



**TrayDay v6.0 per Windows 95 / NT 4.0** by MJM Software

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**TrayDay places an icon showing the date (day of the month) in the tray. The icon resembles a page of a "tear-off" calendar.**

You can therefore see the date at a glance - often quicker and easier than resting your mouse over the clock, searching for an "Insert Date" menu, or having to reach for your diary. Move the mouse over the icon and the day of the week will appear.

Left-click the icon and a pop-up menu appears showing the date in various formats - including up to ten user defined formats. Click one and it will automatically be inserted into your application (or copied to the clipboard, depending on the option checked in the right-click menu). You can select your favorite date format to be available by double-clicking the TrayDay icon.

The user formats can include the date, time, and counters - particularly useful for date-stamping messages or files.

The right-click menu shows the various items used to configure TrayDay, and Exit.

By placing a shortcut to TrayDay.exe in your startup folder, you can have the date always available.

**When a date is being inserted (typed) into an application, you can stop it by clicking the TrayDay icon.**

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## **How to install TrayDay**

Copy all the files in the .zip file (TrayDay.exe, TrayDay.hlp, TrayDay.cnt, readme.txt and file\_id.diz) to a new folder; for convenience you could call this folder "TrayDay". To run, double-click TrayDay.exe.

To set TrayDay to run at startup create a shortcut for it in your StartUp folder. (Hint: Using the Explorer, right-click and drag TrayDay.exe; drop into the StartUp folder; choose "Create Shortcut Here" from the popup menu.)

## **How to Uninstall TrayDay**

TrayDay copies no other files, so to uninstall, simply remove the folder and files mentioned above.

## How to register TrayDay

Thank you for trying TrayDay! If you are running the program for the first time, you may wish to look at the [Introduction to TrayDay](#) first.

TrayDay is a shareware program. When first run the welcome box displays: "Evaluation Version"; after 28 days it automatically becomes the "Unregistered Version". The only change to the program's function at that point is that if you run your computer continually, the welcome box which appears at startup will also appear once a day. If you wish to continue using TrayText after 28 days, you should register. You can convert to the Registered Version at any time by entering the registration number you will be given by mail or e-mail.

Benefits of registering are:

- The 'Shift icon' functions are enabled.
- The welcome box which appears at startup (and daily after 28 days) can be turned off.
- A clear conscience!

Registration covers this and any future version of TrayDay.

You can register online using a credit card ; the cost is 10 GB pounds - approximately 15 US dollars. For details go to the following World-Wide-Web page:

[http://ourworld.compuserve.com/homepages/MJM\\_Software/trayreg.htm](http://ourworld.compuserve.com/homepages/MJM_Software/trayreg.htm)

You can also register via Compuserve; the cost is 15 US dollars. GO SWREG and quote Registration ID - 11021.

Alternatively send a check for 10 GB Pounds (sterling / GBP). For other currencies send 15 US dollars or the equivalent; because of high bank charges for foreign checks, cash is preferred - but checks are accepted. Please make any checks payable to Martin McKean. Include with the payment your name, address, and e-mail address (if applicable), and mail to the following address:

Martin McKean  
3 Johnsburn Road  
BALERNO  
Edinburgh  
EH14 7DN  
United Kingdom

Whatever way you choose to register, upon receiving payment, a registration code will be sent or e-mailed to you. Select **Register...** from the right-click menu to enter the code.

**TrayDay, for Windows 95 / NT4** by MJM Software

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You may distribute the unregistered / evaluation version freely, but please make sure that TrayDay.exe and the associated files are kept together - preferably in the original .zip file.

**CREDITS:**

Special thanks to Jeremy at RTV Software for advice and testing.

**DISCLAIMER:**

Martin McKean and MJM Software take no responsibility for any damage to goods or lives through misuse of this program.

This program has been tested to be free of bugs to the best of our capabilities. We disclaim any responsibility for any damage your computer or your data may incur through the use of this program.

Martin McKean MJM Software  
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## Left-click Menu

Clicking the TrayDay icon with the left mouse button opens a popup menu showing the various date formats ready to insert, copy or paste. Item 1 is the pre-defined (Control Panel - Regional Settings - Date) short date and item 2 is long date. Item 3 shows the current user format, and items 4 and above show previously used user formats. You can set (see [Options dialog](#)) the maximum number of items to display in the menu.

When you select a date - either using the mouse or by pressing the underlined number or letter - the action ticked in the right-click menu will occur (Copy, Insert or Paste).

Note that if you have more than one user format with counters, only the first (most recent) will be displayed on the left-click menu - only one item may use counters at a time. To change to another format with counters, select it from the User Format combo box in the Options dialog.

*The following two items are only visible if the menu displays a user format that includes counters.*

**Counter reset** resets the counter to zero, or (n), if specified.

**Increment #** increases by 1 the value of any counter set with "#" in the [user format](#). (Counters set with "+" are incremented automatically each time they are used).

The top menu item is **TrayDay right-click menu...** which opens the right-click menu This is primarily intended for users of the companion program [TrayText](#). It adds keyboard shortcut support to TrayDay; by pressing the selected TrayText hot-key and then "t" for TrayDay, the TrayDay left-click menu opens; then press the number associated with a date format to insert it, or "r" for the right-click menu. This gives access to all of TrayDay's functions without using the mouse.

A left-click on the icon while TrayDay is inserting text will cause it to abort. A quick left double-click on the TrayDay icon gives a shortcut to items 1 (short date) 2 (long) or 3 (user) - whichever is ticked in the right-click sub-menu **Double-click format** or selected in the Options dialog.

### Right-click menu

## Right-click Menu

Clicking the TrayDay icon with the right mouse button opens a popup menu showing various options.

**Register...** opens up the box for registering TrayDay. This item disappears once TrayDay is registered.

**Help...** displays help.

**About...** opens the About dialog - similar to the welcome box which appears when TrayDay starts. If you are using TrayDay during the Evaluation period, this box also tells you how many days to go.

**Shift Icon** shifts the TrayDay icon to next to the clock, which may be convenient if you have a number of icons in your tray.

**Options...** opens up the Options dialog for the configurable options.

**Double-click format** opens up a sub-menu where you can tick the date format to be used when the TrayDay icon is double-clicked with the left mouse button; this can be short, long or user. This setting can also be changed in the Options dialog.

*The following three items determine the action to be carried out when a text item is selected on the left-click menu. The currently selected option is marked with a tick.*

**Copy** - the text will be copied to the clipboard.

**Insert** - the text will be inserted at the caret of your active or foreground window by simulating keyboard input. [Unless the text includes character(s) which cannot be typed by a single combination of keystrokes - in which case the Paste action will occur.]

**Paste** - the text will be copied to the clipboard *and* automatically pasted in at the caret of your active or foreground window.

**Exit** exits the program.

Left-click menu

## The Options Dialog

There are six things which can be changed using the Options dialog. The first two are only available if you register TrayDay.

- 1) Whether or not to display the "welcome" box when TrayDay is started. The box can also be turned off by clicking the check-box at the bottom of the welcome box itself.
- 2) When to shift the TrayDay icon.
- 3) Which TrayDay icon background to use.
- 4) The maximum number of items to show on the Left-click menu.
- 5) The date format to be used when the TrayDay icon is double-clicked with the left mouse button. This can also be set from the Right-click menu item **Double-click format**.
- 6) You can define your own user format in the User Format combo box using user format characters. Up to ten previously used user formats are stored and can be recalled by clicking the arrow at the right of the combo box and selecting one from the list. They may also be displayed in the left-click menu.

### **'Shift icon' function** *(registered version only)*

Because other applications may add icons to the system tray, the TrayDay icon may move further away from the clock (assuming that you have your taskbar either at the top or bottom of the screen). Select "Shift Icon" from the right-click menu, to move the icon to beside the clock. Under Options "Shift Icon" / "After Startup" - you can choose to have TrayDay shift the icon automatically 1 minute or 2 minutes after starting.

This is particularly useful if TrayDay is in your startup folder with other applications: the order in which icons are added to the tray is difficult to determine. Choosing this option gets round this by moving the icon to the clock after other applications have loaded. Most users should find that 1 minute is enough, but those with slower systems and/or large startup groups may need to select 2 minutes.


There is also the option to shift the icon every 10 minutes or every hour (times are approximate). This helps to ensure that the TrayDay icon is kept next to the clock. Note however that the whole taskbar is redrawn every time the icon is shifted, which may be distracting.



## **TrayDay icon background**

You can choose the icon background through the Options dialog. Select "White" and the calendar "paper" will be white. "Gray" gives a gray button-like background (designed to look similar to the icon for the companion program TrayText). Or select "Transparent" which gives only the numbers.

## User format

You can define your own format using [user format characters](#). The table showing these characters can also be seen by clicking the  box in the title bar of the Options dialog, then clicking the user format to give context help.

**Hint:** There are two common errors made in defining a user format. If a user format does not give the result you expect, the first thing to check is that any text is correctly surrounded by single quotation marks - otherwise letters such s, m, h, d etc will be interpreted as date or time format characters. The second thing to check is - for the month an upper case M, MM, MMM or MMMM is required; lower case will give minutes.

The user format characters are based on the standard Windows date and time characters - see Control Panel, Regional Settings - but these have been extended in TrayDay to give more options.

For convenience you can use: "year", "month", "day", "weekday" or "time" in the user format (note that case is not significant - "Year", "YEAR" etc give the same result as "year"). For example, <weekday day month, year> would give a date like "Saturday 5 October, 1996". Or <month day, time> would give "October 5, 10:26 AM". Note that if "time" is used it has the format h:mm tt; that is, hours based on the 12-hour clock, and with AM or PM as appropriate.

If you wish the time in other formats, time letters can also be specified. Note that h or hh will give the hour using the 12 hour clock, while H or HH will use the 24 hour clock. Use t or tt to specify A/P or AM/PM; this will only work if these letters (or alternatives) are set in your Control Panel - Regional Settings - Time.

You can include "D" in your user format to give the ordinals "1st", "2nd", "3rd" etc.

Also note the possibility of text in the user format, surrounded by single quotation marks. This means, for example, that you could define a "date stamp" with your name and date <'Your Name, 'm/d/yyyy >. To include a single quotation mark in your text, enter 2 of them together - for example, <'Today's Date' > will give "Today's Date". Use \n or \t to give a new line or tab - but don't enclose them in single quotes or they will be treated as text.

You can include counters in the user format using #, ##, or ###. These give a number with a minimum of 1, 2 or 3 digits, filled to the left with zeros if necessary. When a counter is included in the user format it is set to 0, or to a specified number (up to 7 digits) enclosed in brackets: #(n), ##(n) or ###(n). Also 2 new items appear on the left-click menu - "Increment #", which manually increases the counter by 1, and "Counter Reset", which resets the counter to 0 or n; the counter is also reset at startup and at midnight. If you change the user format to include a counter, and have been using a counter previously, you will be asked if you want to reset the counter or retain the previous value. The counter function is useful for users who wish to "date stamp" files or messages. For example, <yyMMdd##.doc > will give "96062200.doc", "96062201.doc", "96062202" and so on.

The counter can be specified in the form +, ++, +++, +(n), ++(n) or +++(n). This operates in a similar way, except the counter is incremented automatically after each time a user date is copied or inserted (the "Increment #" menu item does not appear). For example: <'E-mail +(1)', sent 'd MMM yy' at 'HH':mm > will give "E-mail 1, sent 24 Jun 96 at 14:26", "E-mail 2, sent 24 Jun 96 at 14:43" and so on.

If your user format specifies both an automatic counter (+) and a manual counter(#), TrayDay will ask if you want the automatic counter to be reset every time the manual counter is incremented (by selecting "Increment #"). This gives the possibility of using for example <#(1)'-+++ >, which will automatically give "1-000", "1-001", "1-002" etc, then on selecting "Increment #": "2-000", "2-001", "2-002" etc.

Click the arrow at the right of the User Format box in the Options dialog to find a list of your ten most recent user formats. These can also be seen on the left-click menu, up to the number specified in the [Options dialog](#). Note that if more than one user format contains a counter, only the most recent one will appear on the menu - only one counter format can be used at a time. Each format can have up to 255

characters.

## Description of "Insert" action

One of the three possible actions on selecting a left-click menu item is **Insert**. If this option is chosen (through the right-click menu) then text is inserted at the caret of your active or foreground window by simulating keyboard input.

When TrayDay is "typing" in your date, you can abort by left-clicking the TrayDay icon. You should avoid any other mouse button or keyboard presses while the date is being inserted.

Although using **Paste** is much quicker than Insert, there are advantages in the latter. The clipboard is not used, thus preserving its contents; and if your word-processor has auto-correct or auto-format capabilities, these will be available. For example, if your word-processor automatically superscripts ordinals such as st, nd, rd, th etc, this will only happen if the method chosen is Insert. Watching the date appear is also intriguing!

If the date contains a character which cannot be typed by a single combination of keys, such as certain symbols or accented characters, or characters from double or multiple-byte character sets, the text will be pasted in rather than inserted. The range of keys which can be typed directly varies from country to country. *Note that if you are using a Japanese or other double/multi-byte character set, text will always be pasted in - insert by "typing" is not available.*

The speed of typing varies according to the speed of your system, whether your hard-drive is being accessed, the complexity of your word-processor, and other factors. You may for example notice a pause after words if your word-processor is busy checking whether they need to be auto-corrected.

## **Known Limitations**

### **MS-DOS windows**

TrayDay does not support inserting or pasting the date to an MS-DOS window.

### **Combo boxes**

The other limitation is sometimes experienced when inserting or pasting the date to combo boxes - edit boxes with an arrow at the right which opens a drop-down list. This is because: when the TrayDay icon is clicked, the active window changes to TrayDay momentarily, and is then returned to the window which had keyboard focus. In most cases, when focus is returned, the caret is also restored to the same point as before, and TrayDay assumes it can start inserting or pasting. This is not always the case in a combo box, and results may be unpredictable; unfortunately it is impossible for TrayDay to detect this.

You can tell if this may happen by positioning the caret where you want text to go, changing to another window, then changing back again. If the caret does not return to the same place, TrayDay will not function correctly there. You can instead choose Copy from the right-click menu, select the appropriate date with the left-click menu, then use Ctrl+V to insert it in the box.

[Further Information and Technical Support](#)

## Further information and Technical Support

See also [known limitations](#).

For technical support, or further information, e-mail the author at: [martin@mckean.demon.co.uk](mailto:martin@mckean.demon.co.uk) or Compuserve 101351,2115. This support is available to both registered and unregistered users.

Or visit the MJM Software home page on the World-Wide-Web at:  
[http://ourworld.compuserve.com/homepages/MJM\\_Software/](http://ourworld.compuserve.com/homepages/MJM_Software/)

You will find there the latest version of TrayDay, and the "companion" product to TrayDay - TrayText.

**TrayText allows you to specify up to 14 autotext items (stock phrases or "boilerplate" text), available to any application by clicking the TrayText icon in the system tray.**

At the moment you may have your autotext or boilerplate text set up in your word-processor - but what about when you are using an e-mail program, a database or desktop publisher? How often have you wanted to insert a stock phrase into an application and had to type it because it was stored in another? It could be your address, your e-mail signature, even your name. *TrayText* is the simple answer.

Up to 14 of your favorite text items can be stored (up to 32kB each), and are then available to *any* application with two mouse-clicks. Left-click to bring up the list of items stored, and click the item to insert.

A keyboard shortcut is available so that you can set up a combination of keys (eg Ctrl-Alt-T) which, when pressed, will bring up the left-click menu. Then type the number associated with the item you want and the text is inserted. Your hands have never left the keyboard!

**TrayDay users can benefit from the TrayText keyboard shortcut.** If TrayText detects that TrayDay 6.0 is running, it adds the item "TrayDay menu..." to its left-click menu. Select that and the TrayDay left-click menu appears. This means that you can insert the date without using the mouse; press the hot-key you have selected for TrayText, then press "t" to open the TrayDay menu, then press the number associated with the date format you want to insert.

TrayText is also shareware, and registration costs 15 US dollars.

The caret, sometimes known as the cursor or "insertion point", is a flashing line or block which indicates the place at which text will be inserted.

The "tray", or "system tray", is the box at the right-hand end of the taskbar (or bottom if your taskbar is placed at the side of the screen) which includes the time, and may include icons which other applications place there.



Select delay after which the TrayDay icon will be shifted to beside the clock and/or a regular interval for shifting the icon. Note that times are approximate.

Select your choice of TrayDay icon; white displays as a miniature calendar page, gray as a button, and transparent shows only the numbers.

Select 'Short' or 'Long' to use the preset Windows date formats (Regional Settings), or 'User' to use your own format defined below.

In the registered version, you can choose not to display the welcome box.

These are days *during which TrayDay is actually running*, and may therefore mean a longer period than 28 days on the calendar.

If you register TrayText, you will be informed of the Name and Registration Number to enter here.

Choose the maximum number of items to display in the left-click menu - from 3 to 12. Item 1 is always short date, 2 is long date and 3 is the current user format; items 4-12 are previously used user formats, as shown in the User Format combo box.

## User format characters

y, M, d, h, H, m, s or t	Numbers with no leading zeros for single-digit years, Months, days, hours (12), Hours (24), minutes, seconds, or A/P (Regional Settings)
yy, MM, dd, hh, HH, mm, ss or tt	Numbers with leading zeros for single-digit years, months, days, hours (12), Hours (24), minutes, seconds, or AM/PM (Regional Settings)
D	As d, but adds the ordinals st, nd, rd, or th as appropriate
MMM or ddd	Three-letter abbreviations for the Month or day
yyyy, MMMM or dddd	Full name of the year, Month or day
year, month, day, weekday or time	For convenience, gives year (yyyy), month (MMMM), day (d), weekday (dddd) or time (h:mm tt); with these options, case is not significant - eg Year and YEAR give the same result as year
#, ##, ###, #(n) ##(n), or ###(n)	Counter with minimum of 1, 2 or 3 digits (leading zeros), set at 0 or n (number). On right-click menu, click 'Increment #' to increment manually, or 'Counter Reset' to reset to 0 or n (also resets at startup and midnight)
+, ++, +++, +(n), etc.	As # etc, but increments automatically after copy or insert user date
\n, \t or 'text'	Gives a new line or tab, or enclose text in single quotation marks



