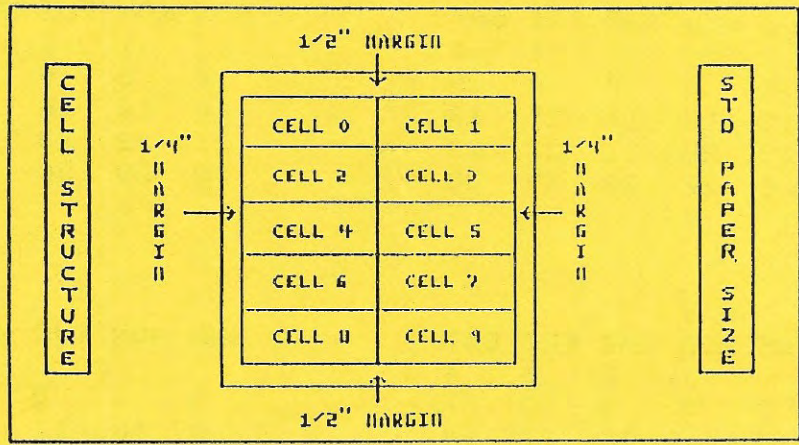


PERSONAL CALENDAR UTILITY

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EASY REFERENCE SHEET

PAGE MARGINS



BORDER FONT CORRESPONDENCES

<pre> ~ = = # & & % </pre>	<pre> A B B C G H H C F F F C </pre>	<pre> a b b c h h h c g f f e </pre>	<pre> R R R R N N N R Z Z Z R </pre>
<pre> \ / . . . 1 2 3 6 6 5 </pre>	<pre> I J J K P Q Q N O N N M </pre>	<pre> i j j k p p p i o n n m </pre>	<pre> W W W W W W W W W W W W </pre>
<pre> ~ ^ ^ ~ > > > </pre>	<pre> X R R S X U U U </pre>	<pre> q r r s x x x u w v v u </pre>	<pre> - - - - - - - - </pre>
<pre> ~ ^ ^ ~ > > > </pre>	<pre> Y Z Z Z ^ ^ ^ </pre>	<pre> y y y y y y y y y y y y </pre>	<pre> W W W W W W W W W W W W </pre>

To Use BORDER FONTS: (1) CHOOSE "EDIT CALENDAR" OPTION; (2) CHOOSE "ENTER TEXT/BORDER"; (3) CHOOSE "STANDARD SIZE TEXT." AFTER DECIDING WHETHER YOU WANT CELL FLOW OPEN OR CLOSED, USE CONTROL f SEVERAL TIMES TO CHOOSE FONT STYLE. REPEAT UNTIL THE ORANGE MESSAGE AREA AT BOTTOM OF SCREEN DISPLAYS "BORDER GRAPHICS". THEN TYPE IN BORDERS FROM KEYBOARD USING CHARACTERS AS SHOWN ABOVE — PJH 12/91

PROPOSAL

Robert Slopsema
 Licensed Builders
 1815 Camille SE
 Kentwood MI 49546



Phone: 949-9461

Submitted to: Patricia Herrington	Phone	Date Sept 9 1990
Address: 1003 Oak Lane Apopka FL	Job Location	

HI PAT

This form was designed by MOAUG members Bob and Doug Slopsema, and is reprinted here by permission. The form, used in the family business, was originally designed in PowerPAINT, but has been transferred over to a PCU file for two reasons: First, PCU will print much darker than PowerPAINT; second, PCU will print 2 more cells than PowerPAINT, allowing for a full page (8 1/2"x11) rather than a short page.

Obviously, as the docs indicate, Personal Calendar Utility can be used for a lot more than just calendars. The Slopsemas use paper which is already imprinted with a blue border (though the blue doesn't show up on photocopy.) They used CLIPPER to capture clips from the original file for use in the new PCU file. Time consuming? Perhaps ~ but it only has to be done ONCE! And now they can "flow" text between cells to SAVE time!

~ PJH

Anyway, the reason for this letter. As you can see, this is a copy of one of the business forms I use on ADAM with my new copy of Personal Calendar Utility. It works great for printing the entire page. The only problem we had was getting the PowerPaint form transferred over to PCU. Your suggestion to clip the entire header & footer worked great! It was a little time consuming but got the job done. The best feature of PCU for me is the open cell structure for typing—the worst feature is the slow rate of type speed. Anyway, I still rate it one of Sol's better efforts. Thanks for the help, keep up the good work and if all works out, we'll see you next convention, eh?

Bob, Judy &
 the munchkins

We Propose to furnish material and labor with the specifications above, for the sum of: _____ dollars (\$ _____)

Payment as follows: _____

All material guaranteed as specified. All work to be completed to standard practices. Any alterations from above specs to be executed upon written orders. Owner to carry fire, tornado and other necessary insurances.

Authorized Signature _____
 This proposal may be withdrawn by us if not accepted within _____ (____) days.

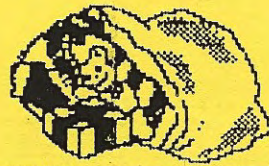
Acceptance of Proposal (The above prices, specifications & conditions are satisfactory & are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.)

Date of Acceptance _____
 Signature _____
 Signature _____


< This page slightly reduced for photocopy >

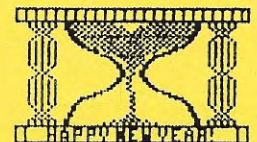
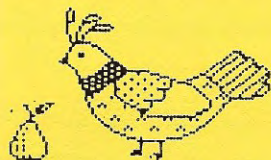
DEC 1990

NOV 1990						
SUN	MON	TUE	WED	THR	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



JAN 1991						
SUN	MON	TUE	WED	THR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUN	MON	TUE	WED	THR	FRI	SAT
						1
2 TED AND TINA'S ANNIVERSARY	3	4	5	6	7 PEARL HARBOR DAY	8
9	10	11	12 CHANUKAH	13	14	15
16	17 SHIP CHRISTMAS PACKAGES	18 MAIL ALL GREETINGS CARDS	19	20 LAST DAY TO SHOP FOR CHRISTMAS	21 FIRST DAY OF WINTER	22
23	24	25 	26 CARMEN'S BIRTHDAY	27	28	29
30	31 NEW YEAR'S EVE					



THIS CALENDAR WAS EASILY CREATED WITH
PERSONAL CALENDAR UTILITY BY PHOENIX 2000

1991 CALENDAR

JAN

SUN	MON	TUE	WED	THR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEB

SUN	MON	TUE	WED	THR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MAR

SUN	MON	TUE	WED	THR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APR

SUN	MON	TUE	WED	THR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

SUN	MON	TUE	WED	THR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUN

SUN	MON	TUE	WED	THR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUL

SUN	MON	TUE	WED	THR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG

SUN	MON	TUE	WED	THR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEP

SUN	MON	TUE	WED	THR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCT

SUN	MON	TUE	WED	THR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOV

SUN	MON	TUE	WED	THR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DEC

SUN	MON	TUE	WED	THR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IMPORTANT :

1. This is a "flippy" or double-notched disk. There are files on both sides of the disk.
2. Before you do anything else, MAKE A BACKUP of each side of this medium. You can back up each side to a separate disk, or you can use another "flippy". The former option is recommended if you will be using the disk in a 320k drive. YOU CANNOT back up both sides to a single 320k disk!
3. Use a backup only. NEVER BOOT YOUR MASTER COPY.
4. Side One is your Bootup Medium. Side Two is your System Medium. DO NOT USE A WRITE PROTECT TAB on your working copy of the Bootup Medium.
5. The doc files are on Side One. Read them from the word processor. If you are using a dot matrix printer to print hardcopy, you may wish to know that there are some carats (^) imbedded in the files. Depending on the word processor you are using, you may wish to SEARCH for the carats and replace them with a space or another character.
6. When using files from another medium, do not forget to log on a new medium each time you switch disks, EVEN IF USING THE SAME DRIVE. If you experience a problem accessing a medium from a given drive, try using the same medium in a different drive.

=====
You can make as many backups as you wish for your own use. However, after the 16th boot of the bootup medium, you will be asked for your personal access code. (This does not affect the system disk.) If you do not have your personal access code, you may recopy your master instead. To obtain your personal access code, send a Self-Addressed, Stamped Envelope to:

P.J. Herrington (EyeZod Graphics)
1003 Oak Lane Apopka, FL 32703

Include name, address, and serial number. Also include approximate date purchased, and name of vendor. (Please PRINT serial number to avoid confusion.) Your Personal Access Code will be sent by return mail.

Some of the doc files on this volume have been altered from the original by Pat Herrington. Additional hardcopy references have been added for your convenience.

PERSONAL CALENDAR UTILITY

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WITH SMARTWRITER READ "READ.DOC" BEFORE USING PROGRAMS

SERIAL # : DX9-701908-MAJ