



C-Organizer Pro Help

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1 General information

1.1 About C-Organizer Pro

C-Organizer Professional is a powerful personal information manager that can help you organize and plan your business and personal life. This simple to use [Planner](#), [Task manager](#), [Address Book](#), [Password and Bookmark manager](#), [Notebook](#), and [Events Calendar](#) is combined into one application. All data can be shared in real-time over a network. Both you and your assistant can access to information at the same time. The program supports various access rights for each user and allows assign entries to specified users.

Synchronize your information with **Dropbox** cloud storage, **Google Calendar**, **Google Tasks** and **Google Contacts**. This feature also allows you to sync smart phones and other mobile devices with C-Organizer Professional through Google services.

Not only is C-Organizer Professional [fully portable](#) and installable on any removable storage device for use on any computer, but it supports various interface types and color schemes.

Significantly reduce time spent tracking daily tasks and attempts to evenly distribute workload by using the built-in planner to create a list of daily duties and appointments. Take advantage of "global" To-Do lists, which can span over one day. You can create any number of these lists and group records together in order to simplify your work. Moreover, you can also create tasks with subtasks! All information will be represented in a convenient tree-like structure.

Make use of the [flexible repeat event settings](#) for scheduling recurring tasks. C-Organizer Professionals notification system will remind you about upcoming deadlines, holidays, birthdays and other important dates. Choose to be alerted by a special reminder displayed on your PCs monitor or via [email](#).

Protect data you store in C-Organizer Professional with a [password](#) and **encrypt** your data to prevent unauthorized access to personal information.

Attach photos to the Address Book which features a **configurable database structure**. You can even add any new field to the database structure yourself. For your convenience, we've added an option to save various fields structures as templates for further use.

C-Organizer Professional has a flexible sorting system. In addition to a variety of record import and export options, C-Organizer Professional automatically integrates with your computers default e-mail client and web browser.

There is an option to launch C-Organizer Professional on Windows startup and minimize it to the system tray. The current date will display on the applications icon.

Keep all your important information in one place with C-Organizer - a fast and easy to use utility that every professional should have.

C-Organizer Development Team:

 Email: info@CSoftLab.com

 Web: <http://www.CSoftLab.com>

1.2 Features overview

Program's Major Advantages:

General

- Intuitive user-friendly interface.
- **Fully portable program:** install on any removable storage device for use on any pc.
- Supports various interface types and color schemes.
- Fully customizable view.
- Multi-language support.
- Full unicode support.
- Flexible tree-like database structure.
- Password protect databases and sections.
- Database encryption.
- Ability to restore deleted entries.
- Full Dropbox support. You can save a copy of your database into Dropbox and then load it on another computer with just one mouse click.
- Proxy servers support.
- Share all data in real-time over a network.
- Various access rights for each database user.
- You can create public and private records, or assign entries to specified users only.
- Synchronization with Google Calendar.
- Synchronization with Google Tasks.
- Synchronization with Google Contacts.
- Synchronization with Dropbox.
- Synchronization with Google Drive.
- Synchronization with OneDrive.
- Print using configurable templates (export reports to RTF or HTML file).
- Built - in print templates editor.
- Create new databases and simultaneously work with multiple databases.
- On-the-fly database swapping.
- Simultaneous multiple records processing (adding and editing).
- Attachments manager - you can see all your attachments in one window.
- Hyperlink support (between documents, Internet and local/network files).
- Notification system which can automatically open documents, restart or shut down computer at any set time.
- E-mail alerts to multiple email addresses.
- Powerful database search engine with regular expressions support.
- Ability to show any entry as electronic "sticky" note on your screen.
- Import and export features (csv, txt, xml, cndb, cdb, html)
- Ability to set up own hotkeys for any menu items.
- Minimize to system tray.
- Advanced Diary support: open this program using C-Organizer's main menu commands.
- Updates Checker.
- Simple installation and uninstallation.

Calendar and Tasks

- Easily visible (bold font) display of days with appointments scheduled on the calendar.
- Time Grid and List modes.
- Daily, Work Week, Weekly, Monthly and Yearly views in each mode (List and Time Grid).

- Flexible sorting system.
- Extended prioritizing settings.
- Task progress tracker.
- Categories support: assign a category to any entry then filter by category.
- Unique notification (alert) system.
- Flexible settings of recurring events.
- Task grouping.
- Ability to assign a picture to any folder in the tree for better visualization.
- Tasks with subtasks support.
- Hyperlink support (between documents, Internet and local/network files).
- File attachments - attach any file to entries and keep them directly in the database file.
- Ability to rename and add text descriptions to attached files.
- vCalendar files support.
- Print a calendar-like report of appointments.

Contacts

- Phone dialer with Skype support.
- Option to store contacts photos (full size and thumbnails).
- Option to modify database structure for each record.
- Option to add custom date fields with reminders.
- Ability to send messages to the stored contacts or to the contacts groups.
- Categories support: assign a category to any entry then filter by category.
- Flexible settings and template use.
- Integration with default e-mail client and web browser.
- Unique notification (alert) system.
- Record grouping.
- Ability to assign a picture to any folder in the tree for better visualization.
- Hyperlink support (between documents, Internet and local/network files).
- File attachments - attach any file to entries and keep them directly in the database file.
- Ability to rename and add text descriptions to attached files.
- vCard files support.

Passwords

- Passwords generator.
- Login and password storage.
- Internet link storage
- Categories support: assign a category to any entry then filter by category.
- One-click copying to clipboard.
- Record grouping.
- Ability to assign a picture to any folder in the tree for better visualization.
- Hyperlink support (between documents, Internet and local/network files).
- File attachments - attach any file to entries and keep them directly in the database file.
- Ability to rename and add text descriptions to attached files.

Notes

- RTF support.
- Paragraph formatting.
- Image insertion.
- Bullets and Numbering.
- Extensive text editor function.

- Categories support: assign a category to any entry then filter by category.
- Record grouping.
- Ability to assign a picture to any folder in the tree for better visualization.
- Hyperlink support (between documents, Internet and local/network files).
- File attachments - attach any file to entries and keep them directly in the database file.
- Ability to rename and add text descriptions to attached files.
- Work with tables.
- Spell checking.

Events

- Event description and date storage.
- Categories support: assign a category to any entry then filter by category.
- Unique notification (alert) system.
- Record grouping.
- Ability to assign a picture to any folder in the tree for better visualization.
- Hyperlink support (between documents, Internet and local/network files).
- File attachments - attach any file to entries and keep them directly in the database file.
- Ability to rename and add text descriptions to attached files.
- Flexible settings of recurring events.

And many other features to explore and use...

1.3 Installation and system requirements

System requirements:

C-Organizer Professional requires Windows XP, Vista, Windows 7, 8.x, or Windows 10 environment. It will not work correctly under earlier Windows versions.

Additional requirements:

70 MB of free space on your hard disk

Installation Guide

- If you have installed an older version of this software, before starting the installation, be sure that the C-Organizer is not running.
- Run the installation of the new version and follow the instructions.
- If you have installed an older version of this software, do not uninstall it before installing the newer version. Install a newer version over the older one instead. This helps you to keep all the program data in the new version.

Firebird server

C-Organizer Pro installation package contains Firebird server. This product is free and necessary only if you plan to use C-Organizer in a multi-user mode. Please see the [Server installation](#) help topic for more details.

Uninstallation Guide

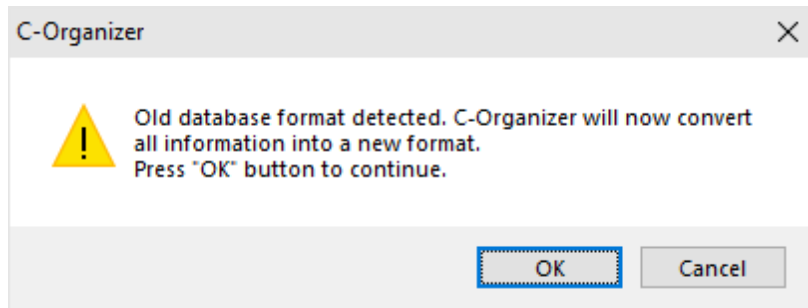
- Be sure that C-Organizer is not running.
- Run the "uninstall" from the C-Organizer Pro folder on your Start menu or from Add/Remove Programs in Windows Control Panel.

1.4 How to upgrade C-Organizer v3-6 to a new version

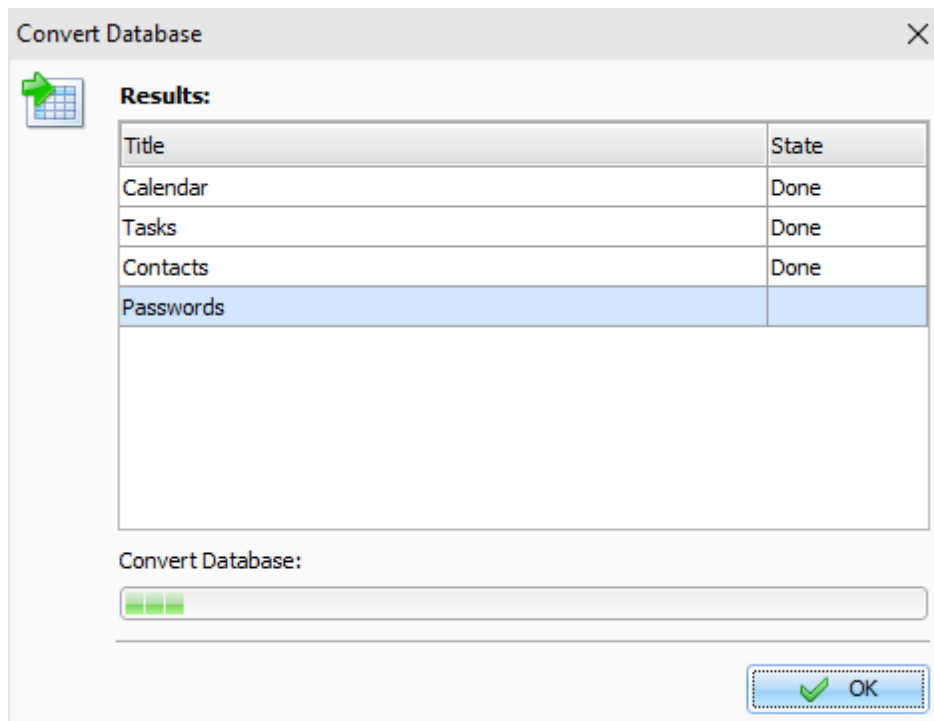
Old database import:

When replacing the old program version with the new one, the C-Organizer finds the already existing old databases and offers users to convert them.

Please note that since version 7 C-Organizer cannot convert databases from v3.x and older. If you use this version of C-Organizer, you need to install v4.x at first to convert your data into a compatible format.



click the "OK" button. You will see the next window with conversion process:

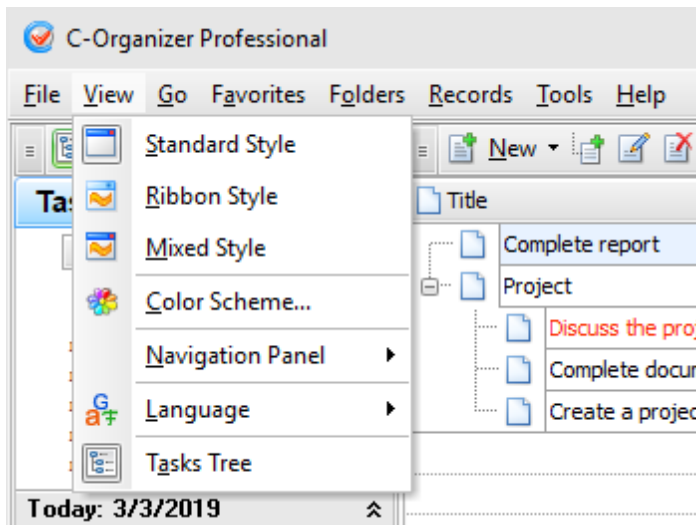


Note: The new versions of C-Organizer does not have a backward compatibility with the old versions (v6.x and older). Because of this C-Organizer will create a copy of the old database file after conversion. File will be created in the same location where converted database and will have the "*.CDB" file extension.

1.5 Interface types and colors

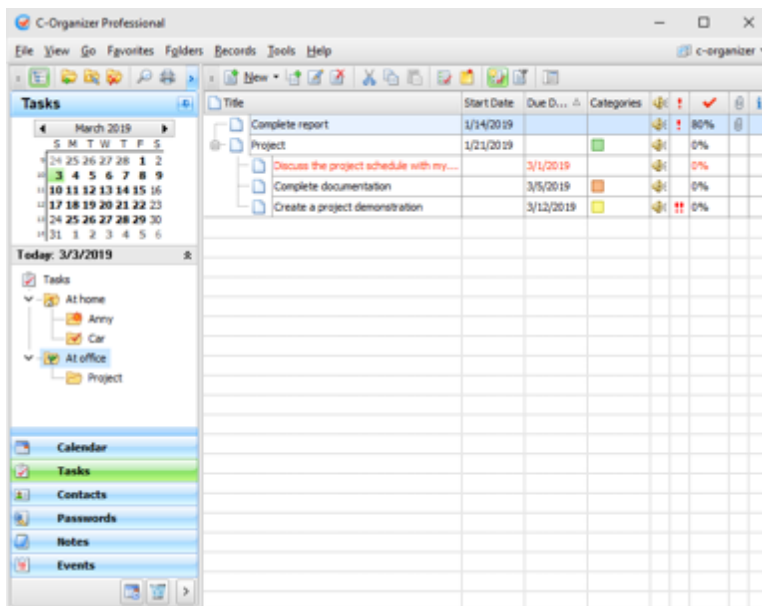
C-Organizer Professional supports various interface types and colors. To change interface type, please use the "View" program main menu item.

Here you can choose one of three styles: [Standard Style](#), [Ribbon Style](#) or [Mixed Style](#).



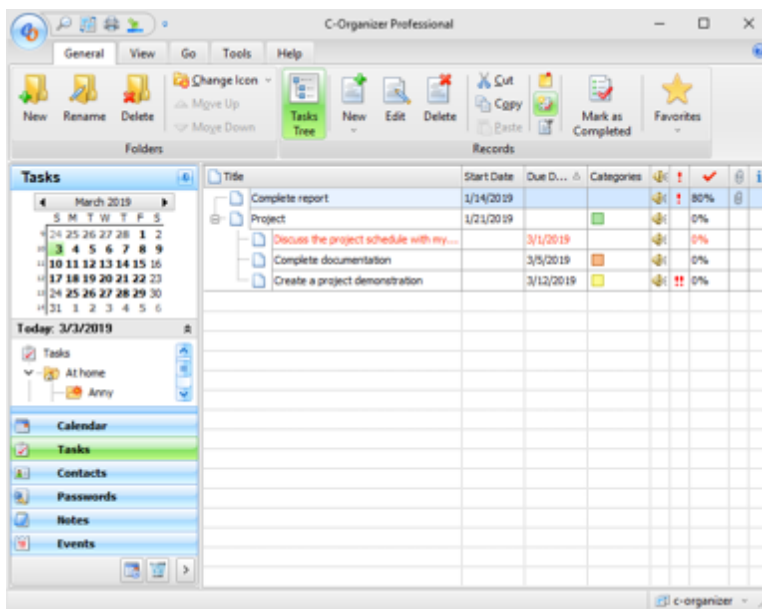
Standard Style

This style represents standard main menu and toolbars:



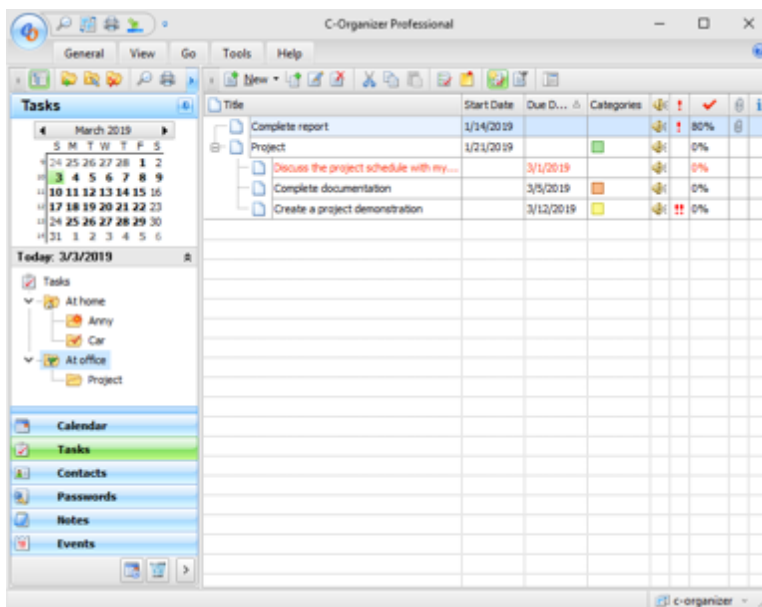
Ribbon Style

This style replaces main menu and standard toolbars with Ribbon panels, like in MS Office 2007:

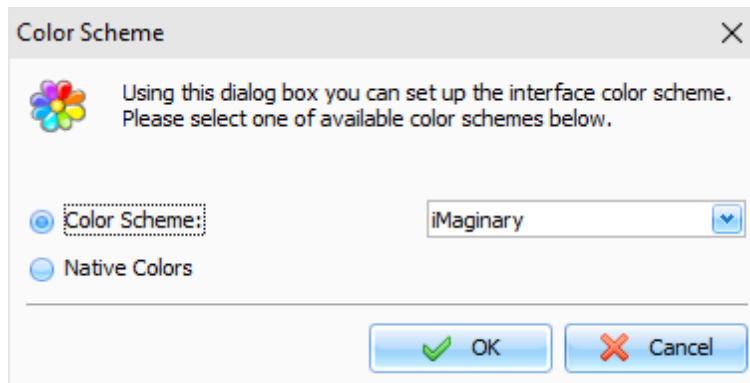


Mixed Style

This style combines Standard and Ribbon styles. Instead of main menu displayed minimized Ribbon. Also standard toolbars are present:



To change the color scheme, please use the "**View - Color Scheme**" program's main menu item. In the opened window you can choose one of 45 color schemes or select "Native Colors". In the "Native Colors" mode C-Organizer will use default system settings for the colors and controls painting. This mode is not available for the "Ribbon" and "Mixed" interface types.

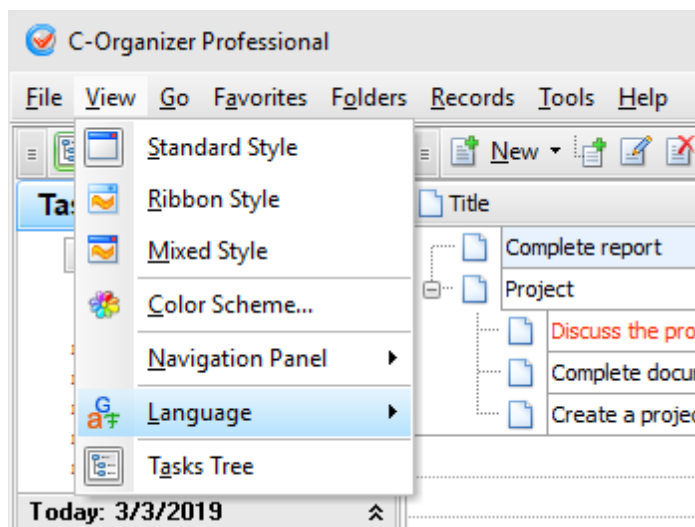


1.6 Multilanguage interface

C-Organizer supports the multilanguage interface.

To switch between languages please select the "**View - Language**" main menu item.

C-Organizer has a full unicode support. It will show correctly any international characters regardless of the system language.



Localization:

The localization facility of our products allows you to have the products in your native language.

Our goal is to have the user interface of our software translated to the most popular world languages. And we feel that a native speaker can make the translation to his/her native language the best way. So, if you can help us with the translation to your language, please send us an email. If your language is available (nobody is currently working on translation to the language), we'll send you our Localization tool.

You are welcome to write to us:

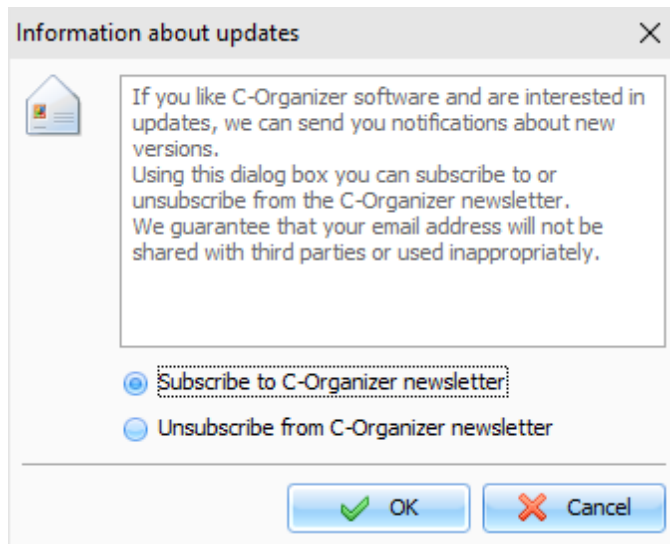
 localization@CSoftLab.com

Please send us your completed translation. We'll check it out, and, if it's good, we'll grant you a **free license** for C-Organizer.

1.7 Information about updates

If you like C-Organizer software and are interested in updates, we can send you notifications about new versions.

Select **Help - Information about updates** main menu item to subscribe to or unsubscribe from the our special newsletter.



We guarantee that your email address will not be shared with third parties or used inappropriately.

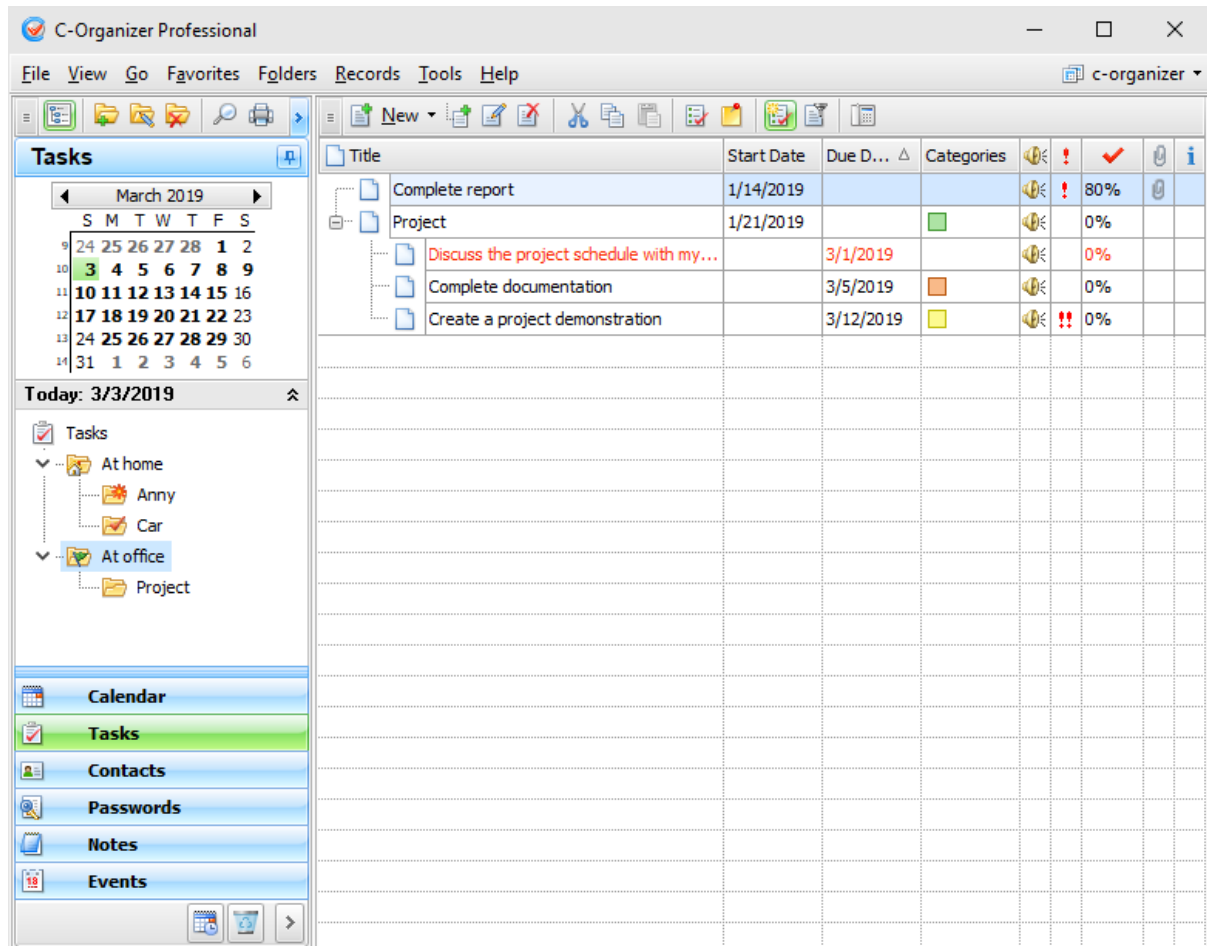
Also you can run the built-in Updates Checker by clicking the "**Help - Check for updates**" main menu item.

C-Organizer can check for updates automatically, if this option is turned on in the [program's Options](#).

2 Working with C-Organizer Pro

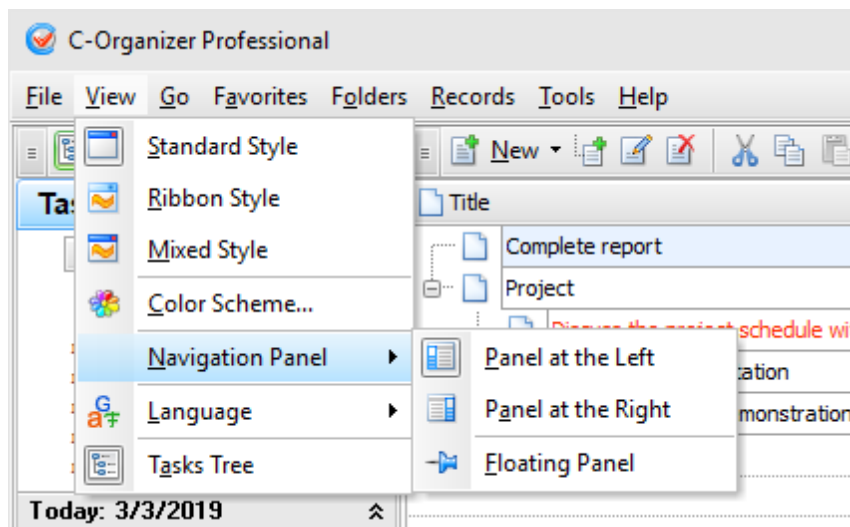
2.1 C-Organizer Pro overview

C-Organizer installation package comes with a demo database file. When you run the program for the first time you will see the demo entries. Feel free to create a new database file by choosing **File - Database Manager** main menu item, or editing existing database.



In the left part of the program's main window located calendar, documents tree and buttons for choices between the different program's modes: [Calendar](#), [Tasks](#), [Contacts](#), [Passwords](#), [Notes](#), [Events](#), [Today](#) and [Deleted Items](#).

You can show, hide left panel, or change its position using "View - Navigation Panel" main menu item:



The right part is intended for showing the available information. In the top of the window, there is a main menu which can help you to access practically all functions of the program.

If you're closing the window by pressing the button, "**Close window**", at the upper right corner of the window, **the program will be minimized to system tray and it will continue to run there**. If you want to quit the program, use the command "**File - Exit**" of the main menu.

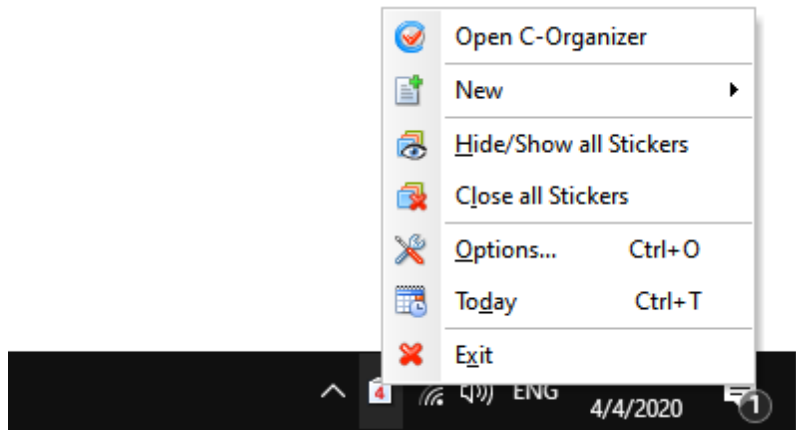
You can also right click the C-Organizer Pro icon in the system tray and then select "**Exit**".

For easy access to the program, at start C-Organizer Pro creates an icon in system tray near the Windows system clock. This icon displays the current date.



You can open the main program's window by clicking this icon with the left mouse button, or if you click the right mouse button, you will see a context menu with the most frequently used functions of the program:

- **Open C-Organizer** - opens the main window of the application, just as the left mouse button click does.
- **New** - allows to create a new entry without opening the main window.
- **Hide/Show all Stickers** - opens or minimizes all opened [sticker windows](#).
- **Close all Stickers** - closes all opened [sticker windows](#).
- **Options** - the [program settings](#).
- **Today** - C-Organizer will be opened in "[Today](#)" mode, spanning the chosen day summarized information: appointments, tasks, birthdays and events.
- **Exit** - exit from the program (is similar to the command "**File - Exit**" of the main menu).



2.2 Portable mode

C-Organizer is a **fully portable program**. You can install it on a memory stick or any other removable storage device and then use it on any computer without purchase additional licenses.

To turn on the **portable mode**, please follow these steps:

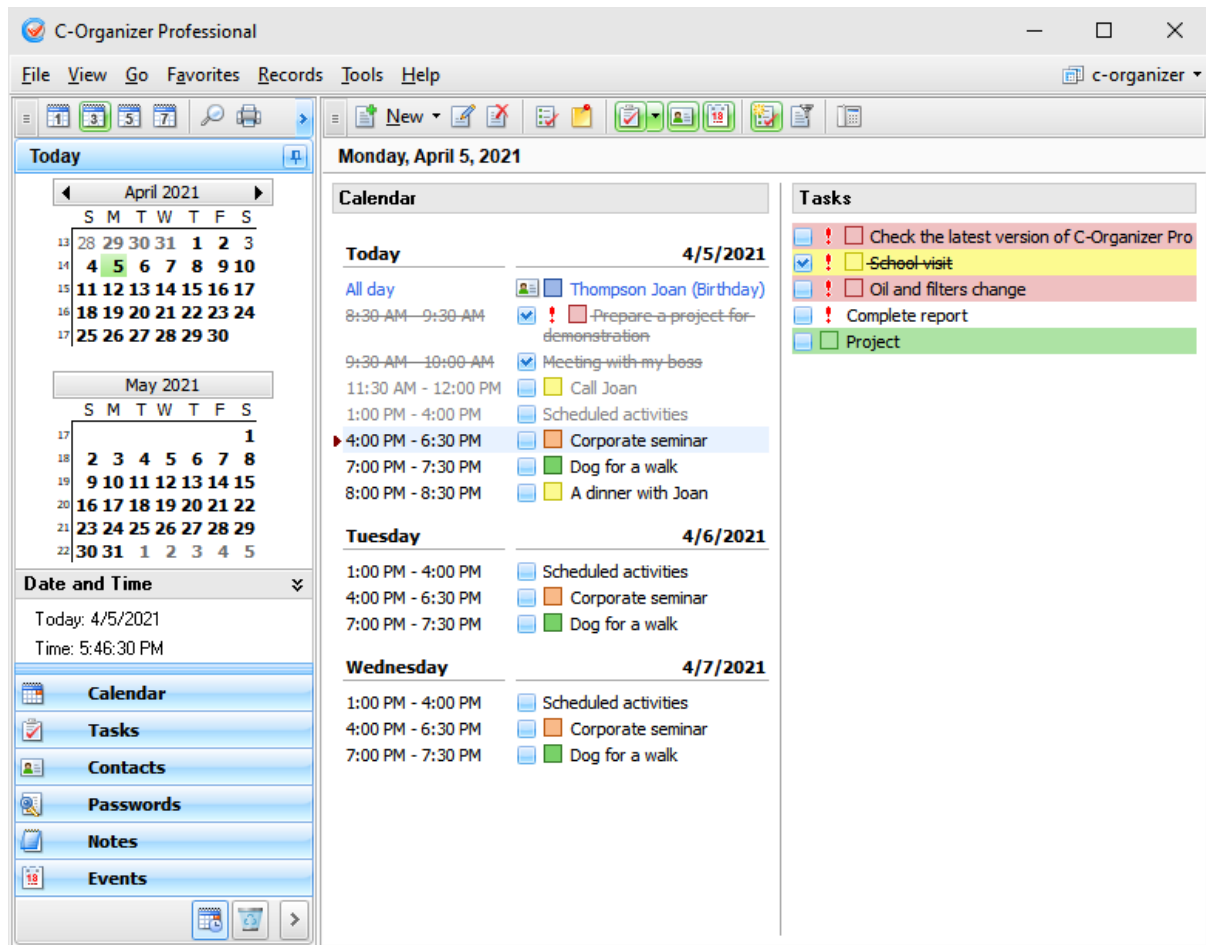
- Install C-Organizer on a removable storage device.
- Run C-Organizer
- Click the "**Tools - Options**" main menu item.
- In the "Options" window select "[Additional Options](#)"
- Turn on the "**Save Settings in INI file**" option.
- Click "**OK**" button to save your options.
- In the main window click the "**File - Database manager**" main menu item and make sure that C-Organizer works with the database on your removable device. If C-Organizer works with the database on your hard drive, simply copy this database onto removable device, then add it and activate in the "[Database manager](#)" window.

That is all! From now you can use C-Organizer on any computer.

2.3 Today

2.3.1 Today - Overview

This mode combines all your **appointments**, **tasks**, **birthdays** and **events** information, displaying it in one place. We introduced the Today feature to simplify your time planning process and to speed up the access to information needed.



You can set up different time periods to display your information: **1, 3, 5 or 7 Days**. Moreover, unlike most competitors, C-Organizer allows to select not only period. You can select any date on the program's calendar and C-Organizer will show a **summary information for selected date!**

To edit any entry you can simple double click it and it will be opened for editing. Moreover you can edit your appointments and tasks directly in Today mode or by clicking an appropriate button on the program's toolbar.

C-Organizer allows to show and hide birthdays, tasks and events. Just click an appropriate buttons: **"Show Contacts", "Show Events" or "Show Tasks"**.

Moreover, the **"Show Tasks"** command has several additional options:

Show Tasks for selected period - when this option is on, C-Organizer will show tasks, which match to selected period on the program's calendar.

Show Tasks without date - if this option is selected, C-Organizer will include tasks without date into the Today's report.

Show all Tasks - when this option is on, C-Organizer won't filter tasks by period and will show all tasks entries.

Please note, that you can show or hide completed tasks and appointments by clicking the **"Show Completed"** button.

Also all entries can be filtered by category. See the [Working with Categories](#) help topic.

To **print** the Today report, please click the "**Print**" button. "Today" window will be printed "As Is". If necessary, you can edit this report in the "Print Preview" window.

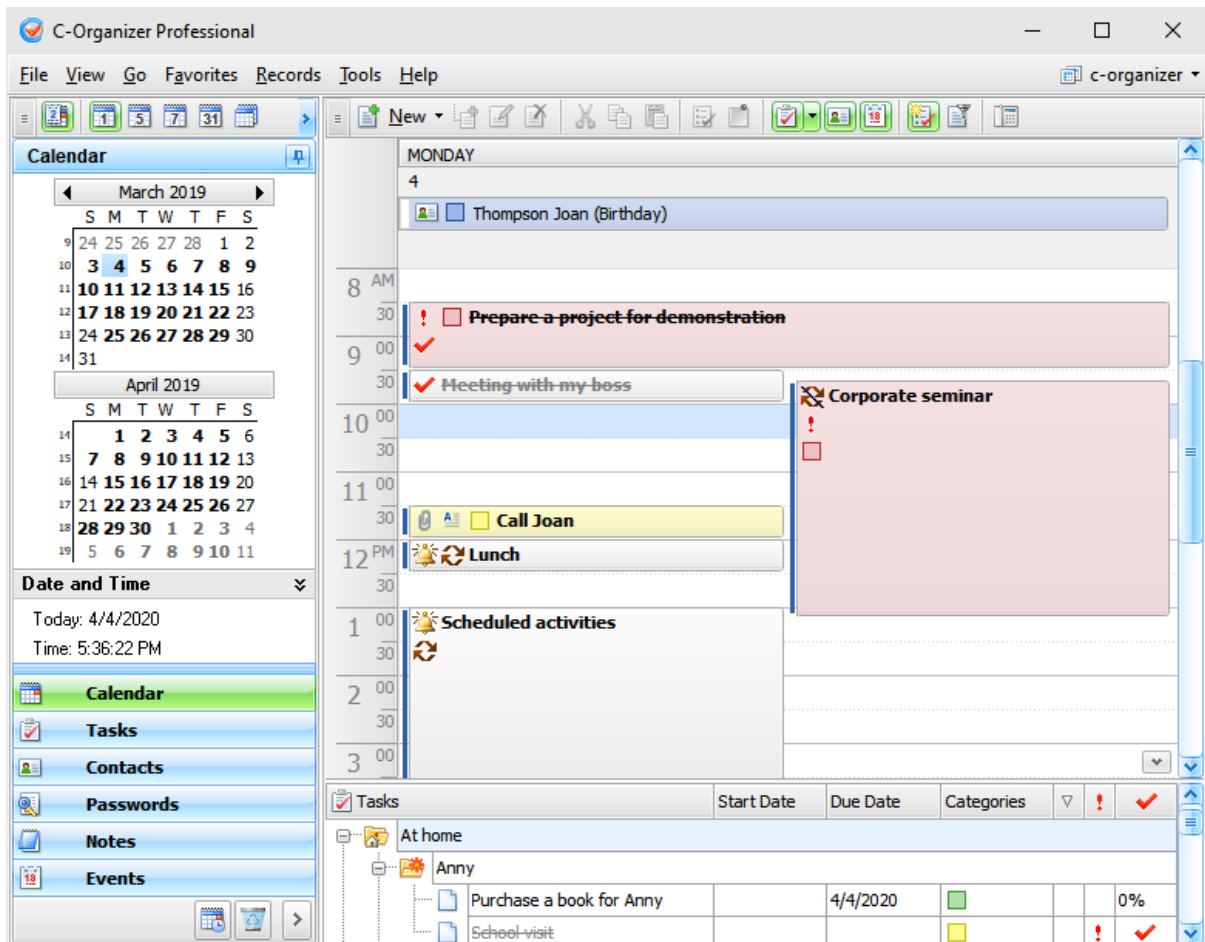
2.4 Calendar

2.4.1 Calendar - Overview

The **Calendar** mode is designed to simplify your time management. You can use it to create various appointments, plan meetings and other assignments. Each appointment record has built-in alarm options, [extended recurring options](#), priority marker, category and appointment progress tracker. For your convenience and better visualization, the dates, which have appointments scheduled, are marked with the **bold front** on the program's calendar.

The Calendar mode does not show all the appointments recorded, it displays only appointments planned for the **Day**, **Work Week**, **Week**, **Month**, **Year** or selected dates range on the programs calendar.

C-Organizer has two different Calendar submodes. When the "**Time Grid**" mode is on, appointments will be displayed in the calendar-like manner (time scale for selected day or calendar cells if you select week, month or year):



In this mode C-Organizer also shows **birthdays**, **events** and **tasks**. You can show or hide them by clicking an appropriate button on the program's toolbar ("**Show Contacts**", "**Show Events**" or "**Show**

Tasks").

Moreover, the "Show Tasks" command has several additional options:

Show Tasks for selected period - when this option is on, C-Organizer will show tasks, which match to selected period on the program's calendar.

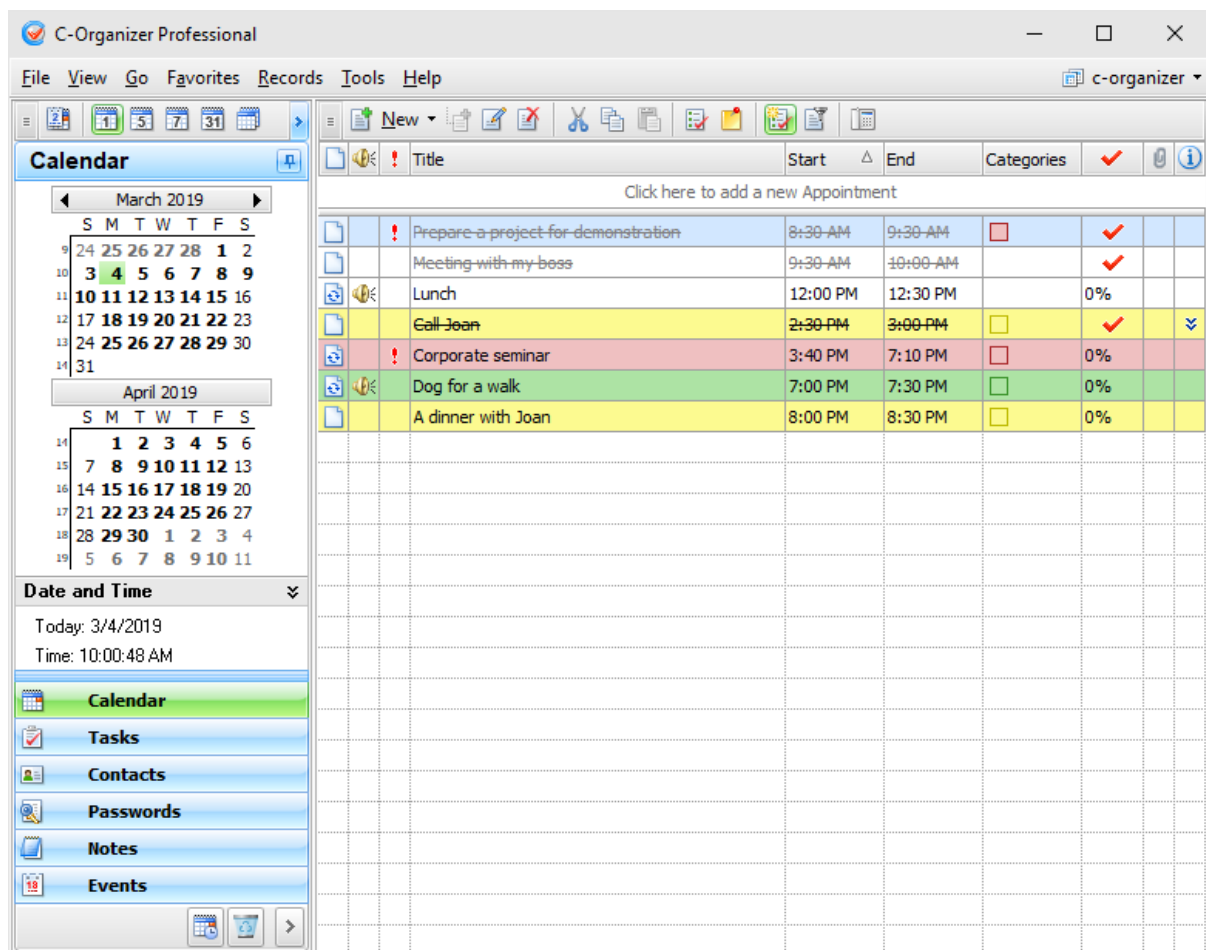
Show Tasks without date - if this option is selected, C-Organizer will include tasks without date into the Today's report.

Show all Tasks - when this option is on, C-Organizer won't filter tasks by period and will show all tasks entries.

Show Folders - using this option you can show or hide all tasks folders.

Minimize Tasks Panel - when this option is on, you will see only a small panel at the bottom of window with summary information: active tasks count and completed tasks count (if "Show Completed" option is on).

If the "Time Grid" mode is off, you will see your appointments as a list of entries:



In this mode C-Organizer shows appointments only (birthdays, events and tasks are not shown).

All entries in the list can be filled with the first category color, if this option is on (see the [Calendar Preferences](#)).

The planned appointment can be transferred to any other day by dragging and dropping. Just drag the appointment record to the desired date on the program's calendar using the mouse, and drop it. The appointment due date will change automatically. Besides, you can change the appointment time and

duration by moving or resizing it (in the Time Grid mode only).


Also you can copy or cut any appointment and paste it into other date using an appropriate buttons on the program's toolbar, or shortcuts (**Ctrl+C**, **Ctrl+X**, **Ctrl+V**), or using context menu in the Appointments area.

Every appointment can be set to repeat. You don't need to create the same appointment every time, just mark it as a recurring one. To match you expectations, C-Organizer provides [extended recurring options](#).

Besides, in the view area you can see an appointment progress percentage (by clicking the button "**Mark as Completed**" you can mark any appointment as a completed one), appointment priority and whether an appointment description is available.

Also you can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only appointments, which match to the selected categories. Please note, that this filter will also work for birthdays, events and tasks in the "Time Grid" mode.

To show or hide completed appointments click the "**Show Completed**" button. When you are in the List of entries mode, the expired records will be displayed in the **red** font color.

When appointment description is available, you can view it by pressing the following button:  near the entry title (in the List mode). Furthermore, any appointment can be posted as an electronic sticker on a computers monitor. Just select an appointment and click the "**Show as Sticker**" button.

See the chapter [How to preview a record and to work with stickers](#) for more details.

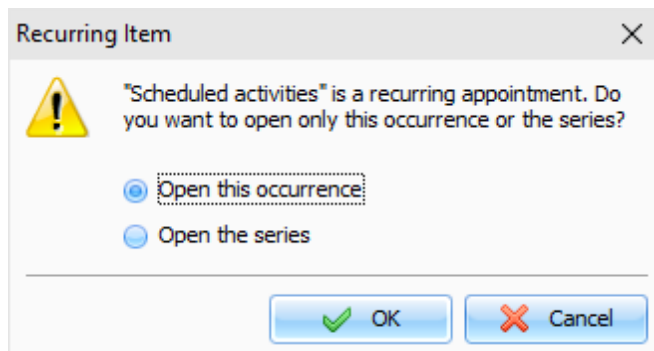
Each entry can be edited directly in the view area, in the List mode you even can create a new entry by entering data in the upper row.

2.4.2 Calendar - Adding/Editing appointment

To add a new appointment press the "**New Appointment**" button or double click the empty area inside the viewing area. You can use shortcuts **Ins** or **Ctrl + N** as well. Also you can create a new entry in the List mode by entering data in the upper row.

To edit an already existing entry press the "**Edit**" button or double click the record you want to edit in the viewing area. Also you can use the **Ctrl + Enter** shortcut.

When starting editing a recurring appointment, you will see a dialog box, which offers you to choose between editing the current appointment or the whole series. Accordingly, the first option creates a copy of recurring appointment and opens it for editing. The second option will open the editing window for the whole appointment series:



Dialog box for working with appointments:

Fields description:

Subject - a records title.

Start date and time when the appointment is started.

End date and time when the appointment has to be completed.

All day event - marked when the appointment is all day event.

Below you can see the **notification options**:

Remind before: here you can set a time period when you should receive the appointment notification (before it expires). Select a number of **minutes**, **hours**, **days** or **weeks**.

To open [Extended notification options](#), click the button to the right of this field.

Priority an appointments priority level. The following priority levels are available: **Highest**, **High**, **Normal**, **Low**, **Lowest**, and **Unknown**.

% Complete this field allows you to track appointment progress (percentage) or to mark the appointment as completed by choosing 100% or by clicking the button to the right of this field.

Recurrence these settings enable you to make any appointment a recurring one. When you change the model or press the "Customize" button, the [extended recurrence options](#) window opens, giving you an opportunity to select and set an appropriate recurrence template.

Categories here you can assign one or more categories to the entry. See "[Working with Categories](#)" topic for more details.

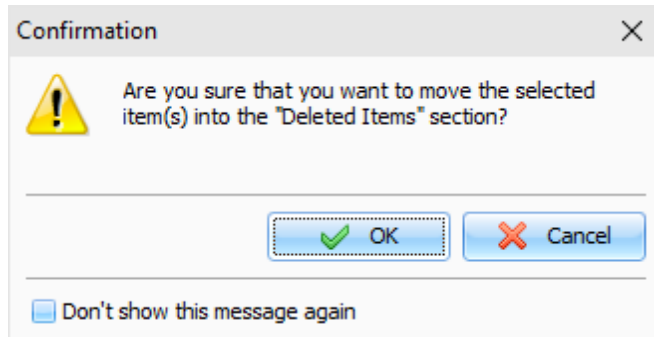
Description use this field to enter an additional appointment information and its description. The

description field supports rich text formatting (RTF), pictures, tables and hyperlink insertion. See [Working with text and descriptions](#) topic more for details.

Attachments allows to attach any file to the entry. All attached files will be stored directly in the database. See "[Working with Attachments](#)" topic for more details.

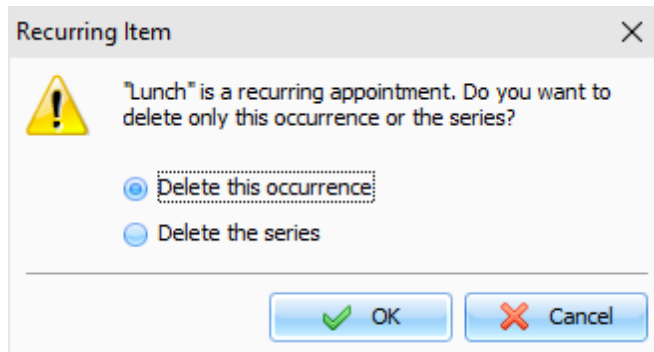
2.4.3 Calendar - Deleting appointments

To delete an appointment, select it and click the "**Delete**" button. Besides, you can use **Del** or **Ctrl + D** shortcuts. If the confirmation option is on, the Confirmation window will appear.



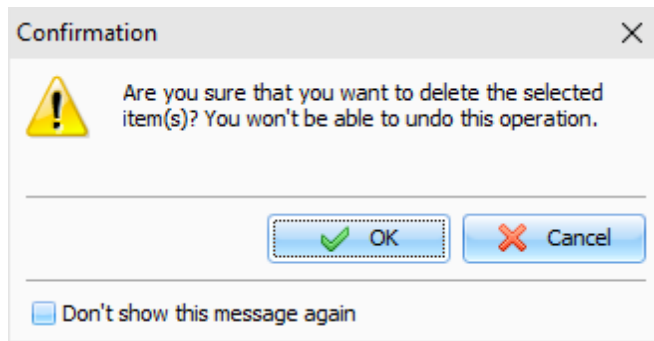
After the confirmation all selected entries will be moved into the "[Deleted Items](#)" section. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

If the appointment to be deleted is a recurring one, you will see a dialog box, which offers a choice of deleting the current record or the whole appointment series. Please note that deleted occurrences are not visible in Deleted Items.



If you chose the latter, the whole series of recurring appointments will be deleted.

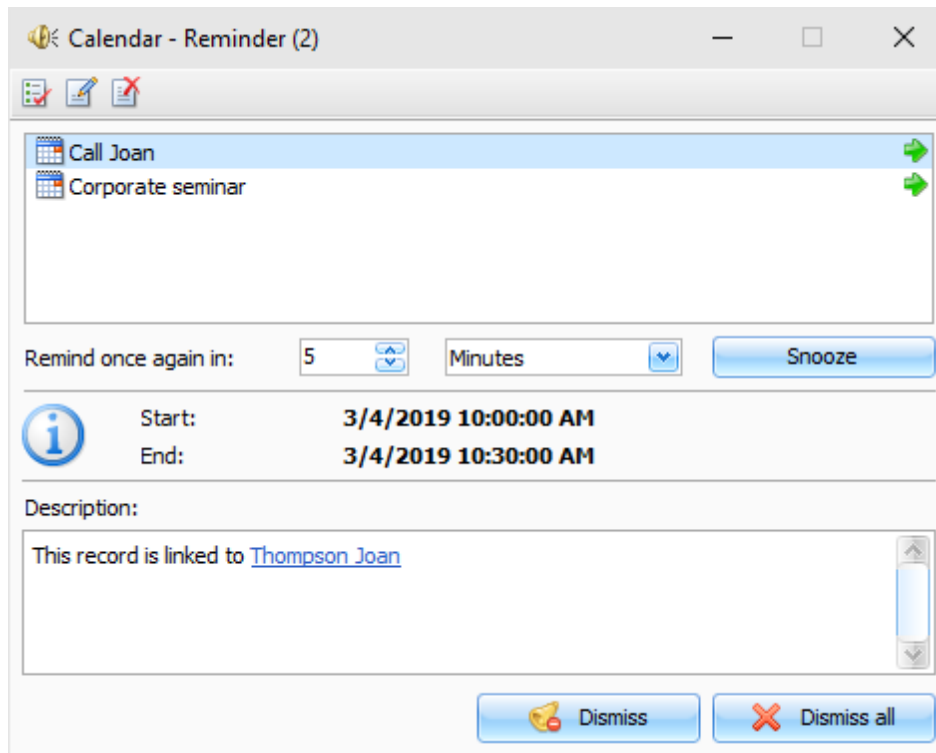
To completely delete your entries, please delete them inside "[Deleted Items](#)" section. After the confirmation the entries will be permanently deleted from the database:



Warning: You won't be able to undo these changes.

2.4.4 Calendar - Reminder

If the Reminder option has been turned on for an appointment, the program will show a dialog box at the set time with a short appointment information, and will play a sound file or carry out other [actions](#) you scheduled (like opening documents, program startup etc).



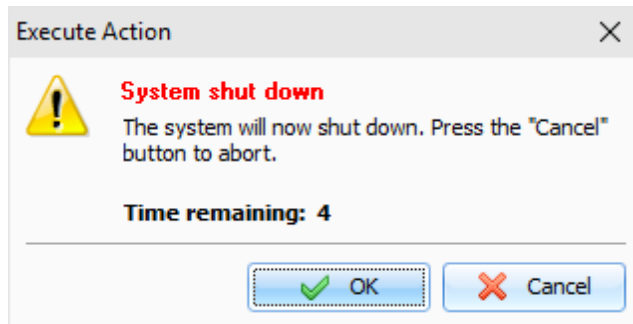
The Reminder dialog box contains the list of entries, for which the reminders have gone off, appointment start and end dates, as well as appointment description.

You can mark an appointment as completed by pressing the **"Mark as Completed"** button, open an appointment for editing (the **"Edit"** button) or delete a record (the **"Delete"** button) in this dialog box. Moreover, you can change a reminder time by setting an appropriate time lag and clicking the **"Snooze"** button.

Press **"Dismiss"** button to dismiss selected reminder or **"Dismiss All"** to dismiss all shown reminders.

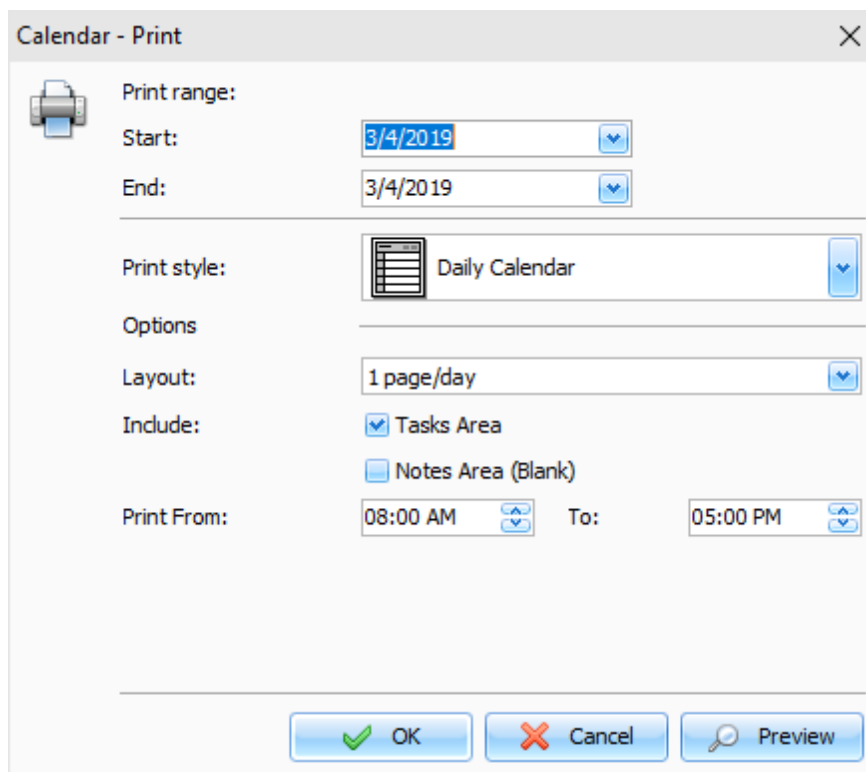
If computer shutdown, restart, or Windows user log off options have been activated in the [extended](#)

[options](#), when the reminder goes off, a dialog window will appear. You can use this dialog window to cancel previously scheduled commands (computer shutdown, restart, user log off).



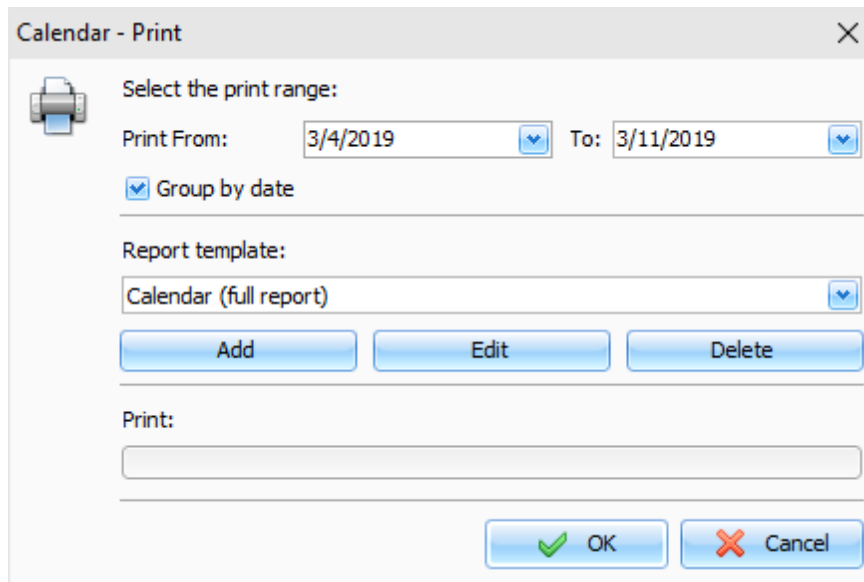
2.4.5 Calendar - Print

To print appointments, click the "Print" button or use the **Ctrl + P** shortcut. C-Organizer has two different print functions for the "Calendar" mode. If you will print your entries in the "Time Grid" style, this window will appear:



This function allows you to print the calendar like reports. You can select various report styles: Daily Calendar, Weekly Calendar, Monthly Calendar, Tri-fold Style and Yearly Calendar. After setting all desired options, click the "OK" button to print or "Preview" to preview a report.

If you will print your entries in the "List of entries" style, other window will appear:



This function allows you to print a list of entries, using selected print template. Select the time period you would like to print appointments at and a print template. If you want to create or edit a print template, click an appropriate button below the templates list.

Please, see [Creating and editing print templates](#) topic for more information.

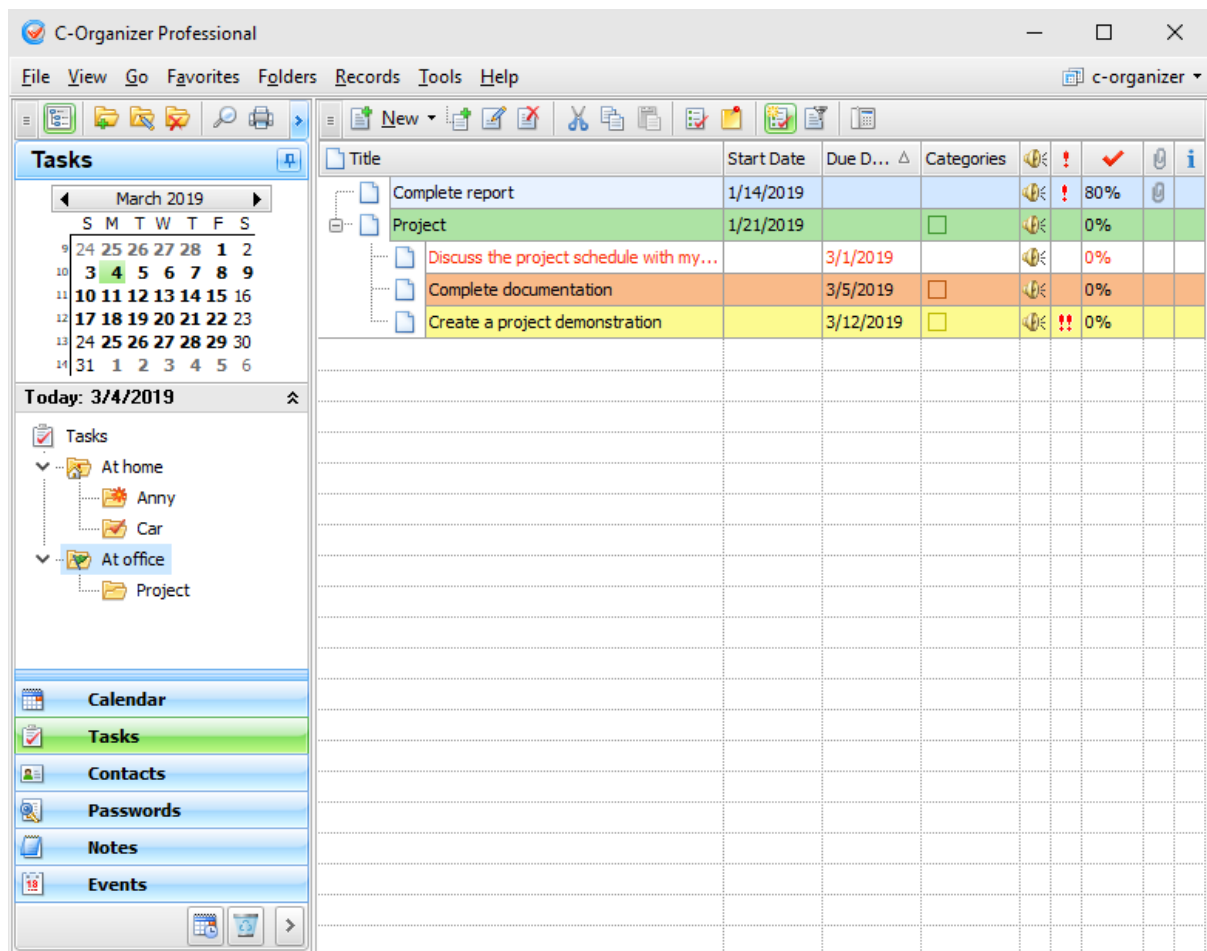
After setting all desired options, click the "OK" button. "[Print Preview](#)" window will be opened.

2.5 Tasks

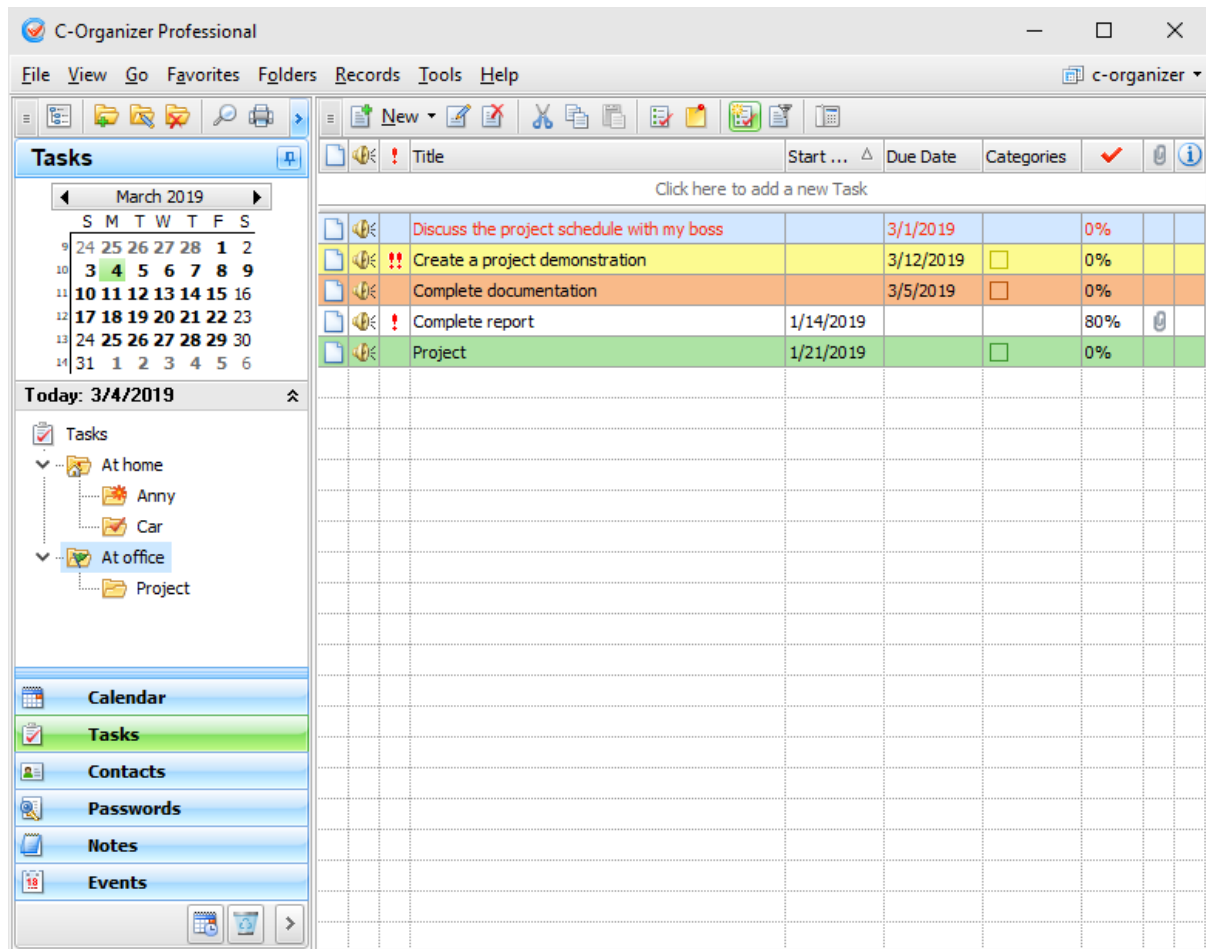
2.5.1 Tasks - Overview

The **Tasks** mode is designed for creating "global" tasks, To Do lists and the like.

C-Organizer has two different Tasks submodes. When the "**Tasks Tree**" mode is on, you will see your tasks as a tree (tasks with subtasks):



When this mode is off, all your tasks will be shown as a flat list:



Also the program allows you to group tasks inside folders, which makes information sorting incredibly easy. You can set up as many groups as you like with any information content. The tree-like database structure is chosen to display the information in a convenient, easy to search and navigate manner. Moreover you can change a folder picture for better visualization. Just click the "**Folders - Change Icon**" main menu item and choose one of predefined pictures or load own picture from file. The picture size is 16x16 pixels.

Use the "**New Folder**" button to create a new folder, "**Rename**" button to rename folder, and "**Delete Folder**" button to delete selected folder. Also you can use the **Ctrl+Alt+N**, **Ctrl+Alt+E** and **Ctrl+Alt+D** shortcuts or the context menu commands in the Documents tree area.

To simplify the information grouping process we added Drag & Drop support, so just drag the tasks or the tasks groups to place them inside folders or parent tasks. Also you can cut or copy any entry and paste it into other folder using an appropriate buttons or shortcuts (**Ctrl+X**, **Ctrl+C**, **Ctrl+V**) or using the context menu in the Tasks area.

Also you can drag any task to the program calendar to create a new appointment, linked to this task.

You can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only tasks, which match to the selected categories.

All entries in the list can be filled with the first category color, if this option is on (see the [Tasks Preferences](#)).

In order to show or hide completed tasks, press the "**Show Completed**" button.

For your convenience, the expired records are displayed in the **red** font color.

Every task can be set to repeat. You don't need to create the same task every time, just mark it as a recurring one. To match you expectations, C-Organizer provides [extended recurring options](#).

Besides, in the view area you can see a task progress percentage (by clicking the button "**Mark as Completed**" you can mark any task as a completed one), task priority and whether a task description is available.

When task description is available, you can view it by pressing the following button: .

Furthermore, a task can be posted as an electronic sticker on a computers monitor. Just select a task and click the "**Show as Sticker**" button.

See the chapter [How to preview a record and to work with stickers](#) for more details.

Each entry can be edited directly in the view area, you even can create a new entry by entering data in the upper row.

2.5.2 Tasks - Adding/Editing task

To add a new task press the "**New Task**" button or double click the empty area inside the viewing area. You can use shortcuts **Ins** or **Ctrl + N** as well. Also you can create a new entry in the Tasks area by entering data in the upper row.

If you would like to create a subtask, please click the "**New Subtask**" button and C-Organizer will create a child task for selected entry.

To edit an already existing entry press the "**Edit**" button or double click the record you want to edit in the viewing area. Also you can use **Ctrl + Enter** shortcut.

Dialog box for working with tasks:

Fields description:

Subject - a records title.

Start Date - a date of starting the task.

Due Date - a date when the task has to be completed.

While creating a task you can omit entering this information or enter just the Begin or End dates.

For recurring task, make sure that you have entered the End date.

Date of Completion - a date when the task was actually completed. This field is unavailable for editing, if the task progress indicator is below 100 %. When the task is completed, the date of completion is set automatically and the field becomes available for editing.

Below you can see the **notification options**:

Remind at: here you can set up date and time when you would like to get the notification about a task.

To get access to the [Extended notification options](#), click the  button to the right of this field.

Show in Calendar - this option is available when you specify task's Start or Due Date. When this option is turned on, the task will be shown with your appointments in the Calendar and Today sections. You will see it directly in calendar, even if Tasks Panel is turned off.

Priority - a task's priority level. The following priority levels are available: **Highest**, **High**, **Normal**, **Low**, **Lowest**, and **Unknown**.

% Complete - this field allows you to track task progress (percentage) or to mark the task as completed

by choosing 100% or by clicking the  button to the right of this field.

Recurrence - these settings enable you to make any task a recurring one. When you change the model or press the "Customize" button, the [extended recurrence options](#) window opens, giving you an opportunity to select and set an appropriate recurrence template.

Categories - here you can assign one or more categories to the entry. See "[Working with Categories](#)" topic for more details.

Description - use this field to enter an additional task information and its description. The description field supports rich text formatting (RTF), pictures, tables and hyperlink insertion. See [Working with text and descriptions](#) topic more for details.

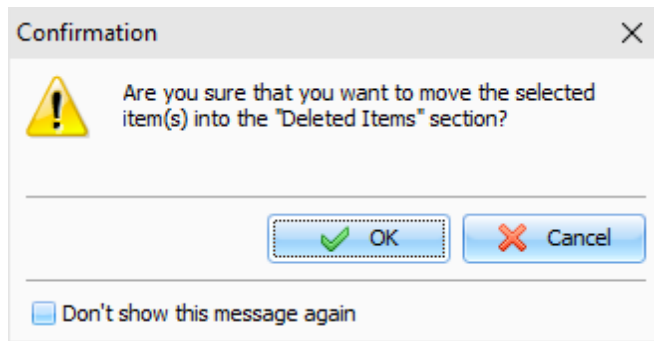
Attachments - allows to attach any file to the entry. All attached files will be stored directly in the database. See "[Working with Attachments](#)" topic for more details.

2.5.3 Tasks - Deleting tasks

To delete a task, select it and click the "Delete" button. Besides, you can use **Del** or **Ctrl + D** shortcuts.

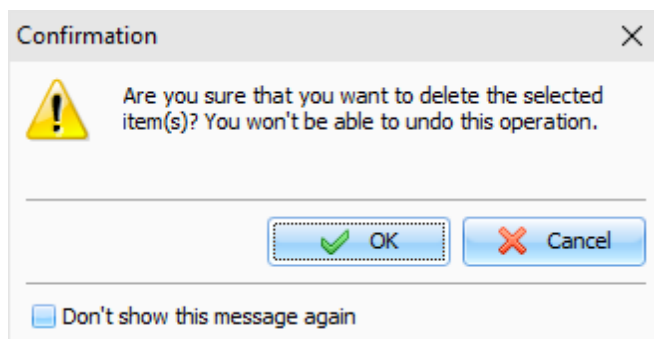
Note: when you deleting a folder or a task which has any child tasks, these tasks will be deleted too.

If the confirmation option is on, the "Confirmation" window will appear.



After the confirmation all selected entries will moved into the "[Deleted Items](#)" section. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

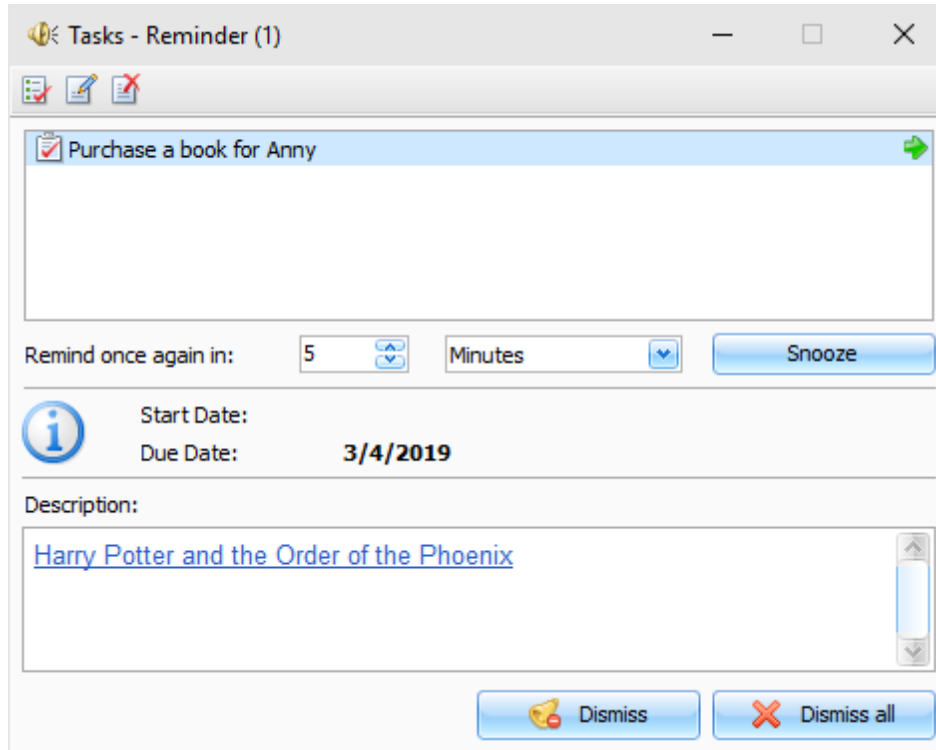
To completely delete your entries, please delete them inside "[Deleted Items](#)" section. After confirmation the entries will be permanently deleted from the database:



Warning: You won't be able to undo these changes.

2.5.4 Tasks - Reminder

If the Reminder option has been turned on for a task, the program will show a dialog box at the set time with a short task information, and will play a sound file or carry out other [actions](#) you scheduled (like opening documents, program startup etc).



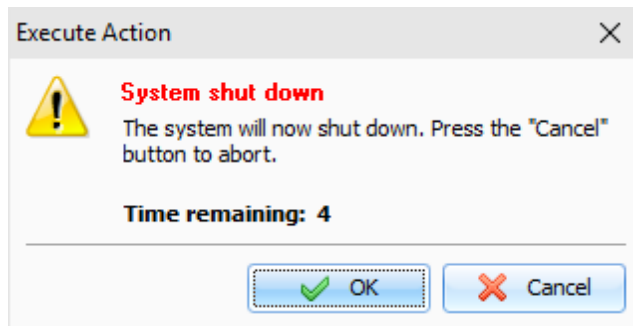
The Reminder dialog box contains the list of entries, for which the reminders have gone off, task start and due dates, as well as task description.

You can mark a task as completed by pressing the **"Mark as Completed"** button, open a task for editing (the **"Edit"** button) or delete a record (the **"Delete"** button) in this dialog box.

Moreover, you can change a reminder time by setting an appropriate time lag and clicking the **"Snooze"** button.

Press **"Dismiss"** button to dismiss selected reminder or **"Dismiss All"** to dismiss all shown reminders.

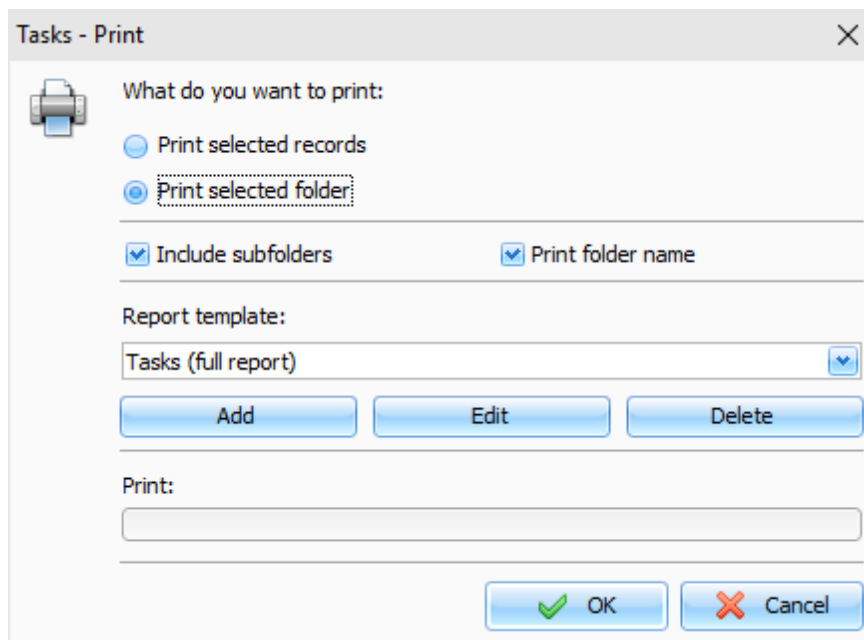
If computer shutdown, restart, or Windows user log off options have been activated in the [extended options](#), when the reminder goes off, a dialog window will appear. You can use this dialog window to cancel previously scheduled commands (computer shutdown, restart, user log off).



2.5.5 Tasks - Print

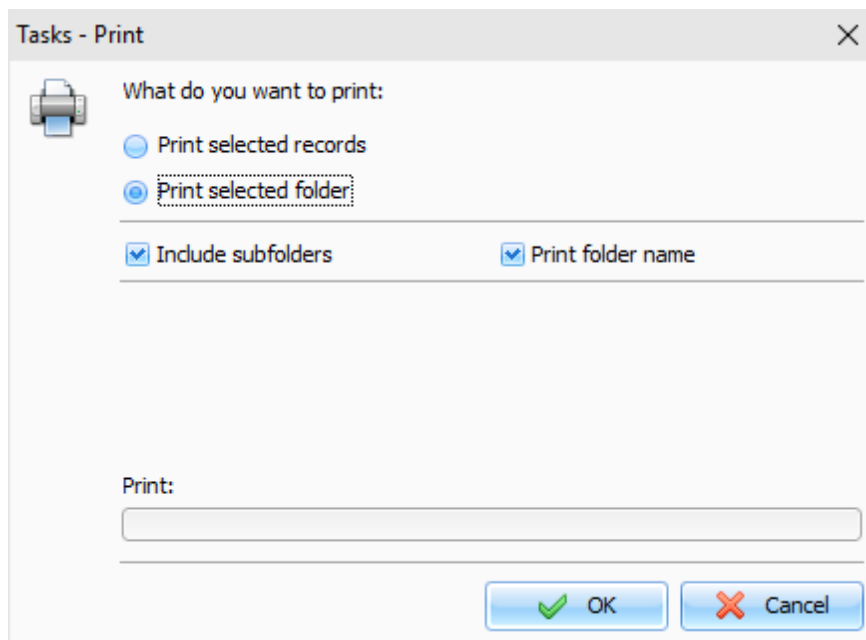
To print the tasks, click the "Print" button or use the **Ctrl + P** shortcut.

If the "Tasks Tree" mode is off, you will see this dialog box:



Select the information to be printed. Besides that, you can select a print template here. If you want to create or edit a print template, click an appropriate button below the templates list. Please, see the [Creating and editing print templates](#) topic for more information.

When you print entries in Tasks Tree mode, you will see this dialog box:

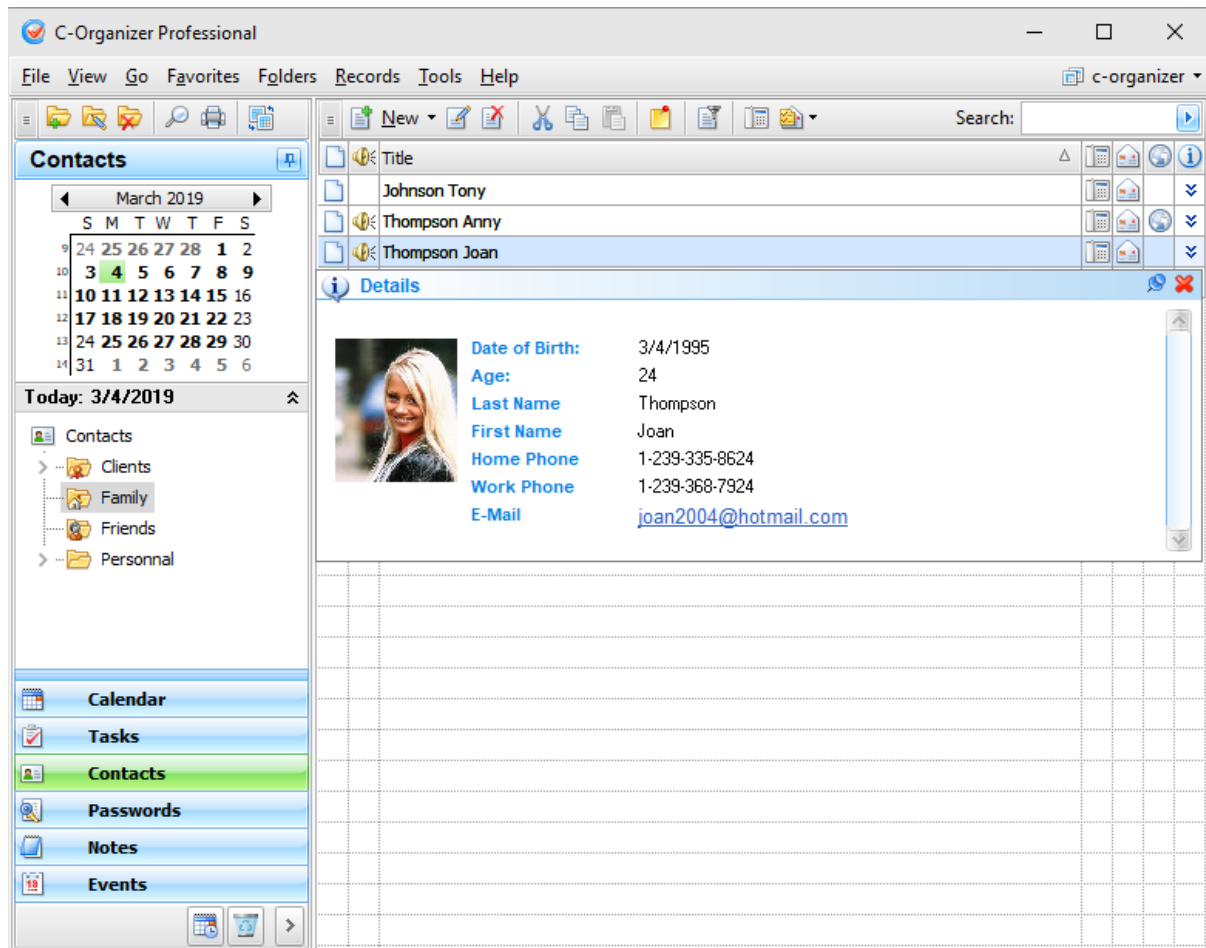


Print templates are not supported for this mode.

After setting all desired options, click the "OK" button. "[Print Preview](#)" window will be opened.

2.6 Contacts

2.6.1 Contacts - Overview



The **Contacts** is designed to store information about your contacts. There is a picture storing feature available. Furthermore, it is possible to store practically any information about a contact person, thanks to easily configurable database structure for each record.

Besides, the Contacts allow to systematize your information by placing it into the appropriate folders. The data inside the viewing area has a tree-like structure.

Moreover you can change a folder picture for better visualization. Just click the "**Folders - Change Icon**" main menu item and choose one of predefined pictures or load own picture from file. The picture size is 16x16 pixels.

Use the "**New Folder**" button to create a new folder, "**Rename**" button to rename folder, and "**Delete Folder**" button to delete selected folder. Also you can use the **Ctrl+Alt+N**, **Ctrl+Alt+E** and **Ctrl+Alt+D** shortcuts or the context menu commands in the Documents tree area.

To simplify the information grouping process we added Drag & Drop support, so just drag the contacts or the contacts groups to place them inside folders. Also you can cut or copy any entry and paste it into other folder using an appropriate buttons or shortcuts (**Ctrl+X**, **Ctrl+C**, **Ctrl+V**) or using the context menu in the Contacts area.

Also you can drag any contact to the program calendar to create a new appointment, linked to this contact.

Each entry has a built-in notification system, which will always remind you about an upcoming birthday or anniversaries.

You can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only contacts, which match to the selected categories.

All entries in the list can be filled with the first category color, if this option is on (see the [Contacts Preferences](#)).

Besides, in the view area you can see practically any fields. Just configure the program options and select which fields do you want to see.


You can preview information about contact by pressing the following button: .

Furthermore, a contact can be posted as an electronic sticker on a computers monitor. Just select a contact and click the "**Show as Sticker**" button.


See the [How to preview a record and to work with stickers](#) topic for more details.


Each entry can be edited directly in the view area.

The Contacts integrates automatically with a default Email client and a web browser, installed on your computer.

By clicking the  button you can launch a pop-up window which contains the list of Email addresses a chosen record. Choosing any of the Email addresses from the list automatically launches an Email client ready to send a message to the chosen address.

Also you can send a message to the contacts group by pressing the "**Send Message**" button ("**Tools - Send Message**" program main menu item).

If you click the  button, the entire list of Internet addresses (URLs) for the selected record will open. When you chose any address, your Internet browser opens it at the set page.

Also you can use the [Phone Dialer](#) function to dial phone numbers. Click the  button to access this feature.

2.6.2 Contacts - Adding/Editing record


To add a new contact press the "**New Contact**" button or double click the empty area inside the viewing area. You can use shortcuts **Ins** or **Ctrl + N** as well.

To edit an already existing entry press the "**Edit**" button or double click the record you want to edit in the viewing area. Also you can use **Ctrl + Enter** shortcut.


Dialog box for working with contacts:

Thompson Joan - Contacts

General Description Attachments (0)

 Title: Thompson Joan

Date of Birth: 3/4/1995

Remind before: 1 Days 

Categories: Blue Category

Templates + Add Field - Remove Field Move Up Move Down

Name	Value
Last Name	Thompson
First Name	Joan
Home Phone	1-239-335-8624
Work Phone	1-239-368-7924
E-Mail	joan2004@hotmail.com

Delete empty fields

OK Cancel Apply

Fields description:

Title a records title.

Date of Birth here you can enter the date of birth.

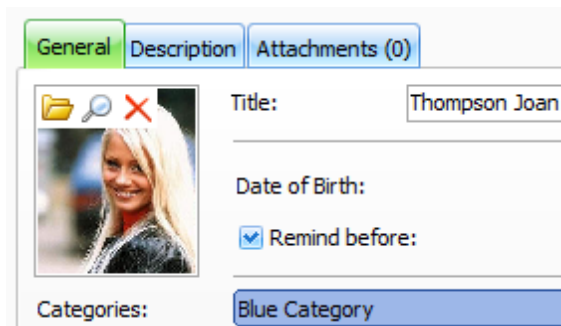
Below you will find the **notification options**:

Remind Before you can set how much time before a birthday date you would like to receive a notification. You can choose a number of **days** or **weeks**.


To get access to the [Extended notification options](#), click the  button to the right of this field.


Categories here you can assign one or more categories to the entry. See "[Working with Categories](#)" topic for more details.

To work with a **picture**, move the mouse over picture area and you will see the buttons:



The screenshot shows the 'General' tab of a contact record. It includes a photo of a woman, a title field with 'Thompson Joan', a date of birth field, a checked 'Remind before' checkbox, and a 'Categories' field with 'Blue Category' selected.

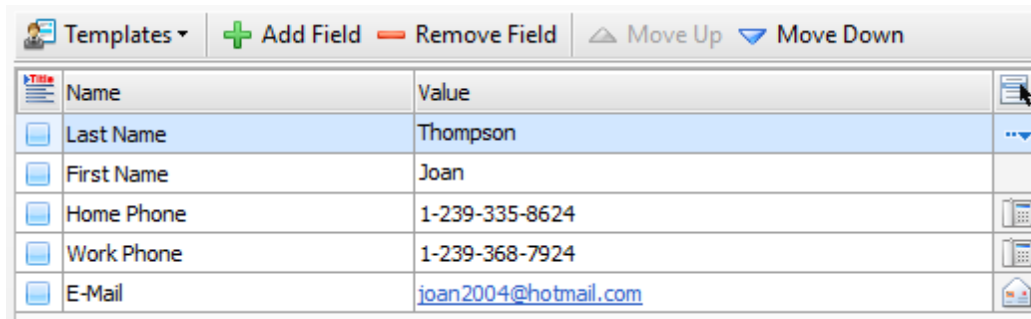
Click the  button and chose a picture file you would like to add. The program supports major picture formats.

Use the  button to open built-in picture viewer. Here you can see a full size image, load other picture, save it to file etc.

To delete a picture, click the  button and picture will be removed.

Additional fields

The program gives you the capability to add any another information about a contact person into the additional information area.



The screenshot shows a table with columns 'Name' and 'Value'. The table contains several rows of contact information. Above the table are buttons for 'Add Field', 'Remove Field', 'Move Up', and 'Move Down'.

Name	Value
Last Name	Thompson
First Name	Joan
Home Phone	1-239-335-8624
Work Phone	1-239-368-7924
E-Mail	joan2004@hotmail.com

This area looks like a table. By default, it contains the list of most frequently used fields. However, you can add or remove fields using **Add Field** and **Remove Field** buttons, as well as change the fields order using **Move up** and **Move down** buttons.

When you click the **Add Field** button, the dialog box will be opened:

Field Name	Field Type
Anniversary	Date
Assistant	Text
Assistant Phone	Phone Number
Car Phone	Phone Number
Chief	Text
Children	Text

Field Name:

Field Type:

OK Cancel

In this window you can add any existing field or create a new one. If you create a new field, you should enter unique field name and select field type:

Text, **Phone Number**, **E-mail Address**, **Web Address** or **Date**.

Date fields support reminders.

You can save your own fields list as a [template](#) and use it when adding new records into the Contacts.

Mark the fields you would like to use as the records title. In this case the records title will be created automatically.

Description use this field to enter an additional contact information and its description. The description field supports rich text formatting (RTF), pictures, tables and hyperlink insertion. See [Working with text and descriptions](#) topic for more details.


Attachments allows to attach any file to the entry. All attached files will be stored directly in the database. See "[Working with Attachments](#)" topic for more details.

2.6.3 Contacts - using templates


Using templates, you can save an existing fields collection in the Contact entry and use it in the future when adding new records. To begin work with the templates press "**Templates**" button at the top of the additional fields table. You will see the dropdown menu:

Thompson Joan - Contacts





General Description Attachments (0)





 Title: Thompson Joan

Date of Birth: 3/4/1995

Remind before: 1 Days 

Categories: Blue Category

Templates  Add Field  Remove Field  Move Up  Move Down

	Value	
Save as Template...	Thompson	
Change Template	Joan	
Add from Template	1-239-335-8624	
Settings...	1-239-368-7924	
<input checked="" type="checkbox"/> E-Mail	joan2004@hotmail.com	

Delete empty fields

OK Cancel Apply

Commands description:

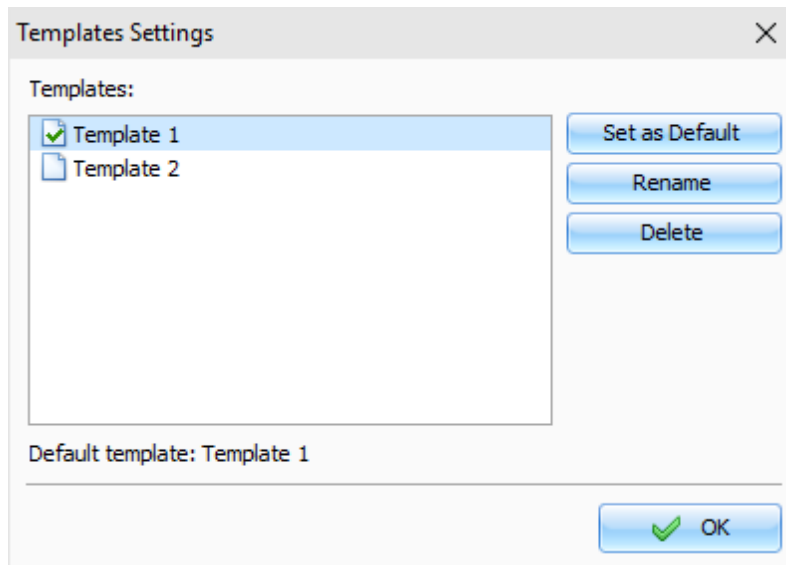
Save as Template: click this item to save current fields collection as one of existing templates or as a new template.

Change Template: use this feature to replace existing fields collection with the selected fields template.

Be careful: all entered information (field values) will be lost during this operation.

Add from Template: use this feature to add fields from the selected template to existing fields collection.

Settings: will open the "Templates settings" dialog box, which lets you rename templates, delete templates, and choose a default template, as well.

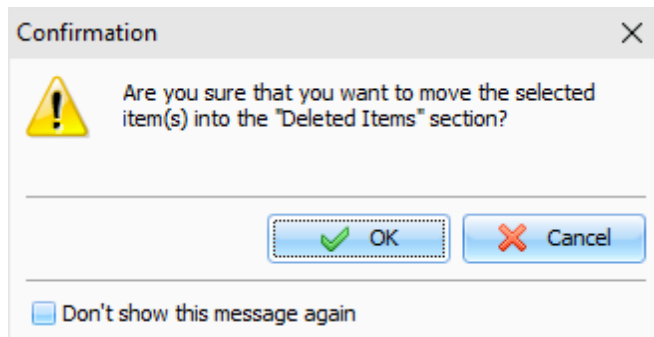


2.6.4 Contacts - Deleting record

To delete a contact, select it and click the "Delete" button. Besides, you can use **Del** or **Ctrl + D** shortcuts.

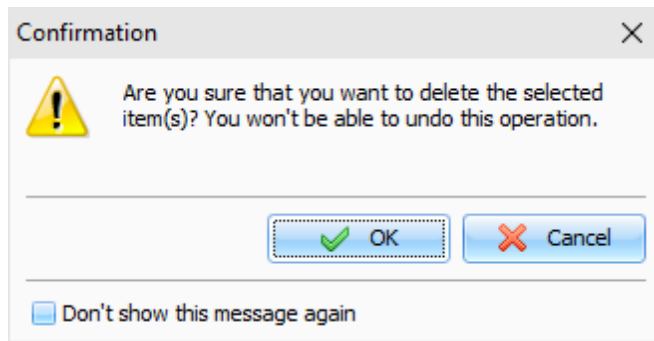
Note: when you deleting a folder, all entries inside this folder will be deleted too.

If the confirmation option is on, the Confirmation window will appear.



After the confirmation all selected entries will moved into the "[Deleted Items](#)" section. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

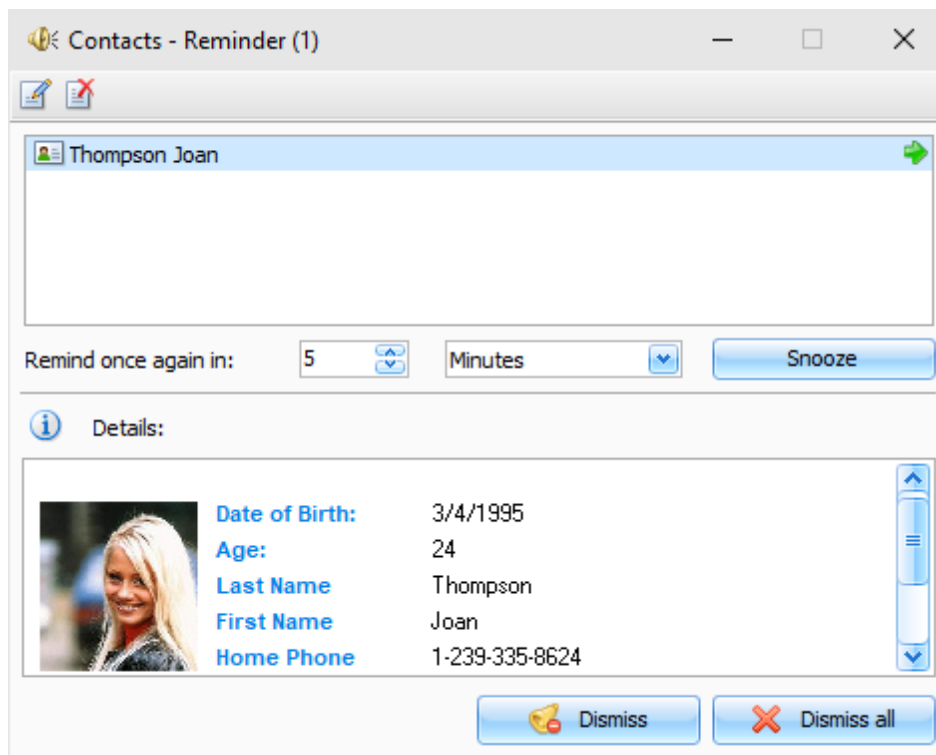
To completely delete your entries, please delete them inside "[Deleted Items](#)" section. After confirmation the entries will be permanently deleted from the database:



Warning: You won't be able to undo these changes.

2.6.5 Contacts - Reminder

If the Reminder option has been turned on for a contact entry, the program will show a dialog box at the set time with a complete information about a contact, and will play a sound file or carry out other [actions](#) you scheduled (like opening documents, program startup etc).



The Reminder dialog box contains the list of entries, for which the reminders have gone off, and gives the complete information about the contact person.

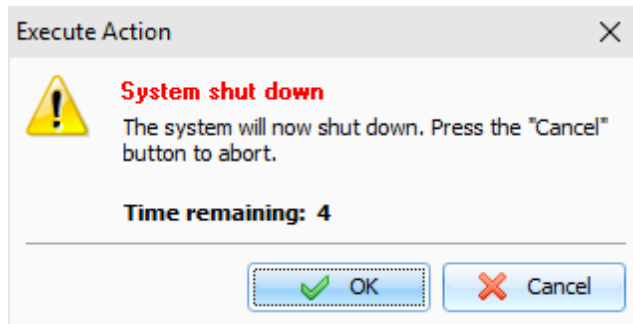
You can open a contact for editing (the "Edit" button) or delete a record (the "Delete" button) in this dialog box.

Moreover, you can change a reminder time by setting an appropriate time lag and clicking the "Snooze" button.

Press "Dismiss" button to dismiss selected reminder or "Dismiss All" to dismiss all shown reminders.

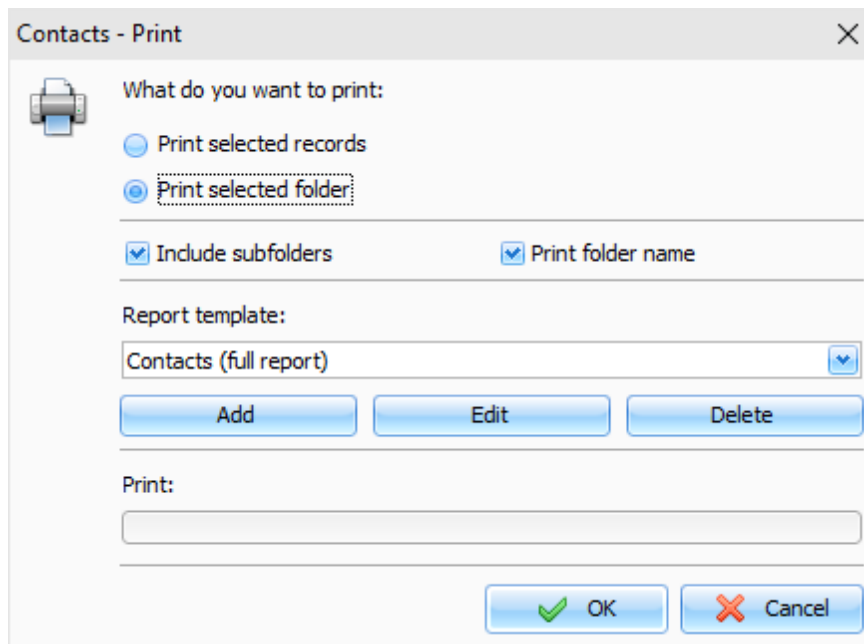
If computer shutdown, restart, or Windows user log off options have been activated in the [extended](#)

[options](#), when the reminder goes off, a dialog window will appear. You can use this dialog window to cancel previously scheduled commands (computer shutdown, restart, user log off).



2.6.6 Contacts - Print

To print the contacts, click the "Print" button or use the **Ctrl + P** shortcut. A print dialog box will appear:




Select the information to be printed. Besides that, you can select a print template here. If you want to create or edit a print template, click an appropriate button below the templates list. Please, see the [Creating and editing print templates](#) topic for more information.

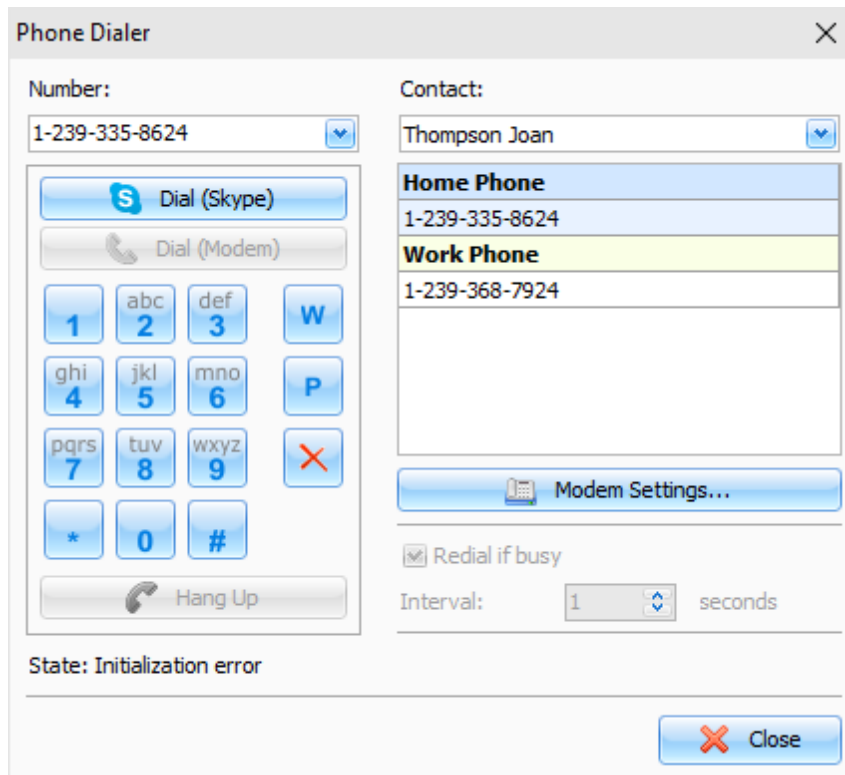
After setting all desired options, click the "OK" button. "Print Preview" window will be opened.

2.6.7 Phone Dialer

We've added a phone dialer to dial the phone numbers stored in the Contacts records. You can dial number using Skype or by phone. To make call by phone, you need to have a modem installed on your computer.

To open the Phone Dialer, click the  button near the contact title or use the "Tools - Phone Dialer" program's main menu item.

The "Phone Dialer" window will appear:



In this window you can enter a phone number manually or select it from the available phone numbers of selected contact.

Then click the **"Dial"** button to start dialing.

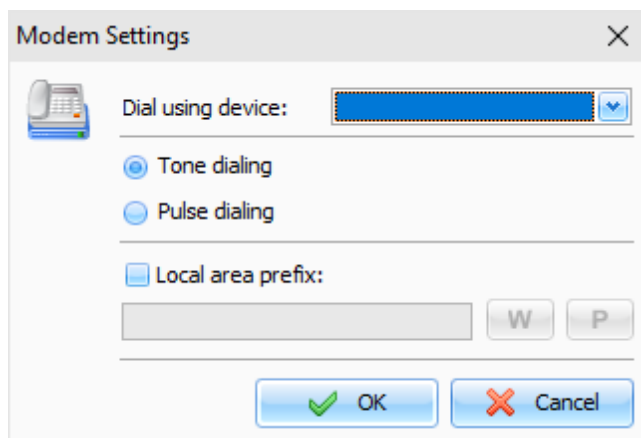
To cancel dialing, click the **"Hang Up"** button (not supported for Skype).

To start talking over the phone, pick up the phone and then click the **"Hang Up"** button.

If the **"Redial if busy"** option is turned on, the phone number will be redialed automatically if the line is busy (not supported for Skype).

To customize the modem settings, please click the **"Modem Settings"** button.

The dialog box will appear:

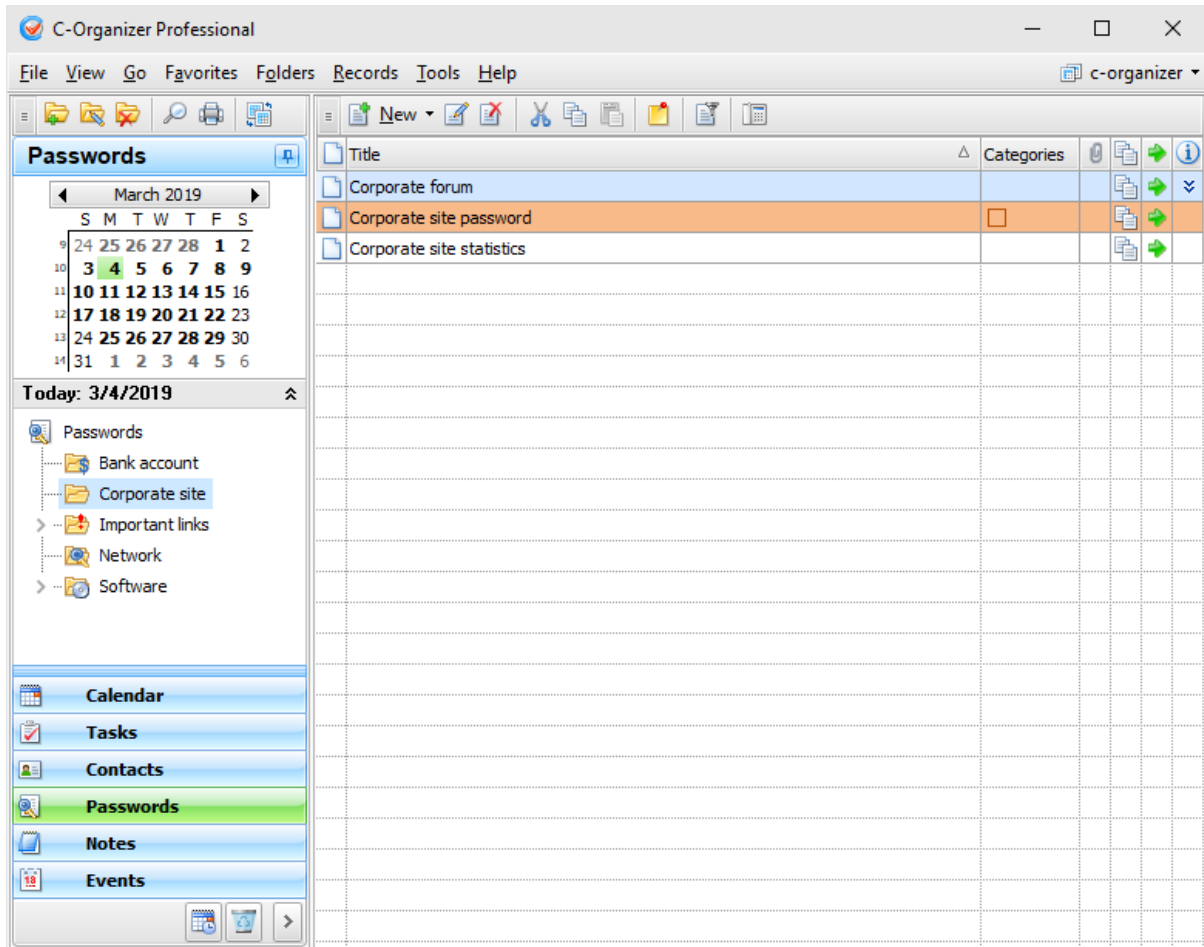


Using this window you can select device to dial the phone numbers, dialing options (pulse or tone

dialing), and local area call prefix if necessary (this prefix will be dialed before the phone number).

2.7 Passwords

2.7.1 Passwords - Overview



The **Passwords** mode is intended for storing various passwords, logins, serial numbers, account numbers and the like. Moreover, you can use this mode as a **bookmark manager** or use it for a quick URL/file access.

Besides, the Passwords allows systemizing your information by placing it into the appropriate folders. The data inside the viewing area has a tree-like structure.

Moreover you can change a folder picture for better visualization. Just click the "**Folders - Change Icon**" main menu item and choose one of predefined pictures or load own picture from file. The picture size is 16x16 pixels.

Use the "**New Folder**" button to create a new folder, "**Rename**" button to rename folder, and "**Delete Folder**" button to delete selected folder. Also you can use the **Ctrl+Alt+N**, **Ctrl+Alt+E** and **Ctrl+Alt+D** shortcuts or the context menu commands in the Documents tree area.


To simplify the information grouping process we added Drag & Drop support, so just drag the passwords or the passwords groups to place them inside folders. Also you can cut or copy any entry and paste it


into other folder using an appropriate buttons or shortcuts (**Ctrl+X**, **Ctrl+C**, **Ctrl+V**) or using the context menu in the Passwords area.

Also you can drag any password to the program calendar to create a new appointment, linked to this password entry.

You can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only passwords, which match to the selected categories.

All entries in the list can be filled with the first category color, if this option is on (see the [Passwords Preferences](#)).

The passwords mode integrates automatically with the default Internet browser installed on your computer. By pressing the  button, you can open an URL in the browsers window or launch/open the file according path entered.

By using the  button the user ID, password or an account number can be copied to the clipboard with just one mouse click.

Also you can preview entry description by pressing the following button: .

Furthermore, a password can be posted as an electronic sticker on a computers monitor. Just select a password and click the "**Show as Sticker**" button.

See the [How to preview a record and to work with stickers](#) topic for more details.

Each entry can be edited directly in the view area.

Also we've added the [Passwords Generator](#) feature ("**Tools - Passwords Generator**" main menu item). Using this function you can easily generate your passwords.

2.7.2 Passwords - Adding/Editing record

To add a new password press the "**New Password**" button or double click the empty area inside the viewing area. You can use shortcuts **Ins** or **Ctrl + N** as well.

To edit an already existing entry press the "**Edit**" button or double click the record you want to edit in the viewing area. Also you can use **Ctrl + Enter** shortcut.

Dialog box for working with passwords:

The screenshot shows a dialog box titled "Corporate site password - Passwords". It has three tabs: "General" (selected), "Description", and "Attachments (0)".

- Title:** Corporate site password
- Location:** http://www.somesite.com (with a green arrow icon)
- User Name:** Andy (with a copy icon)
- Account ID:** (empty, with a copy icon)
- Password:** ***** (with a key icon and a copy icon)
- Hide password when typing
- Categories:** Orange Category

At the bottom, there are three buttons: "OK" (with a green checkmark), "Cancel" (with a red X), and "Apply" (with a floppy disk icon).

Fields description:

Title - the records title.

Location - use this field to store **URL**, **file** or **folder path**. This will enable a quick access to a linked document.

The **User name**, **Account ID** and **Password** fields are intended for storing an appropriate information. To generate a password, press the "[Passwords Generator](#)" button near the Password field.

The **Hide password when typing** option can be used to make password viewing impossible while you entering it. Special symbols will replace the actual password on the screen.

Categories here you can assign one or more categories to the entry. See "[Working with Categories](#)" topic for more details.

Description - use this field to enter an additional password information and its description. The description field supports rich text formatting (RTF), pictures, tables and hyperlink insertion. See [Working with text and descriptions](#) topic more for details.

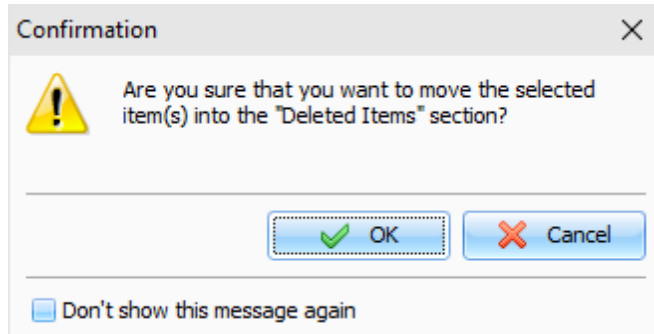
Attachments - allow to attach any file to the entry. All attached files will be stored directly in the database. See "[Working with Attachments](#)" topic for more details.

2.7.3 Passwords - Deleting record

To delete a password entry, select it and click the "**Delete**" button. Besides, you can use **Del** or **Ctrl + D** shortcuts.

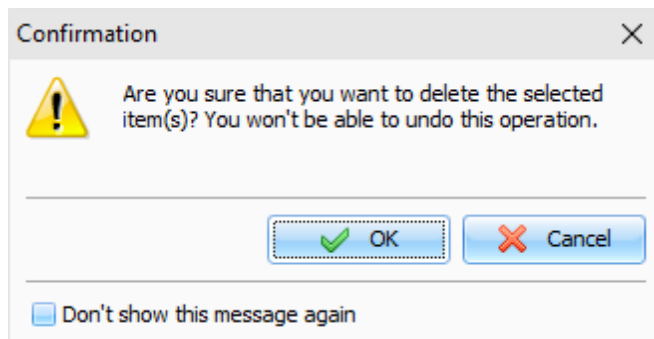
Note: when you deleting a folder, all entries inside this folder will be deleted too.

If the confirmation option is on, the Confirmation window will appear.



After the confirmation all selected entries will moved into the "[Deleted Items](#)" section. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

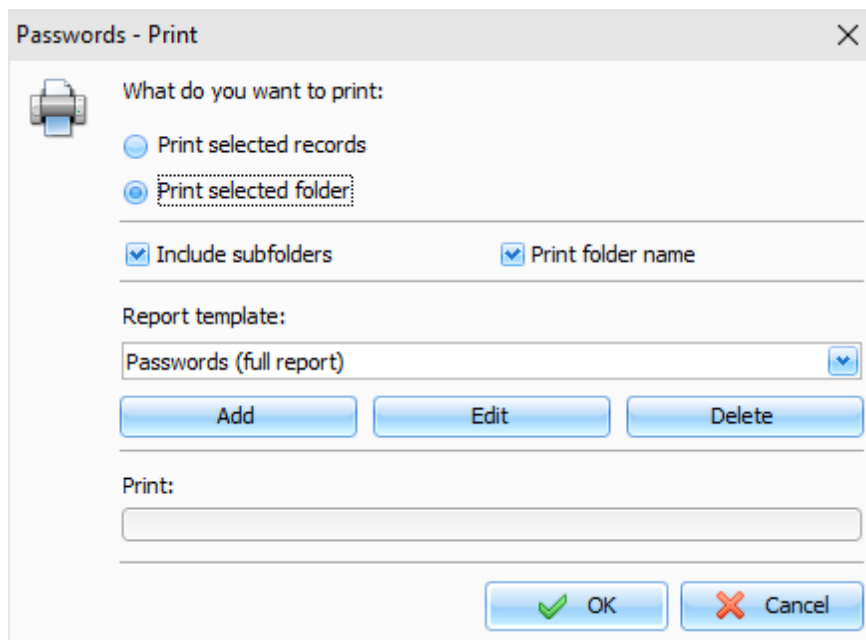
To completely delete your entries, please delete them inside "[Deleted Items](#)" section. After confirmation the entries will be permanently deleted from the database:



Warning: You won't be able to undo these changes.

2.7.4 Passwords - Print

To print the passwords, click the "**Print**" button or use the **Ctrl + P** shortcut. A print dialog box will appear:



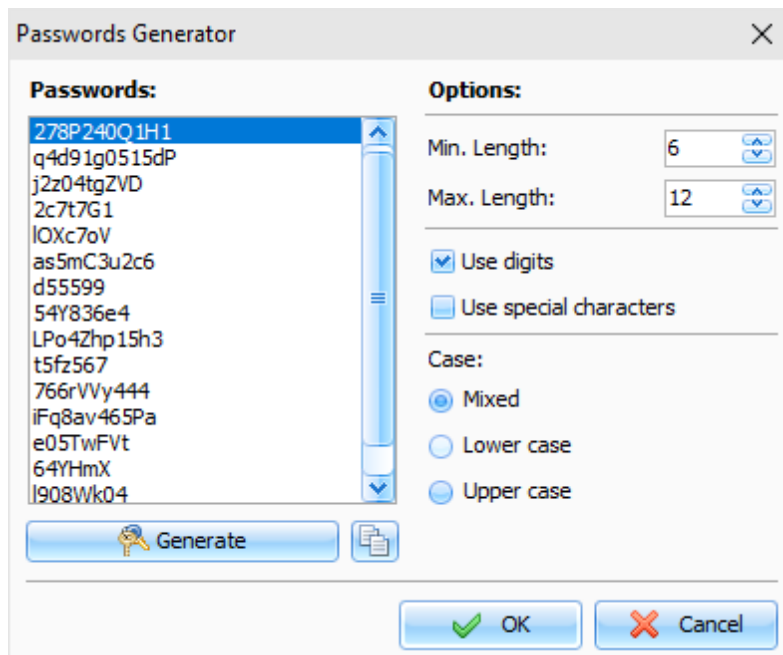
Select the information to be printed. Besides that, you can select a print template here. If you want to create or edit a print template, click an appropriate button below the templates list. Please, see the [Creating and editing print templates](#) topic for more information.

After setting all desired options, click the "OK" button. "Print Preview" window will be opened.

2.7.5 Passwords Generator

To open Passwords Generator, click the "Tools - Passwords Generator" program main menu item or an appropriate button in the "Add/Edit password" window.

A dialog box will be opened:



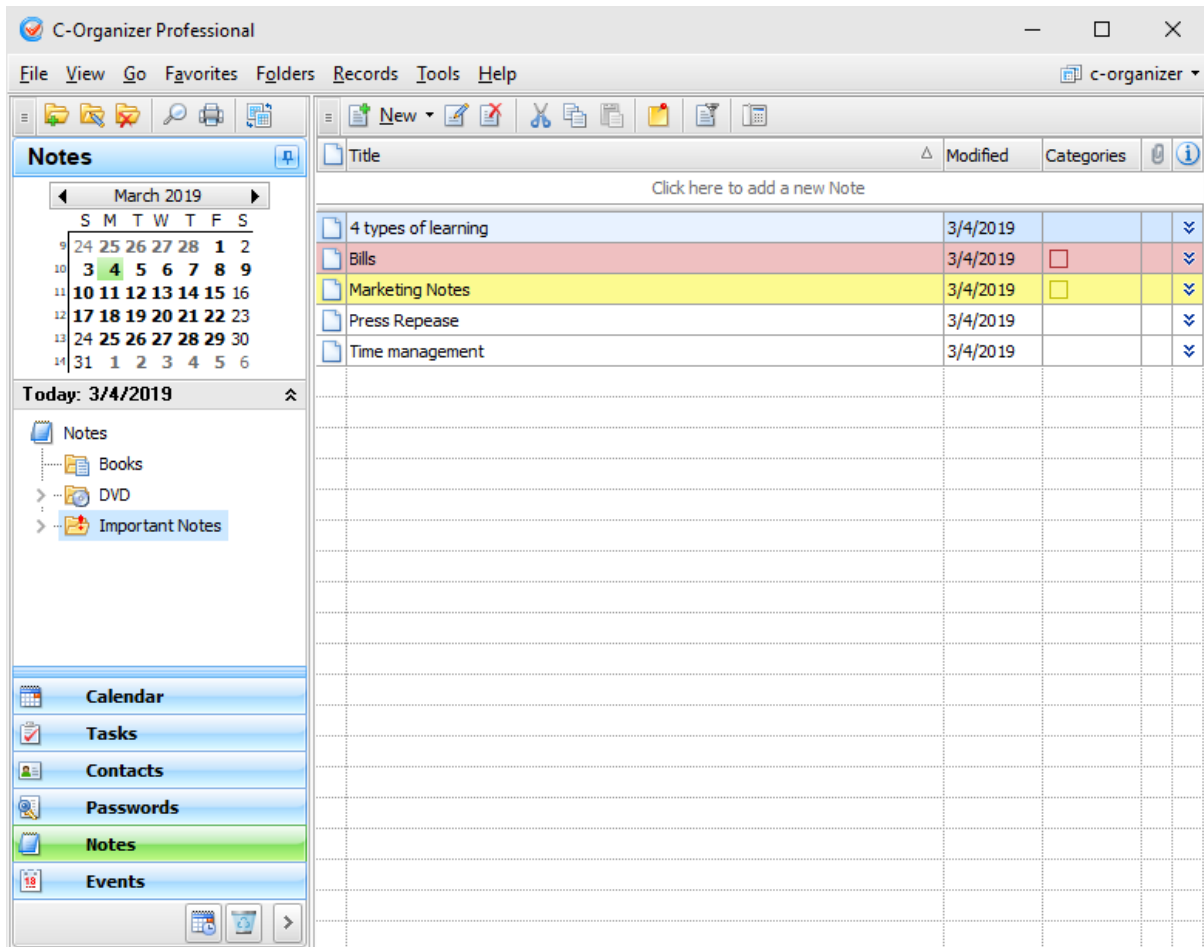
In this window you can set up the password length, what symbols to use and symbols case.

To generate passwords, click the **"Generate"** button.

To copy password to clipboard, select desired password and click **"Copy Password to Clipboard"** button.

2.8 Notes

2.8.1 Notes - Overview



Notes are designed to let you store various types of text information. You can use Notes to type in any records, important ideas, personal diary, etc.

This mode supports any font, size, color and style settings; you can also insert images, tables, Internet files hyperlinks, local network files, your computer files and C-Organizer database records.

Besides, the Notes allows systemizing your information by placing it into the appropriate folders. The data inside the viewing area has a tree-like structure.

Moreover you can change a folder picture for better visualization. Just click the **"Folders - Change Icon"** main menu item and choose one of predefined pictures or load own picture from file. The picture size is 16x16 pixels.

Use the **"New Folder"** button to create a new folder, **"Rename"** button to rename folder, and **"Delete"**

Folder" button to delete selected folder. Also you can use the **Ctrl+Alt+N**, **Ctrl+Alt+E** and **Ctrl+Alt+D** shortcuts or the context menu commands in the Documents tree area.

To simplify the information grouping process we added Drag & Drop support, so just drag the notes or the notes groups to place them inside folders. Also you can cut or copy any entry and paste it into other folder using an appropriate buttons or shortcuts (**Ctrl+X**, **Ctrl+C**, **Ctrl+V**) or using the context menu in the Notes area.

Also you can drag any note to the program calendar to create a new appointment, linked to this note.

You can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only notes, which match to the selected categories.

All entries in the list can be filled with the first category color, if this option is on (see the [Notes Preferences](#)).

Besides, in the view area you can see a record title, modification date, categories and whether a note description is available.

When note description is available, you can view it by pressing the following button: .

Furthermore, a note can be posted as an electronic sticker on a computers monitor. Just select a note and click the "**Show as Sticker**" button.

See the chapter [How to preview a record and to work with stickers](#) for more details.

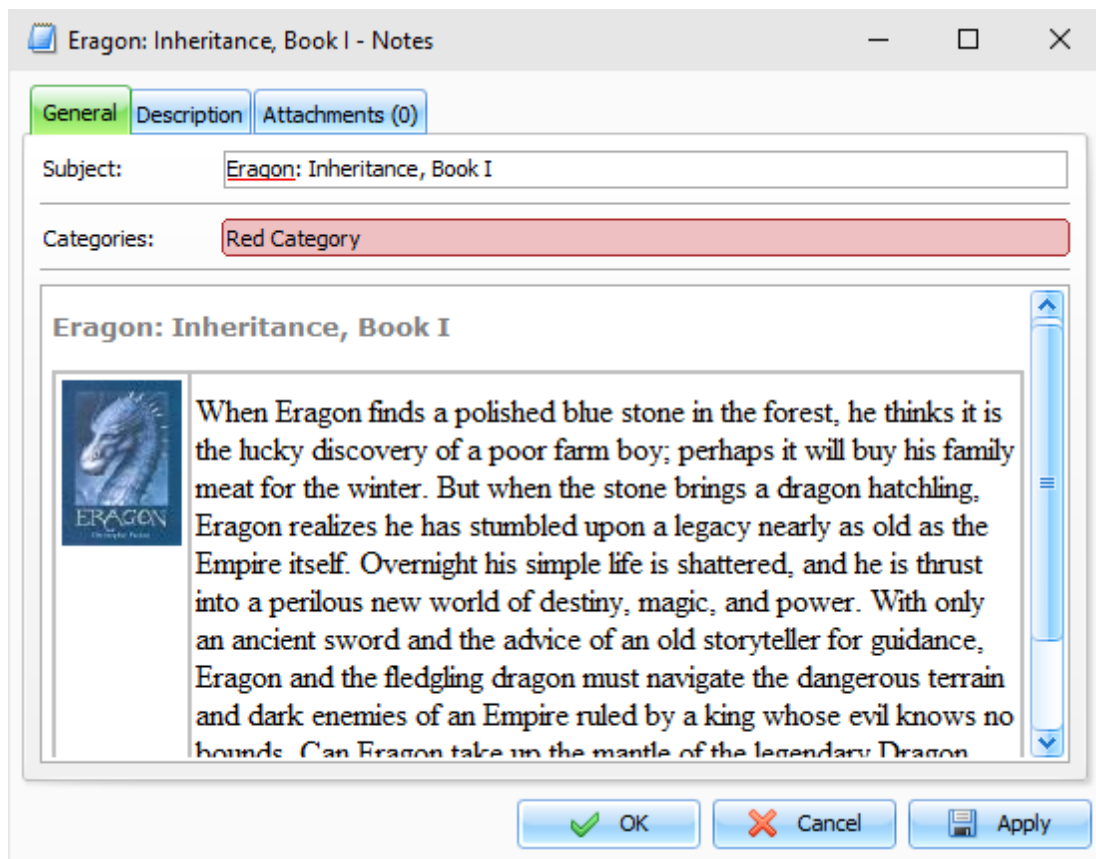
Each entry can be edited directly in the view area, you even can create a new entry by entering data in the upper row.

2.8.2 Notes - Adding/Editing note

To add a new note press the "**New Note**" button or double click the empty area inside the viewing area. You can use shortcuts **Ins** or **Ctrl + N** as well. Also you can create a new entry in the Notes area by entering data in the upper row.

To edit an already existing entry press the "**Edit**" button or double click the record you want to edit in the viewing area. Also you can use **Ctrl + Enter** shortcut.

Dialog box for working with notes:



Fields description:

Title - a records title.

Categories - here you can assign one or more categories to the entry. See "[Working with Categories](#)" topic for more details.

Description - use this field to enter an additional note information and its description. The description field supports rich text formatting (RTF), pictures, tables and hyperlink insertion. See [Working with text and descriptions](#) topic more for details.

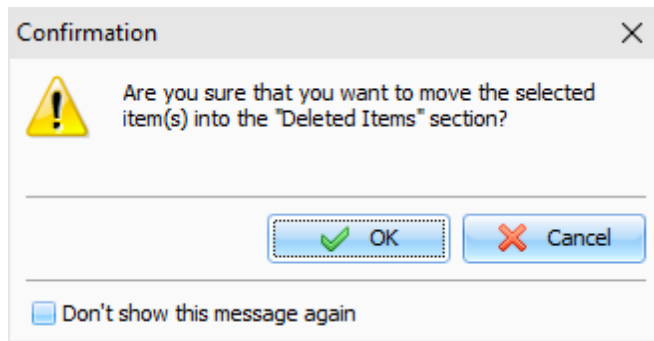
Attachments - allow to attach any file to the entry. All attached files will be stored directly in the database. See "[Working with Attachments](#)" topic for more details.

2.8.3 Notes - Deleting note

To delete a note, select it and click the "**Delete**" button. Besides, you can use **Del** or **Ctrl + D** shortcuts.

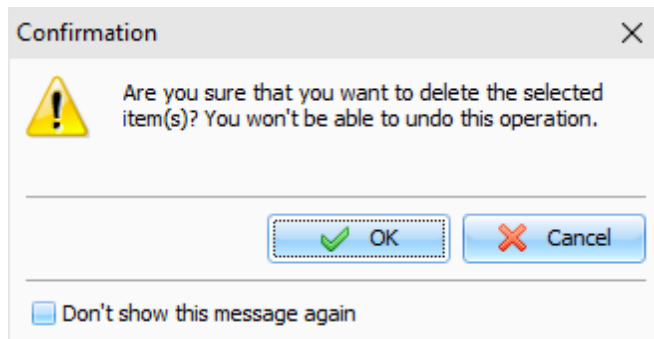
Note: when you deleting a folder, all entries inside this folder will be deleted too.

If the confirmation option is on, the Confirmation window will appear.



After the confirmation all selected entries will be moved into the "[Deleted Items](#)" section. This feature will allow you to restore deleted entries, in case if you deleted them by mistake.

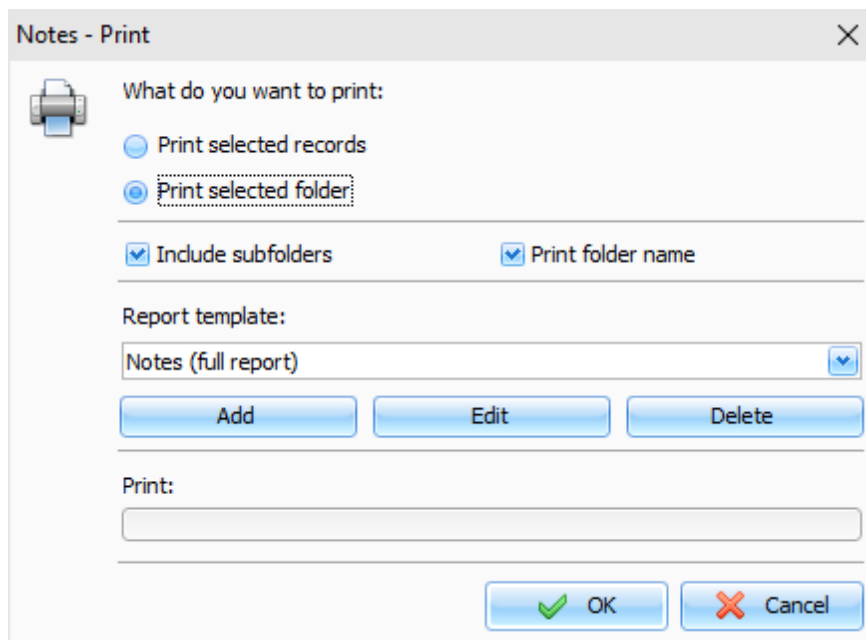
To completely delete your entries, please delete them inside "[Deleted Items](#)" section. After confirmation the entries will be permanently deleted from the database:



Warning: You won't be able to undo these changes.

2.8.4 Notes - Print

To print the notes, click the "**Print**" button or use the **Ctrl + P** shortcut. A print dialog box will appear:

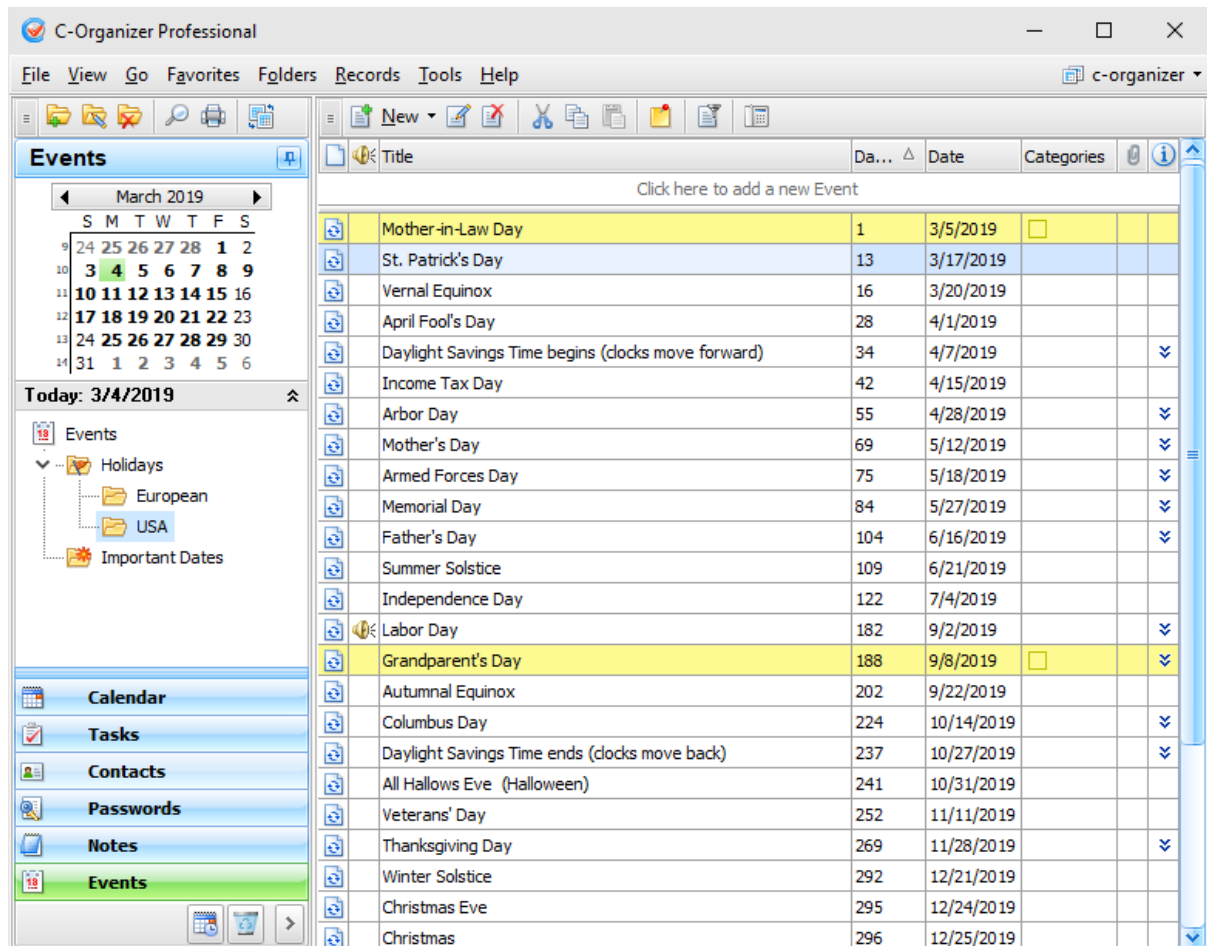


Select the information to be printed. Besides that, you can select a print template here. If you want to create or edit a print template, click an appropriate button below the templates list. Please, see the [Creating and editing print templates](#) topic for more information.

After setting all desired options, click the "OK" button. "[Print Preview](#)" window will be opened.

2.9 Events

2.9.1 Events - Overview



The **Events** section is created for storage of the information about holidays and other events that are important to you.

The program allows you to group events inside folders, which makes information sorting incredibly easy. You can set up as many groups as you like with any information content. The tree-like database structure is chosen to display the information in a convenient, easy to search and navigate manner.

Moreover you can change a folder picture for better visualization. Just click the "**Folders - Change Icon**" main menu item and choose one of predefined pictures or load own picture from file. The picture size is 16x16 pixels.

Use the "**New Folder**" button to create a new folder, "**Rename**" button to rename folder, and "**Delete Folder**" button to delete selected folder. Also you can use the **Ctrl+Alt+N**, **Ctrl+Alt+E** and **Ctrl+Alt+D** shortcuts or the context menu commands in the Documents tree area.


To simplify the information grouping process we added Drag & Drop support, so just drag the events or the events groups to place them inside folders. Also you can cut or copy any entry and paste it into other folder using an appropriate buttons or shortcuts (**Ctrl+X**, **Ctrl+C**, **Ctrl+V**) or using the context menu in the Events area.

Also you can drag any event to the program calendar to create a new appointment, linked to this event.

You can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only events, which match to the selected categories.

All entries in the list can be filled with the first category color, if this option is on (see the [Events Preferences](#)).

Every event can be set to repeat. You don't need to create the same event every time, just mark it as a recurring one. To match you expectations, C-Organizer provides [extended recurring options](#).

Besides, in the view area you can see an event title, date, days left, category. You can preview an events description by pressing the following button: . Furthermore, an event can be posted as an electronic sticker on a computers monitor. Just select an event and click the "**Show as Sticker**" button. See the chapter [How to preview a record and to work with stickers](#) for more details.

Each entry can be edited directly in the view area, you even can create a new entry by entering data in the upper row.

2.9.2 Events - Adding/Editing event

To add a new event press the "**New Event**" button or double click the empty area inside the viewing area. You can use shortcuts **Ins** or **Ctrl + N** as well. Also you can create a new entry in the Events area by entering data in the upper row.

To edit an already existing entry press the "**Edit**" button or double click the record you want to edit in the viewing area. Also you can use **Ctrl + Enter** shortcut.

Dialog box for working with events:

Fields description:

Title - a records title.

Date - event's date.

Recurrence - these settings enable you to make any event a recurring one. When you change the model or press the "**Customize**" button, the [extended recurrence options](#) window opens, giving you an opportunity to select and set an appropriate recurrence template.

Below you can see the **notification options**:

Remind at - here you can set up date and time when you would like to get the notification about an event.

To get access to the [Extended notification options](#), click the  button to the right of this field.

Categories - here you can assign one or more categories to the entry. See "[Working with Categories](#)" topic for more details.

Description - use this field to enter an additional event information and its description. The description field supports rich text formatting (RTF), pictures, tables and hyperlink insertion. See [Working with text and descriptions](#) topic more for details.

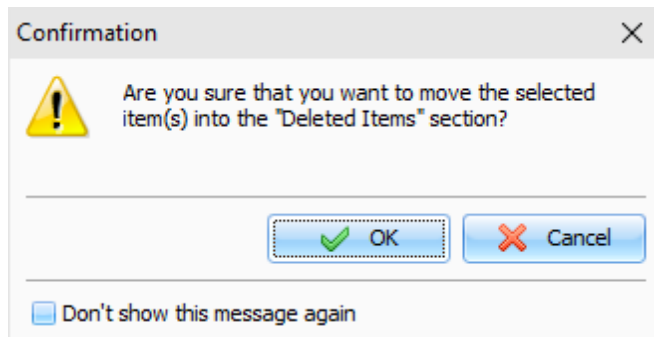
Attachments - allow to attach any file to the entry. All attached files will be stored directly in the database. See "[Working with Attachments](#)" topic for more details.

2.9.3 Events - Deleting event

To delete an event, select it and click the **"Delete"** button. Besides, you can use **Del** or **Ctrl + D** shortcuts.

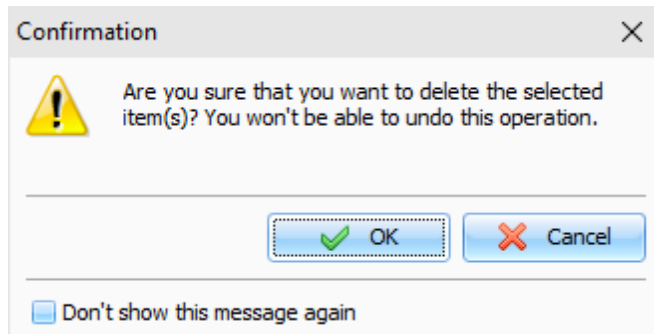
Note: when you deleting a folder, all entries inside this folder will be deleted too.

If the confirmation option is on, the Confirmation window will appear.



After the confirmation all selected entries will moved into the **"Deleted Items"** section. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

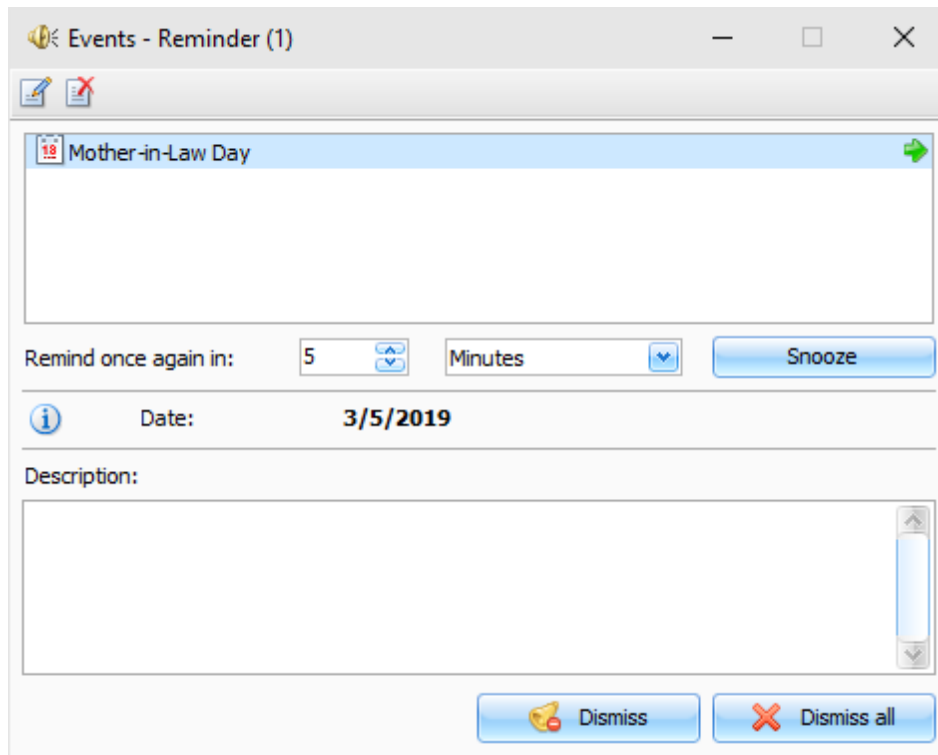
To completely delete your entries, please delete them inside **"Deleted Items"** section. After confirmation the entries will be permanently deleted from the database:



Warning: You won't be able to undo these changes.

2.9.4 Events - Reminder

If the Reminder option has been turned on for an event, the program will show a dialog box at the set time with a short event information, and will play a sound file or carry out other [actions](#) you scheduled (like opening documents, program startup etc).

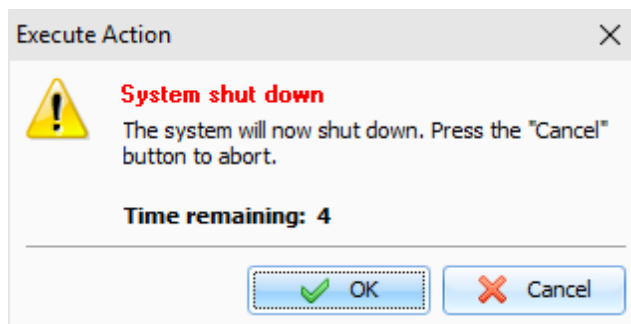


The Reminder dialog box contains the list of entries, for which the reminders have gone off, event date, as well as event description.

You can open an event for editing (the **"Edit"** button) or delete a record (the **"Delete"** button) in this dialog box.

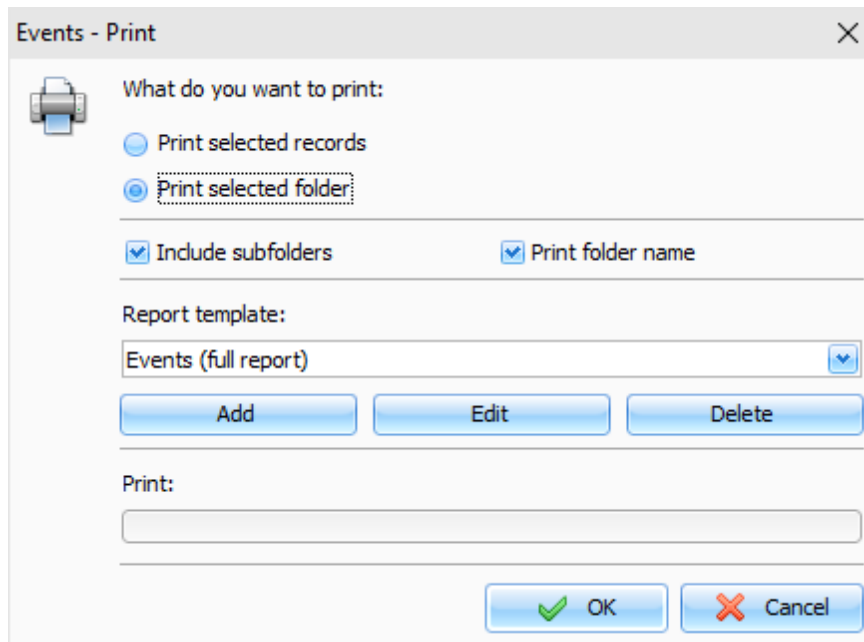
Moreover, you can change a reminder time by setting an appropriate time lag and clicking the **"Snooze"** button.

If computer shutdown, restart, or Windows user log off options have been activated in the [extended options](#), when the reminder goes off, a dialog window will appear. You can use this dialog window to cancel previously scheduled commands (computer shutdown, restart, user log off).



2.9.5 Events - Print

To print the events, click the **"Print"** button or use the **Ctrl + P** shortcut. A print dialog box will appear:



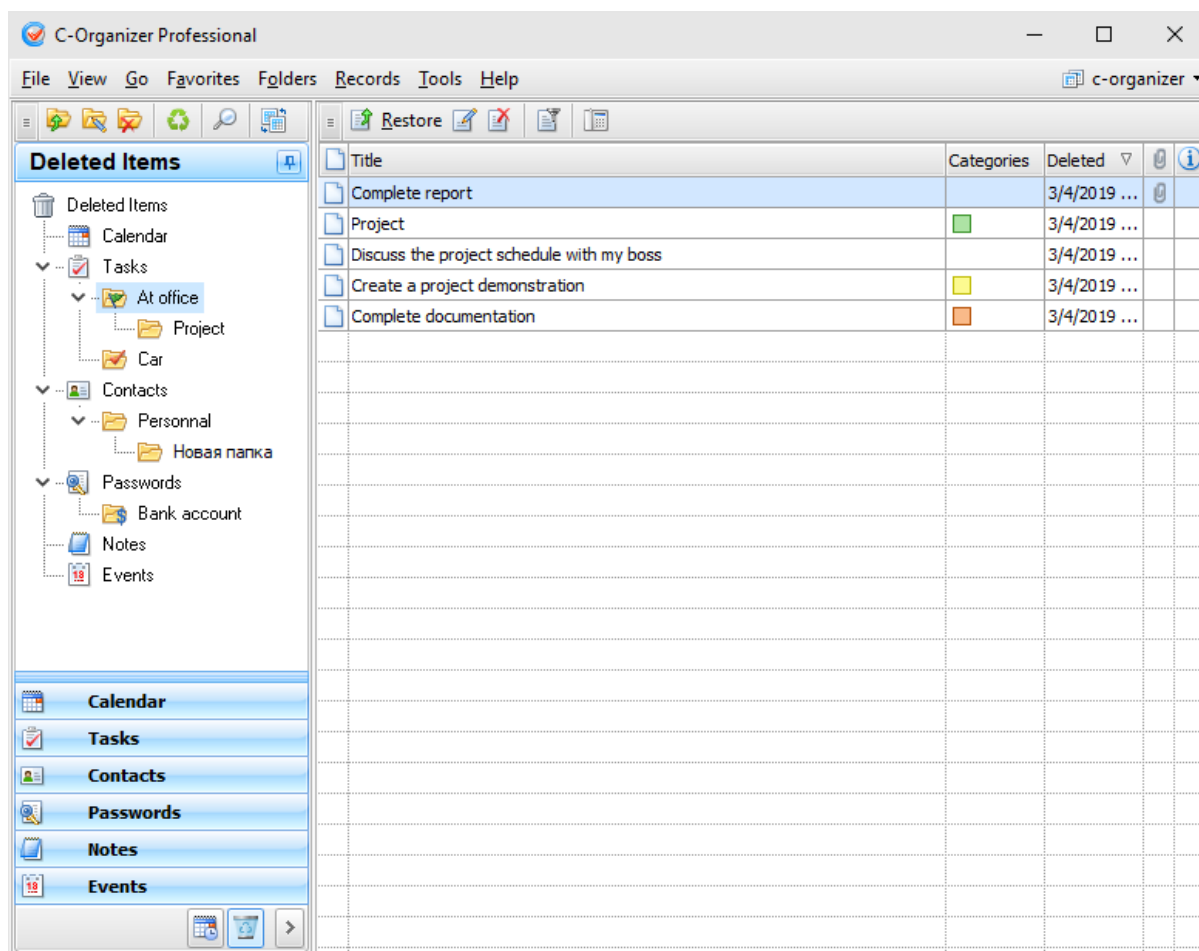
Select the information to be printed. Besides that, you can select a print template here. If you want to create or edit a print template, click an appropriate button below the templates list. Please, see the [Creating and editing print templates](#) topic for more information.

After setting all desired options, click the "OK" button. "[Print Preview](#)" window will be opened.

2.10 Deleted Items

2.10.1 Deleted Items - Overview

When you delete any entries in C-Organizer, they will be moved into **Deleted Items** section. This will allow you to restore your records in case, if you deleted them by mistake.



Documents Tree in the Navigation Panel has a separate node for each section in C-Organizer (Calendar, Tasks, Contacts, Passwords, Notes and Events). We've made it for your convenience. You can find deleted entry much easier because all deleted items are placed into appropriate sections.

If necessary, you can edit and view your entries without restoring.

Also in the view area you can see a record title, categories, date of deletion, attachments and whether an entry description is available.

When note description is available, you can view it by pressing the following button: .

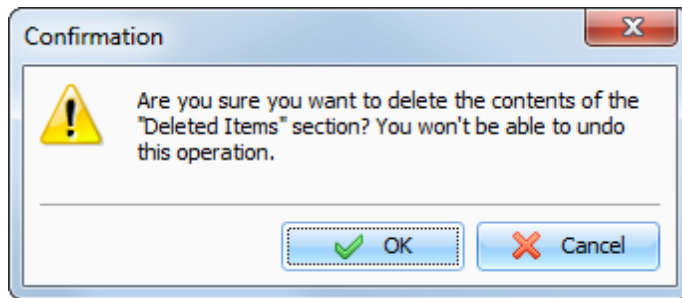
You can filter your entries by category. Just click the "**Filter by Category**" button. In this case you will see only entries, which match to the selected categories.

Also you can click the "**Find**" button to find any deleted entry.

Use the "**Restore**" button to restore selected folder or entry (C-Organizer has separate buttons to restore folders and entries).

You can permanently delete records or folders by pressing the "**Delete**" button.

If you would like to delete all items in this section, click the "**Empty Deleted**" button. You will see a confirmation window:



After it all entries will be permanently deleted from the database.

Warning: You won't be able to undo these changes.

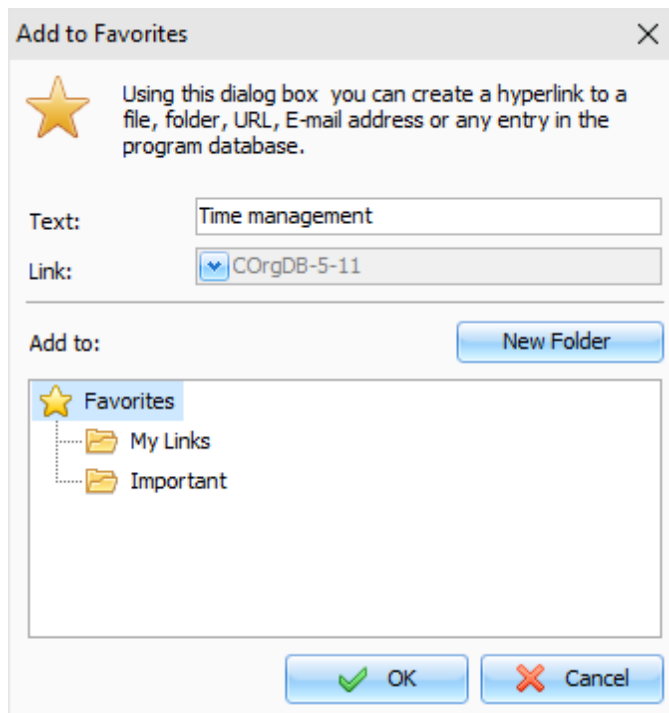
2.11 Favorites

C-Organizer has the "Favorites" feature. You can add any entry into the Favorites list and then open this entry with just one mouse click.

Adding Favorites

To add any entry to Favorites, select this entry and click the "**Favorites - Add to Favorites**" main menu item.

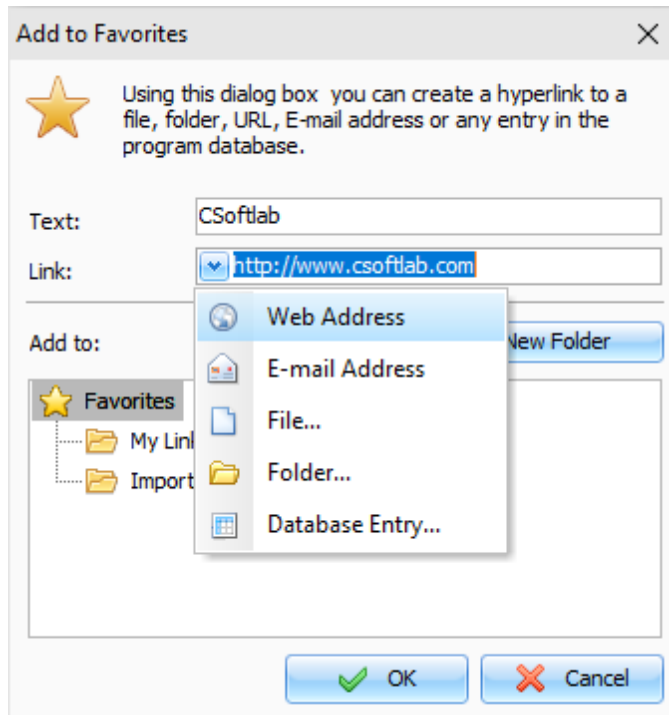
"Add to Favorites" window will be opened:



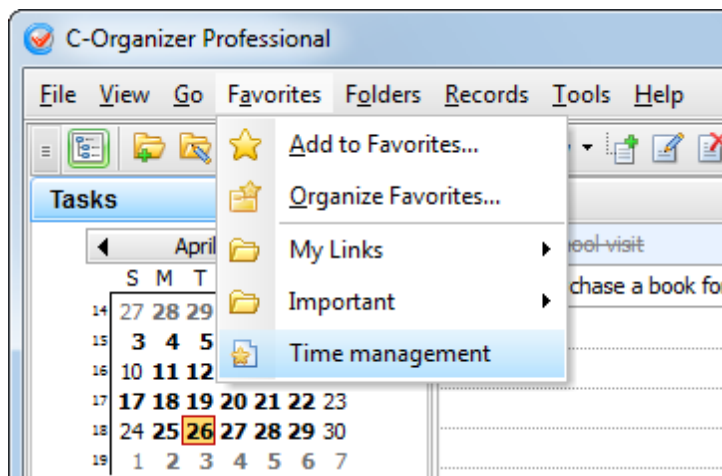
Here you can enter a favorite text (optionally) and select a folder where a new favorite link will be added. If necessary, you can create a new folder by pressing an appropriate button.

Please note, that you can create a link **not only to any entry in C-Organizer database!** You can create a favorite entry, which links to any file, folder, Internet or Email address. Just select an

appropriate link type:



When the new favorite is added, it becomes available in the "Favorites" main menu item:

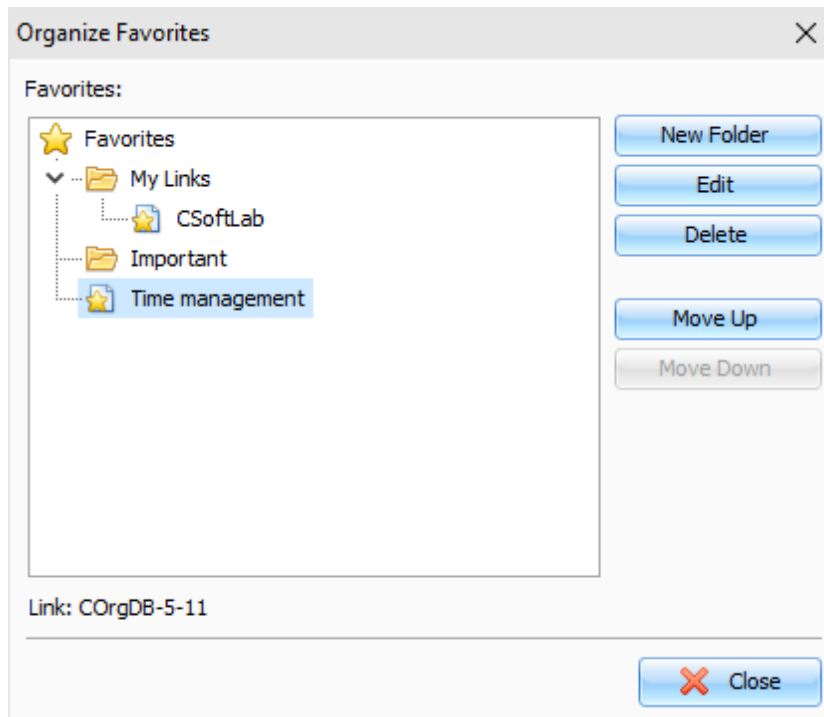


Just click it, and associated entry will be opened!

Organizing Favorites

To sort, rename, delete your favorites, or move them to folders, click the "Favorites - Organize Favorites" main menu item.

"Organize Favorites" window will be opened:



To create a new folder, click the **"New Folder"** button.
To rename any folder or favorite entry, click the **"Edit"** button.
To delete any folder or favorite entry, click the **"Delete"**.



You can change the favorites order. Just select any entry or folder and click the **"Move Up"** or **"Move Down"** buttons.

To move entries into a different folder, simply drag and drop this entry by mouse into an appropriate folder.

2.12 How to preview a record and work with stickers

For your convenience the C-Organizer provides an opportunity to place and preview your records as electronic sticker notes on the monitor.

Preview function works with all records that have the **Description** field filled out, and for all Contacts entries.

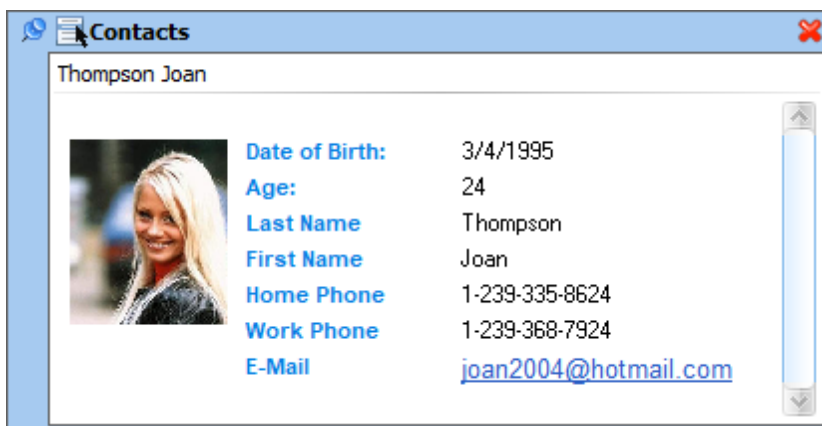
For a preview, press the  button in the main area near the record title. If this button is gray-colored: , previewing is not possible (entry does not have description).

The **preview** window looks as following:




You can change the window **size** and **position**. To close the window, simply click outside it or press the "**Close**" button at the upper right corner. To display the record as a sticker note on your monitor, press the "**Show as Sticker**" button at the upper right corner. Also you can display the record as a sticker note by pressing the "**Show as Sticker**" button in the program's main window.

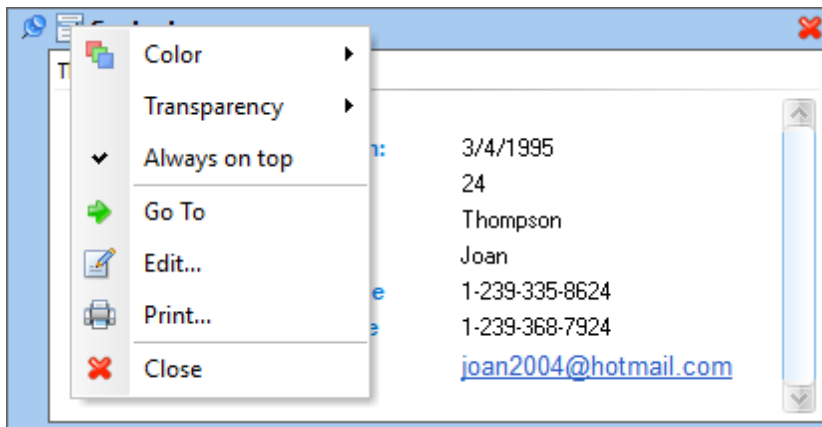
The **sticker** window looks as following:



You can change the stickers **window size**, **position**, **type** (always on top of all windows or no), **color** and **transparency level**.

To change the windows type use, the  button. By clicking the "**Close**" button you can close the sticker.

If you click the  button, the pop-up menu with the additional functions will appear:



Color - a sticker's color change. You can choose between 15 preset colors given or select any custom color.

Transparency - sets the window transparency level.

Always on top - when this option is on, the sticker will be displayed on the top of all other windows.

Go To - opens the main program window and places cursor on the record.

Edit - opens the entry for editing.

Print - using this function you can print the sticker's content.

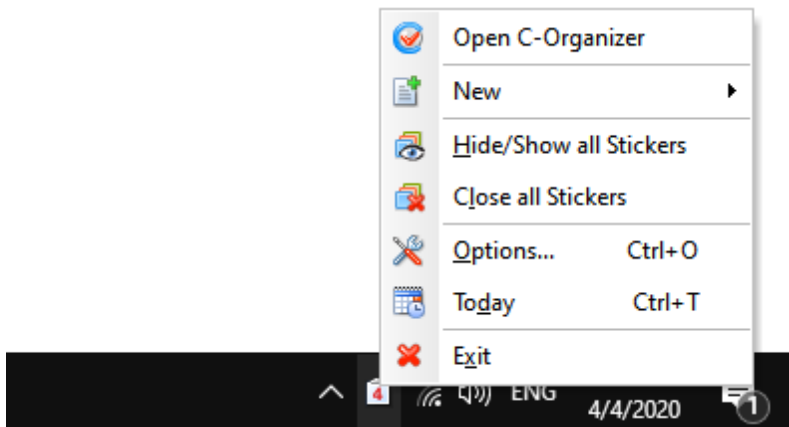
Close - closes the stickers window.

Besides, you can move to the record currently viewed as a sticker by clicking the mouse at the title inside the sticker.

You can hide, show or close all opened stickers, if necessary. You can find these functions in the program's main menu:

Click the "**Records - Hide/Show all stickers**" main menu item to hide or show opened stickers, or "**Records - Close all Stickers**" main menu item to close all opened stickers.

Also these functions are available in C-Organizer menu in system tray:



Note:

The sticker content is available only for reading.

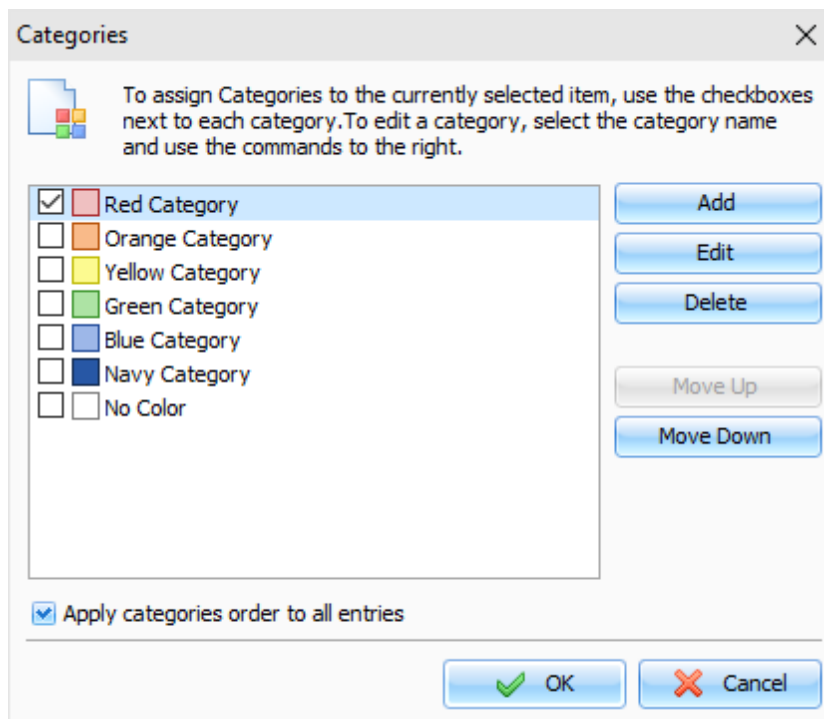
2.13 Working with Categories

All C-Organizer entries supports categories. We've added this feature for better visualization of your information. You can assign any categories to the entry and then filter your entries by category. All entries in the list can be filled with the first category color, if this option is on (see the program's Options).

The program allows you to edit existing or create new categories.

Assigning Categories

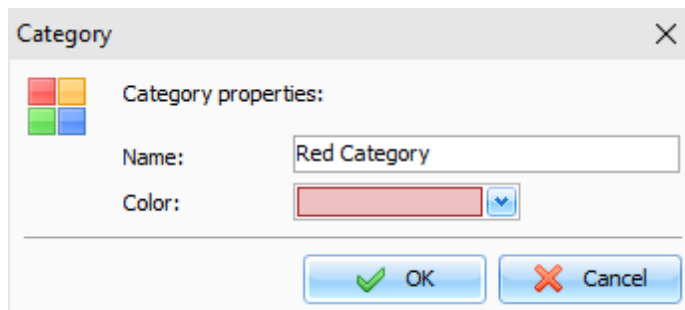
When you assign a category to an entry, the "Categories" window will be opened:



To assign a category just mark a box at the left of the category name and click the "OK" button. Marked categories will be assigned to the entry.

In this window you can customize your categories.

Click the "Add" or "Edit" button to add or edit a new category. This dialog box will be opened:



Here you can enter a category name and select category color.

To delete a category, click the **"Delete"** button.

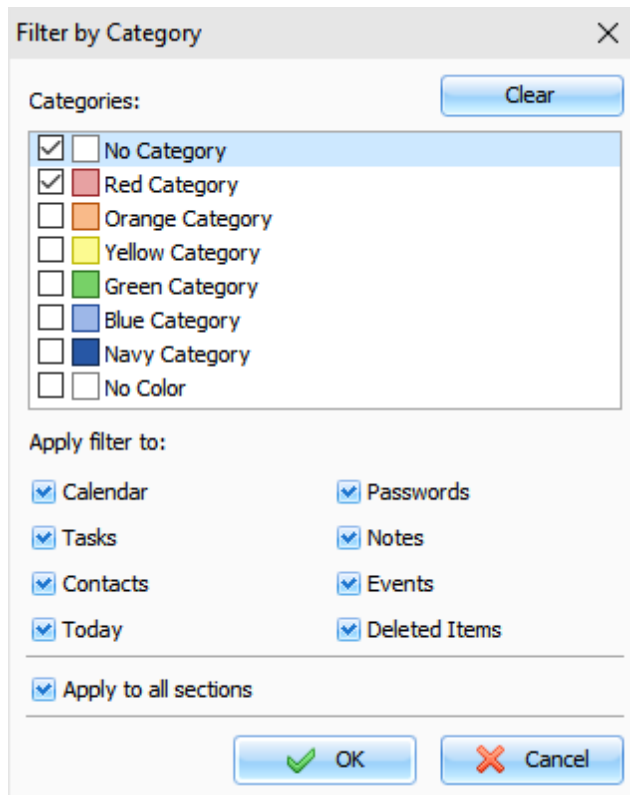
You can change the categories order. Just select any category and click the **"Move Up"** or **"Move Down"** buttons.

If the **"Apply categories order to all entries"** option is on, new order will be applied to all entries, otherwise each entry in the database will have own categories order.

The program allows to set up categories to multiple entries. Just select several entries, then click the **"Records - Categories"** main menu item and choose categories. These categories will be applied to all selected records.

Filtering by Categories

You can filter your entries by category or categories. Click the **"Records - Filter by Category"** program main menu item. A dialog box will be opened:



Here you can mark categories for which you want to apply filter and select sections, for which filter will be applied. Click the **"Clear"** button to deselect all categories, if necessary.

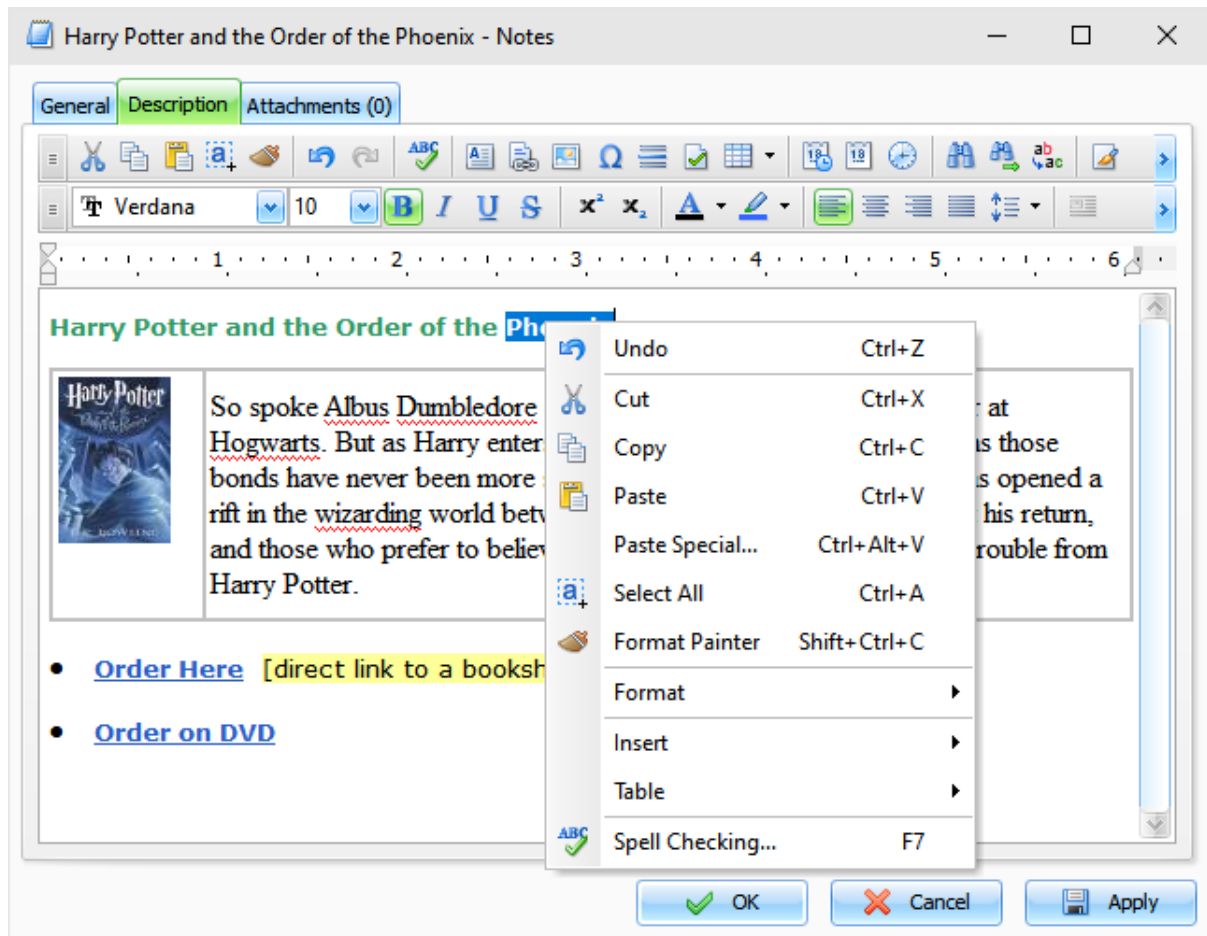
Then click the **"OK"** button. Now C-Organizer will display only entries, which has at least one of selected categories. If you select the "No Category" option - all your entries without categories will be shown.

To remove filter, simply click the **"Records - Filter by Category"** program main menu item again.

2.14 Working with text and descriptions

All the entries description fields and notes texts support **rich text formatting** (RTF), **images**, **tables** and **hyperlink** insertion.

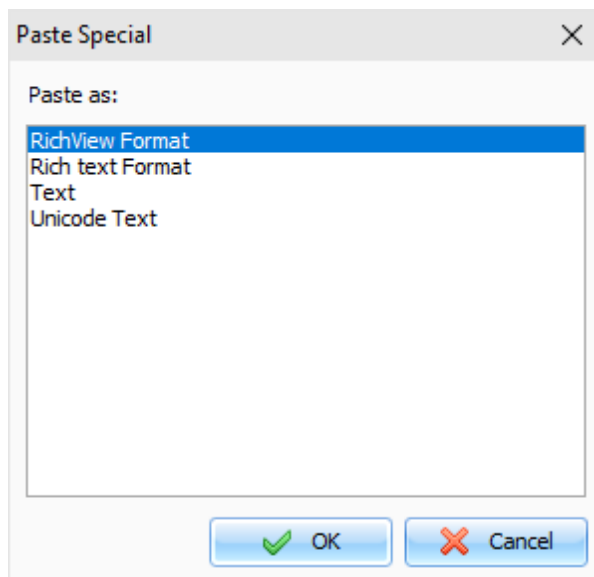
There is a special toolbar and a pop-up window that provide these options:



Here you can change fonts, paragraph formatting, add bullets and background etc. Text editor allows to insert text from file, images (even animated GIF files), special symbols, horizontal lines, tables etc.

Paste special

You can paste contents of the clipboard into a description area in various ways using the "Paste Special" context menu item or **Ctrl+Alt+V** shortcut:

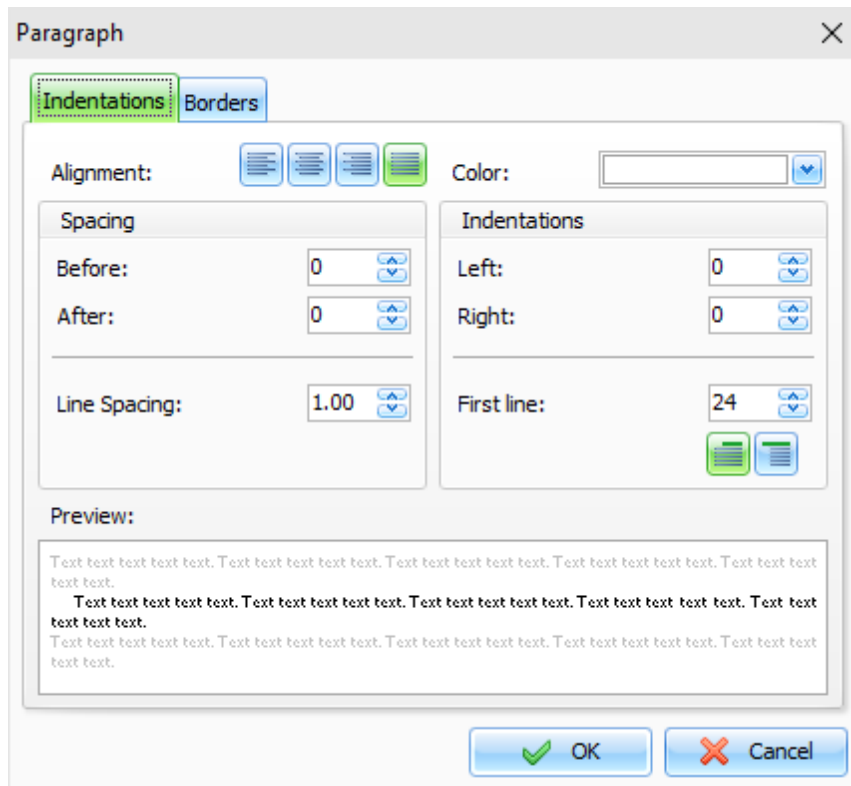


Text Formatting

You can use standard functions (**Bold**, **Italic**, **Underline**) to change font style, highlight text, change text color etc. Also C-Organizer supports "**Format Painter**" feature. You can simply select formatted text, press "**Format Painter**" button and select text, which you would like to format.

Paragraph Formatting

To open the **paragraph formatting** options, click the "**Paragraph**" button:

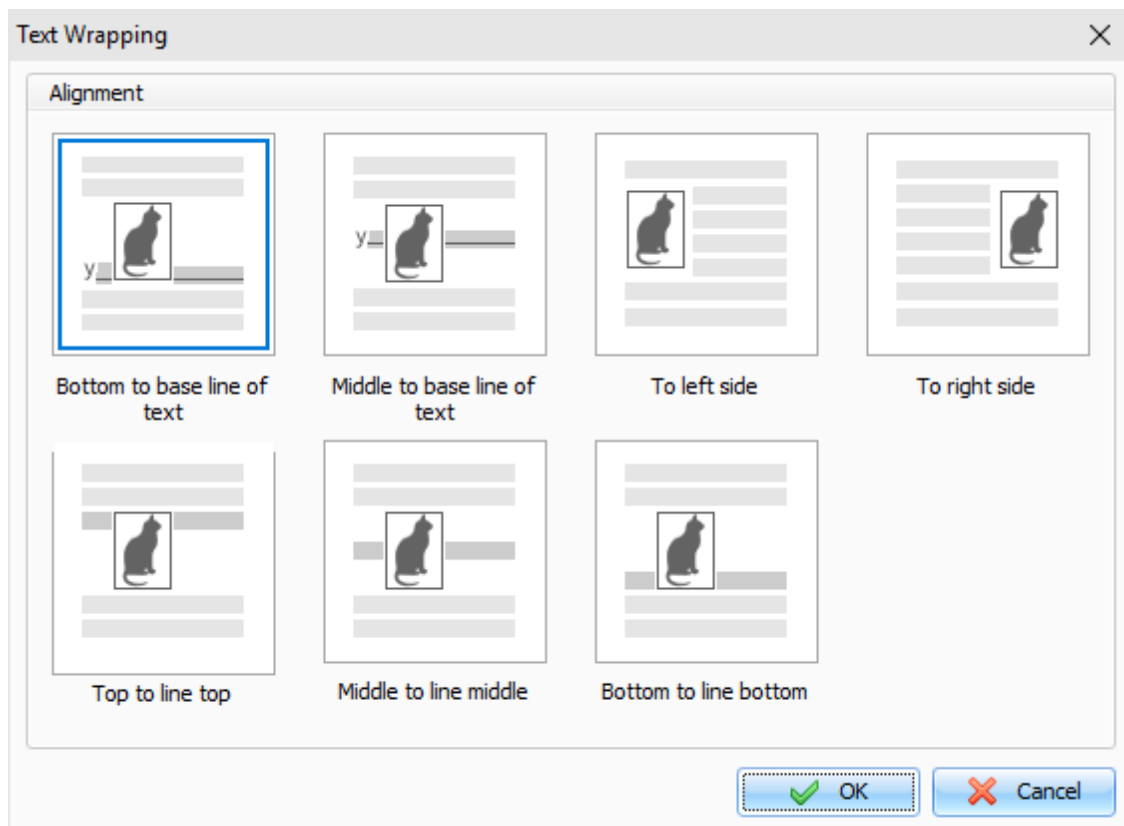


Here you can change paragraph alignment, colors, borders, indentations etc.

Text Wrapping

C-Organizer supports various text wrapping types. To set up a text wrapping around the pictures, please select a picture, or put cursor after picture. Then click the "**Text Wrapping**" button.

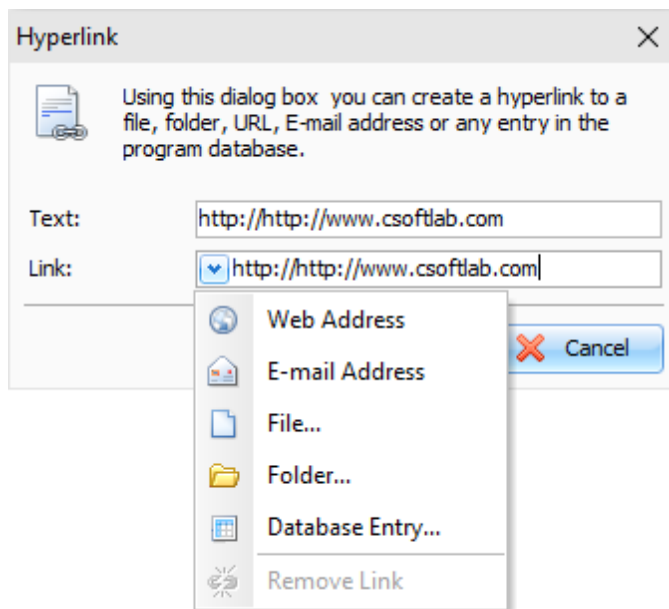
The "**Text Wrapping**" window will be opened:



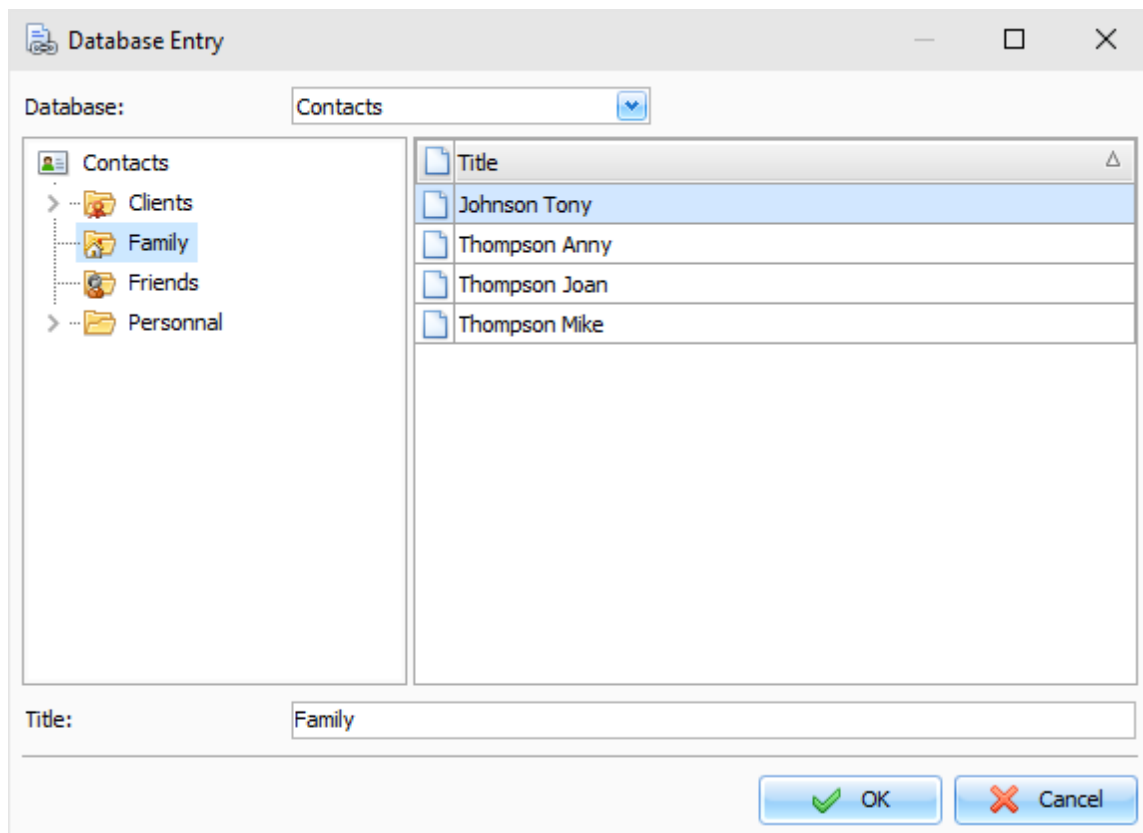
Just select any text wrapping type and click the "OK" button.

Hyperlinks

To create a [hyperlink](#) inside a document, click the "Hyperlink" button. The dialog window that creates hyperlinks will appear. You can add a link to any URL, email address, any external file or folder, or any entry in the C-Organizer database.



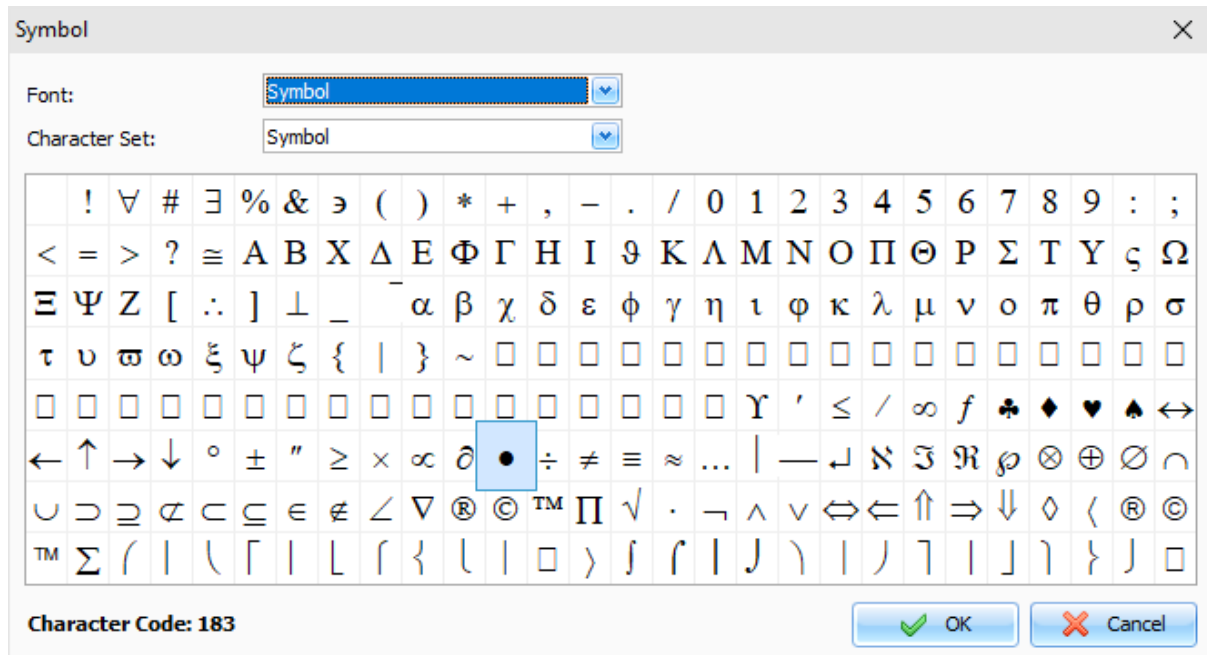
If you select the "Database Entry" link type, the new window will be opened:



In this window you can select a database section (Calendar, Tasks, Contacts, Passwords, Notes or Events) and folder or database entry. Then click the "OK" button to create hyperlink to the selected entry.

Special Symbols

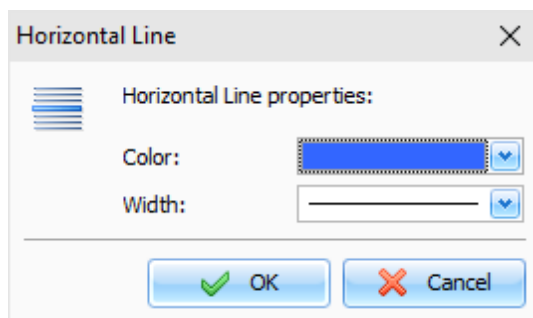
To insert a **special symbol**, click the "**Special Symbol**" button. A dialog box will appear:



Select Font and necessary Symbol and click the "**OK**" button.
Please note, this window will remember last chosen settings for your convenience.

Horizontal Line

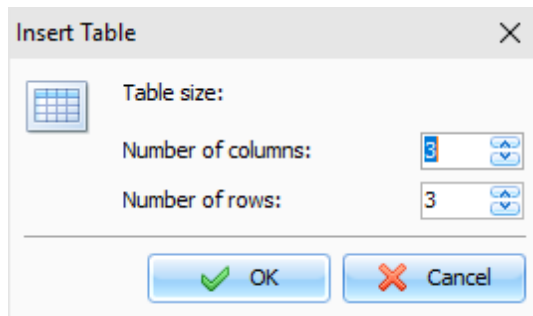
To insert a **horizontal line**, click the "**Horizontal Line**" button. A dialog box for line insertion will appear:



Select the Horizontal Line color and width, then click "**OK**".

Table

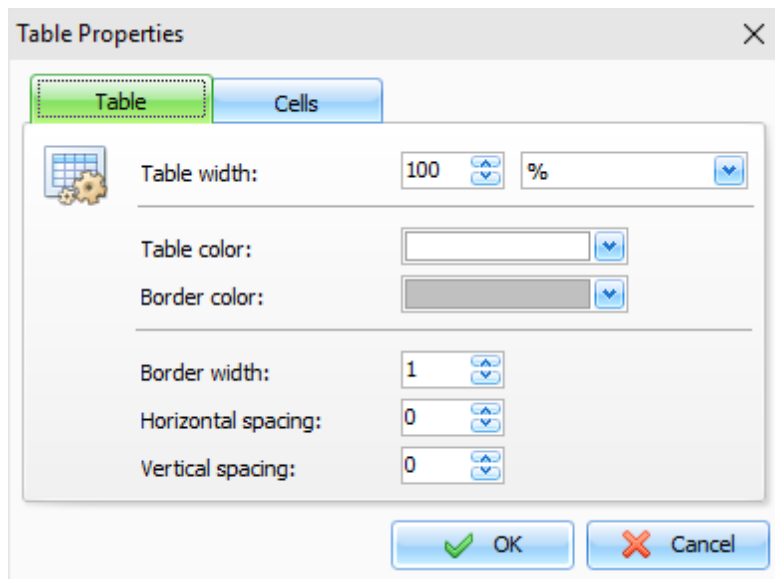
To insert a **table**, click the "**Table**" button. A dialog box for table insertion will appear:



Select the number of rows and columns in the table and click "OK".

To change the cell colors in the table, select "Table - Cell Color" context menu item. To change the table settings, use the context with additional functions.

To change the table properties, click the "Table - Properties" context menu item:



In this window you can change Table width, colors, spacing etc.

There are several types of table width:

Automatic - table width will fit current document with, and you will be **able to resize table by mouse**.

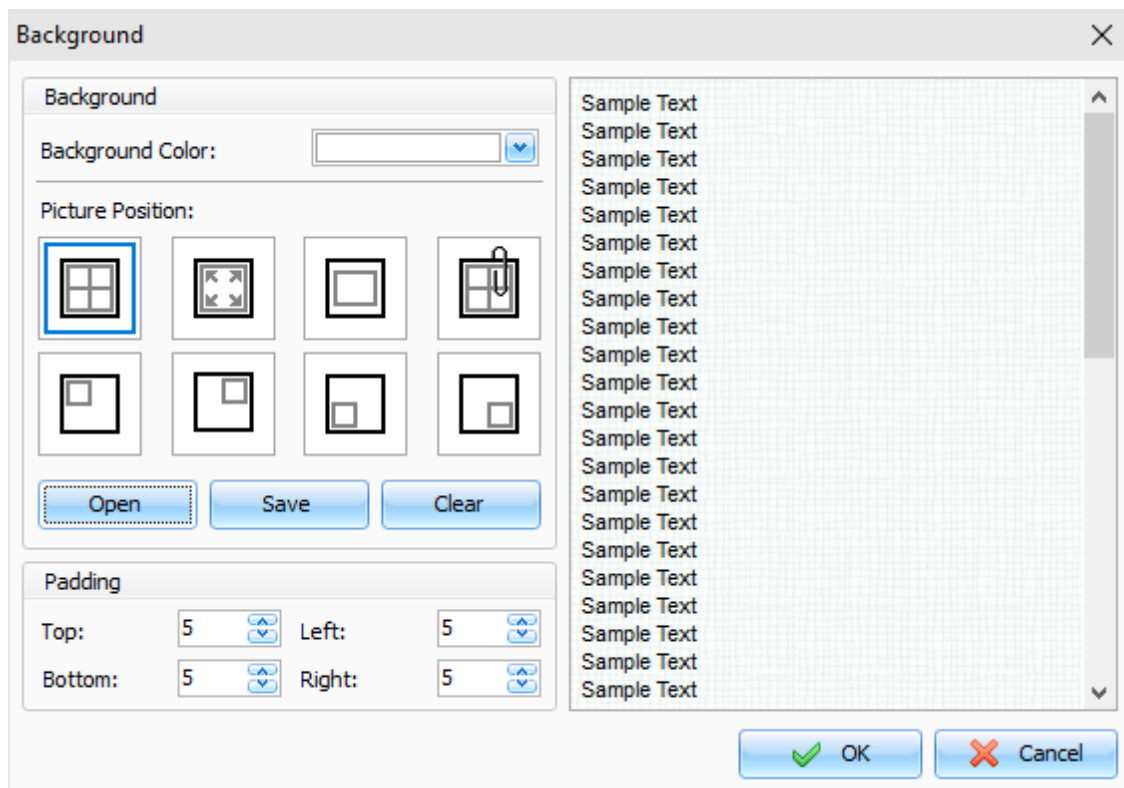
% (percents) - table width in percents from total document width (when you resize document, table will be resized automatically).

Pixels - fixed table width in pixels. Can be changed only in **Table Properties** window.

Last chosen width type will be saved and automatically applied to new tables, when you will add them in the future.

Background

To add a background to a document, click the "Background" button. A dialog box will appear:



Background Color - here you can choose a color for background.

To add a picture, click the **"Open"** button and select desired picture file. C-Organizer comes with some background pictures. You can find them in the "...\\C-Organizer Pro\\Backgrounds\\" folder.

To save current background picture to a file, click the **"Save"** button.

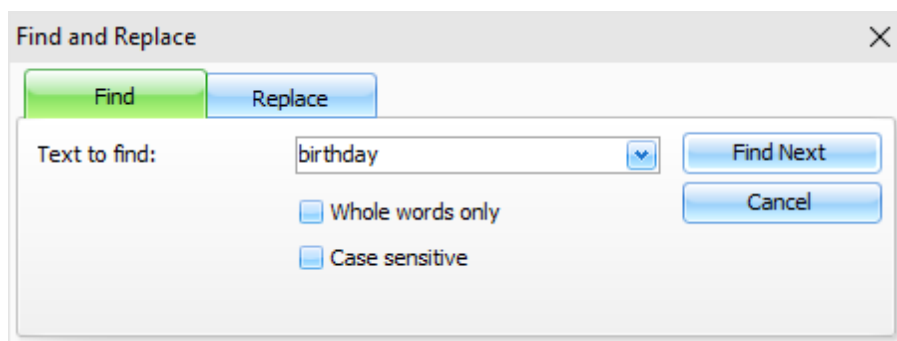
To remove picture from background, click the **"Clear"** button.

Picture Position - if the picture is selected, you can set up its position: **Tiles**, **Stretched**, **Center**, **Fixed Tiles**, **Top Left**, **Top Right**, **Bottom Left**, **Bottom Right**.

Padding - here you can choose the text editors padding.

Search in texts

To find a string or word in the text, click the **"Find"** button. A dialog box will appear:



Using this dialog box you can find any words in the text and replace them with the new one if necessary.

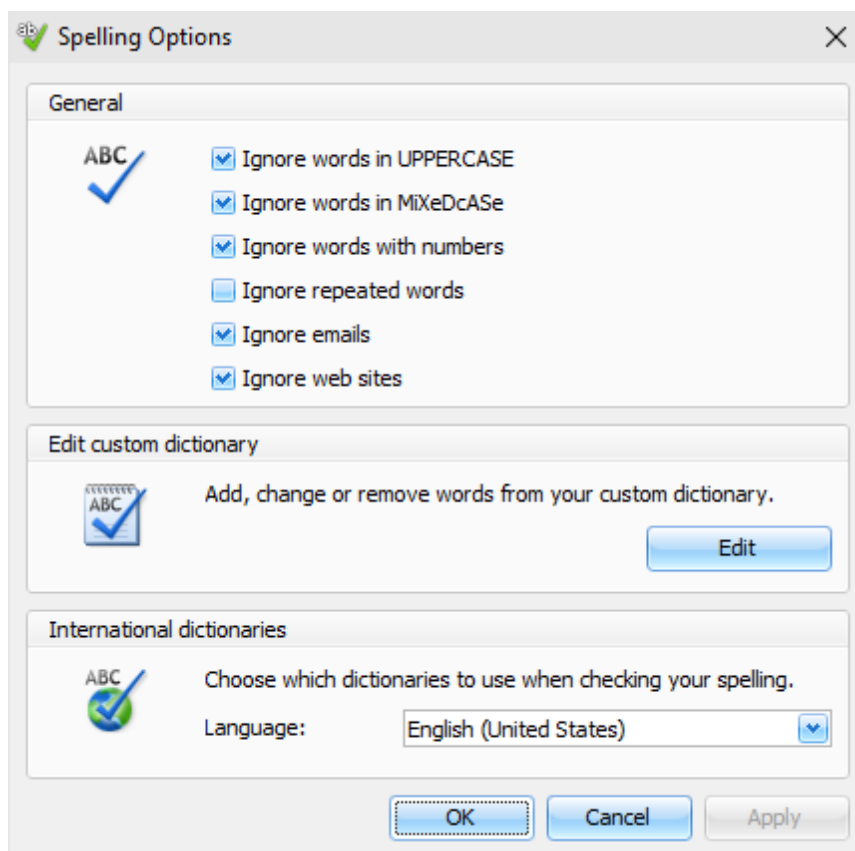
2.15 Spell-checking

C-Organizer has a spell-checking feature. You can check spelling not only in the main text editor. This function will work and for any text box in the program if **"Tools - Automatic spell-checking"** option is turned on.

To run spell-checking manually click the **"Spell Checking"** button in the text editor or press **F7** button on your keyboard.

Spelling Options

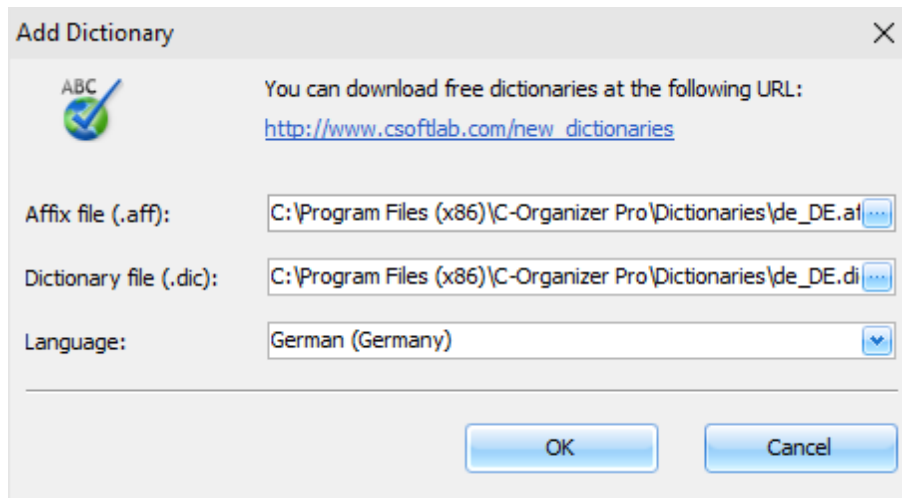
To access spelling options click the **"Tools - Spelling Options"** main menu item. You will see a dialog box:



Here you can change various spelling options, edit custom dictionary and manage added dictionaries.

How to add a dictionary

To add a dictionary click the **"Tools - Add Dictionary"** main menu item. You will see a dialog box:



C-Organizer supports Hunspell dictionaries. You can download them at our website. When you download the dictionary package, please unpack it into "...**C-Organizer Pro\Dictionaries**" folder, add a path to .aff and .dic files into the "Add Dictionary" window and select language. When you click **OK**, the dictionary will be added and turned on.

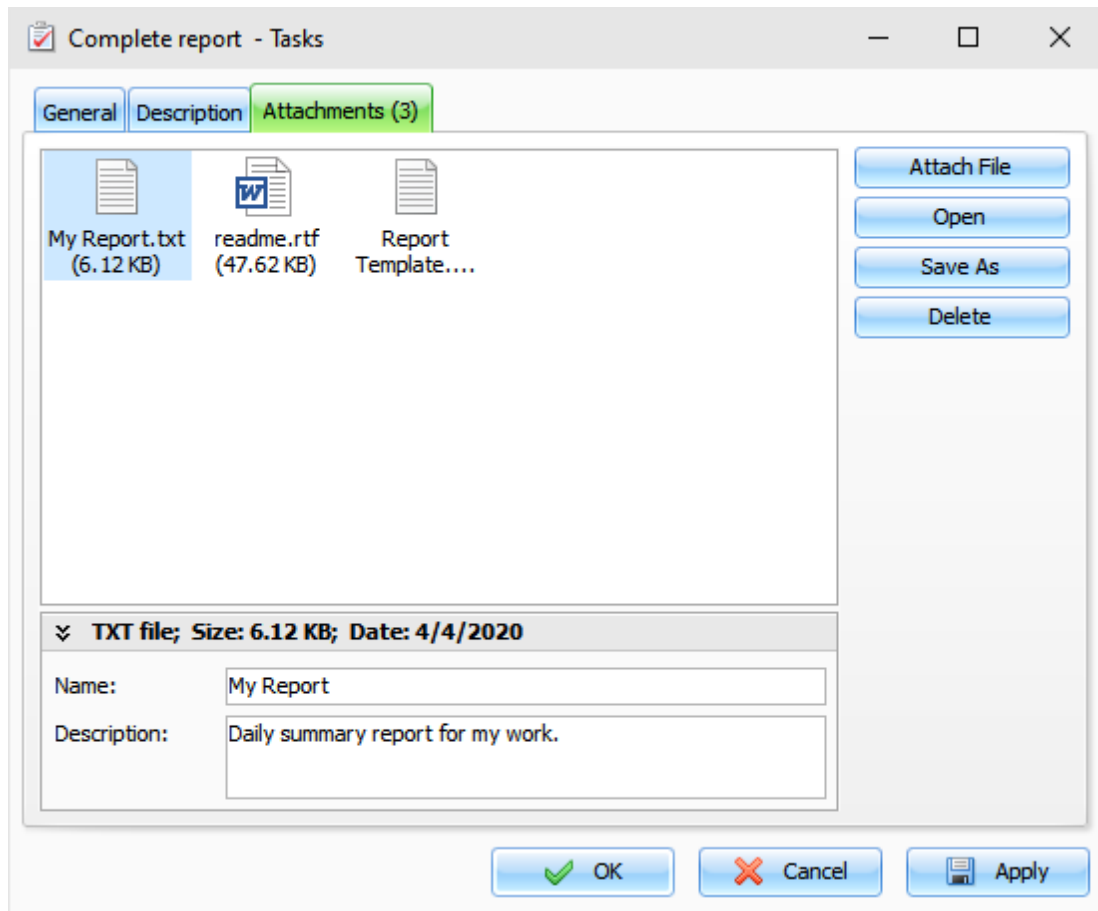
If you not found a dictionary for your language at our website, please note that Hunspell is the spell checker of LibreOffice, OpenOffice.org, Mozilla Firefox 3 & Thunderbird, Google Chrome, and it is also used by proprietary software packages, like Mac OS X, InDesign, memoQ, Opera and SDL Trados. Try to find the necessary files in Internet.

2.16 Working with Attachments

All C-Organizer entries supports attachments. You can attach any files to the entry.

Note: all files will be stored directly in the database and will be accessible even if you delete them from your computer.

To work with the attached files, go to the "**Attachments**" tab in the "Add/Edit entry" window:



At the bottom of this window you can see a summary information about attached file, can **change file name** and add **file description**, if necessary.

To attach a file click the "**Attach File**" button and select a file to attach. As alternate way you can drag any file to "Attachments" area.

Note: all files will be stored directly in the database and will be accessible even if you delete them from your computer.

When entry contains any attachments, you will see the attachments count in the tab caption.

Click the "**Open**" button to open attached file.

To save attached file to your disk click the "**Save As**" button.

To delete selected attachment, click the "**Delete**" button.

You can view attached files directly in the main window. Just click an attachment picture near the entry title:

		Discuss the project schedule with my boss	3/1/2019	0%		
		!! Create a project demonstration	3/12/2019		0%	
		Complete documentation	3/5/2019		0%	
		! Complete report	1/14/2019		80%	
		Project	1/21/2019		0%	

Report Template.txt

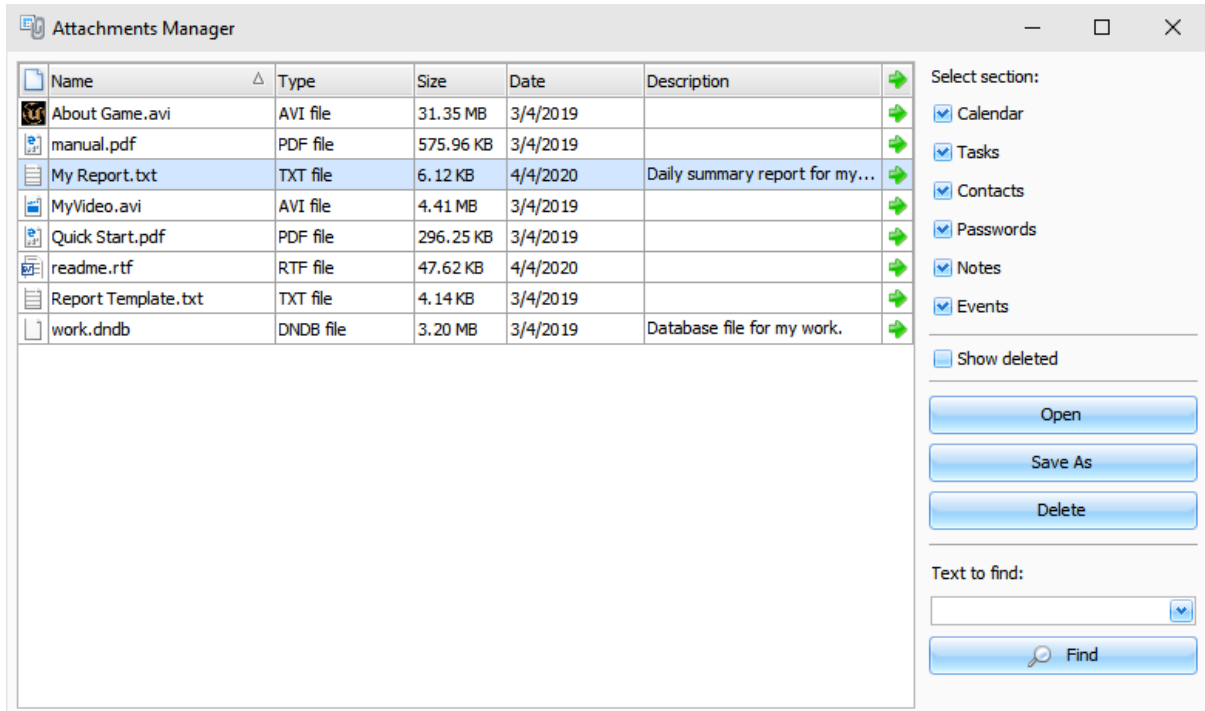
readme.txt

Just click a file name and this file will be opened.

Also you can find all your attachments in the [Attachments manager](#) window.

2.17 Manage attachments

To manage all your attachments, please click the "**File - Attachments manager**" main menu item. Attachments manager window will be opened:



In this window you can see all your attachments in one place. At the right part of this window you can choose attachments section to display:

Calendar, Tasks, Contacts, Passwords, Notes and Events.

Also you can show or hide attachments, which belongs to deleted entries.

To open an attachment, click the **Open** button.

To save any attachment into a file, click the **Save As** button.

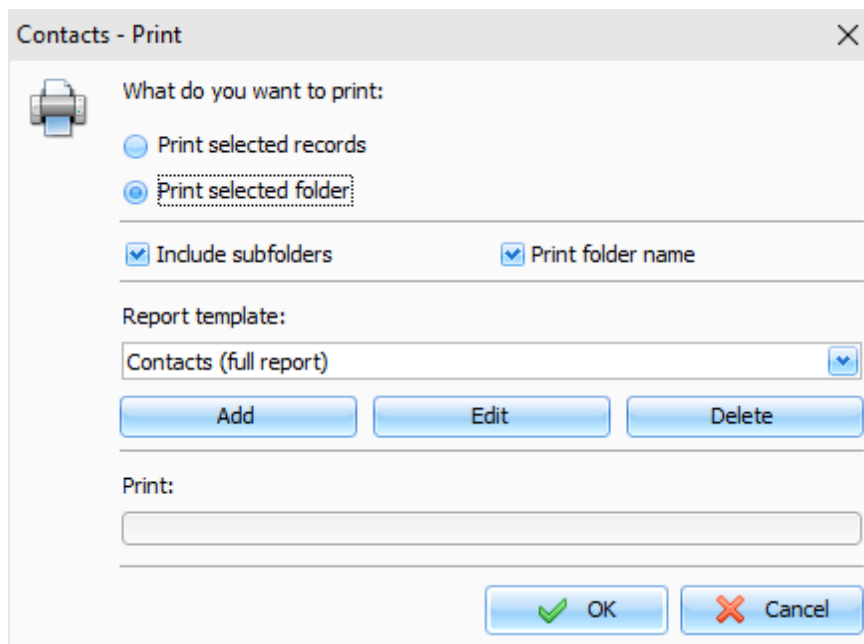
To delete any attachment, click the **Delete** button.

By clicking a green arrow in the attachments list, you can go to C-Organizer entry, which contains this attachment.

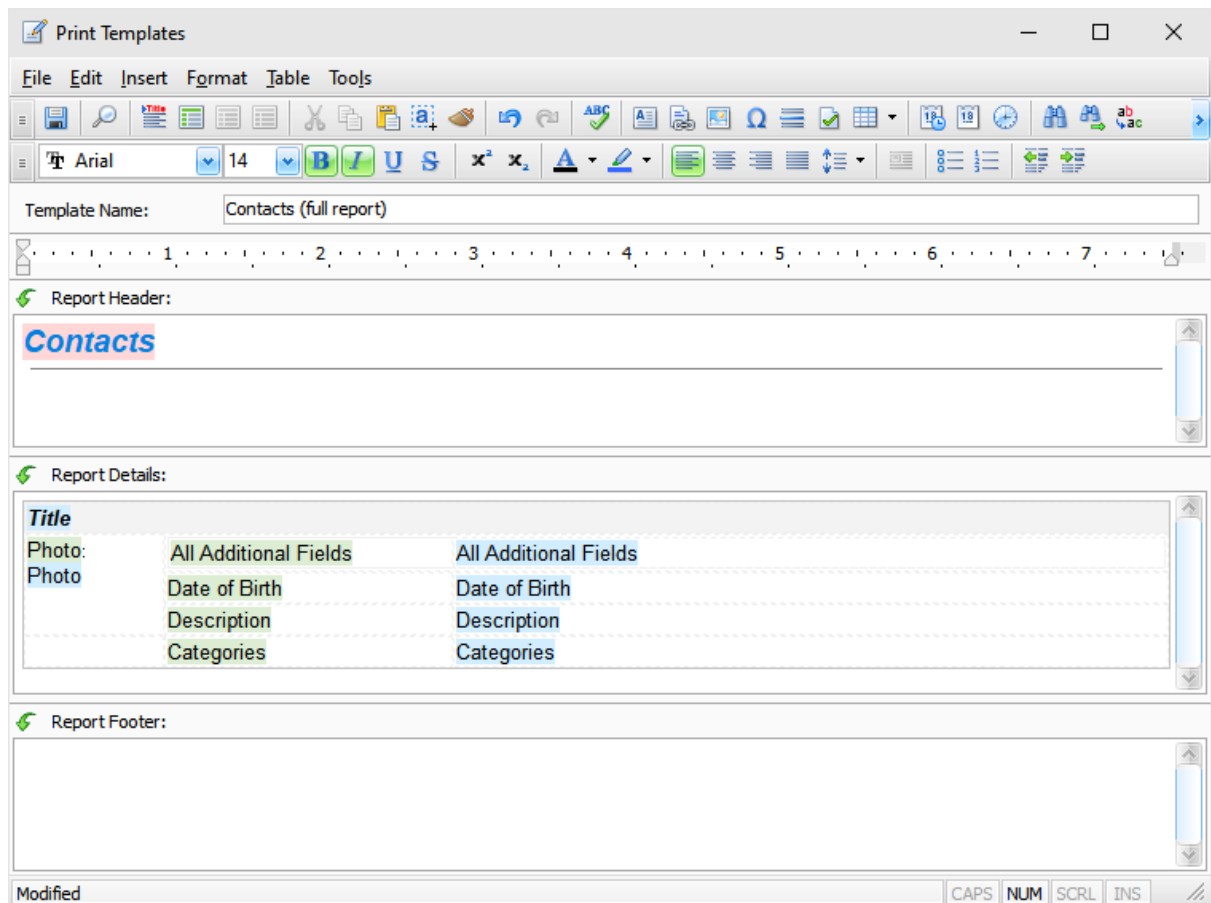
To find attachment by name or by description, just type this name in the "**Text to find**" box and click "**Find**" button. C-Organizer will search for this text **from cursor position**.

2.18 Creating and editing print templates

In order to create or edit a print template, select a desired template in the "**Print**" window and press the **Edit** button or the **Add** button below the templates list if you want to create a new template:



After you do that, the "Template Editor" window will open:



The upper part of the window contains buttons for working with text (selecting font, alignment, insertion

and so on). To learn more about using these buttons, see the [Working with text and descriptions](#) topic. In addition, some new options have been added. They are described below.

Template Name: Name of the template that will be displayed in the template list in the print window (required).

Report Header: This field is used to create report header, which will be located at the top of the first page. You cannot insert field values here, you can insert only field names.

The Report Header field may contain any information you would like to place in the beginning of the report. For example, report name, pictures or field names (in case you want to print a table record with column names on top and values below).

Report Detail: This field is used to select all records that contain information to be printed. Accordingly, during printing, information from this field will be repeated for each selected record. For example, if you print one record, the information from Report Detail will be included in the report only once; if there are 10 records, Report Details will be repeated 10 times.

This is where we recommend you place field values. Besides this, you can place here any information, like texts, images and so on. Just keep in mind that when the report is created, the field is repeated.

Report Footer: This field is used to create the bottom part of your report. It will be located at the bottom of the last page. As with Report Header, you cannot insert field values here, you can insert only field names.

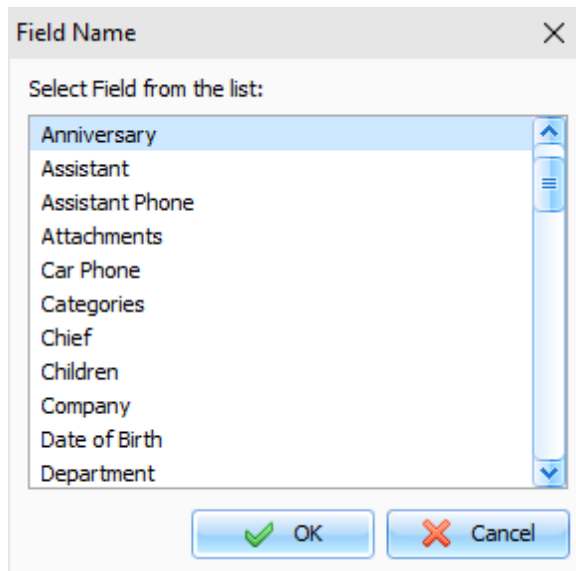
The Report Footer field can be used to place any information you would like to see at the bottom of the printed report text, images and so on.

How to add special information:

Button "**Report Title**" ("**Insert Report Title**" main menu item) is intended for quick insertion of the Report title. For example, if you are creating a template for the Contacts, when you click the button, "Contacts will be inserted as report title. This feature is specially created for international users, because if the text is entered manually, another user who has different language settings won't be able to read it (the text won't be translated).

When the Report Title button is used to insert the report title, it is highlighted with pink. This is done to make the inserted title stand out from the rest of the text. This highlighting is not visible during printing. You can change the title parameters font size, color, etc. The only limit is that you can not edit the text of the title. If you try to do this, you will get error message when trying to save or preview the report.

Button "**Field Name**" ("**Insert Field Name**" main menu item) is used to insert database field name into report. When you press the button, you will see the dialog window, which contains all available field names:



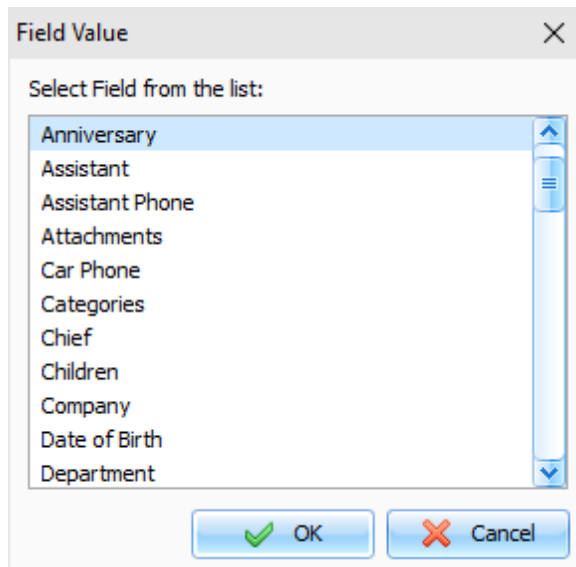
Select field name you would like to insert and press **OK**.

Just like with the Report Title, you can enter the name manually, but it will not be translated when the default language of the program is changed. The inserted field name is highlighted with green to be visible in the surrounding text. This highlighting wont be visible after printing.

You can change the insertion parameters font size, color, etc. The only limit is that you can not edit the text of the inserted element. If you try to do this, you will get error message when trying to save or preview the report.

Button "**Field Value**" ("**Insert Field Value**" main menu item) is used to insert database field value into report.

When you press the button, you will see the dialog window that contains all available fields:



Select the name of the field, which value you would like to insert and press **OK**.

You can not enter the value manually, because it won't be recognized during processing and the value from the corresponding field won't be inserted from the record.

The inserted field value is highlighted with blue to make it visible in the surrounding text.

You can change the insertion parameters font size, color, etc. The only limit is that you can not edit the text of the inserted element. If you try to do this, you will get error message when trying to save or preview the report.

Button "**All Additional Fields**" ("**Insert All Additional Fields**" main menu item) is available only when creating a print template for the Contacts. By pressing this button all additional fields (names and values) will be inserted into the report.

Additional fields are the custom fields that user can add when an Contact entry is created.

When inserting additional field, be careful the fields are inserted as a table:

All Additional Fields

All Additional Fields

This insertion is a complex object: the inserted table will be repeated in the report as many times as the number of the fields in the printed record. You can change field font color, table properties and so on. You can not change the number of columns and rows in the table, insert extra text or object, or edit the name of inserted table. If you try to do this, you will get error message when trying to save or preview the report.

Some advice for creating print templates:

In order for your report to look good and be easy to read and comprehend, we recommend you to place field names and values in the table cells. This way the text in the report will be aligned. If you want the table not to be visible in the final report, you can alter table parameters, setting the width of table and cell borders to 0 or by selecting white color for them (see "[Working with text and descriptions](#)").

When preparing a report, C-Organizer automatically merges tables present in Report Header, Report Detail and Report Footer into one table (if the tables are present). This is done to make editing the report easier and to avoid double borders (if the tables are stacked on top of each other, the merging borders will be thicker, because two lines will merge into one).

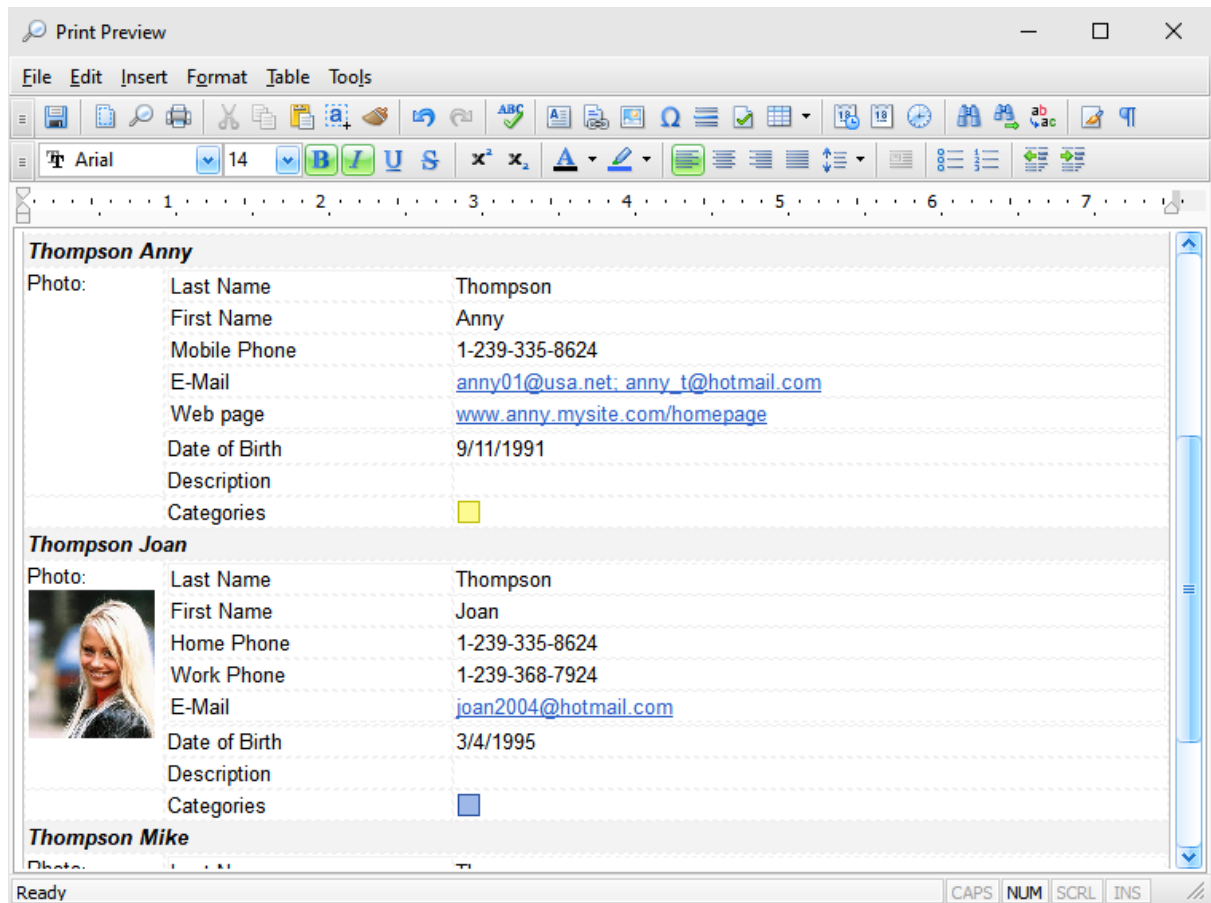
Important: C-Organizer will merge tables **ONLY** if the number of columns and their width is **IDENTICAL**. We recommend you create one table first (for example, in Report Header), and then copy it in other report parts. This way all tables will be absolutely identical. The color of tables, cell and borders are of no importance.

After creating a template, you can see what the report created with this template will look like. Simply press the "**Print Preview**" button ("**File - Print Preview**" main menu item). The preview window will be opened and you will see a report prepared for printing (see "[Previewing and printing report](#)" topic). The settings from the print window will be used for printing the report. If you selected one record only one record will be processed; if you selected a group of record, the entire group will be included into the report.

To save your print template, press the "**Save**" button ("**File - Save**" main menu item) and enter template name.

2.19 Previewing and printing report

C-Organizer print preview window looks like this:

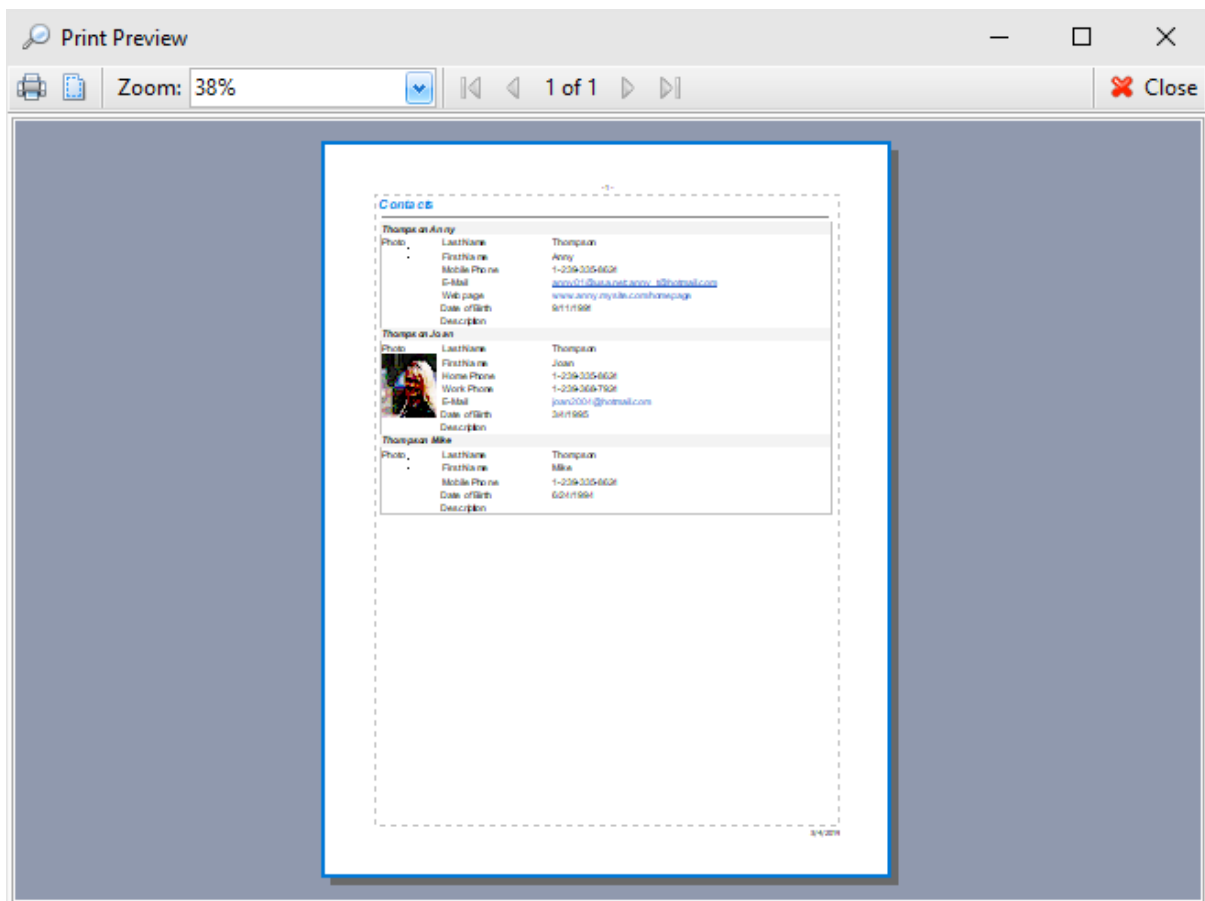


You can not only preview the report - you can **edit** the report that has already been created as well! To get detailed information about editing text, see the "[Working with text and descriptions](#)" topic.

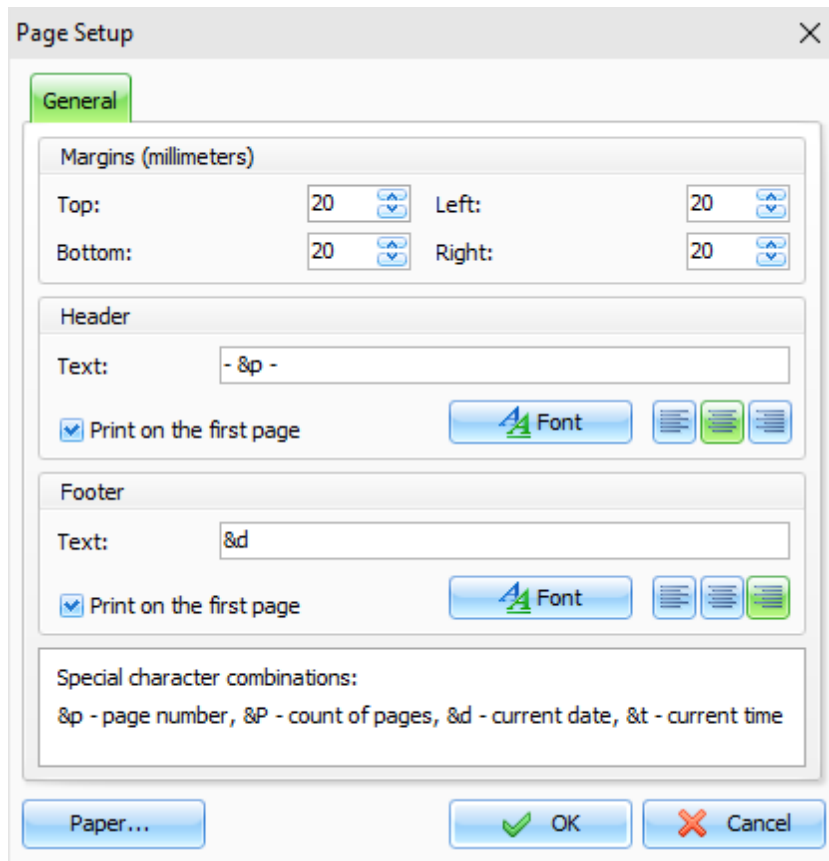
If you click the "**Save**" button ("**File - Save**" main menu item), you can save the report as **HTML** or **RTF** file.

To print the document, click the "**Print**" button ("**File Print**" main menu item).

To see how the printed report will look like, click the "**Print Preview**" button ("**File Print Preview**" main menu item).




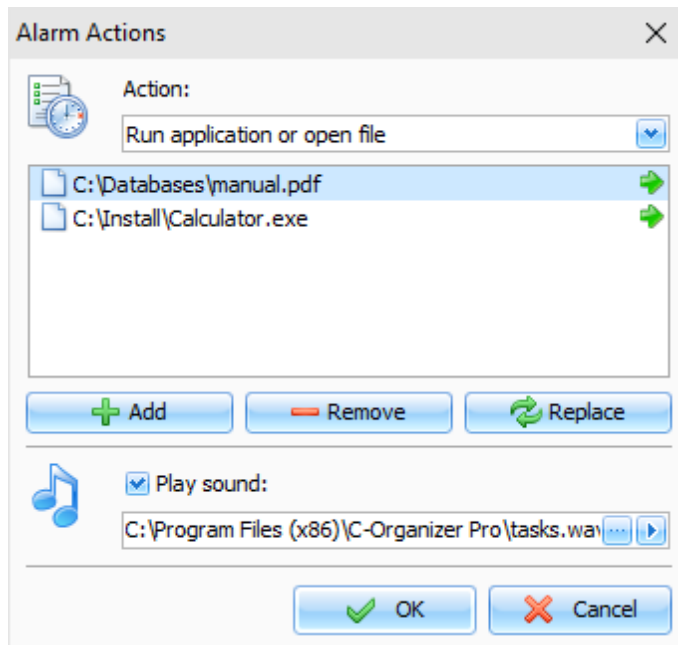
To set the print page parameters, click the "Page Setup" button ("File Page Setup" main menu item). Page setup dialog window will appear:



This window is used to set up margins for printing as well as to create header and footer. Color and alignment of headers and footers can be changed. To set paper orientation, press the "Paper" button.

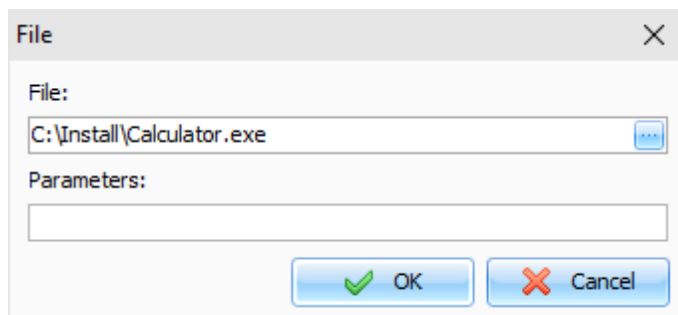
2.20 Alarm - additional options

When setting the reminder time for [Calendar](#), [Tasks](#), [Contacts](#) and [Events](#), you can set the **additional notification options**. To access additional options, click the  button in the "Add/Edit record" window. A dialog box will appear:



Action here you can choose one of the additional actions to be taken at the alarm goes off: **Run application or open file**, **System shut down**, **System restart**, **User log off**.

Once you have chosen Run application or open file option, you can add a file or a list files to be run. Click the "**Add**" button, chose a file or a document, enter parameters (if necessary) then click "**OK**".



The document you have chosen will be included into the list. The list can contain an unlimited number of documents.

You can edit or delete the list elements by selecting the necessary line and then pressing "**Replace**" or "**Remove**" buttons.

Besides that, the program gives the opportunity to turn off the sound and to set an individual sound file for each record. To test a chosen sound file, click the "**Play**" button near the sound file name.

2.21 Recurrence - advanced options

The [Calendar](#), [Tasks](#) and [Events](#) entries have the option to recur. You don't need to create the same entry every time, just make it recur. You can choose any of the basic recurring settings: **daily**, **weekly**, **monthly** or **annually**.

Upon choosing the main recurrence pattern or clicking the "**Customize**" button in the "Add/Edit record"

window, the dialog box with advanced recurrence options will open:

Advanced Recurrence Options

Date and Time

Start: 3/4/2019 2:00:00 PM All day event

End: 3/4/2019 2:30:00 PM

Recurrence

Daily Weekly Monthly Annually

Day 4 of every 1 month(s)

The first Monday of every 1 month(s)

End of recurrence

Does not end Ends after: 10 occurrences Ends on: 12/4/2019

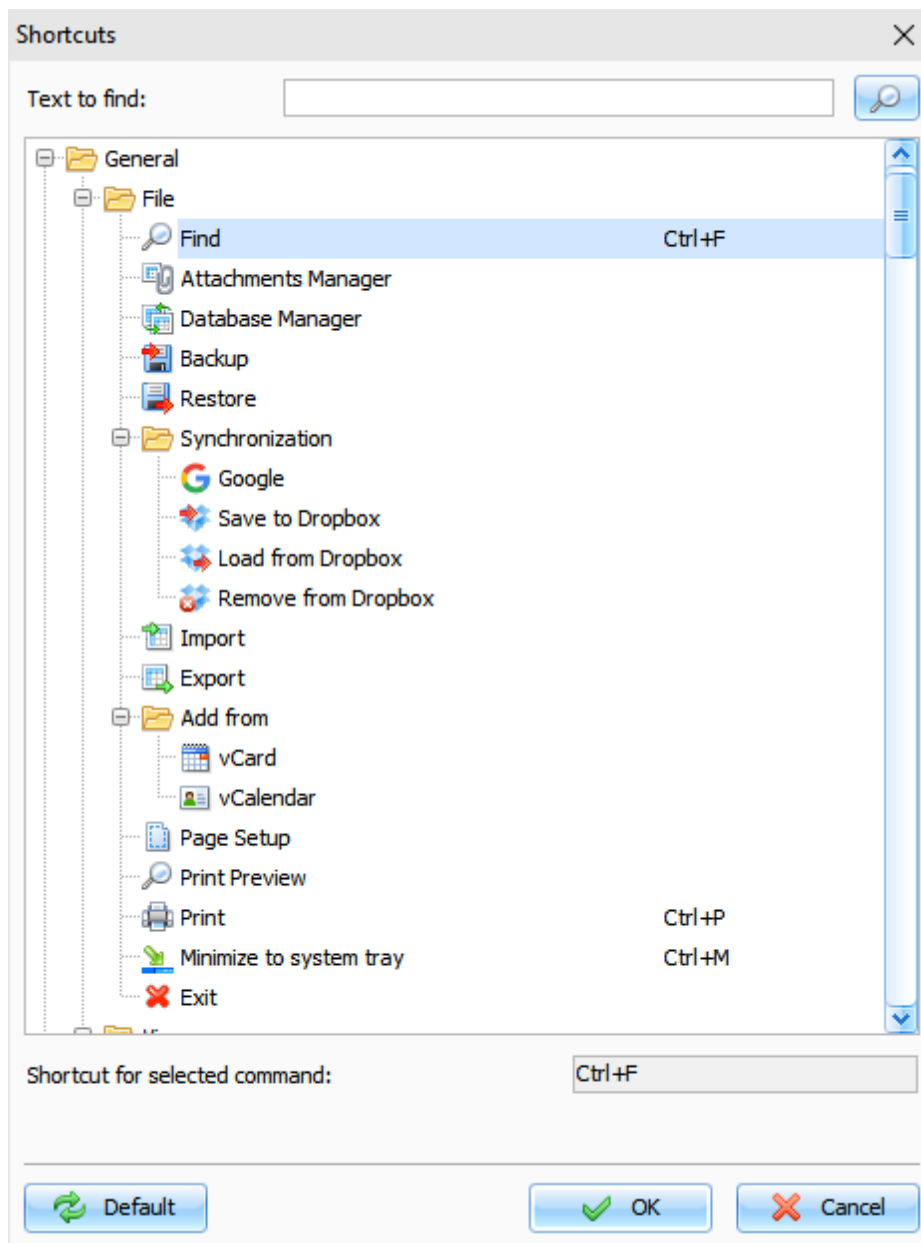
OK Cancel

The upper part of the window contains the initial date settings that you can change. The middle part displays the recurrence details, and the lower part provides the opportunity to set a recurrence period: Does not end, Ends after X occurrences or Ends on set day.

2.22 Program's options

2.22.1 Keyboard Shortcuts

You can configure keyboard shortcuts for **any menu item** in the program. Click the "**Tools - Shortcuts**" main menu item and you will see a dialog box with shortcuts options:



To add or edit a shortcut, select it in the list, go to "**Shortcut for selected command**" area, and press new key combination. If this shortcut is already in use, you will see a notification below the key combination area.

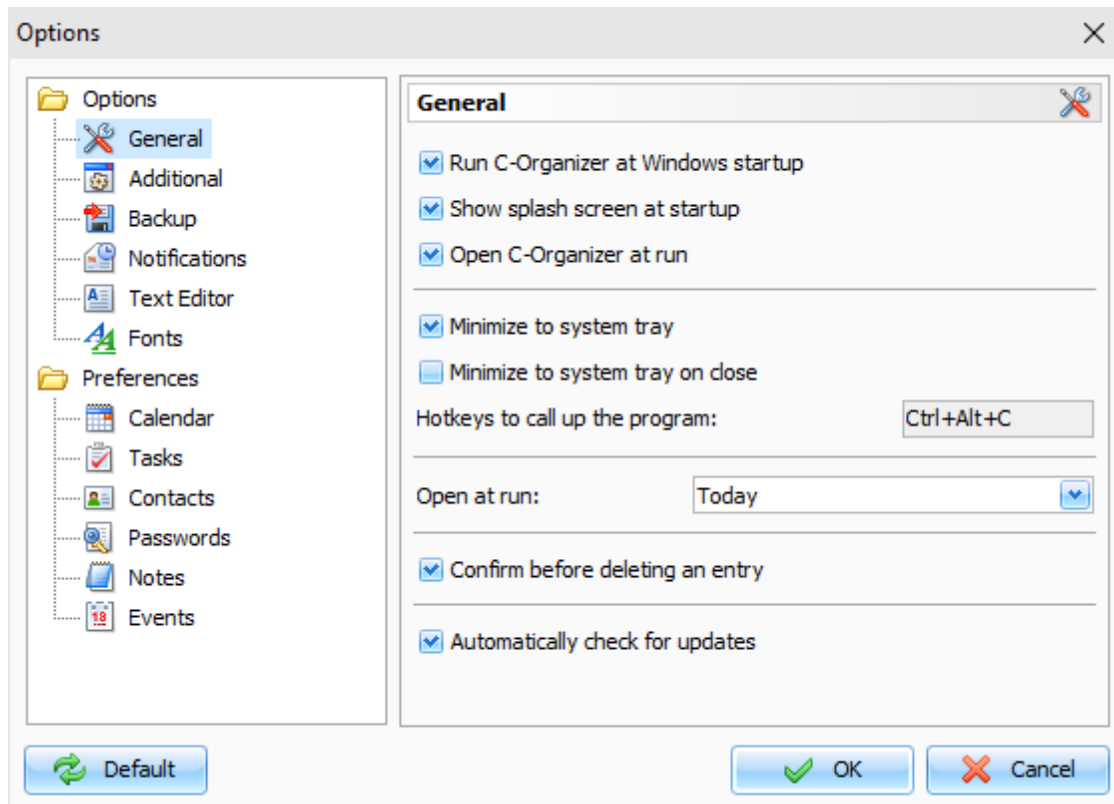
For your convenience, we've added a function to find menu items by caption. Just enter menu item name in the "**Text to find**" area and click the "**Find**" button.

All menu items are divided to 2 global categories: **General** (all program's commands) and **Text Editor** (all text editor commands).

To reset shortcuts to default predefined values, click "**Default**" button.

2.22.2 General options

The General options window looks as following:



Run C-Organizer at Windows startup - allows or forbids the automatic program launching upon Windows startup.

Show splash screen at startup - turns on/off the function of showing splash screen at C-Organizer startup.

Open C-Organizer at run - if this option is active, the program will open at the desktop at each startup. If this option is turned off, when the program is launched it automatically minimizes to the system tray (near the Windows clock).

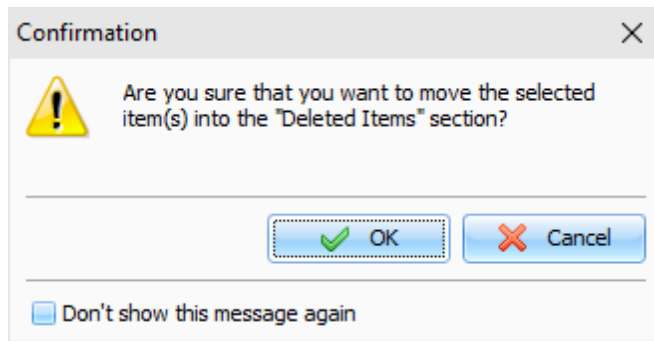
Minimize to system tray - when this option is on, C-Organizer will minimize to system tray when you minimize the main window.

Minimize to system tray on close - when this option is turned on, C-Organizer will minimize to system tray when you close the main window. Otherwise C-Organizer will be closed if you close the main window.

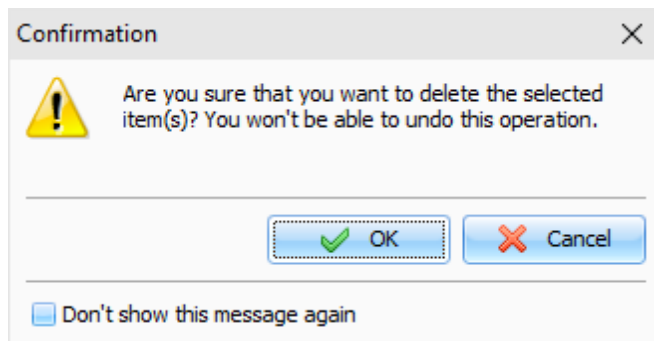
Hotkeys to call up the program - here you can enter a key combinations, which will call up C-Organizer from system tray.

Open at run - here you can choose the mode you would like to see in the program main window at startup: **Today**, **Last used mode**, **Calendar**, **Tasks**, **Contacts**, **Passwords**, **Notes** or **Events**.

Confirm before deleting an entry - if this option is active, a dialog box with the confirmation request will be shown before moving selected record into the "Deleted Items" section:



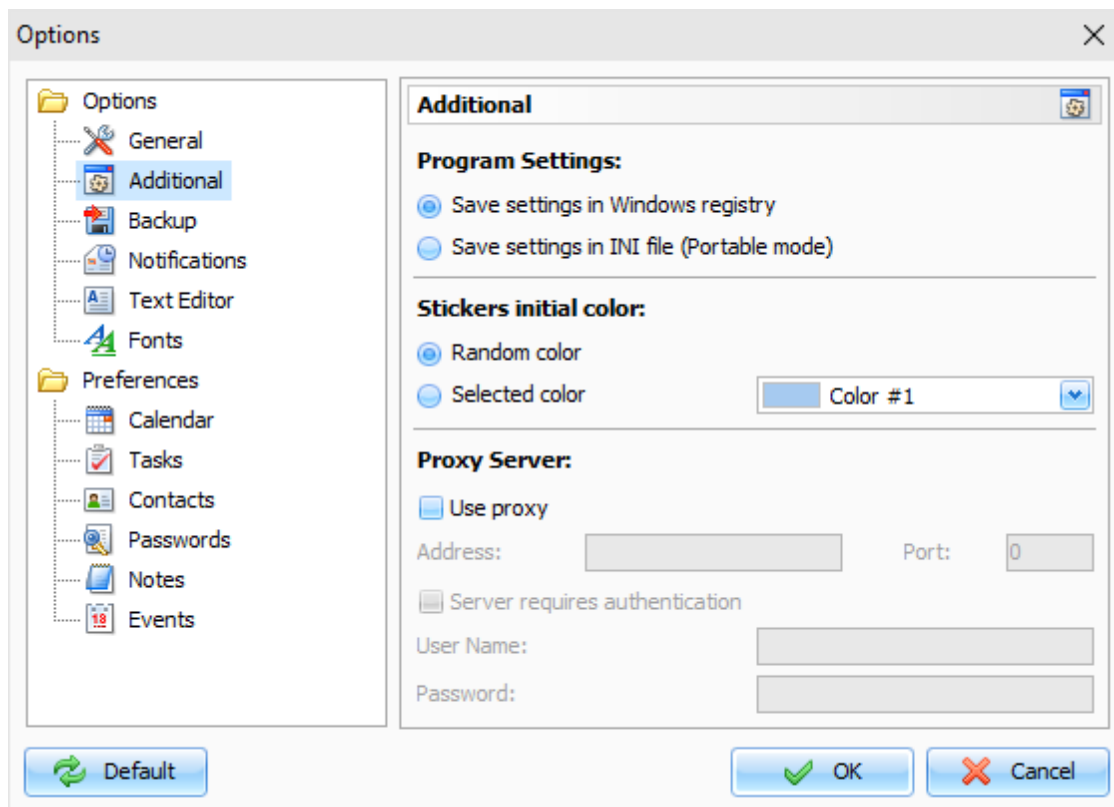
or before permanently delete it from the database:



Automatically check for updates - when this option is on, C-Organizer will connect to <http://www.csoftlab.com> website and notify you, if the new version is available. You can also check for updates manually by clicking the "Help - Check for updates" main menu item.

2.22.3 Additional options

The Additional options window looks as following:



The additional options mode allows to set up where C-Organizer will keep the program settings. You can choose one of these options:

Save settings in Windows registry - all program settings will be stored in Windows registry.

Save settings in INI file - when this options is on, C-Organizer works in [portable mode](#). You can copy or install it on any removable storage device and then use on any computer.

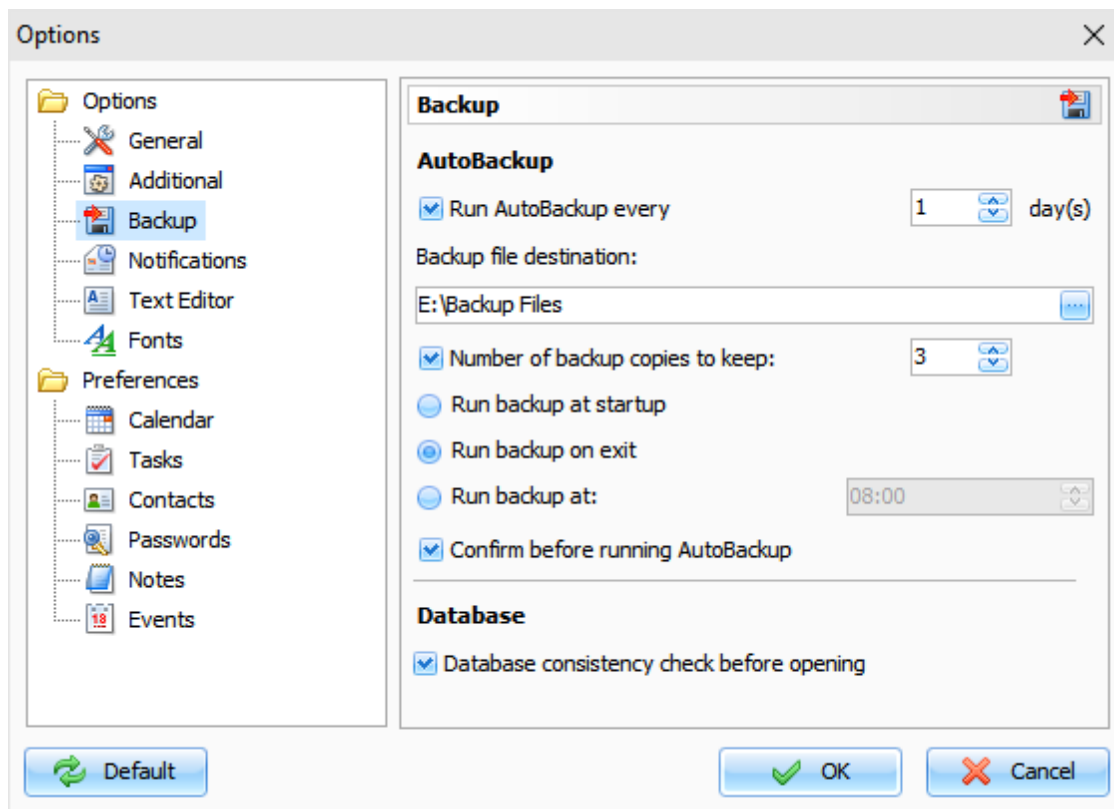
Also in this window you can change the **Stickers initial color**. There are two options available: you can select Random color - in this case C-Organizer will use one of 15 predefined colors, or you can select one static color.

Use proxy - turn this option on and set up **Address** and **Port**, if you would like to use a proxy-server. This option will be used for synchronization with Google services and for Updates Checker.

If necessary you can set up authorization credentials: **User Name** and **Password**.

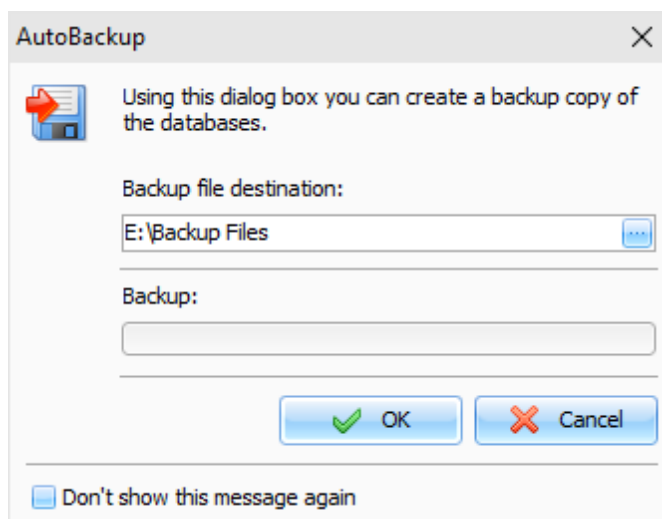
2.22.4 Backup options

The Backup options window looks as following:



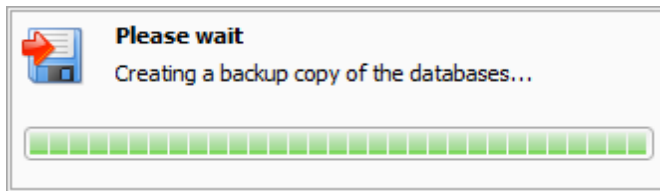
Using this window, you can activate an auto backup option, set up an interval of creating backup copies, specify the backup files location and number of copies to keep. Also you can set up when you would like to create backup copies: at the program's **startup**, on **exit**, or at a **specified time**.

If Auto Backup option is active, you will see the **Auto Backup** confirmation dialog box:



You can forbid showing this window by turning on the "**Don't show this message again**" option or by turning off an appropriate option in Backup options.

In this case you will see only backup progress window:



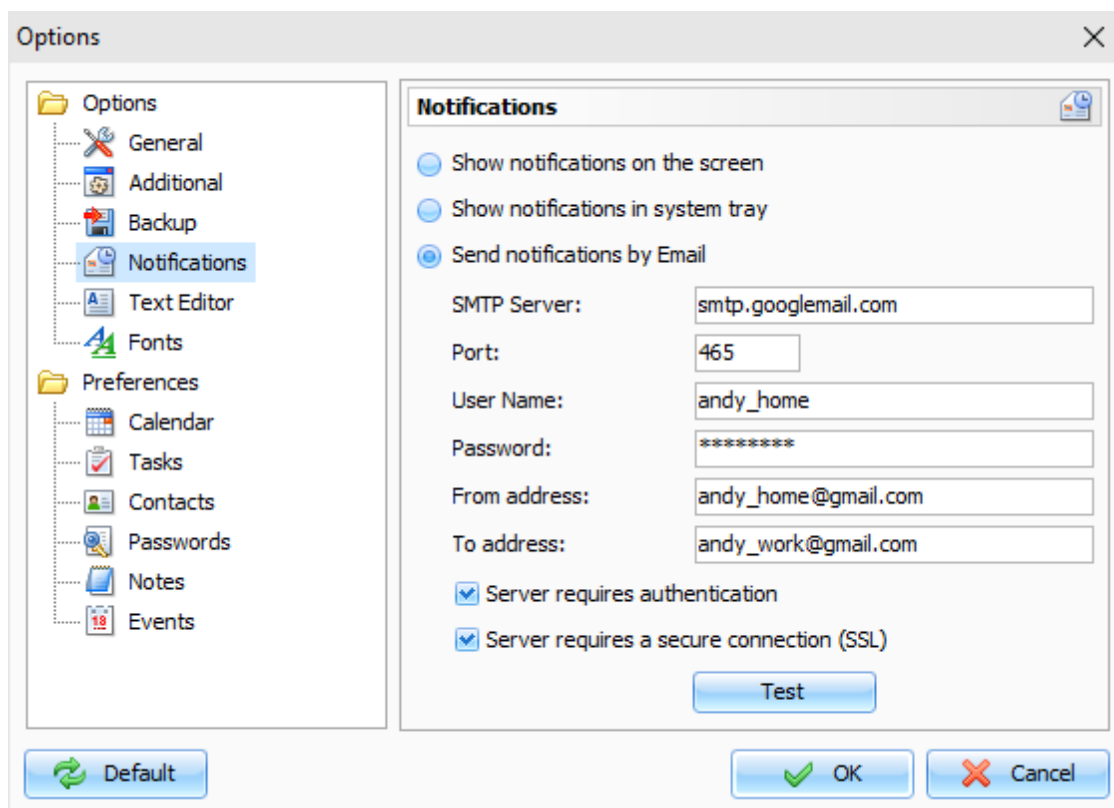
This window will be closed automatically.

Note: when you connected to a server, AutoBackup function is disabled.

Database consistency check before opening - if this option is active, C-Organizer will check database file before open it. If file is damaged or contains any incorrect information, it will be repaired automatically.

2.22.5 Notifications options

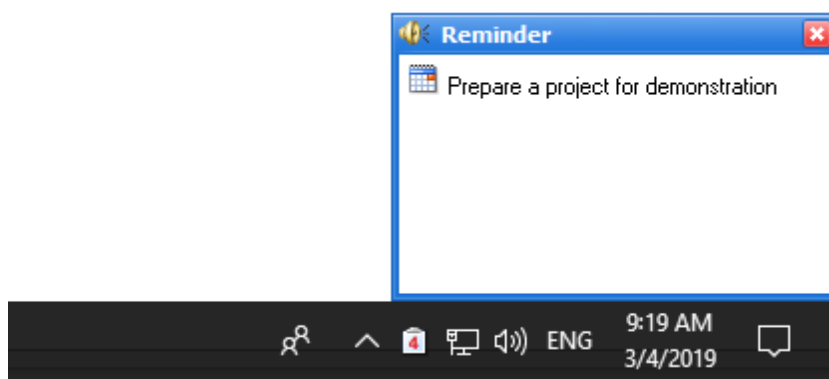
The Notifications options window looks as following:



This window allows choosing a desirable notification method:

Show notifications on the screen - "Reminder" window will be opened on the screen.

Show notifications in system tray - "Reminder" window will be opened, but minimized to Windows taskbar. Also a notification window will be opened for several seconds in the system tray:



Send notifications by Email - all the reminders will be sent to a specified Email address, and **no screen notification will be shown**. However, all other pre-set additional actions (program startup, documents opening etc.) will be carried out.

Email notification options:

SMTP Server - SMTP server, which sends out Email messages.

Port - default port for outgoing mail.

User ID - User name (to authorize access).

User password - password (to authorize access).

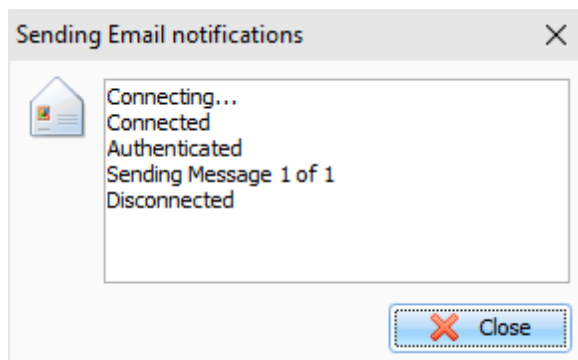
From address - the Email sender's address.

To address - Email recipients address. C-Organizer supports multiple (comma separated) Email addresses.

Server requires authentication - mark this option, if authentication is required.

Server requires authentication - turn on this option, if secure connection is required.

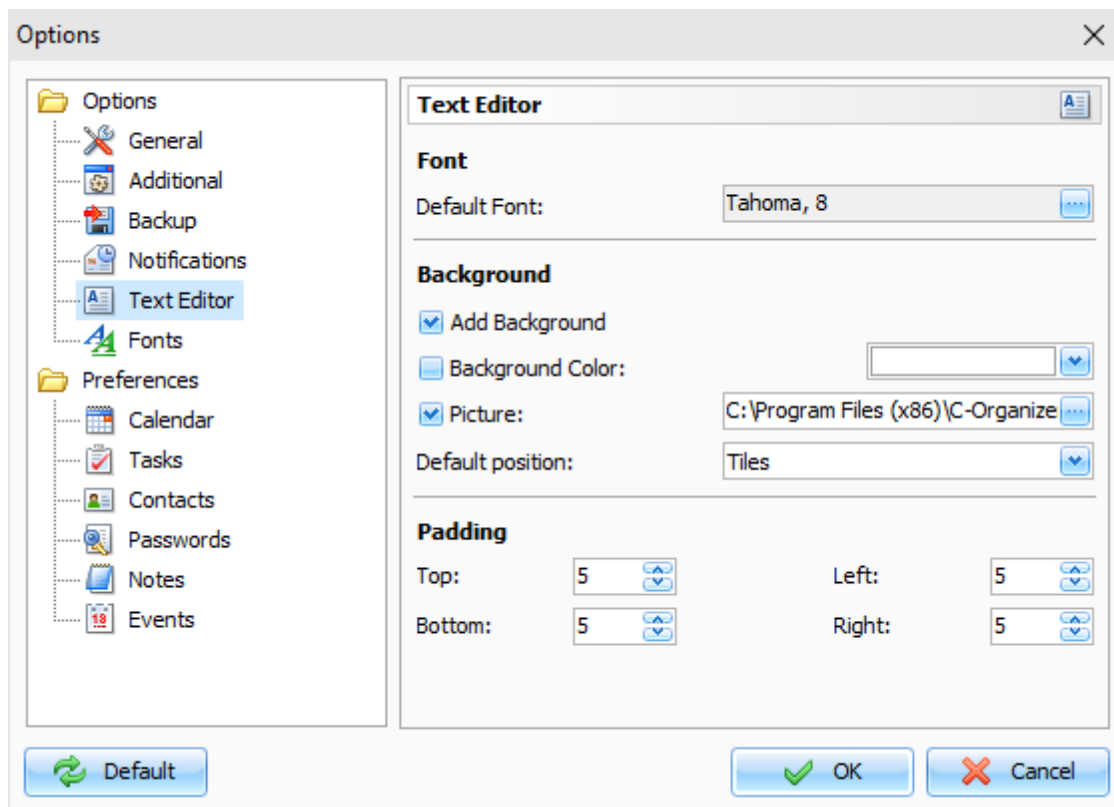
After entering this data, click the "**Test**" button to send a test email to the email address you entered:



Note: to send the email notifications, you need to have active Internet connection.

2.22.6 Text Editor options

The Text Editor options window looks as following:



These options will be applied to the **new** records descriptions (text editor will be initialized with these options).

Default Font - here you can choose default font for the text editors.

Add Background - this options enables background for the documents.

Background Color - here you can choose a color for background.

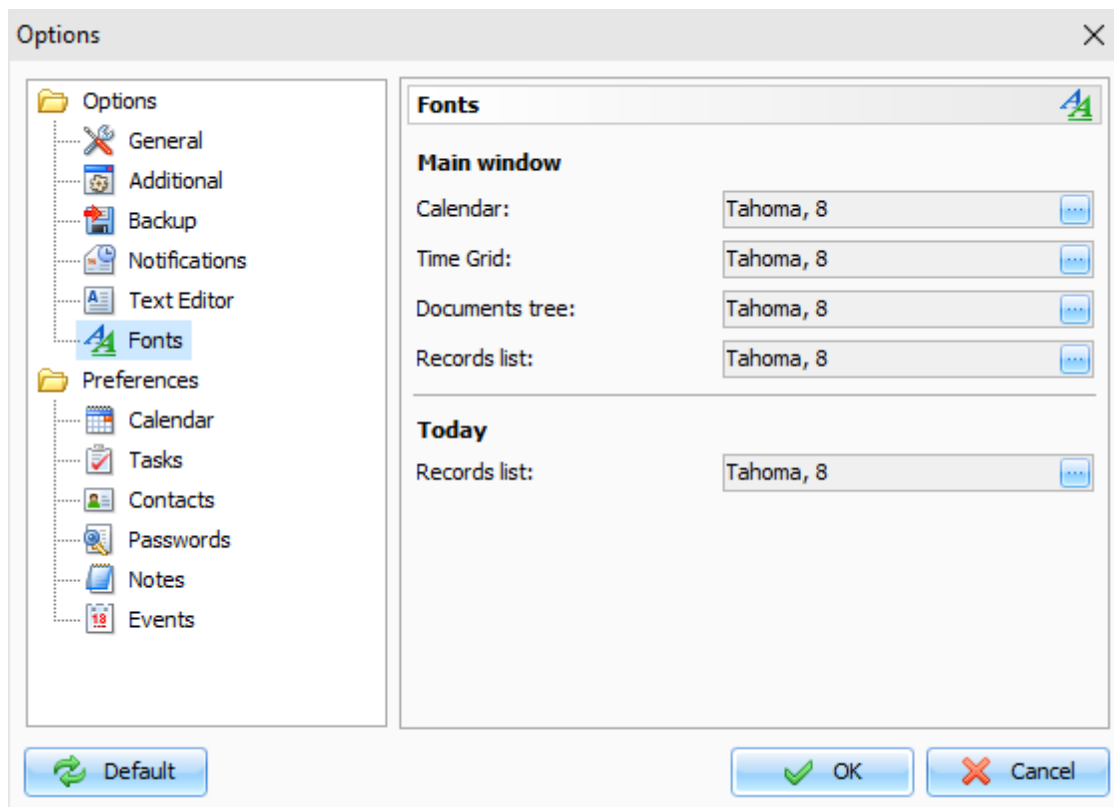
Picture - adds a background picture. C-Organizer comes with some background pictures. You can find them in the "...\C-Organizer Pro\Backgrounds\" folder.

Default position - if the picture is selected, you can set up its position: **Tiles**, **Stretched**, **Center**, **Fixed Tiles**, **Top Left**, **Top Right**, **Bottom Left**, **Bottom Right**.

Padding - here you can choose the text editors padding.

2.22.7 Fonts options

The Fonts options window looks as following:



Using these options you can change default fonts for the following elements:

Main window

- Calendar
- Time Grid
- Documents tree
- Records list

Today

- Records list

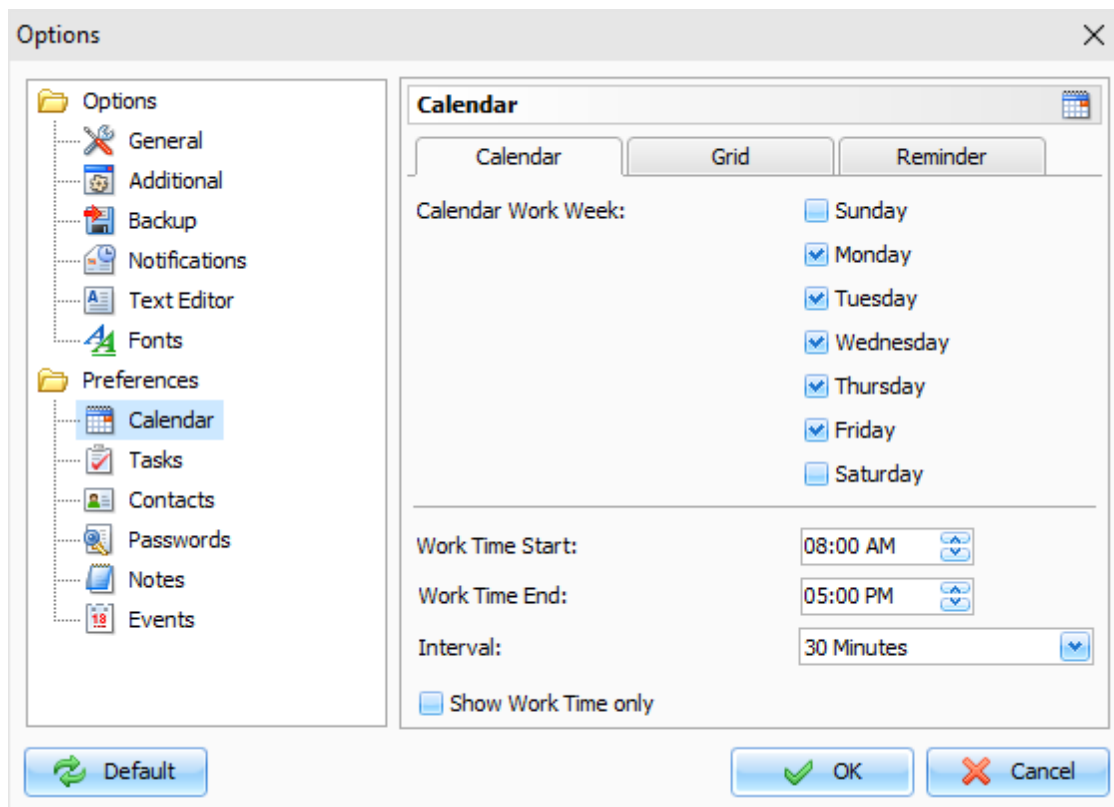
To change a font, click a button near the font name.

2.22.8 Preferences

2.22.8.1 Calendar

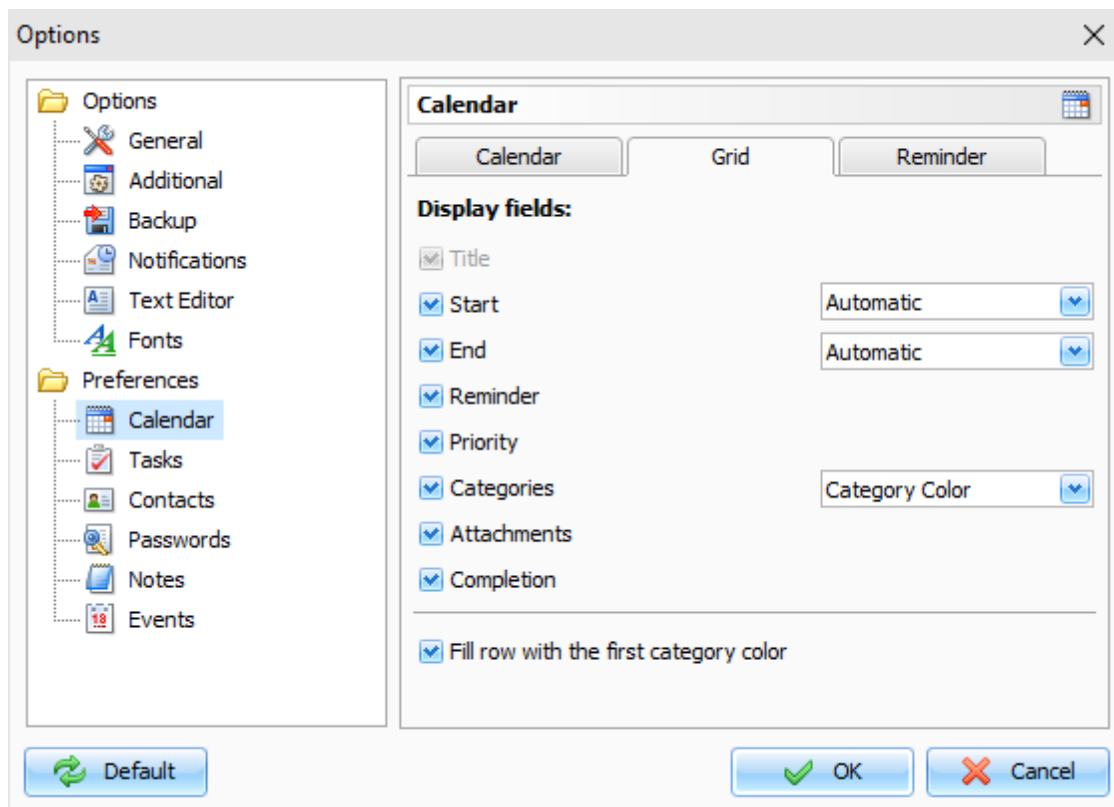
The Calendar's preferences window contains three tabs:

Calendar



On this tab can you select the work week days for the Calendar, set up a work time, time interval, and make visible only work hours, if necessary. These options will be used to display information in the "Time Grid" of the Calendar mode.

Grid



On this tab you can select fields which will be displayed for the Records list in the Calendar mode. To change the fields order, you can simply drag an appropriate column to a new position in the main window.

Moreover, you can select the Start and End dates display mode:

Automatic - Date will be displayed if the Appointment date does not equal the date on the program's calendar; Time will be displayed if the Appointment date is equal the date on the program's calendar.

Date - always displays the Date.

Time - always displays the Time.

Date and Time - always displays the Date and Time.

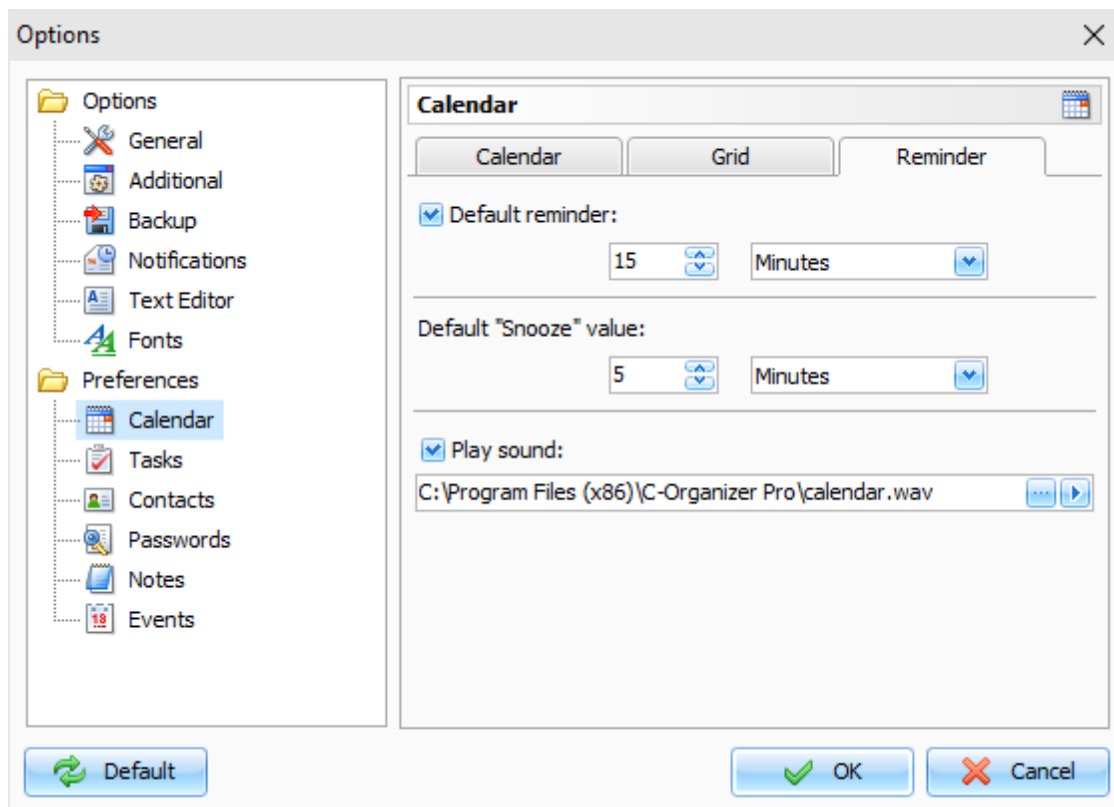
Also you can set up how to show the categories:

Category Color - a color box, filled by a category color will be displayed.

Category Name - a category name will be displayed.

If the "**Fill row with the first category color**" option is on, C-Organizer will fill entries, which have categories, by a first category color (works and in the "Time Grid" mode).

Reminder



Here you can change the following options:

Default reminder - using this option you can set up a default reminder time for the new appointments ("[Remind before](#)" value). Also when this option is on, reminder will be automatically activated when you create a new entry.

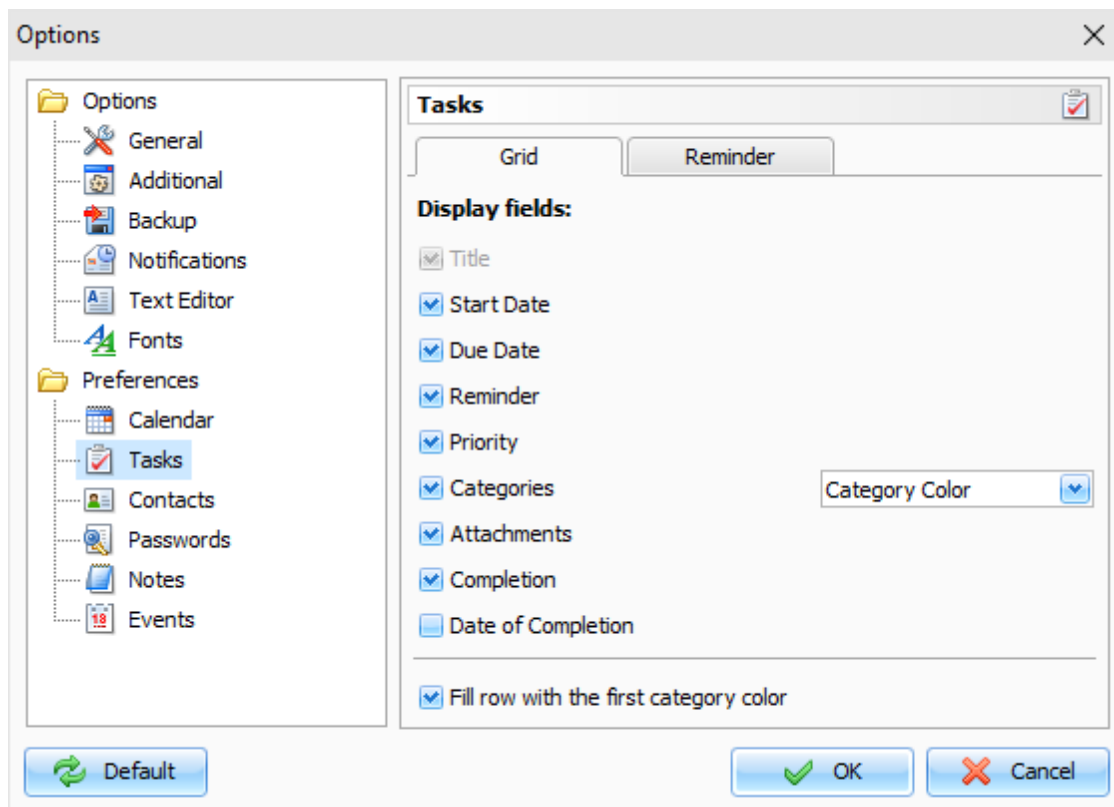
Default "Snooze" value - this options allows to choose default snooze value for the [Reminder](#) window.

Play sound - use this option to turn the sound alarm on/off, select an initial sound file and test-play it.

2.22.8.2 Tasks

The Tasks preferences window contains two tabs:

Grid



On this tab you can select fields which will be displayed for the Records list in the Tasks mode. To change the fields order, you can simply drag an appropriate column to a new position in the main window.

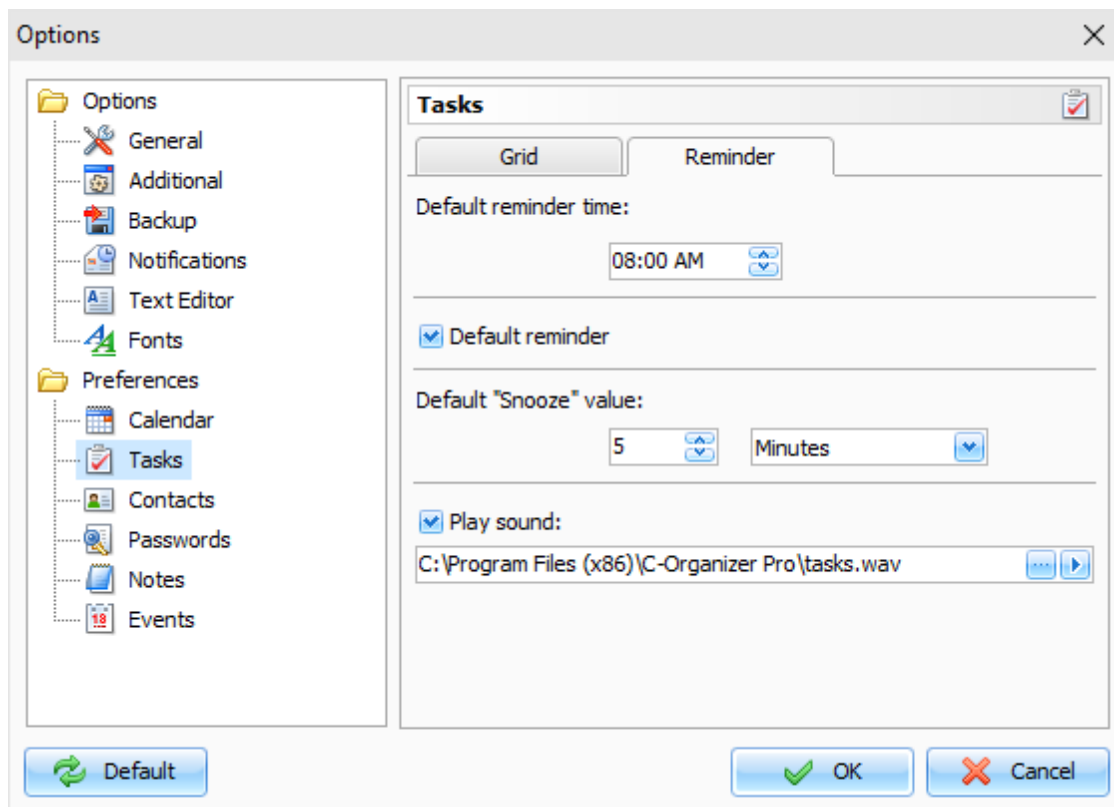
Also you can set up how to show the categories:

Category Color - a color box, filled by a category color will be displayed.

Category Name - a category name will be displayed.

If the "**Fill row with the first category color**" option is on, C-Organizer will fill entries, which have categories, by a first category color.

Reminder



Here you can change the following options:

Default reminder time - using this option you can set up a default reminder time for the new tasks ("[Remind at](#)" value).

Default reminder - when this option is on, reminder will be automatically activated, when you create a task with the start or due date.

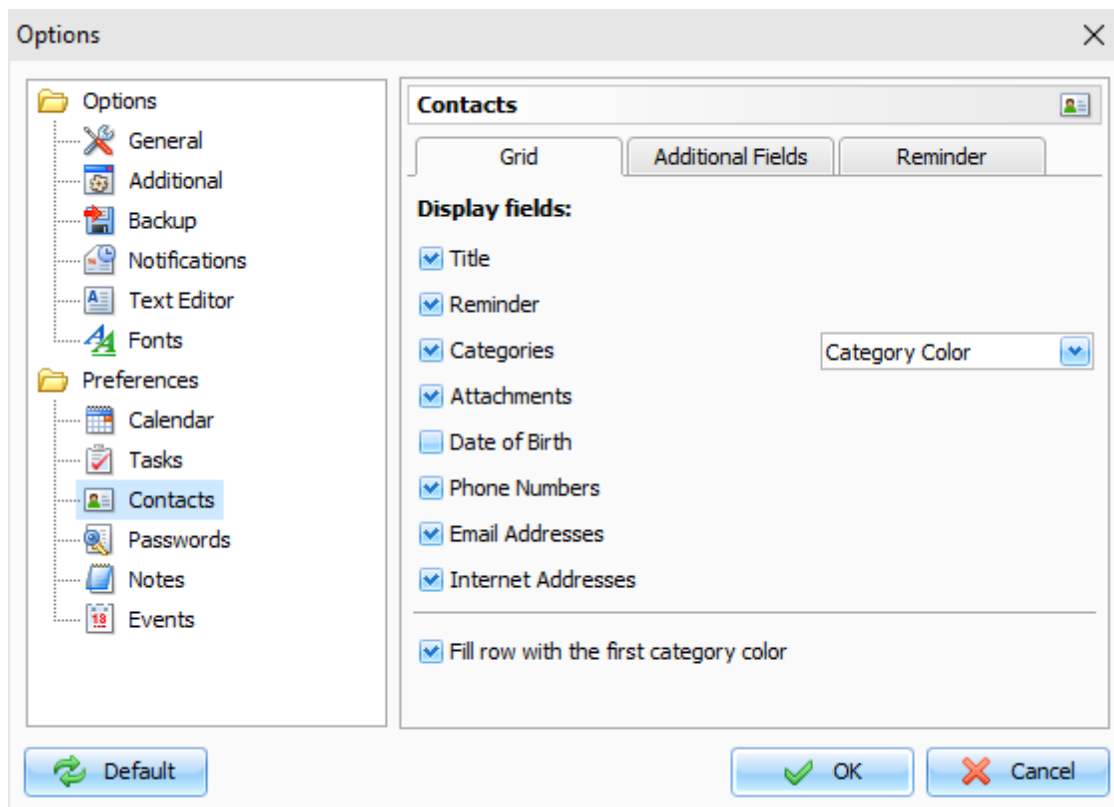
Default "Snooze" value - this options allows to choose default snooze value for the [Reminder](#) window.

Play sound - use this option to turn the sound alarm on/off, select an initial sound file and test-play it.

2.22.8.3 Contacts

The Contacts preferences window contains three tabs:

Grid



On this tab you can select fixed fields, which will be displayed in the Contacts mode for the **current database**.

To change the fields order, you can simply drag an appropriate column to a new position in the main window.

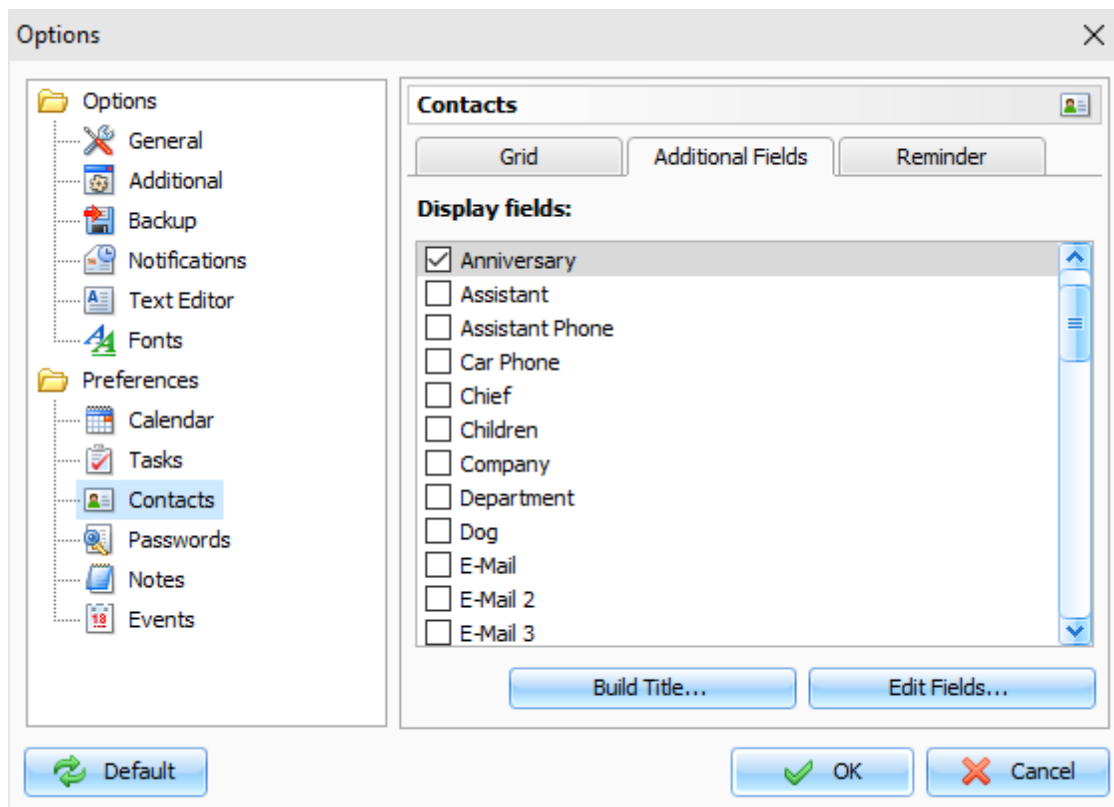
Also you can set up how to show the categories:

Category Color - a color box, filled by a category color will be displayed.

Category Name - a category name will be displayed.

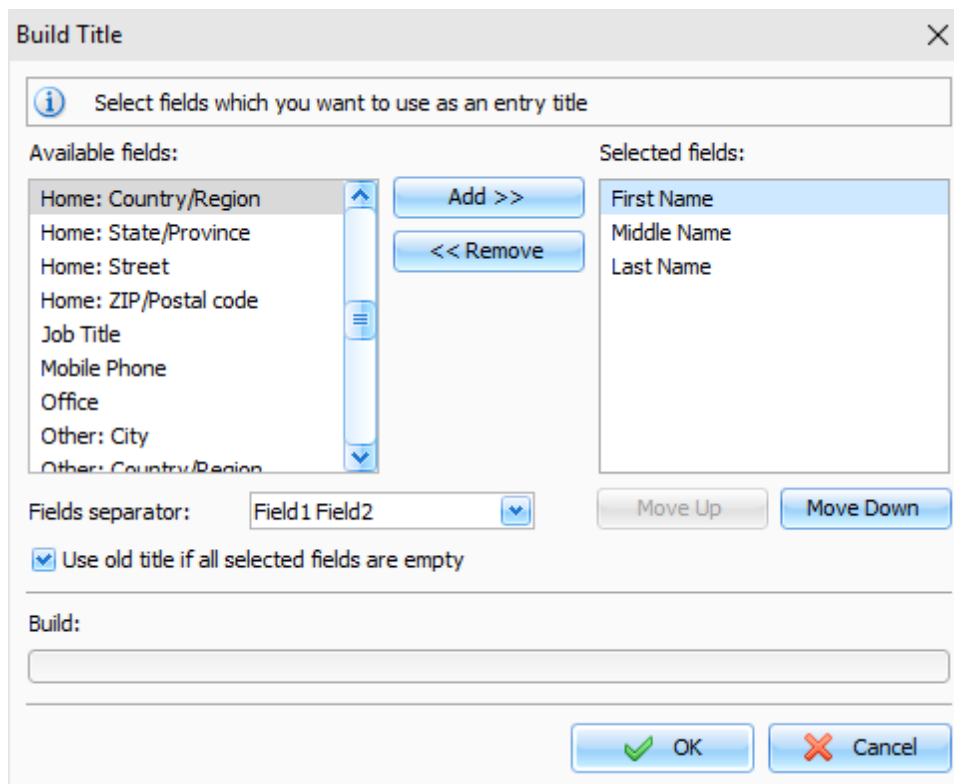
If the "**Fill row with the first category color**" option is on, C-Organizer will fill entries, which have categories, by a first category color.

Additional Fields



Here you can select which additional fields will be displayed in the Contacts section. To rebuild titles for all entries, click the "**Build Title**" button.

The "Build Title" window will be opened:



In this window you can select fields which you want to use as a record title. Just select any field in the "Available fields" list and click the "Add" button.

To change the fields order use the "Move up" and "Move down" buttons.

Then select the **Fields separator**. This option allow to change a separator between fields.

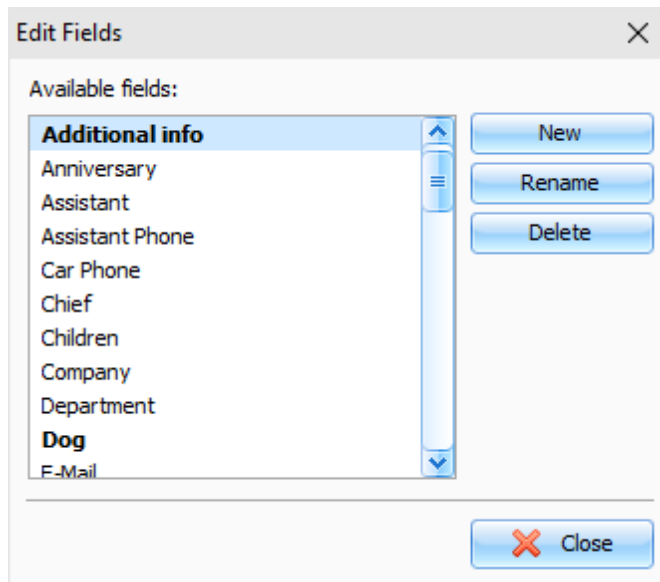
If the "Use old title if all selected fields are empty" option is turned on, current title won't be changed if all selected fields are empty.

Caution: this operation will delete all existing original titles, you cannot undo these changes.

To build the custom titles click the "OK" button.

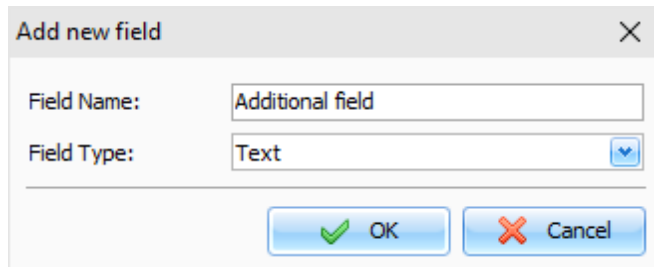
To add, edit or delete Additional fields, click the "Edit Fields" button in the Options window.

A dialog box will appear:



Here you can see all available fields. C-Organizer comes with more than 40 predefined fields to fit your needs, but if necessary you can add your own fields.

Click the "New" button, then enter field name and select field type in the opened dialog box:



C-Organizer supports following fields types: **Text**, **Phone Number**, **E-mail Address**, **Web Address** and **Date**.

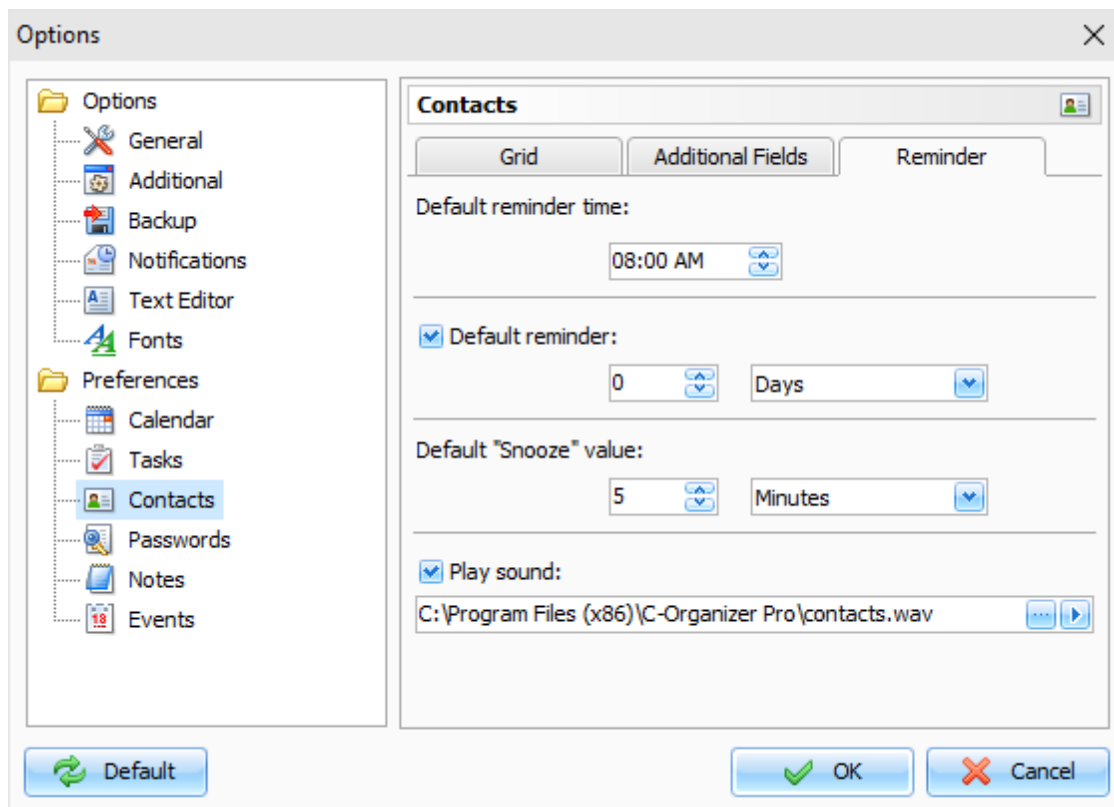
Date fields supports reminders.

To rename field, click the "Rename" button.

To delete selected fields, click the "Delete" button.

Note: you cannot rename or delete default fields. These fields are grayed in the list.

Reminder



In this window you can change the following options:

Default reminder time - using this option you can set up a default reminder time for the contacts.

Default reminder - using this option you can set up a default "[Remind before](#)" value for the new contacts. Also when this option is on, reminder will be automatically activated when you create a new entry, which has a date of birth or anniversary.

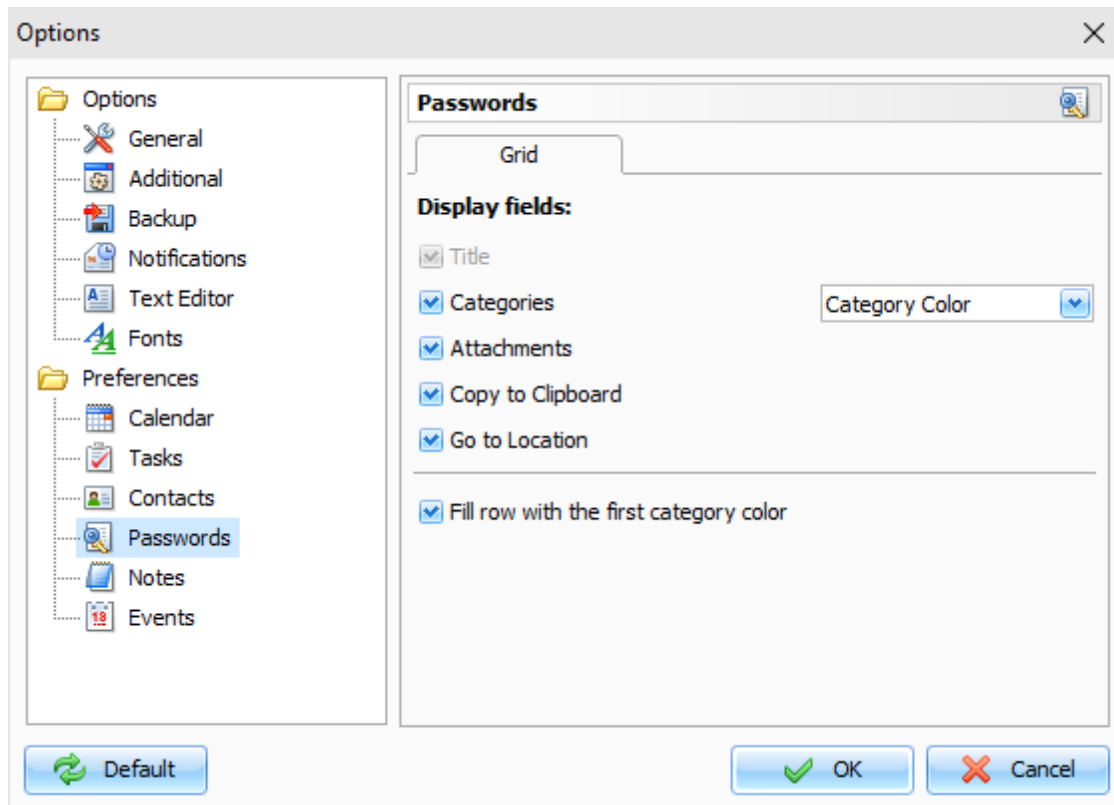
Default "Snooze" value - this options allows to choose default snooze value for the [Reminder](#) window.

Play sound - use this option to turn the sound alarm on/off, select an initial sound file and test-play it.

2.22.8.4 Passwords

The Passwords preferences window contains one tab:

Grid



Here you can select fields which will be displayed for the Records list in the Passwords mode. To change the fields order, you can simply drag an appropriate column to a new position in the main window.

Also you can set up how to show the categories:

Category Color - a color box, filled by a category color will be displayed.

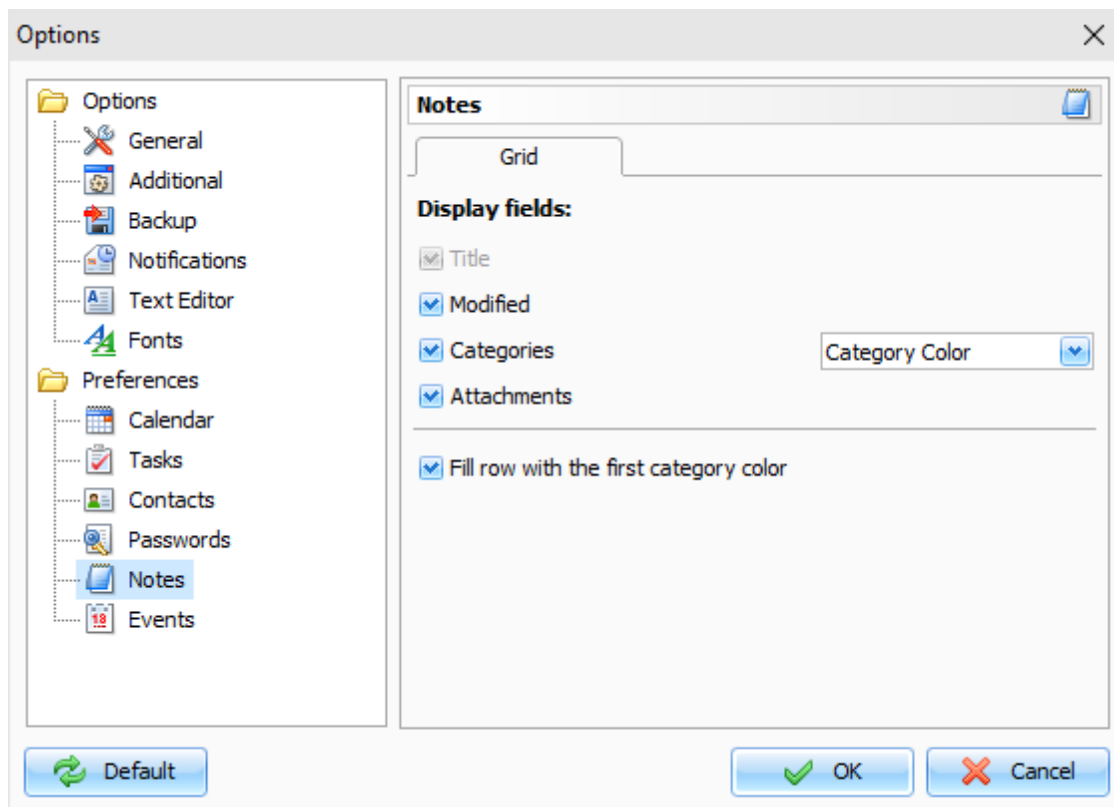
Category Name - a category name will be displayed.

If the "**Fill row with the first category color**" option is on, C-Organizer will fill entries, which have categories, by a first category color.

2.22.8.5 Notes

The Notes preferences window contains one tab:

Grid



Here you can select fields which will be displayed for the Records list in the Notes mode. To change the fields order, you can simply drag an appropriate column to a new position in the main window.

Also you can set up how to show the categories:

Category Color - a color box, filled by a category color will be displayed.

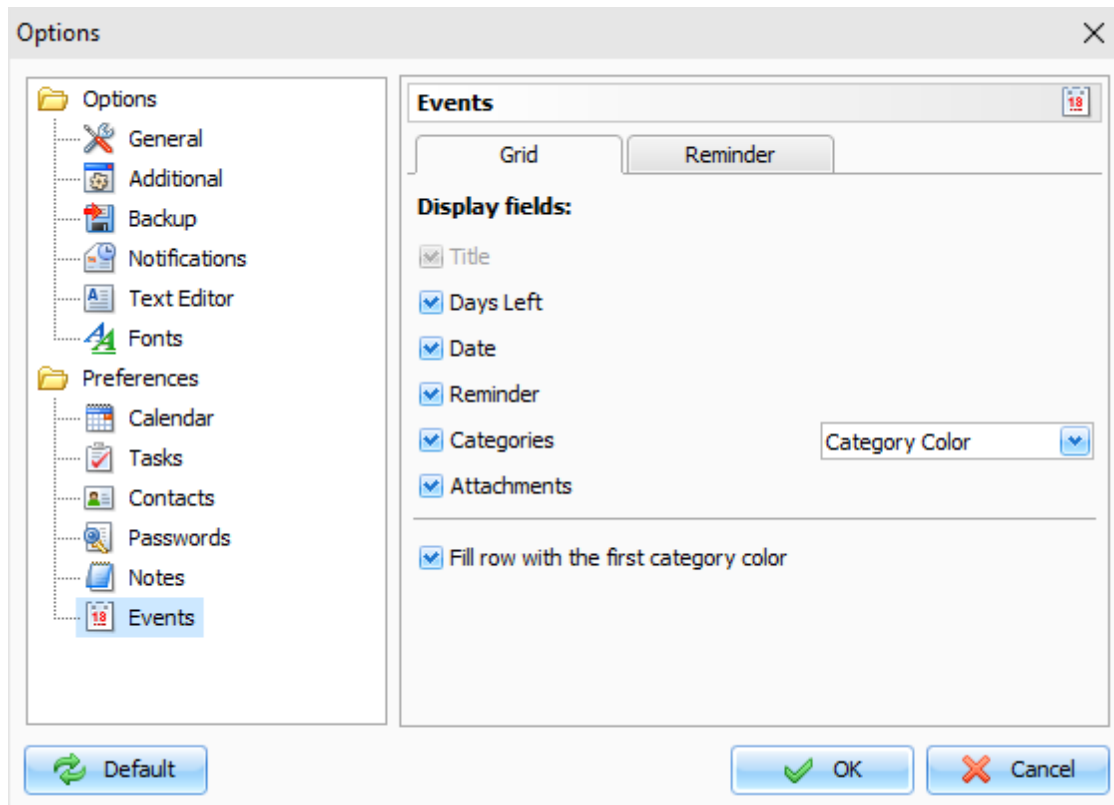
Category Name - a category name will be displayed.

If the "**Fill row with the first category color**" option is on, C-Organizer will fill entries, which have categories, by a first category color.

2.22.8.6 Events

The Events preferences window contains two tabs:

Grid



On this tab you can select fields which will be displayed for the Records list in the Events mode. To change the fields order, you can simply drag an appropriate column to a new position in the main window.

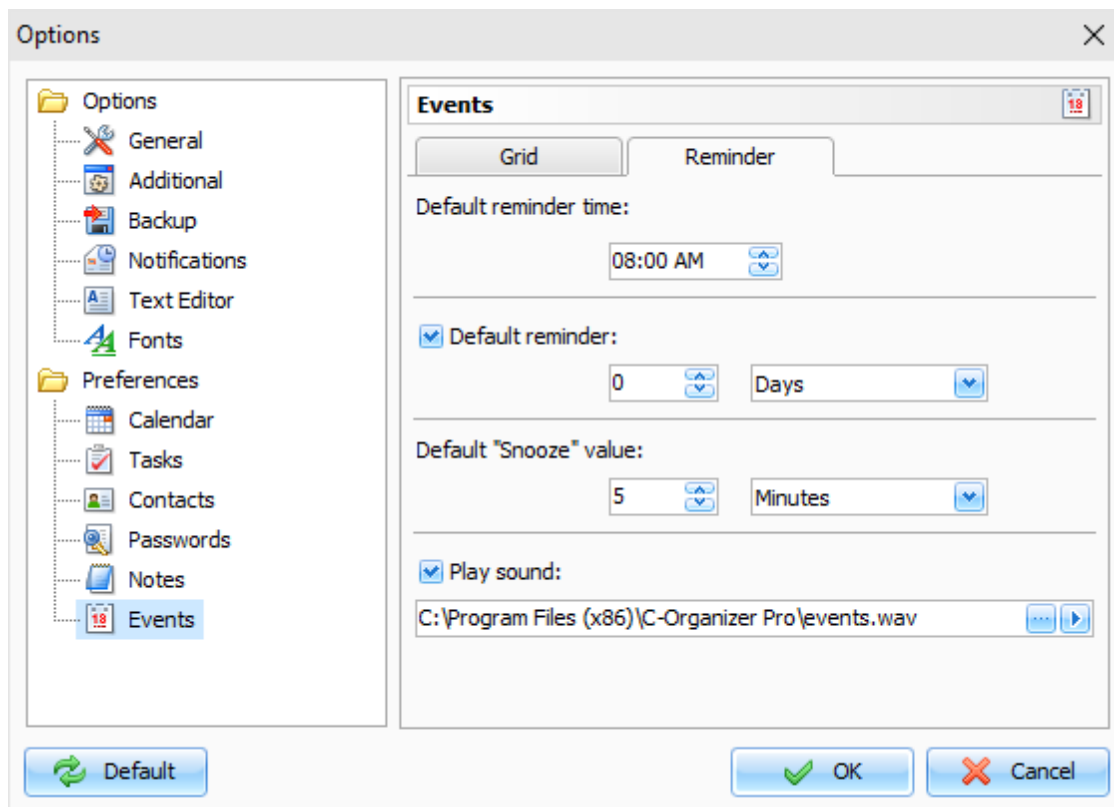
Also you can set up how to show the categories:

Category Color - a color box, filled by a category color will be displayed.

Category Name - a category name will be displayed.

If the "**Fill row with the first category color**" option is on, C-Organizer will fill entries, which have categories, by a first category color.

Reminder



In this window you can change the following options:

Default reminder time - using this option you can set up a default reminder time for the events.

Default reminder - using this option you can set up a default "[Remind before](#)" value for the new events. Also when this option is on, reminder will be automatically activated when you create a new entry.

Default "Snooze" value - this options allows to choose default snooze value for the [Reminder](#) window.

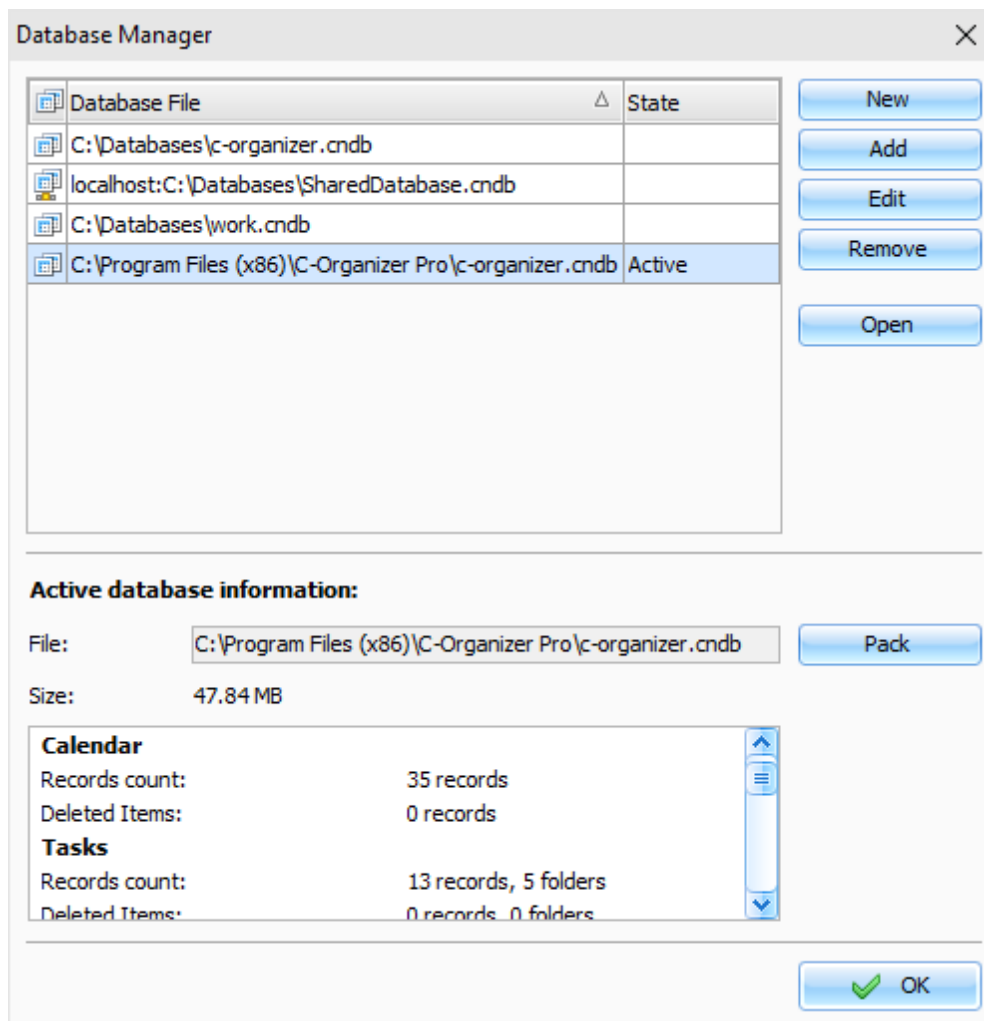
Play sound - use this option to turn the sound alarm on/off, select an initial sound file and test-play it.

2.23 Working with databases

2.23.1 Database Manager

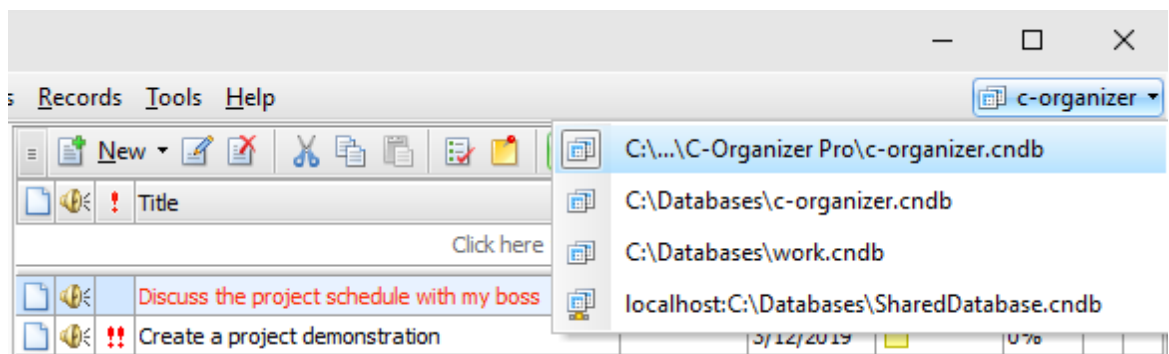
C-Organizer is capable of working with **multiple** databases. You can create new databases on your own and swap between them while you are working.

The Database manager window looks as following:



In the Database manager dialog box you can see your databases list. You can create new databases, add or edit connections or remove database from list by pressing an appropriate buttons (**New**, **Add**, **Edit** and **Remove**).

To open any of listed databases, please select this database and click the "**Open**" button. Also you can switch between databases and in the main window by clicking a button with active database name. You will see a list of available databases:



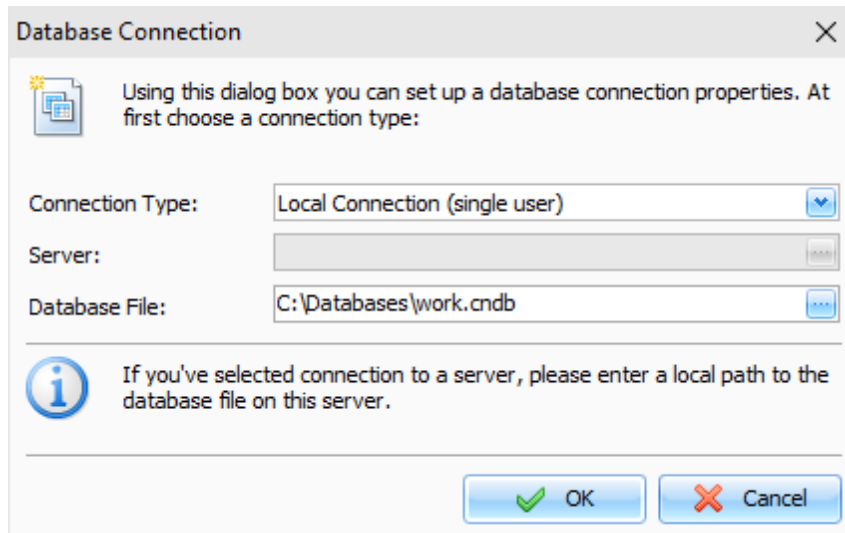
At the bottom of **Database manager** window you can see the **Active database information**: file path,

database size, information about records and attachments count etc.

Here you can pack active database file by pressing "**Pack**" button. This will optimize the database size. We recommend pack database from time to time if you've deleted a large amount of data.

Note: when you connected to a server, Pack function is available for database administrator only.

When you create new database as well as add or edit existing connection, the "**Database Connection**" window will be opened:



If you are working with local connection (single user), please select an appropriate connection type and enter a full local path to the database file (as you see it from your computer). After this click the "**OK**" button.

C-Organizer will create database file (if you choose new database) and add connection to the databases list.

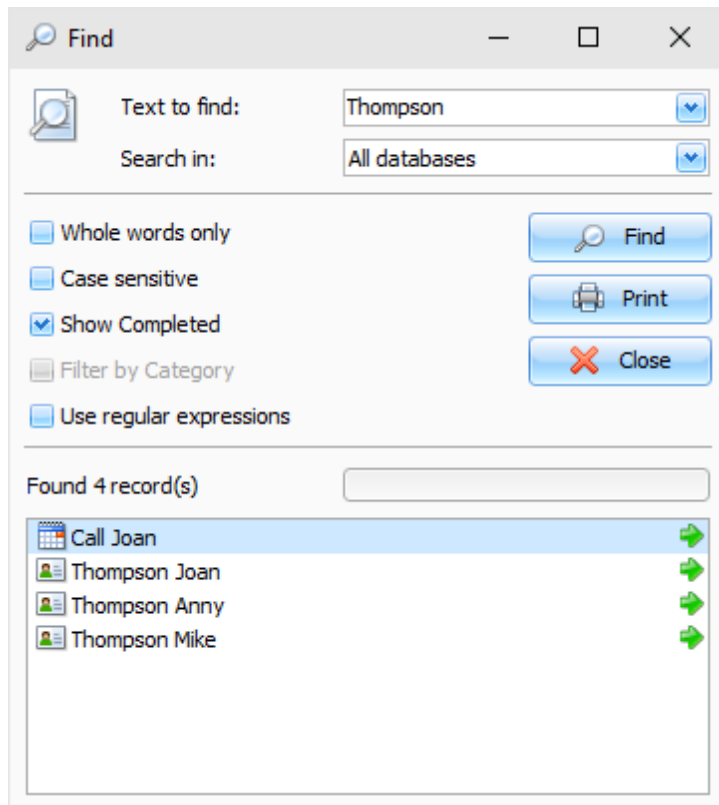
If you would like to share data in a network and connect to a server, please see this help topic for more details:

[Connection to a server](#)

2.23.2 Search in database

C-Organizer has a powerful database **search function**. To find any text in the database entries, click the "**File - Find**" main menu item or use the **Ctrl + F** shortcut.

You will see a dialog box:



Enter the text you wish to find and specify where to search in.
For your convenience, the C-Organizer "remembers" your last 10 search strings.

You can choose the additional options:

Whole words only - search only whole words, which match to search string.

Case sensitive - case sensitive search string.

Show Completed - this option is actual when you search within the [Calendar](#) and [Tasks](#) sections.

Filter by Category - if your entries are filtered by category, this option will be enabled. You can use or remove filter for search results.

User regular expressions - you can add a special symbols to search string.

Click the "**Find**" button. The search result will be displayed in the lower part of the dialog box.

We've added an ability to print search results. Just click the "**Print**" button and a printable report with a list of found records will be created.

About regular expressions in short:

Wildcards

The known wildcards `_` and `%` match any single character and a string of any length, respectively:

'Bime' similar to 'B_rne' -- true

'Bime' similar to 'B_ne' -- false

'Bime' similar to 'B%ne' -- true

'Bime' similar to 'Bir%ne%' -- true

'Bime' similar to 'Birr%ne' -- false

Character Classes

A bunch of characters enclosed in brackets define a character class. A character in the string matches a class in the pattern if the character is a member of the class:

```
'Citroen' similar to 'Cit[arju]oen' -- true
'Citroen' similar to 'Ci[tr]oen' -- false
'Citroen' similar to 'Ci[tr][tr]oen' -- true
```

As can be seen from the second line, the class only matches a single character, not a sequence. Within a class definition, two characters connected by a hyphen define a range. A range comprises the two

endpoints and all the characters that lie between them in the active collation. Ranges can be placed anywhere in the class definition without special delimiters to keep them apart from the other elements.

```
'Datte' similar to 'Dat[q-u]e' -- true
'Datte' similar to 'Dat[abq-uy]e' -- true
'Datte' similar to 'Dat[bcg-km-pwz]e' -- false
```

Quantifiers

A question mark immediately following a character or class indicates that the preceding item may occur 0 or 1 times in order to match:

```
'Hallon' similar to 'Hal?on' -- false
'Hallon' similar to 'Hal?lon' -- true
'Hallon' similar to 'Hall?on' -- true
'Hallon' similar to 'Hall?lon' -- false
'Hallon' similar to 'Halx?lon' -- true
'Hallon' similar to 'H[a-c]?llon[x-z]?' -- true
```

An asterisk immediately following a character or class indicates that the preceding item may occur 0 or more times in order to match:

```
'lcaque' similar to 'lca*que' -- true
'lcaque' similar to 'lcar*que' -- true
'lcaque' similar to 'l[a-c]*que' -- true
'lcaque' similar to 'l_*' -- true
'lcaque' similar to '[:ALPHA:]*' -- true
'lcaque' similar to 'lca[xyz]*e' -- false
```

A plus sign immediately following a character or class indicates that the preceding item must occur 1 or more times in order to match:

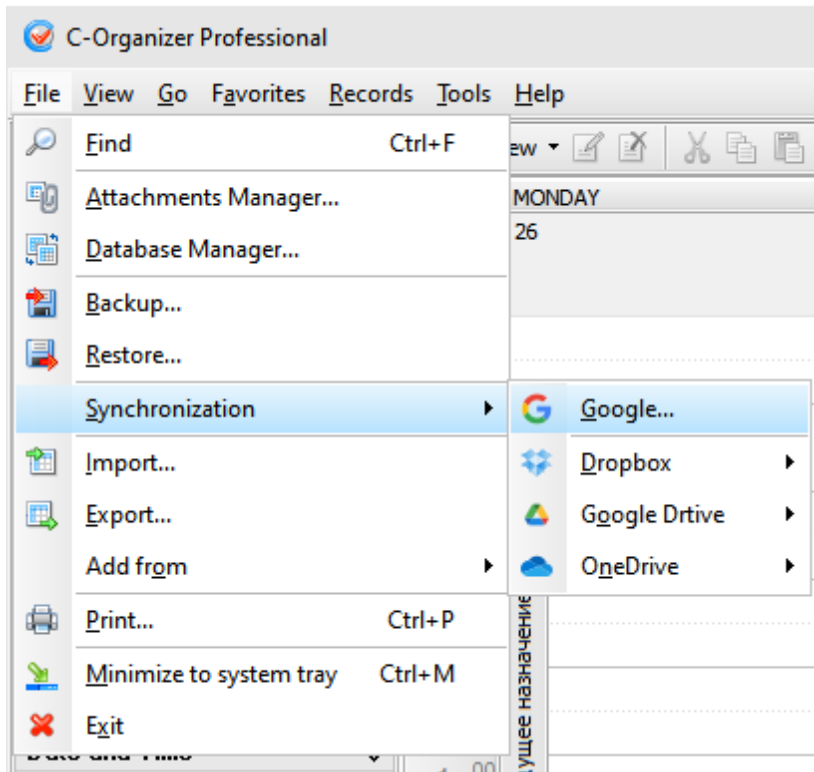
```
'Jujube' similar to 'Ju_+' -- true
'Jujube' similar to 'Ju+jube' -- true
'Jujube' similar to 'Jujuber+' -- false
'Jujube' similar to 'J[jux]+be' -- true
'Jujube' similar to 'J[:DIGIT:]+ujube' -- false
```

2.23.3 Synchronization with Google

C-Organizer supports synchronization with Google Calendar, Google Tasks and Google Contacts. This is a built-in function and does not require any additional products installation.

This feature also allows you to sync smart phones and other mobile devices with C-Organizer through Google services.

To synchronize your information, click the "File - Synchronization - Google" C-Organizer main menu item:



After that the dialog box will be opened:

The screenshot shows a window titled "Google" with a close button (X) in the top right corner. The window contains the following elements:

- E-mail Address:** A text field containing "andy_work@gmail.com" and an "Authorization..." button to its right.
- Sync direction:** A section with three radio buttons: "Google => C-Organizer", "C-Organizer => Google", and "Both directions". The "Both directions" option is selected.
- What to sync:** A section with three checked checkboxes: "Calendar", "Tasks", and "Contacts".
- Options:** Two checkboxes: "Create calendars in Google for each C-Organizer category" (checked) and "Delete non-corresponding records in target database" (unchecked).
- Synchronize contacts title as:** A dropdown menu with "Use Google contact full name" selected.
- Run synchronization automatically every:** A section with a checked checkbox, a spinner box set to "1", a dropdown menu set to "Days", the text "at:", and a spinner box set to "08:00 AM".
- Buttons:** "OK" (with a green checkmark icon) and "Close" (with a red X icon) buttons.
- Synchronization:** A large empty rectangular area with the label "Synchronization:" above it.

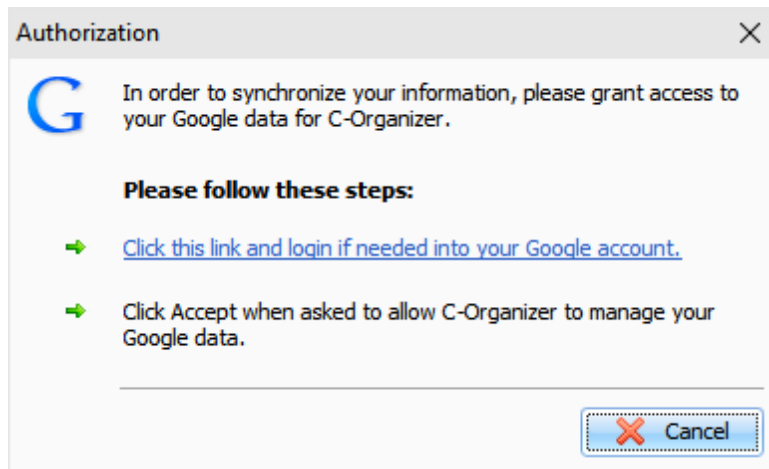
Authorization

In order to synch your data, you need authorize your email address and grant access for C-Organizer to manage your Google data.

This is necessary only one, before first synchronization.

Please enter your email address, which you use to login to your Google account in Synchronization window, and click the "**Authorization**" button.

If your email address is not authorized earlier, the "Authorization" window will be opened:



Please follow few simple steps:

- You will be shown a link. Click this link and login if necessary into your Google account (C-Organizer will be open it in external browser).
- Click "Accept" when asked to allow C-Organizer to manage your Google data.

Synchronization

You can change the following options in Synchronization window:

E-mail Address - enter here your email address, which you use to login to your Google account.

Sync direction - allow to choose the synchronization direction:

- **Google => C-Organizer**: database records from Google will be imported into C-Organizer database (in case they have been added or modified since the previous synchronization)
- **C-Organizer => Google**: database records from C-Organizer will be imported into Google (in case they have been added or modified since the previous synchronization)
- **Both directions**: if selected, synchronization will occur in both directions.

Warning: if the same record was modified in both C-Organizer and Google, the Google version of this record will be overwritten with C-Organizer version.

What to sync: here you can select which sections of C-Organizer will be synchronized with Google: Calendar, Tasks and Contacts.

C-Organizer will remember with which Google account was synchronized your database, sync direction and what to sync. When you run synchronization next time, C-Organizer will select this Google account and other options automatically. These options may be different for each database.

Create Calendar in Google for each C-Organizer category: according the program logic Google Calendar = C-Organizer Category. If assigned category does not have an appropriate calendar in Google, new calendar will be created if this option is turned on. Otherwise, entry will be added into a main calendar.

Delete non-corresponding records in target database: if checked, the records that are not present in the source database will be deleted. This option does not have any affect and disabled if you synchronize in both directions.

Warning:

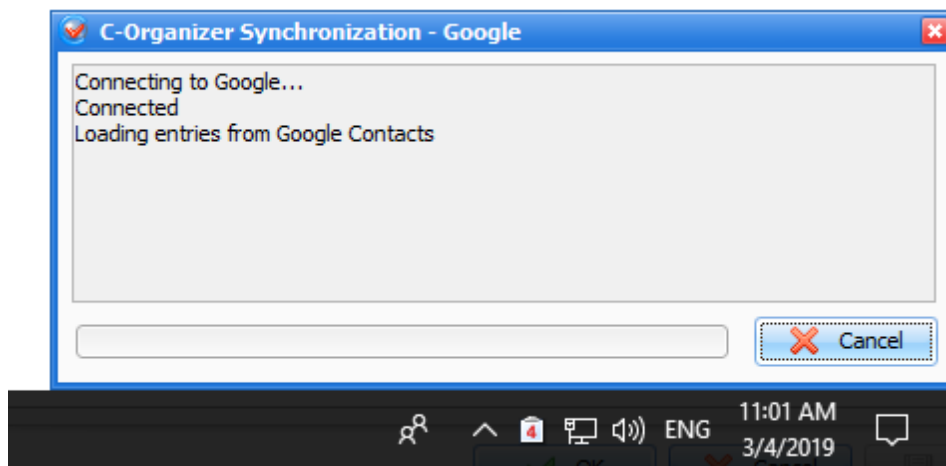
Use this option carefully. If this option is checked, you will not be able to restore deleted records.

Synchronize Contacts title as: here you can set up how entry title from Google Contacts will be saved in C-Organizer.

Tasks synchronization notes:

Tasks in Google and in C-Organizer have a different structure. Google supports Tasks Lists instead of folders tree in C-Organizer. Please note, that all folders in C-Organizer will be imported into Google as Tasks Lists and vice versa. All tasks from the default tasks list in Google will be added into a root folder in C-Organizer.

Run synchronization automatically every: when this option is on, C-Organizer will start synchronization automatically at select time interval or at selected time. Synchronization window will be shown in system tray:

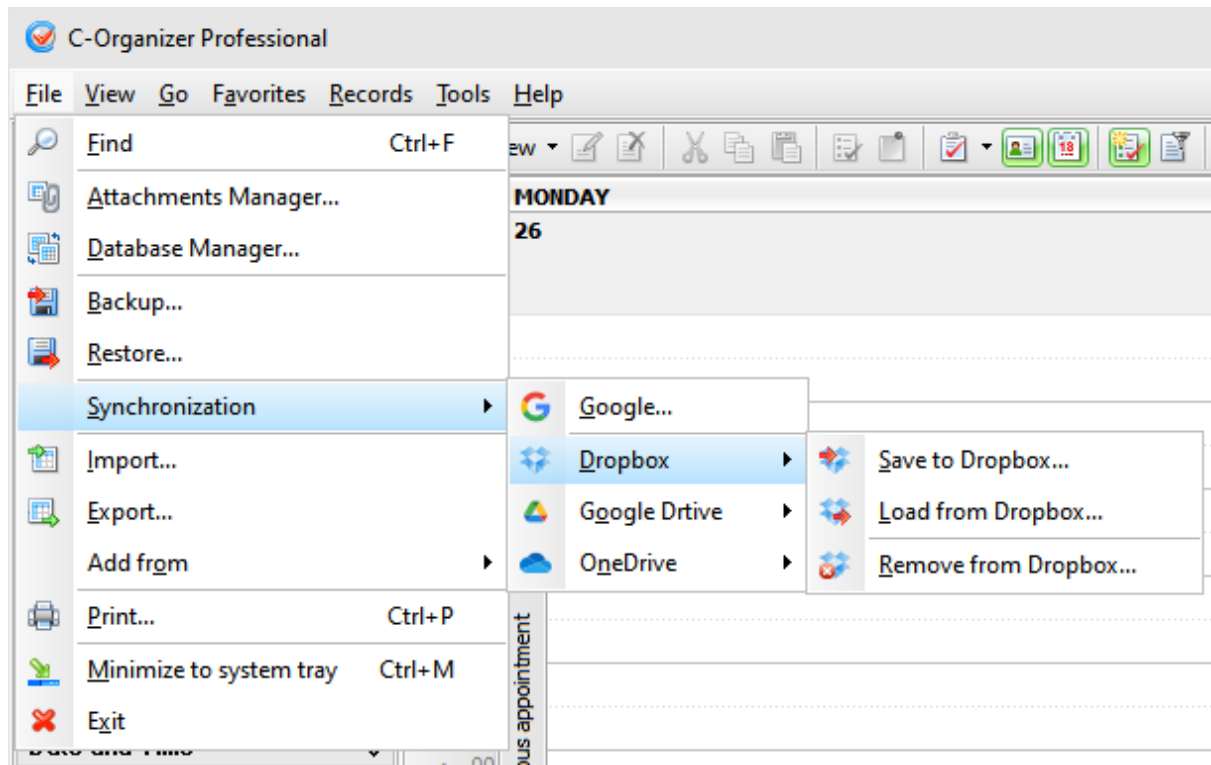


After adjusting all settings, press the "OK" button to start synchronization.

2.23.4 Working with Dropbox

C-Organizer has a full Dropbox support. You can save a copy of your database into Dropbox and then load it on another computer just with one mouse click!

All features to work with Dropbox are available under the "**File - Synchronization - Dropbox**" main menu item:



To use these functions you should have the Dropbox client application installed on your computer.

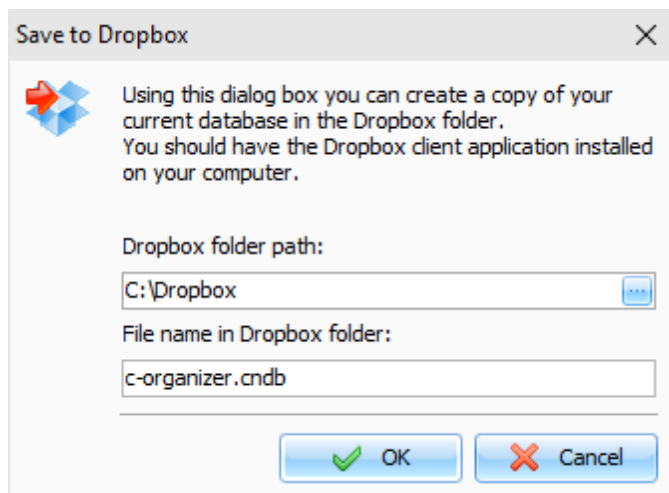
Important:

As alternate way, you can simply install C-Organizer into Dropbox folder. In this case, when you complete your work and exit the program, all your information will be automatically synchronized with Dropbox cloud storage.

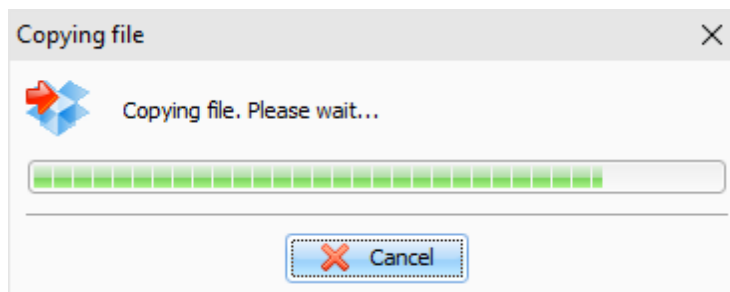
If you use same Dropbox account on another computer, please wait while Dropbox will complete synchronization with cloud storage before open C-Organizer.

Save to Dropbox

If you never loaded or saved your current database into Dropbox, when you click this menu item, the dialog window "Save to Dropbox" will be shown:



In this window please select a path to "Dropbox" folder on your computer. File name in Dropbox folder will be inserted automatically, but you can change it, if necessary. When you click "OK", your current database will be copied to Dropbox, and C-Organizer will remember database file association with the file in Dropbox for the future use.



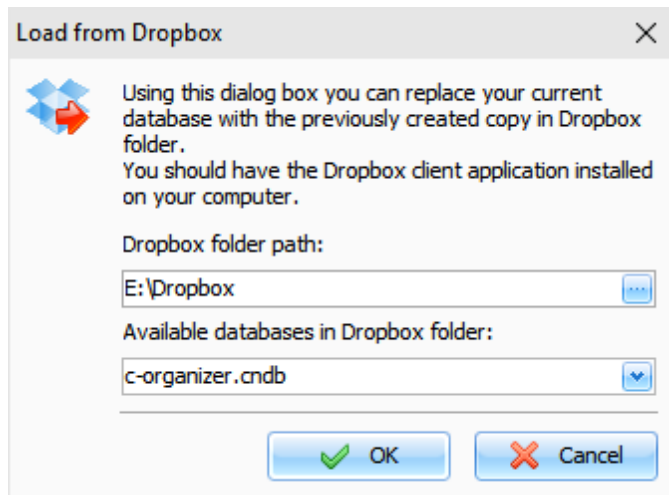
C-Organizer will create the "...\Dropbox\C-Organizer databases\" folder for your database files. Please do not delete any files in this folder manually.

When you click the "Save to Dropbox" menu item next time, associated file will be copied to Dropbox without any confirmations.

When database file is copied, Dropbox will synchronize it with cloud storage and it can be loaded from other computers.

Load from Dropbox

If C-Organizer does not have any information about associated files in Dropbox with the current database, or the path to Dropbox folder is incorrect (or empty), it will open the "Load from Dropbox" dialog window:



In this window you can set up a path to Dropbox folder on your computer and select one of available databases in this folder.

When you click "OK", C-Organizer will **replace** current database with the selected file and remember database file association with the file in Dropbox for the future use.

When you click the "Load from Dropbox" menu item next time, associated file will be loaded from Dropbox without any confirmations.

Warning:

Be careful, when use this feature. Please note that your active database will be replaced with the database file from Dropbox folder.

Please make sure, that file in Dropbox is completely synchronized and up to date.

Remove from Dropbox

When you click this menu item, C-Organizer will delete file, associated with active database, in Dropbox folder, and remove all associations for this file.

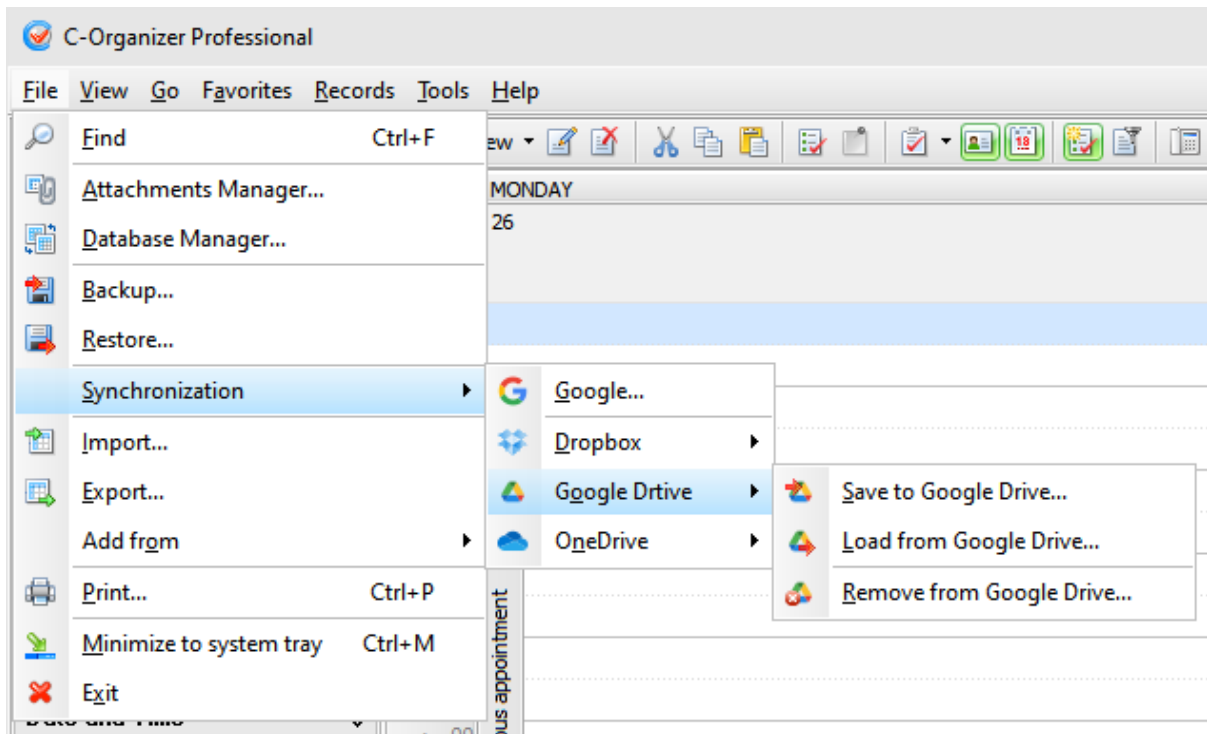
This menu item is disabled, if your active database does not have associated file in Dropbox folder.

Note: when you connected to a server, these functions are available for database administrator only.

2.23.5 Working with Google Drive

C-Organizer supports synchronization with Google Drive. You can save a copy of your database into Google Drive and then load it on another computer just with one mouse click!

All features to work with Google Drive are available under the "File - Synchronization - Google Drive" main menu item:



To use these functions you should have the Google Drive client application installed on your computer.

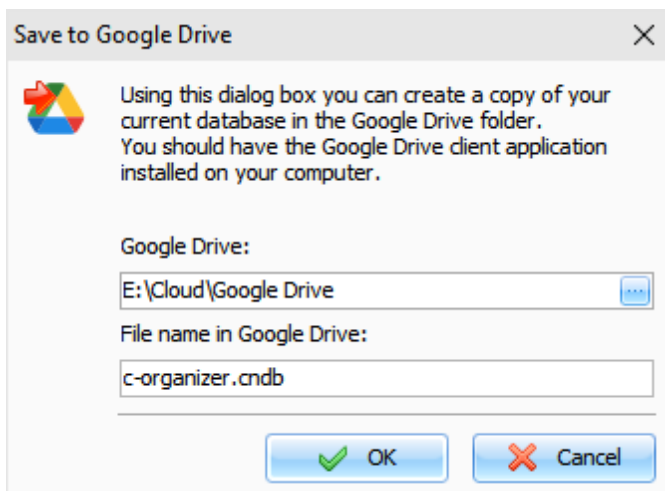
Important:

As alternate way, you can simply install C-Organizer into a folder, which synchronizing with Google Drive. In this case, when you complete your work and exit the program, all your information will be automatically synchronized with Google Drive cloud storage.

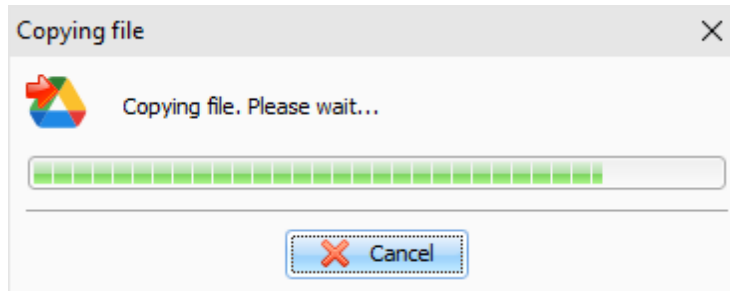
If you use same Google Drive account on another computer, please wait while Google Drive will complete synchronization with cloud storage before open C-Organizer.

Save to Google Drive

If you never loaded or saved your current database into Google Drive, when you click this menu item, the dialog window "Save to Google Drive" will be shown:



In this window please select a path to a folder on your computer, which synchronizing with Google Drive. File name in this folder will be inserted automatically, but you can change it, if necessary. When you click "OK", your current database will be copied to Google Drive, and C-Organizer will remember database file association with the file in Google Drive for the future use.



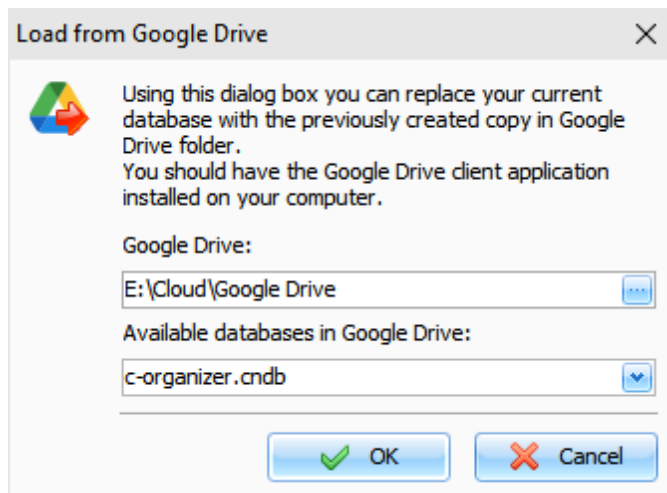
Please do not delete copied database file in Google Drive folder manually.

When you click the "Save to Google Drive" menu item next time, associated file will be copied to Google Drive without any confirmations.

When database file is copied, Google Drive client application will synchronize it with cloud storage and it can be loaded from other computers.

Load from Google Drive

If C-Organizer does not have any information about associated files in Google Drive with the current database, or the path to Google Drive folder is incorrect (or empty), it will open the "Load from Google Drive" dialog window:



In this window you can set up a path to a folder on your computer, which synchronizing with Google Drive, and select one of available databases in this folder.

When you click "OK", C-Organizer will **replace** current database with the selected file and remember database file association with the file in Google Drive for the future use.

When you click the "Load from Google Drive" menu item next time, associated file will be loaded from Google Drive without any confirmations.

Warning:

Be careful, when use this feature. Please note that your active database will be **replaced** with the database file from Google Drive folder.

Please make sure, that file in Google Drive is completely synchronized and up to date.

Remove from Google Drive

When you click this menu item, C-Organizer will delete file, associated with active database, in Google Drive folder, and remove all associations for this file.

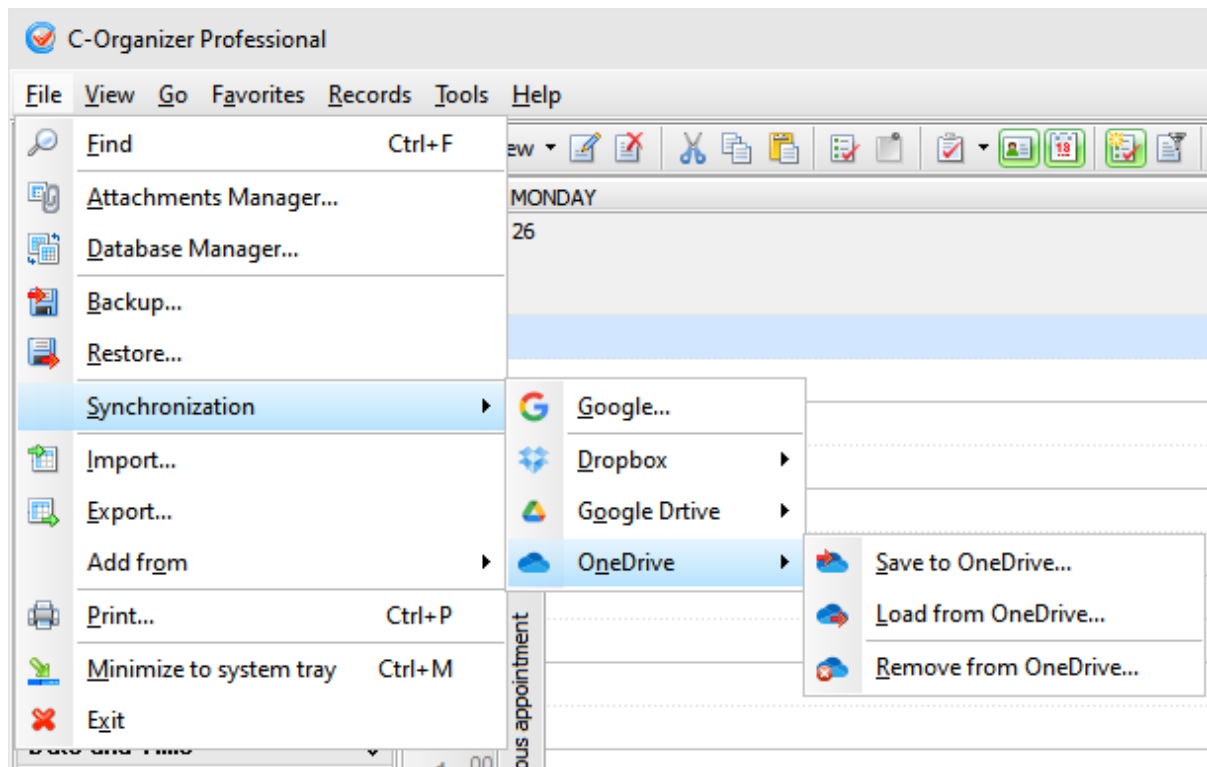
This menu item is disabled, if your active database does not have associated file in Google Drive folder.

Note: when you connected to a server, these functions are available for database administrator only.

2.23.6 Working with OneDrive

C-Organizer supports synchronization with OneDrive. You can save a copy of your database into OneDrive and then load it on another computer just with one mouse click!

All features to work with OneDrive are available under the "**File - Synchronization - OneDrive**" main menu item:



To use these functions you should have the OneDrive client application installed on your computer.

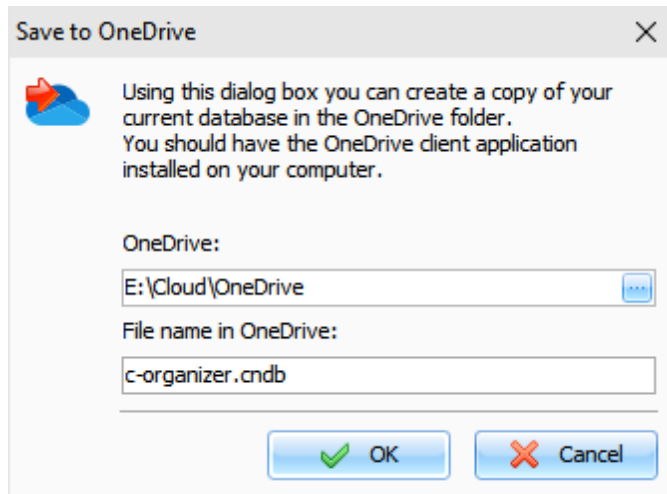
Important:

As alternate way, you can simply install C-Organizer into a folder, which synchronizing with OneDrive. In this case, when you complete your work and exit the program, all your information will be automatically synchronized with OneDrive cloud storage.

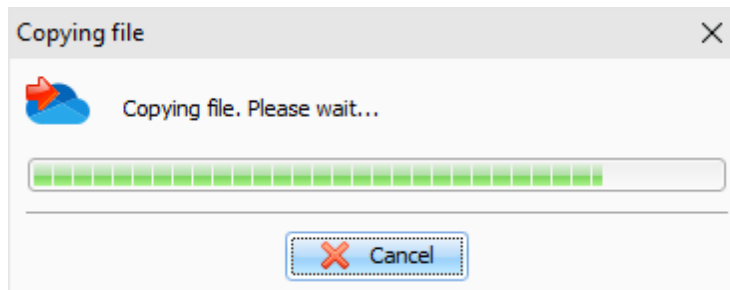
If you use same OneDrive account on another computer, please wait while OneDrive will complete synchronization with cloud storage before open C-Organizer.

Save to OneDrive

If you never loaded or saved your current database into OneDrive, when you click this menu item, the dialog window "Save to OneDrive" will be shown:



In this window please select a path to a folder on your computer, which synchronizing with OneDrive. File name in this folder will be inserted automatically, but you can change it, if necessary. When you click "OK", your current database will be copied to OneDrive, and C-Organizer will remember database file association with the file in OneDrive for the future use.



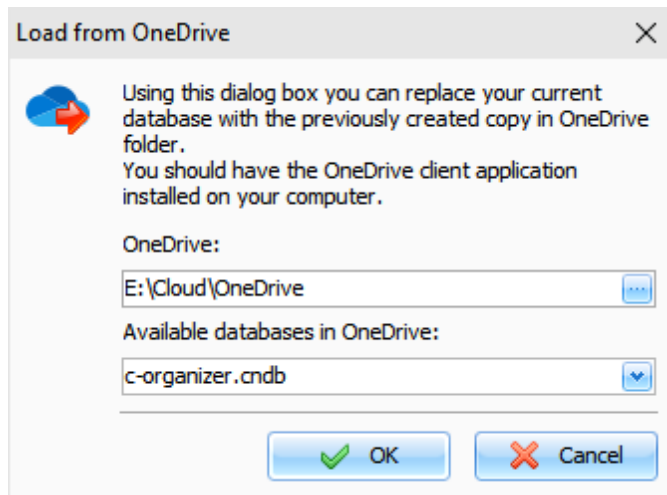
Please do not delete copied database file file in OneDrive folder manually.

When you click the "Save to OneDrive" menu item next time, associated file will be copied to OneDrive without any confirmations.

When database file is copied, OneDrive client application will synchronize it with cloud storage and it can be loaded from other computers.

Load from OneDrive

If C-Organizer does not have any information about associated files in OneDrive with the current database, or the path to OneDrive folder is incorrect (or empty), it will open the "Load from OneDrive" dialog window:



In this window you can set up a path to a folder on your computer, which synchronizing with OneDrive, and select one of available databases in this folder.

When you click "OK", C-Organizer will **replace** current database with the selected file and remember database file association with the file in OneDrive for the future use.

When you click the "Load from OneDrive" menu item next time, associated file will be loaded from OneDrive without any confirmations.

Warning:

Be careful, when use this feature. Please note that your active database will be **replaced** with the database file from OneDrive folder.

Please make sure, that file in OneDrive is completely synchronized and up to date.

Remove from OneDrive

When you click this menu item, C-Organizer will delete file, associated with active database, in OneDrive folder, and remove all associations for this file.

This menu item is disabled, if your active database does not have associated file in One Drive folder.

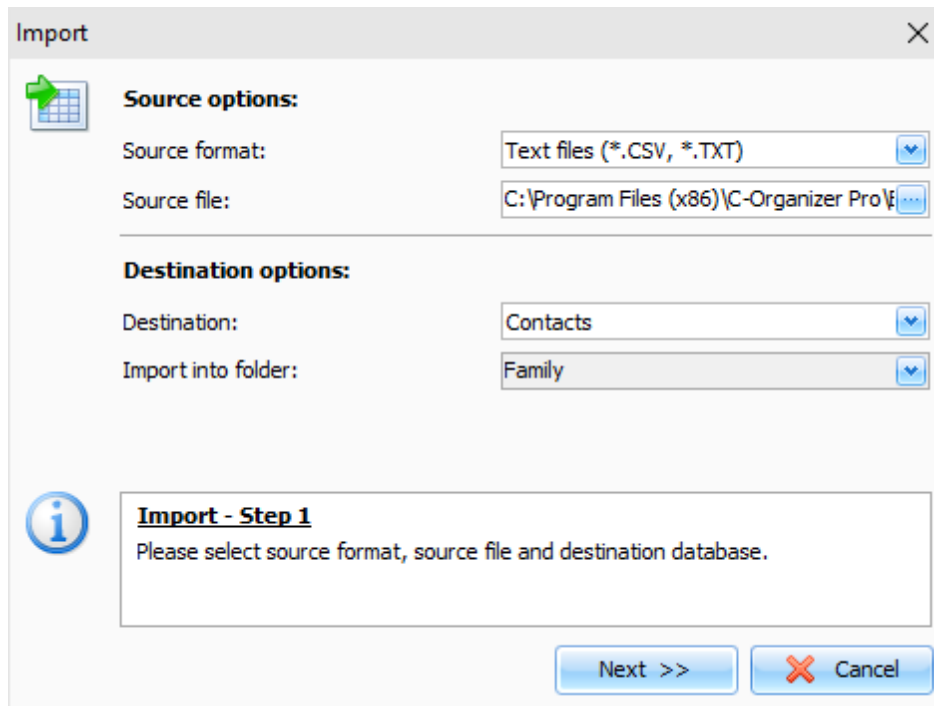
Note: when you connected to a server, these functions are available for database administrator only.

2.23.7 Import

Use the import function to transfer information from various sources into C-Organizer databases. To open the Import dialog box, click the "File - Import" program's main menu item.

The Import process consists of a few simple steps.

Step 1.



Choose the source format. C-Organizer supports following formats:

Text files (*.CSV and *.TXT);

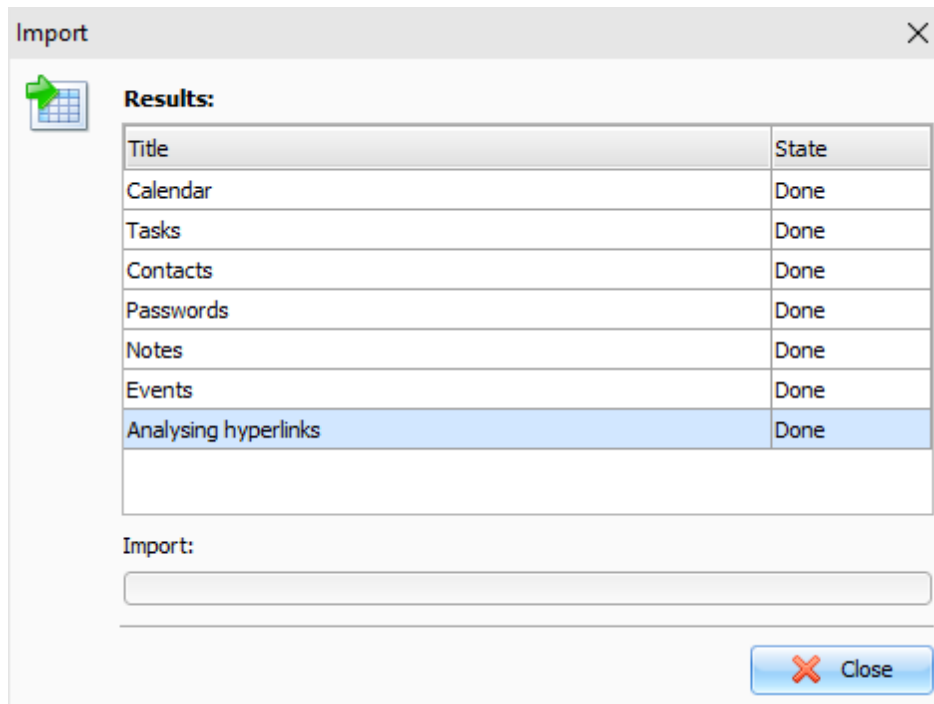
C-Organizer databases (*.CNDB and *.CDB);

Choose a source file.

If you have chosen a text file as a source, set the import file destination. When selecting other source type, this option is set automatically and cannot be changed.

Besides, when importing data from the text files, you can specify the destination folder.

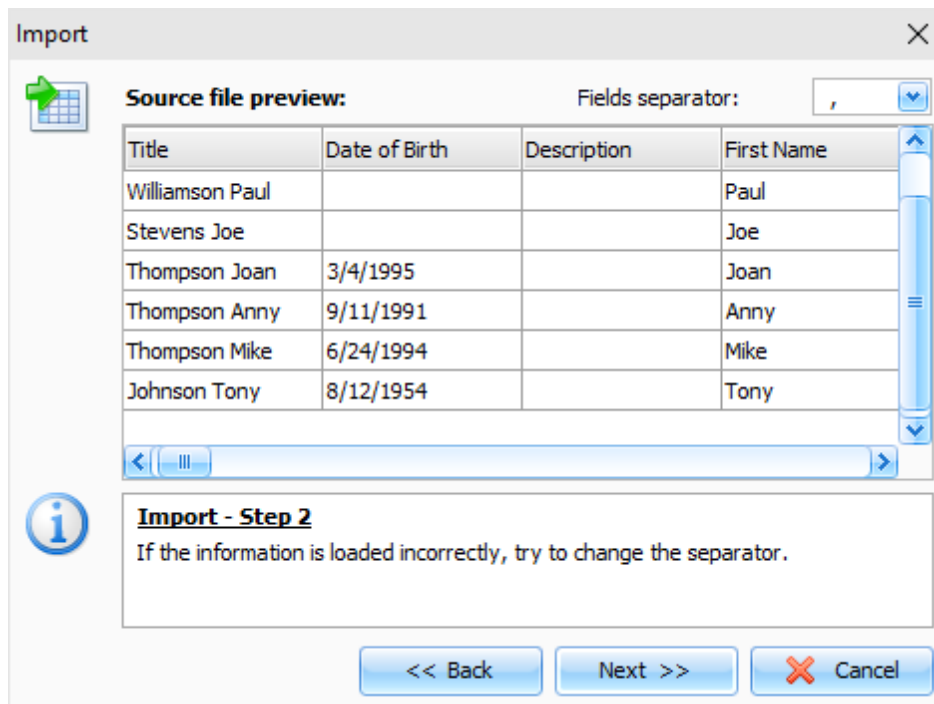
If you have chosen the **C-Organizer databases** source format, click the **Import** button, and a dialog box showing the importing process will appear.



You will get a notification message when the import is complete.

If you have chosen **text files** as a source, click the "Next" button.

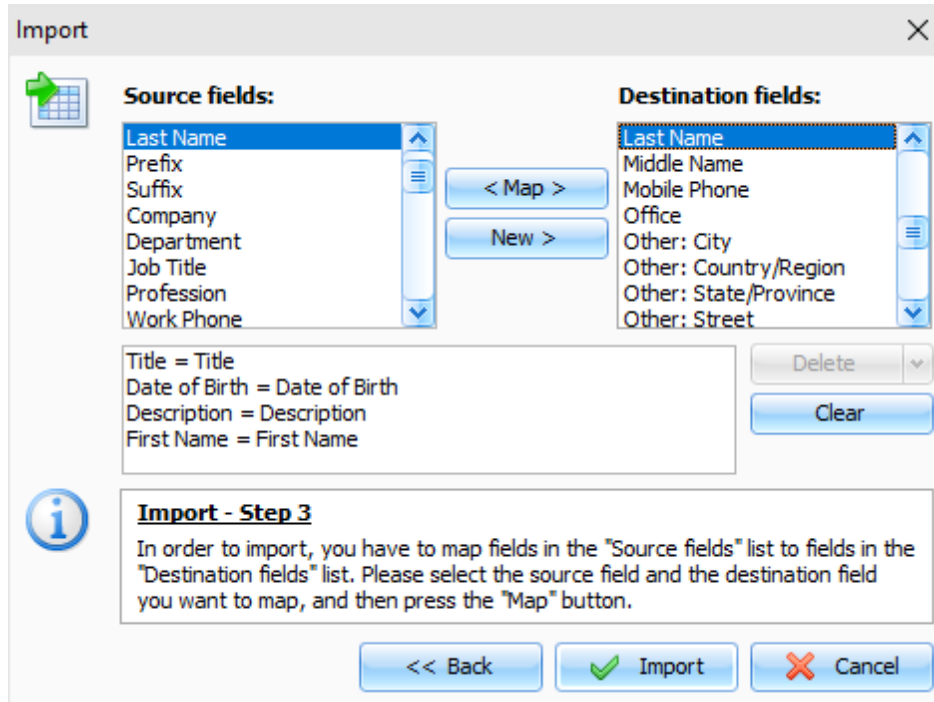
Step 2.



This window shows a table filled with information from your source file. If the information is loaded

incorrectly, try to change the **fields separator**.
Then click the **"Next"** button.

Step 3.



In this dialog box you need to match the source fields to the destination fields.
To map fields, please select the source field and the destination field you want to map, and then press the **"Map"** button.

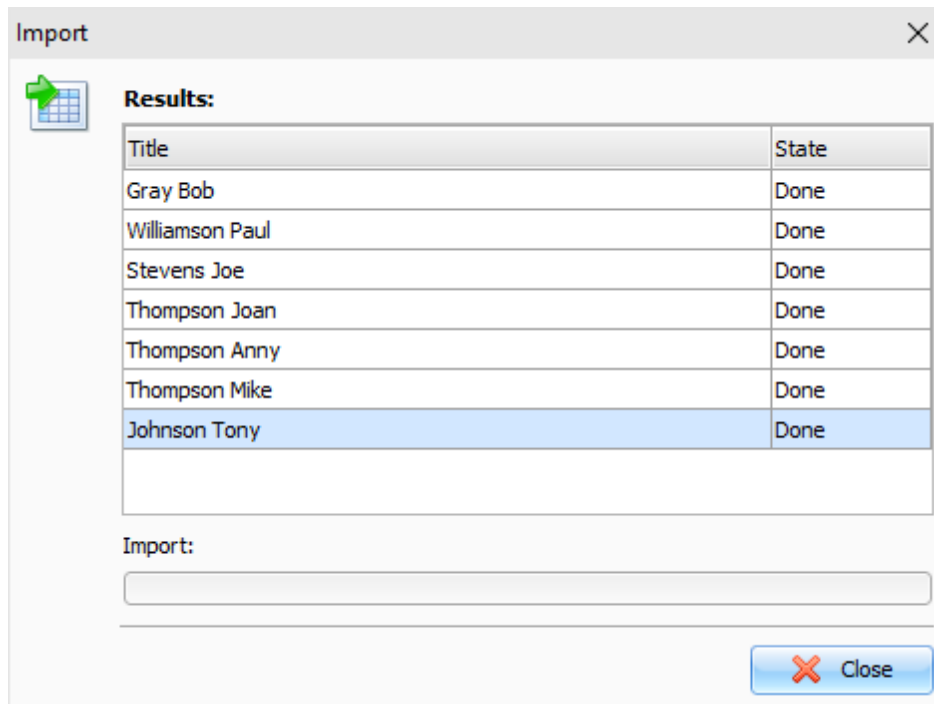
For the Contacts only:

If you cannot find an appropriate Destination field to map, you can create a new one. Just click the **"New"** button, enter field name and select field type.

Please note that you can map more than one Source field to a Destination field.
All mapped fields are listed in the bottom box. You can delete mapped fields by pressing the **"Delete"** button, or clear all mapped fields by pressing the **"Clear"** button.

Important: the unmapped fields won't be imported.

When you complete fields mapping, click the **"Import"** button. You will see the next window with the results:



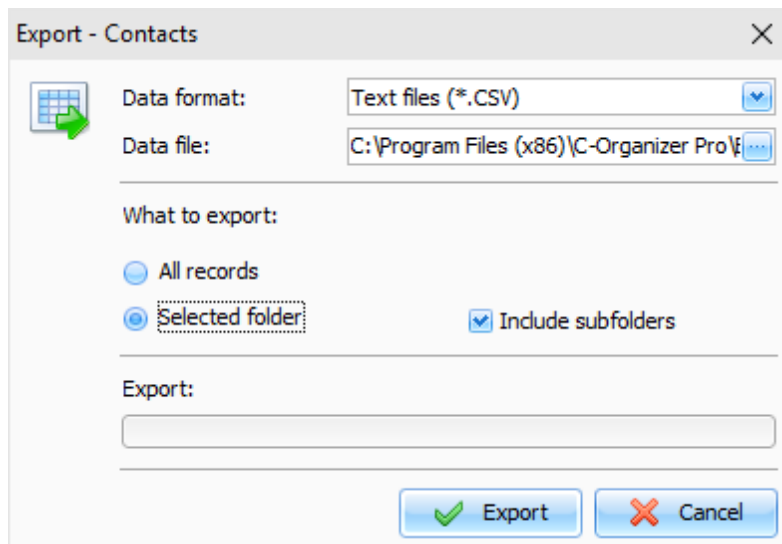
You will get a notification message when the action is complete.

2.23.8 Export

The Export function allows converting C-Organizer database information into other formats and sharing this information with other programs.

To use this function, choose the "File - Export" program's main menu item.

The export dialog box will appear:



Set the format you would like to convert the information to.

The following formats are supported:

Text files (*.CSV)

XML files (*.XML)

C-Organizer databases (*.CNDB)

Specify the file you want to export the information to.

Choose the information you would like to export, using **What to export** options.

Then click the **"Export"** button.

You will see the Export progress indicator in the lower part of the dialog box. A notification message will appear when the export process is complete.

Note: C-Organizer offers to export entries from the current selected section. So if you have opened Contacts section in the main window and opened Export, the entries from the Contacts section will be exported.

2.23.9 Backup

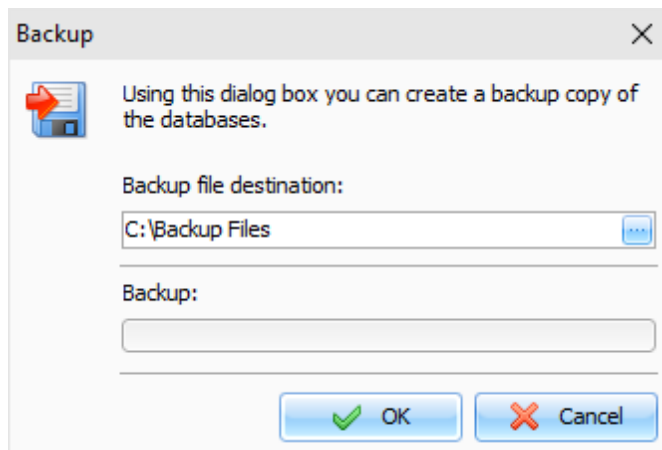
Backup function is used to create a backup copy of C-Organizer databases. **Active** database will be saved into a single file. This file name will contain a database name and backup date.

For example: if you are working with **c-organizer.cndb** file, backup copy of this file will be named **c-organizerYYYY-MM-DD.cndb.backup**, where **YYYY** - year, **MM** - month and **DD** - day of backup operation..

You can use this file to [restore](#) database if it will be necessary.

To make a backup copy, click the **"File - Backup"** C-Organizer main menu item.

After that you will see **Backup** dialog box:



Specify the backup files location and press the **"OK"** button.

You will see a progress indicator of the backup at the bottom of the window.

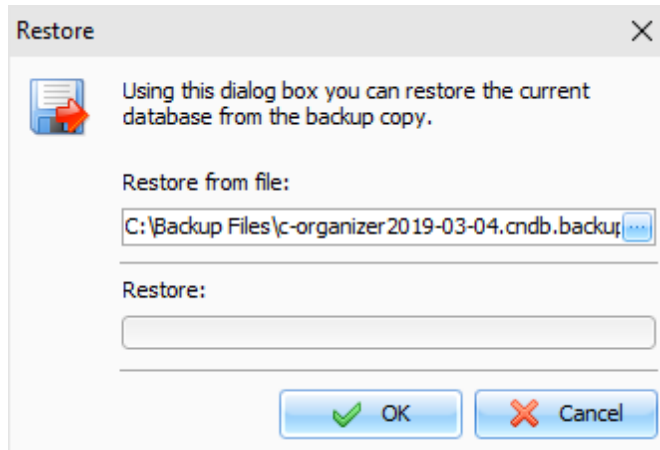
Before create a backup copy, C-Organizer will pack the database file automatically. When backup is completed, you will receive an appropriate message.

Note: C-Organizer can create the backup copies automatically. See the [Backup options](#) help topic for more details.

When you connected to a server, this function is available for database administrator only.

2.23.10 Restore

Use the Restore function to restore the C-Organizer databases from the previously created [backup copy](#). To restore C-Organizer database, select the "**File - Restore**" C-Organizer main menu item. After that you will see the **Restore** dialog box.



Specify the file name from which you want to restore the information. After that, press the "**OK**" button.

You will see a progress indicator at the bottom of the window.

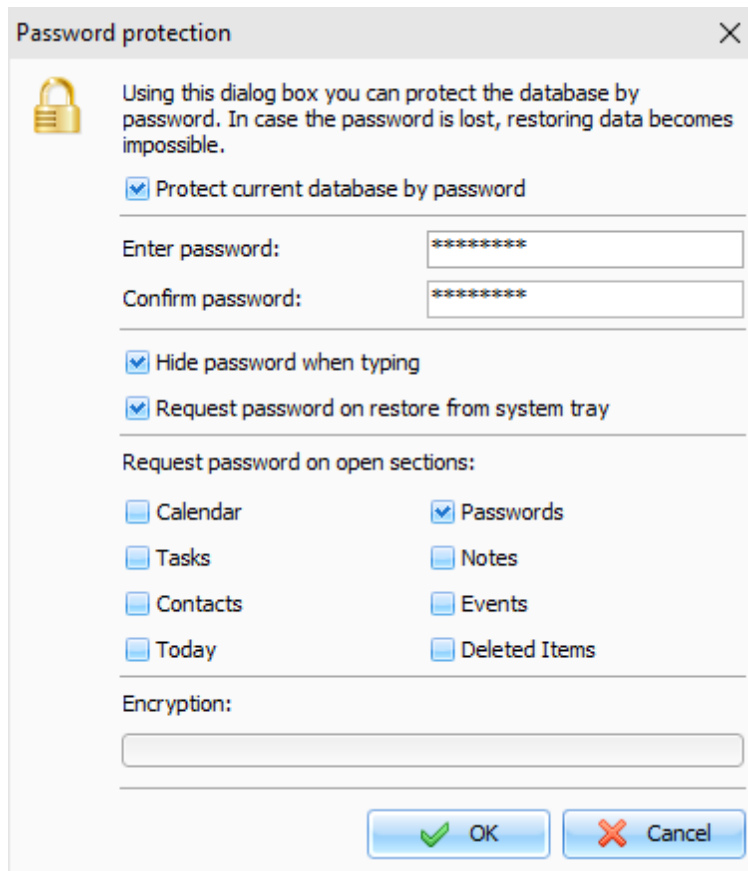
When restore completed, you will receive an appropriate message.

Note: when you connected to a server, this function is available for database administrator only.

2.23.11 How to protect your information by password

C-Organizer lets you protect your data with a password. To activate the password protection function, click the "**Tools - Password protection**" program's main menu item.

You will see a dialog box, where you will need to mark the "**Protect current database by password**" option, then enter and confirm your current database password.



Using this dialog box you can protect the database by password. In case the password is lost, restoring data becomes impossible.

Protect current database by password

Enter password:

Confirm password:

Hide password when typing

Request password on restore from system tray

Request password on open sections:

<input type="checkbox"/> Calendar	<input checked="" type="checkbox"/> Passwords
<input type="checkbox"/> Tasks	<input type="checkbox"/> Notes
<input type="checkbox"/> Contacts	<input type="checkbox"/> Events
<input type="checkbox"/> Today	<input type="checkbox"/> Deleted Items

Encryption:

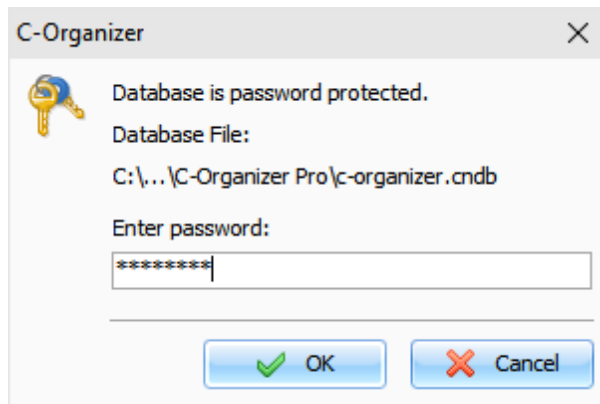
If you select the **Request password on restore from system tray** option, the program will request password each time user tries to access main window from the system tray.

Also you can protect any sections in the database. In this case C-Organizer will ask for a password when you will access to protected section.

Click "OK" button and wait while encryption will be completed.

From now on, the program will **encrypt the database** and will request a password for accessing data.

Warning: When you protect a database with a password, all information will be encrypted using very strong AES encryption algorithms. Be careful, if you forget your password, you will not be able to access your information.



To deactivate password protection, click the "**Tools - Password protection**" program's main menu item. If the function is active, C-Organizer will request a password before open the "Password protection" window.

Unmark the "**Protect current database by password**" option in this window and the password protection will be deactivated.

Click "**OK**" button and wait while decryption will be completed.

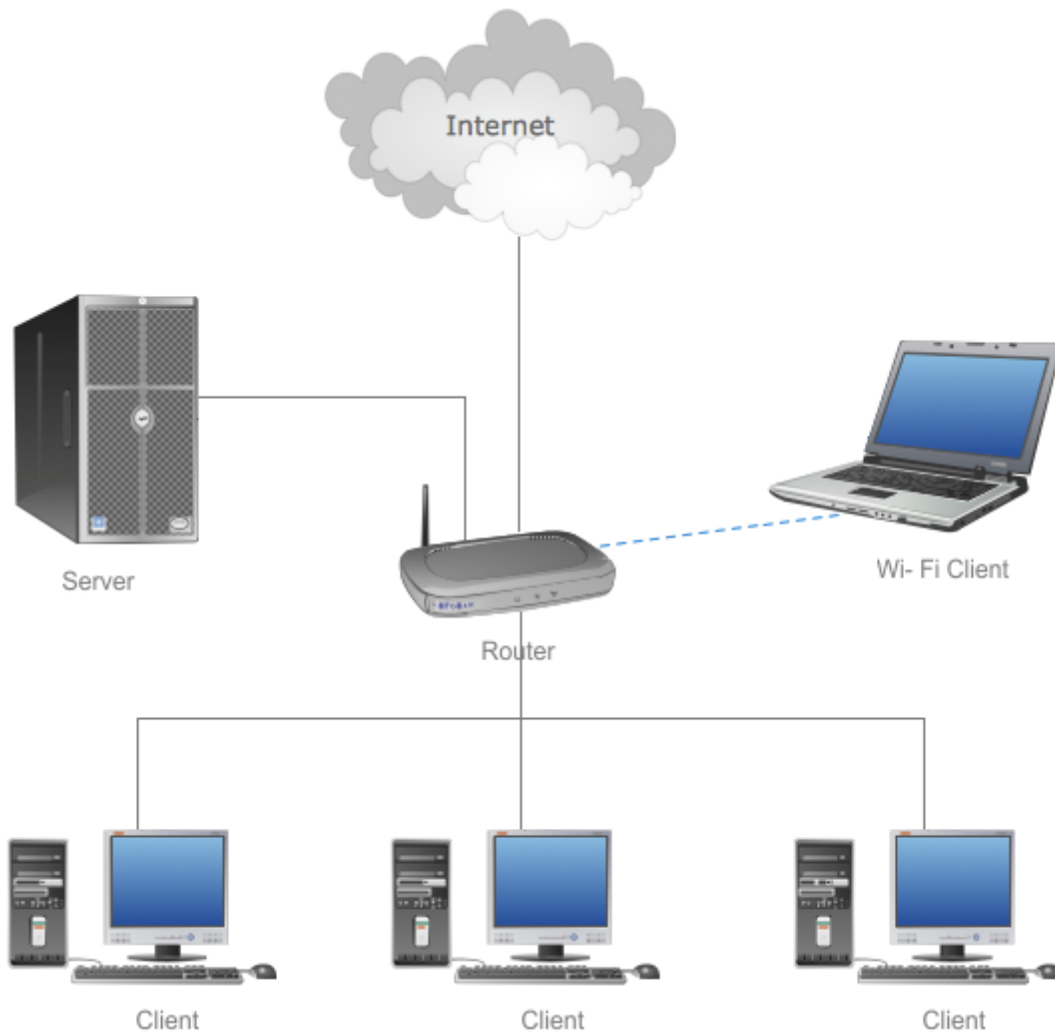
Note: when you connected to a server, this function is available for database administrator only.

2.24 Working in a network

2.24.1 Network features overview

C-Organizer Professional offers extended data sharing capabilities for various network groups. You can share your data in a small networks at home or in large work groups for your business purposes. This program allows simultaneous multi-user access to all information in one common database file. Database administrator can grant access to the database file for any users (various access rights are supported). Each user can create public and private entries, or grant access for selected users only. All changes made by one user are available for other users immediately, in real time.

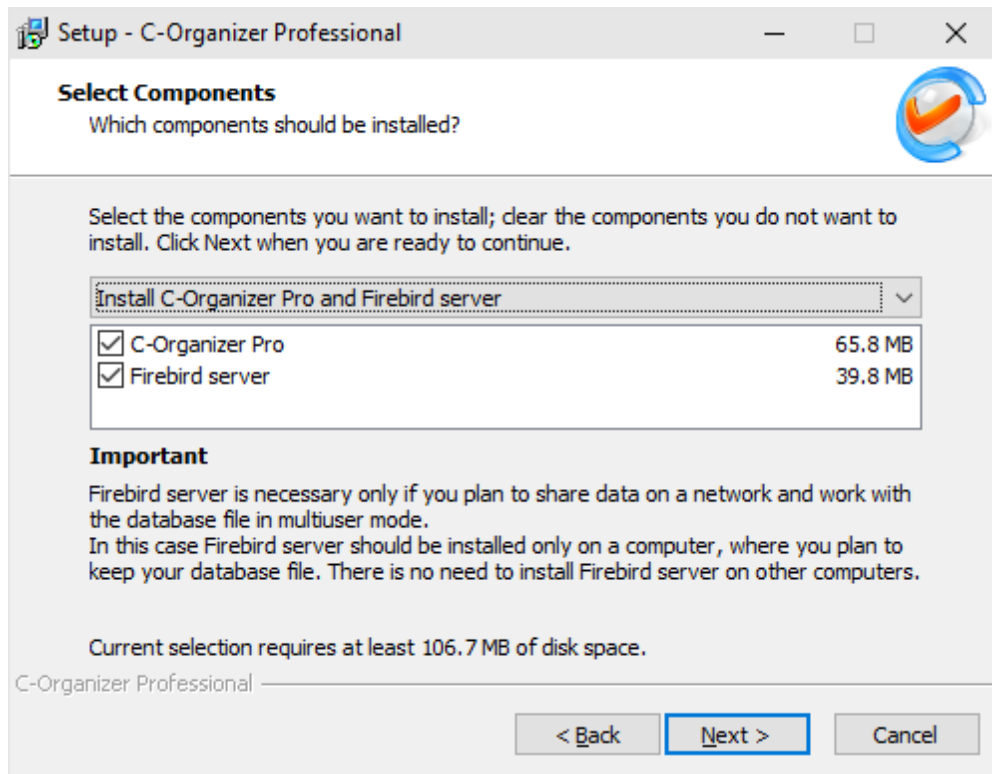
Here is an example network diagram:



Common database file should be stored on a server. C-Organizer Pro clients should connect to this server. We also recommend to install C-Organizer Pro onto a server for administration purposes: create backup copies using built-in C-Organizer Pro functions, pack database file etc. You can use as a server any client computer. It is not necessary to install server onto a separate computer. Connection to the database is possible through LAN or Internet.

2.24.2 Server installation

C-Organizer Pro installation package comes with Firebird server part. Server should be installed only on a computer, where you plan to keep common database file. There is no need to install Firebird server on other computers.



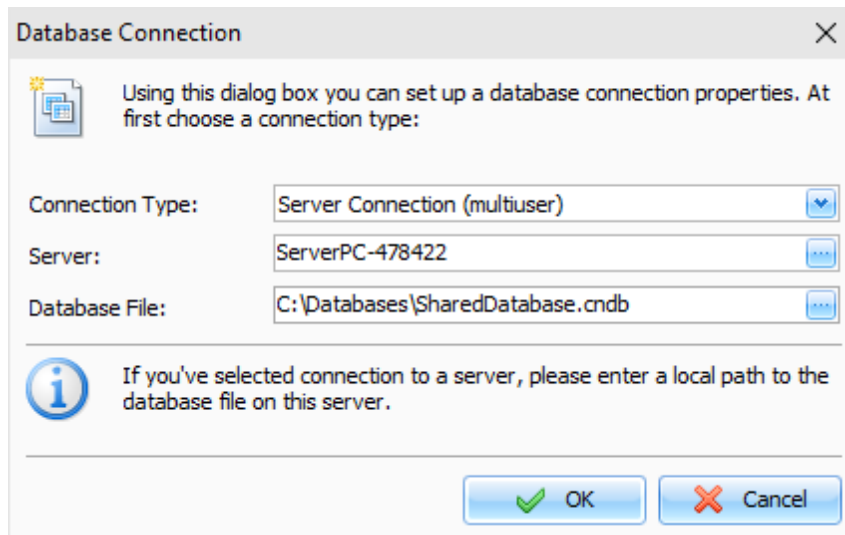
We've customized Firebird server installation package. It includes Firebird server v3.0.4, our plugins for database encryption, and already preconfigured to work with these plugins. Firebird version is very important. If you already have Firebird server installed, please make sure that you have version 3.0.4. Otherwise you should install this version. If you would like to use existing server, please follow these steps:

- Copy encryption plugins (**CSCrypt.dll** and **CSHolder.dll** files) into "...\Firebird\plugins" folder. You can find these files in "...\C-Organizer Pro\fbclient" folder.
- Add **KeyHolderPlugin = CSHolder** string into "firebird.conf" file and make sure that Firebird works in Super Server mode (**ServerMode = Super**).
- Restart Firebird server.

If you use our installation package, these steps are not necessary.

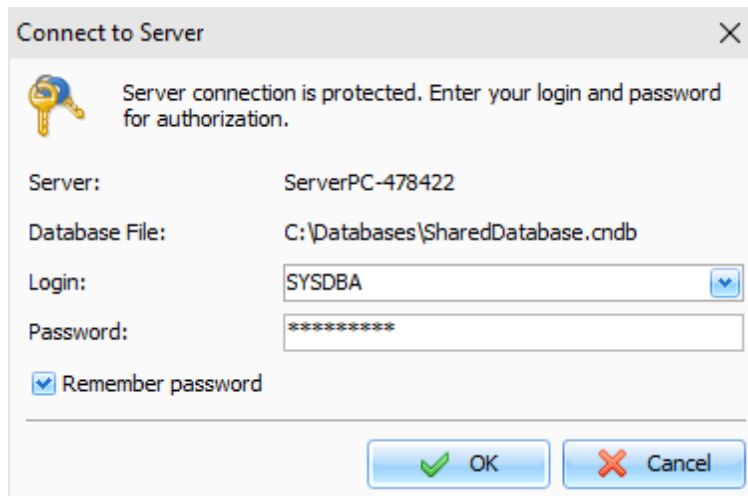
2.24.3 Connection to a server

After you've installed a Firebird server, you need to create a database on this server using the "**Database manager**". function, or simply copy any existing database onto a server PC. Since version 7.0 local and shared databases have absolutely identical structure, so you can use any database file for multi-user access. In this case you should add a server database into the "**Database manager**" window:



Here you need enter a server name or server IP address and a full path to the database file on server. Please note that this is a **local path** to the database. You should not enter a server name or a network drive here. For example, if your database in the "**E:\Databases\c-organizer.cndb**" folder on your server, you should enter this path when create or add a database connection.

Now you are ready to connect to a server. Just select your new connection in the "**Database manager**" and click the "**Open**" button (if you create database, it will be opened automatically). You will see "**Connect to a server**" window:



Here you see a server name and database path. Enter user login and password. When connecting for the first time you should log in using the default administrator account:

login - **SYSDBA**, password - **masterkey**.

You can change default password for SYSDBA account in the "[Users manager](#)" window.

Click **OK** and you will be connected to the database.

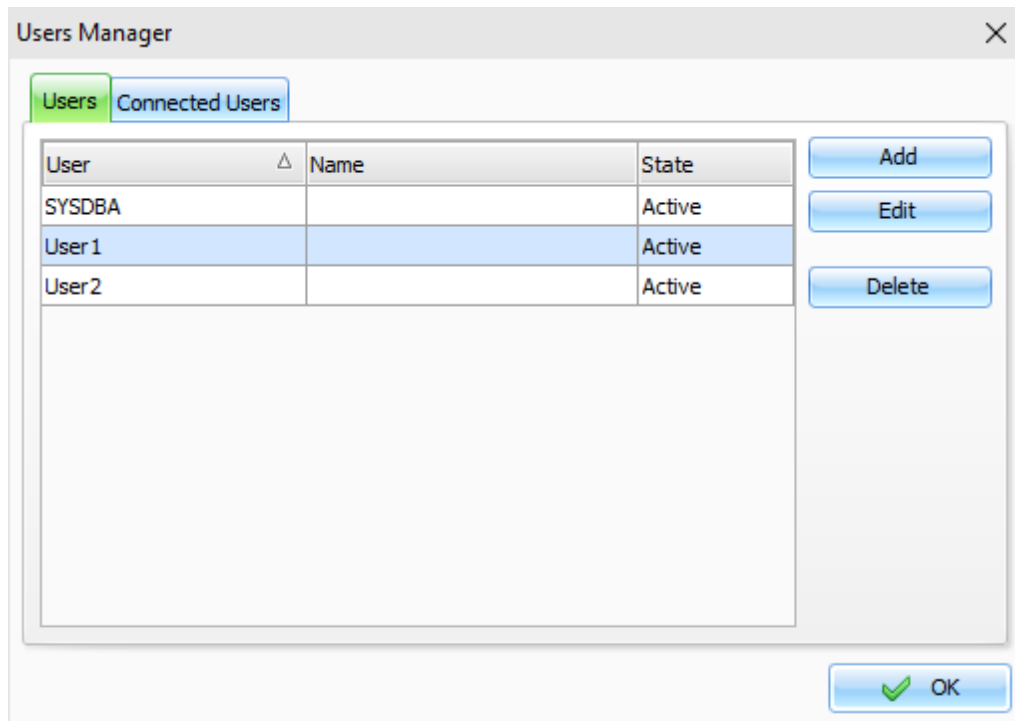
Now you can add users in the "[Users manager](#)" window. This function is available only for SYSDBA account.

After this you are ready to work. Just add a server database into the "**Database manager**" window on all client computers and connect to this database.

2.24.4 Managing users

Users can be managed only under administrator account (**SYSDBA**). If you connected to a database using any other account (even with administrator rights) this feature won't be available.

Click the "**File - Users manager**" main menu item. In the opened window you can create, edit or delete database users:



Also in this window you can see a list of **connected users** and disconnect from database any user (excluding your connection).

When you adding or editing users, you will see the "**User**" window:

User

Using this dialog box you can set up a user account for the currently opened database.

Account state: Active

Login: user 1

Password: *****

Confirm password: *****

Name: Andy

Access level: Standard access

Read-Only

Can change Categories

Can change Contacts Fields

OK Cancel

In this window you can change **Account state** (**Active** or **Disabled**). When create a new user, enter Login, Password (Confirm password) and user Name (optionally).

Access level has two options:

Standard access - user can access only own, public and assigned entries.

Access to all users data - user can access any entries.

Also there are two additional options:

Read-Only - limits user rights to read only. User will be able to see the entries, but cannot create own or edit them.

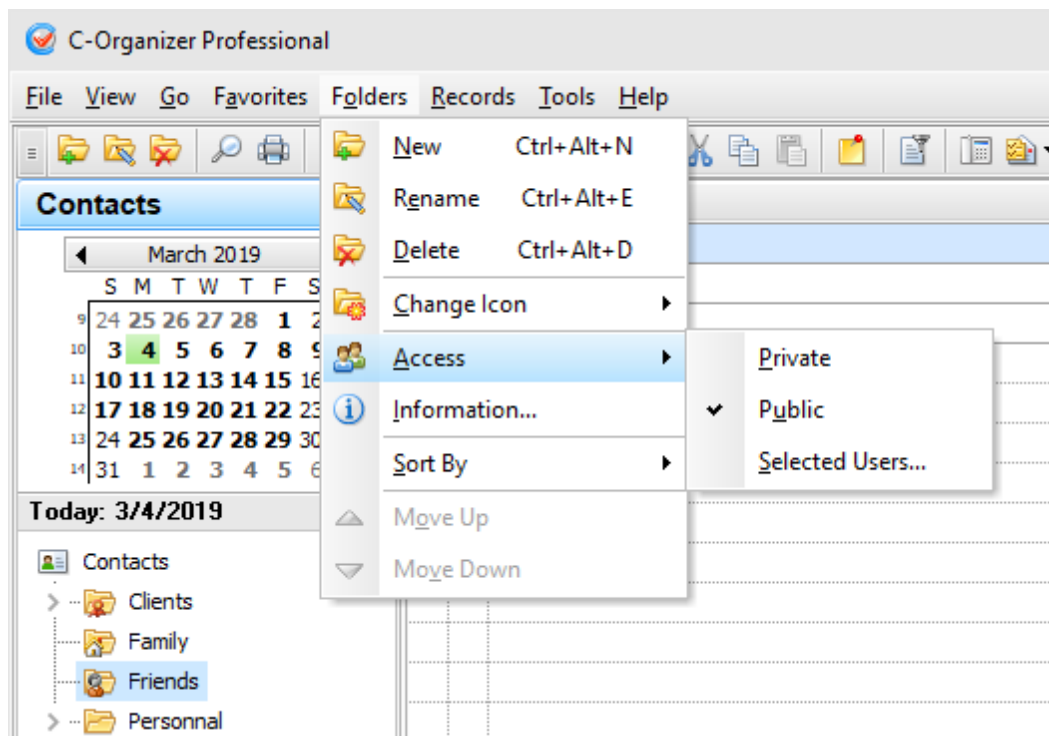
Can change Categories - allows user modify existing or create new categories.

Can change Contacts Fields - allows user modify existing or create new contacts fields.

2.24.5 Assigning entries

When you are working with network database, you can create public and private records, or assign records to particular users. This will help to effective exchange data between team members. Also you can even use C-Organizer Pro as a family organizer: family members can create private or public entries, and share data with selected members.

To set up access to any entry or folder in C-Organizer Pro, select it and click the "**Records - Access**" or "**Folders - Access**" main menu item:

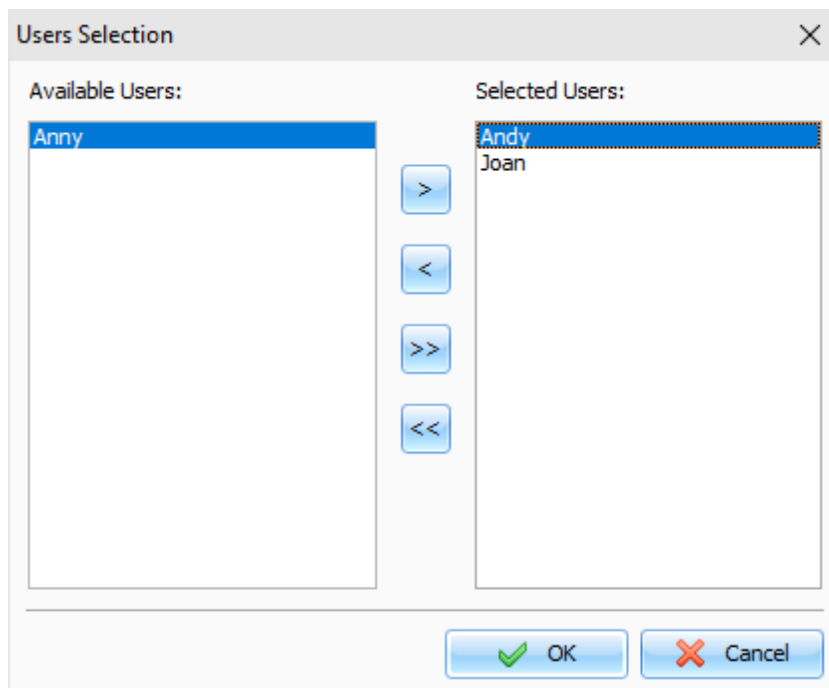


You can choose **Private**, **Public**, or **Selected Users** access type.

Private - entry will be available to you only;

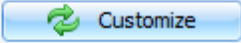
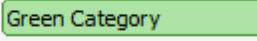
Public - entry will be available to all users;

Selected users - entries will be available only to selected users. When you click this menu item, users selection window will be opened:



Here you can choose which users will have access to your entry.


Also you can set up access to any entry in the editing window:

Priority:	<input type="text" value="Normal"/>	% Complete:	
Recurrence:	<input type="text" value="One time"/>		
Public	<input type="text" value="Public"/>		


Note: administrator rights override all restrictions. Database administrator can access to all users entries.

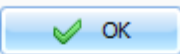
By clicking the "**Records - Information**" you can get summary information about selected entry or folder: who has created and modified this entry, date of creation and modification etc.

Information ✕

	Type:	Contact
	Title:	Thompson Joan
	Created:	4/19/2017 5:05:02 PM
	Created by:	Mike
	Modified:	3/4/2019 10:40:27 AM
	Modified by:	Mike

Available for users:

 All users



2.24.6 Server database maintenance

Please note that you should have a copy of C-Organizer Pro installed on your server for the database maintenance purposes. This is necessary for built-in database Backup, Restore and Pack functions. These features are available only for database administrator (**SYSDBA**) account. Do not connect to a shared database locally. Use server connection, even if C-Organizer Pro installed on the server.

As alternate way you can use one of the many free or commercial utilities for Firebird databases maintenance.

3 Copyright and License

3.1 Copyright and License

The C-Organizer Professional is "try-before-you-buy" software. This means:

- CSoftLab exclusively owns all copyrights to C-Organizer Professional.
- Anyone may use this software during a test period of 30 days. Following this test period of 30 days or less, if you wish to continue to use C-Organizer Professional, you MUST [register](#).
- Once registered, the user is granted a non-exclusive license to use C-Organizer Professional on one computer (i.e. a single CPU), for any legal purpose, at a time. The registered C-Organizer Professional software may not be rented or leased.
- The license for product will never expire for the purchased version and versions, released within one year after purchase date. To use any versions, released after this period, you must purchase an upgrade.
- The C-Organizer Professional unregistered evaluation version may be freely distributed, if the distribution package is not modified. No person or company may charge a fee for the distribution of C-Organizer Professional without written permission from the copyright holder.
- C-Organizer Professional IS DISTRIBUTED "AS IS". NO WARRANTY OF ANY KIND IS EXPRESSED OR IMPLIED. YOU USE AT YOUR OWN RISK. THE AUTHOR WILL NOT BE LIABLE FOR DATA LOSS, DAMAGES, LOSS OF PROFITS OR ANY OTHER KIND OF LOSS WHILE USING OR MISUSING THIS SOFTWARE.

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Installing and using C-Organizer Professional signifies acceptance of these terms and conditions of the license.

If you do not agree with the terms of this license, you must remove C-Organizer Professional files from your storage devices and cease to use the product.



Email: support@CSoftLab.com



Web: <http://www.CSoftLab.com>

4 Registration

4.1 How to order C-Organizer Professional

You can purchase our products either online or by using one of the alternative ordering methods, such as phone, mail, via fax, by check, cash, or bank/wire transfer.

For Registration, go to this page: <http://www.csoftlab.com/shop>, find the product you'd like to buy in the table and press the **Buy now** link under the product title.

Our products are delivered electronically. Online orders are fulfilled within 24 hours.
The registration key is sent by Email.

If you've made a payment, but haven't got a confirmation letter with your serial number (registration code) within a reasonable amount of time (one business day for credit card payments or two weeks for other payments), please notify us about that!

 sales@CSoftLab.com

Our registration services:

ShareIt!, the authorized online retailer and most respected software registration service in US and Europe.

 ShareIt! Element 5 AG Vogelsanger Str. 48, 50823 Koeln, GERMANY

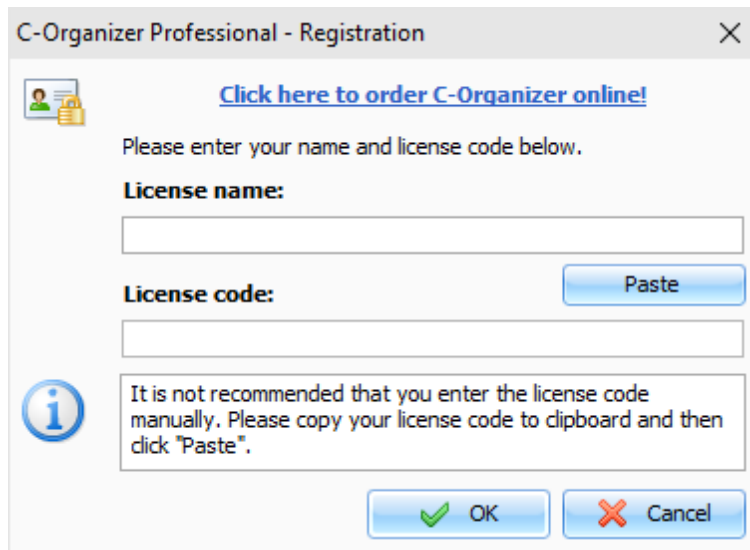
PayPro Global, is the most convenient secure software registration service on the Internet.

 PayPro Global 225 The East Mall, Suite 1117, Toronto, ON, M9B 0A9, Canada

How to enter your license information

After receiving of your license information, click the "**Help - Registration**" C-Organizer main menu item.

After that you will see the "Registration" dialog box.



The screenshot shows a registration dialog box titled "C-Organizer Professional - Registration". It contains a link to order online, a text prompt, input fields for license name and code, a "Paste" button, an information box with a warning, and "OK" and "Cancel" buttons.


C-Organizer Professional - Registration

[Click here to order C-Organizer online!](#)

Please enter your name and license code below.

License name:

License code:

 It is not recommended that you enter the license code manually. Please copy your license code to clipboard and then click "Paste".

Please fill your License name and License code in the appropriate boxes and click the "OK" button. C-Organizer will be closed to complete the registration. Please run the program again.

4.2 Limitations of evaluation version

The evaluation version of C-Organizer Professional is almost fully functional. However, it can be used during **30 days** after installation.

We can also provide only **limited support** (and with low priority) to unregistered users. After the [registration](#), you'll get the registration key (serial number), which will remove a time limitation.

To become a [registered](#) user, you need to purchase the program.

During a year from the moment of the purchase you are able to:

- Receive free-of-charge technical support via e-mail.
- Update program free of any charge.

You can use the purchased version of the program as long as you need, including all new versions released within the above specified period.

5 Technical support

5.1 Technical support

We are always ready to help our customers. If you are experiencing any difficulties with C-Organizer, don't hesitate to email support service at:

 support@CSoftLab.com

Also you can send the message to us, using web form at our website:

<http://www.csoftlab.com/support>

Feedback:

Your suggestions, ideas, comments are of great importance for us. We want our software to meet your needs, and the most wanted features will be included in future versions. You are welcome:

 support@CSoftLab.com

When submitting a bug report, try following these rules:

- Provide the software title and version.
- Provide the windows version and system configuration.
- Describe a bug, using as many details as possible.
- Describe the sequence of actions that leads to the bug.

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