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# **The DeskTop Set**

Personal and Business Organizer for Windows

## **Calendar Evaluation Version User's Guide**

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## Some Reviews of the DeskTop Set:

"[The DeskTop Set...] admirably replaces Windows' collection of desktop utilities."

"The Phone Book [...] is superb."

"The Calendar is also head and shoulders above Windows' [Calendar]",

"...if you're a Windows number cruncher, the on-screen tape may be worth the price tag -- especially when a tape can be annotated, globally edited, and saved for later reference. ...[It] even displays the most recent session when you call up the Calculator."

Patrick Marshall, PC World, November 1989

"With a \$149 list price, The DeskTop Set could be a bargain, even if all you use is the Calendar and the Phone Book."

Michael J. Miller, InfoWorld, July 24, 1989

"[The DeskTop Set] is a very impressive piece of work."

Edward Mendelson, Contributing Editor, PC Magazine

"New twists on Microsoft Windows are getting to be a dime a dozen these days, but few are as rich in features as The DeskTop Set. Combining a collection of powerful desk accessories with an innovative desktop manager, this package brings real flair to otherwise pedestrian Window [2.1] environment.

"[The DeskTop Set is] chock-full of rewarding design ideas and insights. If you are in the market for Windows desk accessories, it's hard to do better than these."

Rock Miller, PC Magazine, January 30, 1990

"If you're going to work with Windows every day, The DeskTop Set is something you'll want to have and use."

"If you use Windows and you use the telephone, get yourself a copy of The DeskTop Set."

Martin Heller, Computer Shopper, July 1990

"...the most complete Rolodex-dialer combo ever...",

PC World, November 1990, "39 Greatest Windows Programs"

## How to purchase...

Please send check or money order for \$89.00 (\$60 off suggested retail price of \$149.00) to:

**Okna Corporation**  
**P.O. Box 522**  
**Lyndhurst, N.J. 07071**

**Tel. 201-460-0677**  
**Fax. 201-507-8725**

Please indicate diskette type - 3 1/2 HD or 5 1/2 HD. With check orders the ground freight is free. For second day service please add \$3.00. Foreign orders: Air mail is \$10. Overnight is \$40.00. American Express and C.O.D. orders are also welcome.

Please supply accurate American Express (Name, Card Number, Expiration Date) account information. At present we market only English version. Foreign character sets may not be properly supported.

We ship daily. With the purchase of the retail version, you get unlimited support for questions / problems / concerns you have with any DeskTop Set application. Sorry, we can't provide technical support for any of the evaluation programs, but will be glad to answer any questions about the retail versions functionality. Remember, all the files you've created are 100% compatible with the retail version - no conversion needed.

Thanks again for reviewing The DeskTop Set Calendar - we look forward to hearing from you!

## Note to Programmers

If you are an advanced Windows-OS/2-Presentation Manager-Macintosh-Unix programmer and wish to consider joining our creative team, please drop me (Konstantin Monastyrsky) a line. You are guaranteed a lot of hard work, exceptional compensation and working conditions, enough equity to retire for life in the next five to seven years, an opportunity to learn a trick or two, and some interesting projects. If you are a gifted C programmer with solid academic background, you are welcomed too.

## Product Synopsis and System Requirements

The DeskTop Set program for Microsoft Windows is intended for professional and personal use. It consists of six integrated modules:

- o Phone Book which accepts unlimited number of records and features phonetic search, mail merge, data import/export, reminders, privacy features, Yellow pages, record links, printing and dialing.
- o Memory Dialer, phone log, area-code directory, least-cost routing, calling cards dialing, custom dialing formats, modem customization.
- o Accounting Calculator which allows you to print, save, recall, edit and copy and paste tapes.
- o Calendar which accepts entries up to five years ahead and features daily, monthly, annual and "to do" modes.

The DeskTop Set is the first Windows application to feature an Expert mode and Expert menus, proportionate fonts throughout, beautiful graphics, adaptive logic (programs always remember their last state; commands such as save do not exist), advanced memory management, speed optimization and many other innovative solutions.

In this evaluation package, you have the opportunity to use the Calendar programs. These applications are intended to show you the subset of functionality that the retail versions provide.

### System Requirements

To use the DeskTop Set programs, your system must meet or exceed the following:

- o Microsoft Windows Version 3.0.
- o IBM AT, PS/2, or compatible. The programs' design is optimized for speed. They will perform well even on 8 MHZ 640K PC AT models.
- o The programs' memory architecture is highly optimized. 512K of memory is sufficient to run Windows in real mode with all DeskTop Set modules.
- o A hard disk with at least 800K of available space after Windows has been installed.
- o Hercules, EGA, VGA, Super VGA or 8514A video card. The program can't run in CGA mode because its graphical demands exceed the capabilities of low resolution monitors.
- o Mouse (optional).
- o Hayes-compatible modem (optional).

## **The DeskTop Set Calendar Evaluation Installation**

The installation of The DeskTop Set evaluation programs is accomplished in two mouse clicks. Please perform the following steps:

- o Unzip the CALENDAR.ZIP file.
- o If you already are using The DeskTop Set's Phone Book and Dialer, place all un-zipped files in the same directory.
- o Run from Program Manager, File Manager or MS-DOS Executive the CALENDAR.EXE program.

The evaluation version of The DeskTop Set's Phone Book and Dialer are available from CompuServe, Genie, and most PC-related public bulletin boards. Both programs are compatible and fully integrated with the calendar's evaluation version.

The evaluation programs do not modify WIN.INI file.

### **The DeskTop Set's Calendar key features are:**

- o Displays the calendar for any year, in any century.
- o Shows national and major religious holidays for any year.
- o Keeps all of your appointment and date information within instant reach.
- o Never requires you to delete any past event to free up memory, since none of the information is kept in memory.
- o Allows the entry of appointment time in the 12- or 24-hour clock format.
- o Shows a full year calendar, from which you can select any day just by clicking the mouse.
- o Allows the designation of calendar entries as urgent, pending or completed.
- o Allows you to set alarms as reminders to make calls or keep appointments.
- o Remembers and notifies you of alarms that have occurred while the Calendar and PC were shut down.
- o Integrates with the DeskTop Phone Book and the DeskTop Dialer.
- o Provides comprehensive printer controls and formatting options.
- o Provides multiple "to do" lists.

## Using the DeskTop Calendar

The DeskTop Calendar features four modes: **Year**, **Month**, **Day**, and **To do**. You may use the menu control bar, or the keyboard to select the desired mode.

**Note:** The menu appears differently depending upon whether you use the standard Windows menu or the Expert menu. This manual describes the menu primarily in the Windows mode. With the exception of the PRINT menu, all menus described below will appear as menus on the menu bar in the Windows mode or as submenus of the Main menu in the Expert mode.

The current date and time are displayed at the top of the window in all modes.

Keep in mind that the date at the top of the window is always today's date, not the date you have currently selected. Thus, when we refer to the `.iB.current day`, we mean the day that you have selected on the calendar.

### Year Mode

When you are in the Year mode, the complete annual calendar is displayed. Weekends and major holidays are shown in red, while normal business days are displayed in black.

- o Click any day once to select it as the current day.
- o Double-click highlighted date to enter the Day mode for that day, or click the current day once and press the ENTER key.

**Note:** You cannot select the Day mode if you are viewing a year that is more than 5 years after the day you created the calendar.

- o To advance to the previous year, press the PgUp key.
- o To advance to the next year, press the PgDn key.
- o To go directly to a year, select Go To from the Mode menu, enter the desired year, and click OK.

## Month Mode

In the Month mode, the calendar for the current month is displayed.

- Click any day once to select it as the current day, or use the arrow keys on your keyboard to move among the days.
- Double-click the current day to enter the Day mode:selecting for that day, or click the current day once and press the ENTER key.
- While viewing in the Month modeMonth mode, press the Esc key to return to the Year mode.
- To advance to the previous month, press the PgUp key.
- To advance to the next month press the PgDn key.

Alternatively, you may advance to the current month in the next or previous year by pressing the PgUp or PgDn keys while holding down the SHIFT key.

## Day Mode

Use the Day mode for setting appointments or as a reminders list. The Day mode window is divided into five columns - alarm status, time from, time to, event description and event status.

To enter or edit an event description in the Day mode:

- Select the desired field by clicking it or by pressing the Tab, Up Arrow, and Down Arrow keys.
- Use the Right Arrow and Left Arrow keys to move the insertion point to the desired position in the field.
- Use the Home key to send the insertion point to the beginning of the selected field, and the End key to send the insertion point to the end of the selected field.
- Use the Backspace and Del keys to remove the character to the immediate left of the insertion point.

Keep in mind that the amount of text you can enter in a field is limited in the following ways: you can enter characters until you either reach the end of the field, or you reach the maximum number of characters allowed, whichever comes first. or example, a field might hold 20 capital "W"s, which are very wide characters, or 30 lower-case "i"s, which are very narrow characters.

**To set an alarm:**

- o Enter the time you want the alarm to go off in the *From Time* field on Day calendar; of the desired line, or...
- o Click right mouse button over the time fields to open the *Clock* window.

To use the *Clock*, please follow these guidelines :

- o First click the number that corresponds to the hour hand of the event (1,2,3, etc)
- o Then click the number that corresponds to the minute hand of the event (3 = 5 minutes, 6 = 30 minutes, 9 = 45 minutes, etc). To move in 1 minute increments, first press the closest 5 minute increment: every subsequent click that number will increase the time by 1 minute.
- o Finally, click the AM or PM indicator to finish the time.
- o Click any mouse button outside of the *Clock* window to complete the entry and close the *Clock*.

To clear the time entry and start again, click the time indicator in the center of the clock. As an example, let's say you wanted to set an Alarm for 11:42 AM. you would:

- o Click 11 once for the 11 to hour
- o Click 8 once for 40 minutes
- o Click 8 two more times for 2 minutes
- o Click AM to complete the time entry

Once the time has been entered,

- o Click the *Alarm* field on Day calendar on the line.
- o To set a phone call reminder, click the *Alarm* field again.

**Note:** You cannot set alarms in fields for which no time has been entered. Times can be entered in 12- and 24-hour clock format; for example, 2:25 in the afternoon can be entered as 2:25 PM or as 14:25.

### Links to the Phone Book records

To set an appointment with a person whose name is entered in a phone book,

- o Open the DeskTop Phone Book.
- o Select person's name, then return to the Calendar.
- o Select a line, then choose the **Link to (Person's Name)** command from the Dial menu or telephone symbol.
- o You may also drag the name from the Phone Book to the Calendar's Day mode window to establish the link.

Once the link between the Phone Book and Calendar is created, you may use the Calendar's Dial menu in exactly the same way as you would the Phone Book's Dial menu. More importantly, the Phone Book does not have to be open.

### Entering events without the keyboard

If anyone need a proof that the skillfully developed Windows programs are superior to the way things used to be, let them witness the *Event Entry* dialog box, and the speed and the flexibility with which you can manage the day schedule.

To open the *Event* dialog box, use Edit/Event... command or double click left mouse button in the event description field.

#### To enter new event:

- o Select event description from the event templates list, or...
- o Type event description in the edit field;
- o Enter the event time and alarm on the time ruler, clock or manually;
- o Click the Ok button to enter the event....

### Using Time Ruler

The time ruler assists you in the keyboardless entry of the starting, ending and alarm times of the event. The graphical representation of your day's schedule allows to quickly resolve and/or to avoid conflicting commitments. The upper part of the ruler shows an active (selected) event. The bottom part shows color-coded blocks of time for other events. Double-click on a time block selects or de-selects it according to its position. The blocks can be selected and moved only on the upper ruler.

To enter new event time:

- o Situate the cursor at a position that corresponds to the event's starting time;
- o Click and hold down the left mouse button;
- o While holding the mouse button down, begin making time block selection by dragging the cursor to a position that corresponds to the event's ending time;
- o Release the mouse button when the selection is made.
- o While the left mouse button is still down, you may click the right mouse button to advance the time block's ending boundary in 5 minutes increments. (Useful after a good party!).

To adjust the time block position:

- o Click and hold down the left mouse button down over the time's block;
- o Drag the block into the desired position.
- o While the left mouse button is still down, you may click the right mouse button to advance the entire time block in 5 minutes increments. (Also useful after a good party!).
- o To move another event time block or edit event options and description, double-click on the desired block of time. The selected event becomes active and its block appears in the upper (active) part of the ruler.

To clear (remove) the time block:

- o Click the left mouse button outside of the active block boundaries;
- o If necessary, select another block.

To enter the alarm timethe alarm time:

- o Situate the cursor on the desired time position and click the right mouse button down. The alarm can be set at any time you wish, even after the event's ending. You may rely upon this flexibility to remind you that the meeting is getting to the end, or...
- o Use the clock control to fine-tune, clear or enter another alarm time, or...
- o Enter alarm time into an appropriate field from the keyboard.

The mini-calendar window in the Event dialog box allows to move the currently active event into another day by just clicking on another date. When none of the events are active, selecting another day will move you into that day.

## Setting Up Event Templates

The event templates speed-up and simplify the use of Calendar's numerous options. The template may contain event description, color code, alarm sound, miscellaneous options, information about event importance and the type of reminder.

The templates design facilitates the integration with the Phone Book and the keyboardless use of the Calendar. You'll find templates, for example, quite helpful when setting up the appointments while on the phone.

Please review the templates that are already entered. It may better help you to understand the concepts behind these facilities.

To open the Setup Events dialog box, select the File/Setup/Events... command.

To add an event template:

- o Click the Add button;
- o Enter event description, such as Business Lunch, into the query field;
- o Select desired options;
- o Click on a desired color box to select a color code;
- o Enter event text template, such as Business Lunch with <TITLE> <FIRST NAME> <LAST NAME>.

To edit an event template:

- o Select template name from the list of available templates;
- o Make the appropriate changes;
- o To save the changes, click the Ok button to close the dialog box or select another template name.

Other controls perform the following functions:

- o The Up button moves selected event up the list. You may wish to reorder the events' names to have most frequently used templates on top.
- o The Down button moves selected event name one position down.
- o The Delete button deletes selected template from the list.
- o The Copy button allows to transfer events templates from another calendar file.

## Event Template Options

The following options can be selected for the event templates:

<i>Event description</i>	Event descriptionThis field describes the event name as it appears in selection list
<i>Entry Template</i>	The entry template name contains a text that will be entered into the Calendar event description field whenever this template is selected. The text may contain merge keywords related to the Phone Book entry. (See Phone Book mail merge chapter.) When template is selected and Phone Book is not available, instead of the Entry Template, the Event Description is entered.
<i>Color Code</i>	You may select a color code for the event template. This color will be used whenever the day, week or month are represented graphically. If you are using B&W display, you may substitute colors with your imagination.
<i>Public</i>	Designates event as public. It will be visible to the network users with the permission to view your calendar.
<i>Private</i>	Designates event as private. It will not be visible to the network users with the permissions to view your calendar.
<i>Business</i>	Designates event as business related.
<i>Personal</i>	Designates event as personal. The business and personal designations does not affect the visibility of your calendar by others.
<i>Key event</i>	Designates event as the day major event. The Key events are marked with the red flag in the Day view status field. Additionally, when printing monthly posters, you may indicate that only the Key events should be printed.
<i>Printable</i>	This option is enabled by default. You may wish to turn it off to prevent certain events from being printed.
<i>Locked</i>	When this option is enabled, the event description and options can't be modified until it is "unlocked". To prevent an unauthorized person from unlocking the event, enter a password in the <i>Setup</i> dialog box;

*Importance* These options allows you to designate event importance in relative (or descriptive) terms, such as optional, desirable, discretionary, compulsory, imperative, etc., or absolute terms by turning off the Flexible checkbox. When the Flexible option is disabled, the event starting, ending and alarm time can't be changed.

*Confirmation & Alarm* If the Confirm checkbox is enabled, a reminder date will be automatically entered whenever this event is selected. The reminder date is calculated by subtracting the related value from the *Setup* dialog box Confirmation Advance field. The default is 5 days. The confirmation method can be selected from the series of entries below.

If the Alarm checkbox is enabled, an alarm will be automatically set for this event whenever it is selected. The alarm time is set to the event starting time, although you can changed it to an earlier time.

### Modifying Event Options

For each calendar event all available option can be added or changed.at any time. Please keep in mind that the use of all these options is strictly optional. They are here not to complicate your life, confuse or bewilder you, but to take advantage of the chips and MIPS in your PC. If your Calendar is a mere replica of the paper calendar, why not just to use one? Right?...

To open the *Options* dialog box, select the Edit/Options... command or double-click left mouse button in any of the time fields. You may also open the *Options* dialog box from the *Event* dialog box.

The options in the dialog box above are identical to the event template options and the dialog box layout is similar to the *Events Setup* dialog box too. The following additional options are available:

*Frequency* An event can be designated as floating by enabling the Floating checkbox. It will "float" from day to day until it is either removed, marked as completed or this option disabled. The program always checks to see whether there are any floating events available between the last day of the Calendar usage and today.

Please note the significance of the "last day" rule. If you want to designated an event as floating, first move it to the today's day, and then select this option. Any future events can be designated as floating too, but they will not begin to "float" until their respective dates are not within the *last day of use - today's date* range.

When the Calendar program is started, it always checks whether the date of last usage differs from today's date. If it does, the program scans each day between last and current for the "floating" events and moves them into the current day page. When there isn't enough space to accommodate every "floating" event, the appropriate message will be displayed.

**Recurring**

The Recurring checkbox is for information purposes only. It is enabled whenever the current event is designated as recurring. Please use the Edit/Recurring... command to enable, disable or select the recursion options.

**Confirmation Date**

This field contains the date (in advance of the event date) on which you wish to confirm or to be reminded about the current event. The confirmation message will be displayed between this day and the event date until it is acknowledged. Select Show/Reminders... option to review all pending reminders and confirmations. The date can be entered from the keyboard or selected from the mini-calendar window.

**Setting up Day Options**

The *Day Setup* dialog box allows to enter day highlights, status and holiday name for each day. Most of these options can be entered directly in the Month mode. If you don't use the mouse, or you wish to review, update or change the day options while in the Day or Year modes, you may use *Day Setup* dialog box.

To open the *Day Setup* dialog box

- o Select Edit/Day... command, or...
- o While in the Month mode, holding the SHIFT key down and press Enter key or double-click on the date, or...
- o Select the Month command while in the Month mode.

The following information and options can be entered here:

**Day Highlights** Two fields may contain a text that briefly describes the day's most important events. These words will appear in the Month view.

**Day Status** Check a radio button control that best describes selected day. The graphical symbol that corresponds to a chosen status will appear in the Month view. You may also click the status symbol in the Month view window to select another status.

**Holiday** Enter the name of the holiday that corresponds to a selected day. This name will appear in the Day mode view.

## Recurring Events

The DeskTop Set's implementation of the recurring events is easy to use and comprehensive at the same time. If you wish to set a meeting every Wednesday of the second and fourth week of every month except July and August, and every year except 1995, excluding, however, holidays and vacations, you've got it!... And you don't have to touch the keyboard once either!

To set up a recurring event:

- o Select desired event;
- o Select Edit/Recurring... command to open *Set Recurring Event* dialog box.

Setting the recurring event is simple:

- o Select years, months, weeks and weekdays when the event must occur, enter range (optional) or a specific calendar day (optional) and click the Ok button. Presto...
- o To change the events' recursion, select new options and click the Ok button.
- o To remove all occurrences of the recurring events, click the Delete button.

### Background Information about the implementation of Recurring Events.

Any number of events can be setup as recurring. After the options are selected and the Ok button is clicked, the program scans the dates range (if it is entered) or the range of dates from the current day and until the last available day in the Calendar file. If the recursion pattern matches any day within the scan range, then the pointer to this event is stored for that particular day.

Whenever you modify any options for the today's recurring event, it is saved as a separate record, otherwise, changes are visible for its every occurrence. At the same time you can delete the event from any day without impacting other days because only the pointer is being removed, not the actual record. To summarize, please keep the following points in mind when setting a recurring event:

- o You can set an unlimited number of recurring events;
- o Deleting recurring event from one day will not affect other days;
- o Any changes made to a future recurring event (date, time, alarm, options, etc.) are global to all occurrences of the same event.
- o Any changes made to today's recurring event wouldn't impact other occurrences.
- o A multiple occurrence of the recurring event does not take any additional disk space.
- o When entering the recurring event options, always start from highest range, i.e. make selections starting from years and then moving toward months, weeks and weekdays.

## The Navigator

Select the Show/Navigator... command to open the Navigator. It is a mini-calendar window that can always stay open along with your main calendar window.

You can instantly move into another day page by just selecting it's date it in the Navigator window. Check-out what the right mouse click over this window does.

## Phonetic search

Need to find quickly when you are meeting with someone, what's his name? Then select the Find... command to scan the calendar entries from any date until any date.

The phonetic search requires that you enter only an approximate word or just a first few letters of the word. It works like a spelling checker does; by weighting the closeness of the search word to an original. So, do not be surprized that searching for "Mike" may yield "Michelin" in addition to all "Mikes."

The following rules apply to the phonetic search:

- o Numerical and punctuation characters are invalid.
- o Spaces between words are not allowed.
- o Phonetic search is case-insensitive.
- o Entries that comprise two or more words, such as "Meeting with Okna Corporation," will be searched word by word.

To search for a Calendar entry:

- o Select the Find... command from the Main menu to open the *Phonetic Search* dialog box.
- o Type in the word you wish to find.
- o Enter a desired search range (it is always remembered by the program).
- o Click the Find button to begin the search. The found entries, if any, are displayed in the list box.
- o Select the desired line and click the Select button, or...
- o Double-click the desired line to open the day page of selected event.

## Month-at-a-glance

To find free time fast or to review entire month's schedule just in one glance, select Show/Month chart... command.

The *Month-at-a-Glance* commands:

- o The Zoom command zooms the window to the full-screen size. Click the Zoom button again to un-zoom. You may also resize the window manually.
- o The Next command advances the chart one month forward.
- o The Prior command advances the chart one month backward.
- o The Cancel command closes the window.

You may also:

- o Click and hold down the left mouse button on an event block to review its particulars;
- o Double-click the event block to open the day page and select the event related to that block;
- o Double-click an empty time slot to open that day page and enter new event.

## FILE Menu

FILE menu is used to open files that have been saved, to print calendar windows, and to set up the DeskTop Calendar to suit your preferences. The FILE menu looks similar to the following:

The following commands are available on the FILE menu:

- Open...** The Open... command opens the *File* dialog box that allows you to create, locate and open a calendar file. The file list in the dialog box displays the name of the currently open file. See the Files section of this chapter for more details.
- Print...** The Print... command opens a submenusubmenu that contains commands for printing the information in the DeskTop Calendar. See the Printing section of this chapter for more details. (Not available in the demo version)
- Setup...** The Setup... command opens the *Setup* dialog box which you can customize certain ways in which the DeskTop Calendar functions. See the Calendar Setup section of this chapter for more details.
- Copyright...** The Copyright... command opens the *Copyright* window which displays the DeskTop Calendar version number and other information about the application. Click the mouse button or press the ENTER key to close the *Copyright* window.

**Quit**                    The Quit command closes the Calendar program. You may close the program at any time, and your calendar entries are saved automatically. You can also select this command by pressing the Alt-F4 keys on your keyboard.

## **EDIT Menu**

The Edit menu allows you to manage calendar entries when you are in the Day mode. Note that the CutCut, CopyCopy, and PastePaste commands on the EDIT menu are internal only and do not place or remove any data from the Windows Clipboard:Windows:Calendar.

**Lock Entry**        The Lock Entry command locks the currently selected line and protects it from being deleted or changed. When a locked line is selected, this command changes to Unlock Entry.Unlock Entry Command    Commands:Unlock Entry:Calendar

**Sort**                    The Sort command sorts day events on the *From Time* field. The events without time information will appear at the bottom of the schedule list.

**Cut**                    The Cut command removes the currently selected line (including alarm information) and stores it in the internal ClipboardClipboard so that it can be pasted elsewhere in the DeskTop Calendar application.

**Copy**                    The Copy command copies the currently selected line (including alarm information) without removing it and stores it in the internal ClipboardClipboard so that it can be pasted elsewhere in the DeskTop Calendar application.

**Paste**                    The Paste command places a previously cut or copied line onto the currently selected line, deleting whatever was previously on the line.

**Insert**                    The Insert command inserts a blank line above the currently selected line. This command is not available if there are no blank lines left on the page.

**Clear**                    The Clear command removes the currently selected line without placing it on a Clipboard of any kind. The line information, therefore, cannot be pasted or copied.

## STATUS Menu

The Status menu allows you to modify the status of a line, as well as to set or clear the alarm set for the line.

- Pending**      You can assign a status to the line of Pending, Urgent or Completed. The default status is Pending, but you can change this at any time. (Same as clicking on the status field). When a line is designated as Pending, the color code is displayed in the status field.
- Urgent**      Use Urgent command when you wish to emphasize the urgency of the selected line and make it stand out from the other entries, assign it Urgent status by selecting this command. (Same as clicking on the status field). When a line is Urgent, the red flag is displayed in the status field.
- Completed**      You might assign this status to a line when you have completed the activity but do not yet want to delete it. (Same as clicking on the status field). When a line has been Completed, the check mark is displayed in the status field.
- Set Alarm**      The Set Alarm command turns on the alarm for the selected line and displays the bell symbol in the *Alarm* field. This command is equivalent to clicking in the *Alarm* field with the mouse.
- Make Call**      The Make Call command flags the selected line with a reminder to telephone the person by displaying a telephone handset symbol in the *Alarm* field. This command is equivalent to a second click in the *Alarm* field.
- Cancel Alarm (Call)**      The Cancel Alarm (Call) command clears both the alarm and the telephone symbols from the *Alarm* field of the selected line. If the line contains an alarm setting, this command reads Cancel Alarm. If the line contains a telephone setting, this command reads Cancel Call.

## MODE Selection

The Mode commands allow you to go directly to any of the Calendar's four modes from any other mode. In addition, there are commands to go directly to today's Day window or to display an annual calendar for any year in the 20<sup>th</sup> or 21<sup>st</sup> century.

### Day

**Day Command** Commands:Day:CalendarThe Day command displays the Day mode, selecting for the current date. This command is disabled if the current date is outside of the calendar's 5-year range. You can also go directly to the Day mode in any of the following ways:

- o While in the Month or Year modes, select a day and press the ENTER key or double-click the mouse.
- o Press the Alt-D keys while in any mode.
- o Selecting the Day mode command while already in the Day view opens current (today) day.

### Month

**Month Command** Commands:Month:CalendarThe Month command displays the Month mode, selecting for the current month. You can also go directly to the current month in any of the following ways:

- o While in the Day or Year modes, press the Esc key.
- o Press the Alt-M keys while in any mode.
- o Selecting the Month mode command while already in the Month view opens current month.

### Year

**Year Command** Commands:Year:CalendarThe Year command displays the Year mode, selecting for the current year. You can also go directly to the current year in any of the following ways:

- o While in the Month mode, press the Esc key.
- o Press the Alt-Y keys while in any mode.
- o Selecting the Year mode command while already in the Year view opens year.

**To do**

The "To do" command opens the "To do" mode view. You can also go directly to the "To do" mode by pressing the Alt-T keys while in any mode. Selecting the "To do" mode command while already in the To do view opens the list of all "to do" lists. The "to do" mode is not available in the demo version.

**Today**

The Today command displays the Day mode, selecting for current day for the current date. You can also go to today's date by selecting Day command while already in the Day mode.

**Go to Year**

Go To Command Commands:Go To:CalendarThe Go to Year... command displays a dialog box that allows you to display any other year.

- o Enter the desired year, then click OK, or\_
- o Click Cancel to close the dialog box without changing years.

**Setting Up the DeskTop Calendar**

You can change the Calendar's default parameters, such as the three-character file extension, password protection, alarm options, and user interface, using the *Setup* dialog box.

To open the *Setup* dialog box, select the Setup... command from the File menu.

The following options are available:

***Password***

To protect the Calendar's contents from unauthorized persons, enter a one-word password in the *Password* field. Use letters, numbers, or a combination of both, and use punctuation if desired to make the password difficult to figure out (although spaces are not allowed). The DeskTop Calendar encrypts your password when storing it so that it cannot be located by anyone inspecting the program's files.

Write your password down and keep it in a safe place (preferably away from your computer, but in an easy-to reach location). Guard it carefully and remember where it is. If you forget your password, you will not be able to access the Calendar, and there is no way the publisher of this software can help you unless you mail us your files.

When you open a DeskTop Calendar that is protected by a password, all menu commands except for Quit and Copyright... are dimmed and can't be selected. You can't use any other commands until you have typed the password.

To enter a password to use the calendar, simply type your password while viewing the opening window of the calendar. The characters are not displayed, and there is no window asking for the password. The Calendar opens automatically once the correct password has been entered. If you make a typing mistake while entering the password, press the ENTER key and enter the password again.

#### *Data File*

The Data file is used to store the entries that appear on the pages of the Calendar. The default extension for this file is "CAL".

### **Alarm Options**

There are several ways in which you can customize the way alarms work. Select the options that best suit your needs.

#### *Message*

If you select the *Message* option, the Calendar will display a *Message* windows to notify you of an alarm. Once it appears, the window will remain on your screen until you acknowledge it.

#### *On Top*

If you select the *On Top* option, then when an alarm goes off the Calendar window or icon will be made the front-most application in Microsoft Windows, regardless of the other application you may be using. This allows you to promptly attend to the alarm.

#### *Sound*

If you select the *Sound* option, then when an alarm goes off, your PC will beep twice each second until the alarm is acknowledged. Note that, regardless of this option, the beep will not be heard if the sound has been turned off in the Windows Control Panel.

#### *Maximize*

The *Maximize* option ensures that, if the Calendar window is minimized when an alarm goes off, it will be restored to the normal size so that you may attend to the alarm.

#### *User Interface*

Depending upon your comfort with the mouse and the program, you can change between the Windows mode and Expert mode interfaces.

<i>Month View Range</i>	Enter here starting and ending times for the month chart (Show/Chart... command). Valid times are from 0:01 am to 11:59 pm (or 0:00 to 24:00).
<i>Day Scale Range</i>	Enter here starting and ending times for the time scale in the Events dialog box. Valid times are from 0:01 am to 11:59 pm (or 0:00 to 24:00).
<i>Reminders Range</i>	Enter here number of days (grace and advance) for events' reminders scan.

### **Printing Calendar** (not available in the demo version)

If you have more than one printer attached to your PC, use the Select Printer command to select an alternative printer.

The DeskTop Set Calendar is among the very few (if any at all) Windows 3.0 programs that works with the "intelligent" printer drivers. First, use the Printer Setup command to select printer options. If, thereafter, you'll see an \* (asterisk) next to the printer name, your printer will be set to these options each time you print regardless of its last state or the settings in the WIN.INI file. This functionality is new to Windows 3.0. So far, only some printer drivers support it. Among them are the PostScript, HP II and HP III drivers. The Epson 24 driver, for example, doesn't.

### **Fonts**

You may select different font faces, sizes and styles for each of the calendar printout elements. Use combo boxes control and check boxes to select desired options. You must select fonts for all elements, even if you are not intended to print them. The three-month calendar is printed using the font style selected for the events text.

### **Margins and Orientation**

Select left, right, top and bottom margins (from 0.01 to a desired value) and printer orientation.

### **Print Options:**

<i>Header</i>	The header will be printed on each page. Use the Headers/Footers... command to select header options and edit contents.
<i>Footers</i>	The footer will be printed on each page. Use the Headers/Footers... command to select footer options and edit contents
<i>Address</i>	Print address and telephones of the attached record from the Phone Book.
<i>Notes</i>	Print notes if any

*Calendar*      Print three-month calendar on the top of each page.

**Miscellaneous options:**

Skip Blanks      If there are any blank lines between calendar entries, they will not be printed.

Day per page    Print separate page for each calendar's day (when printing range of days), otherwise print continuously.

Sort entries     Day's entries are sorted on "from time" field before they are printed.

No label        Do not print label (From -- To -- Event -- Status).

**MONTHLY POSTER PRINT OPTIONS**

The Monthly Poster command allows you to print the calendar file in the grid format. Ideally, you should use a laser printer and a legal size (8.5" by 14") paper. If you'll be printing on a dot-matrix printer, be prepared to wait, wait, wait..., unless, of course, you have a speed-monster of a printer...

The rules that apply to the printer and fonts settings for the day printout, apply for the monthly poster as well. The print options, however, differ. The selection of appropriate options gives you a great deal of flexibility and control over the appearance of your printout.

**Print Options:**

Holidays        Print system-wide and user-defined (Edit/Day.. command) holiday names.

Highlights      Print day highlights as they appear in the Month window.

Day Status      Prints day status (vacation, business trip, sick day, etc.) as it appears in the Month window.

Business        Prints events designated as business (Edit/Options.. command).

Personal        Prints events designated as personal (ditto).

Key Events      Prints events designated as Key (ditto).

**Miscellaneous options:**

Blank poster    Prints blank monthly poster.

Print events that didn't fit    All events that didn't fit into the grid's quadrants (for each day) will be printed in the list format on the consecutive page(s).

*Event shows:*

Time from    Print events' starting time.

Time to    Print events' ending time.

*Exclude:*

Sundays    The Sundays' vertical column will not be printed

Saturdays    Ditto.

Empty rows    When Sundays and/or Saturdays columns are turned-off, some months may have first row (week) or sixth row (week) empty. This command instructs the program not to print them.

**HEADER AND FOOTER**

The header and footer contents and options are global (identical) for each type of printout. You may, however, turn-off the printing of either one in the respective printing setup windows.

The following options can be selected:

Draw line    The line will be drawn under the header and above the footer.

Zero Margin    The header will be printed at the utmost top of the page, ignoring whatever top margin may be selected. Similar rule applies for footer, except at the bottom of the page.

Space    The distance between the bottom of the header and before the text beginning. Ditto for footer, except the top of the footer.

Begins page    The header and footer will be printed beginning from the page entered here.

*Header and Footer contents:*

You may enter any text or merge word into the left, center and right fields. The text in the fields will be, respectively, printed left, center and right aligned.

## To do Mode

The Calendar's To Do lists are quite powerful and flexible. In the "to do" mode you can:

- o Work with an unlimited number of the "to do" lists;
- o Enter up to 38 "to do" items per list;
- o Assign the due date and priority to every "to do" item;
- o Sort "to do" lists by the due date, priority and alphabetically;
- o Custom-configure each "to do" list;
- o Automatically highlight all due items;
- o Attach lengthy (up to 32K) notes to each "to do" item;
- o Attach the Phone Book entries to each "to do" item to make a call list;
- o Attach the data files and the programs to each "to do" item and launch them directly from the "to do" list; (Can work as a menu system).
- o Consolidate multiple "to do" list into one report based on the selected due dates and priority range;
- o Print "to do" list and attachments (notes and addresses).

The "to do" mode is not available in the demo version.