

WPlanit Tutorial

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Welcome To WPlanit!

WPlanit is a fairly sophisticated, free personal calendaring application written in PerfectScript, the scripting language for WordPerfect (which will be called "WP" for short in this tutorial). With a few limitations, WPlanit can both A) register one-time events (job interview on Tuesday the 14th at 10:00 p.m.) and B) keep track of recurring events in various configurations (exercise at the gym 6:00 p.m. every Monday and Wednesday; meeting with X company representatives the second Tuesday of each month at 3:30 p.m.). There are commercial (shareware) calendaring applications available with either less power than WPlanit or many more bugs—I know because I considered several, rejecting three or four which clearly couldn't fulfill my needs, then finally bought one that looked OK after a cursory two-hour trial but under actual day-to-day use turned out to have way too many bugs to be reliable. That's why WPlanit exists.

Note, however, that as a day-planner application, WPlanit is somewhat anachronistic. It could be used as an entirely electronic planner, but it wasn't programmed with that goal in mind; its ultimate purpose is to print out daily planner pages (from a single day to an entire month at a time) which can then be paper-cut, hole-punched, and finally inserted into a standard *small-sized* three- or six-ring day-planner binder, the kind that accept pages measuring approximately 3¾" x 6¾". I once used the Franklin-Covey hard-copy planner system and was happy with it, but there came a time when I realized that it would be much more convenient to schedule repetitive kinds of events/tasks on the computer: it gets to be a real pain to write "Exercise" into the 5:30 p.m. slot of every single Monday, Wednesday, and Friday of every single week except for vacations, especially when you know that a computer could take care of such repetitive scheduling automatically. However, I did not want to migrate to a wholly electronic planner such as a PalmPilot—I generally plan more efficiently and quickly with paper and pencil. In short, I wanted the power of repetitive electronic scheduling but the easy usage of hard copy planner pages; ergo, I needed to be able to calendar electronically and then print out the pages for my planner binder. I found to my delight that Franklin-Covey had recently developed such software—but then learned that they had wedded their software to Microsoft Outlook (won't run without it). I don't use Outlook and never will (too insecure), so that revelation ended my loyalty to Franklin-Covey. After I tried a shareware calendaring application that was supposed to do what I wanted but failed miserably, I decided to create WPlanit.

You'll need your own small-sized binder, month dividers, paper-cutter, and specialized hole-punch to take advantage of the printing feature (if you've used these kinds of planners before, you know what's involved). In addition, because of the particular needs which guided my programming, WPlanit lacks some features seen in completely electronic calendaring applications (such as PalmPilot's software) because a person whose main record is on printed and hand-marked hard copies doesn't need such features. And that observation brings us to the next topic: WPlanit's limitations.

Quirks, Limitations, Gotchas

Many programs (even freeware) try to suck you in, making big claims, enticing you to buy them (or at least use them) and slog through their learning curve. Later, after you've wasted a lot of time, you finally discover gotchas or bugs that would have deterred you from investing in the program had you known about them. But once you've sunk your valuable hours into the application—let alone your money—you're likely to stick with the program despite the frustrations that crop up a month later when you try to use some of the advanced features which turn out not to work as advertised. But you're frustrated, and you'll probably avoid that software maker from now on.

WPlanit doesn't treat you that way. Flexible and powerful as WPlanit is, it's not for everyone, even those

who want exactly what I do (software that allows you to calendar repetitive tasks and then use the resulting printed planner pages for day-to-day use). Aside from a few inevitable bugs that I wasn't able to eliminate, WPlanit has various operational idiosyncracies that may be deal-breakers for you. Recognizing that, in this section I describe its major gotchas and limitations (a few others are dealt with later in the tutorial at relevant spots); outright bugs have a section toward the end of the tutorial. Thus, all of WPlanit's warts that I know about are openly displayed right here in the tutorial. Before investing in WPlanit's learning curve, consider the issues detailed here; if you find one or more of them greatly objectionable, then you needn't waste any time mastering this application. If you still want to try it out, you'll know what pitfalls to watch out for along the way. Make your decision about WPlanit quickly and with confidence!

No Standard Blocking

WPlanit uses the term "block" differently than most other calendaring applications (to find out what "block" means in WPlanit, see the next subsection here, "WPlanit Does Not Keep a Perfect Record of Your Schedule," and the section on "ongoing items" later in the tutorial). For most calendaring programs, setting up a "block" means that you set aside a certain amount of time—say, from 3:00 to 5:00—on a particular day for a particular scheduled item, and once you've done this, you can't calendar anything else during that time on that day. The block feature prevents you from overscheduling yourself. Unfortunately, WPlanit can't do this; I simply ran out of time to work on the program and had to stop adding features. Standard time-blocking was one of the features that was planned but didn't make it in. So be aware from the outset that WPlanit will allow you to calendar two different events at exactly the same time on exactly the same day. There are ways to compensate for this problem, however; see below, "Basic Calendar Entries (Single Events and Tasks)," under the subsection "No Blockages and No Quarter-hours."

Not a Perfect Record

As I explained above, WPlanit is designed primarily to print out standard small-size planner pages which can then be manually cut with a paper cutter and hole-punched for insertion into a day planner. Therefore, when I wrote the program I was not mainly concerned with WPlanit's performance as a database which would retain all entries for the purpose of record-keeping; your record should be your hard-copy, printed planner pages (which should contain more data than WPlanit contains anyhow, if you're using your planner effectively throughout a typical busy day). Although WPlanit does in fact maintain a solid record of most items you enter, there is one situation in which a perfect record is not kept: when you work with patterned, recurring entries—the "every second Tuesday" type of item—which WPlanit calls "ongoing".

WPlanit's omission of this "ongoing" data only occurs if you tell it to "block" such events temporarily so that they don't show up on days they normally would (details on how to do this are given in the relevant section below). For example, let's say you have a meeting with a particular project team the second Tuesday of every month. However, the project manager cancels the meeting for March because he'll be out of town that week. In this scenario, you would block that item for the month of March; if you look at the WPlanit calendar for March, the meeting won't appear on its regular day, but if you skip ahead to April, it'll show up again.

Here's the problem: WPlanit can only set one block at a time on a given calendar item. Therefore, if you block an item once and leave the block in place, a perfect record is maintained, but if a year later you block that item again, WPlanit will delete the old block, overwriting it with the new block. It is as if the old block had never happened. So if you go back to the previous March, when you had the meeting blocked out, all of a

sudden that meeting will now appear on your calendar even though you didn't actually meet that month.

Ongoing items that get blocked more than once will constitute a small subset of calendar entries, but the one-block-at-a-time limitation nevertheless means that you can't open WPlanit and confidently use it as a complete record of what you had scheduled, say, in a given month two years ago, unless you make sure that you keep track of which ongoing items have been blocked once and make sure that you never block them again (for example, when there's a temporary interruption in the ongoing item's occurrence, such as the project manager being out of town and cancelling the March meeting, and you've already blocked it once before, you could simply end that ongoing item completely and create a new one from April forward).

Myself, I prefer to just let the printed hard-copy planner pages be my record.

No Automatic Downloading or Merge Integration

WPlanit can't automatically download data and merge it from other sources, such as an address book, the way that the truly top-of-the-line calendaring applications can. An ambitious programmer could probably build such integration into WPlanit, but it would be a big project, and since the application fulfills my needs as it stands, that programmer won't be me. (However, other programmers interested in doing something like this will find that the comments in my code are much more detailed and full than those of most programs. Note that this isn't because I'm a better programmer; it's because I'm an amateur and I need a lot of extra comments to remind myself of exactly what I did and why I did it. However, it should have the beneficial side effect of making you spend less time reverse-engineering my code than you would many other peoples'.)

WordPerfect Required (8 or Later)

Because it is written in PerfectScript, WPlanit can't run without WP (version 8 or later). In addition, WPlanit uses WP to hold its "database" of calendared items and to generate printable planner pages and monthly calendars. So you have to have a copy of WP installed on every computer that you'll use to run WPlanit. Also, there may be problems with your particular version of WP. It was originally written on WordPerfect 8; although it *should* work with versions 9 through 11 and X3, WPlanit has only been tested with WP8 and WP12, so I can only guarantee that it will work with those versions in the manner described here. There may be problems with WPlanit on other versions of WP, and since I don't have those other versions of WP, I obviously haven't been able to identify them, let alone warn readers about them.

The Text-Selection Problem

In order to work, WPlanit requires the efficient, versatile, power-user-friendly traditional WordPerfect text-selection style. Unfortunately, since version 10, Corel has implemented the option to set WP to the less user-friendly, more frustrating Microsoft-Word-style text selection. Even worse, this style of text selection is the default style. Because it cannot run under the Microsoft text-selection regime, WPlanit will change your text selection style to the original WP style. If you want the Word style, you'll need to change it back manually. But as an aside, I'd recommend keeping the WP-style text selection. Once you adjust, you'll probably find it more

effective; it gives users more control over how text is copied, cut, and pasted.

Windows Date Format

WPlanit also requires the Windows date format to be set in a particular manner. The Control Panel applet for Regional Settings (Win98), Regional Options (Win2000), or Regional and Language Options (WinXP; I don't know what it is for Vista) must report the date in the long and short formats required by WPlanit. These are MMMM dd, yyyy and MM/dd/yyyy, respectively. If your system isn't set up to display dates in these formats, WPlanit pops up a message telling you to change it, then shuts down. So you might as well change it in the first place.

Whaddya Say?

There are also a few other problems, detailed below in the relevant portions of this tutorial, under which WPlanit also labors. If none of these issues scare you off, however, then by all means try WPlanit.

Installation and Startup

WPlanit is coded to run from its folder, named "WPlanit" and which contains various files and subfolders. The entire unit should be placed in your default macro directory. In other words, after you've unzipped the macro, don't take the WPlanit files and Data subfolder out of the main "WPlanit" folder, and don't rename the main folder either. Just copy the WPlanit folder, exactly as it was extracted from the zip archive, into your default macro directory. If you don't know where that is, you can find out by going to WP's **Tools** menu, choosing **Settings | Files | Merge/Macro**, and looking at the "Default Macro Folder" field. Once again: out of the box (i.e. fresh from the zip file), the WPlanit folder and all its original contents must be placed in your default macros directory. If the folder and its contents aren't there, WPlanit won't work correctly. (This behavior can be modified, however—see below, "Appendix: Running Different Instances of WPlanit.")

After you've unzipped WPlanit and placed its main folder into your default macros directory, you're ready to run the program. Open WP, go up to the WP menu bar, choose **Tools | Macro | Play**, and then navigate to the WPlanit folder. To run the macro, select "WPlanit.wcm," or if your system is set to hide known file extensions, choose the file (not the folder!) simply called "WPlanit". (Ignore the other two *.wcm files there.) Here's what you'll see:

The screenshot shows the WPlanit application window. The title bar is blue with the text "WPlanit" and a close button. Below the title bar is a light gray bar with the text "Use Start Date to choose the date you wish to view, then press View Items:" and a "View Items" button. The main area is a large white rectangle. Below this are several sections:

- Choose type of item to schedule:** Two radio buttons, "Events" (selected) and "Tasks".
- Start Date:** A text box with a calendar icon.
- Time of Day:** A dropdown menu.
- Clear Dates:** A button.
- Event Description:** A large text area.
- Days:** Three radio buttons, "Single" (selected), "Multiple", and "Ongoing".
- Checkboxes:** A section with the text "The Multiple and Ongoing dialogs are reset every time they appear" and three buttons: "View Month", "Clear Text", and "Set Event".
- Ongoing Pattern:** A text box.
- Blocked Start/End Dates:** A text box.
- Type of pages to generate:** Two radio buttons, "Day Planner" (selected) and "Month".
- Make 1 month's planner pages (or less). Select Year and Month before Days so wrong number of days won't display in FROM & TO.**
- Year:** A dropdown menu showing "2006".
- Month:** A dropdown menu showing "June".
- FROM Day:** A dropdown menu showing "8".
- TO Day:** A dropdown menu showing "8".
- Generate and Exit:** A button.

Looks like a lot, and it is. But don't worry. WPlanit is mostly contained in this window, the majority of its power displayed right on the surface. There's a bit more to WPlanit than what you see here, but not a whole bunch—master this and you're most of the way done. There will only be a few other windows and dialogs to drill through.

Adding WPlanit to Toolbars with Custom Icon

After you've gotten WPlanit working by following the procedures described above, you may wish to add WPlanit to your main WP toolbar (or whatever toolbar or property bar you want) for easy access. If you do that, WP supplies the macro with a standard default icon that looks like a cassette tape. If you have more than one macro on your toolbar, it gets difficult to tell which is which because they all look the same. To solve this problem I've shipped WPlanit with its own custom icon, WPlanitIcon.bmp (it shows a pencil writing on a planet—I know, not the most original concept, but it's at least somewhat mnemonic). From beginning to end it's a two-stage operation. First, add WPlanit to the toolbar, then change the icon:

1. Click **Tools | Settings | Customize** | *[choose the toolbar/property bar you want, probably something like "WordPerfect 12" or "WordPerfect X4"—the title of whatever version you're running]* | **Edit | Macro | Add Macro**.
2. Navigate to the default macros folder, then drill down into the WPlanit folder and double-click WPlanit.wcm.
3. Say "yes" to the "save with full path" message. WPlanit is not at the top level of the folder, so when WP looks there, it won't find the macro—it must have the full path. Anyway, now the normal macro audio-cassette icon appears on the toolbar (if you can't see it, it's probably because you have too many other icons on the toolbar; get rid of some unused ones by **Alt-clicking** them and dragging them off the toolbar).
4. Now let's make the toolbar use the WPlanit icon instead of the default icon: in Windows (not WP) navigate to the folder with the WPlanit icon, entitled WPlanitIcon.bmp (or just plain WPlanitIcon, if you've left your Windows at its default behavior to hide extensions). If you just unzipped the compressed WPlanit download archive, it'll be sitting there with the tutorial, alongside the WPlanit folder.
5. Open the WPlanitIcon.bmp file in your graphics editor or viewer, and within the program, do **Edit | Select All | Copy** or just **Edit | Copy** if your application doesn't have a "select all" option. For some reason, normal Windows copy-to-clipboard won't work; you must do it inside a graphics application.
6. With the graphics program still open, now open WP. Right-click on the WP toolbar containing WPlanit's cassette icon; in the resulting menu, go down to the bottom and choose **Edit...** The toolbar-editing dialog will pop up; ignore it (but don't close it).
7. Go back to the toolbar and right-click the cassette icon; a tiny context menu will pop up with the options **Customize** and **Delete**. Choose **Customize**. Another dialog will pop up; change the main options if you want (for example, alter the **Button text** so that it's just "WPlanit" instead of the entire path, or change the **Quick Tip** to something like "Day planner"). But your main goal is down at the bottom right of the

dialog in a sub-box entitled **Image**. Inside that, click **Edit**.

- At the bottom of the next dialog, click **Clear** to remove the cassette icon, then simply click **Paste**. The WPlanit icon's graphic information should be pasted into the little icon window. **OK** out and you're done.

Basic Calendar Entries (Single Events and Tasks)

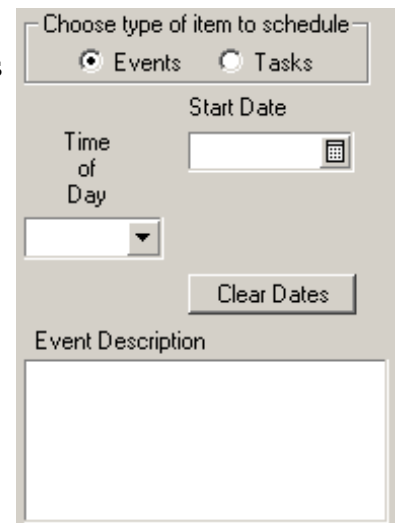
WPlanit may be complicated, but it's easy enough to get going on the most common job: calendaring a single event. Ignore most of the options and just focus on the bottom left of the WPlanit screen, below the big, blank window. But first you need something to calendar. Let's say that today is June 8, 2006, and you're a high-ranking Mafia boss. The mob, whose higher-ups have always had a taste for the good life, has recently decided to diversify into gourmet cheeses. And, as everyone knows, the moon is made of green cheese (Neil Armstrong didn't look far enough beneath the surface, or he'd have come back with some). Well, it's your lucky day. You have just received an email from an alien offering your Family an exclusive contract on imported cheese from the moon; she/he/it and she/he/its buddies want to have a late lunch with you in five days—at 2:30

p.m.—to begin tentative negotiations.

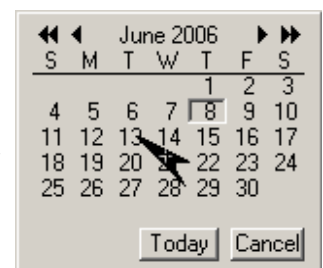
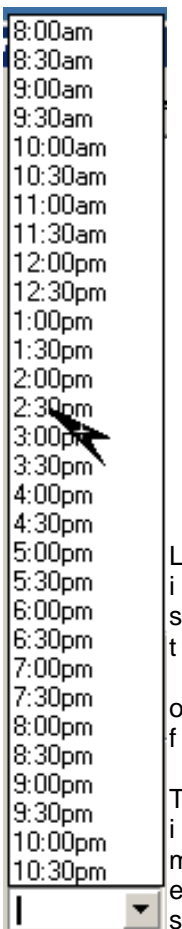
Who ya gonna call? Definitely not the Men in Black; the MIB would probably bust your new friends for intersolar smuggling of a protected life-form (maybe the moon cheese is intelligent). So leave the fuzz out of the picture. Instead, WPlanit's your guy. Fire him up and look down at that bottom-left section. Notice that you can choose to schedule your lunch appointment as either an "event" or a "task." You should schedule this particular item as an event: the meeting goes down at a particular time, and WPlanit only allows you to assign items a time if you classify them as an event. So leave **Events** checked.

Next, you need to tell WPlanit what time the lunch is, what day it's on, and what's happening (meeting with the aliens). You can do any of this in any order—WPlanit's not picky—but we'll start with the time. At **Time of Day**, click on the small down-pointing arrow. Up pops a long list of times divided into half-hour increments. Mouse up to "2:30pm", click it, and now the **Time of Day** field will reflect your choice.


Next, turn your attention to the day on which the lunch will occur. Mouse over to **Start Date** and click the little boxy-looking icon (it's supposed to be a picture of a calendar, but it's too small to convey that impression effectively). Up pops a small calendar of the current month. The current day—the eighth—is highlighted, so if you wanted to schedule something for today (if something new just came up), you



Calendaring a new event



could simply click **Today** at the bottom. You, however, need to set the lunch for the thirteenth, so mouse over to 13. When you click it, the calendar vanishes and the projected lunch date now appears in the **Start Date** field:

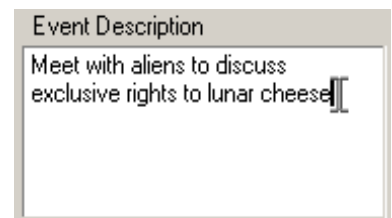
06/13/2006  .

By the way, don't worry that the "Start" part of **Start Date** means that your item needs to be stopped somehow or it will be calendared continuously every day henceforth. That's only a concern if you happen to be scheduling an "ongoing" item, the very purpose of which is to be calendared continuously, and in that case an **End Date** field will appear for the purpose of stopping the item (see the relevant section below). But that's irrelevant to the task of calendaring single events and tasks. As long as **End Date** is not showing, your item will only be calendared for the single date you choose.

A (Limited) Way with Words

OK, so you've got a date and a time, but nothing's going on. Time to fix that. Click in the bottom window labeled **Event Description** and type something that describes what'll happen on the 13th.

Be concise and smart with your description. If you type too much text, your item will be too large to fit into a day-planner cell when you go to print, and it'll be too large to fit onscreen when you press **View Items**. WPlanit doesn't protect you from going over the text limit for two reasons: first, because sometimes tasks (as opposed to events) require a great deal more space (and they have more space available); and second, it's impossible to tell exactly how many characters will fit into a cell until you actually type them--it depends on the text itself. If you have lots of all-caps and numbers, less characters will fill up the space; if you have shorter words and don't use all-caps, you can cram in more characters.

A screenshot of a software window titled "Event Description". Inside the window, there is a text area containing the text "Meet with aliens to discuss exclusive rights to lunar cheese". The text is in a standard sans-serif font, and the cursor is at the end of the line.

In the Description box, tell WPlanit about your item

Basically, a good rule of thumb is to limit yourself to around 30-35 words (depending on how big they are). However, if you're going to print out planner pages for insertion into a hardcopy day planner, sometimes even that amount of text is too much for the small space in the printed planner page's time-slot. For more on this topic, see "Tips for Effective Planner Pages" below (under the section dealing with the planner-page feature).

Special Formatting in Item Descriptions

As long as you're being concise with your descriptions, though, have fun--because you *can* have fun. The description box allows you to use all the normal WP text formatting features for which there are keyboard shortcuts! For example, select a word or two and then press **Control-B** to boldface them, or press **Control-W** to bring up the **Insert Symbols** dialog box.

Note, however, that some of this formatting will cause unexpected results in the description box itself and won't be displayed in the big **View Items** screen (for which see below, "Displaying Item Type, Date, Time, and Day Type"). For example, if you want to boldface something in the Description box, you should wait until you've finished typing everything you want, then select the text and press **Control-B**; as soon as the boldfacing is done, the text in the box starts running together, and it can be difficult to finish accurately typing your description when the screen isn't showing exactly what you're typing. In addition, the main **View Items** list won't show this formatting. Instead, it brackets formatted words with the € sign, and replaces most symbols with that sign as well. Thus if you typed a description that read "Write in journal" and then added two formatting touches, boldfacing "Write" as well as inserting the pencil from WP Iconic Symbols, your entry would be "Write in journal €"; it will appear that way in the **View Month** document and in planner pages

generated for hard-copy printing (see below for information on these features). But when you **View Items**, this entry would appear as "€Write€ in journal €". There's no way to fix this problem: if formatting is turned on for the View Items box, a bug in PerfectScript is triggered which truncates text in the box, with the result that you can see only few words of each item (probably related to the weird things that happen in the item description box when you format text). Therefore, formatting has to be turned off in the **View Items** list.

Saving the Day



Check it out! You're almost done. You have a complete calendar entry. WPlanit, however, hasn't saved it, so if you were to close out right now, you'd lose all that work. To preserve your entry (remember, ET-style cheese is on the line—you don't want to miss that appointment), go over to the right where you'll see various buttons; click **Set Event**.

How do you know your new item has been properly calendared? First, make sure that **Start Date** still shows "06/13/2006", then go all the way up to the top right of WPlanit. There you'll see a button labeled **View Items**. Give it a click.

WPlanit will now show you the fruits of your labors:

| Items scheduled for Tuesday, June 13, 2006 (double-click to edit): | |
|--|--|
| 2:30pm | Meet with aliens to discuss exclusive rights to lunar cheese |

Displaying Item Type, Date, Time, and Day Type

In the **View Items** screen, you can see date and time of your event by looking at the text directly above the screen: WPlanit tells you that it's displaying "Items scheduled for Tuesday, June 13, 2006". And the event itself shows its time ("2:30pm" in the left column). But there's another way to display the date and time of a calendared event: if you highlight the event, various things happen. The item-type radio button (**Events** or **Tasks**) switches to the correct type if it wasn't already showing; the **Time of Day** field down below will show the item's time; the **Start Date** field will show its date; and off to the right, the Days radio-button group will show the correct type of day (see below for information on the **Multiple** and **Ongoing** day types). This may seem redundant, but it's helpful if you want to calendar a new event with the same time on a different day, or on the same day at a different time: just click an item with the attributes closest to the ones you want your new item to have, and half your work will be done for you already! (For a screenshot of this feature in action, see below in the "Tasks" subsection.)

Clearing and Typing Item Descriptions and Dates

If at any time you wish to start over, you can click **Clear Text** (directly to the left of the **Event Description** box) and/or **Clear Dates** (under **Start Date**). These do exactly what they say: they clear out the **Event Description** box and the date fields, respectively. (There's also an **End Date** field which isn't showing at the moment—see below in "Multiple Items".) Any text currently in the box or the date field(s) will disappear and you'll have a clear field of action.

Be careful when typing dates tutorially, by the way. As noted above in the "Quirks, Limitations, Gotchas" section (subsection "Windows Date Format"), WPlanit requires that dates be formatted in the Windows format MM/dd/yyyy, which means that the month and day each has to have two digits while the year has to have four. So while most people would write June 8, 2006 as "6/8/06", in WPlanit you'll need to type it as "06/08/2006".

No Blockages and No Quarter-times

What if the aliens told you that the keborgleshmerger on their ship would automatically self-destruct if they didn't leave the restaurant by 3:45? You'd end the meeting promptly at that time, and you'd probably want to block out the entire time slot from 2:30 to 3:45 so that you couldn't schedule another event at, say, 3:00, by accident. Sorry on two counts—here's where WPlanit won't quite measure up for you (time being finite, programmers have to decide what features are most essential out of all the desirable ones that *could* be included). First, WPlanit can't make the block. The program won't even prevent you from scheduling another event at exactly 2:30 on June 13, 2006, let alone block up other time slots that are contingent on this particular event.

As far as the block of time is concerned, however, you can come back and set additional events for each subsequent half-hour until the total time has all been calendared—in other words, you would not only schedule "Meet with aliens to discuss exclusive rights to lunar cheese" at 2:30, but at 3:00 and 3:30 you could schedule additional events with the description, "Continue negotiation with aliens."

This brings up the other problem: no quarter-hours. There just isn't room for quarter-hour increments in the small, printable planner pages WPlanit generates, so the calendar doesn't incorporate quarter-hours. You can work around this, however, by simply noting the quarter-time in your descriptive text. Your last entry concerning the alien lunch would therefore be, "Continue negotiation with aliens (end 3:45)." If you wanted to do something else right at 3:45 after the aliens leave, you would incorporate that also: "Continue negotiation with aliens (end 3:45, then schmooze with Daddy Porfirio at the bar)."

Personally, I don't have much of a problem with the block issue; I calendar an entry for the ending time of this type of event, but I don't bother filling in the middles of such time blocks. So if you took my advice, you'd set an event to end the June 13 lunch at 3:30 but you'd ignore the middle time slot (3:00). Your June 13 would look like this:

Items scheduled for Tuesday, June 13, 2006 (double-click to edit):

2:30pm Meet with aliens to discuss exclusive rights to lunar cheese
3:30pm Continue negotiation with aliens (end 3:45, then schmooze with Daddy Porfirio at the bar)

Then when you have another event to schedule for June 13, you'll **View Items** for the day, see these entries, and avoid calendaring anything that conflicts with your alien rendezvous.

Editing an Entry

The message in parentheses, "double-click to edit," means exactly that: if the three-eyed men from Mars want to change the time of the meeting—they want to do dinner rather than lunch—just start WPlanit again, choose the 13th in **Start Date**, then up in the big screen, double-click the 2:30 meeting. WPlanit then changes switches into "editing mode," which means that all other items vanish from the window, while the double-clicked item's time and description will show up along with the date in the bottom left section where we've just been mucking about. You can change any of these components. When you're finished, just click **Save Changes** and your changes will be saved; WPlanit will give you a spritely message confirming that this has indeed been done.

Check Your Work (and Get Out of Editing Mode)

Always make sure to **View Items** for the relevant day after you're done editing. Not only will you ensure that the changes you wanted were implemented correctly, but unless you "reset" WPlanit—tell it to stop editing—it'll stay in editing mode and won't let you do anything else (such as scheduling a new item). In fact, on some systems the program will crash if you try. So select a date in **Start Date**—any date will do, if you don't want to check your work for some reason—and then click **View Items**. Now you can proceed with normal operations.

Deleting an Entry

As any good mobster knows, deleting is always the easiest solution to any . . . ahem . . . problem. WPlanit knows this too, and you'll probably have noticed that when you pressed **View Items** to see your new luncheon entry, another button appeared up there too: **Delete Item**. If the little green men have decided to do business with Steve Jackson and his Hong Kong Tong¹ instead of you, go ahead—take out your frustrations on the calendar entry! Kill that sucker dead!

But make sure it's highlighted first, or it won't work. Kinda like smirking evilly at your worst enemy, taking careful aim with your rotten egg, and letting it fly with all the power of an olympic shot-putter—only to realize that there was a very clean glass door separating you from your target, who is now smirking back, no doubt thinking of the mess you have to clean up. The moment is utterly ruined. Doncha hate it when that happens? So

¹If you are unfamiliar with the game *Munchkin Fu*, published by Steve Jackson Games, I strongly recommend that you aquire it. Loads of fun.

avoid it by highlighting.

Check Your Work (Again)

Deletion is an editing task, so once you've deleted something, WPlanit is in editing mode and needs to be kicked back out into standard operating mode. Make sure a date is showing in **Start Date**, press **View Items**, and you'll be back in business. Any start date will do to get you back into standard calendaring mode, but if you make sure to choose the date for the item you just edited, you'll be treated to a view of that day's items and you can make sure the item now has the correct attributes.

Single Events Come First on Planner Pages

When you view items, single events will always be listed first under a given time. This may sound a little abstract because we haven't yet discussed ongoing events (for which see below). For now, it suffices to say that you can calendar both a single event (or a multiple event, which works out to the same thing) and an ongoing event for the same time on the same day. If you do this and then generate a planner page for that day, the single event will always be listed first because of WPlanit's underlying programming algorithm. Sometimes you might want the ongoing event listed first because the single event is a sub-event of the regular ongoing event, and it makes better sense for the sub-event to be second, but there's no way to achieve that reversal (sorry).

Another problem occurring when events appear under the same time on the same day is that they'll be run together unless you include a space after your single event (or before your ongoing event). WPlanit will obligingly put both items together under the same time, but it won't insert a space between the items. You'll need to either do that in the WP document after you generate the pages, or in the WPlanit event itself.

Tasks

Much of what you've learned applies to tasks as well as events, but there are differences. Events are calendared items that take place at a specific time during the day. Tasks, on the other hand, are things you want to do sometime during that day but don't have to do at any particular time. This is a semantic division that many planning systems use, so a good number of readers should already be familiar with the distinction.

You may also be familiar with the prioritization of tasks: since tasks don't need to be done at a set time, we need some way of deciding which ones we should do first. Eeny-meeny-miney-moe is one method, but most of us prefer to do things a bit more rationally. WPlanit uses the well-known A-B-C prioritization system, in which the most important tasks are accorded an A, the second most important a B, and the least important a C.

You calendar a task in pretty much the same way that you calendar an event: Make sure the proper radio button (**Tasks** rather than **Events**) is active, designate the date, type the description, then click the "Set" button (which will read **Set Task** rather than **Set Event**). You can employ formatting and insert symbols just as you can when typing event descriptions--see above, "A (Limited) Way With Words", sub-section "Special Formatting in Item Descriptions". The major difference is that when you switch from the **Events** radio button to the **Tasks** radio button, the **Time of Day** list disappears and is replaced by the task's A-B-C prioritization group of radio buttons,

labeled **Priority**. Simply choose the level of priority for the task you're scheduling (**A**, **B**, or **C**), then type in your description. Be careful with the length: you have up to 850 characters before WPlanit will stop you from typing further, and this is about how many can fit into the day-planner-page cell that contains the task list. So you can only afford to type out to the character limit if you have no other tasks scheduled on that day. (Thus, if you have an ongoing task that occurs every day, you should never go all the way to the character limit; there won't be room for both the gargantuan task you're scheduling for a single day as well as your ongoing daily task.)

Remember that you can use all the normal WP text formatting features for which there are keyboard shortcuts (see above,

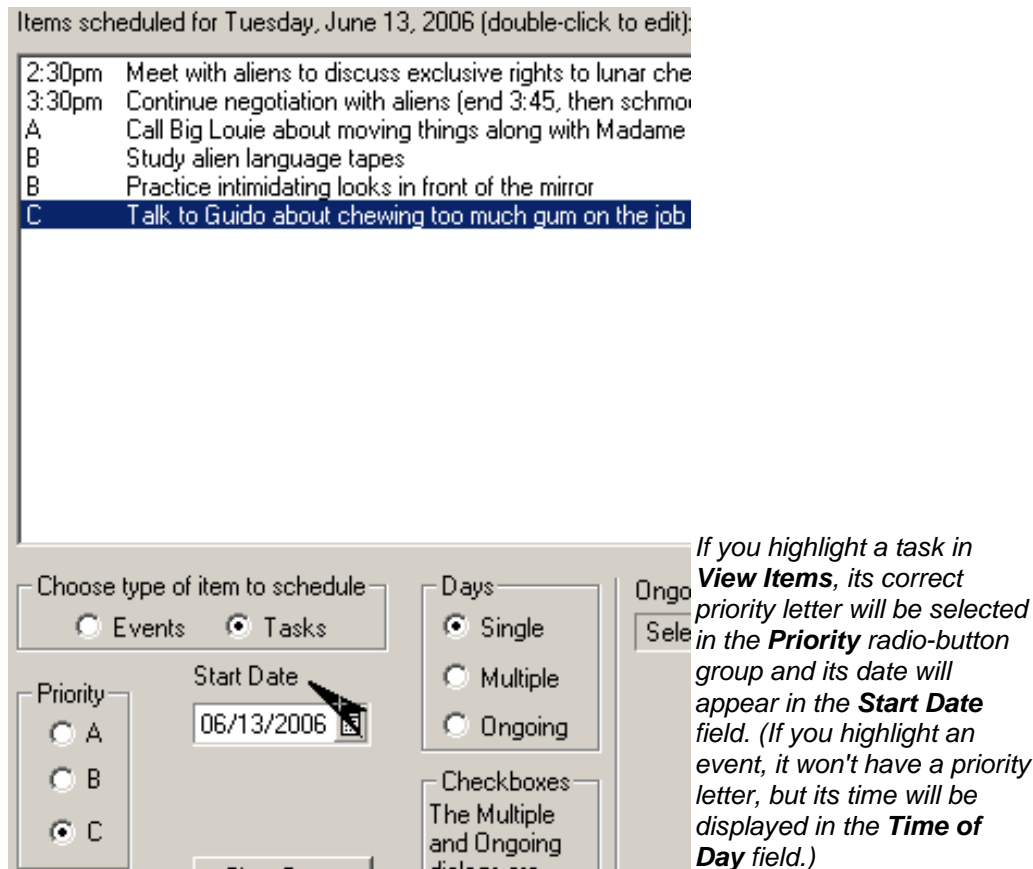
although some of the results won't be displayed in View Items. For example, if you boldface something in the Description box,

After you've set a task, you can **View Items** for that day and notice that its priority letter shows up over to the left where the time appears if the item is an event.

A viewing of June 13 might look something like this:

| Items scheduled for Tuesday, June 13, 2006 (double-click to edit): | |
|--|---|
| 2:30pm | Meet with aliens to discuss exclusive rights to lunar cheese |
| 3:30pm | Continue negotiation with aliens (end 3:45, then schmooze with Daddy Porfirio at the bar) |
| A | Call Big Louie about moving things along with Madame Antoinette |
| B | Study alien language tapes |
| B | Practice intimidating looks in front of the mirror |
| C | Talk to Guido about chewing too much gum on the job |

As with events, if you highlight a task, its item type, date, and day type will be displayed down below the **View Items** screen (in **Choose type of item to schedule**, **Start Date**, and **Days**, respectively). However, instead of a time, the **Priority** radio-button group will appear with the correct letter (A, B, or C) selected for the highlighted task. If the **Priority** radio buttons were already showing but the letter that was selected was different from the one for the task you highlight, the correct radio button will switch on:



Calendaring and Viewing Items in the Far Past (Don't)

Because WPlanit's **Month** feature (see below) offers the option of generating wall calendars for months all the way back to January of A.D. 1, and because it offers the option of inserting calendared items into the printed wall calendar (see below, section "Type of Pages: Generate and Exit", subsection "Monthly Calendar"), you ought to be able to calendar items for the far past in WPlanit's regular calendaring mode (otherwise the option to insert calendared items is useless for wall calendars going back that far). Unfortunately, you can't. Although WPlanit could calendar such dates if changes were made in the code, and can in fact calendar dates back to A.D. 1000 in WP8 (even further back in WP12) such dates don't show up in **View Items** nor can they be inserted into printable calendar documents.

This problem is due to a Windows failure—the platform can't handle years prior to 1601. WPlanit's wall-calendar-generating feature isn't affected by Windows's incapacity because WPlanit creates wall calendars with a tutorially programmed date engine (originally developed by Barry McDonnell), which is why it can generate wall calendars for dates before 1601: this operation doesn't depend on Windows's weak date algorithms. But unhappily, all WPlanit's viewing and item-insertion code does. Had I been aware of this Windows limitation before I wrote the program, I would have used Barry's engine for all my dating procedures, but I only found out about the Windows problem toward the end of the project, and by then it was too late. The bulk of WPlanit was done by the time I decided to add the monthly-calendar feature; the PerfectScript date commands, which depend on the Windows algorithms and therefore can't handle dates prior to 1601, were deeply embedded in WPlanit's core. Changing that structure would have meant rewriting at least a quarter of the code, perhaps more, an amount of work that probably would have spanned a good two or three weeks (full time, not just spare time during evenings). So I decided to leave things as they were.

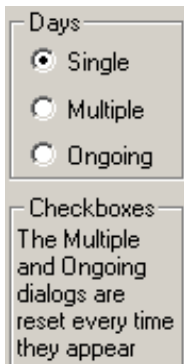
In sum, don't calendar items for years prior to 1601—it won't do you any good even if you succeed. More importantly, don't try to **View Items** before 1601: you'll cause WPlanit to crash.

Setting More Than One Instance of an Event or Task

Sometimes you want to schedule the same task or event on different days. WPlanit has two different features that allow you to do this for two different types of calendared items: those that recur in patterns, called "ongoing items," and those that recur over different days within a fairly short time-span (a single month) but follow no regular pattern, called "multiple items." Let's consider these multiple items first.

Multiple Items

Crud. It's 4:20 on Tuesday the 13th, and you're back at your plush Chicago mansion after having had lunch with aliens who proved to be much sneakier negotiators than you had expected, and their foot-long tubular blue ears kept distracting you by waving around. You weren't able to wrap up an acceptable deal, so you've agreed to continue meeting them at the same late lunchtime until Friday and then again on Monday.



Since you're going to be doing the exact same thing each day, wouldn't it be great if you could somehow tell WPlanit to schedule it all at once, avoiding the hassle of calendaring the lunch four separate times? Well, you can by using WPlanit's **Multiple** feature, located in the section of WPlanit just to the right of the part you've been working in up to this point. On top, there's a box entitled **Days** with three radio buttons, **Single**, **Multiple**, and **Ongoing**, respectively, and at the bottom another box that reads, "Checkboxes—The Multiple and Ongoing dialogs are reset every time they appear." Cryptic—especially since there aren't any checkboxes on the main WPlanit screen.

Ignore the confusing text for now, however. The task at hand is getting those pesky aliens to give you a killer deal on the moon's green cheese. So make sure that the **Events** radio button is selected, then set the time, 2:30 p.m., and type your text in **Event Description**: "Keep meeting with the d---d aliens about cheese." You can also set the date for the first day of these continuing lunches (tomorrow, Wednesday the 14th).

Here's where the multiple feature kicks in. You aren't going to stop having lunch with the aliens on the 14th; you're also having it on the 15th, 16th, and 19th. To avoid having to calendar each of these lunch dates singly, now go over to that **Days** box and click the **Multiple** button. Now you have a new date field—**End Date**—and a white button, **Schedule Multiple Days**.

The screenshot shows a scheduling window with the following elements:

- Choose type of item to schedule:** Two radio buttons, **Events** (selected) and **Tasks**.
- Time of Day:** A dropdown menu showing **2:30pm**.
- Start Date:** A text field containing **06/14/2006** with a calendar icon to its right.
- End Date:** A text field containing **06/19/2006** with a calendar icon to its right.
- Days:** Three radio buttons: **Single**, **Multiple** (selected), and **Ongoing**.
- Schedule Multiple Days:** A white button.
- Clear Dates:** A button below the date fields.
- Event Description:** A text area containing the text "Keep meeting with the d---d aliens about cheese".
- View Month:** A button to the right of the text area.
- Clear Text:** A button below the text area.
- Set Event:** A button below the text area.

*Once you've selected **Multiple** from the **Days** radio-button group and selected your range of dates, **Schedule Multiple Days** is your ticket to calendaring in the fast lane*

To use the multiple feature, you must select both a starting date and an ending date, so the first thing to do is select June 19 in the **End Date** field. After that, click the white **Schedule Multiple Days** button.

A new dialog appears showing all the days between the starting and ending dates you selected; now you simply check the days on which you wish to calendar your event—the 14th, 15th, 16th, and 19th—then click **OK**:

Single items spread over more than one day

Check all the days in June upon which you wish this item to appear:

☐ 17 (Sat)

☐ 18 (Sun)

☒ 19 (Mon)

☒ 14 (Wed)

☒ 15 (Thu)

☒ 16 (Fri)

Please note that you may schedule items this way only one month at a time. If you wish to schedule this item on days outside of June, finish scheduling the item for the month currently selected, then choose new date(s) accordingly and run this dialog again.

OK Cancel

Finally, back at the main screen, click **Set Event** and you're done.

Multiple Items Really Are Multiple

The process of calendaring a **Multiple** event or task might make it seem as if you're scheduling something that's one item, one unit, just spread over several different days. It's true that they all look the same, but that's only because they all say exactly the same thing; they're actually different calendar entries which WPlanit automatically saved in all the right spots. So a **Multiple** item isn't really *an* item, in the singular; it's actually plural. It's a bunch of items, one for each of the days you checked in the **Single items spread over more than one day** dialog box. As a result, there's no way to delete all instances of an item scheduled with the **Multiple Items** feature; once they're shotgunned out to their respective days, they're like any other single item and have to be dealt with as such. The advantage is that if there's a change to only one or two of the items, you can delete or edit those items and the others will remain untouched.

Dialogs are Reset

Remember that odd text in the **Checkboxes** box that reads, "The Multiple and Ongoing dialogs are reset every time they appear"? This means that every time you open a new instance of the multiple-item dialog (the one entitled **Single items in [month] spread over more than one day**), or the **Ongoing Patterns** dialog (see below), or after you press **Set Event/Set Task** (or **Save Changes** if you were editing), WPlanit forgets what boxes you checked last time. So if you check some boxes, close out the dialog, then open it again by mistake and close it without doing anything because you already made your selection the first time, you have no multiple days (or ongoing patterns) selected: when you accidentally clicked **Schedule Multiple Days** the second time,

you erased the selections you made the first time. You'll need to open it a third time and re-check the appropriate options.

Month View

Sometimes it's important to see everything you've calendared for the month all at once. WPlanit's **View Month** button will do that for you. Make sure you've selected the month you want to see in **Start Date** first, though, or it won't work. (The exact date doesn't matter; it just has to be the month you're after.) If you try to **View Month** in a month for which you have no items, WPlanit will simply show a list of the days in the month.

Like the **Generate and Exit** button for monthly wall calendars and daily planner pages (see below), this button shuts down WPlanit and creates an actual WordPerfect document to hold the calendar information. In order to contain all the potential items, which can amount to a great many, I've used a rotated ledger paper size (17 x 11). Even if you have a mongo 21-inch monitor, the document will extend past the limits of your screen, so you'll need to use the scrollbars to see the portion you need.

I realize that **View Month**'s deployment of a WordPerfect document as its method of displaying a month's items makes it less handy than might be desired. If my own experience is any guide, many users will be calendaring items for a particular day, whereupon they find that to continue doing so, they need to quickly check other items which they have calendared for other days because what they have calendared on those other days will affect what they're calendaring for the current day. In such a situation, which seems to occur frequently with me, you need to see the other items without leaving the work you're doing with the date you're currently focused on (i.e. the one currently in **Start Date**). This problem would be easily solved if you could simply **View Month**, have a separate dialog window pop up which showed the month's items, then close that window and continue on with the day you're currently focused on. But since **View Month** shuts down the macro, that kind of usage isn't possible, which makes the feature inconvenient. After you press **View Month** it requires you to remember where you're at and subsequently restart WPlanit all over again.

That stinks, so let me assure you that if it could have been done some other way, I would have done it. I originally tried to program this as a dialog box which would pop up and be dismissed without closing WPlanit, but this proved impossible because it absolutely required scrollbars—even with a fairly minimal amount of entries and with the dialog set to small 10-point system font, an entire month's items would almost always extend past the limits of even 21-inch monitors. It was therefore imperative to use scrollbars, and PerfectScript's implementation of scrollbars is in fact far from perfect. It simply can't do what would have been necessary to carry out my vision. It also proved impossible to move back and forth from WPlanit to WordPerfect; there's an unsupported PerfectScript command that allows such behavior, but it caused problems with other portions of WPlanit's code. In the end, after having spent over a week (of full-time workdays) trying various other ways to develop the month-view feature, I'm confident (though unhappy to say) that PerfectScript won't allow another way to implement this feature that's as convenient and useful as the generate-and-exit approach with a WordPerfect document. (Sorry for being so long-winded, but I knew that users would wonder why I didn't make **View Month** more convenient.)

Warning: The same date limitation problem applies to **View Month** that was described above in "Basic Calendar Entries (single Events and Tasks)," subsection "Calendaring and Viewing Items in the Far Past

(Don't)." As a result of the 1601 cutoff, if you attempt to **View Month** for a month in 1600 or before, WPlanit will crash.

Ongoing Items

The sequence of dates comprising your continuing alien lunches didn't have a formal, regular pattern (every other day, every second Wednesday, nor anything else mathematically recurrent); instead it had a random structure—three days in a row on, two days off, then finished up with another day on. When the dates on which a recurring event recurs have a random structure like that, you must use the **Multiple** feature and tick off the dates one by one. Of course, it's much better than having to make a separate calendar entry for every day, but WPlanit makes things even more convenient when you need to calendar something that does recur regularly: every Monday, the last day of each month, the fifteenth of each month, the second Wednesday of each month, and so on. WPlanit's major limitation here is that it doesn't offer patterns that go beyond a single month. In other words, if you have a meeting that takes place on the first day of the month but it happens every other month, not every single month in a row, you'll have to schedule each meeting separately—only if it happens *every* month can you use WPlanit's **Ongoing** feature to schedule it.

But most events with recurrent patterns do occur within a monthly framework rather than a bi-monthly or quarterly one, so I find that this lack doesn't inconvenience me much. And you're not much concerned about it either, at least for right now. Here's your situation: you finally finished your meetings with the aliens, and on the last day, they refused to close the deal unless your college-age daughter was included in the bargain. Something about how they'd be a laughingstock when they got back to Mars if they didn't have an abductee to show for their visit to Earth. Of course, this was an insult that no self-respecting don could let pass, so you quietly excused yourself, went to the men's room, and called in the MIB and your own Family's troops. Somehow, the aliens overheard you talking on your cell phone—maybe those foot-long ears were good for something after all—and by the time you left the restroom, Guido and about half the other patrons of the joint were plastered messily on the walls and ceiling. Frankie was off in the corner, spraying the room with his Uzi (he nearly got you as you came out the bathroom door) and you immediately took cover behind an overturned table, keeping the aliens at bay with the Glock you keep in the shoulder holster under your suit jacket. But when you go to lunch, you don't carry enough bullets for a full-scale firefight, so you ran out of ammo out pretty fast. One alien grabbed your arms and one your legs, slamming you down on a table, while the leader took off his loose robe to reveal that his chest contained a second mouth, this one full of five-inch-long, pointy teeth. Just then, fortunately, the MIB finally arrived and the aliens were disintegrated in a cloud of purple goop. Finally, your own goons got there and began shooting too; a minute or so later, the police started pulling up. It was a big mess, and in all the chaos, the MIB forgot to erase the memory of one person: you.

For obvious reasons, you are now seeing a regular clinical psychologist at 10:00 a.m. every day; a Jungian psychoanalyst three times a week (every Monday, Wednesday, and Thursday) at 1:30 p.m.; a Freudian psychoanalyst on the first and fifteenth of each month; a psychiatrist on the second Tuesday of each month, for heavy psychotropic meds; and on the last Friday of each month, you fly to Japan for zen meditation at a Buddhist monastery from 8:00 to 9:00 p.m. (your time, not Japan's). Whew. If you had to calendar every instance of each appointment for the next, say, 6 months, it'd probably take a couple of hours; even with WPlanit's **Multiple** feature, it would be inconvenient. But the **Ongoing** feature means you'll spend much less time on this than you otherwise would.

Let's take the regular psychologist first—every single day. (Yes, you really need help.) Choose your time (10:00 a.m.) for **Time of Day** and the current date (June 20, the day after the fiasco) as the **Start Date**, then type in the description ("See Shrink Bazinski"). Now go over to the **Days** group box and click **Ongoing**.

As with **Multiple**, the **End Date** field appears, but you're not going to use it for these events. If you knew that your mental troubles would be over by a certain date, that's the date you'd enter in the **End Date** field, but you have no idea how long you're going to need treatment (you suspect that the nightmares will hound you to your grave—the alien about to bite you in two had worse halitosis than you *ever* thought could possibly exist). So for all of the different kinds of appointments you have, ignore **End Date** so that your items will continue showing up on your calendar indefinitely. (Note that you can't do the opposite—i.e. you can't ignore **Start Date** and schedule an ongoing item indefinitely backward into the past. If for some wacky reason you want to do that, set a **Start Date** way back when, say, sometime in the 1800s, and you'll achieve the same *de facto* result.)

When you click **Ongoing** in the **Days** radio-button group, you get **End Date** and two new options: **Ongoing Patterns** and **Manage Ongoing Items**

You'll also note that this time two white buttons appear instead of just one: **Ongoing Patterns** and **Manage Ongoing Items**. Don't worry about the latter for now. The former is what you need at the moment. Go ahead, click, and watch the WPlanit revolve in all its glory with the dialog entitled **Select recurring pattern for ongoing item**. What a serious bunch of options, eh? Perhaps not every kind of date-pattern possible, but certainly all the patterns that most folks will ever need.

As far as Shrink Bazinski is concerned, it's a one-check deal: **Daily**, at the top left of the dialog:

Check **Daily** to see Shrink Bazinski every day

Check **Daily** and **OK** out of the dialog.

Note that checking the pattern and clicking **OK** in the **Select recurring pattern for ongoing item** dialog box does not actually calendar the item: you must still press **Set Event** or **Set Task** on the main WPlanit screen. So click **Set Event**, and you're finally done. With Shrink Bazinski, that is. Now you've got everyone else to calendar—but first there's a gotcha to be aware of.

No Items with the Same Attribute and Description

WPlanit won't let you calendar an ongoing item with more than one pattern. You can check however many patterns you like in the **Ongoing** dialog box, but only one of them will actually be applied to that item. Usually, of course, this shouldn't be a problem. Most of the time you won't be tempted to calendar the exact same item more than once: you have a regular physical therapy appointment on 3:00 p.m. every Wednesday, you schedule it that way, and that's that. Or you exercise every day at the same time, but you only exercise once during the day (who has time for more than one exercise session a day, unless you're a professional athlete?), so you schedule "Jogging" as an event at 6:30 a.m. with the **Daily** ongoing pattern—but only once, not twice. In other words, you don't schedule two sessions of "Jogging" at the same time. Not to belabor the point, but under normal circumstances, if you've calendared two events with the exact same text and time, it's probably redundant—you made a mistake.

That's not necessarily the case, however. What if your injury requires physical therapy twice a week and it happens to be at the same time on both days? Or what if you're a college student, in which case you'll have courses which meet at the same time on different days (say, Tuesdays and Thursdays at 10:00 a.m.)? When you schedule physical therapy or calendar that college course, it's only natural to make it an ongoing event, choosing the exact same time in the time drop-down box, typing the exact same description in the item-description box, and scheduling the item twice in a row, the only difference being the ongoing pattern you choose from the **Ongoing** dialog (**Weekly | Tuesday** first, then **Weekly | Thursday**).

Unfortunately, because of limitations in the PerfectScript listbox commands which I haven't been able to program around, doing this will cause errors in the three ongoing-management screens. In addition, if a single and an ongoing event have the same time and the same text, errors will occur in the main **View Items** window, even if the two events will never occur on the same date. The same problem occurs with tasks that have the same priority letter and text. For proper functionality, WPlanit requires events or tasks (ongoing or not) to have text descriptions at least one character different from any other event or task occurring at the same time or having the same priority letter. Therefore, you should make it a rule of thumb not to schedule any items with the same text description and attribute (an item's "attribute" is time, if it's an event, or a priority letter, if it's a task).

In sum, all tasks should have a text description at least slightly different from any other tasks with the same priority letter, and all events should have a text description at least slightly different from any other events with the same time. (This is why WPlanit won't register any given ongoing item with more than one pattern—if you did that, the text wouldn't be different!) You can ignore this warning if you wish, but WPlanit's editing, deleting, and viewing features won't work correctly and you're likely to encounter nasty scheduling mishaps.

How should you deal with this? It's really no sweat most of the time. For example, if you are a student scheduling a Tuesday-Thursday class, your Tuesday description might read, "History 101 (T)", while Thursday's

description could be "History 101 (Th)".

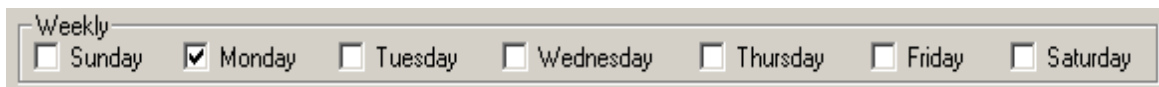
Do note that tasks and events, whether ongoing or normal, are exclusive: you *can* type the exact same description for a task and an event with no adverse effects (they won't have the same attribute—one will have a time and the other will have a priority letter).

All Those Ongoing Appointments

Now that you've learned why you shouldn't set an ongoing task or event with the same attribute and text description, let's review all your different mental-health treatments (curse those aliens!) and see how to set the appropriate ongoing patterns for each appointment, one by one:

Jungian psychoanalyst every Monday, Wednesday, and Thursday, 1:30 p.m.

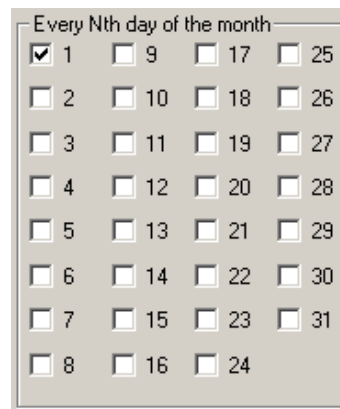
You'll need to calendar this item three times (see "No Ongoing Items with the Same Attribute and Description", above). Choose the correct time and type your description, "See Pie-in-the-sky Sheblotsky (Monday)", then click **Ongoing | Ongoing Patterns**. Along the top edge of the **Ongoing** dialog's **Weekly** box, check "Monday":



Next, **OK** out of the dialog, then back at the main WPlanit window, click **Set Event**. Leave the time as it stands but change the description to read, "See Pie-in-the-sky Sheblotsky (Wednesday)". Next, click **Ongoing Patterns**, this time checking "Wednesday." Once again, **OK** out and set the event. Finally, repeat the process for the last time, changing the text and checking the **Weekly** pattern for "Thursday."

Freudian psychoanalyst, first and fifteenth of each month, 3:00 p.m.

You'll need to calendar this item two times. After taking care of the time and description, 3:00 and "See Mommaboy Yoborsky (First)", click **Ongoing Patterns**. Along the left edge of the **Ongoing** dialog's **Nth Day of the Month** box, check "1"; that takes care of the first day of each month. **OK** out of the dialog and click **Set Event**. Then repeat the process for the fifteenth, typing "See Mommaboy Yoborsky (Fifteenth)" and checking "15" in the dialog.



Every 2nd...

| | |
|-------------------------------------|-------|
| <input type="checkbox"/> | Sun |
| <input type="checkbox"/> | Mon |
| <input checked="" type="checkbox"/> | Tues |
| <input type="checkbox"/> | Wed |
| <input type="checkbox"/> | Thurs |
| <input type="checkbox"/> | Fri |
| <input type="checkbox"/> | Sat |

Clinical Psychiatrist, second Tuesday of each month, 4:30 p.m.

Unlike the Freudian, whom you're seeing twice a month, this is only a once-a-month appointment, so here in **Ongoing Patterns** the calendaring process is a one-shot deal. Enter the time and description, then in the **Ongoing Patterns** dialog's **Every 2nd...** column (around the middle of the dialog) check **Tues**. Then **OK** out, set the event, and you're done.

Zen in Japan, last Friday of each month, 8:00 p.m.

Again, this is a single appointment each month, so it requires only a single calendaring procedure. Once you're in the **Ongoing Patterns** dialog, along the right edge you'll see the **Every Last...** column. Check **Fri**.

You know the rest of the drill by now.

Every last...

| | |
|-------------------------------------|-------|
| <input type="checkbox"/> | Sun |
| <input type="checkbox"/> | Mon |
| <input type="checkbox"/> | Tues |
| <input type="checkbox"/> | Wed |
| <input type="checkbox"/> | Thurs |
| <input checked="" type="checkbox"/> | Fri |
| <input type="checkbox"/> | Sat |

Now if you **View Items** for, say, July 15th, you'll see Shrink Bazinski and the Freudian psychoanalyst. Notice that if you highlight one of these ongoing items, its pattern will appear below the window in the field labeled **Ongoing Pattern**—that way, you can remember at a glance what the item's pattern is, and if you calendared it a while ago and forgot its details, no big deal—you'll always be able to tell which items are ongoing and which aren't (if an item isn't ongoing, it won't show an ongoing pattern in the **Ongoing Pattern** field).

Here, since the "Mommaboy Yoborsky" item is highlighted, the **Ongoing Pattern** field is telling you that Dr. Yoborsky is calendared for the 15th of each month:

Items scheduled for Saturday, July 15, 2006 (double-click to edit):

- 10:00am See Shrink Bazinski
- 3:00pm See Mommaboy Yoborsky (Fifteenth)

Choose type of item to schedule: ☒ Events ☐ Tasks

Days: ☐ Single ☐ Multiple

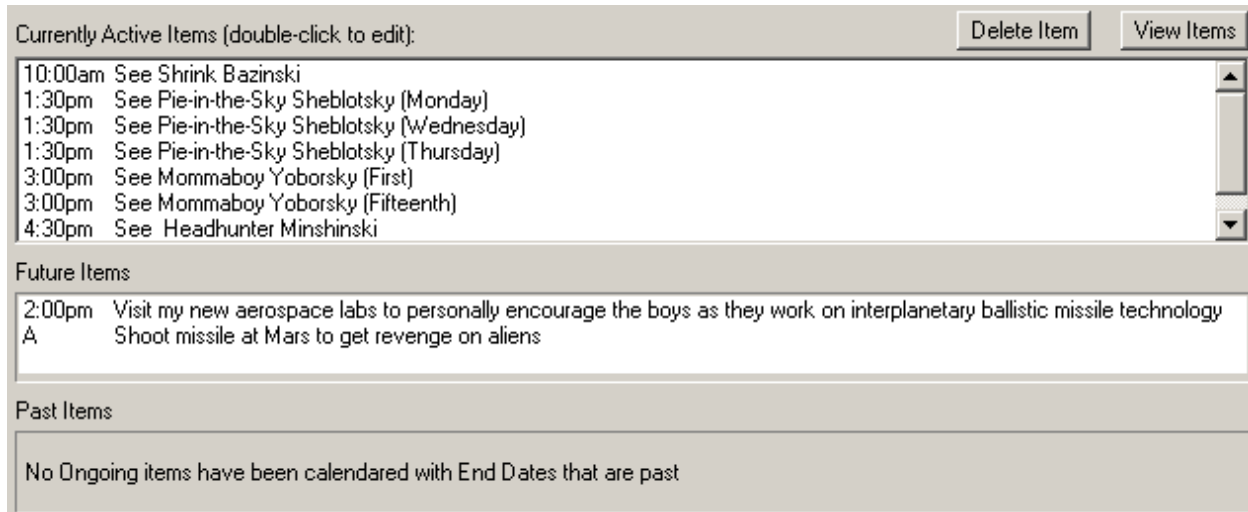
Ongoing Pattern: The 15th of each month

Of course, if you want the ending times of each appointment to show on your calendar, you'd need to calendar those as separate ongoing events. For information on this scheduling strategy, see above, "Basic Calendar Entries (Single Events and Tasks)," subsection "No Blockages and No Quarter-Times."

Managing Your Ongoing Items

Ongoing items are a breed apart, and they raise calendar-management problems that normal items don't. You can easily tell where a normal item begins and ends: just look at it. Even if it was calendared by way of the **Multiple Items** dialog, the particular calendar item showing in the display box or planner page is a single entity (whether event or task), and it will show up on that day only, not before or after. In contrast, ongoing items can keep showing up years down the road. In addition, ongoing items—unlike normal tasks and events—can be temporarily prevented from showing up if you set an "Ongoing Block" (see below), so an ongoing item might not appear in a given month but can still be currently active. If you need to edit it for some reason, you might hunt through the current month, not see the item, and assume that you already terminated it, while in fact WPlanit is only temporarily ignoring it; it'll appear next month and you'll start wondering even more about your sanity.

The last thing you need is to start seeing yet another mental health professional, so there needs to be a place where you can look at all of your ongoing items at the same time and find the one you want quickly. You can do this in the **Manage Ongoing Items** mode. Go ahead, click the button.

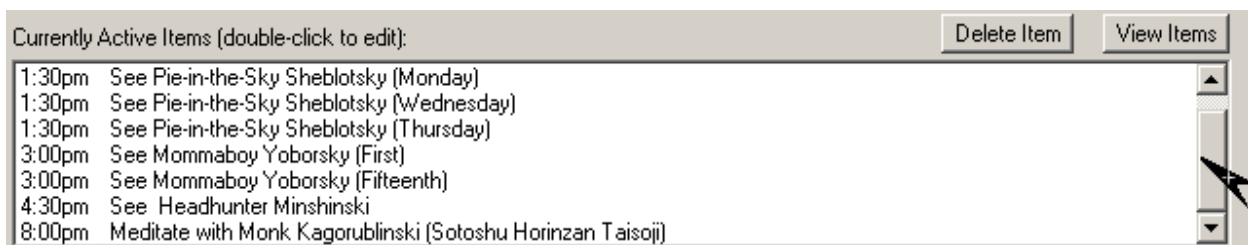


Manage all your ongoing items from one convenient three-tiered panel

The **View Items** screen changes into a three-tiered panel featuring **Currently Active Items** (ongoing items whose start dates are past but which have no end dates or whose end dates haven't yet been reached), **Past** items (ongoing items whose end dates are past), and **Future** items (ongoing items which have been calendared but have start dates not yet reached). Yup, that's right: if you want, you can calendar an ongoing item months or years in advance, just like you could a regular single item.

Scroll Down To See Extra Items

Before you worry about the future, take care of the present by noticing the scrollbar over to the far right under the **View Items** button. It only appears if there are too many items to fit on the screen, so when you see it, you know that there's something else you're **not** seeing. Click on it and drag it downward to make sure you're up on all your current ongoing items:



Whew—good thing you checked. Otherwise you might've been unprepared to board the plane for Japan on Friday.

Information About Ongoing Dates and Patterns

The three ongoing-management panels work like the normal **View Items** screen: if you highlight an item, the date for an item will appear in the **Start Date** field. Likewise, if the item is a task, the priority letter will be

selected in the **Priority** radio-button group; if an event, its time will appear in **Time of Day**. In addition, the ending date (if there is one—see below for details) will appear in the **End Date** field and the ongoing pattern will appear in the **Ongoing Pattern** field. This is especially helpful if you don't remember exactly when you're supposed to begin doing one of these ongoing items in the future or when, in the past, you quit doing one of them.

As an example, let's take you and the aliens. You're angry at them and want revenge. Since you're having so many mental problems, it wouldn't be surprising if you forget when you hope the scientists in your new aerospace laboratory will have succeeded so that you can begin firing vengeful missiles at Mars. To remind yourself, just click the relevant item. Down below the **Past Items** panel, the respective fields tell you that the item is a task; its priority is A; its start date is June 20, 2112; and it's supposed to occur each Saturday. (If you had been looking at an ongoing item which was finished—i.e. its ending date had already passed and it's no longer showing up on current calendars—it would have been displayed in **Past Items** and the date on which it finished would be displayed in the **End Date** field. For more information on calendaring ongoing items with ending dates, see below, "Ongoing Items with Terminal Dates".)

Editing from the Management Tiers

Ongoing items in any of these tiers can be deleted with the normal button at the top of WPlanit or edited with a double-click. If you double-click an item in ongoing-management mode, WPlanit behaves just as it does when you double-click an item in normal **View Items** mode—so after you're done, you'll need to reset the program by clicking **View Items** again.

Warning: WPlanit's ongoing-management mode seems to allow a highlighted selection in each listbox:

*The misleading selection of one item per panel in **Manage Ongoing Items** mode*

Here it looks like there are two items selected, both the current appointment to see the Jungian on Wednesdays and the future event of visiting your aerospace lab facilities. So if you perform an operation (such as clicking

Delete Item), the operation should be applied to both items—right? Wrong. The multiple highlighting is illusory. The only item truly selected—the only one that will be deleted if you press **Delete Item**—is the one you clicked on *last*. And that's also the item for which information will be displayed in the fields below the viewing panels. (For more on these information fields, see "Information About Ongoing Dates and Patterns", above.)

Ongoing Items with Terminal Dates

All of your current ongoing items have been scheduled without end dates, so they'll appear forever. What happens if you get cured and you no longer need to see Shrink Bazinski? No problem. Just edit him by double-clicking (press **Manage Ongoing Items** and edit him there, or double-click him after pressing **View Items** for a regular day on which he shows up). Once in editing mode with Shrink Bazinski, give him an **End Date** (the date of your last appointment), click **Save Changes**, and after that day he'll disappear from your schedule. (Of course, it's easier to simply delete that calendar item, but then if you later go back to a date on which you actually saw Shrink Bazinski, WPlanit won't show that appointment, so your calendar won't show what really happened that day. Because this problem occurs unavoidably in conjunction with the ongoing items block feature anyhow—see below—you may not care, but it's something to keep in mind.)

If something else comes up where you do have a known ending date for a patterned item, you can specify that end date when you initially calendar the item, and then you're set—you don't need to mess with it again. Let's say that your daughter is acting in a middle-school musical adaptation of *E.T.* (oh, great . . . did her drama career *have* to start out with aliens?) and you'll be picking her up at rehearsal every Tuesday for about two months, from the end of June to mid-August (little Bianca goes to one of those year-round schools). Plug in not only the date she begins (in **Start Date**) but also the date of the last practice (**End Date**), select the correct pattern in the **Ongoing** dialog (check "Tuesday" in the **Weekly** box at the top), and you've set up the event so that it'll stop putting in appearances right when she stops practicing.

Choose type of item to schedule

☒ Events ☐ Tasks

Start Date: 06/20/2006

End Date: 08/21/2006

Time of Day: 5:30pm

Days: ☐ Single ☐ Multiple ☒ Ongoing

Clear Dates

Event Description: Pick up Bianca from play practice

Manage Ongoing Items

View Month

After this, when you **View Items** or **Manage Ongoing Items** and select that event, you'll see the item's last date in the **End Date** field.

Note that the **End Date** is the last date on which the item can appear; it's not the date on which it stops appearing. Thus if you calendar an item for each Tuesday and select as 06/27/2006 in **End Date**, the item will still appear on the 27th (but not afterward). (Note that it won't appear on the day you specify if its pattern doesn't allow it to—for example, if you calendar an item for each Tuesday but you set its ending date as 06/28/2006, the item won't appear on June 28, 2006, because that's a Wednesday. It will appear on the 27th, of course, but that would be the last time)

No Ongoing Items with Indefinite Starts

As you've just seen, you can set an ongoing item without an end date, then add an end date later to terminate the item's active status. The reasons for being able to do this are clear. However, WPlanit does *not* allow the opposite—an ending date but no starting date (or, for that matter, no dates at all). This is important to note; otherwise, you'll curse WPlanit unfairly because if an item begins immediately, you'll be tempted to configure it without a start date simply because neglecting to choose a start date saves you a few seconds.

However, such a practice leads to sloppy record-keeping. Let's say you calendared an event one month ago. Now, a month later, you need to check your schedule from six months ago to see what you were doing at that time. If (unlike me) you depend wholly on the electronic calendar for your record, you'll choose a date in that month, you'll click **View Items** or **View Month**, and you'll see that ongoing item—even though it wasn't on your schedule then. If it had a start date, however, it wouldn't show up. To prevent this kind of problem, ongoing items (and blocks to ongoing items, for which see below) with no start dates aren't permitted.

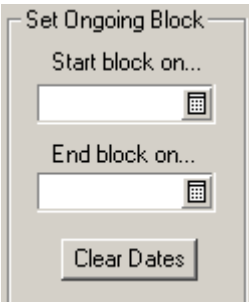
Situations in which you have a legitimate need to schedule or block an item indefinitely into the past but not into the future seem unlikely to arise. If such a situation does occur for some reason, you can set the start date to some random date in, say, the 1800s and achieve the same effect (and always remember that the farthest you can go back is 1601).

Ongoing Blocks

Another nifty characteristic of ongoing items is the ongoing-block feature. This option allows you to temporarily interrupt an ongoing item, preventing it from being displayed for a certain period of time. When the block's ending date is reached or when you wholly remove the block, the item will again appear as it's supposed to. You can set a block when you initially calendar an item, or you can add a block later by editing the item.

To set a block on an already-existing ongoing item, highlight the item (either from **View Items** or from its panel in ongoing-management mode), then double-click it to go into editing mode. Once in editing mode for that item, go down to the **Set Ongoing Block** box in the middle of WPlanit. It has two date fields, **Start Block on...** and **End Block on...**; these are the start date and ending date for your block. So just tell WPlanit...

1. ...what day you want the block to start (the first day on which you want WPlanit to quit displaying the item) in **Start Block on...**, and...
2. ...what day you want the block to end (the last day you want the item to remain hidden—a date *before* you want the item to start appearing again) in **End Block on...**; then...
3. ...press **Save Changes**.



For example, let's say that daughter Bianca's drama teacher is going on vacation in the middle of July, so Bianca won't have E.T. play practice for two weeks during that month. Thus, you edit Bianca's play-practice item to set an ongoing block during those two weeks (from July 18 to July 25). Once that's done, if you **View Items** for the

Tuesday before the block begins, Bianca shows up, but if you **View Items** for the next Tuesday—the first one on which she won't have play practice—she doesn't:

Items scheduled for Tuesday, July 11, 2006 (1

10:00am See Shrink Bazinski
4:30pm See Headhunter Minshinski
5:30pm Pick up Bianca from play practice

The Tuesday prior to the block's beginning, Bianca's item is properly displayed

Items scheduled for Tuesday, July 18, 2006

10:00am See Shrink Bazinski

During the block, Bianca's item doesn't show up

In addition, if you **Manage Ongoing Items** and highlight the item, you'll see the blocked dates displayed in the **Blocked Start/End Dates** field, directly below the item's **Ongoing Pattern**:

The screenshot shows the 'Manage Ongoing Items' panel. At the top, a list of items is displayed: '5:30pm Pick up Bianca from play practice' (highlighted), '8:00pm Meditate with Monk Kagorublinski (Sotoshu Horinzan Taisoji)', and 'Future Items' including '2:00pm Visit my new aerospace labs to personally encourage the boys as they work on inter A' and 'Shoot missile at Mars to get revenge on aliens'. Below this is a 'Past Items' section with the message 'No Ongoing items have been calendared with End Dates that are past'. At the bottom, there are scheduling options: 'Choose type of item to schedule' with 'Events' selected, 'Start Date' set to '06/20/2006', 'Days' with 'Ongoing' selected, 'Ongoing Pattern' set to 'Every Tuesday', and 'Blocked Start/End Dates' set to '07/18/2006 - 07/25/2006'.

*The dates of an ongoing block appear in the **Blocked Start/End Dates** field when the item is highlighted in its **Manage Ongoing Items** panel (and **View Items** screen as well)*

To remove an ongoing block from an item, double-click the item; once in editing mode, clear the ongoing-block date fields by using the **Clear Dates** button directly below them, then **Save Changes**.

Blocks With No End Dates (but None Without Start Dates)

Ongoing block dates function the same way as main ongoing start and end dates: you can set an ongoing item to be blocked indefinitely into the future but not the past. In other words, the circumstances surrounding a task may be such that it remains important, but it's temporarily suspended, and you don't know how long it'll be until the task will be resumed. In such cases, specify the start date for the block in **Start Block on...** and leave **End Block on...** blank. However, note that you can't do the opposite (set a block with an ending date but no start date).

WPlanit's Major Limitation: Only One Block At A Time

Because of the way I wrote WPlanit's "database," you can have only one ongoing block at a time on an item. If you set an item with an ongoing block and then edit the item to set another block, the previous block will be automatically erased—completely gone. This is the reason why WPlanit can't serve as a perfect record of your past calendar: you might have set multiple blocks on an ongoing item, yet as far as WPlanit is concerned, the only one that exists is the most recent. Therefore only that block is reflected in the **View Items** and **Manage Ongoing Items** screens or in the printed planner pages, and if you were to **View Items** for a date three years ago when a previous block was operating, WPlanit would show the item as occurring on that day (even though the item had been blocked at the time and should *not* be displayed on that day).

To remove this limitation would require a good deal of work, and the effort wouldn't serve my personal needs because my complete record is contained in my hardcopy printed pages. As a result, the one-block-per-item limit will remain a perhaps-unfortunate but permanent part of WPlanit.

Type of Pages: Generate and Exit

The last part of WPlanit, below the **View Items** window to the far right, offers the option to generate one of two types of WP documents: monthly calendars (the kind you hang on your wall) and small-size day-planner pages (which require paper-cutting and hole-punching in order to be useful). The type of document you choose is created when you press the "Generate and Exit" button (at the bottom of the dialog), which does exactly what it promises: generates the document you asked for and closes the macro.

Monthly Calendar

Let's start with the **Month** option, which is more complicated than the **Day Planner**. **Month** is designed to create wall-style calendars for months going all the way back to A.D. 1, Gregorian style (a feature for which WPlanit can thank Barry McDonnell, who is responsible for much of the underlying code that calculates the month-dates and generates the wall-calendar documents.) You can choose either standard or A4-size paper. Under **Month/year (A.D. only)** at the bottom, you can designate any month of the year for any year going back to A.D. 1 and stretching far into the future. Whether you're a history buff or a sci-fi nut (I happen to be both), **Month**'s got you covered!

*The **Day Planner** button is selected by default, but if you select **Month** instead, you'll get a more complex set of options*

Type of pages to generate
☐ Day Planner ☒ Month

Paper Size
☒ Letter 8.5x11 ☐ A4 8.3x11.7

Alter font for...
☐ Title ☐ Weekdays
☐ Subtitle ☐ Day Numbers
☐ Footer ☐ Entire Page

Optional subtitle: Optional footer:

Month/year (A.D. only): 2006 Months:

☐ Insert Items

The **Months** option near to the bottom (just above **Generate and Exit**) requires extra explanation. The number you type or select here is the number of months for which you want wall calendars. You can choose up to 120 months (a

decade's worth). If you leave **Months** at the default of "0" or if you type "1", only a single calendar—for the month designated in the month list—will be generated. If you type "2" or more in **Months**, WPlanit generates that many calendars forward from the month you chose. In other words, if you choose "June" from the list of months and then type "5" in **Months**, WPlanit will generate calendars for June and the four subsequent months (July, August, September, October), for a total of 5 months.

Monthly Calendar Structure

The middle sections of the monthly-calendar feature, **Alter font for...**, **Optional subtitle**, and **Optional footer**, offer you a good deal of control over how your monthly calendars look. However, to understand the options in these three middle sections you first need to understand the structure of the document that gets generated.

When WPlanit exits and leaves your monthly calendar(s) behind, up at the top of each calendar will be a title, which comprises the month's name (June, July, August, etc.) and the year. These appear together in 20-point Times New Roman.

The year is expressed in one to four digits. Months during the years A.D. 1-9 will have one-digit year numbers, so the title of the wall calendar for June in A.D. 1 would read, "June 1", and it doesn't mean the first of June! (Sometimes these first nine years appear with a leading zero, so the title for June of A.D. 1 might read, "June 01," but this is erratic—I can't figure out why this happens, and it doesn't seem to impede functionality in any way.)

Likewise, from 10 to 99 A.D., the year numbers have two digits; for 100 to 999 A.D., three digits; and 1000 A.D. onward, four. Thus the title for August of A.D. 14, the traditional month of Augustus Caesar's death, would read "August 14"; for December 800, the month Charlemagne was crowned Holy Roman Emperor, the title would be "December 800"; and so on.

The title is generated automatically, but directly underneath the title can appear a subtitle of your choosing, if you desire it. Whatever you type in the **Optional subtitle** field shows up underneath the title. (If you type nothing, then no subtitle appears.) The text is limited to 100 characters, but you probably wouldn't want too many more than that; this option is meant to allow a very brief summary of what the calendar focuses on, if there's a theme of some kind (a particular project's schedule, for example). By default, the subtitle will appear in 14-point Times New Roman.

After the subtitle comes the calendar itself: the familiar ranks of boxes with the weekday names (default Times New Roman, 11 point) and numeric dates for the days (default Times New Roman, 10 point) inside them.

Inside the date boxes will appear the events and tasks you've calendared for that month, if you check the **Insert Items** box down at the bottom of WPlanit (right next to the **Generate and Exit** button); see below, "Inserting Items", for further information. The global font for the monthly calendar is 10-point Times New Roman, so that's what inserted items will be formatted with.

Finally, at the bottom of the page, after the calendar, you can insert some ending text by typing something relevant in **Optional footer**, limited (like **Optional subtitle**) to 100 characters. Use this for an inspiring quotation or a cynical, deflationary remark about smarmy corporate leadership; or simply leave it blank. By default, this is set very small: 6-point Times New Roman.

Inserting Items

Warning: This feature is generally buggy. More often than not, even if you have only a few items scheduled, the macro will freeze WP when you choose this option and then press **Generate and Exit**. By the time WPlanit crashes, it's clear that some items have been inserted, so I suspect the problem involves the code at this point in the macro having problems with substructures. Unfortunately, this is the least important feature of WPlanit and isn't directly related to its core functionality, so I decided to leave the **Month's Insert Items** problem unsolved. It would probably take me several weeks of evenings to unravel, and since you can only fit one or at most two (very short) items into a single day of these wall-calendar-style documents, it's no great hardship to simply generate the wall calendar without inserting items, then just type the items manually into the document.

OK, you've been warned: if you use this feature, it's likely to crash on you. If you want to try it anyhow, here's what you need to know: when the **Month** radio button is selected, at the very bottom of the section you'll find a checkbox labelled **Insert Items**. If you want to generate a monthly calendar with scheduled items appearing on their respective days, check this box. Be aware, however, that just one or two items with very short descriptive text will fill up a day on one of these wall calendars; there's really not much space available. This option is only for people who want to use different copies of WPlanit for different projects (to do this, see "Appendix: Running Different Instances of WPlanit", at the end of the tutorial). If you set up different copies of WPlanit in different folders, you can use each copy for a single project, calendaring events and tasks for that project alone; then when you want to print monthly calendars, you won't have an overwhelming number of calendar entries. (However, you will still need to take care to keep your text descriptions as short as possible—no more than about 8 short-to-midsize words for two items.)

Additional Warning: Because of the date limitations described above in the section "Basic Calendar Entries (Single Events and Tasks)", subsection "Calendaring and Viewing Items in the Far Past (Don't)", do not check this option for monthly calendars with years prior to 1601. 1601 and later are OK; 1600 and earlier are not. Not only will they crash WPlanit, but they'll take any open WP documents along with them. There'll be no chance to save your work—you'll lose it all.

If you need a wall calendar for a month during a year before 1601—for example, if you're organizing a lengthy Renaissance fair for which the theme will be the events from November 17 through 28, 1558 (the days encompassing the time between Elizabeth I's accession to the throne of England and her triumphal entry into London)—generate the calendar without choosing **Insert Items**, then tutorially type your events in afterward.

Also note that WPlanit generates dates solely according to the Gregorian calculus; it does not take account of the Julian overlap which occurs with regard to most Western European dates from 45 B.C. to February 24, 1582, and in English before September 14, 1752. So when you use WPlanit to generate wall calendars for dates of events that occurred before the Gregorian calendar was adopted by the people who participated in those events, the WPlanit calendars are what mathematicians call "proleptic" (extended into a past in which they weren't used). The dates thus generated are correct from a modern point of view but not from the point of view of the past. For example, Shakespeare died on May 3, 1616, according to our modern calendar, but since the English still went by the Julian calendar back then, as far as they were concerned his death date was April 23. (For information on the Julian calendar and how to convert back and forth between the two, do a web search—there's a lot of material freely available, and even some online conversion calculators.)

Changing Fonts

All of these various kinds of text—title, subtitle, weekday names, numeric dates, footer, calendared events and tasks—can be changed by checking the appropriate option in the **Alter font for...** box. Note: to change the font for the calendared items which will appear if you check **Insert Items**, check the **Entire Page** option.

When you press **Generate and Exit**, the WP font dialog will appear once for each kind of text you checked. Note, however, two important considerations that come into play if you're thinking about changing font styles:

1. The font-change feature is a bit misleading because the WP font dialog offers you many more changes than the macro actually supports. The only options in this dialog that WPlanit will execute are font face, font size, boldface, and italics. That's it. So if you chose to alter the font for **Weekdays**, you could choose to strikeout or redline, but WPlanit will simply ignore that selection. (If you choose to modify font attributes of any of the calendar's text elements, you'll get a message reminding you about this issue.)
2. Changing fonts can be dangerous. If you change day numbers to, say, Old English 20 point (which ships with WP but you may not have installed), and you also want to insert calendared items, the calendar will have no room left for the text descriptions of the items. Even if you kept the font size small enough (say, 12 point or lower) so that they left room enough for the calendared events and tasks to still be visible, fancy fonts like Old English are often impossible to read at such small sizes. So experiment, and be prepared to discard failures.

General Problem

Sometimes when you choose "Insert Items," the macro will crash if you have a great many items calendared for that month. I haven't been able to figure out why this happens, but once it starts crashing on a particular month, it keeps doing so every time you try to insert items for that month in a **Generate and Exit** monthly calendar. The solution: just use the **View Month** feature. It doesn't give you a nicely formatted wall-calendar to look at, but it won't crash the macro no matter how many items you've calendared, and you'll be able to see them all (which isn't even close to possible with a **Generate and Exit** monthly calendar).

Type of pages to generate
☒ Day Planner ☐ Month

Make 1 month's planner pages (or less). Select Year and Month before Days so wrong number of days won't display in FROM & TO.

Year 2006
Month June
FROM Day 8
TO Day 8
Generate and Exit

*When WPlanit opens, the **Day Planner** document-type radio button is selected by default, and the feature is set to create only a single page (for the current day)*

Day-Planner Pages

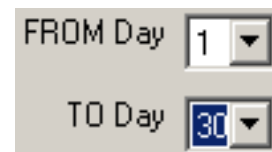
The **Day Planner** feature offers you much less control than the monthly calendar feature—you can create planner pages for only one month at a time, you can't choose *not* to insert calendared items (any items scheduled for the chosen month will automatically appear in the pages), and you can't change any of the document's font attributes like you can when generating monthly calendars. Planner pages come in only one size: the standard small-planner dimensions of 3¾" x 6¾". This won't be

exact, by the way; the default printer to which WP is set on a user's system is used by WP to format documents, and different printers will cause WP to generate planner pages of slightly different sizes.

Warning: some printers may so radically alter the **Day Planner** formatting as to make the results unuseable. This is not a bug in WPlanit. The **Day Planner** pages work fine on my system and on a few other systems used for testing. If you fall victim to this problem, however, you might try overwriting WPlanitTemplate.wpt with one of the two templates contained in the WPlanit\Data subfolders called "BiggerTemplate" and "SmallerTemplate". These templates are slightly different from each other (the smaller one gives you less cell space) and may give you better results; that's why they're there. WPlanit does not use them directly, so if you get good day-planner-page results from the default setup, you can simply delete these two folders.

There is one overriding advantage, however: generating planner pages is much simpler than creating monthly calendars. You merely choose or type the year, choose the month, and specify a range of days in that month (to create planner pages for the entire month, choose 1 in the **FROM Day** list and the last day of the month in the **TO Day** list). Then just press **Generate and Exit**. That's it—now sit back and watch the magic.

Once your planner pages are done, they constitute a WP document just like any other—they aren't tied to WPlanit in any way and can therefore be edited in any manner you like. I always skim through a group of planner pages and do some editing, often adding additional notes to tasks in the task list and cutting events down to size so they fit properly in their cells, before I print and cut the hard copy.

A screenshot of a software interface showing two dropdown menus. The first menu is labeled 'FROM Day' and has the number '1' selected. The second menu is labeled 'TO Day' and has the number '30' selected. Both menus have a small downward-pointing arrow on the right side.

*To print planner pages for the entire month of June, select the first day of the month in **FROM Day** and the last day of the month in **TO Day***

Events on the Half Hour

WPlanit allows users to schedule events in half-hour increments, but if you're going to use the **Generate and Exit** feature to create small-size planner pages, you need to know that those pages offer cells marked only by the hour, not the half-hour.

Don't panic; events you schedule on the half-hour will still show up in their planner page with the half-hour you designated. They have to share a single cell with their main hour, however. In other words, an **8:30am** event will be placed in the **8:00am** cell on a line below the event scheduled for 8:00. If no event is scheduled for 8:00, the 8:30 event will be placed on a line directly below the first line in the cell. (Otherwise, two times would appear together on the same row—e.g. if you exercise from 8:30 to 9:00, your entry would be displayed as "8:00am 8:30am Exercise", which would give the false impression that your exercise goes from 8-8:30).

Events scheduled on the half hour are treated this way in order to allow maximum flexibility in the actual hardcopy planner pages, because if there's no item on the half-hour, an item on the hour has the entire space available for a more detailed text description (around 145 characters). This is a good thing. It does, however, require forethought from the user.

Because space is so limited inside the planner-page cells from the start, you should never calendar more than one event per day for the same half-hour increment, and take extra care when calendaring an event for both an hour and its related half-hour (e.g. **8:00am** and **8:30am**). In such cases, try to truncate your descriptions, making them as brief as possible. WPlanit won't force you to do this—the item-description edit box (the box that reads **Event Description** when you're scheduling or editing an event) will always allow you a far-too-generous 850 characters. This is close to the maximum amount that a single task would take up if it were alone in the task list for a given day and used the entire task cell. However, as pointed out above, a normal event planner-page cell can only hold around 145 characters (ca. 30-35 words), so if you're calendaring an event for

both an hour and its half-hour, you'll only want to use about half that many. Indeed, depending on the particular text (especially if it contains spelled-out numbers and words in all-caps), 145 characters can be too much for a single planner-page table cell.

For further discussion of this issue, see "Warning" immediately below.

Warning: Because of this space limitation and this handy warning you're reading right now, WPlanit assumes that in fact you will not schedule different events—i.e. events with differing text descriptions—for the same time on the same day. The database and main WPlanit dialog will work correctly with such events, but when you create pages for printing, events scheduled on the hour will run together in their planner-page table cell (there won't even be a space between them). So if you choose to schedule such events (because you have two different short tasks to do between 3:00 and 3:30 on February 12, for example), you'll have to remember to go to that date's planner page after page generation and tutorially fiddle with the text in the relevant table cell until it's legible.

Events scheduled half past the hour won't run together because a hard return is automatically inserted before half-past events when they are inserted. So you can schedule two items for half-past the same hour and they won't run together—but note that because cell space is so limited, any such doubled-up half-past events will almost certainly overcrowd the cell (and will definitely do so if there's also an on-the-hour event in the same cell). Not only that—each one of these events will be prefaced by the half-past time—i.e. "3:30"—even if the second one begins at 3:45. So you'll need to change the time manually after page generation.

The bottom line is that table-cell space is at a premium. Remember how your college composition teacher was always harping about verbosity? (Well, you should.) Now's the time to put those lessons on concise writing into practice.

Note that this is not the same problem as that described above in "Ongoing Items," subsection "No Ongoing Items with the Same Attribute and Description." There, the problem concerned items calendared on different dates but having the same text; here, the problem lies with events calendared on the same dates and times but having different text. (Tasks are unaffected.)

Bugs

WPlanit has a few bugs and logical problems. All programs of any complexity do—programming is too multifaceted an endeavor for the end result to be perfect. Bugs can be fixed and features can be added to address logical oversights, but it takes a lot more time than nonprogrammers might expect, so usually only glitches that interfere in glaring ways with a program's core usefulness are taken care of. For these reasons, WPlanit isn't perfect. Here are the problems I'm aware of in WPlanit running under WP8 and WP12:

- As mentioned in the body of the tutorial, WPlanit offers no safeguard against calendaring different events in exactly the same slot (i.e. the same day and time). However, this won't pose much of a problem if you just remember—as I do—to always **View Items** for a particular day before scheduling a new event for that day, and then after clicking **Set Event**, **View Items** again and double-check the time not only to make sure it's correct but that it's not the same as another event on that day. (Once you've calendared the event, the checking is easy because any such mistakenly simultaneous events will end up being right on top of each other in the **View Items** window.)
- When you type inside the **Start Date** or **End Date** field, or the macro itself places focus inside the field

(as it does after some operations, inserting a "0" there), you'll find that you can still type in the **Start Date** or **End Date** field but you can't seem to do much of anything else—no other part of the macro will respond except the little "wall-calendar" button that's part of the **Date** fields themselves, or the quit (x) button at the top right, so you can shut down the macro but nothing else. This happens because there's not a full mm/dd/yyyy date inside the date field, so the solution is simple: just continue typing out your date, or choose a date with the miniature calendar. As soon as you've done that, everything else should work again. No need to close the macro after all.

- When you **View Items**, WPlanit clears the date from **Start Date**, so you have to re-enter the date you want to continue performing calendar operations. This is deliberately programmed behavior (it solves several internal programming problems that are too technical to discuss here) but I regard it as a minor inconvenience, so I'm including it here as a bug.
- If you calendar a *Multiple* event by pressing **Set Event** and then immediately try to calendar another one, WPlanit will refuse to set the second event, instead telling you that you haven't set a date (even if you've chosen different dates). Press **View Items** at the top of WPlanit, let it do its thing, and then go back down to schedule your next Multiple event.
- When you "generate and exit" daily planner pages, about half the time at the end of your sequence you'll get an extra planner page: after the last date you wanted, there'll be another one, a dummy page with "~#~date~#~" at the top of the right column. This isn't actually a bug, since you still get exactly you asked for, but it does waste a little bit of printer ink. (Of course, you could always open up **Reveal Codes** and simply delete the extra page.)
- If you **Generate and Exit** a monthly calendar (not daily planner pages) and you choose the option at the very bottom to "insert items", sometimes the macro will crash if you have a great many items calendared for that month. I haven't been able to figure out why this happens, but once it starts crashing on a particular month, it keeps doing so every time you try to insert items for that month in a **Generate and Exit** monthly calendar. The solution: just use the **View Month** feature. It doesn't give you a nicely formatted wall-calendar to look at, but it won't crash the macro no matter how many items you've calendared, and you'll be able to see them all (which isn't even close to possible with a **Generate and Exit** monthly calendar).
- On the other hand, if you choose to insert items for a **Generate and Exit** a monthly calendar but you don't actually have *any* items calendared for that month or if the year you choose is 1600 or earlier, the macro will crash. So don't choose to insert items if there are no items to insert, or if the calendar has a year prior to 1601.
- Don't bother calendaring items for dates before 1601—it doesn't do any good because viewing items for dates before 1601 will cause WPlanit to crash.

Note that the limitations involving years prior to 1601 are Microsoft's fault, not mine or Corel's. Also note that, like many other programs, WPlanit is subject to crashes every once in a while due to unknown factors, usually after it's been heavily used.

Appendix: Running Different Instances of WPlanit

This is an appendix rather than part of the main body of the tutorial because it involves actually changing WPlanit's underlying code, and that's not something you want to do lightly. But if you're comfortable with macro code (or you're feeling adventurous), read on.

If you want to run different copies of WPlanit—say, two different people want to use the program, or you want to keep a recreational calendar separate from a work calendar—you can configure WPlanit to achieve this goal. However, doing so requires you to open the WPlanit macro as a WP document, change one of the variables, and then recompile the macro. If you're not comfortable with command-line paths, you probably shouldn't try it; you may well mess up your copy of WPlanit. (But hey, it's free, so why not; you can always just download a new copy and start over.)

To begin changing the location, first decide where you want your new copy of WPlanit to reside. Once you've done the reconfiguration, you can't relocate WPlanit without performing the code modification all over again, so take care to select a location from which you won't want to move it. Then, once you've figured out where you want the new WPlanit (or your only copy of WPlanit, if you don't want it in your default macros directory for some reason), follow these steps:

1. Copy the main WPlanit folder and all its contents to your new location. (Note that if you're working from a copy of WPlanit that you've been using already, all your current data will go along for the ride; if you want a brand-new, clean start with no calendar entries, download a new copy and use that instead).
2. Open WPlanit.wcm as WP text. (If you don't know how to do this already, you may wish to learn more about how WP macros work under the hood before attempting to modify the code. There are various tutorials on the web. Try www.wpuniverse.com for links to several of them.)
3. You'll see a lot of comments; to bypass them and get where you need to go in the executable code, do a standard WP search for "vRootPath" (no quotes). You'll get two hits within the comments; keep going to the third hit, which will be the variable whose value you need to alter. It'll look like this:

```
vRootPath := ?PathMacros + "WPlanit\"
```

4. This is the tricky part. Delete `?PathMacros` and replace it with your new path. The path you type must have three characteristics:
 - A. The path must extend all the way from the root of the drive (so if the new location is on drive C, the path must begin with "C:\"). The entire path must be enclosed within quotation marks.
 - B. The path must end with a backslash! If you don't add that at the end, your path won't work. Corel programmed the `?PathMacros` variable so that it has a slash mark at the end of its path (you can't see it, but it's there), so anything you replace it with also needs to have an ending backslash—or it's curtains.

If you give it a path with no backslash and then try to generate planner pages, the program will crash (and your new planner pages will be saved one level above where they were supposed to be, in a folder with a different name than it's supposed to have).

C. You should concatenate your replacement path for the `?PathMacros` portion of the code together with the `" + WPlanit\"` portion, removing from the initial quotation mark and the plus sign from `" + WPlanit\"` but keeping the ending quotation mark. As a result, `WPlanit\"` should smoothly fit onto the end of your new path, providing the ending quotation mark for it. For example, if the full path on your hard disk, including the folder named "WPlanit", is **C:\My Data\Personal\WPlanit**, here you must type `"C:\My Data\Personal\"`, with the beginning quotation mark but not an ending mark; then delete the quotation mark and the plus sign from `" + WPlanit\"` and put the two units together. Therefore, where you started out with this...

```
vRootPath := ?PathMacros + "WPlanit\"
```

...you end up with this:

```
vRootPath := "C:\My Data\Personal\WPlanit\"
```

For more detailed technical information on changing the path, see the comments in the code (directly above `vRootPath := ?PathMacros`).

Changing WPlanit's Main Folder and File Names

Once you begin using two or more instances of WPlanit, you may wish to change the name of the main WPlanit folder and of the WPlanit.wcm file to differentiate this copy from others. Otherwise, you might get confused by various folders named "WPlanit". Also, when you try to run WPlanit from WP, it will be very easy to confuse your various calendars after using your different copies a few times. This is because when you use the menus intended for drilling down to play macros, you'll do **Tools | Macro** and then, in the list of most-recently-used macros at the bottom of the popup menu, you'll have a bunch of WPlanit listings—each one a different copy, but with no way to tell them apart because they all say "WPlanit". So go to the separate WPlanit folders, right-click on "WPlanit.wcm" in each of them, and choose **Rename** (if your system is set to hide known extensions, the file will show simply as "WPlanit" without the *.wcm extension). Your main copy in the default macros folder, the one you keep your general personal calendar on, could remain "WPlanit" and could be the one you run from the icon (see above, "Adding WPlanit to Toolbars with Custom Icon"); the one for the Renaissance fair could be entitled "RenSched.wcm"; another calendar for the girl-scout troop you lead could be "GirlScoutCalndr.wcm"; and so on.

However, you can change *only* the folder originally named "WPlanit" and the file originally named "WPlanit.wcm". Please don't change any other file in the WPlanit folder, and never change *anything* else from the WPlanit download (well, except the name of this manual, though I have no idea why changing that would be

useful to anyone). If any of the other files or folders are changed, WPlanit won't work.

Anyhow, if you change the name of the folder, you must reflect that change in **vRootPath** (see previous section), but don't worry about the filename. Nothing in WPlanit's code actually refers to the macro file itself, so there's no path reference to "WPlanit.wcm" that you need to change. Just remember what you've renamed the file because that's the one you have to navigate to and select when you want to run the macro!