



Eudora Planner[™] Quick Start Guide

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Eudora Planner Quick Start Guide

This guide describes how to install Eudora Planner and its online documentation, how to register Eudora Planner, and how to get technical support. It contains information for both Windows® and Macintosh® users.

System Requirements

The following sections list the system requirements for running Eudora Planner on Windows or a Macintosh.

Windows

To install and use Eudora Planner on a PC, you need

- A personal computer with a 486 or higher processor (Pentium 90 recommended).
- The Microsoft Windows 95® operating system or Windows NT® workstation operating system version 4.0 or later. For Windows NT 4.0 installations, Service Pack 3 for Microsoft Windows NT is also required.
- 16 MB of RAM for use on Windows 95 or Windows NT Workstation 4.0.
- 18 MB of hard disk space.
- A CD-ROM drive.
- A VGA or higher-resolution video adapter (SVGA 256-color with 800x600 or higher resolution recommended).
- A Microsoft Mouse or compatible pointing device.

To take advantage of all of Eudora Planner's features, you may also want to have

- A modem, for auto-dial, that is compliant with the Windows Telephony Application Programming Interface (TAPI)
- A Windows-compatible network using TCP/IP protocol for workgroup functionality
- A dial-up or full-time Internet connection
- An e-mail package compliant with Microsoft's Messaging Application Programming Interface (MAPI) standard, such as QUALCOMM's Eudora Pro

Macintosh

To install and use Eudora Planner on a Macintosh, you need

- A Power Macintosh or equivalent
- Mac® OS System 7.6.1 or later
- Open Transport 1.1 or later
- 16 MB of RAM
- 25 MB of hard disk space

To take advantage of all of Eudora Planner's features, you may also want to have

- A Macintosh-compatible modem for auto-dial
- A Macintosh-compatible network using TCP/IP protocol for workgroup functionality
- A dial-up or full-time Internet connection
- An e-mail package, compatible with the Internet Config program, such as QUALCOMM's Eudora Pro

Installing Eudora Planner

Eudora Planner's installation program installs all components of Eudora Planner, including the Eudora Planner program, online documentation, and other related programs. Installation is slightly different on Windows and Macintosh systems.

To install Eudora Planner for Windows 95 and Windows NT:

1. Insert the CD-ROM. The Eudora Planner installation program appears.
2. Click the **Install Eudora Planner 4.0** button. The installation begins.
3. Follow the instructions provided by the installer to complete the installation.

To install Eudora Planner for Macintosh:

1. Insert the CD-ROM. Its contents appear in a Finder window.
2. Double-click the **Install Eudora Planner** icon to open the installer application. A splash screen for the installer appears.
3. Click **Continue**. The Read Me file appears. We recommend that you read this file. Click **Continue** again when you finish. The license agreement appears.
4. Review the license agreement, then click **Agree** to continue. The Install Eudora Planner dialog box appears.
5. Click the **Install** button to begin installing the program. A directory dialog box prompts you to choose a location for the Eudora Planner folder. When you've chosen a location, click **Install** again to complete the installation.

The Eudora Planner installer installs items into two different locations on your Macintosh. The *Eudora Planner Folder*, which contains the Eudora Planner application files, is installed in a location that you choose before installation. Eudora Planner also installs a system extension called *EP Quick Menu* into the Extensions folder.

Registering Eudora Planner

Registering Eudora Planner involves entering two codes into the software:

- A *serial number* that uniquely identifies your copy of Eudora Planner
- An *activation code* that indicates you have registered your copy of Eudora Planner

Your serial number is provided on a serial number card included in your Eudora Planner package. To enter the serial number, choose **Register** from Eudora Planner's **File** menu, then enter the serial number in the appropriate field on the resulting dialog box. Users of the trial version must purchase the Eudora Planner package to obtain a serial number.



A serial number is required for obtaining technical support for Eudora Planner.

The activation code is required to disable the registration reminder dialog box that Eudora Planner periodically displays. To obtain an activation code, choose **Register** from Eudora Planner's **File** menu to access the Registration dialog box. How you proceed from this dialog box depends on whether your running Eudora Planner on a Windows or Macintosh system.

Registering Windows 95 and Windows NT 4.0 Installations

On the Registration dialog box, enter your personal or company information in the appropriate fields. When you've finished entering the required information, you can send your registration information to QUALCOMM in one of the following ways:

- Click the **Submit** button to upload the registration information to QUALCOMM via TCP/IP to the Eudora Web site. If you upload your registration information in this way, the activation number will be sent to you in an e-mail message.
- Click the **Print** button to print the registration information so that you can then mail or fax it to QUALCOMM. The mailing address and fax number information you will need is listed on the printout. Your activation code will be sent to you in the same manner as you submitted your registration information, by mail or fax.

Registering Macintosh Installations

On the Registration dialog box, enter your personal or company information in the appropriate fields. When you've finished entering the required information on the Registration dialog box, the **Next** button becomes available. When you click the **Next** button, the Survey dialog box appears, and presents you with the opportunity to provide optional information about yourself, your business, and your computing environment. Once the survey dialog box appears, you can send your registration information to QUALCOMM in one of the following ways:

- Click the **Print** button to print the registration information so that you can then mail or fax it to QUALCOMM. The mailing address and fax number information you will need is listed on the printout. Your activation code will be sent to you in the same manner as you submitted your registration information, by mail or fax.
- Click the **Register** button to upload the registration information to QUALCOMM via TCP/IP to the Eudora Web site. If you upload your registration information in this way, the activation number will be sent to you in an e-mail message.

Uninstalling Eudora Planner

The following sections describe how to remove Eudora Planner from your computer.

Windows

To remove Eudora Planner from your computer, Select Add/Remove Programs from the Windows Control Panel.

To uninstall Eudora Planner from your PC:

1. From the Start menu, select **Settings**, then **Control Panel**.
The Windows Control Panel appears.
2. Double-click **Add/Remove Programs**.
The Add/Remove Programs Properties dialog box appears.
3. From the scrolling programs list on the Install/Uninstall tab, select **Eudora Planner**. Then, click the **Add/Remove** button.
A dialog box prompts you to verify your selection.
4. Click **Yes** to continue uninstalling.
Eudora Planner is removed from your computer.

Macintosh

You can remove Eudora Planner using the Eudora Planner installer.

To uninstall Eudora Planner from your Macintosh:

1. Insert the CD-ROM. Its contents appear in a Finder window.
2. Double-click the **Install Eudora Planner** icon to open the installer application.
A splash screen for the installer appears.
3. Click **Continue**. The Read Me file appears. We recommend that you read this file. Click **Continue** again when you finish. The license agreement appears.
4. Review the license agreement, then click **Agree** to continue. The Install Eudora Planner dialog box appears.
5. Hold down the Option key. The **Install** button becomes the **Uninstall** button. Click **Uninstall** to remove Eudora Planner from your system.

Using the Online Documentation

To use the online *Eudora Planner User's Guide* and *Eudora Planner Administrator's Guide*, you must have Adobe Acrobat Reader version 3.0 installed on your computer. Windows 95, Windows NT, and Macintosh versions of this program are provided on this CD. If you installed Eudora Planner using the standard installation, then the online documentation and Acrobat Reader files were installed onto your computer. If you chose a custom installation that did not include these files, you can still install them from the CD-ROM.

Installing Acrobat Reader

You can install Acrobat Reader by running the appropriate installation program on the Eudora Planner CD-ROM.

To install Acrobat Reader for Windows 95 or Windows NT:

1. Insert the CD-ROM. The Eudora Planner installation program appears.
2. Click the **Install Acrobat Reader 3.0** button. The installation begins.
3. Follow the instructions provided by the installer to complete the installation.

To install Acrobat Reader for Macintosh:

1. Insert the CD-ROM. Its contents appear in a Finder window.
2. Double-click the **Install Acrobat Reader 3.0** icon to open the installer application. A splash screen for the installer appears.
3. Click **Continue**. The license agreement appears.
4. Review the license agreement, then click **Accept** to continue. The Install Acrobat Reader 3.0 dialog box appears.
5. Click the **Install** button to begin installing the program.

Accessing the Online Documentation

When you install Eudora Planner for Windows, the online documentation is added to the Eudora Planner submenu of the Windows Start menu. You can start it from this menu if you have Acrobat Reader installed.

On the Macintosh, the online documents are installed into a Documentation subfolder of the Eudora Planner folder. You can double-click them to launch them in Acrobat Reader.

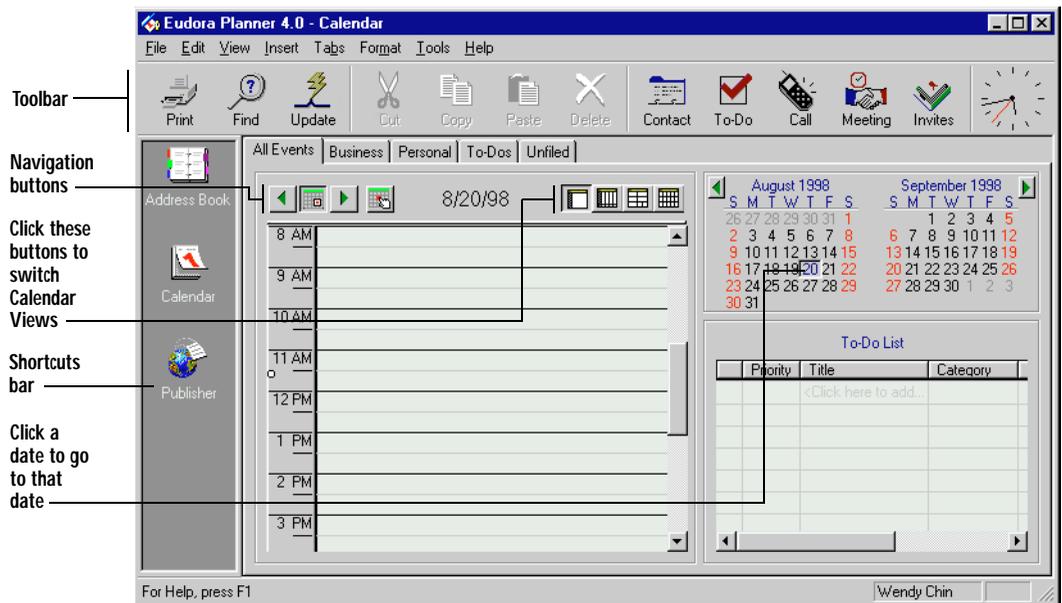
Starting Eudora Planner

You can start using Eudora Planner immediately after you've installed it.

Windows

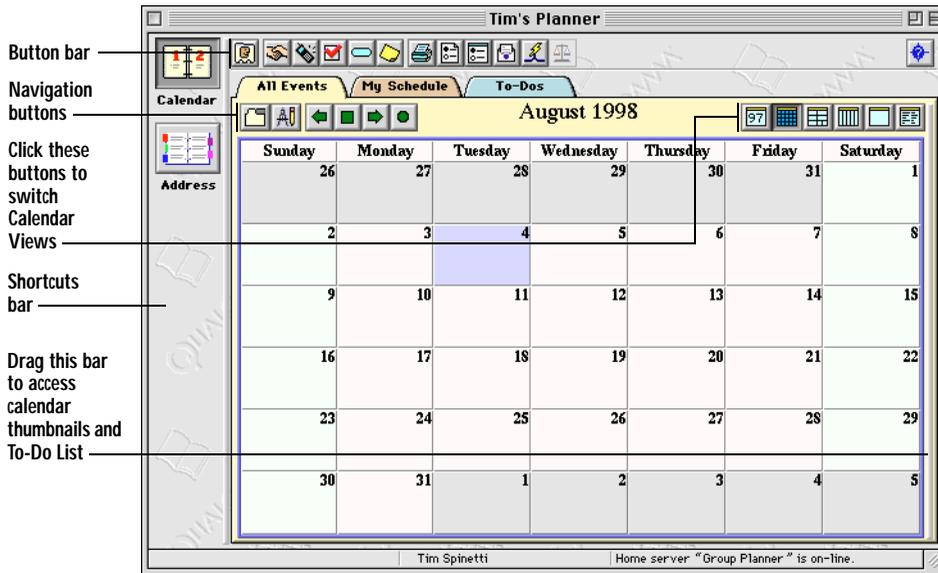
1. From the **Start** menu, select **Programs**, then select **QUALCOMM** from the submenu that appears.
2. From the **QUALCOMM** submenu, select **Eudora Planner**.
3. The **Eudora Planner** window appears, showing the last plugin application that was displayed when you last closed Eudora Planner.

The first time you start Eudora Planner, it displays the Calendar.



Macintosh

To start Eudora Planner on a Macintosh, open the *Eudora Planner Folder*, then double-click the icon for the *Eudora Planner* application file. The first time you start Eudora Planner, it displays the Calendar.



Getting Technical Support

To accommodate the varying needs of our customers, QUALCOMM offers a number of technical support options. Registered users can take advantage of free support options as well as limited telephone support. The following sections describe these options. For more information, contact us or refer to our Web site, <http://www.qualcomm.com/eudora/planner>.

To guarantee your access to technical support, be sure to register Eudora Planner as described in "Registering Eudora Planner" on page 3.



Over time, our technical support options may change. If you are not on an active support plan, you may want to consult our Web site or Fax Document Retrieval System, as described in the following section, for any changes to the options available.

Free, Unlimited Support

QUALCOMM currently offers the following free technical support options:

- For no charge, you can call our Fax Document Retrieval System at 800-730-7860 or 503-274-6370. This system can fax you answers to common questions as well as troubleshooting guides compiled by our support technicians.
- Our World Wide Web site (<http://www.qualcomm.com/eudora/planner>) includes a large number of free technical support documents from our Document Retrieval System, viewable online.

Limited Technical Support (U.S. Only)

To determine what additional technical support may be available, registered users can either call 619-651-5450 or send e-mail that includes your serial number to one of the following addresses:

- mac-planner-support@qualcomm.com for Macintosh users
- win-planner-support@qualcomm.com for users on Windows 95 and Windows NT 4.0

Similarly, users of the demo version who want to know about the technical support options available can send e-mail to

- mac-planner-demo@qualcomm.com for Macintosh users
- win-planner-demo@qualcomm.com for users on Windows 95 and Windows NT 4.0

International Technical Support

Outside the United States, technical support is available through your local reseller.

Back Up Your Data!

Some technical support situations can be avoided, especially those involving damaged Calendar or Address Book data, by backing up your Eudora Planner data. The backup process is easy, can save you time and money, and provides a relatively simple way to recover from mistakes and problems. See the *Eudora Planner User's Guide* for information on the backup feature.

