Welcome to QuikCal. This help topic will give all the information you need to get the most out of QuikCal. If you need help or have suggestions, select Contacting Us to find out how to get in touch.

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Working with a month's Events

Events are the heart of QuikCal. As you would jot items onto your kitchen wall calendar, you put them into QuikCal to view them a month at a glance.

- Adding events to the calendar
- Editing events in the calendar
- Deleting events from the calendar
- Moving events in the list

Adding Events to the calendar

   Double-click on any day of the month with theleft mouse button. This will bring up the Events dialog. You can adda single event for this day or a repeating event.

Adding a single event.

 Type in the name of the event you wish to add. There is no need to fill in the rest of the dialog box (other than making sure Repeating Item is not checked). Simply click the **Add** button. The event is automatically saved.

Adding a spanning event

 Spanning events are events that start on a particular day and run for the next desired days. Handy if you want to put in your vacation days or business trip into your QuikCal calendar!   Type in the name of the event you wish to add. Next, check the **Span** check box then fill in the number of days you want the item to span. For example, if you want your vacation to start on Monday and end on Friday, type in **5** days. Click the **Add** button after you have finished and the event will be saved.

Adding a repeating event

 Type in the name of the event you wish to add. Next, check the **Repeating Item** box. The rest of the dialog box becomes available. Note that certain selections are grayed out such as the day of the week and the month. Since you have selected a day by double clicking, these are filled in for you. You can check the **On This Day of the Month** box to have the event repeat only on this day of the checked months (such as the 25th of month). If you do not check this box, then the event repeats according to the day of week and the which week of the month (such as the first and third Monday of the month). Click the **Add** button after you have finished and the event will be saved.

Note: a maximum of 20 events per day can be added. Also, as soon as you click the Add button, the event is saved in the data file.

Editing Events in the calendar

Double-click on any day of the month with the left mouse button. This will bring up the Events dialog. The day's events will appear in the listbox on the bottom of the dialog box.

Select the event you want to edit then click on the **Edit** button. The Add button will change to **Modify** and, if you selected a repeating item, the repeating check boxes will fill in.

Change any information that you want, then click on the **Modify** button. The changed item will be saved to the data file.

Deleting Events from the calendar

Double-click on any day of the month with the left mouse button. This will bring up the Events dialog. The day's events will appear in the listbox on the bottom of the dialog box.

Select the event you want to delete, then click on the **Delete** button.

If you have selected a repeating item to delete, a message box will ask you if you want to delete this item just for this day or to completely delete the item. Answering **No** will remove the item from the calendar while answering **Yes** will just delete the item for this day.

Moving events in the list

Events can be rearranged in order to display them in a different order. You may want events you've put a time for to display first. Moving them in the list accomplishes this.

If the Items dialog box is not already showing, double-click with the left mouse button on a day containing events you want to move around.

Press and hold down the left mouse button on an event you want to move in the list. Move the cursor to a new spot in the list, up or down in the list. When you release the left mouse button, the event will be moved to that spot.

Creating, Opening and Saving Files

You can now create a new Quikcal data file, open another file or save a file under a new name.

- Creating a new file
- Opening another file
- Saving a file under a new name

Creating a new file

Under the **File menu,** select **New** to create an Untitled file. The file will have a temporary name and, although the data is saved to a temporary file, will not be saved permanently until you use the **File, Save As** menu option. If you do not save the file, the temporary file will be deleted when you quit from QuikCal.

Opening another QuikCal file

Selecting **Open** will open another QuikCal data file. The QuikCal file you are currently working with is closed and the file opened and its data displayed. You cannot have more than one file open at a time.

Saving a QuikCal file under a new name.

Under the **File** menu, selecting **Save As** saves the current file under a new name. If you currently have an Untitled file and you select Save As, the old file is saved under the new name and the old temporary file is deleted. If you currently have a file opened that already has a name, Quikcal will save the file under the new name but leaves the old data file instead of deleting it.

Starting QuikCal minimized

You may want to start QuikCal such that it begins as an icon. You may then throw QuikCal into your StartUp program group to have QuikCal load every time you go into Windows.

Go to the **Options** menu and select **Startup Minimized**. A check mark will appear when this option is in effect. Until this is un-checked, QuikCal will always start as an icon.

Wrapping Lines of Item Text

You may wish the text of your items not to be "cut off" at the right side of the box for the day. You have the choice of whether to wrap the text to a new line or to let the text be clipped if it won't fit.

Go to the **Options** menu and select **Wrap Item Lines**. A check mark will appear when this option is in effect. Until this is un-checked, QuikCal will wrap the text for your items.

Changing fonts and colors

Fonts

The font type, color and style can be changed for:

current month

days of the week

items

Colors

Colors can be changed for:

today's date

boxes that don't have a day

weekends

Select **Fonts** from the **Options** menu, then select **Month**. You may change the font type, style, color and size.

Select **Fonts** from the **Options** menu, then select **Days of the week**. You may change the font type, style, color and size.

Select **Fonts** from the **Options** menu, then select **Item**. You may change the font type, style, color and size.

Select **Colors** from the **Options** menu, then select **Current Day**. This changes the color for today's date. Since Windows only allows solid colors for text, if you select a non-solid color, Windows will substitute the closest solid color.

Select **Colors** from the **Options** menu, then select **Non-Day Boxes**. This changes the color for calendar boxes that don't have a day for this month. Since Windows only allows solid colors for text, if you select a non-solid color, Windows will substitute the closest solid color.

Select **Colors** from the **Options** menu, then select **WeekEnd**. This changes the color of the text for Saturday and Sunday. The color for the days and the items remain unchanged. Since Windows only allows solid colors for text, if you select a non-solid color, Windows will substitute the closest solid color.

Printing monthly events

There are 2 reports you can print, **Print Month** and **Print Items**.

Print Month

This will print a monthly calendar similar to the QuikCal screen. The month fills the page in order to fit as many items within each day box as possible. If the number of day's events exceed the height of the day box, a Plus (+) will appear along the bottom of the day to let you know there are more events. If the box is not wide enough to print the entire event, the text will be wrapped to a new line or truncated, depending if you have **Wrap Item Lines** selected in the Options menu.

Print Items

This report will print the events for this month in a list form. A small calendar for the current month will appear at the top, then the events for the month will print out in the form of:

MM/DD: Name of Event

Where *MM* is the month and *DD* is the day of the month.

Viewing a day's events

Holding down the right mouse button while pointing at a day will bring up the day view window. All of the day's events will be displayed in full. The window will automatically disappear when you release the mouse button.

The window will not appear if there are no events for that day.

Going to a particular month and/or year

Select the **Go To** menu to change to a particular month or year. QuikCal has 20 years available, from 1990 to the end of 2009.

Don't worry. By the time 2009 rolls around, we'll have another update for you!

How to contact us

If you need help, have a question, or run into any problems, we have multiple ways to contact us. Since we are a small company, electronic mail is the preferred method, however, phone support is available.

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