Vɪsᴜᴀʟ Cᴀʟᴇɴᴅᴀʀ Pʟᴀɴɴᴇʀ 4.1 Fᴏʀ Wɪɴᴅᴏᴡs 3. x Aɴᴅ Wɪɴᴅᴏᴡs 95

Overview and What's New

Registrations and Incentives

Getting Started

Menu Commands

ToolBar Commands

SideBar Commands

License Agreement

Association of Shareware Professionals

Visual Day Planner for Windows 95 (32-bit)

Disclaimer

Visual Calendar Planner is proudly mentioned or fully featured in the following magazines and on-line services:

1-800-2424775

Registration Incentives
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Please mention product no. 11042, Visual Calendar Planner 4.x

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There are many ways to register Visual Calendar Planner. The registration fee is US$29.95. If you register Visual Calendar Planner 4.1 now, you will be provided with registration code for **MICROSOFT WINDOWS 95** version of Visual Calendar Planner **Free-Of-Charge** Please click the following for more information about **Visual Day Planner for Windows 95 (32-bit)**

You are entitled to 30 days full evaluation of the program. Thereafter, some advanced features will not be available but the basic functionalities will remain. Your data will still be kept intact. The menu Registration will not appear in the registered version.

You will also get unlimited free Technical Support directly from the author.

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You can order with MasterCard, Visa, American Express, or Discover Card from Public Software Library by calling the following number:

Product Number 11042
Product Title: Visual Calendar Planner 4.x

Public Software Library
Toll-Free: 1-800-2424775

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Please include the following information in your e-mail, mail or fax order:

1. Credit Card Number
2. Expiration Date
3. Exact Name on the credit card
4. Address
5. Phone

When you are prompted with a dialog box, enter your desired new filename. Make sure you enter a valid filename with extension, the extension of the filename *must* end with **.MDB** to ensure compatibility with future versions.

Once a new planner has been created, you are ready to use the features:

1. Go to today's date (which is highlighted in red).

2. Click on the area below the date.

3. Enter text into the box provided.

4. Apply necessary font effects provided in the toolbar. Alternatively, you can also press Ctrl-A to pop up a font dialog.

Tips: When you click on a daily box, all text attributes and text styles applies to that particular box only.

Your box should look something like this now:

Actual screen may vary, depending on the resolution of your monitor. The above screen is snap-shot with a 1024 x 768 resolution monitor.

I strongly urge you to run Visual Calendar Planner at the resolution of at least 800x600. Please refer to your Microsoft (tm) Windows (R) manual for more information about setting your monitor's resolution.

Tips: Double click on the date, a zoom view of today will be displayed.

Menu Commands

Save Planner

Page Setup
Print Setup
Print
Exit

Edit (Alt-E)

Cut
Copy
Paste

Refresh (Network)
Lock (Network)

View (Alt-V)

View Command

Events

New Alarm

Browse/Edit Alarm
Recurring Event
Date Difference

Find Word

Goto (Alt-G)

Previous Month

Current Month
Next Month

Fast Search

Format (Alt-T)

Bold
Italic
Underline
Strike Through

Color, Size, Fonts

Customize (Alt-C)

Initial Font

Clock

Daily Appearance

Monthly Appearance

Day Of Week Appearance

Autoload File

Wallpaper (Alt-W)
Set Wallpaper
Clear Wallpaper
Update Wallpaper (Network)
Wallpaper Option

Registration (Alt-R)

Registration Code

Registration Help

Help (Alt-H)

Help Contents

About...

ToolBar Commands

Save Planner

Clipboard
Cut
Copy
Paste

Text Attributes

Bold
Italic
Underline
Strike Through

Date Difference

Date Difference

Text Styles

Month View

Week View

Day View

Print

Recurring Event

Alarm Event

Refresh (Network)

Lock (Network)

Sink

New Planner

Open Planner

Shortcut Key: Ctrl-O

There are two ways to retrieve an existing planner:

1. Open the menu File | Open
2. Click on the second picture on the toolbar

Visual Calendar Planner will display any existing **.MDB** files in a dialog box. If your planner file is not found in the current directory, change to a desired directory. The default directory for Visual Calendar Planner to search for a **.MDB** file is the directory of PLANNER.EXE

At this point, you will be prompted with an Open As ... dialog box with 2 options:
1. Open As Personal Planner
2. Open As Shared Workgroup Planner (Network)

If you are the sole user of the program, you should choose the option Open As Personal Planner. Open As Shared Workgroup Planner (Network)is meant to share database among a group of users.

To avoid being prompted for this option, users can set options in Autoload File

Save Planner

This command will save the current months or current weeks changes.

Visual Calendar Planner now saves your data automatically when a view is changed, when users choose to advance the current month to an earlier or later date.

Cut

Shortcut Key: Ctrl-X or Rightmouse Button

You can cut any text from any daily cell. Before cutting any text, you have to highlight the text using the mouse or the keyboard. Any cut text will be placed in Microsoft Window's clipboard.

Copy

Shortcut Key: Ctrl-C or or Rightmouse Button

You can copy any text from any daily cell. Before you copy any text, you have to highlight the text using the mouse or the keyboard. Any copied text will be placed in Microsoft Window's clipboard.

Paste

Shortcut Key: Ctrl-V or or Rightmouse Button

You can paste any text from the clipboard into any daily cell. Any previous text attributes and text styles will be applied to the daily cell where you paste your text. The total number of characters in a daily cell cannot exceed 1000 characters.

Date Difference

Previous Month

Tips: Any changes made to the current month will be saved automatically.

Current Month

Next Month

Tips: Any changes made to the current month will be saved automatically.

Bold

Italic

Underline

Shortcut Key: Ctrl-U or Rightmouse Button

This will apply an underline text attributes to a daily cell.

Strike Through

This is what the combo-box will look like if the TrueType picture checkbox is not checked.

Apply one of the predefined fonts to a daily cell. This command will only affect the cell the cursor is in.

This command will show you any True Type fonts in your system.

Tips: Please refer to Initial Font for more information about how to speed up the load time of Visual Calendar Planner.

Recurring Event

Adding An Event
This function allows you to set repeating events on a calendar. Multiple recurring events can be set on the same days. For example, a user may wish to view a particular television program every Saturday night, he/she can use this function to set a repeating event as a reminder. To set a recurring event, a user is advised take the following sequence:

1. Enter a start date

2. Enter an end date

3. Specify the recurring method, whether is it every day, week, month or year

Once all the required information is entered and selected, this event will automatically figure out the appropriate dates and enter the information into a daily cell with no user input.

Note: If you choose the last day of a month for a recurring event, this function will assume similar action to be taken for the rest of the months until the end date. For example, if a user chose to set an event on May 31st till September 30th, then the last day of the month will contain the event instead of skipping months without a 31st.

Paragraphing for a Recurring Event
A new paragraph for recurring event is not allowed. A dialog box will pop up when you hit the Enter key. In order to facilitate deleting a recurring event accurately, text has to be entered continuously without a new paragraph. This is due to the enhanced feature of using Rich Text Edit format.

A new paragraph can be established by setting up multiple recurring events of the same date frequencies.

Deleting An Event
Deleting an event is easy. Simply browse through the events using the browse button and click on the Delete button, a recurring event with the specified date and text will be removed from the calendar.

Alarm Event

A user can set one or more alarm events per day. A unique musical tune (if non-silence option is chosen) and a dialog box will pop up to alert the user at the specified time.

Add An Alarm Event
Click on the alarm icon shown on the sidebar. If a user selects a daily cell followed by the alarm icon, the specified cells date is pre-filled. Otherwise user will have to fill in the dates. You will not be able to browse an alarm event in this case. In order to browse and delete an alarm event, please refer to the paragraph **Browse/Edit An Alarm Event** mentioned below.

Musical Tunes
Users can test the musical tunes before they decide to use it. There are two options in musical tunes:

1. Silence - If this option is checked, there will be no tune produced, only a dialog box containing the alarm text will pop up.

2. Force PC Speaker - Choose this option if you dont hear any musical tune produced by your PC speaker. Some PC speakers do not produce any sound (or weird/humming sound) under Windows environment. In order to adjust to the appropriate frequency to produce a musical tune, forcing speaker to adjust to the musical tunes frequency is necessary.