**Address Book**

From the Address Book you can easily maintain your personal and business address books. No matter how much data has been entered you can easily find any piece of information that you are looking for very easily and quickly. The most useful aspect of this section of the program is the ability to create your own types of address book such as business, personal and many other types.

**How to use...**

Searching
Magnifying Glass.
Sorting
Sorting of data in the Address Book.
Link.
Linking elements in the program.

**Entering data into Address Book**

1. You have to begin this process by choosing "New" (Alt+N). Red Box will display empty boxes in which you can enter new data.
2. Enter data in the empty boxes. You can move down from one box to another using the **Tab** or you can select boxes you wish to go to using the mouse.
3. Confirm by choosing "Ok". (Alt + O)

**Changing data in Address Book**

1. Choose the data that you want to change.
2. Click on "Change" (Alt+C). Boxes containing data will appear as they did when <u>Entering new data</u> except that this time they will not be empty but will contain data that you wish to change.
3. Make the necessary changes (Type in new text). You can move down from one box to another using the **Tab** or you can select boxes you wish to go to using the mouse.
4. Confirm the changes made by selecting "Ok" (Alt + O).

**Note:** *Do not forget to confirm the changes made by clicking on "Ok".*

**Deleting data from Adress Book**

1. Choose the data you wish to change.
2. You can delete in two different ways:
   - Click on "Delete" (Alt+D). After confirming that you wish to delete this in theYes/No Dialog Box, the chosen address book record will be deleted.
      - Drag and drop the selected data into the bin.

**See Also**
Inside the bin...

**Searching and Sorting Address Book Data**

**Sorting:**
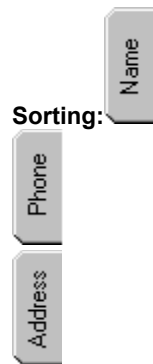
Data in the Adress Book can be sorted according to Names, Telephone numbers, or Addresses. When you select one of these three options, then the data in the address book will be sorted according to the option. Searching will also done according to the chosen option.

**Searching:**

Searching is done according to the chosen option mentioned above. Data can be searched in two ways:
- One way is to select a letter or a number from the list of characters given on the left hand side of the main window.
- The other way is to use the small editor window (below the main page) and the Magnifying glass button. In order to find data that you are looking for, you must enter at least one character according to which the process of searching will be carried out. Then click on the Magnifying glass button.

**Linking of data to pictures in the Address Book**

You can link a picture to any data element in the Address Book. In order to do this, you need to choose the address book record that you are interested in and then click on . A window containing 5 small buttons will appear on the screen.

 This button is used to link a picture to the chosen data element. The standard Windows Dialog Box **File Open** is used for choosing a picture.

 Use this button to break the link.

 This button is used for zooming in and out.

 Exit using this button.

 You will see this help screen.

**Note 1:** Small icon next to an address book item indicates that the item is linked to a picture.
**Note 2:** Pictures must be in the standard Windows BMP format.

**Constructing New Types of Address Book**

You get this Dialog Box from the Options-Address Book menu. This part of the program enables you to create your own type of Address Book. It must be noted that in order to make any changes to a type of Address Book, you must make sure that this Address Book is empty.

**Type of Address Book:**
Existing type of Address Book.

**New Type:**
Allows you to create a new type of Address Book. Red Box will display a Dialog Box in which the program will ask you to type in the name for the new type of Address Book. The number of types is limited to 6.

**Delete Type:**
Enables you to delete the chosen type of Address Book. You can only delete the selected type of Address Book if there is no data in it.

**List of Field Names:**
You can add to or delete from the List of Field Names any of the field names listed. These field names can be added to the selected Address Book.

**New Field:**
If you cannot find suitable field names, you can add new ones to the given list. By choosing this button, a Dialog Box will appear in which you can enter the new field name. This new field will be added at the bottom of the list.

**Add >>:**
Adds the chosen field name in the selected type of Address Book.

**<< Delete:**
Deletes the chosen field name from the selected type of Address Book.

**Help**
You will see this help screen.

**Anniversary**

This section of the program reminds you of any important dates such as birthdays, wedding anniversaries and many others that you may consider as important. You can link any of these anniversaries to icons which will have an association with them. This will help provide a clear visual view. A list of common anniversaries is shown at the top right hand corner of the window.

**Entering new anniversaries**

1. As before, begin the process by clicking on "Reset". (Alt+R)
2. Type in the text of the anniversary or choose an anniversary from the <u>List of Suggested Anniversaries</u>.
3. Set the date of the anniversary ("Date" button). Red Box will display the <u>Mini Calendar</u> Dialog Box in which you can set the date.
4. Choose an icon which associates with the anniversary you have entered. This icon will help in providing a clear visual view of anniversaries.
5. Confirm the entry. Click on "Ok".(Alt+O)

**Editing Anniversaries**

1. Select an anniversary.
2. Changes can be made to the following:
   - Text of anniversary.
     - Date of anniversary. Use the <u>Mini Calendar</u>.
     - Choose an icon that is associated to the chosen anniversary.
3. Remember to click on "Ok" (Alt+O).

**Note:***Do not forget to confirm the changes made by clicking on "Ok".*

**Deleting anniversaries**

1. Choose the anniversary.
2. You can delete in two different ways:
   - Click on "Delete" (Alt+D). After confirming that you wish to delete this in the Yes/No Dialog Box, the chosen anniversary will be deleted.
       - Drag and drop the selected anniversary into the bin.

**See Also**
Inside the bin...

**List of Suggested Anniversaries**

In order to ensure a faster entry of an common anniversary, a"List of Suggested Anniversaries" is available and is shown at the top right hand corner of the "Anniversary" window.

The List of Suggested Anniversaries ensures a quick entry of common anniversaries. When you choose an anniversary from the list, the date corresponding to it will be displayed in the "Date" button. You can add to the text of the chosen anniversary. Confirm the entry by choosing "Ok" (Alt+O).

**Note:** When you have entered an anniversary, there is a possibility that this anniversary is not in any of the months that you will be able to see on the left hand side of the window. Therefore, by "flicking" through pages, you will be able to find the month in which this anniversary is.

**Calendar**

You can use the Calendar section to keep a record of daily appointments and to organise your working time in the best possible way. You can see your appointments in a daily, weekly or monthly view. This section is automatically activated when the program is started. You are able to enter appointments for any day and time. In order to enter the Calendar section click on Deskpad Control button or choose the View-Calendar menu.

**How to use...**

Calendar.
It is on the left hand side of the main window.
Graphical presentation of time.
Easier to manage appointments.
Suggestions.
Faster entering of appointments. List of frequent appointments.
Search.
Link.
Linking elements in the program.

**Entering new Appointments**

1. Click on the "Reset" button (Alt+R). All the parameters will be set to their default values.
2. Enter text of appointment
3. Set the start time for the appointment
4. Set the duration of appointment. This is done by "pulling"   the time ball. Duration is shown on the spring to which the time ball is attached while the start and the end time are indicated above and below the duration respectively.
5. Confirm what you have entered by clicking on "Ok" (Alt + O)

**Additional Options:**
6. Appointments can <u>recur</u> daily , weekly, monthly or yearly.
7. <u>Alarm</u> activates a sound signal at time you can set
8. <u>Call</u> allows you to indicate a telephone call as your appointment.

**Note:**
When two appointments happen to clash with each other, Red Box displays <u>Conflicting Appointment</u> Dialog Box.

**Phone Call**

By clicking on the "Call" check-box, the word "[ Call ] -" will appear in the edit window which will indicate a selected appointment as a phone call. The selected appointment will appear in different colour and next to it will be shown an icon of a phone.

**See also**
Search.
Call Notes.

**Call Notes**

You can enter notes concerning your telephone call while conversing. This part of the program can be accessed by

selecting  from the tool bar or by dragging and dropping a data item from the Adress Book to the phone icon on the left side of the main window.

**Add Call to Calendar**
By selecting this check box, notes which you have made about your phone conversation will be transfered to the Calendar as a Call appointment. The time that will appear next to this appointment will be that shown in the "Call Start Time:" field while the date will be the current date.

**Link Call to Address Book item**
This field will be operational in case you have entered the dialog box by dragging and dropping an Address Book item onto the phone icon. When operational, this field can be used to establish a link between the previously selected adress book item and your phone call notes.

**Link Project**
In case you have decided to link phone call notes with an address book item, you will be able to select in which link project the established link will be stored.

**Editing Appointments**

1. Click on the appointment you want to edit.
2. You can change the following parameters of the appointment:
   ▪ Start time
      ▪ Duration. You can change the duration by moving the time ball up or down.
      ▪ Text of appointment. Type over the text of the already existing appointment.
      ▪ Alarm, Recurring, Call. By selecting any of these options, Red Box displays a corresponding Dialogue Box
in which you can change parameters.
3. Confirm the changes by clicking on "Ok" (Alt+O)


**Note:**
When text, time, alarm, call or Recurring appointment-are changed, Red Box displays Change recurring Appointment
dialog box.

**Note:** *Do not forget to confirm the changes made by clicking on "Ok".*

**Change Recurring Appointment**

When text, time, alarm, call or Recurring appointment-are changed, Red Box displays this dialog box.

**Just this one**
Changes made are valid only for the appointment being changed.

**All Occurrences**
Changes made are going to be entered for all occurrences of this Appointment.

**Future Occurrences**
Changes made are going to be entered for all future occurrences of this Appointment.

**Past Occurrences**
Changes made are going to be entered   for all past occurrences of this appointment.

**Deleting Appointments**

1. Select the appointment that you wish to delete.
2. You can delete the chosen appointment in two ways:
    ▪ Click on the "Delete" button (Alt + D). Red Box will demand a confirmation by displaying a "Yes/No" Dialogue Box. After confirming, the appointment will be deleted.
        ▪ Point the cursor at the appointment and hold down the left mouse button continuously. Drag the chosen appointment to the bin and drop it by letting go off the button.

**Note:**
When deleting Recurring appointment, RedBox displays a Delete Recurring  dialog box.

**See Also**
Inside the bin...

**Delete Recurring**

When deleting Recurring appointment, RedBox   displays a Delete Recurring dialog box, and offers the following options:

**All Occurrences**
Deleting all occurrences for a chosen recurring Appointment.

**Future Occurrences**
Deleting all future occurrences for a chosen recurring Appointment.

- Recurring appointment for a date currently being displayed is not deleted.
- Deleted Future Occurrences   cannot be retrieved from the bin.

**Past Occurrences**
Deleting all past occurrences for a chosen recurring Appointment.

- Recurring appointment for a date currently being displayed is not deleted.
- Deleted Past Occurrences cannot be retrieved from the bin.

**Recurring Appointment**

You can start this part of RedBox program by choosing the Recurring check-box in the Calendar window.

**From/To**
Specify the period of time when appointments will happen. You can specify end date or a specific number of days, weeks, months, and so on. You can also include weekends.

**Recurring Type**
Specifies how often the appointment should occur (specific weeks of the month, days of the month, weekly, daily or yearly). The box below the Recurring buttons changes depending on which Recurring button you choose.

**Note:**
When two appointments happen to clash with each other, Red Box displays <u>Conflicting Appointment</u> Dialog Box.

**Conflicting Appointment**

When two appointments happen to clash with each other, Red Box displays this dialog box. Conflicting appointment dialog box offers the following options:

**Skip**
This button is enabled only when Conflicting Appointment dialog box is activated while entering Recurring Appointments. By clicking on "Skip" button you can skip entering new recurring appointment for a day already having appointment conflicts.

**Free Time**
Free time combo box offers available time for days having conflicts. Using "Free time" you can establish new start time for appointment having start time coinciding with already existing start time.

**Alarm**

You can set the alarm if you wish the program to inform you of an important appointment. In order to set the alarm, click on the Alarm check-box in the Calendar window.

**LeadTime:**
Sets the number of minutes prior to an appointment that an alarm sounds.

**Type of Alarm:**
There are five different alarms. This allows you to set different alarms for different appointments.

**Calendar on the left hand side of the main window**

The Calendar appears when the To Do and Calendar windows are active. You can set the year and the month using the combo-boxes above the Calendar. The date can also be set by clicking on the "< Prev" or "Next >" buttons. The "Today" button automatically sets the current date.

**Note:**Darker days in the Calendar indicate that appointments exist on these days.

**Mini Calendar**

Mini Calendar is used for setting dates which will be used later on in the program.

**Cancel** (Alt+C)
Exit from the Calendar without changing the date.

**Ok** (Alt+O)
Exit from the Calendar with the chosen date saved.

**Yearly** (Alt+Y)
Changes the monthly calendar to a yearly one.

**Monthly** (Alt+M)
Changes the yearly calendar to a monthly one.

**>**
Next month/year

**<**
Previous month/year

**Day, Mon, Year**
Type in the day, month and year.

**Note:** The easiest way to set the date is to double click on this day in the calendar.

**Graphical Presentation of Time**

You can enter this part of the program by clicking on "Graph" (Alt+G) in the Calendar window. You will see the time which is available to you on the day that you have selected.

**From:**
Set the Start time for the Graphical Presentation of Time.

**To:**
Set the End time for the Graphical Presentation of Time.

**Date:**
By clicking on "Date" you will enter the <u>Mini Calendar</u> in which you can set the date. The Graphical Presentation will correspond to this chosen date.

**Suggestions for Calendar Appointments**

In order to start this part of the program, click on the "Suggestions" button in the main window.

You will see a list of suggestions for the appointment texts which are frequently used. You can choose any of the suggestions by double-clicking. The chosen suggestion will appear in the editor window of the Calendar.

Click on **"Options"** in order to enter the Calendar Options   Dialog Box.

**Calendar Options**

Options concerning the Calendar are the following: entering new text for the frequently used suggestions, deleting existing suggestions, and setting the working time. In order to start Calendar Options, click on the "Options" button in *Suggestions for Calendar Appointments* Dialog Box, or select the "Options-Calendar" menu.

**New Text**
Dialog box in which you can type in new suggestions will appear.

**Delete Text**
After choosing the appointment to be deleted, click on "Delete Text" and confirm your decision (Yes/No Dialog Box).

**Working Hours**
By choosing the start (From) and end (To) working time you can set the working time which will be used in the rest of the program.

**Link...**

In Red Box, you can link anything with everything. Elements from different parts of the program as well as the ones from the same part of the program can be linked to each other.

**Creating links between two elements**

1.  Click on the link icon ▶◀ . Red Box opens a window with a question mark which rotates and will ask you to "Choose the first link element".
2.      Select in which link project your link will be stored. Links which you create between data elements may be of different types: business, personal... Link projects enable you to sort links into different groups according to their nature. See also <u>Link Manager.</u>
3.      Choose the first link element from any of the other sections (<u>Calendar</u>, <u>To Do</u>, <u>Planner</u>, <u>Address Book</u>, <u>Notes</u>) by clicking the left mouse button.
4.  Choose the second element in the same way.

If you have successfully completed these three steps, a picture representing a link 🖉 will appear next to the two linked elements. After a certain period of time, the window with the rotating question mark will disappear.

**Using the link:**

1.  Click on the picture representing a link 🖉 and the "Link..." Dialog Box containing the list of other elements linked to the chosen element will appear.
2.      Select a Link project. Links which you create between data elements may be of different types: business, personal... Link projects enable you to sort links into different groups according to their nature. See also <u>Link Manager.</u>
3.      Choose any of the elements from the list.
4.      Click on "Go to" and the program will start the exact part of the section in which is the chosen element.

**Break Link:**

1.  Click on the picture representing a link 🖉and the "Link..." Dialog Box containing the list of other elements linked to the chosen element will appear.
2.      Select a Link project. Links which you create between data elements may be of different types: business, personal... Link projects enable you to sort links into different groups according to their nature. See also <u>Link Manager.</u>
3.      Choose any of the elements from the list.
4.      Click on "Break Link" and after confirming that you wish to delete this (Yes/No Dialog Box) the link will be deleted.

**See Also**
<u>Linking Manager</u>

**Tools**

In this part of the program, the user can select menu item which will correspond to certain external programs. These programs may be Windows, Dos programs, files, or Web Pages. You can choose these external programs or files from the File Open Dialog Box.

**Note:**
Do not forget to confirm your actions by clicking on "Confirm" button.

**Users**

This part of Red Box allows you to set the number of users of this program. If you are the only user, select "Only one user", otherwise choose "More than one user".

You can access this Dialog Box by selecting "Users" from the "File" menu.

**General Options**

This Dialog Box can be accessed by choosing "General Options" from the "Options" menu. These options are concerned with the whole program.

**Sound**
This option allows you to switch the sound that can be heard on and off when "flicking" through pages, deleting data...

**Animation**
This option allows you to switch the animation that can be seen on and off when "flicking" through pages, choosing date in the monthly view in the Calendar section...

**Modem**

This Dialog Box enables the user to set the modem options and the parameters of "Phone Calls" ▛ .You can access it by selecting Options-Modem.

**Baud Rate**
Specify the speed of your modem.

**Port**
Select the communications port your modem uses.

Note: In order to set the other parameters, consult the manual you received with your modem.

**Search**

In this part of the program you can search for data in the <u>Calendar</u>, <u>To Do</u>, <u>Anniversary</u> and <u>Notes</u> sections. In order to start this part of the program, click on  button in the tool bar, or press "F2".

**Search for Text**
Type in text that you wish to find.

**Search Call**
This button will appear in the Search dialog box only if this dialog box is started while you are using the Calendar section. The button is used to search for all the Call appointments in the Calendar.

**Search**
Begins searching. Choose Search after the parameter of the search is properly defined.

**Search results**
Displays the results of the search.

**Go To**
Goes to an item selected in the Search results list. Instead of choosing "Go To", you can double-click on the item.

**Help**
You will see this Help screen.

**Other reports...**

This part of the program is reserved for reports from our other programs.

**Inside the bin...**

Data which has been deleted by mistake can be recovered by using this part of the program. In order to access this dialog box, click on the bin.

**Undo**
This button is used to recover highlighted data which has previously been erased.

**Delete**
By selecting this button, highlighted data will be lost from the bin which means that it will not be possible to recover it.

**Select All**
This option allows you to select all the data in the bin.

**Options**
By clicking on this button, you will enter the "Bin Options" dialog box which enables you to set the maximum amount of data to be stored in the bin.

**Help**
You will see this help screen.


Warning: In case data which you have deleted was linked to another data item, it should be noted that the link between the two data elements will not be re-established.

**Link Manager**

Red Box allows you to link anything with everything, but there is more to Red Box than this. Links can be sorted into various projects. Link Manager can be used to create, edit or delete link projects and links contained within them. The main window consists of two parts. There is a tool bar at the top which contains buttons for creating, searching and deleting links,   as well as a combo box used for selecting link projects and a button for editing link projects. The bottom part of the window is used for visual observation of linked elements within selected link projects.

**You can run through a project by selecting its elements**

All elements from a selected project will be shown on the screen. Elements are divided into five groups (Calendar, To Do, Planner, Address, Notes ) depending on which part of the program they come from. Each element appears in a box. When you reach a box, the cursor will change its shape to a hand. If you then click on the box, you will obtain a graphical view of all its links. Its colour will change while the other boxes to which it is linked will be shaded. Links between boxes are represented by lines with arrows. This will enable you to easily skip through a chosen link project. By double-clicking on a box, you will automatically enter the part of the program which contains this element.

**Link Project**

In order to reach this dialog box, select the "Project" button found in the tool bar of the Link Manager.

**New Project**
By clicking on this button, the Link Project Name and Link Project Notes fields will be emptied. You can then enter a name for your new link and notes project in the fields provided.

**Add**
After having entered a name and notes for your new project, click on this button. Name of the project will appear in the list of existing projects.

**Change**
If you wish to change the name or the notes of a project, select the project, complete all the necessary changes and click on this button.

**Link Project Name:**
This field is used for adding or changing names of projects.

**Link Project Notes:**
This field is used for adding or changing notes for projects.

**Delete**
If you want to delete a project, select the project from the list and click on this button. Warning: All links within a chosen project will be deleted too.

**Help**
You will see this Help screen.

**New Link**

In order to reach this dialog box, select the "New Link" button found in the tool bar of the Link Manager. You can use this dialog box to create new links between elements in the program. Creating links can be achieved in another way. See Link...

**Link Project:**
Select a Link project which will contain the link to be created.

**First link item**
Enter text of your first link element you are looking for ( Search for Text ) and indicate in which part of the program the element is situated ( check-box: Calendar, Address Book... ).

**Second link item**
Enter text of your second link element you are looking for ( Search for Text ) and indicate in which part of the program the element is situated ( check-box: Calendar, Address Book... ).

**Search**
After having completed the steps above, click on this button. Search results will appear in the list boxes. **Note:** text that you enter will be searched for in all the fields of the two selected parts of the program.

**Create Link**
Once the search results appear, select one element from each list box. Red arrow will then be displayed indicating that the link can be created. Click on this button.

See also
Link...

**Search link item**

This dialog box can be accessed by selecting the "Search" button from the tool bar in the Link Manager window. This button can be used to search for elements in the current Link project.

**Search For**
Enter text which you are looking for.

**Next >>**
Takes you the next element which contains the text you have entered.

**Prev >>**
Takes you the previous element which contains the text you have entered.

Note: Text that you enter will be searched for in all the fields of the two selected parts of the program.

**Delete Link**

By selecting the "Delete" button from the tool bar in the Link Manager window, a menu will appear. There are two options in this menu:

**Delete One Link**
When you select this option, the cursor will change its shape to a cross indicating that you are now able to choose the first element of the link which you want to delete. The chosen element will be crossed off and its link lines will be shown. You should then select one of the shaded boxes and after confirming that this is the link that you want to delete, the link will be erased. Once you have deleted whichever links you wanted to delete, you have to click on the "Delete" button again. This will change the cursor to its original shape and you will then be able to continue with your work.

**Delete All Links**
By selecting this option, the "Yes/No" message box will be displayed warning you that recovering deleted data will be impossible.

**Messages**

If there is more than one user on your computer or if it operates in a network, communication is made possible by means of "messages". The term "messages" means a certain number of words or sentences which you can send to or receive from other users of Red Box. If you wish to send, receive or to do any other work concerning messages, go to the "Message" menu.

**Sending Messages**

You can send messages to other users of Red Box. This part of the program can be entered by choosing "Sending Message" from the "Messages" menu.

**List of Recipiants:**
List of users of Red Box to whom it is possible to send messages. By selecting one of the users in this list, the name of the user will appear in the "Message sent to" box. The message you will enter will be sent to the user in this box.

**Message sent to:**
A list of users which you have chosen from the "List of Recipiants" and to whom messages will be sent will appear in this combo box.

**Message:**
Type in text of the message you wish to send, here.

**Send Message** (Alt+S)
Click on this button to send the message.

**Help** (Alt+H)
This help screen will appear.

**Message just received**

When you receive a message from any of the other users, this Dialog Box will be displayed on the screen.

**Sender:**
Name of the user who has sent you the message will be shown here.

**Date and Time:**
Date and time when the message was sent will appear here.

**Contents:**
You will see contents of the message.

**Next Message >>** (Alt+N)
If there is more than one message, by clicking on this button, you will see the next message.

**<< Previous Message** (Alt+P)
If there is more than one message, by clicking on this button, you will see the previous message.

**Save Message** (Alt+S)
This button saves the message shown in the window.

**Help** (Alt+H)
This help screen will appear.

Note: The number of messages which can be saved is limited so the user is advised only to save the ones of greatest importance. If you have exceeded this limit and wish to save an important message, delete one or more than one of the saved messages using the Saved Messages Dialog Box.

**Saved Messages**

This Dialog Box allows you to see messages that have been saved. It can be accessed by choosing "Saved Messages" from the "Messages" menu.

**Show Message** (Alt+S)
In order to see entire text of a message, use this button. Click on this button only once you have chosen a message you wish to see.

**Delete Message** (Alt+D)
This button allows you to delete messages from the list of saved messages.

**Help** (Alt+H)
This help screen will appear.

Note: The number of messages which can be saved is limited so the user is advised only to save the ones of greatest importance.

**Message Options**

You can enter this Dialog Box by selecting "Options" from the "Messages" menu. In this box, you can choose whether to communicate or not with other users.

**Receive**
By switching this option on, you will be able to communicate with other users.

**Reject**
By switching this option on, you will not be able to communicate with other users.

**Notes**

In this section, longer and more detailed texts can be typed. You can link documents from "Notes" with data from other parts of Red Box. The main "Notes" window has three parts: List of Text Titles in the chosen folder is shown on the left hand side, in the middle there is a List of Folders and on the right hand side the title and a few lines of the chosen text are shown.

**How to use...**

Link
Link is used for establishing links with other parts of the program.
Search.

**Creating New Folders**

To get to this Dialog Box, click on "New Folder" (Alt + o) in the main Notes window. You can enter a name for the New Folder.

**Name of New Folder:**
Enter new Folder Name.

After confirming your choice of name ("Ok"), another "sheet of paper" will appear in the middle of the window with the name of folder you have just entered.

**Changing Folder Name**

In order to enter this part of Red Box you must first of all complete the following steps:

1.  Select the Folder whose name you want to change (Click on the "sheet of paper" you need).
2.  Choose "Change Folder Name" (Alt + r).

After completing these steps, Red Box will display a Dialog Box in which you can change the name.

**New Folder Name:**
Enter the new Folder name.

Note: Another way to enter this section of the program is to double-click on the Folder ("sheet of paper") whose name you want to change.

**Deleting Folders**

There are two possible ways of deleting a Folder:
1. Deleting using the button:
   ◼ Click on the "sheet of paper" with the name of the folder you wish to delete. The "sheet of paper" you select will become darker.
      ◼ Choose "Delete Folder" (Alt + l). After your confirmation (Yes/No Dialog Box), the chosen folder will be deleted.
2. Deleting using the "drag and drop" method.

**Warning:** All the texts concerned with the folder you want to delete will be deleted too.

**Entering new Text**

New texts in a folder can be entered in the following way:

1.  Choose the folder in which you wish to enter text by clicking on an appropriate "sheet of paper".
2.  Choose "New" (Alt + N), which you can see in the bottom left corner of the Notes window.

A Dialog Box with the name **"New Text Title"**will appear. You are required to enter Text Title of the document you want to create. When you confirm your choice of Text Title, the program will take you to the **Notes Editor**where you can edit text contents.

**Note:**You must be aware that the size of the text that you wish to edit in the Notes Editor is limited to 30 Kb.

**Editing Text Contents**

1.  Select the Text Title whose contents are to be changed.
2.  Select "Change Text" (Alt+x).

When you complete these steps, the program will take you to the **Motes Editor** where you can edit text contents.

**Note:** Another way to enter the Mini Editor is to double-click on the Text Title whose contents are to be changed.

**Deleting Text**

There are two possible ways of deleting text:

1. Deleting using the button:
   - Click on the Text Title to be deleted.
      - Choose "Delete" (Alt+D).
2. Deleting using the "drag and drop" method.

**See Also**
Inside the bin...

**Planner**

There are two parts in this section of the program:

**Planner**
You can use this part of the program to plan projects, time, tasks... This section is especially useful if data in it is linked to data from other program sections.

**View**
View is the part of the program which provides a visual yearly view of the data in the <u>Calendar</u>, <u>To Do</u> section, and the **Planner** itself. Data from these three sections is represented by three different colours. If you click on any of the days in the calendar on which there is any kind of activity (Calendar Appointments , To Do tasks or Planned Projects) a bar chart will appear. By clicking on any of the bars that appear in the bar chart, you will enter the part of the program in which there are activities on the day shown above the bar. You can change the colours which   represent data from the three sections using the <u>Planner Options</u> Dialog Box.

**How to use...**

The option of Linking plays an important part in this section of the program.
<u>Link</u>

**Entering a Planned project**

1. The first step is to click on the "Reset" button.
2. Enter the project text.
3. Set the start date.(Click on the "From" button. Red Box will then display the <u>Mini Calendar</u> Dialog Box in which you can set the start date).
4. Set the end date.(Click on the "To" button. Red Box will then display the <u>Mini Calendar</u> Dialog Box in which you can set the end date).
5. Select a colour for the project.
6. Confirm all this by clicking on "Ok" (Alt + O)

**Note:**
▪ There is an easier way of entering projects. Click on the day in the calendar on which you wish to start the project. (the cursor will change
◢). Holding the left mouse button down, drag the cursor to the right towards the end date. Space between these two dates will be marked. Now, release the left button and the start and the end date will be shown in the "From" and "To" buttons respectively. All you have to do now is to set the colour and type in the text concerning the project. Then click on "Ok".
▪ It is not possible to have the same colour presenting projects whose dates coincide.

**Editing a Planned project**

1. Select a project. Select a day in the calendar on which there is a project. A bar chart will appear at the bottom of the window. In order to select the project, click on the bar corresponding to this project.
2. You can change:
   ◗ Text of the project.
      ◗ Start Date of the project (Alt + F) After selecting the project, click on the "From" button and set the start date in the <u>Mini Calendar</u>.
      ◗ End Date of the project (Alt + T) After selecting the project, click on the "To" button and set the end date in the <u>Mini Calendar</u>.
      ◗ Colour of the project (Choose one of the colours from the palette).
3. Confirm the changes by clicking on "Ok" (Alt+O)

**Note:**It is not possible to have the same colour presenting projects whose dates coincide.

**Note:***Do not forget to confirm the changes made by clicking on "Ok".*

**Deleting a project in the Planner**

1. Select a project. Select a day in the calendar on which there is a project. A bar chart will appear at the bottom of the window. In order to select the project, click on the bar corresponding to this project.
2. The chosen project can be deleted in two ways:
   - After the first step shown above, choose "Delete". (Alt + D)
     - Drag and drop the bar corresponding the selected project into the bin.

**See Also**
Inside the bin...

**Planner (View) Options**

You can make changes to a section of the Planner called "View". You can enter this Dialog Box by selecting the Options-Planner.

**Calendar Colours:**
Choose a colour for a yearly view of data of the Calendar.

**To Do Colours:**
Choose a colour for a yearly view of data of the To Do section.

**Planner Colors:**
Choose a colour for a yearly view of data of the Planner.

**Reminder**

Reminder is the part of RedBox which is used to simultaneously displays Calendar, To Do, Planner and Anniversary data for any chosen day. When Reminder is started for the first time, Date defaults to current date. Dates can be easily changed by clicking on arrows located in the top-right corner or by using the calendar located on the left side of the main window. Clicking on any Reminder section, you can access a chosen part of RedBox while keeping Reminder date settings.

**RedBox v2.2 development team**

- Slavko Mitrovic (Print Preview)

- Ognjen Vuckovic, Miodrag Comic, Vladimir Djuric (Help)

- Vladimir Djuric (RedBox Organizer)

- Dalida Nikolic (Special Thanks)

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**Reports**

Reports are used for summarising results from the other parts of the program. You can adjust different parameters for your reports. These reports can, of course, be printed.

**Reports Font**

By choosing the **"Font"** button in the Reports window, you can change the font of the current report text.

**Export Reports**

Option **Export** allows you to save reports in a text file which can be imported to a Wordprocessor or Spreadsheet.

**Print Reports**

The created reports can of course be printed. To print, click on the **"Print"**button.

**Calendar Report**

Select "Calendar" from the combo-box in the Reports window and click on "Report" (Alt+R). Red Box will then display a Dialog Box which is used for making Calendar reports. Options offered are:

**From:**
Allows you to set the start date for the report using the Mini Calendar.

**To:**
Allows you to set the end date for the report using the Mini Calendar.

**Fields in Report:**
This option enables you to choose whether you wish to have the given fields (Date, From, To) in the report.

**Text to Find:**
Enter text here to limit your report to items related to a key word.

**Today:**
Sets the "From" and "To" dates to the current date.

**Make Reports:**
By choosing this, the program will make a report with the parameters which you have set.

**To Do Report**

Select "To Do" from the combo-box in the Reports window and click on "Report" (Alt+R). Red Box will then display a Dialog Box which is used for making To Do reports. Options offered are:

**From:**
In the group From, set the "Year" and "Month" for the start of the report.

**To:**
In the group To, set the "Year" and "Month" for the end of the report.

**Priority:**
You can have To Do activities of a certain priority levels only in your report.

**Text to Find:**
This option enables you to enter text here to limit your report to items related to a   key word.

**Fields in Report:**
This option enables you to choose whether you wish to have the given To Do fields (Priority, Starting Date, End Date) in the report.

**Current Month:**
Sets the "Year" and "Month" to the current year and month.

**Make Reports:**
By choosing this, the program will make a report with the parameters which you have set.

**Anniversary Report**

Select "Anniversary" from the combo-box in the Reports window and click on "Report" (Alt+R). Red Box will then display a Dialog Box which is used for making Anniversary reports. Options offered are:

**From:**
Set the start month for the report.

**To:**
Set the end month for the report.

**Current Month:**
Sets the start and end month to the current month.

**Text to Find:**
This option enables you to enter text here to limit your report to items related to a   key word.

**Address Book Report**

Select "Address Book" from the combo-box in the Reports window and click on "Report" (Alt+R). Red Box will then display a Dialog Box which is used for making Address Book reports. Options offered are:

**Type of Address Book:**
Select one of the existing types of Address Book for which you want to make a report.

**Fields in Report:**
List of the chosen fields will be shown in the report.

**>>**
Adds the chosen field from the selected type of Address Book to the list of fields which will appear in the report.

**<<**
Removes the chosen field from the list of fields which will be shown in the report. The first field ("Name") in the list cannot be removed.

**Add all >>**
Adds all the fields from the selected type of Address Book to the list of fields which will appear in the report.

**Delete all >>**
Deletes all the fields from the list of fields which will be shown in the report. The first field ("Name") in the list cannot be deleted.

**From, To**
If the "All Fields" option is disabled, you can set the index range.

**All Fields:**
By enabling this option, you can make a report starting   with the record you enter in the "From" box and end with the one you type in the "To" box.

**To Do**

This part of the program enables you to keep a record of things that you need to do over a certain period of time. It is possible to obtain a daily or monthly view of your To Do activities. Each To Do activity has its own priority ranging from 1 to 9 according to which these activities are sorted. Different colours enable you to have a clear visual view of past, current, future and completed To Do activities.

**How to use...**

Calendar.
Situated on the left hand side of the main window
Daily and Monthly View
Daily and Monthly View of To Do Activities.
Suggestions.
Faster entering of To Do activities. List of frequent To Do activities.
Search.
Link.
Linking elements in the program.

**Entering new To Do activities**

1. Choose "Reset" (Alt+R). All the parameters are set to their default values.
2. Enter the text of To Do activity.
3. Set the start date ("From" (Alt+m)). A window with a <u>Mini Calendar</u> will appear on the screen from which you can choose the start date.
4. Set the end date ("To" (Alt+T)). A window with a <u>Mini Calendar</u> will appear on the screen from which you can choose the end date.
5. By clicking the mouse button, select the priority level for the To Do activity (Alt+1,2...9).
6. If you successfully set the given parameters, confirm your choices. ("Ok").

**Editing To Do activity**

1. Select a To Do activity whose parameters you wish to change.
2. After selecting a To Do activity, you can change:
   - Text of this To Do activity. You can change this by typing over the old text or by entering new text.
      - Start Date. ("From" button (Alt+m)). Choose a Start date from the <u>Mini Calendar</u>.
      - End Date. ("To" button (Alt+T)). Choose an End date from the <u>Mini Calendar</u>.
      - Priority of an activity. The number of priority levels is 9.
3. Confirm the selected parameters by clicking on "Ok" (Alt+O).

**Note:**In case you decide to change the *priority* level or the *date* of the activity you have just edited, the program will automatically sort these activities according to the new parameters.

**Note:***Do not forget to confirm the changes made by clicking on "Ok".*

**Deleting To Do activities**

1. Choose an activity to be deleted.
2. There are two possible ways of deleting an activity:
   ■ Choose the "Delete" button (Alt+D). After this, confirm whether you want this activity deleted (Yes/No Dialog Box).
   ■ Point the cursor at the chosen activity and hold down the left mouse button continuously. Drag this activity to the bin and drop it by letting go off the button.

**See Also**
Inside the bin...

**Completed To Do Activities**

This option allows you to keep a record of any completed To Do activities. This option is valid only when you are in the daily view section. So, in order to complete an activity, you must do the following:

1.  Select an activity that you wish to complete.

2.  Click on the  icon. (Alt+x)

**Note:**The completed activity will be crossed with a line and placed at the end of the list shown on the screen. The start and the end date will be deleted and the activity will be assigned the date at which it was completed.

**Returning to a To Do Activity**

This option enables you to reactivate To Do activities which you have previously completed. In order to reactivate a To Do activity:

1. Select an completed (crossed) activity which you wish to reactivate.

2. Click on the  icon. (Alt + Z).

**Note:**Reactivated activity will have identical start and end dates ie. date at which it was completed. The priority level will be (9).

**Daily and Monthly View of To Do Activities**
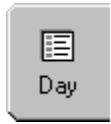
 **Day**

Daily View is the default view. In the Daily View you can see all To Do activities that need to be done on the chosen date. On the left hand side of the main window there is a calendar which will help you to choose any date.

 **Month**

You can also choose the Monthly View. In the Monthly View you can see all To Do activities that need to be done in the chosen month. The calendar on the left side of the main window will now change to a monthly calendar.

**Note:**It is not possible to <u>Complete</u> an activity in the Monthly View.

**Suggestions for To Do Activities**

In order to enter this part of the program, click on the "Suggestions" button situated on the left side of the main window of the Red Box.

Suggestions for the frequently used To Do Activities are given. You can choose any of these by double-clicking. The chosen activity will appear in the editor window of the To Do section where you can complete the text. In this part of the program you can also start <u>To Do Options</u>.

**To Do Options**

You can enter this part of the program in two ways,   by clicking on the "Options" button either in the Suggestions Dialog Box or in the Options-To Do menu.

**New Text**
A Dialog Box will appear in which you can enter new text concerning a To Do activity.

**Delete Text**
After selecting an activity which you wish to delete, click on the "Delete Text" button and confirm your decision. (Yes/No Dialog Box).

**Previous:**
Choose a colour for past activities. An past activity is the one whose end date is earlier than the current date.

**Future:**
Choose a colour for future activities. An future activity is the one whose start date later than the current date.

**Current:**
Choose a colour for current activities. An current activity is the one whose start date is identical to or earlier than the current date and whose end date is identical to or later than the current date.

**Messages**

If there is more than one user on your computer or if it operates in a network, communication is made possible by means of "messages". The term "messages" means a certain number of words or sentences which you can send to or receive from other users of Red Box. If you wish to send, receive or to do any other work concerning messages, go to the "Message" menu.

**Sending Messages**

You can send messages to other users of Red Box. This part of the program can be entered by choosing "Sending Message" from the "Messages" menu.

**List of Recipiants:**
List of users of Red Box to whom it is possible to send messages. By selecting one of the users in this list, the name of the user will appear in the "Message sent to" box. The message you will enter will be sent to the user in this box.

**Message sent to:**
A list of users which you have chosen from the "List of Recipiants" and to whom messages will be sent will appear in this combo box.

**Message:**
Type in text of the message you wish to send, here.

**Send Message** (Alt+S)
Click on this button to send the message.

**Help** (Alt+H)
This help screen will appear.

**Message just received**

When you receive a message from any of the other users, this Dialog Box will be displayed on the screen.

**Sender:**
Name of the user who has sent you the message will be shown here.

**Date and Time:**
Date and time when the message was sent will appear here.

**Contents:**
You will see contents of the message.

**Next Message >>** (Alt+N)
If there is more than one message, by clicking on this button, you will see the next message.

**<< Previous Message** (Alt+P)
If there is more than one message, by clicking on this button, you will see the previous message.

**Save Message** (Alt+S)
This button saves the message shown in the window.

**Help** (Alt+H)
This help screen will appear.

Note: The number of messages which can be saved is limited so the user is advised only to save the ones of greatest importance. If you have exceeded this limit and wish to save an important message, delete one or more than one of the saved messages using the Saved Messages Dialog Box.

**Saved Messages**

This Dialog Box allows you to see messages that have been saved. It can be accessed by choosing "Saved Messages" from the "Messages" menu.

**Show Message** (Alt+S)
In order to see entire text of a message, use this button. Click on this button only once you have chosen a message you wish to see.

**Delete Message** (Alt+D)
This button allows you to delete messages from the list of saved messages.

**Help** (Alt+H)
This help screen will appear.

Note: The number of messages which can be saved is limited so the user is advised only to save the ones of greatest importance.

**Message Options**

You can enter this Dialog Box by selecting "Options" from the "Messages" menu. In this box, you can choose whether to communicate or not with other users.

**Receive**
By switching this option on, you will be able to communicate with other users.

**Reject**
By switching this option on, you will not be able to communicate with other users.

**File** Work with files and users of the program

Users Options...          Adjust the number of users in the program.
Other Users...            Start other RedBox users.
Import                    Import data
Export                    Export data
Exit (Alt+F4)             Exit the program.

**Tools** Program Tools

| | |
|---|---|
| Link... | Link data in RedBox |
| Search... | Search data in RedBox |
| Phone... | Phone Call |
| Copy | Copies the selection to the Clipboard |
| Paste | Inserts the Clipboard contents |

**Options** Options for sections of the program.

| | |
|---|---|
| Calendar... | Set the working time and choose suggestions. |
| To Do... | Set colours for To Do activities. |
| Planner... | Set colours for the Yearly View. |
| Address Book | Make your own Address Book. |
| Tools... | Choose external programs. |
| General Options... | Set the Sound, Animation and Backup. |

**Messages** Communication via messages with other users

| | |
|---|---|
| Sending Message | Send messages to other users. |
| Saved Messages | Edit saved messages. |
| Options | Adjust message options. |

**View** Go to Program Sections

| | |
|---|---|
| <u>Calendar</u> | Go to Calendar View. |
| <u>To Do</u> | Go to To Do View. |
| <u>Planner</u> | Go to Planner View. |
| <u>Anniversary</u> | Go to Anniversary View. |
| <u>Addres Book</u> | Go to Address Book View. |
| <u>Notes</u> | Go to Notes View. |
| <u>Link Manager</u> | Go to Link Manager View. |
| <u>Reports</u> | Go to Reports View. |
| <u>Reminder</u> | Go to Reminder View. |

**Help** Display help contents, information about authors

| Contents | Help contents. |
|----------|----------------|
| Quick Tutor | Quick Tutor. |
| About Red Box... | About Red Box... |

**File** Work with files and users of the program

| | |
|---|---|
| <u>Users Options...</u> | Adjust the number of users in the program. |
| Other Users... | Start other RedBox users. |
| <u>Import</u> | Import data |
| <u>Export</u> | Export data |
| Exit (Alt+F4) | Exit the program. |

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| Link... | Link data in RedBox |
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| Copy | Copies the selection to the Clipboard |
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| Calendar... | Set the working time and choose suggestions. |
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| General Options... | Set the Sound, Animation and Backup. |

**Messages** Communication via messages with other users

Sending Message      Send messages to other users.
Saved Messages       Edit saved messages.
Options              Adjust message options.

**View** Go to Program Sections

| | |
|---|---|
| Calendar | Go to Calendar View. |
| To Do | Go to To Do View. |
| Planner | Go to Planner View. |
| Anniversary | Go to Anniversary View. |
| Addres Book | Go to Address Book View. |
| Notes | Go to Notes View. |
| Link Manager | Go to Link Manager View. |
| Reports | Go to Reports View. |
| Reminder | Go to Reminder View. |

**Help** Display help contents, information about authors

| | |
|---|---|
| Contents | Help contents. |
| Quick Tutor | Quick Tutor. |
| About Red Box... | About Red Box... |

**Export data**

Opens the Text Export Wizard, where you can specify which items to export, a range of dates, and other options.

**Import data**

Opens the Text Import Wizard, where you can specify which items to import, what character will separate fields, and other options.