

## Personal Daily PlanIt Help Contents

Use the scroll bar to see entries that are not currently visible in the Help window. Use the Search button to search for a particular help topic.

For help on how to use the Help system, press F1.

### Introduction

[What is the Personal Daily PlanIt?](#)

### Menu Commands

[File](#)

[Edit](#)

[Insert](#)

[View](#)

[Options](#)

[Help](#)

### How to ...

[Choose Personal Assistants](#)

[Configure Event Icon Names](#)

[Configure Launchers](#)

[Configure Page Settings](#)

[Configure Tool Buttons](#)

[Customize Tab Preferences](#)

[Import Photo](#)

[Launch Programs and Entertainment](#)

[Maintain Locations](#)

[Manage Address Book Entries](#)

[Navigate Your PlanIt](#)

[Print from Your PlanIt](#)

[Record Voice Annotation to an Event](#)

[Schedule Day Events](#)

[Schedule Recurring Events](#)

[Schedule Timed Events](#)

[Schedule To Do Events](#)

[Set the Alarm of an Event](#)

[Set the Date for an Event](#)

[Set the Defaults for Address Book](#)

[Set the Defaults for Day Events](#)

[Set the Defaults for Timed Events](#)

[Set the Defaults for ToDo Events](#)

[Set the Start Time for an Event](#)

[Set Up Print Options](#)

[Set Up Printer](#)

[Update Media](#)

[Use the Tool Buttons](#)

[Use Voice Recognition](#)

## What is the Personal Daily PlanIt?

The Personal Daily PlanIt is the first truly multimedia planner of its kind. Using a variety of multimedia technologies including full-motion video, animation, sound, high resolution photography and text, it is a planning tool that is utility and entertainment rolled into one.

You can choose from three intriguing versions that are purchased separately:

**PlanIt Adrenaline**, with the thrill of sports from Warren Miller Entertainment

**PlanIt Paradise**, with the warmth of sunshine from Swimwear Illustrated

**PlanIt Earth**, with the beauty of nature from the National Wildlife Federation

With the PlanIt, you can:

- Tailor the planner sections to your needs.
- Schedule meetings, appointments and set alarms to remind you of these events prior to their occurrences.
- Keep track of things you have to do.
- Record recurring events.
- Record a voice annotation, or a verbal message, to any event.
- Store names, telephone numbers, addresses, and other pertinent information in your Address Book.
- Print information in a variety of formats.

In addition, the PlanIt lets you:

- Spice your day with entertainment launchers.
- Work with just a mouse and a microphone.
- View vivid color photographs every day.
- Keep track with the help of a personal assistant.
- Capture the experience with full-motion video.

Work with the PlanIt to organize your life, and have fun doing it!

## File Menu

New

Open

Save As

Update Media

Import Photo

Print

Printer Setup

Page Setup

Print Options

Exit

## Edit Menu

Cut

Copy

Paste

Clear

Edit Date/Time

Edit Alarm

## Insert Menu

Timed Event

ToDo Event

Day Event

Address Entry

## View Menu

Planner

Month

Year

Maximize Planner

Normal Planner

Goto Date

Goto Today

Current Date/Time

## Options Menu

Defaults

Preferences

Personal Assistant

MediaPack

Event Icon Names

Locations

Minimize on Use

## Help Menu

[Contents](#)

[Menu Commands](#)

[How to...](#)

[About the PlanIt](#)



## **File New (Ctrl+N)**

Tool Button: 

Creates a new file based on the default sections and options.

The File New dialog box contains the following options. When you are finished, click **OK** to open, or click **Cancel** to quit without creating a new file.

### **File Name**

Displays the file name to create. Enter the name of the file you want to create. All files in the current directory matching your specified extension are listed in the Files box.

### **Files**

Lists all files in the current directory that match the specified extension in the File Type box.

### **File Type**

Displays the file type and its corresponding file extension. To change the file type displayed, click the Down arrow to access a list of file types and click the desired extension.

### **Directories**

Lists the drives and directories in your system. To change the current directory displayed, click the new directory.

## **File Open (Ctrl+O)**

Tool Button: 

Opens an existing file.

The File Open dialog box contains the following options. When you are finished, click **OK** to open, or click **Cancel** to quit without opening file.

### **File Name**

Displays the filename to open. Enter the name of the file you want to open. You can also select the filename from the Files box by clicking the Up/Down arrows of the scroll bar and clicking the filename that you want to open. All files in the current directory matching your specified extension are listed in the Files box.

### **Files**

Lists all files in the current directory that match the specified extension in the File Type box.

### **File Type**

Displays the file type and its corresponding file extension. To change the file type displayed, click the Down arrow to access a list of file types and click the desired extension.

### **Directories**

Lists the drives and directories in your system. To change the current directory displayed, click the new directory.

## **File Save As (Ctrl+S)**

Tool Button: 

Saves the current file. All changes made to the file will be saved.

The File Save As dialog box contains the following options. When you are finished, click **OK** to save, or click **Cancel** to quit without saving file.

### **File Name**

Displays the current filename. Enter the new name of the file you want to save, or accept the name displayed. To save the file to a location other than the current directory, enter the path name or use the Directories box.

### **Files**

Lists all files in the current directory that match the specified extension in the File Type box.

### **File Type**

Displays the file type and its corresponding file extension. To change the file type, click the Down arrow to access a list of file types and click the desired extension.

### **Directories**

Lists the drives and directories in your system. To change the current directory displayed, click the new directory to save this file to.

## **File Update Media**

Updates the media contents of your PlanIt.

The Update Media dialog box contains the following options. When you are finished, click **OK** to update your media. To quit without updating media, click **Cancel**.

### **Update Media For**

Specifies the month for which the media will be updated. To specify the month, click the Down arrow to access a list of months and click the desired month.

### **Update Images**

Indicates that the current images in your hard disk will be updated. To update your current images, click the Update Images check box, and an 'X' will be displayed in the box. If you want to include large images, click the Include Large Images check box. Note that large images will require approximately 10 MB of disk space.

### **Update Sound Files**

Indicates that your sound files will be updated. To update your current sound files, click the Update Sound Files check box, and an 'X' will be displayed in the box.

## File Import Photo

Brings in photo from another photo CD and replaces 1 or more images of your PlanIt.

The Import Photo dialog box contains the following options. When you are finished, click **Import** to import a photo. To quit, click **Close**. To delete a photo CD file, click **Delete**.

### PCD Files

Lists all the photo CD files contained in the CD-ROM. To access files that are not currently displayed, click the Up/Down arrows of the scroll bar. Choose the image that you want to import into your PlanIt by clicking the desired filename.

### CD-ROM Drives

Specifies the CD-ROM drive that you have your photo CD in. To access a list of the CD-ROM drives in your system, click the Down arrow. Select your CD-ROM drive by clicking the drive from the list.

### Preview

Displays the image you select for preview. To view an image before you actually import the photo, click the Preview toggle button. An 'X' in the Preview toggle button will bring up the image you selected onto the Preview box.

### Use As...

Specifies the purpose for which you are importing the photo. You can use the photo you import as the image for a Generic Day (the same day each month), Specific Day (a specific month and day), Week, Month, or Year. You can enter any one of these options by entering the first letter of the option, or by clicking the Down arrow and clicking the desired option.

If you choose to use the photo you import as the image for a Generic Day, specify the day by clicking the corresponding day icon of the particular day you want. The day icons are numbered from 1 to 31, and are displayed below the Use As box.

If you choose to use the photo for a Specific Day, specify the month by clicking the Left/Right arrows beside the month text until you come upon the month you want. On the day icons below the Use As box, click the corresponding day icon of the specific day that you want to use the photo you import.

If you choose to use the photo as the image for a Week, specify which week of the year by clicking the Up/Down arrows until you come upon the desired week of the year. You can choose from any of the 53 weeks of the year.

If you choose to use the photo you import for a Month, select the specific month by clicking the corresponding month icon that is displayed below the Use As box.

## File Print (Ctrl+P)

Tool Button: 

Prints information from your PlanIt. You can specify the data and data range, and the page layout of the output to print.

The File Print dialog box contains the following options. When you are finished, click **OK** to print, or click **Cancel** to quit without printing.

### Layout

Specifies the page layout of the output based on a pre- and user-defined list. The page layouts are defined using the Page Setup command from the File menu. To change the page layout, click the Down arrow to access a list of available page layouts, and choose the desired layout.

### Section


Indicates the type of output to print. To select a different section, click the Down arrow to access a list of output types, and click the desired print output type. The types of print output available are:

- Planner
- ToDo List
- Address Book
- Location List

### Range Selection

Indicates whether to print all the information of future events for the Print choice selected, or just a certain range. All Future Events prints information of all upcoming events. From/To specifies the date range to print for the Planner and ToDo List print choices, and alphabetical range for the Address Book and Location List print choices.

#### Date Range

The default date displayed in the From and To boxes is the current planner date. To change the range of dates to print, click the Up/Down buttons in the From and To boxes to select the dates. You can also change the From and To dates by clicking the Goto Date icon, , to the right of the From and To boxes.

**Note** The date set in the To box cannot be earlier than the date set in the From box.

#### Alphabetical Range

The default records in the From and To boxes are the first and the last records in your Address Book for your Address Book print choice, or the first and the last records in your Location file for the Location List print choice. To change the range of names to print, click the Up/Down buttons to select the names in the From and To boxes.

**Note** The name set in the To box cannot be alphabetically earlier than the name set in the From box.

### Setup

Use the Setup button to choose which printer to send the information to. The standard Windows Printer Setup dialog will be accessed.

### Page

Use the Page button to change the page settings of the output. The Page Setup dialog will be accessed.

## **Options**

Use the Options button to select which information to include in each of the Print choices specified.  
The [Print Options](#) dialog will be accessed.

---

## **See also**

[To Maintain Locations](#)

[To Manage Address Book Entries](#)

[To Set the Date for an Event](#)

[To Set Up Page Settings to Print](#)

[To Set Up Print Options](#)

[To Set Up Printer](#)

## **File Printer Setup**

Specifies the printer and the printer connection to use when printing. The printer options set up in the Microsoft Windows Printer Control Panel will be used as the default setup options.

The File Printer Setup dialog contains the following options. When you are finished, click **OK** to accept printer setup, or click **Cancel** to quit without changing printer setup.

### **Printer**

Specifies the printer you want to use. To select a printer other than the default printer, click the Down arrow to access a list of all printers installed, and click the specific printer to be selected.

### **Orientation**

Specifies the paper orientation to use. To select the paper orientation, click one of the two available orientations:

- Portrait
- Landscape

### **Paper Size**

Indicates the paper size to print output to.

### **Paper Source**

Indicates whether the paper will be manually or automatically fed into the printer.

### **Options**

Use the Options button to set up the intensity of graphics and text to print.

The File Printer Setup utilizes the standard Microsoft Windows Printer Setup. For additional information, refer to your Microsoft Windows documentation.

---

### **See also**

[To Print from Your Plant](#)



## File Page Setup

Creates or edits the page settings used to print information. You can choose from a pre-defined list of page layouts, edit a layout from the list, or create a new layout. A page layout for the print output can be customized by setting the size, orientation, margins, and font.

The File Page Setup dialog box contains the following options. When you are finished, click **OK** to accept page setup, or click **Cancel** to quit without editing page settings. To delete the current page setup, click **Clear**.

### Layout

Indicates the paper layout of the output. To select a different layout, click the Down arrow to access a list of page layouts, and click the desired paper layout. To create a new layout, type the new page layout title in the box.

### Orientation

Specifies the paper orientation to use. To select the paper orientation, click one of the three available orientations:

- Portrait
- Landscape

### Margins

Specify the top, bottom, left, and right margins of the output. To set the margins, click the Up/Down buttons in each of the top, bottom, left, and right boxes to increase or decrease the margins in increments of 0.1 inch.

### Page Width

Specifies the paper width in inches. To set the paper width, click the Up/Down buttons to increase or decrease the width in increments of 0.1 inch.

### Page Height

Specifies the paper height in inches. To set the paper height, click the Up/Down buttons to increase or decrease the height in increments of 0.1 inch.

### Font

Selects the font to use on the printed output. The font types shown are those that are available for the currently selected printer. To change the font type, click the Down arrow to access the list of available font types for the selected printer and click the font to use.

### Font Sizes

Specify the font sizes for the page heading, title, and text to be printed. To change the font sizes for the printed output, click the Up/Down buttons of the corresponding page heading, title, and text font settings to increase or decrease the font sizes.

### Font Styles

Specify the font styles for the page heading and title to be printed. To select the font styles, click one of the 3 font styles available for the page heading and title to be printed:

- Bold**
- Italics*
- Underline

You can use any combination of these styles.

---

**See also**

To Print from Your PlanIt

## File Print Options

Specifies the information to be included on the output for the print sections:

Planner

Address Book

ToDo List

When you are finished, click **OK** to accept the print options, or click **Cancel** to quit without changing the print options.

---

### **See also**

To Print from Your PlanIt

## **File Exit**

Quits your PlanIt and closes the PlanIt window.

## Print Options - Planner

The Planner section of the File Print Options dialog box contains the following options.

### Heading

Specifies the page heading to be used for the Planner printout. To print a page heading, type in the desired text in the Heading box.

### Events

Indicates the events to be included in the Planner printout. To include an event type in the printout, click the box of the appropriate event. The types of events available for the Planner printout are:

- Timed Events

- Day Events

- ToDo Events

### Detail

Sets the level of detail to be included in the printout of each event. To select the level of detail, click either All or # Lines button for that event.

All includes all event information in the Planner printout.

The # Lines sets the number of lines to be printed for each event. To change the number of lines per event, click the Up/Down buttons to increase or decrease the number of lines in increments of 1.

---

### See also

[To Print from Your PlanIt](#)

[To Set Up Print Options](#)

## Print Options - Address Book

The Address section of the File Print Options dialog box contains the following options.

### Heading

Specifies the page heading to be used for the Address Book printout. To print a page heading, type in the desired text in the Heading box.

### Print

Indicates the address information to be included in the Address Book and Address Label printouts. To select which information to include, click the boxes next to the desired information. The information available are:

- Title
- First Name
- Last Name
- Company
- Position
- Address
- Telephone
- Fax
- User 1
- User 2
- Notes

For Notes, the level of detail to be printed can be specified. To select the level of detail to print, click either All or # Lines button. All includes all Notes. The # Lines sets the number of lines to be printed for the Notes in the Address Book printout. To change the number of lines, click the Up/Down buttons to increase or decrease the number of lines in increments of 1.

---

### See also

- [To Print from Your PlanIt](#)
- [To Set Up Print Options](#)

## Print Options - ToDo List

The ToDo section of the File Print Options dialog box contains the following options.

### Heading

Specifies the page heading to be used for the ToDo list. To print a page heading, type in the desired text in the Heading box.

### ToDo Event Types

Indicates whether to include the open ToDo events as well as the Canceled ToDo events in the ToDo list. To include incomplete ToDo events in the list, click the ToDo Events box. To include canceled ToDo events in the list, click the Canceled ToDo Events box.

### Detail

Sets the level of detail to include in the ToDo list. To select the level of detail, click either All or # Lines button.

The All includes all event information.

The # Lines sets the number of lines for each event to be printed in the ToDo list. To change the number of lines, click the Up/Down buttons to increase or decrease the number of lines in increments of 1.

---

### See also

[To Print from Your PlanIt](#)

[To Set Up Print Options](#)

## **Edit Cut (Ctrl+X)**

Tool Button: 

Removes the selected planner event and puts it on the Windows Clipboard. The contents previously stored in the Windows Clipboard will be replaced by the selected event.



## **Edit Copy (Ctrl+C)**

Tool Button: 

Copies the selected planner event onto the Windows Clipboard. The contents previously stored in the Windows Clipboard will be replaced by the selected event.

## **Edit Paste (Ctrl+V)**

Tool Button: 

Inserts a copy of the contents stored in the Windows Clipboard at the cursor point. This command is not available if the Windows Clipboard is empty.

**Edit Clear (Del)**

Tool Button: 

Deletes the selected planner event or address book entry without saving it to the Windows Clipboard.

## **Edit Date/Time (Ctrl+E)**

Edits the current date and time of your PlanIt.



---

### **See Also**

[To Navigate with Goto Commands](#)

## Edit Alarm (Ctrl+A)

Tool Button: 

Edits the alarm that has been set for an event. This command is equivalent to clicking the Alarm Off icon, , or the Alarm On icon, , that is displayed to the right of an event in the Day planner.

---

### **See also**

[To Set the Alarm of an Event](#)


## Insert Timed Event

Tool Button: 


Creates an event that requires a beginning and ending time of day. This command is equivalent to clicking the **TIME**, or the New Timed Event icon, on the dateline of the event planner page. Double-clicking any white space below the events that you have scheduled in the Timed event area of a planner page also allows you to insert a Timed event.

The Timed Event dialog box contains the following options. When you are finished, click **OK** to accept the schedule for the Timed event, or click **Cancel** to quit without saving schedule.

### Event Date

Specifies the starting date of the Timed event. The default event date displayed is the current planner date. A Timed event can be scheduled on any given date and time. To schedule the date of the event, click the Up/Down buttons to change the event date displayed in the box, one day at a time. You can also change this date through the Standard Calendar dialog by clicking the , or the Date/Time icon.

### Start Time


Specifies the starting time of the Timed event. The default event start time is set in the Defaults of the Options menu. You can schedule the start time of the event by using either this Event Start Time box or the Time Bar. To set a time different from the display, click the Up/Down buttons to change the time, in increments of 5 minutes. You can also change this time through the Standard Clock dialog by clicking the , or the Date/Time icon. The Start Time selected is reflected in the Time Bar.

### Duration

Specifies the duration, in hours and minutes, of the event. The default Timed event duration is set in the Defaults of the Options menu. You can modify the duration displayed by clicking the Up/Down buttons. Each click represents a duration increment of 5 minutes. You can also use the Time Bar to set the event duration. The event duration you specify is reflected in the Time Bar.

### Time Bar

Provides a drag and drop interface on a scrollable 7-hour ruled bar with incremental scales of intervals in 5, 15, 30, and 60 minutes. It contains scroll arrows, start time, duration, and end time markers to be used to schedule the Timed event. The selected start time and duration are reflected in the Start Time and Duration boxes located above the Time Bar.

**Note** Timed events that have been scheduled are indicated on the Time Bar with a solid blue line. Any attempt to schedule subsequent Timed events within the duration indicated will activate the Conflict warning button .

### Scroll Arrows

The Left/Right arrows are used to scroll the Time Bar to determine the 7-hour range, from Midnight to Midnight, to be displayed. To view a range different from the 7 hours displayed, click one of the scroll arrows at either end of the Time Bar.

### Start Time

A drag and drop box that allows selection of the start time of a Timed event. The start time and consequently, the duration, is adjusted by keeping the end time constant. To schedule the start time of the event, click the Start marker, drag it to the time desired and drop the marker. While the Start marker is being dragged, the other marker, which is the End marker, remains anchored. This allows the duration to be changed.

### Duration

A drag and drop box that connects the Start Time and End Time boxes. The start time and the end time scheduled for a Timed event can be changed by keeping the duration constant. To move the entire event to a new time while keeping the duration constant, click and drag the center marker, or Duration marker, until the Start marker reaches the desired start time and drop the marker. When the duration marker is moved, the entire Start-Duration-End marker system is moved.

### End Time

A drag and drop box that allows you to select of the end time of a Timed event. The end time and consequently, the duration, are adjusted by keeping the start time constant. To schedule an event end time, click the End marker, drag it to the time desired and drop the marker. While the End marker is being dragged, the other marker, which is the Start marker, remains anchored. This allows the duration to be changed.

### Scale

A ruled bar similar to a 7-inch ruler. The smallest ticks denote 5-minute intervals, the next larger size denote 15-minute intervals, the next denote 30-minute intervals, and the largest ticks denote 1-hour intervals. All the 1-hour intervals displayed are labeled accordingly. For example, 11:00 am. If you attempt to drag the entire Start-Duration-End marker system past one end of the scale, the marker system will stop at that end and the scale will scroll in the opposite direction.

### Event Icons

Displays 2 rows and 7 columns of Timed event icons. The default Timed event icons displayed are specified in the Defaults of the Options menu. Each one of the Timed event icons has a corresponding event name, and each icon represents a Timed event that can be scheduled on a given date and time. To select a Timed event to schedule, click the event icon, or click and drag that event icon onto the Event box located on the lower left corner of the dialog.




### Event Box

Indicates the Timed event selected. When you select an event, its corresponding event name is automatically displayed in the Event Name box.



### Priority

Specifies the priority you want to give the event. The default priority of a Timed event is set in the Defaults of the Options menu. To assign an event priority different from the priority displayed, click the Priority button to cycle through the available priorities of 1, 2, or 3.

### Status

Specifies the current status of the event. To indicate the progress of the event, click the Status button to cycle through Scheduled (  ), Completed (  ), or Canceled (  ).

### Conflict

Indicates with a warning light conflict with another scheduled Timed event. The Conflict warning button, , becomes active, , when an attempt is made to schedule 2 or more Timed events at the same time.

### Instructions

Shows a single line of instruction text. For example, "Drag Timed event icon to event box." The instructions are for display purposes only.

### Event Name

Displays the name associated with an event icon. Default event names are set up in the Event Icon Names of the Options menu. The event name is automatically displayed when you click a Timed event

icon, or when you drag and drop an event icon onto the Event box. You can, however, edit this text.

### **Event Description Notes**

Displays the event notes associated with an event icon. You can enter description notes associated with the event to be scheduled by typing the text in the box. Click the Up/Down arrows of the scroll bar to view text that are not displayed.

### **Event With**

Specifies the person that will participate in the Timed event. To select the person that will be needed for the event, click the Down arrow to access a list of all the names taken from the Address Book and click the name of the person you want to select. You can also manually enter a name of up to 51 characters in this box.

### **Event Location**

Indicates the location of the Timed event. To select the event location, click the Down arrow to access a list of available locations and click your choice. The locations displayed on the list are set up in the [Locations](#) of the [Options](#) menu. You can also enter the location manually.

### **Voice**

Use the Voice button to record a voice annotation to the event. The [Voice Annotation](#) dialog will be accessed.

### **Alarm**

Use the Alarm button to set an alarm to provide a reminder of this event. The [Alarm](#) dialog will be accessed.

### **Recur**

Use the Recur button to schedule this event as a recurring event. The [Recur Event](#) dialog will be accessed.

---

### **See also**

[To Configure Event Icon Names](#)

[To Maintain Locations](#)

[To Set the Date for an Event](#)

[To Set the Defaults for Timed Events](#)

[To Set the Start Time for an Event](#)

[To Use the Time Bar](#)



## Insert ToDo Event

Tool Button: 

Creates an action item, or a ToDo event. This command is equivalent to clicking the **ToDo**, or the New ToDo Event icon, on the dateline of the event planner page. Double-clicking any white space below the events that you have scheduled in the ToDo event area of a planner page also allows you to insert a ToDo event.

The ToDo Event dialog box contains the following options. When you are finished, click **OK** to accept the schedule for the ToDo event, or click **Cancel** to quit without saving schedule.




### Event Icons

Displays 2 rows and 7 columns of ToDo event icons. The default ToDo event icons displayed are specified in the Defaults of the Options menu. Each one of the ToDo event icons has a corresponding event name, and each icon represents a ToDo event that can be scheduled on a given date. To select a ToDo event to schedule, click the event icon, drag and drop that icon onto a date in the Standard Calendar dialog's monthly calendar section.

### Priority

Specifies the priority you want to give the event. The default priority of a ToDo event is set in the Defaults of the Options menu. To assign an event priority different from the priority displayed, click the Priority button to cycle through the available priorities of 1, 2, or 3.

### Status

Specifies the current status of the event. To indicate the progress of the ToDo event, click the Status button to cycle through Scheduled (  ), Completed (  ), or Canceled (  ).

### Duration

Specifies the duration, in number of days, of the event. The default duration of a ToDo event is set in the Defaults of the Options menu. You can modify the duration displayed by clicking the Up/Down buttons. Each click represents a duration increment of 1 day.

### Event Name

Displays the name associated with an event icon. Default event names are set up in the Event Icon Names of the Options menu. The event name is automatically displayed when you click a ToDo event icon and drag it onto a given day in the Standard Calendar. You can, however, edit this text.

### Event Description Notes

Displays the event notes associated with an event icon. You can enter event description notes associated with the event to be scheduled by typing the text in the box. Click the Up/Down arrows of the scroll bar to view text that are not displayed.

### Instructions

Shows a single line of instruction text. For example, "Drag ToDo event icon to desired date." The instructions are for display purposes only.

### Voice

Use the Voice button to record a voice annotation to the event. The Voice Annotation dialog will be accessed.

### Alarm

Use the Alarm button to set an alarm to provide a reminder of this event. The [Alarm](#) dialog will be accessed.

---

**See also**

[To Configure Event Icon Names](#)

[To Set the Date for an Event](#)

[To Set the Defaults for ToDo Events](#)

## Insert Day Event

Tool Button: 

Creates an event that utilizes an all day format. This can be used to schedule vacation, holidays, special days or any event that is not time sensitive. This command is equivalent to clicking the **DAY**, or the New Day Event icon, on the dateline of the event planner page. Double-clicking any white space below the events that you have scheduled in the Day event area of a planner page also allows you to insert a Day event.

The Day Event dialog box contains the following options. When you are finished, click **OK** to accept the schedule for the Day event, or click **Cancel** to quit without saving schedule.

### Event Icons

Displays 2 rows and 7 columns of Day event icons. The default Day event icons displayed are set in the Defaults of the Options menu. Each one of the event icons has a corresponding event name, and each icon represents a Day event that can be scheduled on a given day. To schedule a Day event, click an event icon and drag that icon onto a given day in the Standard Calendar dialog's monthly calendar section.

### Duration

Specifies the duration, in number of days, of the event. The default duration of a Day event is set in the Defaults of the Options menu. You can modify the duration displayed by clicking the Up/Down buttons. Each click represents a duration increment of 1 day.

### Event Name

Displays the name associated with an event icon. Default event names are set up in the Event Icon Names of the Options menu. The event name is automatically displayed when you click a Day event icon and drag it onto a given day in the Standard Calendar. You can, however, edit this text.

### Event Description Notes

Displays the event notes associated with an event icon. You can enter event description notes associated with the event to be scheduled by typing the text in the box. Click the Up/Down arrows of the scroll bar to view text that are not displayed.

### Instructions

Shows a single line of instruction text. For example, "Drag Day event icon to desired date." The instructions are for display purposes only.

### Voice

Use the Voice button to record a voice annotation to the event. The Voice Annotation dialog will be accessed.

### Alarm

Use the Alarm button to set an alarm to provide a reminder of this event. The Alarm dialog will be accessed.

### Recur

Use the Recur button to schedule this event as a recurring event. The Recur Event dialog will be accessed.

---

**See also**

To Configure Event Icon Names  
To Set the Date for an Event  
To Set the Defaults for Day Events

## Insert Address Entry

Tool Button: 

Creates an entry in the Address Book. This command is equivalent to clicking any white space outside of an entry in the Address Book.

The Address Book dialog box contains the following options. When you are finished, click **OK** to accept entry, or click **Cancel** to quit without saving entry. Click **Blank** to clear all data entry fields currently displayed. To delete the current entry displayed, click **Delete**.

### Title

Specifies the title of the person. To select a person's title, click the Down arrow to access a list of available titles and then click the desired title from the list. The available titles are:

- Mr.
- Mrs.
- Ms.
- Dr.

You can leave the title blank if no title is necessary.

### First Name

Indicates the first name of the person. You can type in the person's first name.

### Last Name

Indicates the last name of the person. You can type in the person's last name.

### Position

Indicates the position of the person. You can type in the person's position.

### Company

Specifies the company represented by the person. You can type in the person's company name.

### Telephone

Specifies the telephone number of the person. You can type in the person's telephone number.

### Fax

Specifies the facsimile number, if any, of the person. You can type in the person's facsimile number.

### Address

Shows the address information of the person. You can enter address information, such as street, city, state, and zip code in this box. Use the scroll bar to view text that are not displayed.

### User 1

Displays the information in the first user-defined field for this Address Book entry. The title of this user-defined field is set in the Defaults of the Options menu. You can type in text for this entry.

### User 2

Displays the information in the second user-defined field for this Address Book entry. The title of this user-defined field is set in the Defaults of the Options menu. You can type in text for this entry.

### Notes

Displays the notes entered with the entry. You can enter personal notes about this Address Book entry in this box. Use the scroll bar to view text that are not displayed.

---

**See also**

[To Set the Defaults for Address Book](#)

## View Planner

Displays the planner section you choose. Each of the 6 tabbed planner sections will be displayed according to how you customize the particular section in the [Preferences](#) of the [Options](#) menu. A check mark appears next to the tab section that is currently displayed.

---

**See also**

[To Customize Tab Preferences](#)

## **View Month (Ctrl+M)**

Tool Button: 

Displays a calendar for the current month, with today's date highlighted in green.

To view a different month, click the Left/Right buttons on either side of the month display. To view a different year, click the Left/Right buttons on either side of the year display. The calendar displayed will reflect the month and year that you select to view.

To return to your PlanIt, click any part of the calendar.



## **View Year (Ctrl+Y)**

Tool Button: 

Displays a calendar for the current year, with today's date highlighted in green. January to June are displayed on the left side of the screen, and July to December on the right side.


To display a calendar for a different year, click the Left/Right buttons on either side of the year display. The calendar displayed will reflect the year that you select to view.

To return to your PlanIt, click any part of the calendar.

## View Maximize Planner

Tool Button: 

Displays your PlanIt window in maximized mode. The planner, with the 12 Tool Buttons lined above it, expands to fill the entire window. The Media Box and Launchers are not displayed. A check mark appears next to the Maximize Planner menu command.

To return to normal view, click the .

---

### **See also**

[To Configure Tool Buttons](#)

## View Normal Planner

Tool Button: 

Restores and displays your PlanIt in normal mode. The Media Box, Launchers and Tool Buttons are displayed on the upper half, and the planner on the lower half of the window. A check mark appears next to the Normal Planner menu command.

---

### **See also**

[To Configure Launchers](#)

[To Configure Tool Buttons](#)

[To Launch Programs and Entertainment](#)

## **Goto Date (Ctrl+G)**

Tool Button: 

Takes you to the date you specify.

---

### **See also**

[To Navigate Your Plant](#)

## **Goto Today (Ctrl+T)**

Tool Button: 

Goes directly to today's date. In the planner sections that display more than one day, the date today will be highlighted in blue.

## **Current Date/Time (Ctrl+D)**

Displays, and hides, the current date and time in the media box area of your Plant. A check mark appears next to the Current Date/Time menu command when the date and time are displayed.

## Defaults

Sets the values that will be used as defaults in each of these dialog boxes:

[Timed Events](#)

[ToDo Events](#)

[Day Events](#)

[Address Book](#)

---

### **See also**

[To Manage Address Book Entries](#)

[To Schedule Day Events](#)

[To Schedule Timed Events](#)

[To Schedule ToDo Events](#)

## Preferences

Allows you to set preferences for your PlanIt. To configure the preferences for a given section, click within the corresponding section of the mock PlanIt.

The Options - Preferences dialog box contains the following options. When you are finished, click **OK** to accept the preferences, or click **Cancel** to quit without changing preferences.

### **Mock Launchers Section:** Launchers

Sets preferences for the 9 Program and Entertainment Launchers. To configure your preferences for the program and entertainment launchers, click the launchers section of the mock PlanIt.

### **Mock Tool Buttons Section:** Tool Buttons

Sets preferences for the 12 Tool Buttons. To configure your preferences for the tool buttons, click the tool buttons section of the mock PlanIt.

### **Mock Planner Section:** Planner Tabs

Sets preferences for each of the 6 tabbed sections in your PlanIt. To customize a tabbed section, click any one of the tabs of the mock PlanIt.

### **Instructions**

Provides information about how to use the Options - Preferences dialog box. The instructions are for display purposes only.

---

### **See also**

[To Configure Launchers](#)

[To Configure Tool Buttons](#)

[To Customize Tab Preferences](#)



## Personal Assistant

Specifies the Personal Assistant that will help you keep track in your PlanIt.

The Personal Assistant dialog box contains the following options. When you are finished, click **Close** to quit the dialog box.

### Installed Media Clips

Lists the media clips that you have installed. Click the Up/Down arrows on the scroll bar to view and select media clips that are not currently displayed.

If the clip you want to use is not listed in the Installed Media Clips box, you have to add it to your PlanIt directory.

### Title

Displays the text title of the media file. You can type in the text title of the media file for your reference.

### PlanIt Start

To play the clip when you start your PlanIt, click the PlanIt Start check box. An 'X' in the check box indicates that the clip selected will be played in the media box when you initially start your PlanIt. Click the check box again if you do not want to play the clip during the start up of your PlanIt.

### PlanIt Exit

To play the clip when you quit your PlanIt, click the PlanIt Exit check box. An 'X' in the check box indicates that the clip selected will be played in the media box when you exit your PlanIt. Click the check box again if you do not want the clip to be played when you exit your PlanIt.

### Lunch

To assign the clip as your lunch reminder, click the Lunch check box. An 'X' in the check box indicates the assignment of the selected clip to the your lunch hour, the time of which is specified in the Lunch Time box. Click the check box again if you do not want to use the clip as your lunch reminder.

### Lunch Time

Specifies the default time for the Lunch option. The default time displayed is 12:00 pm. To change the time, click the Up/Down buttons to increase or decrease the time, in increments of 5 minutes.

### Preview

Use the Preview Button to view the media clip that you have selected from the list of installed media clips. You can view the media clip in the media box.

**Note** Full-motion video is available only with the CD-ROM version of the Personal Daily PlanIt.

### Add

If the clip you want to use is not listed in the Installed Media Clips box, you have to add it to your PlanIt directory. Use the Add button to add a media file to the list of installed media clips

### Delete

Use the Delete button to take off the media file that you have selected from the list of installed media clips.

---

### See also

[To Add a Media Clip](#)



## MediaPack

Displays the version or versions of the Personal Daily PlanIt that you have available:

- PlanIt Adrenaline, with the thrill of sports from Warren Miller Entertainment
- PlanIt Paradise, with the warmth of sunshine from Swimwear Illustrated
- PlanIt Earth, with the beauty of nature from the National Wildlife Federation

---

### **See also**

[What is the Personal Daily PlanIt?](#)

## Event Icon Names

Specifies the default event names for the event icons. Each event icon has 3 possible names: one each for Timed, ToDo, and Day events.

The Event Icon dialog box contains the following options. When you are finished, click **OK** to change event icon names. To quit without changing event icon names, click **Cancel**.

### Event Icon

Shows the currently selected event icon. The event icon box is for display purposes only.

### Timed Event Name

Shows the event name for Timed events. To edit the name of the current event, click the text box and edit the current event name by typing in the new text.

### ToDo Event Name

Shows the event name for ToDo events. To edit the name of the current ToDo event, click the text box and edit the current event name by typing in the new text.

### Day Event Name

Shows the event name for Day events. To edit the name of the current Day event, click the text box and edit the current event name by typing in the new text.

### Event List

Shows a list of event icons and event names to allow selection of the event icons and their corresponding names to edit. Click the Up/Down arrows on the scroll bar to view and select event icons that are not currently displayed. To select which event icons and/or names to edit, click the desired icon from the scrollable list of event icons and/or names. The event icon and its corresponding names will appear in the Event Icon box and the corresponding Event Name boxes.

---

### See also

[To Set the Defaults for Day Events](#)

[To Set the Defaults for Timed Events](#)

[To Set the Defaults for ToDo Events](#)

## Locations

Lets you update and maintain your locations file for the scheduling of Timed events.

The Locations dialog box contains the following options. When you are finished, click **OK** to update your locations file.

### Location

Specifies the location that you want to add to the current locations file. To add a location, type in the location name or description of up to a maximum of 30 characters, and click the Add button.

### Locations List

Lists the locations that you currently have in your file. Click the Up/Down arrows of the scroll bar to view locations that are not displayed. To delete a location, click to highlight the location and click the Delete button.

---

### **See also**

[To Schedule Timed Events](#)

## **Minimize on Use**

Reduces your PlanIt to an icon as soon as it starts.

## Help Contents

Provides an overview of the contents of the Personal Daily PlanIt Help. To view a topic, click the name of the topic, or press TAB to move to the topic you want and press ENTER.

You will be returned to this screen whenever you click the Contents button in the PlanIt Help window.

---

**See also**

[Personal Daily PlanIt Help Contents](#)

## Menu Commands

Lists the menu commands in your PlanIt and provides information about each of the commands.

---

**See also**

[Menu Commands](#)



## **How To...**

Displays a list of the tasks in your PlanIt and provides procedures for each of the tasks.

---

### **See also**

[How To ...](#)

## About the PlanIt

Displays product and copyright information about your PlanIt.

---

### **See also**

[What is the Daily PlanIt?](#)

## Menu Commands

### File Menu

- [New](#)
- [Open](#)
- [Save As](#)
- [Update Media](#)
- [Import Photo](#)
- [Print](#)
- [Printer Setup](#)
- [Page Setup](#)
- [Print Options](#)
- [Exit](#)

### Edit Menu

- [Cut](#)
- [Copy](#)
- [Paste](#)
- [Clear](#)
- [Edit Date/Time](#)
- [Edit Alarm](#)

### Insert Menu

- [Timed Event](#)
- [ToDo Event](#)
- [Day Event](#)
- [Address Entry](#)

### View Menu

- [Planner](#)
- [Month](#)
- [Year](#)
- [Maximize Planner](#)
- [Normal Planner](#)
- [Goto Date](#)
- [Goto Today](#)
- [Current Date/Time](#)

### Options Menu

- [Defaults](#)
- [Preferences](#)
- [Personal Assistant](#)
- [MediaPack](#)
- [Event Icon Names](#)
- [Locations](#)
- [Minimize on Use](#)

### Help Menu

- [Contents](#)
- [Menu Commands](#)

How to...

About the PlanIt

## How To ...

[Choose Personal Assistants](#)

[Configure Event Icon Names](#)

[Configure Launchers](#)

[Configure Page Settings](#)

[Configure Tool Buttons](#)

[Customize Tab Preferences](#)

[Import Photo](#)

[Launch Programs and Entertainment](#)

[Maintain Locations](#)

[Manage Address Book Entries](#)

[Navigate Your PlanIt](#)

[Print from Your PlanIt](#)

[Record Voice Annotation to an Event](#)

[Schedule Day Events](#)

[Schedule Recurring Events](#)

[Schedule Timed Events](#)

[Schedule To Do Events](#)

[Set the Alarm of an Event](#)

[Set the Date for an Event](#)

[Set the Defaults for Address Book](#)

[Set the Defaults for Day Events](#)

[Set the Defaults for Timed Events](#)

[Set the Defaults for ToDo Events](#)

[Set the Start Time for an Event](#)

[Set Up Print Options](#)

[Set Up Printer](#)

[Update Media](#)

[Use the Tool Buttons](#)

[Use Voice Recognition](#)

## To Choose Personal Assistants

One of the ways you can remind yourself of upcoming events is to keep track with the help of a personal assistant. You choose your personal assistant using the Personal Assistant dialog.

1. From the **Options** menu, choose **Personal Assistant**.
2. From the list of installed media clips, click the desired file to use.

The media clips that you have installed as personal assistants are displayed in the Installed Media Clips box. Click the Up/Down arrows on the scroll bar to view and select media clips that are not currently displayed.

To view the media clip selected, click the Preview button. To edit the title of the media clip, type the new title in the Title box. To delete a media clip, click the Delete button.

If the clip you want to use is not listed in the Installed Media Clips box, you have to add it to your PlanIt directory.

3. Specify your personal assistant options for the media clip you selected.

To play the clip when you start your PlanIt, click the PlanIt Start check box. To play the clip when you quit your PlanIt, click the PlanIt Exit check box. To assign the clip as your lunch reminder, click the Lunch check box. An 'X' in each of these boxes indicates the assignment of the selected clip to the corresponding events. To exclude these options, click their respective boxes again.

4. If you choose the Lunch option, specify the time.

The default time displayed is 12:00 pm. To change the time, click the Up/Down buttons to increase or decrease the time, in increments of 5 minutes.

5. Click Close to accept the personal assistant.

---

### **See also**

[To Add a Media Clip](#)

## To Add a Media Clip

If the clip you want to use is not listed in the Installed Media Clips box of the Personal Assistant dialog, you have to add it to your PlanIt directory.

### 1. From the list of available media clips, click the desired file to use.

The media clips that come with your PlanIt are displayed in the Available Media Clips box. Click the Up/Down arrows on the scroll bar to view and select media clips that are not currently displayed.

You can type in the video (\*.AVI), audio (\*.WAV) or eyeball (\*.EYE) file name, including the extension and path in the File box. You can also use the Browse button to find and select media files installed in your system. For additional information on using the Windows Browse dialog, refer to your Microsoft Windows documentation.

### 2. Enter the text title of the media file to add.

### 3. If you want to view the clip before you add it, click the Preview button.

The clip will be played back in the media box. Use the media buttons to review the selected media clip.



PLAY

Starts playback of desired media clip.



STOP

Stops playback of media clip.



PAUSE

Pauses playback, or resumes playback if paused, of media clip.



FAST FWD

Not used in this dialog.



REWIND

Not used in this dialog.



RECORD

Not used in this dialog.

**Note** Full-motion video is available only with the CD-ROM version of the Personal Daily PlanIt.

### 4. Click OK to install the file as one of your personal assistants.

To quit without adding the media clip, click **Cancel**.

---

#### **See also**

To Choose Personal Assistants

## To Configure Event Icon Names

Each of the event icons in your PlanIt, although pre-assigned an event name, can have 3 different names: one each for Timed, ToDo, and Day events.

1. From the **Options** menu, choose **Event Icon Names**.

2. Click the desired icon from the scrollable list of event icons and names.

The Event List shows a list of event icons and event names that you can select to edit. To view icons and names that are not currently displayed, click the Up/Down arrows of the scroll bar.

The event icon selected and its corresponding names will appear in the Event Icon and Name boxes at the top of the dialog box.

3. Edit the name or names of the current event by typing the new text over the text displayed in the respective Event Name boxes.

You can move from one Event Name box to the next by using your mouse to point and click the box to edit.

You can also move from one Event Name box to the next by using the Tab key on your keyboard. Pressing the Tab key will forward you to the box next to the Event Name box your cursor is currently on. Holding the Shift key down and pressing the Tab key will move you to the box prior to the Event Name box you are currently on.

4. Click **OK** to accept the event icon names.

To quit without changing event icon names, click **Cancel**.

---

### **See also**

[To Set the Defaults for Day Events](#)

[To Set the Defaults for Timed Events](#)

[To Set the Defaults for ToDo Events](#)



## To Configure Launchers

You have 9 launcher buttons that you can configure to launch different programs and PlanIt entertainment features. The launcher option is accessed from the Preferences in the Options menu.

Your program launchers can be configured to run any of the programs that are installed in your system, and the entertainment launchers can be configured to activate any of the following:

- Isaac Asimov Trivia
- Motivational Message
- Famous Birthdays
- Joke of the Day
- Humorous Quotes
- Slideshow Viewer
- Today's Fortune Cookie
- Word of the Day

Your program and entertainment launchers are configured using the Preferences - Launchers dialog. You can move from one field to the next in the dialog box by using your mouse to point and click the location where you want to position the cursor. You can also move from one field to the next by using the Tab key on your keyboard. Pressing the Tab key will forward you to the field next to the field your cursor is currently on. Holding the Shift key down and pressing the Tab key will move you to the field prior to the field you are currently on.

### 1. Click the launcher button to configure.

You have 9 buttons that you can configure to launch various programs and entertainment features.

### 2. Select the launcher to place on the button by clicking the desired launcher from the Launchers List.

To select an entertainment launcher, click the desired entertainment. To select a program launcher, click [Program].

### 3. If you choose the [Program] launcher, specify the name of the application's program file in the Command Line box.

You can type in the application's program file, including the extension and path, or you can choose an application program file using the Browse button.

You can use the Browse button to find and select program files installed in your system. For additional information on using the Windows Browse dialog, refer to your Microsoft Windows documentation.

### 4. If you choose the [Program] launcher, enter the text title to display on the launcher button. You can enter up to 10 characters of text title.

### 5. If you choose an entertainment launcher, decide whether to include, or exclude, the display of Introduction, Text and Media.

The Introduction, Text or Media of an entertainment launcher, if available, can be included by clicking each of their respective check boxes. An 'X' will appear in the check box of the item you include. To exclude these options, click their respective boxes again.

### 6. Click OK to accept the preferences set for the launchers.

To quit without changing the launcher preferences, click **Cancel**.

---

#### **See also**

[To Launch Programs and Entertainment](#)



## To Configure Tool Buttons

The Tool Buttons section can be configured to access the 12 commands that you use most frequently, using the Preferences - Tool Buttons dialog. The tool button option is accessed from the Preferences in the Options menu.

1. **Click a tool icon that corresponds to a command that you frequently use.**
2. **Drag the icon to the appropriate tool button.**

The Tool Icons List displays the commands in your PlanIt that have corresponding tool icons. Click the Up/Down arrows on the scroll bar to view and select tool icons that are not currently displayed.

Repeat steps 1 and 2 until you have configured the 12 tool buttons that you can use to access the commands that you will use most frequently in your PlanIt.

3. **Click OK to accept the preferences set for the tool buttons.**

To quit without changing the tool buttons, click **Cancel**.

---

### **See also**

To Use Tool Buttons

## To Customize Tab Preferences

The 6 tabbed planner sections are user-defined, and each section can be set up independently. You can make real estate choices as to the font size to use, the events to view in a given section, the event order, and the amount of space to give each event area. The tab option is accessed from the [Preferences](#) in the [Options](#) menu.

You can divide your PlanIt into a maximum of 6 sections, and each section is separated from the other sections by its own unique tabbed divider. Use the Preferences - Tabs dialog to configure your planner tabs.

### 1. In the Type box, specify the section type for the tab selected.

To select the section type, click the Down arrow to access a list of available sections and click the desired section type. The following section types are available from Your PlanIt:

[Day](#)

[Day with Picture](#)

[2-Day](#)

[Week](#)

[Week with Picture](#)

[2-Week](#)

[ToDo](#)

[ToDo with Picture](#)

[Address Book](#)

[Address with Picture](#)

### 2. Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.

### 3. Select the color for the current tab.

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.

### 4. Specify the font size to be used to display the events and address information by clicking the Down arrow and selecting the desired font size of small, medium or large.

The number of events or address information that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

### 5. Specify your display options for the current tab section.

### 6. Click OK to accept the tab section settings.

To quit without changing the tab settings, click **Cancel**.

---

#### **See also**

[To Navigate with Tabs](#)

## To Customize Tab Preferences - Day

1. **In the Type box, click the Down arrow to access a list of available sections and click the Day section type.**
2. **Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.**
3. **Select the color for the current tab.**

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.

4. **Specify the font size to be used to display the events by clicking the Down arrow and selecting the desired font size of small, medium or large.**

The number of events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. **Specify your display options for the current tab section.**

3 check boxes are provided to allow you to determine the event types you want to display for the current tab section. To display an event type in the current section, click the check box of the event type and an 'X' will appear in the box. Click the check box again and the 'X' will disappear indicating that the particular event type will not be displayed in the current section. The order that the boxes are checked determines the initial ordering of event types on the pages of the current tab section.

If you want to display ToDo events for the current section, specify further if you want to display completed and/or canceled ToDo events.

6. **Specify the number of lines to display for each of the types of events.**

The minimum number of lines per event is 2, and the maximum number of lines is 5. To specify the number of lines to display for each event, click the Up/Down buttons to increase or decrease the number of lines.

7. **Specify the area location and size of your event display.**

A 2-page planner template is provided for you to select the area location and size of up to 3 event types in the current tab section. You can use the drag and drop interface to change the area locations and sizes of the event types selected.

To rearrange the event type areas, drag the event type icon to the new location and drop it. For example, if the top half of the right page contains Timed events and the bottom half contains the ToDo events, you can drag the ToDo event type icon and drop it in the Timed event area. The locations of these event areas will be interchanged. Only one event type can occupy the left page.

To adjust the size of the event area, or the percentage of the page allocated to each event area, drag the dividing line up or down between the event type areas.

The first event type you check for display will appear full page on the left page of the template. The next event type you check will appear full page on the right page of the template. The third event type will appear on the bottom half of the right page, and the second event type will correspondingly be reduced to occupy the top 50% of the right page. If only one event type is selected, that event type occupies both pages. However, no event can span more than one page.

8. **Click OK to accept the tab section settings.**

To quit without changing the tab settings, click **Cancel**.

---

**See also**

To Customize Tab Preferences

## To Customize Tab Preferences - Day with Picture

1. **In the Type box, click the Down arrow to access a list of available sections and click the Day with Picture section type.**
2. **Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.**
3. **Select the color for the current tab.**

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.

4. **Specify the font size to be used to display the events by clicking the Down arrow and selecting the desired font size of small, medium or large.**

The number of events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. **Specify your display options for the current tab section.**

3 check boxes are provided to allow you to determine the event types you want to display for the current tab section. To display an event type in the current section, click the check box of the event type and an 'X' will appear in the box. Click the check box again and the 'X' will disappear indicating that the particular event type will not be displayed in the current section. The order that the boxes are checked determines the initial ordering of event types on the pages of the current tab section.

If you want to display ToDo events for the current section, specify further if you want to display completed and/or canceled ToDo events.

6. **Specify the number of lines to display for each of the types of events.**

The minimum number of lines per event is 2, and the maximum number of lines is 5. To specify the number of lines to display for each event, click the Up/Down buttons to increase or decrease the number of lines.

7. **Specify the area location and size of your event display.**

A 2-page planner template is provided for you to select the area location and size of up to 3 event types in the current tab section. You can use the drag and drop interface to change the area locations and sizes of the event types selected.

To rearrange the event type areas, drag the event type icon to the new location and drop it. For example, if the top half of the right page contains Timed events and the bottom half contains the ToDo events, you can drag the ToDo event type icon and drop it in the Timed event area. The locations of these event areas will be interchanged.

To adjust the size of the event area, or the percentage of the page allocated to each event area, drag the dividing line up or down between the event type areas.

The picture will be displayed on the left page of the template. The first event type you check for display will appear full page on the right page of the template. The next event type will appear on the bottom 50% of the right page. The third event type you check will appear on the bottom third of the right page, and the first and second event types will correspondingly be reduced to occupy the top and middle third of the right page, respectively.

8. **Click OK to accept the tab section settings.**

To quit without changing the tab settings, click **Cancel**.

---

**See also**

To Customize Tab Preferences



## To Customize Tab Preferences - 2 Day

1. In the **Type** box, click the **Down** arrow to access a list of available sections and click the **2 Day** section type.
2. Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.
3. Select the color for the current tab.

To select the color for the current tab, click the **Down** arrow to access a palette of 16 colors, and then click the desired color.

4. Specify the font size to be used to display the events by clicking the **Down** arrow and selecting the desired font size of **small**, **medium** or **large**.

The number of events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. Specify your display options for the current tab section.

3 check boxes are provided to allow you to determine the event types you want to display for the current tab section. To display an event type in the current section, click the check box of the event type and an 'X' will appear in the box. Click the check box again and the 'X' will disappear indicating that the particular event type will not be displayed in the current section. The order that the boxes are checked determines the initial ordering of event types on the pages of the current tab section.

If you want to display **ToDo** events for the current section, specify further if you want to display completed and/or canceled **ToDo** events.

6. Specify the number of lines to display for each of the types of events.

The minimum number of lines per event is 2, and the maximum number of lines is 5. To specify the number of lines to display for each event, click the **Up/Down** buttons to increase or decrease the number of lines.

7. Specify the area location and size of your event display.

A 2-page planner template is provided for you to select the area location and size of up to 3 event types in the current tab section. You can use the drag and drop interface to change the area locations and sizes of the event types selected.

To rearrange the event type areas, drag the event type icon to the new location and drop it. For example, if the top half of the right page contains **Timed** events and the bottom half contains the **ToDo** events, you can drag the **ToDo** event type icon and drop it in the **Timed** event area. The locations of these event areas will be interchanged.

To adjust the size of the event area, or the percentage of the page allocated to each event area, drag the dividing line up or down between the event type areas.

The first event type you check for display will appear full page on one page of the template. The next event type will appear on the bottom 50% of the same page. The third event type you check will appear on the bottom third of the page, and the first and second event types will correspondingly be reduced to occupy the top and middle third of the same page, respectively. The other page will be in exactly the same format.

8. Click **OK** to accept the tab section settings.

To quit without changing the tab settings, click **Cancel**.

---

**See also**

To Customize Tab Preferences

## To Customize Tab Preferences - Week

1. **In the Type box, click the Down arrow to access a list of available sections and click the Week section type.**
2. **Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.**
3. **Select the color for the current tab.**

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.

4. **Specify the font size to be used to display the events by clicking the Down arrow and selecting the desired font size of small, medium or large.**

The number of events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. **Specify your display options for the current tab section.**

3 check boxes are provided to allow you to determine the event types you want to display for the current tab section. To display an event type in the current section, click the check box of the event type and an 'X' will appear in the box. Click the check box again and the 'X' will disappear indicating that the particular event type will not be displayed in the current section. The order that the boxes are checked determines the initial ordering of event types on the pages of the current tab section.

If you want to display ToDo events for the current section, specify further if you want to display completed and/or canceled ToDo events.

6. **Specify the number of lines to display for each of the types of events.**

The minimum number of lines per event is 1, and the maximum number of lines is 4. To specify the number of lines to display for each event, click the Up/Down buttons to increase or decrease the number of lines.

7. **Specify if you want to display weekends for the current section.**

To display Saturdays and Sundays in the planner, click the Weekends check box and an 'X' will appear in the box. To exclude weekends from the display, click the box again.

8. **Click OK to accept the tab section settings.**

To quit without changing the tab settings, click **Cancel**.

---

### **See also**

[To Customize Tab Preferences](#)

## To Customize Tab Preferences - Week with Picture

1. **In the Type box, click the Down arrow to access a list of available sections and click the Week with Picture section type.**
2. **Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.**
3. **Select the color for the current tab.**

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.

4. **Specify the font size to be used to display the events by clicking the Down arrow and selecting the desired font size of small, medium or large.**

The number of events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. **Specify your display options for the current tab section.**

3 check boxes are provided to allow you to determine the event types you want to display for the current tab section. To display an event type in the current section, click the check box of the event type and an 'X' will appear in the box. Click the check box again and the 'X' will disappear indicating that the particular event type will not be displayed in the current section. The order that the boxes are checked determines the initial ordering of event types on the pages of the current tab section.

If you want to display ToDo events for the current section, specify further if you want to display completed and/or canceled ToDo events.

6. **Specify the number of lines to display for each of the types of events.**

The minimum number of lines per event is 1, and the maximum number of lines is 4. To specify the number of lines to display for each event, click the Up/Down buttons to increase or decrease the number of lines.

7. **Specify if you want to display weekends for the current section.**

To display Saturdays and Sundays in the planner, click the Weekends check box and an 'X' will appear in the box. To exclude weekends from the display, click the box again.

8. **Click OK to accept the tab section settings.**

To quit without changing the tab settings, click **Cancel**.

---

### **See also**

[To Customize Tab Preferences](#)

## To Customize Tab Preferences - 2 Week

1. **In the Type box, click the Down arrow to access a list of available sections and click the 2 Week section type.**

2. **Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.**

3. **Select the color for the current tab.**

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.

4. **Specify the font size to be used to display the events by clicking the Down arrow and selecting the desired font size of small, medium or large.**

The number of events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. **Specify your display options for the current tab section.**

3 check boxes are provided to allow you to determine the event types you want to display for the current tab section. To display an event type in the current section, click the check box of the event type and an 'X' will appear in the box. Click the check box again and the 'X' will disappear indicating that the particular event type will not be displayed in the current section. The order that the boxes are checked determines the initial ordering of event types on the pages of the current tab section.

If you want to display ToDo events for the current section, specify further if you want to display completed and/or canceled ToDo events.

6. **Specify the number of lines to display for each of the types of events.**

The minimum number of lines per event is 1, and the maximum number of lines is 4. To specify the number of lines to display for each event, click the Up/Down buttons to increase or decrease the number of lines.

7. **Specify if you want to display weekends for the current section.**

To display Saturdays and Sundays in the planner, click the Weekends check box and an 'X' will appear in the box. To exclude weekends from the display, click the box again.

8. **Click OK to accept the tab section settings.**

To quit without changing the tab settings, click **Cancel**.

---

### **See also**

[To Customize Tab Preferences](#)

## To Customize Tab Preferences - Address Book, Address with Picture

1. **In the Type box, click the Down arrow to access a list of available sections and click the Address Book or Address with Picture section type.**
2. **Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.**
3. **Select the color for the current tab.**

To select the color for the current tab, click the Down arrow to access a palette of 16 colors, and then click the desired color.
4. **Specify the font size to be used to display the address information by clicking the Down arrow and selecting the desired font size of small, medium or large.**

The number of address information that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.
5. **Specify your display options for the current tab section.**

Select the address information to display by clicking the button next to the desired address information.
6. **Click OK to accept the tab section settings.**

To quit without changing the tab settings, click **Cancel**.

---

### **See also**

[To Customize Tab Preferences](#)

## To Customize Tab Preferences - ToDo, ToDo with Picture

1. In the **Type** box, click the **Down** arrow to access a list of available sections and click the **ToDo** or **ToDo with Picture** section type.

2. Enter the text to be displayed as the title on the current tab. You can enter up to a maximum of 12 characters.

3. Select the color for the current tab.

To select the color for the current tab, click the **Down** arrow to access a palette of 16 colors, and then click the desired color.

4. Specify the font size to be used to display the **ToDo** events by clicking the **Down** arrow and selecting the desired font size of **small**, **medium** or **large**.

The number of **ToDo** events that can be viewed on the screen depends on the font size you choose. Smaller font size allows you to view more events on the display.

5. Specify your display options for the current tab section.

If you want to display completed and/or canceled **ToDo** events, click the corresponding check boxes.

6. Specify the number of lines to display for the **ToDo** events.

The minimum number of lines per event is 1, and the maximum number of lines is 4. To specify the number of lines to display for each **ToDo** event, click the **Up/Down** buttons to increase or decrease the number of lines.

7. Click **OK** to accept the tab section settings.

To quit without changing the tab settings, click **Cancel**.

---

### **See also**

[To Customize Tab Preferences](#)

## To Import Photo

Instead of the photo that comes with your PlanIt, you can bring in photo from another photo CD.

**1. From the File menu, choose Import Photo.**

**2. Specify the CD-ROM drive that you have your photo CD in.**

To access a list of the CD-ROM drives in your system, click the Down arrow in the CD-ROM Drives box. Select your CD-ROM drive by clicking the desired drive from the list.

All the photo CD files will be loaded and listed in the PCD Files box. Click the Up/Down arrows of the scroll bar to access files that are not currently displayed in the PCD Files box.

**3. Choose the image that you want to import into your PlanIt by clicking the desired filename in the PCD Files box.**

You can view an image before you actually import the photo by clicking the Preview toggle button. An 'X' in the Preview toggle button will bring up the image you selected onto the Preview box.

**4. Specify the purpose for which you are importing the photo.**

In the Use As box, specify how you want to use the photo you import. The following options are available:

Generic Day (for the same day each month)

Specific Day (for a specific month and day)

Week

Month

Year

You can enter any one of these options by entering the first letter of the option, or by clicking the Down arrow and clicking the desired option.

**5. Determine the specific day or date, week, or month that you want to import the photo to.**

If you choose to use the photo you import as the image for a Generic Day, specify the day by clicking the corresponding day icon of the particular day you want. The day icons are numbered from 1 to 31, and are displayed below the Use As box.

If you choose to use the photo for a Specific Day, specify the month by clicking the Left/Right arrows beside the month text until you come upon the month you want. On the day icons below the Use As box, click the corresponding day icon of the specific day that you want to use the photo you import.

If you choose to use the photo as the image for a Week, specify which week of the year by clicking the Up/Down arrows until you come upon the desired week of the year. You can choose from any of the 53 weeks of the year.

If you choose to use the photo you import for a Month, select the specific month by clicking the corresponding month icon that is displayed below the Use As box.

**6. Click Import to load the photo.**

To quit the Import Photo dialog, click **Close**. To delete a photo CD file, click **Delete**.



## To Launch Programs and Entertainment

Click any one of the 9 launchers and you can access the various entertainment features that come with your PlanIt, as well as any of the programs that are installed in your system.

A program launcher will run the corresponding application, and you can return to your PlanIt when you minimize the application window or quit the application.

An entertainment launcher will feature the daily entertainment in the media box. You can use the media buttons to control the media clip of the selected entertainment.



PLAY

Starts playback of desired media clip.



STOP

Stops playback of media clip.



PAUSE

Pauses playback, or resumes playback if paused, of media clip.



FAST FWD

Not used in the launchers.



REWIND

Not used in the launchers.

- RECORD

Not used in the launchers.

**Note** Full-motion video is available only with the CD-ROM version of the Personal Daily PlanIt.

---

### **See also**

[To Configure Launchers](#)

[To Launch Slide Show](#)

## To Launch Slide Show

If you have configured your launcher buttons to include Slideshow Viewer, you can enjoy a slide show presentation of all the images contained in your PlanIt simply by clicking your Slide Show launcher button. You can also put together a slide show presentation of all the images contained in an external CD-ROM.

The Slideshow Viewer is implemented using the Slide Show dialog, and is accessed by clicking the Slide Show launcher button.

### 1. Specify the drive from which you will launch your slide show.

Whether you are launching your slide show from the CD-ROM or the hard drive, click the button next to the drive that you will view the images from.

### 2. Choose the images that you want to view by checking in the boxes corresponding to the images you want to view.

To include the images in your slide show, click the check boxes next to the different categories of images. An 'X' in each of the check boxes indicates that the images in that particular category will be brought up on the screen for viewing. To de-select, or exclude, a category of images, click the particular check box again and the 'X' will disappear from the check box.

### 3. Specify the slide show mode of operation.

To put the Slideshow Viewer on automatic playback, click the Auto Play check box and an 'X' will appear in the check box. The amount of time an image will remain on the screen will be determined by the amount of time specified in the Delay box. To manually project the images, click the Auto Play check box again and the 'X' will disappear from the Auto Play check box.

**Note** It is recommended to display the controls if you opt for manual slide projection.

### 4. If the Auto Play option is selected, specify the amount of time in the Delay box an image will remain on the screen.

To specify the amount of delay time for your slide show, click the Up/Down arrows to change the time displayed in the Delay box, 1 second at a time.

### 5. Specify whether to display or hide the controls during the slide show presentation.

To display the controls, click the Display Controls check box. An 'X' will appear in the check box indicating that the controls will be displayed on the bottom right corner of the screen during image projection. To hide the display controls, click the Display Controls check box again and the 'X' will disappear.

The display controls are composed of the following:



Previous button



Auto/Stop toggle



Next button

To view the image previous to the image currently displayed on the screen, click the Previous button. To view the image next the image currently displayed, click the Next button. To change the slide show mode of operation, click the Auto/Stop toggle switch. Clicking the Auto/Stop toggle switch toggles between automatic playback and manual operation mode.

### 6. Click OK to launch the slide show.

To quit without launching the slide show, click **Cancel**.

---

#### **See also**

[To Configure Launchers](#)

To Launch Programs and Entertainment

## To Maintain Locations

When you schedule Timed events, the locations that you select from are updated and maintained using the Locations dialog. The Locations dialog can be accessed from [Locations](#) of the [Options](#) menu.

### To add a location

1. In the Location box, type in the name or description of the location you want to add. You can enter up to a maximum of 30 characters.
2. Click the Add button.
3. Click OK to update your locations file.

### To delete a location

1. Click to highlight the location in the Locations List.

The Locations List displays the locations that you currently have in your file. Click the Up/Down arrows of the scroll bar to view locations that are not displayed.


2. Click the Delete button.
3. Click OK to update your locations file.

---

### **See also**

[To Schedule Timed Events](#)

## To Manage Address Book Entries

Address Book entries are created by choosing Address Entry from the Insert menu, or by clicking the  Tool Button. You can also create a new address entry by clicking any white space outside an entry in the Address Book. You can edit an Address Book entry that had been previously entered by displaying the entry using the address tabs, and double-clicking the entry that is displayed.

Address Book entries are created and edited using the Address Book dialog. You can move from one field to the next by using the Tab key on your keyboard. Pressing the Tab key will forward you to the field next to the field your cursor is currently on. Holding the Shift key down and pressing the Tab key will move you to the field prior to the field you are currently on. You can also use your mouse to point and click the location where you want to position the cursor.

### 1. Specify the title of the person.

To select a person's title, click the Down arrow to access a list of available titles and then click the desired title from the list. The available titles are:

Mr.  
Mrs.  
Ms.  
Dr.

You can leave the title blank if no title is necessary.

### 2. Type in the person's first name.

### 3. Type in the person's last name.

### 4. Enter the person's position.

### 5. Enter the company represented by the person.

### 6. Enter the person's telephone number.

### 7. Enter the facsimile number, if any.

### 8. Enter the address information of the person.

You can enter address information, such as street, city, state, and zip code in this box. Use the scroll bar to view text that are not displayed.

### 9. Enter information to the user-defined fields.

The titles of each of the user-defined fields are set in the Defaults of the Options menu.

### 10. Enter personal notes about this entry.

Use the scroll bar to view text that are not displayed.

### 11. Click OK to accept entry.

Click **Blank** to blank all data entry fields for a new entry, or click **Delete** to delete the current entry displayed. To quit without saving entry, click **Cancel**.

---

#### See also

To Set the Defaults for Address Book

## To Navigate Your PlanIt

Understanding the logic behind the PlanIt shortcuts will help you to move around your PlanIt more effectively. Efficient navigation of your PlanIt, of course, will lead to efficient management of your information.

You can move from one page to the next in your planner by clicking the upper corners of your planner page. Clicking the upper left corner will take you to the page prior to the page that you are currently on. Clicking the right corner will take you to the page following the page that you are currently on. You can also go around your PlanIt with Tabs, as well as with the Goto Commands.

## To Navigate with Tabs

- From the View menu, choose Planner and then click the tabbed section to access,  
- or -
- Click the tabbed divider of the section you want to access.

Your PlanIt comes with 6 sections that you can customize to manage your information in the most effective manner. Each section is separated from the other sections by its own unique tabbed divider, and you can set up each section independently. You can make real estate choices as to the font size to use, the events to view in a given section, the event order, and the amount of space to give each event area.

You can define each of the 6 sections from the following available section types:

Day  
Day with Picture  
2-Day  
Week  
Week with Picture  
2-Week  
ToDo  
ToDo with Picture  
Address Book  
Address with Picture

---


### **See also**

[To Customize Tab Preferences](#)  
[To Navigate Your PlanIt](#)

## To Navigate with Goto Commands

You can move quickly to a specific date by using the Goto commands. The Goto commands allow you to go to different dates without having to turn the pages.

If you want to go directly to the date *today*, use Goto Today.

- From the **View** menu, choose **Goto Today (Ctrl+T)**,  
- or -
- Click the  **Tool Button**.

If, on the other hand, you want to go to a specific date, use Goto Date.

1. From the **View** menu, choose **Goto Date (Ctrl+G)**,  
- or -

Click the  **Tool Button**.

The Standard Calendar dialog with the current planner date attached to its left will be accessed.

2. **Determine the month of the date you want to go to.**

The monthly calendar displayed is the current month and year. To select a month different from the current planner month, click the Left/Right buttons to the left of the month text to change the month, 1 month at a time. Changes in the currently displayed planner month correspondingly change the display of the 3-Month Preview section.

You can also use the 3-Month Preview section to change the month displayed. Scroll through the 3-month calendar and click the chosen month of the desired year. The month selected will be displayed as the monthly calendar.

3. **Choose the year of the desired date.**

The default year displayed is the current planner year. To select a year different from the display, click the Left/Right buttons to the left of the year display to change the year, in increments of 1 year. Changes in the currently displayed planner year will be reflected in the 3-Month Preview section.

4. **In the monthly calendar, click the date to go to.**

The date selected will be displayed in the box to the left of the Standard Calendar dialog.

5. **Click OK to go to the date specified.**

To quit without proceeding to the date indicated, click **Cancel**.

---

### **See also**

[To Navigate Your PlanIt](#)

[To Set the Date for an Event](#)



## To Print from Your PlanIt

Information from your PlanIt is printed using the Print dialog. You can specify the data and data range, and the page layout of the output.

1. From the **File** menu, choose **Print (Ctrl+P)**,

- or -

Click the  **Tool Button**.

2. In the **Layout** box, specify the page layout of the output.

Click the Down arrow to access a list of available page layouts, and select the desired layout. The page layouts are defined using the [Page Setup](#) command from the [File](#) menu.

3. Specify the type of output to print.

Click the Down arrow to access a list of output types, and click the desired print output type. The types of print output available are:

- Planner
- ToDo List
- Address Book
- Location List

4. Indicate whether to print all the information for the print choice selected, or just a certain range.

All Future Events prints all information. From/To specifies the date range to print for the Planner and ToDo List print choices, and alphabetical range for the Address Book and Location List print choices.

5. If you choose to print information for a certain range, specify the date range for the Planner and ToDo List print choices, or the alphabetical range for the Address Book and Location List print choices.

The default date displayed in the From and To boxes is the current planner date. To change the range of dates to print, click the Up/Down buttons to select the dates in the From and To boxes. You can also change the From and To dates by clicking the [Goto Date](#) icon, \* , to the right of the From and To boxes.

**Note** The date set in the To box cannot be earlier than the date set in the From box.

The default records in the From and To boxes are the first and the last records in your [Address Book](#) for your Address Book print choice, or the first and the last records in your [Location](#) file for the Location List print choice. To change the range of names to print, click the Up/Down buttons to select the names in the From and To boxes.

**Note** The name set in the To box cannot be alphabetically earlier than the name set in the From box.

6. You have the option to edit and change your printer setup, page setup, and print options before you proceed to print.

Use the Setup button to choose which printer to send the information to. The standard Windows [Printer Setup](#) dialog will be accessed.

Use the Page button to change the page settings of the output. The [Page Setup](#) dialog will be accessed.

Use the Options button to select which information to include in each of the Print choices specified. The [Print Options](#) dialog will be accessed.

7. Click **OK** to print.

To quit without printing, click **Cancel**.

---

**See also**

[To Maintain Locations](#)

[To Manage Address Book Entries](#)

[To Navigate with Goto Commands](#)

[To Set Up Page Settings to Print](#)

[To Set Up Print Options](#)

[To Set Up Printer](#)

## To Use Voice Recognition

Your PlanIt works with Dragon System's Talk→To Plus voice recognition software so that you can use your voice to execute commands. It is recommended that you learn how your Talk

→To Plus works before attempting to use Talk

→To Plus with your PlanIt. The Tutorial that comes with the software can be accessed from the Talk

→To Plus Help menu. For more information about using the Talk

→To Plus, refer to your Talk

→To Plus documentation.



In cooperation with Dragon Systems, a vocabulary to work with your PlanIt was developed for the Talk→To Plus Browser. You can access this vocabulary by choosing Vocabulary Open from the Vocabulary menu, and clicking PlanIt.

In addition to the voice commands used throughout the Talk→To Plus software, the PlanIt vocabulary in the Talk

→To Plus contains the following voice commands that you can train with your voice to work with your PlanIt. Each of the voice commands is associated with a macro, which is used to initiate a menu command in your PlanIt.

| Voice command               | Macro     |
|-----------------------------|-----------|
| <b>Alarm</b>                | {Ctr+a}   |
| <b>Edit Copy</b>            | {Alt+e}c  |
| <b>Edit Cut</b>             | {Alt+e}t  |
| <b>Edit Paste</b>           | {Alt+e}p  |
| <b>File New</b>             | {Alt+f}n  |
| <b>File Open</b>            | {Alt+f}o  |
| <b>File Print</b>           | {Alt+f}p  |
| <b>File Save As</b>         | {Alt+f}a  |
| <b>Item New</b>             | {Alt+i}   |
| <b>Insert Timed Event</b>   | {Alt+i}t  |
| <b>Insert Day Event</b>     | {Alt+i}d  |
| <b>Insert ToDo Event</b>    | {Alt+i}o  |
| <b>Insert Address Entry</b> | {Alt+i}a  |
| <b>Next Day</b>             | {PgUp}    |
| <b>Next Week</b>            | {PgUp}    |
| <b>Previous Day</b>         | {PgDn}    |
| <b>Previous Week</b>        | {PgDn}    |
| <b>Show Date</b>            | {Ctrl+g}  |
| <b>Show Today</b>           | {Ctrl+t}  |
| <b>Tab 1</b>                | {Alt+v}p1 |
| <b>Tab 2</b>                | {Alt+v}p2 |
| <b>Tab 3</b>                | {Alt+v}p3 |
| <b>Tab 4</b>                | {Alt+v}p4 |
| <b>Tab 5</b>                | {Alt+v}p5 |
| <b>Tab 6</b>                | {Alt+v}p6 |
| <b>Time/Date</b>            | {Alt+v}d  |
| <b>View Month</b>           | {Ctrl+m}  |
| <b>View Maximize</b>        | {Alt+v}x  |
| <b>View Normal</b>          | {Alt+v}n  |

## To Record Voice Annotation to an Event

You have the option of recording a voice annotation of up to 2 minutes to each of the events you schedule by clicking the Voice button from any event dialog. You can also click the Voice Annotation Off icon, , or the Voice Annotation On icon, , that is displayed to the right of the event in the Day planner.

A voice annotation is recorded to an event using the Voice Annotation dialog. Voice annotation activities utilize the media box and media control buttons located on the upper left screen of your PlanIt. The media box provides instructions on the recording of your voice annotation by displaying a series of screens as you progress through the recording. The media buttons are the button switches you use to control the recording.

### 1. Begin recording the voice annotation.

The first screen of the Voice Annotation dialog prompts you to start or cancel the recording. To start the recording, click the Record button and begin speaking into the microphone. To cancel the recording sequence, click **Cancel**.

As you are recording, the current status of your voice annotation will be displayed.

If the recording of audio is in process, this media sequence reminds you that audio recording is in process. Both the lengths of the recording in seconds and the storage space being consumed in kB will be displayed. To pause the recording, click the Pause button. To stop the recording, click the Stop button. The record sequence automatically stops after 2 full minutes (120 seconds) of audio recording.

If the recording sequence has been paused, click the Pause button again to resume the recording, and continue speaking into the microphone. To stop the recording, click the Stop button.

### 2. Stop the recording of your voice annotation.

Recording will automatically stop after 2 minutes of recording, and you will be informed of such action on the screen. To stop recording before the 2 minutes is up, click the Stop button.

### 3. You can review and edit the voice annotation if you want to.

Use the media buttons to record, play, review and edit your voice annotation sequence.

- **RECORD**  
Activates the voice annotation recording.
- **PLAY**  
Starts playback of the annotation sequence.
- **STOP**  
Stops playback, fast forwarding, rewinding, or recording of annotation sequence.
- **PAUSE**  
Pauses playback and recording, or resumes playback and recording if paused, of annotation sequence. To temporarily stop the playback or recording of the sequence, click the Pause button. To resume playback or recording, click the Pause button again.
- **FAST FWD**  
Quickly forwards to the end of the annotation sequence.
- **REWIND**  
Rewinds to the beginning of the annotation sequence.

**Note** Full-motion video is available only with the CD-ROM version of the Personal Daily PlanIt.

### 4. Save or cancel the voice annotation.

To save the voice annotation, click **OK** on the media box screen. To delete the annotation sequence that has been recorded, click **Clear**. To quit the voice annotation sequence without saving the recording, click **Cancel**.

---

**See also**


[To Schedule Day Events](#)


[To Schedule Timed Events](#)

[To Schedule ToDo Events](#)

## To Schedule Day Events

An event that occurs sometime during the course of a day is a Day event. Time is not of the essence for Day events. Examples will include anniversaries, birthdays, and holidays.

Day events are created and edited using the Day Event dialog. The Day Event dialog can be accessed from the [Day Event](#) of the [Insert](#) menu. Clicking the  Tool Button, or double-clicking any white space below the events that you have scheduled in the Day event area of a planner page also accesses the Day Event dialog. It can also be accessed by clicking the dateline of the event planner page and then clicking the

• , or the New Day Event icon. To edit a Day event that had been previously scheduled, double-click the Day event that is displayed on the planner page.

### 1. Determine the date when you want to schedule your Day event.

The [Standard Calendar](#), located on the right of the Day Event dialog, is used to schedule Day events.

The monthly calendar displayed is the current month and year. On the right of the monthly calendar, the 3 months subsequent to the monthly calendar month are also displayed. Click the Up/Down arrows on the scroll bar to view months that are not currently displayed.

You can change the monthly calendar display by clicking the Left/Right arrows of the Month or Year above the calendar, or you can scroll through the 3-month calendar and click the chosen month of the desired year.

### 2. Click an event icon and drag that icon onto the desired day on the monthly calendar.

The Event Icon Bar displays 2 rows and 7 columns of event icons. The default event icons displayed are set in the [Defaults](#) of the [Options](#) menu

Each one of the event icons has a corresponding event name, and each icon represents a Day event that can be scheduled on a given day.

### 3. Set the duration of the event, in number of days, by clicking the Up/Down buttons. Each click represents a duration of 1 day.

The default event duration is set in the [Defaults](#) of the [Options](#) menu

### 4. Enter the event name.

The event name is automatically displayed in the Event Name box when you click a Day event icon and drag it onto a desired day in the monthly calendar. Default event names are set up in the [Event Icon Names](#) of the [Options](#) menu. You can, however, edit this text by typing over the text displayed.

### 5. Enter any event description notes associated with the event.

You can enter any comments or other details in the Event Notes box by typing the text in the box. Click the Up/Down arrows of the scroll bar to view text that are not displayed.

### 6. You have the option to record a voice annotation, set an alarm, or schedule the event as a recurring event.

Use the Voice button to record a voice annotation to the event. The [Voice Annotation](#) dialog will be accessed.

Use the Alarm button to set an alarm to provide a reminder of this event. The [Alarm](#) dialog will be accessed.

Use the Recur button to schedule this event as a recurring event. The [Recur Event](#) dialog will be accessed.

### 7. Click OK to accept the schedule for the Day event.

To quit without saving the schedule, click **Cancel**.

---

**See also**

[To Set the Date for an Event](#)

[To Set the Defaults for Day Events](#)

## To Schedule Recurring Events

A recurring event is an event that conforms to a definable schedule and recurs over a period of time. Events are scheduled as recurring events by clicking the Recur button from the Timed Event dialog and the Day Event dialog. The date that is set for the event and displayed in the Starting From box, will be the date from which the event is to start recurring. Recurring events are created and edited using the Recur Event dialog.


**1. In the Recur Frequency box, specify how often the event will recur.**

To change the frequency, click the Down arrow to access a list of recurring frequency and click the desired frequency. You have the option of setting this event to recur Daily, Weekly, Monthly, or Annually.

If the recur frequency is on a weekly basis, you have to specify how often the event is to recur each week. If the recur frequency is on a monthly basis, you have to specify how often the event is to recur each month.

An event can recur until a given ending date, continue for a specified duration, or continue forever at the specified recur frequency.

**2. If the event is to recur until a specific date, set the ending date of the recurring event in the Ending On box.**

The default date displayed is the current planner date. To change the date, in 1-day increments, click the Up/Down buttons. You can also change this date through the Standard Calendar dialog by clicking the  to the right of the Up/Down buttons.

**3. If the event is to recur for a certain number of times, click the Continue button to activate the Continuing For boxes and specify the length of time this recurring event is to continue.**

The default duration displayed in the Continuing For boxes is 1 Day. To change the number, 1 at a time, click the up/down buttons in the Amount box. To change the duration unit, click the Down arrow to access a list, and click one of the available units of Day(s), Week(s), Month(s) or Year(s) from the list.

**4. If the event is to recur at the specified recur frequency intervals for an indefinite period of time, click to activate the No End toggle switch.**

**5. Click OK to accept the schedule for the recurring event.**

To remove the recurring event schedule, click **Clear**. To quit without saving the schedule, click **Cancel**.

---

**See also**

[To Schedule Day Events](#)

[To Schedule Monthly Recurring Event](#)

[To Schedule Timed Events](#)

[To Schedule ToDo Events](#)

[To Schedule Weekly Recurring Event](#)

[To Set the Date for an Event](#)



## To Schedule Weekly Recurring Events

A recurring event can be set up to conform to a weekly schedule.

If you have determined a weekly recur frequency on the [Recur Event](#) dialog, the Weekly Recur Event dialog will be displayed to the right of the Recur Event dialog.

The Weekly Recur Event dialog simply allows you to indicate how often an event is to recur each week. The frequency counter, which is for display purposes only, summarizes this information.

A row of toggle switches labeled Sun, Mon, Tue, Wed, Thu, Fri, and Sat is displayed to allow you to select which day or days of the week the event will recur. The toggle switches are activated and deactivated simply by clicking the button switches on and off. As such, the first click selects the day, and the second click de-selects the day.

To select the day or days of the week this event is to recur, click each of the buttons of the days to select. To de-select a previously selected day, click the particular day again. Each selected day increments the frequency counter by 1.

---

### **See also**

[To Schedule Recurring Events](#)

[To Set the Date for an Event](#)

## To Schedule Monthly Recurring Events

A recurring event can be set up to conform to a monthly schedule.

If you have determined a monthly recur frequency on the [Recur Event](#) dialog, the Monthly Recur Event dialog will be displayed to the right of the Recur Event dialog.

The Monthly Recur Event dialog simply allows you to indicate how often an event is to recur each month. The frequency counter at the top of the dialog, which is for display purposes only, summarizes this information.

**1. Click the Day /Date toggle switch to specify whether the monthly recurring event is to recur on selected days of the week in the month, or on selected dates.**

If the Day switch is activated, rows of toggle switches labeled Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and columns of toggle switches labeled First, Second, Third, Fourth, and Last will be displayed to allow selection of monthly recurring frequency by days of the month.

If the Date switch is activated, rows and columns of toggle switches labeled 1 to 31 will be displayed for you to select monthly recurring frequency by specific dates.

**2. If the monthly recurring event is to recur on selected day or days of the month, select the day or days the event is to recur.**

Click the day or days of the particular week of the month the event is to recur. For example, if an event is to recur on every first Monday and fourth Thursday of every month, then you will click the day buttons that correspond to the column First, row Mon and column Fourth, row Thu.

The day buttons are toggle switches, so the first click selects the day, and the second click de-selects the day. Each selected day increments the frequency counter by 1.

**3. If the monthly recurring event is to recur on selected dates of each month, select the date or dates.**

Click each of the buttons of the dates to select. The date buttons are toggle switches, so the first click selects the date, and the second click de-selects the date. Each selected date increments the frequency counter by 1.

---


**See also**


[To Schedule Recurring Events](#)

[To Set the Date for an Event](#)


## To Schedule Timed Events

An event that happens at a specific time is a Timed event. Doctor's appointments, classes, and business meetings are examples of Timed events.

Timed events are created and edited using the Timed Event dialog. The Timed Event dialog can be accessed from the [Timed Event](#) of the [Insert](#) menu. Clicking the  Tool Button, or double-clicking any white space below the events that you have scheduled in the Timed event area of a planner page also accesses the Timed Event dialog. It can also be accessed by clicking the dateline of the event planner page and then clicking the

• , or the New Timed Event icon. To edit a Timed event that had been previously scheduled, double-click the Timed event that is displayed on the planner page.


### 1. In the Event Start Date box, specify the start date of the Timed event you are scheduling.

A Timed event can be scheduled on any given date and time. The default event date displayed is the current planner date. To change the date displayed, click the Up/Down buttons to change the event date 1 day at a time. You can also change this date through the [Standard Calendar](#) dialog by clicking the • , or the Date/Time icon.

### 2. In the Event Start Time box, set the start time of the Timed event.

The default event start time is set in the [Defaults](#) of the [Options](#) menu.

The start time you specify is reflected in the Event Start Time box as well as the Time Bar. To set a time different from the display, click the Up/Down buttons to change the time, in increments of 5 minutes. You can also use the Time Bar to set the start time, see [To Use the Time Bar](#).

You can also change this time through the [Standard Clock](#) dialog by clicking the • , or the Date/Time icon.

### 3. In the Duration box, set the duration of the event, in hours and minutes.

The default event duration is set in the [Defaults](#) of the [Options](#) menu.

The event duration you specify is reflected in the Event Duration box as well as the Time Bar. You can modify the duration displayed by clicking the Up/Down buttons. Each click represents a duration increment of 5 minutes. You can also use the Time Bar to set the event duration, see [To Use the Time Bar](#).

### 4. Click an event icon, or click and drag that event icon onto the Event box located on the lower left corner of the dialog.


The Event Icon Bar displays 2 rows and 7 columns of event icons. The default event icons displayed are set in the [Defaults](#) of the [Options](#) menu.


Each one of the event icons has a corresponding event name, and each icon represents a Timed event that can be scheduled on a given date and time.

### 5. Specify the priority you want to give the event.


The default event priority is set in the [Defaults](#) of the [Options](#) menu. To change the default priority, click the Priority button to cycle through the priorities of 1, 2 or 3.

### 6. Specify the current status of the event.

To indicate the progress of the event, click the Status button to cycle through Scheduled ( •  ), Completed (

•  ), or Canceled (

### 7. Verify that you have no time conflict with other events.

- The Conflict warning button, , becomes active, when an attempt is made to schedule 2 or more Timed events at the same time.

**8. Enter the event name.**

The event name is automatically displayed in the Event Name box when you specify a Timed event icon. Default event names are set up in the Event Icon Names of the Options menu. You can, however, edit this text by typing over the text displayed.

**9. Enter any event description notes associated with the event.**

You can enter any comments or other details in the Event Notes box by typing the text in the box. Click the Up/Down arrows of the scroll bar to view text that are not displayed.

**10. In the Event With box, specify the name of the person that will participate in this Timed event.**

To select the person, click the Down arrow to access a list of all the names taken from the Address Book and click the name of the person you want to select. You can also manually enter a name of up to 51 characters in this box.

**11. Provide the location of the Timed event.**

To select the event location, click the Down arrow to access a list of available locations and click your choice. You can also enter the location manually.

The locations displayed on the list are set up in the Locations of the Options menu.

**12. You have the option to record a voice annotation, set an alarm, or schedule the event as a recurring event.**

Use the Voice button to record a voice annotation to the event. The Voice Annotation dialog will be accessed.

Use the Alarm button to set an alarm to provide a reminder of this event. The Alarm dialog will be accessed.

Use the Recur button to schedule this event as a recurring event. The Recur Event dialog will be accessed.

**13. Click OK to accept the schedule for the Timed event.**

To quit without saving the schedule, click **Cancel**.

---

**See also**

To Manage Address Book Entries

To Set the Date for an Event

To Set the Defaults for Timed Events

To Set the Start Time for an Event

To Use the Time Bar

## To Use the Time Bar

The Time Bar in the Timed Event dialog provides yet another mechanism to set up the start time and the duration of a Timed event. It contains scroll arrows, start time, duration, and end time to be used to schedule the Timed event. The selected start time and duration are also reflected in the Start Time and Duration boxes above the Time Bar in the Timed Event dialog.

The Time Bar provides a drag and drop interface on a scrollable 7-hour ruled bar with incremental scales of intervals in 5, 15, 30, and 60 minutes. The smallest ticks denote 5-minute intervals, the next larger size denote 15-minute intervals, the next denote 30-minute intervals, and the largest ticks denote 1-hour intervals. All the 1-hour intervals displayed are labeled accordingly. For example, 11:00 am. If you attempt to drag the entire Start-Duration-End marker system past one end of the scale, the marker system will stop at that end and the scale will scroll in the opposite direction.

Timed events that have been scheduled are indicated on the Time Bar with a solid blue line. Any attempt to schedule subsequent timed events within the duration indicated will activate the Conflict warning button

- 1. Click one of the scroll arrows at either end of the Time Bar until the start time of the Timed event, and end time if possible, is within the 7-hour range displayed on the Time Bar.**

The 7-hour range can be any range of time period from midnight to midnight.

- 2. Specify the start time of the event.**

The Time Bar consists of a drag and drop box that allows you to set the start time of the Timed event. The start time and consequently, the duration, are adjusted by keeping the end time constant. To schedule the start time of the event, click the Start marker, drag it to the time desired and drop the marker.

- 3. Set the event end time.**

The end time and consequently, the duration, are adjusted by keeping the start time constant. To schedule an event end time, click the End marker, drag it to the time desired and drop the marker. While the End marker is being dragged, the other marker, which is the Start marker, remains anchored. This allows the duration to be changed.

- 4. If you prefer, you can specify the duration instead of the start and end time of the Timed event.**

The event duration, in hours and minutes, is indicated in the Duration marker on the Time Bar as a drag and drop box that connects the Start Time and End Time markers. It is set by clicking and dragging the Start marker while keeping the End marker anchored, or by clicking and dragging the End marker to the desired end time while keeping the Start marker constant.

The start time and the end time scheduled for a Timed event can be changed by keeping the duration constant. To move the entire event to a new time while keeping the duration constant, click and drag the center marker, or Duration marker, until the Start marker reaches the desired start time, and drop the marker. When the Duration marker is moved, the entire Start-Duration-End marker system is moved, and a new start time as well as a new end time will be established.


---


**See also**

[To Schedule Timed Events](#)

## To Schedule ToDo Events

An event that starts on a particular day and ends when it is completed or canceled, regardless of how much time has elapsed, is a ToDo event. By its very nature therefore, a ToDo event, if not completed, can be carried over from day to day. Working on a project, paying bills, housecleaning, and shopping are some examples of ToDo events.

ToDo events are created and edited using the ToDo Event dialog. The ToDo Event dialog can be accessed from the [ToDo Event](#) on the [Insert](#) menu. Clicking the  Tool Button, or double-clicking any white space below the events that you have scheduled in the ToDo event area of a planner page also accesses the ToDo Event dialog. It can also be accessed by clicking the dateline of the event planner page and then clicking the

• , or the New ToDo Event icon. To edit a ToDo event that had been previously scheduled, double-click the ToDo event that is displayed on the planner page.

### 1. Determine the date when you want to schedule your ToDo event.

The [Standard Calendar](#), located on the right of the ToDo Event dialog, is used to schedule ToDo events.

The monthly calendar displayed is the current month and year. On the right of the monthly calendar, the 3 months subsequent to the monthly calendar month are also displayed. Click the Up/Down arrows on the scroll bar to view months that are not currently displayed.

You can change the monthly calendar display by clicking the Left/Right arrows of the Month or Year above the calendar, or you can scroll through the 3-month calendar and click the chosen month of the desired year.

### 2. Click an event icon and drag that icon onto the desired day on the monthly calendar.

The Event Icon Bar displays 2 rows and 7 columns of event icons. The default event icons displayed are set in the [Defaults](#) of the [Options](#) menu.

Each one of the event icons has a corresponding event name, and each icon represents a ToDo event that can be scheduled on a given day.

### 3. Specify the priority you want to give the event.

The default event priority is set in the [Defaults](#) of the [Options](#) menu. To change the default priority, click the Priority button to cycle through the priorities of 1, 2 or 3.

### 4. Specify the current status of the event.

To indicate the progress of the event, click the Status button to cycle through Scheduled ( • ), Completed (

- ), or Canceled (
- ).

### 5. Set the duration of the event, in number of days.

The default event duration is set in the [Defaults](#) of the [Options](#) menu. To change the default duration, click the Up/Down buttons. Each click represents a duration increment of 1 day.

### 6. Enter the event name.

The event name is automatically displayed in the Event Name box when you click a ToDo event icon and drag it onto a desired day in the monthly calendar. Default event names are set up in the [Event Icon Names](#) of the [Options](#) menu. You can, however, edit this text by typing over the text displayed.

### 7. Enter any event description notes associated with the event.

You can enter any comments or other details in the Event Notes box by typing the text in the box. Click the Up/Down arrows of the scroll bar to view text that are not displayed.

**8. You have the option to record a voice annotation or set an alarm for this ToDo event.**

Use the Voice button to record a voice annotation to the event. The [Voice Annotation](#) dialog will be accessed.

Use the Alarm button to set an alarm to provide a reminder of this event. The [Alarm](#) dialog will be accessed.

**9. Click OK to accept the schedule for the ToDo event.**

To quit without saving the schedule, click **Cancel**.

---

**See also**

[To Set the Date for an Event](#)

[To Set the Defaults for ToDo Events](#)

## To Set the Alarm of an Event

A reminder alarm can be set up to provide advance warning of any event. You can specify the media clip you want to use to play back as the alarm. Your PlanIt comes with a set of assorted media clips. However, you have the option to use other \*.AVI or \*.WAV files as your alarm clips by loading them into your system through the [Personal Assistant](#) dialog.

An alarm is created and edited using the Alarm dialog. The Alarm dialog can be accessed from any event dialog by clicking the Alarm button.

You can edit the alarm that has been set for an event any time prior to the occurrence of the event. To edit an alarm, click the event that is displayed on the planner page, and click [Edit Alarm](#) from the [Edit](#) menu.

In the Day View planner, the Alarm On icon, or • , will be displayed on the same line the event is displayed for each Timed, Day and ToDo event you schedule in your planner that has an alarm set to it. If no alarm has been set, the Alarm Off icon, or

• , will be displayed on the event line. Whether an alarm has been set or not, you can click either of the Alarm icons to access the Alarm dialog.

### 1. Specify the media clip to play back as the alarm.

Click the Down arrow to access a list of available media clips. To select the media clip to play for this alarm, click the desired media clip. If you have loaded other \*.AVI or \*.WAV files through the [Personal Assistant](#) in the [Options](#) menu, these files will be contained in the list.

Use the media buttons to review the selected media clip for the alarm.

- **PLAY**  
Starts playback of desired media clip.
- **STOP**  
Stops playback of media clip.
- **PAUSE**  
Pauses playback, or resumes playback if paused, of media clip.
- **RECORD**  
Not used in this dialog.
- **FAST FWD**  
Not used in this dialog.
- **REWIND**  
Not used in this dialog.

**Note** Full-motion video is available only with the CD-ROM version of the Personal Daily PlanIt.

### 2. Specify the amount of time for the alarm to provide a warning of the event prior to its occurrence.

To change the time displayed, click the Up/Down buttons. The alarm can be set in 5-minute increments for Timed events, or 1-day increments for Day and ToDo events. Minimum alarm is 0 days for Day and ToDo events, and 0 minutes for Timed events.

**Note** The alarm set for Timed events must occur in the same day as the event itself.

### 3. Click OK to set the alarm.

Click **Clear** to remove the alarm that has been set for the event. To quit without setting or editing the alarm, click **Cancel**.

---


**See also**

[To Schedule Day Events](#)



To Schedule Timed Events  
To Schedule ToDo Events

## To Set the Date for an Event

The month, day, and year for an event are set using the Standard Calendar dialog. The Standard Calendar dialog can be accessed from the [Timed Event](#) dialog by clicking the • , or the Date/Time icon. It can also be accessed from the [Day Event](#) and [ToDo Event](#) dialog boxes; it covers the right half of the dialog it is currently associated with. Clicking the  to the right of the Up/Down buttons of the Ending On box in the [Recur Event](#) dialog also brings up the Standard Calendar dialog. It can also be accessed from the [Print](#) dialog by clicking the • to the right of the From and To boxes.

The Standard Calendar dialog consists of date icons that correspond to the format of the currently selected month and year. Each of the date icons corresponds to a date numbered from 1 to 31, and to a day of the week namely Sun, Mon, Tue, Wed, Thu, Fri, and Sat. When a different month and/or year is selected, the format of the date icons also changes.

To the right of the monthly calendar are month icons that show, by default, the 3 months following the currently displayed month. A vertical scroll bar allows display of any 3 consecutive months within 3 consecutive years. You can change which 3 months to display by clicking the Up/Down arrows of the scroll bar to scroll one month at a time. You can also click and drag the elevator button to move immediately to any 3 months within the 3 years. To page up or down, 3 months at a time, click in the scroll area above or below the elevator button, respectively.

### 1. Determine the month when you want to schedule your event.

The monthly calendar displayed is the current month and year. To select a month different from the current planner month, click the Left/Right buttons to the left of the month text to change the month, 1 month at a time. Changes in the currently displayed planner month correspondingly change the display of the 3-Month Preview section.

You can also use the 3-Month Preview section to change the displayed month. Scroll through the 3-month calendar and click the month of the desired year. The month selected will be displayed as the monthly calendar.

### 2. Choose the year when you want to schedule your event.

The default year displayed is the current planner year. To select a year different from the display, click the Left/Right buttons to the left of the year display to change the year, in increments of 1 year. Changes in the currently displayed year will be reflected in the 3-Month Preview section.

### 3. Specify the date to schedule the event.

To schedule a Day event or a ToDo event, click the event icon, then drag and drop that event icon onto the selected date. To set the date from the Timed Event dialog, click the desired date.

The Standard Calendar dialog is also accessed when you use the [Goto Date](#) command.

---

#### See also

[To Navigate Your PlanIt](#)

[To Print from Your PlanIt](#)

[To Schedule Day Events](#)

[To Schedule Recurring Events](#)

[To Schedule Timed Events](#)

[To Schedule ToDo Events](#)

## To Set the Defaults for Address Book

You have 2 fields that you can define in your Address Book, and these 2 user-defined fields are set up using the Options - Address Book dialog. The Options - Address Book dialog can be accessed from the Defaults of the Options menu.

1. In the **User Field 1** box, type in the text title for the first user-defined field.
2. In the **User Field 2** box, type in the text title for the second user-defined field.
3. Click **OK** to accept the default settings for the Address Book.

To quit without changing defaults, click **Cancel**.

---

### **See also**

To Manage Address Book Entries

## To Set the Defaults for Day Events

The default values and the event icons for the Day Event dialog are set using the Options - Day Events dialog. The default values will be used as starting values in the Day Event dialog. The Options - Day Events dialog can be accessed from the [Defaults](#) of the [Options](#) menu.

### 1. Choose the event icons to place on the Event Icon Bar.

From the scrollable list of event icons and event names, click the desired icon, drag it to the desired location on the Event Icon Bar, and drop the icon. Repeat this selection step until you have chosen all your Day event icons.

The 14 event icons that are displayed in the Day Event dialog are the icons that are currently selected.

### 2. In the Duration box, set the default duration for Day events in number of days.

The default duration is 1 day. To change the default duration, click the Up/Down buttons to increase or decrease the number of days. Duration can be any number of days from 1 to 99.

### 3. Specify the default reminder alert before Day events, in number of days.

To set the default number of days to remind you of a Day event prior to its occurrence, click the Up/Down buttons to increase or decrease the number of days. Reminder can be any number of days from 1 to 99.

A reminder alert for a Day event is used when you click the [Alarm](#) button.

### 4. Click OK to accept the default settings for Day events.

To quit without changing default settings, click **Cancel**.

---

#### **See also**

[To Configure Event Icon Names](#)

[To Schedule Day Events](#)

## To Set the Defaults for Timed Events

The default values and the event icons for the Timed Event dialog are set using the Options - Timed Events dialog. The default values will be used as starting values in the Timed Event dialog. The Options - Timed Events dialog can be accessed from the [Defaults](#) in the [Options](#) menu.

### 1. Choose the event icons to place on the Event Icon Bar.

From the scrollable list of event icons and event names, click the desired icon, drag it to the desired location on the Event Icon Bar, and drop the icon. Repeat this selection step until you have chosen all your Timed event icons.

The 14 event icons that are displayed in the Timed Event dialog are the icons that are currently selected.

### 2. Specify the default start time for Timed events.

To change the default start time, click the Up/Down buttons to increase or decrease the time in increments of 5 minutes.

### 3. In the Duration box, set the default duration for Timed events in hours and minutes.

To set the default duration, click the Up/Down buttons to increase or decrease the time, in increments of 5 minutes.

### 4. Specify the default reminder alert before Timed events, in hours and minutes.

To set the default time to remind you of a Timed event prior to its occurrence, click the Up/Down buttons to increase or decrease the alert time, in increments of 5 minutes. Available increments are 0 to 1440 minutes.

A reminder alert for a Timed event is used when you click the [Alarm](#) button, and it must occur in the same day as the actual event.

### 5. Set the default priority that you want to give to Timed events.

To set the default priority value, click the Priority button to cycle through the priorities of 1, 2, or 3 and stop at the desired value.

### 6. Click OK to accept the default settings for Timed events.

To quit without changing default settings, click **Cancel**.

---

#### **See also**

[To Configure Event Icon Names](#)

[To Schedule Timed Events](#)

## To Set the Defaults for ToDo Events

The default values and the event icons for the ToDo Event dialog are set using the Options - ToDo Events dialog. The default values will be used as starting values in the ToDo Event dialog. The Options - ToDo Events dialog can be accessed from the [Defaults](#) in the [Options](#) menu.

### 1. Choose the event icons to place on the Event Icon Bar.

From the scrollable list of event icons and event names, click the desired icon, drag it to the desired location on the Event Icon Bar, and drop the icon. Repeat this selection step until you have chosen all your ToDo event icons.

The 14 event icons that are displayed in the ToDo Event dialog are the icons that are currently selected.

### 2. In the Duration box, set the default duration for ToDo events, in number of days.

To set the default number of days ToDo events should last, click the Up/Down buttons to increase or decrease the number of days. A ToDo event duration can be any number of days from 1 to 99.

### 3. Specify the default reminder alert before ToDo events, in number of days.

To set the default number of days to remind you of a ToDo event prior to its occurrence, click the Up/Down buttons to increase or decrease the alert number of days. Reminder can be any number of days from 1 to 99.

A reminder alert for a ToDo event is used when you click the [Alarm](#) button.

### 4. Set the default priority that you want to give to ToDo events.

To set the default priority value, click the Priority button to cycle through the priorities of 1, 2, or 3 and stop at the desired value.

### 5. Click OK to accept the default settings for ToDo events.

To quit without changing default settings, click **Cancel**.

---

#### **See also**

[To Configure Event Icon Names](#)

[To Schedule ToDo Events](#)

## To Set the Start Time for an Event

The start time for an event is set using the Standard Clock dialog. It can be accessed from the [Timed Event](#) dialog by clicking the • , or the Date/Time icon. The Standard Clock dialog covers the left half of the dialog it is currently associated with, usually the [Standard Calendar](#) dialog.

### 1. Set the hour portion of the event using either the analog clock face or the Event Time box.

The clock displays 12 hours around an analog clock face, in 1-hour increments. A needle points to the selected hour. To select an hour for the Timed event, click the desired hour on the clock face. You can also click and drag the clock needle to the desired hour. The hour you select is also reflected in the Event Time box.

The Event Time box displays the time of the event. To change the time displayed, click the Left/Right buttons to set the time, in increments of 5 minutes. The time you specify is reflected in the event clocks and the am/pm switch.

### 2. Specify the minutes portion of the event using either the analog clock face or the Event Time box.

The clock displays 60 minutes, in 5-minute increments, around an analog clock face. A needle points to the selected minutes. To select the minutes for the Timed event, click the desired minutes on the clock face. You can also click and drag the clock needle to the desired minutes. The selected minutes are also reflected in the Event Time box.

### 3. Indicate whether A.M. (before noon) or P.M. (after noon).

To select whether the selected time refers to before noon or after noon, click the am/pm toggle switch. The switch toggles between A.M. and P.M. The selected setting is also reflected in the Event Time box.

### 4. Click OK to set the time.

To quit without setting the time, click Cancel.

---

#### **See also**

[To Schedule Timed Events](#)

## To Configure Page Settings to Print

Page settings used to print information are set up using the Page Setup dialog. You can choose from a pre-defined list of page layouts, edit a layout from the list, or create a new layout. A page layout for the print output can be customized by setting the size, orientation, margins, and font type, sizes and styles.

**1. From the File menu, choose Page Setup,**

- or -

**If you are in the Print dialog box, click the Page button.**

**2. In the Layout box, indicate the paper layout of the output.**

The Standard Layout is the default layout. To select a different layout, click the Down arrow to access a list of page layouts, and click the desired paper layout. To create a new layout, type the new page layout title in the box.

**3. Specify the paper orientation to use.**

Click one of the available orientations:

Portrait  
Landscape

**4. Specify the top, bottom, left, and right margins.**

Click the Up/Down buttons in each of the top, bottom, left, and right boxes to increase or decrease the margins in increments of 0.1 inch.

**5. Specify the paper width in inches.**

The default paper size is 8.5 by 11. To change the paper width, click the Up/Down buttons to increase or decrease the width in increments of 0.1 inch.

**6. Specify the paper height in inches.**

The default paper size is 8.5 by 11. To set the paper height, click the Up/Down buttons to increase or decrease the height in increments of 0.1 inch.

**7. In the Font box, select the font type to use on the printed output.**

The font types shown are those that are available for the currently selected printer. To change the font type displayed, click the Down arrow to access the list of available font types for the selected printer and click the desired font type.

**8. Specify the font sizes for the page heading, title, and text to be printed.**

To change the font sizes displayed, click the Up/Down buttons of the corresponding page heading, title, and text font settings to increase or decrease the font sizes.

**9. Specify the font styles for the page heading and title to be printed.**

Click the desired font styles from the following:

**Bold**  
*Italics*  
Underline

You can use any combination of these styles.

**10. Click OK to accept page settings.**

To quit without editing page settings, click **Cancel**. To erase the page setup, click **Clear**.

---

**See also**

To Print from Your PlanIt





## To Set Up Print Options

The information to be included on the output is specified using the Print Options dialog.

1. From the File menu, choose Print Options,

- or -

If you are in the Print dialog box, click the Options button.

2. Set up print options for the different sections.

The print sections available are:

Planner

Address Book

ToDo List

3. Click OK to accept print options.

To quit without changing print options, click **Cancel**.

---

### **See also**

To Print from Your PlanIt

## To Set Up Print Options - Address Book

1. In the heading box, enter the text to be used as heading for the Address Book printout.
2. Select the information to include in the printout.

Click the boxes next to the desired information. The information available are:

Title  
First Name  
Last Name  
Company  
Position  
Address  
Telephone  
Fax  
User 1  
User 2  
Notes

3. For Notes, specify the level of detail to be printed by clicking either All or # Lines.

All includes all Notes. The # Lines sets the number of lines to be printed for the Notes in the Address Book printout. To change the number of lines, click the Up/Down buttons to increase or decrease the number of lines in increments of 1.

---

### **See also**

[To Print from Your PlanIt](#)

[To Set Up Print Options - Planner](#)

[To Set Up Print Options - ToDo](#)

## To Set Up Print Options - Planner

1. **In the Heading box, type in the text to be used as heading for the Planner printout.**
2. **Indicate the events to be included in the Planner printout**

The types of events available for the Planner printout are:

- Timed Events
- Day Events
- ToDo Events

To select an event type to be printed, click the box of the appropriate event.

3. **Specify the level of detail to include in the printout by clicking either the Full Detail or # Lines button.**

The Full Detail includes all event information in the Planner printout. The # Lines sets the number of lines to be printed for each event in the Planner printout. To change the number of lines per event, click the Up/Down buttons to increase or decrease the number of lines in increments of 1.

---

### **See also**

[To Print from Your PlanIt](#)

[To Set Up Print Options - Address](#)

[To Set Up Print Options - ToDo](#)

## To Set Up Print Options - ToDo List

1. In the heading box, type in the text to be used as heading in the ToDo printout.
2. Indicate whether to include incomplete ToDo events as well as canceled ToDo events in the printout.

To include incomplete and canceled ToDo event types, click the boxes next to these ToDo event types.

3. Specify the level of detail to include in the ToDo event printout by clicking either the Full Detail or # Lines button.

The Full Detail includes all event information in the ToDo printout. The # Lines sets the number of lines for each event to be printed in the ToDo printout. To change the number of lines, click the Up/Down buttons to increase or decrease the number of lines in increments of 1.

---

### **See also**

[To Print from Your PlanIt](#)

[To Set Up Print Options - Address](#)

[To Set Up Print Options - Planner](#)

## To Set Up Printer

You can change the printers, if you use more than 1, and printer settings, such as paper size and orientation, using the Printer Setup dialog.

1. From the **File** menu, choose **Printer Setup**,

- or -

If you are in the **Print** dialog box, click the **Setup** button.

2. From the list of installed printers, select and click the printer you want to use.
3. Specify the paper orientation.

Click one of the available orientations:

Portrait  
Landscape

4. Indicate the paper size to print output to.
5. Indicate whether the paper will be manually or automatically fed into the printer.
6. Click the **Options** button to set up the intensity of the graphics and the text to print.
7. Click **OK** to accept printer setup.

To quit without changing printer setup, click **Cancel**.

The File Printer Setup utilizes the standard Microsoft Windows Printer Setup. For additional information, refer to your Microsoft Windows documentation.

---

### **See also**

[To Print from Your PlanIt](#)

[To Set Up Page Settings to Print](#)

[To Set Up Print Options](#)

## Tool Buttons

Tool buttons are buttons that automate the frequently used commands in your PlanIt. To use Tool Buttons, position your mouse pointer on the tool icon and click the left button of your mouse.

- **File New**  
Creates a new file.
- **File Open**  
Opens an existing file.
- **File Save As**  
Saves the current file.
- **File Print**  
Prints information from your PlanIt.
- **Edit Cut**  
Removes selected event and puts it on the Windows Clipboard.
- **Edit Copy**  
Copies the selected event onto the Windows Clipboard.
- **Edit Paste**  
Inserts a copy of the contents stored in the Windows Clipboard at the cursor position.
- **Edit Clear**  
Deletes the selected event without saving it to the Windows Clipboard.
- **Goto Date**  
Takes you to the date you specify.
- **Goto Today**  
Goes directly to today's date. In the planner sections that display more than one day, the date today will be highlighted in blue.
- **View Month**  
Displays a calendar for the current month, with today's date highlighted in green.
- **View Year**  
Displays a calendar for the current year, with today's date highlighted in green.
- **Insert Timed Event**  
Creates a Timed Event.
- **Insert ToDo Event**  
Creates a ToDo Event.
- **Insert Day Event**  
Creates a Day Event.
- **Insert Address**  
Creates an entry in the Address Book.
- **Alarm**

Edits the alarm of an event before its occurrence.

- **Maximize/Normal View**

Determines the display mode of your PlanIt window.



**Help**

Accesses the on-line help information.

---

**See also**

[To Configure Tool Buttons](#)

[To Manage Address Book Entries](#)

[To Schedule Day Events](#)

[To Schedule Timed Events](#)

[To Schedule ToDo Events](#)

[To Set the Alarm of an Event](#)

[To Set the Date for an Event](#)



## To Update Media

At the beginning of each month, you will be prompted to update the media contents of your hard disk from your PlanIt CD-ROM. You can keep the media contents that you currently have in your hard disk if you do not proceed with the update. However, if you proceed with the update, the media contents in your hard disk will be replaced by the media contents from the CD-ROM for the month that you specify.

You can also update your media contents at any time other than the beginning of the month by accessing the Update Media command from the File menu.

Your media contents are updated using the Update Media dialog.

### 1. Specify the month for which the media contents will be updated.

Click the Down arrow to access a list of months and click the month you want to update the media contents for.

### 2. Specify the media contents to update.

To update images, click the Update Images check box. An 'X' in the Update Images box indicates that the images in your hard disk will be updated. Click the check box again and the 'X' will disappear, indicating that your images will not be updated. If you also want to update the large images that you currently have, click the Include Large Images check box.

To update your sound files, click the Update Sound Files check box. An 'X' in the Update Sound Files box indicates that the sound files in your hard disk will be updated. Click the check box again and the 'X' will disappear, indicating that your sound files will not be updated.

**Note** The large images will take up approximately 10 MB of disk space.

### 3. Click OK to update the media contents in your hard disk.

To quit without updating media, click **Cancel**.