

MyTimeManager™ version 3.5 Release

Version 3.5 consists of general improvements to MyTimeManager and also includes System 7.0-friendly functionality. The present release, MTM 3.5, is for use in both System 6.x or 7.x environments.

Information for Upgrading:

Prior to upgrading to the new version of MTM, it is a good idea to make a backup of your calendar file. (You are doing this regularly anyway, aren't you?) You can directly read your old file into the new version of MyTimeManager. There has been no change to the file format, and you should have no "upgrade headaches"; just look at this as a good opportunity to backup your present MyTimeManager calendar file.

You will need to reset your PREFERENCE window settings (eg. Hilight Appointments) after installing the new version of MyTimeManager, and you will need to reassign any CATEGORIES you created through the MISC menu.

System 7.0 Note: Some of the new features are designed only for use with System 7.0 and are accessible from a new menu called "Group". The Group menu will appear *only* if you are running System 7. If you are running System 6.x, you won't notice these Group features.

System 7.0 Balloon Help: If you are running under System 7.0, you have access to Balloon Help for MyTimeManager's menus. Simply choose "Show Balloons" from the menubar and then browse MyTimeManager's menus, reading the help balloons as you go.

Documentation for MTM's System 7.0 specific features is at the end of this document.

Thanks for your interest in MyTimeManager. Please give us a call or write if you have any questions, suggestions, compliments or bugs. Send us back your imaginative ideas and suggestions for improvements!

Best Regards,

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Summary of General Changes Since Version 3.0

- From the Misc menu, you are now able to create Memos. A Memo is simply a TEXT file that can be created, saved, opened and printed within MyTimeManger; Memos can also easily edited by any standard word processor.
- You are able to search through Memo windows - which makes Memos handy for for storing phone numbers, addresses, or other information that you can easily keep in simple text files. Included with the current version of MTM is a file called "US Area Codes And Time Zones." This file is handy to use as a quick reference for locating calling destinations, by city, state, or area code identifier. In addition, the times zone (relative to Eastern Standard Time) for each location is provided.
- Another enhancement is the addition of personalized sound for your reminders. If you are running MyTimeManager™ on a Macintosh IISI or a Macintosh IILC you are able to record a spoken reminder via the microphone that comes standard with these computers. Here's how it works: schedule a reminder by checking the Reminder checkbox in the event window and choosing Add from the Control menu. Next, double-click to activate the Reminder you just entered (or any event with a reminder). Click on the "Reminder?" button in the Event window, and then Click on the Edit button in the Reminder dialog that appears. Click on the record button and speak your message into the microphone. Click the Save button when you are done. This message will be spoken for all future Reminders until you quit from MTM or rerecord the message.

Additional Enhancements

- New cyclical types: WeekDay, WeekEnd
- Increased the Maximum Number of ToDo Items from 50 to 75
- Added Holidays for 1991
- Fixed Page Setup... and Print... to work according to Apple standards
- Added gather functionality in ToDo popup based on Category selected in Edit Category...
This will gather all events containing the category selected in the Edit Category... dialog and display them in the list on the right side of the Day Window. Don't get hung up on this feature now, some day it will be developed further to have a nice interface!
- Added Enter Memo... and Open Memo... to the MISC menu (you can use Save, Close, Print from File menu when the memo window is active)
- Find... and Find More... will search through Memos if a Memo window is active.
- Any number of memos can be created, also text files can be read in as a Memo.

New Shortcuts

- Implemented command-click on "Meeting Meter Timeline" to display ending time in Day Window
- Added option f/F to change fonts in Day Window; also added option-up-arrow and option-down-arrow to increase/decrease font size
- Added option-h/H to toggle hilighting of Day Window
- Added option x/X to x-out days gone by when highlighting in effect

Miscellaneous

- User is able to cut, copy, and paste between Events and Notes
- Fixed a number of bugs
- Improved redraw speed and performance in many areas

System 7.0 Dependent Features

Notes:

- 0) System 7.0 Balloon Help: If you are running under System 7.0, you have access to Balloon Help for MyTimeManager's menus. Simply choose "Show Balloons" from the menubar and then browse MyTimeManager's menus, reading the help balloons as you go.
- 1) The "Group" menu only appears if you are running System 7.0. Group features in MyTimeManager work by initiating a "conversation" with another MyTimeManager user who is also running under System 7.0. Apple's Interapplication Communication technology is used to maintain the conversation between multiple users. The other user will send you responses; responses will eventually be displayed in a dialog or in the Group Window.
- 2) To initiate a conversation, you need to **pick a target list** with whom you would like to communicate. (NOTE: The mechanics of picking a target list is likely to change in the future. At present, however, this is how to pick a target (you may pick up to 7 simultaneous targets):

When the "Select a user" dialog appears, you will see on the lefthand side a listing of the Macintoshes and Zones available on your network. On the righthand side is a list of all the applications you can link to for any Macintosh you have selected. Double-click an application to link to (another MyTimeManager user).

Click Cancel when you are done selecting users.

- 3) Make sure you have Program Linking turned on (and your targets have it turned on).
- 4) Make sure you have selected Guest Access for Program Linking or that you have assigned all appropriate personnel an account on your Macintosh (and that your targets have done the same.)

Group Menu:

- **Inform...**
Type in a text message, click OK; *pick a target list**; click Cancel and all the people on that list will receive the information;
- **Set In/Out Message...**
Type in a message (eg. "Out to Lunch until 1 pm", or "In staff meeting until 2 pm.") that others in your workgroup can retrieve with the following command.
- **Get In/Out Message...**
Pick a target list; you will receive In/Out Messages from all users in that list.
- **Check Conflict...**
With the Event Window active, you will be prompted to pick a target list; this command will check to see if users on the list have a conflict with the Event you are viewing in the Event Window.
- **Gather Schedules...**
Pick a date from the MiniCalendar that appears. Next, pick a target list for the people you need to see schedules for. Choose "Display Window" from the Group menu - - this will display the schedules for all people in your target list. Subsequent requests for Gather Schedules... will be linked to your list of requested. In the Beta version, pressing any key will display the next link in the list of requested schedules.
- **Solve...**
Pick a date from the MiniCalendar that appears. Next, pick a target list for the people you need to find free times for a meeting. Choose "Display Window" from the Group menu - - this will display the first day containing at or beyond the date you selected from the MiniCalendar that has free time (the BETA default is a search for a two hour period of time - this will be user selected in the next release) for all people in your target list. Subsequent requests for Solve... will be linked to your list of requested. The dialog "Sufficient Time Found" will appear when you have found a common free time. Choose "Display Window" from the Group menu to display the schedules for the day on which free time is found. In the Beta version, pressing any key will display the next link in the list of Solved schedule dates.
- **Display Window...**
This command will display the window used that shows Group information. (The format of this window is very, very rough in the beta version. Ideas encouraged for what kind of Group information you want to see here!) Pressing any key, or clicking the mouse in the window, will cycle you through all the "Gather Schedules..." and "Solve..." requests you have issued.

pick a target list - see directions given above for how to pick targets to communicate with