

## SkedEzy - tips on usage

SkedEzy has to be the easiest to use calendar/scheduler currently available. Messages can be scheduled to pop up on any future date, at any particular time during the day, to the minute. A message can be a one-off, such as for a lunch appointment, or it can recur, such as a meeting that is held every fortnight. An additional feature available to registered users is the scheduling of program runs. Scheduling a program run is very similar to scheduling a message.

To install SkedEzy for continuous use, drag skedezy.exe from the File Manager to your StartUp program group. If you do not have a StartUp group, create one by using File | New from the Program Manager main menu.

SkedEzy is unique (outside of university research labs) in that it is designed to understand English in the context of dates and times. Hence there are no commands to remember, nested menus to wade through or anything else which lies between you and what you want the program to do. Basically, you tell it what to do in English, by typing in text just like you would jot down a note to yourself on a scrap of paper.

*Note:* SkedEzy keeps all the events you schedule in a file called skedezy.que, and automatically keeps an exact copy in a backup file called skedezy.bak, every time you run the program. Hence, should anything happen to skedezy.que, it can always be restored by copying from or renaming skedezy.bak.

When you click on the SkedEzy icon, the following menu appears:

<b><u>M</u>ove</b>	
<b><u>C</u>lose</b>	<b>Alt+F4</b>
<b><u>S</u>witch To...</b>	<b>Ctrl+Esc</b>
<b>Schedule <u>M</u>essage Event</b>	
<b>Schedule <u>P</u>rogram Event</b>	
<b><u>L</u>ist Events</b>	
<b><u>A</u>bout SkedEzy</b>	
<b><u>H</u>elp</b>	

The first three menu items are the same as for any standard Windows application. The last five are used as follows:

### Schedule Message Event

This menu item brings up a dialog box containing just 4 text input boxes, which allow you to specify a message, a day, a time and (optionally) a recurrence period. There is also a check box which can be checked to ensure that numerical dates in the US format are correctly interpreted. For example, if you wish 2/3/95 to mean the 3rd of Feb. '95, you must check the check box. The check box will stay as you leave it, even if you close down and restart the program.

The 1st text input box allows you to enter a message, up to 150 characters long.

The 2nd text input box allows you to specify the day on which the message will first appear. If left blank, SkedEzy will assume you mean today. Otherwise, type in anything that refers to a day in the future. For example:

3/5	(the next 3rd of May)
October fourth, '95	(SkedEzy accepts numbers written out in full)
6th Apr 1996	(abbreviations are OK)
Fri. week	(try anything reasonable, and it will probably work)
In a couple of day's time	(extra words, punctuation etc. are OK)

The third text input box allows you to specify the time that the message will appear on the specified day. If left blank, SkedEzy will assume you mean the current time. As with dates, just type in whatever comes to mind, for example:

3:08pm	(8 past 3 in the afternoon)
at qtr past	(the next time the time is 15 minutes past the
hour)	
ten twenty in the morning	(20 past 10 in the morning)
'round midnight	(anyone out there play jazz?)
Half past 4 this arvo	(Australianisms OK)
456	(the next 4:56 am or pm - lazy typists OK)

The fourth text input box allows you to specify a recurrence period for the message. If left blank, SkedEzy assumes that you only want the message to appear once. Otherwise, the message will appear periodically until you delete it. For example:

20 min	(every 20 minutes)
every two days	(every 2 days)
a fortnight	(every 2 weeks)
yearly	(once a year)

*Note:*

SkedEzy does not currently support 24hr mode - it will be included if there is demand for it.

Do not mix dates and times. For example, typing '4.50pm tomorrow' in the time box will not work.

SkedEzy includes support for calendar months for dates and recurrence periods. For example, 'Second Fri. in Nov.' would be a valid date, and 'every 2 mths' would be a valid recurrence period.

### **Schedule Program Event** (additional feature for registered users)

This menu item also brings up a dialog box containing 4 text input boxes, which allow you to specify a program to run, a day, a time and (optionally) a recurrence period. As well as the US date check box, there is a check box for confirming a program run. If this box is checked, a dialog box appears when the program is about to run, giving you the opportunity to delete the event (and thereby preventing the run) if desired.

The 1st text input box allows you to specify a program to run. If the program is in the same directory as SkedEzy, just entering the name of the program will do e.g. myprog.exe. Otherwise, enter the full path name of the program file e.g. c:\windows\myfiles\myprog.exe. If the program can take parameters, these can be entered also e.g. notepad.exe myfile.txt.

### **List Events**

This menu item brings up a dialog box which contains a list box and a number of push buttons along the bottom. The list box contains all the currently scheduled messages, one of which can be selected by clicking on it with the mouse. If not all messages are visible,

the list box may be scrolled up or down using the scroll bar on the right. The push buttons are used as follows (from left to right):

*Cancel*

This will return you to the SkedEzy icon, *undoing* any changes that you have made using Delete message or Edit message.

*Delete event*

If a line in the list box is selected, this will delete the event so it never appears again.

*See all of text*

If a line in the list box is selected, this will bring up a message box containing the full text of the message. Only a limited number of characters are visible in the list box.

*Edit details*

If a line in the list box is selected, this will bring up a dialog box containing an edit box with all the details of the event. Any aspect of the event can then be altered by just typing in the new value.

*OK*

This will return you to the SkedEzy icon, making permanent any changes that you have made.

**About SkedEzy**

This menu item brings up a small dialog box with the version number, a copyright notice and the name of the author.

**Help**

This menu item starts up Write with this file loaded.