QUICK START - Activity Planning Simplified® 2018

USER GUIDE - Visit our web site at www.creativeforecasting.net to quickly access the User Guide or print it directly from the CD. The default location is: C:\Program Files\Activitycldr.

WHICH CALENDAR? - There are two types of calendars in this program. "View Calendar" must be used when the tracking of residents attendance and activities are desired. You can also use this calendar without tracking attendance. The "Clik-n-Type" portion of the program is essentially blank calendars with no format restrictions. You cannot track attendance with the "Clik-n-Type" calendar. You must name and locate your "Clik-n-Type" calendar. The default location will be C:\Program Files\ActivityCldr. Of the two types of calendars, the one through "View Calendar" is easily the most popular. Experiment!

FONT SIZE - Font size is an issue with every calendar program, especially when seniors are the target population. By entering your activities in UPPERCASE, selecting the Two-page Monthly Calendar, printing to legal size paper, and checking "XLG" in the print preview, you will print a calendar that has the largest font size possible (with a typical printer) and fit the most lines in any given day.

ENTERING ACTIVITIES - In the "View Calendar" mode, click on a day. If the day is empty, a blank "New Activity/Event" window appears. If there are already activities entered, go to the "Add Activity" button to get a blank "New Activity/Event" window. At a minimum, you must enter the activity name and a start time (use a colon between the hour and minutes and include AM or PM). The date is automatically set. The location field will transfer to the "Daily Event Calendar" or the "Daily - Monthly Wall Calendar" if you so choose. The number of activities that can be entered in each day is infinite, but only the first 5 - 17 activities will print on the calendar, depending on the size of calendar you choose to print. You can display more activities on the Daily and Weekly Calendars than you can on the Monthly Calendars. Experiment!

CLIENT /RESIDENT INFORMATION - At a minimum, you must enter a first and last name; the displayed name combines the two automatically. If you include birth dates, the "Birthday Calendar" becomes a useful tool, and the names will also appear on the appropriate "Daily Calendar" and the "Daily-Monthly Wall Calendar." If you enter interests in the appropriate field (include religion and voter status), the "Client Interest Search" becomes a *very* useful tool. The "Preference Code" is an additional searchable field that can be used for client classification. The "Remarks" field, with client privacy in mind, appears in the Client/Resident Information form only. The Group Code is used to group residents i.e. room bound, active participants, etc.

CLIP ART - See blue insert.

BACKUP DATA – If the data file(s) are not "backed-up" on a regular basis, *all of your data (and time spent) is at risk!* From the main menu, go to "Data", then "Backup Data." You must select a location for your backup file (see above mentioned "File Storage") and name each backup file. Including a date in the backup file name (no hyphens, dashes, or spaces) will make it easier to select your most recent backup file, if necessary.