





THE CALENDAR

Welcome to [Pink Calendar!](#)

Using the Main Window

- left-click on a date to access the Day Planner for the selected day
- right-click on a date to view the day planner entries for the selected week
- days with day planner entries are highlighted in pink
- left-click on  and  to scan months; right-click to scan years
- the current day is highlighted with a red outline
- click on  to hide the main window
- click on  in the icon tray to restore and to bring [Pink Calendar](#) to the top

File Commands

Commands found under [File](#) include [Setup](#) commands used to customize [Pink Calendar](#). [Click here](#) for information on the commands found under [File](#) on the main window.


View Commands

[View](#) commands provide easy access to the Week View, Year View and To Do List. [Click here](#) for information on the commands found under [View](#) on the main window.

Help - Quick Hints

The [Quick Hints](#) command provides a quick summary on how to use the main features of [Pink Calendar](#). Use [Quick Hints](#) under each window to quickly learn the features of that window.

To Check the Next Scheduled Appointment

1. Move the mouse pointer over the  in the icon tray (right side of the taskbar), or
1. Move the mouse over the main calendar window over the day of interest, or
2. Bring up a day planner for the day of interest.

THE DAY PLANNER

Accessing the Day Planner

To access the day planner for a particular day, left-click on the Calendar window on the day of interest, or click on the day of interest in the week or year views. You can display multiple day planners by clicking on multiple days.

Entering Data Into the Day Planner

Click on the day planner where you would expect to be able to type and an *edit window* will appear. Enter text directly into that window.

Moving Around In the Day Planner

The mouse (left-click) can be used to jump to any visible entry. The up-arrow, down-arrow, Page-Up, Page-Down, Enter and Tab keys can be used to move around in the Day Planner.

Cut & Paste

To access Cut & Paste commands, use the Edit menu or click on an entry and hold the right mouse button down. Select a command from the pop-up menu. You may have to select some text before certain functions are available. (To *select*, double click some text or hold the left mouse button down and drag the cursor over the text.)

Printing

If any of your day planner entries is longer than about 60 characters then the results will look better if you use landscape mode. If you are using an ink-jet or other slow printer, refer to the section Advanced - Fast Printing.

Reminders

A dialog will pop-up on the screen to remind you of each day planner entry. For example, at 8:00AM the entry for that time slot appears. Reminders can be turned off, and they can be set to pop-up early.

To set the reminder for an individual day planner entry, first select the entry, then select Commands - Reminder. Refer also to the section Advanced - Reminders.

Repeating Entries

A day planner entry can be setup to repeat automatically. To set the reminder for an individual day planner entry, first select the entry, then select Commands - Repeats. For more information, refer to the section Repeating Day Planner Entries.

Saving

Everything you enter is automatically saved, so you don't have to do anything special.

Deleting

To delete an entry, delete all the text for the entry (using the Cut command described above) or use the Clear Day command. Entries can also be automatically deleted as they age; refer to the section on Advanced.

Clear Day

To delete all appointments in the current day planner, select [Commands](#) - [Clear Day](#).

CONFIGURING

The setup commands are available through the main menu under [File - Setup](#).

Setup - Colors

Use the [Colors](#) dialog to change the colors used by [Pink Calendar](#). You can go back to the original colors by choosing “[Defaults](#)” in the colors dialog.

Setup - Fonts

You can select the font you want [Pink Calendar](#) to use, but you must pick a font which will allow the day planner window to fit on the screen.

Setup - Sounds

Sounds (wave files) can be configured for the following three events:

- [Startup](#): played when [Pink Calendar](#) is started
- [Notification](#): played when a notification window is displayed
- [Click on Calendar](#): played when the calendar window is clicked on

Systems Without Sound Cards

If your system does not have a sound card, choose “None” for the notification sound. This will cause a system “beep” when a notification window is displayed.

Setup - Printer

Standard Windows dialog to setup the printer.

Advanced Topics

Refer to the section [Advanced](#) for advanced setup.

LICENSE

Release Version

You may install and use **one** copy of **Pink Calendar** on a single computer. The primary user of the computer on which **Pink Calendar** is installed may make a second copy for his or her exclusive use on either a home or portable computer. A backup copy of **Pink Calendar** may be made and stored on separate media (e.g. floppy disk).

No other rights are granted or implied. You may not attempt to reverse compile, modify, translate or disassemble the software in whole or in part.

SHAREWARE LICENSE

Shareware Version

The shareware version lets you “try before you buy.” You may try it for up to 60 days, then you must buy it or stop using it. You may distribute *Pink Calendar shareware* provided the person or persons receiving it are made aware it is shareware.

No other rights are granted or implied. You may not attempt to reverse compile, modify, translate or disassemble the software in whole or in part.

ORDERING

Ordering Online

To order online with a credit card, visit my web page at:
<http://webpages.cwia.com/~haustein/pink.html> and follow the link to online ordering.

Online orders are delivered via **email** only.

Ordering Via Snail Mail (Delivery Via Email)

Send \$10.00 US to:

**Gerry Haustein
800 Micro Court, #1410
Roseville, CA, USA
95678**

- **after December, 1998 please email me first to get my new address**
- certified check, US dollars only please
- do not send cash in the mail

Instructions for obtaining **Pink Calendar** (release version) will be sent to you by **email**, so be sure to **include your email address**. Let me know if you do not like zip files and would prefer a self-extracting archive.

Floppy Disk Delivery Via Snail Mail

If you would like the program on floppy disk:

- order via snail mail
- add \$5.00 US for postage and handling (total \$15.00)
- be sure to **include your full name and address**
- free upgrades are available via email only (if possible include an email address)

The order will be processed within one week (then it will be up to the postal system).

SUPPORT

Check the **Pink Calendar** web site at <http://webpages.cwia.com/~haustein/pink.html> for the latest information.

If you have any questions send email to:
gerryh@cwia.com

COPYRIGHT AND WARRANTY

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No Warranty

Pink Calendar software is provided "as is". In no event shall I, the author, be liable for any consequential, special, incidental or indirect damages of any kind arising out of the delivery, performance or use of this software. This software has been tested but I do not warrant that the software is error free.

REPEATING DAY PLANNER ENTRIES

Day planner entries can be set to repeat automatically, so they need only be entered once. Examples are weekly status meetings, bills to be paid at the end of the month, etc. Just add the entry once, then configure it to repeat.

Setting an entry to repeat

To configure a day planner entry to automatically repeat:

- select an entry in the day planner
- under [Commands](#), select [Repeats...](#)
- review the available repeat criteria (described below)
- make a selection

The entry will now *repeat* on a regular basis according to the repeat criteria chosen. The entry is flagged with a + to indicate it repeats.

Available repeat criteria

The repeat criteria is tailored according to the date of the entry chosen. If the date of the entry is Sunday, January 12th, 1997 then the available criteria would be:

- every Sunday
- every second Sunday
- every month on the 12th
- 2nd Sunday of every month
- every year

Deleting a repeating entry

When a repeating day planner entry is deleted, an option to delete the other related entries is presented.

For example, imagine “weekly lunch with Susan” is scheduled to repeat every Thursday. If one of these entries is deleted, a pop-up box will ask if all “weekly lunch with Susan” entries (for Thursday at noon) should also be deleted. Select “Yes” to delete all of those entries.

More Information

For more information on repeating Day Planner entries, [click here](#).

TO DO LIST

Accessing the To Do List

To access the To Do List, left-single-click on the Calendar window on the month/year text (or on any “empty” part of the Calendar window).

Entering Data Into the To Do List

The To Do List works the same way as a day planner. Please refer to Using the Day Planner.

The list has a maximum of 20 entries.

FILE COMMANDS

File - Setup

Refer to Configuring.

File - File - Advanced

Refer to Advanced.

File - Set Timer

This command can be used to set a timer for a reminder. Any reasonable number of timers may be set. Note: timers are not saved to disk and are therefore forgotten when **Pink Calendar** is exited.

VIEW COMMANDS

View - This Month

After scanning months, to go back to the current month select [View - This Month](#).

View - This Year

Select [View - Year](#) to bring up a calendar view of the entire year. Left-click on the Year View to access a day planner for the clicked on day. Right-click on the Year View to access the Week View for the clicked-on week.

View - This Week

Use this command ([View - Week](#) or right-click on the calendar) to view a non-editable list of scheduled appointments for the selected week. Left-click on any day to access the day planner for that day.

The Week View can be switched to display 1, 2 or 4 weeks at a time.

View - To Do List

Select [View - To Do List](#) to bring up an editable list of things to do. The list can also be accessed by left-clicking on the Calendar window on any “empty” part of the window.

ADVANCED

Reminders

Reminders are dialogs which pop-up on the screen to remind you of day planner entries. This option can be used to turn automatic “reminders” on and off.

Reminders can also be turned on and off for individual day planner entries, refer to [Using the Day Planner](#) for more information.

Early Reminders

Set this value (in minutes) if you wish to have advanced notice of day planner entries. This value is ignored if you have turned reminders off.

Advanced notice can also be set for individual day planner entries, refer to [Using the Day Planner](#) for more information.

Deleting Old Entries Automatically

Use this value to have old day planner entries automatically deleted (saving disk space).

Windows NT users note: old day planner entries must be manually deleted using the [Clear Day](#) command.

Show Splash Screen at Startup

The splash screen (the welcome screen) can be turned on/off using this option.

Minimized at Startup

This is used to minimize the main window automatically when the program starts.

Fast Printing

Fast printing is achieved by printing using black text only, with no color backgrounds. This saves time and ink when printing with an ink-jet printer.

Show Status Bar

This option can be used to display or turn off the display of the status bar. The status bar provides quick views of day planner entries (see next paragraph) and hints on menu commands.

When the mouse floats over dates on the main window, the status bar displays portions of day planner entries. For days gone by, the last entry for the day is shown. For upcoming days, the first entry of the day is shown. For the current day, the entry shown depends on the current time; the *next* upcoming appointment is shown, or if nothing is pending for the rest of the day, then the latest appointment is shown.

Backup and Restore

Use the Backup command to save day planner entries to a file. The Restore command can be used to retrieve those entries from the file. Restore is an intelligent command; it will *merge* information from the backup file with the existing

day planner entries.

Forgot to make a backup? No problem: the file `backup.data` is created automatically every time you exit the program.

To Restore from `backup.data`:

1. go to the `Pink Calendar` folder
2. rename `backup.data` to `PinkAppoints.pnk`
3. run the `Pink Calendar` command: `File, Advanced, Restore`.

Copy Appointments from Home to Work

The Backup and Restore commands can be used to copy day planner entries from one computer to another computer. Restore is an intelligent operation - it will add and merge day planner entries as necessary.

Follow this procedure:

1. run `File - Advanced`
2. select **Backup** to create the file `PinkAppoints.pnk` in the `Pink Calendar` folder
3. copy `PinkAppoints.pnk` to floppy disk
4. copy the file from the floppy to the `Pink Calendar` folder on the second computer
5. on the second computer, run `File - Advanced - Restore`

The day planner entries from the first computer have now been copied to the second computer.

REPEATING ENTRIES

How repeating entries work (by example)

Assume an entry has been configured to repeat every 2nd week, starting December 13th. The text of the entry is “pay day”. **Pink Calendar** automatically creates (schedules) entries for December 27, January 10, January 24, etc., using the text “pay day”. The entries will be visible in the day planners for those dates.

Pink Calendar schedules repeating entries *into the future*, but how far into the future depends on the repeat criteria. Most repeating entries are shown about 6 weeks into the future.

Limitations of repeating entries

It isn't always possible to have an entry repeat on the 31st of each month, since not all months have 31 days. If necessary, the last day of the month is used instead.

An event can be set to repeat on the 3rd Thursday of each month and another for the 5th Saturday. All months will have a 3rd Thursday, but not necessarily a 5th Saturday; if the date doesn't exist, the event is not scheduled for that month.

KEYBOARD SHORTCUTS

Useful Windows Keyboard Shortcuts

To minimize an application:

Alt-space n

To close an application

Alt-space c

To switch to another application

Alt-tab followed by application selection

To access most menu commands

for example, to select "File - Exit":

Alt-f to select the file menu, the x to select exit.

Most Pink Calendar Windows

Next (day, week, month and year views)

Ctrl-n or Alt-n

Previous (day, week, month and year views)

Ctrl-p or Alt-p

Pink Calendar Main Window

Show Year View

Ctrl-y or Alt-v y

Show Week View

Ctrl-w or Alt-v w

Show Day Planner for current day

Ctrl-t or Alt-v t

Show To-Do List

Ctrl-d or Alt-v d

Next Month

Ctrl-n

Previous Month

Ctrl-p

Pink Calendar Day Planner Shortcuts

Undo

Ctrl-z or Alt-e u

Cut

Ctrl-x or Alt-e t

Copy

Ctrl-c or Alt-e c

Paste

Ctrl-v or Alt-e p

Delete

Del or Alt-e d

Select All

Ctrl-a or Alt-e a

Set "repeating" for a selected day planner entry

Ctrl-r or Alt-c r

Set "reminder" for a selected day planner entry

Ctrl-m or Alt-c m

