AMF Daily Planner & Personal Information Manager for Windows v4.0

AMF Daily Planner & Personal Information Manager

File Edit Font Planner PIM Dialer Calculator Alarm Task List Help

March
1995

Today

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

J F M A M J J A S O N D

DocPad

Thursday, March 09, 1995

Daily Planner:

Today's Events:

05:04 PM

Planner P.I.M. Dialer

Free Resources:24%

AMF Daily Planner and P.I.M.

ASP
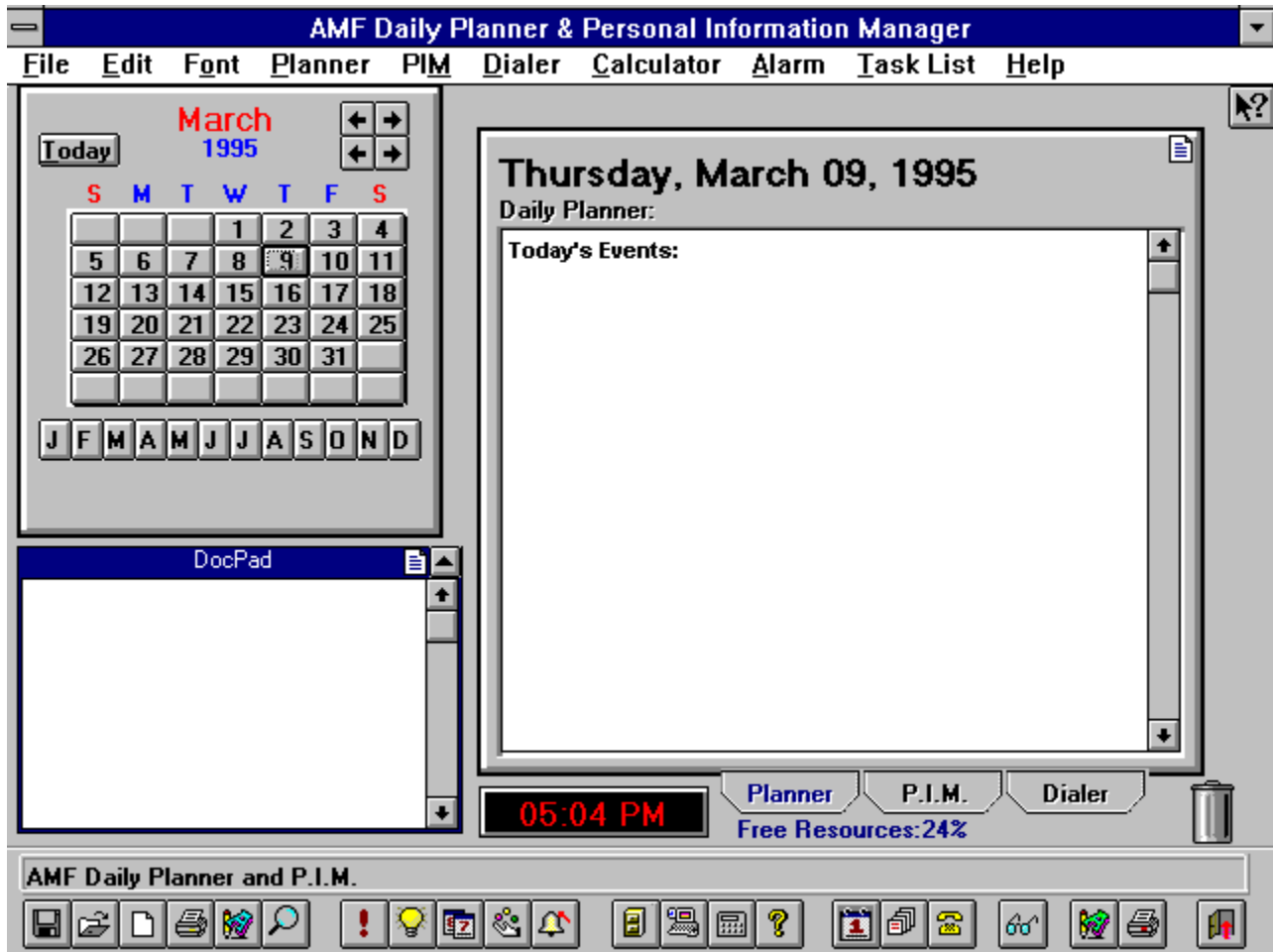
Introduction

AMF Daily Planner and Personal Information Manager is a complete personal management utility for Windows. It is the most flexible in its storage format, and the easiest to use. AMF Daily Planner and Personal Information Manager is the only product of its type on the market which employs a full Drag & Drop and Push-Button Interface. An end to complicated menus, or command sequences has been discovered. Status line help, Menu Selection Help, and ToolTips (ToolHelp) remind the user instantly of the function of the button or object.

AMF Daily Planner and PIM provides many features. To preview these features, please see the features section.

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The Toolbar Buttons

Below are the pictures of each toolbar button. Click on them to find out their functions.

The Main Toolbar

The Address Book P.I.M. Toolbar

Drag and Drop

Dragging is simply pressing and holding down the left button on the mouse, and moving the mouse to a desired location. An icon or outline shape will represent what is being dragged. To Drop what you are dragging, simply release the left button.
Note that on some mouse configurations, the right button may be used for dragging.

The Menu

Menus in hierarchical order:

      New DocPad: Creates a new DocPad document. If changes have been made, prompts for saving.
      Open Text File: Opens a text file for viewing/editing.
      Save DocPad: Saves the DocPad document to the directory and filename you specify.
      Print DocPad: Prints the current DocPad document.
      Merge Print DocPad: Allows multiple documents to be printed with multiple addresses and salutations. See DocPad help for information on Merge Printing.
      Print Setup: Allows selection of options and the selection of the default printer. To make a printer the default printer, double click it.
      Run: Allows the launching of programs from their command line. Works like File Manager's File Run.
      24 Hour Clock: Makes the Clock show time in 24 hour format.
      View Phone Log: Displays the phone log, phonelog.txt if you choose to log calls. This can be specified in setup.
      Exit: Ends the AMF Daily Planner & P.I.M. Session.

Edit:
      Cut: Deletes the selected text and copies it to the clipboard.
      Copy: Copies the selected text to the clipboard.
      Paste: Pastes the selected text to the clipboard.
      Search: Searches the current DocPad document for a specific test or numeric string. See DocPad's help.

Font: Note that the fonts are used for viewing and printing only.
      Choose Font- DocPad: Allows choice of font and point size for DocPad.
      Choose Font- Planner: Allows choice of font and point size for the Calendar/Planner List
      Choose Font- P.I.M. List: Allows selection of the font for the P.I.M. Address Book display.

Planner: Activates the Planner
      Print Events of the Day: Prints the Planner's Contents in the specified font and point size.
      Insert Times: Inserts times in the Planner for a half-hour delimited itinerary. Hours inserted can be set in setup.
      Week at a Glance: Displays the Week at a Glance Screen.
      Event Master: Displays the Event Master Dialog Box which controls anniversary, birthday and other reminders.
      Purge All Data Before Today: Allows the deletion of old data before the current date. Although it is not necessary, **data should be purged at least once a year.** See

Also: <u>Purge</u>.

PIM: Activates the PIM
       Print Current Entry: Prints the information for the current entry.
       Print Phone Listing: Prints an alphabetic listing of all entries' phone and fax numbers.
       Print Report: Prints a Report of all entries' information in alphabetical order. Leaves space to fill in missing information.
       Dial Phone Number: Dials the entry's first, or home, phone number.
       Dial Work Number: Dials the entry's work/other phone number.
       Add Entry: Adds an entry to the database.
       Change Entry: Changes the entry's information.
       Import Data: Allows the <u>importation</u> of an Access Database, MDB, file into the PIM's phonebooks.
       Export Data: Data from the phonebooks will be exported into a text file to your specifications.
       Search Database: Displays the <u>search dialog</u> which allows full searches of the PIM's databases.
       Envelope: Creates an envelope for the current entry or for other uses. Uses standard sized envelopes only. (Size 10, approximately 9.6" X 5.2")
       Setup PIM: Allows changes to the current PIM setup.

Dialer: Activates the Dialer.

Calculator: Activates the calculator.

Alarm:
       View and Set: Displays a list of currently set <u>alarms</u>. Also allows entry of a new alarm, or a removal of an old one.

Task List: Displays the <u>Task List Dialog</u> which contains today's personal tasks.

Help:
       Contents: Activates this help file's table of contents.
       Help on Help: Displays help on using the Microsoft Windows help system.
       Context Sensitive: Temporarily changes the mouse cursor so that you can click on anything and get help on it. It works the same as the <u>context</u> sensitive help button on the <u>toolbar</u>.
       Search: Allows searches by keywords or topics in the help file.
       Turn Tool Tips Off: Disables the tool tip help boxes which float over toolbar buttons.
       About: Shows the about box.

Status Bar

The Status Bar is the three-dimensional gray bar that appears at the bottom of the AMF Daily Planner & P.I.M. window. It will display helpful hints and messages about the status of the program.

ToolHelp

ToolHelp is a feature found in such Programs as Microsoft Word 6.0 for Windows, Microsoft Excel for Windows, and many other popular programs. If the user passes the mouse over the button, a small yellow rectangle pops up providing a tip as to the functionality of the button.

File Selection

Select the file of your choice by double clicking it. Double click directories to navigate through your hard disk drive.

Month Advance

Select this to move ahead one month at a time. The <u>Planner</u> will also move to the date you select.

Back Month

Select this to move the Planner and calendar back by months.

Today

Select this to move both the calendar and the <u>Planner</u> to the current day.

Year Advance

Select this to move ahead one year at a time. The <u>Planner</u> will also move to the date and year you select.

Back Year

Select this to move back a year at a time. The <u>Planner</u> will also move to the newly selected year.

Font

Allows the selection of the font for the To-Do List/Appointment Book.

Day Advance

Allows scheduling of appointments in the future. Also works by clicking on the <u>calendar</u>.

Day Back

Allows the <u>To-Do List/Appointment Book</u> to scroll backwards one day at a time.

Features of AMF Daily Planner & P.I.M.

*Full <u>Drag & Drop</u> Interface.

* Up to 64K of data per day in the <u>planner</u>.

* Up to 1,440 alarms can be set per day.

* US/24 hour format on a nicely located digital clock.

* A full-fledged text editor: DocPad which allows opening, viewing, and saving of text files.

* <u>Perpetual Calendar</u> from the year 0 to the year 9000.

* A Phonebook which allows up to 21,000 entries which works just like a rolodex.

* Yellow and White Pages makes keeping your phone book in order easy.

* Ability to autodial, or autofax entries in the phonebooks. Now with support for every Windows-supported modem.

* ToolHelp for almost every button.

* Ability to instantly create business letters and envelopes.

* Ability to print out an alphabetic listing of all entries in the phone book, or just single entries.

* A Phone Dialer which supports all calls and allows extended sequences for Voice Mail Dialing.

* Auto-Scheduling: Drag an entry from the phone book to a date on the calendar, and an appointment has been set..

* Ability to keep multiple years worth of information on file for all your records.

* Ability to use the Planner for Tax Records.

* Ability to import MDB, Microsoft Access Databases, into the phonebooks using a revolutionary Import Wizard which makes sure of perfect imports every time-- while being the simplest to use. The Import Wizard also makes text databases easy to import as well.

* Ability to export phonebook data to text for use with your favorite database.

* An Integrated Task List: allows scheduling of items in a list form which you may remove when completed. An easy way to view your hectic schedule in an orderly manner.

* A Week at a Glance feature: allows the printing and viewing of an entire week at a time. Easily scroll through the days, months, or even years a day at a time in the week format.

* An Event Master: makes sure that you never forget an important date again. Store a huge number of events per day - and be reminded of these events on the day that you scheduled them. Set it once, and never worry again for years to come. It even reminds you in advance!

* A Company Profile box which allows viewing of all associates within one company at the same time.

* A Phone log viewer to view and print records of your daily calls.

* 3.2 X 5 inch and 5.5 X 8 inch printing to fit the most common planners and address books.

* Envelope printing at the left, right and center to fit all printers.

* Merge Print Documents with just one click!

* Context Sensitive Help: instantly transforms your mouse into a helper. Just click on the context sensitive toolbar button, and then click on anything to learn its usage.

* Menu Selection Status Line Help: indicates what each and every menu selection does - before you do it.

* Program Manager-like Run: allows the launching of files from that familiar command line interface.

# And much more, see for yourself...
(click the Browse Buttons above)

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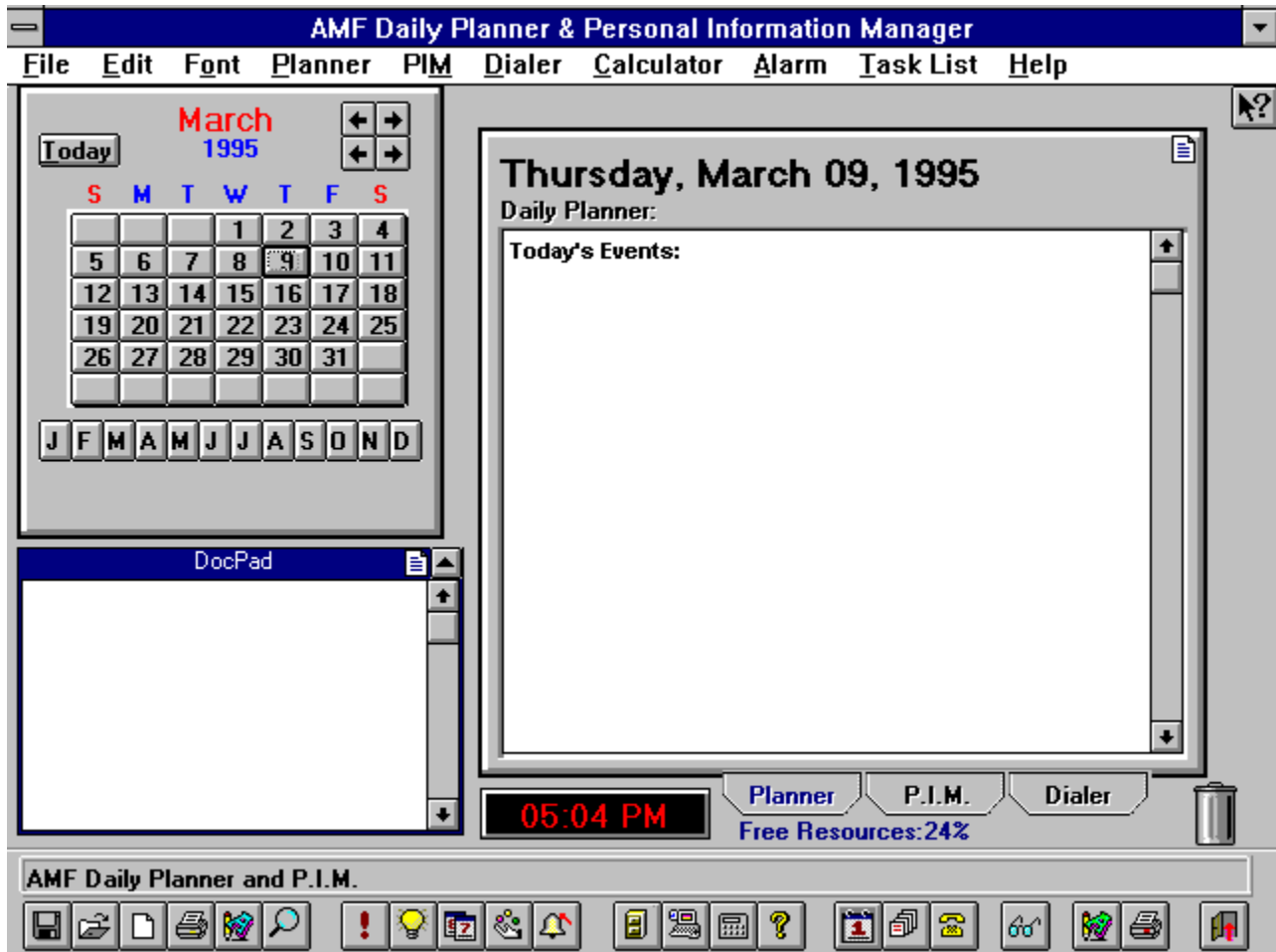
To-Do List/Planner

The To-Do-List/Planner is a very versatile Windows tool. It allows the user to enter an appointment from the current date to the year 9000. Up to 64K of plans may be entered per day. The To-Do List works together with the Perpetual Calendar. Clicking on a date on the calendar automatically updates the Planner's schedule. To enter data, simply type, like you would with any word processor. The planner is free form. Organizer your data by priority or by time, or with no order at all- it's your choice.

To Enter Data in the Record, do so as you would any word processor. As soon as you enter text, it is automatically saved.

To delete the record, drag the handle, to the garbage can.
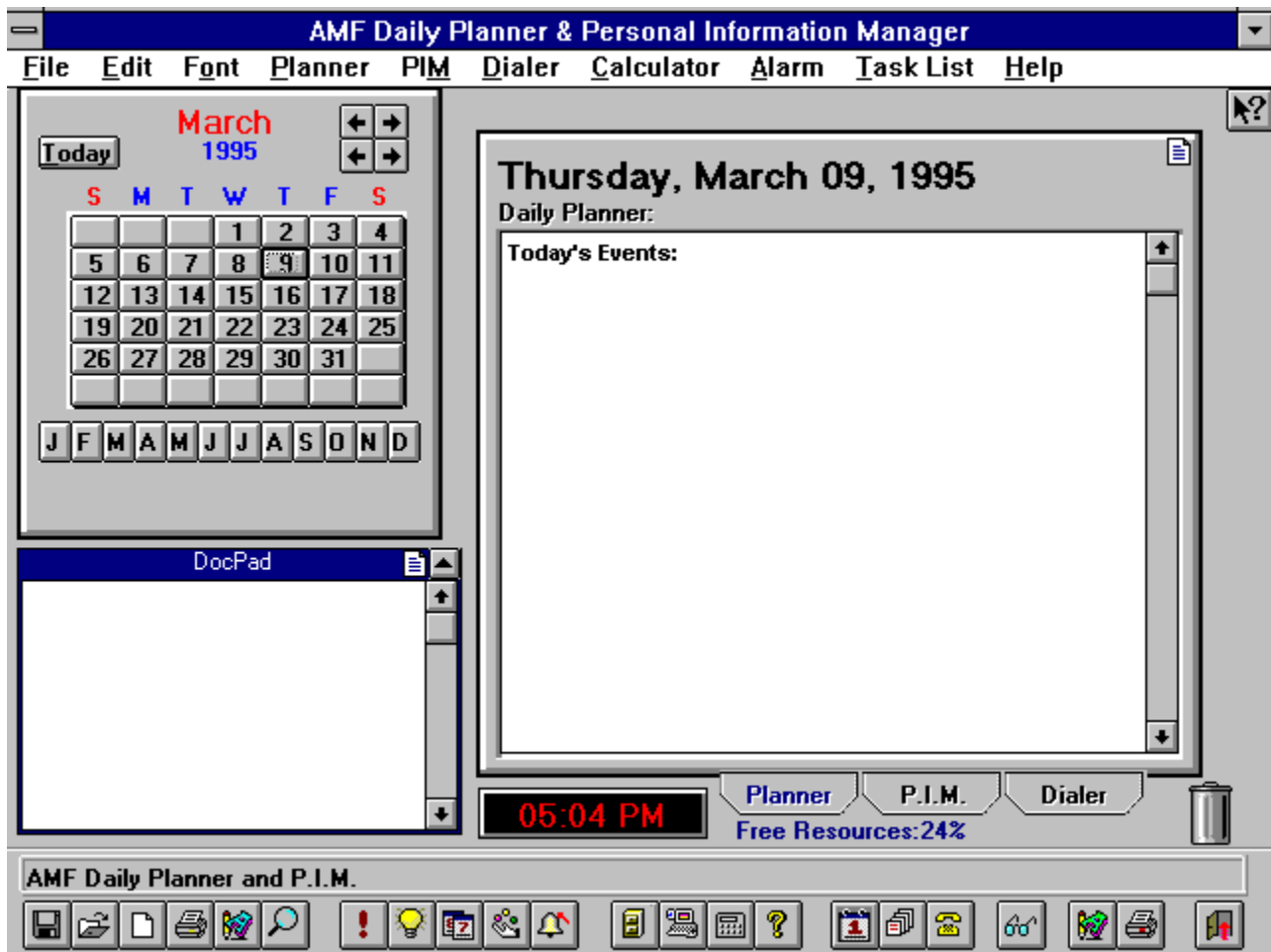
Title Bar

The Title Bar of the main AMF Daily Planner & PIM window is used for 1)Activating the Window, and 2)By dragging, moving the window.

The Perpetual Calendar

The Perpetual Calendar goes from the year 0 to the year 9000. It is integrated with the To-Do List/Planner.

To change the picture on the calendar, simply click anywhere below the Month Buttons on the calendar and select a picture from the directory tree and file lists.
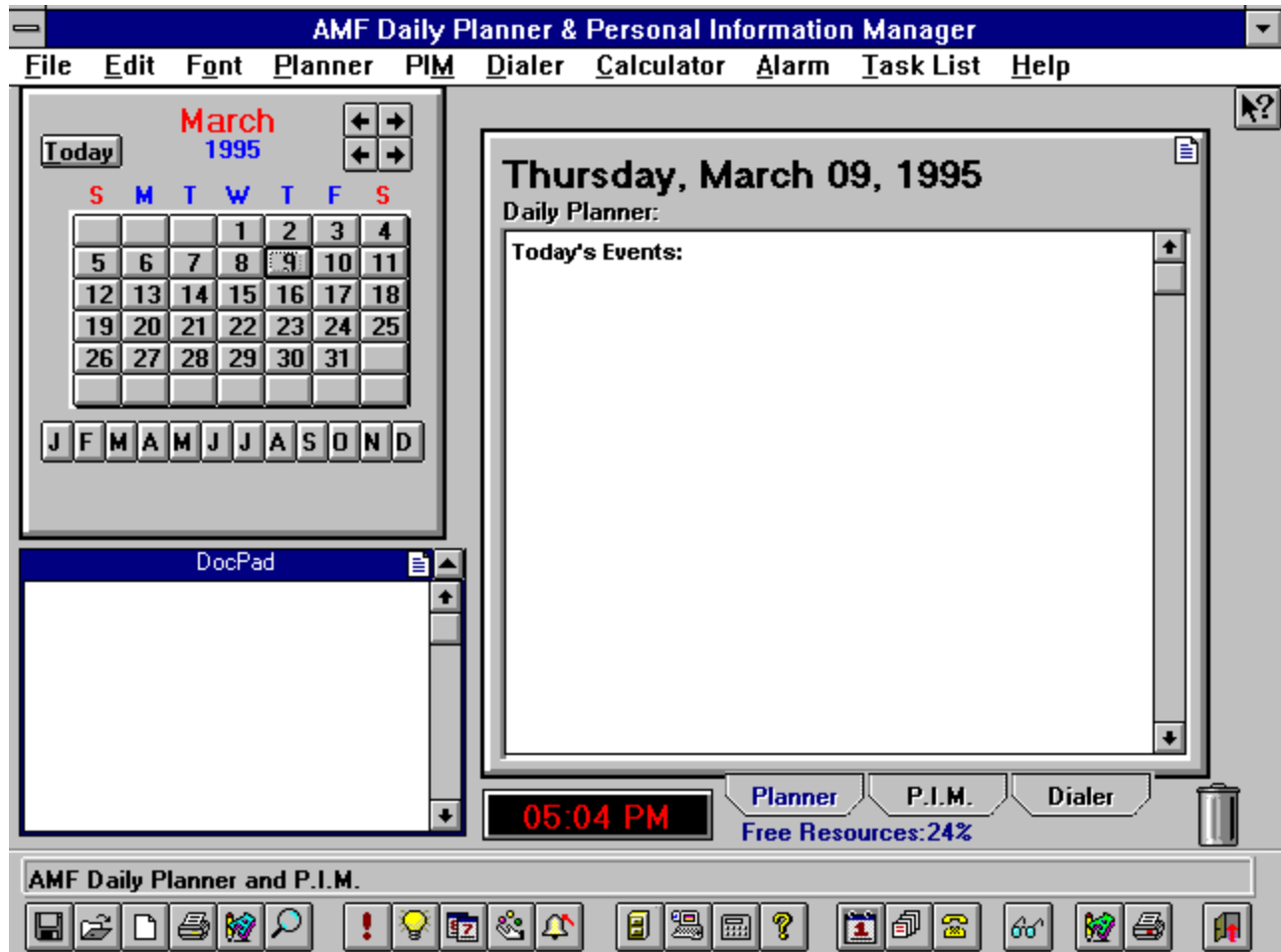
Date

This text displays on what day, date, and year that the To-Do List/Planner is open.

Day

Clicking on this button will change the date displayed in the To-Do List/Appointment Book.

Minimize

This button minimizes the main AMF Daily Planner and PIM window.

The Month Buttons

These set of buttons allow jumping from month to month. The letter is the first letter in each month of the year.

Getting Started

To Install the PIM, run SETUP.EXE.

Manual Installation:
Note that these directories and drives are **only** examples.

To setup this program, create a directory called PIM:

C:\>MD C:\PIM

Then, copy all the files that came with this program into that directory.

B:\>COPY *.* C:\PIM

Then Copy the Help File (pim.hlp) to your Windows Directory, normally C:\WINDOWS:

C:\PIM>COPY PIM.HLP C:\WINDOWS

Then Copy the VBX files (*.VBX) and the DLLs to your WINDOWS\SYSTEM directory:

C:\PIM>COPY *.VBX C:\WINDOWS\SYSTEM
C:\PIM>COPY *.DLL C:\WINDOWS\SYSTEM

To Run the PIM, choose Run from Program Manager and type C:\PIM\PIM.EXE, or double click on the pim.exe file in File Manager.

That's it. Setup Complete.

To learn the basics, skip through this help file. This PIM is the only PIM which is easy enough to learn without reading the documentation.

Uninstalling AMF Daily Planner & PIM

1) Delete all files from the directory which contains AMF Daily Planner & PIM (normally C:\PIM)
2) Delete PIM.HLP from your Windows Directory.

That's it. AMF Daily Planner & PIM is now uninstalled.

Menu Bar

Click on an item to show its menu.

Select a Picture

   Click the picture to change it to one of your choice. Can be a WMF (Windows Metafile), BMP, and any other standard Windows Bitmap-Style Picture.

DocPad: The Handy Text File Editor and Note Taker

DocPad can be used at anytime, because it's always visible. Take notes while you're on the phone, or take down a phone number or directions. It works just like any other text editor-- and even lets you save and print. You can use the standard <u>menu commands</u> to control DocPad, or the <u>toolbar commands</u>, found just beneath it.

Make sure you save changes, for DocPad does not support an autosave feature.

DocPad's text will automatically wrap on screen, but when printing, it will print normally.

DocPad prints the filename, date, and current page number as a header, the rest of the document is how it looks on screen (WYSIWYG). You can change the font and point size as well.

You can **Maximize DocPad** by pressing the DocPad maximize button, and minimize DocPad using the DocPad minimize button located on the lower right corner of DocPad.

To search for text in DocPad, press the text search button, enter a specific numeric or text string and press search. Results will be highlighted. Match Case searches only for exact duplicates of the search string that was entered.

Saving Procedure: After accessing the save button, enter a path and filename, or select one and type a filename. YOU WILL BE PROMPTED TO CONFIRM OVERWRITING OF FILES. This file is a valid text file.

Deletion Procedure: To Delete the File, simply drag the file handle () to the Garbage Can (

).

Opening Procedure: Select a path and filename to open. If the file is less than 40K and is a valid text file, DocPad will open it in under 1 second.

New Procedure: A New DocPad clears the contents of the old DocPad. You will be asked to save the current document if changes were made.

Print Procedure: As with all printing procedure, clicking on the Printer Icon on the <u>status bar</u> will abort the print job.

Merge Printing in DocPad: To Merge Print, first create or open the document you wish to print in DocPad. Then, from the menu, select Merge Print DocPad. DO NOT ADD

ADDRESSES OR SALUTATIONS TO THE DocPad DOCUMENT.   Select an Address Book or Both when prompted and watch it go. For each entry in your phonebook(s), a letter with the entry's business address and salutation (default, if necessary) will be printed. The printed copies are in alphabetical order by address book.

Object Handle

The Object Handle (▣) is used to drag objects like text files and calendar lists, and PIM entries which may not be able to be dragged as a whole. This handle is useful to delete a <u>text file</u>, or clear a <u>planner record</u>.

The Clock

Placed in an ideal location, the clock can show US time format or 24 hour international time format. To Change Formats, Change the setting in the File <u>menu</u>, or click on the clock.

Activate Planner

Clicking this activates the planner.

Activate P.I.M.

Clicking this activates the PIM/Phonebook

Activate Dialer

Clicking this activates the dialer.

Trashcan

Use this to drag and drop items you wish to delete. Either drag a list item, or use a <u>handle</u>

Exit

This will end the current AMF Daily Planner and PIM session.

PIMCalc: The easy to use calculator:

PIMCalc	▼
	0.
7 8 9	C CE
4 5 6	+ −
1 2 3	× /
0 .	= %

Exit PIMCalc 🚪

All the normal buttons plus C-Clear; CE-Clear Entry, Door- Exit.
Easy to use and convenient, too.

Print

Depending on if the Planner or the PIM is active, the print button will print the selected day's events or a full phone/fax listing.

DocPad Document Print

Prints the contents of <u>DocPad</u>.

DocPad Open Text File

Opens a text file for viewing/editing in <u>DocPad</u>.

DocPad Document Save

Saves the current DocPad document as a text file which you specify.

DocPad New Document

       Creates a new <u>DocPad</u> document. Clears the existing DocPad.

DocPad Select Font

Allows font, color, and point size selection for <u>DocPad</u>

Planner/PIM Font Selection

Allows font, color and point size selection for the <u>Planner</u> or the P.I.M.'s Phonebook.

Telephone Dialer

To use, just key in the number and press the send button.

Phone Dialer

5555555

1	2	3
4	5	6
7	8	9
*	0	,

Back

Clear All

Send

Hang Up

Display

Clear Last Number

Clear All Numbers

Dial the number

Hang Up

The comma (,) is a standard 2 second pause between digits.

The Multiple Alarm

The Alarm is useful for reminding you of appointments and deadlines. The alarm allows up to one alarm per minute for every minute in a 24 hour period.
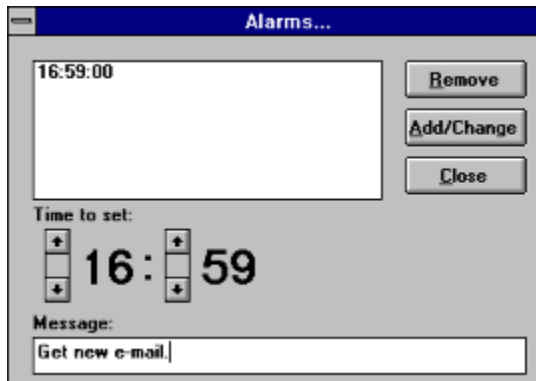
To set an alarm, select the time you wish to have it go off, by using the scroll bars. Then, enter a message in the box. Finally, press the Add/Change button and the alarm is set.

To remove an alarm, select one of the preset alarms, and press the remove button.

To change the alarm's text, select the alarm, edit the text, and press the Add/Change button.

Alarms can be set for the current day only and will be deleted at the end of the day.

File Manager

This button will quickly launch file manager.

Control Panel

This button will quickly launch the control panel.

The P.I.M./Phonebook

The PIM/Phonebook proves to be very useful, supporting up to 21,000 entries, with a full drag & drop interface and a rolodex-style interface.

Click on object to learn more about it:.
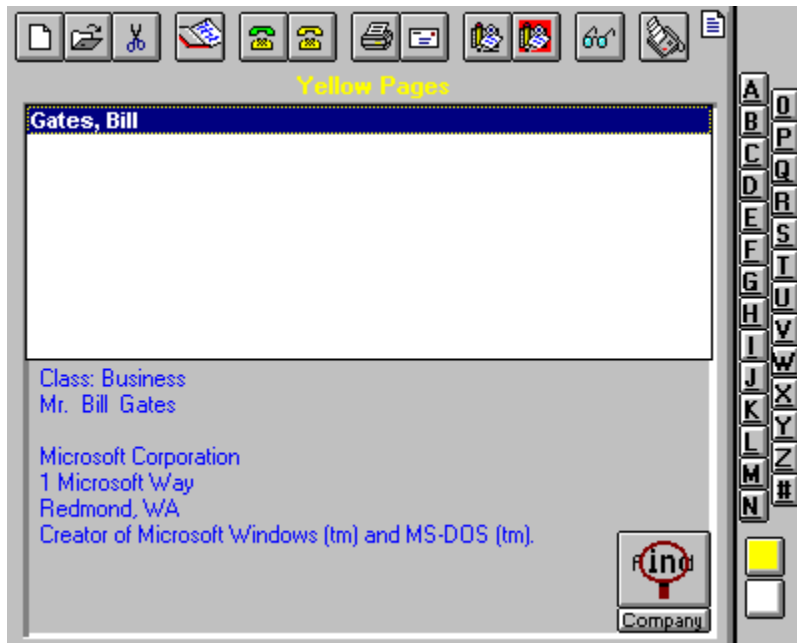
Exporting Data to text can be done simply by choosing PIM, Export Data from the menu. Data will be exported with a separator character between columns of data. Usually, text databases are tab-delimited, meaning that a tab separates data entries, but you can specify a custom separator should you require it.

Adding an entry is as easy as clicking on the add button on the toolbar and entering the information.

Changing the entry's information is just as easy as clicking on the change button, and modifying the data.

To Delete an entry, drag the entry to the Trashcan or press the cut button on the toolbar.

To Print an entry press the print button on the toolbar.

To create a business letter, drag the entry to DocPad, or press the Business Letter button on the toolbar.

To add the full data of the entry to a DocPad document, press the Insert Full Data button on the toolbar.
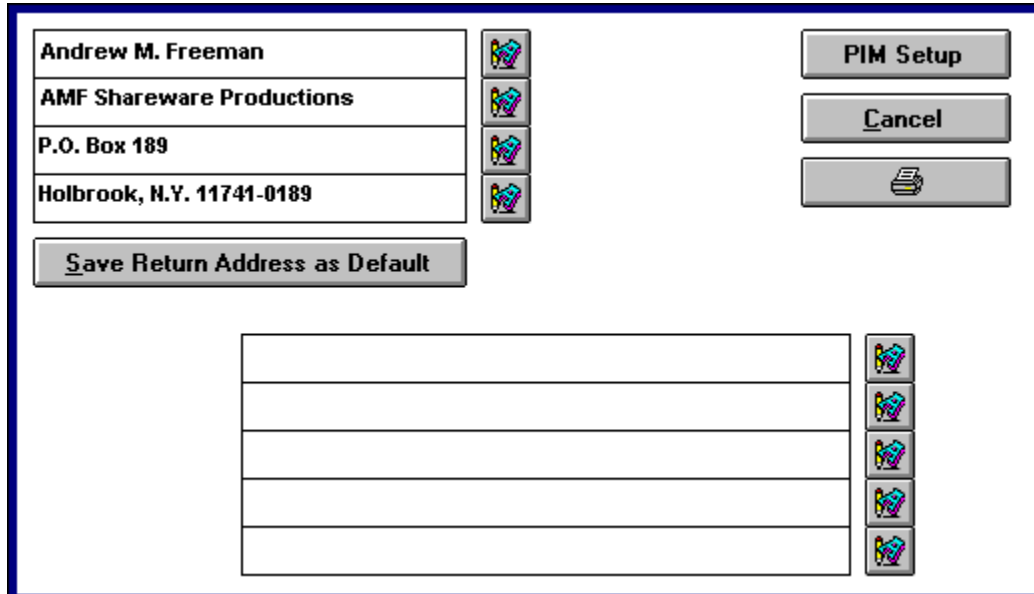
To call the selected entry, press the call button on the toolbar. Note: The telephone number must be filled in.

The Company Profile button will retrieve all associates from the same company for viewing simultaneously. Click the button, and a list will be generated. To view a specific associates' information, simply click the name of that associate.

To fax the selected entry the current DocPad Document or another document, press the fax button on the toolbar. Note that Delrina's WinFax Pro 4.0™ is the only fax program supported, although you may change the printer to the fax driver of your choice.

Envelopes and Labels

To create an envelope automatically, click on an entry in the phone book, and click the envelope button. The entry's name and address will automatically be inserted.

Andrew M. Freeman

AMF Shareware Productions

P.O. Box 189

Holbrook, N.Y. 11741-0189

Save Return Address as Default

PIM Setup

Cancel

Each button will change the font and point size of each line of the envelope. Note that this program changes the printer's orientation temporarily to landscape, and then returns it to what it was originally.

It is assumed that size 10 envelopes will be used.

Use the save as default button to save the return address so that it is inserted every time you create an envelope.

Specify envelope location in Setup. Insert your envelope as follows: , in the envelope feeder of your printer, or in the paper insertion area of your printer.
You can specify the location of that feeder or insert in setup.

When ready to print, insert an envelope, label sheet or just use regular paper.

About

Shows the about box.

Create Report

This will create an alphabetic report of all entries in your PIM Phonebook. Fields which have not been filled in will be printed with space, so that you can fill it in later. You can choose between the three styles of printing or use the native style which is similar to the FiloFax standard.

Setup

Telephone Settings:

COM Port: Select the COM port which has your modem connected to it. This modem will be used for dialing and faxing.

Tone/Pulse: Select either Tone or Pulse for the type of phone system you have.

Dialing Prefix: If necessary, enter a dialing prefix which will be used for all calls made.

Default Salutation: Used when a salutation for a specific entry is not entered.

Include Phone Number with Reports: Includes the phone number with reports if checked.

Include Fax Number with Reports: Includes the fax number with reports if checked.

Insert Times: Inserts times in half-hour increments from the beginning time to the end time.

Always Insert Times: Inserts times for each new day selected.

Envelope Printing: Determines location of printer envelope feeder or insertion area.

Modem Initialization String: Used to reset the modem each time you make a new call.

Cut

Deletes the selected PIM entry from the Phonebook.

Call Entry

Calls the selected entry's phone number.

Print Entry

Prints the selected entry's information.

Rolodex

Click a letter on this rolodex to display all entries beginning with that letter.

List of Entries

This listbox lists all entries under the letter clicked on in the virtual rolodex. By <u>dragging</u> the entry to various places, you can perform various functions like scheduling appointments, deleting entries, and more.

Information

This lists all the entered information on the specified entry.
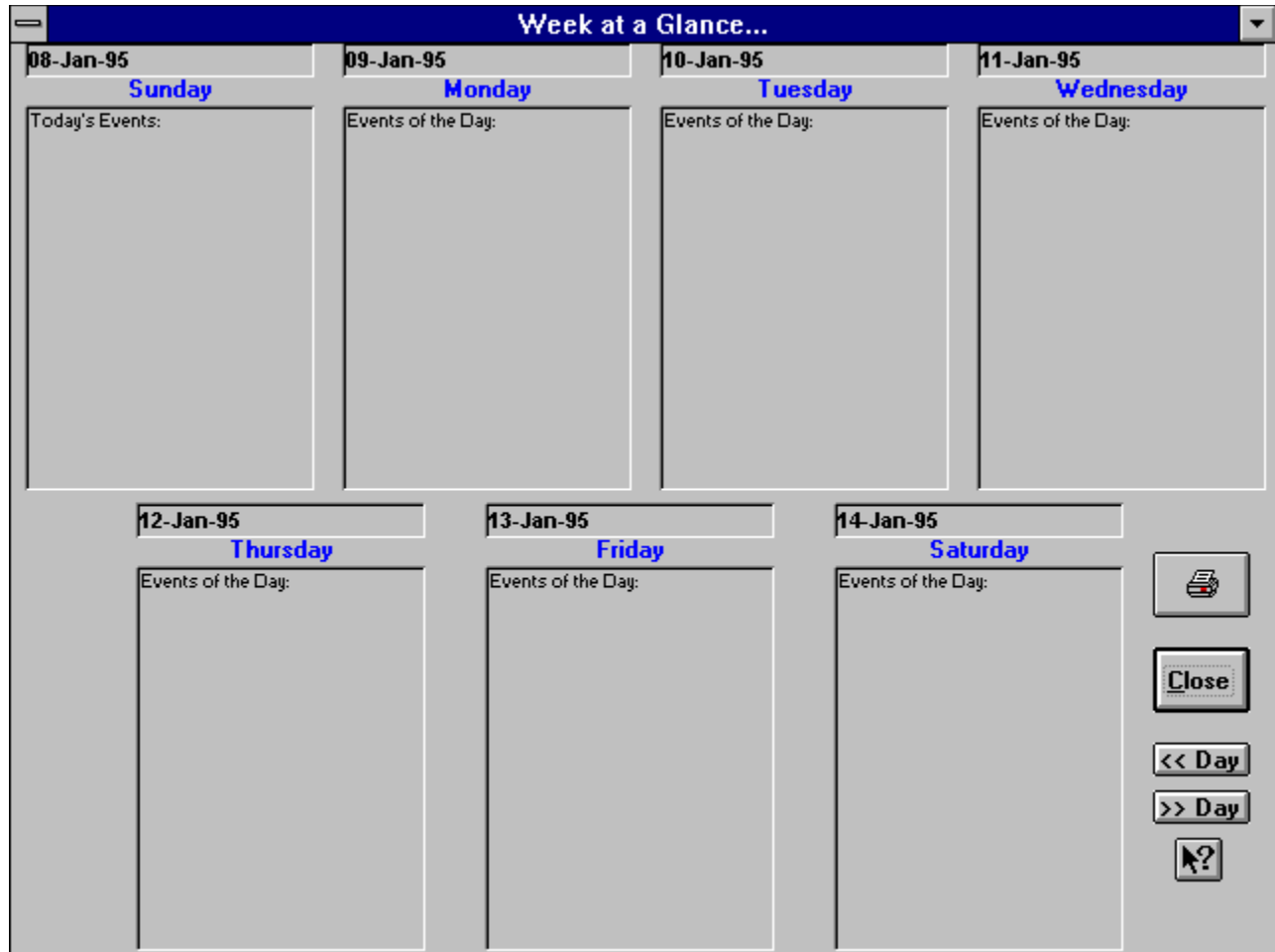
Insert Full Data

This will insert the selected entry's full data into <u>DocPad</u>.

Create Business Letter

This will insert the selected entry's name, company, occupational status, address, and the salutation in <u>DocPad</u> for use as the beginning of a business letter.

Week at a Glance:

Click on an object to learn more about it:

Week at a Glance...	▼

08-Jan-95	09-Jan-95	10-Jan-95	11-Jan-95
Sunday	**Monday**	**Tuesday**	**Wednesday**
Today's Events:	Events of the Day:	Events of the Day:	Events of the Day:

12-Jan-95	13-Jan-95	14-Jan-95	
Thursday	**Friday**	**Saturday**	
Events of the Day:	Events of the Day:	Events of the Day:	🖨
			Close
			<< Day
			>> Day
			▶?

The Close button will close the Week at a Glance view.
You will be given option to print smaller sizes to accommodate a variety of planners.

Search Database

Using an extremely efficient search engine, the PIM can search through its databases in any of the fields that you want, for any text string or number.

To use, simply enter the text string or number string in the text box at the top, make your selections of the fields to search and click the search button.
A field is an area to search that you have previously entered data in when you added entries to the PIM.
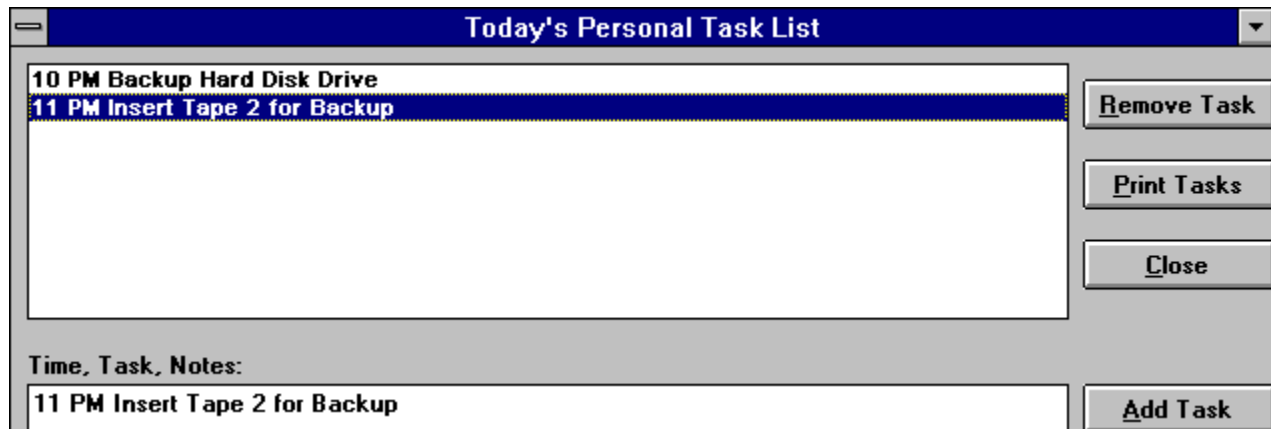
The Clear List button clears the list of previous matches.

The Close button ends the Search.

The Print List button prints the entry and its match on your printer.

The context sensitive help toolbar button activates context sensitive help.

The Personal Task List

The Remove Task button allows you to remove a task that has been completed. Just select the task and click the button.

To Add a Task to the list, enter text in the text box at the bottom of the windows, and click the Add Task button.

To Print the Tasks, press the Print Tasks button.

** Tasks are perpetual, that is only you can add or subtract tasks. Tasks will remain on the list each day.

Event Master™

Event Master is a unique way to help stop you from forgetting important dates. When running the PIM on one of the dates you specify as an Event, a message box comes up and reminds you of this date.

Use the scroll bars to change the month and date, enter text in the text box at the bottom of the window, and click the Add button.

To remove an event, select the event and press Remove.

To close the Event Master™ window, press the close button.

The Show button will produce the "show screen," shown below.

The show screen will always be shown at startup:

Print: Prints the events listed in the show screen.
Event Master: Shows the Event Master

Close: Closes the show screen.

The Event Master will alert you three days in advance until the actual day of the event by inserting the event information in the current planner day.

Yellow/White Pages Label

       This label is used to show which address book is active, the <u>Yellow Pages</u>, or the <u>White Pages</u>.

Yellow Pages

This address book is used primarily for business references, and works like its paper counterpart. Click the Yellow Button to access its "pages." See Also: <u>White Pages</u>.

White Pages

       This address book is used primarily for personal/friend references, and works like its paper counterpart. Click the White Button to access its "pages." See Also: Yellow Pages.

Call Work

This button will dial the entry's work/other number.

List of Events

This box shows the events for the date listed above the box. Use the [scroll buttons](#) to change the display.

Day Scroll Buttons

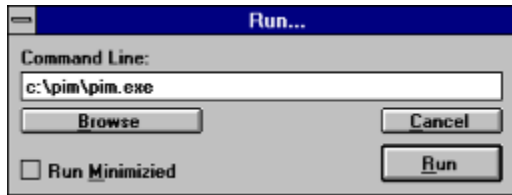Use these to dynamically update the Week at a Glance by adding or subtracting one day.

Print Week at a Glance

Prints the entire week's events starting from the first day listed on the Week at a Glance view.
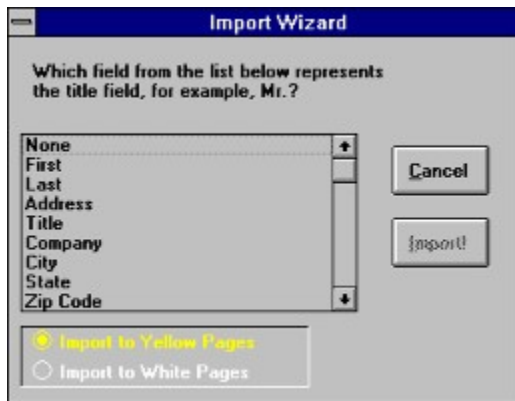
Run...

Browse: Allows you to find and select a file to run.
Run: Launches the program or file.
Cancel: Closes the Run... dialog.
Run Minimized: Forces the program to run as an icon; minimized.

Data Import Wizard

The Import Wizard will guide you through the importation process.
First, select an MDB, Microsoft Access Database, format file or a text file which is either comma-delimited (CSV) or tab-delimited.
Then, choose the table you wish to import from.

The Import Wizard will then ask a series of questions. Simply double-click a field that answers the question, or double-click None when that choice is available.

The Field Names are gathered from your data file.

Select an address book you wish to import to, Yellow Pages or White Pages.

When finished with the questions, click the Import! button.

All previously existing entries will be overwritten.

In order to import Access Databases, the following files must be located in your WINDOWS\SYSTEM directory: VBDB300.DLL, MSAJT112.DLL, and MSAJT200.DLL. Access 1.1 and Access 2.0 formats are supported.

Purge

Purging Data means that you will remove all old data from your hard-drive. After that, it will no longer be accessible. Data should be purged once a year at a minimum to ensure that the access to the data remains quick. It is not necessary to do so, but data access speeds will be greatly increased.

Context Sensitive Help ⬛

Help provided on a topic specific to the area of the program you are using. For help on toolbar button, for example, click the context sensitive help button, followed by clicking on the toolbar button.

Free Resources

Provides information on the percentage of free system resources.

Shareware & Registration

Shareware is a marketing practice allowing the consumer to try before buying. If the user continues to use the program, he or she is encouraged to pay the registration fee. This registration fee will not only entitle the user to benefits such as free 6 month support, a registration number, and an improvement in program performance, but will encourage the author to continue his efforts.

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Upon registration you will receive an e-mail message or letter by mail indicating the registration number to enter in the box at startup. When you get this number, simply enter it in the box at startup. The annoying registration reminder will disappear. You will also receive free, 6 month support by e-mail or ground mail.

Please register, it will help me through college. Thank you.

About and Contacting the Author and Credits

 ASP

The Author of this program is Andrew M. Freeman. Copyright 1994-1995.

Andrew M. Freeman
AMF Shareware Productions
P.O. Box 189
Holbrook, N.Y. 11741-0189

CompuServe: 74250,1700
Internet: 74250.1700@compuserve.com

If you or your company require a special project in Visual Basic or in WordBasic for Word 6.0 for Windows, contact Andrew M. Freeman at the addresses above.

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