

VISUAL CALENDAR PLANNER 4.0



PC Magazine Shareware Award Winning Program and many more!

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Visual Calendar Planner is proudly mentioned or fully featured in the following magazines and on-line services:

- **PC Magazine Shareware Award Winning Program (Nov 94)**
- **NautilusCD Multimedia Magazine High Five (Feb 94)**
- **America On-line Editors Choice Best Pick (Nov 94)**
- **PC World Norway Edition Editors Choice (Jan 95)**
- **CompuServe Ziffnet Reviewers Pick (Jan 95)**
- **Windows World Japanese Edition Best Pick (May 95)**
- **Windows News French Edition (Juilles 95)**

Overview and What's New

Seize The Day

Visual Calendar Planner is an easy to use application. If you know how to use a word processor, you already know how to use Visual Calendar Planner. You can enter text the way you use in a text editor, without worrying about relearning the program. You customize your days with **colors**, **bold** headings, *Italic* the characters, underline important events, and even ~~strike-through~~ the tasks you have done. You can change the size you desire, or put in various effects of fonts. You can also combine all these effects like this *example*.

Visual Calendar Planner complies to common user interface, so you don't have to relearn all the keystrokes in order to use the application.

Visual Calendar Planner allows you to have an overview of month-at-a-glance style, or a closer look with weekly view, so that you can plan your schedules without flipping your appointment books back and forth. If you like to have a better view of what is happening on a particular day, simply double click the date of that day, Visual Calendar Planner will pull up a day view for you to scrutinize.

Visual Calendar Planner is customizable. Don't like the default and dull black color of those fonts? Customize it your way. Want to look for a particular month and year? Use the "fast search" feature by double clicking on the month itself. Need to find a word? Use the "Find Word" facility. Takes too long for the calendar to load? Set the calendar as wallpaper!

You will find Visual Calendar Planner useful and amazed by how fast you can learn to use it effectively. I hope you will enjoy using Visual Calendar Planner. Don't forget to register if it proves to be productive to you.

What's New with Version 4.0

NEW! Finally! Ability to change the font attributes, font colors, sizes, names within a single **daily cell**. This is the most requested features for Visual Calendar Planner. However, due to the extreme difficulty of implementing this feature, Visual Calendar Planner has gone through 3 major and 6 minor revisions to achieve this request.

NEW! A single database can now be shared across the network among workgroups. A user can now drop in a note and everyone in the group using Visual Calendar Planner will see your note. You can also set a specific alarm schedule to remind your colleagues about a specific meeting.

NEW! Visual Calendar Planner can be run under Windows 95 using the existing database.

NEW! SHARE.EXE in your CONFIG.SYS or AUTOEXEC.BAT is no longer needed. This file is replaced with VSHARE.386.

License Agreement

Visual Calendar Planner is a [Shareware](#). It is not a free software, neither is it a public domain software. Non-Licensed users are granted a limited license to use Visual Calendar Planner on a 30 day trial basis for the purposes of determining whether Visual Calendar Planner is suitable for their needs. If the users decided to use Visual Calendar Planner after their 30 days trial period, they are required to register Visual Calendar Planner. The use of unlicensed copies of Visual Calendar Planner by any person or business without registering after the initial trial period is strictly prohibited. Registration entitles YOU to use Visual Calendar Planner.

Visual Calendar Planner is licensed on a per user basis. The license grants the user the right to install and use the software on one or more computers so long as the total number of users does not exceed the license quantity.

You are encouraged to pass a copy of Visual Calendar Planner along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it.

Registrations & Incentives

Award Winning Program



1-800-2424775



The registration fee is **US\$29.95** for Visual Calendar Planner 4.0. Choose any method of payment that is convenient to you.

➔ [Registration Incentives](#)

Free upgrade!

➔ [Credit Card Registrations](#)

Toll-Free 1-800-2424775

Please mention product no. 11042, Visual Calendar Planner 4.x

➔ [CompuServe Shareware Registration](#)

GO SWREG, registration ID: 8517

➔ [Checks, Cash & Money Orders](#)

Preferred!

➔ [International Orders](#)

International Money Order or Foreign Cash!

➔ [Volume Discounts](#)

Purchase Orders Welcomed!

Registration Incentives



There are many ways to register for Visual Calendar Planner. The registration fee is US\$29.95. If you register Visual Calendar Planner 3.1 now, you will be provided with registration code for **MICROSOFT WINDOWS 95** version of Visual Calendar Planner **Free-Of-Charge**, when available.

You are entitled to 30 days full evaluation of the program. Thereafter, some advanced features will not be available but the basic functionalities are still available. Your data will still be kept intact. The menu Registration will not appear in the registered version.

You will also get unlimited free [Technical Support](#) directly from the author.

Credit Card Registrations



You can order with MasterCard, Visa, American Express, or Discover Card from Public Software Library by calling the following number:

Product Number 11042

Product Title: Visual Calendar Planner 4.x

Public Software Library
Toll-Free: 1-800-2424775

Public Software Library Office Hours:

Monday-Thursday: 7:00 am to 6:00 pm (Central Standard Time)

Friday: 7:00 am to 12:30 pm (Central Standard Time)

Saturday-Sunday: CLOSED

THE ABOVE NUMBERS ARE FOR ORDERS ONLY.

You can call/mail/fax your registration information to:

Public Software Library

Tel: 713-524-6394

Fax: 713-524-6398

CompuServe: 71355,470

Internet: 71355.470@compuserve.com

Mail: P.O.Box 35705, Houston, TX 77235-5705

Please include the following information in your e-mail, mail or fax order:

1. Credit Card Number
2. Expiration Date
3. Exact Name on the credit card
4. Address
5. Phone

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to the address listed at [Technical Support](#)

CompuServe Shareware Registration

To register via CompuServe:

GO SWREG

Registration ID: 8517

Product Title: Visual Calendar Planner 4.x

CompuServe provides an on-line registration service. Electronic orders may be placed with CompuServe Information Services and billed directly to your CompuServe Statement for your convenience. Just type GO SWREG and request Visual Calendar Planner 4.x or Registration ID 8517. SWREG is part of the basic services provided by CompuServe.

You will receive your registration code via CompuServe mail usually within 24 hours after your order has been received.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to the address listed at [Technical Support](#)

Checks, Cash and Money Orders

Please send your Cash, Check or Money Order with the amount of US\$29.95 made payable to:

Bok Nan Lo
P.O. Box 5479
Reno NV 89513
USA

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to the address listed at [Technical Support](#)

International Orders

International Money Order or Bank Draft is required though local cash currencies are acceptable for it is not too difficult to get foreign exchange here. I have received many cash wrapped in a white paper without problems. Please make your International Money Order or Bank Draft payable to:

**Bok Nan Lo
P.O. Box 5479
Reno NV 89513
USA**

Please be sure to make payments in **US Dollars (USD\$ 29.95)**

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to the address listed at [Technical Support](#)

Volume Discounts

Any corporates, business firms, educational institutites or anyone who wants to purchase in volume are welcomed. Following is a list of discounts for volume purchase, choose the one that is appropriate for your organization:

5 copies or more	15% discount
10 copies or more	20% discount
20 copies or more	25% discount
50 copies or more	30% discount
250 copies or more	45% discount

Site license is available upon inquiry.

In order to qualify for volume discount, you MUST mail your check or Purchase Order to:

**Bok Nan Lo
P.O. Box 5479
Reno NV 89513
USA**

or refer to the following section for credit card orders:

[Credit Card Registrations](#)

If you register via CompuServe SWREG, you will NOT be qualified for any discount.

Getting Started

There are two ways to get you started with Visual Calendar Planner:

1. Open the menu File | New
2. Click on the first picture on the toolbar 

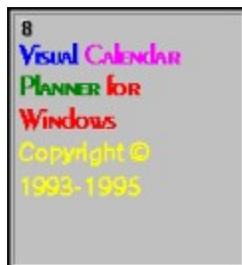
When you are prompted with a dialog box, enter your desired new filename. Make sure you enter a valid filename with extension, the extension of the filename **must** end with **.MDB** to ensure compatibility with future versions.

Once a new planner has been created, you are ready to use the features:

1. Go to today's date (which is highlighted in red).
2. Click on the area below the date.
3. Enter text into the box provided.
4. Apply necessary font effects provided in the toolbar. Alternatively, you can also press Ctrl-A to pop up a font dialog.

Tips: When you click on a daily box, all [text attributes](#) and [text styles](#) applies to that particular box only.

Your box should look something like this now:



Actual screen may vary, depending on the resolution of your monitor. The above screen is snap-shot with a 1024 x 768 resolution monitor.

I strongly urge you to run Visual Calendar Planner at the resolution of at least 800x600. Please refer to your Microsoft (tm) Windows (R) manual for more information about setting your monitor's resolution.

Tips: Double click on the date, a zoom view of today will be displayed.

Menu Commands

File (Alt-F)

-  New Planner
-  Open Planner
-  Save Planner
- Page Setup
- Print Setup
- Print
- Exit

Edit (Alt-E)

-  Cut
-  Copy
-  Paste
- Refresh (Network)
- Lock (Network)

View (Alt-V)

- View Command

Events

-  New Alarm
- Browse/Edit Alarm
-  Recurring Event
-  Date Difference
- Find Word

Goto (Alt-G)

-  Previous Month
- Current Month
-  Next Month
- Fast Search

Format (Alt-T)



Bold



Italic



Underline



Strike Through

Color, Size, Fonts

Customize (Alt-C)

Initial Font

Clock

Daily Appearance

Monthly Appearance

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Update Wallpaper (Network)

Wallpaper Option

Registration (Alt-R)

Registration Code

Registration Help

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Help Contents

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ToolBar Commands

Documents

-  [New Planner](#)
-  [Open Planner](#)
-  [Save Planner](#)

Clipboard

-  [Cut](#)
-  [Copy](#)
-  [Paste](#)

Text Attributes

-  [Bold](#)
-  [Italic](#)
-  [Underline](#)
-  [Strike Through](#)

Date Difference

-  [Date Difference](#)

Text Styles

-  [Black](#)
-  [B](#)
-  [T Arial](#)

SideBar Commands



Month View



Week View



Day View



Print



Recurring Event



Alarm Event



Refresh (Network)



Lock (Network)

Sink

Technical Support

If you have any problem using Visual Calendar Planner, please do not hesitate to write to me immediately. Choose whatever way that is convenient to you. I welcome all comments and suggestions.

CompuServe ID

73523,2502

To send mail to CompuServe from other e-mail services, for example, MCI Mail, use 73523.2502@compuserve.com

Internet

lo@cs.unr.edu

Mail

Bok Nan Lo
P.O. Box 5479
Reno NV 89513
USA

Information Needed for Technical Support

1. Current version of Visual Calendar Planner you are using.
2. Your full name.
3. Please specify if you are a registered user to receive priority support.
4. EMAIL address if possible.
5. If it is a bug, describe the symptom as detailed as possible.
6. Current Operating System:
 - a. Windows 3.1
 - b. Windows 3.11
 - c. Windows for Workgroups 3.11
 - d. Windows NT 3.1
 - e. Windows NT WorkStation
 - f. Windows NT Server
 - g. Windows 95
 - h. Unspecified Operating System

Installing/Uninstalling

Installation

To INSTALL Visual Calendar Planner, you need a file called VBRUN300.DLL in your \WINDOWS\SYSTEM directory. This file is common to many windows applications, so I decided not to include it.

If you don't have VBRUN300.DLL, you can get a copy from the following sites:

1. CompuServe: GO WINSHARE forum, lib #10, filename-VBRUN3.ZIP
2. Internet: ftp.cica.indiana.edu, pub/pc/win3/util, filename-VBRUN300.EXE
3. BBS: Most major Bulletin Board Services (BBS) in your town or city do carry the file VBRUN300.ZIP or VBRUN3.ZIP or VBRUN300.EXE, search around for a while. Sorry for the inconvenience caused.

After the required steps mentioned above taken by you, run INSTALL.EXE

If you encounter any problem installing Visual Calendar Planner, for example, some messages telling you "CTL3D.DLL is in use" or "xxxx.VBX is in use", exit the installation process and restart Microsoft Windows. This will give you a clean bootup with no conflict with other files currently being used.

Files Installed In Your Machine

Assuming the default installed directory for Visual Calendar Planner is C:\3DVCP40

file_id.diz	C:\3DVCP40
orderfrm.wri	C:\3DVCP40
planner.exe	C:\3DVCP40
planner.hlp	C:\3DVCP40
readme.txt	C:\3DVCP40
cmdialog.vbx	C:\3DVCP40
mhgcomb.vbx	C:\3DVCP40
msmasked.vbx	C:\3DVCP40
mhgtxt.vbx	C:\3DVCP40
vendor.doc	C:\3DVCP40
threed.vbx	C:\3DVCP40
orderfrm.wri	C:\3DVCP40
fontname.dll	C:\3DVCP40
vbdb300.dll	C:\3DVCP40
msafinx.dll	C:\3DVCP40
whatsnew.txt	C:\3DVCP40
fontname.dll	C:\3DVCP40
fontmod.dll	C:\3DVCP40
tx_rtf.dll	C:\3DVCP40
tx4vbl.vbx	C:\3DVCP40
txl.dll	C:\3DVCP40
txttools.dll	C:\3DVCP40
wndtools.dll	C:\3DVCP40
vendinfo.diz	C:\3DVCP40
planner.ini	C:\WINDOWS
ctl3dv2.dll	C:\WINDOWS\SYSTEM
msajt110.dll	C:\WINDOWS\SYSTEM
msaes110.dll	C:\WINDOWS\SYSTEM

Uninstalling Visual Calendar Planner

Please read [Disclaimer](#) before you proceed with uninstalling Visual Calendar Planner. Uninstall at your own risk.

You can safely delete any files in the \VCP31 directory without any adverse effect. I strongly do not recommend files that are installed in \WINDOWS\SYSTEM to be removed. **Make sure you make a backup of those files mentioned above before you delete them.**

KNOWN PROBLEMS

1. If you encounter any problem installing Visual Calendar Planner, for example, some messages telling you "CTL3D.DLL is in use" or "xxxx.VBX is in use", exit the installation process and restart Microsoft Windows. This will give you a clean bootup with no conflict with other files currently being used.

2. THREEED.VBX causes conflicts with different versions. For various reasons, I did not copy THREEED.VBX to \WINDOWS\SYSTEM directory. If you come across complains from THREEED.VBX, take the following measures:

- a. Rename the file THREEED.VBX to THREEED.OLD in your \WINDOWS\SYSTEM directory
- b. Copy the file THREEED.VBX which resides in \VCP22 (or the directory where Visual Calendar Planner resides) to \WINDOWS\SYSTEM directory
- c. Restart windows and the problem should go away

3. Sometimes the calendar will look wierd with some patches of white and gray. The problem is related to (2) again. Please follow the instructions mentioned above.

About...

Visual Calendar Planner 4.0
Bok Nan Lo
Copyright © 1993-1995
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Shareware

Shareware is a unique marketing method for software known as "Try Before You Buy". Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and 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 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. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

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 ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

Disclaimer

Users of Visual Calendar Planner must accept this disclaimer of warranty:

VISUAL CALENDAR PLANNER IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE AUTHOR FURTHER DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK ARISING OUT OF THE USE OR PERFORMANCE OF THE SOFTWARE AND DOCUMENTATION REMAINS WITH YOU.

IN NO EVENT SHALL THE AUTHOR OR ANYONE ELSE INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THE SOFTWARE BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE OR DOCUMENTATION, EVEN THE AUTHOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

New Planner

Shortcut Key: Ctrl-N

There are two ways to get you started with Visual Calendar Planner:

1. Open the menu File | New
2. Click on the first picture on the toolbar

Visual Calendar Planner will display a dialog box and prompt you for a filename. When a new filename is entered, Visual Calendar Planner will create a database file.

After creating a planner, you can go ahead and use Visual Calendar Planner. Please refer to [Getting Started](#) for more details.

At this point, you will be prompted with an Open As ... dialog box with 2 options:

1. Open As Personal Planner
2. Open As [Shared Workgroup Planner \(Network\)](#)

If you are the sole user of the program, you should choose the option Open As Personal Planner. Open As [Shared Workgroup Planner \(Network\)](#) is meant to share database among a group of users.

To avoid being prompted for this option, users can set options in [Autoload File](#)

Open Planner

Shortcut Key: Ctrl-O

There are two ways to retrieve an existing planner:

1. Open the menu File | Open
2. Click on the second picture on the toolbar

Visual Calendar Planner will display any existing **.MDB** files in a dialog box. If your planner file is not found in the current directory, change to a desired directory. The default directory for Visual Calendar Planner to search for a **.MDB** file is the directory of PLANNER.EXE

At this point, you will be prompted with an Open As ... dialog box with 2 options:

1. Open As Personal Planner
2. Open As [Shared Workgroup Planner \(Network\)](#)

If you are the sole user of the program, you should choose the option Open As Personal Planner. Open As [Shared Workgroup Planner \(Network\)](#) is meant to share database among a group of users.

To avoid being prompted for this option, users can set options in [Autoload File](#)

Save Planner

This command is obsolete as of version 3.0 and 3.1

Visual Calendar Planner now saves your data automatically when a view is changed, when users choose to advance the current month to an earlier or later date.

Page Setup

This command will prepare the look of a printed calendar.

Margins

The print margin of a calendar defines the offset edge of a paper. Usually a laser printer has a narrow margin and thus have the ability to print a larger calendar on a given paper size (usually 0.25" to 0.50")
Dot matrix printer needs a wider margin (usually 0.50" to 1.00")

The default is 1.00" (or 1,00 depending on the delimiter you are using for your decimal point)

Header

The title of the calendar. You can change the [text attributes](#) or [text styles](#) of the title and get a true What You See Is What You Get (WYSIWYG) calendar printing.

Tips: You might want to experiment with your printer a little to find the best set of margins. Once the margins are set, they will be saved automatically and you don't have to re-adjust everytime you need to print another calendar.

Print Setup

This command prepares the printer for calendar printing. The dialog box varies among different printers. Please refer to your printer's manual for more information regarding the print options.

Tips: In order to print the best quality calendar, "Landscape" print setup is highly recommended.

Print

Shortcut Key: [Sidebar button](#)

This command prints a high quality, true What You See Is What You Get (WYSIWYG) calendar utilizing the fonts found in individual [daily cell](#)

The print command also supports COLOR calendar printing if your printer is color capable.

Users please note regarding a potential print problem. If the program crashes with Overflow error, please check the following:

Delimiter For Decimal Point

Your delimiter for decimal point should be comma (e.g. 1,50) if your countrys setting is one of the followings:

- Austria
- Belgium (Dutch)
- Belgium (French)
- Brazil
- Canada (French)
- Denmark
- Finland
- France
- Germany
- Iceland
- Italy
- Netherlands
- Norway
- Portugal
- Spain
- Sweden

The following countries should be using either period or full-stop (e.g. 1.50) if your countrys setting is:

- Australia
- Canada (English)
- Ireland
- Mexico
- New Zealand
- South Korea
- Taiwan
- United Kingdom
- United States

If your country listing is not mentioned above, it is always safest to use the default supplied comma delimiter recommended by Microsoft Windows default settings.

Set Wallpaper

The wallpaper setting command will set a background wallpaper. The file is saved in bitmap format (.BMP) in your current Visual Calendar Planner executable directory (i.e. where PLANNER.EXE resides). The file is saved as FILENAME.BMP where FILENAME is the name of your current planner.

Tips: You can take advantage of this wallpaper setting feature to avoid loading Visual Calendar Planner in most cases. You can also have an automatic update during exit.

Clear Wallpaper

This command will clear any wallpaper settings in the windows background. This command will not restore your previous wallpaper, to restore, please refer to [Previous Wallpaper](#)

Update Wallpaper (Network)

If you are using Microsoft Windows for Workgroups (TM), you can use this command to share wallpapers with your colleagues within the same workgroup network. Simply use Control Panel's "Desktop" icon to modify the path of the wallpaper, i.e., all the paths pointing to one central location (e.g. e://yourservername/vcp/group.bmp). **Update Wallpaper** will actually update the changed wallpaper from the central location without modifying the shared wallpaper.

For more information about Control Panel, Desktop icon and wallpaper settings in Windows, please refer to your Microsoft Windows User Manual.

Previous Wallpaper

This command will restore the previous wallpaper setting. Only one level of undo is allowed for this command. If you repeatedly call the command "Set Wallpaper", then this command will only restore previous Visual Calendar Planner wallpaper, not the historical wallpaper you have set in Windows.

Wallpaper Option

There are two functions provided for this command:

Wallpaper Setting

Wallpaper snapshot can be either smaller, normal or full size. Small size is about 85% of the original size. Normal size is actually the original size of what you see on the actual calendar. Full size is an enlarged bitmap that covers the whole screen.

Automatic Update

This function is provided so that the wallpaper will be updated automatically when you exit Visual Calendar Planner. Be sure to cross the checkbox if you want to update your calendar automatically.

Exit

Shortcut Key: Alt-F,X

To close Visual Calendar Planner, use File | Exit

 **Cut**

Shortcut Key: Ctrl-X or Rightmouse Button

You can cut any text from any [daily cell](#). Before cutting any text, you have to highlight the text using the mouse or the keyboard. Any cut text will be placed in Microsoft Window's clipboard.

Copy

Shortcut Key: Ctrl-C or or Rightmouse Button

You can copy any text from any [daily.cell](#). Before you copy any text, you have to highlight the text using the mouse or the keyboard. Any copied text will be placed in Microsoft Window's clipboard.

Paste

Shortcut Key: Ctrl-V or or Rightmouse Button

You can paste any text from the clipboard into any [daily cell](#). Any previous [text attributes](#) and [text styles](#) will be applied to the daily cell where you paste your text. The total number of characters in a daily cell cannot exceed 1000 characters.



Refresh (Network)

Note: This command will only be enabled (and thus the sidebar button picture is visible) if you open the planner as [Shared Workgroup Planner \(Network\)](#). As the name implies, **refresh** will display the latest data from the central database shared among your workgroup. For example, when a user modifies a particular day for a particular month, your calendar will not display the latest information until you select this command.



Lock (Network)

Note: This command will only be enabled (and thus the sidebar button picture is visible) if you open the planner as [Shared Workgroup Planner \(Network\)](#). A user is required to lock a particular day before the data in that particular day is to be modified.

To lock a particular day, simply click on the desired day, then click on the lock button (or select the menu command **Lock (Network)**). Once a lock is placed, you have the exclusive right to add, modify or delete the data on that particular day. No one else will be able to lock the same day unless the lock is freed when you are done. During the locked period, other users can still perform similar locks on other days, [Refresh](#) their database, move to other months, switch to different views ... etc without being affected. If a user attempts to lock a day that has been locked, a message box will pop up telling this user so-and-so has locked the day on so-and-so machine.

When you are done with modifying a day, please remember to **unlock** so that other users will have write access to the day you've placed a lock on.

Zoom View/Edit

Shortcut Mouse Click: Double click on a daily cell's date

The Zoom View/Edit feature allows you to have a broader/deeper view of a [daily cell](#). Enter or manipulate text in the Zoom View/Edit cell the way you manipulate in a daily cell.

Click "Ok" button when you are done making changes to your Zoom View/Edit box. All changes will be reflected in the [daily cell](#).

Click "Cancel" button if you don't want to make any changes.

Click "Fonts" button if you want to apply font effects like [text attributes](#) or [text styles](#).

Date Difference

This event will provide you a difference in days, weeks or months between 2 dates. Simply enter the start date when you choose to customize, then select the Show submenu or click on the Date Difference icon . Next, simply position your mouse pointer at a daily cell and a small window will popup showing the difference between 2 dates.

View Command

There are 3 view commands available:

Month View

View and edit a monthly calendar. This mode gives you a general overview of a month.

Week View

In order to switch to a specific week view, click on the [daily cell](#) of a month view calendar followed by this command.

Day View

Please see [Zoom View/Edit](#) for more information

Find Word

Shortcut Key: Ctrl-F

This command will search for a specified string of characters from the beginning of the calendar. The found string will be highlighted. Make sure you move around the "Find Word" window to uncover the found word which is sometimes hidden behind the window.

Tips: To narrow down a word or string search, please be as specific as possible.

Previous Month

There are two ways to bring you to the previous month:

1. Open the menu Goto | Previous Month
2. Click on the picture 

Tips: Any changes made to the current month will be saved automatically.

Current Month

Shortcut Key: F5

You can also use the menu Goto | "present month, present year"

Use this feature to bring you back to the present month.

Next Month

There are two ways to bring you to the next month:

1. Open the menu Goto | Next Month
2. Click on the picture 

Tips: Any changes made to the current month will be saved automatically.

Fast Search

Shortcut Key: F3

Shortcut Mouse Click: Double click on the panel displaying month

Use this feature to bring you to a desired monthly view. Fast Search allows you to search between the year 1990 and 2009.

Tips: Any changes made to the current month will be saved automatically before displaying the desired selection.

Bold

Shortcut Key: Ctrl-B or Rightmouse Button

This will apply a bold [text attributes](#) to a [daily cell](#).

Italic

Shortcut Key: Ctrl-I or Rightmouse Button

This will apply an italic text attributes to a daily cell.

Underline

Shortcut Key: Ctrl-U or Rightmouse Button

This will apply an underline text attributes to a daily cell.

Strike Through

Shortcut Key: Ctrl-T or Rightmouse Button

This will apply a strike-through [text attributes](#) to a [daily cell](#).

Color, Size, Fonts

Shortcut Key: Ctrl-A or Rightmouse Button

This dialog box comes in handy when you want to apply all [text attributes](#) and [text styles](#) to a particular [daily cell](#).

Initial Font

You can set your desired font type, color and size to be your default font when Visual Calendar Planner loads. Once defined, Visual Calendar Planner will load the default font everytime during startup.

Tips: 

 In order to increase the speed of loading Visual Calendar Planner, an optional checkbox button is provided to turn off the TrueType picture visibility that shows up in the combo-box. Simply select the checkbox until the picture turns



 Arial  This is what the combo-box will look like if the TrueType picture checkbox is not checked.

 will slow down the load-time of Visual Calendar Planner.

Tips: If you do not have many fonts, say, 25 or less, turning off the  picture visibility does not help much. Whereas if you have a few hundred fonts, turning off the

 picture visibility increases the load time tremendously.

Clock

To display the Clock dialog box, use the menu Customize | Clock

Clock

The clock uses the system clock. If you want to change the time of the clock, you have to use Control Panel's Date/Time in Microsoft Windows.

The clock is customizable. You can choose one of the six predefined options of display simply by clicking your choice:

1. 8:30 AM/PM
2. 8:30 am/pm
3. 8:30 a/p
4. 8:30:45 a/p
5. 16:30:45
6. 16:30

To change the appearance of the clock, click on the "fonts" button, apply necessary [text attributes](#) and [text styles](#) when a dialog box appears.

Daily Appearance

To display the Daily Appearance dialog box, use the menu Customize | Daily Appearance.

This command will change the appearance of your [daily cell](#) looks. There are currently three different appearance of a cell, **daily**, **today** and **memo**. You can customize each of them. To customize anyone of the appearance, simply click anywhere in the [daily cell](#), a dialog will appear to prompt you for changes to be made.

Tips: Try to use 12 points or smaller font size because a font size too big will be covered up partially.

Monthly Appearance

To display the Monthly Appearance dialog box, use the menu Customize | Monthly Appearance.

This command will change the appearance of your month display which is found at the bottom of Visual Calendar Planner. To customize the appearance of the month, simply click at the panel displaying the month. A dialog box will prompt you for changes to be made.

Day of Week Appearance

Shortcut Mouse Click: Double click on individual weekday (i.e. Sun, Mon... etc) panel on the screen

This command will change the appearance of your weekdays or weekends or both.

Autoload File

To display the Autoload File dialog box, use the menu Customize | Autoload File.

A box will display the filename and filepath of your planner file if there exists one. Simply check the check-box provided to autoload the current planner when you start up Visual Calendar Planner. Uncheck the check-box if you don't want to autoload any planner.

You are also required to select one of the following autoload method:

1. Open As [Personal Planner](#)
2. Open As [Shared Workgroup Planner \(Network\)](#)

You are also prompted an option to load the "Month" view or "Week" view when you initially start up Visual Calendar Planner.

Minimize during Startup: Visual Calendar Planner will startup minimized if you select this option.

Tips: Generally "Week" view provides a faster load time compared to "Month" view.

Registration Code

There are three input box to fill in:

1. User Name
2. User Company
3. Registration code

When you register your copy of Visual Calendar Planner, I will send you a registration code. Registration will remove the Registration Reminder Screen. Furthermore, registration will customize your copy of Visual Calendar Planner. Your name and company will show up when you start up Visual Calendar Planner.

Please read [Registrations & Incentives](#) for more information.

Text Color 

Apply one of the sixteen predefined color to a [daily cell](#). This command will only affect one cell.

Text Size

The range of a font size is valid from 4 to 20.

Apply one of the predefined font size to a [daily cell](#). This command will only affect one cell.

Text Fonts

Apply one of the predefined fonts to a [daily cell](#). This command will only affect one cell.

This command will show you any True Type fonts in your system.

Tips: Please refer to [Initial Font](#) for more information about how to speed up the load time of Visual Calendar Planner.

Text Attributes

Refers to **Bold**, *Italic*, Underline, ~~Strike-through~~

Text Styles

Refers to text **Color**, **Size**, Font styles

Daily Cell



Help Contents

Displays this help file.

Association of Shareware Professionals



ASP Ombudsman Statement

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 USA or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.



Recurring Event

Adding An Event

This function allows you to set repeating events on a calendar. Multiple recurring events can be set on the same days. For example, a user might have a television program every Saturday night, he/she can use this function to set a repeating event as a reminder. To set a recurring event, a user is advised take the following sequence:

1. Enter a start date
2. Enter an end date
3. Specify the recurring method, whether is it every day, week, month or year

Once all the required information is entered and selected, this event will automatically figure out the appropriate dates and enter the information into a daily cell with no user interruption.

Note: If you choose the last day of a month for a recurring event, this function will assume similar action to be taken for the rest of the months until the end date. For example, if a user chose to set an event on May 31st till September 30th, then the last day of the month will contain the event instead of skipping months without a 31st.

Paragraphing for a Recurring Event

A new paragraph for recurring event is not allowed. A dialog box will pop up when you hit the Enter key. In order to facilitate deleting a recurring event accurately, text has to be entered continuously without a new paragraph. This is due to the enhanced feature of using Rich Text Edit format.

A new paragraph can be established by setting up multiple recurring events of the same date frequencies.

Deleting An Event

Deleting an event is easy. Simply browse through the events using the browse button and click on the Delete button, a recurring event with the specified date and text will be removed from the calendar.



Alarm Event

A user can set one or more alarm event per day. A unique musical tune (if non-silence option is chosen) and a dialog box will pop up to alert the user at the specified time.

Add An Alarm Event

Click on the alarm icon shown on the sidebar. If a user selects a daily cell followed by the alarm icon, the specified cells date is prefilled. Otherwise user will have to fill in the dates. You will not be able to browse an alarm event in this case. In order to browse and delete an alarm event, please refer to the paragraph **Browse/Edit An Alarm Event** mentioned below.

Musical Tunes

Users can test the musical tunes before they decide to use it. There are two options in musical tunes:

1. Silence - If this option is checked, there will be no tune produced, only a dialog box containing the alarm text will pop up.
2. Force PC Speaker - Choose this option if you dont hear any musical tune produced by your PC speaker. Some PC speakers do not produce any sound (or wierd/humming sound) under Windows environment. In order to adjust to the appropriate frequency to produce a musical tune, forcing speaker to adjust to the musical tunes frequency is necessary.

Browse/Edit An Alarm Event

After adding an alarm event, a small alarm icon will show up in the daily cell. In order to edit/delete an alarm event, simply click on the small alarm icon which resides in the top-right corner of the cell.

This command will allow you to browse through all available alarm event for the particular day. If you decide to delete a specific alarm event, simply click on the Delete button. Note that a deleted alarm event cannot be recovered.

Sink

Due to the nature of the maximized windows for Visual Calendar Planner, a better mechanism is devised so that users do not have to minimize the program just to switch to a different program. The **Sink** button is provided to reposition Visual Calendar Planner to the bottom-most among other applications (if any).

For example, you might have a word processor and a paint program running along-side with Visual Calendar Planner running at foreground. In order to modify the word processors document or the paint programs picture, Visual Calendar Planner has to be minimized before the word processor or paint program is visible. With just a click to the **Sink** button, Visual Calendar Planner will reposition itself to the bottom of all other programs, thus showing your word processor and paint program, without trying to aim for the miniature minimized button at the top-right portion of the program.

Tips: You can also switch between different programs using the ALT-TAB key combination.

Shared Workgroup Planner

A planner that can be shared across the network among multiple person. For example, there are 3 persons in a workgroup and all of them can share the same planner, including, but not limited to, adding, deleting and modifying data.

All users in the workgroup will have full read access to the planner. To add, modify or delete data, a user is required to lock the desired day so that no one else can modify the data. However, read, modify and write access is still accessible for other days.

