calendar if its contents have changed.
<u>Save As</u>	Save the current calendar under a new name.
<u>Include</u>	Include another calendar in this one.
<u>Exclude</u>	Exclude an included calendar.
<u>Import</u>	Import from a different file format into this calendar.
<u>Export</u>	Export this calendar in TAB-separated ASCII format.
<u>Print</u>	Print the current calendar.
<u>Print Preview</u>	View a sample printout of the current calendar.
<u>Print Setup</u>	Set printer characteristics.
<u>Exit</u>	Exit the application.

Edit Menu

The Edit menu provides commands to undo edits, access the clipboard, and to delete text.

Undo Undo the previous operation.

Cut Delete the selected appointment and move it to the clipboard.

Copy Copy the selected appointment to the clipboard.

Paste Paste text from the clipboard to the current calendar into new appointment.

Clear All Delete all appointments in calendar view.

Delete Delete selected appointment.

Search Menu

The Search menu provides commands to find and replace text.

<u>Find</u>	Find an appointment containing a pattern of text.
<u>Replace</u>	Replace one pattern of text with another.
<u>Next</u>	Find and/or replace the next occurrence of text pattern.

Settings Menu

The Settings menu provides commands to change settings.

Program

Change program settings.

Calendar

Change calendar settings.

Fonts

Change the fonts used in the week and month views.

View Menu

The View menu provides commands to view appointments in different ways.

<u>Previous</u>	Display previous page in currently active view.
<u>Next</u>	Display next page in currently active view.
<u>Today</u>	Display today's appointments in active view.
<u>Day</u>	Display the current day's appointments.
<u>Week</u>	Display the current week's appointments.
<u>Month</u>	Display the current month's appointments.
<u>Day Selector</u>	Popup the Day Selector tool.
<u>Appointment Editor</u>	Popup the Appointment Editor tool.

Adding an appointment

To create a new appointment, you can use 3 quick methods:

1) in the Day View, simply type the summary of the appointment into the field at the desired time and press the RETURN key. This will quickly add an appointment with the default attributes (duration: 1hour, notice: 30 minutes, medium priority) at that time.

2) in any view, double click on the desired day, or select the View|Appointment Editor command from the main menu. This will popup the Appointment Editor dialog, which lets you specify all the details of the new appointment.

3) if you have the text of the appointment in another window, for example in an e-mail message, just copy it onto the Clipboard (usually "Edit" "Copy", depending on what command the other application uses to copy text), then select the Edit|Paste command from the *UZPronto* main menu. The appointment is automatically added, and the Appointment Editor appears so that you can change it if you so desire. Otherwise, just dismiss the Appointment Editor.

Changing an appointment

To change an appointment, simply double-click on the appointment, which will popup the Appointment Editor dialog. It lets you quickly change any appointment attribute. Appointments from included calendars cannot be changed, and the "Change" button will be disabled.

Deleting an appointment

To delete an appointment, simply double-click on the appointment, which will popup the Appointment Editor dialog. It lets you delete any appointment in the active calendar. Appointments from included calendars cannot be deleted, and the "Delete" button will be disabled.

Searching for an appointment

To find an appointment, use the Search|Find command. It finds the next appointment that contains the specified word. The day of the appointment will be highlighted in the view.

Getting an appointment notice

When an appointment becomes due, you will get an appointment notice. This is a small dialog which displays the appointment due date (**When**) and the appointment text (**What**). You can complete the appointment by clicking the "**Complete**" button.

NOTE: that you cannot dismiss the dialog by pressing the "**Enter**" or "**Return**" key. This is so you don't accidentally miss the notice while you are typing in some other window.

You can also postpone the notice by pressing the "**Postpone**" button. This will delay the notification for another 5 minutes. If time is up, you cannot delay it any longer (the anti-procrastination feature ;!).

Exiting

To exit the application, choose File|Exit from the menu. *UZPronto* will prompt you if the active calendar needs saving.

Drag/Drop from the File Manager (Unsupported)

A file can be opened into an editor in the application by dragging the file from the File Manager, and dropping it on UZPronto's main window.

Printing (Unsupported)

There are three commands on the File menu which support printing of calendars from the application. File|Print Setup is used to select and configure a printer device. File|Print Preview displays a special preview window which shows how the calendar will appear when printed. File|Print causes the current calendar to be printed.

File New Command

The File|New command opens a new calendar, and makes it the active window. The application prompts you to give the calendar a title.

File Open Command

The File|Open command lets you open an existing UZPronto calendar. The File Open dialog shows you the title of the calendar when you select it from the displayed list. Once you click OK, the appointments contained in the calendar are loaded into the currently displayed view.

File Close Command

File|Close closes the currently active calendar. If it has been modified, you will be prompted on whether you want to save it.

File Save Command

The File|Save command saves the calendar in the active window to disk. If the calendar is unnamed, the Save File As dialog box is displayed so you can name the file, and choose where it is to be saved.

UZPronto also automatically saves the calendar every 5 minutes, so you won't have to.

File Save As Command

The File|Save As command allows you to save a calendar under a new name, or in a new location on disk. The command displays the Save File As dialog box. You can enter the new file name, including the drive and directory. If you choose an existing file name, you are asked if you want to overwrite the existing file.

NOTE: a word about where to save your calendar files. By default, *UZPronto* saves new calendars in the DATA\ area where the program lives. This is useful if you share your calendars among multiple people. I save my calendars under my home directory, because this way I keep all my data together, and know it will be backed up along with the rest of my data.

File Include Command

The File|Include command allows you to include another *UZPronto* calendar in the currently active one. This is an easy way of customizing your calendar, for example, if you live in Canada, you can include the calendar containing the Canadian holidays. Or, if you are interested in the upcoming computer-related trade shows, you can include the calendar containing those.

UZPronto supplies a set of calendars containing

- country-specific holidays (for international business);
- country-specific festivities (for travel);
- professional events;
- hobbies.

Calendars are added and updated frequently and will be included in any future upgrades.

NOTE: A note about the calendars supplied with *UZPronto*: we made an effort to ensure that the listed events in all predefined calendars are accurate. Still, mistakes always happen, and events are sometimes changed, so if you find an incorrect one, please let us know.

File Exclude Command

The File|Exclude command allows you to exclude a previously included calendar from your appointment book. This is the converse operation of the File|Include command.

File Import Command

The File|Import command allows you to import a calendar in a foreign format from another calendar application. This is useful, if you are using more than one appointment calendar (at work, for example), to synchronize your calendars. UZPronto currently allows you to import calendar appointments from

- Borland Sidekick 1.0 exported task and event lists

- Lotus Organizer .CSV format (with all fields mapped).

Duplicate appointments (ie. appointments which already exists in your calendar) will be ignored.

File Export Command

The File|Export command allows you to export the currently active calendar in TAB-separated format. This is useful if you want to include calendar appointments in other applications, such as spreadsheets, etc.

File Print Command (Unsupported)

The File|Print command prints the contents of the active window. Use File|[Print Preview](#) to see how the calendar will be laid out on printed pages. Use File|[Print Setup](#) to select a printer, and to set printer options.

File Print Preview Command (Unsupported)

File|Print Preview opens a special window that shows how the active calendar will appear when printed. The preview window shows one or two pages of the active calendar as they would be laid out on printer pages. Controls on the window allow you to page through the pages of the calendar.

File Print Setup Command

The File|Printer Setup command displays the Printer Setup dialog box which allows you to select and configure the printer to be used to print calendars in the application.

File Exit Command

The File|Exit command exits *UZPronto*. If you've modified your appointment book without saving, you'll be prompted to save before exiting.

Edit Undo Command (Unsupported)

The Edit|Undo command restores the file in the current window to the way it was before your most recent edit operation. Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position.

Edit Copy Command (Unsupported)

The Edit|Copy command leaves the selected appointment intact and places an exact copy of it in the clipboard. To paste the copied appointment into another calendar, choose Edit|Paste.

Edit Cut Command (Unsupported)

The Edit|Cut command removes the selected appointment from your calendar and places the text in the clipboard. Choose Edit|Paste to paste the cut appointment into another calendar. The text remains selected in the clipboard, and can be pasted multiple times.

Edit Paste Command

The Edit|Paste command inserts the text currently selected in the clipboard into the calendar as an appointment. Date and time are automatically searched for in the appointment text, and the appointment is added at the appropriate time. The Appointment Editor dialog is displayed, so you can easily change the newly added appointment.

UZPronto generally recognizes text of the following form as an appointment

<Date> <Time> <Text>

where <Date> is some way of expressing a date, <Time> is some way of expressing a time, and <Text> is some reminder. It will search the pasted text for this pattern, and create an appointment at the specified time containing the text. Here are examples of what is understood:

On March 20 at 10 am we will have a meeting to discuss these issues...

Let's meet tomorrow at 1:30pm in the Palmer Room to review....

At 5:30pm, call home.

Date: April 1

Time: 11:59pm

Deadline for Ziff-Davis shareware awards

Edit Clear All Command

The Edit|Clear All command deletes all appointments in the current view. If you are in the day view, the day's appointments will be deleted, whereas if you are in the week view, the week's appointments are deleted, and similarly for the month view. Currently, recurring appointments are NOT deleted. The deleted appointments can currently NOT be restored with Edit|Undo.

Edit Delete Command (Unsupported)

The Edit|Delete command deletes the currently selected appointment from the calendar. The appointment is not placed in the clipboard. Use the Edit|Undo command to restore the text.

Search Find Command

The Search|Find command searches the current calendar for the next appointment that contains a text pattern. The command displays the Find dialog which controls the search process. Options in the dialog determine whether only whole words are to be matched, and whether the case of characters is significant. As each match is found, it's day is highlighted in the calendar.

Search Next Command

The Search|Next command repeats the last Find or Replace operation.

Search Replace Command (Unsupported)

The Search|Replace command searches the current calendar for a text pattern, and replaces occurrences of the of the pattern with new text. The command displays the Replace dialog which controls the search/replace process. Options in the dialog determine whether only whole words are to be matched, and whether the case of characters is significant. The dialog is also used to specify the pattern to search for, and the text to replace occurrences with.

View Previous Command

The View|Previous command displays the previous page in the calendar, which depending on the currently active view is either the previous day, week or month.

View Next Command

The View|Next command displays the next page in the calendar, which depending on the currently active view is either the next day, week or month.

View Today Command

The View|Today command displays the page in the calendar containing today's appointments.

View Day Command

The View|Day command displays the currently selected day's appointments. It also lets you quickly add appointments by just typing the summary in the appropriate time slot, and then pressing RETURN. The appointment will be added with the default attributes (duration, advance notice time, priority).

An appointment can have an indicator: a green check mark if it is completed, and a red exclamation mark if it is of high priority.

View Week Command

The View|Week command displays the currently selected week's appointments. Each day's appointments are shown in their own box. The currently selected day is highlighted with a red frame. You can double-click on any day to popup the Appointment Editor dialog.

View Month Command

The View|Month command displays the currently selected month's appointments. Each day's appointments are shown in their own box. The currently selected day is highlighted with a red frame. You can double-click on any day to popup the Appointment Editor dialog.

View Day Selector Command

The View|Day Selector command pops up or dismisses the Day Selector tool. This tool lets you quickly select any date to be displayed in any of the other views. This is useful for selecting dates which are far from the currently selected date. It is a button box, with one button per day in the currently selected month. When you click on one of those buttons, the other views will be set to the selected date.

You can traverse months with the "<<**Previous**" or "**Next**>>" buttons. The "**Today**" button brings you back to today's date in the Day Selector (remember to press one of the buttons in the button box to select the date for the other views).

Pressing the "**Done**" button or the **ESC** key dismisses this popup.

View Appointment Editor

The View|Appointment Editor command pops up the Appointment Editor tool. This tool lets you quickly manipulate appointments:

- 1) add a new appointment by filling in the appropriate information, then selecting the "**Insert**" button;
- 2) change an existing appointment, by choosing it from the displayed list, changing the desired field, then pressing the "**Change**" button;
- 3) delete an appointment, by choosing it from the list, then pressing the "**Delete**" button;
- 4) when you are done with this dialog, press the "**Done**" button;
- 5) create a recurring appointment by pressing the "**Repeat>>**" button.

You can set the following fields for an appointment:

Date and Time	specify the scheduled time for the appointment. For recurring appointments this means the scheduled time for the first event.														
Duration	determines how long the appointment lasts (in hours and minutes).														
Priority	assigns a priority to the appointment. High priority appointments are notified with a popup and a beep, medium priority appointments are notified without a beep, and low appointments are not notified with a popup. High priority is shown in the views with a red exclamation mark.														
Notice	specifies how far in advance of the appointment you want to be notified (in hours and minutes) of the pending appointment.														
Summary	sets the string to be displayed for the appointment.														
Comment	this contains any comments you may want to append to the appointment. This text is only shown in the Appointment Editor.														
Status	lets you keep track of the status of the appointment. An appointment (or task) starts out being " Open ". In this state, when the appointment becomes due, you will be notified (depending on the priority, as described above). " Completed " appointments are indicated with a green checkmark, and you will not be notified when they are due.														
Every	this field is displayed after you click the "Repeat>>" button to let you schedule recurring events. The event is scheduled <i>as often as</i> you specify in this field.														
For	for recurring events, this specifies <i>how long</i> the event is to be scheduled from the start time that you entered in the "Date" and "Time" fields. If you don't specify a number, some default duration is assigned, depending on how often the event is to occur: <table><thead><tr><th><u>if the event occurs every</u></th><th><u>it will be scheduled for</u></th></tr></thead><tbody><tr><td>minute</td><td>an hour</td></tr><tr><td>hour</td><td>a day</td></tr><tr><td>day</td><td>a week</td></tr><tr><td>week</td><td>a month</td></tr><tr><td>month</td><td>a year</td></tr><tr><td>year</td><td>ever</td></tr></tbody></table>	<u>if the event occurs every</u>	<u>it will be scheduled for</u>	minute	an hour	hour	a day	day	a week	week	a month	month	a year	year	ever
<u>if the event occurs every</u>	<u>it will be scheduled for</u>														
minute	an hour														
hour	a day														
day	a week														
week	a month														
month	a year														
year	ever														

Settings Program Command

The Settings|Program command displays a dialog to change configurable program parameters.

The **First weekday** radio buttons let you choose whether to display Monday or Sunday first in certain views. (Currently, only the Day Selector tool honors this choice.)

The **Week view** radio buttons allow you to select between a 2-column and a 3-column layout for the Week View.

The **Hour display** radio buttons let you display hours in 24-hour or 12-hour format (eg. 13:30 vs. 1:30pm).

You can enable and disable the Toolbar and Status bar with the **Decorations** check boxes.

Settings Calendar Command









The Settings|Calendar command displays a dialog to change calendar settings.

Settings Fonts Command

The Settings|Fonts command displays a dialog to change fonts used in the *UZPronto* views.

The Toolbar

The Toolbar is a row of buttons at the top of the main window which represent application commands. When the cursor is over one of these buttons, the Statusbar at the bottom of the main window will indicate what the button does. Clicking one of the buttons is a quick alternative to choosing a command from the menu. Buttons on the toolbar activate and deactivate according to the state of the application.

Button	Action	Menu Equivalent
	Exit the application.	File <u>Exit</u>
	Save the calendar	File <u>Save</u>
	Print the calendar	File <u>Print</u>
	Undo the last change	Edit <u>Undo</u>
	Cut the selected appointment	Edit <u>Cut</u>
	Copy the selected appointment	Edit <u>Copy</u>
	Paste an appointment	Edit <u>Paste</u>
	Display current day's appointments	View <u>Day</u>
	Display current week's appointments	View <u>Week</u>
	Display current month's appointments	View <u>Month</u>
	Display previous page	View <u>Previous</u>
	Display next page	View <u>Next</u>
	Display today	View <u>Today</u>
	Popup/dismiss Day Selector	View <u>Day Selector</u>
	Popup Appointment Editor	View <u>Appointment Editor</u>
	Display help file contents	Help <u>Contents</u>

Windows Keys

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Cursor Movement Keys

Key(s)	Function
Arrow key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or Ctrl+Left Arrow	Moves to the beginning of a field.
Page Up or Page Down	Moves up or down in a field, one screen at a time.


Dialog Box Keys

Key(s)	Function
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button. Or, chooses the selected item in a list box and executes the command.
Esc	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
Spacebar	Cancel a selection in a list box. Selects or clears a check box.
Ctrl+Slash	Selects all the items in a list box.
Ctrl+Backslash	Cancel all selections except the current selection.
Shift+ Arrow key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Help Keys

Key(s)	Function
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
Shift+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Text Selection Keys

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window. Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window. Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

Window Keys

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Arrow key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

