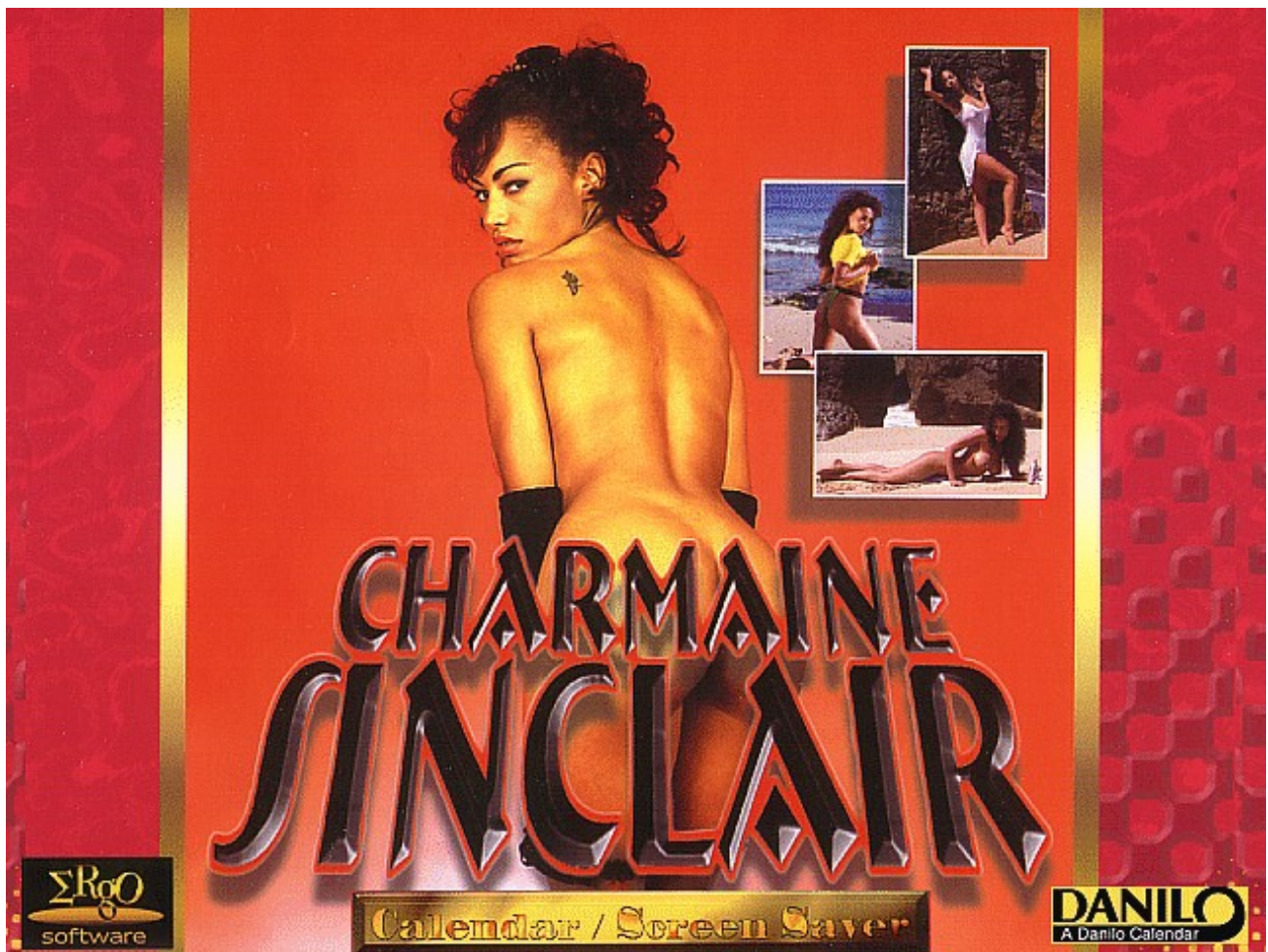


CHARMAINE SINCLAIR

CD-ROM Calendar & Screen Saver Handbook



Program © 1997 Danilo Promotions Germany GmbH, Daimlerstrasse 11, 41564 Kaarst, Germany.
Pictures © 1997 Tring International, PLC

LICENSE AGREEMENT AND LIMITED WARRANTY
PLEASE READ THIS BEFORE USING

© 1996 Danilo Promotions Germany GmbH

By installing this program you agree that:

1. the graphics, stills, text and programs on this disc (the „software“) may only be used for unadvertised, private home use on a single computer unit.
2. you will not reverse engineer or decompile any portion of the software.

Danilo warrants this disc to be free from all manufacturing defects which would interfere with normal operation in fully compatible hardware. Danilo will replace any disc with a manufacturing defect, if such disc is returned postage paid to: Danilo Promotions Germany GmbH, Daimlerstrasse 1, 41564 Kaarst, Germany.

Danilo makes no other or further warranty regarding the software. Neither Danilo nor Danilo's licensors warrant, guarantee or make any representations regarding the use or results of the use of the software in terms of its correctness, accuracy, reliability or otherwise. The entire risk as to the results and performance of the software is assumed by the user.

In no event will Danilo or Danilo's licensors, or their respective directors, officers, employees or agents be liable to you for any consequential, incidental or indirect damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of the use or inability to use the software even if Danilo or the licensors have been advised of the possibility of such damages. Danilo's and the licensors liability to you for actual damages from any cause whatsoever, and regardless of the form of the action, will be limited to what you originally paid for the product.

Danilo will have no responsibility to replace a disc damaged by accident, abuse or misapplication.

Danilo does not warrant that this software will meet your requirements or that its operation will be uninterrupted or error-free. Danilo excludes and expressly disclaims all express and implied warranties not stated herein, including the implied warranties of merchantability and fitness for a particular purpose.

If you do not agree to these terms, please return the software to your reseller for a full refund.

Table of contents

1. System requirements
2. Installation and Start
3. Monthly Calendar
4. Organizer
5. Quick Markers
6. Alarm
7. Note function
8. Printing

1. System Requirements

-You are of course already using a computer system with Windows.
Your programs is **MS-Windows 3.1 or 3.11** or **Windows 95**.

-For best results, use a **mouse**.

-You need approximately **20 MB** free disk space.

-You need a minimum of **4 MB** memory.

-For installation, you need a **CD-ROM** drive.

-You need at least 256 colors on your PC for best results. If you have a 16-color driver, your PC will convert the photographs to black/white images.

You will still be able to use your calendar - the photos look nice even in black/white!

For better color support (more than 16 colors) with **WINDOWS 3.1**, you can install the WINDOWS driver supplied together with your display adaptor. Please refer to the display adaptor documentation and your WINDOWS handbook to install a color driver for 256 colors or more.

WINDOWS 3.11 / WINDOWS for Workgroups are already equipped with drivers for 256 colors or more which run on most Super - VGA Adaptors.

In the **WINDOWS 3.11/WINDOWS for Workgroups Setup** chose **Super VGA (256 colors)** if you have a Super VGA adaptor and if you don't have a special driver for your VGA adaptor.

With **WINDOWS 95** choose **DISPLAY** in the **CONTROL Panel** to choose 256 colors or more.

Before installing the program, carefully read the License Agreement and Limited

Warranty at the end of this document. Your installing the program will indicate your acceptance!

2. Installation

Installing the Danilo PC Calendar is very simple and needs only a few minutes.

Windows 3.1/3.11

Installation via Program Manager:

Go into Program Manager.

Click on **File** (or Alt-**D** on the keyboard). Select **RUN**, insert the letter of your CD-ROM drive followed by **:setup**. For example, if your CD-ROM drive is drive d, then type **d:setup** and enter (or click on OK).

Installation via File Manager:

In the WINDOWS File Manager select with your mouse the CD-ROM drive with your Danilo CD and find the program **Setup.exe**. Double click with the left mouse button on **setup.exe** and the installation program will start.

Follow the instructions on the screen.

Windows 95

If you insert your DANILO CD-Rom in your CD-ROM Drive after having started WINDOWS 95 then the **DANILO Setup** program will come up automatically.

You can also click on the workstation symbol and start the **Setup** program on the CD-ROM drive.

The **Setup** program comes up with 3 national flags. Use your mouse to click on the language that you want your Danilo PC Calendar to be installed.

You will next see a dialog window where you can change the directory and hard drive, where the **Danilo PC Calendar** will be installed.

During the installation, a Danilo PC Calendar program group will be set up. After installation you can start the Danilo PC Calendar directly through a double click.

When you wish to use the alarm function, simply copy the program symbol into the *Autostart* group so it will be loaded every time you start WINDOWS. If you want to use another program, don't quit the DANILO Calendar! Simply switch it in the background (e.g. with Alt-TAB)

Screensaver Installation:

Windows 3.1/3.11

When you finish the **SETUP** as described above, the screensaver is installed. You must activate the screensaver by clicking the **DESKTOP** Icon in the **CONTROL PANEL**. Then choose **CHARMAINE SINCLAIR** in the screensaver selection box in the **CONTROL PANEL (DESKTOP)** to activate your **CHARMAINE SINCLAIR** screensaver. Refer to your WINDOWS handbooks for more information on setup screen savers.

Windows 95

Click on **DESKTOP**, then choose **CONTROL PANEL** and **DISPLAY**, then choose **SCREEN SAVER**.
Choose **CHARMAINE SINCLAIR** from the screen saver selection box.

Monthly Calendar

Click on the opening photo to start the monthly calendar.

In addition to the smashing pictures, this monthly calendar has even more assets!

You may browse through the months to check out all 12 photos. You can also click on any day of any month to check your appointments and dates.

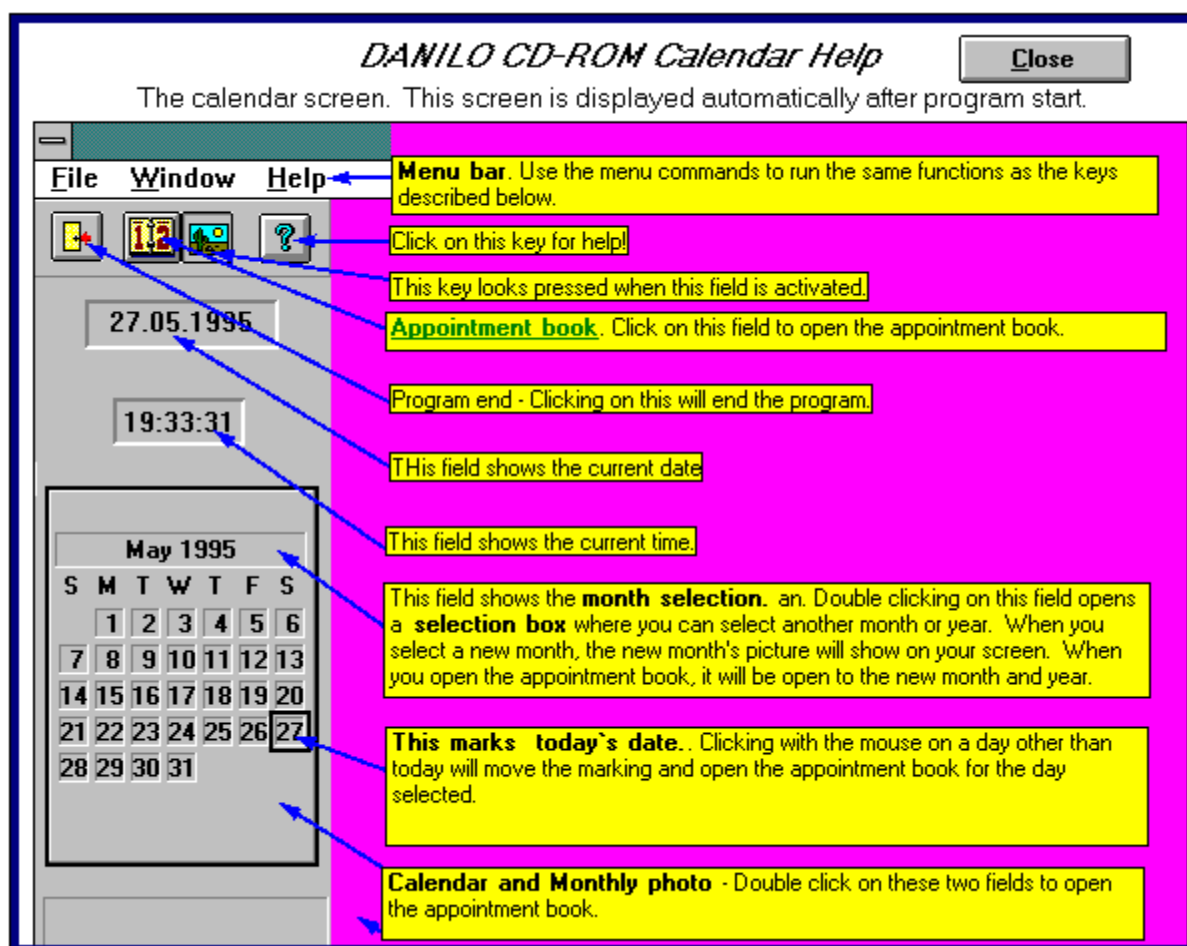
If you need extra help with the monthly calendar, click on the Help icon



or under **Help / Program help** in the menu bar.

By the way - to save time, using your keyboard, hold down ALT and the underlined letter at the same time.

For example, to reach Help type ALT-H.



Now to the screen elements!

First of all the Menu:



File



Under File, use Exit to close the calendar and end the calendar program.

Window



Here you can flip back and forth from the appointment book to the picture calendar.

Help



Program Online Help

This menu item or pressing the F1-key starts the online help .

The Toolbar:

Then come the following icons:



Click with your left mouse button on the icon you wish. The Button will look "pushed".

End Program



Call up appointment book



Call up the picture calendar



Call online help



You will also see the **current day** and **current time**.



3. The monthly calendar



You can call up any day on the monthly calendar by clicking on that date.

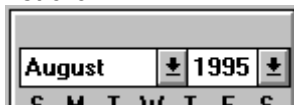


A double click (two mouse clicks fast on the same position) on a selected date will start the appointment book.

Select a month

You can select a certain month by using another double click.

1st click.



2nd click.



You can then select the month you want from the monthly list.

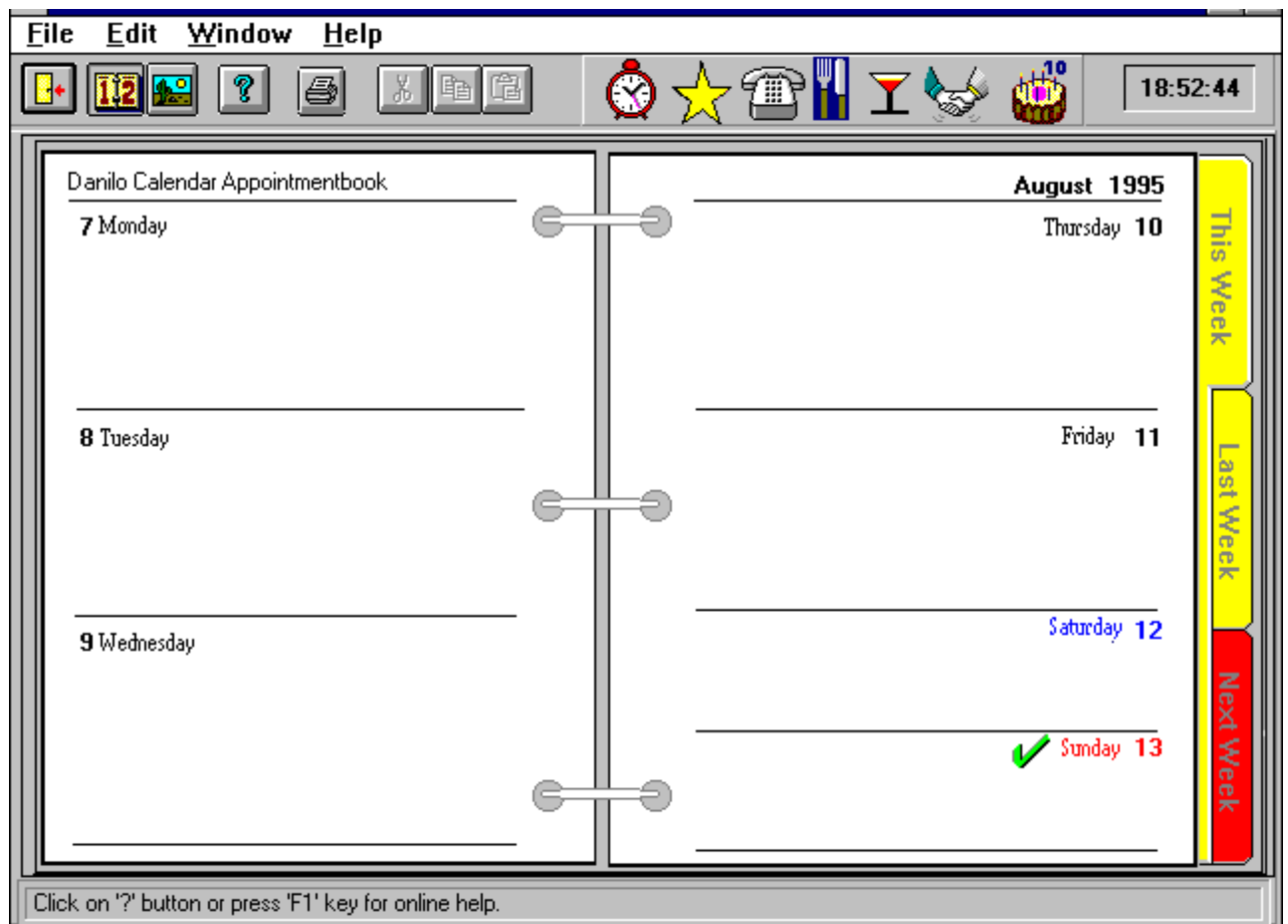
This month is then also relevant for the appointment book.

4. Organizer

To reach the appointment book, you should:

- click on the icon for the appointment book or
- click on the monthly calendar photo or
- double click on a certain day on the monthly calendar.

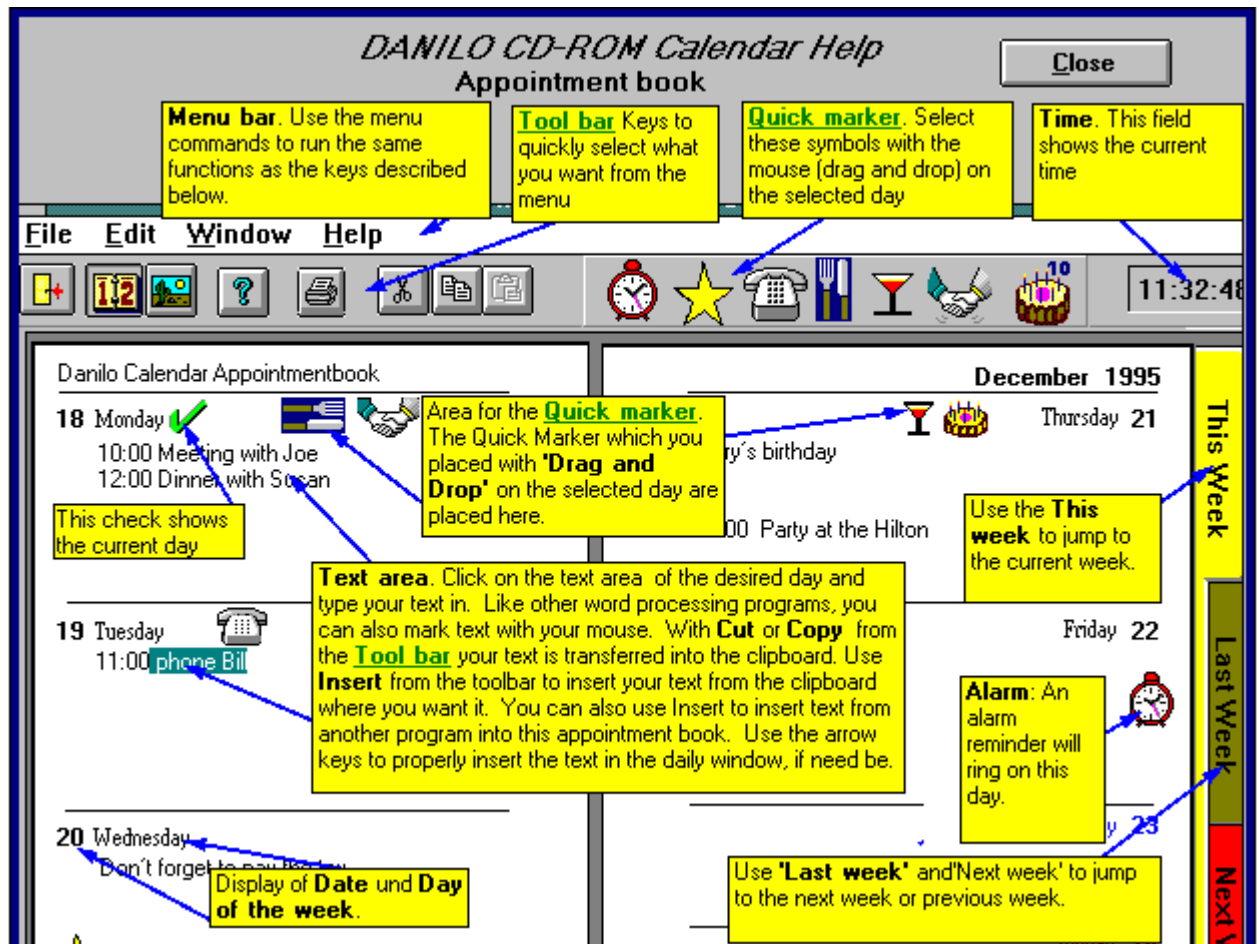
You will then see the following screen:



Here you have the possibility to:

- use the **Quick Marker** to note special events
- use the **alarm function** to note up to 5 event alarm reminders per day
- insert a text of up to 30.000 characters per day
- flip through each week of the year and come back to the current week
- and last but not least
- print out your appointment book or part of it.

Of course you can also call up the Help function:



5. The Quick Markers

Quick Markers are easily understood symbols that serve as quick reminders for your important daily events.



(The **alarm clock** will be explained later).

- The **star** stands for a special reminder.
- The **telephone** reminds you of an important call.
- The **knife and fork** stand for a special lunch or dinner.

- The **cocktail glass** will remind you of drinks and party's.
- The **handshake** should remind you of business meetings and
- The **birthday cake** of course for birthdays.

Use the left mouse to click on a Quick Marker, hold it and drag it to the middle of a day. Then let it go and it will spring into its place on that day.

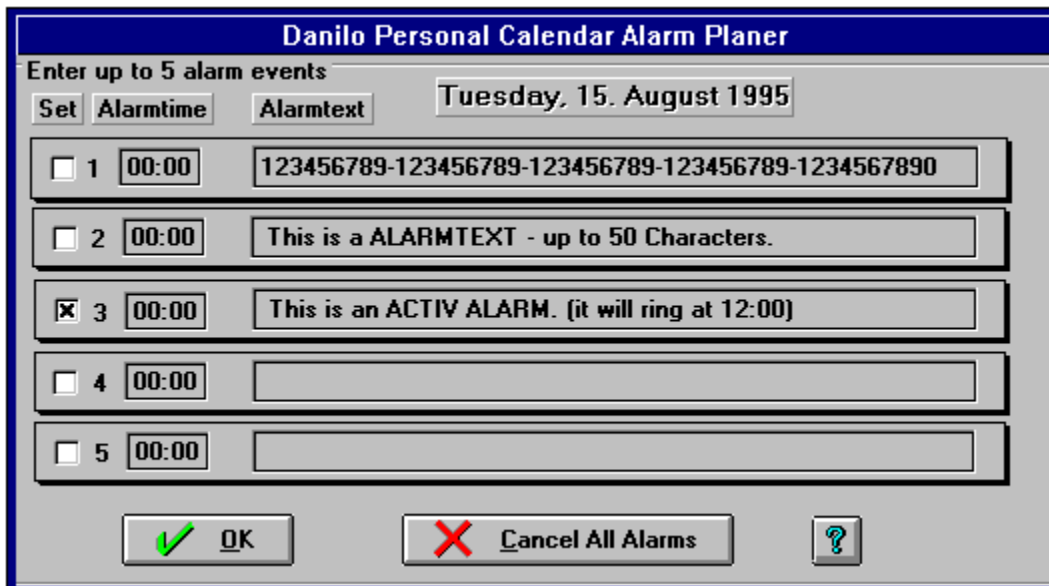
Now we go on to the **Alarm Quick Marker**.

6. The Alarm



Click on the alarm marker with your left mouse button. Hold it down until you have dragged the alarm into the middle of the day in which you want the alarm.

In the moment when you let go of the mouse, a window will open with up to 5 appointments with precise times. You can insert text up to 50 characters.



The screenshot shows a dialog box titled "Danilo Personal Calendar Alarm Planer". It contains a header "Enter up to 5 alarm events" and a date field set to "Tuesday, 15. August 1995". Below the header are five rows, each with a checkbox, a time field (all set to "00:00"), and a text field for the alarm message. The third row is selected, with its checkbox checked and its message "This is an ACTIV ALARM. (it will ring at 12:00)". At the bottom of the dialog are three buttons: "OK" with a green checkmark, "Cancel All Alarms" with a red X, and a help button with a question mark.

Set	Alarmtime	Alarmtext
<input type="checkbox"/> 1	00:00	123456789-123456789-123456789-123456789-1234567890
<input type="checkbox"/> 2	00:00	This is a ALARMTEXT - up to 50 Characters.
<input checked="" type="checkbox"/> 3	00:00	This is an ACTIV ALARM. (it will ring at 12:00)
<input type="checkbox"/> 4	00:00	
<input type="checkbox"/> 5	00:00	

The alarm functions works when the **Danilo PC Calendar** program is active, and also when it's loaded in the background and you are working with other programs . When you turn the computer on, you will be reminded of forgotten dates when the **Danilo PC Calendar** is opened.

Important !

If you want to use the ALARM Function of your DANILO Calendar, be shure to have your DANILO Calendar run in the background !

Your DANILO Calender will start automaticly on starting WINDOWS if it is in the AUTOSTART Group.

If you want to use another program, don't quit the DANILO Calendar! Simply switch it in the background (e.g. with Alt-TAB), then start the other program.

To activate or deactivate appointments, you can mark each appointment with a click (a cross shows when the alarm function is active).

The appointments will be cancelled, when you click on the **'Cancel All alarms'** button or by removing the mark in the **'Set'** field of the alarm you want to cancel..

7. The Note Function

Now we come to the memo function.

Click on the middle of the day you want to select with your mouse.

You will see a cursor at the beginning of the text field.

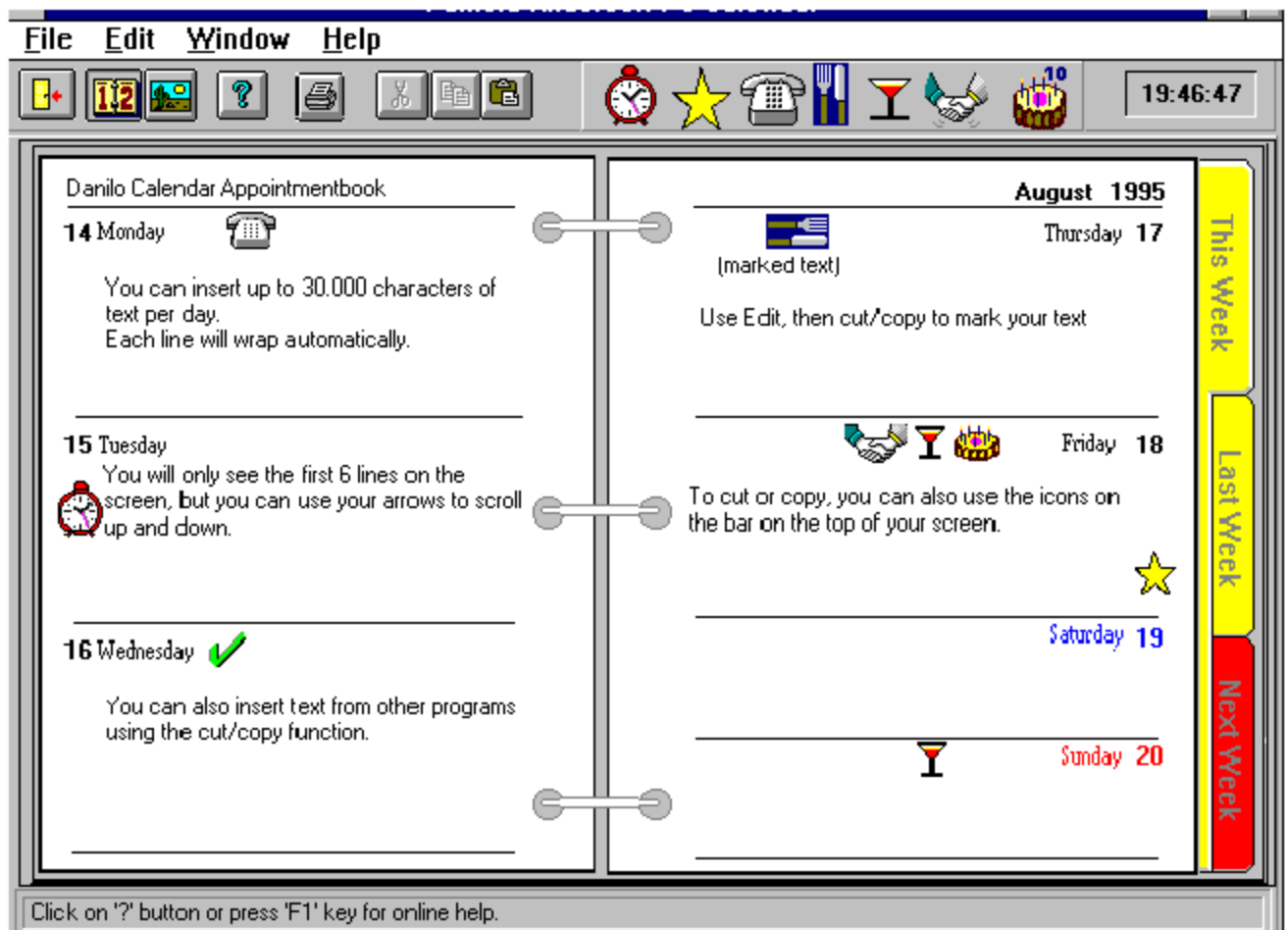
You can insert up to 30.000 characters of text per day.

Each line will wrap automatically.

You will only see the first 6 lines on the screen, but you can use your arrows to scroll up and down.

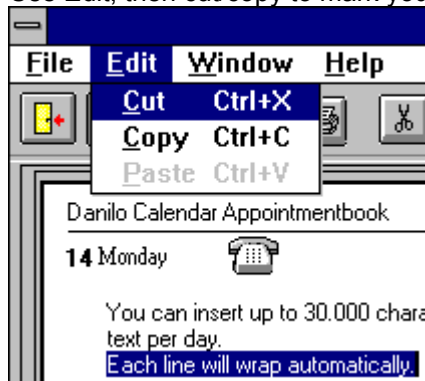
You can also insert text from other programs using the cut/copy function.

Here is an example:



(marked text)

Use Edit, then cut/copy to mark your text



To cut or copy, you can also use the icons on the bar on the top of your screen. The icons are as follows:

Cut



Copy



Paste



Once you have cut or copied text, then you can insert it elsewhere.



You can also flip through the weeks:

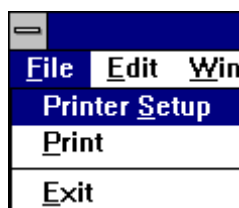
- this week
- last week
- next week.

Now perhaps you'd like to print your appointments...

8. To Print

As you have by now noticed, you can print out your appointments weekly.

Before you print one ore more weeks, you should first check your printer setup.



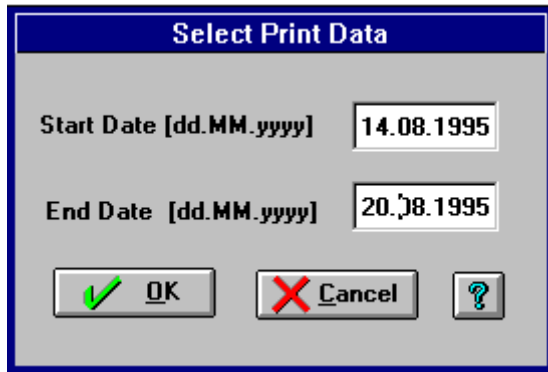
Open File, then **Printer Setup**.

The **Printer Setup** Dialog, which comes up now, is similar to other WINDOWS programs like WRITE or PAINTBRUSH. It is described in your WINDOWS documentation.

Printing

You can print one or more weeks either through the menu or by using the printer icon.

If you use the printer icon, a window will pop up, showing the current week (the week you've chosen). You can however select any start and end dates.



Once you've clicked on OK, you will see the layout of your week. This may take a few seconds to set up.

It will look like the following picture:

With the following buttons you can change the layout:



- show first page
- one page backwards
- one page forwards
- show last page

As long as this box shows on your screen, your computer is blocked.



To get a close-up view of one page, click on the magnifying glass.



The pages will be shown just as they will look on your printer.

Quick Markers will be printed converted to text messages surrounded by a frame.

Alarm texts will be printed with their times.

When you are ready to print the page, click on the **printer symbol** and printing will begin.



All information for your selected time period will be printed.

The information window will show you what is being printed.

Satz	Gewählt	Gesamt	%
7	7	7	100

The actual page being printed will be displayed in the second info-window.

Seite 1 von 1

You can go back into the calendar using File, then exit.

We hope that you have enjoyed this Danilo PC calendar and that your daily organisation is a little easier!

**Program © 1997 Danilo Promotions Germany GmbH, Daimlerstrasse 11, 41564 Kaarst, Germany.
Pictures © 1997 Tring International, PLC
All rights reserved!**

**LICENSE AGREEMENT AND LIMITED WARRANTY
PLEASE READ THIS BEFORE USING**

© 1996/1997 Danilo Promotions Germany GmbH

By installing this program you agree that:

- 1. the graphics, stills, text and programs on this disc (the „software“) may only be used for unadvertised, private home use on a single computer unit.**
- 2. you will not reverse engineer or decompile any portion of the software.**

Danilo warrants this disc to be free from all manufacturing defects which would interfere with normal operation in fully compatible hardware. Danilo will replace any disc with a manufacturing defect, if such disc is returned postage paid to: Danilo Promotions Germany GmbH, Daimlerstrasse 11, 41564 Kaarst, Germany.

Danilo makes no other or further warranty regarding the software. Neither Danilo nor Danilo's licensors warrant, guarantee or make any representations regarding the use or results of the use of the software in terms of its' correctness, accuracy, reliability or otherwise. The entire risk as to the results and performance of the software is assumed by the user.

In no event will Danilo or Danilo's licensors, or their respective directors, officers, employees or agents be liable to you for any consequential, incidental or indirect damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of the use or inability to use the software even if Danilo or the licensors have been advised of the possibility of such damages. Danilo's and the licensor's liability to you for actual damages from any cause whatsoever, and regardless of the form of the action, will be limited to what you originally paid for the product.

Danilo will have no responsibility to replace a disc damaged by accident, abuse or misapplication.

Danilo does not warrant that this software will meet your requirements or that its' operation will be uninterrupted or error-free. Danilo excludes and expressly disclaims all express and implied warranties not stated herein, including the implied warranties or merchantability and fitness for a particular purpose.

If you do not agree to these terms, please return the software to your reseller for a full refund.

Windows and Windows 95 are registered trademarks of the Microsoft company.