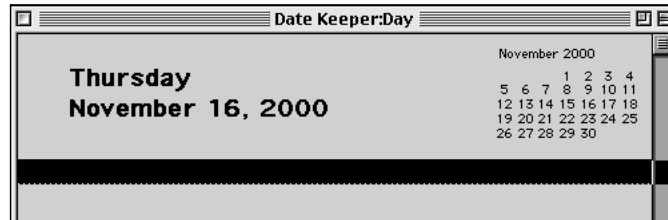


D A T E K E E P E R

The Date Keeper helps you keep track of your schedule, appointments, To Do lists, Goals, Ideas and Diary entries. It has views for day, week, month or user defined periods. Among the printed reports are pocket directory sized pages for a day or week at a time. A Merge feature makes it easy to update separate copies of Date Keeper, say from your laptop to your office computer or vice versa. Date Keeper tracks one or several persons' schedules. Track details of your life, professional and personal.

When you open Date Keeper it displays the Day window with the current day's docket; today's scheduled items.

The top of the Date Keeper:Day window shows the day of the week and the date. To the right is a small display of the month. There are buttons imbedded throughout the window that access a number of different views and functions. Although they're hidden from view, they're easy to find and use.



A popup menu built into the Date display conveniently moves the date backward or forward, one day at a time from the date and schedule displayed. Click anywhere within the top of the window, except for on the small calendar, to use this popup menu.

You have a number of date selecting options in this menu and you can hide, show and enter new items from it.

To use another feature, click on the calendar and a full-month calendar opens. Hold the Opt/Alt key as you click to open a quarter year display. More on these features in a moment.

The rest of the Day window is a list of Items you enter for the day. The first time you open Date Keeper it's most certainly empty, just waiting to nudge you. As you make a list of Items, move up or down through them using the arrow keys on your keyboard. Only one line of the list, a single entry, is highlighted at a time. When an Item is highlighted, it is active and you can edit or remove it.



Two very similar windows in Date Keeper, Week and Range, allow you to see a week at a time or a series of days you specify.

New entries to Date Keeper are always made in the Item window, so we'll get right to it. To grasp the impact of Date Keeper, it's helpful to have some entries to look at as you learn about each window. Think of something that you need to do or an upcoming event or two. As you follow along, make some entries.

I T E M

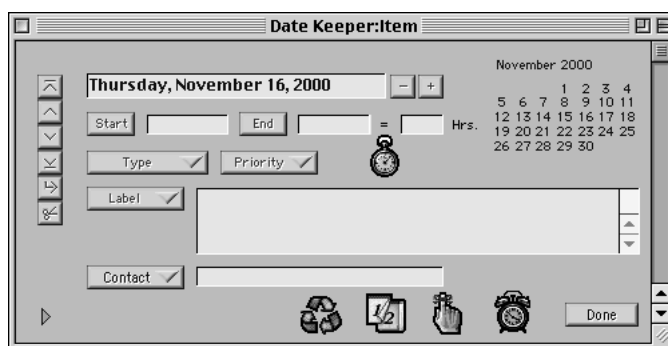
The Item window is opened several ways. Press Return on Macintosh, Enter on Windows or type Cmd/Ctrl-E to make a new entry or double-click on any of the lines below the top the Day window. If this is the first time you've opened Date Keeper, the one and only line there is highlighted and empty as shown in the illustration above. All these methods open the Item window.

You recognize the button strip on the left. It's the one you use to move up and down through the records and to add or delete records.

Go ahead. Enter an Item.

There is a wide variety of places and ways to enter information. There are popup menu choices, text boxes for you to type in and some things calculate and enter automatically.

There are also icons along the base of the window to use for additional options. And there is an expand/collapse triangle in the lower left corner. Click the triangle to expand the window to either show or hide details. A red asterisk appears if there are details entered.



To exit the Item window and return to the Day view, type Cmd/Ctrl-D or click on the Done button.

The Item window displays the details of each Date Keeper entry. It's the place to make new entries and review details or modify existing entries.

ENTERING DATES

The top of the Item window displays the date of the current entry. New entries always open with the date you were viewing in the previous window.

Note: Not all entries need a date. Some should not have a date as you'll see when we discuss To Do's and Goals later in this chapter.

This is a very smart date cell. While the Date cell in the Item window does not automatically enter slashes as you enter the numerals, it is extremely tolerant of the way you enter dates. You don't have to enter leading zeros for single digit days and months. To give you an idea of the possibilities, imagine that on July 1st, 1999, you want to make a note of your mother's next birthday. You can type 1/24/00 including the slashes, or type jan 24 00 or January 24, 2000. Date Keeper recognizes the first three letters of the month or the full name, upper or lower case. All of these entries display Friday, January 24, 2000. ♦ *Tip*

Tip: For international users, the order of entry for all of these date entry formats is influenced according to your date format settings in the Flow Chart Date & Money Prefs.

If the Item date you enter is within six months of the date you actually make the entry, you can leave off the year and get the correct year. However, there are some rules. In the above birthday scenario, InView assumes that you mean the January 24th closest to the date you are making the entry (July 1, '99). On July 1 the closest January 24 is in '99 and the entry reads January 24, 1999, but by the end of July the very same entry (month and day with no year) reads January 24, 2000 because '00 is now closer.

Make entries using the names of the days in the week too — for either the current week, a week ahead or a week behind. If you enter Mom's birthday during the preceding week of the big day, say, on Tuesday, January 18th, type "next mon" or "next Monday". "mon" or "Monday" all by itself gets you January 17th because InView assumes that you mean Monday of the current week. Weeks begin on Sunday, so "last mon" or "last Monday" produces January 10.

You can also type the word, "today," "yesterday" or "tomorrow" to enter a date. Or use "t" dates; t meaning today. t14 is today plus 14 days, t365 is a year from today, t-30 is a month ago. We said it was flexible.


To the right of the date are Minus and Plus buttons. These change the date of an entry backward or forward, one day at a time. Hold the Opt/Alt key and click the button to change the date in two day increments.

Notice that we said change the date. Use the buttons only if the date displayed is not the date you want for this entry... and you don't feel like typing.

ENTERING TIMES

The Item window has three cells to enter times: the Start, End and Duration. These are not required, but very useful. Some things don't have specific times or may have a specific Start time but uncertain duration. You can use one without the other.

Time entries are flexible. If you enter 10 as the Start time, Date Keeper displays 10:00 AM. Type 817. The entry is 8:17 AM. Enter only the hour or include the minutes, but minutes require two digits. Without two digits for minutes, your entry is misinterpreted as representing hours. An entry of 45 does not get 4:50 unless the zero is included. Without the zero it's interpreted as 45 hours after midnight; 9PM on the fourth trip around the face of the clock.

The letter P makes an entry after noon. 7:45 PM. When you enter digits without specifying A or P, remember, Date Keeper is programmed to see 6 AM as  the start of a business day. Yep. We're early birds. Type a 6, 8 or 11 and it adds AM. 12, 230 or 5 are automatically PM. You must indicate Start times between midnight and 6AM by typing AM, or a, or A. Times from 6 PM to midnight require the letters PM, or p, or P.

End times are entered in the same way as Start times, with one small difference. A Start time of 9 AM followed by an End time of 7 cannot possibly be 7 AM. Right? Date Keeper enters the 7 as PM.

If you enter an End time, Date Keeper calculates and enters the Duration. You might enter the Duration rather than the End time. Then the End time is automatically entered for you.

START AND END

Beside each of the time cells is a button. These buttons, Start and End, enter the current time in the adjacent cell. If you type the word Now for the Start or End time, the current time is automatically entered. Hey, sometimes we don't wear a watch!

T I M E

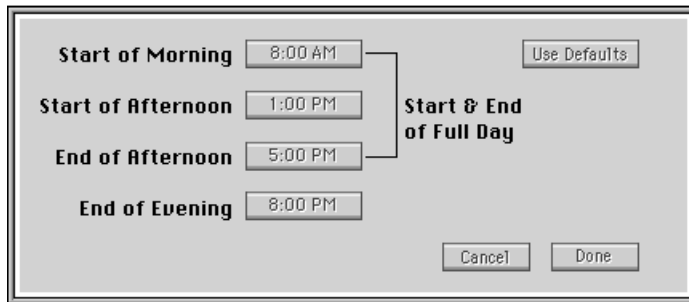
The watch icon represents a popup menu to expedite time entries and set time related preferences. When you click on the menu it lists seven common time blocks. Choose any one of them to enter the appropriate Start and End times. You can define literal duration for each of these. Choose Preferences at the bottom of the Time menu.



T I M E P R E F E R E N C E S

Select Time Preferences from the Time menu. A dialog box opens to display a series of buttons. The times you set for these buttons control the range of each time block listed in the Time menu. Morning runs from the time you enter as Start of Morning to 12 noon. Lunch has no button here but most people think of Lunch as starting at noon and going to the time shown for the Start of Afternoon. Afternoon runs from Start of Afternoon to the End of Afternoon. Evening is the time between the End of Afternoon and the End of Evening. Night is the End of Evening to Midnight. Full Day runs from the Start of Morning to the End of Afternoon. It's all very logical, and the choices are yours.

To modify these time blocks, click on a button, enter a new time. It's as simple as that. The Use Defaults button returns all the times to their as-shipped settings. When you're satisfied, click DONE to install your Preferences or click Cancel to exit the dialog box without making any changes.



Note: Regardless of your Start of Morning setting, InView continues to use 6 AM as Start of the Day to determine AM or PM when unspecified entries are made in the Start and End times.

Note: Time blocks ending at midnight are shown as 11:59 PM since technically midnight starts another day. 24 Hours is midnight to midnight. Only Einstein could possibly offer exceptions.

M O N T H

The right corner shows that small month calendar. It still opens a big month calendar when you click on it. It still opens a quarter year view if you hold the Opt/Alt key while clicking. And we still promise to tell you more about it...later.

Below the Date and Time are three popup menus for optional markings for entries.

T Y P E

The first is used for indicating the Type of entry you're making. Type helps when you search for things or glance over your schedule. Symbols representing the Type appear along the left margin of the Day and Week views and other similar windows.



The Types are: Business, Personal, To Do, Diary, Goal, Idea and Other..., dealers choice. In the menu, each Type is followed by the symbol that identifies it in the Day and Week views. To make your choice, depress and hold the mouse button on the Type button, then scroll down to the Type you want.

B U S I N E S S

This designates work related entries: meetings, appointments, flights, anything relating to your business activities.

P E R S O N A L

Hopefully you know the difference between business and personal activities. Just in case though, this designation is for things like taking the dog to the vet, your parents' anniversary or a day at Water World.



T O D O

You've probably guessed that To Do's are things to be done. These may be part of an ongoing list of things to do... when time permits, or they can be rigidly scheduled. To Do's can be prioritized, too.



To Do's are entered without a date. In fact, if you select To Do and a date has already been entered, Date Keeper asks if that's the way you actually want it.

When you ask Date Keeper to Show To Do's, those with a date are not included in the list until the date arrives. From that date onward, it appears on the list perpetually... until it is marked Done.

DIARY

Diary entries can be selected apart from others. Diary entries are easy to retrieve. Choose Select Diary in the Search menu of the Day, Week or Range windows to get the ongoing set of Diary entries.

GOALS

Goals are a special category of Type. Goals are personal and grand. Setting Goals challenges and encourages you "to go where Personkind has never gone before."

Your Goals show up only when you ask to see them. Give them a cruise. Check your progress, think about where you're going and enter any adjustments. Since Goals don't just arrive one day, like meetings, they are typically entered without dates so they are continuously carried forward. This doesn't mean you can't set dates for Goals. In fact, the Item window's expanded mode (*See Expanding the Item Window below.*) was created for planning and dating the steps toward your Goals.

IDEAS

Ideas are inspirations you want to remember. Like Goals, Ideas should be entered without dates to have them continue to appear until you no longer want to keep it. Select all your Ideas for review at anytime by using the Search menu. With time, some Ideas die: others evolve to become To Do's or Goals.

PRIORITY

This menu lets you assign a Priority to the entry. Priorities tell you at a glance what your most important entries are. To Do's and Goals are listed with the highest Priority at the top.



To assign a Priority level, click on the popup menu and make a selection from the list: High, Medium and Low. Priorities have symbols that appear on the left margin of the Day and Week windows. Zilch priority blanks out any Priority already entered. Are you surprised?

To Do's are listed in other windows according to their Priority, from high to low.

DONE

Done can be used for any Type of entry, but is designed for To Do's. Anything entered as a To Do continues to appear on the To Do list until you delete it or set its Priority to Done. Done puts a check mark beside the item in the Day, Week and Range windows. Date Keeper enters the time the item was Done in the End time cell. For an undated To Do it installs the current date, too, so that you can always look back and see when you Done it.

LABELS

The Labels menu is a list you can use to define an entry. As-shipped, some Labels are already in the list, but you can add to it.

Labels are one or maybe two words that describe entries in a general way. The Label appears in the full-month display and in the Day, Week and Range views. Labels make it easy to see what each day holds in store. Those little day boxes in a Month view can only show you so much, so the more concise your labels, the better.

Undated entries, like To Do's and Goals, don't need Labels since they're not associated with a specific day and never show in the Month display until you mark them Done.

If you click on Label, a menu appears listing every Label currently in Date Keeper plus some of our suggested Labels below the menu's dividing line. When one of our suggested Labels is used it bumps up above the line. Every time you choose Other... and enter a Label not already in the menu, the new Label is added above the line.

If you need to change an existing Label, you can. In the Item window, hold the Cmd/Ctrl key and choose a Label. A dialog opens. Revise the Label and it is changed throughout Date Keeper.

Note: If you change one of our built-in Labels it doesn't disappear from the menu, but entries using the Label are modified and the revised Label is added to the menu.

If your list of Labels grows unwieldy, too much variety, purge some. Hold the Shift key and Click

"The real key to working any plan for business and self-promotion is to make these 'non-creative' tasks a natural element of your day, rather than something to do when there is nothing else to do!

After you have written your marketing plan, transfer every self-promotion chore onto your daily planner. Schedule every self-assignment as though it were a job for a client. Give every phase of your strategy a day and a time to work on it.

Be sure and break your plan down into manageable pieces that can easily be scheduled into your work day. For example, rather than scheduling 'produce portfolio for digital photography,' you would divide it up into 'create concepts,' 'research portfolio formats,' 'get digital prints made.'"

Excerpted from The Photographer's Guide to Marketing & Self-Promotion by Maria Piscopo by permission of Allworth Press. ©1995 Maria Piscopo

on Label . A dialog asks if you want past Labels purged. If you answer Yes, Labels used for entries with dates prior to today are cleared out, simplifying the menu. The entries themselves are preserved, just the Labels get vanquished.

If you answer No, you do not want past labels purged, the dialog asks if you want all but the original labels purged. Answer Yes to this and the menu is reduced to the as-shipped Labels.

Note: In multi-user mode these two purge options are preceded by an additional choice that offers to strip User Names from past labels.


ITEM

The big cell occupying the center of the Item window is for specifics and notes about the entry. You can type to your heart's content here describing what this entry is about, but be aware that only the first 20 to 30 characters show in the Day and Week views. Printed reports show all the information you type in. *Tip* ♦

CONTACT

Below the Item is a cell for the name of the Contact related to this task. If you get to the Date Keeper from Worksheet, where there is a button for entering a job deadline, or from Contacts, the name of your contact is already installed.


If you start in the Date Keeper and have the Contacts file open in the background, start typing the contact's name and Clairvoyance links to the Contacts file and fills in the rest.

To the left of the Contact cell is a  popup menu. The first item in the menu opens the Contacts file. If a contact's name is entered in the cell, the second item in the menu is Look Up So and So. Of course the So and So is changed to the actual name of the contact. Look Up... locates the Contacts record. Last in this menu is Look Up A Contact. It activates the Contacts file and the Search dialog to locate a contact's record.

When a contact name is in the Contact cell and the Contacts file is open, the receiver icon and the phone number are displayed. Click the receiver icon to trigger the dialing menu.

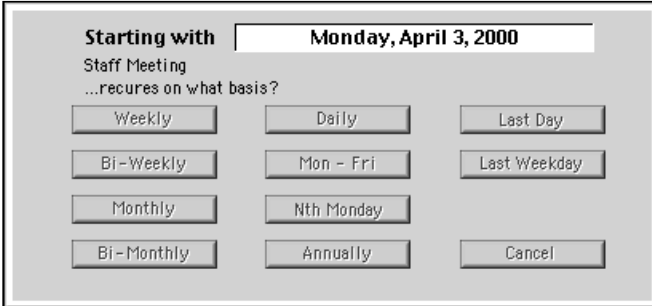
A series of buttons across the bottom of the Item window add special functions and some, we think, rather attractive icons.

RECURRING ENTRIES

The Recurring Entries button opens a dialog box to set the Item as a recurring one, like rent and quarterly taxes. At the top, the Recurring window shows a starting date transferred from your entry in the Item window. This date is considered the first of the recurring Items. 

Note: Times for the event can not be set in the Recurring Events dialog, so be sure to set the time in the Item window before jumping to Recurring Events. The starting date can be changed but Items without a date cannot be scheduled as recurring. Duhhh.

A short description of the Item follows the date. If this is the wrong Item, click Cancel, locate the right Item and try again.



The buttons in the dialog let you choose how often this Item recurs. Last Day and Last Weekday are calculated from the end of each month during the recurring period.

One button, Nth ___ day, lets you choose a cycle, like the second Friday of each month. Click this button to define N. Is it the 1st, 2nd, 3rd or 4th occurrence of this day in each month. Enter the appropriate number. Say it's a meeting on every third Thursday, enter a three, 3. Now, change the blank to the name of the day, Friday.

No matter which button you click, the last question is: What is the last date this Item recurs. Enter the final date. A list of the recurrence is generated in the Range window for your inspection and approval. At the end of the list there is an extra entry, a duplicate of the final recurrence. It has a specific purpose in Life. It activates a reminder on that date that this is the end. No more of these entries follow. At that point, if you need to, generate another recurring series. *Tip* ♦

Tip:


In addition to a description of the entry, include confirmation numbers for hotel reservations, flight numbers, seat assignments, phone numbers, addresses or whatever else you might need. These notes print out in Itinerary Lists.

Tip:

If the Item repeats one or two days in a row, hold the Opt/Alt key as you click the Recurring button in the Item window. The Item is duplicated for the succeeding day as often as you Opt/Alt-click.




RESCHEDULE


Things happen. This button lets you reschedule items and is particularly important if you're using the multiple-users features of Date Keeper (*see below*). Of course, you could just change the date and your entry is rescheduled, but this feature keeps the original entry intact and makes a notation that it is rescheduled. 

Multiple Users Note: When you use the Reschedule button, revised information is included in Date Keeper copies merged with the one you're using. Merged files are kept current. If you avoid the button and just enter a new date, both the new date and the original date appear as separate entries after a merge. It looks like you have two of these Items on different dates, not a Rescheduled Item.

REMINDERS

When your entry is complete, click on this button to create an advance reminder, aka a fore-warning of the event's approach. Date Keeper asks how many days in advance you want the reminder. Enter a number and click OK. This makes a duplicate entry re-dated to the day you asked to be reminded. If you want additional reminders on successive days for the same Item, make additional reminders until you have all you want. 

ALARM

(Macintosh Only) You can set an alarm with a chime to alert you at designated times whether InView is running or not. It's good that we don't have to explain to you that the computer does have to be running for this to work. This feature requires the HindSight Alarm extension loaded into the Extensions folder of your System folder. 

Note: The Alarm is not recommended for use with multi-user configurations.

An alarm appears as a dialog window with a memo to alert you to whatever you asked. No matter what your computer is doing at the time, the alarm pops to the forefront and stays there until you click OK.

The Alarm button is the Alarm Clock icon located between the Done and Reminder buttons. When the Item being viewed has an alarm set, the clock displays lines radiating from the bells.

To set, cancel or modify an alarm, click on the Alarm clock button. This opens the Alarm Settings window to allow you to set all the specifics about the alarm.

Note: You can set and cancel alarms without going into the Alarm Settings window. If the date, time and note are already what you want for the alarm, hold the Option key as you click on the Alarm Clock button. The alarm is set without opening the Alarm Settings window. Cancel an alarm by holding the Shift key as you click on the Alarm Clock button.

You often want an alarm to activate in advance of the time and date of the actual event that's entered in the Item window. For instance, an alarm to alert you of a meeting across town should be set to tell you when it's time to get going, not that it's time to be there. You may even want an alarm to go off days in advance to remind you of a birthday or a deadline. The Alarm Settings allow you to determine exactly when the alarm is to be activated and what message it is to bear.

ALARM SETTINGS

The Alarm Settings window opens with the Item's Date and Time entered for the Alarm On: settings, displayed near the bottom of the window. This is the date and time at which the alarm will go off if you change nothing. You can change the settings by typing into the cells to alter the date or time, or you can use the Advance by: popup menu. This menu advances the displayed date or time by your selection of minutes, hours or days. Using a combination of choices, one after another, from this menu you can advance the settings in all sorts of increments.

When the alarm goes off, the dialog window that appears will bear whatever Memo is entered in the large cell and will be followed by the Date and Time for which the alarm was set. If you were away from your computer when the alarm went off, you'll be able to see when it went off.

Using the buttons at the top of the Alarm Settings window, you can insert the Date and/or Time of the Item into the Memo. This is not necessarily the time of the alarm unless the scheduled event and the alarm are at the same time. For instance a meeting at noon on 6/1/01, may have an alarm for 11AM on that date. The Date, & and Time buttons would insert the actual meeting time, Noon, and the date into the Memo to tell you when the event is scheduled for. The Alarm on: would display the time at which the alarm is to alert you; 11AM.

Click on either the Alarm Clock or the Set button to activate the alarm. Click on the Clear button to cancel it. To leave the window, click on the Done button.

Alarms do work with Recurring entries.

DONE

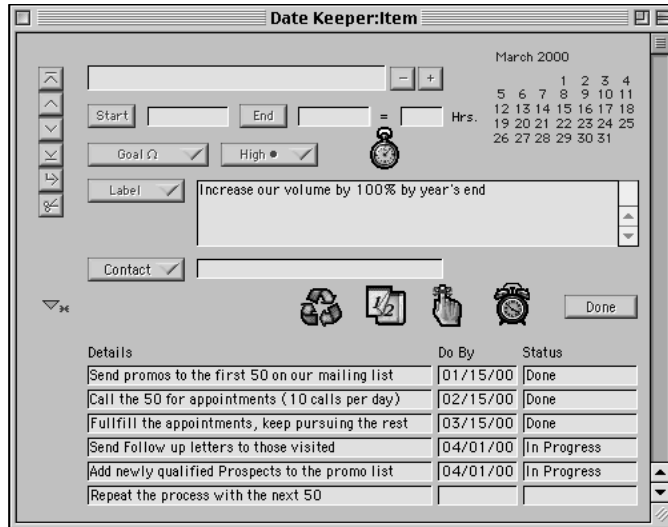
The Done button or Cmd/Ctrl-D closes the Item window and returns you to the window where you first opened the Item window.

EXPANDING THE ITEM WINDOW

The zoom box or grow box expands the Item window to a larger display. You can also use the scroll bar to see more of the Item window. Or, there is a triangle in the lower left corner that expands the Item view to display any detail.

We mentioned this earlier when we talked about Goals. The enlarged view has six lines of 3 cells each. An asterisk appears on the lower right corner, right next to the triangle, to alert you if there is data in any of these additional cells. It's a red *. We made the additional room primarily for elaborating on Goals, but then discovered how useful it is for all sorts of entries.

The idea is to list steps toward achieving a Goal or completing a project or a To Do compendium in the Details column. Do By alerts you to enter a date if you want to set a pace. Status is for progress notes from In-Progress to Holding to Done to Down the Drain. Beyond that there's no formality here. Use it as you like.

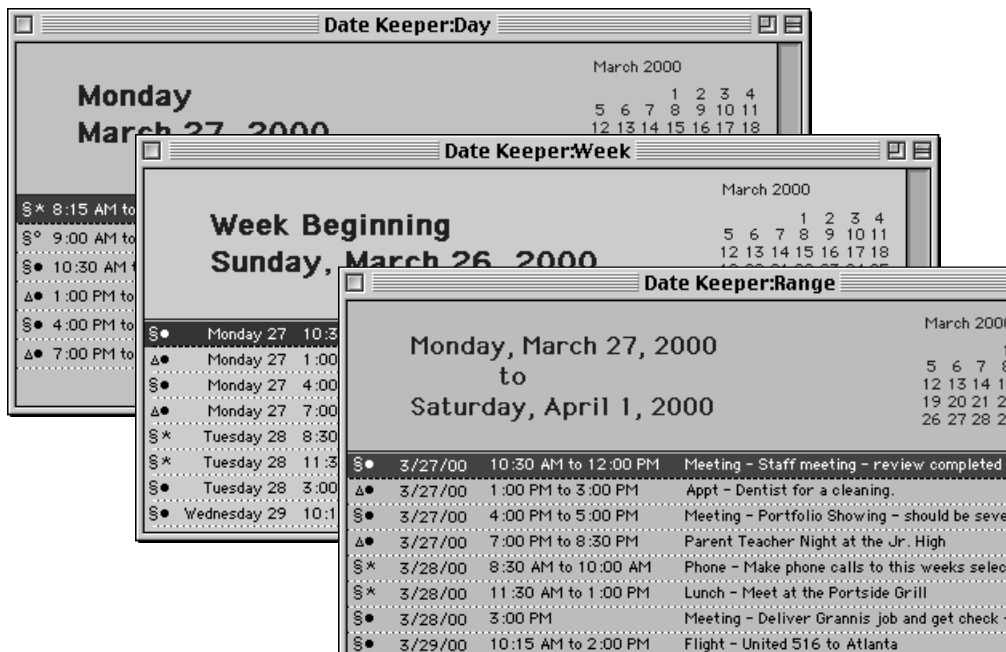


“ Plan for success:
Don't wait for it to happen.
You need to get goals, not just set them. The key to successful goal achievement is to write it down. Your subconscious simply does not recognize the unwritten goal. Putting your desires onto paper (or disk) creates an unrestricted flow of energy and dedication to achieving those goals.”
Excerpted from Marketing & Promoting Your Work by Maria Piscopo, by permission of North Light Books. ©1995 Maria Piscopo

Click the zoom button or the triangle again to return the Item window to its original size.

DAY, WEEK AND RANGE

There are three ways of looking at data in Date Keeper. The Day view, the Week view and the Range view. They work identically but show a different span of days. Only one of these views can be open at a time.



DAY VIEW

The Day view shows the schedule of events for a single day. This is the window that first appears when you open the Date Keeper. To switch to the Day view from one of the other views, use Select Specific Day from the Search menu or Day View from the Windows menu.



WEEK VIEW

The Week view opens when you choose Select Specific Week from the Search menu or Week View from the Windows menu. The Week view shows one week, Sunday through Saturday, at a time.

RANGE VIEW

Range view is the window displaying a span of dates other than a Day or Week or Month. You know, like twenty six days. It opens only when you use Select Range of Days in the Search menu.

Note: Each of these three windows prints the currently selected information. The printing form is pre-designed. This time, the graphics cannot be changed.

WORKING IN THE VIEWS

SELECTING DATES

The value of all those entries and views is as great as your ability to find what you need at a given moment. The Search and Windows menus offer many controls and are discussed in the Menus section of this chapter. In addition, the top of each view window has a popup menu. To activate it, click anywhere in the top of the window... except in the small month display.

The menu's offerings change slightly depending on the view. First on the menu is Select... which opens a dialog where you enter the date of the Day or Week you want to see. Range of Days requires a starting date and ending date to show all entries for that span. (See *Select Specific Day* in the section about the Search menu for information for entering dates in these dialogs.)

Next on the menu in the Day and Range views are Yesterday, Today, Tomorrow, Next Day, Previous Day and Range of Days. In the Week view these choices are replaced by Last Week, This Week, Next Week, Preceding Week and Succeeding Week. These are self-explanatory, but just in case, Last Week and Next Week move forward or back a week from the present date. Previous Day, Next Day, Preceding Week and Succeeding Week move forward or back a day or a week from the date you're viewing.

Show To Do's, Hide To Do's and Enter New To Do's found in this menu are explained below.

Select... Range of Days
Last Week This Week Next Week
Preceding Week Succeeding Week
Show To Do's
Enter New To Do Enter New Item

ADDING A RECORD

To add an entry in any of these windows, choose Enter New Item in the popup menu we just described, or press Return/Enter or type Cmd/Ctrl-E. A new record is added and the Item window opens for the entry.

DELETING A RECORD

To delete an entry from these windows, click on the Item to highlight it and depress the backspace/delete key. You get a word of warning and a chance to back off before it's a done deal. To avoid the warning dialog, hold the Opt/Alt key while deleting.

VIEWING A RECORD

Your entries in the Item window sometimes exceed the single line views. Not to worry. Click and hold the mouse button on the description of any entry and it shows you the entire contents of the entry.

The contact's name is at the bottom of the popup. Choose it to quickly open the Contacts file and locate the contact's record.

OPENING A RECORD

To review or modify an entry, double-click on it or, while it is highlighted, type Cmd/Ctrl-I. The Item window opens to the full entry.

TYPE & PRIORITY

If you used the Type and Priority we talked about in the Item window, their symbols appear along the left side of these three windows, visual clues of their importance. We've built in a lot of little tricks and short cuts with them. For Example:

Hold the Shift key and click any of the symbols to the left of Item entries. This lowers the Priority one level per click, High to Medium to Low to None and then back up to High. Think of it as SHIFTing your priorities.

Select... Range of Days
Last Week This Week Next Week
Preceding Week Succeeding Week
Show To Do's
Enter New To Do Enter New Item

Hold the Opt/Alt key and click the description of an Item. It changes to show the name of the Contact instead of the Label. Opt/Alt click again. to reverse the choice. Your choice remains in place until you switch it again or quit the program.

WORKING WITH TO DO'S

Each view has To Do features listed in the popup menu at the top of the window. The menu changes according to the situation at the moment.



SHOW/HIDE TO DO'S

The first of the To Do selections in the menu toggles between Show To Do's and Hide To Do's. Show To Do's displays all of your To Do list below scheduled items that may be there. Hide To Do's makes them go away again.

Note: Changing views automatically Hides To Do's.

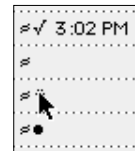
A To Do entered with a date in the Item window is not affected by the Hide/Show until its date arrives. 'Til then, it comes and goes with the other entries that have the same date. Dated To Do's appear among the other entries.

ENTER NEW TO DO

Enter New To Do is the only constant in this pop-up menu. It opens the Item window, skips entering a Date, sets the Type as a To Do and activates the Item cell for you to start typing.

TO DO IS DONE

To Do is Done appears in this menu only if the active record is a To Do item. When you select this, a check mark, ✓, is entered in the record along with the current time and date. What a great sense of accomplishment to see a day full of checked-off To Do's. *Tip* ↗



CALENDARS

Click the small month display in any of the three views or in the Item window to open a large Month window. You can Cmd/Ctrl-M or choose Month from the Windows menu to get there, too. Hold the Opt/Alt key and click on the calendar displayed in any of these windows and another window opens showing three months at a time, the Quarter view.

MONTH

This window shows a traditional month calendar. Each day of the month displays the Labels for Items scheduled for that day.

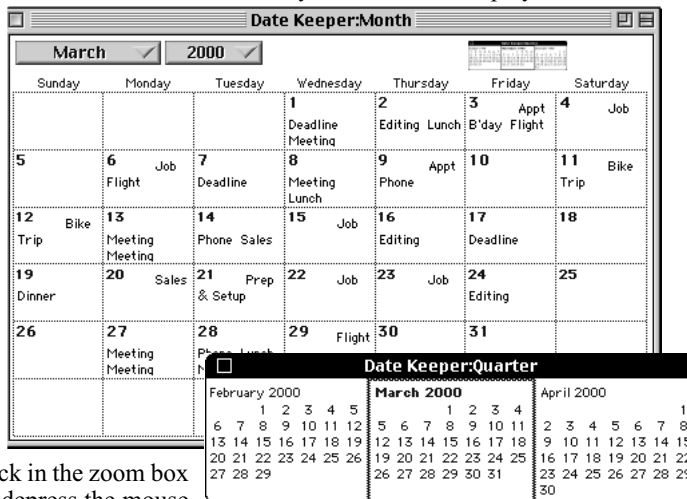
Warning! ↗

The first time you open the large calendar, the month shown in the previous window is displayed. From that point on, until you Quit, the Month window works independently of the dates viewed and selected in other windows. Close it and re-open later and it remembers where you left off no matter what you've done elsewhere.

The Month window expands or shrinks proportionately. Click in the zoom box to blow it up to full screen or depress the mouse button on the lower right corner and drag to get it to a size you want. Use these same processes to reduce it again.

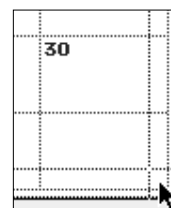
If you click on a day in the Month window the Month closes and the Day window opens to display that day's schedule.

Note: Your computer is doing more work than you might suspect to create, display and maintain every day of a month. If you leave these windows open while you work in other windows the result may be a significant slowdown in your computer's performance. There are several hundred calculations involved in the Month window. Closing the window when it's not needed improves your computer's performance.



Tip: To mark a To Do as Done, hold the Opt/Alt key and click a symbol along the left edge of each of these windows. The Priority symbol changes to a check mark, ✓. The To Do is, simultaneously, date and time stamped. This works for any type of entry. Use Cntl/RClick and click a symbol to re-sort the list. This usually isn't necessary because Date Keeper sorts frequently, but if you just changed the Priority of To Do's and want to see them in their new order of Priority, go ahead.

Warning! Items without Labels don't show up. "Labels?", you ask. Go back to our description of the Item window, do not pass Go and do not collect \$200.



POP DAY

Hold the Opt/Alt or Shift key and click a day cell. A small Pop Day window opens listing all of that day's scheduled events, a sort of day-at-a-glance. Beats going back to the Day view when all you need is a quick look. Click anywhere in the Pop Day window to close it again.

MONTH AND YEAR

The month's name and the year displayed at the top of the window are menus. The month menu lists the six months prior to and following the month presently displayed. Select a month to change to that Month's display.

The year's menu lists the previous and following ten years from the month and year displayed. Select a year to switch from the current month displayed to the same month in a future or past year.

QUARTER

The top right corner of the Month window has a button that looks like a tiny, three month calendar. It opens the Quarter view. The vertical, three month window displays the month in the Month window, the months preceding and following. *Tip*

The Quarter window shows three months at a time. Click the month at either end to move that month to the center. One month bumps off the end, the other two move into position and another month is added. Click the month in the center to activate that Month window... if it's open. If the Month window is not open, click on the center month to activate the other Date Keeper window that is open at the time. *Tip*

MENUS**FILE****SAVE USER COPY**

This opens a dialog box where you rename and save a copy of the Date Keeper. Why save a copy? If you're using multiple copies of Date Keeper, for one person or for several persons, this creates the individual copies.



If Date Keeper is set for multiple users, the current user's name is displayed at the top of all windows. The User Copy is stripped of entries specified for other users. Entries specified for All are kept in the copy. If the current user is set to All, or a single-user, nothing is stripped from the file. In this case a full copy of Date Keeper is saved.

You can save the copy in the same folder as the original or to a separate disk or to another computer via network or modem. *Warning!*

Just in case you save the User copy to the same folder as Date Keeper, the Save dialog opens with a suggested name that includes the user's name. Rename it whatever you wish if you intend to keep it in the same folder as your original Date Keeper, even if it's only temporary.

When you save or transfer a copy of Date Keeper to another computer to work with other InView files, it must be renamed precisely as our original Date Keeper, no extra spaces in front of, back of or between words, no extra words (the word "copy" is added to copies made at the Finder or using this button). No deviation in caps and lower case, either. If you've make a mistake in the name, the transferred copy can not interact with other HindSight files on that computer. (See *Multiple Users at the end of this chapter.*)

MERGE DATE KEEPERS

Merges are initiated by choosing Merge Date Keepers in the File menu. Merging rejoins separate copies of the Date Keeper, perhaps the User Copy you created above.

A merge involves comparing records. The more records to compare, the bigger the task. The less Date Keeper has to compare, the faster the merge. You don't need to scan every entry, things like Dates long gone. It's better if you provide a little guidance. Give it a starting point when the dialog asks Use dates as of... The Merge considers entries made or modified on or since that date. If you enter no date, the default is 30 days prior to the day you are doing the Merge.

Next a dialog opens and you navigate to locate and identify the Source file: the file from which data is to be collected for comparison. The Date Keeper file performing the merge, the one you are updating, and the Source file can be in the same folder, on the same disk or connected via network or modem. Both must be Date Keeper files of the same version number.

InView compares the two files and updates the first with entries that are new or have been modified in the Source. If all goes properly, InView lets you know when the Merge is completed. Click OK and Save.

Tip:

To open the Quarter view horizontally along the bottom of the window, hold the Shift key as you click the button. Or, if you're in the Day, Week or Range views hold the Opt/Alt key and click the small month display.

Hold the Shift key and click anywhere in the Quarter window to toggle the Vertical and Horizontal positioning. Until you quit Panorama, Date Keeper remembers its vertical or horizontal setting and resumes that position every time you re-open the Quarter view.

Tip:

Close all Date Keeper windows except the Quarter. This is a convenient way to refer to the Date Keeper and easily resume using it. Click the center month and the Day view opens. Hold the Opt/Alt key and click in the Quarter view's close box to shrink it to show just the month in the middle.

Warning!

If you save the copy as Date Keeper, the same name as the original, and in the same folder as the original, you replace the original Date Keeper file with the user copy which may have less data; entries for only the current user. You do get a warning first. It asks if you want to replace the older file. Be alert. Know where you're saving or rename the copy to prevent any mistake.

InView follows with an offer to replace the source file with the new version, too. Click OK if that's what you want. Otherwise it's up to you to copy and transfer the new, updated copy of the Task Timer file to your second computer.

SEARCH

The Search menu changes its first three choices depending upon the time period you start the search from. If you're in the Day view, searches are for specific days. In the Week view these searches are for weeks and in the Month view for months.

Tip ♣

SELECT YESTERDAY

SELECT TODAY

SELECT TOMORROW

These choices appear in the Day and Range views. They select the specified day.

SELECT LAST WEEK

SELECT THIS WEEK

SELECT NEXT WEEK

These appear in the Week view and select the week specified.

SELECT LAST MONTH

SELECT THIS MONTH

SELECT NEXT MONTH

These select the month specified.

SELECT SPECIFIC DAY

This opens a dialog box to enter the date of the day you're seeking. Use the mm/dd/yy format or some of the other formats described earlier in the Item Window-Date entry. In addition, this dialog box understands yesterday, today, tomorrow, Tuesday, Sat, next Mon, last Wed, darned near anything that's English. *Tip* ♣

SELECT SPECIFIC WEEK

This works exactly the same as Select Specific Day except that it selects the week containing the date that you indicate.

SELECT RANGE OF DAYS

Here you specify a starting and ending date and they, and everything in between, are selected. The results are displayed in the Range window. The dialog boxes for the starting and ending dates accept any of the wide array of date formats described above.

SELECT CONTACT

This opens a dialog to enter a contact's name. All Date Keeper entries assigned to the contact are selected and displayed in the Range window.

SELECT ITEM AND SELECT LABELS

Choose an Item or Label here. Type in a portion of either and Date Keeper selects and displays every entry that contains the text you entered. The entries are shown in the Range window.

SELECT GOALS, SELECT DIARY AND SELECT IDEAS

This brings up all entries of the Type you choose. Entries selected show in the Range window.

CHANGE...

This operation goes through a short series of queries asking if you want to change an Item, a Label, a Contact or a User. When you've made that clear, the standard Change dialog opens for you to enter what to find and what to change it to.

SELECT ALL

Select All, everything, in the Date Keeper and display it in the Range window. Yoiks! This could be quite a chunk of data, but you asked for it and there it is.

Search	
Select Yesterday	⌘L
Select Today	⌘T
Select Tomorrow	⌘N
Select Specific Day	⌘D
Select Specific Week	⌘7
Select Range of Days	⌘R
Select Contact	
Select Item	⌘F
Select Goals	⌘`
Select Diary	
Select Ideas	
Select Labels	
Change...	
Select All	⌘A

Tip:

Use the key commands Command-L for last, Command-T for this, and Command-N for next. Get it? Command-L is for last week, last month or the last day... which is yesterday. Command-T is for this week, this month or this day, aka: today). Command-N gets next week, next month or next day... which means tomorrow.

Tip:

These Select functions even recognize "T" as today and any following numbers as the number of days before or after today. So, T-1 means today minus one day or yesterday, t365 is this date next year, T7 is this day next week and T-7 this day last week.

FUNCTIONS

LOOK UP A CONTACT

This opens the Contacts file and the Search dialog box of the Contacts file opens for you enter the name of the contact you want to find.

LOOK UP THIS CONTACT

This opens the Contacts file and locates the record of the contact whose name is in the active record of Date Keeper, the highlighted record. If no contact's name is entered in the active record, the Search dialog of the Contacts file opens for you to enter the name of the contact you want to find.

LINK CONTACTS

This is a handy feature. It makes sure that the Contacts file is open and ready for the Date Keeper to access anything it may need. The Contacts file opens and plops behind the Date Keeper window. It's a silent plop.

NEW ENTRY

A new Date Keeper record starts here. The Item window opens, and off you go. The date displayed in the window where you initiated the new entry is installed.

NEW TO DO ENTRY

A new To Do entry starts with the Item window opening. The Type is pre-selected To Do and the entry undated.

Toggle between showing and hiding your current To Do list. Other entries displayed at the time remain unaffected.

BACK/FORWARD

Leap forward or backward in time, a day, a week or a month, according to the window you start from.

SORT FILE

This arranges your entries in chronological order. To Do's are arranged by Priority. When you've made new entries or modifications you could find items out of sequence. This is the way to restore order without the tidy police.

DELETE SELECTION AND DELETE ALL

These are only available in the Range window. Both start by asking permission. Delete Selection removes ALL of the currently selected entries in the window. Delete All makes everything go away.

Over time, the accumulation of data can make it slow down. This is a maintenance function to keep the Date Keeper lean and working at reasonable speeds. Of course, if you have a shiny new computer, this maintenance is needed less frequently than if you use a dinosaur.

SAVE AND SHED THE PAST

This is a maintenance function to keep the Date Keeper lean and working at reasonable speeds. Over time, the accumulation of data can make it slow down. Of course, if you're using a new computer this maintenance will be needed less frequently.

Enter a date to serve as a threshold. This dialog accepts myriad date formats, those we described earlier. All, we said ALL, past entries up to today are saved as a date stamped duplicate of Date Keeper, say, Date Keeper to 7/4/01. Entries prior to the date you enter are removed from the active Date Keeper.

Note: Until you Save, the removal is not permanent. If you goof, DON'T Save. Use Revert to Saved or close the Date Keeper without Saving to restore them.

SET MULTI/SINGLE USERS

This switches Date Keeper between one or many users options. Multi Users adds many new facets to the Date Keeper. (see *Multiple Users later in this chapter.*)

Functions	Windows
Look Up A Contact	⌘1
Look Up This Contact	⌘7
Link Contacts	⌘K
New Entry	
New To Do Entry	⌘=
Show/Hide To Do's	⌘`
Back	⌘[
Forward	⌘]
Sort File	⌘U
Save & Shed the Past	
Set Multi/Single Users	

WINDOWS

ITEM

Item opens the Item window. This is the window where you enter or review details of each entry in Date Keeper.

DAY VIEW

This opens the Day window and displays the entries for a single day at a time. When invoked in the Week or Range views, it opens to the date that was highlighted.

WEEK VIEW

This opens the Week window and displays the entries for a single week at a time.

MONTH

This opens a traditional calendar month display of a single month at a time.

REPORT FORMS

Report Forms produces a sub-menu from which you select any one of the six reports, five for printing, one for exporting. Once opened, each of these asks you to enter a Starting and then an Ending date for the report. As described under Select Specific Day, these dates can be entered in a number of formats. Depending upon the span of your entered dates, Date Keeper spends a moment or two compiling the report and then offers to print it for you. The range of dates can be re-established after you are in any of these report windows by using the Search menu for the window which now shows only Select Range of Days.

ITINERARY

Easily the most detailed report generated by Date Keeper, Itinerary produces a full-page report listing one day after another with the times and descriptions of each day's entries. If the Contacts file is open, the report includes the contacts' name, phone numbers, company and address.

DAILY AND WEEKLY FORMATS

Pocket directories such as DayRunner or Filofax notebooks need special forms, and here they are. The pages are designed to print on both sides of an 8¹/₂ x 11 inch sheet of paper. Perforated pages are available from the manufacturer of your notebook and have two or three pages per sheet depending on the model you have.

DAILY FORMAT 1 AND WEEKLY FORMAT 1

These forms are pre-set to print three 3⁵/₈ x 6³/₄ inch pages per sheet. *Tip* ♣

THE DAILY FORMAT 2 AND WEEKLY FORMAT 2

These forms are pre-set to print two 5¹/₂ X 8¹/₂ inch pages per sheet.

As you print any of these four reports, the paper runs through your printer printing odd numbered pages first on each sheet. The printing process then stops and asks you to re-insert the pages. Flip them over (you may need to practice a bit to get the face up or down, bottom or top first things worked out) place them back into the paper feed and the even numbered pages are printed.

Warning! ♣

GRAPHICS MODE

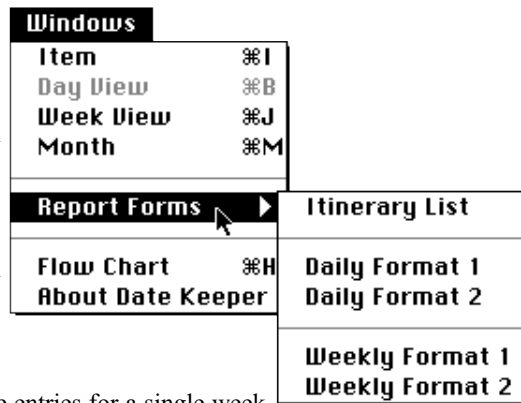
This is available only in the five report windows. It switches forms to a window in which you make visual changes to the layout.

FLOW CHART

This opens the Flow Chart. It probably always will..

ABOUT DATE KEEPER

No more guessing. Here you find the version, copyright and author information on Date Keeper

*Tip:*

Paper stocks and availability change. Be sure to check the support forums at <http://www.hindsightltd.com> for information on stock numbers and sources.

Warning!

Print spoolers and background printing must be turned off for this to work properly!

Clarification:

The multiple-user feature described here is not the same as the multi-user capabilities available by separate license.

Multiple-users allows a single copy of Date Keeper to keep track of and isolate individual schedules for several people.

Multi-user allows several networked computers to each run a copy of Date Keeper and to instantly update one another regarding any changes or additions.

M U L T I P L E U S E R S

Date Keeper in Multiple-User mode functions as it does in Single User mode with a few differences.

When Date Keeper opens in multiple users mode, it always asks whose schedules you want. Select All from the popup menu to see everyone's schedule in all displays. If you select a specific name only that person's schedules, To Do's, Goals and such are selected and displayed until you indicate otherwise. In addition, entries marked for All appear.

For the sake of simplicity, we refer here to an individual Date Keeper user as the "current user."

The Day, Week and Range windows show the name of the current user above the date at the top of the window. Click this name to access a popup menu listing all other users. When you select a name from that list, selections and displays apply to only the new current user. Entries for All are always included with any individual's schedule.

We'll be making entries and checking schedules for whom?

Select A Name ▾

If you're working in the name of All, it says All. The Day, Week and Range Views are wider to display the names users with each entry. These names are at the far right of the window. Click any user's name. A popup menu lists the names of all the users. Choose one to change an entry from one user to another.

Multiple-User mode requires that an entry have the name of a user or it is designated All. A meeting or party, typically, is for All so every user's schedule shows it.

New entries in Date Keeper default to the current user. The name appears at the top of the Item window above the Date cell. To change it, click the name for a popup menu to choose a different name.

If you enter a Label in the Item window in Multiple User mode, a dialog box appears asking if you want the current user's name attached to the Label. If you opt to attach a name, it appears in the Month windows to differentiate among entries.

Switching Date Keeper back to Single User does not disrupt the individual user's names. When you return to Multiple-User mode, they're all still there.

The Month windows do not discriminate between user's schedules. Every entry with a Label is displayed.

Save User Copy, discussed earlier in the section about the File menu, Saves a copy of Date Keeper in the name of the current user. The copy has all the entries for that user and entries made for All, but not entries for other specific users.

P R I N T I N G A R E P O R T F O R O N E M U L T I P L E U S E R

Weekly Formats for printed reports pulls all schedules, not just the current user's, and prints them. To print a report for only one user, use Save User Copy in the File menu first. After you print the report, the copy can be discarded, presuming it has no further use.

The Daily Formats do make the distinction between users in printed reports. They print only entries made for the current user along with entries made for All.

