

Welcome to QuikCal. This help topic will give all the information you need to get the most out of QuikCal. The program is small and is not overloaded with questionable features. If you need help or have suggestions, select Contacting Us to find out how to get in touch.

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## **Adding Events to the calendar**

Double-click on any day of the month with the left mouse button. This will bring up the Events dialog. You can add an event for the day, edit the text for an event, or delete the event.

After typing in the text for the event you want to add click on the Add button. You can also press the Tab key to get to the Add button, which may be more convenient for some.

Click the Ok button to have the changes you've made saved to the data file.

*Note: a maximum of 5 events per day can be added.*

The QuikCal data files are based on the first three letters of the month, the four digit year and the .DAT extension. There is one data file per month that have events.

For example: the data file for November, 1992 would be NOV1992.DAT.

## **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.

## **Printing monthly events**

Select Print Month from the File menu to get a report of the current month's events. All of the events in Day order will be listed.

## **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.

*Mail:*

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