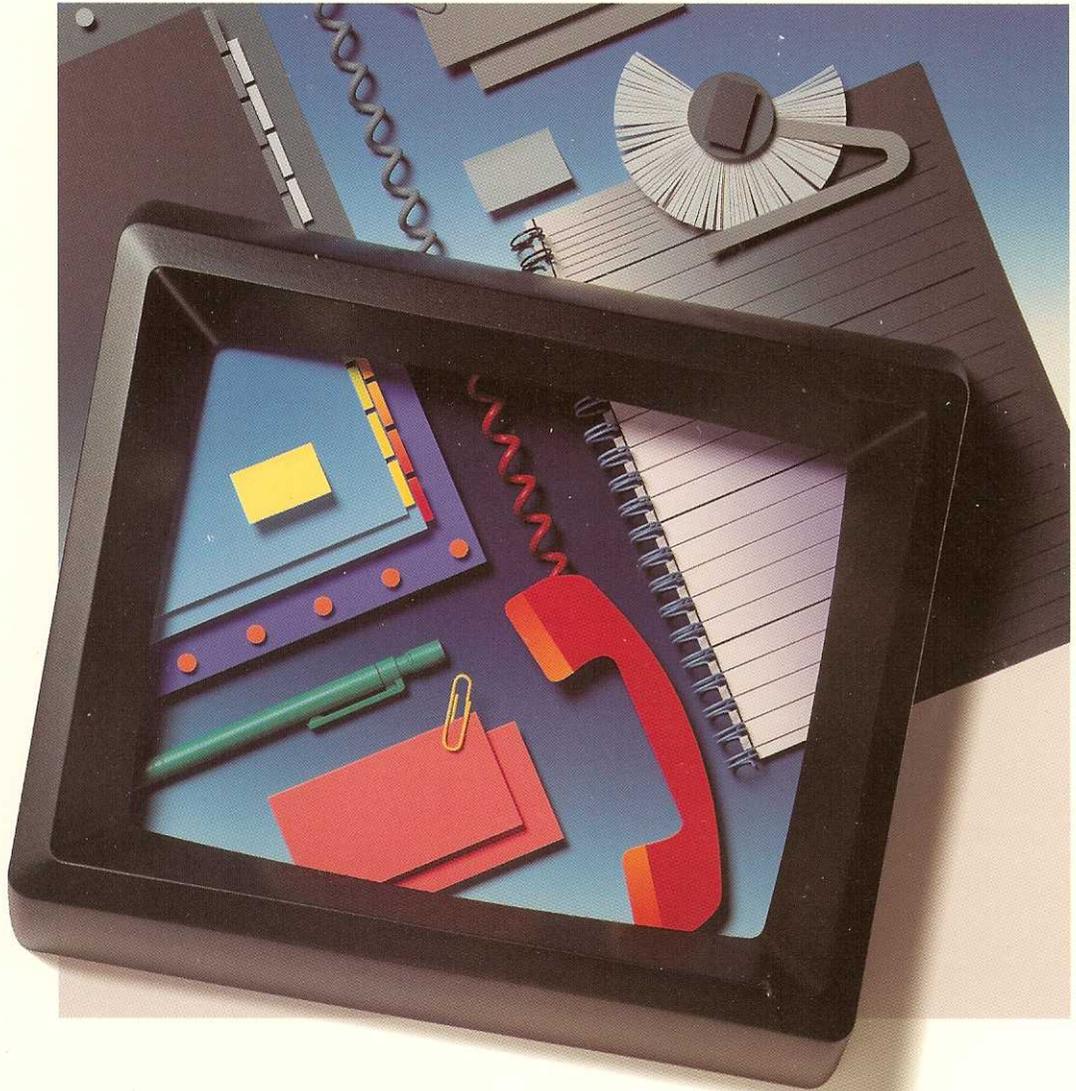


Lotus Agenda

Setting Up Agenda



Release 2.0

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Lotus Agenda

Setting Up Agenda

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Contents

Introduction	vii
<hr/>	
How this Book Is Organized	vii
Typographical Conventions	viii
Chapter 1 Installing Agenda	1-1
<hr/>	
In this Chapter	1-1
Before You Begin	1-2
Check Your Package	1-3
Register Your Purchase	1-4
About the Installation Procedure	1-4
Installing Agenda on a Laptop Computer	1-5
Installing Agenda	1-6
1. Record Your Name and Company Name	1-6
2. Specify Your Hard-Disk Drive and Directory	1-8
If the Directory Is Empty	1-10
If the Directory Contains Files	1-10
3. Add the Print and Preview Files	1-11
4. Select a Print Preview Display Driver	1-12
5. Select Printers	1-13
6. Transfer the Agenda Files	1-15
If Installation Fails	1-17
Upgrading from a Previous Agenda Release	1-18
Installing the Agenda Accessories	1-18
Defining Environment Variables	1-20
Configuring Your System for Best Performance	1-21
Starting Agenda	1-23
Customizing Your Work Environment	1-24
Utilities Customize Settings	1-24
Customizing the Color Display	1-28
Custom Colors Settings	1-29
Using a Default Color Set	1-31

Adding the Print and Preview Features After Installation	1-32
Adding Printers After Installation	1-34
Contacting Lotus Customer Support	1-35
If You Call Lotus Customer Support	1-36
Lotus Customer Support Telephone Numbers and Hours	1-36

Chapter 2 What's New in Agenda 2.0 2-1

In this Chapter	2-1
Starter Applications	2-2
Agenda 2.0 Features	2-3
Date, Time, and the Datebook	2-3
Simple Calculations	2-3
Printing	2-4
Network Support	2-4
Macros	2-5
Application Protection	2-5
Help	2-5
Import and Export	2-5
TXT2STF	2-6
Conditions and Actions	2-6
File Integrity	2-6
Changes to the Work Environment	2-7
Entering Information	2-7
Wider Views	2-7
Properties Boxes	2-7
Note Files	2-8
Confirm Mode	2-8
Categories	2-9
File Management	2-9
Changing the Agenda Environment	2-9
Menu Commands	2-9
Menu Changes Overview	2-10
Menu Command Comparison	2-11
View Menu Commands	2-11
Note and Macro Editor Menu Commands	2-14
Category Manager Menu Commands	2-14
Key Changes	2-14
Performance Differences	2-15
Documentation Changes	2-16

Chapter 3 Updating Applications to Agenda 2.0 3-1

In this Chapter	3-1
Updating the Activities Planner	3-2
Exporting Information to UPDATE2.STF	3-2
Importing Information to PLANNER.AG	3-4
Guidelines for Updating Applications	3-6

Chapter 4 Printer Specifications 4-1

In this Chapter	4-1
About Printer-specific Settings	4-1
IBM Emulation	4-2
Paper Loading and Margins	4-2
DIP Switch Settings	4-2
Compose Sequence Characters	4-2
Generic Printer Driver	4-3
Alps P2000G/P2100G	4-4
Apple LaserWriter, LaserWriter Plus, and LaserWriter NT/NTX	4-5
Brother Twinriter5	4-6
Canon LBP-8 A2, LBP-8II, LBP-8IIR, LBP-8IIT	4-7
Citizen MSP-10, MSP-15, MSP-20, MSP-25, and 120D	4-10
Diablo 630	4-11
Digital ScriptPrinter	4-13
Epson EX-800	4-13
Epson FX-80 and FX-100	4-14
Epson FX-85, FX-185, and FX-286	4-15
Epson FX-86e and FX-286e	4-16
Epson GQ-3500	4-17
Epson LQ-500, LQ-850, and LQ-1050	4-19
Epson LQ-800 and LQ-1000	4-20
Epson LQ-1500	4-21
Epson LQ-2500	4-22
Epson LX-86	4-23
Epson LX-800	4-24
Hewlett-Packard DeskJet	4-25
Hewlett-Packard DeskJet Plus	4-26
Hewlett-Packard LaserJet, LaserJet+, LaserJet 500+, LaserJet Series II, and LaserJet IID	4-28
Hewlett-Packard PaintJet	4-31
Hewlett-Packard QuietJet and QuietJet Plus	4-32

Hewlett-Packard ThinkJet	4-33
IBM Graphics Printer	4-34
IBM Personal Pageprinter	4-34
IBM Personal Page Printer II	4-35
IBM Proprinter and Proprinter XL	4-36
IBM Proprinter X24 and Proprinter XL24	4-37
IBM Quietwriter Model 1 and Model 2	4-38
IBM Quietwriter Model 3	4-39
IBM 3812 Pageprinter	4-40
Kyocera F Series (F-1000, F-1010, F-2010, F-3010)	4-42
The Laser Connection JetScript	4-44
NEC Pinwriter P2 and P3	4-44
NEC 24-Wire Pinwriter Series	4-45
NEC Spinwriter 3550	4-46
Okidata ML84 Step 2, ML92, and ML93	4-48
Okidata ML192 and ML193	4-49
Okidata ML292 and ML293	4-50
Okidata ML393	4-51
Panasonic KX-P1595	4-53
Panasonic KX-P4450	4-54
PostScript	4-55
PostScript Device (Generic PostScript)	4-58
QMS-PS 800+ and 800 II	4-59
Ricoh PC Laser 6000	4-60
Texas Instruments OmniLaser 2115 Page Printer	4-62
Toshiba P321, P341, P321SL, P341SL, and P351SX	4-62
Toshiba P351	4-63
Toshiba P1340 and P1351	4-65
Xerox 4045 Model 50	4-66

Appendix A Customer Assurance Plan

A-1

Product Upgrade Plan	A-2
Lotus Customer Support	A-2
If You Call Customer Support	A-3
Customer Support Hours and Locations	A-3
Transfer of License	A-4
Product Replacement Plan	A-4
Replacement Order Form	A-5
Money-back Guarantee	A-6

Index

Introduction

Setting Up Agenda provides information about installing and starting Lotus Agenda® 2.0. It also explains how Agenda® 2.0 differs from earlier releases of Agenda and how to update application files that you created in earlier releases. Finally, this book provides detailed information about each printer that Agenda supports and the Customer Assurance Plan.

How this Book Is Organized

Setting Up Agenda is organized into four chapters and the Customer Assurance Plan that provide the following information:

- **Chapter 1, "Installing Agenda,"** provides procedures for installing Agenda and setting it up for your work environment.
Read this chapter to install Agenda for the first time and to upgrade from a previous Agenda release.
- **Chapter 2, "What's New in Agenda 2.0,"** introduces Agenda 2.0 and describes the changes to functions and performance between this release of Agenda and Agenda 1.0/1.01.
Read this chapter if you are using a previous Agenda release.
- **Chapter 3, "Updating Applications to Agenda 2.0,"** provides detailed information about updating the Agenda 1.01 Activities Planner application to the Agenda 2.0 Activities Planner application. It also explains how to update other application files to take advantage of Agenda 2.0 features.
Read this chapter if you want to update files from a previous Agenda release.

- **Chapter 4, "Printer Specifications,"** provides detailed information about each printer Agenda supports and how to set up each printer to work with Agenda.

Refer to this chapter for specific printer information.

- **Appendix A, "Customer Assurance Plan"**

Read the Customer Assurance Plan for information about how to become a registered user of Agenda and take advantage of Lotus Development Corporation's customer service and customer support.

Typographic Conventions

Setting Up Agenda uses the following typographical conventions:

The names of Agenda function keys, accelerator keys, and special keys appear in small capital letters. Function keys are identified by the key number, followed by the Agenda name.

Example

F3 (CHOICES)

Information that you type appears in a different typeface.

Example

install

Commands, settings, and choices appear in boldface type.

Example

Press **F10 (MENU)** and select **Utilities Customize**.

Chapter 1

Installing Agenda

Before you can use Agenda, you must install it on your hard disk. This chapter describes how to install Agenda and set it up for your work environment.

In this Chapter

This chapter describes how to

- Install Agenda for both first-time users and those upgrading from an earlier Agenda release
- Install Agenda without the print and preview features to save disk space
- Select a print preview display driver (adapter)
- Select printers
- Install the Agenda accessories
- Configure your system for best performance
- Start Agenda
- Customize Agenda for your work environment
- Add the print and preview features, if you didn't do so when you installed Agenda
- Add printers after you install Agenda
- Contact Lotus Customer Support

Before You Begin

You need the following hardware and software to run Agenda:

- An IBM® Personal Computer or 100% certified compatible, or a PS/2® series computer
- A hard disk
- 640K RAM
- MS-DOS®, version 2.1 or higher

For more information about the printers that Agenda supports, see Chapter 4.

You need approximately 3 MB of space on your hard disk for the Agenda files (including those required for the Agenda print and preview features). If you choose *not* to use the Agenda print and preview features, you need approximately 2.5 MB of space on your hard disk.

Note If you select one or two printers, approximately 3 MB of space on your hard disk are required for the Agenda files. If you select all the printers, however, you need at least 3.8 MB of space on your hard disk.

You may also need to modify your CONFIG.SYS file before you install Agenda. Make sure that this file includes the following statements:

```
BUFFERS = 20
```

```
FILES = 20
```

Agenda works best with buffer values between 10 and 20. You can experiment with different buffer values. Higher values improve disk performance at the expense of available memory. (For information on CONFIG.SYS and buffers, see your operating system manual and "Configuring Your System for Best Performance" later in this chapter.)

Check Your Package

Check the following list to make sure your Lotus package is complete. If it isn't, contact your Lotus dealer or supplier.

Your package should include:

- One set of disks:

<i>5.25-inch version</i>	<i>3.5-inch version</i>
Installation Disk	Installation and Program Disk
Program Disk 1	Utilities and Applications Disk
Program Disk 2	Print Disk 1
Program Disk 3	Print Disk 2 (with Agenda accessories)
Utilities Disk	
Applications Disk	
Print Disk 1	
Print Disk 2	

Note Outside North America, additional drivers may be supplied to support various local requirements. If supplied, these drivers can be found either in a subdirectory called \DRIVERS on one of the disks listed in the preceding table, or on an additional disk.

- Six books and a Quick Reference card:

Setting Up Agenda (which includes the Customer Assurance Plan)

Starter Applications

Quick Start

User's Guide

Working with Macros

Working with Definition Files

Note Outside North America, the Customer Assurance Plan is a separate book called *Lotus Licence Agreement*.

Register Your Purchase

To become a registered user of Agenda, you must complete the Warranty Registration Card and return it to the address printed on the back. Only registered users receive warranty service, customer support, reduced-rate upgrades for new releases, and special offers on new products.

About the Installation Procedure

You install Agenda by running the Installation program, INSTALL.EXE. The Installation program takes you step-by-step through installing Agenda. In most cases, all the information that you need to install Agenda is on the screen.

The following sections take you through each of these steps and describe what's taking place during the installation process. You can use the procedures in this chapter to guide you through the entire installation process, or as a reference, if you need specific information about a particular part of the installation procedure.

The Agenda installation procedure is divided into several parts:

- Recording your name and company name
- Specifying your hard-disk drive and Agenda program directory
- Choosing whether to transfer the print and preview files
- Selecting a print preview display driver and printers, if you choose to transfer the print and preview files
- Transferring the Agenda files to your hard-disk drive

Both the procedures on the screen and in this chapter are grouped according to the preceding list. In most cases, section headings in this chapter correspond directly to the screen titles that you see when you run the Installation program.

Use the following table to find out which sections in this chapter you should read to help you run the Installation program.

<i>If you want to</i>	<i>Read</i>
Install Agenda for the first time	"1. Record Your Name and Company Name". Then follow each section of the installation procedure, in the order in which it appears.
Upgrade from a previous Agenda release	"Upgrading from a Previous Agenda Release". Then install Agenda, starting with "1. Record Your Name and Company Name".
Add the Agenda Print and Preview features after you install Agenda	"Adding the Print and Preview Features After Installation"
Add printers after you install Agenda	"Adding Printers After Installation"

During installation, the Installation program may display messages that inform you of a problem. If this happens, follow the instructions on the screen to correct the problem; then proceed with installation as instructed. For more information about error messages, see Appendix J in the *User's Guide*. You can also press F1 (HELP) at any time to display installation Help screens.

If you make a mistake during installation, in most cases you can press ESC at any time to display the previous screen. You can also press CTRL-BREAK to end installation at any time.

Installing Agenda on a Laptop Computer

If you are installing Agenda on a laptop computer, you must first install it on a hard disk. If your laptop computer has a hard disk, simply follow the installation procedures in this chapter.

If your laptop computer does not have a hard disk, first install Agenda on the hard disk on another computer. Once you install Agenda on a hard disk, you can copy onto a floppy disk only those files that you want to use with your laptop computer.

At a minimum, you need the following files to run Agenda:

- AGENDA.EXE
- AGENDA.RI
- A.EXE

If you want to include Agenda Help, you need the following file:

- AGENDA.HLP

Note If you only copy these files, you will not be able to preview or print a document.

Installing Agenda

The sections that follow take you through the entire procedure for installing Agenda.

1. Record Your Name and Company Name

When you install Agenda for the first time, you must specify your name and your company's name. The Installation program records these names permanently on your copy of the Installation disk. This information displays each time you start Agenda.

To record your name and company name:

1. Do one of the following:
 - For the 5.25-inch disk version, insert the Installation Disk in drive A.
 - For the 3.50-inch disk version, insert the Installation and Program Disk in drive A.

Note You can install Agenda from any drive, just make sure that you go to that drive in Step 2.

2. Type `a :` and press `ENTER`.
3. Do one of the following:
 - If you are installing Agenda on a computer that has a screen that displays in several shades of one color (such as plasma displays), type `install mono` and then press `ENTER`. This runs the Installation program in monochrome, which makes the screen easier to read.
 - For all other computers, type `install` and press `ENTER`.

Note If you're unsure what type of screen you have, first try typing `install` in Step 3. If you find that some of the text on the screen does not display clearly, press **CTRL-BREAK** to end installation. Then type `install mono` instead.

The Installation program displays the Agenda title screen.

4. Press **ENTER** to begin the installation procedure.

Agenda asks you to enter your name and company name (Figure 1-1).

Note This screen only displays the first time that you install Agenda.

5. Type your name (up to 30 characters) and press **ENTER**.

Agenda records this name and your company name (see Step 6) on the Installation Disk (or Installation and Program Disk). Only you are authorized to use this copy of Agenda. Use **BACKSPACE** and **DEL** to correct any typing errors.

6. Type your company name (or the name of the organization with which you are affiliated) (up to 30 characters). If you do not have a company or organization with which you are affiliated, type your own name again. Press **↑** and **↓** to move between the name and company name prompts. From **Company name**, press **ENTER** when all information on this screen is correct.

The Installation program asks you to confirm that your name and company information are correct.

7. Do one of the following:

- If the names are correct, type **Y** and press **ENTER**.

Make sure that the information is correct since you cannot change it after you press **ENTER**.

- If you made a mistake, type **N** and press **ENTER**. Then correct the information and press **ENTER** to accept the changes.

The Installation program records the information that you specify.

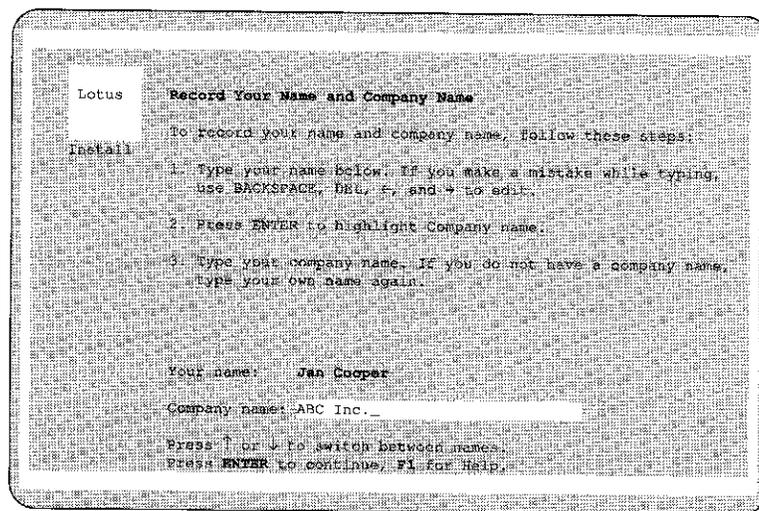


Figure 1-1 Record your name and company name

Once you confirm the names that you enter, Agenda lets you specify your hard-disk drive and program directory. To continue with installation, see the next section.

2. Specify Your Hard-Disk Drive and Directory

Before the Installation program can transfer the Agenda files to your hard disk, you must specify the hard-disk drive and Agenda program directory that you want to use for those files.

To specify your hard-disk drive and Agenda program directory:

1. Type the letter of the hard-disk drive on which to install Agenda and press ENTER, or simply press ENTER to accept drive C (default). You can install Agenda to any destination drive that you specify.

The Installation program asks you to specify a name for your Agenda program directory (Figure 1-2).

2. Type the name of the directory for Agenda and press ENTER, or simply press ENTER to accept the AGENDA directory (default).

If you type a name rather than use the default, you can enter a name of up to 8 characters. If you specify subdirectories in your path, you can enter up to eight characters for each subdirectory name.

The Installation program checks the directory that you specify to see if it contains files from a previous Agenda release or any other application. It also asks you to confirm that the hard-disk drive and directory that you specify are correct.

3. Do one of the following:
 - If the directory that you specify is a new directory, or one that exists but contains no files, see "If the Directory Is Empty" to continue with installation.
 - If the directory that you specify contains files, see "If the Directory Contains Files" to continue with installation.

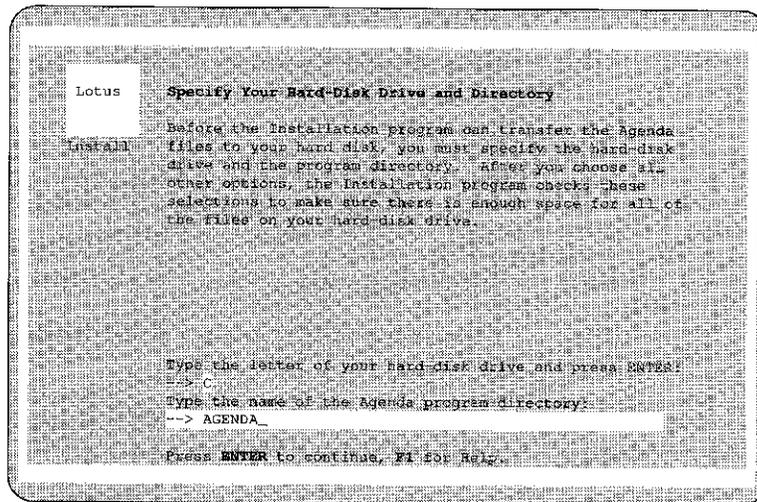


Figure 1-2 *Specify your hard-disk drive and program directory*

If the Directory Is Empty

If the directory that you specify in Step 2 in the preceding procedure is a new directory, or one that exists but contains no files, Agenda asks you if the drive and directory that you specify are correct.

Do one of the following:

- If the drive and directory name that you specify are correct, type **Y** and press **ENTER**.
- If you want to change the name of the drive or directory, type **N** and press **ENTER** to specify another drive or directory. (Go to Step 2 in "2. Specify Your Hard-Disk Drive and Directory").

To continue with installation, go to "3. Add the Print and Preview Files."

If the Directory Contains Files

If the directory that you specify in "2. Specify Your Hard-Disk Drive and Directory" contains files, these files may be from a previous Agenda release or they may be files from another application. Agenda responds accordingly.

If the directory contains files from a previous Agenda release, Agenda asks if you want to install Agenda in this directory or specify another directory.

Note If you want to install Agenda in this directory, it is a good idea to first make backups of the Agenda program files in this directory before you proceed.

Do one of the following:

- To install Agenda in this drive and directory, type **Y** and press **ENTER**.

The Installation program *replaces* any Agenda program files with the same name (such as AGENDA.RI) in this directory with Agenda 2.0 files. It does *not* replace or delete any other files in this directory (such as printer definition files) or files that you created with a previous release of Agenda.

- To keep the existing program files and specify a different drive or directory, type **N** and press **ENTER**. (Go to Step 2 in "2. Specify Your Hard-disk Drive and Directory.")

If the directory contains files from another application, Agenda asks if you want to install Agenda in this directory anyway.

Do one of the following:

- To install Agenda to this drive and directory, type Y and press ENTER. To continue with installation, see the next section.
- To specify another drive or directory, type N and press ENTER. (Go to Step 2 in "2. Specify Your Hard-disk Drive and Directory.")

3. Add the Print and Preview Files

Once you specify your hard-disk drive and Agenda program directory, the Installation program lets you choose whether to transfer the files for previewing and printing in Agenda (Figure 1-3). These files take up approximately 700K, plus a small amount for each printer you select, on your hard-disk drive.

You may not want to install these files if you are running Agenda on a laptop computer, or if you don't have much free disk space. You can, however, add these files after you install Agenda if you decide at some point that you want to preview or print your Agenda files.

Note For information about adding the Agenda print and preview features *after* you install Agenda, see "Adding the Print and Preview Features After Installation" later in this chapter.

To specify whether to transfer the Agenda print and preview files, do one of the following:

- To transfer the print and preview files, type Y and press ENTER. To continue with installation, go to "4. Select a Print Preview Display Driver."
- To continue with installation *without* transferring these files, type N and press ENTER. Then go to "6. Transfer the Agenda Files."

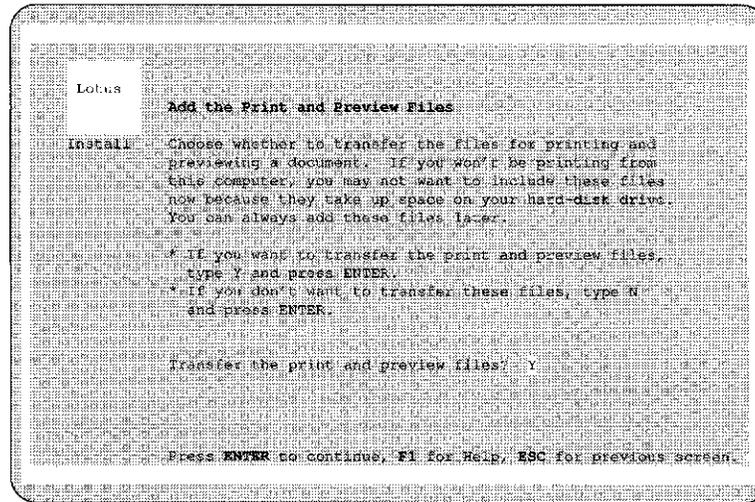


Figure 1-3 Add the print and preview files

4. Select a Print Preview Display Driver

If you choose to preview and print your Agenda files, the Installation program automatically detects the type of display adapter card (and monitor) your computer has and highlights the correct choice (Figure 1-4).

Note This screen also displays the choice **None/No Graphics**. The Installation program highlights this choice if your computer's display adapter card can't display graphics. If you choose **None/No Graphics**, you cannot use the Agenda preview feature, but you can still print.

Do one of the following:

- If the highlighted choice is correct, or if you're not sure what type of display adapter card your computer has, press **ENTER**. To continue with installation, go to "5. Select Printers."
- If the highlighted choice is *not* correct, highlight the correct one. As you highlight each choice, the Installation program tells you which types of display each choice supports. When you highlight your choice, press **SPACE BAR** and then press **ENTER**. To continue with installation, go to "5. Select Printers."

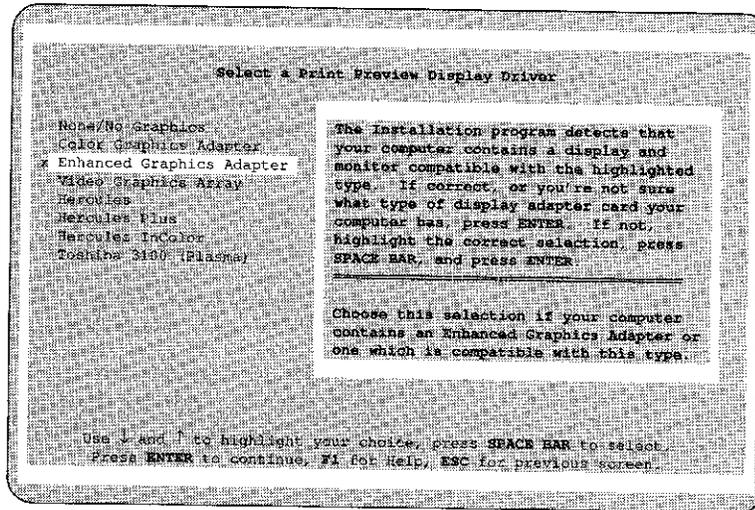


Figure 1-4 Select a print preview display driver

Note If you make the wrong choice, when you're using Agenda you can select another print preview display driver using the **Print Setup** command. You can also customize the colors for the preview display. (See Chapter 17 in the *User's Guide*.)

5. Select Printers

Once you select a print preview display driver, the Installation program displays the Select Printers screen which lists all the printers that Agenda supports (Figure 1-5). You select all the printers you might use and choose your primary printer (the printer that you expect to use most often).

You can also add printers *after* you install Agenda. See "Adding Printers After Installation" later in this chapter.

1-14 Installing Agenda

To select one or more printers:

1. Press \uparrow and \downarrow to highlight a printer and press **SPACE BAR**. You *must* select at least one printer. Select as many printers as you think you might use; then press **ENTER**.

Note Choose **Generic** if your printer is not listed and it is *not* a PostScript® printer. If your printer is not listed and it is a PostScript printer, choose **PostScript Device**.

The Installation program displays the Select the Primary Printer screen with the list of printers that you selected.

Notes If you select only one printer in Step 1, the Installation program does not display the list of selected printers (since the printer you select is, by default, your primary printer).

You can also select another printer as your primary and/or secondary printer after you install Agenda using the **Print Setup** command in Agenda. (See Chapter 17 in the *User's Guide*.)

2. Highlight the printer that you want to use as your primary printer (the printer that you expect to use most often) and press **SPACE BAR**. Then press **ENTER**. You must select a primary printer.

The Installation program begins transferring files to your Agenda directory. When it finishes transferring files from this disk, it prompts you to insert the appropriate Agenda disks. (Depending on the selections you made, you may not be prompted for all disks.) To continue with installation, go to "6. Transfer the Agenda Files."

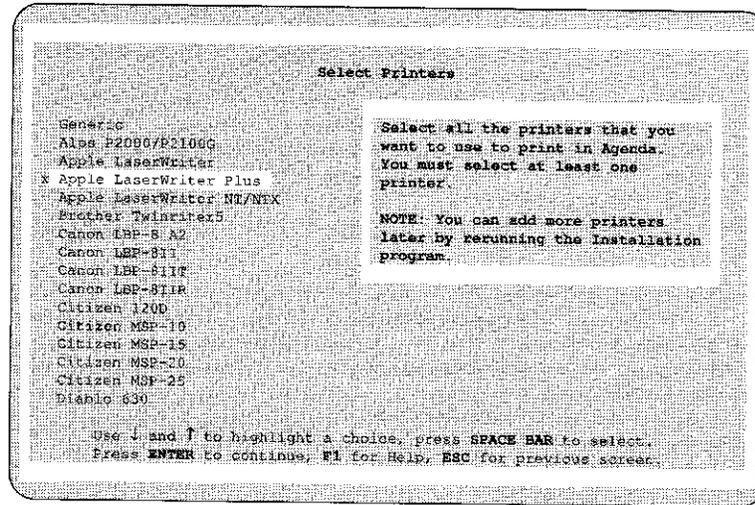


Figure 1-5 Select printers

6. Transfer the Agenda Files

To transfer the Agenda files to your hard-disk drive and program directory, the Installation program prompts you to insert the appropriate Agenda disks. Depending on the selections you made, you may not be prompted for all disks.

Note The Installation program may display a message at this point if your hard disk does not have enough room for all the files that you need, given the selections you made. You can press **ENTER** to specify another hard-disk drive or **ESC** to end installation and delete some files to make room on your hard disk using operating system commands.

To transfer the Agenda files to your hard-disk drive and program directory:

1. When prompted, remove the Installation Disk (or the Installation and Program Disk) from drive A, insert the appropriate disk, and press **ENTER**.

Note If you are installing from a drive other than drive A, make sure that you go to that drive in Step 1.

1-16 Installing Agenda

The Installation program prompts you for disks in the following order. Depending on the selections you made, you may not be prompted for all disks.

<i>Order for installing 5.25-inch disks</i>	<i>Order for installing 3.5-inch disks</i>
Installation Disk	Installation and Program Disk
Program Disk 1	Utilities and Applications Disk
Program Disk 2	Print Disk 1
Program Disk 3	Print Disk 2 (with Agenda accessories)
Utilities Disk	
Applications Disk	
Print Disk 1	
Print Disk 2	

As the Installation program transfers the files from each disk that you insert, it displays introductory information about the Agenda documentation.

As soon as the Installation program finishes transferring files from this disk, it prompts you to insert the next disk.

The Installation program also automatically creates a subdirectory of your Agenda program directory called APPS and transfers the Agenda application files to this subdirectory.

2. When prompted, insert the appropriate disk in drive A and press ENTER.

The Installation program transfers files from each disk. When finished, it tells you whether installation is successful.

3. Do one of the following:
 - If installation is successful, press any key to end installation. The Installation program returns you to your operating system prompt and Agenda program directory. To start Agenda, go to "Starting Agenda" later in this chapter.
 - If installation is *not* successful, press ENTER to end installation. Go to the following section, "If Installation Fails."

If Installation Fails

Installation can be unsuccessful for various reasons. The following table outlines some possible problems that you may encounter and what you should do in response.

<i>If</i>	<i>What to do</i>
Your original Agenda disks are damaged	Call Lotus Customer Support.
Copies that you made of your Agenda disks are damaged	Make new copies and install Agenda again.
Error messages display during installation	Follow the instructions on the screen to correct the problem. Then proceed with installation as instructed. (For more information about error messages, see Appendix J in the <i>User's Guide</i> .)

In addition, before transferring the files to your hard disk, the Installation program may display a message if your hard disk does not have enough room for all the files that you need, given the selections you made. If this happens, you can press `ENTER` to specify another hard-disk drive or `ESC` to end installation and delete some files to make room on your hard disk using operating system commands.

If the Installation program is unsuccessful, you need to install Agenda again. Repeat the installation procedure from the beginning by typing `install` at the drive A prompt (or `install mono` if you're using a screen that displays several shades of one color).

Note When you reinstall Agenda, the Installation program skips the screen that asks you to record your name and company name. Since you have already done this, the Installation program goes directly to the screen that asks you to specify your hard-disk drive and Agenda program directory.

Upgrading from a Previous Agenda Release

If you have a previous Agenda release installed on your hard-disk drive, you can install Agenda 2.0 in the same directory that contains the previous release, or you can specify another directory in which to install Agenda. If you choose to install Agenda 2.0 in the same directory, it is a good idea to back up all the program files in this directory *before* you proceed.

If you are upgrading from a previous Agenda release, follow the installation procedures from the beginning. The Installation program prompts you to choose the directory in which to install Agenda.

If you choose to install Agenda in the directory that contains files from a previous Agenda release, the Installation program *replaces* any Agenda program files in this directory with the same name (such as AGENDA.RI) with those files from Agenda 2.0. It does *not* replace or delete any other files in this directory (such as printer definition files) or files that you created with a previous release of Agenda.

You can update any Agenda files that you created in an earlier release of Agenda by opening them in Agenda 2.0. For more information, see Chapter 3.

Installing the Agenda Accessories

Agenda comes with four accessories which are optional. The Agenda Items accessory and the Clipboard let you capture and store information for items, categories, and notes in Agenda while you're working in other applications (such as word processing programs). The Kaleidoscope and Configuration accessories let you customize the Agenda accessories. (For more information, see Appendix C in the *User's Guide*.)

These four accessories are based on the Lotus Metro® kernel, METRO.EXE, and are compatible with other Metro accessories. They require a minimum of 65K RAM. If you are already a Metro user, or if you would like the convenience of a pop-up window to collect ideas, you probably want to install these applications. You can do so at any time.

If you are already using Lotus Metro, you should install the Agenda accessories on the same drive and directory where Metro is already installed. If Metro is currently installed on your system, the installation program for the accessories checks the version number and updates earlier versions.

Before you install the Agenda accessories, make sure that Metro is *not* loaded.

To unload Metro:

- Press **SHIFT-ALT-END**.

Note If you are using DOS 4.0, some terminate-and-stay-resident programs (TSRs) won't run, including the Agenda accessories.

To install the Agenda accessories:

1. Do one of the following:
 - For the 5.25-inch disk version, insert the Installation Disk in any drive.
 - For the 3.50-inch disk version, insert the Installation and Program Disk in any drive.

2. Go to the drive in which you inserted the disk.

For example, if you inserted the disk in drive A, type **a :** and press **ENTER**.

3. Type **minstall** followed by a space and then type the letter of the drive on which you want to install the accessories. Then press **ENTER**.

For example, to install the accessories on drive C, type **minstall c :** and press **ENTER**.

This runs a batch file, **MINSTALL.BAT**, that creates a **\METRO** directory on the drive that you specify and copies the accessory files to that directory. It also copies the Metro kernel program, **METRO.EXE**, to the root directory.

Agenda identifies the drive on which the accessory will be installed.

4. Do one of the following:
 - Press any key to continue.
Agenda asks you to insert the next disk. Go to Step 5.
 - Press CTRL-BREAK to specify another drive.
Agenda displays the **Terminate batch job Y/N?** prompt.
Type Y to return to the operating system prompt. You can now install the Agenda accessories, specifying a different drive.
5. Do one of the following:
 - If you inserted the 5.25-inch disk in Step 1, insert the Utilities Disk in the same drive and press ENTER.
 - If you inserted the 3.5-inch disk in Step 1, insert the Print 2 Disk (with Agenda accessories) in the same drive and press ENTER.

Agenda installs the Agenda accessories.

You can now go to the hard-disk drive on which you installed Agenda. For example, if you installed Agenda on drive C, type C: and press ENTER.

For more information about using these accessories, see Appendix C in the *User's Guide*.

Defining Environment Variables

You may want to explicitly control which directories Agenda uses when creating and looking for files, for example, for some network configurations. Use the DOS Set command and the AG_ENV and AG_TMP environment variables to identify these directory locations.

Defining these environment variables is optional. By default, Agenda has built-in rules for selecting directories. In most cases, these rules should be adequate.

If you define:

- AG_ENV, Agenda stores and looks for its configuration files, such as AGENDA.ENV, in this drive and directory. Configuration files store your personal preferences for running Agenda.
- AG_TMP, Agenda tries to create its temporary files on this drive and directory. Agenda uses temporary files during an Agenda session and deletes them when you quit Agenda.

If you have a RAM drive, you might want to set AG_TMP to point to that drive, for example, type `SET AG_TMP=G:\` where G is your RAM drive.

Configuring Your System for Best Performance

There are several things that you can do to maximize your system's performance when running Agenda. The following suggestions are listed in order of importance:

Allocate Expanded Memory Specification (EMS) memory

The best way to maximize performance when running Agenda (especially if you have a large Agenda file) is to allocate as much EMS memory as possible to Agenda. To change the allocation of EMS, see Appendix E in the *User's Guide*.

Use an Extended Memory disk cache

If you have extended memory (and you cannot convert it to expanded (EMS) memory), you can use an Extended Memory disk cache to improve performance.

You don't need to move any files to take advantage of a cache; it speeds up all repetitive disk accesses.

Don't use a cache that uses conventional memory (640K) for the cache space; Agenda can make better use of the space itself.

Define the environment variable AG_TMP to point to a RAM disk

You can also improve performance by defining the environment variable AG_TMP to point to a RAM disk so that Agenda creates any temporary files on the RAM disk. This is particularly important if your system does not have Expanded Memory Specification memory.

Modify your AUTOEXEC.BAT file to include the statement:

```
SET AG_TMP=E:\
```

where E is the RAM disk

Put the A.EXE and AGENDA.RI Files on a RAM disk

You can also improve performance by putting the A.EXE and AGENDA.RI files on a Random Access Memory (RAM) disk.

Assume that e: is your RAM disk and that your Agenda program files are in the directory c:\agenda.

To put the A.EXE and AGENDA.RI files on a RAM disk, modify your AUTOEXEC.BAT file to include these statements:

```
COPY C:\AGENDA\A.EXE E:\
```

```
COPY C:\AGENDA\AGENDA.RI E:\
```

In addition, both e: (your RAM disk) and c:\agenda (your Agenda program directory) must be in your path, with e: first. c:\agenda must *not* be the current directory when you start Agenda.

Since Agenda stores the environment file (AGENDA.ENV) in the same place as the A.EXE and AGENDA.RI files, you must also modify your AUTOEXEC.BAT file to include the statement:

```
SET AG_ENV=C:\AGENDA
```

For convenience, you can put this statement in the batch file you use to start Agenda.

Increase the buffer values in CONFIG.SYS

You may want to edit your CONFIG.SYS file to include the statements FILES = 20 and BUFFERS = 20. Agenda works best with buffer values between 10 and 20. You can experiment with different buffer values. However, higher values improve disk performance at the expense of available memory.

Starting Agenda

Once you complete installation, you are ready to start Agenda.

To start Agenda:

1. Make sure that you are in your Agenda program directory or use the operating system Path command to add the Agenda directory to your search list. (The Installation program returns you to the Agenda program directory prompt.)

2. Type `agenda` and press `ENTER`.

Agenda displays the Agenda title screen followed by the File Retrieve box.

3. Do one of the following:

- Press `ENTER` to work with the file that is displayed. By default, Agenda displays the `PLANNER` file in the `\APPS` subdirectory the first time you start Agenda (Figure 1-6).
- Type the name of a new or existing file (including the full path, if needed) and press `ENTER`.
- Press `F3` (`CHOICES`) to select from a list of available files. Highlight the file that you want to use and press `ENTER`.
- Press `ESC` to return to the operating system prompt.

Agenda opens the file you specify.

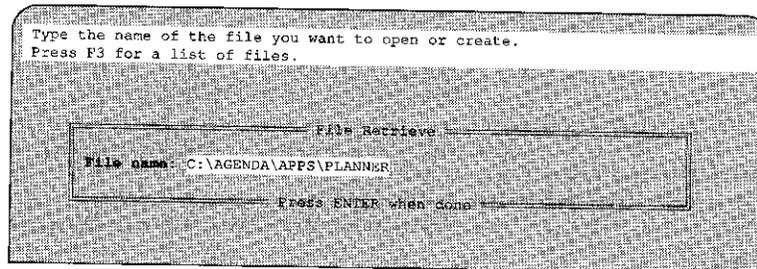


Figure 1-6 File Retrieve box with default file

When you start Agenda for the first time, Agenda displays in the default color set for your type of monitor (monochrome or color; if you typed `install mono` when you started the Installation pro-

gram, plasma monitors display in monochrome). To change one or more colors for these displays, see "Customizing the Color Display" later in this chapter. The choices you select apply to all your Agenda files.

Agenda requires approximately 435K of conventional memory if you do not have expanded memory. With expanded memory, the minimum requirement of conventional memory is 395K. If you do not have enough memory to load Agenda, you may want to unload any memory-resident applications. (See Appendix E in the *User's Guide*.)

If your monitor is capable of displaying 43 or 50 lines and you are in that mode before starting Agenda, Agenda displays these extra lines.

Customizing Your Work Environment

Once you install Agenda, you can begin using it. You may, however, want to customize Agenda for your system and work environment and personal preferences. For example, you can specify the character that Agenda uses to separate decimal places in numbers, or how to display text markers. You can customize Agenda at any time using the **Utilities Customize** command. These choices apply to all your files.

To customize Agenda:

1. During an Agenda session, press **F10 (MENU)** and select **Utilities Customize**.

Agenda displays the Utilities Customize box.

2. Complete the box and press **ENTER**. The settings for this box are described in the following section.

Agenda uses the choices that you specify.

Utilities Customize Settings

You use the Utilities Customize settings to customize Agenda to your system and work environment. Agenda uses the defaults for these settings for all your Agenda files unless you change them. (For information on moving around and selecting choices in boxes, see Chapter 2 in the *User's Guide*.)

Color Specify the colors which Agenda displays, based on the type of monitor you have.

<i>Choice</i>	<i>Result</i>
Mono	Displays the settings for monochrome monitors, such as Monochrome Display Adapter (MDA) and Hercules
Color	Displays the settings for color monitors, such as Color Graphics Adapter (CGA), Enhanced Graphics Adapter (EGA), and Video Graphics Adapter (VGA)
Plasma	Displays the settings for screens that display several shades of one color
Custom	Lets you select your own color set for each element in Agenda (item text in views, borders in boxes, and so forth). If you select Custom , you can also select the default color set for Monochrome, Color, or Plasma screen displays. Displays the additional setting Set custom colors

Set custom colors Specify the set of colors Agenda displays. This setting displays when you choose **Custom** for the **Color** setting. (For more information, see "Customizing the Color Display.")

Display key map Specify whether to display the function key map at the bottom of your screen. The choices are **Yes** (default) and **No**.

Agenda displays a function key map at the bottom of your screen to show you the uses of the function keys. These keys change depending on what you're doing. As you become more familiar with Agenda, you may choose to turn off the display of the key map. (You can also turn the key map on and off by pressing the accelerator key ALT-K.)

Display carriage returns Specify whether to display hard carriage returns in notes and macros (indicated with a ◀ symbol). The choices are **Yes** and **No** (default). (For more information, see Chapter 12 in the *User's Guide* and Chapter 1 in *Working with Macros*.)

Beep on auto-completion Specify whether Agenda beeps to confirm that it has found a match (or failed to find a match) when you are typing category, view, and macro names. The choices are **Yes** (default) and **No**. (For more information, see Chapter 2 in the *User's Guide*.)

Decimal separator Specify the character to separate decimal places in numbers. The choices are **.** (**Dot**) (default) and **,** (**Comma**). (For more information, see Chapter 8 in the *User's Guide*.)

Text marker display Specify whether to display font, attribute, and special markers in text, and if so, how. (For more information, see Chapter 14 in the *User's Guide*.)

<i>Choice</i>	<i>Result</i>
Hidden	Does not display markers
Diamond (◆) (default)	Displays a diamond (◆) when you insert a marker
Long	Displays, in brackets ([]), a brief description of the marker

Character set Specify an alternate character set to display multilingual characters not included in the default set.

Agenda is designed for international use. It uses the IBM Code Page 850 character set so that all multilingual characters are available to you. However, some of these international characters are not available in Code Page 437, the character set commonly used by IBM and IBM-compatible PCs in the United States. If your computer is using Code Page 437, these international characters display as graphics characters.

If your computer is using Code Page 437 and you need to use the international characters that are in Code Page 850, you can set Agenda to translate from Code Page 850 to the closest Code Page 437 equivalents. (Agenda still stores information in Code Page 850.) Note that under DOS 3.3, you can configure your system to use Code Page 850, so you do not need to perform this translation.

<i>Choice</i>	<i>Result</i>
Use Agenda default (CP 850) (default)	Agenda displays characters without translation to Code Page 437 equivalents. You should select this choice even if your computer uses Code Page 437, unless your text contains multilingual characters not included in Code Page 437
Translate (CP 850 to 437)	Agenda translates all characters into Code Page 437 equivalents. Characters in Code Page 850 but not Code Page 437 are translated into comparable Code Page 437 characters (for example, Á to A). This slows performance on some systems. Choose this only if your computer displays Code Page 437 and your text contains multilingual characters not included in Code Page 437

For more information, see Appendix H in the *User's Guide* and consult your operating system manual for code page values.

Auto-save interval Specify whether Agenda saves your files at specified intervals when the keyboard is idle. This reduces the risk of your Agenda file losing data, for example, if there is a power loss during an Agenda session.

If you want to use the auto-save feature, type a number between 1 and 60 (minutes) and then press **ENTER**. The default is 0 (zero), which means that auto-save is turned off. For more information, see Chapter 22 in the *User's Guide*.

Memory usage Display and specify the amount of memory Agenda uses. Press **SPACE BAR** to display the memory usage settings. For more information, see Appendix E in the *User's Guide*.

<i>This setting</i>	<i>Means</i>
DOS memory used for data is	You cannot change this setting. It tells you how much conventional memory is used for data storage.
Expanded memory used for data is	You cannot change this setting. It tells you how much expanded memory Agenda is using for data.
Expanded memory used for program is	You cannot change this setting. It tells you how much expanded memory Agenda is using for the program.
Maximum expanded memory for data	Specify how much expanded memory Agenda should use. Specify either 0 or a value between 64K and 8MB. Agenda allocates memory in 16K blocks and rounds the value you enter down to the nearest 16K multiple.
Maximum memory for printing	Specify the amount of virtual memory Agenda uses for printing. Agenda allocates virtual memory in 256K blocks. The default is 1024K (1 MB).

Confirm mode Specify whether Agenda asks you to confirm certain operations when you work in Agenda. The choices are **Yes** (default) and **No**. Choose **Yes** if you are a new Agenda user. Once you become more familiar with Agenda, you can choose **No**. (See Chapter 2 in the *User's Guide*.)

Display cond/act info Specify whether to display condition and action statements in the category manager. The choices are **Yes** and **No** (default).

Item tag character Specify the symbol to display the beginning of each item in your file. Press F3 (CHOICES) to display your choices. The default is • (a bullet).

Suppress snow If your screen displays "snow" when running Agenda, choose **Yes** to suppress this video interference. Otherwise, choose **No** (default).

Note Suppressing snow slows performance on most systems.

Thousands separator Specify the character to separate thousands in numbers. The choices are . (**Dot**), (**Comma**) (default), and (**Space**).

Customizing the Color Display

If you select **Custom** for the **Color** setting using the **Utilities Customize** command, you can select the color for each element of Agenda (such as the borders of boxes, item text in views, and so forth). As you cycle through your choices, the sample text at the bottom of the Custom Colors box changes color to reflect your choices.

Note When you first start Agenda, Agenda displays in the default color set for the **Color** choice for the **Color** setting. If you ran the Installation program by typing `install mono` (because your computer displays several shades of one color), Agenda displays in the default color set for the **Mono** choice for this setting.

To customize the color display:

1. Press F10 (MENU) and select **Utilities Customize**.

Agenda displays the Utilities Customize box.

2. Highlight **Color**, press F3 (CHOICES), and select **Custom**. Then press ENTER.

Agenda displays **Set custom colors**.

3. Highlight **Set custom colors** and press SPACE BAR.

Agenda displays the Custom Colors box. The settings are described in the following section.

4. Complete the settings and press ENTER *twice*.

Agenda displays in the color set that you specify.

Custom Colors Settings

You use the custom color settings to select the colors for each element of Agenda (column heads, menu commands, and so forth).

To select the color you want for each setting:

- Highlight a setting and press F3 (CHOICES). Then highlight the color you want and press ENTER.

Note You also use this box to specify whether you want to display shadows along the bottom border of boxes, whether boxes should dynamically "open up" when you first display them, and whether to display wide borders in boxes.

Agenda does not display in the colors you select until you return to the view.

View

Complete the settings that display under **View**.

Background Specify the background color for views.

Item Specify the color for item text.

Col entry Specify the color for entries in columns (dates, numbers, and categories).

Calc label Specify the color for labels (such as TOTAL, AVERAGE) at the bottom of numeric columns.

Head bkgnd Specify the background color for section and column heads.

Sec head Specify the color for section heads.

Col head Specify the color for column heads.

Category manager

Complete the settings that display under **Category manager**.

Background Specify the background color for the category manager.

Entry Specify the color for text in the category manager.

Prompt Specify the color for the prompts that display when you're selecting categories.

Boxes

Complete the settings that display under **Boxes**.

Background Specify the background color for boxes with settings.

Settings Specify the color for setting names in boxes.

Choices Specify the color for choices for settings in boxes.

Self setting Specify the color for the highlighted setting name in boxes.

Border Specify the color for the border around boxes.

Title Specify the color for box titles.

Drop shadow Specify whether drop shadows display along the bottom and right edges of boxes. The choices are **Yes** (default) and **No**.

Animation Specify whether boxes dynamically "open up" when you first display them. The choices are **Yes** (default) and **No**.

Wide border Specify whether to display wide or narrow borders around boxes. The choices are **Yes** (default) and **No**. Wide borders look better on color monitors, particularly if you choose **Yes** for **Drop shadows**.

Long prompt Specify the color for long prompts that display in the menu bar. (Sometimes the long prompt replaces the menu command.)

Highlight

Complete the settings under **Highlight**.

Foreground Specify the color for the text in the currently-selected element.

Background Specify the background color for the currently-selected element.

Menu

Complete the settings under **Menu**.

Foreground Specify the color for menu text.

Background Specify the background color for the menu.

Key map

Complete the settings under **Key map**.

Foreground Specify the color for the text in the function key map at the bottom of the screen.

Background Specify the background color for the function key map at the bottom of the screen.

Help

Complete the settings under **Help**.

Background Specify the background color for Help.

Text Specify the color for text in Help.

Cross refs Specify the color for the cross references in Help screens.

Use default colors Depending on your monitor, specify whether to use the default color set for a monochrome, color, or plasma monitor. See "Using a Default Color Set" in the following section.

Using a Default Color Set

When creating a set of custom colors, you might want to start from one of the built-in color sets (Mono, Color, or Plasma) that Agenda provides and then make the changes that you want. You might do this, for example, if you want to display most elements in Agenda using one of the built-in color sets, but display particular elements (such as box titles or long prompts) in colors other than the defaults.

To set the custom colors to a built-in color set:

1. Complete Steps 1 through 3 in "Customizing the Color Display."
Agenda displays the Custom Colors box.
2. Highlight **Use default colors** and press **SPACE BAR**.
Agenda asks you to select one of the three built-in color sets.
3. Press **F3 (CHOICES)**, highlight the color set to use for your monitor, and press **ENTER**.

The custom colors now reflect the built-in color set you select. You can now modify the colors for individual elements.
4. When you finish modifying the colors, press **ENTER** *twice*.

Adding the Print and Preview Features After Installation

When you first install Agenda, you choose whether to transfer the files for the print and preview features. To use these features, the Installation program must copy certain files onto your hard-disk drive. These files take up approximately 700K, plus a small amount for each printer you selected, on your hard-disk drive.

When you install Agenda, you might choose *not* to transfer these files to save space on your hard-disk drive (for example, if you run Agenda on a laptop computer). You can add the print and preview features at any time. If you decide that you want to use these features *after* you install Agenda, you must rerun the Installation program from your hard-disk drive.

Note If you transferred the print and preview files when you installed Agenda, but you want to add printers, see "Adding Printers After Installation" in the following section.

To add the print and preview features:

1. From the Agenda program directory, at the operating system prompt, do one of the following:
 - If you installed Agenda on a computer that has a screen that displays in several shades of one color (such as plasma displays), type `install mono` and then press **ENTER**.
 - For all other computers, type `install` and press **ENTER**.

The Installation program displays the Add Print and Preview Features or Printers screen (Figure 1-7).

2. Highlight **Add print and preview features** and press **ENTER**.

The Installation program displays the Select a Print Preview Display Driver screen and highlights the type of display adapter card (and monitor) that your computer has.

3. Do one of the following:
 - If the highlighted choice is correct, or if you're not sure what type of display adapter card your computer has, press **ENTER**.
 - If the highlighted choice is *not* correct, highlight the correct one. As you highlight each choice, the Installation program tells you which types of display each choice supports. When you highlight your choice, press **SPACE BAR** and then press **ENTER**.

The Installation program displays the Select Printers screen.

4. Highlight a printer and press **SPACE BAR** to select that printer. Select as many printers as you think you might use. You must select at least one printer; then press **ENTER**.

Note Choose **Generic** if your printer is not listed and it is *not* a PostScript printer. If your printer is not listed and it is a PostScript printer, select **PostScript Device**.

The Installation program displays the Select the Primary Printer screen with the list of printers that you selected.

Note If you select only one printer in Step 4, the Installation program does not display your list of selected printers (since the printer you selected is, by default, your primary printer).

5. Highlight the printer that you want to use as your primary printer (the printer that you expect to use most often) and press **SPACE BAR**. Then press **ENTER**.

Note You can also select another printer as your primary and/or secondary printer using the **Print Setup** command in Agenda. See Chapter 17 in the *User's Guide*.

The Installation program prompts you to specify the disk drive from which to transfer the additional files to your Agenda program directory.

6. Type the letter of the disk drive from which to transfer the Agenda files and press **ENTER**, or simply press **ENTER** to accept drive A (default).

The Installation program prompts you to insert the appropriate disks.

7. Insert the appropriate disk in the disk drive that you specified in Step 6 and press **ENTER**.

The Installation program transfers files from this disk to your Agenda program directory and prompts you to insert the next disk it requires. When prompted, insert the appropriate disk and press **ENTER**. When the Installation program transfers all the files it needs, it tells you whether installation is successful.

8. Press any key to end the installation procedure and return to the operating system prompt.

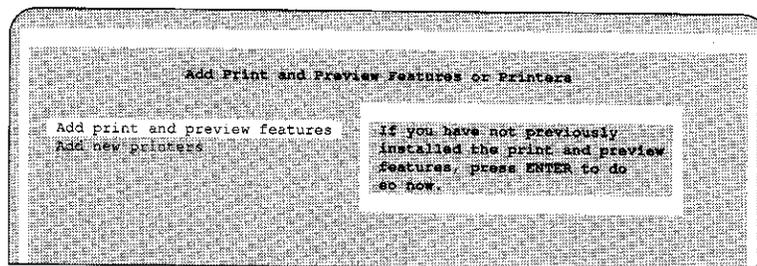


Figure 1-7 Add print and preview features or printers

Adding Printers After Installation

When you first install Agenda, you can select as many printers as you think you might use. You can also install more printers at any time. If you want to add one or more printers *after* you install Agenda, you must run the Installation program again from your Agenda directory.

To add other printers after you install Agenda:

1. From the Agenda program directory, at the operating system prompt, do one of the following:
 - If you installed Agenda on a computer that has a screen that displays in several shades of one color (such as plasma displays), type `install mono` and then press **ENTER**.
 - For all other computers, type `install` and press **ENTER**.

The Installation program displays the Add Print and Preview Features or Printers screen.

2. Highlight **Add new printers** and press **ENTER**.

The Installation program displays the Select Printers screen.

3. Highlight a printer and press **SPACE BAR** to select that printer. Select as many printers as you want to add; then press **ENTER**.

Note Choose **Generic** if your printer is not listed and it is *not* a PostScript printer. If your printer is not listed and it is a PostScript printer, select **PostScript Device**.

The Installation program prompts you to specify the disk drive from which to transfer the additional printer files to your Agenda program directory.

Note The Installation program does not ask you to specify a primary printer at this time. You can select one of the printers you've added now, or that you selected the first time you installed Agenda, as your primary and/or secondary printer using the **Print Setup** command in Agenda. (See Chapter 17 in the *User's Guide*.)

4. Type the letter of the disk drive from which to transfer the Agenda files and press **ENTER**, or simply press **ENTER** to accept drive A (default).

The Installation program prompts you to insert the appropriate disks.

5. Insert the appropriate disk in the drive that you specified in Step 4 and press **ENTER**.

The Installation program transfers files from this disk to your Agenda program directory and prompts you to insert the next disk it requires. When prompted, insert the appropriate disk and press **ENTER**. When the Installation program transfers all the files it needs, it tells you whether installation is successful.

6. Press any key to end the installation procedure and return to the operating system prompt.

Once you add new printers using the Installation procedure, you must use the **Print Setup** command in Agenda to select a new printer as your primary and secondary printer before you can use the printer. (See Chapter 17 in the *User's Guide*.)

Contacting Lotus Customer Support

Lotus Development Corporation provides telephone assistance to registered users of its software. To be eligible for telephone support, you must return the Warranty Registration Card that comes with Agenda. Lotus does not provide telephone support if you are not a registered user.

Lotus customer support specialists are available to answer questions related to Lotus software and how it performs with certified compatible hardware. They cannot provide information about unsupported hardware or software.

If You Call Lotus Customer Support

If you have a problem using Agenda, and the information in the documentation does not provide a solution, you should do the following before calling Lotus Customer Support:

- Write down the text of any error message.
- Write down exactly what you were doing when the problem occurred, so you can explain what happened to a Support Specialist. Provide as much detail as possible.
- Be in front of your computer so you can walk through the procedure with the Support Specialist.

Lotus Customer Support Telephone Numbers and Hours

The telephone numbers and hours for Lotus Customer support in the United States, the United Kingdom, and Canada are listed below. Support in Canada is available in English and French.

In the United States: 1-800-223-1662

Hours: Monday through Friday, 8:30 A.M. to 8:00 P.M. (EST)

In the United Kingdom: 0784 450923

Hours: Monday through Friday, 9:00 A.M. to 5:30 P.M. (GMT)

In Canada: 1-800-668-8236

Hours: Monday through Friday, 8:30 A.M. to 8:00 P.M. (EST)

Note These hours are subject to change without notice.

Chapter 2

What's New in Agenda 2.0

Agenda 2.0 is a major release that includes significant changes to Agenda 1.0/1.01 as well as new features. This chapter describes changes to functions and performance between Agenda 1.0/1.01 and Agenda 2.0. You should read this chapter if you are upgrading from a previous release of Agenda. It assumes you are familiar with release 1.0/1.01.

New features as well as changes to the menu and work environment streamline Agenda to make you productive quickly. Starter applications and changes to the documentation and Help system make it easier to get up and running in a short time.

In this Chapter

This chapter describes

- Starter applications that accompany Agenda 2.0
- New and revised features in Agenda 2.0
- Changes to the work environment
- Changes to menu commands
- Performance differences between Agenda 1.0/1.01 and Agenda 2.0
- Changes to the documentation

For information about updating Agenda 1.0/1.01 applications, see Chapter 3.

Starter Applications

The Agenda package includes four starter applications. These pre-built Agenda files are applications that are immediately useful. They contain categories, views, and macros but no items. You can enter your own items right away and modify the categories and views to suit your own needs.

The applications include

- **Activities Planner**, a management tool for tracking day-to-day business activities, planning schedules, making contact lists, and noting ideas. Use Planner to keep your schedule, including phone calls to make, meetings to attend, priorities, and daily expenses.

Planner has been significantly enhanced to take advantage of new features in Agenda 2.0 such as datebook views, time, calculations, and enhanced printing. In addition, macros have been created that add even more flexibility to the application.

- **Account Manager**, a sales/support tool for tracking clients and accounts and reporting on issues and progress. As part of a sales or support organization, you need to have up-to-date information about each client. Account Manager helps you maintain client and prospect information, whether you are in the field or at the office, as well as calls, meetings, and expenses. With Account Manager, you can easily share this information with peers or create a status report for your manager.
- **People Manager**, a resource-management tool for setting goals and tracking the performance of people in a group or organization who report to you. If you are responsible for hiring and managing a work group, People Manager helps you establish and maintain records for people and their progress.
- **Information Sifter**, an information management tool for analyzing information imported into Agenda from external sources. Information Sifter demonstrates how to use Agenda to organize large amounts of external information and tailor it for a specific project or need. The application uses a sample text file created from information made available by Lotus CD/Corporate®, a member of the Lotus One Source® family of CD-ROM-based products.

For more information, see *Starter Applications*.

Agenda 2.0 Features

This section introduces you to the new features in Agenda 2.0 and refers you to the documentation that explains these features in greater depth.

Agenda 2.0 contains the following new features and enhancements.

Date, Time, and the Datebook

Agenda 2.0 includes a substantially expanded date feature and the addition of time and datebook features. You can create customized time-management applications to plan and adjust time commitments.

Dates and date ranges can now include times (for example, 11/19/90 3:00pm). You can display dates and times in a variety of formats and you can enter them using words such as today, next Sunday, Nov 8, 12/10/90 5:30pm, first Friday in January, or every Friday at 10am. You can also display and select dates from a pop-up calendar.

As in Agenda 1.0/1.01, Entry, When, and Done dates are date categories that are included in every file. With Agenda 2.0, you can create additional date categories (for example, Due dates or Review dates).

Agenda also provides datebook views, which you use to enter and display information that is organized according to dates and times. For example you can set up a view that displays your schedule by day, week, month, or quarter. In datebook views you easily scan your schedule forward or back by day, week, month, or quarter using the browse feature. You can also set alarms on items to remind you of important meetings or events.

For details about how to use date, time, and datebook features, see Chapters 6, 7, and 10 in the *User's Guide*.

Simple Calculations

Agenda performs simple calculations including total, average, count, minimum value, maximum value, and per cent of total. Once you create a numeric category, you can enter numbers in a column. Agenda automatically performs the calculations and displays them in the format you specify. You can also use numeric ranges in conditions and filters.

For information about creating and using numeric columns, see Chapter 8 in the *User's Guide*.

Printing

Printing has been enhanced with new commands so you can produce presentation-quality printouts on a variety of printers including Postscript®. You can print all or part of your file.

The **Print Final** command gives you control over what parts of your file you want to print, what pages to print, how many copies to print, and so forth. **Print Layout** lets you specify margins and spacing information, headers and footers, fonts, text attributes, and alignment information for each part of your final printout. You can select printer drivers, ports, and fonts with the **Print Setup** command. Many more printers are supported with Agenda 2.0. The Agenda 1.0/1.01 PDF files are no longer used.

With **Print Preview**, you can preview your file on the screen as a formatted document, page-by-page, before you print. When you preview a document, you can check it for page format, page breaks, and so forth.

You can save the print settings for one file and retrieve them into another using the **Print Named** command. You can also save the print settings for a file and attach these settings to one or more views in other Agenda files. This lets you print a view with print settings specific to that view.

Agenda lets you send output to a printer or to a file in DCA, ASCII, or Lotus Manuscript® (.DOC) format.

For details about the new print capabilities, see Chapter 17 in the *User's Guide*.

You can also insert markers in your file to customize your final printout. For example, you can specify local text attributes (such as bold and italic) or fonts, or insert the date or a page break. Markers and **Print Layout** command settings replace the Agenda 1.0/1.01 backslash commands. See Chapter 14 in the *User's Guide*.

Network Support

Agenda 2.0 runs on several local area network configurations. You can share Agenda files on a network, making it easier to share information with other Agenda users.

File reservations prevent conflicts when more than one person is working on the same Agenda file on a network. You can restrict access to shared files using file reservations, which allow only one user at a time to save changes to a file. Reservations ensure that users do not inadvertently write over others' changes.

You can print on a network printer as well as your local printer.

For more information about maintaining data integrity in a multi-user environment, see Appendix F in the *User's Guide*.

Macros

Agenda 2.0 adds many new macro commands to give you powerful macro capabilities. For example, you can design your own menu with the {LOTUSMENU} or {ROLLMENU} macro commands, you can do string manipulation, and you can call other macros as subroutines. Each file can contain up to 100 macros and you can store macros in external files. There is no limit to the number of variables you can create.

The Macro Properties box lets you specify and display information about a macro in one place. You can attach a macro to a key which lets you customize your Agenda applications and carry out complex tasks with a simple keystroke.

For more information, see *Working with Macros*.

Application Protection

Agenda 2.0 lets application developers build and protect Agenda applications. You can set protection to prevent users from changing all or specific categories, views, and/or macros in a file. You can also seal a file to make permanent the protection settings you specify.

For more information, see Appendix G in the *User's Guide*.

Help

The Agenda 2.0 Help system has a new format to make information easier to find. A new Help feature lets you type a word or phrase to get a list of the most appropriate Help screens. Indexing and cross references have been enhanced and improved. You can use Help to quickly look at a list of Agenda keys and what they do.

For information about how to use the Help system, see Chapter 2 in the *User's Guide* or press F1 (HELP), then F1 (ON HELP).

Import and Export

Agenda 2.0 includes more options for importing and exporting information. You can import conditions and actions as well as date and numeric categories. You can import and export category properties as well.

For more information about the new import and export settings, see Chapters 23 and 24 in the *User's Guide*.

TXT2STF

TXT2STF (the utility that converts a text file to a structured file so you can import information into an Agenda file) has been enhanced and updated. You have more flexibility in using variables in commands (called actions in Agenda 1.0/1.01). Several new commands have been added and existing commands have been changed to let you take advantage of new Agenda and TXT2STF features.

Changes have been made to the match-control characters you can specify in a pattern and to the number of character classes you can include in a pattern. Some command-line options for debugging definition files and structured file tags have changed.

TXT2STF runs faster in Agenda 2.0. Comments in definition files do not slow performance.

For more information see *Working with Definition Files*.

Conditions and Actions

Some types of conditions and actions have been renamed. The following table lists the old and new names.

<i>Old name</i>	<i>New name</i>
Profile condition	Assignment condition
Profile action	Assignment action
Special action that assigns a When date	Date action

To attach conditions and actions to a category, you use the **Category Properties** command. To control conditions and actions for an entire file, use the **File Properties** command. For more information about conditions and actions, see Chapters 18–21 in the *User's Guide*.

File Integrity

Agenda 2.0 reduces the possibility of file damage and improves detection of damaged files to minimize the chances of file corruption and to provide effective recovery procedures when information is lost. When a file is damaged, Agenda displays the indicator DMGD! in the upper right corner of the screen. Agenda offers you the choice of saving the information in the damaged file to a new file.

For more information, see Appendix I in the *User's Guide*.

Changes to the Work Environment

Agenda 2.0 contains several changes to the work environment. These changes make it easier to enter information and include new functions for boxes, file management, and wider views.

Entering Information

The following changes make it easier to enter information.

- When the highlight is on a section head, simply begin typing to enter items. You no longer type over the section head when you intend to enter an item.
- Once you type a category in a column, you press ↑ or ↓ to enter the category and move to the next column entry.
- ENTER replaces F9 (ACCEPT) to accept an entry or a box.

Wider Views

Wider views let you have more columns in a view than will fit horizontally on an 80-character screen. A view can now be a maximum of 200 characters wide. If you create more columns than fit on one screen, you can move the highlight to those columns to display them.

Properties Boxes

You can define and modify characteristics for items, categories, columns, sections, views, files, and macros using **Properties** commands. All the settings are located in one box and replace some commands and boxes used in Agenda 1.0/1.01.

You can display properties boxes using one of the following methods:

- Select the appropriate menu command (for example, press F10 (MENU) and select **Category Properties**).
- In a view, highlight an item or column entry and press F6 (PROPS). Highlight a section head or column head and press F6 (PROPS) once to display section or column properties; press F6 (PROPS) *twice* for category properties.
- In the category manager, highlight a category and press F6 (PROPS).
- In the view manager or macro manager, highlight the view or macro name and press F6 (PROPS).

- In any properties box, you can display the Category Properties box for any category by highlighting the category name and pressing F6 (PROPS).

Figure 2-1 shows the Category Properties box.

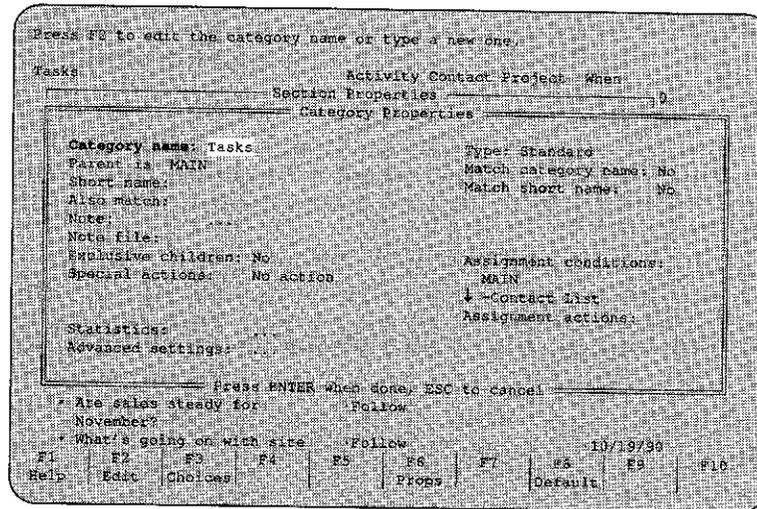


Figure 2-1 The Category Properties box

For more information about how to navigate in boxes, see Chapter 2 in the *User's Guide*.

Note Files

Notes are still 10K in length. However, notes in attached files can be as long as you need them to be. If a note is less than 10K, you can edit it. You can read note files longer than 10K but you cannot edit them.

For specific information about notes and note files, see Chapter 12 in the *User's Guide*.

Confirm Mode

By default, Agenda 2.0 asks you to confirm procedures that delete information from your file. Use the **Confirm mode** setting under the **Utilities Customize** command to turn this mode off.

Categories

Agenda 2.0 has two new category types. In addition to standard and unindexed categories, you can specify numeric categories to work with numbers and date categories to work with dates and times. Once you create a date, numeric, or unindexed category, you cannot change it to another category type.

For information about how to create and use numeric categories and columns, see Chapter 8 in the *User's Guide*. For information about how to create and use date categories, see Chapters 6 and 7 in the *User's Guide*.

File Management

Managing files in Agenda 2.0 works in much the same way as in many other PC applications (such as Lotus 1-2-3®). You retrieve a file, make changes, and save these changes to disk. Instead of two files with extensions .AGA and .AGB, Agenda 2.0 stores all information in one file with the extension .AG.

When you create a file using a password, you must enter the password to retrieve the file or when you erase the file from within Agenda.

For more information about how Agenda manages files, see Chapter 22 in the *User's Guide*.

Changing the Agenda Environment

You use the **Utilities Customize** command to change settings that affect all your Agenda files. This command replaces the Agenda 1.0/1.01 **Utility Preferences Environment** command.

You now have greater flexibility in selecting custom colors. See Chapter 1 in this book.

Menu Commands

Agenda contains many changes to the menu commands. Menus are simpler and more consistent. Some revisions are due to changes in features. For example, the **Print** commands reflect major enhancements to this feature.

This section provides an overview of the menu changes and includes a table comparing Agenda 1.0/1.01 and Agenda 2.0 menu commands. Major key changes are also listed.

Menu Changes Overview

Menus are simplified for the main parts of an Agenda file: item, category, column, section, and view. General changes to menus are listed below. See the following section for specific information about how commands have changed.

Agenda 2.0 menus contain the following general changes.

- You define and modify characteristics for items, categories, columns, sections, views, files, and macros using **Properties** commands. The properties boxes replace and combine some Agenda 1.0/1.01 commands and boxes.

Item, Category, Column, Section, and View Properties commands display a properties box with the settings you need to complete. For example, you can use the **View Properties** command to define a view; specify what is displayed or hidden; define filters, sorting, and protection; attach named print set files; and display view statistics.

The File Properties box combines some of the Agenda 1.0/1.01 **Utility Preferences** commands. It lets you define characteristics that affect the whole file such as global date formats, auto-assign settings, and when to empty the trash.

You use the Macro Properties box to specify and display information about a macro. For example, you can edit the macro, attach the macro to a key, and specify protection.

- In a view, you use the **Add** command to create and specify characteristics for categories, columns, sections, and views. **Add** replaces the Agenda 1.0/1.01 **New** command.
- The **Column** and **Section** commands are under the **View** command, whereas in Agenda 1.0/1.01, the **Column** and **Section** commands are under the **Category** command.
- The **Print** commands are extensively revised and enhanced to give you greater control over printing. For more information, see Chapter 17 in the *User's Guide*.
- You specify sorting tasks in the properties boxes. You can sort sections within a view, items within a current section, or items within all the sections of the view. For more information, see Chapter 15 in the *User's Guide*.

- Agenda 2.0 streamlines file management procedures. **File Retrieve** replaces the Agenda 1.0/1.01 **File Open** command. **File Retrieve** lets you open an existing file or create a new one. **File Abandon** reverts to the previously saved version of your file, discarding any changes you have made since the last file save.

You can save changes at any point using the **File Save** command. You can also use the **File Save** command to save your changes to a separate file and a backup file. Simply specify the name of the separate file when you select **File Save** and whether you want a backup. This procedure serves much the same function as the Agenda 1.0/1.01 **File Backup** command, which has been eliminated in Agenda 2.0. **File Use-Backup** has also been eliminated.

Agenda 2.0 automatically saves files when you close them (by opening another file or quitting Agenda), print, or use the **System** or **Utilities Launch** commands.

For more information, see Chapter 22 in the *User's Guide*.

- The Category Manager and Note menus now include the **Quit** command. You can exit Agenda directly from the category manager or a note without returning to a view first.

Menu Command Comparison

The following tables show the Agenda 1.0/1.01 menu commands with the equivalent Agenda 2.0 menu commands. See Appendix A in the *User's Guide* for a complete list of Agenda 2.0 menu commands.

View Menu Commands

The following table compares the Agenda 1.0/1.01 menu commands with the Agenda 2.0 menu commands in a view.

2-12 What's New in Agenda 2.0

<i>Agenda 1.0/1.01 command</i>	<i>Agenda 2.0 command (if different)</i>
File	
Open	File Retrieve
Backup	File Save to make backups
Use-Backup	File Abandon to retrieve the last-saved version of a file; File Retrieve to open a backup
Copy	File Maintenance MakeCopy
Delete	File Maintenance Erase
Transfer	
Import	
Export	
Template	
Note	File Attach in Note menu
Info	File Properties
View	
New	View Add
Select	FS (VW MGR)
Define	View Properties
Preferences	View Properties
Info	View Properties
Item	
New	Highlight an item or section head and begin typing
Remove	Item BrkAssign
Position	Item Reposition
Assign	Item MakeAssign
Discard	
Undiscard	Item Undisc
Category	
Column	View Column
New	View Column Add
Remove	View Column Remove
Position	View Column Move
Format	View Column Properties
Width	View Column Width or View Column Properties

continued

<i>Agenda 1.0/1.01 command</i>	<i>Agenda 2.0 command (if different)</i>
Section	View Section
New	View Section Add
Remove	View Section Remove
Position	View Section Move
Sort	View Properties (all sections); View Section Properties (within a section)
Management	Category Properties
Exclusive	Category Properties
Unindexed	Category Properties, Type setting
Condition	Category Properties
Action	Category Properties
Info	Category Properties
Print	Print Final, Print Preview, Print Layout, Print Setup, Print Named
Utility	Utilities
Execute	Utilities Execute
Show	Utilities Show
Match	Utilities Show Match
Prerequisites	Utilities Show Prereqs
Dependents	Utilities Show Depends
ItemsDone	Utilities Show ItemsDone
Circular	Utilities Show Circular
All	Utilities Show Every
Questions	Utilities Questions
Trash	Utilities Trash
Compress	File Maintenance Compress
Preferences	File Properties
Auto-Assign	File Properties
Date	File Properties, Global date settings Category Properties, Advanced settings
Other	File Properties
Environment	Utilities Customize
Update	File Properties
System	System or Utilities Launch
Quit	

Note and Macro Editor Menu Commands

The following table compares the Agenda 1.0/1.01 menu commands with the Agenda 2.0 menu commands in the note and macro editor.

<i>Agenda 1.0/1.01 command</i>	<i>Agenda 2.0 command (if different)</i>
Print	Print Final, Print Preview, Print Layout, Print Setup, Print Named
Import	
Export	
Delete	Clear
Return	

Category Manager Menu Commands

The following table compares the Agenda 1.0/1.01 menu commands with the Agenda 2.0 menu commands in the category manager.

<i>Agenda 1.0/1.01 command</i>	<i>Agenda 2.0 command (if different)</i>
Exclusive	Category Properties
Indexed	Category Properties, Type setting
Condition	Category Properties
Profile	Category Properties, Assignment conditions setting
Date	Category Properties, Assignment conditions setting
Settings	Category Properties, Advanced settings
Action	Category Properties
Profile	Category Properties, Assignment actions setting
Special	Category Properties, Special actions setting
Print	Print Final, Print Preview, Print Layout, Print Setup, Print Named
Return	

Key Changes

Many of the function and accelerator keys have changed. For specific information, see the function key definitions displayed at the bottom of the screen or press F1 (HELP), then F6 (KEYS). *Quick Reference* also contains a list of accelerator keys.

The following section lists general changes to function keys for Agenda 2.0.

- ENTER replaces F9 (ACCEPT) to accept an entry or a box.
- F3 (CHOICES) in addition to GREY + displays choices for settings. SPACE BAR displays additional settings when a setting displays an ellipsis (...).
- ALT-F3 (MACRO) replaces ALT-F10 (MACRO) to display the macro manager.
- F6 (PROPS) displays a Properties box for the current item, category, column, section, view, or macro in Agenda 2.0.
- F3 (CHOICES) performs the ALT-F9 (PROFILE) functions from Agenda 1.0/1.01.

Performance Differences

The recommended hardware configuration for Agenda 2.0 is 640K RAM. Agenda requires a minimum of 435K of conventional memory to run if you have no expanded memory. Agenda can take advantage of any additional available conventional memory up to 640K *and* any expanded memory (Lotus/Intel/Microsoft Expanded Memory Specification or LIM EMS), if available. If EMS is available, only 395K of memory is required to run Agenda, speed and performance improve, and more memory is available especially for larger files.

Agenda 2.0 uses overlays (sections of code that are swapped in and out of memory) to decrease the minimum amount of memory required. This enables you to run memory-resident software and improve performance for large files. When you use either the **System** or **Utilities Launch** commands, Agenda releases all but 14K of memory for your use.

For more information see Appendix E in the *User's Guide*.

Documentation Changes

The Agenda documentation has been redesigned to provide easier access to information and make Agenda easier to learn and use.

- *Starter Applications* explains how to use all four starter applications and shows how to customize them to suit your needs.
- *Quick Start* guides you through the basics of Agenda 2.0. It provides a hands-on approach that introduces you to the Activities Planner application.
- The *User's Guide* has been enhanced with examples and a task-oriented approach. The index is expanded to include non-Agenda terms that you might use to search for a topic.
- *Quick Reference* provides an easily accessible way to look up functions and accelerator keys.
- *Working with Macros* contains all information about macros. Each command is explained by example.
- *Working with Definition Files* has been completely revised and expanded with more examples.
- Printer specifications are now included. (See Chapter 4 in this book.)

Chapter 3

Updating Applications to Agenda 2.0

If you created a file in Agenda 1.0/1.01, you can retrieve it and use it in Agenda 2.0. When you retrieve the file, Agenda 2.0 automatically updates the contents of the .AGA and .AGB files to a single file with the same name and the extension .AG. The original .AGA and .AGB files also remain in the directory.

Agenda 2.0, however, does not modify the existing structure of the file, such as its category hierarchy. To take advantage of Agenda 2.0 features and to improve performance, you might want to make some changes to the structure of the new .AG file.

If you use Agenda 1.01 Activities Planner, you can import the information in it to Agenda 2.0 Activities Planner. Agenda 2.0 includes the file UPDATE.MAC with a macro called Update. You use the Update macro to format the information in Planner for import into Agenda 2.0.

In this Chapter

This chapter describes how to:

- Update Agenda 1.01 Planner to Agenda 2.0 Planner
- Update other application files to take advantage of Agenda 2.0 features

Updating the Activities Planner

The new Activities Planner application included with Agenda 2.0 contains many new features, most of which are a result of direct feedback from users of the earlier Agenda release. Notably, Planner now includes several new views, such as Next Week, This Month, and Tomorrow. These are examples of Agenda's datebook views and are more efficient than the Time and Time frame categories used in Agenda 1.01 Planner. (For more information about datebook views, see Chapter 10 in the *User's Guide*.)

Agenda 2.0 Planner also includes a variety of macros to perform such tasks as sorting, printing, hiding and displaying Done items, and creating a contact list of names and telephone numbers. These macros save you time and give you an easy way to perform often-used tasks.

You need to update Agenda 1.01 Planner to take advantage of Agenda 2.0 features and to update the file to Agenda 2.0 format. To update Agenda 1.01 Planner, you:

- Export the information in the file to a structured file called UPDATE2.STF
- Import the information into Agenda 2.0 Planner.

The next two sections contain step-by-step procedures for exporting and importing the information.

Exporting Information to UPDATE2.STF

To export the information in Agenda 1.01 Planner to the structured file UPDATE2.STF, you need to:

- Make copies of PLANNER.AGA and PLANNER.AGB
- Update the copy of PLANNER.AGA to Agenda 2.0 format
- Add the Update macro to the file
- Run the macro to create the structured file (UPDATE2.STF)

Copying Agenda 1.01 PLANNER files

To make a copy of the Agenda 1.01 PLANNER files:

- Use operating system commands to copy and rename the files to OLDPLAN.AGA and OLDPLAN.AGB and move them to the Agenda 2.0 subdirectory called APPS.

Caution Use these copies for all subsequent procedures; don't work with the original files.

Updating Agenda 1.01 Planner to Agenda 2.0

To update OLDPLAN.AGA to Agenda 2.0 format:

1. From the Agenda 2.0 program directory, type agenda and press ENTER.

Agenda asks you for a file name.

2. Type c:\agenda\apps\oldplan.aga and press ENTER.

Agenda updates the information in OLDPLAN.AGA to Agenda 2.0 format.

Adding UPDATE.MAC to the file

To add the UPDATE.MAC macro to the file:

1. Press ALT-F3 (MACRO).

Agenda displays the macro manager.

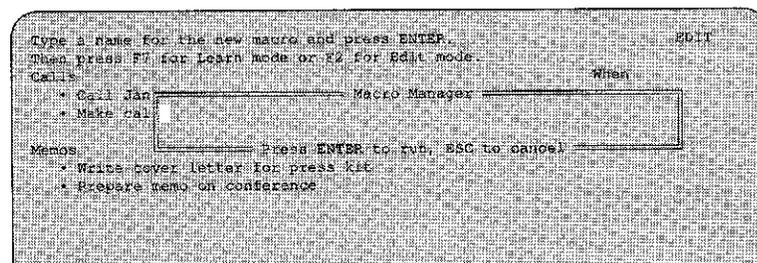


Figure 3-1 The macro manager

In the macro manager, Agenda displays the names of any existing Agenda 1.01 Planner macros with a prefix of <R1> to distinguish them from Agenda 2.0 macros.

2. Type Update and press ENTER.

3-4 Updating Applications to Agenda 2.0

Agenda adds this name to the macro manager.

3. Highlight Update and press **F2 (EDIT)**.

Agenda displays the Macro edit screen with the name of the current macro in braces on the first line ({Update}). You replace the current contents of this macro ({Update}) with the contents of the file UPDATE.MAC.

4. Press **CTRL-ENTER** to erase the macro name {Update} from the macro.
5. Press **F10 (MENU)** and select **Import**.

Agenda asks you for a file name.

6. Type `c:\agenda\apps\update.mac` and press **ENTER** *twice*.

Agenda displays the contents of the UPDATE.MAC file in the Macro edit screen. The name of this macro is also Update and is shown in braces ({ }) on the first line of the Macro edit screen.

7. Press **F5 (RETURN)** to return to the macro manager.

Agenda redisplayes the macro manager with Update highlighted.

Running the UPDATE.MAC macro

To run the macro:

- In the macro manager, highlight Update and press **ENTER**.

The Update macro transfers all assignments for Time categories in Agenda 1.01 Planner to When dates. It then discards the Time and Time frame categories, since Agenda 2.0 uses datebook views. Then the macro exports the information from the file to UPDATE2.STF.

Importing Information to PLANNER.AG

To add the information from the Agenda 1.01 Planner file to Agenda 2.0 Planner, you need to:

- Retrieve the Agenda 2.0 PLANNER file
- Import the Agenda 1.01 Planner information, which is now in UPDATE2.STF, to PLANNER.AG

Retrieving Agenda 2.0 Planner

To retrieve Agenda 2.0 Planner:

1. Press F10 (MENU).
2. Select **File Retrieve**.
Agenda displays the Select File box.
3. Highlight **PLANNER** and press ENTER.

Agenda saves the current file to OLDPLAN.AG and then retrieves Agenda 2.0 Planner.

Importing UPDATE2.STF to PLANNER.AG

To import the information in UPDATE2.STF to PLANNER.AG:

1. Make sure **Tasks** is highlighted.
2. Press F10 (MENU).
3. Select **File Transfer Import**.
Agenda displays the Import Structured File box (Figure 3-2).
4. Highlight **Import from file** and type
`c:\agenda\apps\update2.stf`
5. Highlight **Categories match if** and press F3 (CHOICES).
6. Highlight **Category name matches any expression** and press ENTER *twice*.

Agenda imports the information from UPDATE2.STF to Planner and displays it in the appropriate views. For more information about using Agenda 2.0 Planner, see *Starter Applications* or *Quick Start*.

Note You do not need the OLDPLAN.AG file. Use operating system commands to delete it. However, you may want to keep the OLDPLAN.AGA and OLDPLAN.AGB files until you have reviewed the information in Agenda 2.0 Planner.

- Agenda 2.0 may detect that your Agenda 1.0/1.01 files are damaged when you retrieve them in Agenda 2.0. To recover the damaged file, see Appendix I in the *User's Guide*.
- If you have views organized by dates or days of the week, or if you refer to days, such as This Week, Today, Next Month, and so forth, replace them with datebook views. Datebook views are more efficient, offer more options, and reduce the size of the category manager. For more information about creating and using datebook views, see Chapter 10 in the *User's Guide*.
- If your application uses macros, you need to edit them because of the changes made to the keys and menu commands for Agenda 2.0. To see whether you should rewrite the Agenda 1.0/1.01 macros, run them in DEBUG mode in Agenda 2.0 first to check for changes. For more information about creating and debugging macros, see *Working with Macros*.
- If you had a profile condition in an Agenda 1.0/1.01 file that assigned items to a category if the items had a When date *or* were assigned to another category, Agenda 2.0 changes this to an *AND* condition. That is, the item must have a When date *and* be assigned to the other category before the condition is met. To correct this, set up a child category in the Agenda 1.01 file with one condition assigned to the child category and the other condition assigned to the parent category.
- When Agenda 2.0 updates an Agenda 1.0/1.01 file, it does not save sort settings for views. For more information about sorting, see Chapter 15 in the *User's Guide*.
- In Agenda 1.0/1.01, one of the Display choices for the **Date Filters** setting in View Preferences is "Dated & undated items". This choice is not available for Agenda 2.0. To re-create this choice when updating the file, Agenda 2.0 automatically adds a new category and date filter to the view. The name for the new category is as follows:

view_name Filter

where *view_name* is the name of the view with the filter. For example, if the view is called To do, the new category name is To do Filter. Do not discard this category; the view filter uses it to determine which items to display in the view. For more information about filters, see Chapter 11 in the *User's Guide*.

- See Chapter 2 in this book for a complete summary of Agenda 2.0 features and changes.

Chapter 4

Printer Specifications

You can print your Agenda file using many different printers. This chapter describes in detail how Agenda works with each printer that Agenda supports.

Notes The term "driver" used in this chapter refers to the software that controls the printer.

In this Chapter

This chapter describes:

- Printer-specific settings
- Each printer that Agenda supports and how to set each printer to work with Agenda

Note Some printers do not support using more than one font for a line of printed text. To determine whether your printer supports multiple fonts on a line of printed text, see your print manual.

About Printer-specific Settings

When you install Agenda, you select the printers that you might use to print your files. You also specify a primary printer at this time.

Before you print, you use the **Print Setup** command to specify, among other things, other information about your hardware that Agenda needs to print. You can also specify your secondary printer at this time.

Depending on the printers that you select, Agenda may also display additional settings for which you specify printer-specific setup information such as fonts, cartridges, and page orientation.

See the description of your particular printer for information about the printer-specific settings that apply to your printer. The detailed descriptions of each printer later in this chapter also provide other information that you need to specify so that your printer prints properly with Agenda.

IBM Emulation

If your printer does not have a driver listed but can be configured for IBM-compatibility mode, you may find that better output is available by selecting the IBM Proprinter driver rather than with the Generic printer driver.

Paper Loading and Margins

The sections in this chapter describing individual printers tell you how to position the paper when you load it into your printer. You may need to experiment with paper positioning. (See your printer manual.) With some printers, minimum page margins vary depending on whether you choose **Continuous Form, Single Sheet (Auto Feed)**, or **Single Sheet (Manual Feed)** for the **Forms** setting using the **Print Final** command. (See "Final Print Settings" in Chapter 17 in the *User's Guide*).

In the descriptions of individual printers, the term "Auto Feed" refers to paper loaded semi-automatically and paper loaded with a single-sheet feeder (limited to certain printers).

DIP Switch Settings

Unless the DIP switch settings on your printer have been changed since it left the factory, you probably do not have to change any settings to run Agenda. The printer descriptions that follow explain which switches you may need to change or check.

See your printer manual for additional information about DIP switches.

Caution Always turn the printer off before changing a DIP switch. Use a nonmetallic object to change the switches.

Compose Sequence Characters

Agenda produces international characters on most supported printers using compose sequences. (See Appendix C in the *User's Guide*.) Some characters on some printers are not perfect representations of the corresponding international characters. (See your printer manual for a list of other characters that your printer supports.)

Generic Printer Driver

Use the Generic printer driver if Agenda does not specifically support your printer. You can also use this printer driver if you want to produce a fully formatted ASCII version of a document that you can print to a file for transfer to another computer. To do this, you must first choose **Generic** as one of your printers during installation. (See Chapter 1.) Then choose **Generic** as your printer using the **Print Setup** command. (See Chapter 17 in the *User's Guide*.) Then specify **File with printer codes** for the **Print to** setting using the **Print Final** command.

Printer-specific Settings

If your printer has a DIP switch setting for automatic perforation skip, turn it **OFF**. If there is no DIP switch setting, then reduce the form size but not the margins to the size of the skip. You can still set logical margins within the document.

Configure the printer for no automatic line feed and no automatic carriage return. You may need to change a DIP switch.

See your printer manual for additional setup information.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings. Complete the following printer-specific settings:

Font Pitch The choices are **Pica (10 cpi)** (default), **Elite (12 cpi)**, and **Prestige (15 cpi)**.

Backspace support The choices are **No** (default) and **Yes**.

Extended Character Set Support The choices are **No** (default) and **Yes**. Choose **Yes** for printer support for the extended character set only if your printer supports the entire IBM International Character Set.

Available Typefaces and Pitches

Only one font is available in the font list depending on what you select for **Font Pitch**. Choose 10, 12, or 15 characters per inch (cpi) depending on which pitch your printer uses. (See "Printer-specific Settings" in the preceding section.) To use other fixed pitches, scale the right margin or form width accordingly.

The printer prints six lines per inch.

4-4 Printer Specifications

Notes

The Generic printer driver does not print italic, subscript, and superscript. Bold and underscore are only supported if you specify back-space support for the printer-specific setting.

In addition, the Generic print driver does not support fractional line spacing (for example, 1.5 lines after items or notes).

This driver supports ASCII characters 32 through 126.

Driver Files

GENERIC.PD

Alps P2000G/P2100G

Printer-specific Settings

Switch 2-6 must be **OFF** to suppress automatic line feed mode.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Continuous form paper should be loaded so that the entire page can be printed. The marked arrows on the paper feed indicate where the perforations should be.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	.75	.3	0	0
Manual Feed	.75	0	0	0

**Available
Typefaces
and Pitches**

<i>Typeface</i>	<i>Pitch (cpi)</i>	<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft	5, 6, 8.5, 10, 12, 17.2	Tall Letter Quality	5, 6, 8.5
High Density	5, 6, 8.5, 10, 12, 17.2	High Density #2	5, 6, 8.5, 10, 12, 17.2
Letter- Quality (default)	5, 6, 8.5, 10 (default), 12, 17.2	Letter- Quality #2	5, 6, 8.5, 10, 12, 17.2
Tall Draft	5, 6, 8.5	Tall High Density #2	5, 6, 8.5
Tall High Density	5, 6, 8.5	Tall Letter Quality #2	5, 6, 8.5

The fonts designated with #2 use the right font cartridge; the others use the left font cartridge.

Notes

Proportional printing is not supported.

Driver Files

ALPS.PD

Apple LaserWriter, LaserWriter Plus, and LaserWriter NT/NTX

Agenda supports the Apple LaserWriter, LaserWriter Plus, and LaserWriter NT/NTX with the PostScript driver (PS.PD), initialization file (PSINIT.), and font file (PS.FNT). (For more information, see the section "PostScript" later in this chapter.)

**Printer-specific
Settings**

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) or **Landscape**

Printer Stacks Paper The choices are **Face Up** (default) or **Face Down**.

**Available
Typefaces and
Point Sizes**

<i>Typeface</i>	<i>Point Size</i>
Times Roman (default), Helvetica, Helvetica Narrow*, Courier, Symbol, ITC Avant Garde Gothic*, ITC Bookman, Palatino*, Century Schoolbook, ITC Zapf Chancery*, ITC Zapf Dingbats*	8, 10, 12, 14 (default), 18, 24, Custom

* Apple LaserWriter Plus and NT/NTX only.

Notes

The Apple LaserWriter minimum page margins of .25 inches are for letter size paper only. If you are using a larger paper size, you may need to increase the Agenda page margins to accommodate a printer limitation. Not all symbols are available in the Courier typeface.

Driver Files

PS.PD
PSINIT.
PS.FNT

Brother Twinriter5

**Printer-specific
Settings**

You must select the appropriate DIP switch settings for the type of daisy wheel you are using. Switch 2-1 should be set to 8-bit code. There are no printer-specific settings for this printer.

**Paper Loading
and Margins**

See your printer manual for paper-loading instructions.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	0	.5	.25	.25
Manual Feed	0	.5	.25	.25

**Available
Typefaces
and Pitches**

<i>Typeface</i>	<i>Pitch</i>
Draft, NLQ, Letter (default) (daisy wheel)	5, 6, 7.5, 8.5, 10, 12, 15, 17.1, Proportional (default), Expanded

Notes

Superscript and subscript characters print as small dot matrix characters, even in daisy wheel mode. Italic is not supported.

Driver Files

BRTWIN5.PD

Canon LBP-8 A2, LBP-8II, LBP-8IIR, LBP-8IIT**Printer-specific
Settings**

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers. Complete the following printer-specific settings:

Primary cartridge The choices are **None** (default), **Courier 10**, **Courier 10R**, **Pica 10**, **Pica 10N**, **Pica 10R**, **Elite 12**, **Elite 12N**, **Elite 12R**, **Garland PSN**, **Garland PSR**, **Line-Printer Gothic**, **Humanist 601P**, **Humanist 601L**, **Century 702P**, **Century 702L**, **Swiss 721P**, **Swiss 721L**, **Dutch 801P**, and **Dutch 801L**.

Secondary cartridge (for Canon LBP-8II, LBP-8IIR, and LBP-8IIT). (Same as above.)

Note The Canon LBP-8A2 uses only one cartridge. The setting displays as **Cartridge** in the printer-specific settings for this printer. The choices are the same as those for **Primary cartridge** (described above) for other Canon printers.

Printer Stacks Paper The choices are **Face Up** (default for LBP-8A2 only) and **Face Down** (default for LBP-8II, LBP-8IIR, and LBP-8IIT).

Page Orientation The choices are **Portrait** (default) and **Landscape**. The selected orientation must match the orientation of the fonts in the selected cartridges.

Optional RAM Expansion (LBP-8II, 8IIR, and 8IIT only.) The choices are **No** (default) and **Yes**.

Paper Loading and Margins

See your printer manual for paper-loading instructions.

The following paper sizes are supported:

Letter	8.5 x 11 in.
Legal	8.5 x 14 in.
A4	210 x 297 mm
B5	176 x 250 mm

The maximum paper width is 8.5 inches. Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.3 in.	.2 in.	.16 in.	.317 in.
Auto Feed	.3	.2	.16	.317
Manual Feed	.3	.2	.16	.317

Cartridge Fonts

The following cartridges are available:

A – Courier 10	K – Line-Printer Gothic
B – Courier 10R	L – Humanist 601P
C – Pica 10	M – Humanist 601L
D – Pica 10N	N – Century 702P
E – Pica 10R	O – Century 702L
F – Elite 12	P – Swiss 721P
G – Elite 12N	Q – Swiss 721L
H – Elite 12R	R – Dutch 801P
I – Garland PSN	S – Dutch 801L
J – Garland PSR	

A cartridge font designated in the printer-specific settings for the LBP-8 A2 (or a cartridge font designated as primary in the printer-specific settings for the LBP-8II, 8IIR, and 8IIT) determines the default font in the font list. The cartridge font designated as secondary for the LBP-8II series will be added to the font list but will not override the built-in default. For the LBP-8II series, it does not matter in which slot you place each cartridge.

Cartridges A through K are designed for the LBP-8 A2; the N at the end of the cartridge name stands for normal (portrait), the R for rotated (landscape). All these cartridges have a capital A on them.

Cartridge C contains Pica in both portrait and landscape.

Cartridges L through S are designed for the LBP-8II, 8IIR, and 8IIT; the P stands for portrait, the L for landscape. All of these cartridges have a capital C on them.

The LBP-8 A2 cannot print any point sizes above 10 from cartridges L through S. Models of the A2 with early serial numbers cannot print the entire character set from cartridges A, C, and L through Q. Check the documentation that comes with the cartridges.

Built-In Fonts

<i>Printer</i>	<i>Typeface</i>	<i>Point sizes</i>	<i>Orientation</i>
LBP-8 A2	Courier	8.2, 12, 16.3, 24	portrait
LBP-8II, LBP-8IIR, and LBP-8IIT	Courier	8.2, 12, 16.3, 24	portrait, landscape

Double-sided Printing

Choose **Yes** for the **Double sided** setting using the **Final Print** command to print on both sides of a sheet. A left-binding format is used: in portrait orientation, the printed top on one side of a sheet matches the printed top on the reverse; in landscape, the printed top matches the printed bottom on the reverse.

Notes

Superscripts and subscripts are printed offset and in a smaller point size if available. Small caps print using a smaller type size if available. However, bold and italic characters may not be available in the smaller size. The combination of bold and italic is not supported.

The underlining and strikethrough attributes are supported in all fonts and in combination with all other attributes.

Driver Files

CNLBP.PD
CNCART.FNT

Citizen MSP-10, MSP-15, MSP-20, MSP-25, and 120D

Printer-specific Settings

You do not need to change the DIP switches if they have not been changed since the printer left the factory. Agenda requires the following setting:

- Switch 1-7 must be **OFF** for no automatic line feed.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Align the top perforation with the top of the ribbon.

Minimum page margins (in inches) are shown in the tables below.

MSP-10, MSP-15, MSP-20 and MSP-25:

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	.7	.3	0	.5
Manual Feed	.7	.3	0	.5

120D:

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.25 in.
Auto Feed	1.0	.3	0	.5
Manual Feed	1.0	.3	0	.5

Available Typefaces and Pitches

MSP-10 and MSP-15:

<i>Typeface</i>	<i>Pitch</i>
Draft and NLQ (default)	5, 6, 10 (default), 12

MSP-20, MSP-25, and 120D:

<i>Typeface</i>	<i>Pitch</i>
Draft and NLQ (default)	5, 6, 8.5, 10, 12, 17.2, 20, Proportional* (default) Expanded*

* Not available on the 120D in Draft.

Notes

Not all characters are available in NLQ.

The MSP-20 and MSP-25 proportional superscripts and subscripts are half width.

Driver File

CIT20.PD (for MSP-20, MSP-25, and 120D)
CIT10.PD (for MSP-10 and MSP-15)

Diablo 630**Printer-specific Settings**

Set the left rotary switch inside the front cover to match your print wheel. The label near the switch explains the settings. The right rotary switch can be at any setting.

Under the front cover and to the right of the two rotary switches, there are two sets of DIP switches. All of these switches should be **OFF**.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Type of Wheel The choices are **96 Char Plastic – ASCII** (default), **96 Char Plastic – Legal 1**, **96 Char Plastic – Legal 2**, **96 Char Plastic – Legal 4**, **88 Char Metal – WP**, **96 Char Metal – Script**, and **96 Char Metal – WP**.

Pitch The choices are **10 cpi** (default), **12 cpi**, **15 cpi**, and **proportional**.

Red/Black Ribbon The choices are **No** (default) and **Yes**.

Paper Loading and Margins

Align the top perforation near the top of the print head, and align the left perforation with the 0 on the numbered scale.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	0	0	0	0
Manual Feed	1.0	.6	0	0

Available Fonts

Each print wheel provides a different font. For the **Type of Wheel** setting for the printer-specific settings you can choose from the following print wheels:

- 96-Character Plastic — ASCII
- 96-Character Plastic — Legal 1
- 96-Character Plastic — Legal 2
- 96-Character Plastic — Legal 4
- 88-Character Metal — WP
- 96-Character Metal — Script
- 96-Character Metal — WP

It is not possible to change fonts while a document is printing because it is not possible to change print wheels.

Notes

This printer does not support italic.

A superscript can collide with a subscript in a previous line because they are both formed with half line feeds.

Some print wheels do not have commonly used characters. The following is a partial list of substitutions that this printer makes for missing characters:

- Parentheses for brackets
- Parentheses for braces
- Exclamation points for vertical bars

Driver File

DIAB630.PD

Digital ScriptPrinter

Agenda supports this printer with the PostScript driver (PS.PD), initialization file (PSINIT.), and font file (PS.FNT). See the section "PostScript" later in this chapter.

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays the following printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**

Available Typefaces and Point Sizes

<i>Typeface</i>	<i>Point Size</i>
Times Roman (default), Helvetica, Courier, Symbol, ITC Avant Garde Gothic, Century Schoolbook, ITC Lubalin Graph, ITC Souvenir	8, 10, 12, 14 (default), 18, 24, Custom

Driver Files

PS.PD
PSINIT.
PS.FNT

Epson EX-800

Printer-specific Settings

Agenda requires only the following DIP switch setting:

- Switch 2-4 must be **OFF** (down) for no automatic line feed.

The other switches can be at any setting. See your printer manual for switch locations and setting instructions.

4-14 Printer Specifications

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete this printer-specific setting:

Text color The choices are **Black** (default), **Red**, **Blue**, **Violet**, **Yellow**, **Orange**, and **Green**.

Paper Loading and Margins

Place the left perforation slightly to the left of the 1 on the numbered scale. Align the top perforation with the top of the print head.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.3 in.	.3 in.
Auto Feed	0	0	.3	.3
Manual Feed	.85	0	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft, Roman (default) and Sans Serif	5, 6, 8.6, 10, 12, 17.1, 20 cpi, Proportional (default), Expanded

Driver File

EPEX800.PD

Epson FX-80 and FX-100

Printer-specific Settings

Agenda requires only the following setting:

- Switch 2-4 must be **OFF** for no automatic line feed.

The other switches can be at any setting. See your printer manual for switch locations and setting instructions.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Place the left perforation slightly to the left of the 1 on the numbered scale. Align the top perforation with the top of the print head.

When you feed single sheets manually, place the top of the paper directly under the paper bail.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.25 in.	.25 in.
Auto Feed	.75	.3	.25	.25
Manual Feed	.75	0	.25	.25

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (dpi)</i>
Draft	5, 6, 8.5, 10 (default), 12, 17.2

Notes

Bold subscripts, bold superscripts, and proportional spacing are not available.

Driver File

EPFX185.PD

Epson FX-85, FX-185, and FX-286

Printer-specific Settings

Agenda requires the following DIP switch settings:

- Switch 1-4 must be **ON** for Epson mode.
- Switch 2-4 must be **OFF** for no automatic line feed.

If you want your printer to work in IBM-emulation mode, set DIP switch 1-4 to **OFF**. Then select the IBM Proprinter driver using the **Print Setup** command; however, the 6 and 12 cpi pitches are no longer available.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Place the left perforation slightly to the left of the 1 on the numbered scale. Align the top perforation with the top of the print head.

When you feed single sheets manually, place the top of the paper directly under the paper bail.

Minimum paper margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.25 in.	.25 in.
Auto Feed	.75	.3	.25	.25
Manual Feed	.75	0	.25	.25

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
NLQ (default)	5, 10 (default)
Draft	5, 6, 8.5, 10, 12, 17.2, 20

Notes

Italic is not available in the NLQ typeface. Bold subscripts and superscripts are not available in the Draft typeface at 10 cpi.

Proportional spacing is not available.

Driver File

EPFX185.PD

Epson FX-86e and FX-286e**Printer-specific Settings**

Agenda requires the following settings:

- Switch 1-4 must be **OFF** to select Epson ESC/P commands.
- Switch 2-4 must be **OFF** to prevent automatic line feeds after every carriage return.

The other switches can be at any setting. See your printer manual for switch locations and setting instructions.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.3 in.	.2 in.
Auto Feed	0	0	.3	.2
Manual Feed	.85	0	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft, Roman (default), and Sans Serif	5, 6, 8.6, 10, 12, 17.1, 20 cpi, Proportional (default), Expanded

Driver File

EPEX800.PD

Epson GQ-3500

Printer-specific Settings

Switches 1-1 and 1-2 must be **OFF** for the page printer operating mode. Switch 1-5 must be **OFF** to suppress automatic line feed after every carriage return.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Primary Cartridge The choices are **None** (default), **Prestige**, **Letter Gothic**, **Helv PSN**, **Tms Roman PSN**, **Helv PSL**, **Tms Roman PSL**, **Helv PSN18 BO**, **Tms Roman PSN18 BO**, **Helv PSL18 BO**, and **Tms Roman PSL18 BO**.

Secondary Cartridge (Same as above.)

Printer Stacks Paper The choices are **Face Up** and **Face Down** (default).

Page Orientation The choices are **Portrait** (default) and **Landscape**. The selected page orientation must match the orientation of the fonts in the selected cartridges.

Paper Loading and Margins

Single sheet paper is loaded in the input tray as described in the printer manual.

The following paper sizes are supported:

A4	210 x 297 mm	Letter	8.5 x 11 in.
A5	148 x 210 mm	Legal	8.5 x 14 in.
B5	176 x 250 mm	Half letter	5.5 x 8.5 in.
		Fanfold A4	8.5 x 12 in.

The maximum paper width is 8.5 inches. Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.25 in.	.25 in.	.25 in.	.25 in.
Auto Feed	.25	.25	.25	.25
Manual Feed	.25	.25	.25	.25

Cartridge Fonts

The following cartridges are available (the number corresponds to the last digit of the font card number):

0 – Prestige	5 – Tms Roman PSL
1 – Letter Gothic	6 – Helv PSN18 BO
2 – Helv PSN	7 – Tms Roman PSN18 BO
3 – Tms Roman PSN	8 – Helv PSL18 BO
4 – Helv PSL	9 – Tms Roman PSL18 BO

PSN in the cartridge name indicates portrait orientation; PSL indicates landscape. Cartridge 0 contains both portrait and landscape orientations for Prestige, just landscape for Modern PS. Cartridge 1 contains just portrait orientation.

It does not matter in which slot you place the cartridges. The cartridges designated for the printer-specific settings for this printer will override the default font in the font list. The font list for cartridges is a combination of the fonts from each cartridge selected for the printer-specific settings.

These fonts below are available if you set **Primary Cartridge** and **Secondary Cartridge** for the printer-specific settings for this printer to **None**.

Built-In Fonts

<i>Font</i>	<i>Point sizes</i>	<i>Orientation</i>
Courier	12, 24	portrait, landscape
EDP	8.2, 16.4, 24.6	portrait, landscape
Modern PS (default)	12 (default), 24	portrait

Notes

Superscripts and subscripts are printed offset and in a smaller point size if available. However, bold and italic characters may not be available in the smaller size. When superscripts print on the first line of a page or when subscripts print on the last line of a page, the printing offset can place the text off the page and lose the characters. This problem can be avoided if the top and bottom margins are increased.

Italic is supported only when the oblique version of the desired typeface and type size is available. Thus, an italic superscript or subscript may be available when an italic base character is not, or vice versa.

Bolding is accomplished by using a bold version of the desired font, if available, and through emphasized print.

Underline and strikethrough attributes are supported in all fonts and in combination with all other attributes.

Driver Files

EPGQ.PD
EPCART.FNT

Epson LQ-500, LQ-850, and LQ-1050**Printer-specific Settings**

There are no printer-specific settings for these printers.

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft, Roman (default), and Sans Serif	5, 6, 7.5, 8.5, 10, 12, 15, 17.2, 20 cpi, Proportional (default), Expanded

Driver File EPLQ2500.PD

Epson LQ-800 and LQ-1000

Printer-specific Settings

Agenda requires the following DIP switch setting:

- Switch 2-8 must be **OFF** for no automatic line feed.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers. Complete the following printer-specific settings:

Optional ESC/P Identity Module? The choices are **No** (default) and **Yes**. Choosing **Yes** makes the entire IBM character set available, including block graphics characters and Greek and math symbols.

Optional Font Module The choices are **Blank (none)** (default), **Sans Serif**, **Courier**, **Prestige**, **Script**, and **OCR-B**.

The typeface of a font module becomes the default on the font list. If you choose **Blank**, the driver uses the built-in typefaces.

Paper Loading and Margins

Place the left perforation slightly to the left of the 1 on the numbered scale. Align the top perforation with the top of the print head.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	1.0	1.0	0	.5
Manual Feed	.6	.6	0	.5

Built-In Fonts

<i>Typeface</i>	<i>Pitch</i>
Draft	5, 6, 7.5, 8.5, 10, 12, 15, 17.2, 20 cpi
Letter (default)	5, 6, 7.5, 8.5, 10, 12, 15, 17.2, 20 cpi, Proportional (default), Expanded
12 LPI Letter	Proportional, Expanded

Note The subscript, superscript, bold, underscore, and underscore all attributes are not available in the 12 LPI Letter Quality typeface.

Driver File EPLQ1000.PD

Epson LQ-1500

Printer-specific Settings

Agenda requires the following DIP switch setting:

- Switch 1-3 must be **OFF** for no automatic line feed.

This switch is on the interface card at the rear of the printer.

See your printer manual for more information on changing DIP switch settings.

There are no printer-specific settings for this printer.

Paper Loading and Margins

Place the left perforation slightly to the left of the 1 on the numbered scale. Align the top perforation with the top of the print head.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	.75	2.75	0	.5
Manual Feed	.75	0	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft	5, 6, 8.5, 10, 12, 17.2, 20 cpi
Letter (default) 12 LPI Letter	5, 6, 10, 12 cpi, Proportional (default), Expanded Proportional, Expanded

Notes

Subscripts and superscripts are not available in the 12 LPI Letter typeface.

Driver File EPLQ1500.PD

Epson LQ-2500

Printer-specific Settings

Agenda requires only the following setting:

- Switch 1-3 must be **OFF** for no automatic line feed.

See your printer manual for more information on changing DIP switch settings.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific setting:

Text Color The choices are **Black** (default), **Red**, **Blue**, **Violet**, **Yellow**, **Orange**, and **Green**.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	1	1	0	.5
Manual Feed	.6	.6	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft, Roman (default), Sans Serif, Courier, Pres- tige, Script	5, 6, 7.5, 8.5, 10, 12, 15, 17.2, 20 cpi, Proportional (default), Expanded

Although all sizes are available for all typefaces, Epson notes that certain pitches are designed for certain fonts, and that some combinations should not be used. For example, Proportional and Expanded are not recommended with Courier, Prestige, and Script. See the printer's manual for recommendations.

Driver File

EPLQ2500.PD

Epson LX-86

Printer-specific Settings

Agenda requires the following DIP switch setting:

- Switch 2-3 must be **OFF** for no automatic line feed.

If you want your printer to work in IBM-emulation mode, set DIP switch 1-4 to **OFF**. Then select the IBM Proprinter driver using **Print Setup**; however, the 6 and 12 cpi pitches are no longer available.

There are no printer-specific settings for this printer.

Paper Loading and Margins

Place the left perforation slightly to the left of the 1 on the numbered scale. Align the top perforation with the top of the print head.

When you feed single sheets manually, place the top of the paper directly under the paper bail.

Minimum paper margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.25 in.	.25 in.
Auto Feed	.75	.3	.25	.25
Manual Feed	.75	0	.25	.25

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
NLQ (default)	5, 10 (default)
Draft	5, 6, 8.5, 10, 12, 17.2, 20

Notes

Italic is not available in the NLQ typeface. Bold subscripts and superscripts are not available in the Draft typeface at 10 cpi.

Proportional spacing is not available.

Driver File EPFX185.PD

Epson LX-800

Printer-specific Settings

Agenda requires the following DIP switch setting:

- Switch 2-4 must be **OFF** to disable automatic line feed.

There are no printer-specific settings for this printer.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed.

The maximum line length is 8 in. Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	0	0	.3	.2
Manual Feed	.85	0	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft	5, 6, 8.6, 10, 12, 17.1, 20
Roman (default), Sans Serif	5, 6, 10 (default), 12

Driver File EPLX800.PD

Hewlett-Packard DeskJet

Printer-specific Settings

Agenda requires the following DIP switch settings:

- Switch R-1 must be **DOWN** to disable text scaling mode.
- Switch R-3 must be **DOWN** to disable terminal mode.
- Switch L-7 must be **DOWN** to disable automatic line feeds.

Agenda overrides all other DIP switches.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Primary Cartridge The choices are **None** (default), **Courier**, **Prestige Elite**, **Letter Gothic**, **TmsRmn 8 & 10**, **Tms Rmn 12**, **Tms Rmn 14**, **Helv 8 & 10**, **Helv 12**, **Helv 14**, **Presentations**, **TmsRmn ASCII**, and **Helv ASCII**.

Secondary Cartridge (Same as above.)

Paper Loading and Margins

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.5 in.	.5 in.	.25 in.	.25 in.
Auto Feed	.5	.5	.25	.25
Manual Feed	.5	.5	.25	.25

Cartridge Fonts

The following cartridges are available:

Built-In – Courier	G – Helv 8 & 10
A – Courier	H – Helv 12
B – Prestige Elite	J – Helv 14
C – Letter Gothic	M – Presentations
D – TmsRmn 8 & 10	P – TmsRmn ASCII
E – TmsRmn 12	Q – Helv ASCII
F – TmsRmn 14	

Notes

Subscripts and superscripts are printed with half-size fonts whenever possible.

Bold and italic attributes are supported with bold, italic, or bold italic versions of the desired font, depending on availability.

All underlining attributes are supported.

Only the ASCII character set is available in the M, P, and Q cartridges. No special characters are available.

Driver Files

HPDJ.PD
HPDJ.FNT

Hewlett-Packard DeskJet Plus

Printer-specific Settings

Agenda requires the following DIP switch settings:

- Switch R-1 must be **DOWN** to disable text scaling mode.
- Switch R-3 must be **DOWN** to disable terminal mode.
- Switch L-7 must be **DOWN** to disable automatic line feeds.

Agenda overrides all other DIP switches.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Primary Cartridge The choices are **None** (default), **Courier**, **Prestige Elite**, **Letter Gothic**, **TmsRmn 8 & 10**, **Tms Rmn 12**, **Tms Rmn 14**, **Helv 8 & 10**, **Helv 12**, **Helv 14**, **Presentations**, **TmsRmn ASCII**, **Helv ASCII**, **TmsRmn Collection**, **Helv Collection**, **TmsRmn Headlines**, and **Helv Headlines**.

Secondary Cartridge (Same as above.)

Page Orientation **Portrait** (default) and **Landscape**.

Paper Loading and Margins

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.5 in.	.5 in.	.25 in.	.25 in.
Auto Feed	.5	.5	.25	.25
Manual Feed	.5	.5	.25	.25

Cartridge Fonts

The following cartridges are available:

Built-In – Courier	J – Helv 14
A – Courier	M – Presentations
B – Prestige Elite	P – TmsRmn ASCII
C – Letter Gothic	Q – Helv ASCII
D – TmsRmn 8 & 10	R – TmsRmn Collection
E – TmsRmn 12	T – Helv Collection
F – TmsRmn 14	U – TmsRmn Headlines
G – Helv 8 & 10	V – Helv Headlines
H – Helv 12	

Notes Cartridges T, U, and V use Code Page 850 character set.

If you select both primary and secondary cartridges, the font list will include fonts supported by both cartridges.

Notes

Subscripts and superscripts are printed with half-size fonts whenever possible.

Bold and italic attributes are supported with, bold, italic, or bold italic versions of the desired font, depending on availability.

All underlining attributes are supported.

Only the ASCII character set is available in the M, P, and Q cartridges. No special characters are available.

Driver Files

HPDJ.PD
HPDJ.FNT

Hewlett-Packard LaserJet, LaserJet+, LaserJet 500+, LaserJet Series II, and LaserJet IID

Printer-specific Settings

See your printer manual for the standard printer setup procedures. Agenda requires no special settings.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Cartridge The choices are **None** (default), **Courier 1**, **TMS Prop 1**, **International 1**, **Prestige Elite**, **Letter Gothic**, **TMS Prop 2**, **Legal Elite**, **Legal Courier**, **Math Elite**, **Math TMS**, **Courier P&L**, **Prestige P&L**, **Letter Gothic P&L**, **TMS RMN P&L**, **Memo 1**, **Presentations 1**, **Tax 1**, **Forms Portrait**, **Forms Landscape**, **3-of-9/OCR-A**, **EAN/UPC/OCR-B**, **PC Courier 1**, **Microsoft(r) 1**, and **Microsoft(r)1A**. **Courier Document 1**, **TMS Rmn/Helv Report 1**, and **ProCollection** are also available for Series II models only.

Secondary Cartridge (only available in Series II models; not LaserJet, LaserJet+, or LaserJet 500+) The choices are **None** (default), **Courier 1**, **TMS Prop 1**, **International 1**, **Prestige Elite**, **Letter Gothic**, **TMS Prop 2**, **Legal Elite**, **Legal Courier**, **Math Elite**, **Math TMS**, **Courier P&L**, **Prestige P&L**, **Letter Gothic P&L**, **TMS RMN P&L**, **Presentations 1**, **Tax 1**, **Forms Portrait**, **Forms Landscape**, **Memo 1**, **3-of-9/OCR-A**, **EAN/UPC/OCR-B**, **PC Courier 1**, **Microsoft(r) 1**, **Courier Document 1**, **TMS Rmn/Helv Report 1**, **Microsoft(r) 1A**, and **ProCollection**.

Printer Stacks Paper The choices are **Face Up** (default for Laserjet only) and **Face Down** (default for Series II, Laserjet+ and 500+).

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Name Display

The printer name displayed in the font list (in **Print Setup**), in the **Print Layout** box, **Print Preview**, **Print Final**, and **Marker** boxes, and in error messages, provides information about the type of printer, the cartridges used, and the default page orientation. For example, **HP LaserJet II [A,F] (L)** means that the

- Primary cartridge is A
- Secondary cartridge is F
- Page orientation is landscape

If Agenda displays the printer name with [A] only, this means that there is only a primary cartridge A, selected and no secondary cartridge is selected. [,F] means no primary cartridge is selected and the secondary cartridge is F. If no cartridges are selected and the orientation is portrait, just the printer name displays.

Paper Loading and Margins

See your printer manual for paper-loading instructions.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.5 in.	.5 in.	.25 in.	.25 in.
Auto Feed	.5	.5	.25	.25
Manual Feed	.5	.5	.25	.25

For the **Forms** setting in the Print Final box, choose one of the following:

- **Continuous Form** automatically selects paper from the paper tray.
- **Single Sheet (Auto Feed)** selects paper from the manual feed slot; the printer prompts for the next sheet of paper.
- **Single Sheet (Manual Feed)** selects paper from the manual feed slot; Agenda prompts for the next sheet of paper.

Choose **Continuous Forms** for most printing. **Manual Feed** requires that you press a key before each page prints.

Because the printer may lag behind requests to change paper, wait for the console indicators.

Cartridge Fonts

These printers support all Hewlett-Packard cartridges from A to Z, except I, O, and S. The Series II also supports the new S cartridge (PC Courier, 10 point, group 1 and group 2 ROM), which is designated S1 after the Z cartridge on the menu. If you select an unsupported cartridge or an unsupported Portrait/Landscape mode, the printer uses the built-in fonts. The built-in font for the LaserJet is Courier 12.0 point. The built-in fonts for the other LaserJet printers are Courier 12.0 point and Line printer 8.5 point.

It does not matter in which slot you place each cartridge. The cartridges designated in the printer-specific settings will override the built-in default font. In Agenda **Print Setup**, the font list for cartridges is a combined list of the fonts from each cartridge selected using the printer-specific settings.

4-30 Printer Specifications

For information on available typefaces and pitches, see the manual accompanying your particular cartridge or the *LaserJet Printer Family Font Catalog*.

The Legal cartridges (G, H, and R) contain pairs of fonts: one that uses the USASCII symbol set and another that uses the LEGAL symbol set. This printer combines the two symbol sets and uses the vertical quotation marks in the USASCII set.

To gain access to the characters in the Math fonts (J and K), use the translation tables supplied by Hewlett-Packard. MATH8 is supported for many symbols. MATH7, PI FONTS, BAR CODE, and so on are untranslated.

Double-sided Printing

This information applies to the LaserJet IID printer only. Choose **Yes** for the **Double Sided** setting in the Print Final box (see Chapter 17 in the *User's Guide*) to print on both sides of a sheet of paper. A left-binding format is used: in portrait orientation, the printed top on one side of a sheet matches the printed top on the reverse; in landscape, the printed top matches the printed bottom on the reverse.

Notes

Differences in the built-in fonts in the various printers create incompatibilities in some combinations.

Documents created using two cartridges in a Series II printer are incompatible with the older printers.

Whenever a point size smaller than the current point size is available, subscripts and superscripts print in the smaller size. Bold and italic are not generally available in the smaller size for subscripts and superscripts.

You may not be able to print subscript and superscript text at the beginning of a line on the LaserJet Series printers.

These printers do not search all available fonts for a special character. If the character is not in the selected font, it does not print.

These printers do not support the international symbol set on the C cartridge and does not support the OCR-B extension characters.

Driver Files

HPLJ.PD
HPLJ.FNT

Hewlett-Packard PaintJet

Printer-specific Settings

There are no printer-specific settings for this printer.

Paper Loading and Margins

Position continuous form paper so that the entire page can be printed.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.25 in.	.25 in.
Auto Feed	1.334	.333	.25	.25
Manual Feed	1.334	.333	.25	.25

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>	<i>Typeface</i>	<i>Pitch (cpi)</i>
Black text (default)	10 (default), 12, 18	Blue text	10, 12, 18
Red text	10, 12, 18	Magenta text	10, 12, 18
Green text	10, 12, 18	Cyan text	10, 12, 18
Yellow text	10, 12, 18		

Notes

Italic is not available.

Driver File

HPPJ.PD

Hewlett-Packard QuietJet and QuietJet Plus

Printer-specific Settings

There are no printer-specific settings for this printer.

Paper Loading and Margins

Position the top perforation approximately 1/4 inch below the pinch roller.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	.5	.5	0	0
Manual Feed	.5	.5	0	0

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft Gothic and NLQ Courier (default)	5, 6, 10.1 (default), 10.6, 12, 21.3

Notes

Italic is not available.

Driver File

HPQJ.PD

Hewlett-Packard ThinkJet

Printer-specific Settings

Set the DIP switches on the printer's rear panel as follows:

<i>Switch</i>	<i>Setting</i>	<i>Switch</i>	<i>Setting</i>
1-2	Down	6	Down
3-4	Any position	7	Down
5	Up	8	Down

These are not the switch settings that your printer manual recommends for the IBM computer. The printer manual's IBM settings produce normal ASCII characters but not the international characters that Agenda produces.

There are no printer-specific settings for this printer.

Paper Loading and Margins

Load the paper with the perforation positioned just above the bail.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.0 in.	.0 in.	1.0 in.	.8 in.
Auto Feed	.5	.5	1.0	.8
Manual Feed	.5	.5	1.0	.8

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft	6, 10.7, 12 (default), 21.3

Note

This driver does not support proportional spacing, subscripts, superscripts, or italic.

Driver File

HPTJ.PD

IBM Graphics Printer

Printer-specific Settings

There are no printer-specific settings for this printer.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	.25 in.	.25 in.
Auto Feed	0	.5	.25	.25
Manual Feed	0	.5	.25	.25

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Letter (default) and Draft	5, 8.5, 10 (default), 17.2

Notes

This printer does not support italic or bold in 8.5 or 17.2 cpi.

Driver File

IBMGP.PD

IBM Personal Pageprinter

Agenda supports the IBM Personal Pageprinter with the PostScript driver (PS.PD), initialization file (PSINIT.), and font file (PS.FNT). (For information on typefaces, see the section "PostScript" later in this chapter.)

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

Driver Files

PS.PD
PSINIT.
PS.FNT

IBM Personal Page Printer II

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

See the section "PostScript" later in this chapter.

Typefaces

This printer contains ITC Garamond, ITC Korinna, Helvetica Black, and Helvetica Light, but does not contain Helvetica Narrow; otherwise its typefaces are the same as those in the IBM Personal Page Printer.

Times Roman	Palatino
Helvetica	ITC Zapf Chancery
Courier	ITC Zapf Dingbats
Symbol	ITC Garamond
ITC Avant Garde Gothic	ITC Korinna
ITC Bookman	Helvetica Black
Century Schoolbook	Helvetica Light

Driver Files

PS.PD
PS.INT.
PS.FNT

IBM Proprinter and Proprinter XL

Printer-specific Settings

There are no printer-specific settings for these printers.

Paper Loading and Margins

Align the left perforation with the 0 on the numbered scale. Set the top perforation just below the numbered scale.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	0	.5	.25	.25
Manual Feed	0	.5	.25	.25

**Available
Typefaces and
Pitches**

<i>Typeface</i>	<i>Pitch (cpi)</i>
Letter (default) and Draft	5, 6, 8.5, 10 (default), 12, 17.2

Notes

You cannot use different fonts in the same line of text.

This printer does not support italic or microspacing in any pitch and does not support bold printing in 8.5 or 17.2 cpi.

Driver File

IBMPROP.PD

IBM Proprinter X24 and Proprinter XL24

**Printer-specific
Settings**

There are no printer-specific settings for these printers.

**Paper Loading
and Margins**

Load continuous form paper so that the entire page can be printed.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	0	.5	.25	.25
Manual Feed	0	.5	.25	.25

**Available
Typefaces
and Pitches**

<i>Typeface</i>	<i>Pitch</i>
Letter (default)	5, 6, 8.5, 10 (default), 12, 17.2 cpi, Proportional, Expanded
Draft	5, 6, 8.5, 10, 12, 17.2 cpi

Notes

This printer does not support italic.

A minimum left margin of 0.1 in. for continuous forms, 0.26 for single sheet, is recommended.

Driver File IBMPRO24.PD

IBM Quietwriter Model 1 and Model 2

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers. Complete the following printer-specific settings:

A Cartridge The choices are **None** (default), **Courier 10 PC**, **Prestige Elite PC**, **Prestige 15 PC**, and **Boldface PC**.

*** Cartridge** The choices are **None** (default), **Courier 10 PC**, **Prestige Elite PC**, **Prestige 15 PC**, and **Boldface PC**.

Paper Loading and Margins

Set the paper perforation at the top of the print head, and position the left perforation near the 0 on the numbered scale.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	0	.17	0	0
Manual Feed	0	.17	0	0

Fonts

The Quietwriter can use one or two font cartridges. There must be at least one installed for the printer to operate. For the printer-specific settings, specify which cartridge is in each slot. If you have a cartridge that is not listed, you can substitute it for a listed cartridge with the same character set and pitch.

Available Typefaces and Pitches

The Quietwriter supports the following typefaces and pitches:

- Courier 10 PC
- Prestige Elite 12 PC
- Prestige 15 PC
- Boldface PC

Each font is available in both normal (5) pitch and double-width (10) pitch.

Notes

This printer driver does not support italic or bold.

Model 1 prints the double underlining attribute as a single underline.

Driver File

IBMQW.PD

IBM Quietwriter Model 3

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific setting:

Cartridge The choices are **None** (default), **Code Page 437** and **Code Page 850**.

Choose the proper cartridge type to print special characters correctly. Choose **None** if you do not use an optional font cartridge. If you use a cartridge, choose **Code Page 437** or **Code Page 850**, depending on the code page number printed to the right of the reorder number on the cartridge.

To support the greatest number of characters in the character set, choose **Code Page 850** for this setting.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	0	.167	0	0
Manual Feed	0	.167	0	0

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Boldface (default)	Expanded, Proportional (default)
Courier	5, 6, 8.5, 10, 12, 17.1 cpi
Cartridge	5, 6, 8.5, 10, 12, 17.1 cpi, Expanded, Proportional

Notes

This printer driver does not support italic.

Driver File

IBMQW3.PD

IBM 3812 Pageprinter**Printer-specific Settings**

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

1 Megabyte Upgrade? The choices are **Yes** (allows loading more fonts to memory, reducing printing time) and **No** (default).

Paper Loading and Margins

Single sheet paper is loaded in the input tray as described in the printer manual. The following paper sizes are supported:

Letter	8.5 x 11 in.	A4	210 x 297 mm
Legal	8.5 x 14 in.	B5	176 x 250 mm

The maximum paper width is 8.5 inches. This printer can print to the absolute paper margin, but a small margin is recommended.

Fonts

The following fonts are available on the printer's floppy disk:

<i>Font</i>	<i>Point Size or Pitch</i>	<i>Font</i>	<i>Point Size or Pitch</i>
Courier (default)	5, 10 (default), 17 cpi	Sonoran-serif	8, 10, 12 pt
Courier MLP	10, 12	Sonoran-serif bold	10, 16, 18, 24 pt
Prestige	12 cpi	Gothic-text	10, 12, 13, 15, 20, 27 cpi
Prestige MLP	10, 12 cpi	Serif-text	10, 12, 15 cpi
Document	Proportional	Roman-text	10 cpi
Boldface	Proportional	OCR-B	10 cpi
Letter-gothic	12 cpi	Shalom	10, 12, 15 cpi
Orator	10 cpi	Barak	Proportional
Essay	Proportional	Katakana-gothic	10 cpi
Script	12 cpi	APL	10, 20 cpi
		Math-symbol	10, 12 cpi

Notes

Many of the font files are incomplete. For example, bold versions of a font do not contain characters that are identical to the normal font, OCR-B does not contain lowercase letters, and the less popular fonts do not contain all the characters. If you attempt to print a missing character, a small checkerboard character prints instead.

Superscripts and subscripts are printed offset and in a smaller size if available. Small caps are printed in a smaller size if available. How-

ever, bold and italic characters may not be available in the smaller size. The combination of bold and italic is not supported. If both are available, italic takes precedence.

Underscoring and strikethrough attributes are supported in all fonts and in combination with all other attributes. Underscores starting at the extreme left edge or ending at the extreme right edge are lost. You can avoid the problem by using small left and right margins.

Performance is significantly degraded if unused fonts are left chosen in the font list. Therefore, select the default font in all unused parts of the font list.

Driver File IBMPP.PD

Kyocera F Series (F-1000, F-1010, F-2010, F-3010)

Printer-specific Settings

The printer driver Agenda uses for the Kyocera printers emulates the HP LaserJet.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers.

Complete the following printer-specific settings:

Printer Stacks Paper The choices are **Face Up** (default) or **Face Down**.

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Paper Loading and Margins

See your printer manual for paper-loading instructions.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.5 in.	.5 in.	.25 in.	.25 in.
Auto Feed	.5	.5	.25	.25
Manual Feed	.5	.5	.25	.25

For the **Forms** setting in the Print Final box, choose one of the following:

- **Continuous Form** automatically selects paper from the paper tray.
- **Single Sheet (Auto Feed)** selects paper from the manual feed slot; the printer prompts for the next sheet of paper.
- **Single Sheet (Manual Feed)** selects paper from the manual feed slot; Agenda prompts for the next sheet of paper.

Choose **Continuous Form** for most printings. **Single Sheet (Manual Feed)** requires that you press a key before each page prints.

Because the printer may lag behind requests to change paper, wait for the console indicators.

Available Typefaces and Point Sizes

The following typefaces are available with Roman-8 character sets:

<i>Typeface</i>	<i>Point Size</i>	<i>Typeface</i>	<i>Point Size</i>
Courier	12	Helve Bold	10, 12, 14.4
TMS RM (default)	8, 10 (default)	Helve	6, 8
Prestige Elite	7.2, 10	Line Printer	7, 9
Letter Gothic	12		

Notes

Whenever a point size smaller than the current point size is available, subscripts and superscripts print in the smaller size. Bold and italic are not generally available in the smaller size for subscripts and superscripts.

This printer does not search all available fonts for a special character. If the character is not in the selected font, it does not print.

Driver Files

HPLJ.PD
KYOCERA.FNT

The Laser Connection JetScript

Agenda supports this printer board with the PostScript driver (PS.PD), initialization file (PSINIT.), and font file (PS.FNT). (See the section "PostScript" later in this chapter.)

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) or **Face Down**.

Driver Files

PS.PD
PSINIT.
PS.FNT

NEC Pinwriter P2 and P3

Printer-specific Settings

You do not need to change the DIP switch settings if they have not been changed since the printer left the factory.

Agenda requires the following switch settings:

- Switch SW1-8 must be **OFF** (for no automatic line feed) on the printer switches.
- Switch SW2-6 must be **OFF** (7/8 bit) on the printer switches.

See your printer manual for the location of the two banks of switches and for information about changing them.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Align the left perforation with the 0 on the numbered scale, and set the top perforation near the top of the print head.

Minimum page margins (in inches) are shown in the following table.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	.3	.3	.5	0
Manual Feed	.9	.3	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft	5, 8.5, 10, 16.7 cpi
Dense	5, 6, 10, 12 cpi, Proportional, Expanded
NLQ (default)	5, 6, 10, 12 cpi, Proportional (default), Expanded

Note

Italic is not supported.

Driver File

NECP3.PD

NEC 24-Wire Pinwriter Series

Printer-specific Settings

You probably do not need to change the DIP switches if they have not been changed since the printer left the factory. See your printer manual for the location of switches and information on setting them. Agenda requires the following switch settings:

- Switch SW3-8 must be **OFF**.

If you have a P565 or P565XL, your printer has two rows of switch banks. Switch SW2-2 on the *upper* row of DIP switches must be set as follows for the parallel interface:

- Switch SW2-2 must be **OFF** (Select Interface).

There are no printer-specific settings for this printer.

Paper Loading and Margins

Set the left edge guide approximately 1/2 inch to the right of its left-most position. Align the top perforation with the line etched in the plastic shield next to the print head.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	.85	.25	0	0
Manual Feed	.85	.25	0	0

Fonts

The subscript character set for the bold proportional typeface is also supported as a separate font that prints 12 lines per inch but does not print attributes.

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
LQ Bold (default)	Proportional (default), Expanded
LQ Bold 12 LPI	Proportional, Expanded
LQ Courier	5, 6, 7.5, 8.5, 10, 12, 15, 17.1, 20 cpi
Draft Gothic	5, 6, 7.5, 8.5, 10, 12, 15, 17.1, 20 cpi

Driver File

NECP5.PD

NEC Spinwriter 3550**Printer-specific Settings**

The Spinwriter 3550 has two sets of DIP switches: those on the front panel and those inside the Spinwriter. You may need to change the switches on the front panel when you change print thimbles (see "Fonts" later in this section). You do not need to change any of the inside switch settings if they have not been changed since the printer left the factory. There is only one required setting:

- Switch SW2-4 must be ON for no automatic line feed.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Thimble Type The choices are 10 CPI (default), 12 CPI, 15 CPI, 10 CPI Multilingual, 12 CPI Multilingual, 15 CPI Multilingual, Keepsake, Bold, and Emperor.

Red/Black Ribbon? The choices are No (default) and Yes.

Paper Loading and Margins

Set the horizontal paper perforation near the top of the printing head, and set the left perforation at the leftmost alignment mark behind the roller.

There are no minimum page margins.

Fonts

You must set slide switches 1 and 2 (PW SELECT) on the front of the printer according to the type of thimble you are using.

<i>Thimble Type</i>	<i>Switch 1</i>	<i>Switch 2</i>
Monospace	Down	Down
Bold	Down	Up
Keepsake	Up	Down
Emperor	Up	Up

The Monospace thimble is fixed pitch; the others are proportional.

Caution Using a monospace thimble with a proportional setting, or a proportional thimble with a monospace setting, produces garbled text and may damage the thimble.

It is not possible to change thimbles while your document prints. Therefore, you must select the appropriate thimble from the list that displays when you select your printer driver (see "Printer-specific Settings" for this printer).

For proportional thimbles, choose **Keepsake**, **Bold**, or **Emperor**. For monospace (fixed-pitch) thimbles, choose a pitch (10, 12, or 15) rather than a thimble name. (See "Available Typefaces and Pitches" later in this section.)

For thimbles that have the Multilingual A character set, select the pitch with the Multilingual label.

**Available
Typefaces
and Pitches**

<i>Monospace Thimble</i>	<i>Pitch (cpi)</i>	<i>Monospace Thimble</i>	<i>Pitch (cpi)</i>
Courier	10	Elite	12
Pica	10	12	12
72	10	15/12	15
10	10		

Driver File

NEC3550.PD

Okidata ML84 Step 2, ML92, and ML93**Printer-specific
Settings**

You should not have to change the DIP switches if they have not been changed since the printer left the factory. See your printer manual for the location of switches and information about setting them. Agenda requires the following switch settings:

ML84 Step 2

- Function switches 1 and 2 must be **OFF** to set the printer to an 8-bit data format, no automatic line feed, and the ASCII character set.
- Function switches 5, 6, 7, and 8 must be **OFF** to select USASCII.

Set the form length on the front dial so that manual feeding maintains the proper paper placement.

ML92 and ML93

- Switch 6 on the control circuit board must be **ON**.
- Function switches 6 and 8 must be **OFF**.
- Function switches 1, 2, 3, and 4 must be **OFF** to select USASCII.

There are no printer-specific settings for these printers.

**Paper Loading
and Margins**

Align the left perforation with the 0 on the numbered scale and the top perforation with the top of the print head.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	.9	1.8	0	.5
Manual Feed	.9	1.8	0	.5

**Available
Typefaces
and Pitches**

<i>Typeface</i>	<i>Pitch (cpi)</i>
Letter (default)	5, 6, 10 (default), 12
Draft	5, 6, 8.5, 10, 12, 17.1

Notes

This printer does not support:

- Italic
- Bold text in Letter Quality typeface
- Bold and underscored superscript

In subscript and superscript, characters with descenders (g, j, p, q, y) print in uppercase.

Because these printers cannot backspace, support of international characters is limited.

Driver File

OKI84.PD

Okidata ML192 and ML193**Printer-specific
Settings**

Use the factory default menu settings, with the ASCII language set and either slashed or unslashed zero. Set the data form (option 15) to 8-bit data. Other settings should not affect operation. See your printer manual for information on menu settings.

If you have configured your printer for proportional spacing, choose the proportional spacing option when you select your printer driver.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers. Complete the following printer-specific setting:

Proportional Spacing? The choices are **No** (default) or **Yes**.

Paper Loading and Margins

Align the left perforation with the 0 on the numbered scale. Set the top perforation at the top of the print head.

Minimum margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.6 in.
Auto Feed	.5	1.0	0	.6
Manual Feed	.5	0	0	.6

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Letter (default)	5, 6, 10 (default), 12
Draft	5, 6, 8.5, 10, 12, 17.1

Notes

Subscripts and superscripts always display bold in the **Draft** typeface.

Bold and italic are not available in the **Letter** typeface, except on the 193 Plus.

The **Draft** typeface does not print italic in superscripts or subscripts and does not print bold italic.

Driver File

OKI193.PD

Okidata ML292 and ML293

Printer-specific Settings

With your printer in Menu Select Mode, make certain that the 7/8 Bit Fmt option is set to 8, and that Auto LF is set to N.

There are no printer-specific settings for these printers.

Paper Loading and Margins

Align the left perforation with the 1 on the numbered scale. Set the top perforation at the top of the print head.

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	.5 in.
Auto Feed	0	0	.4	.1
Manual Feed	1.0	0	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft	5, 6, 8.5, 10, 12, 17.1 cpi
Letter (default)	5, 6, 8.5, 10, 12, 17.1 cpi, Proportional (default), Expanded, Compressed

Notes

See the printer's reference guide for permissible attribute combinations.

Subscripts and superscripts print in a font smaller than the text they accompany, but not in italic.

Driver File

OKI293.PD

Okidata ML393

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Text Color The choices are **Black, Magenta, Cyan, Violet, Yellow, Orange, and Green.**

Line Separator Color The choices are **Black, Magenta, Cyan, Violet, Yellow, Orange, and Green.**

The color you select for this setting is used to print the line separators selected in **Print Layout.**

Configuration

Configuration is done using the Menu Select Mode described in the printer's reference guide. This printer works properly with most settings. Auto LF must be **NO** (the factory setting) to suppress line feed insertion after carriage returns. If a serial interface is used, 8-bit data (the factory setting) is assumed.

Paper Loading and Margins

Continuous form paper should be loaded so that the entire page can be printed. The maximum line length is 13.6 inches. Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous	0 in.	0 in.	0 in.	0 in.
Auto Feed	1.0	1.0	0	.5
Manual Feed	.6	.6	0	.5

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft, Tall Draft	5, 6, 7.5, 8.5, 10, 12, 15, 17.2, and 20 cpi
Letter (default), Tall Letter	5, 6, 7.5, 8.5, 10, 12, 15, 17.2, and 20 cpi, Proportional (default), and Expanded

Notes

The optional cut sheet feeder is not supported.

Driver File

EPLQ2500.PD

Panasonic KX-P1595

Printer-specific Settings

Agenda requires the following settings:

- Set the print mode selector to **Pgm** (Draft, 10 cpi) to allow typeface and pitch changes.
- Set Switch 1-4 to **OFF** to disable automatic line feeds.
- Agenda does not support download fonts for this printer. Therefore, Switches 2-1 and 2-2 can be **OFF** to allow larger buffer memory, but this is not necessary.

Agenda overrides all other DIP switches.

There are no printer-specific settings for this printer.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed. Align the left perforation of the paper with the 0 on the scale.

The maximum line length is 13.6 in. Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	1.0	1.0	0	0
Manual Feed	1.0	1.0	0	0

With continuous paper feed, the manufacturer recommends a top and bottom margin of 1 in. to avoid line slippage near the perforations.

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft, Courier (default), and Bold PS	5, 6, 7.5, 8.5, 10 (default), 12, 15, 17

Notes

Proportional pitch is not supported.

Driver File IBMPROP.PD

Panasonic KX-P4450

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Cartridge The choices are **None** (default), **TMS Prop 2**, **Prestige P&L**, **Presentations 1**, **Tax 1**, and **Microsoft (R) 1**.

Printer Stacks Paper The choices are **Face Up** and **Face Down** (default).

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Cartridge Fonts

The following cartridges are available:

<i>Cartridge</i>	<i>Typeface</i>
Built-in	Courier Century PS (default)
A - TMS Prop2	Century PS Courier Dutch Swiss Bold Courier Bold Line Printer
B - Prestige P & L	Century PS Courier Prestige Elite
C - Presentations 1	Century PS Courier Legal Presentation Legal Gothic Line Draw PC Line Draw

<i>Cartridge</i>	<i>Typeface</i>
D - TAX 1	Century PS Courier Swiss (Portrait) Tax Line Draw (Portrait)
E - Microsoft(R) 1	Century PS Courier Dutch Swiss

Except as noted for the typefaces in the D font cartridges, typefaces are available in both portrait and landscape.

Driver File

HPLJ.PD
PAN4450.FNT

PostScript

The PostScript printer driver supports the following printers:

- Apple LaserWriter, LaserWriter Plus, and NT/NTX
- DEC LNO3R ScriptPrinter
- IBM Personal Pageprinter and Pageprinter II.
- Laser Connection JetScript board
- QMS-PS 800 II and 800+
- Texas Instruments Omni Laser 2115

Use of a parallel port is recommended when available, such as with the QMS-PS printers. However, error messages are not reported back through Agenda. If you use a serial connection, set the printer's four-position mode switch to 9600 and select **COM1** or **COM2** as appropriate.

Printer Connection

If your printer is connected directly to your computer (not on a network), see "Direct Connection" in the following section. If your printer is on a network (connected to more than one computer) contact your dealer for information about connecting and operating your printer on a network.

Direct connection

If your printer cable is connected to the COM1 port on your computer, choose **COM1** at the **Port** setting in the Print Setup box in Agenda. Choose **COM2** if your printer cable is connected to COM2.

The following information is supplied in case your printer is not on a network and you need to buy a printer cable:

The cable that connects the computer and printer is called a null-modem cable or a modem-eliminator cable. The computer and printer communicate by a process called software handshaking.

Your dealer may need the following pin-out information:

<i>Computer</i>	<i>Printer</i>
(DB-25F Connector)	(DB-25M Connector)

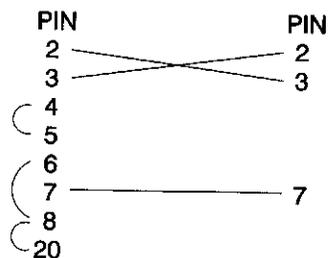


Figure 4-1 *Pin connections*

Paper Loading and Margins

See the printer manual for paper-loading instructions.

The minimum page margin on all sides is .25 inches for all types of paper feeding.

The **Forms** setting in the Print Final box in Agenda works as follows:

- **Continuous Form** automatically selects paper from the paper tray.
- **Single Sheet (Auto Feed)** selects paper from the manual feed slot; the printer prompts for the next sheet of paper.
- **Single Sheet (Manual Feed)** selects paper from the manual feed slot; Agenda prompts for the next sheet of paper.

Because the printer may lag behind requests to change paper, wait for the status light.

Available Typefaces and Point Sizes

All PostScript typefaces are available in 8, 10, 12, 14, 18, 24, and Custom point sizes. From the font list (using the **Print Setup** command), you can select a Custom point size from 1.0 to 1000, to one decimal place.

All PostScript printers have the following basic set of typefaces:

- Times Roman
- Helvetica
- Courier
- Symbol

The Apple LaserWriter Plus, Apple LaserWriter NT/NTX, IBM Personal Pageprinter, Laser Connection JetScript, QMS-PS 800+, and QMS-PS 800 II printers have the following typefaces in addition to the basic set:

- Palatino Roman
- ITC Bookman Light
- ITC Avant Garde Gothic Book
- New Century Schoolbook Roman
- ITC Zapf Chancery Medium Italic
- Helvetica Narrow
- ITC Zapf Dingbats

The DEC LNO3 ScriptPrinter has the following typefaces in addition to the basic set:

- ITC Avant Garde Gothic Book
- New Century Schoolbook Roman
- ITC Lubalin Graph Book
- ITC Souvenir Light

Notes

Not all symbols are available in the Courier typeface.

Driver Files

PS.PD
PS.INIT.
PS.FNT

PostScript Device (Generic PostScript)

This printer driver is similar to the previous PostScript driver, except that a broader range of potential Adobe fonts is presented for selection in the font list.

If you use this driver and select a typeface that is not available in your printer, the printer prints Courier as a fallback.

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

**Available
Typefaces and
Point Sizes**

All PostScript typefaces are available in 8, 10, 12, 14, 18, 24, and custom point sizes.

The following typefaces are available for the PostScript Device driver:

Times Roman	ITC Zapf Dingbats
Helvetica	ITC Lubalin Graph
Courier	ITC Souvenir
Symbol	ITC American Typewriter
ITC Avant Garde Gothic	ITC Garamond
ITC Bookman	Glyph
Helvetica Narrow	Helvetica Condensed
Century Schoolbook	ITC Korinna
Palatino	Helvetica Black
ITC Zapf Chancery	Helvetica Light

Notes

Not all symbols are available in the courier typeface.

Driver Files

PS.PD
PSINIT.
PS.FNT

QMS-PS 800+ and 800 II

Agenda supports these printers with the PostScript driver (PS.PD), initialization file (PSINIT.), and font file (PS.FNT). (See the section "PostScript" earlier in this chapter.)

**Printer-specific
Settings**

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for these printers. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

Notes

Not all symbols are available in the courier typeface.

Driver Files

PS.PD
 PS.INIT.
 PS.FNT

Ricoh PC Laser 6000

Printer-specific Settings

Agenda supports this printer in resident mode, not as an HP emulator. Set the **Emulation Mode** setting to **Resident**. Set **Line Termination** and **Addressable Area** to 1.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Cartridge The choices are **None** (default), **Bold**, **Italic**, **Courier 10**, **Prestige Elite 12**, **Helvetica 10pt**, **Letter Gothic**, **Times Roman 11pt**, **Line Printer**, **PC 1**, and **PC 2**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Paper Loading and Margins

Minimum page margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	.25 in.	.25 in.	.3 in.	.3 in.
Auto Feed	.25	.25	.3	.3
Manual Feed	.25	.25	.3	.3

Built-In Fonts

The following fonts are available in both portrait and landscape orientations:

<i>Typeface</i>	<i>Size</i>
Courier	10 cpi
Prestige Elite	12 cpi
Letter Gothic	15 cpi
Century PS (default)	12 pt

Cartridge Fonts

The Bold cartridge, (cartridge A), provides bold versions of the built-in fonts.

The Italic cartridge, (cartridge B), provides italic versions of the built-in fonts.

The following cartridges provide both portrait and landscape oriented fonts:

<i>Cartridge</i>	<i>Attributes</i>
C - Courier 10	N, B, I, BI
D - Prestige Elite 12	N, B, I, BI
E - Helvetica 10	N, B, I, BI
F - Letter Gothic	N, B
G - Times Roman 11	N, B, I, BI
H - Line Printer	N
I - PC-1	N
J - PC-2	N

Notes

Superscripts and subscripts are printed in the same size as text but with an offset.

Emphasized print is used for bold if a bold font is not available.

Driver File

RIC6000.PD
RIC6000.FNT

Texas Instruments OmniLaser 2115 Page Printer

Printer-specific Settings

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Page Orientation The choices are **Portrait** (default) and **Landscape**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

See "Postscript" earlier in this chapter.

Available Typefaces and Pitches

This printer supports the following basic set of PostScript typefaces:

- Times Roman
- Helvetica
- Courier
- Symbol

Driver Files

PS.PD
PSINIT.
PS.FNT

Toshiba P321, P341, P321SL, P341SL, and P351SX

Printer-specific Settings

There are no printer-specific settings for these printers.

Paper Loading and Margins

Load continuous form paper so that the entire page can be printed.

The maximum line length is 8 in. for the P321 and 13.6 in. for the P341. Minimum page margins (in inches) are shown in the following table.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	1	.5	0	0
Manual Feed	1	.5	0	0

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft	6, 10, 12, 16.7
Courier	10
Prestige (default)	12

Notes

The P351SX printer supports proportional and expanded fonts for the Prestige and Courier typefaces.

The P321SL, P341SL, and P351SX models have built-in superscripts and subscripts.

Driver File

TS351.PD

Toshiba P351

Printer-specific Settings

You do not need to change the DIP switches if they have never been changed since the printer left the factory. The following switches must be in the position indicated:

- Switch 2, bits 7, 8, and 9 must be **OFF** for normal USA character set.
- Switch 3, bit 5 must be **OFF** for no automatic carriage return on line feed.

4-64 Printer Specifications

- Switch 3, bit 3 must be **OFF** for no IBM emulation mode (not available on earlier versions).

If you want to use IBM emulation, set switch 3, bit 3 to **ON** and use the Proprinter driver, which supports the entire IBM character set but few of the Toshiba fonts or other features.

See your printer manual for information on DIP switch locations and settings.

There are no printer-specific settings for this printer.

Paper Loading and Margins

Load the paper with the left perforation approximately 1 inch to the right of the roller's left edge. Align the top perforation with the top of the print head.

Minimum margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	1.0	.5	0	0
Manual Feed	1.0	.5	0	0

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch</i>
Draft	6, 10, 12, 16.7 cpi
Courier	10 cpi, Proportional, Expanded
Prestige	12 cpi, Proportional, Expanded

Notes

The printer uses quarter line feeds to produce subscripts and superscripts.

Cartridge fonts are not available with this printer driver.

International characters formed with strikethrough have a slightly variable width in proportional spacing.

Driver File

TS351.PD

Toshiba P1340 and P1351

Printer-specific Settings

You do not need to change the DIP switches if they have never been changed since the printer left the factory. If the following switch is not in the position indicated, you must change it:

- Switch 2, bit 2, must be **OFF** for no automatic line feed.

Paper Loading and Margins

Load paper with the left perforation approximately 1 inch to the right of the roller's left edge. Align the top perforation with the top of the print head.

Minimum margins (in inches) are shown in the table below.

<i>Paper</i>	<i>Top</i>	<i>Bottom</i>	<i>Left</i>	<i>Right</i>
Continuous Form	0 in.	0 in.	0 in.	0 in.
Auto Feed	1.0	.5	0	0
Manual Feed	1.0	.5	0	0

Available Typefaces and Pitches

<i>Typeface</i>	<i>Pitch (cpi)</i>
Draft	6, 10, 12, 16.7
Courier	5, 10
Prestige (P1351 only)	6, 12

Notes

Italic and proportional spacing are not supported.

These printers use quarter line feeds to produce subscripts and superscripts.

Driver File

TS1340.PD

Xerox 4045 Model 50

Printer-specific Settings

Agenda requires the following DIP switch settings:

- Switch A:2 must be **OFF** for 4045 (2700) mode.
- Switch A:5 must be **ON** for 8-bit data mode.
- Switches A:6 and A:7 must be **ON** for IBM PC mode.
- Switches B:1 to B:4 must be **ON** for U.S. English mode.
- Switch D:8 must be **OFF** to rotate download off.

After you select your printer (see Chapter 17 in the *User's Guide*), Agenda displays printer-specific settings for this printer. Complete the following printer-specific settings:

Download Fonts The choices are **None** (default), **CenturySBK**, **Classic**, **Elite**, **Helvetica**, **LetterGothic**, **LP132x72**, **LP162x66**, **Times**, **Titan**, **Univers**, **Vintage**, and **XCP**.

Printer Stacks Paper The choices are **Face Up** (default) and **Face Down**.

Bold Formed By The choices are **Bold fonts** (default) (downloaded) and **Shadowed print** (offset).

Page Orientation The choices are **Portrait** (default) and **Landscape**.

For the **Forms** setting in the Final Print box in Agenda, choose **Continuous Form**. **Single Sheet (Manual Feed)** requires that you press a key before each page prints.

Paper Loading and Margins

See your printer manual for paper-loading instructions. The maximum paper width allowed is 8.5 inches. This printer can print to the absolute margin of the paper.

Download Fonts

The Agenda driver for this printer assumes that all the fonts used are downloaded fonts, including the resident fonts, Titan and XCP, and any cartridge fonts. The resident fonts are automatically included as

choices in the font list and are not included in the font list using **Print Setup**. For the printer-specific setting, **Download Fonts**, you can select from the following download (or cartridge) packages:

CenturySKB	LP132x72
Classic	LP162x66
Elite	Times
Helvetica	Univers
LetterGothic	Vintage

Note Agenda does not download fonts to this printer, nor does it understand which fonts are downloaded in the printer. You must download the fonts that you want to use for a document by using an appropriate software utility. You must also place in the font list only those fonts that are present in the printer. (Use the **Print Setup** command in Agenda.) The downloading procedure is described in the *Xerox 4045 User Manual*.

Notes

Subscripts and superscripts are printed offset from the baseline, in the same size as the text type.

Italic fonts must be downloaded if desired; otherwise the request for an italic attribute is ignored. True bold fonts must also be downloaded; otherwise the shadow print mode is used.

Some characters may not exist in some fonts. Generally, a substitute character or a crosshatch character prints when the desired character is not available.

Driver Files

XR4045.PD
XR4045.FNT

Appendix A

Customer Assurance Plan

Thank you for purchasing the license for Lotus Agenda 2.0.

Lotus Development Corporation has a strong commitment to customer service and support. It offers support services to registered users to help ensure that they get the maximum benefits from their Lotus product.

To become a registered user, complete the Warranty Registration Card that came in your Agenda 2.0 package, affix the warranty registration barcode label from the bottom of the Agenda 2.0 package to the card, and send the card to Lotus.

Registered users are entitled to the following Lotus support services:

- Product Upgrade Plan
- Customer Support
- Transfer of License
- Product Replacement Plan
- Money-back Guarantee

Each Lotus support service is described below. Read the descriptions carefully to determine which service you should contact for assistance.

Note Outside North America the Customer Assurance Plan is a separate booklet called *Lotus Licence Agreement*.

Product Upgrade Plan

Lotus may introduce new releases of Agenda 2.0 that incorporate additional features and capabilities. The Lotus Product Upgrade Plan lets registered users take advantage of these enhancements.

Under the Product Upgrade Plan, Lotus offers the following benefits to registered users of Agenda 2.0:

- Notification of new releases of Agenda 2.0.
- Eligibility for special prices on new releases

A Product Upgrade Plan generally begins approximately three to four weeks after a new product release is available.

For further information on the Product Upgrade Plan, call

In the United States

Hours: Monday through Friday
8:30 A.M. to 8:00 P.M. (EST)
(excluding Lotus holidays)

Phone: 1-800-343-5414

In Canada

Hours: Monday through Friday
9:00 A.M. to 5:00 P.M. (EST)
(excluding Lotus holidays)

Phone: 1-800-668-1509
In Toronto (416) 979-7878

Proof of License
Agenda 2.0

Remove the upgrade barcode label from the bottom of your Agenda 2.0 package and affix it here.

Lotus Customer Support

Lotus provides phone assistance to registered users of its software. Customer Support specialists answer questions about Lotus software and how it performs with equipment that Lotus supports or certifies as compatible with its software. If you have difficulty using Agenda 2.0, try the following before you call Customer Support:

- Read the section in the documentation that contains information about the commands or procedures you are using.
- Press **F1 (HELP)** for additional information about commands, procedures, and error messages.
- Consult your technical resource person or computer dealer. See your Local Area Network (LAN) administrator if you have network-related problems.

If You Call Customer Support

The Customer Support specialist who answers your call must have enough information to diagnose your problem. To assist the specialist, do the following before you call:

- Be at your computer.
- Write down what you were doing when the problem occurred, listing the steps you followed prior to the problem occurring.
- Write down the exact text of any error messages that Agenda 2.0 displayed on your screen.
- Be able to describe your question or problem in detail.
- If your printer is working and your problem pertains to printing, have a sample printout available when you call.

Customer Support Hours and Locations

This section lists the hours and telephone numbers of Customer Support. These hours are subject to change.

In the United States

Hours:

Monday through Friday
8:30 A.M. to 8:00 P.M. (EST)
(excluding Lotus holidays)

Phone:

1-800-223-1662

In Canada

Hours: Monday through Friday
8:30 A.M. to 8:00 P.M. (EST)
(excluding Lotus holidays)

Phone: 1-800-668-8236

Support in Canada is available in English and French.

In both the United States and Canada, Agenda 2.0 users receive toll-free support through the Lotus Prompt Support Program. A membership card for the Lotus Prompt program, with a PROMPT ID number, is included in your package. Your membership in the Lotus Prompt Support Program begins when you first call Customer Support. Each time you call, you must have the Lotus PROMPT ID number to receive support.

Note Outside North America the Lotus PROMPT ID card is replaced by the Lotus VIP card.

In the United Kingdom

Hours: Monday through Friday
9:00 A.M. to 5:30 P.M. (GMT)

Phone: 0784 450923

Note For support outside North America and the United Kingdom, refer to your *Lotus Licence Agreement* booklet for customer support telephone numbers.

Transfer of License

You may transfer the software to another party if the other party agrees to the terms and conditions of the Lotus License Agreement and completes and returns a Transfer of License Form to Lotus. You can get a Transfer of License Form by writing to the following address:

In the United States

Lotus Development Corporation
61 Medford Street
Somerville, MA 02143
Attn: Transfer of License

In Canada

Lotus Canada Development Limited
P.O. Box 679
Scarborough, Ontario M1K 5C5
Attn: Transfer of License

If you transfer the software, you must at the same time transfer the documentation and all copies of the disks and delete any copies of the software from your hard disk.

If you are a LAN administrator and you transfer the software, you must at the same time transfer the documentation and all copies of the disks and delete any copies of the software from both your hard disk and any servers.

Product Replacement Plan

This Lotus product has a limited warranty for 90 days, as specified in the Lotus License Agreement. To replace defective disks or documentation free of charge during the warranty period, complete the Replacement Order Form in this appendix. Send the defective item, the Replacement Order Form, and proof of purchase to

In the United States

Lotus Development Corporation
61 Medford Street
Somerville, MA 02143
Attn: Replacement Department

In Canada

Lotus Canada Development Limited
P.O. Box 679
Scarborough, Ontario M1K 5C5
Attn: Replacement Department

If a disk becomes damaged after the warranty expires, Lotus will replace it for a \$25.00 (C\$ 30.00) replacement charge while inventory is available. A disk that a customer damages at any time requires a payment of \$25.00 (C\$ 30.00). Send the damaged disk along with a completed Replacement Order Form and \$25.00 (C\$ 30.00) to the above address.

Lotus suggests that you send your defective or damaged items by insured mail. Lotus is not responsible for disks or documentation lost in transit.

Note LAN administrators receive the disks required to install Agenda 2.0 on the network. If the disks become damaged or are defective, the LAN administrators should follow these replacement instructions.

A-6 Customer Assurance Plan

For further information on the Product Replacement Plan, call

In the United States

Hours: Monday through Friday
8:30 A.M. to 8:00 P.M. (EST)
(excluding Lotus holidays)

Phone: 1-800-343-5414

In Canada

Hours: Monday through Friday
9:00 A.M. to 5:00 P.M. (EST)
(excluding Lotus holidays)

Phone: 1-800-668-1509
In Toronto (416) 979-7878

Caution Lotus does not replace products or parts thereof that are lost, stolen, or destroyed beyond recovery. Check your insurance for coverage of software products.

Replacement Order Form

To order a replacement for a defective disk or damaged documentation during the 90-day limited warranty period, follow these steps:

1. Complete and return your Warranty Registration Card if you have not already done so.
2. Enclose the defective disk or damaged documentation with the Replacement Order Form in an envelope.
3. Enclose the receipt showing that you purchased the product within the 90-day limited warranty period.

To replace a disk that is not defective but becomes damaged, follow steps 1 and 2 above, and enclose a payment of \$25.00 (C\$ 30.00) per disk. This offer is good only while inventory is still available.

Send the items to

In the United States

Lotus Development Corporation
61 Medford Street
Somerville, MA 02143
Attn: Replacement Department

In Canada

Lotus Canada Development Limited
P.O. Box 679
Scarborough, Ontario M1K 5C5
Attn: Replacement Department

Replacement Order Form**Please print or type:**Name _____
 First Last

Title _____ Department _____

Company _____

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Phone () _____

For Customer Service use only:

M.C.# _____ Check # _____

Ship Code _____ Amount Rec. _____

Part #	Description	Source Code	Qty

Money-back Guarantee

We believe you will find Agenda 2.0 to be a valuable software tool. And we back this belief with a money-back guarantee. If, for any reason, you are not satisfied with Agenda 2.0, return it with your sales slip within 30 days of purchase, and we'll refund your full purchase price.

To claim your refund:

1. Fill out the Money-back Guarantee Form. Be sure to include your complete mailing address and reason for returning Agenda 2.0.
2. Enclose this form and your original proof of purchase slip together with your Agenda package. (The package must be complete and not altered, modified, or damaged.)

A-8 Customer Assurance Plan

3. Mail it, prepaid and insured, to:

In the United States

Lotus Development Corporation
Customer Service Center
61 Medford Street
Somerville, MA 02143
Receiving Dock A

In Canada

Lotus Canada Development Limited
P.O. Box 679
Scarborough, Ontario M1K 5C5
Attn: Replacement Department

Your return of Agenda 2.0 must be postmarked no later than 30 days after purchase. Returned products not meeting all requirements listed above may be refused. This offer is available in the United States and Canada only. If you have any questions, call

In the United States

Hours:

**Monday through Friday
8:30 A.M. to 8:00 P.M. (EST)
(excluding Lotus holidays)**

Phone:

1-800-345-1043

In Canada

Hours:

**Monday through Friday
9:00 A.M. to 5:00 P.M. (EST)
(excluding Lotus holidays)**

Phone:

**1-800-668-1509
In Toronto (416) 979-7878**

Money-back Guarantee Form

Please print or type:

Name _____
 First Last

Title _____ Department _____

Company _____

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Phone () _____

Reason for return _____

Index

A

Accessories, installing 1-18 to 1-20
Account Manager 2-2
Actions 2-6
Activities Planner 2-2
Add commands 2-10
Agenda
 accessories 1-18 to 1-20
 customizing 1-24 to 1-31, 2-9
 memory required 1-24
 registering A-1, 1-4
 starting 1-23 to 1-24
 upgrading 1-18, A-2
AG_ENV variable 1-20 to 1-21
AG_TMP variable 1-20 to 1-22
Applications 2-2, 2-5
APPS subdirectory 1-16, 1-23
Assignments 3-7
AUTOEXEC.BAT file 1-22
Auto-save interval 1-27

B

Box settings, display colors 1-30

C

Cache *See* Extended memory
Calculations 2-3
Carriage returns, displaying 1-25
Categories 2-7, 2-9
Category manager 2-14
 display colors 1-29
Character sets 1-26
Color display 1-25, 1-28 to 1-31
Columns 2-7, 2-10
Compose sequences 4-2
Conditions and actions 1-27, 2-6
Configuration files 1-21
Configuring memory 1-21 to 1-22
Confirmation 1-27, 2-8
Conventional memory 1-21 to 1-22,
 1-24
Copying Planner files 3-3
Customer support 1-35 to 1-36, A-3
 to A-4

Customizing Agenda 1-24 to 1-31,
 2-9

D

Damaged files 3-7
Datebook views 2-3, 3-7
Decimal separators, selecting 1-25
Default color settings 1-31
Diamond (◆) 1-26
DIP switches 4-2
Directories 1-8 to 1-11, 1-20 to 1-21
Disks
 Installation 1-6 to 1-7, 1-16
 replacing defective 1-17, A-5 to
 A-7
Display drivers 1-12 to 1-13
Display settings 1-24 to 1-31
Documentation 2-16
DOS 4.0 1-19
DOS Set command 1-20
Drivers
 printer 4-4
 Print Preview display 1-12 to
 1-13

E

Empty directories 1-10
Ending installation 1-5, 1-15
Entering information 2-7
Environment variables 1-20 to 1-22
Errors 1-7, 1-17
Expanded memory 1-24
Exporting 2-5, 3-2
Extended memory 1-21 to 1-22

F

File Retrieve command 3-6
Files
 converting 2-6
 damaged 3-7
 managing 2-9
 Planner 3-2 to 3-6
 Print and Preview 1-11 to 1-12
 properties 2-7, 2-10
 replacing existing 1-10

 saving automatically 1-27
 transferring to hard disk 1-15 to
 1-16
 updating Planner 3-2 to 3-6
Font pitch 4-3
Formatting 2-4
Function key map, displaying 1-25
Function keys 1-25, 2-14 to 2-15

H

Hard disk
 running out of space 1-17
 transferring files to 1-15 to 1-16
Help 2-5, 1-31
Highlight settings 1-30

I

IBM Code Page sets 1-26
IBM emulation 4-2
Importing 2-5, 3-4
Information Sifter 2-2
Installation disks 1-3, 1-16
Installing
 Agenda accessories 1-18 to 1-20
 defined 1-4 to 1-6
 directories 1-8 to 1-9
 disks for 1-3, 1-16
 hard-disk drive 1-8 to 1-9
 on laptop computer 1-5 to 1-6,
 1-11 to 1-12
 troubleshooting 1-17
 upgraded release 1-18
Item tags 1-28
Items 2-7, 2-10

K

Key map
 displaying 1-25
 display colors 1-31
Keys 2-14 to 2-15

L

Laptop computer 1-5 to 1-6, 1-11 to
 1-12

2-Index

License transferring A-4

M

Macros 2-5, 2-7, 2-14, 3-7

Markers 1-26

Memory 1-21 to 1-22, 1-24, 1-27, 2-15

Menus 2-9 to 2-14
display colors 1-30

Metro kernel 1-18 to 1-19

Money-back guarantee A-7

N

Networks 2-4 to 2-5

Notes 2-8, 2-14

Numeric categories 2-3, 3-6

P

Paper, printer 4-2

People Manager 2-2

Performance 2-15

Planner file 1-23 to 1-24, 3-2 to 3-6

Preferences *See* Customizing
Agenda

Preview 2-4

adding after installation 1-32 to 1-33

installing preview 1-11 to 1-12

Print Preview display drivers 1-12 to 1-13

Print Setup command 1-35

Printers

adding after installation 1-34 to 1-35

selecting during installation 1-13 to 1-15

specifications *See* Chapter 4

Printing

adding after installation 1-32 to 1-33

changes from Agenda 1.0/1.01 2-4

installing print 1-11 to 1-12

Product Upgrade Plan A-2

Properties boxes 2-7 to 2-8

Protection 2-5

R

RAM disks 1-22

Recovering files 2-6

Registering Agenda 1-4, A-1

Replacing

defective disks A-5

existing program files 1-10

Retrieving Planner files 3-5

S

Saving files automatically 1-27

Sections 2-7, 2-10

Settings, Utilities Customize 1-24 to 1-31

Sorting 2-10

Standard categories 3-6

Starter applications 2-2

Starting Agenda 1-23 to 1-24

Stopping installation 1-5, 1-15

Subdirectories *See* Directories

System command 2-11, 2-13, 2-15

T

Temporary files 1-21

Terminate-and-stay-resident
programs 1-19

Text markers 1-26

Thousands separator, selecting 1-28

Time 2-3

Transferring

files to hard disk 1-15 to 1-16

license A-4

Troubleshooting installation 1-17

TXT2STF 2-6

Typeface 4-3

U

Unindexed categories 3-6

UPDATE2.STF 3-2 to 3-3

UPDATE.MAC 3-3 to 3-4

Updating files 3-2 to 3-7

Upgrading Agenda 1-18, A-2

Utilities commands

Customize 1-24

Launch 2-11, 2-13, 2-15

V

Variables, environment 1-20 to 1-22

Views 1-29, 2-7, 2-10

W

When dates 3-7