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## Why use a Tickler?

A Tickler is a file used to keep track of key events in your personal or professional life. [WinTickler](#) provides a computerized Tickler file. It can be used to keep track of all sorts of important events, like:

- n Medical Appointments
- n Meetings
- n Due dates for bills or payments
- n Birthdays & Anniversaries
- n Television programming times
- n Project milestones, etc.

WinTickler allows you to easily enter your important recurring and non-recurring tasks, and instantly provides you with a list of upcoming events for day-to-day use. Additionally, WinTickler allows you to easily create calendars and gantt charts to track your tasks. With the aid of an additional utility, [AutoTickler](#) (included free when you register WinTickler), you can have a list of your most pressing tasks available at all times right on your Microsoft Windows desktop.

### **See Also**

[Benefits of Registration](#)

## Benefits of Registration

WinTickler is marketed as a Shareware program. The shareware version includes the exact same features that you will find in the registered-user version. This allows you to determine whether the program is suitable to your use prior to purchasing the registered version. You are automatically granted a Shareware License that allows you to use this program for up to 30 days for evaluation purposes. For more information, see:

### Shareware License

If you decide to continue using WinTickler beyond the 30 day evaluation period, you must register the program by paying a fee of \$24.95 to Logic Pulse. When you register, you receive the following benefits:

- n A disk containing the most up-to-date version of WinTickler.
- n A copy of AutoTickler included on your disk. This is a companion program for WinTickler that you can install in your Windows StartUp group.
- n A unique "Registration Number" that identifies your registered copy of WinTickler and eliminates all registration reminders found in the shareware version.
- n A right to obtain free upgrades of ALL future versions of WinTickler. For more information, see:

### Registered User License

### **See Also**

[How to become a Registered User](#)

# Shareware License

For ordering information, see:

[How to become a Registered User](#)

## License Agreement

You should read the following terms and conditions, and the disclaimer that follows, carefully before using this software. Use of this software indicates that you accept these terms and conditions.

You are hereby granted permission to use the shareware version of this software for a 30 day evaluation period. You may make as many copies of the shareware version of this software and its documentation as you desire, give away these exact copies to anyone, and distribute these exact copies in unmodified form via electronic means. There is no charge for the above. After the 30 day evaluation period, you are required to register this software with the author in order to continue use. Continuing to use the software past the evaluation period without purchasing a Registered User License is a violation of copyright law.

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## ASP Ombudsman Statement

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

## How to become a Registered User

You can obtain the registered version of [WinTickler](#) by sending a payment of \$24.95 to Logic Pulse. The payment methods listed below are available for your convenience.

[Register with credit card using toll-free phone number](#)

[Register with check or money-order](#)

[Register on-line with CompuServe](#)

[Register with credit card using postal service or fax](#)

[Register with company purchase order](#)

When you register, you will receive a 3.5", high-density disk with the latest WinTickler program and bonus utilities, and a unique registration number.

### **See Also**

[Benefits of Registration](#)

## **Register toll-free with credit card**

To register by phone (CREDIT CARD ORDERS ONLY)

You can order with Visa, MasterCard, American Express, or Discover from Public (software) Library by calling:

n 800-2424-PsL -or-

n 713-524-6394

When calling, be sure to specify that you are ordering "WinTickler," product #11135, for \$24.95 (includes sales tax & USA/Canada shipping. Add \$4 for overseas shipping)

Orders will be processed within 48 hours of receipt.

### **The above numbers are for credit card orders only.**

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Logic Pulse  
26 Mallard Dr.  
Groton, CT 06340

-or-

CompuServe e-mail, id# 73313, 3443

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

## **Register with check or money-order**

To register by check or money order, send a completed order form with your payment for \$24.95 to:

Logic Pulse  
26 Mallard Dr.  
Groton, CT 06340

Checks must be drawn on a U.S. bank and made out to "Logic Pulse." All orders will be processed within 48 hours of receipt. To print an order form, select:

[Order Form \(check or money order\)](#)

# WinTickler Order Form

To print this order form, click the above "Print" button.

Name: \_\_\_\_\_

Ship To: \_\_\_\_\_

\_\_\_\_\_

Number of Copies: \_\_\_\_ x \$24.95 = \_\_\_\_\_

Shipping/Handling:

USA	FREE	
Overseas	\$4.00	= _____

Total: \_\_\_\_\_

\*\* Checks must be drawn on a U.S. bank and made out to "Logic Pulse"

Orders processed within 48 hours of receipt. Please allow up to two weeks for delivery.

## Send order form and payment to:

Logic Pulse  
26 Mallard Dr.  
Groton, CT 06340



## **Register on-line with Compuserve**

To register WinTickler on Compuserve using the Shareware registration feature, follow these steps:

- 1 Log onto Compuserve as you normally do
- 2 Enter the command, "GO SWREG" to go to the Shareware registration area
- 3 Select registration ID# "2151" and follow the prompts

The \$24.95 registration fee will be billed to your regular Compuserve account. All orders are processed within 48 hours of receipt.

## Registration by Mail or Fax

For registration by mail or fax (CREDIT CARD ORDERS ONLY):

You can order with Visa, Mastercard, American Express, or Discover from the Public Software Library (PsL) by sending a completed order form to:

PsL  
P.O.Box 35705  
Houston, TX 77235-5705

or, Fax your order form to PsL at:  
713-524-6398

To print or fax an order form now, select:

[Print or Fax credit card order form](#)

Orders will be processed within 48 hours of receipt.

THE ABOVE NUMBERS & ADDRESSES ARE FOR ORDERS ONLY.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Logic Pulse  
26 Mallard Dr.                      -or-                      CompuServe e-mail, id# 73313, 3443  
Groton, CT 06340

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

# WinTickler Order Form

To print this order form, click the above "Print" button.

Product: WinTickler by Logic Pulse; product #11135

Name: \_\_\_\_\_

Ship To: \_\_\_\_\_

\_\_\_\_\_

Number of Copies: \_\_\_\_ x \$24.95 = \_\_\_\_\_

Shipping/Handling:

USA	FREE	
Overseas	\$4.00	= _____

Total: \_\_\_\_\_

Credit Card (check one):

Visa    MasterCard    Amer. Express    Discover

Card Number: \_\_\_\_\_

Name: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Mail completed order form to:

PsL

P.O. Box 35705

Houston, TX 77235-5705

## Fax completed order form to:

PsL at 713-524-6398

# WinTickler Order Form

Use this order form to pay the WinTickler registration fee by supplying a company purchase order number. You will be billed with your shipment. You must include a phone number for verification.

To print this form, click the "Print" button above.

Product: WinTickler by Logic Pulse

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Ship To: \_\_\_\_\_ Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Copies: \_\_\_\_\_ x \$24.95 = \_\_\_\_\_

Shipping/Handling:                      USA                      FREE  
   Overseas              \$4.00 = \_\_\_\_\_

Total: \_\_\_\_\_

PO # \_\_\_\_\_

## Mail completed form to:

Logic Pulse  
26 Mallard Dr.  
Groton, CT 06340

# Registered User License

For ordering information, see:

[How to become a Registered User](#)

## Logic Pulse Policy

Logic Pulse is committed to creating and distributing high-quality software using the Shareware concept. We believe in the try-before-you-buy benefits of shareware, and in making good software available at a reasonable price. We also believe that when you purchase a software product, you are entitled to enjoy future versions of that product without having to buy the application over again. That's why we give free upgrades to registered users for the life of the product.

## License Agreement

You should read this agreement and the disclaimer that follows prior to purchasing the registered version of this software. Use of the software indicates your acceptance of these terms and conditions.

The purchase of a single Registered User License entitles the purchaser to use the registered version of this software on a single computer workstation. The use of this software on multiple workstations requires the purchase of an equal number of Registered User Licenses. If the purchaser installs this software on a network where it can be accessed by more than one workstation at one time, additional licenses must be purchased for each workstation that could potentially be using the software.

The purchaser is also entitled to use all upgrades to this software produced by Logic Pulse that bear the same title as the software for which they purchased a license. These upgrades will be made available via Shareware distribution channels, and will work just like the registered version of the upgrade once activated by the purchaser's supplied Registration Number. This Registration Number is included with the purchase of the original license. The purchaser may also obtain the upgrade directly from Logic Pulse, but a fee will be charged to cover shipping, handling, and media costs.

The purchaser is specifically prohibited from making or distributing copies of the registered version of this software or documentation in whole or in part by any means. Such duplication constitutes a violation of the copyright laws protecting this software and documentation. One exception to this license exists in that the purchaser is allowed to make one additional copy of this software on magnetic media for his or her own use for archival purposes (i.e. a "backup").

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## A Low Maintenance PIM

A PIM, or Personal Information Manager, is a computer program used to keep track of Appointments, To-Do List, Contacts, etc. Most PIM's available have the negative side effect of associating each task with both a date and time. This forces the user to micro-manage his time. For some people, keeping the data in their PIM program up to date is more work than it's worth! Also, most PIM programs do not display upcoming tasks until their due date has arrived. This is not very useful for busy people who like to have several advance reminders of an upcoming deadline.

WinTickler addresses both of these concerns while providing maximum ease of use. All tasks in WinTickler are associated with their due dates only. Of course, you can also specify a time for a meeting or appointment, but you are not forced to do so. Also, WinTickler tasks have a user-specified number of "Tickle days" associated with them. This allows you to specify how many days in advance of a due date you would like to be reminded of the task. Basically, WinTickler allows you to rapidly set up a large Ticker file, then use it for years without any real maintenance. Tasks that are past due are automatically removed from the file, and recurring tasks automatically appear when due for years after their initial input.

## Viewing the sample file

Included on your WinTickler distribution disk or in the archive file is a sample tickler file. To browse the sample file, select "File | Open" from the menu bar, select the file called "sample.tcl" , and click on "OK." The sample tickler file includes tasks from most of the pre-defined categories available. You can browse the file with any of the three types of views that WinTickler supports. Just select one of the following icons from the toolbar.



Selecting this toolbar icon will bring up the Gantt Chart view. This view is the default when WinTickler is initially loaded. Across the top of the view are the dates from today out to a year in the future. Each task in the tickler file is displayed down the left hand side. Aligned with each task is a bar graph that shows the task due date in red, and the "Tickle Days" leading up to the due date in yellow. For more information on this view, see:

[Gantt Chart Display](#)



Selecting this toolbar icon will bring up the Monthly Calendar view. This view shows the tasks and their due dates for any selected month in a calendar format. You may view the calendar for any month from the current month to one year in the future. For more information on this view, see:

[Monthly Calendar Display](#)



Selecting this toolbar icon will bring up the "Hot Tickler Tasks" display. This view shows all the information for the tasks whose due dates are fast approaching. The number in yellow on the left tells you how many days remain until the due date. A task will only appear in this view if it is due within the number of days you specified for its "Tickle Days." This allows you to receive advance warning of upcoming tasks as close to their due date as you desire. For more information on this view, see:

[Hot Tickler Tasks Display](#)



Selecting this toolbar icon will produce a WYSIWYG printout of the currently active view window. Choose this to see a sample of WinTickler's output.

# Gantt Chart Display

To bring up the Gantt Chart view, click on the toolbar icon:



or, select "Window | Task Gantt Chart" from the menu bar.

The Gantt Chart view shows the category and name for all tasks in the current WinTickler file down the left hand side of the window. On the same row, the due dates for the task are shown on the grid in red. The days prior to the due date that are designated as "Tickle Days" are highlighted in yellow.

## **Changing Zoom Settings**

To zoom in on a particular range of dates, highlight the range by holding down the left mouse button, and dragging the mouse across the gantt chart grid.



Then, click on the Zoom In toolbar icon,  
or, select "View | Zoom | In" from the menu bar.



To zoom out to display an entire year's worth of tasks, click on the Zoom Out toolbar icon, or, select "View | Zoom | Out" from the menu bar.

## **See Also**

[Setting the current view preferences](#)



# Setting Current View Preferences

To set the preferences for a Gantt Chart, Monthly Calendar, or Hot Tickler Task view, activate the window of the desired view, then click on the toolbar icon:



or, select any one of the menuitems under "View" on the menu bar.

The preferences associated with each view include the categories to display (i.e. the Filter setting), the sort method, the zoom range (for Gantt Chart views only), and the font. Any selections made from the Set View Preferences Dialog or the "View" menu will only affect the currently active view window.

## **Selecting Categories**

Each task entered into WinTickler is associated with either a pre-defined or user defined category, like Birthdays & Anniversaries or Meetings. WinTickler allows you to limit the tasks shown in a view to only certain categories. This is done using a Category Selection Dialog Box. To bring up this dialog box, click the "Filter" button from the Set View Preferences Dialog, or select "View | Filter" from the menu bar. For additional information see:

[Category Selection Dialog Box](#)

## **Setting the Sort Method**

The task in a Gantt Chart or Hot Tickler Task view can be sorted in one of three ways:

- n Alphabetically by the task name
- n In order of increasing due date
- n Grouped by category

You may select the sorting method for the current view by either choosing one of the Sorting Radio Buttons in the Set View Preferences Dialog, or by selecting one of the menu sub-items under "View | Sort" on the menu bar.

## **Setting the Zoom Range**

This option applies only to the Gantt Chart view. You use it to limit the range of dates displayed on the Gantt Chart. You may do this by either entering a starting and ending date in the Set View Preferences Dialog, or by clicking and dragging the mouse over the Gantt Chart grid to highlight a range of dates. Once you have highlighted a range of dates, click on the Zoom In toolbar icon, or select "View | Zoom | In" from the menu bar. For additional information see:

[Gantt Chart Display](#)

## **Selecting a Font**

WinTickler allows you to select any font for use with the Gantt Chart or Hot Tickler Tasks view. This is done by clicking the "Font" button from the Set View Preferences Dialog, or by selecting "View | Font" from the menu bar. The font dialog box can then be used to preview and choose any font installed on your system. It is recommended that you use only True Type fonts, however, so that the printed output will look the same as that seen on the screen.

# Category Selection Dialog Box

The Category Selection Dialog Box is used to choose different categories of tickler tasks for two different purposes:

- n Choosing a category for new tickler tasks you want to add to your WinTickler file.
- n Choosing one or more tickler categories to display in a view, while excluding unwanted categories (Filter option).

## ***Choosing Category for New Ticklers***

If you have opted to add new tickler tasks, the Category Selection Dialog Box will appear and request you select a category. Find the category that you want to use in the list box, and click to highlight it. Select OK, and you will be taken to an appropriate dialog box to input your task. If you would like to create a new, user-defined category, select any one of the listbox items that say "User defined" and click the OK button. You will be prompted to enter a name for your new category, then you will proceed with entering the tasks in a:

[Generic Tickler Task Dialog Box](#)

## ***Choosing Categories to display in a View***

If you have chosen the "Filter" option, the Category Selection Dialog Box will appear and request that you select the Categories that you want to display in the currently active view. To select categories, click and drag the mouse over the categories in the listbox that you would like to display. Or, click on the first category you want, then hold down the CTRL key and click on any additional categories. When you are through, click on the OK button to accept your choices.

## Generic Tickler Task Dialog Box

This dialog box is used in two different situations:

- n When adding new tickler tasks of a User defined category
- n When editing any tickler task already in your WinTickler file

The dialog box consists of two sections. One for specifying the task information, and one for specifying the task frequency. As a minimum, each task must have a name, a starting or due date (in MM/DD form), and an associated number of "Tickle Days." You use this dialog box to enter or edit the desired text for these fields. You also have the option of entering any additional text that is pertinent to the task in the "Notes" field, or assigning the task to someone by placing their name in the "Responsibility" field.

All WinTickler tasks are either recurring or non-recurring, with non-recurring being the default. You choose whether you want a recurring, non-recurring, or annual task by clicking the appropriate radio button in the task frequency section of this dialog box. For more information on setting up recurring tasks, see:

[Recurring Task Setup](#)

# Recurring Task Setup

You specify a recurring task in WinTickler by selecting the radio button labeled "Recurring" in any task edit/entry dialog box. This action brings up the Edit Task Frequency Dialog Box. This dialog box allows you to setup three different types of recurring tasks:

- n Tasks that occur on certain weekdays during one or more weeks of each month.
- n Tasks that occur at a fixed interval.
- n Tasks that occur on a certain day of the month during one or more months of the year.

These three basic types provide a lot of flexibility; they allow you to setup tasks that reoccur weekly, monthly, quarterly, semi-annually, annually, every two weeks, every other day, or a myriad of other possibilities.

## ***Using the Edit Task Frequency Dialog***

To specify the frequency of your task, first select one of the three radio buttons on the left to activate the appropriate section of the dialog box. Your choices are:

- 1 **Certain Days of the Week**  
After choosing this radio button, select the weeks of the month (first through last) and the days of the week to include. i.e. To have the task occur every 2nd and 4th Monday of the month, click on the check boxes for Second, Fourth, and Mon.
- 2 **Fixed Interval**  
After choosing this radio button, enter a number for the interval and select the radio button for Every XX Days, Weeks, or Months.
- 3 **Certain Day of the Month**  
After choosing this radio button, enter the appropriate day of the month, then click on the check boxes for the applicable months. i.e. If you wanted a task on the first day of every quarter, enter 1 for day-of-the-month, then click on Jan, Apr, Jul, and Oct.

If desired, you can enter an ending date for your recurring task (in MM/DD format) at the bottom of the dialog box. On the next occurrence of this date, the task will cease to be part of your tickler file.

# Monthly Calendar Display

To bring up the monthly calendar view, click on the toolbar icon:



or, select "Window | Task Calendar View" from the menu bar.

The Monthly Calendar view shows the category and task names for all tasks due in the month being viewed. When multiple tasks are due on the same date, each task is listed up to the limit that will fit in the display.

## ***Selecting a Month***

You may view the calendar for any month up to one year from the present date. Tasks with due dates more than one year away will not appear on any calendar, and tasks whose due dates have already passed are automatically removed from the current month's calendar. To select the desired month, simply choose it from the drop-down list at the top of the Monthly Calendar window.

## ***See Also***

[Setting current view preferences](#)

## "Hot Tickler Tasks" Display

To bring up the "Hot Tickler Tasks" view, click on the toolbar icon:



or, select Window | Hot Tickler Tasks from the menu bar.

The "Hot Tickler Tasks" view shows all the tasks in the current WinTickler file whose tickle dates are on or before today's date. Essentially, these are the tasks that are most important to you. When you added your task to WinTickler, you specified a value for "Tickle Days" that determines how many days in advance of the task due date you want to be reminded of the task. This view shows only those tasks that are within this number of days of their due date.

This view shows all of the information associated with your task, including the Category, Responsibility, Due Date, and number of days until the due date (highlighted number on the far left of the window).

### **See Also:**

[Setting the current view preferences](#)

## New File Creation

Each time you run WinTickler, it automatically comes up ready to create a new file. If you want to build a new file, you can immediately begin adding new tickler tasks.

If you have already loaded a different file into WinTickler, you can create a new file at any time by selecting "File | New" from the menu bar. This action will automatically close the previous file after prompting you to save any changes made. The new file will not have a name until it is saved the first time. "Untitled" will appear on the window title bars in place of a filename.

Once you have a new file open, you may select "Tickler | Add" from the menu bar to begin adding your own tasks to the new file.

### **See Also**

[Saving a File](#)

[Add New Tickler](#)

## **Saving a File**

To save your WinTickler file after making changes, select "File | Save" from the menu bar. If this is the first time you have saved a new file, you will be prompted to enter a filename in the File Save Dialog Box. WinTickler files have the extension ".tcl" by default.



# Add New Tickler

To add new Tickler tasks, click on the [toolbar](#) icon:



or, select Tickler | Add from the menu bar.

Choosing this function brings up a [Category Selection Dialog Box](#), and allows you to choose a category for the tasks that you will add. All tasks in [WinTickler](#) have an associated category. There are several pre-defined categories that most people will find useful. However, the real power of WinTickler comes into play when you define your own categories, since any [view](#) of your tasks can be limited to just the categories you want.

Choosing a pre-defined category will bring up a dialog box specifically for that category. For information on using the pre-defined task templates, see one of the following topics:

[Adding Auto Maintenance Ticklers](#)

[Adding Bill/Payment Ticklers](#)

[Adding Birthday/Anniversary Ticklers](#)

[Adding Contact Management Ticklers](#)

[Adding Examination Ticklers](#)

[Adding Medical Appointment Ticklers](#)

[Adding Meeting Ticklers](#)

[Adding TV Program Ticklers](#)

Choosing an as yet undefined category (i.e. one which appears as "User Defined" in the Category List Dialog) will bring up the New Category Dialog Box, allowing you to name your category. All user defined categories use the Generic Tickler Task Dialog Box to enter new tasks.

## **See Also**

[Category Selection Dialog Box](#)

[Generic Tickler Task Dialog Box](#)

## Adding Auto Maintenance Ticklers

WinTickler includes a template for adding tickler tasks to remind you of recurring automobile maintenance or preventive maintenance (i.e. That oil change that you should get every three months). To add automobile maintenance tasks, select "Auto Maintenance" from the category selection list for adding new ticklers. This will bring up a dialog box with specific fields for auto maintenance.

Type the desired information in each of the dialog box fields. You must, as a minimum, fill in the purpose/type of maintenance, number of "Tickle Days," and the service date. The rest of the fields are optional.

If this maintenance is only to occur one time, select the radio button labeled "Once" under the "When required" heading. If the maintenance is recurring, you can select the radio button labeled "Every XX months" and fill in the appropriate number of months between maintenance.

When you are through entering this information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

### **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

## Adding Bill or Payment Ticklers

WinTickler includes a template for adding tickler tasks to remind you of recurring bills or payments. To add bill/payment tasks, select "Bill/Payment" from the category selection list for adding new ticklers. This will bring up a dialog box with specific fields for bills & payments.

Type the desired information in each of the dialog box fields. You must, as a minimum, fill in the payer/payee, number of "Tickle Days," and the due date. The rest of the fields are optional.

Every WinTickler task can be either recurring or non-recurring, with non-recurring being the default. For more information on setting up a recurring bill or payment tickler task, see:

[Recurring Task Setup](#)

When you are through entering your information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

### **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

## Add Birthday or Anniversary Ticklers

WinTickler includes a template for adding tickler tasks to remind you of birthdays & anniversaries. To add birthday/anniversary reminders, select "Birthday/Anniversary" from the category selection list for adding new ticklers. This will bring up a dialog box with specific fields for birthdays & anniversaries.

Type the desired information in each of the dialog box fields. You must, as a minimum, fill in the name, number of "Tickle Days," and the date. The "Gift" field is used to note a suggested gift and is optional.

When you are through entering this information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

### **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

# Adding Contact Management Ticklers

WinTickler provides support for simple contact management through the use of a template for adding contact tasks. You can store the name, company, address, and two phone numbers for each of your contacts, and WinTickler will provide handy reminders for you to make your calls.

To add a contact, select "Contact" from the category list that appears when adding a new tickler. As a minimum, you have to fill in the name, date, and "Tickle Days" fields. The rest of the information is optional.

Contact ticklers may be either recurring or non-recurring; as can any WinTickler task. The default is non-recurring. For more information on setting up a recurring contact tickler, see:

[Recurring Task Setup](#)

When you are through entering your information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

## **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

## Adding Examination Ticklers

For students, [WinTickler](#) provides an easy way to keep track of upcoming Exams. You can enter dates for all your exams at the beginning of the semester, and receive helpful reminders as the exam date approaches.

To add an examination tickler, select "Examination" from the category list that appears when you add a new tickler. This will bring up the dialog box for adding an exam. As a minimum, you must fill in the subject, date, and "[Tickle Days](#)" fields. If desired, you can type any additional information in the "Additional Notes" field, but this is optional.

When you are through entering your information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

### **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

## Adding Medical Appointment Ticklers

WinTickler includes a template for adding tickler tasks to remind you of recurring medical or dental appointments (i.e. That checkup or physical you should get every 6 months). To add medical appointment tasks, select "Medical Appointments" from the category selection list for adding new ticklers. This will bring up a dialog box with specific fields for medical appointments.

Type the desired information in each of the dialog box fields. You must, as a minimum, fill in the purpose, number of "Tickle Days," and the appointment date. The rest of the fields are optional.

If this appointment is only to occur one time, select the radio button labeled "Once" under the "When required" heading. If the appointment is recurring, you can select the radio button labeled "Every XX months" and fill in the appropriate number of months between appointments.

When you are through entering this information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

### **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

# Adding Meeting Ticklers

WinTickler provides an easy way to keep track of upcoming meetings. You can enter dates for all your meetings at the beginning of the week, month, or year, and receive helpful reminders as the meeting date approaches.

To add a meeting tickler, select "Meeting" from the category list that appears when you add a new tickler. This will bring up the dialog box for adding a meeting. As a minimum, you must fill in the purpose, date, and "Tickle Days" fields. If desired, you can type any additional information in the "Additional Notes" field, but this is optional.

Every WinTickler task can be either recurring or non-recurring, with non-recurring being the default. For more information on setting up a recurring meeting tickler, see:

[Recurring Task Setup](#)

When you are through entering your information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

## **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)



## Adding TV Program Ticklers

With so few good programs on TV, it can be frustrating to miss your favorite show. Luckily, [WinTickler](#) can remind you when that favorite show is coming on if you use the template for TV Programs.

To add tickler items for your favorite TV programs, select "TV Program" from the category list that appears when you add new ticklers. This will bring up a dialog box for you to enter the pertinent information about your show. As a minimum, you must enter the program name, starting date, and number of "[Tickle Days](#)." The rest of the information is optional. To specify the day(s) of the week the program is on, click the appropriate check boxes at the bottom of the dialog. If you do not select any weekdays, the show will appear in your tickler file only once and on the date you specified.

When you are through entering your information, click on the "Save" button to add the task to your WinTickler file. You may then add more tasks of this category, or close the dialog box.

### **See Also**

[Category Selection Dialog Box](#)

[Add New Tickler](#)

# Menus and Procedures

## Menu Bar Commands

### ***File Menu***

[New](#)

[Open](#)

[Save](#)

[Print](#)

[Printer Setup](#)

### ***Tickler Menu***

[Add](#)

### ***View Menu***

[Zoom](#)

[Sort](#)

[Filter](#)

[Font](#)

### ***Window Menu***

[Cascade](#)

[Tile](#)

[Arrange icons](#)

[Close all](#)

[Hot Tickler Tasks](#)

[Task Gantt Chart](#)

[Task Calendar View](#)

### ***Help Menu***

[How to Register](#)

[Register Now](#)

## Opening an Existing File

To open an existing WinTickler file, select "File | Open" from the menu bar. This will bring up the Open File Dialog Box. By default, all WinTickler files end with a ".tcl" filename extension. The Open File Dialog will show all files in the current directory that have this extension.

To change to a different directory, double click on the directory name that appears in the list box labeled "Directories."

To select a file, click on the desired file name in the list box labeled "Files." Then, click on the OK button.

## Print Current View

To create a WYSIWYG printout of the currently active view, click on the toolbar icon:



or, select "File | Print" from the menu bar.

This will bring up the Print Dialog Box. Ensure you have the desired print driver and quality selected, and click on "OK" to print. If you want to change the selected printer or printing options (i.e. portrait or landscape mode, since WinTickler supports both), click on the "Setup" button to bring up the Print Setup Dialog Box.

### **See Also**

[Printer Setup](#)

## Printer Setup

To setup your desired print options (i.e. portrait or landscape, since [WinTickler](#) supports both), choose "File | Print Setup" from the menu bar or click on the "Setup" button in the Print Dialog.

This will bring up a Print Setup Dialog Box.

- n Select the printer driver you want to use for output from the drop down list of available printers.
- n Select the orientation by clicking on either the Portrait or Landscape radio buttons.
- n Select the desired paper size and source from the corresponding drop-down lists.

When you are done selecting options, click on "OK" to accept the changes. These changes will remain in effect until you exit WinTickler.

### **See Also**

[Print Current View](#)

## **MDI Window Features**

WinTickler uses the Multiple Document Interface (MDI) to support opening up to three separate views of a single file within the main application window. MDI applications always have a standard "Window" menu on their menu bars to allow manipulation of these multiple views. The various menu items available under this menu, and their functions, are listed below.

### ***Cascade***

Rearranges all open views so they overlap one another and are positioned in the upper left portion of the main application window.

### ***Tile***

Resizes and positions all open views so they fill the entire space of the main application window without overlapping.

### ***Arrange icons***

Neatly arranges all minimized views at the bottom left of the main application window.

### ***Close all***

Closes all open views.

## Register Now

To register your copy of WinTickler once you have received a registration number in the mail, select "Help | Register Now" from the menu bar. This will bring up a dialog box where you enter your name (as shown on the registration card you received) and the unique registration number created for you by Logic Pulse.

Once you have entered this information, click on "OK." If everything was entered correctly, you will see a message telling you that your copy is now registered. All Shareware reminder messages will then be removed from your copy of WinTickler.

For information on obtaining a registration number and becoming a registered user, see:

[How to become a Registered User](#)

# Using the Toolbar

To use the Toolbar, position the mouse cursor over the desired toolbar icon and press the left mouse button. Toolbar icons and functions are shown below.

For help on a toolbar icon, click the mouse on the icon.



[Add New Tickler](#)



["Hot Tickler Tasks" Display](#)



[Gantt Chart Display](#)



[Monthly Calendar Display](#)



[Gantt Chart Zoom In](#)



[Gantt Chart Zoom Out](#)



[Set Current View Preferences](#)



[Edit Tasks](#)



[Print Current View](#)



[Display Help File](#)



# Editing Tasks

Any task that you have entered into [WinTickler](#) can be edited at any time that it is available in a [view](#). To edit the tasks displayed in the currently active view, click on the [toolbar](#) icon:



or, double click anywhere on the active view.

This will bring up a dialog box that lists all the tasks displayed in the view. Select the task that you would like to edit from the list, then click on the "Edit" button, or double click on the desired task. For information on using the edit dialog box, see:

[Generic Tickler Task Dialog Box](#)

## **See Also**

[Deleteing Tasks](#)

## Deleteing Tasks

Any task that you have entered into WinTickler can be deleted at any time that it is available in a view. To delete any task displayed in the currently active view, click on the toolbar icon:



or, double click anywhere on the active view.

This will bring up a dialog box that lists all the tasks displayed in the view. Select the task that you would like to delete from the list, then click on the "Delete" button.

## **Product Support**

Product support for WinTickler and other Logic Pulse software titles is available by Compuserve E-mail and by U.S. Mail.

On Compuserve, send all product support correspondence to:

Logic Pulse, Compuserve ID# 73313, 3443

This E-mail address is also accessible on Internet as:

73313.3443@compuserve.com

For product support by mail, send correspondence to:

Logic Pulse

26 Mallard Dr.

Groton, CT 06340

## About Shareware

Shareware is not a type of software; rather, it is a distribution method that allows software authors to put high quality products in the hands of consumers without huge capital outlays. Shareware gets around to users via BBS's, independent shareware vendors, and users sharing with other users. Shareware software is copyrighted, commercial software that is produced for the purpose of making a profit.

Unlike software you find on store shelves, shareware is "try-before-you-buy." You are granted a license to use a shareware product for a finite amount of time for evaluation purposes. After the evaluation period (which is 30 days for WinTickler), you must either pay for a registered-user license or discontinue using the software. Shareware products are usually priced competitively with retail. (a registered-user license for WinTickler costs just \$24.95)

Whether or not you pay for this software, you are highly encouraged to give away evaluation copies to others. Other users may freely copy it, evaluate it, and choose whether or not to become registered users.

### **See Also**

[Shareware License](#)

[Benefits of Registration](#)

[How to become a Registered User](#)

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## **ASP Ombudsman Statement**

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# Getting Started

[Viewing the sample file](#)

[Creating a new WinTickler file](#)

## **AutoTickler**

A companion program for WinTickler that you install in your Windows Startup group so that it automatically runs whenever you run Windows. It provides a readily accessible view of all your current tickler tasks right on the desktop. (similar to the "Hot Tickler Tasks" view in WinTickler)



## **Category**

Each task in a WinTickler file has an associated category that is either pre-defined, or defined by the user. The category can be used to group related tasks in a view, or to display only certain tasks that you are interested in.

**Due Date**

Each task in a WinTickler file must have a due date or a starting date. Starting dates apply to recurring tasks and are on or before the next due date for the task.

**Filter**

WinTickler allows you to filter out any undesired task categories when viewing or printing your tasks. This is done using the Category Selection Dialog Box.

## **Responsibility**

Each task in a WinTickler file has a "Responsibility" field that you have the option of filling with the name of the person responsible for this task. This is useful for keeping track of tasks that you delegate to others.

## **Shareware**

Shareware is commercial software that is marketed and distributed through non-retail channels. This includes electronic distribution via BBS's, distribution by independent Shareware vendors, and authorized duplication by end users that allows them to "share" evaluation versions of the software with their friends. Shareware software is copyrighted by the author, and is not free. However, you are authorized to use the software during a finite "trial period" with no charge or risk. After the trial period is over, you must either stop using the software and erase it from your hard drive, or pay a "Registration fee" to the author to become a registered user.

**Tickle Days**

The number of days prior to a task's due date that you want to be reminded of the task.

**toolbar**

The WinTickler toolbar is the row of icons that appear along the top of the main window. Each icon accesses a different program function. See "Using the Toolbar" for additional information.

## **True Type**

True Type fonts are Windows fonts that may be used on screen and in printed documents. They are scalable to any size and are rendered using the maximum resolution of the output device. True Type fonts have a small "TT" symbol next to them in the Font Selection Dialog.



**view**

A view in WinTickler is any one of the 3 windows used to display your Tickler tasks. This includes the Monthly Calendar display, Gantt Chart display, and Hot Tickler Tasks display.

**WinTickler**

A computerized Tickler file management program produced and distributed by Logic Pulse. Allows a user to quickly set up reminders for an entire year to keep track of important events. Also produces monthly calendars and Gantt charts.

## **WYSIWYG**

"What You See Is What You Get"



