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snPlaner in overview (basics)

snPlaner is a program for planning of appointments.

With it you have the opportunity to have your appointments shown on a day's-, week's- or month's view.

On the month's view only the first two or three appointments of a day are shown. Because of the limited space in the month's view only the times of commencement are given. The description of the appointments are very much shortened.

On the week's view are, depending on the font height, seven to eight appointments shown. Times of commencement as well as closing times are given. Besides, the description is fully shown.

The day's view is subdivided into three sections. The left side contains the morning appointments, the right side contains the afternoon appointments and at the bottom are the appointments without a given time.
If appointments have a time of commencement as well as a closing time, the period of time is shown by a vertical line.

On all three views a sign at the right bottom corner means that not all appointments can be shown.

The controling of the program can be done either through the menu or by toolbar.

To enter an appointment you only have to click once, on the day's view you click the time and on the week's- or month's view the day. After that you directly enter the appointment onto the current view.

More complicated appointments (such as with repetitions, advance warning time, priorities and so on) are easiest to edit by double clicking the top part of the wanted day's box, where the date is printed.
There is also the possibility to move through the calendar by cursor and select the wanted day by pushing the return button. After that you can edit all appointments of that day.
Both methods cause the presentation of the Dialogbox Edit Appointments. By means of this dialogbox you can enter, delete or change your appointments.

To move or copy an appointment it is easiest to use Drag & Drop

If you click an appointment by the right mouse button, a Contextmenu for the selected appointment will open. In this contextmenu the most important functions for editing the appointment are summerized.

To load an appointment file automatically with each start of the program, please use File/Guidelines

For each appointment repetitions and advance warning time can be set.

Commands of file menu

With the commands of the file menu you can open and save appointment files as well as set up new ones.

Please select the proper command for further information.

New
Open
Save
Save as
Print
Printinstallation
Guidelines
Password
Exit

File/New

This sets up a new empty file for appointments. In case that there is another file in memory that has not been saved yet, you will be asked if the other file should be saved first.

File/Open

Opens an already existing appointment file

To open a file, enter the name of the wanted file in the box "file name". Or you can click the wanted file on the shown list. After that push the "Open" button.
If the wanted file is not on the list, change the directory respectively the disk drive as usual with "Windows".

File/Save

Saves the appointments contained in the main memory under the old name.

If you are making changes during setting up or editing your appointments, these are only stored in the main memory. If you exit **snPlaner** without saving you will lose all changes. You have to save them in order to keep them. Only by saving, all appointments and changes made will be secured on a disk/hard disk.

To save your appointments, please choose "Save" from the menu "Files"

If you save your appointments the first time, **snPlaner** branches out to Save as.

File/Save as

Saves the appointments under a new name that you can choose.

If in the menu file you choose "save as", **snPlaner** will show the dialogbox "Save as", so you can name the new file.
To do this please enter a file name containing not more than eight characters into the box "file name".
Then push "Ok". **snPlaner** will automatically add the ending ".SNP"

File/Print

Opens the Dialogbox Print. This dialogbox will allow you to print a day's-, week's or month's view.

Dialogbox Print

By means of this dialogbox you can decide what you want printed and how.

The dialogbox contains three group boxes.

The top box "Period of time" shows five possibilities.
The boxes "Day's View", "Week's view (two-columned)" and "Month's view" fit the presentation shown on the monitor.
The box "Week's view (one-columned") shows all appointments of one week one below the other.
The last box "ToDo-List" prints the appointments in listform.
Next to each of the boxes you can enter the date from which you want to start the print.
In the box "ToDo-List" you can also enter the date from which you want to exit the print. Additional to that you can mark whether the linked addresses should be printed, too.

In the right groupbox "Margins" you can lay down the margins you want to be left on the print.
The space beween the margins will be filled with the selected view.
By means of Printinstallation you can print nearly any size.

In the third box you can enter the medium font height. The medium font height is the font height used for the appointments. For the date a larger and for holidays a smaller font height is used.

At the bottom of the dialogbox your will find a box to mark color print or print in shades of gray. Of course this is only possible if your printer and your printer driver have got the needed ability.

You can print even if there are no appointments noted. This way you will get empty pages of a calendar.

File/Print Setup

The command Print Setup opens the dialogbox "Select Printer". Into the shown box you can enter which printer you want to use.
If you push the button Setup you can select some properties of the printer.

Print Setup

When you push the button "Properties" you will have the choice between several properties.

The appearing dialogbox contains options for several properties. The options available depend on your printer and therefore cannot be described here.

Some printer drivers have their own help file. In this case you will see a help button. Push it to get more information about setting up your printer.

If you need more help look up the paragraph about configuration in the passage "control system" in the manual of Microsoft Windows.

File/Setup

If you enter a file name into the appearing dialogbox, this file will be loaded automatically on starting the program.
To make sure that the wanted file can always be found please enter the full path name

Example:
C:\SNDIR\APPOINTM.SNP

File/Password

Opens a dialogbox to enter a password. The password is valid only for the file in the memory.
If you want to load the file later on from the disk you will be asked for the passward. Only by entering the correct password the file can be loaded

File/Exit

Exits snPlaner. If there are appointments in the memory that have not been saved after the last change and if the option <u>Save on Exit</u> is not activated, you will be asked whether you want you save.
If the option "save on exit" is activated, the changed appointments will be saved without further inquiry.

Commands of Address menu

With the address menu you can call up the functions for editing the addresses.

For further information please select the proper command.

Edit

Edit/Adresses

Opens the <u>Dialogbox Edit Addresses</u>. IBy means of this dialogbox addresses can be entered, changed or deleted.

Commands of Appointment menu

With the appointment menu you can call up the functions for editing the appointments.

For further information please select the proper command.

Edit
Delete old
Find

Edit/Appointments

Calls up the <u>Dialogbox Edit Appointments</u>. By means of this dialogbox appointments can be entered, changed or deleted.

Delete old/Appointments

Calls up a dialogbox, that enables you to delete all appointments during a certain period of time. This is especially useful to delete the old appointments.

Find/Appointments

Calls up a dialogbox, that enables you to find appointments.

Please enter into the box "Term" the characters you want to find. The search will be started when you push the button "Find".

All appointments which contain the wanted term in their description, will be shown in the listbox.
The appointments will be shown in alphabetical or chronological order depending on your mark at the box.

You can mark the wanted appointment by clicking. After that please push the button "Go to" The calendar will open at the proper page.

Commands of Go to file

This menu calls up commands to move through the calendar.

For further information please select the proper command.

Today
Next
Previous
Date

Goto/Today

Shows the page which contains today's date.

Goto/Next

Shows the next page.

On the month's view this means next month, on the week's view next week and on the day's view next day.

Goto/Previous

Shows the previous page.

On the month's view this means previous month, on the week's view previous week and on the day's view previous day.

Goto/Date

Calls up a dialogbox which shows the current and the following year in form of a calendar. Just click on the wanted day and the proper page will be shown.
If you want a date other than the shown years, please push "Date". A box will appear where you may enter the wanted date.

Commands of options menu

In the options menu different parameter of the **snPlaner** can be set up.

For further information please select the proper command.

Display
Day's View
Public Holidays
Show Menu
Alarm Sound
Font Height
Colors
Save Appointments on Exit
Save Options

Commands of submenu Display

In the submenu "Display" you can choose between a day's view, a week's view and a month's view.

For further information please select the proper command.

Day
Week
Month

Display/Day's View

Changes the display to the day's view.

The day's view is subdivided into three sections.

The left side contains the morning appointments, that is from 0:00 - 12:00 a.m.

The right side contains the afternoon appointments, that is from 12:00 - 24:00 o'clock.

The bottom part contains the appointments without a given time.

If appointments have a time of commencement as well as a closing time, the period of time is shown by a vertical line.

Display/Week's View

Changes the display to the week's view.

On the week's view are, depending on the font height, seven to eight appointments visible. Times of commencement as well as closing times are given. Besides, the description is shown in full length.

Display/Month's View

Changes the display to the month's view.

On the month's view only the first two or three appointments of a day are shown. Because of the limited space in the month's view only the times of commencement are given. The descriptions of the appointments are very much shortened.

Options/Day's View

By means of this dialogbox you can choose which period of time you want to be shown on the day's view. For that two groups are shown in the dialogbox, one for mornings and one for afternoons.

In each group you can enter the "from" time, when to start the presentation. In the box "step" you can mark the intervals you want for the timetable. The "To" factor will be calculated by the program.

Please note, that the "To"-factor of the morning part has to be smaller than the "From"-factor of the afternoon part.

Options/Holidays

Opens the Dialogbox Holidays

By means of this dialogbox you can set up if and how public holidays should be shown.

You can also add additional holidays.

Dialogbox/Holidays

At the bottom of this dialogbox is a combobox, which contains all public holidays known by **snPlaner**. Of course you may add additional public holidays.

Into the second box you can enter the short name of the public holiday. You might have to abbreviate the name.
Into the third box you can enter the the full name of the public holiday.

By means of the next dialogbox you can decide, whether the public holiday should be shown or not. If you mark "Display", it will be shown.
If you mark "Holiday", it will be shown in the color of public holidays. If you do not mark "Holiday" it will be shown in the color of weekdays.
Next to both boxes you have the possibility to mark the year from when to when the public holiday should be shown. This may be important with a new public holiday or if a public holiday will be canceled.

By means of the next dialogbox you can lay down if the public holiday is on a fixed date or if it changes depending on Easter.
With a fixed date you will have to lay down "Month" and "Day".
If a date is relative to Easter, please enter the number of days to Easter, - before Easter and + after Easter.
E.g. - 2 for Good Friday, because Good Friday ist two days before Easter.

On the right side of the dialogbox you can mark display options for some public holidays which are very complicated to calculate.

Options/Show Menu

Switches on or off the display of the menu.

Options/Alarm Sound

Opens a dialogbox, to set up the alarm.

You can set up a special alarm signal for each of the four priorities.
On the left you can decide if you want an alarm sound. If you want an alarm sound you will have to mark one of the priorities.
Next to that you can enter the path name of the wanted WAV file. If you leave this box empty, there will only be a peep sound.
With the pushbutton "Browse" you can also find a WAV file. Some WAV files belong to Windows.You can find these in the Windows-directory.
Condition for the playing of WAV files is of course a adequate driver to the soundcard or the internal loudspeaker.

Options/Font Height

By means of this dialogbox you can set up the font height, which snPlaner will use to show the appointments.

snPlaner tries to adapt the font height as well as possible to the window size. With this the font height used by snPlaner will always be between the minimum and the maximum factor. Those factors can be changed in the dialogbox.

Options/Colors

By means of this dialogbox you can set up the colors for the different monitor elements of **snPlaner**.

For that you will find a combobox in the left top corner. There you can choose the element of which you want to change the color.
The wanted color can be selected in the right group .
The selected colors will be shown in a small calendar at the left botton corner.

Options/Save Appointments on Exit

If this option is marked, any changes of the appointments will be saved on exit without further inquiry.

Options/Save Options

Saves the setup of the options.
At the next start of program these options will be automatically loaded.

Key to the Toolbar

If you click this symbol you will go back to the next bigger unit. That means if you are working with the day's view you will go back a week, if you are working with the week's view you will go back a month and if you are working with the month's view, you will go back a year.

If you click this symbol you will go back one current unit. That means if you are working with the day's view you will go back a day, if you are working with the week's view you will go back a week and if you are working with the month's view, you will go back a month.

If you click this symbol you will go forward one current unit. That means in the day's view a day, in the week's view a week and in the month's view a month.

If you click this symbol you will go forward the next bigger unit.That means in the day's view a week, in the week's view a month and in the month's view a year.

Opens a new file. Look also File/Open

Saves the appointments. Look also   File/Save

Prints the appointments. Look also File/Print

Opens the Dialogbox Edit Addresses, which enables you to enter, change or delete addresses.

Opens the Dialogbox Edit Appointments, which enables you to enter, change or delete appointments. With this *all* appointments are shown.

Helps you to find an appointment. Look also Find/Appointments

Opens a diaglogbox which enables you to jump to any date. Basic setup goes to the current date. Look also Goto/Date

Will take you to the current day. Look also Goto/Today

If you click this symbol the day's view will be shown..

If you click this symbol the week's view will be shown.

If you click this symbol the month's view will be shown.

Switches on or off the menu.

If you click this symbol you will get this help.

If you click this symbol you exit the program **snPlaner**.

Dialogbox Edit Adresses

By means of this dialogbox you can enter, change or delete addresses.

At the top of the dialogbox are eight boxes. By means of these you can decide if all addresses or only addresses of one of the eight possible groups in the combobox should be shown. You can change the markers of the boxes by clicking the right mouse button.
Below the eight boxes is a combobox, which contains the addresses. By means of this combobox you can choose which address you want to change/to look at.
Below the combobox are the boxes to edit the addresses.
Most boxes are self-explanatory. With the box "Sort" you can decide how the addresses shall be sorted.
Is this box empy, the addresses will be sorted alpabetically by the contents of the box (Name 1).
The eight bottom boxex may be used for your own purposes. (e.g. 1 = privat address, 2 = company address and so on). The labeling is identical with the eight top boxes.

To add a new address
After filling out the edit boxes (at least the box "Firm" or "Name" have to be filled out) a new address can be added to the list by pushing the box "Add".

To change an address
To be able to change an address out of the list, the wanted address has to be selected by clicking. It will appear in the edit box and then can be changed. By pushing the button "Change" the changes will be transfered to the list.

To delete an address
You can mark the address you want to delete by clicking. After that you push the button "Delete". This is only possible if no appointments are in the edit boxes. If nessecary, you may first have to push the button "New".

Dialogbox Edit Appointments

This dialogbox enables you to enter, change or delete appointments.

At the left top of the dialogbox is a listbox, in which the appointments are listed. Below and on the right side are boxes to edit the appointments.

To add a new appointment
After filling out the edit boxes (at least the box "Firm" or "Name" have to be filled out) a new appointment can be added to the list by pushing the box "Add".
It will be checked automatically if the new appointment overlaps with an old one. If this is the case, a warning will appear.

To change an appointment.
To be able to change it the wanted appointment has to be selected by clicking. It will appear in the edit box and can then be changed. By pushing the buttom "Change" the changes will be transfered to the list.
Attention! "Change" can only be pushed, if the appointment does not have any repetitions!

To delete an appointment
You can mark the appointment you want to delete by clicking. After that you push the button "Delete". This is only possible if no appointments are in the edit boxes. If nessecary, you may first have to push the button "New".
After that the Dialogbox Delete Appointments appears, which enables you to delete appointments, if necesaary including their repetitions.
Look also Contextmenü.

For further information please select the proper command:

       From
       To
       Description
       Linked Addresses
       Remarks
       Advance Warning Time
       Occurrence
       Interval of Repetition

From (Dialogbox Edit Appointments)

Here you can enter the time of the appointment.

Please enter into the first box the date, when the appointment will take place. This box has to be filled.

Please enter into the second box the time of commencement. If there is no fixed time, this box may stay empty.

To (Dialogbox Edit Appointments)

Here you can enter at what time the appointment will be finished. This box does not have to be filled out.

Description (Dialogbox Edit Appointments)

Please enter into this box a short description of the appointment.
This description will be shown in all three displays, (if necessary in shortened form)

Linked Addresses (Dialogbox Edit Appointments)

Here you have the possibility to link an address with the appointment. If you select an address here, you will be able to look up that address at every step of the program, where the appointment appears, (e.g.: at the advance warning).

You can delete a linked address by means of the <u>Contextmenu</u>.

Remarks (Dialogbox Edit Appointments)

Into this box you can enter any remarks regarding the appointment.
Appointmentm with a remark will appear with a "¹)" on the monitor.

Additional, this box provides a special function to start external programs. To do this you have to enter the program you want to start as follows:l

     #[*Pathname Parameter*]

This remark can be entered at any point in the box "Remarks". The program will be started at the time which is given for that appointment. If the appointment does not have a point of time the program will be started at 0.00 of the given date.
'The setup of Parameters is optional, not compulsory.

Example:
#[c:\windows\write.exe]

Advance Warning Time (Dialogbox Edit Appointments)

If you mark the small box next to "Advance Warning Time", an announcement will appear to remind you of the appointment.

It is up to you to decide how long before the appointment that announcement should appear. For that you have to enter the wanted advance warning time into the boxes "Days", "Hours" und "Minutes".

Example 1: For your appointment you have marked "5.22.1995" at "17.00" and as advance warning time "0" Days, "1" Hour and "0" Minutes.
With this figures the warning will appear on 5.22.95 at 16.00.

Example 2: For your appointment you have marked "5.22.95" at "17.00" and as advance warning time into all three boxes "0".
With this figures the warning will appear on 5.22.95, that means at the moment of the beginning of the appointment.

Occurrence (Dialogbox Edit Appointments)

You can choose a fixed numer of occurrence or you can choose "Ever".

<u>Number</u>
If "Number" is marked you have to enter the number of occurrence into the box on the right side of "Number". Because most appointments occur only once, the normal entry is "1".
If an appointment has repetitions, you have to enter the number of occurrence (including the first occurrence).

<u>Ever</u>
If "Ever" is marked, the appointment will be repeated forever.
Attention! This box can only be marked in combination with the box "Year".
To mark that box is useful for appointments like birthdays, wedding anniversaries and so on.
The appointments are shown for the next twenty years. Finished appointments will be deleted after one year.
Besides, whenever you delete an appointment that is marked "Ever" by <u>Delete Oldl</u> the display will be updated for the next twenty years. That way the appointment will not be lost.
If you want to delete such an appointment finally, you have to delete it at the first (!) occurrence. This is easiest done by <u>Contextmenu</u>).

<u>Indication</u>
Appointments which are marked as "Ever" are in reality saved only once by **snPlaner.** This is to save memory space on the data carrier.
Since the appointment is saved only once, it is not possible to change repetitions of the appointment. That is why in the <u>Contextmenu</u> the pushbuttons for editing are not usable.
Neither are the pushbuttons "Add", "Change" and "Delete" in the dialogbox "Edit Appointments" usable.

Interval of Repetition (Dialogbox Edit Appointments)

Next to "Day", "Week", "Month" and "Year" you can mark the wanted intervals of the repetitions.

With the box "Inverval Factor" you can decide how many days, weeks, months or years you want between the appointments.

Example: You have entered an appointment on "05.17.1995" at "17:00" and "3" as Number of Occurrence
You have also marked "Days" as interval of repetition and "2" as interval factor.
The put down appointments then are:

      05.17.1995 at 17:00
      05.19.1995 at 17:00
      05.21.1995 at 17:00

If you decided on an advance warning time, all appointments will have the same advance warning.

Dialogbox Delete Appointments

By means of this dialogbox you can delete any appointments.

In the top groupbox you see the appointment you want to delete. If you push the "OK" button, this appointment will be deleted.

The bottom groupbox contains, if extant, the repetitions of the appointment. There are two listboxes. The left listbox contains all repetition which should be deleted, too. The right listbox contains all repetitions which should not be deleted.
You can move an appointment from one listbox to the other listbox by clicking.

If you push the "OK" button, the repetitions listed in the left listbox will also be deleted.

Contextmenu

You can call up the contextmenu by clicking the appointment by the right mouse button.

Fur further informations please select the proper command.

> Finished
> Remarks
> Linked Addresses
> Advance Warning Time
> Move
> Delete

In case all pushbuttons are shown in gray, that means not usable, the selected appointment is a repetition of an appointment marked as "Ever". Look also   Occurrence.

Contextmenu/Finished

By means of this you can decide if an appointment should be marked as finished or not. It is a shift key.
The appointment is marked as finished if there is a tick in front. Without a tick it is not marked as finished.

Contextmenu/Remarks

By means of this you can look at the remarks and, if necessary, change them.
Appointments with a remark will be shown with "¹)"

Contextmenu/Linked Address

If you tick "Linked Address" the <u>Dialogbox Edit Adrresses</u> will open, where you can select and look at the linked address.
Appointments with a linked address will be shown with "²)"

To undo a link, go to the dialogbox "Edit Adresses" and press the pushbutton "New". Then leave the dialogbox by pressing "Close".

Contextmenu/Advance Warning Time

If you tick "Advance Warning Time" a dialogbox will open, where you can look at the advance warning time and, if necessary, change it.
At the top part of the dialogbox the currenet advance warning time is noted and in the bottom part you have the possibility to enter a new advance warning time.

Contextmenu/Move

If you tick "Move" a dialogbox will open, where you can enter the new point in time of this appointment. Suggested is the current point in time.

Look also Move by Drag & Drop

Contextmenu/Delete

If you tick "Delete" the <u>Dialogbox Delete Appointments</u> opens, where you can delete the appointment including the possible repetitions.

Move/Copy of Appointments by Drag & Drop

The easiest way to move an appointment is to use Drag & Drop. To do this you have to click the appointment you want to move by the left mouse button, keep it down and move it to the wanted new date, then let go and the appointment will be moved.

If you wand to copy an appointment, you can do it like postponing but additionally you have to keep the CTR button down..

Both functions work with all three displays (Day's, Week's and Month's View). If you want to move an appointment for a longer period of time it is easiest to do by "Move" of the Contextmenu.

To Register by Mail/Fax

To get the full version of snPlaner please act as follows:
Select "Help/Info" from the menu.
Please press the pushbutton "Register" and then fill out the appearing dialogbox. After all gaps are filled out, the pushbutton "Print" is usable.
If your printer is ready and you press the pushbutton "Print", the register form (suitable for a window envelope) will be printed.
Please send us the register form and don't forget to enclose the check.
Or you can send the printed register form by fax. Please understand that, if you order by fax, we have to insist on cash on delivery or cash in advance.

A few days after receipt of your order you will get the full version.

To Register by CompuServe

If you have access to CompuServe, you can also register this way. Please note, that the price can slightly differ, because the registration by CompuServe is calculated in Dollar. At the moment (July 95) the price is $35,90.
To register please act as follows:
1. Establish communication to CompuServe.
2. Enter the forum **SWREG** (by SWREG).
3. Select the option **Register Shareware**.
4. Select **Europe**.
5. Select **Author's User ID**.
6. Enter ID **100346,1654** (without blank behind the comma).
7. Select **Display Selected Titles.**
8. Select **Appointmentplaner with Addressmodule f. Win95/WinNT**.
9. Select **Description**. Here you can also look up the exact price.
10. Select **Register**.
11. Fill out the CompuServe.form

The appr. $36 for the program will be charged to your account.by CompuServe.

A few days after receipt of your order you will get the full version..