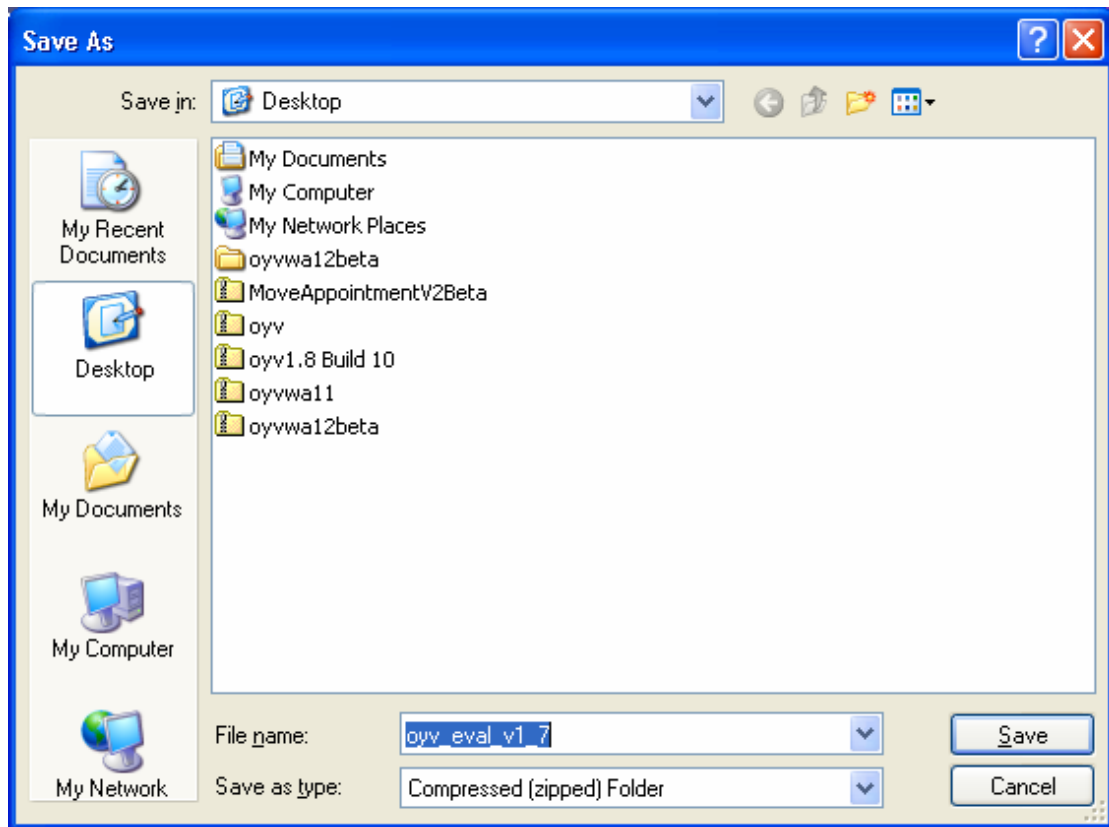
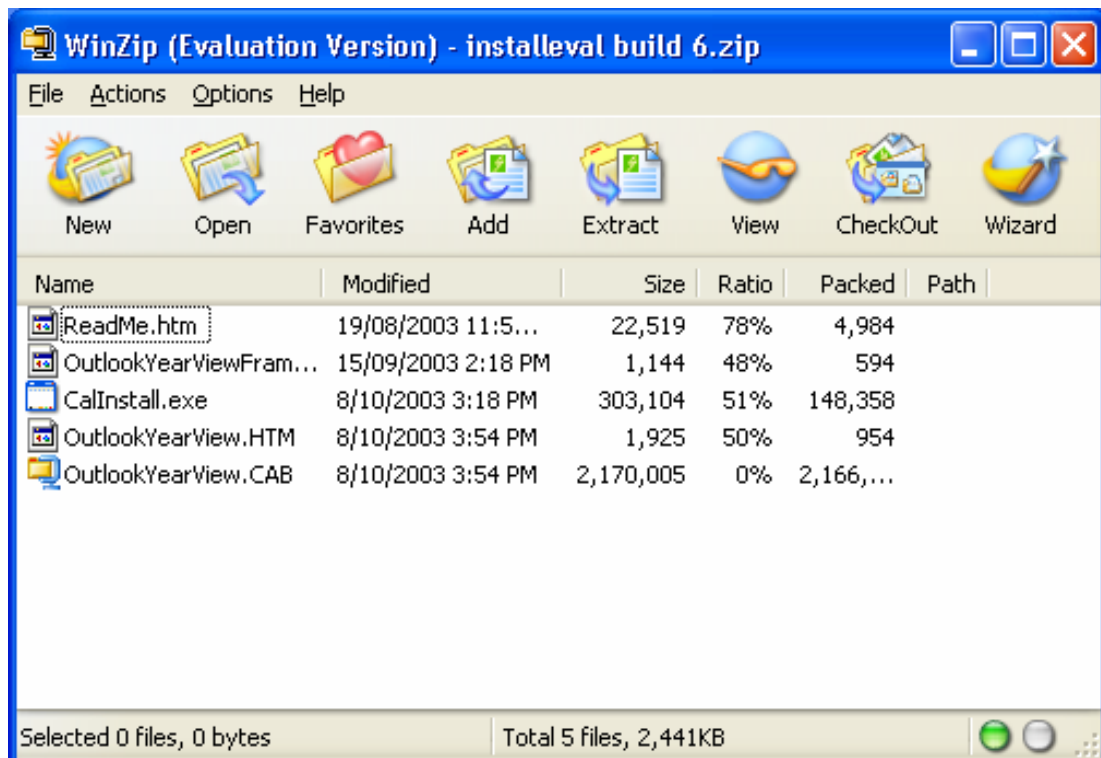


## Installation of the YearView

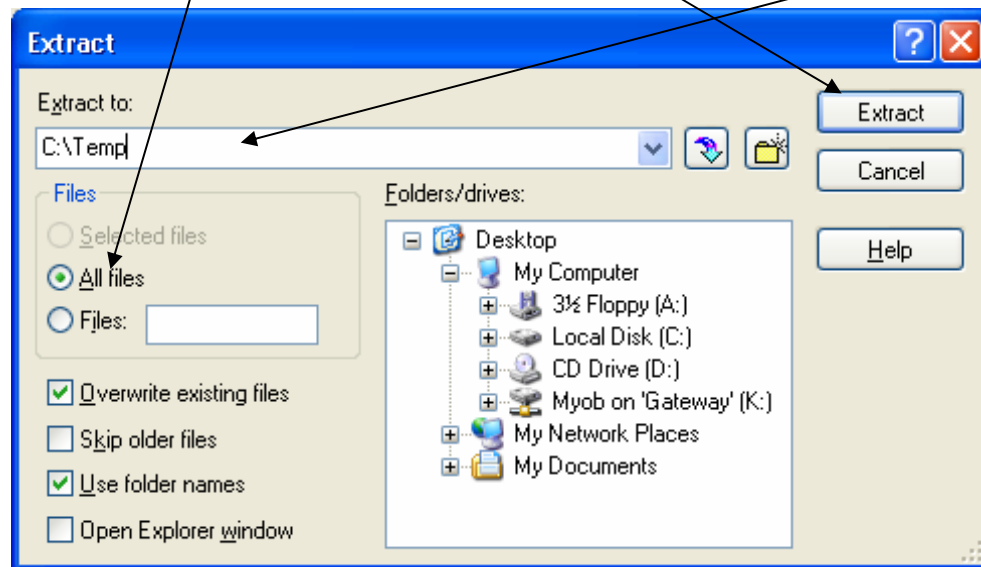
Download the zip file from the web site and save to a location (e.g. save to your Desktop, there is no need to change the File name).



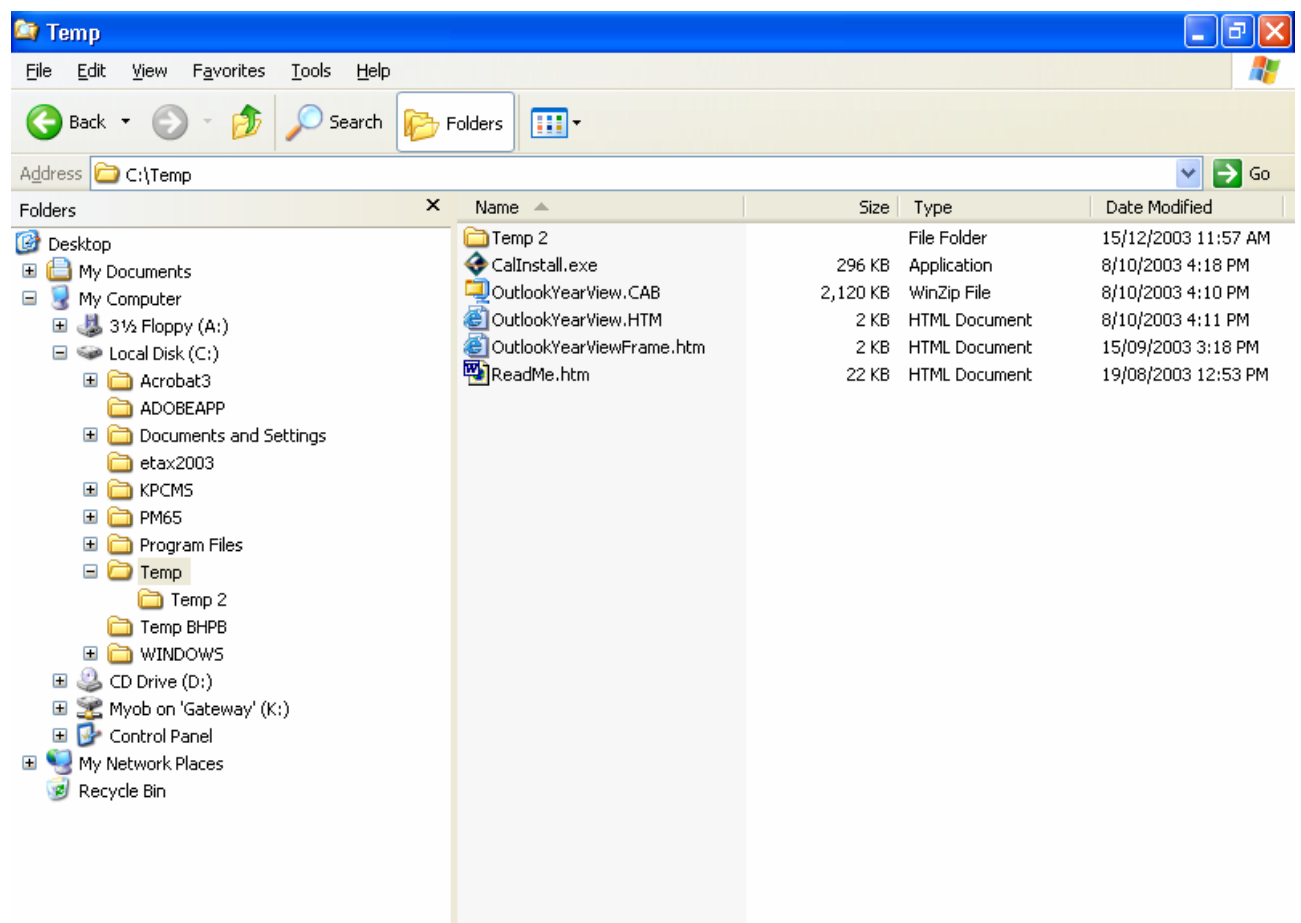
Once the file is saved, open the zip file on your Desktop by double clicking on it.



Extract the files, these can be extracted to a location you nominate e.g. c:\temp, make sure All files are indicated, then click Extract.



Locate the extracted files



Double click on CallInstall.exe and the install form will be opened. If you have Microsoft Outlook open, this message will appear, in this event please close Outlook, if using Outlook 2000, by File → Exit and Logoff.

**Outlook Year View Installer**

Planet Software

Welcome to the Outlook Year View Installer by Planet Software.

If you are installing locally for individual use, simply use the automatically generated Access String.  
If you are installing remotely for multiple use, we recommend using a URL. For detailed instructions on setting the Access String, please click the Help button.

Please close Outlook before proceeding.

**Mandatory Settings**

Installation Folder

Calendar Folder

Access String

Title

**Optional Settings**

License Key  Leave blank for trial version.

Display All Events  (Default is checked, i.e. All Events, not just All Day Events)

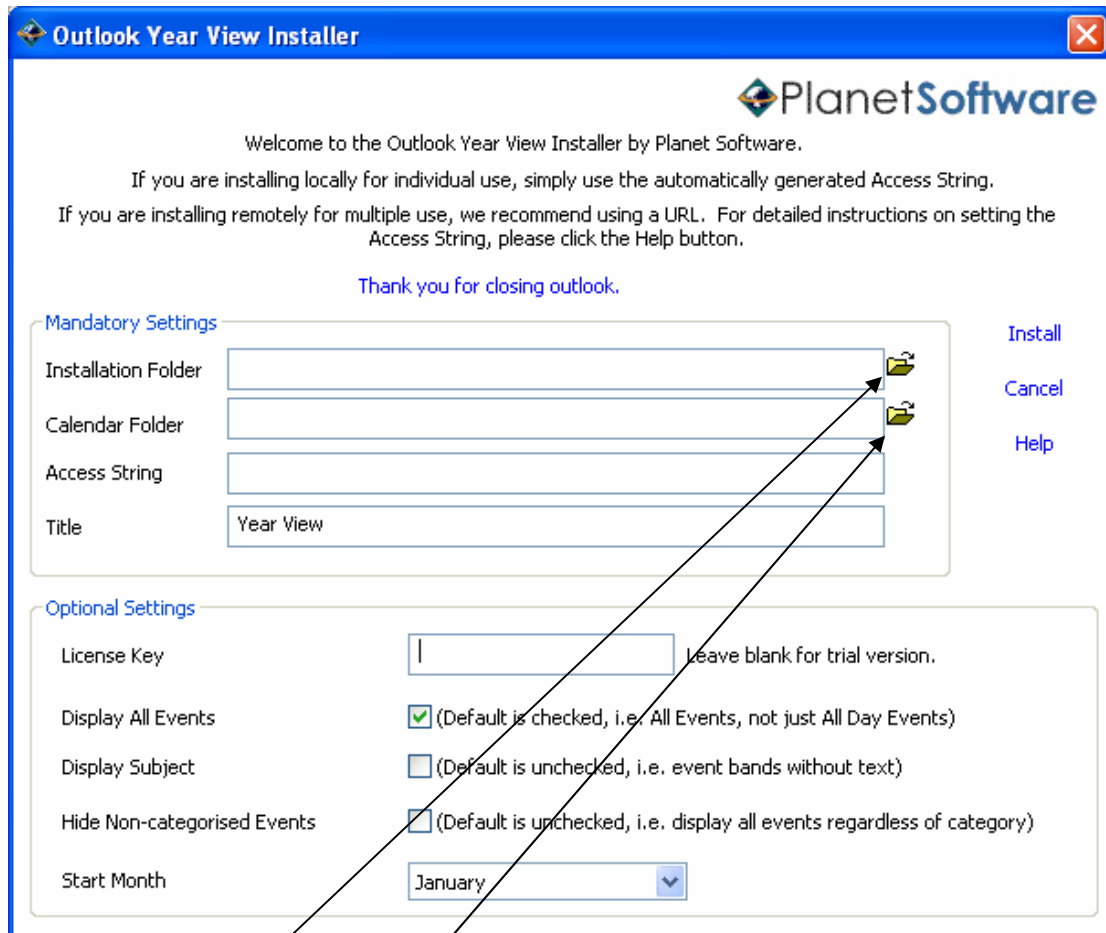
Display Subject  (Default is unchecked, i.e. event bands without text)

Hide Non-categorised Events  (Default is unchecked, i.e. display all events regardless of category)

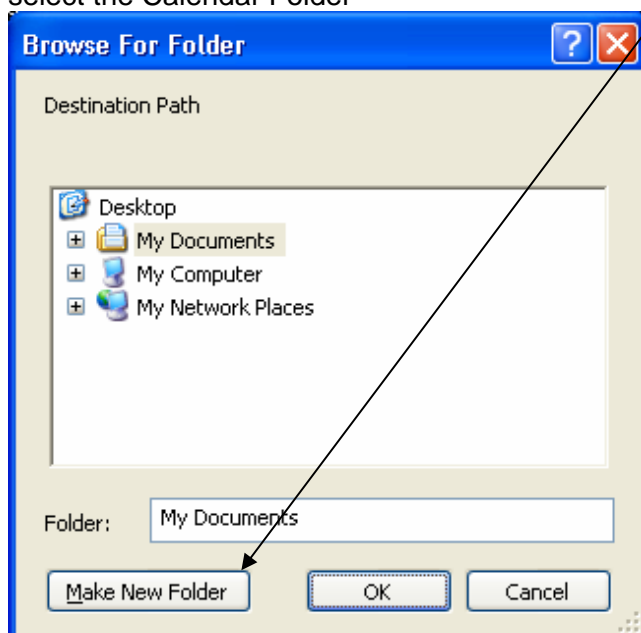
Start Month

Install  
Cancel  
Help

Once you have closed Outlook, you are ready to proceed.



Enter the Installation Folder e.g. c:\Program Files\Planet\YearView, if you have not already created a folder for the installation, click on Make New Folder then select where you want to create the folder, and then enter the folder name, click OK. Then select the Calendar Folder



From the information entered for the Installation folder and Calendar Folder, the Access string is built.

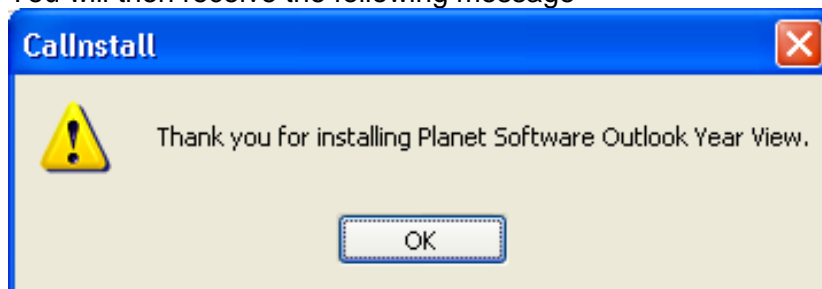
If you have purchased the YearView, enter the licence number, or if installing the evaluation version, please leave blank.

- Do you want all events/appointments to be displayed?  
You can enter appointments that are for a fixed time during a day or you can enter an event that will occur over a full day, (an All day Event). If you want both types of appointments displayed, then leave this box checked. If you only want to see All Day Events, then uncheck this box.
- Do you want subject text to be displayed?  
It is possible to display subject text with the coloured band indicating the appointments. The amount of subject text that is displayed will be governed by the length of the appointment. If you have many appointments/events in the Year View, the information displayed may not be very useful. If this option is left unchecked, the subject entered into the appointment will still be displayed when you hover the mouse over the appointment and the date/time and subject will be displayed on the top left hand of the Year View control.

- Do you want to display events without a category?  
If you only want some appointments/events displayed in the Year View with those non-categorised not displaying, then check this box. If you leave this blank then appointments entered in your calendar with no category nominated will be displayed in the Year View with a category of other and therefore will appear with the default colour of grey.
- What is your start month for display?  
The default start month is January. You may wish the display to commence as per your financial year, i.e. July or April. Click on the drop down arrow and select the appropriate start month.

The Install form should look similar to the one above. Now click on the Install button.

You will then receive the following message



Once you click OK, Microsoft Outlook will open and the Year View will be displayed. You are now ready to name and colour your categories.