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The DeskTop Set

Personal and Business Organizer
for Windows

Evaluation Version
Quick Reference Guide

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Some Reviews of the DeskTop Set:

"With a $149 list price, The DeskTop Set could be a bargain, even if all you use is the Calendar and the Phone Book."

Michael J. Miller, InfoWorld, July 24, 1989

"New twists on Microsoft Windows are getting to be a dime a dozen these days, but few are as rich in features as The DeskTop Set. Combinig a collection of powerful desk accessories with an innovative desktop manager, this package brings real flair to otherwise pedestrian Window [2.1] environment.

"[The DeskTop Set is] chock-full of rewarding design ideas and insights. If you are in the market for Windows desk accessories, it's hard to do better than these."

Rock Miller, PC Magazine, January 30, 1990

"If you're going to work with Windows every day, The DeskTop Set is something you'll want to have and use."

"If you use Windows and you use the telephone, get yourself a copy of The DeskTop Set."

Martin Heller, Computer Shopper, July 1990

"The Phone Book module in Okna's DeskTop Set may be the most complete Rolodex-dialer combo ever, with hot links to the Calendar..."

PC World, Special report on 39 "greatest products" for Windows, November 1990

"[The DeskTop Set] is easiest PIM on the block to learn, yet the attractive phone book, dialer, can calendar are far more comlete than [IBM] Current's. If you need a no-muss, no-fuss personal productivity tool, DeskTop Set is your Best Buy"

Patrick Marshall, PC World, February 1991

"The DeskTop Set is startingly extensive. ...any experienced Windows user can start typing into it immediately without reading the manual and still get good results."

Paul Bonner, PC/Computing, January 1991

Product Synopsis and System Requirements

The DeskTop Set program for Microsoft Windows is intended for professional and personal use. It consists of six integrated modules:

- Phone Book which accepts unlimited number of records and features phonetic search, mail merge, data import/export, reminders, privacy features, Yellow pages, record links, printing and dialing.
- Memory Dialer, phone log, area-code directory, least-cost routing, calling cards dialing, custom dialing formats, modem customization.
- Accounting Calculator which allows you to print, save, recall, edit and copy and paste tapes.
- Calendar which features daily, monthly, annual and "to do" modes.

The DeskTop Set is the first Windows application to feature an Expert mode and Expert menus, proportionate fonts throughout, beautiful graphics, adaptive logic (programs always remember their last state; commands such as *save* do not exist), advanced memory management, speed optimization and many other innovative solutions.

In this evaluation package, you have the opportunity to use the Phone Book and Dialer programs. These applications are intended to show you the minor subset of functionality (about 10%) that the retail versions provide.

System Requirements

To use the DeskTop Set programs, your system must meet or exceed the following:

- Microsoft Windows Version 3.0.
- IBM AT, PS/2, or compatible. The programs' design is optimized for speed. They will perform well even on 8 MHZ 640K PC AT models.
- The programs' memory architecture is highly optimized. 512K of memory is sufficient to run Windows in real mode with all DeskTop Set modules.
- A hard disk with at least 800K of available space after Windows has been installed.
- Hercules, EGA, VGA, Super VGA or 8514A video card. The program can't run in CGA mode because its graphical demands exceed the capabilities of low resolution monitors.
- Mouse (optional).
- Hayes-compatible modem (optional).

How to purchase...

Please send check or money order for $89.00 ($60 off suggested retail price of $149.00) to:

Okna Corporation
P.O. Box 522
Lyndhurst, N.J. 07071

Tel. 201-460-0677
Fax. 201-507-8725

Please include $3.00 for UPS ground service, or $5.00 for second day air delivery. Foreign orders: Air mail is $10. Overnight is $40.00. American Express and C.O.D. orders are also welcome.

Please supply accurate American Express (Name, Card Number, Expiration Date) account information. At present we market only English version. Foreign character sets may not be properly supported.

We ship daily. With the purchase of the retail version, you get unlimited support for questions / problems / concerns you have with any DeskTop Set application. Sorry, we can't provide technical support for any of the evaluation programs, but will be glad to answer any questions about the retail versions functionality. Remember, all the files you've created are 100% compatible with the retail version - no conversion needed.

Thanks again for reviewing The DeskTop Set Calendar - we look forward to hearing from you!

Note to Programmers

If you are an advanced Windows-OS/2-Presentation Manager-Macintosh-Unix programmer and wish to consider joining our creative team, please drop me (Konstantin Monastyrsky) a line. You are guaranteed a lot of hard work, exceptional compensation and working conditions, enough equity to retire for life in the next five to seven years, an opportunity to learn a trick or two, and some interesting projects. If you are a gifted C programmer with solid academic background, you are welcomed too.

The Basics

When you start Phone Book, it automatically opens to the page that you previously used. If the book is initially closed, double click on the book cover or select **File/Open Book** command.
The Control bar across the top of the book contains four icons: **left arrow**, **telephone**, **envelope**, and **right arrow**. The **Alphabet** controls along the sides of the page can be used to move quickly to the corresponding page in the Phone Book. The current letter is always displayed in the upper left corner of the page, and the page number is displayed in the upper right corner. As you fill your Phone Book with entries, additional pages can be added.

What's the Expert mode?

You have an option in all DeskTop Set applications to operate them in either **Windows** or **Expert** mode. **Windows** mode is the default choice; this allows the program to operate like other standard windows applications - pull down menu bar, caption bar, minimize & maximize buttons, etc . The **Expert** mode has no menu and caption bars, but instead provides **drop-down "floating"** menus, which are accessible by clicking the **right** mouse button anywhere in a program window. From **Expert** menus other menus appear as **submenus**.

You may find that the **Expert** mode and menus are easier and faster to use, it is less "cluttered" than the **Windows** mode, and the programs are much more attractive, but use whichever mode best suits your needs, or a combination of both.

The arrow on the menu indicates that a submenu is available. To select a command from a submenu:

- Click the **right-hand** mouse button anywhere on the DeskTop Set program window and select the desired command (with arrow) from the menu that appears.
- Open the submenu by moving the mouse cursor slightly to the right until the submenu appears, then select the desired command.

Unlike the standard windows method of accessing submenus, DeskTop Set applications in **Expert** mode employ an easier method. As requested by DeskTop Set users, you do not have to hold down any mouse button to access submenus. After clicking the right-hand mouse button to bring up the main menu , you are free to release the mouse button and select any menu or submenu command. This is a more natural way of accessing all menu options. This attention to detail (and to user requests) pervades all DeskTop Set applications.

Remember that you can use the keyboard to select menu commands in the same way as with standard Windows menus. Use the **left arrow** key to open a submenu, and the **Esc** key to close.

Moving Through the Phone Book

To navigate around the book, use the following guide:

To	Keyboard	Mouse
Move to a page:	Ctrl + Letter	Click desired letter

Move to the next page		Page Down	Click on right arrow
Move to the previous page	Page Up	Click on left arrow	
Move to an entry	Up & Down	Click on entry	
Move to an entries phone number		Tab	click on phone

Adding Entries

Adding entries is easy; just remember the following rules:

- Enter the text, such as the persons name, nickname, business, etc in the left hand column. Limit the entry text to one row; place any additional information in the notes area.
- Enter the phone number in the right column.
- Enter a area code for the phone number, **even if it is a local call**. The DeskTop Dialer is smart enough not to dial the area code for local calls.

Entering Business Information

For any Phone Book entry, you can use the *Business Information* dialog box to enter detailed information about a business contact. In addition, you may add free form comments in the *Notes* area of the dialog box. For those of you who deal with clients and accounts via the phone, you can give each entry an account number. Whenever you dial your client, this account number then can be passed through to your phone system; simplifying your time / expense accounting .

To enter or edit business information:

- Select desired page entry;
- Select Edit/Business command in Windows mode, or...
- Select Business command from the Edit menu (click on envelope icon) in Expert mode.

To enter or edit residential information:

- Select desired page entry;
- Select Edit/Residence command in Windows mode, or...
- Select Residence command from the Edit menu (click on envelope icon) in Expert mode.

Viewing Entries

The **View** window shows at a glance all information about a selected Phone Book entry. Business and personal information, phone numbers, reminders and notes are displayed simultaneously in a resizable, movable window. Phone Book remembers the last size and position of the **View** window, and will display it there the next time it is opened. Multiple **View** windows can be active at the same time, and they can be arranged in a cascading fashion. From a **View** window, you can dial any of the phone numbers that are associated with this entry.
If you would like open View windows with a mouse double-click or press the Enter key, make sure that the **View** option in the *Setup Book* dialog box is selected.

Additional **View** window functions:

- A mouse double click brings up a **Dial** menu. There is no keyboard equivalent.
- The **Page Down** or **Page Up** keys toggle the enlarged and normal View display font.
- The **System** menu **Close** command closes the View window.
- Pressing **Enter** will also close an active View window.
- A right mouse button click inside a View window opens the **View** menu. There is no keyboard equivalent. The View menu allows you to do the following:
  - **Close** will close the current window.
  - **Cascade** will take all active view windows and cascade them from the center of the screen. This option is greyed if only one view window is active.
  - **Records** allows you to quickly move through multiple view windows. By highlighting the name of the desired record you want to see, the selected record is then placed on top of all other View windows. This option is greyed if only one view window is active.
  - **Close All...** closes all active View windows. As above, this option is greyed if only one view window is active.

Dialing Entries

Phone numbers that you have entered into the Phone Book can be dialed automatically by using **Dialer**. Even if you do not have a modem or auto-dialer, you can use the **Dial** menu to quickly look up a number.

To Dial a telephone number that appears in a Phone Book entry:

- Double-click a phone number that appears on the page, or...
- Open **Dial...** on the menu bar or click the **Telephone** icon to dial another phone number that may belong to this entry;
- Select desired command/number to place a call.

If the DeskTop Dialer was not previously open, it will automatically load and dial the requested number. Be sure to review the DeskTop Dialer section to further customize your dialing capabilities.

Phone Book Reference Information:

File Menu

Close book	Closes (literally) Phone Book. Use the Open Book command to reopen;
Yellow Pages	Opens Yellow Pages. What's the difference?... They are yellow. Yellow pages offer a convenient way to view another Phone Book file without opening another Book (you can!). You may copy, cut and paste records between White Pages and Yellow Pages. (As well as with several open Phone Books). When in Yellow Pages mode this command reads "White Pages".
List...	Opens sorted (by page entry) list of all Phone Book records. Double-click list's entry to open respective page. Check out an effect of typing someone's name while the list. windows is active.
Open...	Opens "Open File" dialog box. Use is to select another file or

create a new file. Ignore the questions that come up when creating a new file; they are deactivated in the evaluation version.

Setup... Opens "Setup" dialog box. It displays some settings that are not applicable to evaluation version. If the rest are not self-explanatory, by all means, feel free to order a "real thing".

File Info... Opens a window that contain information about currently open file.

About... Opens a pretty window with version number, copyright, phone and address information. If this evaluation is old, the address and phone may be different. However, they are current as of this writing (June 20, 1990).

Quit... It does exactly that. I hope you will like the phone book so much, that you never have to quit. Please keep in mind that Phone Book does not have Save command. It saves everything in real time. So, feel free to crash any time... - the Phone Book's data is save and saved.

Edit Menu

Business Opens dialog box to enter and edit Business information

Residence Opens dialog box to enter and edit Residential information

Copy The Copy command places a copy of the selected entry and stores it in the internal clipboard so that it can be pasted elsewhere in the Phone Book. It is not linked in any way to the source entry, and can be modified to suit the new entry after it is pasted. You can also copy business or home (shift key down) address into any word processor by just drugging phone book entry into its window. Just click and hold the left mouse button down until it changes shape, and then drag into window or icon... The copy formats are stored in **firm.mov** and h**ome.mov** files. These files can be modified using Windows' Notepad.

Paste The Paste command inserts the information that is in the internal clipboard from a previous Phone Book Cut or Copy command. It will not paste information from other Windows applications; just from the Phone Book. The reason for this is clear: when you copy information from another application, you know whether it's business or residential information, but the Phone Book (and any other application) can not distinguish the difference. You need to enter the correct area, such as business or residential information, and use the local Paste command button. This makes sure that the information is placed in the appropriate area.

Cut The Cut command removes the currently selected entry and stores it in the internal clipboard so that it can be pasted elsewhere in the Phone Book.

Clear The Clear command removes the currently selected entry without pasting it on the clipboard. The information, therefore, cannot be pasted or copied. Since the Clear command can not

be reversed, make sure that you want to clear the entry before selecting this command!

For those users with a mouse, two other functions are available:

Move Move is not present on any menu, and does just as its name implies, moves entries to another place on a page, or another page entirely. To move an entry to another location on the same page, simply click on the entry and hold it down until the mouse pointer changes. After the pointer changes, move to the desired location, and click again to place it there.

Xfer You can copy entries between Phone Books by opening two books, selecting the appropriate "to" and "from" pages, and dragging the entry you want copied to the target book and clicking on the desired page location. (See **Copy** command above. Also works with Dialer and Calendar)

Search Menu

Phonetic The Phonetic search is one of the most useful functions in the Phone Book. The entire Phone Book can be searched in seconds for the "wordz zat sount alike". What's more, the complete results are displayed in a list box, so that you may determine at a glance whether the item you're looking for has been found. Once you find the name you're looking for, a quick double click will position the Phone Book to the right page and highlight the entry for you.

Telephone The Telephone number searches allows you to search for what number you are looking for by entering the exact number or "wild card" numbers. Once entered, the program goes page to page stopping on the entry that matches the search criteria.

Account Basically the same as telephone searches. If any entries match your criteria, the Phone book will move to the appropriate page and highlight the entry that meets your criteria.

Dial & Numbers Menu

Entry numbers Each phone number slot - Entry, Office, Home etc corresponds to the number entered into the currently selected Phone Book entry. The first line indicates the entries name.

Paste Is an interpretation of a phone number from the data that exists in the clipboard.

Windows Menu Lists all applications currently running in windows. Select one, and you will switch to the application you selected.

The DeskTop Set Dialer

...it offers an amazing array of fancy features, including least-cost routing, support for calling-card accounts, and call logging. The dialer's setup options make it smart enough to handle international dialing codes and PBX prefixes of any complexity, and it can dial even after receiving phone has picked up, so you can use it to operate touch-tone systems."

Rock Miller, PC Magazine, January 30, 1990

The DeskTop Set Dialer program, in both convenience and function, exceeds that of the most sophisticated and expensive business telephones. It is integrated with the Phone Book and Calendar and can get and dial a phone number from any other Windows program via Clipboard.

When you first run the Dialer, you will be asked to provide some basic setup information. To be able to dial out you must have a modem installed and functioning. Make sure you enter in your local area code so the system can strip off the area code from all local numbers before dialing. If your phone line is connected to a company PBX, make sure that you provide the correct prefix (i.e. 9 to get an outside line) in the appropriate fields.

If Windows application (Cardfile, Terminal, CrossTalk, DynaComm, etc) can dial, than the Dialer can. If they can't, than the Dialer can't nor can we help you in any way. Please contact Microsoft Corp. for assistance with this problem. With some modems you may have a problem to hang-up the modem. To remedy the problem, check **File/Modem...** option **"Problem Modem - would not hang-up".**

The Dialer Controls

- **Dial** button (*Enter* key) initiates a telephone call.
- **Talk** (*Space* bar) disconnects your modem from the telephone line or terminates the call in progress
- **LND** (Last Number Dialed) (*F5* key) shows the last 10 numbers you dialed.
- **Clear** (*Del* key) clears the Dialer display area.
- The programmable **Fire**, **Police** and **Ambulance** (*F1, F2, F3* keys) symbols store and dial respective numbers. (To program, click on a symbol while holding the shift key down. A number that appears on the display will be stored).
- The **Telephone** (*F4* key) symbol dials information (411). In the retail version of Dialer, it opens a color-coded memory pad in which you can place 105 additional names and phone numbers.
- The **Number Display** may serve as a stopwatch timer. A left mouse click starts and stops the clock.

Dialing a Number

Remember, you must have a modem installed and connected to a serial port to be able to dial. Use the **Setup**/**Dialer** menu to indicate a serial port number.

To dial a number:

- Select the number from the **Numbers** expert menu, or...
- Select the number from the **Dial** pull down menu, or...
- Enter the phone number from the keyboard, or...
- Type the letters that the telephone number might spell, such as 1-800-FLOWERS
- Click *Dial* button or Press *Enter* key to dial the entered telephone number and the the *Talk* button or*Space* bar to begin the conversation or to terminate the call.

Dialer Reference Information:

File Menu

Setup... Opens "Setup" dialog box. this is where you define how your modem is connected, customize your dialing options, select the program mode, and define where you're located at the present time. For all you portable users out there, make sure that you change the area codes when you travel so you can dial from anywhere.

Modem... This is the area that you techies can customize your modem settings from any modem you may possibly have. The default settings works just fine for most Hayes compatible. If you have an internal 1200 Hayes modem, click on the "problem modem" checkbox & Dialer will work just fine.

Copyright... Opens a pretty window with version number, copyright, phone and address information. If this evaluation is old, the address and phone may be different. However, they are current as of this writing (June 20, 1990).

Quit... It does exactly that.

Dial & Numbers Menu

Entry numbers Each phone number slot - Entry, Office, Home etc corresponds to the number entered into the currently selected Phone Book entry. The first line indicates the entries name.

Paste Is an interpretation of a phone number from the data that exists in the clipboard.

Windows Menu Lists all applications currently running in windows. Select one, and you will switch to the application you selected.

The DeskTop Set's Calendar key features are:

- Displays the calendar for any year, in any century.
- Shows national and major religious holidays for any year.
- Keeps all of your appointment and date information within instant reach.
- Never requires you to delete any past event to free up memory, since none of the information is kept in memory.
- Allows the entry of appointment time in the 12- or 24-hour clock formatclock format.
- Shows a full year calendar, from which you can select any day just by clicking the mouse.
- Allows the designation of calendar entries as urgent, pending or completed.
- Allows you to set alarms as reminders to make calls or keep appointments.
- Remembers and notifies you of alarms that have occurred while the Calendar and PC were shut down.
- Integrates with the DeskTop Phone Book and the DeskTop Dialer.
- Provides comprehensive printer controls and formatting options.
- Provides multiple "to do" lists.

Using the DeskTop Calendar

The DeskTop Calendar features four modes: **Year**, **Month**, **Day**, and **To do**. You may use the menus control bar, or the keyboard to select the desired mode.

> **Note**: The menus appears differently depending upon whether you use the standard Windows menus or the Expert menus. This manual describes the menus primarily in the Windows mode. With the exception of the PRINT menu, all menus described below will appear as menus on the menu bar in the Windows modeWindows mode or as submenus of the Main menu in the Expert modeExpert mode.

The current datecurrent date and time are displayedtime are displayed at the top of the window in all modes.
Keep in mind that the date at the top of the window is always today's datetoday's date, not the date you have currently selected. Thus, when we refer to the .iB.current day;, we mean the day that you have selected on the calendar.

Year Mode

When you are in the Year mode, the complete annual calendar is displayed. Weekends and major holidays are shown in red, while normal business days are displayed in black.

- Click any day once to select it as the current day.
- Double-click highlighted date to enter the Day mode for that day, or click the current day once and press the ENTER key.

  > **Note:** You cannot select the Day modeDay mode Day mode:selecting if you are viewing a year that is more than 5 years after the day you created the calendar.

- To advance to the previous year, press the PgUp key.
- To advance to the next year, press the PgDn key.
- To go directly to a year, select Go To from the Mode menu, enter the desired year, and click OK.

Month Mode

In the Month mode, the calendar for the current month is displayed.

- Click any day once to select it as the current day, or use the arrow keys on your keyboard to move among the days.
- Double-click the current day to enter the Day mode:selecting for that day, or click the current day once and press the ENTER key.
- While viewing in the Month modeMonth mode, press the Esc key to return to the Year mode.
- To advance to the previous month, press the PgUp key.
- To advance to the next month press the PgDn key.

Alternatively, you may advance to the current month in the next or previous year by pressing the PgUp or PgDn keys while holding down the SHIFT key.

Day Mode

Use the Day mode for setting appointments or as a reminders list. The Day mode window is divided into five columns - alarm status, time from, time to, event description and event status.

To enter or edit an event description in the Day mode:

- Select the desired field by clicking it or by pressing the Tab, Up Arrow, and Down Arrow keys.
- Use the Right Arrow and Left Arrow keys to move the insertion point to the desired position in the field.
- Use the Home key to send the insertion point to the beginning of the selected field, and the End key to send the insertion point to the end of the selected field.
- Use the Backspace and Del keys to remove the character to the immediate left of the insertion point.

Keep in mind that the amount of text you can enter in a field is limited in the following ways: you can enter characters until you either reach the end of the field, or you reach the maximum number of characters allowed, whichever comes first. or example, a field might hold 20 capital "W"s, which are very wide characters, or 30 lower-case "i"s, which are very narrow characters.

To set an alarm:

- Enter the time you want the alarm to go off in the*From Time* field on Day calendar; of the desired line, or...
- Click right mouse button over the time fields to open the *Clock* window.

To use the *Clock*, please follow these guidelines :

- First click the number that corresponds to the hour hand of the event (1,2,3, etc)
- Then click the number that corresponds to the minute hand of the event (3 = 5 minutes, 6 = 30 minutes, 9 = 45 minutes, etc). To move in 1 minute increments, first press the closest 5 minute increment: every subsequent click that number will increase the time by 1 minute.
- Finally, click the AM or PM indicator to finish the time.
- Click any mouse button outside of the *Clock* window to complete the entry and close the *Clock*.

To clear the time entry and start again, click the time indicator in the center of the clock. As an example, let's say you wanted to set an Alarm for 11:42 AM. you would:

- Click 11 once for the 11 to hour
- Click 8 once for 40 minutes
- Click 8 two more times for 2 minutes
- Click AM to complete the time entry

Once the time has been entered,

- Click the *Alarm* field on Day calendaron the line.
- To set a phone call reminder, click the *Alarm* field again.

> **Note:** You cannot set alarms in fields for which no time has been entered. Times can be entered in 12- and 24-hour clock format; for example, 2:25 in the afternoon can be entered as 2:25 PM or as 14:25.

Links to the Phone Book records

To set an appointment with a person whose name is entered in a phone book,

- Open the DeskTop Phone Book.
- Select person's name, then return to the Calendar.
- Select a line, then choose the **Link to (Person's Name]** command from the Dial menu or telephone symbol.
- You may also drag the name from the Phone Book to the Calendar's Day mode window to establish the link.

Once the link between the Phone Book and Calendar is created, you may use the Calendar's Dial menu in exactly the same way as you would the Phone Book's Dial menu. More importantly, the Phone Book does not have to be open.

Entering events without the keyboard

If anyone need a proof that the skillfully developed Windows programs are superior to the way things used to be, let them witness the *Event Entry* dialog box, and the speed and the flexibility with which you can manage the day schedule.

To open the *Event* dialog box, use Edit/Event... command or double click left mouse button in the event description field.

To enter new event:

- Select event description from the event templates list, or...
- Type event description in the edit field;
- Enter the event time and alarm on the time ruler, clock or manually;
- Click the Ok button to enter the event....

Using Time Ruler

The time ruler assists you in the keyboardless entry of the starting, ending and alarm times of the event. The graphical representation of your day's schedule allows to quickly resolve and/or to avoid conflicting commitments. The upper part of the ruler shows an active (selected) event. The bottom part shows color-coded blocks of time for other events. Double-click on a time block selects or de-selects it according to its position. The blocks can be selected and moved only on the upper ruler.

To enter new event time:

- Situate the cursor at a position that corresponds to the event's starting time;
- Click and hold down the left mouse button;
- While holding the mouse button down, begin making time block selection by dragging the cursor to a position that corresponds to the event's ending time;
- Release the mouse button when the selection is made.
- While the left mouse button is still down, you may click the right mouse button to advance the time block's ending boundary in 5 minutes increments. (Useful after a good party!).

To adjust the time block position:

- Click and hold down the left mouse button down over the time's block;
- Drag the block into the desired position.
- While the left mouse button is still down, you may click the right mouse button to advance the entire time block in 5 minutes increments. (Also useful after a good party!).
- To move another event time block or edit event options and description, double-click on the desired block of time. The selected event becomes active and its block appears in the upper (active) part of the ruler.

To clear (remove) the time block:

- Click the left mouse button outside of the active block boundaries;
- If necessary, select another block.

To enter the alarm timethe alarm time:

- Situate the cursor on the desired time position and click the right mouse button down. The alarm can be set at any time you wish, even after the event's ending. You may rely upon this flexibility to remind you that the meeting is getting to the end, or...
- Use the clock control to fine-tune, clear or enter another alarm time, or...
- Enter alarm time into an appropriate field from the keyboard.

The mini-calendar window in the Event dialog box allows to move the currently active event into another day by just clicking on another date. When none of the events are active, selecting another day will move you into that day.

Setting Up Event Templates

The event templates speed-up and simplify the use of Calendar's numerous options. The template may contain event description, color code, alarm sound, miscellaneous options, information about event importance and the type of reminder.

The templates design facilitates the integration with the Phone Book and the keyboardless use of the Calendar. You'll find templates, for example, quite helpful when setting up the appointments while on the phone.

Please review the templates that are already entered. It may better help you to understand the concepts behind these facilities.

To open the Setup Events dialog box, select the File/Setup/Events... command.

To add an event template:

- Click the Add button;
- Enter event description, such as Business Lunch, into the query field;
- Select desired options;
- Click on a desired color box to select a color code;
- Enter event text template, such as Business Lunch with <TITLE> <FIRST NAME> <LAST NAME>.

To edit an event template:

- Select template name from the list of available templates;
- Make the appropriate changes;
- To save the changes, click the Ok button to close the dialog box or select another template name.

Other controls perform the following functions:

- The Up button moves selected event up the list. You may wish to reorder the events' names to have most frequently used templates on top.
- The Down button moves selected event name one position down.
- The Delete button deletes selected template from the list.
- The Copy button allows to transfer events templates from another calendar file.

Event Template Options

The following options can be selected for the event templates:

Event description	Event descriptionThis field describes the event name as it appears in selection list
Entry Template	The entry template name contains a text that will be entered into the Calendar event description field whenever this template is selected. The text may contain merge keywords related to the Phone Book entry. (See Phone Book mail merge chapter.) When template is selected and Phone Book is not available, instead of the Entry Template, the Event Description is entered.
Color Code	You may select a color code for the event template. This color will be used whenever the day, week or month are represented graphically. If you are using B&W display, you may substitute colors with your imagination.
Public	Designates event as public. It will be visible to the network users with the permission to view your calendar.
Private	Designates event as private. It will not be visible to the network users with the permissions to view your calendar.
Business	Designates event as business related.
Personal	Designates event as personal. The business and personal designations does not affect the visibility of your calendar by others.
Key event	Designates event as the day major event. The Key events are marked with the red flag in the Day view status field. Additionally, when printing monthly posters, you may indicate that only the Key events should be printed.
Printable	This option is enabled by default. You may wish to turn it off to prevent certain events from being printed.
Locked	When this option is enabled, the event description and options can't be modified until it is "unlocked". To prevent an unauthorized person from unlocking the event, enter a password in the *Setup* dialog box;

Importance These options allows you to designate event importance in relative (or descriptive) terms, such as optional, desirable, discretionary, compulsory, imperative, etc., or absolute terms by turning off the Flexible checkbox. When the Flexible option is disabled, the event starting, ending and alarm time can't be changed.

Confirmation & Alarm If the Confirm checkbox is enabled, a reminder date will be automatically entered whenever this event is selected. The reminder date is calculated by subtracting the related value from the *Setup* dialog box Confirmation Advance field. The default is 5 days. The confirmation method can be selected from the series of entries below.

If the Alarm checkbox is enabled, an alarm will be automatically set for this event whenever it is selected The alarm time is set to the event starting time, although you can changed it to an earlier time.

Modifying Event Options

For each calendar event all available option can be added or changed.at any time. Please keep in mind that the use of all these options is strictly optional. They are here not to complicate your life, confuse or bewilder you, but to take advantage of the chips and MIPS in your PC. If your Calendar is a mere replica of the paper calendar, why not just to use one? Right?...

To open the *Options* dialog box, select the Edit/Options... command or double-click left mouse button in any of the time fields. You may also open the *Options* dialog box from the *Event* dialog box.

The options in the dialog box above are identical to the event template options and the dialog box layout is similar to the *Events Setup* dialog box too. The following additional options are available:

Frequency An event can be designated as floating by enabling the Floating checkbox. It will "float" from day to day until it is either removed, marked as completed or this option disabled. The program always checks to see whether there are any floating events available between the last day of the Calendar usage and today.

Please note the significance of the "last day" rule. If you want to designated an event as floating, first move it to the today's day, and then select this option. Any future events can be designated as floating too, but they will not begin to "float" until their respective dates are not within the *last day of use - today's date* range.

When the Calendar program is started, it always checks whether the date of last usage differs from today's date. If it does, the program scans each day between last and current for the "floating" events and moves them into the current day page. When there isn't enough space to accommodate every "floating" event, the appropriate message will be displayed.

Recurring The Recurring checkbox is for information purposes only. It is enabled whenever the current event is designated as recurring. Please use the Edit/Recurring... command to enable, disable or select the recurrsion options.

Confirmation Date This field contains the date (in advance of the event date) on which you wish to confirm or to be reminded about the current event. The confirmation message will be displayed between this day and the event date until it is acknowledged. Select Show/Reminders... option to review all pending reminders and confirmations. The date can be entered from the keyboard or selected from the mini-calendar window.

Setting up Day Options

The *Day Setup* dialog box allows to enter day highlights, status and holiday name for each day. Most of these options can be entered directly in the Month mode. If you don't use the mouse, or you wish to review, update or change the day options while in the Day or Year modes, you may use *Day Setup* dialog box.

To open the *Day Setup* dialog box

- Select Edit/Day... command, or...
- While in the Month mode, holding the SHIFT key down and press Enter key or double-click on the date, or...
- Select the Month command while in the Month mode.

The following information and options can be entered here:

Day Highlights Two fields may contain a text that briefly describes the day's most important events. These words will appear in the Month view.

Day Status Check a radio button control that best describes selected day. The graphical symbol that corresponds to a chosen status will appear in the Month view. You may also click the status symbol in the Month view window to select another status.

Holiday Enter the name of the holiday that corresponds to a selected day. This name will appear in the Day mode view.

Recurring Events

The DeskTop Set's implementation of the recurring events is easy to use and comprehensive at the same time. If you wish to set a meeting every Wednesday of the second and fourth week of every month except July and August, and every year except 1995, excluding, however, holidays and vacations, you've got it!... And you don't have to touch the keyboard once either!

To set up a recurring event:

- Select desired event;
- Select Edit/Recurring... command to open *Set Recurring Event* dialog box.

Setting the recurring event is simple:

- Select years, months, weeks and weekdays when the event mus occur, enter range (optional) or a specific calendar day (optional) and click the Ok button. Presto...
- To change the events' recurrsion, select new options and click the Ok button.
- To remove all occurrences of the recurring events, click the Delete button.

Background Information about the implementation of Recurring Events.

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Any number of events can be setup as recurring. After the options are selected and the Ok button is clicked, the program scans the dates range (if it is entered) or the range of dates from the current day and until the last available day in the Calendar file. If the recurrsion pattern matches any day within the scan range, than the pointer to this event is stored for that particular day.

Whenever <u>your modify any options for the today's recurring event, it is saved as a separate record, otherwise, changes are visible for its every occurrence.</u> At the same time you can delete the event from any day without impacting other days because only the pointer is being removed, not the actual record. To summarize, please keep the following points in mind when setting a recurring event:

- You can set an unlimited number of recurring events;
- Deleting recurring event from one day will not affect other days;
- Any changes made to a future recurring event (date, time, alarm, options, etc.) are global to all occurrences of the same event.
- Any changes made to today's recurring event wouldn't impact other occurrences.
- A multiple occurrence of the recurring event does not take any additional disk space.
- When entering the recurring event options, always start from highest range, i.e. make selections starting from years and then moving

toward months, weeks and weekdays.

The Navigator

Select the Show/Navigator... command to open the Navigator. It is a mini-calendar window that can always stay open along with your main calendar window.

You can instantly move into another day page by just selecting it's date it in the Navigator window. Check-out what the right mouse click over this window does.

Phonetic search

Need to find quickly when you are meeting with someone, what's his name? Then select the Find... command to scan the calendar entries from any date until any date.

The phonetic search requires that you enter only an approximate word or just a first few letters of the word. It works like a spelling checker does; by weighting the closeness of the search word to an original. So, do not be surprized that searching for "Mike" may yield "Michelin" in addition to all "Mikes."

The following rules apply to the phonetic search:

- Numerical and punctuation characters are invalid.
- Spaces between words are not allowed.
- Phonetic search is case-insensitive.
- Entries that comprise two or more words, such as "Meeting with Okna Corporation," will be searched word by word.

To search for a Calendar entry:

- Select the Find... command from the Main menu to open the *Phonetic Search* dialog box.
- Type in the word you wish to find.
- Enter a desired search range (it is always remembered by the program).
- Click the Find button to begin the search. The found entries, if any, are displayed in the list box.
- Select the desired line and click the Select button, or...
- Double-click the desired line to open the day page of selected event.

Month-at-a-glance

To find free time fast or to review entire month's schedule just in one glance, select Show/Month chart... command.

The *Month-at-a-Glance* commands:

- The Zoom command zooms the window to the full-screen size. Click the Zoom button again to un-zoom. You may also resize the window manually.
- The Next command advances the chart one month forward.
- The Prior command advances the chart one month backward.
- The Cancel command closes the window.

You may also:

- Click and hold down the left mouse button on an event block to review its particulars;
- Double-click the event block to open the day page and select the event related to that block;
- Double-click an empty time slot to open that day page and enter new event.

FILE Menu

FILE menu is used to open files that have been saved, to print calendar windows, and to set up the DeskTop Calendar to suit your preferences. The FILE menu looks similar to the following:

The following commands are available on the FILE menu:

Open... The Open... command opens the*File* dialog box that allows you to create, locate and open a calendar file. The file list in the dialog box displays the name of the currently open file. See the Files section of this chapter for more details.

Print... The Print... command opens a submenusubmenu that contains commands for printing the information in the DeskTop Calendar. See the Printing section of this chapter for more details. (Not available in the demo version)

Setup... The Setup... command opens the *Setup* dialog box which you can customize certain ways in which the DeskTop Calendar functions. See the Calendar Setup section of this chapter for more details.

Copyright... The Copyright... command opens the *Copyright* window which displays the DeskTop Calendar version number and other information about the application. Click the mouse button or press the ENTER key to

close the *Copyright* window.

Quit The Quit command closes the Calendar program. You may close the program at any time, and your calendar entries are saved automatically. You can also select this command by pressing the Alt-F4 keys on your keyboard.

EDIT Menu

The Edit menu allows you to manage calendar entries when you are in the Day mode. Note that the CutCut, CopyCopy, and PastePaste commands on the EDIT menu are internal only and do not place or remove any data from the Windows Clipboard:Windows:Calendar.

Lock Entry The Lock Entry command locks the currently selected line and protects it from being deleted or changed. When a locked line is selected, this command changes to Unlock Entry.Unlock Entry Command Commands:Unlock Entry:Calendar

Sort The Sort command sorts day events on the *From Time* field. The events without time information will appear at the bottom of the schedule list.

Cut The Cut command removes the currently selected line (including alarm information) and stores it in the internal ClipboardClipboard so that it can be pasted elsewhere in the DeskTop Calendar application.

Copy The Copy command copies the currently selected line (including alarm information) without removing it and stores it in the internal ClipboardClipboard so that it can be pasted elsewhere in the DeskTop Calendar application.

Paste The Paste command places a previously cut or copied line onto the currently selected line, deleting whatever was previously on the line.

Insert The Insert command inserts a blank line above the currently selected line. This command is not available if there are no blank lines left on the page.

Clear The Clear command removes the currently selected line without placing it on a Clipboard of any kind. The line information, therefore, cannot be pasted or copied.

STATUS Menu

The Status menu allows you to modify the status of a line, as well as to set or clear the alarm set for the line.

Pending You can assign a status to the line of Pending, Urgent or Completed. The default status is Pending, but you can change this at any time. (Same as clicking on the status field). When a line is designated as Pending, the color code is displayed in the status field.

Urgent Use Urgent command when you wish to emphasize the urgency of the selected line and make it stand out from the other entries, assign it Urgent status by selecting this command. (Same as clicking on the status field). When a line is Urgent, the red flag is displayed in the status field.

Completed You might assign this status to a line when you have completed the activity but do not yet want to delete it. (Same as clicking on the status field). When a line has been Completed, the check mark is displayed in the status field.

Set Alarm The Set Alarm command turns on the alarm for the selected line and displays the bell symbol in the *Alarm* field. This command is equivalent to clicking in the *Alarm* field with the mouse.

Make Call The Make Call command flags the selected line with a reminder to telephone the person by displaying a telephone handset symbol in the *Alarm* field. This command is equivalent to a second click in the *Alarm* field.

Cancel Alarm (Call) The Cancel Alarm (Call) command clears both the alarm and the telephone symbols from the *Alarm* field*Alarm* field of the selected line. If the line contains an alarm setting, this command reads Cancel Alarm. If the line contains a telephone setting, this command reads Cancel Call.

MODE Selection

The Mode commands allow you to go directly to any of the Calendar's four modes from any other mode. In addition, there are commands to go directly to today's Day window or to display an annual calendar for any year in the 20th or 21st century.

Day

Day Command Commands:Day:CalendarThe Day command displays the Day mode, selecting for the current date. This command is disabled if the current date is outside of the calendar's 5-year range. You can also go directly to the Day mode in any of the following ways:

- While in the Month or Year modes, select a day and press the ENTER key or double-click the mouse.
- Press the Alt-D keys while in any mode.
- Selecting the Day mode command while already in the Day view opens current (today) day.

Month

Month Command Commands:Month:CalendarThe Month command displays the Month mode, selecting for the current month. You can also go directly to the current month in any of the following ways:

- While in the Day or Year modes, press the Esc key.
- Press the Alt-M keys while in any mode.
- Selecting the Month mode command while already in the Month view opens current month.

Year

Year Command Commands:Year:CalendarThe Year command displays the Year mode, selecting for the current year. You can also go directly to the current year in any of the following ways:

- While in the Month mode, press the Esc key.
- Press the Alt-Y keys while in any mode.
- Selecting the Year mode command while already in the Year view opens year.

To do

The "To do" command opens the "To do" mode view. You can also go directly to the "To do" mode by pressing the Alt-T keys while in any mode. Selecting the "To do" mode command while already in the To do view opens the list of all "to do" lists. The "to do" mode is not available in the demo version.

Today

The Today command displays the Day mode, selecting for current day for the current date. You can also go to today's date by selecting Day command while already in the Day mode.

Go to Year

Go To Command Commands:Go To:CalendarThe Go to Year... command displays a dialog box that allows you to display any other year.

- Enter the desired year, then click OK, or_
- Click Cancel to close the dialog box without changing years.

Setting Up the DeskTop Calendar

You can change the Calendar's default parameters, such as the three-character file extension, password protection, alarm options, and user interface, using the *Setup* dialog box.

To open the *Setup* dialog box, select the Setup... command from the File menu.

The following options are available:

Password

To protect the Calendar's contents from unauthorized persons, enter a one-word password in the *Password* field. Use letters, numbers, or a combination of both, and use punctuation if desired to make the password difficult to figure out (although spaces are not allowed). The DeskTop Calendar encrypts your password when storing it so that it cannot be located by anyone inspecting the program's files.

Write your password down and keep it in a safe place (preferably away from your computer, but in an easy-to reach location). Guard it carefully and remember where it is. If you forget your password, you will not be able to access the Calendar, and there is no way the publisher of this software can help you unless you mail us your files.

When you open a DeskTop Calendar that is protected by a password, all menu commands except for Quit and Copyright... are dimmed and can't be selected. You can't use any other commands until you have typed the password.

To enter a password to use the calendar, simply type your password while viewing the opening window of the calendar. The characters are not displayed, and there is no window asking for the password. The Calendar opens automatically once the correct password has been entered. If you make a typing mistake while entering the password, press the ENTER key and enter the password again.

Data File The Data file is used to store the entries that appear on the pages of the Calendar. The default extension for this file is "CAL".

Alarm Options

There are several ways in which you can customize the way alarms work. Select the options that best suit your needs.

Message If you select the *Message* option, the Calendar will display a *Message* windows to notify you of an alarm. Once it appears, the window will remain on your screen until you acknowledge it.

On Top If you select the *On Top* option, then when an alarm goes off the Calendar window or icon will be made the front-most application in Microsoft Windows, regardless of the other application you may be using. This allows you to promptly attend to the alarm.

Sound If you select the *Sound* option, then when an alarm goes off, your PC will beep twice each second until the alarm is acknowledged. Note that, regardless of this option, the beep will not be heard if the sound has been turned off in the Windows Control Panel.

Maximize The *Maximize* option ensures that, if the Calendar window is minimizeminimized when an alarm goes off, it will be restored to the normal size so that you may attend to the alarm.

User Interface Depending upon your comfort with the mouse and the program, you can change between the Windows mode and Expert mode interfaces.

Month View Rage Enter here starting and ending times for the month chart (Show/Chart... command. Valid times are from 0:01 am to 11:59 pm (or 0:00 to 24:00).

Day Scale Range Enter here starting and ending times for the time scale in the Events dialog box. Valid times are from 0:01 am to 11:59 pm (or 0:00 to 24:00).

Reminders Range Enter here number of days (grace and advance) for events' reminders scan.

Printing Calendar (not available in the evaluation version)

If you have more that one printer attached to your PC, use the Select Printer command to select an alternative printer.

The DeskTop Set Calendar is among the very few (if any at all) Windows 3.0 programs that works with the "intelligent" printer drivers. First, use the Printer Setup command to select printer options. If, thereafter, you'll see an * (asterisk) next to the printer name, your printer will be set to these options each time you print regardless of its last state or the settings in the WIN.INI file. This functionality is new to Windows 3.0. So far, only some printer drivers support it. Among them are the PostScript, HPII and HPIII drivers. The Epson 24 driver, for example, doesn't.

Fonts

You may select different font faces, sizes and styles for each of the calendar printout elements. Use combo boxes control and check boxes to select desired options. You must select fonts for all elements, even if you are not intended to print them. The three-month calendar is printed using the font style selected for the events text.

Margins and Orientation

Select left, right, top and bottom margins (from 0.01 to a desired value) and printer orientation.

Print Options:

Header The header will be printed on each page. Use the Headers/Footers... command to select header options and edit contents.

Footers The footer will be printed on each page. Use the Headers/Footers... command to select footer options and edit contents

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Address Print address and telephones of the attached record from the Phone Book.

Notes Print notes if any

Calendar	Print three-month calendar on the top of each page.

Miscellaneous options:

Skip Blanks	If there are any blank lines between calendar entries, they will not be printed.
Day per page	Print separate page for each calendar's day (when printing range of days), otherwise print continuously.
Sort entries	Day's entries are sorted on "from time" field before they are printed.
No label	Do not print label (From -- To -- Event -- Status).

MONTHLY POSTER PRINT OPTIONS

The Monthly Poster command allows you to print the calendar file in the grid format. Ideally, you should use a laser printer and a legal size (8.5" by 14") paper. If you'll be printing on a dot-matrix printer, be prepared to wait, wait, wait..., unless, of course, you have a speed-monster of a printer...

The rules that apply to the printer and fonts settings for the day printout, apply for the monthly poster as well. The print options, however, differ. The selection of appropriate options gives you a great deal of flexibility and control over the appearance of your printout.

Print Options:

Holidays	Print system-wide and user-defined (Edit/Day.. command) holiday names.
Highlights	Print day highlights as they appear in the Month window.
Day Status	Prints day status (vacation, business trip, sick day, etc.) as it appears in the Month window.
Business	Prints events designated as business (Edit/Options.. command).
Personal	Prints events designated as personal (ditto).
Key Events	Prints events designated as Key (ditto).

Miscellaneous options:

Blank poster	Prints blank monthly poster.
Print events that didn't fit	All events that didn't fit into the grid's quadrants (for each day) will be printed in the list format on the consecutive page(s).

Event shows:

Time from	Print events' starting time.
Time to	Print events' ending time.

Exclude:

Sundays	The Sundays' vertical column will not be printed
Saturdays	Ditto.
Empty rows	When Sundays and/or Saturdays columns are turned-off, some months may have first row (week) or sixth row (week) empty. This command instructs the program not to print them.

HEADER AND FOOTER

The header and footer contents and options are global (identical) for each type of printout. You may, however, turn-off the printing of either one in the respective printing setup windows.

The following options can be selected:

Draw line	The line will be drawn under the header and above the footer.
Zero Margin	The header will be printed at the utmost top of the page, ignoring whatever top margin may be selected. Similar rule applies for footer, except at the bottom of the page.
Space	The distance between the bottom of the header and before the text beginning. Ditto for footer, except the top of the footer.
Begins page	The header and footer will be printed beginning from the page entered here.

Header and Footer contents:

You may enter any text or merge word into the left, center and right fields. The text in the fields will be, respectively, printed left, center and right aligned.

To do Mode (not available in evaluation version)

The Calendar's To Do lists are quite powerful and flexible. In the "to do" mode you can:

- Work with an unlimited number of the "to do" lists;
- Enter up to 38 "to do" items per list;
- Assign the due date and priority to every "to do" item;
- Sort "to do" lists by the due date, priority and alphabetically;
- Custom-configure each "to do" list;
- Automatically highlight all due items;
- Attach lengthy (up to 32K) notes to each "to do" item;
- Attach the Phone Book entries to each "to do" item to make a call list;
- Attach the data files and the programs to each "to do" item and launch them directly from the "to do" list; (Can work as a menu system).
- Consolidate multiple "to do" list into one report based on the selected due dates and priority range;
- Print "to do" list and attachments (notes and addresses).

The "to do" mode is not available in the demo version.

Some Final Notes:

Thank you for taking the time to review our evaluation programs. Feel free to distribute these applications as you like. We hope give you a good indication of what the retail version of The DeskTop Set can deliver. Bear in mind that these evaluation applications provide a minor (about 10%) subset of what functionality the retail versions' perform. Below is a list of some of the functions that the retail versions of Phone Book and Dialer provide:

Phone Book

Print Facility Your entries can be printed in any format you wish via the customized print format facility. Prepackaged in each Phone Book is a format file that can print Mailing Labels, Day Timer forms, and even a pocket phone number directory!

Letters Letters can be composed and printed for both individual and category members. One command prints out personalized letters for any entry(s) you desire. You can also create merge files that can work in conjunction with your word processing application. Suppors all fonts, justification, widows/orphans control, alrernative layout for cover page, headers and footers.

Entry Management As your Phone Book grows, its nice to know that you can still get to the desired entries by using several management tools, Categories, Topics, and Clones.

The **Categories** function are among those nifty features that justify using $2,000+ PC as a Phone Book. Certain classes of entries are associated with each other, but don't necessarily belong together. Examples of this could be vendors, clients, friends, ... each entry stands on its own, but can be related by a single distinguishable trait. This "common trait" is best described as a category. Entries can belong to several categories, i.e. a "friend and a client".

Topics can be best described as a class of entries that are best managed by grouping them together.An example of this could be members of the same company: if you have 14 people you normally deal with at XYZ corporation, it may be easier to create a Topic called XYZ corporation and place all XYZ employees on this topic page.

Clones are what you would expect: an exact copy of another entry. In certain situations, you may want an entry to belong to a certain Topic page and reside in a normal alphabet page. With a cloned entry, any change in the master or clones' information is reflected in all associated entries.

Finally, to aid you in your Topic creation, You can also gather and move entries with ease with the Gather facility. This function will

gather and copy, move, or clone entries into another location, including Topic pages!

Alarms You can set alarms for entries to notify you of an upcoming event at a certain time, and have the Phone Book move front and center over any application active at that time to notify you. To enter in an alarm, one simply clicks on the appropriate event description, date and time.

Reminders You can enter four reminders for each record to make sure your don't forget that important event (like a birthday, anniversary, etc.). The reminders are recurring.

Adaptive Dialer The Phone Book will automatically dial any number in your Phone Book. You also have the ability to individually set any phone number to dial in several different formats. You can define a number as a a local, local +1, long distance, or international. You can also define a number as an internal or external number, or choose to use a long distance carrier service such as MCI, Sprint, or AT&T. As with other DeskTop Set programs, the Phone Book remembers your settings and will use the format you selected the next time you dial. Each dialer format can be custom tailored to your needs in the Dialer program.

Notepad You can attach a notepad document containing any information that you want to record for an entry. The DeskTop Phone Book assigns a unique name to the text file the first time you use this command.

Import / Export You Phone Book can selectively import and export entry information to industry standard file exchange formats. Phone Book **also has an intelligent Cardfile import facility** to allow you to migrate from the CRD format directly into the Phone Book!

LAN Support Phone Book Files can be shared by other Phone Book users across any local area network.

The DeskTop Set Dialer

Dialing Formats The DeskTop Set Dialer can accommodate a variety of PBX (Private Branch Exchange) systems and the specific needs of every user. It is important to mention, however, that none of the Dialer's simplicity has been sacrificed in the process. The Dialer program has formats that can be customized for your particular needs. If, for example, you consider an attorney with a large law firm who, for billing purposes, must dial the client number in the following format: PBX - CASE CODE - PHONE NUMBER - ATTORNEY CODE every time he /she makes a call. The DeskTop Dialer can simplify the dialing of all 25 digits into one single action: mouse click.

Memory Pad The DeskTop Dialer can store up to 105 of your most frequently dialed telephone phone numbers and names for easy access. A 5-page (21 per page) memory pad is provided to store and dial these numbers. Thy can also be dialed "mnemonically". For example, typing "Office" end pressing*Enter* key will dial your office phone number (if it had been programmed, of course.)

Call Logging You can keep a record of the current call, its duration, and its purpose. If the call has been initiated by the DeskTop Dialer or other DeskTop programs, then the name, phone number and any other information that has been entered about the recipient of the call is automatically entered into the dialog box fields You can review the information concerning all telephone calls that have been logged.

Area Codes The Area Codes directory is a convenient tool to allow you to find out the area codes and local time for states and major cities. You can also update and modify the information listed.

Least Cost Routing If you can use several long-distance services for your telephone calls, such as MCI or SPRINT, you may have noticed that calls to certain area codes are cheaper using one long-distance service than another, while for another area code the reverse is true. The DeskTop Dialer allows you to set up a different long-distance service to use for each area code that you dial.

Touch-Tone Services You may use the Dialer to send log-in codes, passwords and commands when using touch-tone services, such as bank-by-phone, voice mail, digital pagers, etc.

Tape Calculator

The Calculator; is designed to emulate and in many ways exceed the functionality of the various desktop calculators that are still in use next to PCs. The key features of the DeskTop Set Tape Calculator include the following:

- Has the look and feel of a standard financial calculator.
- Can remember and print tapes from previous sessions.
- Entries and transactions that can be revised, copied, deleted, or inserted.
- Can be controlled with the keyboard, mouse, light pen or touch screen.
- Allows entries on tape to be annotated for easy reference.
- Labels transactions with the time and date of entry.
- Remembers a user-defined number of entries that are available the next time you use the calculator.
- Allows you to customize the location of the tape window to be on the top or side and to accommodate most types of monitor.