

AquaCalendar for Series 80 User Manual

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Overview

AquaCalendar is an advanced Personal Information Management (PIM) application for the Symbian operating system.

Numerous helpful features such as categories, icons and contact links make AquaCalendar indispensable to businessmen and casual users alike. Full screen support and customisable views allow the user to clearly see their appointments and tasks even on the busiest days.



Figure 1: Just one of AquaCalendar's views.

A large range of configurable settings allow the user to shape the application to their needs making their copy of AquaCalendar work the way they want it to. Among the many options available are background images and colours, different fonts, configurable zoom levels and several distinct views.

Features of AquaCalendar:

- Today view with Tasks.
- Busy and Hour day and week views.
- Period view.
- Month view.
- Month with details view.
- Four month view.
- Categories, Templates and Icons support.
- Birthdays and linked Contacts support.
- Find, Cut, Copy, Paste and Remove entries.
- Dial on Reminder popup, no need to search Contact.
- Fully customisable settings.
- Scalable fonts and three zoom levels.

Navigation

Navigating around AquaCalendar is easy. For example, there are several ways to change views in AquaCalendar, including joystick, menu, screen buttons and hotkeys.

Joystick

Pressing the keyboard joystick up and down changes the day (in Day views), weeks (in Week views) and month (in Month views). Pressing the Joystick in ('clicking' it) is a shortcut for pressing the 'Enter' key and changes mode between scrolling through the days and selecting entries within a day.

Press the 'Back' screen button (the context sensitive buttons found on the right hand side of the screen) to return to the previous view or selection type.



Figure 2: The cursor (in Red) is positioned on the first entry (Left). Moving the cursor down, positions it on the second entry (Right). Pressing enter will enable you to edit the selected entry. The colour of the cursor is customisable in 'Menu/Settings/Colour'

Menu

Switching between views is possible via 'Menu/View/Change view'.

Screen Buttons

The screen buttons (the context sensitive buttons found to the right hand side of the screen) change function depending on the view displayed and user actions. Common functions include:

- **New** – Create a new event.
- **View** – Select a new view.
- **Go to date** – Select current view date.
- **Back** – Returns to the previous view or edit/input mode.
- **Exit** – Closes the AquaCalendar application.

Hotkeys

Hotkeys are keyboard shortcuts defined by the user. For example, the user might assign the '1' key to change to the 'Today' view, the 'R' key to create a new Reminder entry and so on.

Hotkeys are assigned in the settings screen ('Menu/Settings/Hotkeys') – See 'Settings' section later in this document.

Menu

Pressing the 'Menu' keyboard button brings up the following options.

Calendar



Figure 3: The 'Calendar' menu options.

- **New** – Add a new entry.
- **[Category]** – The active category name is shown. By default this is set to 'All'.
- **Settings** – Configuration settings for AquaCalendar.
- **Background** – Select background image for active (all) views.
- **About** – Version number.
- **Exit (Ctrl+E)** – Quit AquaCalendar.

Tools



Figure 4: The 'Tools' menu options. The down pointing arrow to the bottom left of the menu indicates further options below – move the cursor down to see them.

- **Find** (Ctrl+F) – Run find dialogue box to search for entries.
- **Copy** (Ctrl+C) – Copy the current entry.
- **Cut** (Ctrl+X) – Cut the current entry.
- **Paste** (Ctrl+V) – Pastes entry from clipboard.
- **Delete** (Ctrl+D) – Run the delete dialog.
- **Process category tag** – Adds entries in current view into categories according to the text [tag] stored in the Subject field. This could be useful to add category tags (e.g. [Business]) to the end of an entry's 'Subject' for future processing in MS Outlook, for example.
- **Import Birthdays** – Creates birthday entries from data stored in Contacts.

View

- **Change view** – Select a different view.
- **Full screen** – Switch to/from full screen view.
- **View Settings** – Settings for current view (only currently used in 'Weekly view').
- **Zoom** – Setup zoom level for current view (customize zoom levels in Settings-Fonts tab).

AquaCalendar Views

AquaCalendar has a number of different ways to view information. A view that suits one user may not suit another. Also, a view that suits a user at one time (to view particular pieces of information, for example) may not suit him later. The different views available in AquaCalendar are one of the secrets of its power and flexibility. Available views include:

- Today view
- Hour and Busy day views
- Hour and Busy week views
- Month view, Month view with details
- Four month view
- Period view
- Contacts
- Tasks

Today



Figure 5: Today view showing Calendar entries on the left and ToDo tasks on the right.

The 'Today' view gives an overview of a day's appointments and Tasks. It can also be configured to display a third window showing Messages.

Busy day

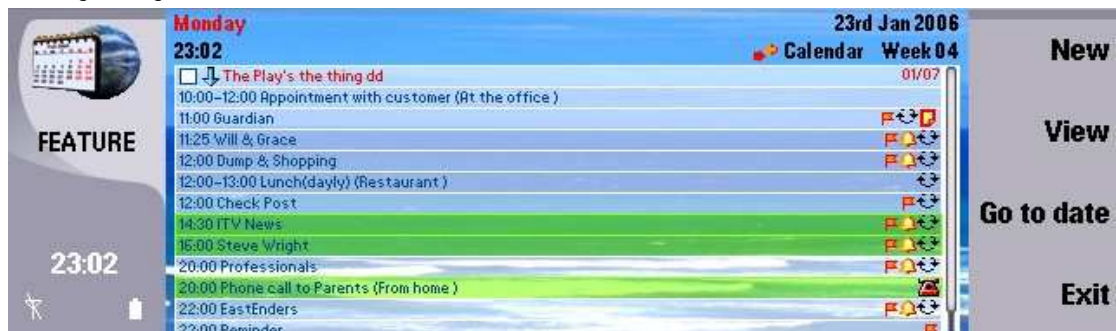


Figure 6: Busy day view showing a days entries in the most compact way.

Busy day shows a day's entries in the most compact way, by not displaying any unused time slots.

Hour day



Figure 7: Hour day view seen here with an optional background picture.

The 'Hour day' view shows entries in their correct time slot. Morning entries are displayed on the left and afternoon (and evening) entries, to the right. Spare time can easily be identified.

Hour week

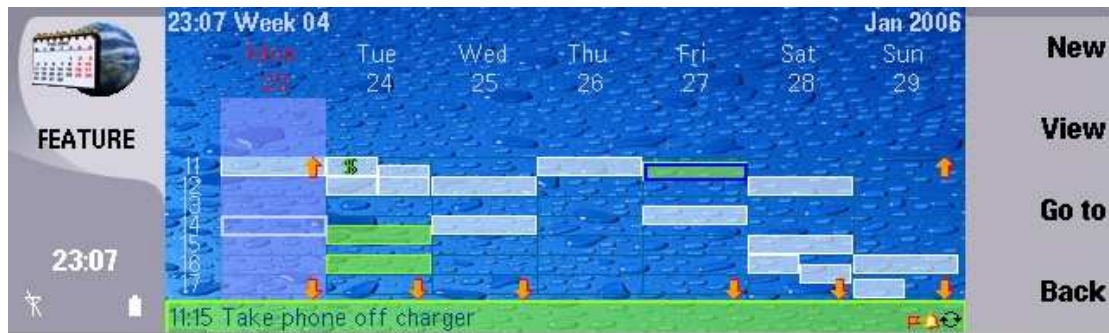


Figure 8: Hour Week view.

Hour Week contains an overview of all entries for a week. Up or down arrows in the Hour week view show if any events are currently out of sight.

To change the number of days and weeks displayed in this view, select 'Menu/View/View settings' (Figure 9).



Figure 9: View settings.

Busy week

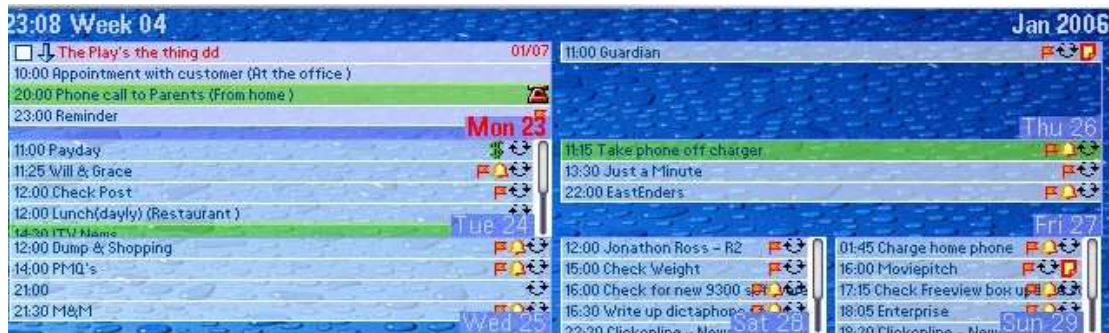


Figure 10: Busy week view

Busy week view shows entries for a week in a compact way, similar to 'Busy day' view.

Month

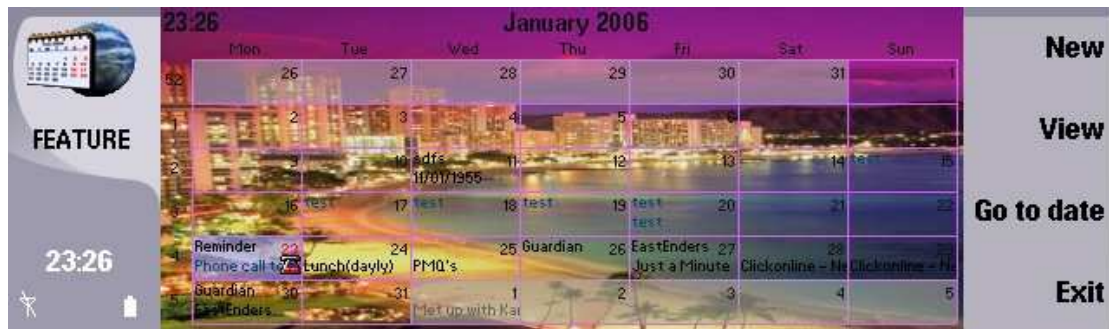


Figure 11: Month view. This shot shows the entries displayed as text and with an optional background image.

Month view shows entries as icons and/or text with the option of a timeline display.

Month with details



Figure 12: Month view with details.

This view allows the user to view a days entry details alongside a month view.

Birthdays



Figure 13: Birthdays view. The next upcoming birthday is filled with colour (Neo, 23 Jan).

Birthdays view displays the currently displayed month's birthdays. For it to work correctly, the Birthday entry should link to a Contact where the birth date information is stored.

Configurable options for this view include colours and whether to show the age and zodiac sign.

PC PIM Support

If you use a PC based PIM (Outlook, Lotus Notes) which stores birthday information in contact, you could import them into AquaCalendar. AquaCalendar will also automatically maintain up to date birthday information during synchronization (if it's running in the background and this option is selected in Settings).

Calendar entry types

There are several types of entry available for AquaCalendar. These include:

- Appointment
- Reminder
- Phone Call
- All day event
- Anniversary
- Birthday
- Task ('To do' item)

Every entry type has its own representation in different calendar views. You could assign an icon to the entry, edit notes, setup start and/or stop time and date, alarm time and repeats.

Entry tab windows

Each entry has several tabs, each with a window containing various options. The main ones are described here.

Details



Figure 14: Details tab.

The 'Details' tab contains the fields for Subject, Location and Start/End times and dates.

If a Contact is linked to an entry, it will display the Contact photo (if available) and you'll have the ability to quickly switch to it via the Menu.

Status



Figure 15: Status tab seen in a Birthday entry.

The Status page allows you to select Category, an icon to display and Private (Outlook synchronization status). By default, Category contains 'Business', 'Personal' and 'Unfiled' categories but new categories are easily added.

Repeat



Figure 16: The Repeat tab.

The Repeat page allows you to setup a repeating event, for example from Monday to Friday, every Thursday, annually and so on.

Entry menu

Pressing the 'Menu' keyboard button while an entry is open, brings up a number of entry specific menu options.

Calendar

- **New**
- **Contact**
 - Call Contact – Switch to Contact details
 - Select Contact – Link Contact to current entry
 - Remove Contact – Remove linked Contact
- **Delete entry**

Edit

- **Entry**
 - **Cut**
 - **Copy**
 - **Paste**
- **Templates**
 - **Select** – Overwrite entry from template
 - **Add** – Store entry as template
- **Text**
 - **Cut text**
 - **Copy text**
 - **Paste text**
- **Remove location** – Clear location history

Categories

Categories are definable groups of entries. They have common parameters such as colours and icons (which is displayed if an icon is not set for the individual entry).

Add a Category

There are four predefined categories:

- All
- Personal
- Business
- Unfiled

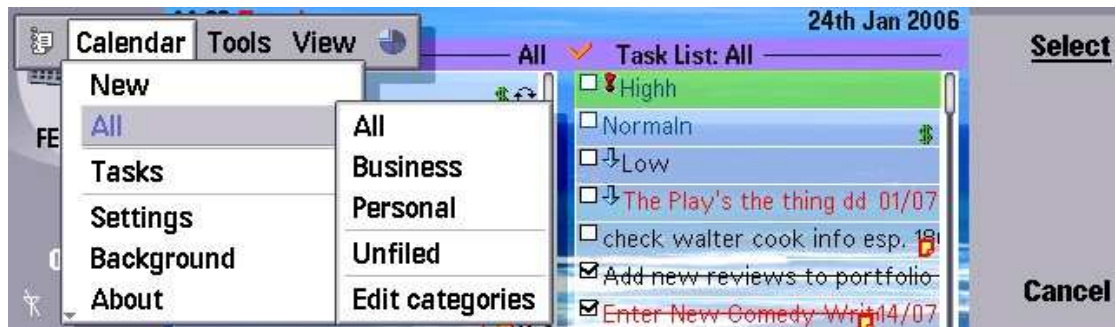


Figure 17: The default categories.

You can add, edit or delete your own categories. To add a Category, select “Edit Categories” in the category list ‘Menu/Calendar/All/Edit Categories’.

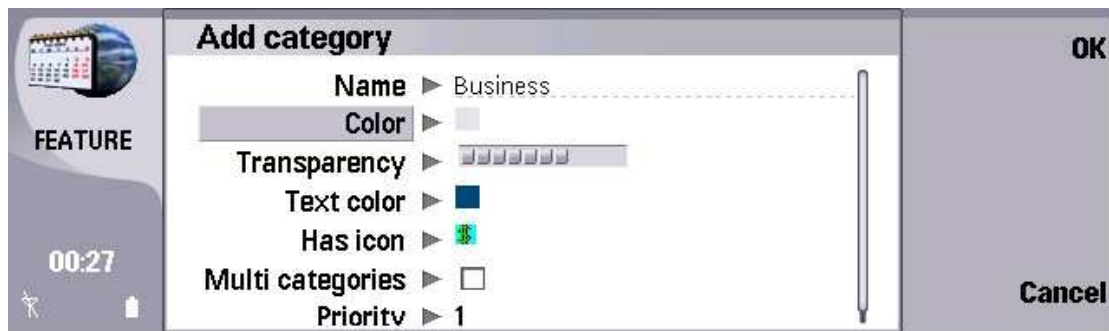


Figure 18: Adding a category.

Combining Categories

A Category could be the combination of other categories. For example, the ‘All’ category is the union of ‘Unfiled’, ‘Personal’ and ‘Business’ categories. To make this type of category enable ‘Multi categories’ when creating a new Category.

Priority

The ‘Priority’ setting defines the order of display for entries in Month view. Priority ranges from 1 to 9. A Category with the priority of ‘1’ has precedence over entries of priority ‘2’ etc.

Displaying Categories

You can choose to display a single category of entries (or multiple categories if the category chosen is a ‘Multi category’ type). This is useful for Week and Month views. Also, using Categories allows you to view only needed events e.g. only business or private entries.

To choose a category to display, select ‘Menu/Calendar/All’ and make a selection.

Settings

The Settings allow you to personalise AquaCalendar to a great degree. They can be accessed via ‘Menu/Calendar/Settings’.

Notes:

- Aqua colour value is the opacity (or transparency) of a colour – from 0 to 255 i.e. from transparent to solid.
- To toggle options on/off, select the item and press the spacebar.

Main

- Default view – Default view on starting AquaCalendar.
- Text wrapping – Long 'Subject' text in is fully displayed.
- Only next repeat event – Shows in view events that will occur in nearest time.
- Only upcoming events - Shows in view only upcoming events.
- Add category tag – Automatically append invisible subject tag with [category] information.
- Show tasks in Calendar – Option to show tasks (ToDo items) in Calendar views (busy day, busy week etc.)
- Alarm precedes event by – Alarm time will automatically be set this amount of time before the due entry time.

Background

- Common background – If the selected background option is 'Picture', use a single image for all views.
- Background – Choose between Picture or Colour.
- Colour – Select the Colour to be used as a background.
- Transparency – Transparency level for background.
- Draw frames around events – Colour rectangles drawn around events for better visibility.
- Today indicator colour – Colour of 'today' indicator in views.
- Today back colour – Colour of today background (week and month views).
- Today back aqua value – Transparency level for 'today' background.

Colours

- Selector colour – Colour of selector.
- Selector transparency – Transparency of selector.
- Buttons colour – Buttons and headers (busy week view) colour.
- Buttons transparency - Transparency of buttons.
- Text back colour – Background text colour for buttons, header etc.

Time

- Day start time – Start day time in Hour day view.
- Day stop time – End day time in Hour day view. Note: Day start stop time will affect Time line length in Month and Week views.
- Day time interval – Time interval between in Hour day view.
- Week time interval – Interval between in Hour week view.
- Short time format – Displays only the start of event (without the end time).

Hotkeys

Move the cursor down into this window then use the 'Add' screen button to create your own Hotkeys.

Birthday

- Show year of birthday – Toggle the display of this item.
- Show age – Toggle the display of this item.
- Show zodiac icon – Toggle the display of this item.
- Synchronize birthdays – If selected, AquaCalendar will automatically update Birthday information when it's edited from other applications (like Contacts).
- Next birthday colour – The Colour used to indicate the next Birthday.
- Next birthday aqua – The transparency level used to indicate the next Birthday.
Note: For Birthdays to Birthdays to work correctly, link a Contact to a birthday.

Week,Month

- Show text in month – Displays event Subject text in the month view. This could be useful for hieroglyph-based languages.
- Show icon to text – Adds icon to text (available only if previous setting is enabled).
- Show time line – Displays the time line in Month view.
- Time line colour – Colour settings.
- Current month colour – Colour of current month (month views).
- Current month aqua value - Transparency level of current month.
- Other month colour– Colour of other month (month views).
- Other month aqua value - Transparency of other month value.

Timelines



Figure 19: Timeline display in Month view

In 'Settings/Week,Month' is the 'Show time line' setting. With this enabled, when in 'Month View' a small bar is drawn at the top of any day that contains an entry. This graphically shows how full your day is and where you have free time. This screenshot above shows 3 examples.

The entry on the 16th is an 'All day event' - The day itself is coloured lighter but the timeline remains empty.

The 17th shows two zero duration entries (i.e. with their start and end times the same) - the timeline shows a couple of pixel thin lines to represent the zero duration entries (note that the colour of the timeline can be set in 'Settings/Week,Month').

The 18th shows two entries of 1.5+ hours in duration - the timeline shows these entries with thicker bars (indicating their duration) and their position within the timeline gives an indication of when during the day, the entries appear.

All other days show no timeline as there are no entries in those days.

Note: Only events that occur between 'day start' and 'end time' are shown accurately. Later or earlier events are displayed as small vertical stroke at start or end of time-line.

Repeating entries



Figure 20: The Month view (Top) shows a Month with 'Only next repeat event' turned on. The view below shows the same month with the setting off.

For anyone using many repeating events (e.g. for regular meetings, TV shows, wake up call etc) it's very useful to use the 'Only next repeat event' setting. This can be found in the 'Settings' dialogue under the 'Main' tab.

With this turned on (use 'Spacebar' to toggle it on/off), only the next occurrence of a repeating entry is shown. This means that views won't be crammed full of repeating entries that (more often than not) aren't usually high priority (the future occurrences anyway). This makes it much easier to see the important upcoming entries.

Fonts

AquaCalendar supports TrueType fonts. If you want to use a TrueType font, your device must have 'freetype.dll' installed. Copy the TrueType font you want to install into your `System\Fonts\` folder on your device and reboot it. After restarting, you can select TrueType fonts in Settings.

- Header font – Font for drawing header text.
- Header height – Header font size.
- Header bold – Normal or bold header style.
- Text font – Font for drawing text.
- Text height – Text font size.
- Text bold – Normal or bold text style.
- Font smallest zoom – Minimum zoom for selected text height.
- Font largest zoom – Maximum zoom for selected text height.

Note: Zooming may not work correctly with non TrueType fonts, since they don't support scalability.

Today

Here you can select which view to show in what part of the screen. There are 3 position, Top, Centre and Bottom and each position can display one of four views, None, Busy day, Tasks or Messages.

Contacts

- Sort list by – (always shown) Choose between:
 - 'Last name, First name'
 - 'First name, Last name'
- Show in list – (optional shown) Choose between:
 - None
 - Show company
 - Show phone number
 - Show company, phone number
 - Show phone number, company
- Display search matching results only (look at Contacts description)
- Remember last position – Keep selected last viewed Contact.
- Draw lines – Draw even and odd lines in Contact view with different colour settings.
 - Even line colour
 - Even line aqua
 - Odd line colour
 - Odd line aqua

Task

- Sort by – Priority or Date
- Display due date – Toggle On or Off
- Display completed – Toggle On or Off

Messages

- Account – Select current Email account.
- Sort by – Select sort order, either 'Sort by date' or 'Sort by sender'.
- Show subject – Displays message subject.

Registration

To enable AquaCalendar you will need to use authorize it using the 'WirelessEnabler' utility installed alongside AquaCalendar. You should connect to Internet with 'Internet access point'.

Internet access point (Internet settings):
Setup your phone using NOKIA web site:

<http://www.europe.nokia.com/nokia/0,,71993,00.html>

An unauthorized Demo version is restricted in usage. Authorizing it will start a full 2 week trial period. After that period, you should register your copy of AquaCalendar. All future version updates is free.

Registration is Based on device IMEI number (showed on register screen of dial *#06#).
If you change your device, send us new device IMEI for get valid key.