



The Electronic Advertising Specialty Program

Easy-P is a Personal Information Manager which includes a Calendar, an Appointment Book, an Address Book, and a Calculator.

HelpTopics

[The Toolbar](#)

[Address Book](#)

[Appointment Book](#)

[Calendar](#)

Ordering Easy-P - As an Advertising Specialty Easy-P can be customized for your company. Your logo and messages can be added to various parts of the program. We can even develop completely different features and add them to the program.. [Click here for more information.](#)

The Toolbar



The Easy-P toolbar gives the user quick access to the various parts of the program. The user can either click on the icon of the application he wishes to use, or can click on the main Easy-P button (furthest to the left) and a menu pops up. The user can then select the function he wants, exit the program or set the always on top and show title bar options.

Options:

Show Title Bar: When checked the Easy-P Toolbars title bar is displayed. Unchecking this option will hide the title.

Always On Top: When checked the Toolbar will always be on top of any other open windows on the users desktop.

The Address Book

As names are added to the Address Book they are sorted in the Names list box. The names in the list box are sorted company first, then last name and then first name. By selecting a name from the list, the Address information, phone number and notes related to that name are displayed. Functions are listed below:

To Add Names: Click on the Add New Name button or click the Right Mouse button on the names list box and select Add New Name from the pop-up menu. A New record is then added to the database.

Deleting a Name: First select the name you wish to delete in the names list box, and press the "Delete This Name button. You can also press the Right Mouse button on the Names list and select Delete Highlighted Name from the pop-up menu.

To Add a Phone Number: Click on the Add Phone # button or click the Right Mouse Button on the Phone list box and select Add Phone # from the pop-up menu. The Add Phone dialog box will be displayed. Select a description and fill in the number. The phone numbers will be listed in the phones list for each name in the database.

To Edit a Phone: Click on the Edit Phone # button or click the Right Mouse Button on the Phone list box and select Edit Phone # from the pop-up menu. The Phone dialog box will be displayed and any changes made will be updated in the database. Pressing cancel will abort any changes that were made.

To Delete a Phone #: Select the phone number you wish to delete. Click the right mouse button on the Phones list box and select Delete Highlighted Phone # from the pop-up menu.

The Appointment Book

The appointment book allows you to enter any days Appointments and important reminders in a To-Do list. Clicking on any day on the calendar will show the appointments for that day. The user can change the month and year by selecting them in their respective combo boxes. Other functions are listed below:

To Add an Appointment: Either double-click on the time of your appointment, or select the time and click the right mouse button and select Add Appointment. A multi-line text box will then be displayed where you can type the text you wish for that appointment. Pressing the escape key or clicking on another time on the appointments grid will cause that text box to disappear.

To Delete an Appointment: Highlight the appointment you wish to delete. Press the Right Mouse button and select Delete Appointment from the pop-up menu. That appointment will then be deleted. You can also delete all past appointments by choosing Delete all old Appointments from the pop-up menu.

The To-Do List displays reminders in the To-Do list box. The items are sorted by Priority first then the date which the item is due. When the user marks the To-Do items as done they will disappear from the list. If the user chooses, the completed items can be re-displayed by selecting the Show Completed Items check box.

To Add a To-Do Item: Click on the Add To Do Item button or click the right mouse button in the To Do list box and select Add To Do Item from the pop-up menu. The To-Do dialog box will then be displayed allowing you to set the due date, priority and give a description of your reminder.

To Delete a To-Do Item: Highlight the Item you wish to delete. Press the Right Mouse button and select Delete Highlighted Item from the pop-up menu. That item will then be deleted. You can also delete all the completed To-Dos by choosing Delete all Completed Items from the pop-up menu.

To Edit a To Do Item: Highlight the item in the To-Do List box you wish to edit. Then press the Edit To Do Item button or select the Edit To Do Item choice from the pop-up menu. This will display the To Do dialog box where you can make any changes you want to.

Calendar

The Easy-P calendar displays the twelve months of the year for any year from 1753 to 2078. Press the left or right arrow buttons to go back or forward 1 year respectively. You will notice some dates are highlighted. By clicking on a highlighted date a box will be displayed showing the significance of that date.

Ordering Easy-P

Easy-P can be customized for your company or organization. Its a great, high tech giveaway for your customers or employees. Its perfect for sales promotions and at trade shows. We can add your companys logo and messages throughout the program. We can even develop a function or application specifically for you.

For example, for a company that manufactures laboratory equipment we developed a program that displayed the periodic table. When the user clicked on an element, its full name, molecular weight and number were displayed in a box that popped up on the screen. Below the table other information specific to that element was displayed. This program was given away at a trade show to prospective clients.

For more information please give us a call:

ARP Computer Specialties
(800) 416-6983 or (814) 942-8566



