Calendars and Appointments

Thu 26 Mar 1992	8:30 a.m.

Search: Atari

Mar 1992

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Atari Corp.
1196 Borregas Ave.
Sunnyvale, CA 94086

Phone: 1(408)745-2000

26 Mar 1992   Thu
2:00 Reminder for production
     meeting
3:00 Production planning
     meeting

Notes for: 2:00 26 Mar 1992 Thu
Get sales projections from U.S. and Canada

The CALAPPT™ Program for Atari Computers

PLEASE NOTE: Every effort has been made to ensure the accuracy of the information in this manual. However, because Atari Corporation is constantly improving and updating its computer hardware and software, it is unable to quarantee the accuracy of printed material after the date of publication and disclaims liability for changes, errors, or omissions.

Reproduction of all or any portion of this manual is not allowed without the specific written consent of Atari Corporation.

Atari, The Atari logo, and CALAPPT are trademarks or registered trademarks of Atari Corporation.

TABLE OF CONTENTS

INTRODUCTION

CALAPPT™ ("Cal-Apt") is a general-purpose calendar, appointment book and phone book program designed to keep track of your appointments, remember phone numbers for you, and generally organize your day-to-day affairs. It will greatly enhance the usefulness of your new Atari computer.

CALAPPT supports four different information "modes" - calendars, appointments, appointment notes and the phone book. Calendars and the phone book are more or less self-explanatory. "Appointments" is a listing of the appointments scheduled for one day. It is similar to the hourly breakdown found on the pages of most "Day Timer" books. Appointment notes are associated with individual appointments and give the user additional space to include more detailed information about a given appointment.

CALAPPT supports two different classes of appointments: (1) Individually Scheduled Appointments and (2) Regularly Scheduled Appointments. Briefly, an Individually Scheduled Appointment is an appointment that is scheduled once and only once (e.g. an appointment to take your car in for repairs) whereas a Regularly Scheduled Appointment is appointment that occurs on a regular basis (e.g. a birthday or a weekly staff meeting).

CALAPPT can be run as either a program or a desk accessory. To run it as a program, name the program "CALAPPT.PRG" and run in the usual manner from either the desktop or a command line. To run it as a desk

accessory, name it "CALAPPT.ACC" and then reboot the system. CALAPPT creates and maintains its own data files as it runs. The user must be very careful not to delete any of these files.

If the computer is turned off while CALAPPT is open, the program will continue from where it left off when the computer is turned back on (or woken up via an alarm). As with any application, it is a good idea to close CALAPPT if you will not be using your machine for an extended period.

GENERAL DESCRIPTION

When CALAPPT is initially opened, it appears in a window which is roughly a quarter of the size of the screen. It consists of the following areas:

· the window title area which displays the current date and time and can be used to move the window

· the window close box (top left) which is used to exit/close the program

· the window full box (top right) which is used to toggle between full screen and quarter screen modes

· the mode icons (calendar, appointments, appointment notes and phone book)

· the options ("?" mark) and tools (cut, copy, paste, paste multiple and delete) icons

· a smaller area which initially contains a calendar for the current month

When the full box is toggled for the first time, the window will expand to show four different areas, each initially

containing a calendar. The calendars are initially arranged
as follows:

```
top left    =  the current month
top right   =  the next month
lower left  =  the month after the next month
lower right =  the previous month
```

In full screen mode, the active area is shown as being
shadowed. In quarter screen mode, there is only one area
and it is always shown as being shadowed. Toggling the
full box switches back and forth between quarter screen
and full screen modes.

The close box (upper left) is used to exit the program.

MODE ICONS

The mode icons are used to indicate which type(s) of
functions are active.

In quarter screen mode, only one area can be open--a
calendar, the appointments, the appointment notes or the
phone book. Initially, the appointment notes icon will be
disabled. This is because you must choose a specific
appointment before you can open its notes. The other
mode icons can be freely selected or deselected at any
time.

In full screen mode, all four mode icons can be selected
(although the same restrictions apply to the appointment
notes icon). The following shows the uses for the four
areas:

```
top left    =  always a calendar
top right   =  a calendar or the phone book
lower left  =  a calendar or the appointments list
lower right =  a calendar or the appointment notes
```

CALENDARS

A calendar area uses a standard calendar layout to represent various information about appointments. If a calendar date is shown in reverse video it means that there is at least one appointment on that date. If there is at least one Regularly Scheduled Appointment on that date, then a small clock will appear after the highlighted date. If at least one appointment on that date has the alarm set, a small bell will be shown in the opposite corner of the calendar square.

Some operations (e.g. cut, copy, paste etc.) require that a calendar date be selected. To select a date, simply click on its square. The whole square will be shown in reverse video. To deselect the square, simply click on it again.

The month and year for each calendar is selectable via pop-up menus. To change the month, click on the month on the top left of the calendar and choose a new month from the pop-up menu. The current month is shown with a checkmark next to it in the pop-up menu. If you click outside of the pop-up menu when it is displayed, the menu will disappear and the month will not be changed. The year can be selected in much the same fashion. The major difference is that the year pop-up menu is scrollable to give the user access to all of the years from 1970 to 2037.

By double-clicking on a calendar square, the appointments list is automatically opened for that date. If the appointments list is open, selecting a date will update the list to reflect that date. You can continually select different dates to scan through your appointments.

To cut appointments for a date (i.e. remove them from that date and place them on the clipboard for pasting) select the date on the calendar and then click on the cut (scissors) icon. Individually Scheduled Appointments will be removed

from that day and put on the clipboard. Regularly Scheduled Appointments will be cancelled for that day and a copy of the Regularly Scheduled Appointment information will be put on the clipboard as an Individually Scheduled Appointment (i.e. the copy will lose its "regularly scheduled" properties and will become an individually scheduled appointment). To move a Regularly Scheduled Appointment to a different date for all of its occurrences, please see the section titled **APPOINTMENTS** below.

The copy icon (camera) acts in the same fashion as the cut icon except that copies of the appointments are put on the clipboard and the original appointments are left undisturbed.

The delete icon (trash can) is used to delete appointments for a selected date. Individually Scheduled Appointments are deleted and Regularly Scheduled Appointments are cancelled for that date. The clipboard contents are left undisturbed.

The paste and paste multiple icons remain inactive unless there is something on the clipboard (put there via a previous cut or copy operation from a calendar or the appointments list). To paste the contents of the clipboard to a date, select that date and then click on the paste icon (single clipboard).

The paste multiple icon lets you paste the contents of the clipboard as Regularly Scheduled Appointments. If there is only one appointment currently on the clipboard you can paste it as a Regularly Scheduled Appointment as described under the section titled **APPOINTMENTS** below. If there are multiple appointments currently on the clipboard, each appointment will be pasted as a Regularly Scheduled Appointment with the same attributes but at the times with which they were originally cut (i.e., you can't change the time of the Regularly Scheduled Appointments when you use paste multiple in this fashion). For more

information on the Regularly Scheduled Appointment dialog box please see the following sections.

APPOINTMENTS
General

The appointments list can be opened in three different ways:

· selecting the appointments list icon when no calendar square is selected will open the list for the current date and will show (if possible) the next four appointments after the current time

· selecting the appointments list icon when a calendar square is selected will open the list for the corresponding date and will show the first four appointments for that date

· double-clicking on a calendar square will open the appointments list for that date and show the first four appointments

The appointments list has a scroll bar at the right which allows the user to scroll up and down through the day's appointments. Clicking on the up/down arrows in the scroller scrolls up/down by one appointment. Clicking on the grey area above/below the slider scrolls up/down by three appointments. Dragging the slider scrolls proportionally within the day's appointments.

You may change the date which the appointments list is open for either by selecting a new calendar square as explained above or by clicking on the date, month or year fields at the top of the list. These produce pop-up menus which can be used to select a different date.

The appointments list can only display a maximum of 50 appointments for any given day.

Adding an Appointment

To add an appointment, click on the "+" (plus sign) at the top of the list. A pop-up menu will appear allowing the user to specify the hour and minute of the appointment.

To add text describing an appointment, click in the area to the right of the time. A vertical cursor will appear and the mouse arrow will change to an I-beam form so long as the mouse pointer remains within the text area. You can then add some text describing the appointment. To delete all of the text after the cursor, press the escape (Esc) key. To exit edit mode, click the mouse pointer anywhere outside the text area.

Appointments which have notes are indicated in the appointment list by a small right facing arrow underneath the time field. To add additional notes for an appointment you can either double click on the appointment time field, or you can select the appointment as described below and click on the appointment notes icon. In the latter case, if there are multiple selected appointments, the notes will open for the earliest selected appointment. For more information on appointment notes please see the section titled **APPOINTMENT NOTES** later in this document.

Alarmed Appointments

To make an appointment "alarmed" (i.e. so an alarm will sound when that appointment time is reached) click to the left of the appointment time under the column marked with a small bell. The appointment's alarm can be toggled on/off by subsequent clicks in this column.

Regularly Scheduled Appointments

To make an Individually Scheduled Appointment into a Regularly Scheduled Appointment or vice-versa, or to change an existing Regularly Scheduled Appointment, click to the left of the appointment's time under the small clock. A dialog box will appear that lets you select whether the appointment will be Daily, Weekly, Monthly, Yearly or just for a given date.

You can choose from the following five appointment types:

T - Only on the selected date. The day, month and year buttons activate pop-up menus which allow you to alter these fields.

D - The appointment will be on every day. The "Exclude Weekends" button can be toggled to change this to mean that the appointment will fall only on every weekday.

W - The appointment will be on the selected day of the week(s) of each month.

M - The appointment will be on the selected date of the month.

Y - The appointment will be on the selected date of the selected month for each year in the **from:to** range.

> **NOTE**: For monthly appointments, you can schedule an appointment to occur on the last day of each month by specifying the "31st" day. This is a special case which means schedule the appointment on the last day of the month no matter how many days the month actually has. You can also schedule an appointment to be on the last weekday of the month. To do this, select the date to be the 31st and then select the "Exclude Weekends" button.

Modifying Appointments

To change the hour and minute of an appointment, hold down the [Control] key and click on the appointment's time field. A pop-up menu will appear which lets you set the new hour and minute.

To select an appointment (for cut, copy or delete operations or in order to open appointment notes), click on the appointment's time field. The whole appointment will be displayed in inverse video. Multiple appointments may be selected by holding the [Shift] key down while clicking on the appointment time fields. To deselect an appointment, simply click on its time field again and it will be displayed in normal video.

To cut an appointment (or appointments), select them in the normal manner and click on the cut (scissors) icon. Individually Scheduled Appointments will be moved to the clipboard and Regularly Scheduled Appointments will be cancelled for this date and a copy of the Regularly Scheduled Appointment information will be put on the clipboard as an Individually Scheduled Appointment (i.e. the copy will lose its "regularly scheduled" properties and will become an individually scheduled appointment). To move a Regularly Scheduled Appointment to a different date for all of its occurrences, click in the Regularly Scheduled Appointment field under the clock icon and use the Regularly Scheduled Appointment dialog box to change the appointment's attributes.

The copy icon (camera) acts in the same fashion as the cut icon except that copies of the appointments are put on the clipboard and the original appointments are left undisturbed.

The delete icon (trash can) is used to delete appointments for a selected date. Individually Scheduled Appointments will be deleted. For Regularly Scheduled Appointments you will be asked whether you wish to cancel the appointment for the date in question or whether you wish to delete that Regularly Scheduled Appointment completely. The clipboard contents are left undisturbed.

The paste and paste multiple icons remain inactive unless there is something on the clipboard (put there via a previous cut or copy operation from a calendar or the appointments list). To paste the contents of the clipboard to this date, simply click on the paste icon (single clipboard).

The paste multiple icon (multiple clipboards) lets you paste the contents of the clipboard as Regularly Scheduled Appointments. If there is only one appointment currently on the clipboard you can paste it as a Regularly Scheduled Appointment just as though you were converting an Individually Scheduled Appointment to a Regularly Scheduled Appointment as described above. If there are multiple appointments currently on the clipboard, each appointment will be pasted as a Regularly Scheduled Appointment with the same attributes but at the times with which they were originally cut (i.e. you can't change the time of the Regularly Scheduled Appointments when you use paste multiple in this fashion).

APPOINTMENT NOTES

Appointment notes are provided in order to allow you to have more detailed notes for an appointment than is provided by the 2 rows of 24 characters allowed in the appointments list.

The appointment notes icon remains disabled until it is possible to open notes. Notes can only be opened when the appointments list is open and there is at least one

appointment in the list. If there are one or more appointments selected in the list, then when the notes are opened they will be for the earliest selected appointment. If there are no selected appointments then when the notes are opened they will be for the first appointment for the day.

To edit appointment notes, click anywhere within the text area. Editing proceeds as with editing appointments list text.

In full screen mode, the appointment notes, once open, remain open unless either (a) they are closed manually by clicking on the appointment notes icon, (b) the appointment that the notes are for is cut or deleted, (c) the appointment is changed from an Individually Scheduled Appointment to a Regularly Scheduled Appointment or vice-versa or (d) the appointment's time is changed.

The cut, copy, paste and paste multiple icons are always disabled when the appointment notes area is active. The trash can (delete) icon is always active when the appointment notes area is active. To delete all of the text for the current appointment notes, click on this icon. (**Note:** this does not work when you are in edit mode for the notes--you must exit edit mode first).

PHONE BOOK

The phone book is independent of the other parts of CALAPPT and can be opened at any time by clicking on the phone book icon. This portion of the program will maintain a ready reference list of names and numbers. It will also provide automatic dialing for users who have modems.

Each phone book entry consists of three fields:

· name
· address
· phone number

To edit a phone book entry simply click in the desired field and edit as usual. To finish editing simply click anywhere outside the three fields.

Initially, the phone book will be empty. You cannot edit an empty entry so you must first add an entry. To do this, click on the "+" button. This automatically puts you into edit mode to create a new entry.

Note: you must not leave the name field blank. Sorting and searches are done on this field.

The "Search:" field on the phone book area is used to do an incremental search for the phone book. Each time you type a letter in this field, CALAPPT will find the first entry in the phone book that matches the text in the search field. If no matching entry is found, a blank entry is displayed. The incremental search is not case-sensitive, so the letters 'a' and 'A' mean the same thing. The escape (Esc) key can be used to clear the search field completely. You can also use the backspace and delete keys in the search field to edit the search criteria.

You can scroll through your entries by clicking on the up and down arrows on the scroller. By clicking on the grey area above/below the white slider, you move to the start of the entries beginning with the previous/next letter in the alphabet. Dragging the slider lets you move to any desired letter in your phone book. To delete a phone book entry, simply locate it using the incremental search and/or scroller and then click on the trash can.

To add entries for people or organizations that have two or more phone numbers, etc., click on the copy (camera) icon.

This creates an exact duplicate of the currently viewed phone book entry and puts you into edit mode so you can modify the copy.

The phone book also features a dialer section for people who have a modem hooked up to their computer. The two buttons "LD" (Long Distance) and "LOC" (LOCal) are used for this purpose. The difference between the two buttons is how much of the phone number is used when dialing. For "LD" the whole number is used whereas for "LOC" only the portion of the number immediately following a closing bracket ")" will be dialed. As an example, if a phone number is typed in as "1 (408) 745-2000" then the LD button will dial this whole number and the LOC button will only dial "745-2000". Also note that the correct baud rate and dial prefix should be set using the "Dialer..." dialog box described under **OPTIONS** below.

? OPTIONS

Clicking on the "?" icon produces a drop-down menu allowing you to set various options for the program.

1. Preferences: The preferences dialog box is used to tell CALAPPT whether or not you want to have the program ask you to confirm your intentions when performing the actions of deleting, cutting, saving, and quitting.

2. Purge: The purge dialog box gives you the ability to automatically remove appointments older than a certain number of days. It is a good idea to periodically purge appointments to conserve storage. You can optionally have CALAPPT automatically remove appointments older than a certain date every time you start the program or desk accessory.

3. Dialer: The Dialer dialog box lets you set the dialer prefix and baud rate for your modem. The dialer prefix, by default, is "ATDT" which is the "Hayes compatible" command for dial using touch-tone signals. If you are not using a Hayes compatible modem or if you are not using a touch tone line you may have to change this (ATD works for Hayes modems on Pulse lines). Please consult your modem's owner manual and/or your phone company.

4. Time Format: CALAPPT can display time formats in one of two methods; 24 hour clock (also known as international or military time) or A.M./P.M. format (which is common in North America and the U.K.). When times are displayed in A.M./P.M. format, A.M. times appear as normal numbers and P.M. times appear with a small black rectangle to the top left of the time field. To toggle a time between A.M. and P.M., click to the left of the time field.

5. About: The About dialog box gives the version number and copyright information regarding CALAPTT.

ALARMS

When you set an alarm for an appointment and that time is reached, the alarm bell will ring. A small dialog box giving the information for the appointment will be displayed.

If the CALAPPT desk accessory is currently closed, you will have to open it in order for CALAPPT to get information about the next time to ring the alarm. Always add your text to the appointment in the normal way and then set the alarm. Doing this in the opposite order will mean the alarm dialog box's text will be out of date. Similarly, if you edit the text for an appointment which is alarmed, unset and reset the alarm when you are done.

ERROR MESSAGES

Most of CALAPPT's error messages are self-explanatory, but the following section gives some additional information on what to do if certain errors occur.

OUT OF MEMORY ERRORS - These can happen during loading or when adding new appointments or phone book entries. If they happen during loading, immediately exit CALAPPT and do not save any data (confirm saves and abandon the changes). If they happen while adding appointments, use your judgement as to whether the data in memory can safely be saved and exit CALAPPT thereafter. In no circumstances continue to add information to your appointment book or phone book once you have received an out of memory error message.

ERROR SAVING APPOINTMENT BOOK - The two likely causes for this are having a full disk or having a damaged disk. In either case you will be asked for an alternative location to place the appointment information. If you fail to specify a suitable location (e.g. that disk is full too) you will continue to be asked until you succeed or give up.

ERROR WHILE UPDATING PHONE BOOK - Again, the two likely causes for this are full disks and damaged disks. Since most of the phone book information is kept on disk in a temporary file, you can quite likely recover your data (except for changes made before the last successful update). If it is recoverable, the data will be in the "CALPHONE.TMP" file10. Simply rename this file "CALAPPT.PHO" (after first backing up the existing CALAPPT.PHO file in case it has more data in it than this temporary file) and start up CALAPPT again. With a bit of luck, most of your phone data will be intact. The best solution is to always keep backups.

DREAMSCAPE
SCAPE
[StRaTaGeM]