

Handy Calendar S60

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Month View

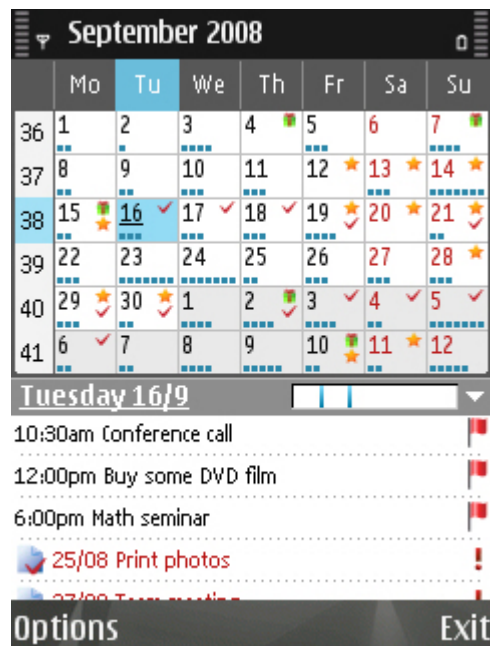
Month view shows your entries for the current month. Anniversaries, all day events and tasks are shown as icons. Appointments and reminders are shown as small dots.

The entries of the current day are shown in the preview window.

- To navigate between days of the month, press the joystick left, right, up and down.
- To go to some date, go to **Options > Go to date** then enter the date and press **OK**.
- To return to today, press **<#>** key.
- To view a full list of entries for the current day, press joystick or go to **Options > Open**.
- To create a new entry in the current day, go to **Options > New** or just start typing.
- To change the view, go to **Options > Change view**. You can also press **<*>** for several times to cycle between the application views. To setup cycling views, go to **Options > Settings > General**.
- To zoom in/out entries in the preview window, go to **Options > Zoom**.
- To change the view settings, go to **Options > Settings > Month view**.

There are hot keys for phones with keyboard:

- **Ctrl+N** – New appointment
- **Ctrl+R** – New reminder
- **Ctrl+E** – New all day event
- **Ctrl+A** – New anniversary
- **Ctrl+T** – New task
- **Ctrl+Q** – Change view
- **Ctrl+G** – Go to date
- **Ctrl+Z** – Zoom
- **Ctrl+C** – Copy
- **Ctrl+V** – Paste



Week View

Week view shows your entries for the current week.

- To navigate between days of the week, press the joystick left, right, up and down.
- To go to some date, go to **Options > Go to date** then enter the date and press **OK**.
- To return to today, press **<#>** key.
- To view a full list of entries for the current day, press joystick or go to **Options > Open**.
- To create a new entry in the current day, go to **Options > New** or just start typing.
- To change the view, go to **Options > Change view**. You can also press **<*>** for several times to cycle between the application views. To setup cycling views, go to **Options > Settings > General**.
- To zoom in/out entries in the preview window, go to **Options > Zoom**.
- To change the view settings, go to **Options > Settings > Week view**.

There are hot keys for phones with keyboard:

- **Ctrl+N** – New appointment
- **Ctrl+R** – New reminder
- **Ctrl+E** – New all day event
- **Ctrl+A** – New anniversary
- **Ctrl+T** – New task
- **Ctrl+Q** – Change view
- **Ctrl+G** – Go to date
- **Ctrl+Z** – Zoom
- **Ctrl+V** – Paste



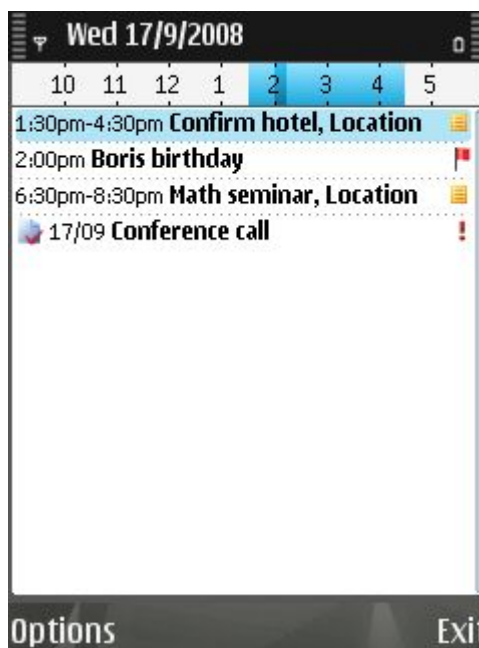
Day View

Day view shows your entries for the current day. The busy bar at the top shows your busy hours.

- To navigate between days of the week, press the joystick left and right.
- To navigate between entries, press the joystick up and down.
- To go to some date, go to **Options > Go to date** then enter the date and press **OK**.
- To return to today, press **<#>** key.
- To view settings of the current entry, press the joystick or go to **Options > Open**.
- To create a new entry for the selected day, go to **Options > New** or just start typing.
- To change the view, go to **Options > Change view**. You can also press **<*>** for several times to cycle between the application views. To setup cycling views, go to **Options > Settings > General**.
- To zoom in/out entries, go to **Options > Zoom**.
- To change the view settings, go to **Options > Settings > Day view**.

There are hot keys for phones with keyboard:

- **Ctrl+N** – New appointment
- **Ctrl+R** – New reminder
- **Ctrl+E** – New all day event
- **Ctrl+A** – New anniversary
- **Ctrl+T** – New task
- **Ctrl+Q** – Change view
- **Ctrl+G** – Go to date
- **Ctrl+Z** – Zoom
- **Ctrl+X** – Cut
- **Ctrl+C** – Copy
- **Ctrl+V** – Paste

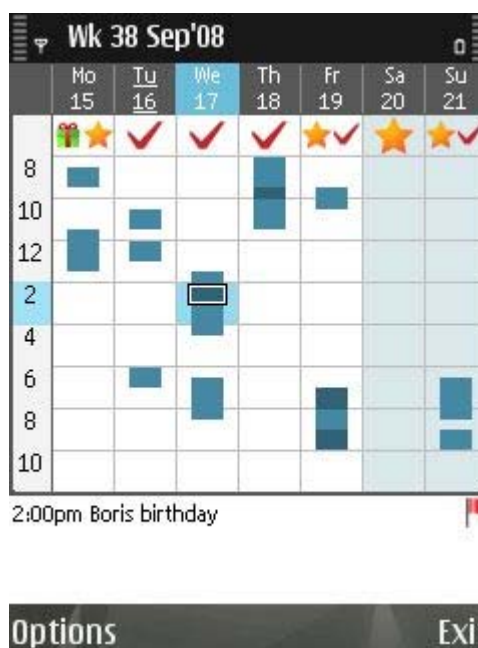


Timetable view

Timetable view graphically shows your busy hours for the current week. The timetable range is always sixteen hours long.

The entries of the hour cell are shown in the preview window.

- To navigate between hour cells, press the joystick left, right, up and down.
- To go to some date, go to **Options > Go to date** then enter the date and press **OK**.
- To return to today, press **<#>** key.
- To view a full list of entries for the current day, press joystick or go to **Options > Open**.
- To create a new entry in the hour cell, go to **Options > New** or just start typing.
- To change the view, go to **Options > Change view**. You can also press **<*>** for several times to cycle between the application views. To setup cycling views, go to **Options > Settings > General**.
- To zoom in/out entries, go to **Options > Zoom**.
- To change the view settings, go to **Options > Settings > Timetable view**.



There are hot keys for phones with keyboard:

- **Ctrl+N** – New appointment
- **Ctrl+R** – New reminder
- **Ctrl+E** – New all day event
- **Ctrl+A** – New anniversary
- **Ctrl+T** – New task
- **Ctrl+Q** – Change view
- **Ctrl+G** – Go to date
- **Ctrl+Z** – Zoom
- **Ctrl+X** – Cut
- **Ctrl+C** – Copy
- **Ctrl+V** – Paste

Tasks View

Tasks view shows your tasks. You can see them by categories applying different filters (e.g. overdue, today, or next 7 days).

- To navigate between tasks press the joystick up and down.
- To apply a filter, go to **Options > Apply filter** and choose the filter from the list.
- To view details of the selected task, press the joystick or go to **Options > Open**.
- To create a new task, go to **Options > New > Task** or just start typing.
- To change the view, go to **Options > Change view**. You can also press **<*>** for several times to cycle between the application views. To setup cycling views, go to **Options > Settings > General**.
- To zoom in/out tasks, go to **Options > Zoom**.
- To change the sorting order, go to **Options > Settings > Tasks view**.

There are hot keys for phones with keyboard:

- **Ctrl+T** – New task
- **Ctrl+Q** – Change view
- **Ctrl+D** – Mark as done/not done
- **Ctrl+P** – Apply filter
- Ctrl+Z – Zoom
- Ctrl+X – Cut
- Ctrl+C – Copy
- **Ctrl+V** – Paste

Preview

Preview shows full details of the current entry: subject, location, time, alarm, repeating, note.

- To navigate between entries of the same day press the joystick left and right.
- To edit entry, press the joystick and select **Edit** or go to **Options > Edit**.

☞ Handy Calendar highlights phone numbers, e-mail addresses, URLs and names of people from your phonebook with the blue color. Press the joystick or go to **Options** to use them (e.g. send an e-mail, make a call, open an URL, or create an SMS).

Edit View

Edit view contains 4 tabs with entry details:

- **Details** tab contains entry's subject, location, time settings and type of synchronization.
- **Note** tab contains entry's description.
- **Alarm** tab contains alarm notification settings. E.g. you can set an alarm to ring 15 minutes before a meeting.
- **Repeat** tab contains entry's repeating details. The repeating can be: No repeating, Daily, Weekly, Monthly, Yearly. E.g. you can make a meeting that repeats every Monday.

Some tabs might be missing depending on the type of entry.

- To switch between tabs press the joystick left and right.
- To start editing the current detail, press the joystick or just start typing.
- To finish editing, select **Done**.
- To cancel all changes for the current entry, choose **Options > Discard changes**.

General Settings

To access Handy Calendar general settings, go to **Options > Settings > General**.

- **Skin** – Select the color skin for Handy Calendar.
- **Default view** – Select the default view for Handy Calendar.
- **View cycling** – Mark the views that will be cycled by pressing <*>.
- **Week starts on** – Select the first day of the week.
- **Working days** – Select working days of the week.
- **Busy bar range** – Define the time range of busy bars.
- **New entry type** – Select the type of entry to be created by typing in any view except Tasks view.
- **Alarm sound** – Select the sound for alarm signals.

Month View Settings

To access Month view settings, go to **Options > Settings > Month view**.

- **Time Format** – Select the time format for the entry look.

- **Anniversaries** – Select the position of anniversaries in the list of entries.
- **All day events** – Select the position of all day events in the list of entries.
- **Tasks** – Select how to show tasks in the list of entries. If you select **Off**, tasks will be hidden in all views. You can also select to show tasks as numbers (e.g. 5 undated, 4 past, 1 active).
- **Completed tasks** – Select **Off** to hide completed tasks.

Week View Settings

To access Week view settings, go to **Options > Settings > Week view**.

- **Title** – Select the title format: **Week number** (e.g. Wk 52 Dec'07) or **Date range** (e.g. 10/12/07-16/12/07).
- **Time Format** – Select the time format for the entry look.
- **Anniversaries** – Select the position of anniversaries in the list of entries.
- **All day events** – Select the position of all day events in the list of entries.
- **Tasks** – Select how to show tasks in the list of entries. If you select **Off**, tasks will be hidden in all views. You can also select to show tasks as numbers (e.g. 5 undated, 4 past, 1 active).
- **Completed tasks** – Select **Off** to hide completed tasks.

Timetable View Settings

To access Timetable view settings, go to **Options > Settings > Timetable view**.

- **Title** – Select the title format: **Week number** (e.g. Wk 52 Dec'07) or **Date range** (e.g. 10/12/07-16/12/07).
- **Time Format** – Select the time format for the entry look.
- **Timetable start** – Define the start time of hour cells.
- **Tasks** – Select **Off** to hide tasks.
- **Completed tasks** – Select **Off** to hide completed tasks.

Day View Settings

To access Day view settings, go to **Options > Settings > Day view**.

- **Time Format** – Select the time format for the entry look.
- **Anniversaries** – Select the position of anniversaries in the list of entries.
- **All day events** – Select the position of all day events in the list of entries.
- **Tasks** – Select how to show tasks in the list of entries. If you select **Off**, tasks will be hidden in all views. You can also select to show tasks as numbers (e.g. 5 undated, 4 past, 1 active).
- **Completed tasks** – Select **Off** to hide completed tasks.

Tasks View Settings

To access Tasks view settings, go to **Options > Settings > Tasks view**.

- **Sort by #1** – Select the primary criterion for sorting (e.g. first sort tasks by priority).
- **Sort by #2** – Select the secondary criterion for sorting (e.g. then sort tasks by due date).
- **Sort by #3** – Select the third criterion for sorting (e.g. then sort tasks by subject).
- **Sort order #1, #2, #3** – Select the sorting order of each criterion, descending or ascending.

New Entry Defaults

To access new entry defaults, go to **Options > Settings > New entry defaults**.

- **New appointment** – Set defaults to be used for new appointments.
- **New reminder** – Set defaults to be used for new reminders.

- **New all day event** – Set defaults to be used for new all day events.
- **New anniversary** – Set defaults to be used for new anniversaries.
- **New task** – Set defaults to be used for new tasks.

Registering

You can use Handy Calendar application during 14 days demo period. Then you will need to register.

You can register this application on-line at our web site (go to **Options > About**).

After a purchase you will get your serial number by e-mail. Serial number consists of 2 groups of 8 digits, e.g. 12345678-12345678. To enter serial number, go to **Options > Register**.