

AMF Daily Planner & Personal Information Manager for Windows v5.0

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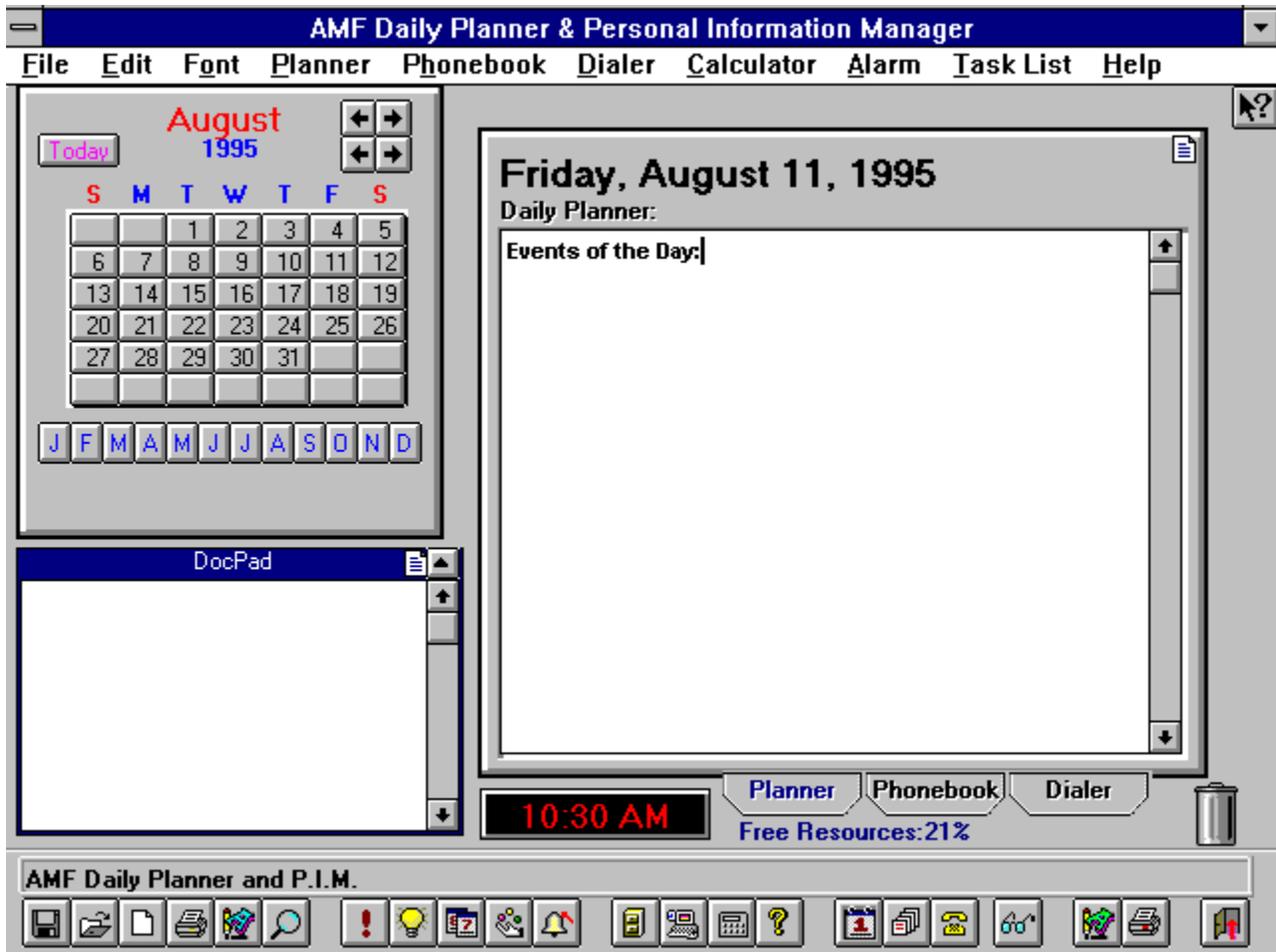
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Introduction

AMF Daily Planner and Personal Information Manager is a complete personal management utility for Windows. It is the most flexible in its storage format, and the easiest to use. AMF Daily Planner and Personal Information Manager is the only product of its type on the market which employs a full Drag & Drop and Push-Button Interface. An end to complicated menus, or command sequences has been discovered. Status line help, Menu Selection Help, and ToolTips (ToolHelp) remind the user instantly of the function of the button or object.

AMF Daily Planner & P.I.M. provides many features. To preview these features, please see the [features section](#).

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The Toolbar Buttons

Below are the pictures of each toolbar button. Click on them to find out their functions.

The Main Toolbar



The Address/Phone Book Toolbar



Drag and Drop

Dragging is simply pressing and holding down the left button on the mouse, and moving the mouse to a desired location. An icon or outline shape will represent what is being dragged. To Drop what you are dragging, simply release the left button.

Note that on some mouse configurations, the right button may be used for dragging.

The Menu

Menus in hierarchical order:

File:

New DocPad: Creates a new DocPad document. If changes have been made, prompts for saving.

Open Text File: Opens a text file for viewing/editing.

Save DocPad: Saves the DocPad document to the directory and filename you specify.

Print DocPad: Prints the current DocPad document.

Merge Print DocPad: Allows multiple documents to be printed with multiple addresses and salutations. See DocPad help for information on Merge Printing.

Print Setup: Allows selection of options and the selection of the default printer. To make a printer the default printer, double click it.

Run: Allows the launching of programs from their command line. Works like File Manager's File Run.

24 Hour Clock: Makes the Clock show time in 24 hour format.

View Phone Log: Displays the phone log, phonelog.txt if you choose to log calls.

This can be specified in the preferences dialog.

Exit Windows: Exits Windows after a confirmation.

Exit: Ends the AMF Daily Planner & P.I.M. Session.

Edit:

Cut: Deletes the selected text and copies it to the clipboard.

Copy: Copies the selected text to the clipboard.

Paste: Pastes the selected text to the clipboard.

Search: Searches the current DocPad document for a specific text or numeric string. See DocPad's help.

Font: Note that the fonts are used for viewing and printing only.

Choose Font- DocPad: Allows choice of font and point size for DocPad.

Choose Font- Planner: Allows choice of font and point size for the Calendar/Planner List

Choose Font- Phonebook. List: Allows selection of the font for the Phonebook List display.

Planner: Activates the Planner

Print Events of the Day: Prints the Planner's Contents in the specified font and point size.

Insert Times: Inserts times in the Planner for a half-hour delimited itinerary. Hours inserted can be set in preferences dialog.

Week at a Glance: Displays the Week at a Glance Screen.

Event Master: Displays the Event Master Dialog Box which controls anniversary, birthday and other reminders.

Purge All Data Before Today: Allows the deletion of old data before the current

date. Although it is not necessary, **data should be purged at least once a year**. See Also: [Purge](#).

Phonebook: Activates the Phonebook

[Print Current Entry](#): Prints the information for the current entry.

[Print Telecommunications Listing](#): Prints an alphabetic listing of all entries' phone and fax numbers.

[Print Report](#): Prints a Report of all entries' information in alphabetical order.

Leaves space to fill in missing information.

[Dial Phone Number](#): Dials the entry's first, or home, phone number.

[Dial Work Number](#): Dials the entry's work phone number.

[Dial Other Number](#): Dials the entry's other number.

[Fax Entry](#): Sends the entry a fax via WinFax Pro.

[Send Entry WinCIM E-Mail](#): Sends the entry e-mail via CompuServe's WinCIM interface.

[Add Entry](#): Adds an entry to the database.

[Change Entry](#): Changes the entry's information.

[Import Data](#): Allows the importation of an Access Database, MDB, file into the phonebooks.

[Import Earlier Version Data](#): Imports data from earlier versions of AMF Daily Planner & PIM.

[Export Data](#): Data from the phonebooks will be exported into a text file to your specifications.

[Search Database](#): Displays the search dialog which allows full searches of the PIM's databases.

[Envelope](#): Creates an envelope for the current entry or for other uses. Uses standard sized envelopes only. (Size 10, approximately 9.6" X 5.2")

Setup [Preferences](#): Allows changes to the current setup.

Dialer: Activates the Dialer.

Calculator: Activates the calculator.

Alarm:

[View and Set](#): Displays a list of currently set alarms. Also allows entry of a new alarm, or a removal of an old one.

[Repetitive Tasks](#): Displays the Repetitive Tasks dialog. Allows entry and removal of new tasks.

Task List: Displays the Task List Dialog which contains today's personal tasks.

Help:

[Contents](#): Activates this help file's table of contents.

[Help on Help](#): Displays help on using the Microsoft Windows help system.

[Context Sensitive](#): Temporarily changes the mouse cursor so that you can click on anything and get help on it. It works the same as the context sensitive help button on

the toolbar.

[Search](#): Allows searches by keywords or topics in the help file.

[Turn Tool Tips Off](#): Disables the tool tip help boxes which float over toolbar buttons.

[About](#): Shows the about box.

Status Bar

The **Status Bar** is the three-dimensional gray bar that appears at the bottom of the AMF Daily Planner & P.I.M. window. It will display helpful hints and messages about the status of the program.

ToolHelp

ToolHelp is a feature found in such Programs as Microsoft Word 6.0 for Windows, Microsoft Excel for Windows, and many other popular programs. If the user passes the mouse over the button, a small yellow rectangle pops up providing a tip as to the functionality of the button.

File Selection

Select the file of your choice by double clicking it. Double click directories to navigate through your hard disk drive.

Month Advance

Select this to move ahead one month at a time. The Planner will also move to the date you select.

Back Month

Select this to move the Planner and calendar back by months.

Today

Select this to move both the calendar and the Planner to the current day.

Year Advance

Select this to move ahead one year at a time. The Planner will also move to the date and year you select.

Back Year

Select this to move back a year at a time. The Planner will also move to the newly selected year.

Font

Allows the selection of the font for the To-Do List/Appointment Book.

Day Advance

Allows scheduling of appointments in the future. Also works by clicking on the [calendar](#).

Day Back

Allows the To-Do List/Appointment Book to scroll backwards one day at a time.

Features of AMF Daily Planner & P.I.M.

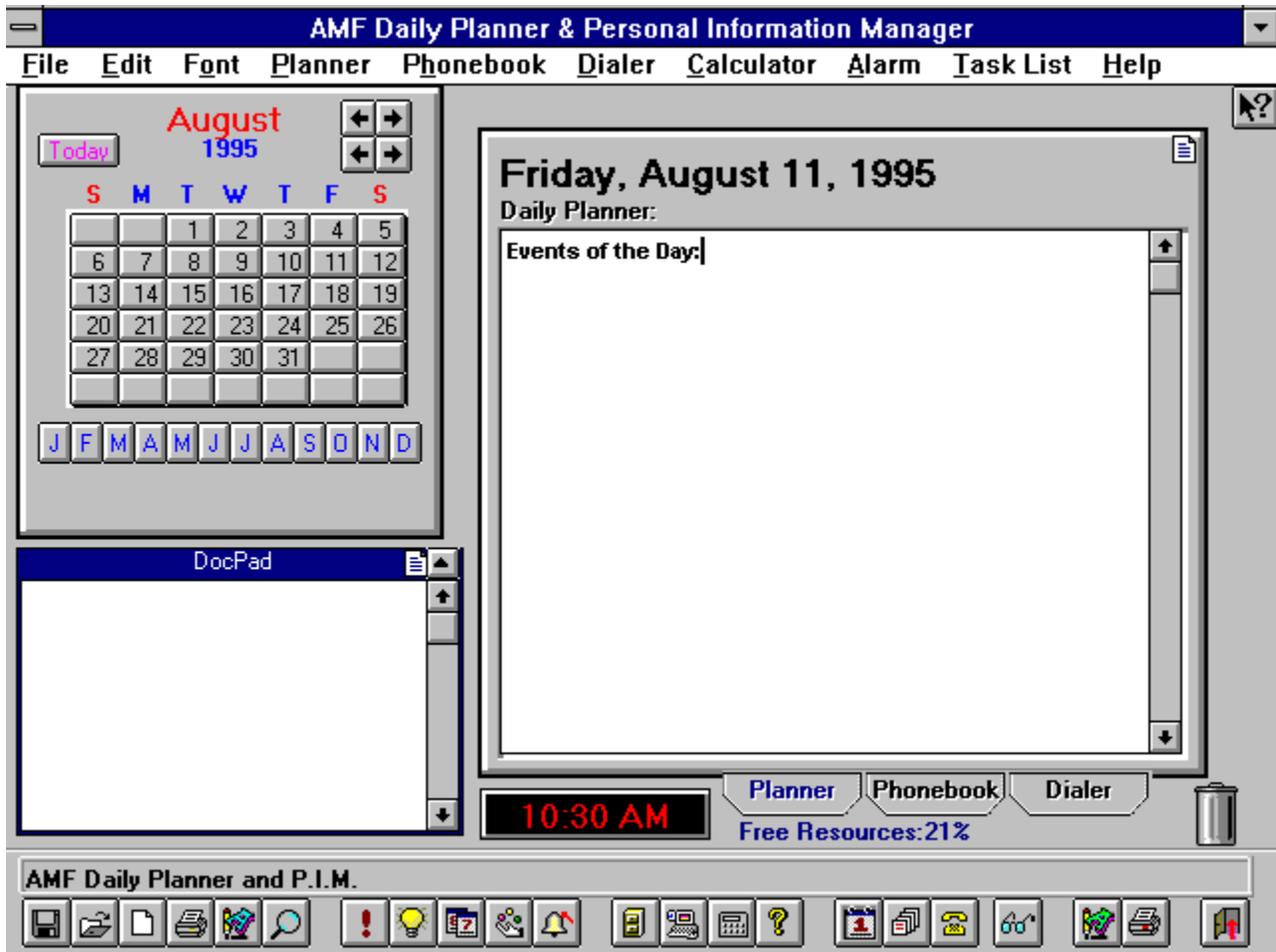
In date order...

- * New efficient file format.
- * System-wide hotkey.
- * More fields for more complete entry data.
- * Support for WinCIM e-mail.
- * CallerID support will actually recognize callers and display their information.
- * Call Logging will log both incoming and outgoing phone calls and faxes.
- * Ability to set alarms not only for the current date, but on future dates.
- * A move function allows entries to be moved from yellow pages to white pages and vice versa.
- * A new repetitive tasks feature allows the setting of a day and time for a specific task which is repeated daily or weekly.
- * An improved interface which increases productivity.
- * Resource usage has been cut. AMF Daily Planner & PIM uses as many resources as Word for Windows with one document open.
- * Font memory now remembers which font you used last on which window.
- * Support for color printing.
- * Many other minor improvements.
- * Full Drag & Drop Interface.
- * Up to 64K of data per day in the planner.
- * Up to 1,440 alarms can be set per day.
- * US/24 hour format on a nicely located digital clock.
- * A full-fledged text editor: DocPad which allows opening, viewing, and saving of text files.

- * Perpetual Calendar from the year 0 to the year 9000.
- * A Phonebook which allows up to 30,000 entries which works just like a rolodex.
- * Yellow and White Pages makes keeping your phone book in order easy.
- * Ability to autodial, or autofax entries in the phonebooks. Now with support for every Windows-supported modem.
- * ToolHelp for every picture button.
- * Ability to instantly create business letters and envelopes.
- * Ability to print out an alphabetic listing of all entries in the phone book, or just single entries.
- * A Phone Dialer which supports all calls and allows extended sequences for Voice Mail Dialing.
- * Auto-Scheduling: Drag an entry from the phone book to a date on the calendar, and an appointment has been set..
- * Ability to keep multiple years worth of information on file for all your records.
- * Ability to use the Planner for Tax Records.
- * Ability to import MDB, Microsoft Access Databases, into the phonebooks using a revolutionary Import Wizard which makes sure of perfect imports every time-- while being the simplest to use. The Import Wizard also makes text databases easy to import as well.
- * Ability to export phonebook data to text for use with your favorite database.
- * An Integrated Task List: allows scheduling of items in a list form which you may remove when completed. An easy way to view your hectic schedule in an orderly manner.
- * A Week at a Glance feature: allows the printing and viewing of an entire week at a time. Easily scroll through the days, months, or even years a day at a time in the week format.
- * An Event Master: makes sure that you never forget an important date again. Store a huge number of events per day - and be reminded of these events on the day that you scheduled them. Set it once, and never worry again for years to come. It even reminds you in advance!

- * A Company Profile box which allows viewing of all associates within one company at the same time.
- * A Phone log viewer to view and print records of your daily calls.
- * 3.2 X 5 inch and 5.5 X 8 inch printing to fit the most common planners and address books.
- * Envelope printing at the left, right and center to fit all printers.
- * Merge Print documents with just one click!
- * Context Sensitive Help: instantly transforms your mouse into a helper. Just click on the context sensitive toolbar button, and then click on anything to learn its usage.
- * Menu Selection Status Line Help: indicates what each and every menu selection does - before you do it.
- * Program Manager-like Run: allows the launching of files from that familiar command line interface.

And much more, see for yourself...
(click the **Browse Buttons** above)

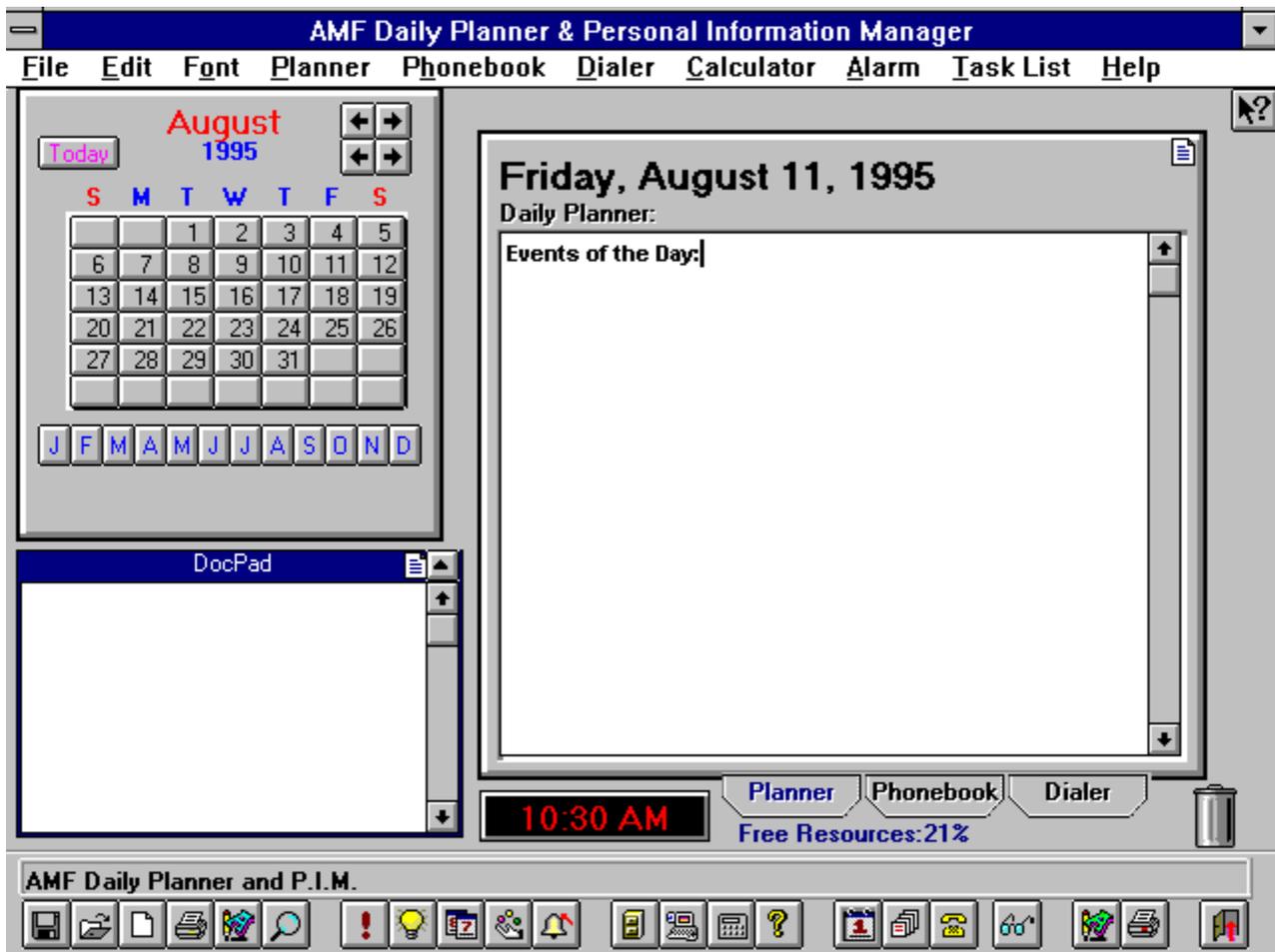


To-Do List/Planner

The To-Do-List/Planner is a very versatile Windows tool. It allows the user to enter an appointment from the current date to the year 9000. Up to 64K of plans may be entered per day. The To-Do List works together with the Perpetual Calendar. Clicking on a date on the calendar automatically updates the Planner's schedule. To enter data, simply type, like you would with any word processor. The planner is free form. Organize your data by priority or by time, or with no order at all- it's your choice.

To Enter Data in the Record, do so as you would any word processor. As soon as you enter text, it is automatically saved.

To delete the record, drag the handle, to the garbage can.



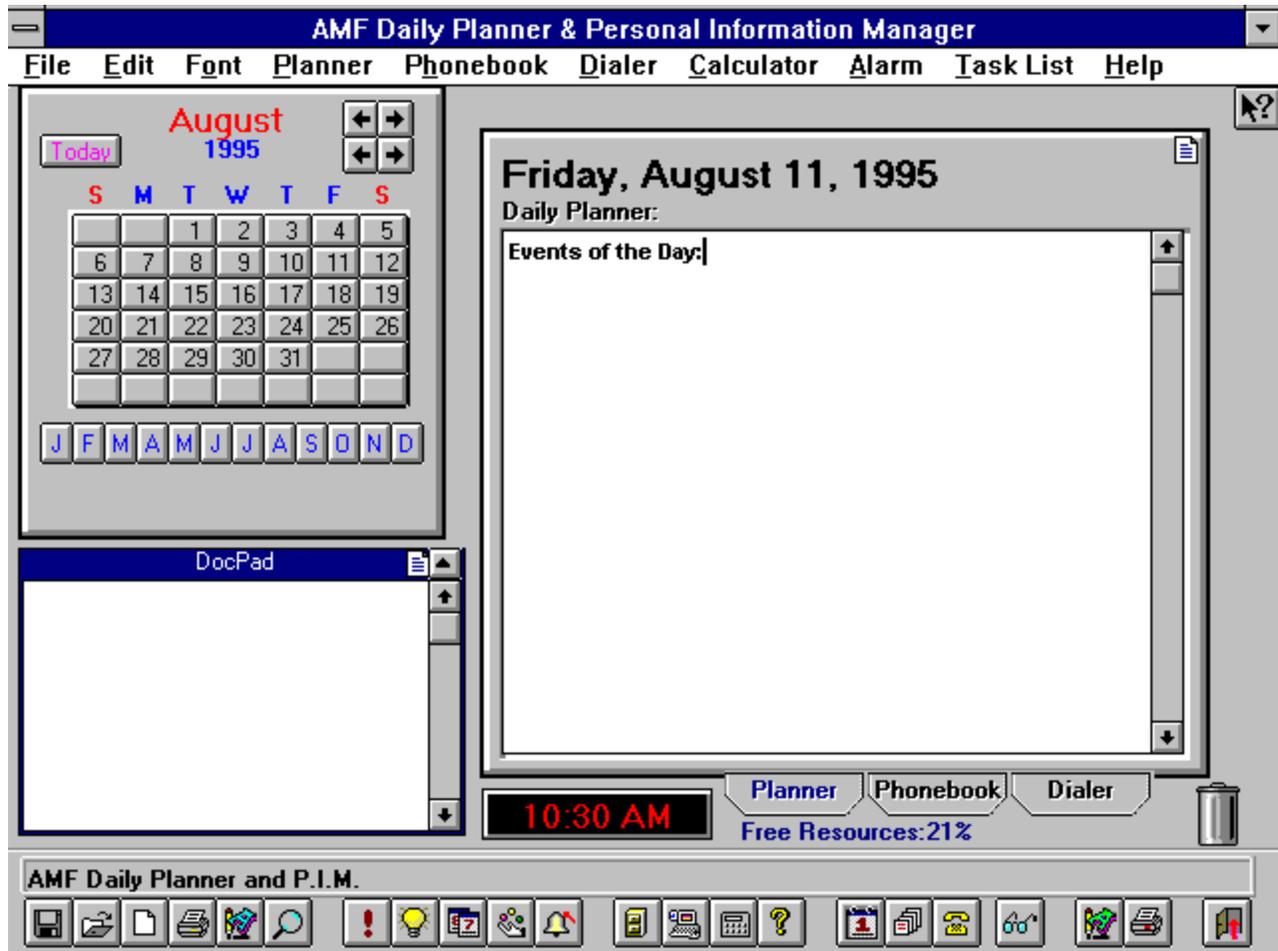
Title Bar

The **Title Bar** of the main AMF Daily Planner & PIM window is used for 1)Activating the Window, and 2)By dragging, moving the window.

The Perpetual Calendar

The Perpetual Calendar goes from the year 0 to the year 9000. It is integrated with the [To-Do List/Planner](#).

To change the picture on the calendar, simply click anywhere below the Month Buttons on the calendar and select a picture from the directory tree and file lists.



Date

This **text** displays on what day, date, and year that the To-Do List/Planner is open.

Day

Clicking on this **button** will change the date displayed in the To-Do List/Appointment Book.

Minimize

This **button** minimizes the main AMF Daily Planner & P.I.M. window.

The Month Buttons

These **set of buttons** allow jumping from month to month. The letter is the first letter in each month of the year.

Getting Started

To Install the AMF Daily Planner & PIM, run SETUP.EXE.

Manual Installation:

Note that these directories and drives are **only** examples.

You will need to run EXPAND to decompress files before the manual installation.

To setup this program, create a directory called PIM:

```
C:\>MD C:\PIM
```

Then, copy all the files that came with this program into that directory.

```
B:\>COPY *.* C:\PIM
```

Then Copy the Help File (pim.hlp) to your Windows Directory, normally C:\WINDOWS:

```
C:\PIM>COPY PIM.HLP C:\WINDOWS
```

Then Copy the VBX files (*.VBX) and the DLLs (*.DLL) to your WINDOWS\SYSTEM directory:

```
C:\PIM>COPY *.VBX C:\WINDOWS\SYSTEM
```

```
C:\PIM>COPY *.DLL C:\WINDOWS\SYSTEM
```

To Run the PIM, choose Run from Program Manager and type C:\PIM\PIM.EXE, or double click on the pim.exe file in File Manager.

That's it. Setup Complete.

To learn the basics, skip through this help file. This program is the only PIM which is easy enough to learn without reading the documentation.

Uninstalling AMF Daily Planner & PIM

- 1) Delete all files from the directory which contains AMF Daily Planner & PIM (normally C:\PIM)
- 2) Delete PIM.HLP from your Windows Directory.

That's it. AMF Daily Planner & PIM is now uninstalled.

Menu Bar

Click on an item to show its menu.

Select a Picture

Click the picture to change it to one of your choice. It can be a WMF (Windows Metafile), BMP, or any other standard Windows Bitmap-Style Picture.

DocPad: The Handy Text File Editor and Note Taker

DocPad can be used at anytime, because it's always visible. Take notes while you're on the phone, or take down a phone number or directions. It works just like any other text editor-- and even lets you save and print. You can use the standard menu commands to control DocPad, or the toolbar commands, found just beneath it.

Make sure you save changes, for DocPad does not support an autosave feature.

DocPad's text will automatically wrap on screen, but when printing, it will print normally.

DocPad prints the filename, date, and current page number as a header, the rest of the document is how it looks on screen (WYSIWYG). You can change the font and point size as well.

You can **Maximize DocPad** by pressing the DocPad maximize button, and minimize DocPad using the DocPad minimize button located on the lower right corner of DocPad.

To search for text in DocPad, press the text search button, enter a specific numeric or text string and press search. Results will be highlighted. Match Case searches only for exact duplicates of the search string that was entered.



Saving Procedure: After accessing the save button, enter a path and filename, or select one and type a filename. YOU WILL BE PROMPTED TO CONFIRM OVERWRITING OF FILES. This file is a valid text file.

Deletion Procedure: To Delete the File, simply drag the file handle (📁) to the Garbage Can (🗑️).

Opening Procedure: Select a path and filename to open. If the file is less than 40K and is a valid text file, DocPad will open it in under 1 second.

New Procedure: A New DocPad clears the contents of the old DocPad. You will be asked to save the current document if changes were made.

Print Procedure: As with all printing procedure, clicking on the Printer Icon on the status bar will abort the print job.

Merge Printing in DocPad: To Merge Print, first create or open the document you wish to print in DocPad. Then, from the menu, select Merge Print DocPad. DO NOT ADD

ADDRESSES OR SALUTATIONS TO THE DocPad DOCUMENT. Type a closing such as Sincerely, Andrew, and then select an Address Book or Both when prompted and watch it go. For each entry in your phonebook(s), a letter with the entry's business address and salutation (default, if necessary) will be printed. The printed copies are in alphabetical order by address book.

Object Handle

The Object Handle () is used to drag objects like text files and calendar lists, and phonebook entries which may not be able to be dragged as a whole. This handle is useful to delete a text file, or clear a planner record.

The Clock

Placed in an ideal location, the clock can show US time format or 24 hour international time format. To Change Formats, Change the setting in the File menu, or click on the clock.

Activate Planner

Clicking this activates the planner.

Activate Phonebook

Clicking this activates the phonebook

Activate Dialer

Clicking this activates the dialer.

Trashcan

Use this to drag and drop items you wish to delete. Either drag a list item, or use a handle

Exit

This will end the current AMF Daily Planner & P.I.M. session.

PIMCalc: The easy to use calculator:



All the numeric buttons will work as expected plus C-Clear; CE-Clear Entry, Door- Exit. PIMCalc is easy to use and convenient, too.

Print

Depending on if the Planner or the Phonebook is active, the print button will print the selected day's events or a full telecommunications listing.

DocPad Document Print

Prints the contents of DocPad.

DocPad Open Text File

Opens a text file for viewing/editing in [DocPad](#).

DocPad Document Save

Saves the current DocPad document as a text file which you specify.

DocPad New Document

Creates a new DocPad document. Clears the existing DocPad.

DocPad Select Font

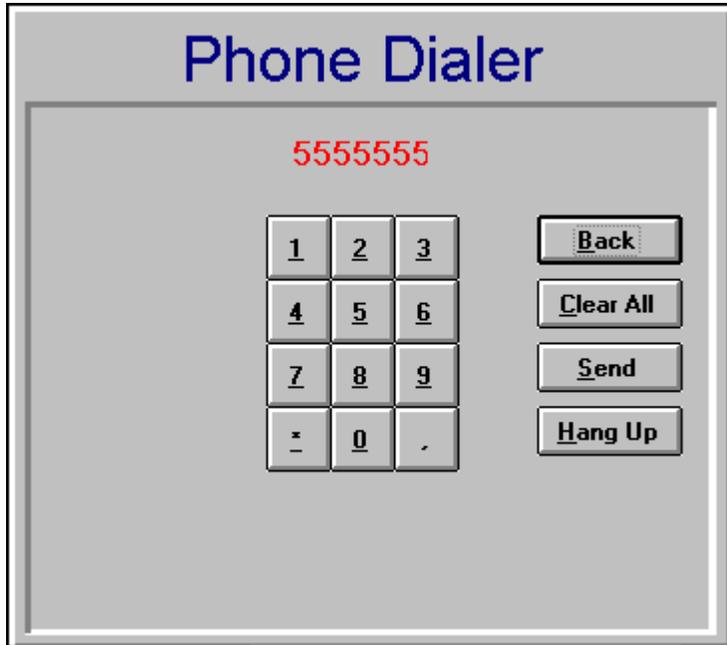
Allows font, color, and point size selection for DocPad

Planner/Phonebook Font Selection

Allows font, color and point size selection for the Planner or the Phonebook.

Telephone Dialer

To use, just key in the number and press the send button.



Display

Clear Last Number

Clear All Numbers

Dial the number

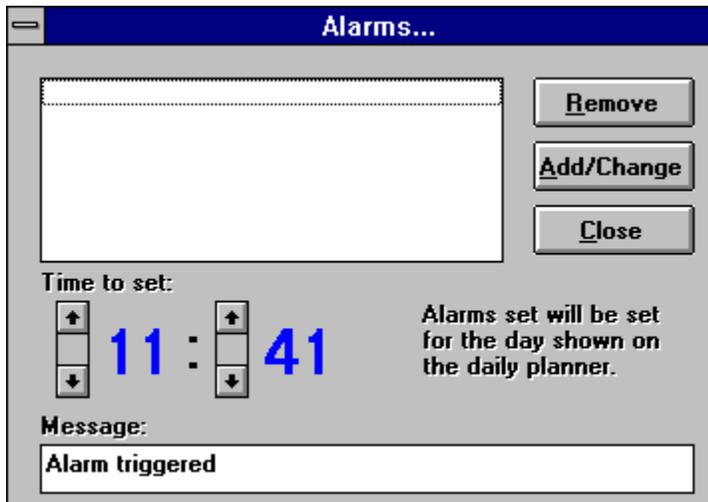
Hang Up

The comma (,) is a standard 2 second pause between digits.

You can enter the phone number using your numeric keypad as well.

Setting an Alarm

The Alarm is useful for reminding you of appointments and deadlines. The alarm allows up to one alarm per minute for every minute in a 24 hour period.



To set an alarm, select the time you wish to have it go off, by using the scroll bars. Then, enter a message in the box. Finally, press the Add/Change button and the alarm is set.

To remove an alarm, select one of the preset alarms, and press the remove button.

To change the alarm's text, select the alarm, edit the text, and press the Add/Change button.

Alarms can be set for the currently selected day on the planner. Alarms are deleted after they are triggered. AMF Daily Planner & P.I.M. must be running to trigger an alarm.

File Manager

This button will quickly launch file manager.

Control Panel

This button will quickly launch the control panel.

The Phonebook

The phonebook is a handy component of this program which supports up to 30,000 entries, with a full drag & drop interface and a rolodex-style interface.

Click on object to learn more about it..



Exporting Data to text can be done simply by choosing Phonebook, Export Data from the menu. Data will be exported with a separator character between columns of data. Usually, text databases are tab-delimited, meaning that a tab separates data entries, but you can specify a custom separator should you require it.

Adding an entry is as easy as clicking on the add button on the toolbar and entering the information. 

Changing the entry's information is just as easy as clicking on the change button, and modifying the data. 

To Delete an entry, drag the entry to the Trashcan or press the cut button on the toolbar. 

To Print an entry press the print button on the toolbar.

To create a business letter, drag the entry to DocPad, or press the Business Letter button on the toolbar.

To add the full data of the entry to a DocPad document, press the Insert Full Data button on the toolbar.

To call the selected entry, press any of the call buttons on the toolbar. Note: The telephone numbers must be filled in.

The Company Profile button will retrieve all associates from the same company for viewing simultaneously. Click the button, and a list will be generated. To view a specific associates' information, simply click the name of that associate.

To fax the selected entry the current DocPad Document or another document, press the fax button on the toolbar. Note that Delrina's WinFax Pro 4.0™ is the only fax program supported, although you may change the printer to the fax driver of your choice. 

To Move An Entry, select the entry and click the move button. The entry will be moved to other phonebook.

To Send E-Mail to the Entry, select the entry and select the Send Entry WinCIM E-Mail menu option from the Phonebook menu.

When sending e-mail, be sure to make sure that you have WinCIM and that the startup screen, if enabled is disabled so that it does not display when running WinCIM. Just take the check out of the box that says show at startup.

When sending e-mail, you can send DocPad's text as the message or create your own, simply respond appropriately to the questions that are asked. Completed e-mail will be out into the Out Box in WinCIM.

Envelopes and Labels

To create an envelope automatically, click on an entry in the phone book, and click the envelope button. The entry's name and address will automatically be inserted.

Andrew M. Freeman		Preferences
AMF Shareware Productions		Cancel
P.O. Box 189		
Holbrook, N.Y. 11741-0189		
Save Return Address as Default		
AMF Shareware Productions		
ATTN: Andrew M. Freeman		
P.O. Box 189		
Holbrook, NY 11741-0189		
USA		



Each button will change the font and point size of each line of the envelope. Note that this program changes the printer's orientation temporarily to landscape, and then returns it to what it was originally.

Colors are supported if you have a color printer.

It is assumed that size 10 envelopes will be used.

Use the save as default button to save the return address so that it is inserted every time you create an envelope.

Specify envelope location in preferences dialog.

Insert your envelope as follows:  , in the envelope feeder of your printer, or in the paper insertion area of your printer. You can specify the location of that feeder or insert in preferences dialog.

When ready to print, insert an envelope, label sheet or just use regular paper.

About

Shows the about box.

Create Report

This will create an alphabetic report of all entries in your Phonebook. Fields which have not been filled in will be printed with space, so that you can fill it in later. You can choose between the three styles of printing or use the native style which is similar to the FiloFax standard.

The Preferences Dialog

Preferences...			
COM Port: <input type="radio"/> COM 1 <input checked="" type="radio"/> COM 2 <input type="radio"/> COM 3 <input type="radio"/> COM 4 <input type="radio"/> COM 5 <input type="radio"/> COM 6 <input type="radio"/> COM 7 <input type="radio"/> COM 8	Phone Type: <input checked="" type="radio"/> Tone <input type="radio"/> Pulse	Envelope Printing: Print the Envelope: <input type="radio"/> Left <input type="radio"/> Right <input checked="" type="radio"/> Center	Number of days before event you should be reminded: <input type="button" value="↑"/> 18 <input type="button" value="↓"/>
	Dialing Prefix: <input type="text"/>	<input checked="" type="checkbox"/> Log Phone Calls in PHONELOG.TXT. <input checked="" type="checkbox"/> Use Caller ID <input type="button" value="Disable Polling"/> <input type="button" value="Re-Enable Polling"/>	Start and End Times for Inserting of Times: <input type="button" value="↑"/> 08 <input type="button" value="↓"/> to: <input type="button" value="↑"/> 22 <input type="button" value="↓"/> <input type="checkbox"/> Always Insert Times
<input checked="" type="checkbox"/> Include Phone Number With Reports <input checked="" type="checkbox"/> Include Fax Number With Reports	Modem Initialization String (If Necessary) (Used to Reset the Modem): <input type="text" value="ATZ"/>	<input type="button" value="Change Hotkey"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>
Default Salutation: <input type="text"/>	<input type="checkbox"/> Tab Before		

Preferences:

COM Port: Select the COM port which has your modem connected to it. This modem will be used for dialing and faxing.

Tone/Pulse: Select either Tone or Pulse for the type of phone system you have.

Dialing Prefix: If necessary, enter a dialing prefix which will be used for all calls made.

Default Salutation: Used when a salutation for a specific entry is not entered. The default salutation will be inserted in a letter if the entry lacks its own specific salutation. A common salutation is Dear Sir or Madam.

Tab Before: If you would like a tab before the salutation in a letter, check this box.

Log Phone Calls: Will log outgoing phone calls and if you have caller ID, will log incoming calls as well.

Modem Initialization String: Used to reset the modem each time you make a new call.

The string you enter is a command that will be sent to the modem before use.

Use CallerID: Check this box if your modem supports caller ID and you have the service which is available from your phone company in most areas.

Polling: On occasion, CallerID checking will cause problems with some communications software. If this is the case, which is unlikely, click the disable polling button. When you have finished using the other communications software, click the re-enable polling button.

Include Phone Numbers/E-Mail with Reports: Includes the phone numbers and e-mail address with reports if checked.

Include Fax Number with Reports: Includes the fax number with reports if checked.

Insert Times: Inserts times in half-hour increments from the beginning time to the end time. Use the scroll bars to select start and stop times.

Always Insert Times: If checked, times will be automatically inserted for each new day selected.

Change Hot Key: Click this button to change the hotkey.

Envelope Printing: Determines location of printer envelope feeder or insertion area.

Number of days to be reminded before an event: Use the scroll bar to change the number of days you should be reminded before a scheduled event in Event Master.

Names of Custom Phonebook Fields: Allows the user to name the two user customizable fields used in the phonebooks.

Cut

Deletes the selected entry from the Phonebook.

Call Entry

Calls the selected entry's phone number.

Print Entry

Prints the selected entry's information.

Rolodex

Click a letter on this rolodex to display all entries beginning with that letter.

List of Entries

This lists all entries under the letter clicked on in the virtual rolodex. By dragging the entry to various places, you can perform various functions like scheduling appointments, deleting entries, and more.

Information

This lists all the entered information on the specified entry.

Insert Full Data

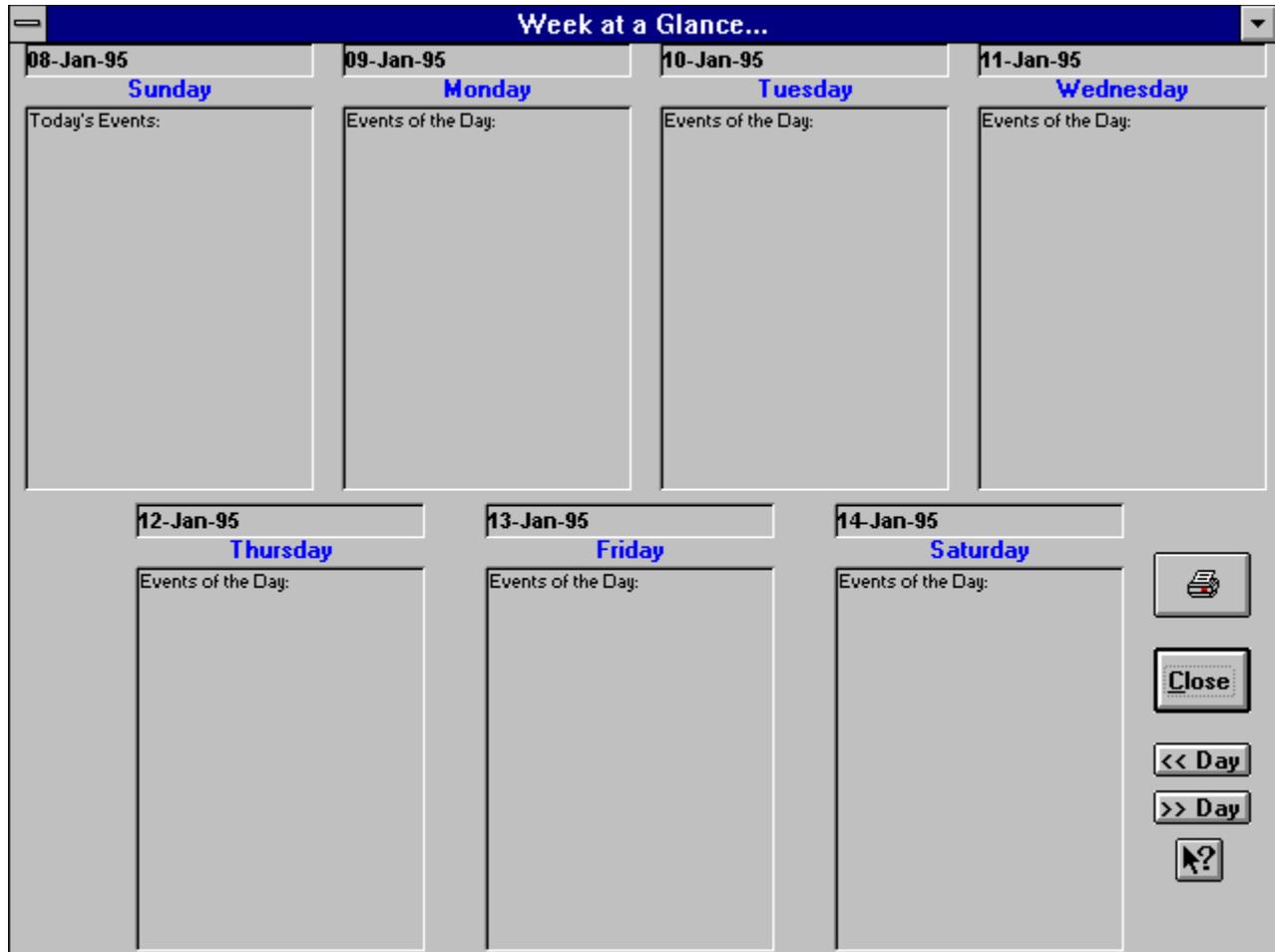
This will insert the selected entry's full data into DocPad.

Create Business Letter

This will insert the selected entry's name, company, occupational status, address, and the salutation in DocPad for use as the beginning of a business letter.

Week at a Glance:

Click on an object to learn more about it:

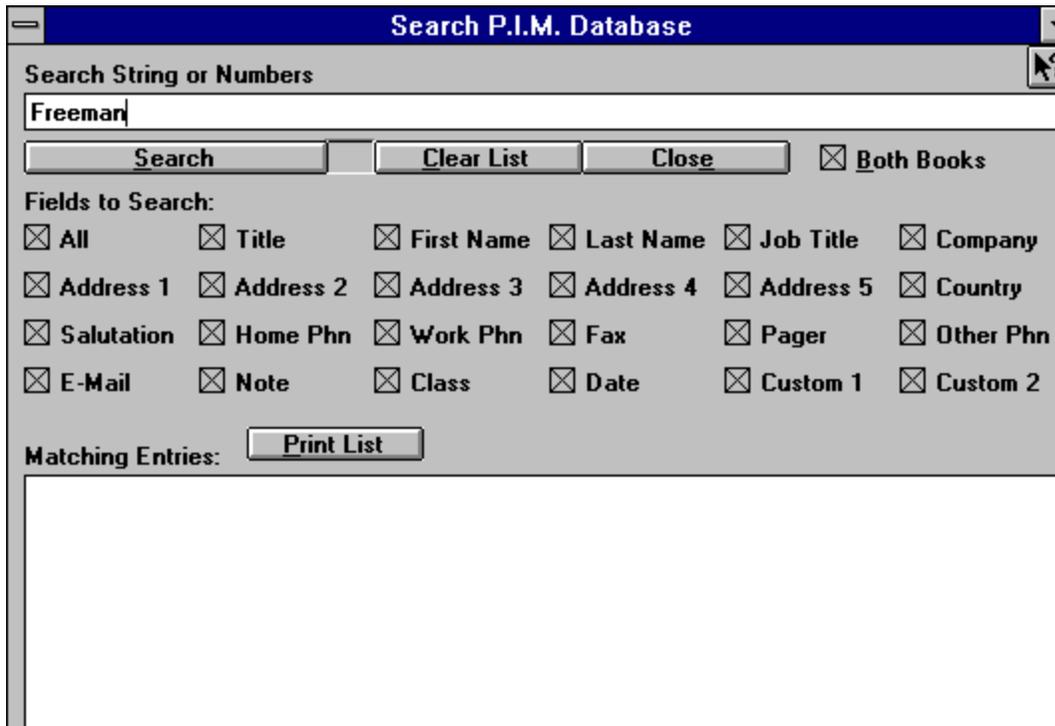


The Close button will close the Week at a Glance view.

You will be given option to print smaller sizes to accommodate a variety of planners.

Search Database

Using an extremely efficient search engine, the PIM can search through its databases in any of the fields that you want, for any text string or number.



The screenshot shows a dialog box titled "Search P.I.M. Database". At the top, there is a text input field labeled "Search String or Numbers" containing the text "Freeman". Below this field are three buttons: "Search", "Clear List", and "Close". To the right of these buttons is a checkbox labeled "Both Books" which is checked. Below the buttons is a section titled "Fields to Search:" containing a grid of checkboxes for various fields: All, Title, First Name, Last Name, Job Title, Company, Address 1, Address 2, Address 3, Address 4, Address 5, Country, Salutation, Home Phn, Work Phn, Fax, Pager, Other Phn, E-Mail, Note, Class, Date, Custom 1, and Custom 2. All these checkboxes are checked. Below the "Fields to Search:" section is a section labeled "Matching Entries:" with a "Print List" button. The area below the "Matching Entries:" label is currently empty.

To use, simply enter the text string or number string in the text box at the top, make your selections of the fields to search and click the search button.

A field is an area to search that you have previously entered data in when you added entries to the Phonebook.

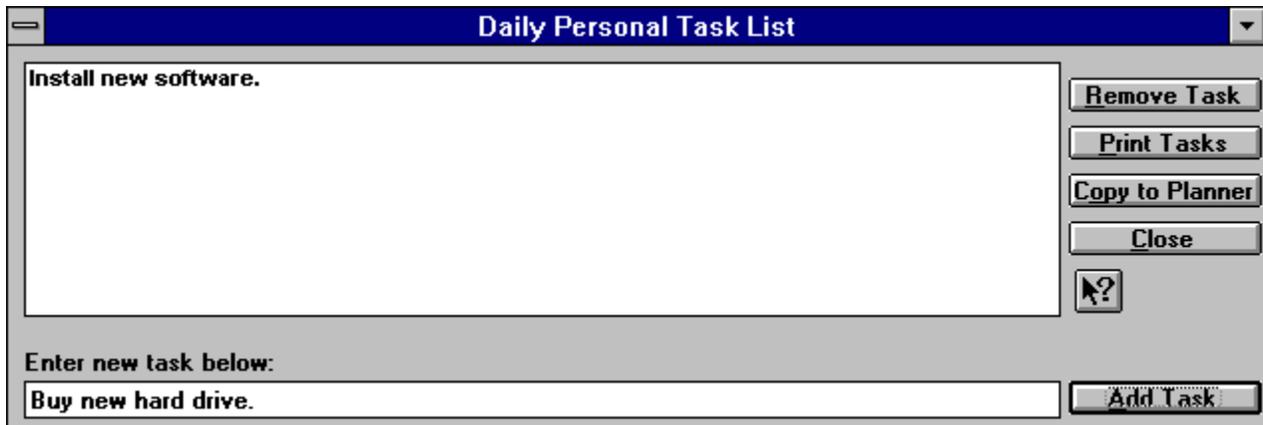
The Clear List button clears the list of previous matches.

The Close button ends the search.

The Print List button prints the entry and its match on your printer.

The context sensitive help button activates context sensitive help.

The Personal Task List



The Remove Task button allows you to remove a task that has been completed. Just select the task and click the button.

To Add a Task to the list, enter text in the text box at the bottom of the windows, and click the Add Task button.

To Print the Tasks, press the Print Tasks button.

The Copy to Planner button will copy all tasks to the daily planner for the day selected.

**** Tasks are perpetual, that is only you can add or subtract tasks. Tasks will remain on the list each day.**

Event Master™

Event Master is a unique way to help stop you from forgetting important dates. When running the PIM on one of the dates you specify as an Event, a message box comes up and reminds you of this date.



To add an event, use the scroll bars to change the month and date, enter text in the text box at the bottom of the window, and click the Add button.

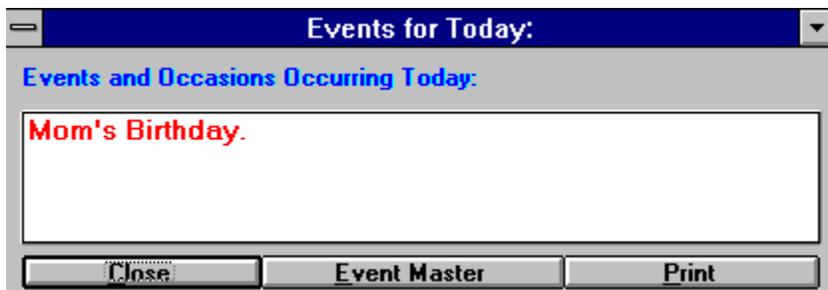
To remove an event, select the event and press Remove.

To close the Event Master™ window, press the close button.

The To Planner Button copies the events to the daily planner.

The Show button will produce the "show screen," shown below.

The show screen will always be shown at startup:



Print: Prints the events listed in the show screen.

Event Master: Shows the Event Master

Close: Closes the show screen.

The Event Master will alert you the number of days in advance that you specified in the Preferences dialog. You will be reminded until the actual day of the event by automatic insertion of the event information in the current planner day.

Yellow/White Pages Label

This label is used to show which address book is active, the Yellow Pages, or the White Pages.

Yellow Pages

This address book is used primarily for business references, and works like its paper counterpart. Click the Yellow Button to access its "pages." See Also: [White Pages](#).

White Pages

This address book is used primarily for personal/friend references, and works like its paper counterpart. Click the White Button to access its "pages." See Also: [Yellow Pages](#).

Call Work

This button will dial the entry's work number.

Call Other Number

This button will dial the entry's other number.

Move

This button will move the selected entry to the other phonebook. Works in both directions, that is, to and from the yellow and white pages. Simply select an entry and click the Move button.

List of Events

This box shows the events for the date listed above the box. Use the [scroll buttons](#) to change the display.

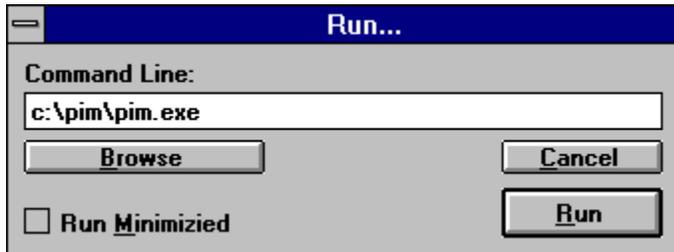
Day Scroll Buttons

Use these to dynamically update the Week at a Glance by adding or subtracting one day.

Print Week at a Glance

Prints the entire week's events starting from the first day listed on the Week at a Glance view.

Run...



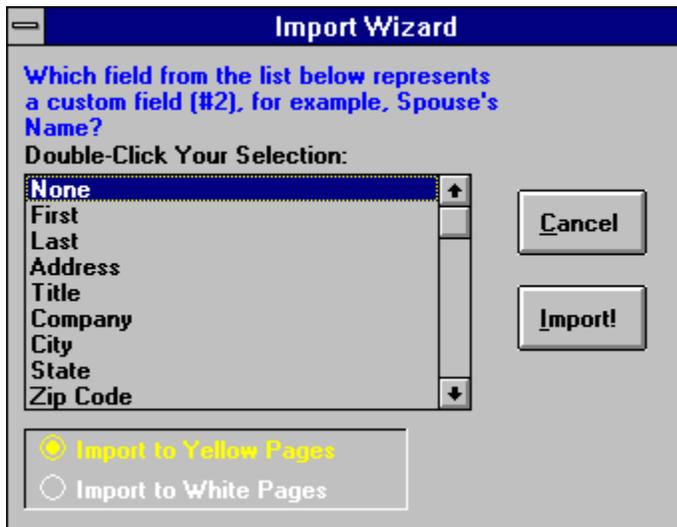
Browse: Allows you to find and select a file to run.

Run: Launches the program or file.

Cancel: Closes the Run... dialog.

Run Minimized: Forces the program to run as an icon; minimized.

Data Import Wizard



The Import Wizard will guide you through the importation process. First, select an MDB, Microsoft Access Database, format file or a text file which is either comma-delimited (CSV) or tab-delimited. Then, choose the table you wish to import from.

The Import Wizard will then ask a series of questions. Simply double-click a field that answers the question, or double-click None when that choice is available.

The Field Names are gathered from your data file.

Select an address book you wish to import to, Yellow Pages or White Pages.

When finished with the questions, click the Import! button.

All previously existing entries will be overwritten.

In order to import Access Databases, the following files must be located in your WINDOWS\SYSTEM directory: VBDB300.DLL, MSAJT112.DLL, and MSAJT200.DLL. Access 1.1 and Access 2.0 formats are supported.

To import a series of data from a previous version of AMF Daily Planner & PIM, select the Import Earlier Version Data menu from the Phonebook menu. The import process is automatic.

Purge

Purging Data means that you will remove all old data from your hard-drive. After that, it will no longer be accessible. Data should be purged once a year at a minimum to ensure that the access to the data remains quick. It is not necessary to do so, but data access speeds will be greatly increased.

Context Sensitive Help

Help provided on a topic specific to the area of the program you are using. For help on toolbar button, for example, click the context sensitive help button, followed by clicking on the toolbar button.

Free Resources

Provides information on the percentage of free system resources.

CallerID Features

In order to use the CallerID features, you must have a CallerID modem and subscribe to the CallerID service available from most local phone companies.

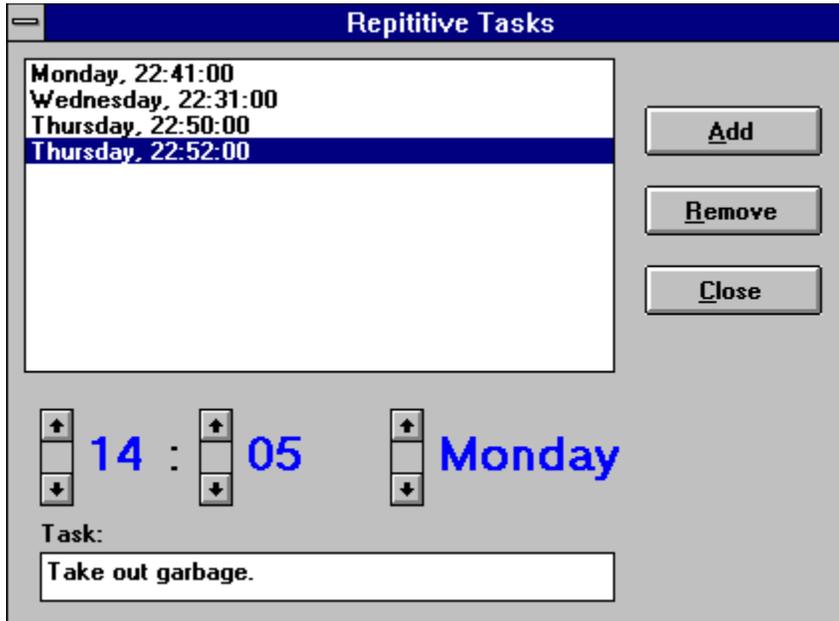
In the preferences dialog, select the Use Caller ID check box.

When an incoming call is detected, the PIM will check its database for a reference to the phone number. All matches will be displayed in the CallerID dialog. Simply click on an entry and its data will be displayed.

Be sure to input your data (if you use area codes) so that it is standard, such as (555) 555-5555 notice the spacing and parenthesis. The dash method is OK as well as the single number method: 555-555-5555 or 5555555555.

Repetitive Tasks

The repetitive task manager allows you to set alarms for specific times and days so that you can schedule repeated tasks with one click. You can schedule to do your laundry on Wednesdays at 7 o'clock for example. At the specified time on the specified day, a message box will alert you to your task.



To add a task, enter the task, set the time and day, and click the add button.

To remove a task, select the task and click the remove button.

To close the dialog, click the close button.

Shareware & Registration

Shareware is a marketing practice allowing the consumer to try before buying. If the user continues to use the program, he or she is encouraged to pay the registration fee. This registration fee will not only entitle the user to benefits such as free 6 month support, a registration number, and an improvement in program performance, but will encourage the author to continue his efforts.

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Andrew M. Freeman
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If you wish to upgrade from an earlier version, the price is \$15 and orders can be accepted via SWREG ID#6970 and by check or money order to the address above. Upgrades cannot be ordered by credit card.

About and Contacting the Author and Credits



ASP

The Author of this program is Andrew M. Freeman, <ASP>.
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Andrew M. Freeman
AMF Shareware Productions
P.O. Box 189
Holbrook, N.Y. 11741-0189
USA

CompuServe: 74250,1700
Internet: 74250.1700@compuserve.com
WWW: <http://www.execpc.com/~amfsoft/index.html>

If you or your company require a special project in Visual Basic or in WordBasic for Word 6.0 for Windows, contact Andrew M. Freeman at the addresses above.

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Mabry Software:

Mabry Software created the PICBTN.VBX which created the Picture Buttons found in this program. This custom control for Visual Basic is a command button that has both text and a picture on it. The picture can be scaled and placed above, below, to the right, or to the left of the text. The text may be multi-line. Mabry Software produces an entire line of superior Visual Basic custom controls and can be contacted at:

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Seattle, WA 98103-1926

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