Talking PIM

Talking PIM provides an easy-to-use way of managing your schedule (such as business appointments, lunches, birthdays, phone calls, and so forth) and your business contacts. Talking Clock (rather than Talking PIM) can then be used to alert you when its time for an appointment.

Note: If you save changes to your Schedule Book in Talking PIM while Talking Clock is running, exit and restart Talking Clock so it can pick up the changes.

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Creating New Appointments

To add an appointment:

1.　　　Open the <u>Appointment dialog</u>:

　　　　*　　　Double click a time slot in Day view or

　　　　*　　　Select a contact name, then drag-and-drop it onto a time slot
　　　　　　　in Day view or

　　　　*　　　Choose New appointmentÖ from the Edit menu in any view or

　　　　*　　　Press CTRL+A in any view

　　　　The Appointment dialog appears.

2.　　　Specify all options that apply to your appointment (such as message,
　　　　duration, type, time, <u>media element</u> (by way of the Sight/SoundÖ button),
　　　　and so forth).

3.　　　After you finish specifying the options, choose OK to create the
　　　　appointment or Cancel to abandon it.

See also <u>Viewing Appointments</u>, <u>Editing Appointments</u>, <u>Deleting Appointments</u>, and <u>Saving Schedule Books</u>.

Appointment Dialog

You can specify the following options when you create or edit an appointment:

Option	Function
Message	The message that appears for the appointment in Day, Week, or Month View and in Talking Clocks alarm dialog. If you have the speech synthesis module installed, Talking Clock also reads the message when it announces the appointment. The message can be anything you want that describes the appointment (such as "Meet with Joe"). *Note:* If you dragged a contact name onto a time slot in Day view to create the appointment, the message lists the contacts name.
Frequency	Determines how often to announce the alarm. You can choose from daily, every other week, monthly by date or by weekday, once only, weekdays, weekends, weekly, and yearly by date or by weekday.
Type	Determines the appointment type, which determines how to announce the appointment and which icon represents it in Talking Clocks alarm dialog.
Date	Determines the appointment day(s). Depending on the frequency, not all day options are selectable (for example, only the day of the month can be selected for monthly appointmentsthe other day options are ignored).
Time	Determines appointment time. If the appointment doesn't have a specific time (such as a birthday or holiday), you may use any time. Adjust the time by clicking its scroll-box arrows or by dragging its scroll box.
Duration	Determines an appointments duration. Adjust the duration by clicking its scroll-box arrows or by dragging its scroll box. The display is in hours:minutes format.
Display alarm dialog	Determines whether Talking Clock displays its alarm dialog when it announces the appointment. By default, this dialog appears 10 minutes before your appointment and lets you put off the alarm for 10 minutes (a.k.a. the snooze option).
Announce appointment	Determines whether Talking Clock announces the appointment's type and time.
None	Disables the Play media element and Program run options.
Play media element	Enables the Sight/SoundÖ button. If you choose the button, you may select a media element to play at the appointment time. See Adding/Editing Media Elements.
Run program	Enables the ProgramÖ button. If you choose the button, you may specify a program to play at the appointment time. See Adding/Editing Program Runs.

Viewing Appointments

Talking PIM provides several different ways of viewing appointments:

*   Day view, which shows all appointments for a given day

    Access Day view by choosing the Day view button (D) button
    in the button bar or choose Day from the View menu

*   Week view, which shows all appointments for a given week

    Access Week view by choosing the Week view button (W) button
    in the button bar or choose Week from the View menu

*   Month view, which shows all appointments for a given month

    Access Month view by choosing the Month view button (M) button
    in the button bar or choose Month from the View menu

*   Appointment dialog, which lets you view and change specific details
    about a single appointment, such as its duration, time, or frequency

    Appointment dialogs are accessible in many different ways, depending
    on whether youre adding or editing appointment information. Refer to
    Creating New Appointments and Editing Appointments for more information.

Editing Appointments

Talking PIM provides several ways to edit appointments:

General Appointment Editing
Editing Appointment Time Slots
Editing Appointment Durations
Adding/Editing Media Elements
Adding/Editing Program Runs

General Appointment Editing

To edit general appointment information:

1. Open the Appointment dialog

    *   Double click the appointment in Day view or

    *   Choose PropertiesÖ from the Edit menu in Day view

    The Appointment dialog appears.

2. Edit any options that you want to change (such as message,
    duration, type, time, media element (by way of the Sight/SoundÖ
    button), and so forth).

3. Choose OK to save the changes to the appointment
    or choose Cancel to abandon them.

See also Viewing Appointments, Deleting Appointments, and Saving Schedule Books.

Editing Appointment Durations

To edit an appointments duration:

1.   Move the cursor over the lower-edge of the selected appointment
       in Day view.

       The cursor changes to a resize cursor (double-edged arrow).

2.   Press the PRIMARY MOUSE button and vertically drag
       the   lower-edge of the appointment to the desired duration
       (for example, drag a 10:00 to 11:00 am meeting down to
       11:30 am).

Heres another way of editing an appointments duration:

1.   Open the Appointment dialog

       *   Double click the appointment in Day view or

       *   Choose PropertiesÖ from the Edit menu in Day view

       The Appointment dialog appears.

2.   Click the Duration scroll-box arrows or drag the Duration scroll box
       to the desired time duration (such as 1:30 for 1$1/2$ hours).

3.   Choose OK to save the change to the appointment or
       choose Cancel to abandon it.

See also Viewing Appointments, Deleting Appointments, and Saving Schedule Books.

Editing Appointment Time Slots

To edit an appointments time slot:

1.   Move the cursor over the appointment in any view.

        The cursor changes to a pointing hand.

2.   Press the PRIMARY MOUSE button and drag-and-drop the
        appointment to or press CTRL+X and drop the appointment onto

   ✶   **Day view:** Another time slot (for example, move the
        10:00 am time slot to the 3:00 pm time slot).

   ✶   **Week and Month views:** Another day (for example,
        move the 10:00 am October 7 appointment to October 20
        (keeps the same time slot))

Heres another way of editing an appointments time slot:

1.   Open the Appointment dialog

        *   Double click the appointment in Day view or

        *   Choose PropertiesÖ from the Edit menu in Day view

        The Appointment dialog appears.

2.   Click the Time scroll-box arrows or drag the Time scroll box
        to the desired time slot (such as 3:00p).

3.   Choose OK to save the change to the appointment or
        choose Cancel to abandon it.

See also Viewing Appointments, Deleting Appointments, and Saving Schedule Books.

Adding/Editing Media Elements

To add or edit a media element you want to play at the appointment time:

1.   Open the Appointment dialog

        *   Double click the appointment in Day view or

        *   Choose PropertiesÖ from the Edit menu in Day view

        The Appointment dialog appears.

2.   Choose Play media element.

3.   Choose Sight/SoundÖ.

        The Choose Media Element dialog box appears.

4.   Select a media element from the Media element or File name list.
        Change Directories and Drives as necessary.

        Note: If you dont want to play a media element, select (none).

5.   Choose OK.

6.   Choose OK again to save the change to the appointment
        or choose Cancel to abandon it.

See also Viewing Appointments, Deleting Appointments, and Saving Schedule Books.

Adding/Editing Program Runs

To add or edit a program specification that you want to run at the appointment time:

1.   Open the Appointment dialog

    *   Double click the appointment in Day view or

    *   Choose PropertiesÖ from the Edit menu in Day view

    The Appointment dialog appears.

2.   Choose Run program.

3.   Choose ProgramÖ.

    The Command Line dialog box appears.

4.   Enter the path of a program you want to run in the
        Command line box (for example, D:\WINWORD\WINWORD.EXE).

    Note: You may also specify a command-line argument
    with the program you want to run (for example,
    D:\WINWORD\WINWORD.EXE D:\DATA\PRIVAT.DOC).

    You may also choose BrowseÖ to locate a program to run.
    When the Open dialog box appears, select a program to run,
    changing Directories and Drives as necessary, then choose OK.

        If you dont want to run a program, leave this field blank.

5.   Choose OK.

6.   Choose OK again to save the change to the appointment
        or choose Cancel to abandon it.

See also Viewing Appointments, Deleting Appointments, and Saving Schedule Books.

Deleting Appointments

To delete an appointment:

1.   Move the cursor over the appointment in any view.

        The cursor changes to a pointing hand.

2.   Press the PRIMARY MOUSE button to select the appointment.

3.   Press the DELETE key.

        The appointment is deleted.

If you really didnt want to delete the appointment and you want to restore it, immediately:

*   Press CTRL+Z or

*   Choose Undo from the Edit menu

See also <u>Viewing Appointments</u> and <u>Saving Schedule Books</u>.

Printing Appointments

To print your appointments for the current day, week, or month:

1. Choose the view (that is, Day, Week, or Month) that you want to print.

2. Access the Print dialog:

    ∗ Choose the Printer button in the button bar or

    ∗ Choose Print from the File menu or

    ∗ Press CTRL+P

       The Print dialog box appears.

3. Select your print options (such as Print Range or Number of copies).

4. Choose OK to print the view.

Creating New Contacts

To create a new business contact:

1.   Change to Day or Contacts view:

        *   Choose the Day or Contacts view button in the button bar or

        *   Choose Day or Contacts from the View menu

2.   Choose New contactÖ from the Edit menu.

        The Contact Information dialog box appears with blank fields (default).

3.   Enter the information that you want to track (such as the contacts
        name, company, address, E-mail address, voice and fax numbers,
        and notes).

4.   Choose OK.

        The contacts name and phone number now appear in the
        Contact area of the Day view.

See also <u>Viewing Contact Information</u>, <u>Editing Contact Information</u>, <u>Deleting Contact Information</u>, and
<u>Saving Schedule Books</u>.

Viewing Contact Information

To view your business contact information:

*   Choose the Contact button in the button bar or

*   Choose Contact from the View menu

Editing Contact Information

To edit a business contact:

1.   Change to Day or Contacts view:

        *   Choose the Day or Contacts view button in the button bar or

        *   Choose Day or Contacts from the View menu

2.   Access the Contact Information dialog:

        *   Double click the contact information you want to edit

        *   Select the contact you want to edit, then choose PropertiesÖ
                from the Edit menu

        The Contact Information dialog box appears.

3.   Edit the information that you want to change (such as the contacts
        name, company, address, E-mail address, voice and fax numbers,
        or notes).

4.   Choose OK.

        The contacts name and phone number reappear in the
        Contact area of the Day view.

See also <u>Viewing Contact Information</u>, <u>Deleting Contact Information</u>, and <u>Saving Schedule Books</u>.

Deleting Contact Entries

To delete a business contact:

1.   Change to Day or Contacts view:

        *   Choose the Day or Contacts view button in the button bar or

        *   Choose Day or Contacts from the View menu

2.   Select the contact you want delete.

3.   Press the DELETE key.

        The contacts name and phone number reappear in the
        Contact area of the Day view.

If you really didnt want to delete the contact and you want to restore it, immediately:

*   Press CTRL+Z or

*   Choose Undo from the Edit menu

See also <u>Viewing Contact Information</u> and <u>Saving Schedule Books</u>.

Printing Contact Lists

To print your contact list:

1.   Choose Contacts View.

2.   Access the Print dialog:

   ∗   Choose the Printer button in the button bar or

   ∗   Choose Print from the File menu or

   ∗   Press CTRL+P

       The Print dialog box appears.

3.   Select your print options (such as Print Range or Number of copies).

4.   Choose OK to print the view.

See also <u>Viewing Contact Information</u>.

Using Schedule Books

A schedule book is a file (*.APP file) that contains your appointments and business contacts.
If different users use the same machine, they may each want a separate schedule book. With Talking PIM, you can maintain separate schedule books and copy appointments between them.

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Creating New Schedule Books

You can create a new schedule book by choosing Blank Page button in the button bar or choose New from the File menu. If you've made changes to the currently loaded schedule book, you'll be prompted to save it first. A new schedule book does not have any appointments defined; however, it does contain default holiday information provided with Talking PIM.

Opening Schedule Books

To open an existing <u>schedule book</u>, choose the Open Folder button in the button bar or choose OpenÖ from the File menu. If you've made changes to the currently loaded schedule book, youll be asked to save the changes first. The title of the Talking PIM window reflects the currently loaded schedule book.

Saving Schedule Books

To save the currently loaded <u>schedule book</u>, choose the Floppy button in the button bar or choose Save from the File menu. If you haven't given it a name yet, you'll be prompted to give it a name and to specify where to save it.

If you'd like to save a schedule book under a new name, choose Save AsÖ. You'll be prompted to supply a name and specify the directory in which to save the schedule book. If you choose the name of an existing schedule book, Talking PIM will overwrite it with the schedule information you're saving. For this reason, you'll be asked for confirmation if you choose an existing name. This option will not remove or alter the schedule book with the currently loaded schedule book's previous name.

Both the Save and Save AsÖ options let you save to the Appointment file (*.APP) format. The last *.APP file open becomes the default schedule book. The default schedule book automatically loads when Talking PIM and Talking Clock load.

Holidays

Talking PIM includes a standard set of holidays in its default schedule book. If you want to add additional holidays (standard or personal), follow the instructions in the Creating New Appointments section and select the appropriate holiday type from the Type drop-down list box.

Miscellaneous

Besides using the Cut, Copy, and Paste buttons in the button bar, you can do other things with Talking PIM:

Selecting an Alarm Voice
Selecting an Alarm Face
Changing the Background
Using the Calculator
Saying the Time
Saying the Date
Saying Your Schedule

Note: We dont explain how to cut, copy, and paste, as were assuming youve cut, copied, and pasted stuff before.

Selecting an Alarm Voice

You can select a voice for Talking Clock to use when it announces your appointments. To do this, choose the Lips button from the button bar or choose Voice Setup from the Edit menu. When the Voice dialog box appears, select a voice, then choose OK.

Note: If you later specify a Voice Scape setting with the MediaScape Changer application (provided with Wired for Sound Pro/Wired for Sound Pro CD), the new scape setting overwrites the settings youve specified here. If you still want a different voice announcing your appointments, repeat the Voice Setup process from within Talking PIM.

Selecting an Alarm Face

You can select an animated face for Talking Clock to use when it announces your appointments. To do this, choose the Smiley Face button from the button bar or choose Face Setup from the Edit menu. When the Choose Face dialog box appears, select a face, then choose OK.

Note: If you later specify a Face Scape setting with the MediaScape Changer application (provided with Wired for Sound Pro/Wired for Sound Pro CD), the new scape setting overwrites the settings youve specified here. If you still want a different face announcing your appointments, repeat the Face Setup process from within Talking PIM.

Changing the Background

You can change the view background from the Windows default to one of the month or seasonal bitmaps provided with Talking PIM. To do this, choose BackgroundÖ from the Edit menu. When the Open dialog box appears, select a bitmap file, then choose OK. Choose BackgroundÖ again to return to the Windows default.

Using the Calculator

You can calculate numbers by choosing the Calculator button in the button bar (the button with 1 2 3 across the top). This accesses Talking Calculator (provided with Wired for Sound Pro/Wired for Sound Pro CD), which works similar to the standard Windows calculator, except ours TALKS.

Saying the Time

You can announce the current time by choosing the Say Time button in the button bar (the balloon with the clock hands in it). You can also do this by pressing CTRL+T or by choosing Time from the Say menu.

Saying the Date

You can announce the current date by choosing the Say Date button in the button bar (the balloon with the 17 in it). You can also do this by choosing Date from the Say menu.

Saying Your Schedule

You can announce the selected dates (highlighted) schedule by choosing the Say Schedule button in the button bar (the balloon with the light bulb in it). You can also do this by pressing CTRL+H or by choosing Schedule from the Say menu.

Schedule Book

A file that contains appointments and business contacts. You can have multiple schedule books on one machinefor instance, one for each user, or one for different types of appointments or contacts.

Alarm Dialog

A dialog displayed by Talking Clock if youve selected the Display alarm dialog in Talking PIMs Alarm dialog. By default, this dialog appears 10 minutes before your appointment and lets you put off the alarm for 10 minutes (a.k.a. the snooze option).

Media Element

A media element is any multimedia file, such as a sound file (waveform or MIDI), a video clip (such as AVI), or a Windows bitmap. If you have the speech synthesis module, text files are also treated as media elements--they are read by the synthesis engine when played. Generally, Talking PIM lets you specify any type of media element to play as appointment alarms.

Note: Talking Clock, rather than Talking PIM, plays the media element selected as an appointment alarm. To hear appointment alarms, you must be running Talking Clock.