To choose a topic:
- Click on a button in the graphic above, or click on a topic below, or
- Press TAB to highlight a topic, and press ENTER.

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Welcome to AnyTime for Windows!

This Quick Tour introduces you to the most popular and powerful features of AnyTime, so you can quickly get started using AnyTime.

You will learn about:

The Day Planner

The Address Book

The Quick Glances

The Layout Window

... and Other Powerful Features

To move to the next screen, click the ⟩⟩ button (in the top portion of the help window), or press ALT+>.

The Day Planner manages your daily schedule.   You can track your appointments, events, and to do list easily and quickly.
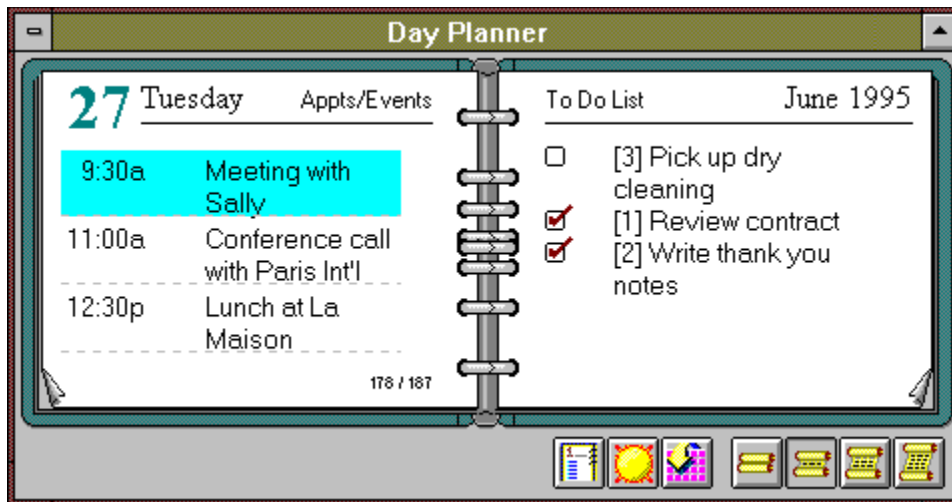

The Day Planner is your daily guide to activities, scheduled events, and your to do list.   In the Appointments/Events page you can add <u>timed events</u>, such as appointments and <u>untimed events</u>, such as holidays and vacations.   Your to do list can be a running list of items which you refer to every day, or you can maintain separate lists for separate days.

As you schedule your appointments and events, you can set <u>alarms</u> to pop up a reminder minutes or hours before a meeting.   If you have an event which occurs regularly, such as a weekly meeting, you only schedule it once as a <u>repeating</u> event.   AnyTime automatically repeats the event for you.   There is also a <u>note</u> area for leaving yourself reminders for each event, and an easy way to <u>reschedule</u> events.

You can maintain your to do list by assigning a <u>priority</u> status and setting an alarm for your to do items.   Then, once an item is completed, enjoy the satisfaction of checking it off as done.

You can set your Day Planner to display varying amounts of information.   You can choose to display a minimum amount of information and view more on each page, or you can choose to see your schedule in full detail.

You can quickly view another day by choosing the <u>Fast Date</u> button.   To view more than one day of your schedule at a time, choose the Week Glance, Month Glance, or Year Glance views.

To display your Day Planner
▪   Click the Day Planner button in the <u>tool bar</u> (ALT+V, D).

      Day Planner

To move to the next screen, click the **button, or press ALT+>.**

To review the previous screen, click the **button, or press ALT+<.**

To display your Day Planner
■　　　Click the Day Planner button in the <u>tool bar</u> (ALT+V, D).

Day Planner

Entering Your Schedule
To add an event to your Day Planner
1. Click the New button in the <u>entry bar</u>, or press F3.
2. Enter the time and event description.   Press TAB or SHIFT+TAB to move between fields.
3. To save your event, choose the OK button or press ENTER.   You can also continue entering more detailed information by choosing the Details button, or pressing F9.

Editing an Event
You can edit an existing event by selecting the event and making the changes in the entry bar, or by pressing F2.   Double-clicking the event displays the Details dialog (F9).

To add a to do item to your Day Planner
1. Click the New button in the <u>entry bar</u>, or press F4.
2. Enter the to do description, and choose a <u>priority</u> level (optional) including 1-9 and A-Z, where 1 is the most important and Z is the least important.   Press TAB or SHIFT+TAB to move between fields.

    If this item has been completed, you can click in the Done box (or press SPACEBAR). When you return to the Day Planner, a checkmark will be displayed next to the to do item.
3. To save your item, click the OK button or press ENTER.   You can also continue entering more detailed information about this to do item by choosing the Details button, or pressing F9.

Editing a To Do Item
You can edit a to do item by selecting the item and making the changes in the entry bar, or by pressing F2.   Double-clicking the item displays the Details dialog.

Note: AnyTime has been designed so you can quickly enter and edit your scheduled events.   When entering any new event, please be sure to select the New button (press F3 for events or F4 for to do items).   The entry bar will be cleared of any previous text, and be waiting for you to start entering. Otherwise, you may accidentally write over an existing event.   If you are uncertain, refer to the status line (on the bottom line of the screen) for a confirmation.

Also, you can turn time scale on to display consecutive times in the event area of your Day Planner. Then, simply select a time block to add a new event.   To turn time scale ON:
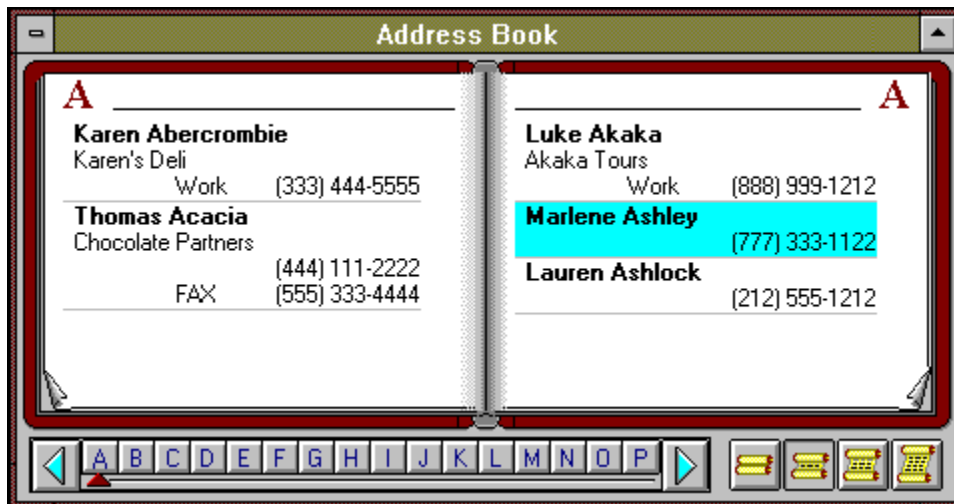■　　　Click the time scale button in the bottom area of the Day Planner, or press ALT+D, V, S.

Time scale

You can use your Address Book to keep track of friends, family, business contacts, and other acquaintances.

Your Address Book lets you easily add names, addresses, phone numbers, birthdays, and anniversary dates.   You can also add a note for recording more details about a person.   For example, you can keep track of correspondence dates, special family occasions, or even travel itineraries.   As you add names and addresses into your Address Book, you can choose to sort your Address Book by first, last, or company name..

You can quickly locate a name in your Address Book by using Search, or you can flip through the pages of your Address Book as if it were on paper.   You can even use the letter slider to quickly move to the letter of your choice.

AnyTime lets you choose how your Address Book should look.   You can set the view to see names and phone numbers only; names, addresses, and phone numbers; or other variations.

Take advantage of your on-screen Address Book to quickly locate a phone number, jot down a company name, or add a birthday.   Also, try printing one of the many Address Book layouts and take it with you.

To display your Address Book
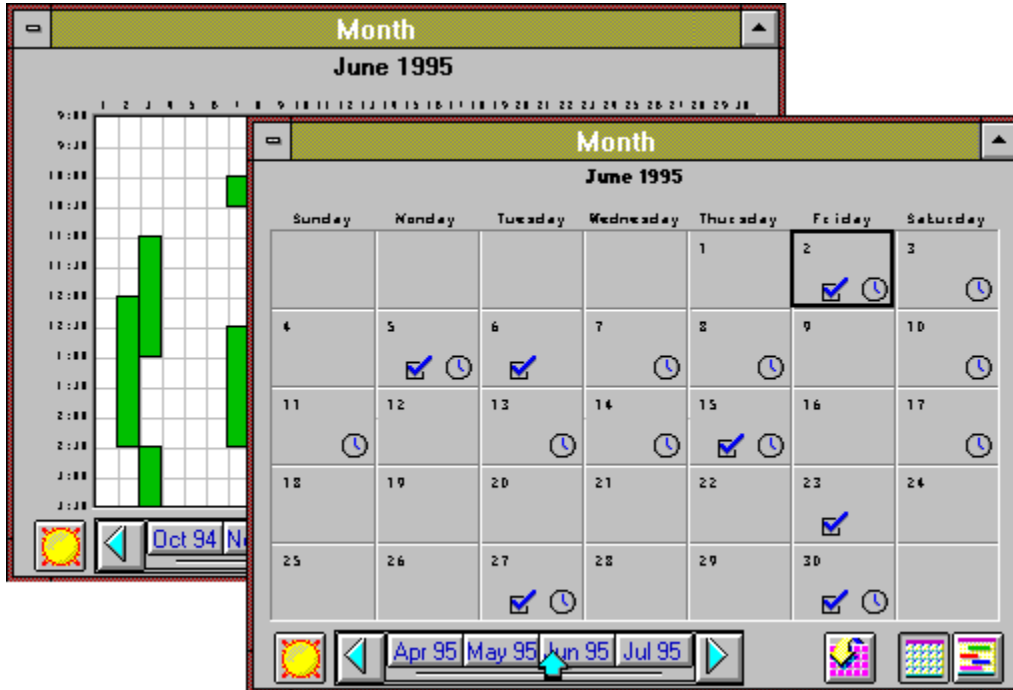▪   Click the Address Book button in the tool bar (ALT+V, A).

   Address Book

To move to the next screen, click the **button, or press ALT+>.**

To review the previous screen, click the **button, or press ALT+<.**

AnyTime provides the perfect way to view and quickly change your schedule with the Quick Glances.   You can choose from the Week Glance, Month Glance, and Year Glance displays.

As shown above, each Quick Glance gives you both a calendar and a graph view.   You can choose calendar to see a familiar calendar format with holidays, appointments, events, and to do items noted.   Choose graph to see your schedule displayed in a graph format with time blocks, showing busy times and available times.

Each Quick Glance is hot, meaning that you can choose any day or time block to display your Quick Planner.   Your Quick Planner is similar to the Day Planner, displaying a day's worth of events and to do items in a list format.   The small size of your Quick Planner lets you view and work with your schedule while still using your favorite Quick Glance.

AnyTime gives you several options for customizing your Quick Glances.   For example, in the Graph views you can set the starting and ending times and set the time increments displayed.

To display a Quick Glance
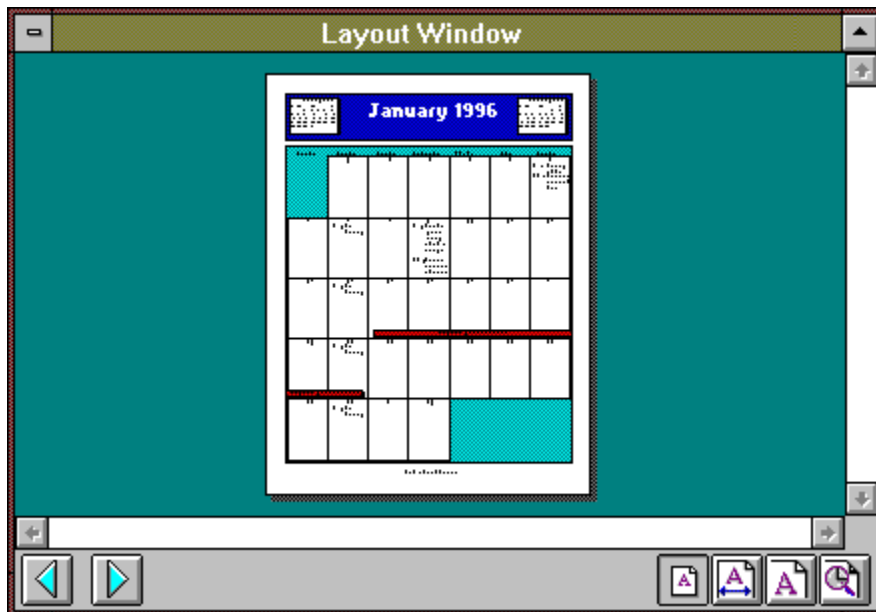- Click on one of the Quick Glance buttons in the tool bar (ALT+V, then W or M or Y).

Week Glance

Month Glance

Year Glance

To move to the next screen, click the **>>** button, or press **ALT+>**.

To review the previous screen, click the **<<** button, or press **ALT+<**.

AnyTime offers over 40 exceptional, high-quality, professional-looking layouts from which you can choose.   There are layouts to print information from your Day Planner, Address Book, and Quick-Glances.

When you choose the Layout button you will see a window similar to this one:

You can choose from Daily, Weekly, Monthly, Special, and Address Book layouts.   If you choose Daily, for example, you will see a list of layouts which print your daily schedule.   All layout categories will print on standard Organizer and Pocket size pages for using with your favorite Day Runner, Day-Timer, FiloFax, or Franklin organizers.   Special layouts give you layouts such as a Meeting Agenda and Travel Planner.

The various layouts include different pieces of information, like events, to do lists, notes, small calendars, and Address Book information.   Depending on the layout you choose, the combination of information will vary.   Review the different layouts to find the ones which best suit your needs.

AnyTime gives you the flexibility to customize your layout using the Options dialog. AnyTime offers a full range of options for working with fonts, borders, headers, footers, small calendars, and your layout text.   You can have fun customizing and designing your own layouts!

To display the layout window
▪   Click the Layout button in the <u>tool bar</u> (ALT+V, L).

    Layout

To print the current layout
▪   Click the Print button in the tool bar (ALT+F, P or CTRL+P).

Print

To move to the next screen, click the >> **button, or press ALT+>.**

To review the previous screen, click the << **button, or press ALT+<.**

AnyTime also offers these powerful features:

Icon	Feature	Description
	Cut	
	Copy	Use Cut, Copy, and Paste to move and copy text.
	Paste	
	Search	Lets you quickly locate an event, to do item, or address.
	Groups	Lets you separate items into categories, or groups, for viewing and printing.
File	Attach	You can use this to view another person's file while you are looking at your own.
File	Merge	Combines one file's information into another.

…. and many more!

To review the previous screen, click ⟨⟨ **or press ALT+<.**

_____

See Also
Adding an Address to Your Address Book
Using Cut, Copy, and Paste
Using Search
Adding an Item to a Group
Viewing and Printing Groups
Advanced File Features
Attaching Files
Merging Files
Introduction to Printing
Selecting a Layout

note

The optional note feature lets you enter extra information about an event, to do item, or address entry.   Use this to enter directions, additional contacts at one company, and other miscellaneous information.

letter slider

◀ A B C D E F G H I J K L M N O P Q R S T ▶

The letter slider lets you quickly move to any letter in your Address Book.   You simply click on the letter you want.

Search

You can use Search to locate information in your Day Planner, Address Book, and Quick Glances.   For example, you can quickly locate an entry by searching on a name, phone number, or even a zip code.   You can either click the Search button in the tool bar, or press ALT+E, S.

tool bar

The tool bar contains buttons for quick access to AnyTime's most popular features.   Mouse users can click on any button to perform a certain function.   Keyboard users can access the same features by choosing from a menu.

 Delete

To delete an event or to do item

▪   Highlight the entry you are deleting, and click the Delete button on the <u>tool bar</u>, choose Delete from the Day Planner menu, or press the Delete key.

See Also
<u>Adding an Appointment or Event</u>
<u>Adding a To Do Item</u>

 Delete

To delete an Address Book entry
▪ Highlight the entry you are deleting, and click the Delete button on the <u>tool bar</u>, choose Delete from the Address Book menu, or press the Delete key.

See Also
<u>Adding an Address to Your Address Book</u>

Below is a display of AnyTime's most commonly used buttons.   You can choose a button to perform a certain function, or choose the option from a menu.

Tool Bar Buttons

<<	**Day Planner**
<<	**Address Book**
<<	**Layout Window**

Print

<<	**Week Glance**
<<	**Month Glance**
<<	**Year Glance**

Cut

Copy

Paste

Delete

Search

Groups

Help

Entry Bar Buttons

OK

Cancel

New

Details

Notes

Address Details

Reschedule

Option/Feature Buttons

Time Scale On

Go To Today

Fast Date

View 1   (The views show varying amounts of information)

View 2

View 3

View 4

Graph View

Calendar View

Layout Window Buttons

Previous Page

Next Page

Layout - Actual Size

Layout - Fit Whole Page

Layout - Fit Page Width

Layout - Zoom 200%

See Also
Keyboard Shortcuts

untimed event

An untimed event is an event which is not associated with a specific time. Holidays and birthdays, for example, are events which occur for an entire day, and are not scheduled for a specific time period.

timed event

A timed event is an event which is scheduled for a specific time.   For example, 9:00a Meeting with Sally is a timed appointment.

alarm

An alarm can be set to remind you of an upcoming appointment or event.   You can choose an alarm sound and how many minutes, hours, or days in advance you want to be notified.

You can even set an alarm for events without times and to do items.   These alarms will sound when you first start AnyTime on the day the event or to do item occurs.

repeating

An event or to do item which occurs more than once is called a repeating event or to do item.   All you have to do is enter the event once, then select the days the event repeats. The event will automatically be copied to the other days for you.

reschedule   `<<`

You can quickly move an appointment, event, or to do item to another day.   This is called rescheduling.   You can either click the Reschedule button in the entry bar, or press ALT+D, R.

Fast Date `<<`

Use Fast Date to quickly change the date displayed in the Day Planner or Quick Glances. You can click the Fast Date button in the bottom area of the window, or choose the option from a menu.

Day Planner

New Appts/Events	**F3**
New To Do	F4
Edit	F2
Details...	F9
Notes...	Shift+F9
Reschedule...	
Copy Special	▶
Delete	Del
Today	
Next Day	Ctrl+Right
Previous Day	Ctrl+Left
Fast Date...	
View	▶

New Appts/Events
Starts a new event entry.   Cursor is placed into the entry bar, or into the Details Dialog if it
is open.

New To Do
Starts a new to do item entry.   Cursor is placed into the entry bar, or into the Details Dialog
if it is open.

Edit
Starts editing the highlighted event or to do item.   Cursor is placed into the entry bar, or
into the Details Dialog if it is open.

Details...
Displays the Details dialog.

Notes...
Displays the event or to do item Notes.

Copy Special
Copies information from the selected event or to do into the clipboard.   Once in the
clipboard, it can be copied into any other Windows program.

Reschedule...		
Copy Special		**All Fields**
Delete	Del	Date, Start Time, End Time, Description
		Date, Start Time, Description
Today		Description
Next Day	Ctrl+Right	Notes
Previous Day	Ctrl+Left	

Selecting an option from the Copy Special menu, displayed above, will copy that information to the clipboard.   For example, selecting Date, Start Time, Description will copy this information to the clipboard, ready to place in your wordprocessor or other application.

Delete
Deletes the selected entry.

ToDay
Changes the Day Planner display to the page with the current date.

Next Day
Flips the Day Planner to the next day.

Previous Day
Flips the Day Planner to the previous day.

Fast Date
Displays theFast Date dialog. Using this dialog you can quickly move to any date in the Day Planner.

View
Varies the amount of information displyed in the Day Planner.   Selecting from the View menu, show below, changes what is shown on each entry.

Fast Date...	
View	**Minimum information**
	Alarms, priorities
	Ending times, alarms, priorities
	√ All information
	Timescale

The Day Planner manages your daily schedule.   You can track your appointments, events, and to do list easily and quickly.

[<<]

The Day Planner is your daily guide to activities, scheduled events, and your to do list.   In the Appointments/Events page you can add timed events, such as appointments, and untimed events, such as holidays and vacations.   Your to do list can be a running list of items which you refer to every day, or you can maintain separate lists for separate days.

As you schedule your appointments and events, you can set alarms to pop up a reminder minutes or hours before a meeting.   If you have an event which occurs regularly, such as a weekly meeting, you only schedule it once as a repeating event.   AnyTime automatically repeats the event for you.   There is also a note area for leaving yourself reminders for each event, and an easy way to reschedule events.

You can maintain your to do list by assigning a priority status and setting an alarm for your to do items.   Then, once an item is completed, enjoy the satisfaction of checking it off as done.

You can set your Day Planner to display varying amounts of information.   You can choose to display a minimum amount of information and view more on each page, or you can choose to see your schedule in full detail.   AnyTime will remember the view last used.

You can quickly view another day by choosing the Fast Date button.   To view more than one day of your schedule at a time, choose the Week Glance, Month Glance, or Year Glance views.

To display your Day Planner
▪   Click the Day Planner button in the tool bar (ALT+V, D).
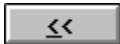
[<<]   **Day Planner**

See Also
Adding an Appointment or Event
Adding a To Do Item

flip

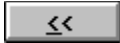The Day Planner and Address Book both have page corners which can be clicked on to turn, or flip, a page.   Look for turned up corners of the page in the lower left and right hand areas of each page.

sort

You can choose how your names and addresses are alphabetized, whether by first name, last name, or company name.   To choose the sort order, choose Address Book... from the Options menu.

You can use your Address Book to keep track of friends, family, business contacts, and other acquaintances.

[**<<**]

Your Address Book lets you easily add names, addresses, phone numbers, birthdays, and anniversary dates.   You can also add a note for recording more details about a person.   For example, you can keep track of correspondence dates, special family occasions, or even travel itineraries.   As you add names and addresses into your Address Book, you can choose to sort your Address Book by first, last, or company name.

You can quickly locate a name in your Address Book using Search, or you can flip through the pages of your Address Book as if it were on paper.   You can even use the letter slider to quickly move to the letter of your choice.

AnyTime lets you choose how your Address Book should look.   You can set the view to see names and phone numbers only; names, addresses, and phone numbers; or other variations.

Take advantage of your on-screen Address Book to quickly locate a phone number, jot down a company name, or add a birthday.   Also, try printing one of the many Address Book layouts and take it with you.

To display your Address Book
▪   Click the Address Book button in the tool bar (ALT+V, A).
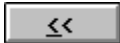
[**<<**]   **Address Book**

See Also
Adding an Address
Address Book Menu

graph view   <kbd>≤≤</kbd>

The graph view lets you quickly see your day displayed according to busy times and available times.   Click the Graph button, or choose the option from a menu.

Quick Planner

The Quick Planner lets you quickly add or edit events and to do items while viewing one of the Quick Glances.   To display the Quick Planner, double-click on a time or day block.   If you are using a keyboard, use the arrow keys to highlight a time or day block and press ENTER or F2.

calendar view [<<]

The calendar view lets you see your schedule in a familiar week, month, or year   format.   This view lets you see your daily schedule in relation to other time periods.   Click the Calendar button, or choose the option from a menu.

AnyTime provides the perfect way to view and quickly change your schedule with the Quick Glances.   You can choose from the Week Glance, Month Glance, and Year Glance displays.

[<<]
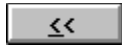
As shown above, each Quick Glance gives you both a calendar and a graph view.   You can choose calendar to see a familiar calendar format with holidays, appointments, events, and to do items noted.   Choose graph to see your schedule displayed in a graph format with time blocks, showing busy times and available times.

Each Quick Glance is hot, meaning that you can double-click or highlight and press ENTER on any day or time block to display your Quick Planner.   Your Quick Planner is similar to the Day Planner, displaying a day's worth of events and to do items in a list format.   The small size of your Quick Planner lets you view and work with your schedule while still using your favorite Quick Glance.

AnyTime gives you several options for customizing your Quick Glances.   For example, in the Graph views you can set the starting and ending times and set the time increments displayed.

Also, if you see a day or time block colored yellow, be aware that this means you are having a "busy time."   In the Week and Month Glances, a yellow time block means that there are two or more events which overlap in time.   In the Year Glance, a yellow day block means that you have reached the number of events specified for the Busy Day Alert (available by choosing Quick Glances under the Options menu).

To display a Quick Glance
▪   Click on one of the Quick Glance buttons in the tool bar (ALT+V, then W or M or Y).
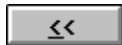
[<<]   **Week Glance**

[<<]   **Month Glance**

[<<]   **Year Glance**

_____

See Also
Changing from Calendar to Graph View
The Quick Glance Menus

New Appts/Events
Starts a new event entry.   Cursor is placed into the entry bar.

New To Do
Starts a new to do item entry.   Cursor is placed into the entry bar.

Quick Planner
Displays the Quick Planner.   This option is not available in the Week Glance.

Edit
Starts editing the highlighted event or to do item.   Cursor is placed into the entry bar.

Today
Changes the display to the current day.

Next
Changes the display to the next period (next week, next month, next year).

Previous
Changes the display to the previous period (previous week, previous month, previous year).

Fastdate
Displays the Fast Date dialog. Using this dialog you can quickly change the display to any date.

View
Changes the display to calendar or grid view.

AnyTime offers over 40 exceptional, high-quality, professional-looking layouts from which you can choose.   There are layouts to print information from your Day Planner, Address Book, and Quick Glances.

When you choose the Layout button you will see a window similar to this one:

[<<]

You can choose from Daily, Weekly, Monthly, Special, and Address Book layouts.   If you choose Daily, for example, you will see a list of layouts which print your daily schedule.   All layout categories will print on standard Organizer and Pocket size pages for using with your favorite Day Runner, Day-Timer, FiloFax, or Franklin organizers.   Special layouts give you layouts such as a Meeting Agenda and Travel Planner.

The various layouts include different pieces of information, like events, to do lists, notes, small calendars, and Address Book information.   Depending on the layout you choose, the combination of information will vary.   Review the different layouts to find the ones which best suit your needs.

AnyTime gives you the flexibility to customize your layout using the Options dialog.   AnyTime offers a full range of options for working with fonts, borders, headers, footers, small calendars, and your layout text.   You can have fun customizing your layouts!

To display the Layout window
▪   Click the Layout button in the tool bar (ALT+V, L).
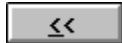
[<<]   **Layout**

See Also
Introduction to Printing
Selecting a Layout

entry bar

Appointments/Event entry bar

| ✕ | OK | Time | [   ] | Event | [   ] | 🎵 | 🖌 | 🎫 |

To Do List entry bar

| ✕ | OK | To Do | [   ] | Priority | [   ] ↕ | ☐ Done | 🎵 | 🖌 | 🎫 |

Address Book entry bar

| ✕ | OK | First | [   ] | Last | [   ] | Co. | [   ] | Ph. | [   ] | Address | 🖌 |

The entry bar lets you quickly add or edit an event, to do item, or address entry.   You can click in the fields or press TAB or SHIFT+TAB, then click OK or press ENTER to save.   Also, you can use the entry bar to add details, notes, and to reschedule an event or to do item.

You can always look at the left page of your Day Planner to see your schedule of appointments and events.

To display your Day Planner
▪ Click the Day Planner button in the tool bar (ALT+V, D).

| ≤≤ | **Day Planner** |

To add an appointment or event to your Day Planner
1. Click anywhere in the appointments/event area of your Day Planner or if an event is already highlighted, click the New button in the entry bar (F3).
2. Enter the time and event description.   Press TAB or SHIFT+TAB to move between fields.

   Shortcut: When entering times - to get 9:00 am, you can type:

   9; 9a; 9am; 900; 0900; 900a; or 9:00a
3. To save your event, choose the OK button or press ENTER.   You can also continue entering more detailed information about this event by choosing the Details button (F9).

If you are using a mouse and do not wish to save the event, click the Cancel button.   If you are using a keyboard, you can press the ESC key to cancel the entry.

Symbols
♫ An alarm has been set
↦ The item has been set to repeat to other days

Editing an Event

You can edit an event by selecting the event and making the changes in the entry bar, or by pressing F2.   Double-clicking the event displays the Details dialog (F9).

Events in Red

If you see an event colored in red, it is a holiday.   You can add your own holidays colored in red by entering an untimed event and adding it to the Holiday group name.   For more information on groups, see Adding an Item to a Group, and for more information on holidays, see About Holidays.   Note: One holiday colored in red is allowed per day. Additional holidays will be displayed in black.

Note: AnyTime has been designed so you can quickly enter and edit your events.   When entering any new event, please be sure to select the New button (F3).   The entry bar will be cleared of any previous text, and be waiting for you to start entering.   Otherwise, you may accidentally write over an existing event.   If you are uncertain, refer to the status line (on the bottom line of the screen) for a confirmation.

Also, you can turn the time scale on to display consecutive times in the event area of your Day Planner. Then, simply select a time block to add a new event.   To turn the time scale ON:
▪ Click the time scale button in the bottom area of the Day Planner, or press ALT+D, V, S.
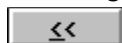
| ≤≤ | **Time scale** |

See Also
Adding a To Do Item
Deleting an Event or To Do Item

priority

You can set priority levels of 1-9 and A-Z to your to do items.   Priority levels help identify the importance of items, with 1 being the most important and Z being the least..

You can always look at the right page of your Day Planner to see your daily to do list.

To display your Day Planner
▪   Click the Day Planner button in the tool bar (ALT+V, D).

| << |

Day Planner

To add a to do item to your Day Planner
1. Click anywhere in the to do list area of your Day Planner or if a to do item is already highlighted, click the New button in the entry bar (F4).
2. Enter the to do description, and choose a priority level (optional) including 1-9 and A-Z, where 1 is the most important and Z is the least important.   Press TAB or SHIFT+TAB to move between fields.

     If this item has been completed, you can click in the Done box (or press SPACEBAR).   When you return to the Day Planner, a checkmark will be displayed next to the to do item.
3. To save your item, click the OK button or press ENTER.   You can also continue entering more detailed information about this to do item by choosing the Details button (F9).

Symbols
♫   An alarm has been set
⇥   The item has been set to repeat to other days

Editing a To Do Item

You can edit a to do item by selecting the item and making the changes in the entry bar, or by pressing F2.   Double-clicking the item displays the Details dialog.

To Do Items in Red

If you see a to do item colored in red, it is considered overdue.   Each time you add a to do item to your Day Planner, you can specify the due date.   If the item is not checked off as done by the due date, then it is colored red to remind you that it is past due.   For more information on due dates, see Adding Details and Notes to Events and To Do Items.

Note: AnyTime has been designed so you can quickly enter and edit your scheduled items.   When entering any new item, please be sure to select the New button (F4).   The entry bar will be cleared of any previous text, and be waiting for you to start entering.   Otherwise, you may accidentally write over an existing item.   If you are uncertain, refer to the status line (on the bottom line of the screen) for a confirmation.

See Also
Adding an Appointment or Event
Adding Details to an Event or To Do Item
Deleting an Event or To Do Item

groups <kbd><<</kbd>

Use groups to separate events, to do items, and addresses into different categories, such as business-related, education-related, and vacation-related, and many more.   Once an item is grouped, you can choose to view and print only the groups you specify.

Note: If you do not add an item to a group, it will be listed as <unassigned>.   You can then choose to view and print the <unassigned> items.   Or, at any time you can add the item to a group.

AnyTime lets you add details to an event or to do item to help you manage your schedule and to do list more efficiently.   For every event and to do item you can set an _alarm_, _repeat_ it to other days, and _group_ it with other similar events.   When adding details to an event you can also set an end time so you can track the duration of each event.
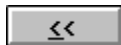
To add details to an event or to do item
1. Select the event or to do item to which you are adding Details (use the arrow keys to highlight an item).   Click the Details button displayed in the _entry bar_ (F9).

    | << | **Details**

2.   From the Details dialog you can enter more specific information relating to this event or to do item.
▪   You can set an alarm to remind you of this upcoming event or to do item.   When you return to the Day Planner, choose the second view (ALT+D, V) to see the alarm indicator, a musical note.   Note: if you set an alarm for an _untimed event_ or to do item, then the alarm will sound either at 12:00am of that day (if AnyTime is running), or when you first start AnyTime that day.
▪   Choose groups to identify this event or to do item as business, personal, holiday, birthday, or anniversary-related.   You can also add your own group name by selecting New... from the drop-down list.
▪   Repeat this event or to do item to have it automatically copied to other days in which it occurs.   For example, you can repeat a birthday each year, or repeat a meeting which occurs every Monday for three months.
3. To save your changes, choose OK.   You can also continue entering more information about your event or to do item by choosing the Notes button (SHIFT+F9).

    | << | **Notes**

To continue entering new events or to do items, choose New.   To return to your Day Planner, choose Close.

See Also
Adding an Item to a Group
Adding Notes to an Event or To Do Item
Setting a Repeating Event or To Do Item
Viewing Groups

AnyTime lets you add notes to an event or to do item for recording reminders, directions, action to be taken, or anything you want to jot down.

To add notes to an event or to do item
1. Select the event or to do item to which you are adding notes (use the arrow keys to highlight an item).   Click the Notes button on the entry bar (SHIFT+F9).

   [<<]   **Notes**

- From the Notes dialog you can enter notes.
2. To save your changes, choose OK.   You can also review or change details about your event or to do item by choosing the Details button (F9).

   [<<]   **Details**

_____
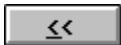
See Also
Adding Details to an Event or To Do Item

You can quickly <u>reschedule</u> an event or to do item to another day.   AnyTime will automatically move the event or to do item with all of your settings, such as <u>alarms</u>, to the new day.   It will no longer remain on the original date.

To reschedule an event or to do item
1.   Select the event or to do item that is being rescheduled (use the arrow keys to highlight an item).   Click the Reschedule button on the <u>entry bar</u> (ALT+D, R).

        | ＜＜ | **Reschedule**

2.   From the Reschedule dialog, select the date to which you are rescheduling the event. Different additional options are also available for appointments and to do items.   Choose OK.   Your event will automatically appear on the new day.

If you have an event or to do item which occurs regularly, such as a weekly meeting or changing the oil in your car, you need only to enter it once as <u>repeating</u>.   AnyTime automatically copies the event or to do item to the specified days for you.

To repeat an event or to do item
1. Select the event or to do item that is being repeated (use the arrow keys to highlight an item).   Click the Details button on the <u>entry bar</u> (F9) or double-click on the event or to do item.   From the Details dialog, choose the Repeat... button.
2. Choose the appropriate repeat options from the Repeat dialog.

- **Daily** repeats an event one or more days in a week.
- **Weekly** repeats every week, every other week end day, and other variations.
- **Month by Date** repeats an event which always occurs on a specific calendar date, such as the 10th, or 15th.
- **Month by Day** repeats an event which always occurs on a day of the week, such as a Monday or Wednesday, etc.
- **Year by Date** repeats a yearly event on a specific calendar date.   Use this for birthdays and anniversaries.
- **Year by Day** repeats a yearly event on a day of the week, for example, Thanksgiving is the 4th Thursday of November.

3. Choose OK.

Note: Once you have set a repeating event, you can review the repeat sequence by selecting the Repeat button in the Details dialog.   However, you can not change a repeat sequence once it has been entered.   You can always delete and then re-enter the event as needed.
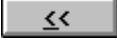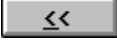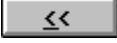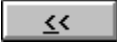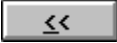
rollover

You can have AnyTime automatically carry over, or rollover, any incompleted to do list items from previous days.   Use this to keep your to do list up-to-date without having to retype any information.   To choose a rollover setting, choose Day Planner... from the Options menu.

time scale   `<<`

You can turn time scale on to display consecutive times in the appointment/event area of your Day Planner.   Then, simply select a time block to add a new appointment or event. Choose the time scale button, or press ALT+D, V, S.

These options for your Day Planner are located in the bottom area of the window.

<<	**Time Scale**	**Displays a time scale for your events area**
<<	**Go To Today**	**Opens your Day Planner to the current day**
<<	**Fast Date**	**Lets you change the displayed date**

<<	**Displays minimum information**
<<	**Displays alarms and to do priority numbers**
<<	**Displays ending times, alarms, priority numbers**
<<	**Displays all information**

Experiment with the different views to see which one suits you best.

Options Menu

There are more Day Planner options available by choosing Day Planner… from the Options menu (ALT+O, D).   The Day Planner Options dialog lets you change the starting time on your time scale, change the time increments, and notifies you if appointments or events overlap or conflict.   You can also turn off all alarms and choose a favorite alarm sound.   Also, you can work with your to do list by telling AnyTime to automatically rollover any to do items which haven't been completed.

Your Address Book helps you keep track of friends, family members, business contacts, and other acquaintances. You can enter names, addresses, phone numbers, birthdays, anniversary dates, and general <u>notes</u> to remember.

To display your Address Book
▪   Click the Address Book button in the <u>tool bar</u> (ALT+V, A).

Address Book

To add a name to your Address Book
1. Click anywhere in your Address Book, or click the New button in the <u>entry bar</u> (F3).
2. Enter the first name, last name, company name, and primary phone number of your Address Book entry. (Press TAB to move between fields.)
3. To save your event, choose OK or press ENTER.   You can also continue entering more detailed information, such as entering an address and more phone numbers, by choosing the Address button.   (Press F9; or press TAB to highlight the Address button, and press Spacebar).

If you are using a mouse and do not wish to save the address, choose the Cancel button.   If you are using a keyboard, you can press the ESC key to cancel the entry.

<u>Editing an Address Book Entry</u>

You can edit an entry by selecting the entry and making the changes in the entry bar, or by pressing F2.   Double-clicking the entry displays the Details dialog.

See Also
<u>Adding Details to an Address Book Entry</u>
<u>Adding Notes to an Address Book Entry</u>
<u>Deleting an Address Book Entry</u>

To add details to an Address Book entry

1. Select the entry to which you are adding Address Details (use the arrow keys to highlight an entry).   Click on Address (F9).
2. From the Address Details dialog, you can:

▪   Enter an address.

▪   Add additional phone numbers, such as Home, Work, and Fax numbers.   You can choose from the list of titles or add your own.

3. To save your changes, choose OK.   You can also continue entering more information about your entry by choosing the Notes button (SHIFT+F9).
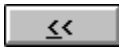
   [<<]   **Notes**

   If you choose OK, your address details will be saved, and you will be returned to the Address Book.

See Also
Adding Notes to an Address Book Entry

AnyTime lets you add notes to an Address Book entry for recording reminders, directions, keeping track of your correspondence, and anything that may come to mind.   You can also enter birthday and anniversary information and add this entry to a group.

To add notes to an Address Book Entry
1. Select the entry to which you are adding notes (use the arrow keys to highlight an entry).   Click the Notes button (SHIFT+F9).

    | << | **Notes**

2.   You can:
▪   Choose <u>groups</u> to identify this person as a friend, family member, or business contact. You can also add your own group name by selecting New... from the drop-down list.
▪   Record birthday and anniversary dates.   Once you add a birthday or anniversary, AnyTime will ask if you want to automatically add the event(s) to your Day Planner.   For example, "Mary Smith - birthday" might be added to March 12th for you.   AnyTime will automatically add the birthday and anniversary events for 20 years (starting with the current year).
▪   Enter notes.
3. To save your changes, choose OK.   You can also review your address and phone number information by clicking the Address Details button (F9).

       Details

See Also
<u>Adding Details to an Address Book Entry</u>

You can set options to change the way your Address Book looks on your screen.   These Address Book options are displayed in the bottom area of the window.

[<<]
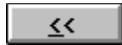
Letter Slider   Quickly turns the Address Book to a new letter

[<<]   **Displays name and first phone number**

[<<]   **Displays name, company, and the first two phone numbers**
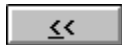
[<<]   **Displays name, company, address, and all phone numbers**

[<<]   **Displays all information**

Experiment with the different views to see which one suits you best.   AnyTime will remember the last used view.

Options Menu

There are more Address Book options available by choosing Address Book... from the Options menu (ALT+O, A).   The Address Book Options dialog gives you options for displaying your entries by first name first or last name first.   You can also tell AnyTime to sort your entries by first name, last name, or company name.

To display a Quick Glance
▪   Click one of the Quick Glance buttons in the <u>tool bar</u>.

<u><<</u>	**Week Glance**
<u><<</u>	**Month Glance**
<u><<</u>	**Year Glance**

Each Quick Glance offers a <u>calendar</u> and a <u>graph</u> view.   In the bottom-right area of each of the Glances, you will notice these two buttons:
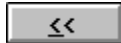
| <u><<</u> | **Calendar view** |
| <u><<</u> | **Graph view** |

Keyboard: If you are using a keyboard, you can switch between calendar and graph views by pressing ALT+ the underlined glance menu letter, such as ALT+W for Week Glance, then press V, and L for calendar or G for graph.   The following instructions use the Month Glance.

To view the Month Glance graph view
▪   Click the Graph button in the bottom-right area of the Month Glance window (ALT+M, V, G).

Notice how the Month Glance graph view is presented with the times down the left side and the dates of the month along the top row of the graph.   The graph view lets you quickly identify times already scheduled and times still available.

The Week and Month graph views are designed especially for your appointments and events which have been scheduled at specific times.   If you enter a start and end time for an appointment or event, the duration of the appointment or event will be displayed in the graph view.

If you see a time block colored yellow, be aware that this means you are having a "busy time."   In the Week and Month Glances, a yellow time block means that there are two or more events which overlap in time.

See Also
<u>Quick Glance Options</u>
<u>Viewing Events and To Do Items Using the Quick Planner</u>

Whether you are in the calendar or graph view of any Quick Glance, you can always view your events and to do list items.

To view a day's events and to do items
1. Double-click on any date or time block (use the arrow keys to highlight a block and press F2).   The Quick Planner will display.
2. From the Quick Planner you can view either events or to do items which have already been entered during that time block or day.   To edit an event or to do item, either click on it to make it active in the entry bar, or highlight it and press F2.   You can also add new events or to do items.   If you choose the Go To button, the Day Planner will open to the selected day.

If you select an event or to do item from the Week Glance calendar view, you will be able to add or edit an that event or to do item in an entry bar similar to the Day Planner's, instead of accessing the Quick Planner.

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See Also
Changing from Calendar to Graph View

Each Quick Glance offers these options in the bottom area of each window.

◀ | Sep 93 | Oct 93 | Nov 93 | Dec 93 | Jan 94 | Feb 94 | Mar 94 | Apr 94 | May 94 | Jun 94 | Jul 94 | ▶

     Date Slider   Quickly opens the Quick Glance to a new date

| << | Go To Today | Opens the Quick Glance to the current day |

| << | Fast Date | Changes the date which is displayed |

| << | Graph view | Displays the graph view of the current Quick Glance |

| << | Calendar view | Displays the calendar view of the current Quick Glance |

Options Menu

There are more Quick Glance options available by choosing Quick Glances... from the Options menu (ALT+O, Q).   The Quick Glance Options dialog lets you specify graph view options, such as start and end times, and time increments. Also, AnyTime will color time blocks with overlapping events (in yellow).

Another option is the Busy Day Alert.   AnyTime can alert you when you have scheduled over a certain number of appointments on a day.   This notification is called the Busy Day Alert.   For example, you decide how many appointments per day means you have a busy day, for example, 7.   Then, once you have scheduled 7 appointments on a day, AnyTime will display that day in yellow to caution you when scheduling more appointments.

Clipboard
A temporary storage area for holding text and graphics.
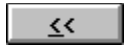
<<	Cut
<<	Copy
<<	Paste

Like most Window's applications, AnyTime uses the <u>Clipboard</u> so you can copy and move text between AnyTime's fields.

To copy or move text within AnyTime
1. From within a field, select the text you want to copy or move.
2. Do one of the following:
   - To copy the text, click the Copy button in the <u>tool bar</u> (CTRL+C).
   - To move the text, click the Cut button in the tool bar (CTRL+X).
3. Position the insertion point in the field where you want to copy or move the text.
4. Click the Paste button (CTRL+V).

<< **Search button**

Once you have entered information in your Day Planner and Address Book , you can use Search to quickly locate appointments, events, to do items, and addresses.

To search for an item
- Click the Search button in the <u>tool bar</u>.

From the Search dialog, you can search specific areas, such as the Address Book, the Day Planner, or both.   You can also tailor your search by using Include Notes, Match Whole Word, and Match Case.   Once the search is completed, a list of items matching your text will be displayed in the Item(s) Found portion of the Search dialog.   You can then select an item and choose the Go To button to automatically display the matched item in your Address Book or Day Planner.

Groups

You can use Groups to separate your appointments, events, to do items, and addresses into different categories, or groups.   For example, you may have appointments that are business-related, vacation-related, education-related, and many more.   As you enter each appointment, you can specify the group to which you want to add the item.   Then, you can view and print only the groups you specify.

You can add your Day Planner and Address Book items to groups.

To add an item to a group
 1. Do one of the following:
▪   To add an appointment, event, or to do item to a group, click the Details button on the entry bar (F9) or double-click on the item.
▪   To add an address book entry to a group, click the Notes button (SHIFT+F9).
 2. From the Details dialog you can add an item to a group.   You can choose one of the group names displayed in the drop-down list, or choose New... to add your own group name.   <unassigned> means that the item has not been added to a group.

See Also
Viewing Groups
Deleting Group Names

Once an item has been added to a group, you can choose to view and print only the groups you specify.   The default setting is to show and print all groups.

To choose a group to view
 1. Choose the Groups button in the tool bar (ALT+O, G).

[<<]   **Groups**

2.   From the Select Groups dialog, turn filter ON.
3.   Choose one or more groups.   Click or press SPACEBAR to select each group name. You can click or press SPACEBAR again to deselect a group name.   Keyboard users can also use CTRL+/ to select all groups or CTRL+\ to deselect all groups.
4.   Choose OK.

Your Day Planner, Address Book, Quick Glance, and Layout windows will ONLY display the groups which you have selected.   To see all of your information again, choose filter OFF.

Hint: To see a reminder that you have turned the Groups filter on, look in the far right-hand side of the tool bar.

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See Also
Adding an Item to a Group
Deleting Group Names

The Groups dialog also lets you work with your groups, by adding or deleting group names. Once you add a group name, it will be added to all group lists.   To delete a group name, see the following instructions.

To delete a group name
1. Choose the Groups button in the <u>tool bar</u> (ALT+O, G).
2. Choose the Delete button from the Groups dialog.
3. Select the group names you want to delete.

Note: Once you delete a group name, all items which were given that group name will be moved to the <unassigned> group.

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See Also
<u>Adding an Item to a Group</u>
<u>Viewing Groups</u>
<u>Deleting an Event or To Do Item</u>
<u>Deleting an Address Book Entry</u>

When you first start AnyTime, you may notice that your Day Planner already includes holidays.   The holidays are standard, recognized holidays.   However, if you prefer, you can add, delete, or change any of the holidays.

All holidays have been entered in the AnyTime file called HOLIDAYS.ATW.   AnyTime has attached this HOLIDAYS.ATW file to your personal file.   This means that although you can see the holidays, you can not change them unless you open the HOLIDAYS.ATW file.

To change the HOLIDAYS.ATW file, choose Open… from the File menu, then choose HOLIDAYS.ATW.   The file will open and you can make the necessary changes.   Then Choose Save… from the File menu.   When you reopen your personal file, any changes you made to the holidays will be displayed.

The HOLIDAYS.ATW file is a default attached file.   You can add more default attached files by selecting Settings… from the Options menu.   You will see a list of default attached files. You can add or remove files from the list.

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See Also
Attaching Files
Advanced File Features

settings
You can customize the way AnyTime works and displays by choosing Settings... from the Options menu.   These settings choices are saved with your file.

AnyTime stores your Day Planner information, Address Book names and addresses, and settings choices in a file.   Every person can have at least one file.   If more than one person in your home or workplace is using AnyTime, then each person may want to have a separate file.   Or you can set up different files for managing different projects on which you are working.   Separating information into different files is another way to get organized.

Some of the more powerful features for working with files are Attach, Merge, and Delete Data, available from the File menu.

Note: If you want to use files which you created in previous versions of AnyTime which ran under DOS, you can choose Import from the File menu and select AnyTime for DOS...   See Using AnyTime for DOS Files for more information.

See Also
About Holidays
Attaching Files
Deleting Data
Merging Files
Using AnyTime for DOS Files

Attaching files is a powerful feature.   You can use <u>attach</u> to look at another person's file while you are looking at your own.   For example,

▪   If someone in your office maintains a company list of holidays and special events, such as company picnics and parties, you can attach that company file to your personal file. Then, as you work with your personal schedule, you can also view all company holidays and events.   You can keep aware of upcoming company events and manage your schedule more efficiently.

▪   If a co-worker is going on vacation and you need to access her list of business contacts and phone numbers, you can attach her Address Book file to yours for viewing ease.

Also, when you first start AnyTime you may notice that your Day Planner already includes holidays.   In order for you to see the holidays in your Day Planner, AnyTime has attached the HOLIDAYS.ATW file to your personal file.   However, since attached files can only be viewed and not changed, you must open the HOLIDAYS.ATW file to make any changes to the holidays.

To change the HOLIDAYS.ATW file, choose Open... from the File menu, then choose HOLIDAYS.ATW.   The file will open and you can make the necessary changes.   Then choose Save... from the File menu.   When you reopen your personal file, any changes you made to the holidays will be displayed.

To attach a file
1. Choose Attach... from the File menu (ALT+F, T).
2. Choose the Attach button.
3. Select the file to attach to the current file.
4. Choose OK to confirm the file selection.
You will be able to view the attached file's information.

You can detach a file the same way you attach a file, except you choose the Detach button in the Attach dialog.

Remember, an attached file is provided for viewing only.   You can not edit or change the information from the attached file.   To change information in the attached file, you will need to close your current file and open the attached file.   Once the attached file is updated, you can reopen your personal file to see the changes.

You have just learned how to attach a file to your personal file.   However, the attached file won't be automatically attached to other files which you create or open.   If you want to attach a file so it is automatically attached to all new files created (by choosing New from the File menu), such as HOLIDAYS.ATW, you can choose Settings... from the Options menu. You will see a list of default attached files.   You can then choose to add or remove files from this list.

See Also

AnyTime gives you the power to combine, or merge, two files together.   When this is done, all Day Planner and Address Book information from one file are merged into the current file.

To merge files
1. Choose Merge... from the File menu (ALT+F, M).
2. Select the file to merge to the current file.   Specify the date range and groups of items to merge.
3. Choose OK to save the changes.

When the merge is complete, your current file will contain the information from the merged file.

The Delete Data... option on the File menu lets you permanently remove or delete Day Planner information for a certain day, or for a specified period of time.

To delete data
1. Choose Delete Data... from the File menu (ALT+F, D).
2. For your Day Planner, select the type(s) of data to delete (events and/or to do items).
3. Specify the starting date and ending date of the data you are deleting.
3. Choose Delete (ALT+D) to start the deletion.

When the deletion is complete, your current file will no longer contain the data which was removed.

Note: Delete Data... will not delete <u>attached</u> file information.   You can either choose Detach by choosing Attach... from the File menu, or open the attached file, and then choose Delete Data...

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See Also
<u>Deleting an Address Book Entry</u>
<u>Deleting an Event or To Do Item</u>
<u>Deleting Group Names</u>

If you have upgraded your program version from AnyTime for DOS to AnyTime for Windows, you may want to continue working with files which you previously created.   You can continue to work with your files, and even take advantage of the new features offered, by using Import... under the File menu.

To open an AnyTime for DOS file
1. Choose Import... from the File menu (ALT+F, I).
2. Select AnyTime for DOS from the cascade menu.
3. Select the AnyTime for DOS .DB file.   If the .DB file is not displayed, you may need to change the directory and drive.
4. Choose OK.

All of your appointments and to do items will be imported into the currently open AnyTime for Windows file.   For example, if you are importing a file from an AnyTime version which ran under DOS, the AnyTime for Windows file will include all of your <u>alarms</u>, repeating appointments, memos, and appointment types.

See Also
<u>Advanced File Features</u>
<u>Exporting Files Overview</u>
<u>Importing Files Overview</u>

AnyTime for Windows can import information from many other programs through the use of .CSV and .TXT text files.

.CSV files are Comma Separated Value format text files.   The text file contain your information in records ending with carriage returns.   The fields within the record are separated with commas.   The .TXT file has the same format as the .CSV file, with one exception.   The .TXT file separate the fields within each record with tabs.

To export information into a .CSV or .TXT file, refer to the documentation of the program being used.   Information is imported based on the type of information, events, to do items, or addresses.

See Also
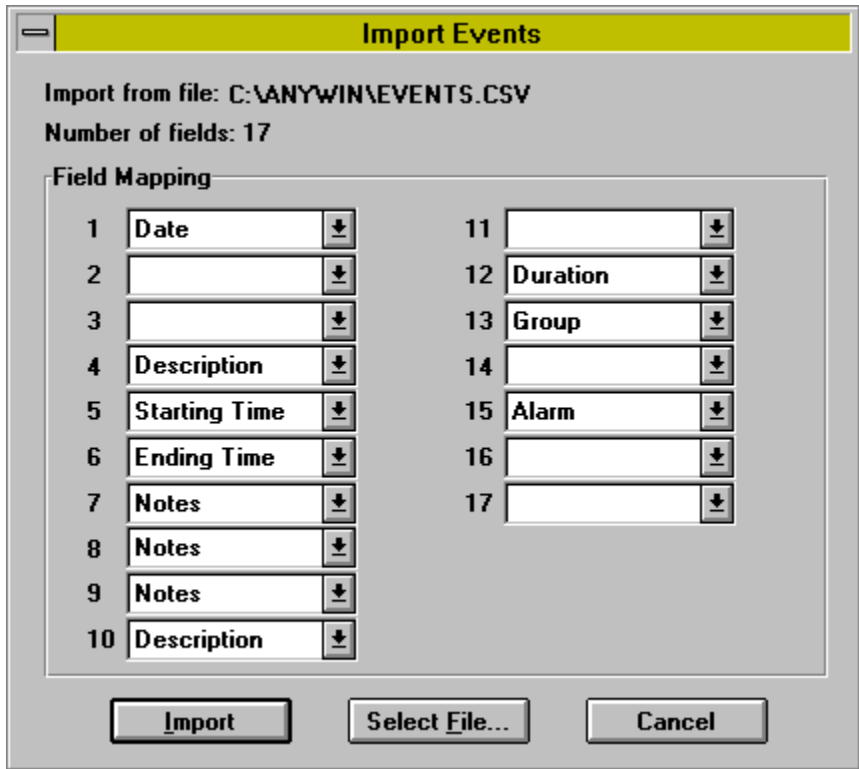
Importing Events
Importing To Do Items
Importing Addresses
Using AnyTime for DOS Files
Exporting Files Overview

To import events

1. Choose Import from the File menu (ALT+F, I).
2. Choose Events... from the cascade menu (E).
3. Select the .CSV or .TXT file.   If the file is not displayed, you may need to change the directory and drive.
4. Map each field in the file to a field used in AnyTime.

In the Import Events dialog, shown below, you will need to tell AnyTime what each field in the file contains.   This is called Field Mapping.   AnyTime will read the first record in the text file to determine how many fields need to be mapped.   The first record MUST contain the maximum number of fields.   Records that have less than the maximum number of fields will be treeted   as having blank fields at the end of the record..

For each field in the .CSV or .TXT file, select what type of information it should be used as in AnyTime.   For example, in the Import Event dialog shown above, field 1 is mapped to the Date field in AnyTime.   The Starting Time, Date and Description fields must be mapped in the Import Event dialog,   all other fields are optional.

Multiple fields can be mapped to Description or Notes.   The the information within the fields will be combined into a single entry

5.Choose Import (ALT+I)

Below are the fields available for mapping events. Asterisks (*) after the field indicate

required fields.

     Date*
     Starting Time*
     Duration
     Description*
     Alarm
     Group
     Notes
     Ending Time

See Also

To import to do items
1. Choose Import from the File menu (ALT+F, I).
2. Choose To Do Items... from the cascade menu (T).
3. Select the .CSV or .TXT file.   If the file is not displayed, you may need to change the directory and drive.
4. Map each field in the file to a field used in AnyTime.

In the Import Events dialog, shown below, you will need to tell AnyTime what each field in the file contains.   This is called Field Mapping.   AnyTime will read the first record in the text file to determine how many fields need to be mapped.   The first record MUST contain the maximum number of fields.   Records that have less than the maximum number of fields will be treeted   as having blank fields at the end of the record..

For each field in the .CSV or .TXT file, select what type of information it should be used as in AnyTime.   For example, in the Import To Do Items dialog shown above, field 6 is mapped to the Description field in AnyTime.   The Date and Description fields must be mapped in the Import To Do Items dialog,   all other fields are optional.

Multiple fields can be mapped to Description or Notes.   The the information within the fields will be combined into a single entry

5. Choose Import (ALT+I)

Below are the fields available for mapping events. Asterisks (*) after the field indicate required fields.

    Date*
    Description*
    Done
    Priority
    Due Date
    Alarm
    Group
    Notes

To import addresses

1. Choose Import from the File menu (ALT+F, I).
2. Choose Addresses... from the cascade menu (A).
3. Select the .CSV or .TXT file.   If the file is not displayed, you may need to change the directory and drive.
4. Map each field in the file to a field used in AnyTime.

In the Import Events dialog, shown below, you will need to tell AnyTime what each field in the file contains.   This is called Field Mapping.   AnyTime will read the first record in the text file to determine how many fields need to be mapped.   The first record MUST contain the maximum number of fields.   Records that have less than the maximum number of fields will be treeted   as having blank fields at the end of the record..

```
┌─────────────────────────────────────────────────────────┐
│ ⊟          Import Addresses                               │
├─────────────────────────────────────────────────────────┤
│ Import from file: C:\ANYWIN\ADDRESS.CSV                  │
│ Number of fields: 16                                     │
│ ┌Field Mapping────────────────────────────────────────┐  │
│ │   1 │Last Name        ▼│   11 │Phone Title #3  ▼│    │  │
│ │   2 │First Name       ▼│   12 │Birthday        ▼│    │  │
│ │   3 │Address          ▼│   13 │Anniversary     ▼│    │  │
│ │   4 │Company          ▼│   14 │Group           ▼│    │  │
│ │   5 │Courtesy Title   ▼│   15 │Notes           ▼│    │  │
│ │   6 │Phone #1         ▼│   16 │                ▼│    │  │
│ │   7 │Phone Title #1   ▼│                           │  │
│ │   8 │Phone #2         ▼│                           │  │
│ │   9 │Phone Title #2   ▼│                           │  │
│ │  10 │Phone #3         ▼│                           │  │
│ └──────────────────────────────────────────────────────┘  │
│     [  Import  ]    [ Select File... ]    [ Cancel ]      │
└─────────────────────────────────────────────────────────┘
```

For each field in the .CSV or .TXT file, select what type of information it should be used as in AnyTime.   For example, in the Import Addresses dialog shown above, field 2 is mapped to the First Name field in AnyTime.   The First Name, Last Name or Company fields must be mapped in the Import Addresses dialog,   all other fields are optional.

Multiple fields can be mapped to Description, Notes or Phone Number fields.   The the information within the fields will be combined into a single entry

5. Choose Import (ALT+I)

Below are the fields available for mapping events. Asterisks (*) after the field indicate required fields, at least one of which must be mapped.

Last Name*
First Name*
Address
Company*
Courtesy Title
Phone #1
Phone Title #1
Phone #2
Phone Title #2
Phone #3
Phone Title #3
Birthday
Anniversary
Group
Notes

See Also

AnyTime for Window can export events, to do items, or addresses into files which can be used by many different programs.   AnyTime accomplishes this through the use of .CSV and .TXT text files.   These files can be used by any program capable of reading text files.

.CSV files are Comma Separated Value format text files.   The text file contain your information in records ending with carriage returns.   The fields within the record are separated with commas.   The .TXT file has the same format as the .CSV file, with one exception.   The .TXT file separate the fields within each record with tabs.

The information contained within each field and the field order varies based on the type of information being exported.

See Also

AnyTime can export events into text files which can be used by many different programs. AnyTime accomplishes this through the use of .CSV or .TXT text files. Any program that can read a text file, will be able to use files exported by AnyTime.

Anytime exports its events into records within the text file.   Seven fields containing the event information make up each record.   AnyTime uses the following format for each exported record.

"Date" , "Time" , "Description" , "Duration" , "Alarm Status" , "Group Name" , "Event Notes"

Quotation marks enclose the field information. If a field has a quotation mark contained within the text, the quotation mark will be replace with double quotation marks when exported.   Double quotation marks indicate that a single quotation mark is contained within the field text.

.CSV text files use commas to separate the record fields.   .TXT text files use tabs to separate the record fields.

Certain field will always have an entry, while others could be empty.   Empty fields appear as two quotation marks within comma separators (,"",).

To export events
1. Choose Export Events... from the File menu (ALT+F, E, E).
2. Enter the name of the file the events will be exported into and choose OK.
3. Specify the date range to export and whether to use the group filter, attached events, or event notes.
4. Choose Export (ALT+E)

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See Also
Exporting Files Overview
Exporting To Do Items
Exporting Addresses
Importing Files Overview
Importing Events

AnyTime can export to do items into text files which can be used by many different programs.   AnyTime accomplishes this through the use of .CSV and .TXT text files. Any program that can read a text file, will be able to use files exported by AnyTime.

Anytime exports its to do items into records within the text file.   Eight fields containing the to do information make up each record.   AnyTime uses the following format for each exported record.

"Date" , "Description" , "To Do Status" , "Priority" ,"Due Date" , "Alarm Status" , "Group Name" , "To Do   Notes"

Quotation marks enclose the field information. If a field has a quotation mark contained within the text, the quotation mark will be replace with double quotation marks when exported.   Double quotation marks indicate that a single quotation mark is contained within the field text.

.CSV text files use commas to separate the record fields.   .TXT text files use tabs to separate the record fields.

Certain field will always have an entry, while others could be empty.   Empty fields appear as two quotation marks within comma separators (,"",).

To export to do items
1. Choose Export To Do Items... from the File menu (ALT+F, E, T).
2. Enter the name of the file the to do items will be exported into and choose OK.
3. Specify the date range to export and whether to use the group filter, attached to do items, or to do notes.
4. Choose Export (ALT+E)

See Also
Exporting Files Overview
Exporting Events
Exporting Addresses
Importing Files Overview
Importing To Do Items

AnyTime can export addresses into text files which can be used by many different programs.   AnyTime accomplishes this through the use of .CSV or .TXT text files. Any program that can read a text file, will be able to use files exported by AnyTime.

Anytime exports its addresses into records within the text file.   Seven fields containing the event information make up each record.   AnyTime uses the following format for each exported record.

"Last Name" , "First Name" , "Address" , "Company" , "Title" , "Phone #1" , "Phone Title #1" , "Phone #2" , "Phone Title #2" , "Phone #3" , "Phone Title #3" , "Birthdate" , "Anniversary" , "Group Name" , "Address Notes"

Quotation marks enclose the field information. If a field has a quotation mark contained within the text, the quotation mark will be replace with double quotation marks when exported.   Double quotation marks indicate that a single quotation mark is contained within the field text.

.CSV text files use commas to separate the record fields.   .TXT text files use tabs to separate the record fields.

Certain field will always have an entry, while others could be empty.   Empty fields appear as two quotation marks within comma separators (,"",).

To export addresses
1. Choose Export Addresses... from the File menu (ALT+F, E, A).
2. Enter   the name of the file the addresses will be exported into and choose OK.
3. Specify the letter range to export and whether to use the group filter, attached addresses, or address notes.
4. Choose Export (ALT+E)

See Also

This field contains the date.   This field will always have an entry.   The date will have the same format as set in AnyTime Options.   The date is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the event time.   This field will always have an entry.   Untimed events are given a time of "12:00a".   The event time   is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the description.   This field will always have an entry.   The description is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the event duration.   Events that do not have an ending time have no duration,   The duration field in this case will be empty.   The event duration is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the alarm status.   This field will always have an entry.   If the record has an alarm set the field will contain a one ("1").   If an alarm is not set, a zero ("0") will be the entry.   The alarm status is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the group.   The name of the assigned group is placed in this field.   If a record is unassigned, the field will be empty.   The group is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the notes.   All the notes will be placed in this field.   Carriage returns within the notes will be converted to line feeds.   If a record does not have any notes, the field will be empty.   The notes text is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

Commas are used to separate the record fields.

Quotation marks enclose the field information. If a field has a quotation mark contained within the text, the quotation mark will be replace with double quotation marks when exported.   Double quotation marks indicate that a single quotation mark is contained within the field text.

This field contains the to do status.   If a to do item has been marked as done, this field will contain a one ("1").   A zero ("0") will be the entry if   the to do item is not complete. The to do status is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the to do item priority.   The priority for the to do item is placed in this field.   If a record has not been assigned a priority, the field will be empty.   The to do item priority is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the to do due date.   This field will always have an entry.   The date will have the same format as set in AnyTime Options.   The date is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the last name.   The last name is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the first name.   The first name is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the address.   Carriage returns within the address will be converted to line feeds.   If a record does not have an address, the field will be empty.   The address text is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the company name.   The company is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the title.   If a record does not have a title, this field will be empty.   The title is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains phone #1.   Phone #1 is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains phone title #1.   Phone title #1 is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains phone #2.   Phone #2 is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains phone title #2.   Phone title #2 is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains phone #3.   Phone #3 is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains phone title #3.   Phone title #3 is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the birthdate.   The birthdate is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

This field contains the anniversary.   The anniversary is enclosed in quotation marks (" ") and separated from the other fields by commas (,).

WYSIWYG

Stands for "What You See Is What You Get," which means that what you see on-screen is precisely what you will see when printed.

Once you have entered your schedule information into your Day Planner, and added names and addresses to your Address Book, you will want to print them!   AnyTime provides you with:

- Over 40 layout designs for both dot matrix and laser printers
- Vertical and horizontal printing on various paper sizes, including 8.5" x 11" paper, 5.5" x 8.5" organizer-size paper, and 3.75" x 6.75" pocket-size paper
- Layout options which you can customize
- An on-screen WYSIWYG preview
- And many more powerful options!

The basic steps for printing an AnyTime layout are as follows.

To print a layout
1. Click the Print button on the tool bar (ALT+F, P).

   <kbd><<</kbd>   **Print button**
2. The Print dialog will appear.   Choose Print.

AnyTime will automatically print the last layout which was selected.   If you have not yet selected a layout, a default layout will be selected and printed for you.

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See Also
Selecting a Layout
Setting Up Your Printer

AnyTime provides over 40 different layout designs to suit your needs.   You can choose a Daily, Weekly, Monthly, Address Book, or Special layout.

▪   Select Daily to print your Day Planner information: appointments, events, and to do items.   You can also select layouts which print two, three, or more days.
▪   Weekly layouts print either five days,   seven days, or 2 weeks' worth of Day Planner information.   You can also print two weeks of information at one time.
▪   Monthly layouts print your calendar one month at a time.
▪   Address Book layouts offer a wide variety of designs for printing your names and addresses.
▪   You can also select a Special layout.   Special layouts are designed for special occasions, for example, there is a Travel Planner, an Agenda for meetings, yearly holiday layouts, and many more.

Some layouts may include only appointments and events, while others will also include your to do list and small calendars.   Depending on the layout you choose, the combination of information will vary.   View the layouts in the layout window to choose your favorites.

To select a layout
1. Click the Layout button on the tool bar (ALT+V, L).

   | << | **Layout button**

        Your last selected layout will appear in the layout window.
2.   Choose the Select... button on the entry bar (ALT+L, S).
3.   Use the dialog to select the layout of your choice.

The layout window is similar to a preview window because of its WYSIWYG capabilities.   In other words, as you customize and change this layout, you will see the window update to reflect your changes.

You can refer to the layout entry bar to see current layout information, choose the dates to print, and customize the layout options.

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See Also
Choosing a Layout Overview
Customizing Layouts
Introduction to Printing
About Page Setup

You can customize your layouts by adding and changing colors; changing the font type, size, and styles; editing headers and footers; and many other options.

To change layout options
1. From the layout window, click the Options... button in the layout entry bar (ALT+L, O).
2. From the Layout Options dialog you can work with the layout options until you have customized the layout according to your needs.

   Note: If you increase font sizes, you may need to decrease the amount of text to be printed on the page.   For example, if the header fits on the page as 12pt "My Business and Personal Schedule" and then is increased to 24pt, try changing the Header to "My Schedule."   Otherwise, when you return to the layout window, the header text may appear to be printing off the page.   Or, if text is overlapping a border, you can try removing the border.

   Also, if you have made changes in the Layout Options dialog and wish to return to the original layout design before the changes were made, you can select the Default button.   The layout will return to the original design and your changes will no longer be saved.
3. Choose OK to save any changes.

You are now ready to print.

See Also
Selecting a Layout
About Layout Areas
Adding Fields to Headers and Footers
Setting Up Your Printer

You can change the way the layout is displayed in the Layout Window.   The following layout window options are displayed in the bottom area of the window, or you can choose View from the Layout menu.

<u><<</u>	**Fit Whole PageFits the full layout in the layout window**
<u><<</u>	**Fit Page Width Fits the full width of the layout in the layout window**
<u><<</u>	**Actual Size Displays your layout at 100% size**
<u><<</u>	**Zoom 200% Enlarges the layout to 200%**

If you are viewing more than one page, use:

<u><<</u>	**Previous Page Displays the previous layout page**
<u><<</u>	**Next Page Displays the next layout page**

AnyTime defaults to the printer which has been specified under Windows.   However, if you want to select another printer, you can choose Print Setup... from the File menu.   The Print Setup dialog also offers other print options, such as choosing your paper orientation, paper size and other print specifications.

To change your print setup
1. Choose Print Setup... from the File menu (ALT+F, R).
2. Select a new printer from the list, and/or change any other print setup choices.   You can also choose the Options... button to display another dialog for changing other printer specific options.

See Also
Introduction to Printing
About Page Setup
Selecting a Layout
Printing Overflow Pages

Printing Overflow Pages means that there is too much information, such as appointments, events, to do items, and names and addresses to fit on your printed page.

Depending on the layout, AnyTime will either automatically print the overflow items in a listing on a second page or print multiple pages of the layout with the overflow information.

Overflow Symbols:

* An asterisk will print to show that there are more items than will fit in the particular section, or time block.   The items that did not fit in the section, or time block, will be printed on the overflow page(s).

\+ The plus sign is printed beside an individual item if its information will not fit in the printed area.   Instead,   AnyTime will print a one line description, and then print the complete information on the overflow page(s).

See Also
Introduction to Printing
Selecting a Layout
Setting Up Your Printer
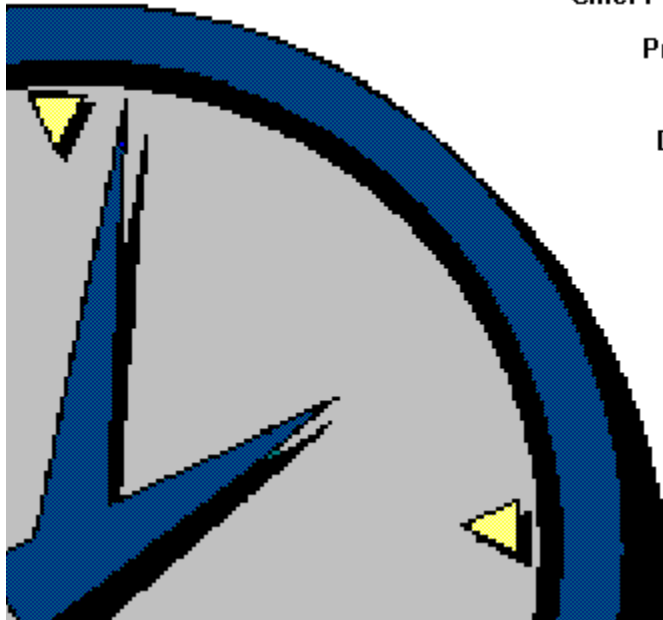
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You can use this dialog to select a date for many features of AnyTime.

For example, if you have selected Fast Date, you can select a date to quickly display a new date in your Day Planner or Quick Glance.   And if you are _rescheduling_ an item, you can select the new reschedule date.   Also, use this dialog to select a birthday or anniversary date.

To select a date
- Type a new date in the field provided, or
- Click on a month, day, and year.

You can set the start and end times for your appointment or event.

To select a time
- Choose a number from the hour column and the minutes column.   Then choose either AM or PM, and click OK.

See Also
Adding Details to an Event or To Do Item

snooze

Sets the alarm to turn off temporarily, and then resound in a specified number of minutes.

The alarm notifies you that there is an upcoming appointment, event, or to do item.

From this dialog you can:
▪   Set the alarm to <u>snooze</u>.   To do this, specify the number of minutes until the alarm should resound, and then select the Snooze button.
▪   Choose the OK button to confirm the alarm.   The alarm will no longer sound.
▪   The AnyTime button is provided if you are working in another application and wish to make AnyTime the current application.

You can add or change alarm settings from within the Details dialog.

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See Also
<u>Adding Details to an Event or To Do Item</u>

Choose OK to have AnyTime automatically add the birthday or anniversary to your Day Planner.   The birthday or anniversary will appear as an <u>untimed</u> event.

When you open your Day Planner to the date of the birthday or anniversary, the event will be displayed.

For example, "Mary Smith - birthday" might be added to March 12th for you.   AnyTime will automatically add the birthday and anniversary events for 20 years (starting with the current year).

<u>Adding Notes to an Address Book Entry</u>

To choose a new letter
- Click on a letter, or
- Press ALT+the letter, or press TAB until the letter is highlighted and press ENTER.

The Address Book will automatically display the new letter.

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See Also
Address Book Options

filter
Filter means to separate certain groups from the rest.   If you turn filter ON, then you can pick the group(s) which you want to see displayed or printed.   If you turn filter OFF, then no groups will be separated and all groups will be available.

You can use Groups to separate your appointments, events, to do items, and addresses into different categories, or groups.   For example, you may have appointments that are business-related, vacation-related, education-related, and many more.   As you enter each appointment, you can specify the group to which you want to add the item.   Then, you can view and print only the groups you specify.

You can add your Day Planner and Address Book items to groups.   For more information on groups, see Adding an Item to a Group.

From the Select Groups dialog you can:
- Turn filter ON to view and print only the groups you specify
- Add a new group
- Delete a group name

To view and print only the groups you specify
1. Choose the On option under the Filter Groups area.
2. Select the group(s) to be viewed and printed.   Choose one or more groups.
   (Keyboard users need to press SHIFT+TAB, then SPACEBAR to start selecting groups.)
   Click or press SPACEBAR to select each group name.   You can click or press SPACEBAR again to deselect a group name.   Keyboard users can also use CTRL+/ to select all groups or CTRL+\ to deselect all groups.
3. Choose OK.

Your Day Planner, Address Book, Quick Glance, and Layout windows will ONLY display the groups which you have selected.   To see all of your information again, choose filter OFF.

Hint: To see a reminder that you have turned the Groups filter on, look in the far right-hand side of the tool bar.

See Also
Adding a Group Name
Deleting a Group Name
Adding an Item to a Group

To delete a group name
1. Select the group name to be deleted.   If you are using a keyboard, use the arrow keys to highlight a group and press ENTER.
2. Choose the Delete button.
3. A dialog will appear to confirm the deletion.   All events, to do items, and address entries which were given the group name being deleted, will be moved to the <unassigned> group.   Choose OK to continue.

See Also
Adding a Group Name
Adding an Item to a Group
Selecting Groups to View and Print

To add a group name

1. Type the new group name in the New Group field (ALT+N).
2. Choose OK.
3. The new group name will be added to the list of groups in the Select Group dialog. Choose OK to continue.

The next time you choose to add an event, to do item, or address entry to a group, you will see your new group name displayed in the group list.

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See Also

Adding an Item to a Group
Deleting a Group Name
Selecting Groups to View and Print

To repeat an event or to do item

1. Choose a repeat option.

- **Daily** repeats an event one or more days in a week.
- **Weekly** repeats every week, every second week, and other variations.
- **Month by Day** repeats an event which always occurs on a day of the week, such as a Monday or Wednesday, etc.
- **Month by Date** repeats an event which always occurs on a specific calendar date, such as the 10th, or 15th.
- **Year by Day** repeats a yearly event on a day of the week, for example, Thanksgiving is the 4th Thursday of November.
- **Year by Date** repeats a yearly event on a specific calendar date.   Use this for birthdays and anniversaries.

2. Choose how often and on which days the event should repeat.

   For example, if you have chosen Weekly in the above step, you can select Weekdays to repeat an event on Mondays through Fridays.

3. Specify the duration of the repeating event; or specify the date when the repeating sequence should end.

   If you have chosen Weekly, you can enter 6 in the For Weeks field to repeat the event over the next 6 weeks.   However, if you have chosen to repeat an event every other week, the event will be repeated 3 times within the 6 week period.   Otherwise, you can use the Until date field to specify the last day of the repeat sequence.

The event will automatically be copied to the specified days.

Note: Once you have set a repeating event, you can review the repeat sequence by selecting the Repeat button in the Details dialog.   However, you can not change a repeat sequence once it has been entered (the options will be "grayed out" to show that they can not be changed).   You can always delete and then re-enter the event as needed.

This item is a item, which means that if you change this item it may affect other similar items.   Your options are:

- Change only this item, without changing any other repeating items.
- Make the same changes to all repeating items.
- Cancel and do not make any changes.

This item is a repeating item, which means that if you delete this item it may affect other similar items.   Your options are:

- Delete only this item, without deleting any other repeating items.
- Delete all repeating items.
- Cancel the deletion and return to your Day Planner.

due date

You can specify the date on which a to do item should be completed.   The to do item will automatically be carried over each day until the due date is reached.   If the item is not checked off as done once the due date has passed, it will be considered overdue.

alarm

An alarm can be set to remind you of an upcoming to do item.   The alarm will sound at the beginning of each day when you first start AnyTime.

To select a field or button
- Click in a field or click on a button, or
- Press TAB or SHIFT+TAB until the field or button is selected, and press ENTER.

Choose the New button to add new events or to do items without returning to the Day Planner.   Choose Close to return to the Day Planner.

Appointment/Event Details and Notes (F9 and SHIFT+F9)

1. Specify an end time to have AnyTime display an event duration, such as 30 minutes or an hour.   This information is also displayed in the Quick Glance graph views.
2. Set an <u>alarm</u> for minutes, hours, or days in advance of your event.   AnyTime will sound an alarm and display a message letting you know that you have an upcoming event.   The [<<] symbol represents an alarm.
3. Add the event to a <u>group</u>.   You can also add your own group name by selecting New... from the drop-down list.
4. Choose <u>Repeat</u> to automatically copy the event to other days.   The Repeating Event dialog will display offering the repeat options.   The [<<] symbol represents repeat.
5. Choose OK to save your changes, or click the Notes button (SHIFT+F9) to enter notes.
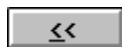
   [<<]   **Notes**

   If you enter notes, be sure to choose OK to save your changes, or click the Details button (F9) to return to the details panel of the dialog.
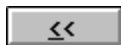
   [<<]   **Details**

Events in Red

If you see an event colored in red, it is a holiday.   You can add your own holidays colored in red by entering an <u>untimed event</u> and adding it to the Holiday group name.   For more information on groups, see <u>Adding an Item to a Group</u>, and for more information on holidays, see <u>About Holidays</u>.   Note: One holiday colored in red is allowed per day. Additional holidays will be displayed in black.

To Do Details and Notes (F9 and SHIFT+F9)

1. You can check off the item as done, and add or change a <u>priority</u> level.
2. If the to do item must be done by a certain date, then add a <u>due date</u>.
3. Set an <u>alarm</u> to have an alarm sound when you first start AnyTime on the day the to do is due.   The [<<] symbol represents an alarm.
4. Add the item to a <u>group</u>.   You can also add your own group name by selecting New... from the drop-down list.
5. Choose <u>Repeat</u> to automatically copy the item to other days.   The Repeating dialog will display offering the repeat options.   The [<<] symbol represents repeat.
6. Choose OK to save your changes, or click the Notes button (SHIFT+F9) to enter notes.

   [<<]   **Notes**

   If you enter notes, be sure to choose OK to save your changes, or click the Details button (F9) to return to the details panel of the dialog.

| << |

Details.

To Do Items in Red

If you see a to do item colored in red, it is considered overdue.   Each time you add a to do item to your Day Planner, you can specify the due date.   If the item is not checked off as done by the due date, then it is colored red to remind you that it is past due.

To select a field or button

- Click in a field or click on a button, or
- Press TAB or SHIFT+TAB until the field or button is selected, and press ENTER.

Choose the New button to add new events or to do items without returning to the Address Book.   Choose Close to return to the Address Book.

Address Book Details (F9)

1. Select the first field, to the left of the First Name field, to choose from a list of courtesies, such as Mr., Ms., Mrs., Dr., and Rev.
2. Add or edit the first, last, and company name.
3. Add an address. You can press ENTER to move to the next line in the address.
4. Add or edit the phone number(s).   Select the Title field to choose from Fax, Home, and Work titles.   You can also enter your own title in the field.
5. Choose OK to save your changes, or click the Notes button (SHIFT+F9) to enter notes.

Adding More Details and Notes (SHIFT+F9)

1. Add the address book entry to a group.   You can also add your own group name by selecting New... from the drop-down list.
2. Enter the birthday and anniversary dates for this entry.
3. Add notes.
4. Choose OK to save your changes.   If you added a birthday or anniversary date, then you will be asked if you want the date to automatically be added to your Day Planner. Choose OK to continue.

AnyTime is a very flexible program.   AnyTime can be customized to better meet you needs and work style.   AnyTime is customized through the Options menu.   Options for the overall program as well as individual areas, such as the Address Book, can be changed.

To select a field or button
▪ Click in a field or click on a button, or
▪ Press TAB or SHIFT+TAB until the field or button is selected, and press ENTER.

Note: The buttons in the left column of the dialog are available for mouse users only. Click on these to change settings for the Day Planner, Address Book, and Quick Glances. Mouse users can select these from the Options menu.

From the Options dialog, you can:
▪ Change the date and time formats. Changing the date and time formats will change the way dates and times are displayed throughout the program.
▪ Confirm on deletions. If this is turned ON, when you delete an event, to do item, or address book entry you will be asked to confirm the deletion.
▪ Change which window will open on startup. You can have the Day Planner, Addressbook, or any other window, open when AnyTime starts.
▪ Disable all <u>alarms</u>. You can turn OFF all alarms so that you do not hear the alarm sound or see the alarm message. However, the alarms will still be saved with your events and to do items.
▪ See a list of all default <u>attached</u> files. Default Attached Files will automatically be attached to files created using New from the File menu. You can also add or delete default attached files from the list.
▪ Set AnyTime to hide when minimized.
▪ Place an option in the Windows System menu to open AnyTime when minimized or hidden.

See Also
<u>About Holidays</u>
<u>Attaching Files</u>
<u>Adding Details to an Event or To Do Item</u>
<u>Adding Details to an Address Book Entry</u>
<u>Options: AnyTime Settings</u>
<u>Options: Day Planner Settings</u>
<u>Options: Address Book Settings</u>
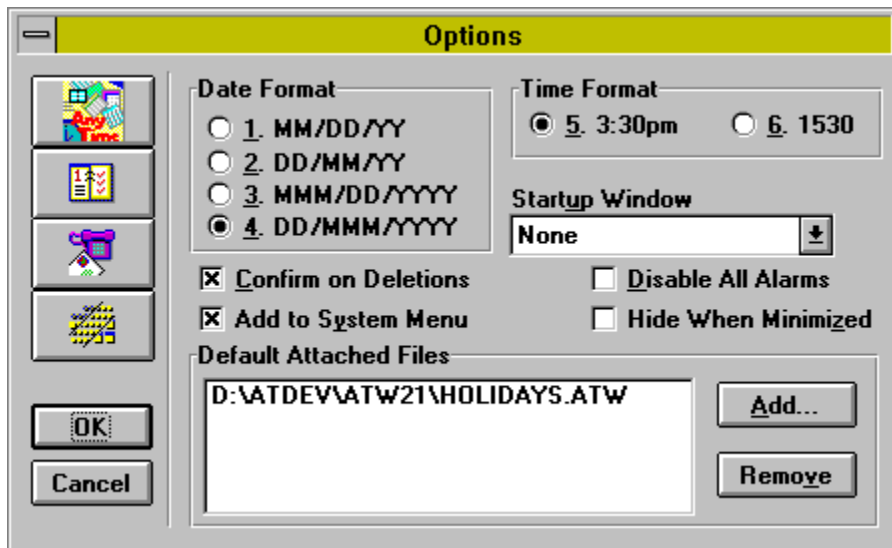<u>Options: Quick Glance Settings</u>

AnyTime can be customized to better meet your needs and to work the way you do. General program settings are in Settings..., under the Options menu.

To display the AnyTime Program Settings
▪   Choose Settings... from the Options menu (ALT+O, S).

To learn about the AnyTime Program Settings
▪   Click on a button or area   in the graphic below, or
▪   Press TAB to highlight an area, and press ENTER.

_____

See Also
About Holidays
Attaching Files
Adding Details to an Event or To Do Item
Adding Details to an Address Book Entry
Options: Program Settings
Options: Day Planner Settings
Options: Address Book Settings
Options: Quick Glance Settings

Displays AnyTime settings.

Displays Day Planner options.

Displays Address Book options.

Displays Glance options.

Saves changes and closes dialog.

Cancels changes and closes dialog.

Select format for dates within AnyTime.

Ask for confirmation before performing deletes.

Adds an option for AnyTime to the System Menu, while AnyTime is running.   When selected, the System Menu option will restore the AnyTime program.

You open the System Menu by clicking the upper left corner of the Program Manager or application window.   You can then select the AnyTime menu option.

Select format for times within AnyTime.

Select window to be opened when AnyTime is started.

Disables all alarms.   This option does not effect the individual events or to do items alarm status.   Alarms for items are still set, this option simply stops ALL alarms from going off.

Hide the AnyTime program when minimized.   Selecting this option will automatically enable the Add to System Menu option.

Select AnyTime files to automatically attach when new files are created.

AnyTime can be customized to better meet your needs and to work the way you do.   Day Planner options are in Day Planner…, under the Options menu.

To display the Day Planner options
- Choose Day Planner… from the Options menu (ALT+O, D).

To learn about the AnyTime Day Planner options
- Click on a button or area   in the graphic below, or
- Press TAB to highlight an area, and press ENTER.
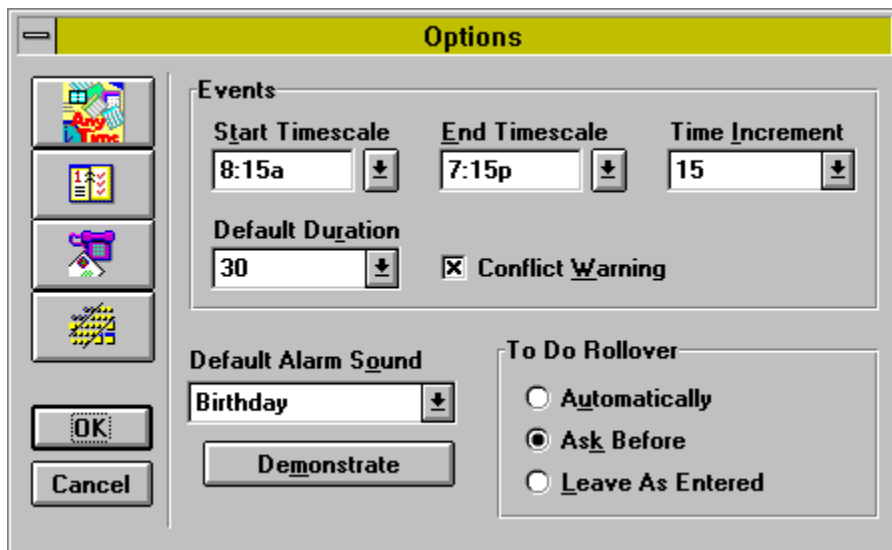
See Also
About Holidays
Attaching Files
Adding Details to an Event or To Do Item
Adding Details to an Address Book Entry
Options: Program Settings
Options: AnyTime Settings
Options: Address Book Settings
Options: Quick Glance Settings

Enter starting time for timescale used in Day Planner.

Enter ending time for timescale used in Day Planner.

Select increments of time to be used on the timescale.

Select a default duration to be used on all new events.

Select this option to be notified if a new event being entered, conflicts with an existing event.

Select a default alarm sound to assign to all new events.

Select to hear a demonstration of the Default Alarm Sound.

Select how to do items that are not checked as Done will be handled when AnyTime is started.
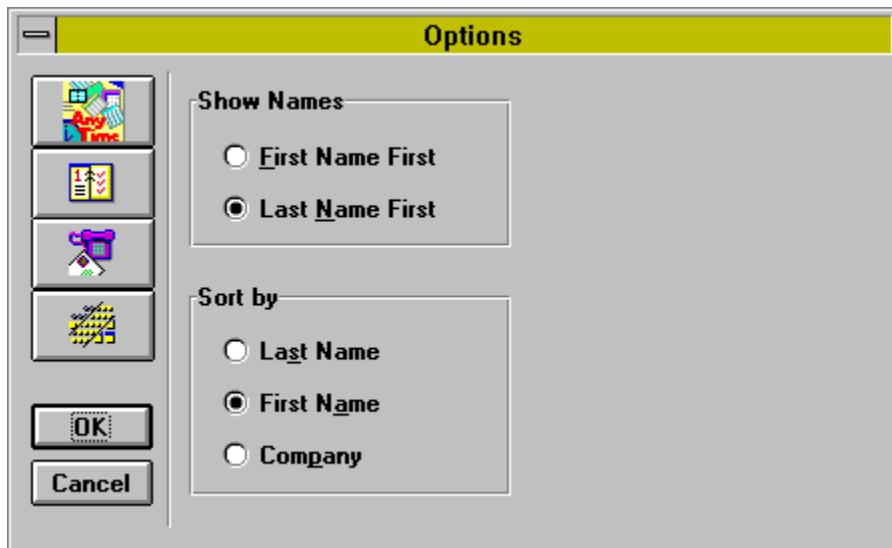
AnyTime can be customized to better meet your needs and to work the way you do.
Address Book options are in Address Book..., under the Options menu.

To display the Day Planner options
▪   Choose Address Book... from the Options menu (ALT+O, A).

To learn about the AnyTime Address Book options
▪   Click on a button or area   in the graphic below, or
▪   Press TAB to highlight an area, and press ENTER.

See Also
About Holidays
Attaching Files
Adding Details to an Event or To Do Item
Adding Details to an Address Book Entry
Options: Program Settings
Options: AnyTime Settings
Options: Day Planner Settings
Options: Quick Glance Settings

Select how names are displayed in the Address Book.

Select how the Address Book is sorted, by First Name, Last Name, or by Company Name.

AnyTime can be customized to better meet your needs and to work the way you do.   Quick Glance options are in Quick Glances..., under the Options menu.

To display the Quick Glances options
▪   Choose Quick Glances... from the Options menu (ALT+O, Q).

To learn about the AnyTime Quick Glances options
▪   Click on a button or area   in the graphic below, or
▪   Press TAB to highlight an area, and press ENTER.
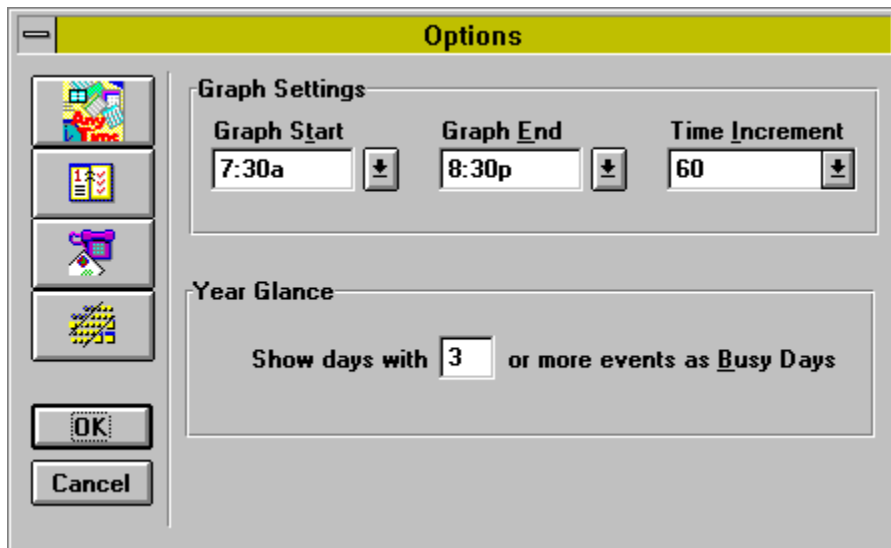
See Also
About Holidays
Attaching Files
Adding Details to an Event or To Do Item
Adding Details to an Address Book Entry
Options: Program Settings
Options: AnyTime Settings
Options: Day Planner Settings
Options: Address Book Settings

Enter the number of events that will be used to indicate a busy day.   Enter a number from 1 - 99.

Select the time increment to be used on the Glance Graphs.

Enter an ending time to be used on the Glance Graphs.

Enter an starting time to be used on the Glance Graphs.

From the Search dialog, you can search specific areas, such as the Address Book, the Day Planner, or both.   Also you can select these options:

- Include Notes - will search all notes for the specified text
- Match Case - searches for an exact match of your text, including upper and lowercase letters
- Match Whole Word - recognizes your search text as an entire word.   If you type "Ann" search will only match complete words and not look for variations, such as "Annapolis."

Once the search is completed, a list of items matching your text will be displayed in the Item(s) Found portion of the Search dialog.   You can then select an item and choose the Go To button to automatically display the matched item in your Address Book or Day Planner.

<<   **Print**

Choose the Print button to print the current layout.   You will see the Print dialog which offers the following options.

▪   **Starting date** to specify the first date to be printed.
▪   **Periods** lets you choose how many time periods to print.   For example, if you print a monthly layout starting in January for 3 time periods, then the months of January, February, and March will be printed.
▪   **Copies** to specify how many duplicates you want printed.

▪   If **Print Overflow Pages** is selected, then any information which does not fit on the printed page will be printed on another page.   Depending on the layout, AnyTime will either automatically print the overflow items in a listing on a second page, or print multiple pages of the layout with the overflow information.

▪   If you want to select a different layout, choose the Select Layout button.
▪   To change the way the layout looks, choose Layout Options.
▪   To change printers, paper size and orientation, choose Printer Setup.

See Also
Selecting a Layout
Setting Up Your Printer
Printing Overflow Pages

≪   **Print**

Choose the Print button to print the current layout.   You will see the Print dialog which offers the following options.

- **Starting date** to specify the first date to be printed.
- **Periods** lets you choose how many time periods to print.   For example, if you print a monthly layout starting in January for 3 time periods, then the months of January, February, and March will be printed.
- **Copies** to specify how many duplicates you want printed.

- If **Print Overflow Pages** is selected, then any information which does not fit on the printed page will <u>overflow</u>, or be printed, on another page.   Depending on the layout, AnyTime will either automatically print the overflow items in a listing on a second page, or print multiple pages of the layout with the overflow information.

- If you turn overflow pages OFF, then any information which does not fit on your layout will not be printed.

-
- **Overflow Symbols:**

* An asterisk will print to show that there are more items than will fit in the particular section, or time block.   The items that did not fit in the section, or time block, will be printed on the overflow page(s).

+ The plus sign is printed beside an individual item if its information will not fit in the printed area.   Instead,   AnyTime will print a one line description, and then print the complete information on the overflow page(s).

If you want to select a different layout, choose the Select Layout button.
To change the way the layout looks, choose Layout Options.
To change printers, paper size and orientation, choose Printer Setup.

See Also

To select a layout

1. Select a layout, such as Daily, or Weekly.   Click on your selection (use uparrow or downarrow to highlight your choice, then press TAB).

   Note: Some layouts give you the option to print either events or to do items.   Try printing events on one side of your paper, and to do items on the other.

2. Choose a layout style.   Click on your choice (use uparrow/downarrow to highlight your choice, then press ENTER).   Refer to the layout description to find a layout which suits your needs.

3. Select which orientation you will be using.   If a paper size or <u>portrait or landscape</u> option is not available, the current layout is not available in that orientation.

4. Choose OK.

See Also

<u>Selecting a Layout</u>
<u>Customizing Layouts</u>
<u>Setting Up Your Printer</u>

separator lines

Lines which separate events, to do items, and address book entries.   They also appear in the Notepad areas of certain layouts.   Provided especially as guides for writing additional notes or entries.

small calendars
Small versions of monthly calendars provided for reference.

border

A surrounding box or lines which may vary in thickness or design.   Some border options

are: Fine   Double   Heavy   Shadow

font

A set of letters, numbers, punctuation marks, and symbols that can be changed in size, style (such as bold, italic, and underlined), and color.

Your choice of font types (such as Arial and Times New Roman) will depend on which fonts you have installed under Windows.

repeating event bars
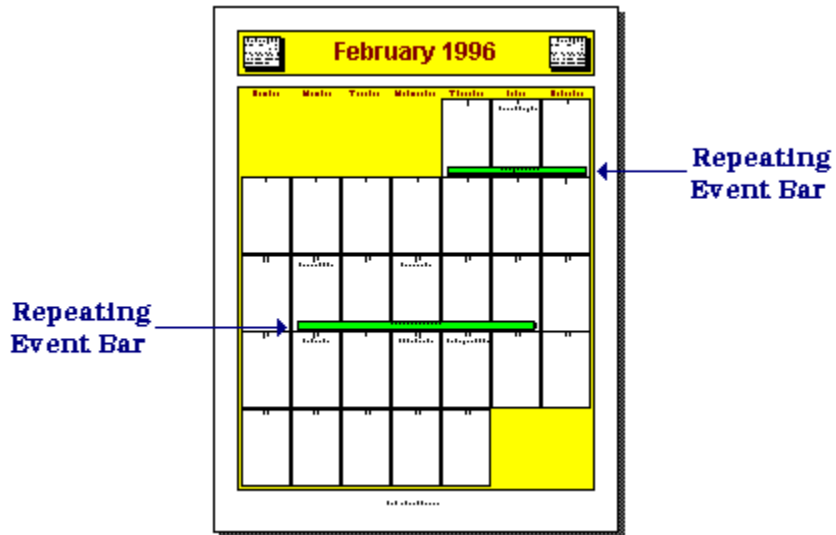
If you set an event to repeat daily over a consecutive number of days, for example, from Monday to Friday in any given week, you can display this event in a repeating event bar. You must select the Month Planner in order to view and print repeating event bars.

To select a field or button
- Click in a field or click on a button, or
- Press TAB or SHIFT+TAB until the field or button is selected, and press ENTER.   You can also press ALT+the underlined letter of an option to select it.

The Layout Options dialog offers many options for customizing your layout.   You can customize the following areas of your AnyTime layouts.

Header
This is the text which appears at the top of the printed page.   Depending on the layout, you can have up to two lines of header text.   You may see a field already entered for you, such as <spandate>.   The <spandate> field tells AnyTime to display the date range being printed, such as January 1, 1995 - March 1, 1995.   You can add, delete, or change any fields which have been entered for you.   For more information on fields, see Adding Fields to Headers and Footers.

Footer
This is the text which appears at the bottom of the printed page.   You can have up to two lines of footer text.   You may see text, such as <layoutname>, already entered in the footer area for this.   The <layoutname> field will automatically print the current layout name in the footer area.   To learn more about fields, see Adding Fields to Headers and Footers.

Fonts
AnyTime lets you work with your text by changing fonts.   You can change the font type, size, style (such as bold), and color.

Borders
You can turn borders on and off and set border line thickness for different areas of your layout.

Shading
Use this option to shade or color specific areas of your layout.

Times
Depending on your layout, you can set the starting and ending times for printing your schedule.   You can also specify the time increment which best displays your appointments and events.

Options
You can turn the following options ON or OFF.   Note: Each layout offers different options.

Holidays in Red	Displays in red any events in the Holiday group.
Checkmarks in Red	To do checkmarks will display in red.
Small Calendars	Controls the printing of small calendars.
Include Notes	Prints notes for specific events and to do items.
Repeating Event Bars	Prints daily repeating events in a bar.
Fold Lines	Displays guidelines for layouts which are designed to be folded.
Separator Lines	Sets the display of lines which appear between items.

Show
Depending on the layout, you can choose what information you want printed: Events, To Do Items, or Addresses.

Default

Select this to return all options to the original default settings.

A Note on Fonts: If you increase font sizes, you may need to decrease the amount of text to be printed on the page.   For example, if the header fits on the page as 12pt "My Business and Personal Schedule" and then is increased to 24pt, try changing the Header to "My Schedule."   Otherwise, when you return to the layout window, the header text may appear to be printing off the page.   Or, if text is overlapping a border, you can try removing the border.   To change fonts, choose the Options button in the entry bar, or choose Layout Options from the Layout menu.   Then choose the Fonts button.

A Note on Shading and Colors: If you are using a printer which does not print color, when you print certain layouts you may notice that the shaded areas may appear too dark.   This occurs because some layouts have been specified to print in color, and these colors are not being translated to a proper shade of grey for your printer.   Printers vary greatly on how they interpret colors into shades of grey.   You may want to change some of the default layout shading and color specifications to a lighter shade of grey, or remove the colors completely.   To change shading, choose the Options button in the entry bar, or choose Layout Options from the Layout menu.   Then choose the Shading button.

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See Also

To add or change a border
1. Select the area to which you are adding or changing a border.   See <u>About Layout Areas</u>.
2. Choose a border thickness.

Fine	Double	Heavy	Shadow

   Repeat steps 1 and 2 to add or change borders to different areas of your layout.
3.   Choose OK.

Note: If text appears to be overlapping a border, you can either remove the border, or reduce the font size of the text.

See Also
<u>Selecting a Layout</u>
<u>Customizing Layouts</u>
<u>Setting Up Your Printer</u>

You can select the times at which the layout should start and stop printing your schedule information.   You can also specify the time increment which best displays your appointments and events.   For example, if you have hourly appointments, select   a 1 hour time increment.   To fit more information on the page, select a larger time increment, such as 3 hours.

To select times
1. Select a start time.
2. Select an end time.
3. Choose the time increment.
4. Choose OK

See Also
Selecting a Layout
Customizing Layouts
Setting Up Your Printer

To change the font for a specific area of the layout

1. In the Fonts box, select the name of the font you want to use.   Or type the name of the font in the Font Name box.
2. In the Font Style box, choose a style, such as regular, italic, bold, or bold italic.   Or type the new font style in the Font Style box.
3. In the Size box, select a size for the font, or type the new size.
4. Choose an effect, such as strikeout or underline.
5. Choose a color for the text.

   Note: Some printers can not print white text (instead, the text will be printed in black).   Please refer to your printer's manual for specific information.
6. Choose OK.

Note: If you increase font sizes, you may need to decrease the amount of text to be printed on the page.   For example, if the header fits on the page as 12pt "My Business and Personal Schedule" and then is increased to 24pt, try changing the Header to "My Schedule."   Otherwise, when you return to the layout window, the header text may appear to be printing off the page.   Or, if text is overlapping a border, you can try removing the border.

See Also
Selecting a Layout
Customizing Layouts
Setting Up Your Printer

You can customize the way text appears on the printed page.

To change fonts
1. Select the area to which you are changing the font.   See <u>About Layout Areas</u>.
2. Choose the Change... button.
3. Make your font selections.
   Repeat steps 1 through 3 to change fonts for different areas of your layout.
4. Choose OK.

Note: If you increase font sizes, you may need to decrease the amount of text to be printed on the page.   For example, if the header fits on the page as 12pt "My Business and Personal Schedule" and then is increased to 24pt, try changing the Header to "My Schedule."   Otherwise, when you return to the layout window, the header text may appear to be printing off the page.   Or, if text is overlapping a border, you can try removing the border.

See Also
<u>Selecting a Layout</u>
<u>Customizing Layouts</u>
<u>Setting Up Your Printer</u>

From the Shading dialog, you can choose the shading or color for specific areas of your layout.

To shade or color a layout area
1. Select the area which you are shading or coloring.   See About Layout Areas.
2. Choose one of the options from the list of grey shading levels or colors.
    Repeat steps 1 and 2 for each layout area you want to shade and/or color.
3. Choose OK.

A Note on Shading and Colors: If you are using a printer which does not print color, when you print certain layouts you may notice that the shaded areas may appear too dark.   This occurs because some layouts have been specified to print in color, and these colors are not being translated to a proper shade of grey for your printer.   Printers vary greatly on how they interpret colors into shades of grey.   You may want to change some of the default layout shading and color specifications to a lighter shade of grey, or remove the colors completely.

See Also
Selecting a Layout
Customizing Layouts
Setting Up Your Printer

The Quick Planner lets you add or edit events and to do items, and more:

- To edit an event or to do item, either click on it to make it active in the entry bar, or highlight it and press F2.
- Select the New Event or New To Do buttons to add a new event or to do item.
- If you choose the Go To button, the Day Planner will open to the selected day.
- Choose Cancel to close the Quick Planner and return to the current Quick Glance.

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See Also
Changing from Calendar to Graph View

attach

Attach "adds" information from one file to the display of another file.   You can use attach to look at another file while you are looking at your own.   This is especially useful when viewing Holiday files.

There are two ways to attach files:

- Select Attach from the File menu.   Use this to attach one or more files to the current file on which you are working.
- Specify Default Attached Files by selecting Settings from the Options menu.   Default Attached Files will automatically be attached to files created using New from the File menu.

To attach a file

1. Choose the Attach button.

2. Select the file to attach to the current file.

3. Choose OK to confirm the file selection.

You will be able to view the attached file's information.

You can detach a file the same way you attach a file, except you choose the Detach button in the Attach dialog.

See Also

Attaching Files
About Holidays

To merge files

1. Specify the date range and groups of items to merge.
2. Choose OK to save the changes.

When the merge is complete, your current file will contain the information from the merged file.
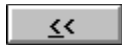

See Also

Merging Files

≤≤	**Help** You can always press F1 for help.

≤≤   **Using the Day Planner**

To	Press
Add a new appointment or event	F3
Add a new to do item	F4
Edit the selected item	F2
Add details	F9
Add notes	SHIFT+F9
To move between the Appts/Event and To Do List pages	TAB and SHIFT+TAB
Display next page	CTRL+RIGHTARROW
Display previous page	CTRL+LEFTARROW
Go to today	CTRL+HOME

≤≤   **Using the Address Book**

To	Press
Add a new address entry	F5
Edit the selected item	F2
Add address details	F9
Add notes	SHIFT+F9
Display next page	CTRL+RIGHTARROW
Display previous page	CTRL+LEFTARROW

≤≤

≤≤
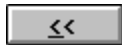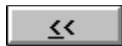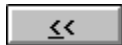
≤≤   **Using the Quick Glances**

To	Press
Add a new appointment or event	F3
Add a new to do item	F4
Display the Quick Planner	F2
To move between days	The ARROW keys
Week Glance Calendar - To move between days	TAB and SHIFT+TAB
Year Glance Calendar - To move between months	TAB and SHIFT+TAB
Display next time period	CTRL+RIGHTARROW

Display previous time period   CTRL+LEFTARROW

⟨⟨   **Using the Layout Window**

To	Press
Change starting date	F2
Set number of periods	F2
Turn Overflow ON/OFF	F2, SPACEBAR

File   **File Menu Commands**

To	Press
Create a new file	CTRL+N
Open a file	CTRL+O
Save a file	CTRL+S
Print a layout	CTRL+P
Exit AnyTime	ALT+F4

Edit   **Edit Menu Commands**

To	Press
Cut text	CTRL+X
Copy text	CTRL+C
Paste text	CTRL+V
Undo	CTRL+Z

| << |

Delete

To delete an event, to do item, or address book entry

▪ Highlight the item you are deleting, and click the Delete button on the <u>tool bar</u>, or choose Delete from the Day Planner or Address Book menu (whichever is displayed), or press the Delete key.

≪   **Help**

To display help, simply click the Help button in the <u>tool bar</u>, or press F1.   You can also select an option from the Help menu.

To display a menu within AnyTime
- Click on the menu of your choice, or
- Press ALT+the underlined letter.

File   Edit   View   Options   Help   Window

To learn more about each menu option displayed in the graphic above, click on a menu topic, or press TAB to highlight a topic, and press ENTER.

```
┌─────────────────────────┐
│ File                    │
├─────────────────────────┤
│ New          Ctrl+N     │
│ Open...      Ctrl+O     │
│ Save         Ctrl+S     │
│ Save As...              │
│                         │
│ Attach...               │
│ Merge...                │
│                         │
│ Page Setup...           │
│ Print...     Ctrl+P     │
│ Print Setup...          │
│                         │
│ Import              ▶   │
│ Export              ▶   │
│                         │
│ Delete Data...          │
│ Exit         Alt+F4     │
└─────────────────────────┘
```

New
Creates a new AnyTime file.   Any default attached files which have been selected will automatically be opened with your new file.   See Attaching Files for more information.

Open...
Loads an existing AnyTime file.   AnyTime files have the file extension of .ATW.

Save
Saves your current file to disk as the same name.

Save As...
Prompts you for a new name, and then saves the current file with the new name.   This is useful for making a backup file copy.   For example, you can save a file named MYFILE.ATW as MYFILE.BAK.

Attach...
Loads information from an existing AnyTime file into the current file for viewing.   Note, you can not change information from an attached file, it is provided for reference only.

Merge...
Adds information from an existing AnyTime file into the current file.   You can change or edit any of the merged information.

Page Setup
Sets your preferred layout sizes in three categories: Full Size, Organizer Size, and Pocket Size.   You can select a layout size from each category.

Print...
Prints the currently selected layout.

Print Setup...
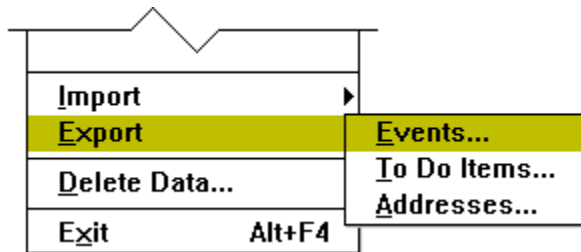Sets your printer choice, and various printer options.

Import...

Takes a text file or file previously created in AnyTime for DOS and merges it with the currently open file. See Importing Files or Using AnyTime for DOS Files for more information.   Note: AnyTime for Windows files can not be used by AnyTime for DOS.

```
┌──────────────^───────────────┐
│                              │
│  Import          │ Events...                   │
│  Export          │ To Do Items...              │
│                  │ Addresses...                │
│  Delete Data...  │─────────────────────────────│
│                  │ AnyTime for DOS...          │
│  Exit      Alt+F4│                             │
└──────────────────┘
```

Export...
Saves selected information into a .CSV text file.   See Exporting Files for more information.   This file can be read by wordprocessors, spreadsheets, or many other programs.

```
┌──────────────^───────────────┐
│                              │
│  Import          ▶│                            │
│  Export          │ Events...                   │
│                  │ To Do Items...              │
│  Delete Data...  │ Addresses...                │
│                  │                             │
│  Exit      Alt+F4│                             │
└──────────────────┘
```

Delete Data...
Removes Day Planner information from the current file which occurs between specified dates.

Exit...
Quits AnyTime for Windows.

Edit

Cu**t**	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Search...	

Cut
Removes selected text and places it in the Windows' Clipboard.

Copy
Copies selected text and places it in the Clipboard.

Paste
Places text from the Clipboard into the current window or dialog.

Clear
Removes all text from the current item.

Search...
Lets you look in your database for specified text and locates all occurrences.

View
Day Planner
Address Book
Layout Window
Week Glance
Month Glance
Year Glance

Day Planner
Displays the Day Planner for entering appointments, events, and to do items.

Address Book
Displays the Address Book for recording names and addresses.

Layout Window
Displays the Layout Window for selecting and customizing a layout for printing.

Week Glance
Shows the Week Glance for viewing your schedule in a week format.

Month Glance
Shows the Month Glance for viewing your schedule in a month format.

Year Glance
Shows the Year Glance for viewing your schedule in a year format.

Settings...
Displays program settings for changing the date and time formats, turning on/off all <u>alarms</u>, choosing to confirm all deletions, and for selecting default <u>attached</u> files.

Day Planner...
Displays options for the Day Planner.   You can set starting and ending times, the time increment, the default alarm tune, and select a to do <u>rollover</u> setting.

Address Book...
Displays Address Book options.   Choose to display names and addresses by first or last name, and choose how the names should be <u>sorted</u> in your Address Book, either by first, last, or company name.

Quick Glances...
Displays options for the Quick Glances.   You can set the starting and ending times, and the time increment for the <u>graph</u> views.   For the Year Glance, you can set the Busy Day Alert, which notifies you if there are more than a certain number of events scheduled on one day.

Groups...
Lets you select one or more group(s) for viewing and printing.   You can also choose this to add and delete groups from the list.

Help

Contents
Keyboard
Getting Started
Search for Help on...
How to Use Help
About AnyTime...

Contents
Shows a list of help topics.

Keyboard
Displays keyboard shortcuts.

Search...
Searches for a help topic.

How to Use Help
Displays instructions for using Help.

Getting Started
Introduces you to AnyTime.

About AnyTime
Displays serial number and version information.

Tile
Displays windows in a tile pattern.

Cascade
Cascades the windows which are open.

Address Book

New Address	**F5**
Edit	F2
Address Details...	F9
Notes...	Shift+F9
Copy Special	▶
Delete	Del
Next Page	Ctrl+Right
Previous Page	Ctrl+Left
Choose Letter...	
View	▶

New Address
Starts a new address entry.   Cursor is placed into the entry bar, or into the Address Details Dialog if it is open.

Edit
Starts editing of an existing address.   Cursor is placed into the entry bar, or into the Address Details Dialog if it is open.

Address Details...
Displays the Address Details dialog.

Notes...
Displays the Address Notes.

Copy Special
Copies information from the selected address into the clipboard.   Once in the clipboard, the address can be copied into any other Windows program.

Notes...	Shift+F9		
Copy Special		**All Fields**	
Delete	Del	Name, Company, Address	
Next Page	Ctrl+Right	Name, Address	
Previous Page	Ctrl+Left	Name, Phone 1	
Choose Letter...		Name	
View		Address	
		Phone 1	
		Notes	

Selecting an option from the Copy Special menu, displayed above, will copy that

information to the clipboard.   For example, selecting Name, Address will copy the selected entry's name and address to the clipboard, ready to place in your wordprocessor or other application.

Delete
Deletes the selected address.

Next Page
Flips the Address Book to the next page, displaying the next letter.
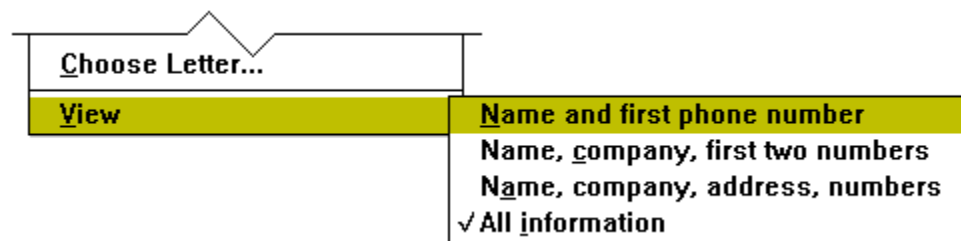
Previous Page
Flips the Address Book to the previous page, displaying the previous letter.

Choose Letter
Displays the Choose Letter dialog. Using this dialog you can quickly move to any letter in the Address Book.

View
Varies the amount of information displyed in the Address Book.   Selecting from the View menu, show below, changes what is shown on each address entry.

import

Select Import from the File menu to open a file exported from another program in .CSV format or a file created in AnyTime for DOS.   The file will be merged with the currently open AnyTime for Windows file.

Note: AnyTime for Windows files can not be used with AnyTime for DOS.

You can use this dialog for opening or saving a file.   This dialog is also used when merging, attaching, and importing a file to the current file.

To choose a file
1. If the file you want is on a different drive, select the new drive from the Drives drop-down list box.
2. From the Directories box, choose the directory where the file is located.   All AnyTime for Windows' files have the file extension of .ATW.
3. From the list of File names, select the file.
4. Double-click the file name or choose the OK button.

See Also
Advanced File Features
Attaching Files
Deleting Data
Merging Files
Using AnyTime for DOS Files

To delete data
1. For your Day Planner, select the type(s) of data to delete (events and/or to do items).
3. Specify the starting date and ending date of the data you are deleting.
3. Choose Delete (ALT+D) to start the deletion.

When the deletion is complete, your current file will no longer contain the data which was removed.

Note: Delete Data... will not delete <u>attached</u> file information.   You can either choose Detach by choosing Attach... from the File menu, or open the attached file, and then choose Delete Data...

See Also
<u>Deleting an Address Book Entry</u>
<u>Deleting an Event or To Do Item</u>
<u>Deleting Group Names</u>

AnyTime is notifying you that another event has already been scheduled at or during the same period of time as the event you just entered.   You can choose OK to continue adding the event, or choose Cancel to change the current event.

AnyTime will notify you if another event has already been scheduled at or during the same period of time as the event you are currently entering.   From the dialog, you can choose OK to continue adding the event to your schedule, or choose Cancel to change the current event.

AnyTime gives you the option to automatically move, or <u>rollover</u>, any to do items from previous days which have not been checked off as done.   This allows you to keep your day-to-day to do list current.

The To Do Rollover dialog appears if you have to do items from previous days which have not been checked off as done.   From this dialog, you can choose:

Select All
To automatically highlight all of the items in the list.   Use this if you want to perform an action to all of the items at one time.

Mark as Done
To automatically check off the selected to do item(s) as done.   This will leave the items on the days on which they last appeared.

Rollover to Today
To automatically move the selected to do item(s) to the current day.   This allows you to keep your to do list up-to-date.   You can then check off items as they are completed.

Leave As Entered
To leave the selected to do item(s) as they are currently entered.   They will not be moved to the current day.

Close
To close the dialog and leave all to do items as they currently are entered.

You can change the to do rollover options by choosing Day Planner... from the Options menu (ALT+O, D).

_____

See Also
<u>Options, Program Settings</u>

Use the Week Glance to view your schedule by week.   You can view the Week Glance in calendar or graph view.

Using the Week Glance Calendar

To edit an event or to do item, simply click on the item you want to edit (or use the arrow keys to highlight a block and press F2).   You can then use the entry bar to make your changes or add a new item.

To move between days, click within the desired day.   If you are using a keyboard, press TAB and SHIFT+TAB.

To select an item, click on the item; or use the arrow keys to highlight an item, then press ENTER.

Using the Week Glance Graph

To view and edit a day's events and to do items, double-click within any time block (use the arrow keys to highlight a block and press ENTER).   The Quick Planner will display. From the Quick Planner you can view events and to do items.   Select any event or to do item to quickly make a change.   You can also add new events or to do items.

Colors in the Graph View Only

- Holidays are in red.
- Time blocks with scheduled events are in green.
- Time blocks with overlapping events are in yellow.
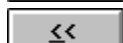
Quick Glance Window Options

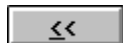Each Quick Glance offers these options in the bottom area of each window.

<<

Date Slider   Quickly opens the Quick Glance to a new date

<<

Go To Today   Opens the Quick Glance to the current day

<<

Fast Date   Changes the date which is displayed

<<

Graph view   Displays the graph view of the current Quick Glance

<<

Calendar view Displays the calendar view of the current Quick Glance

Options Menu

There are more Quick Glance options available by choosing Quick Glances... from the Options menu (ALT+O, Q).   The Quick Glance Options dialog lets you specify graph view options, such as start and end times, and time increments. Also, AnyTime will color time blocks with overlapping events (in yellow).

_____

See Also
Quick Glances Overview
Changing from Calendar to Graph View

Use the Month Glance to view your schedule by month.   You can view the Month Glance in calendar or graph view.
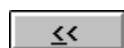
Using the Month Glances

To view and edit a day's events and to do items, double-click within any day or time block (use the arrow keys to highlight a block and press ENTER).   The Quick Planner will display.   From the Quick Planner you can view events and to do items.   Select any event or to do item to quickly make a change.   You can also add new events or to do items.

Colors

- Holidays are in red.
- Time blocks with scheduled events are in green.
- Time blocks with overlapping events are in yellow.

Quick Glance Window Options

Each Quick Glance offers these options in the bottom area of each window.

<<

Date Slider   Quickly opens the Quick Glance to a new date

<<

Go To Today   Opens the Quick Glance to the current day

<<

Fast Date   Changes the date which is displayed

<<

Graph view   Displays the graph view of the current Quick Glance

<<

Calendar view Displays the calendar view of the current Quick Glance

Note: AnyTime will remember the last used view.

Options Menu

There are more Quick Glance options available by choosing Quick Glances… from the Options menu (ALT+O, Q).   The Quick Glance Options dialog lets you specify graph view options, such as start and end times, and time increments. Also, AnyTime will color time blocks with overlapping events (in yellow).

See Also
Quick Glances Overview
Changing from Calendar to Graph View

maximize

Choose the maximize button in the upper-right corner of a window to enlarge it (ALT+HYPHEN, X).   Once the window is maximized, you can choose
 the restore button to return the window to its previous size (ALT+HYPHEN, R).

The Year Glance lets you view your schedule year-by-year.   You can view the Year Glance in calendar or graph view.

Using the Year Glances

To view and edit a day's events and to do items, double-click on any day or within a day block (use the arrow keys to highlight a day and press ENTER).   The Quick Planner will display.   From the Quick Planner you can view events and to do items.   Select any event or to do item to quickly make a change.   You can also add new events or to do items.

Colors

- Holidays are in red.
- Days with scheduled events or to do items are in green.
- Busy days are in yellow.

Quick Glance Window Options

Each Quick Glance offers these options in the bottom area of each window.

`<<`	Date Slider	Quickly opens the Quick Glance to a new date
`<<`	Go To Today	Opens the Quick Glance to the current day
`<<`	Fast Date	Changes the date which is displayed
`<<`	Graph view	Displays the graph view of the current Quick Glance
`<<`	Calendar view	Displays the calendar view of the current Quick Glance

Options Menu

There are more Quick Glance options available by choosing Quick Glances... from the Options menu (ALT+O, Q).   The Quick Glance Options dialog lets you specify graph view options, such as start and end times, and time increments.

Another option is the Busy Day Alert.   AnyTime can alert you when you have scheduled over a certain number of appointments on a day.   This notification is called the Busy Day Alert.   For example, you decide how many appointments per day means you have a busy day, for example, 7.   Then, once you have scheduled 7 appointments on a day, AnyTime will display that day in yellow to caution you when scheduling more appointments.

Note: If you are using the Year Glance Calendar, enlarge or maximize the Glance window in order to view a full 12 months.

_____

See Also
Quick Glances Overview
Changing from Calendar to Graph View

portrait or landscape

AnyTime offers both portrait and landscape page orientations.   Portrait will print your layout vertically.   Landscape will print your layout horizontally.

You can use this dialog for naming and saving a new file or saving an existing file under a new name.

To save a new file or an existing file under a new name
1. To save the file on a different drive, select the new drive from the Drives drop-down list box.
2. From the Directories box, choose the directory where you want to save the file.
3. In the File Name box, type a name for the file.
   All AnyTime for Windows' files have the file extension of .ATW.
4. Choose the OK button.

See Also
Advanced File Features
Attaching Files
Deleting Data

You can choose Page Setup from the File menu (ALT+F, G) to select your preferred layout sizes.   There are three categories of sizes: Full Size, Organizer Size, and Pocket Size.   You can select a layout size from each category.   Then, when you choose a layout from the Select Layout dialog, your preferred page size will automatically be printed.

For example, in Page Setup you can select the Day Runner Classic Organizer size.   Then, in the Select Layout dialog, choose the Daily Sprinter layout Organizer size.   When the layout is printed, it will automatically be printed in the Day Runner Classic size.

Note: To specify the paper size used by your printer, select Print Setup from the File menu.

You can also use the Page Setup dialog to set these options:
- Position on the page - lets you specify where you want the layout positioned on the page, such as centered, in the top-right area, etc.
- Page Options - you can turn ON or OFF cut lines and hole punch guides.
- Print Adjustment - when printing to preprinted forms, you may need to make some slight page adjustments so the data will print in the allotted spaces.

See Also
Selecting a Layout
Setting Up Your Printer
Page Setup

From this dialog, you can select your layout sizes.   There are three categories of sizes: Full Size, Organizer Size, and Pocket Size.   You can select a layout size from each category. Then when you select a layout, you can choose to print the layout in one of the three sizes.

To choose a paper size in each category
1. Select a paper size (use the uparrow and downarrow keys to highlight a paper size, then press ENTER).
2. Press TAB to move to the next paper size category.
3. Repeat steps 1 and 2 for each paper size category.
4. Choose OK.

Note: To specify the paper size used by your printer, select Print Setup from the File menu.

Setting a Position
Use the Position option to choose where your layout will print on the page.   Use this if you will be printing Organizer and Pocket Size layouts on 8.5" x 11" paper, and want to print on both sides of the paper.

For example, if your printer automatically prints an Organizer layout on the top-left corner of the page, when you turn the paper over to print on the reverse side, choose the bottom-left position.   When you retrieve the printed page, the two layouts should have been printed in the same area of the page.

Page Options
You can turn ON or OFF these options:
|	
Cut Lines	Use when printing Organizer-size layouts on 8.5" x 11" paper.
Hole Punch Guides	Displays marks to guide you in hole punching the page.

Print Adjustment
This option is provided if you will be printing to preprinted forms, such as Avery forms, and the data is NOT correctly lining up with the forms.   Otherwise, you will not need to make any page adjustments.

Note: If you are using more than one printer, you may notice that the same layout will print in a slightly different location on the page, depending on the printer.   This is because every printer has a different unprintable region, and positions the layout differently.

Here are examples of layouts which are not being printing in the correct position on the page.
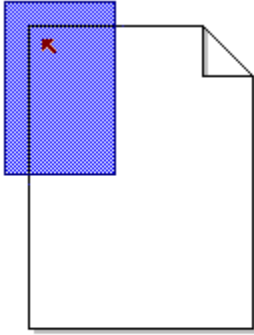
Printed too high and far left on the page
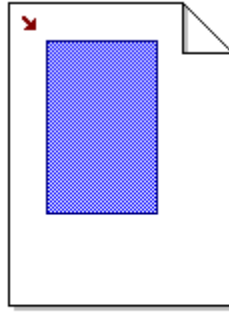
Printed too low and far right on the page

You can type the following numbers to adjust how your layouts are positioned on the page. Each number is an increment of 1/32 of an inch, and you can move the layout in either direction up to 2".

To move the layout up or down, enter a number in the Top: field.
To move the layout right or left, enter a number in the Left: field.

If too high/left on the page:		If too far down/right on the page:	
Type	To Move Down/Right	Type	To Move Up/Left
1	1/32"	-1	-1/32"
2	1/16"	-2	-1/16"
3	3/32"	-3	-3/32"
4	1/8"	-4	-1/8"
5	5/32"	-5	-5/32"
6	3/16"	-6	-3/16"
7	7/32"	-7	-7/32"
8	1/4"	-8	-1/4"
9	9/32"	-9	-9/32"
10	5/16"	-10	-5/16"
11	11/32"	-11	-11/32
12	3/8"	-12	-3/8"
13	13/32"	-13	-13/32"
14	7/16"	-14	-7/16"
15	15/32"	-15	-15/32"
16	1/2"	-16	-1/2"
↓	↓	↓	↓
24	6/8"	-24	-6/8"
↓	↓	↓	↓
32	1"	-32	-1"
up to 64	2"	up to -64	-2"

See Also
Selecting a Layout

field(s)

A special code which starts with "<" and ends with ">".   You can use fields to have variable information automatically entered for you in the Header or Footer areas of your layouts. For example, you can keep track of when layouts are printed by adding <printdate> and <printtime> to a footer.

You can enter the following <u>fields</u> into the Header and Footer areas of the Layout Options dialog.   Use these handy field names to have AnyTime automatically insert information which may vary between pages of your layout.

Field Name	Inserts	Example
<filename>	Name of the current file	MYFILE.ATW
<layoutname>	Current layout name	Sprinter
<printdate>	Date the layout is being printed	August 2, 1994
<printdateshort>	Date the layout is printed in short format	Aug 2, 1994
<printtime>	Time the layout is being printed	8:00p
<date>	Selected date being printed	November 11, 1994
<dateshort>	Selected date in short format	Nov 11, 1994
<weekday>	Week day being printed	Friday
<weekdayshort>	Week day in short format	Fri
<month>	Month being printed	November
<monthshort>	Month in short format	Nov
<monthday>	Month and day being printed	November 11
<monthdayshort>	Month and day in short format	Nov 11
<year>	Year being printed	1994
<yearshort>	Year in short format	' 94
<spandate>	Date range being printed	March 1, 1994 - June 1, 1994
<spandateshort>	Date range being printed in short format	Mar 1, 1994 - Jun 1, 1994
<spanmonth>	Month range being printed	March 1994 - June 1994
<spanmonthshort>	Month range being printed in short format	Mar 1994 - Jun 1994
<spanyear>	Year range being printed	1994 - 1996
<spanyearshort>	Year range being printed in short format	' 94 - ' 96
<spanletter>	Letter range being printed	A-G
<pagenumber>	Page number of the printed page	1, 2, 3, etc...

AnyTime offers over 40 exceptional, high-quality, professional-looking layouts from which you can choose.   There are layouts to print information from your Day Planner, Address Book, and Quick Glances.

To select a layout, choose the Select... button on the layout entry bar (ALT+L, S).

To customize the way a layout looks, choose Options... on the layout entry bar (ALT+L, O).

Keyboard users:
To change the options listed below, press F2 to access the layout entry bar.

To specify the date to be printed, enter a date in the Starting Date field on the entry bar.   For example, 1/1/96.   The layout will be printed starting with the information on 1/1/96.

If you want to print more than one time period, such as a day or a month, you can enter a number, such as 3, in the Periods field.   Then, 3 consecutive days or months will be printed.

If you have selected an Address Book layout, you can enter the starting and ending letters to be printed.

To have overflow information automatically printed, select Overflow Pages.   If you turn Overflow Pages OFF, then any information which does not fit on your layout will not be printed.

Overflow Symbols:
  * An asterisk will print to show that there are more items than will fit in the particular section, or time block.   The items that did not fit in the section, or time block, will be printed on the overflow page(s).
  + The plus sign is printed beside an individual item if its information will not fit in the printed area.   Instead,   AnyTime will print a one line description, and then print the complete information on the overflow page(s).

The layout window shows the currently selected layout.   As you select a new layout, the layout window will be updated.   To see the clearest, and most precise image of the layout, choose Zoom 200% (ALT+L, V).   Also, as you customize layout options, such as changing <u>font</u> sizes and adding colors, you will see the changes reflected in the layout window.
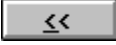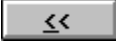
A Note on Fonts: If you increase font sizes, you may need to decrease the amount of text to be printed on the page.   For example, if the header fits on the page as 12pt "My Business and Personal Schedule" and then is increased to 24pt, try changing the Header to "My Schedule."   Otherwise, the header text may appear to be printing off the page.   To change fonts, choose the Options button in the entry bar, or choose Layout Options from the Layout menu.   Then choose the Fonts button.

A Note on Shading and Colors: If you are using a printer which does not print color, when you print certain layouts you may notice that the shaded areas may appear too dark.   This occurs because some layouts have been specified to print in color, and these colors are not being translated to a proper shade of grey for your printer.   Printers vary greatly on how they interpret colors into shades of grey.   You may want to change some of the default layout shading and color specifications to a lighter shade of grey, or
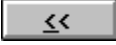
remove the colors completely.   To change shading, choose the Options button in the entry bar, or choose Layout Options from the Layout menu.   Then choose the Shading button.

Layout Window Options

You can change the way the layout displays in the layout window by using these buttons located in the bottom area of the window, or by choosing View from the Layout menu.

<u><<</u>	**Fit Whole PageFits the full layout in the layout window**
<u><<</u>	**Fit Page Width Fits the full width of the layout in the layout window**
<u><<</u>	**Actual Size Displays your layout at 100% size**
<u><<</u>	**Zoom 200% Enlarges the layout to 200%**

If you are viewing more than one page, use:

<u><<</u>	**Previous Page Displays the previous layout page**
<u><<</u>	**Next Page Displays the next layout page**

__See Also__
<u>Selecting a Layout</u>
<u>Customizing Layouts</u>
<u>Setting Up Your Printer</u>
<u>Page Setup</u>

overflow

Overflow means that there is too much information, such as appointments, events, to do items, and names and addresses to fit on the printed page.

Depending on the layout, AnyTime will either automatically print the overflow items in a listing on a second page or print multiple pages of the layout with the overflow information.

Every layout is made up of different pieces, or areas.   You can customize many of these areas by changing fonts, borders, and shading.   Here are some examples of different areas used in two different layouts.

Here are some areas which you can change in the Month Planner -----
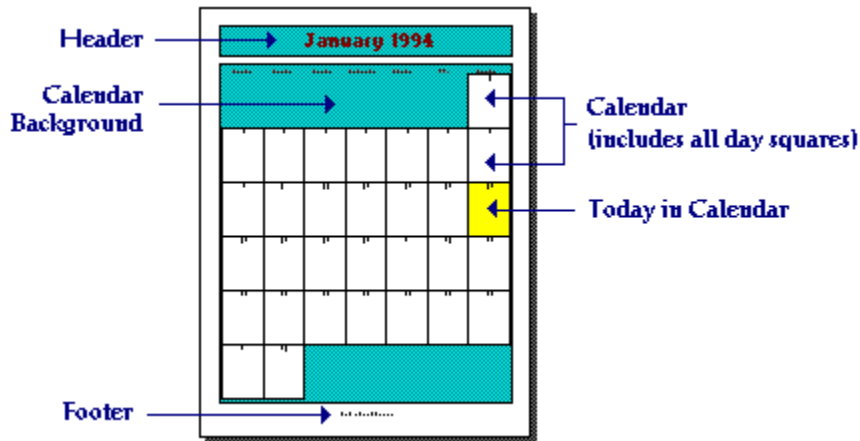
Here are some areas used in the Daily Sprinter -----
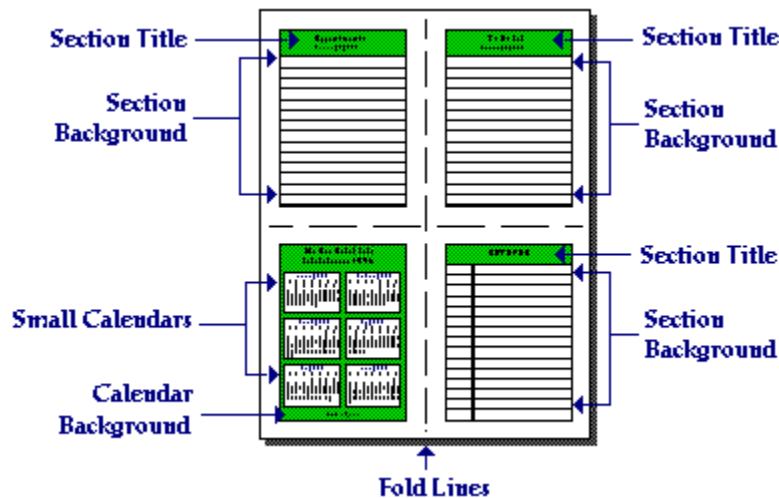
Experiment with changing the different areas of your favorite layouts.   Try changing an area and viewing it in the layout window.   You can change as many areas as you prefer.   And remember, you can select the Default button from the Layout Options dialog to return to the original design of the layout.

See Also
Customizing Layouts

An <u>alarm</u> has been set for each appointment, event, or to do item which is listed in the Past Alarms dialog.   However, AnyTime was unable to sound the alarm(s) at the set times (either because AnyTime was not actively running, or your computer was turned off).   Please refer to the list to stay informed of upcoming events.   To continue, choose OK.

Note: If you have set an alarm for an <u>untimed</u> event or a to do item, the alarm will sound when you first start AnyTime on the day the event or to do item occurs.