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The Voyetra Audio Calendar lets you keep track of your schedule and attach text and audio voice messages to your daily appointments.

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Accessing the Menu from Month View

To access the <u>month view's menu</u> , right click anywhere on the calendar screen.

Accessing the Day View Screen

Double click on any calendar day in the month view.   This will display the day view for the selected day.

Recording a Voice Message

To record an audio voice message you must have your sound card properly installed and a microphone hooked up to it. You also must configure your sound card's Windows mixer so that you can record from its microphone input at a reasonable level. Refer to your sound card's documentation for further information.

1. Select the time that you wish to associate your audio message with by clicking on a time slot. After you record your message a speaker icon will appear next to the selected time, indicating that there is an audio message.

1. Press the record button.   The red LED will begin blinking, indicating that the recorder is in record/standby mode.

2. To begin recording press play and speak into the microphone.

3. When you have completed your message press stop.   The speaker icon will appear next to the selected time slot.

4. To hear the message press play.

Entering Appointments

To enter an appointment in the <u>day view</u> , select the day you want to add an appointment to and click on the desired time slot.   Type in the name of the appointment.   The up and down arrow keys move the cursor through the appointment times

You can also associate an <u>alarm</u> , a <u>audio voice message</u>   or a <u>text note</u>   with each appointment.

Adding a Text Note

For each time slot you can have a text note associated with that appointment.

1. Select a time by clicking on a time slot.

2. Click in the Notes window.

3. Type in a text message.

When you click outside of the Notes box a pencil icon will appear next to the selected time slot, indicating that there is a message that goes with that appointment.

Setting the Alarm

To set an alarm., double click on the time slot indicating the time you want the alarm to ring.   An icon of a bell will appear next to the selected time.   If you want the alarm to sound at a time before the appointments you can adjust the <u>pre alarm time</u> .

Changing the Alarm Sound

The alarm for the Audio Calendar is a standard .WAV file.   You can change this to any .WAV file you choose.

1. Select the Default item from the Alarm menu in the day view.   This will present a dialog with the alarm presets.

2. Press the "Change Wave" button and select a file from any directory.

3. Press OK to accept the new file.   The new file will be inserted in the Wave File display.

Setting the Pre-Alarm Time

The pre-alarm time allows you to trigger the alarm at a desired time before the selected appointment. This provides early warning for up and coming appointments or meetings. You can set the pre-alarm to trigger up to 60 minutes before the appointment time.

To set the pre-alarm time:

1. Select the Default item from the Alarm menu in the day view screen.

2. Increase or decrease the pre-alarm time by clicking in the upper or lower half of the pre-alarm numerical.

3. Press OK to accept the new setting.

Changing from Blotter Mode to Window Mode

The month view can be displayed full screen or in a window.   The full screen mode is called "blotter" mode because it resembles a traditional desktop blotter calendar.   When in blotter mode the month view is always the bottom window.   This allows you to easily see the month view by minimizing the programs you are working on.

To change between views:

1. Call up the <u>month view menu</u>   by right clicking your mouse anywhere on the month view.

2. Choose Restore Window to toggle from blotter mode to window mode.   Or if you are already in window mode, choose Blotter to toggle from window mode to blotter mode.

Moving to Specific Days

There are a number of ways to select a day in the Audio Calendar.

1. From the month view you can double click on the desired day to launch the day view for that day.

2. From the day view you can choose to go to the Next or Previous day from the View Menu.   You can also select Today or Go To... which displays a dialog that allows you to choose any day, month and year.

3. In the day view you can move between the days using the arrow keys located to the right of the current date.

Add a Special Event to a Day in Month View

The Audio Calendar lets you display special events in each day of the month view to remind you of birthdays and appointments, etc.

To insert a special calendar event:

1. Choose the day by double clicking on the desired day.   This will launch the day view.

2. Click in the Calendar Event box.

3. Type in the text you wish to appear in the month view.

4. Close the day view by selecting Close from the Files menu or by double clicking in the upper left hand corner of the day view window.

5. The text will appear in the desired date.

Changing the Data Directory

The directory where Audio Calendar stores it's audio and text data can be changed.

1. From the day view, choose the Data Directory item in the Files menu.

2. Type in the full path of the new directory.

3. Press OK to accept the change.

Formatting the Month View

The format of the month view can be changed so that the "week" starts on any desired day.   For example, you can start the week on Sunday and end it on Saturday or start the week on Monday and show Saturday and Sunday at the end of the week.

1. From the month view, right click to display the month view menu.

2. Choose the item Start Week On...   This will display a dialog box for choosing the day that you want the week to start on.

3. Select the desired day from the combo box and press OK to accept the change.

Next

Changes the month display to the next month.

Previous

Changes the month display to the previous month.

Go To...

Allows you to select a specific month and year.

Today

Changes the month display from any date to the current date.

Start Week On...

Prompts a dialog box that lets you select which day the week starts on in the month display.

Blotter/Restore to Window

Toggles the month view between window mode and <u>blotter mode</u> .

Exit

Quits the Audio Calendar application.

Data Directory

Prompts <u>data directory dialog box</u>   which allows you to change the directory where Audio Calendar stores it's data.

Close

Closes the day view window.

Next

Changes the day view display to the next calendar day.

Previous

Changes the day view display to the previous calendar day.

Go To...

Prompts the Go To... dialog box which allows you to move to a specific date.

Today

Changes the day view display to the current calendar date.

Alarm Set

Sets the alarm for the currently selected time.

Alarm Defaults

Prompts a dialog box which allows you to <u>change the alarm sound</u> and let's you <u>set the pre-alarm</u> time.

Help Contents

Displays this help program.

About Audio Calendar

Displays the Audio Calendar About Box with version and date information.

Listening to a Audio Message

A speaker icon located next to a time slot in the Audio Calendar day view indicates that there is an audio message associated with that time.   To play the message, click on the time slot with the icon and press the play button on the record message transport.

Show Day View

Launches the day view window for the current day.

Customize Title

Presents a dialog box which lets you customize the title on the calendars month view.

Clear Events

Presents a dialog which lets you clear dated audio and text events from your hard drive.