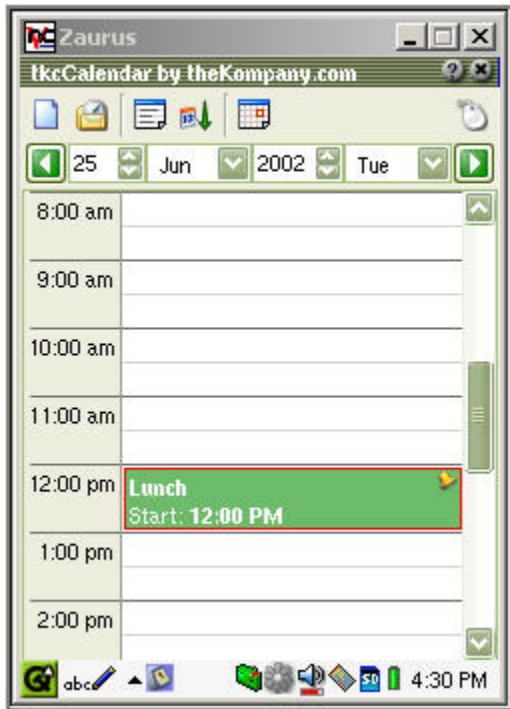


TkcCalendar

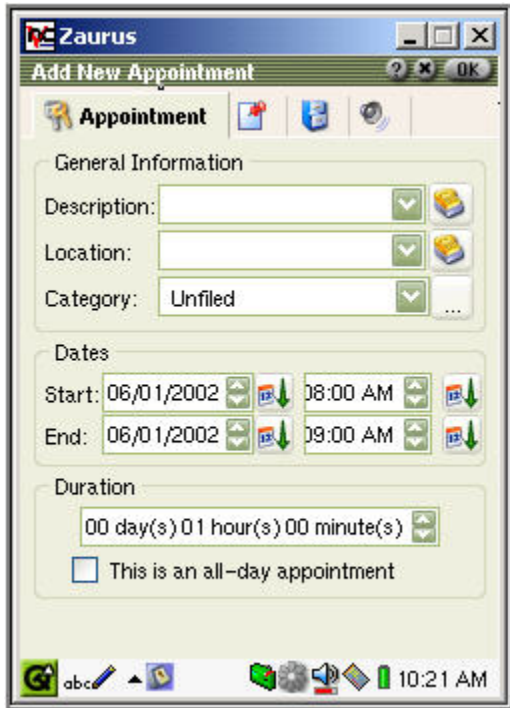
TkcCalendar is a Calendar replacement for the built-in calendar application on the Zaurus.

Once you install it and open it, you will have screen similar to this:




Button Explanation:

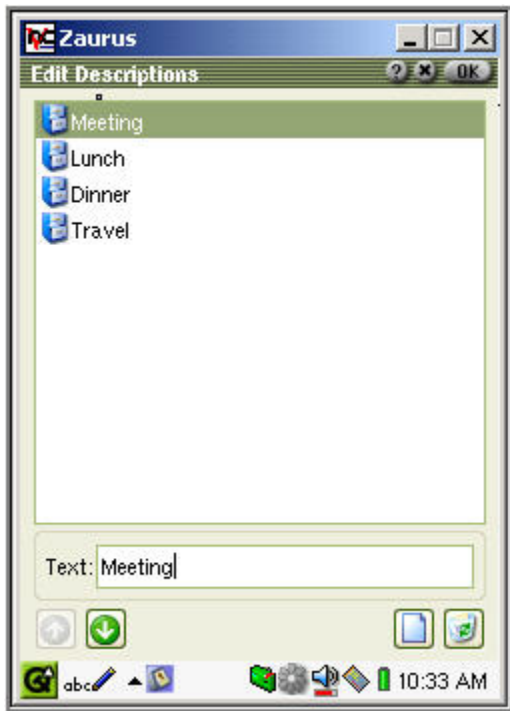
1. Tap  to bring up the **Add New Appointments** screen:






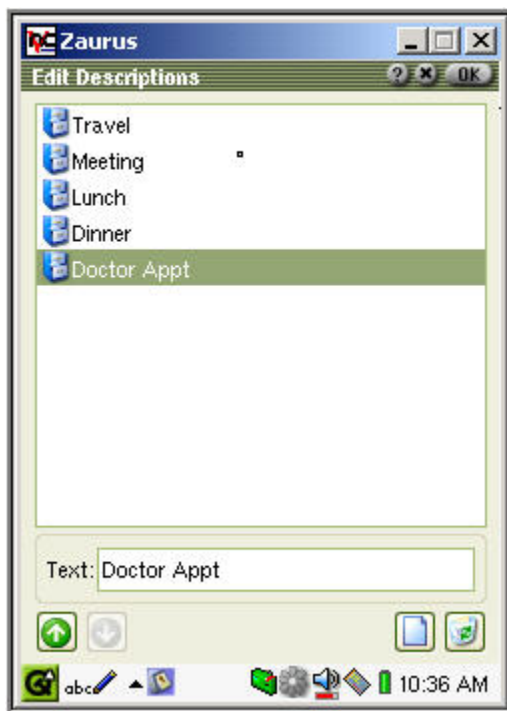
The first box, **Description**, lets you put in brief description of your appointment:



If you tap on , you can add and edit your own descriptions:




- a.   move you up and down on your description list.
- b.  Tap to add a new description:



c.  Tap to delete selected item.

The second box, **Location**, allows you to specify a location such as home, work, or your own Location categories. I've added 2: Conference Room 1 and Conference Room 2:



 allows you to add your own customized locations.

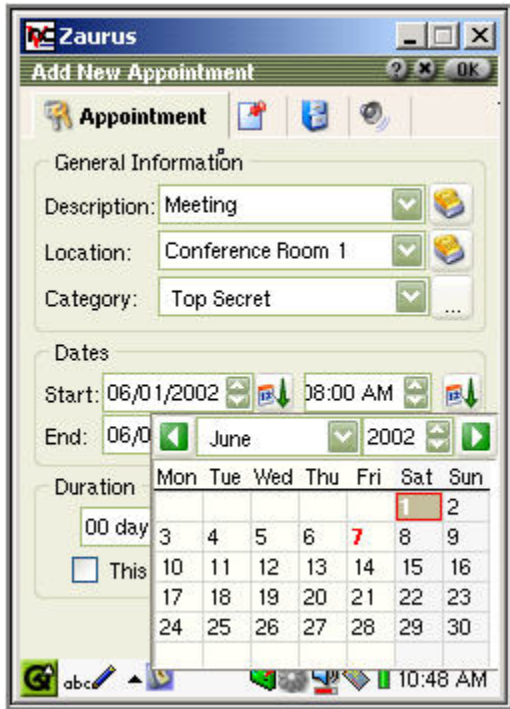
The third box, **Category**, allows you to pick the standard Z categories: Business, Personal or Unified or your own customized categories:



The button to the right with the three dots in it (...) allows you to add your own categories. I've added "Top Secret" to mine.

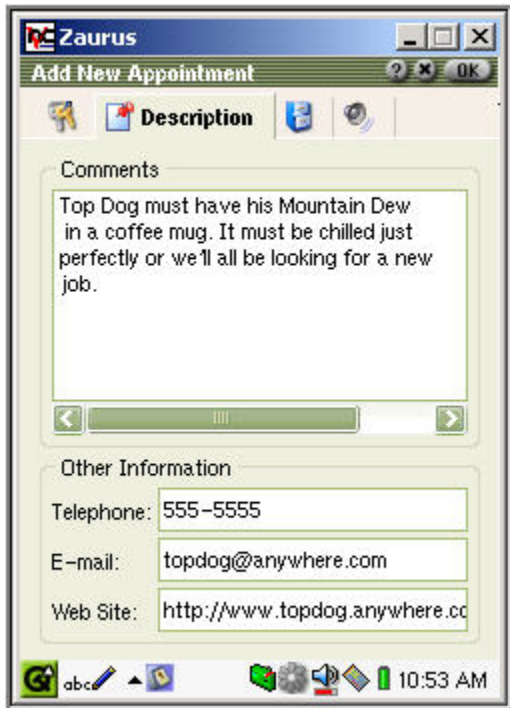
Next you fill in the date and time of the appointment, and if it's an all day appointment, you check the box below Duration.


The boxes to the right of the start and end dates will pop down a calendar:

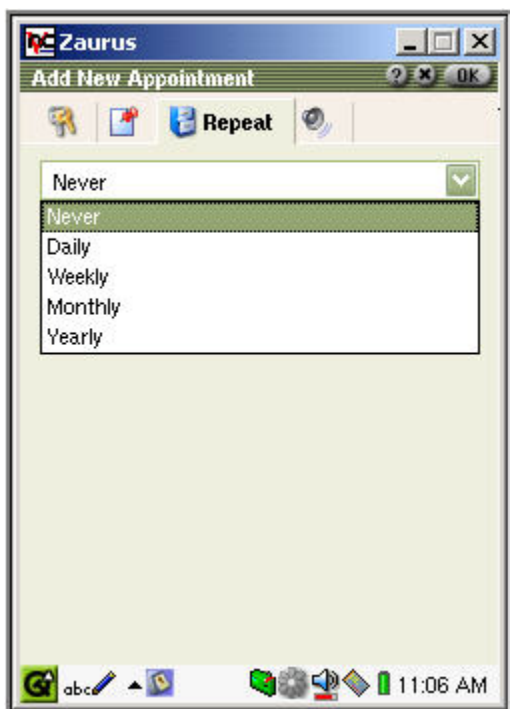



The drop-downs to the right of the Time will drop down a box where you can enter the time.

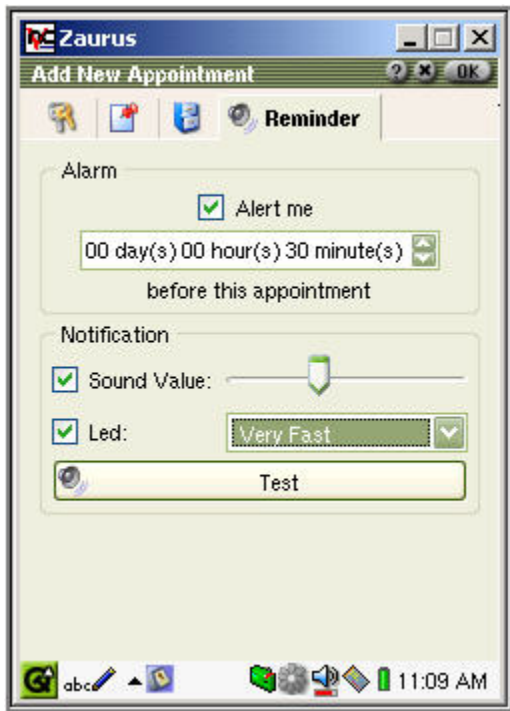
The second tab in the **Add New Appointment** section is  **Description** where you can add comments and other information:



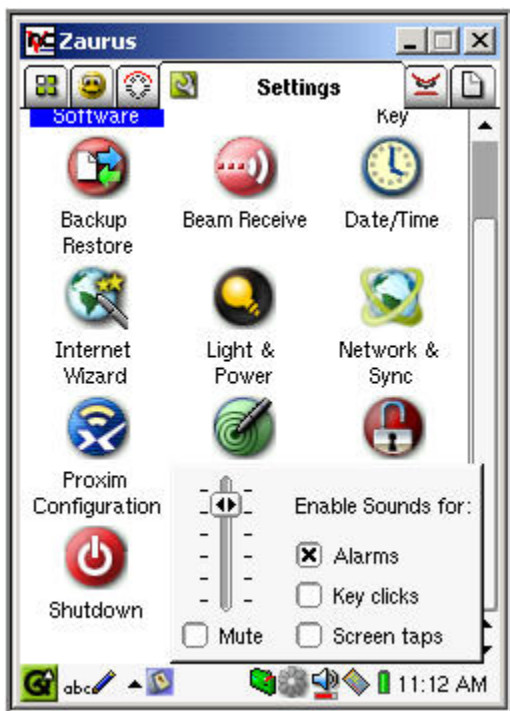
 is the **Repeat** tab where you can set your appointment to repeat daily, weekly, monthly or yearly:




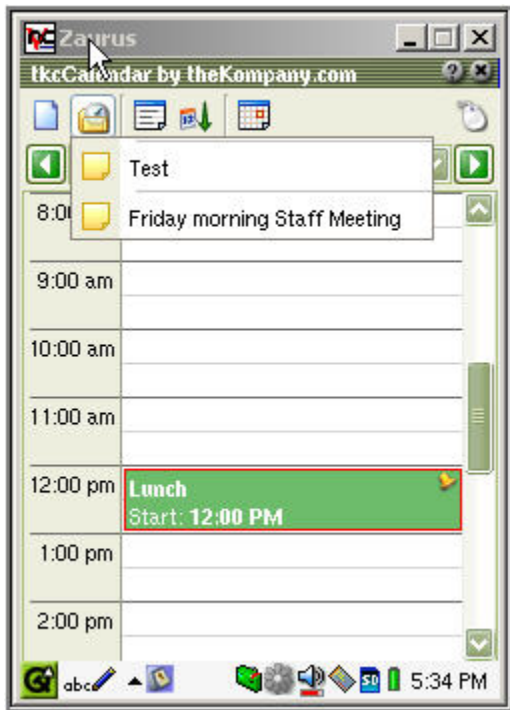
Tap  to set up your **Reminder** alarms:



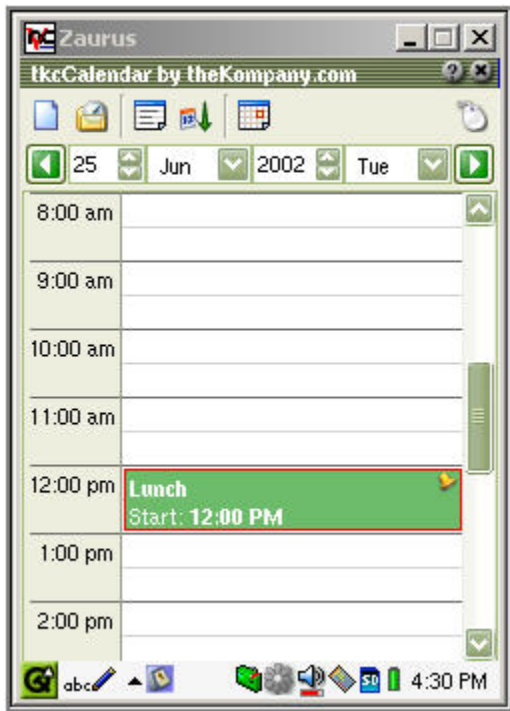
Note: If you want audible alarm, make sure you have your sound set to play audible alarms on your Z settings. You can check this by clicking on the little speaker on your bottom toolbar:



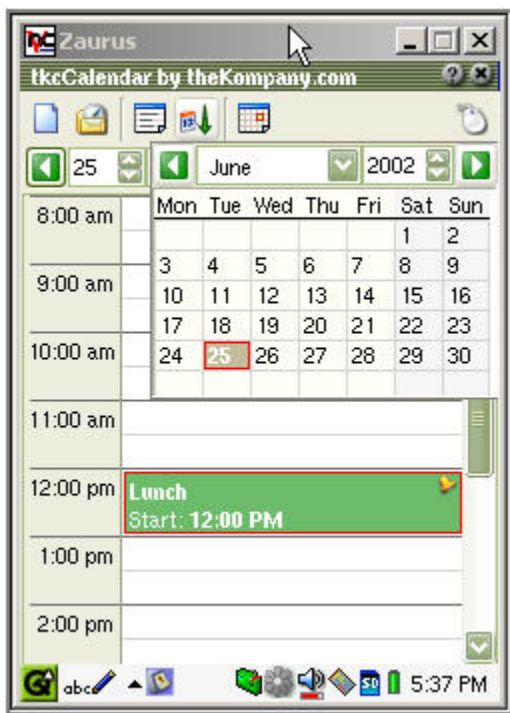
2.  Tap to pick an appointment **Template**. When you tap it, a drop-down with any templates you have created appears. I've created 2 templates called "Test" and "Friday Morning Staff Meeting":



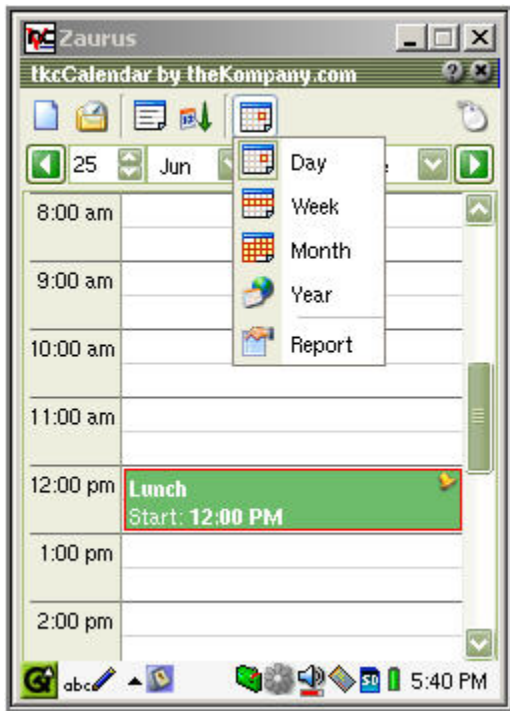
3. Tap to show the breakdown of today's schedule by hour:



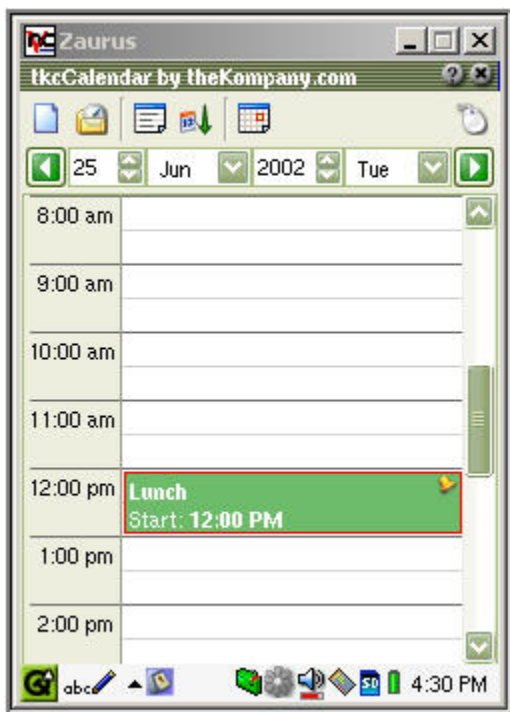
4. Tap this for a **Month drop-down** calendar of the current month:



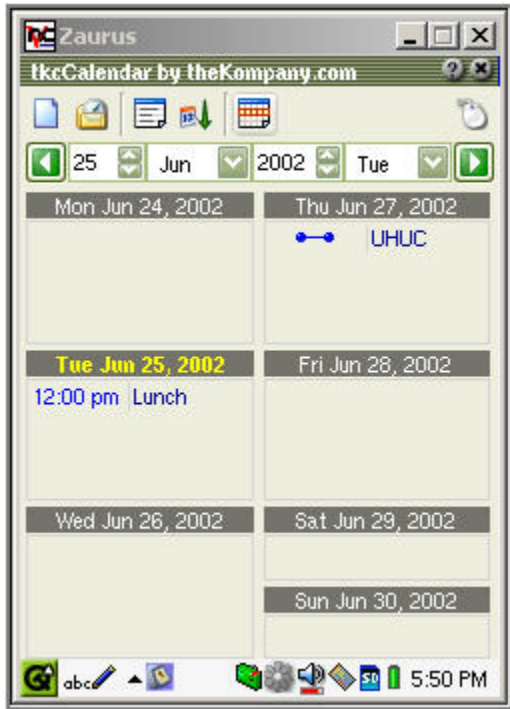
5. Tap this to change your view:



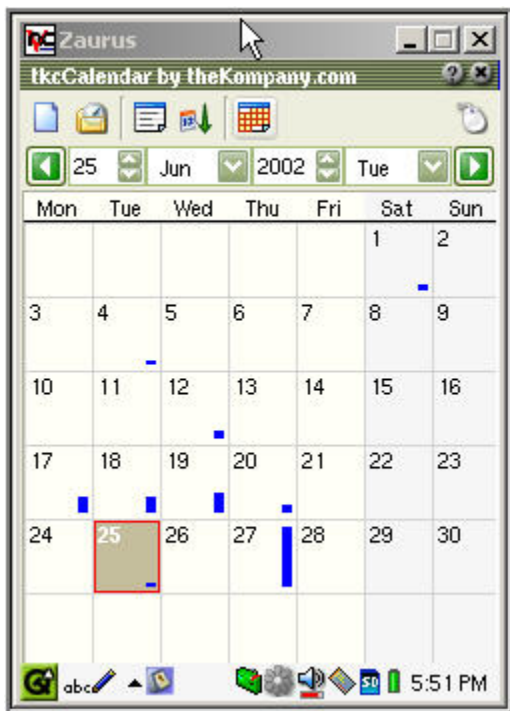
Day View:



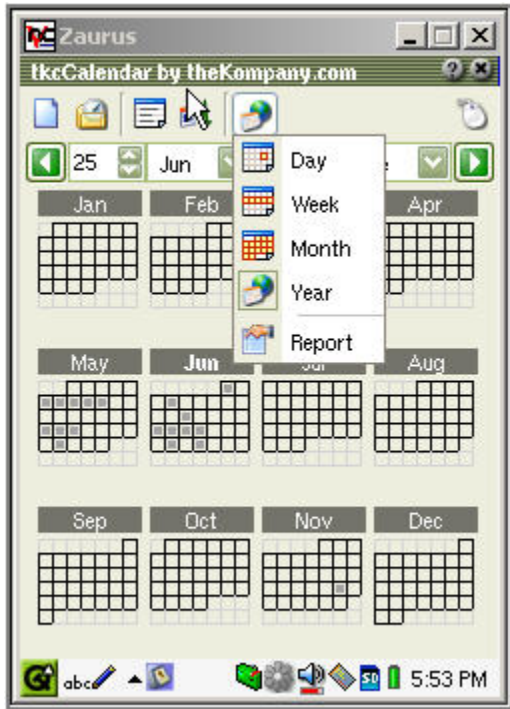
Week View:



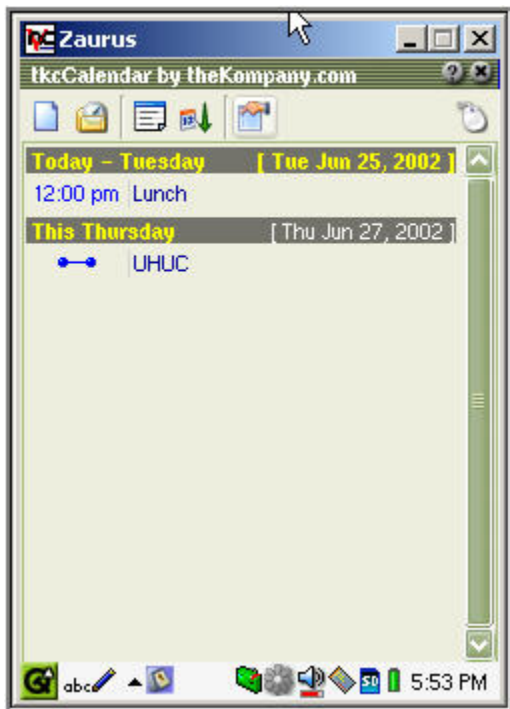
Month View:



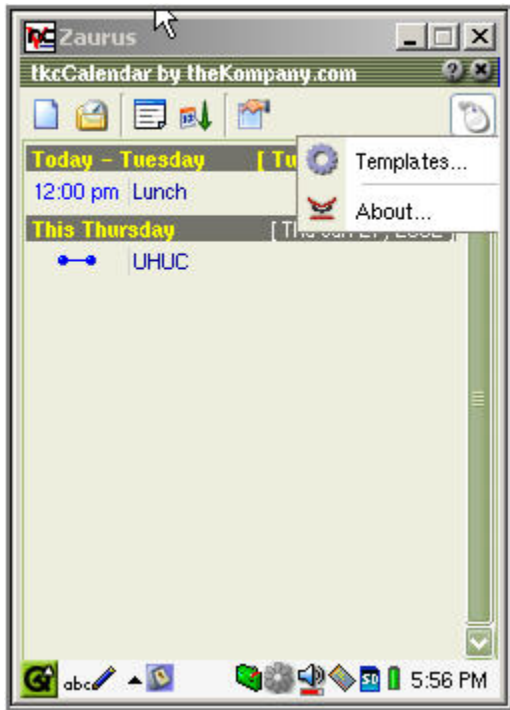
Year View:



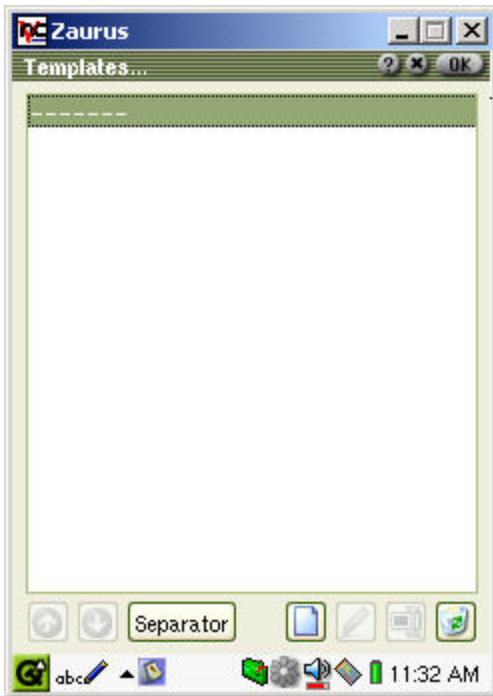
Report View: *NEW* Shows a report of your next 2 weeks' appointments:





6. Tap this to set up Templates or see tkcKompany splash screen (About):



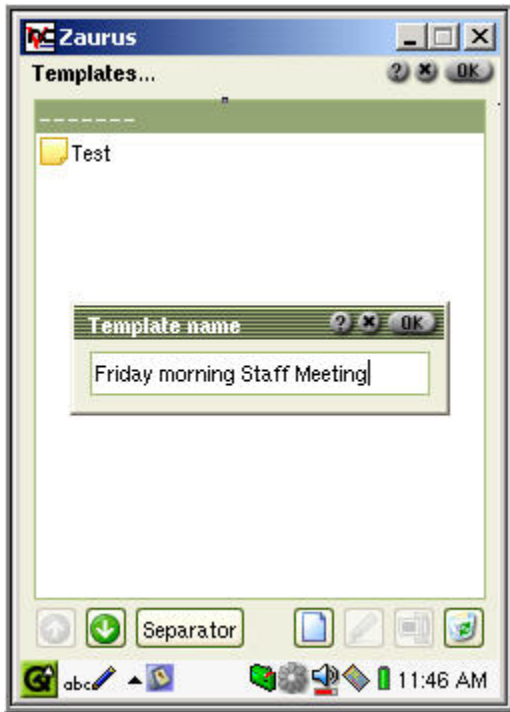
The **Templates** choice takes you to the **Templates screen**:



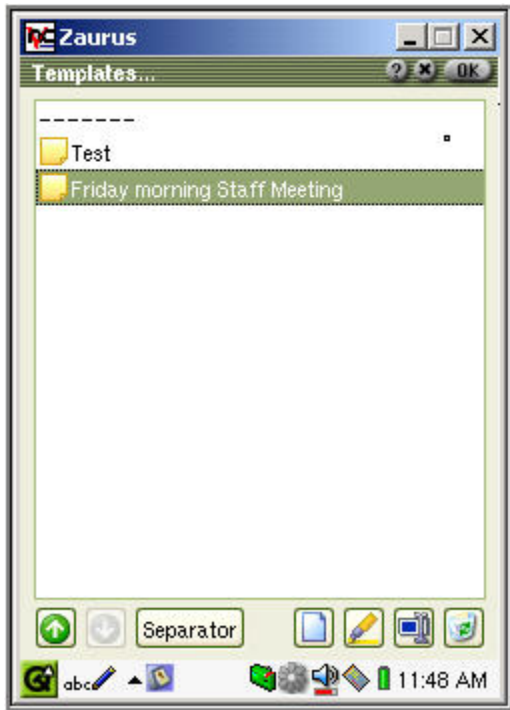
This allows you to set up new appointment templates. Once you do this you can use them from  on the Main screen.

To make a template, tap  on the bottom bar. It brings up an **Add New Appointment** screen.

Fill in all the details and click ok. A small box will pop up which asks for a template name:




Name your template then click OK in upper right corner of the little Template Name box. Your Template will now show up on the list of templates:



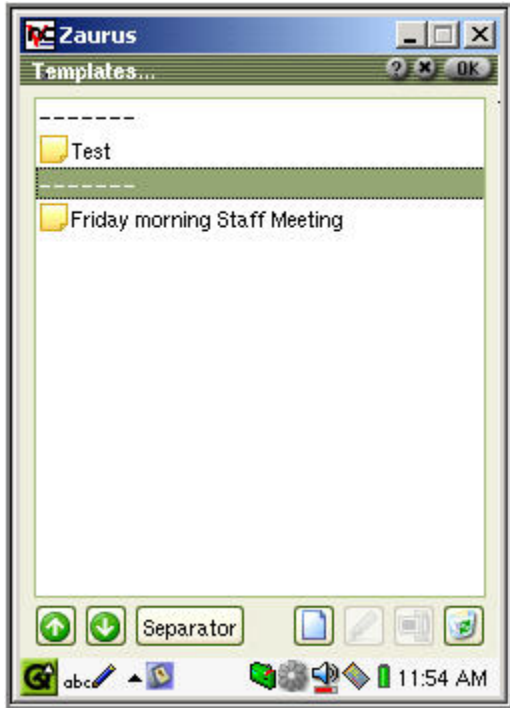
There are a few other Icons on the bottom bar.

Tap  to **edit** your template.

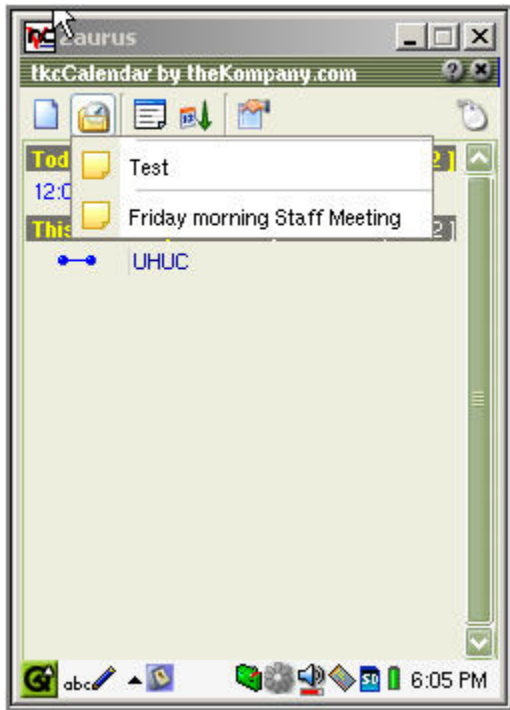
Tap  to **Rename** your Template.

Tap  to **Delete** selected template.

The **Separator button**, when clicked, inserts a separator in your Template list. The up and down arrows will move the highlighted item up or down in the list:



The separators you put in will appear also in the **Template drop-down** from the Main screen. Notice the Separator above and below the Test template.:



NOTE:

On the bar below the top row Icons, there are some arrows, which allow you to change days, months and years to get a new view. This varies a bit depending on which view you currently have displayed.

Example: If you have the year view displayed, the far right arrow will take your display to the following year for each click, and the far left will take you to a previous year view.

If you have a month view, the far right takes you to next month's view, and far left takes you to last month's view.