

## My Schedule's Keeper 2.1

### What is it?

My Schedule's Keeper 2.1 is a personal information manager (PIM) that can keep track of your daily schedule, daily notes, To Do items, and remind you of important events. It is also capable of launching your favorite address book and e-mail applications directly from the Controls Palette. Version 2.1 is capable of creating more than one schedule via the File Menu. This design is intended to facilitate use of My Schedule's Keeper 2.1 with MSK Group 2.1 (A group scheduler/manager).

### What is MSK Group?

MSK Group is a group scheduler/manager which can work alone or in conjunction with My Schedule's Keeper 2.1. This is particularly helpful for anyone who must manage or keep track of multiple schedules (i.e. secretaries, receptionists, managers, families). My Schedule's Keeper users can simply transfer a copy of their schedule file to the MSK Group manager for easy access. You can download MSK Group from info-mac.

### How does My Schedule's Keeper 2.1 work?

My Schedule's Keeper 2.1 is primarily comprised of three main windows: A Calendar Window, a Controls Palette, and a To Do Window.

The [Calendar Window](#) allows you to add and delete items from your daily schedule based upon the selected day in the calendar. You can also print a schedule for any number of selected days.

The [Controls Palette](#) allows you to change the month and year of the calendar, set reminders for yourself, search records for a recorded event or note, view any number of selected days in the calendar, view your daily notes, and launch a user defined address book and e-mail application.

The [To Do Window](#) allows you to add and delete items from the To Do list. You can also print your To Do list.

### Will the program work on my computer?

In order to have satisfactory performance, you will need an 68040 or PowerPC computer with at least 5-8MB RAM (depending on the amount of space your system occupies in memory) running System 7. The program and it's accompanying files will occupy about 1.5 MB of disk space and requires 2MB of free RAM. This application is not compatible with 68000 (Mac Plus) machines or with System 6.

### Is the program free?

No. The program is shareware. If you like the program and would like to use it, please pay the \$10. shareware fee. When you send payment, I will send a registration code allowing you to initialize your own copy. If you would also like to make use of MSK Group, you may register it for \$15. and then register individual copies of My Schedule's Keeper for \$5. each. I will also provide updates free of charge. You will also receive a blessing. Users that have registered copies of MSK can use the same registration code with this version. Users that have registered prior to 2/01/96 can also receive a free copy of MSK Group 2.1. Simply e-mail me for the code (dstoll@at1com.net).

**What am I supposed to do with the Font suitcase in this folder?**

If you don't have New Century Schoolbook already installed in your system, place it in your font folder in your system folder. Some of My Schedule's Keeper's windows will display strangely without it. If you have it already, simply trash the suitcase.

**What is the one thing I really need to know?**

When My Schedule's Keeper 2.1 first starts up, there will be no open schedule. You will need to create your first schedule via the File Menu. You can also select a particular schedule as your default opening schedule via the Preferences Window under the File Menu once you have created your first schedule.

**What if I want to have access to the application via the Apple Menu or a launcher program?**

If you want to have access to My Schedule's Keeper 2.1 in the Apple Menu, simply make an alias of the application and place it in the Apple Menu Items folder in the system folder. You could also make an alias for the desktop or place an alias in a launcher (read the instructions for your particular launcher).

**Do you recommend an address book and e-mail application?**

Yes. I really enjoy using Address Book by Jim Leitch. This is an excellent application with phone dialing, and extensive printing choices. Also Eudora Light, Claris e-Mailer, or even Netscape 2.0 would be good choices for e-mail applications. However, Eudora Light is a very robust application and its free. You can find these applications at InfoMac, or c/net central as well as many on-line services. You can obtain a demo version of Claris e-mailer at the Claris web site.

**How can I learn more?**

The electronic manual in this folder will provide basic instructions for the operation of the program. There is also Apple Guide Help (System 7.5) † H for most of the program's features. I welcome your feedback on features

you would like to see added. Also, please let me know of problems in the functionality of the program. I hope you find the program useful.