MonthPlanner User's Guide v2.0

Product can be enhanced without update of this document, but the basic usage won't be much different

1. Minimum Requirements

- **Operating System : OS 3.5 or Higher**

- **Display : 16 gray / 256 Color / 65536 Color**

2. MonthPlanner Functional Highlights

- **Allow efficient management of the 'events' and 'to do's' through common data sharing with the built-in 'Datebook' and 'ToDo List' applications.**

- **Support Category option for an 'event' item as well as 'to do' item.**

- **Allow you to conveniently glance over the entire month for 'events' and 'to do's' with wide calendar screen and rotational icons. (Also support high-resolution icons)**

- **'Filtering' function allows display of the 'events' and 'to dos' based on selected category and /or priorities.**

- **You can easily move or copy your 'events', 'to dos' and/or 'cells' by Drag & Drop for each item.**

- **Small size of the application (only 82 kb) allows quick execution and less burden on memory management.**

- **Better 'readability' by allowing user option to select all description colors for 'events' and 'to dos'.**

- **Allows option for user to selectively change colors for all items on the calendar.**

- **You can also set colors of all calendar items.**

- **Intuitive user interfaces and the pop-up menus make it easy for the user.**

- **Provides 'D-Day' management.**

3. Instruction

- **Adding an 'Event' or 'To Do' Item**

  Pressing and holding on a cell you wish to add an item to causes a Pop-Up menu to appear. You can then select the item of your choice by using a same method as for editing.
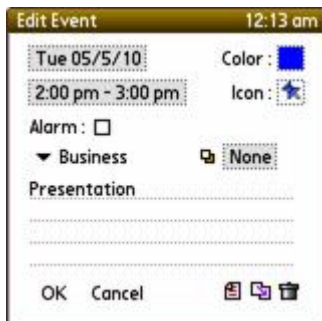

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If you enter an 'event' item that repeats daily, you will see a bar going across the cells when the repeat end date is selected. (see above screen shot).

- **Editing Items**

Either tap once on the 'Daily View Window' to select edit category or select 'Edit' from the Pop-Up menu.

Press the ▣ button to add or modify note, the ▣ button to copy current item, and the ▣ button to delete current item.

If you do not wish to set a due date on the 'to do' item, you can press the red 'X' button next to the date window on the screen. (On to-do editing screen)

 [Tip] To merge records in different categories, rename a category name to the destination category name.

If you modify a repeating event, the Repeating Event window will pop up as shown below.

Current : Apply changes to only the selected date.

All : Apply changes to all repeating dates.

Future : Change applies to only the selected date and the future days.

Cancel : Cancel changes.

[Tip] You can change Alarm sound in the preference in Option of built-in DateBook (OS 3.5 or higher)

- **Moving and Copying Items**

-Cell Drag & Drop: Move or Copy all highlighted items into the cell you want by dragging & dropping onto the cell.

If you wish to move or copy only an 'event' or a 'to do' or even a certain priority of the 'to do', drag & drop after activating a filter function (press magnify button located on top) to show only selected items. A cell will not be moved if the 'To do' does not correspond with the originating date.

(If you chose today's cell, undated 'To Do' items will not be copied or moved either.)

Item Drag & Drop : Drag & Drop an item from the 'Daily View Window' to the desired cell.

 In 'Item Drag & Drop', application automatically defaults to a destination date when moving an undated 'to do' item.

[Tip] If you move or copy a cell or an item to any other month that is not shown, use 'Move To..' or 'Copy To..' in the Pop-Up menu.

- **Deleting a Cell**

Select 'Delete' from the Pop-Up menu by pressing and holding on a cell.

After you confirm from the confirm window, all the shown items will be deleted.
As in 'Move or Copy a Cell', all 'to do' items without a date or with a date that does not correspond to the selected date will not be deleted.

- **Set a Holiday**

Select 'Holiday' in Pop-Up menu, by pressing and holding on a date cell that you want to set as a holiday.

If the selected event is a repeating event, all matching dates will be displayed as holidays.

(Also You can use HolidayDB file from 'WeeklyPlan')

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- **Set D-day**

Select 'D-Day' in Pop-Up menu, by pressing and holding on the date cell that you want to set as a holiday.

The remaining number of days will be displayed, when you get within the range set in the Preference.
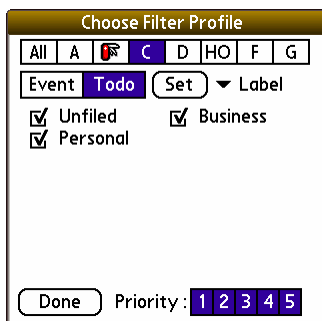
If the D-Day set is a past date, the number of days displayed indicate number of days since the D-day.

You can also set a D-day directly from the main menu..
You can turn on/off a D-Day display menu by using a short-cut key 'D'.

(For details, refer to the Preference section)

- **Filtering**

You can set the condition of displayable items by pressing the magnify button located at the upper right hand corner.

You may want to group your display condition.
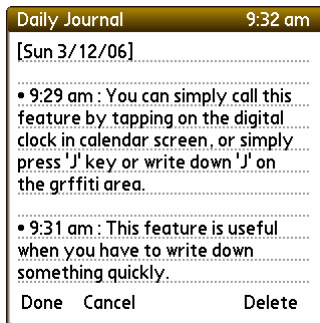You can set 7 group of filtering combination.

It will be much more intuitive, if you set a label or icon on each filtering combination.

4. Title Bar Menu

You can set the mode of Day-View Window by pressing one of items in the Pop Up menu which pops up when you press the Title Bar. Also you may add new item or drag & drop an item here.
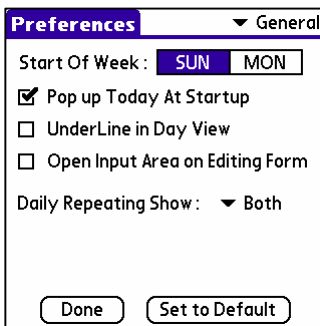
5. Daily Journal

You can silmply call this feature by tapping on the digital clock, or writing 'j' or 'J' in the Graffiti area.

M.Planner tries to find 'Journal' category, and if it can't find, it will make one. All Daily Journals are categorized to 'Journal' category, so you can easily look over them later by filtering 'Journal' category.

6. Preferences

A. General

Start Of Week: Select start of the week as Sunday or Monday.

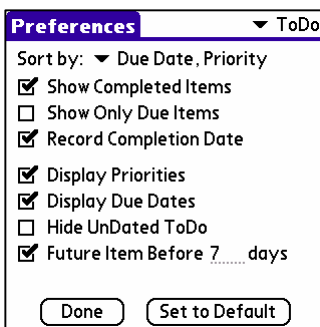**Pop up Today At Startup**: If checked, Daily View Window will pop up at the MonthPlanner startup.

UnderLine in DayView : Set If you want to see a underl line in day view window.

Open Input Area on Editing Form : If this option is checked, M.Planner will open Dynamic Input Area automatically when you have to write something. This option does not apply to non-dia devices such as Treo650, etc..

Daily Repeating Option : Set Bar / Icon / Both type for multi day event displaying

B. ToDo

Sort by : How to sort ToDo items

Show Completed Items: Display completed 'to do' items. The completed 'to do' items are shown only on the selected date.

Show Only Due Items: Functions same as the built in 'To Do List' application option. Displays both upcoming 'to do' items and undated 'to do' items.

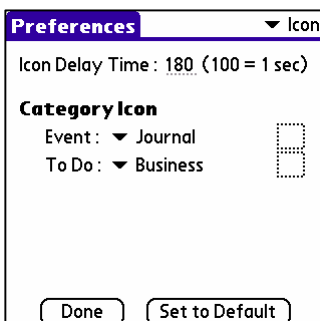**Record Completion Date** : Displays completion date.

Display Due Dates: Displays if the completion date is selected.

Hide UnDated ToDo: Hides undated to do items.

Future Item Before __ days: Start showing upcoming 'To Do' items from the number of days selected.
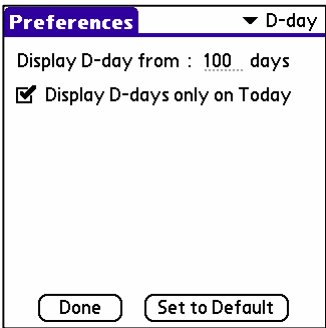
C. Icon

Icon Delay Time: The dealy time of icon rotation

Category Icon: Default icon for a specified category. Of course you can also set other icon on a certain category even if it has its own default icon.
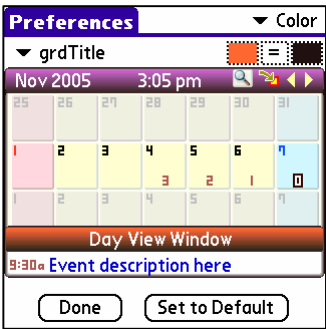
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D. D-Day

Display D-day from: D-day display range. Only the days between this range will be shown on calendar with d-day count number.
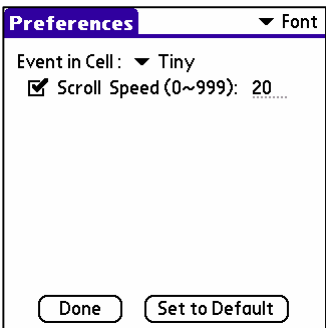
Display D-days only on Today: If you uncheck this option, M.Planner will show whole d-day count on calendar within the d-day range.

E. Color

Here, you can define M.Planner's outfit color.
'grd' prefix means 'gradation', and you can set start color and end color by pressing select boxes on the right upper area. If you don't want gradation, please simply press '=' button so that the end color can be set as first color.

F. Font

Event in Cell: If your device's OS is over 5.x, you can display descriptions on calendar screen with tiny font. In this case scrolling speed will be affected by the below setting 'Scroll Speeed'. (smaller is faster)

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7. Shortcuts (Case Insensitive)

T: Go To Today
G: Go To a certain month
D: D-day Display Turn On/Off
J : Daily Journal
N: View or Edit of selected item's Notes
[Enter] : Rotate Day-View Mode

(5-way navigation)
- When there's no pop up
  Up / Left : previous month
  Down / Right : next month
  Select : Turn the cursor on

- When Cursor is On
  Up / Down/ Left / Right : Directions
  Select : View the cell (or pop up menu if the cell is blank)

- When Daily Window is On
  Up / Down : jump to near data
  Right : Popup menu
  Select : Select an item.

- When an item is selected
  Up / Down : navigate other items
  Left / Back to the previous state
  Right : Popup menu
  Select : View/Edit current item.

8. Icon

A. Icon File Type

Icon file is a resource file composed of 10 x 9 pixel bitmaps files. You can get free icon sets on the web or buy commercial icon sets. However, you can create new icons by utilizing icon editing tools
(MonthPlanner does not provide icon editing tools)

M.Planner supports only one icon file. Please leave just one icon file that you want to use in handheld.)

B. Using Hi-Res Icons

MonthPlanner supports Hi-res Icons, when running on a High resolution device equipped with OS 4.x or higher.
No separate utilities are required for OS 5.x ; however, OS 4.x requires the 'v3bhack' application.

All Icon images in the ScreenShots of this User Guide are properties of designsbybert