

Organiser

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COLLABORATORS

	<i>TITLE :</i> Organiser		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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Chapter 1

Organiser

1.1 Organiser Help: Main Contents

Digita® Organiser On-line Help (Fourth Edition)

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Before You Begin

Copyright Notices

Technical Support

How To Use Help

Tutorials

Reference Section

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Edit Menu

Create Menu

Locate Menu

Settings Menu

Help Menu

Keyboard Shortcuts

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What's New

Hints And Tips

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1.2 Organiser Help: How Do I...?

How Do I...?

A

Add a Birthday

Add a Task

Add an Address

Auto start Organiser

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Change the sound of my alarm

Create a blank disk

Create a new Organiser file

Create a supplement

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Delete an event

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Insert a Supplement

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Open an Organiser file

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Save an Organiser file to a separate disk

See more events on a day

Set up my printer

Start a program at a specific date and time

Solve a problem myself
U

Use linked items
V

View an Organiser Supplement
W

What are linked events

1.3 Organiser Help: How To Use Help

How To Use Help

You can ask for help in several ways:

Help key: Press the Help key to see Help contents.

Help icon: Click the Help icon (?) for Help contents.

Help menu: Choose a topic from the Help menu.

Menu help: For Help with a menu or menu command, hold down the the Right Mouse key over the menu or command and press the Help key.

Requester help: For Help with a requester press the Help key while the requester is highlighted. Due to operating system requirements, this does not work with
file requesters
or
system requesters.

Help Menu Commands

How Do I...?

Shows a list of explanatory functions (for example, 'How to add a Birthday').

How To Use Help

Shows these instructions.

Contents

Shows the Table of Contents.

Tutorial

Shows the Tutorial section which contains detailed information on using Organiser for beginners and advanced users.

Shortcuts

Shows a list of available keyboard shortcuts.

Index

Shows all Organiser commands.

Troubleshooting
Shows common problems and their solutions.

1.4 Organiser Help: Tutorials

Tutorials

This topic will give you a brief explanation of Digital Organiser, its functions and how it is best used.

The Basics

What is a Personal Information Manager?

How to use Organiser requesters

How to use requester gadgets

How to use file requesters

Setting up your printer

Getting going

File Handling

Creating a separate files disk

Saving onto a separate disk

Opening a file from a separate disk

Deleting a file

Advanced

Changing your printer settings

Organiser Tool Types

1.5 Organiser Help: What Is A Personal Information Manager?

What is a Personal Information Manager?

A Personal Information Manager lets you store and organise personal information such as meetings, appointments, things to do and so on, on a computer – just like a diary. The main advantage is that once added, the information can be easily accessed and manipulated.

To use a personal information manager like Organiser effectively, it is important to understand some of the basic terminology.

Diary Event: This is an item that is typed into the Diary section. It could be just some notes (with no times), an appointment with a start time, a meeting with both start and end times, it could even be a holiday spanning several days.

Task: A Task is usually an item which has a deadline. For example, a school report. Once the deadline, or "Due Date", has passed, the task appears in red and the number of days overdue is displayed.

You can also have items which have no deadline.

Address: An address stores personal information on people. For example, their name, company, position, address, telephone numbers and so on.

Selected: A selected item is shown by a dotted line under the first line of text.

1.6 Organiser Help: Organiser Requesters

Organiser Requesters

Requesters are special windows that Organiser uses to request information. This normally occurs after you have chosen a menu command.

To exit a requester using the default button, press the Enter key or Ctrl-Return key. The default button is displayed in bold type.

To cancel a requester, press the Esc key.

Requester Gadgets

Gadgets are part of the Amiga operating system. They are standard items which appear on screen, like buttons, lists, check boxes or scroll bars.

When you select gadgets with the mouse, it is unnecessary to position the arrow pointer precisely, you can click the gadget or its title.

Buttons: Click these pushbutton-like gadgets to confirm or cancel an action. On a requester, one of these buttons may appear in a bold font, this is the default. You can select the default by clicking it, or press the Enter key (or Ctrl-Return).

Here are a few example buttons:

BUTTON	DOES
OK	Accepts changes and closes requester.
Use	Accepts changes and performs the Use command.
Options...	Reveals Options requester.
Cancel	Disregards changes and closes requester.

You can also cancel a requester by pressing the Esc key. However, you cannot cancel any requester changes once you have clicked Apply.

Text Gadget: Boxes into which you type information. Del and Backspace are used as normal along with the Left and Right Arrow keys.

When editing:

KEY PRESS	DOES
Right Amiga-X	Deletes contents.
Shift-Right Arrow	Move to end of box.
Shift-Left Arrow	Move to beginning of box.
Right Amiga-Q	Restore box contents.
Tab	Move to next box.
Shift-Tab	Move to previous box.
Return key	OK contents and exits box.
Enter or Ctrl-Return key	Finish editing box and quit requester.

When editing a text gadget, you can jump to another gadget using a keyboard shortcut. Hold down the Ctrl key and press the underlined letter in the gadget title to which you wish to jump.

Radio Buttons: Groups of buttons where only one may be selected. Selecting another radio button will deselect the previous one, similar to the buttons on some radios, hence their name.

Check Box: Small, square box which can be turned on or off by clicking. Their status is shown by a check mark (tick) in the box.

Scrolling List Gadget: Large boxes which present a list from which a selection is made by clicking one item. If the list contains more items than can be shown, you can scroll through the list using the scroll bars and scroll arrows on the right of the list box.

Slider Gadget: Drag the bar in the gadget to select a value. As you move the slider bar, different values are displayed. You can also click either side of the bar.

Pop-up Gadget: These are buttons which display the selection, and when clicked, reveal a list of options. Drag the mouse through the list to change the selection. To cancel a selection release the Selection button with Arrow pointer away from the list.

Organiser places an inactive scroll bar next to large lists to indicate that more options are available. You can display these extra options by dragging the mouse pointer beyond the top or bottom of the list (do not click the inactive scroll bar).

Pop-up Text Gadget: The same as pop-up gadgets, except you can also type and edit in the same way as text gadgets. To scroll through the list of options, use the Up and Down Arrow keys when editing text.

Read Only Gadget: For displaying information which you cannot edit.

1.7 Organiser Help: File Requesters

File Requesters

There are two types of file requester: The

Open
requester

which appears with a grey background to the File list, and a

Save
requester which appears with a black background.

The Control menu is displayed by holding down the menu-button (right mouse key).

Using The File Requester

To Open or Save a file, select the file from the File list and click either the Open or Save button (alternatively, select the file and choose OK from the Control menu).

You can also double-click the file from the list to open it.

To create a new drawer type the name into the Drawer text gadget and press the Return key. A confirmation requester will then appear.

The Control Menu

Last Name: Moves the selection bar up to the previous file in the list. You can also use the cursor keys (see 'Keyboard Control' below).

Next Name: Moves the selection bar down to the next file in the list. You can also use the cursor keys (see 'Keyboard Control' below).

Restore: Restores the contents of the Drawer text gadget.

Parent: Displays the contents of the parent drawer in the File list gadget.

Volumes: Toggles the contents of the list gadget between the files in the current Drawer and the Volumes (disks) and assignments.

Delete: Deletes the selected file.

OK: To Open or Save a file, select the file from the File list and choose this command.

Cancel: Choose this command to cancel the requester and not Open or Save any files.

Keyboard Control

You can move the selection bar up and down the list using the keyboard.

KEY	DOES
Up Arrow	Moves the bar up the list.
Down Arrow	Moves the bar down the list.
Alt-Up Arrow	Moves the bar up a page.
Alt-Down Arrow	Moves the bar down a page.
Shift-Up Arrow	Moves the bar to the top.
Shift-Down Arrow	Moves the bar to the bottom.

The Requester Gadgets

Pattern: The contents of the File list gadget are filtered using this command. Refer to your Workbench User's Manual for more detailed information on 'Patterns'.

Drawer: Type the drawer path that you wish to view. The contents of the drawer will appear in the File list gadget.

File: Type the name of the file you wish to Open or Save.

Buttons

Open/Save: Opens or Saves the selected file.

Volumes: Toggles the contents of the list gadget to files in the current Drawer, or the Volumes (disks) and assignments.

Parent: Displays the contents of the parent drawer in the File list gadget.

Cancel: Closes the requester without opening or saving the file.

See Also

Organiser Requesters
How Do I

Create a blank disk

Import information into Organiser

Export my addresses

Delete a file

Open an Organiser file

Open an Organiser file from a separate disk

Save an Organiser file

Save an Organiser file to a separate disk

1.8 Organiser Help: Getting Going

Getting Going

When you first start Organiser, you will notice that a requester appears asking you to

set the current date and time

. It is very important that you set this correctly, as Organiser uses it to control alarms, reminders and so on.

Now you want to add a few items of information:

Adding a Birthday

Add a Task

Then print them:

Printing addresses

Print my daily tasks

Print some diary events

You might need to change the views:

See more events on a day

Lastly use the supplements:

View an Organiser Supplement

Install a Supplements

1.9 Organiser Help: Tool Types

Organiser Tool Types

Tool types are parameters used by the program. Tool types are usually in the form of 'KEYWORD=argument'. Case differences do not matter but you shouldn't use spaces.

Tool types can be commented, or disabled, so that Organiser ignores them on loading. Commented tool types are enclosed in parenthesis or preceded by a semi-colon (;).

Tool types are saved on the Project and settings files.

Tool Types For Program Icon Only

SETTINGS=<file>

This tool type specifies the Settings file and path to use.

PUBSCREEN=<screenname>

Specifies the public screen on which Organiser opens its display. You can use 'Workbench' to open Organiser on the Workbench screen.

PRINTDEVICE=<dosdevice>

This tool type specifies the DOS print device when printing from Organiser.

This can be:

PAR: Prints straight to the parallel port.
 SER: Prints straight to the serial port.
 PRT: Prints through the Workbench printer driver system.

(Other devices can be specified if, for example, you wish to print to a network)

The <dosdevice> can also be a filename and path. This is different to the "Print To File" checkbox (Print command, Project menu) in that it will contain printer formatting codes.

CLIPUNIT=<unitnumber>

This specifies the clip unit for Organiser's clipboard. For more information refer to your Workbench User's Guide.

Tool Types For Project Icons Only

FILETYPE=<type>

Specifies the type of the file:

ORGANISER	For an Organiser project file
PREFS	For an Organiser Settings file
ORGANISER TEMPLATE	For an Organiser 'Diary Theme'

This tool type does not appear on the Organiser program icon.

Tool Types For Program Or Project Icons

CX_POPKEY=<hotkey>

Specifies the keyboard shortcut to bring the Organiser display to the front. It is also used to display Organiser when it has been

hidden

You can use any of the function keys (F1 to F10) as a hotkey, or any other key from the keyboard (however, this will need to be preceded by a qualifier).

Acceptable qualifiers for Workbench 3 are:

alt	Either Alt key
Ralt	Right Alt only
Lalt	Left Alt only
shift	Either Shift key
Rshift	Right Shift only
Lshift	Left Shift only
Lamiga	Left Amiga only
Ramiga	Right Amiga only
ctrl	Ctrl key
NumericPad	Any key on the numeric keypad

Acceptable qualifiers for Workbench 2 are:

alt	Either Alt key
Ralt	Right Alt only

Lalt	Left Alt only
shift	Either Shift key
Rshift	Right Shift only
Lshift	Left Shift only
Lcommand	Left Amiga only
Rcommand	Right Amiga only
control	Ctrl key
NumericPad	Any key on the numeric keypad

Several qualifiers can be used together, but a qualifier must always be followed by a key from the keyboard.

Some examples:

```
CX_POPKEY=Alt F6
CX_POPKEY=LAmiga Shift Ctrl D
CX_POPKEY=F1
CX_POPKEY=control alt #
```

The hotkey appears after the file name in Organiser's window title bar as "(Hot Key = ...)".

CX_POPUP=<yes/no>

Specifies whether the Organiser display should be shown (yes) or hidden (no) on startup.

CX_PRIORITY=<-127 to 128>

Specifies the priority of the Commodity. Refer to your Workbench User's Guide for more information.

1.10 Organiser Help: 'Set Date and Time' requester

Setting the Date and Time

The "Set Date and Time" requester appears each time you start Organiser, to allow you to type the correct date and time before proceeding.

Using The Requester

If the date and time are correct, just click OK. Otherwise, type in the correct values before clicking OK.

If you have a built-in clock and wish to prevent this requester from appearing every time you start Organiser, deselect the "Set Date and Time on Startup" checkbox on the

General Settings

requester ("Change Settings"-General, Settings menu), and then

choose

Save Settings

(Settings menu).

1.11 Organiser Help: Project Menu

Project Menu

The Project menu contains commands relating to the current Organiser Project or File.

- New
- Open...
- Save
- Save As...
- Import...
- Export...
- Print...
- Hide
- About...
- Quit Organiser

1.12 Organiser Help: New Command

New command

Choose New command (Project menu) to create a new, blank Organiser project file. Alternatively, press Right Amiga-N.

Using New

You can only have one Organiser file open at a time. If you already have an Organiser file open which has not yet been saved, you will be warned and given the opportunity to save that file before a new one is created.

1.13 Organiser Help: Open Command

Open command

Choose Open command (Project menu) to open a previously created Organiser project file. Alternatively, click the Open icon on the toolbar or press Right Amiga-O.

Using Open

Choosing this command will display a
file requester
from

which you select the Organiser file that you wish to open.

If a 'Diary Theme' is opened, the project will remain 'untitled'
so that you cannot accidentally overwrite the original 'Diary
Theme' file.

Buttons

Open: Opens the selected file.

Volumes: Click to display volumes and assigns. Click again to
return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without opening any files.

See Also

Import command

Save command

'Save As' command
Troubleshooting

1 I cannot open my Supplements.

ANSWER

2 I have Day-By-Day and I want to use my project file with
Organiser but I cannot get Organiser to open it.

ANSWER

3 I cannot import Names and Addresses into Organiser.

ANSWER

1.14 Organiser Help: Save Command

Save command

Choose Save command (Project menu) to save the current Organiser
file to disk. Alternatively, click the Save icon on the toolbar
or press Right Amiga-S.

You do not need to save each section as a separate file. When
you choose Save, the whole Organiser project is saved into one
file.

Using Save

The file is saved using the current file name. If it is untitled, a

file requester will appear from which you can specify the name and destination of the file.

If you wish to save the file to a different destination, or using a different file name, use the

Save As command (Project menu).

Note that you

See Also

Auto Save
Export command
Hints And Tips
Open command
'Save As' command

1.15 Organiser Help: 'Save As' Command

"Save As" command

Choose "Save As" command (Project menu) to save the current Organiser file to disk. Alternatively, press Right Amiga-A.

You do not need to save each section as a separate file. When you choose Save, the whole Organiser project is saved into one file.

Using "Save As"

The "Save As" command will display a file requester from which you can specify the name and destination of the file.

Buttons

Save: Saves the file using the name and destination specified.

Volumes: Click to display volumes and assigns. Click again to

return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without saving the file.

See Also

Auto Save

Export command

Hints And Tips

Open command

1.16 Organiser Help: Import command

Import command

Choose Import command (Project menu) to import information from another source into Organiser.

Using Import

This command will allow you to import:

\textdegree{} Diary Events from Digita Day-By-Day into Organiser's Diary section.

\textdegree{} Addresses from Digita Mailshot Plus into Organiser's Addresses section.

\textdegree{} A plain ASCII text file into the Addresses section (if the file is suitably formatted as detailed below).

The ASCII file must include a header record. A header record is a line at the top of the file detailing which fields are used, what their names are, and in what order they appear.

The field names Organiser uses are as follows:

NAME	VALUE
------	-------

Type	Either "Company", "Name" or "Name and Company"
Salutation	Any text
FirstName	Any text
LastName	Any text
Position	Any text
Company	Any text
Address	Any text
Address2	Any text
Address3	Any text

Address4	Any text
Address5	Any text
Country	Any text
Label	Either "None", "Tel", "Fax", "Home", "Work", "Mobile" or "E-mail"
Number	Any text
Label2	As Label
Number2	Any text
Label3	As Label
Number3	Any text
Label4	As Label
Number4	Any text
Marked	Either "TRUE" or "FALSE"
Notes	Any text
Notes2	Any text

The 'Type' and 'Label' (Label to Label4) fields need a value that represents an item in the popup.

The 'Marked' field represents whether the checkbox is selected ("TRUE") or deselected ("FALSE").

The format of the ASCII file is selected from the Export-Format popup in the

File Settings
requester.

The format defines what separates the fields and records. The "Wordworth and Datastore" item specifies that each field should be separated by a Tab character and each record by a Carriage Return character.

Buttons

Import: Imports the selected file into the relevant section.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without importing any files.

See Also

Open command

Export command

1.17 Organiser Help: Export Command

Export command

Choose Export command (Project menu) to export Addresses from Organiser.

Using Export

You can select the format in which addresses are exported, from the "File Settings" requester.

The format defines what separates the fields and records. The "Wordworth and Datastore" item, for example, specifies that each field should be separated by a Tab character and each record by a Carriage Return character.

If you are exporting the data for use with another, select "Turbocalc and Superbase (CSV)".

Buttons

Export: Exports the addresses to the selected filename and destination.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without exporting any files.

See Also

Save command

Import command

1.18 Organiser Help: Print Command

Print command

Choose Print command (Project menu) to display a Print requester from which you can set the options for printing your Organiser project file. Alternatively, click the Print icon on the toolbar or press Right Amiga-P.

Using Print

From the requester, select the options for your printout and then click the Print button.

If you wish to store changes you made to the requester, but you do not want a printout, click the requester Close gadget.

The settings made for each section are automatically stored. Therefore, if you wish to print a different section, the requester will display the last changes made for that section.

Print

Section: From this popup list you can select the section you wish to print:

- \textdegree{} Calendar
- \textdegree{} Diary
- \textdegree{} Tasks
- \textdegree{} Addresses
- \textdegree{} Supplements

Layout: Sets the layout, or style, of the printout.

For example, when printing the Tasks section you can choose to print a full task list, a list of the daily tasks or the tasks in priority order.

However, this option is not available when printing the Calendar or Supplements.

Copies: Specifies how many copies to print (normally 1).

Print to File: If this check-box is selected Organiser information will be printed, without any formatting, directly to a file on disk instead of the printer.

When the Print button is clicked, you will be asked to specify the name and destination of the file using a
file requester
.

Range

From/To: Specifies the range of information to print.

For example, when printing Addresses you could print all of the addresses (A to Z) or just a specific range (Jones to Smith).

All/Range: Select All to ignore the range in the From/To text gadgets and print all of the information. Select Range to print the range specified in the From/To gadgets.

Filter: Specifies certain items to print.

For example, you can use the filter to specify only the "Completed Tasks" are printed (other filters for tasks are: "Uncompleted Tasks" or "Overdue Tasks").

This option is not available when printing the Calendar or Diary

sections.

Buttons

Print: Prints the Organiser project information using the options selected in this requester.

Settings: Displays the Print Settings requester from which you can specify various layout settings.

Cancel: Cancels this Print requester.

See Also

Workbench printer preferences
Troubleshooting

1 When I print, the end of each line is printed on the following line.

ANSWER

2 Several strange characters are printed on the top of each page, or my printouts are just rubbish.

ANSWER

3 Why is it that every second page I print is only half full?

ANSWER

4 I have the Centre option selected ("Print Settings" requester, Print command) but the page doesn't centre correctly.

ANSWER

5 When I try and print, Organiser keeps saying that the page size is too small, but I have "DIN A4" selected in my ("Workbench Printer Preferences" program).

ANSWER

1.19 Organiser Help: Hide Command

Hide command

Choose Hide command (Project menu) to hide the Organiser display. Alternatively, click the window Close gadget at the top left corner of the window or press Right Amiga-H.

Using Hide

When hidden, Organiser continues to operate in the background and can be displayed again by:

\textdegree{} Double-clicking the Organiser icon on the Workbench desktop.

\textdegree{} Choosing the Organiser command from the Workbench Tools menu.

\textdegree{} Using the keyboard hotkey .

\textdegree{} Activating the Organiser screen from the Exchange tool ('Workbench/Tools/Commodities' drawer).

You can also set Organiser to be hidden when it is started by changing the CX_POPUP tool type on the Organiser project icon to 'CX_POPUP=NO'.

1.20 Organiser Help: About Organiser

Digita® Organiser 2
Copyright ©1995 Digita International Ltd

Warning: This computer program is protected by copyright law and international treaties. Unauthorised reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

All trademarks and their owners are acknowledged.

Credits

Designed and programmed by Keith Wilson, assisted by J Blake and D Petitt.

On-line Help written by J Blake, M Jackson and D Petitt.

Diary Themes and Supplements researched and compiled by P Barnham, J Blake, M Jackson, V Mills and D Petitt.

Additional testing and assistance by P Barnham, E Haynes, M Jackson, D Merrifield, V Mills, S Scandrett and T Titchmarsh.

LHA compression software used in the Digita Organiser installer is ©Copyright Stefan Boberg 1991, 92.

Many thanks to the Digita Beta Testers and everyone else who has helped with the production of Organiser.

1.21 Organiser Help: 'Quit Organiser' Command

"Quit Organiser" command

Choose "Quit Organiser" command (Project menu) to exit Organiser and return to the Workbench screen. Alternatively, press Right Amiga-Q.

Using "Quit Organiser"

If you quit before you have
saved
any changes made to a file,
Organiser will ask if you wish to save these changes before
quitting.

Troubleshooting

1 When I re-open my Organiser project file, Organiser displays
reminders that I saw last time.

ANSWER

2 When I re-open my Organiser project file, some of the changes
I made to the file are not there anymore.

ANSWER

1.22 Organiser Help: Edit Menu

Edit Menu

The Edit menu contains commands relating to the editing of
selected Organiser items.

Cut

Copy

Paste

Erase

Erase Items

Undo

Edit Details

1.23 Organiser Help: Cut Command

Cut command

Choose Cut command (Edit menu) to cut the selected item and
place it on the clipboard. Alternatively, press Right Amiga-X.

This command is only available if you have a 'selected' item on
the Organiser page. A selected item is shown by a dotted line
under the first line of text.

Using Cut

You can use the Cut command to 'cut' the selected item (either Diary Event, Address or Task) from the Organiser page and place the information onto the

Amiga clipboard

.

Once the information is on the clipboard, you can easily use it with any other programs which also support the Amiga clipboard, such as Datastore (the current version of Wordworth, however, does not support the Amiga clipboard).

If a Diary Event has been 'cut' from the page, it can be inserted into another day using the

Paste

command (Edit menu)

or into the Task section.

See Also

Copy command

Paste command

1.24 Organiser Help: Copy Command

Copy command

Choose Copy command (Edit menu) to copy the selected item and place it on the clipboard. Alternatively, press Right Amiga-C.

This command is only available if you have a 'selected' item on the Organiser page. A selected item is shown by a dotted line under the first line of text.

Using Copy

You can use the Copy command to 'copy' the selected item (either Diary Event, Address or Task) from the Organiser page and place it onto the

Amiga clipboard

.

Once the information is on the clipboard, you can easily use it with any other programs which also support the Amiga clipboard, such as Datastore (the current version of Wordworth, however, does not support the Amiga clipboard).

If a Diary Event has been 'copied' from the page, it can be

inserted into another day using the
Paste
command (Edit menu)
or into the Task section.

See Also

Cut command

Paste command

1.25 Organiser Help: Paste Command

Paste command

Choose Paste command (Edit menu) to place the contents of the clipboard onto the Organiser page. Alternatively, press Right Amiga-V.

This command is only available if you have information on the

Amiga clipboard
. Information is placed on the clipboard

using the

Cut
or
Copy
commands.

Using Paste

The Paste command inserts the text that is on the clipboard onto the Organiser page. If an item is selected before a paste, it will be overwritten with the contents of the clipboard.

See Also

Copy command

Cut command

1.26 Organiser Help: Amiga Clipboard

Amiga Clipboard

Organiser uses the standard Amiga clipboard for
Cut

,
Copy
and
Paste
(Edit menu).

This means you can easily exchange information between Organiser and any other program which support the Amiga clipboard.

You can, for example, copy an address from a Datastore address database and paste it into Organiser's Address section (the current version of Wordworth, however, does not support the Amiga clipboard).

See Also

Copy command
Cut command
Paste command

1.27 Organiser Help: Erase Command

Erase command

Choose Erase command (Edit menu) to erase the selected item from the Organiser page. Alternatively, press the Del key or click the 'Trashcan' icon on the ribbon.

This command is only available if you have a 'selected' item on the Organiser page. A selected item is shown by a dotted line under the first line of text.

A requester will appear asking you to confirm the operation. This requester, however, can be disabled by holding down the Shift key before choosing the command, clicking the icon or pressing Del.

See Also

Copy command
Cut command
'Erase Items' command
Paste command
Undo command

1.28 Organiser Help: 'Erase Items' Command

"Erase Items" command

Choose "Erase Items" command (Edit menu) to Erase more than one item from the Organiser page. This command is only available for the Diary and Tasks sections.

Erasing Many Items

You can use this command in the Diary section for erasing

Diary Events

between a range of dates. This is useful for 'purging' your diary of old information so that it opens, saves and operates much quicker.

It is recommended that you do this on a fairly regular basis, such as once a month or at the beginning of a new year.

Repeating

events that occur outside the specified range will not be erased. For example, birthday's will not be erased unless you specified an end date that falls within the range.

When using this command in the Tasks section, you can erase any

Tasks

that fall between a range of dates, or all 'completed tasks'.

From Date: Type in the start date of the items you want to erase.

To Date: Type in the end date.

Include Diary Theme Events: This checkbox is only available when erasing Diary Events. Select if you wish to erase Diary Theme Events as well as normal events within the given date range.

Completed Tasks Only: This checkbox is only available when erasing Tasks. Select if you wish to only erase 'completed tasks'.

WARNING: You will not be able retrieve any information that is erased using this command, so be careful.

See Also

Cut command

Copy command

Erase command

Paste command

Undo command

1.29 Organiser Help: Undo Command

Undo command

Choose Undo command (Edit menu) to replace an item that has just been deleted.

The Undo command applies to any item of information (events, tasks or addresses) that has been
deleted
or
cut
from the
Organiser page.

See Also

Copy command

Cut command

Erase command

Paste command

1.30 Organiser Help: 'Edit Details' Command

"Edit Details" command

Choose "Edit Details" command to edit the currently selected item. Alternatively, press Right Amiga-E or double-click the item on the page.

This command is only available if you have an item on the Organiser page 'selected'. A selected item is shown by a dotted line under the first line of text.

See

EDIT

REQUESTER

Address

'Address Details' requester
Detailed Address
'Detailed Address Details' requester
Diary Event
'Diary Event Details' requester
Task
'Task Details' requester

1.31 Organiser Help: Create Menu

Create Menu

The Create menu contains commands relating to the creation of items in the current Organiser file.

Diary Event...
Task...
Address...
Linked Item
Make Link
Duplicate

1.32 Organiser Help: 'Diary Event' Command

"Diary Event" command

Choose "Diary Event" command (Create menu) to create a new Event in the Diary section and display the

Diary Event Details requester. Alternatively, double-click a blank area of the Diary page, click the "Create Diary Event" toolbar icon or press Ctrl-E.

Using Diary Events

Diary events are items of information placed on a particular day (with a time if you wish).

See Also

'Alarm Options' requester

'Auto Start Options' requester
'Diary Event Details' requester
'Edit Details' command
Erase command
'Erase Items' command
Hints And Tips
'Repeat Options' requester
How Do I

Add a birthday
Change the view
Delete an event
Delete all events
Edit an event
Import my Day-By-Day file
Print the week's events
Purge all events

1.33 Organiser Help: 'Diary Event Details' Requester

"Diary Event Details" requester

Choose

Diary Event
command (Create menu) to create a new

Event in the Diary section and display the "Diary Event Details" requester. Alternatively, double-click a blank area of the Diary page, click the "Create Diary Event" toolbar icon or press Ctrl-E.

This requester also appears when a diary event is being edited. Double-click a diary event on the page or select it and choose

Edit Details
(Edit menu) to edit a diary event.

Using Diary Event Details Requester

Diary events are items of information placed on a particular

day (with a time if you wish).

You can spread an event over several days if you wish (like a holiday), by typing a date into the "End Date" gadget (and "End Time" if required).

All the elements on the requester are optional, so you do not have to type information into every text gadget (this gives you great flexibility when creating an event that).

Examples:

EVENT	GADGETS TO USE
Holiday	Date and "End Date"
Meeting	Date and Time
Long meeting	Date, Time and "End Time"
Birthday	Date and "Every Year"

Title: The title is essential and will appear in the first line of the event on the diary page (it may go onto subsequent lines if you type a long title).

Notes: Additional notes for the event (which appear on the diary page under the Title text).

Priority: The priority determines the ordering of the events on a day.

Priorities on timed events, however, are ignored as they are always grouped together in time order (untimed events appearing above them).

A Priority can be one of the following:

```
\textdegree{} Lowest  
\textdegree{} Low  
\textdegree{} Normal  
\textdegree{} High  
\textdegree{} Highest
```

Details

Date: Type the start date of the event into this pop-up text gadget. You can quickly select a date within the following week from the pop-up.

End Date: If necessary, type the end date of the event into this pop-up text gadget. You can quickly select a date within the following week from the pop-up.

Time: If necessary, you can give the event a start time by typing it into this text-gadget.

End Time: If necessary, you can give the event an end time by typing it into this text-gadget.

Every Year: Select this option if you wish the event to be repeated every year. This is especially useful for birthdays.

Alternatively, you could select '1 Year' from the "Repeat Options" requester (Options button).

Summary: This section gives a brief 'plain English' summary of the event.

Options

Alarm: Displays the Alarm Options requester . Set an alarm for the event and when you are reminded.

Repeat: Displays the Repeat Options requester . Sets when you want the event repeated.

Auto Start: Displays the Auto Start Options requester . Sets the program or script to be started and what arguments are to be sent to it.

Buttons

OK: Closes the requester and places the event on the diary page.

Create Another: Places the event on the diary page and displays another requester to create another event.

Cancel: Cancels the requester and does not add the event onto the diary page. Any events created before clicking the "Create Another" button will not be cancelled.

See Also

'Alarm Options' requester

'Auto Start Options' requester

'Diary Event' command

'Edit Details' command

Erase command

'Erase Items' command

Hints And Tips

'Repeat Options' requester
How Do I

Add a birthday

Change the view

Delete an event

Delete all events

Edit an event

Import my Day-By-Day file

Print the week's events

Purge all events

Troubleshooting

1 I have set several Diary Events with alarms but no alarm warning is ever displayed.

ANSWER

2 What is the Priority of an event for?

ANSWER

3 I have too many events to fit on the Diary day and I, therefore, cannot see most of them.

ANSWER

4 When I try and create a Diary Event for my birthday (on 20 June 1965), Organiser inserts it on the year 2065.

ANSWER

5 When I type '10th April 1975' in the date gadget, Organiser changes it to the '10th April 2075'.

ANSWER

1.34 Organiser Help: 'Alarm Options' Requester

Alarm Options

Click the Alarm button on the

Diary Event Details

requester to

display the "Alarm Options" requester for setting how far in advance the alarm will occur.

Using Alarms

This requester allows you to specify whether you wish to be reminded before the event occurs. The period before the event can also be specified along with how Organiser shows the alarm.

Organiser can display an on-screen reminder at a time or date

requested before the event.

As Organiser uses the system 'warning' signal to warn of an alarm, you can specify whether you wish the Amiga to flash the screen and/or beep (or even play a sound sample). You can set what you wish the computer to do using the

Workbench Sound Preferences

.

To turn off the alarms deselect the "Alarms Active" checkbox on the

General Settings

requester (Settings menu).

Alarm Options

Notify in Advance: Type the number of minutes/hours/days/weeks you wish to be notified in advance of the event. Then, select whether the value is Minutes, Hours, Days or Weeks from the pop-up list gadget.

Show On-Screen Reminder: Select this option if you wish an on-screen reminder to appear along with the system warning.

Summary: This box will display a summary of the event in 'plain English'.

Buttons

OK: Close the requester and use the current settings.

Clear: Clear the alarm for the event and then close the requester (you will be asked to confirm this).

Cancel: Cancel the requester without setting an alarm for the event.

See Also

Auto Save

'Create Diary Event' requester

Workbench Sound preferences

Troubleshooting

1 I have set several Diary Events with alarms but no alarm warning is ever displayed.

ANSWER

1.35 Organiser Help: 'Repeat Options' Requester

Repeat Options

Click the Repeat button from the Diary Event Details requester to display the "Repeat Options" requester for setting how often the event will repeat.

Using Alarms

This requester allows you to specify whether you wish the event to be repeated at regular intervals.

You can tell Organiser to repeat an event, for example, on the second Thursday of each month by first creating the Diary Event on the second Thursday of the current month.

Then type 1 into the "Repeat Every" text gadget, select Month from the popup and select the "On the Same Day and Week" checkbox.

If an event is created on February 29th and repeated every 1 Year, it will appear on the 28th for non-leap years.

If an event is created on the 31st of a month and repeated every 1 Month, it will appear on the 30th or 28/29th for months that do not have 31 days.

Repeat Options

Repeat Every: Type the number of days/weeks/months/years the event is repeated in this text-gadget. Then, select 'Days', 'Weeks', 'Months' or 'Years' from the popup gadget as appropriate.

Until: If the event is to stop repeating on a specific date, type it in this text gadget.

On the Same Day and Week: Select this checkbox if you wish the event to repeat on the same day and week each month or year.

Example Dates: This box shows a set of example dates for the repeat options selected.

Buttons

OK: Close the requester and use the current settings.

Clear: Clear the repeat options for the event and then close the requester (you will be asked to confirm this).

Cancel: Cancel the requester without setting any repeat options for the event.

See Also

'Create Diary Event' requester

1.36 Organiser Help: 'Auto Start Options' Requester

Auto Start Options

Click the "Auto Start" button on the Diary Event Details requester to display the "Auto Start Options" requester for specifying a program or script that you want Organiser to start automatically. Alternatively, select a 'Diary Event' and click the "Auto Start" ribbon icon.

Using Auto Start

The Auto Start feature operates as if you were running a program from the CLI (Shell). It lets you specify the program or script that you would like executed and the arguments to be passed to it.

The program is then started at the date and time of the selected Diary Event.

This feature is extremely useful for doing automatic backups, or starting Wordworth to write a letter, for example.

If you wish to start a script, use the 'execute' command or set the Script attribute on the file by choosing the Information command from Workbench.

You can check that the Auto Start command works, by clicking the "Test Auto Start" button.

Auto Start Options

Command: Type the name of the program or script into this text gadget. Alternatively, click Select and select the file from the

file requester

.

Select: Click to display a file requester from which you can select a program or script to run.

Arguments: Type any arguments that the program or script requires in this text gadget. If one of the arguments is a file, click Add to select it from a file requester.

Add: Click to display a file requester from which you can select a file argument which is then added to the end of the Arguments text.

Ask Before Starting: Specifies whether Organiser displays a requester asking if you want the program start.

Test Auto Start: Click this button to test that you have correctly set up the program or script.

Summary: Displays the event.

Buttons

OK: Closes the requester and sets the Auto Start Options for the selected diary event.

Clear: Clears the Auto Start event (you will be asked to confirm this).

Cancel: Cancels the requester and ignores any changes made to the requester.

See Also

'Diary Event Details' requester
Troubleshooting

1 I have set a program to start automatically using the

Auto Start Options
requester, but it does not run.
ANSWER

1.37 Organiser Help: Address Command

Address command

Choose Address command (Create menu) to create a new address in Organiser. This will display the Address Details requester.

Alternatively, double-click a blank area of the Address page, click the "Create Address" toolbar icon or press Ctrl-A.

Using Address

There are two address requesters, one is brief and the other detailed.

If the brief

Address Details
requester appears by default,

hold down the Shift key when creating the Address to display the

Detailed Address Details
requester.

The "Detailed Address Details" requester allows you to input more information (you can, for example, type up to four different numbers).

See Also

'Address Details' requester

'Detailed Address Details' requester

'Edit Details' command

Erase command

'General Settings' requester

Hints And Tips

How Do I

Change the view

Delete an address

Edit an address

Export addresses

Import addresses

Print addresses

1.38 Organiser Help: 'Address Details' Requester

"Address Details" requester

Choose

Address

command (Create menu) to create a new Address in the Addresses section and display the "Address Details" requester. Alternatively, double-click a blank area of the Addresses page, click the "Create Address" toolbar icon or press Ctrl-A.

This requester also appears when an address is edited. Double-click an address on the page or select it and choose "Edit Details" (Edit menu) to display this requester.

Using Address Details Requester

There are two address requesters, one is brief and the other detailed.

Hold down the Shift key when creating the Address to display the

Detailed Address Details
requester.

The "Detailed Address Details" requester allows you to type more information (you can, for example, type up to four different numbers).

The "Address Details" requesters are the only requesters that allow you to press Return to move from one text gadget to the other. This makes it easy to type addresses quickly.

Name/Company: Use the popup gadget to select if the address is to appear as a Company address or Persons address.

Type the Person or Company's name in the following text-gadget.

Address: Type the first line of the address. If necessary the text gadget underneath can be used for a second address line.

Town: Type the Town.

County: Type the County.

Postcode: Type the Postcode.

Tel: The popup gadget shows what the number in the text gadget refers to.

By default, the popup is set to "Tel", however you can change this by selecting another item from the popup.

Type the number in the text-gadget to the right of the popup gadget.

Popup items that are available are:

- \textdegree{} None (Choose this option to disable the entry)
- \textdegree{} Tel
- \textdegree{} Home
- \textdegree{} Work

```
\textdegree{} Fax  
\textdegree{} Mobile  
\textdegree{} E-Mail
```

There is another gadget underneath the first which can be used to type another contact number.

Notes: Type any additional information or notes in this text gadget.

Buttons

OK: Closes the requester and inserts the Address into the Address section.

Create Another: Inserts the current address into the Address section and clears the requester so that you can input another.

Cancel: Cancels the requester without inserting the address.

See Also

- Address command
- 'Detailed Address Details' requester
- 'Edit Details' command
- Erase command
- 'General Settings' requester
- Hints And Tips
- How Do I
 - Change the view
 - Delete an address
 - Edit an address
 - Export addresses
 - Import addresses
 - Print addresses

1.39 Organiser Help: 'Detailed Address Details' Requester

"Detailed Address Details" Requester

Choose

Address

command (Create menu) to create a new

Address in the Addresses section and display the "Detailed Address Details" requester. Alternatively, double-click a blank area of the Addresses page, click the "Create Address" toolbar icon or press Ctrl-A.

This requester also appears when an address is edited. Double-click an address on the page or select it and choose "Edit Details" (Edit menu) to display this requester.

Using Detailed Address Details Requester

There are two address requesters, one is brief and the other detailed.

Hold down the Shift key when creating the Address to display the

Address Details
requester.

The brief "Address Details" requester allows you to type less information (you can, for example, only type up to two different numbers).

The "Address Details" requesters are the only requesters that allow you to press Return to move from one text gadget to the other. This makes it easy for you to type addresses quickly.

Name: Select a salutation from the list or type your own into the editable popup gadget.

Type the Persons name or Company contact name into the second text gadget.

Company: Type the Company name.

Position: Type the persons position.

Show As: Use this popup gadget to select if the address is to appear in the Addresses section under the Name, Company or both.

This means that you do not have to duplicate addresses if you want the information to appear under the Company and 'Contact Name'.

Address: Type the first line of the address and if necessary the text gadget underneath can be used for a second address line.

Town: Type the Town.

County: Type the County.

Postcode: Type the Postcode.

Country: Type the Country.

Tel: The popup gadget shows what the number in the text gadget refers to.

By default, the popup is set to "Tel", however you can change this by selecting another item from the popup.

Type the number in the text-gadget to the right of the popup gadget.

Popup items that are available are:

```
\textdegree{} None (Choose this option to disable the entry)
\textdegree{} Tel
\textdegree{} Home
\textdegree{} Work
\textdegree{} Fax
\textdegree{} Mobile
\textdegree{} E-Mail
```

There are three other gadgets underneath the first which can be used to type more contact numbers.

Marked: This checkbox allows you to create a filter for more important addresses. This option is only used by the
Print
requester.

Notes: Type any additional information or notes in these text gadgets.

Buttons

OK: Closes the requester and inserts the Address into the Address section.

Create Another: Inserts the current address into the Address section and clears the requester so that you can type another.

Cancel: Cancels the requester without inserting the address.

See Also

Address command

'Address Details' requester

'Edit Details' command

Erase command

'General Settings' requester

Hints And Tips
How Do I

Change the view
Delete an address
Edit an address
Export addresses
Import addresses
Print addresses

1.40 Organiser Help: Task Command

Task command

Choose Task command (Create menu) to create a new task. This will display the

Task Details
requester.

Alternatively, double-click a blank area of the Task page, click the "Create Task" toolbar icon or press Ctrl-T.

Using Tasks

A Task is usually an item which has a deadline. For example, a school report. Once the deadline, or "Due Date", has been passed, the task appears in red and the number of days overdue are shown.

Tasks are shown, separated in priority order and can be 'completed' by clicking a small box on the page.

See Also

Task command
'Edit Details' command
Erase command
'Erase Items' command
How Do I
Add an task
Delete a task

Delete a range of tasks

Delete all completed tasks

Edit a task

Print tasks

1.41 Organiser Help: 'Task Details' Requester

"Task Details" requester

Choose

Task

command (Create menu) to create a new

Task in the Tasks section and display the "Task Details" requester. Alternatively, double-click a blank area of the Tasks page, click the "Create Task" toolbar icon or press Ctrl-T.

This requester also appears when an Task is being edited. Double-click a task on the page or select it and choose "Edit Details" (Edit menu) to display this requester.

Using Task Requester

The "Task Details" requester allows you to insert tasks onto the page. These tasks are separated in priority order.

A deadline can be assigned to the task. If the deadline is passed, Organiser will display it in red and show how many days it is overdue.

When a task has been inserted onto the page, a square box appears to the left. If this box is clicked with the mouse, a tick appears - this is used to 'complete' the task. You can, however, edit the task and select the Completed checkbox instead.

Title: Type the title of the task.

Priority: Select a priority for the task from this popup. The Task page automatically separates the different priorities.

Notes: Type any additional information or notes.

Due Date: Type a date to be used for the deadline. Days in the following week can be selected using the popup.

Completed: Select this checkbox if you want to 'complete' or 'tick' the task off. The

Erase Items

command (Edit menu) is

used to erase all completed tasks.

Buttons

OK: Closes the requester and inserts the task into the Task section.

Create Another: Inserts the current task into the Task section and clears the requester so that you can type another.

Cancel: Cancels the requester without inserting the task.

See Also

- Task command
- 'Edit Details' command
- Erase command
- 'Erase Items' command
- How Do I

- Add an task
- Delete a task
- Delete a range of tasks
- Delete all completed tasks
- Edit a task

- Print tasks
- Troubleshooting

1 When I type '10th April 1975' in the date gadget, Organiser changes it to the '10th April 2075'.

ANSWER

1.42 Organiser Help: 'Linked Item' Command

'Linked Item' command

Choose "Linked Item" (Create menu) to display a sub menu of commands. Choosing one of these commands will create an item that is automatically linked to the current selection.

This command is only available if an item on the Organiser page is 'selected'. A selected item is shown by a dotted line under the first line of text.

When a command is chosen from the sub menu, the page is turned to the appropriate section and an empty details requester appears. This new item is automatically linked to the item selected when the command was chosen.

See Also

'Make Link' command

Using Linked Items

What do I use Linked Items for
How Do I

Go to a linked item

Link to a previously created item

Remove a link

1.43 Organiser Help: 'Make Link' Command

'Make Link' command

Choose "Make Link" (Create menu) to link the selected item with another item in the Organiser Diary, Task or Address sections.

This command is only available if an item on the Organiser page is 'selected'. A selected item is shown by a dotted line under the first line of text.

When the command is chosen, the pointer turns into a paperclip. The currently selected item is then linked to the next item selected, whether in the Diary, Tasks or Addresses sections.

See Also

'Linked Item' command

Using Linked Items

What do I use Linked Items for
How Do I

Go to a linked item

Link to a previously created item

Remove a link

1.44 Organiser Help: Using Linked Items

Using Linked Items

When an item is linked, a small paperclip appears to the right of it on the Diary page. Click on this paperclip to display a popup of items that are linked to the current selection.

Select an item from the popup to turn to the appropriate section and display it.

Select the last item, 'Remove', to display a requester from which you can

break a link
to an item.

See Also

'Linked Item' command

'Make Link' command

What do I use Linked Items for
How Do I

Go to a linked item

Link to a previously created item

Remove a link

1.45 Organiser Help: Going To A Linked Item

Going To A Linked Item

To the right of a linked item, on the Diary page, there is a small paperclip. Click on this paperclip to display a popup of items that are linked to the current selection.

Select an item from the popup to turn to the appropriate section and display it.

See Also

'Linked Item' command

'Make Link' command

Using Linked Items

What do I use Linked Items for
How Do I

Creating a linked item

Link to a previously created item

Remove a link

1.46 Organiser Help: Removing Links

Removing Links

When an item is linked, a small paperclip appears to the right of it on the Diary page. Click on this paperclip to display a popup of items that are linked to the current selection.

Select the last item, 'Remove', to display a requester of items that are linked to the current one. Select an item and click Remove to break the link.

See Also

'Linked Item' command

'Make Link' command

Using Linked Items

What do I use Linked Items for
How Do I

Creating a linked item

Go to a linked item

Link to a previously created item

1.47 Organiser Help: What Are Linked Items

What Are Linked Items

Quite often you may get several different types of items that

are related. These items are more conveniently managed if they can be grouped together, or linked.

When one item is linked to another, a small paperclip appears to the right of the item on the Organiser page.

When this paperclip is clicked, a popup menu appears showing all of the items that are linked to it.

Selecting one of these items from the list will turn the page to the location of that selected item.

Examples

You have a meeting with Bill Smith from Wimley Electronics at 9.00am:

First create an address for Bill Smith.

With the item still selected, choose "Linked Item-Diary Event" (Create menu). The page will turn to the Diary section and an empty "Diary Event Details" requester will appear.

You will notice that Organiser has already placed Bill Smith's name into the Notes gadget for you.

Your parents Wedding Anniversary:

First create a yearly repeating "Diary Event" for your parents wedding anniversary.

With the item still selected, choose "Linked Item-Task" (Create menu). The page will turn to the Tasks section and an empty "Task Details" requester will appear.

Type into the Notes gadget, "Buy a Wedding Anniversary present for mum and dad."

Click on the paperclip that has appeared to the right of the new task and select the first item at the top of the popup, "Parents Wedding Anniversary". This will turn you back to the diary event.

Again, with the diary event selected, choose "Linked Item-Address" and type your parents address into the "Address Details" requester that appears.

See Also

'Linked Item' command

'Make Link' command

Using Linked Items
How Do I

Creating a linked item

Go to a linked item

Link to a previously created item

1.48 Organiser Help: Duplicate Command

Duplicate command

Choose Duplicate (Create menu) to make a copy of the selected item. Alternatively, press Right Amiga-D.

This command is only available if an item on the Organiser page is 'selected'. A selected item is shown by a dotted line under the first line of text.

See Also

Amiga Clipboard

Cut command

Copy command

Paste command

1.49 Organiser Help: Locate Menu

Locate Menu

The Locate menu contains commands which allow you to locate various items in the current Organiser file.

Go To Date...

Supplements

Find...

Find Again

Today

This Week

This Month

Next Week

1.50 Organiser Help: 'Go To Date' Command

"Go To Date" command

Choose "Go To Date" command (Locate menu) to jump to a specific date in the Diary section. Alternatively, press Right Amiga-J or click the toolbar icon.

Using Go To Date

Type the date that you wish to jump to in the Date text gadget and press the Return key. If the date exists, the pages will turn to the appropriate day in the Diary section.

Use the popup to quickly select a day within the next week.

Hold down the Shift key when choosing the command to jump to the 'selected' day. A selected day is shown by a dotted line under the date.

Date: Type the date to which you wish to jump, or select a date from the popup list gadget. The popup contains dates for the following week for quick access.

Buttons

Go To: Click to jump to the date in the Date gadget.

Cancel: Cancel the requester without jumping to another date.

Troubleshooting

1 When I type '10th April 1975' in the date gadget, Organiser changes it to the '10th April 2075'.

ANSWER

1.51 Organiser Help: The Supplements Pull Down Menu

Supplements pull down menu

Choose Supplements command (Locate menu) to display a pull down sub-menu containing a list of all the Supplement files that have been placed in the 'Organiser/Supplements' drawer.

Using The Supplements Menu

Choose the Supplement you want from the pull down sub-menu to automatically turn to the appropriate place in the Supplements section. (If the item 'No Supplements' appears, you will have to

install a Supplement
first.)

Rescan Disk: Choose this command to rescan the Supplements drawer and update the Supplements pull down menu. This allows you to install more supplements without leaving Organiser.

You can browse through the Supplements section by clicking on the 'Page Corner' icons in the bottom corner of either page. Alternatively, press , (the comma key) or . (the full stop key).

Hold down the Shift key when clicking on the page corners to move to the beginning of the previous or following supplement.

Two navigation buttons are available on the ribbon that also allow you to move to the beginning of the previous or following supplement.

See Also

Creating supplements

Installing supplements

Removing supplements

1.52 Organiser Help: Find Command

Find command

Choose Find command (Locate menu) to display a requester from which you can search for a particular word or words. Alternatively, press Right Amiga-F or click the toolbar icon.

Using Find

First select the section in which you wish to search from the Search popup (select "All Sections" if you wish to search the entire Organiser file). Searching is faster if the specify a particular section rather than the entire file.

If you specify a particular section the first popup will be enabled allowing you to search a particular text gadget. For example, just the Country text gadget in the Address section.

Next, type the text you wish to search for in the text gadget and from the second popup, select the level of search. For example, whether the specified field Contains the text or just 'Begins With' the text.

All searches are case-insensitive which means, for example, that Organiser will find angling, Angling or ANGLING.

AmigaDOS Patterns

The Find command uses AmigaDOS patterns to let you create complicated search patterns.

For example, you can search for either 'Health' or 'Teeth' by typing "(health | teeth)" into the text gadget and selecting Contains.

The '|' character specifies OR and is typed by pressing Shift-\. Some other conditions are:

CONDITION	SEARCH FOR
?	A wildcard character. For example "t?ps" will find 'tips', 'tops' or 'taps'.
#?	Many wildcards. For example, "#?ant#?" will find 'elephants' or 'slanting'.
~	Excluding. For example, "~(#?s)" will find everything that does not end with an 's'.
	OR. For example, "(John Tom Phil)" will find information that contains any of the three names.

The narrower you make the search, the quicker it will be. Therefore, try and restrict the search, if possible, to a particular section and field.

Buttons

Find: Click to find the first occurrence of the text specified.

Cancel: Cancels the requester without finding any text.

See Also

'Find Again' command

1.53 Organiser Help: 'Find Again' Command

"Find Again" command

Choose "Find Again" command (Locate menu) to repeat the Find last performed. Alternatively, press Right Amiga-G.

This command will be unavailable if you have not previously used the Find command.

See Also

Find command

1.54 Organiser Help: Today Command

Today command

Choose Today command (Locate menu) to turn to the current day in the Diary section. Alternatively, press Right Amiga-T or click the Diary tab.

Using The Today Command

This command will turn to the Diary section, and move to the current day.

The current date is shown on the ribbon bar and is set from the

Set Date and Time requester each time Organiser is started.

If the "Set Date and Time" requester does not appear when you start, select the "Set Date and Time on Startup" checkbox from

General Settings
(Settings menu), choose
Save Settings

,

quit
Organiser and then restart your Amiga.

See Also

'Next Week' command
'This Month' command
'This Week' command

1.55 Organiser Help: 'This Week' Command

"This Week" command

Choose "This Week" command (Locate menu) to turn to the current week in the Diary section. Alternatively, press Right Amiga-W.

Using The "This Week" Command

This command will turn to the Diary section and move to the current week. If the Diary is set to 'Day per Page' view, the view is changed to view a week across both pages.

The current date is shown on the ribbon bar and is set from the

```
Set Date and Time
requester each time Organiser is started.
```

If the "Set Date and Time" requester does not appear when you start, select the "Set Date and Time on Startup" checkbox from

```
General Settings
(Settings menu), choose
Save Settings
,
quit
Organiser and then restart your Amiga.
```

See Also

```
Today command
'Next Week' command
'This Month' command
```

1.56 Organiser Help: 'This Month' Command

"This Month" command

Choose "This Month" command (Locate menu) to turn to the Calendar section and display the current month. Alternatively, press Right Amiga-M.

Using The "This Month" Command

This command will turn to the Calendar section and move to view the current month.

The current date is shown on the ribbon bar and is set from the

```
Set Date and Time
requester each time Organiser is started.
```

If the "Set Date and Time" requester does not appear when you start, select the "Set Date and Time on Startup" checkbox from

```
General Settings
(Settings menu), choose
Save Settings
,
quit
Organiser and then restart your Amiga.
```

See Also

```
Today command
'Next Week' command
'This Week' command
```

1.57 Organiser Help: 'Next Week' Command

```
"Next Week" command
```

Choose "Next Week" command (Locate menu) to turn to next week in the Diary section.

Using The "Next Week" Command

This command will turn to the Diary section and move to next week. If the Diary is set to 'Day per Page' view, the view is changed to view a week across both pages.

The current date is shown on the ribbon bar and is set from the

```
Set Date and Time
requester each time Organiser is started.
```

If the "Set Date and Time" requester does not appear when you start, select the "Set Date and Time on Startup" checkbox from

```
General Settings
(Settings menu), choose
Save Settings
,
quit
```

Organiser and then restart your Amiga.

See Also

Today command

'This Month' command

'This Week' command

1.58 Organiser Help: Settings Menu

Settings Menu

The Settings menu contains commands that let you customise Organiser to the way you like to work.

Auto Save?

At a Glance?

Create Icons?

Change Settings - General

Change Settings - File

Change Settings - Print

Change Settings - Font

Load Settings...

Save Settings

Save Settings As...

1.59 Organiser Command: 'Auto Save' Command

"Auto Save" command

Choose "Auto Save" toggle command (Settings menu) to toggle On, Off the 'Auto Save' feature (a tick denotes that the feature is on).

Using Auto Save

When "Auto Save" is on, Organiser will automatically save your

file after a specific period.

To set the auto save delay, type a value (in minutes) into the

'Change Settings'-File
requester (Settings menu).

If you always want "Auto Save" on, choose

Save Settings
command (Settings menu). The settings file can be saved using a
different name and destination by choosing
Save Settings As
(Settings menu).

See Also

'File Settings' requester

Hints And Tips

Save command

'Save As' command

'Save Settings' command

'Save Settings As' command

1.60 Organiser Help: 'At a Glance' Command

"At a Glance" command

Choose "At a Glance" toggle command (Settings menu) to abbreviate the view of information (a tick denotes that the feature is on).

Alternatively, press the Space Bar or click the ribbon icon on the far left to toggle this feature On, Off.

Using At a Glance

If you have a lot of text in Organiser, it is sometimes necessary to abbreviate the information so that you can see all of the events.

Only the text in the Title gadget is shown in the Diary and Tasks section, all other text is hidden.

However, when you are viewing the Addresses section, "At a Glance" only displays the name and first number and is therefore ideal for a quick 'telephone directory style' listing.

If you always want "At a Glance" on, choose
Save Settings
command (Settings menu). The settings file can be saved using a
different name and desination by choosing
Save Settings As
(Settings menu).

1.61 Organiser Help: 'Create Icons' Command

Create Icons

Choose "Create Icons" toggle command (Settings menu) to save
icons with any project or settings file (a tick denotes that the
feature is on).

Using Create Icons

The icons that are saved for project and settings files are
stored in the drawer 'ENVARC:Organiser'. You can edit these
icons to change their
tool types
or image.

When starting Organiser from Workbench (as opposed to the
Shell), you should turn on this command.

1.62 Organiser Help: The 'General Settings'

The "General Settings"

Choose General command from the "Change Settings" pull down
menu (Settings menu) to display the "General Settings" requester.

Using General Settings

From this requester you can customise various parts of the
program. If you then choose "Save Settings" (Settings menu),
Organiser will use these changes each time it starts.

Time

Always Assume AM: If this option is selected, any time you type
(

Diary Event Details
requester) will be assumed AM (but this
can be overridden by specifying AM or PM when typing the time).

Assume PM if Before: When this option is selected, any time you
type (

Diary Event Details

requester) will be assumed PM if it is before the time specified in this settings requester (but this can be overridden by specifying AM or PM when typing the time).

24 Hour Clock: Select this option to show times in the 24 hour format.

Diary

Alarms Active: Select this checkbox to turn the Alarm feature on. If it is not selected, no alarm reminders or warnings will appear.

Alarm On for New Diary Events: When this checkbox is selected, each new Diary Event will have the alarm set automatically.

Warn of Conflicting Events: When selected, this option will display a warning requester if an event is created that coincides with an existing event.

Options

Show Fortune Cookies: Select this option if you wish to receive an Organiser Fortune Cookie each time you start the program.

Cookies can be words of wisdom, Anecdotes or Organiser Tips.

Set Date and Time on Startup: Select this checkbox to display the

Set Date and Time requester each time Organiser is started.

If you have an Amiga without a built-in clock, you will need to ensure this checkbox is selected.

Ask Before Erasing: Select to display warning messages if an item is erased.

Animated Page Turning: When you turn to a new page or section, an animated line moves across the Organiser display. This option turns this animation On and Off.

Addresses

Auto Capitalise Words: When selected, this option will auto

capitalise any words that are typed into the Addresses requester.

Detailed Addresses as Standard: Select this checkbox to display the large

Detailed Address Details requester
, each time you

create an address
, by default.

If the detailed address requester is set to display by default, hold down the Shift key when creating an Address to use the brief

Address Details requester
instead.

Buttons

OK: Closes the requester and uses the current settings.

Cancel: Cancels the requester and ignores any changes made to the requester.

See Also

'Save Settings' command

'Save Settings As' command
Troubleshooting

1 I have set several Diary Events with alarms but no alarm warning is ever displayed.

ANSWER

1.63 Organiser Help: The 'File Settings'

"File Settings"

Choose File command from the "Change Settings" pull down menu (Settings menu) to display the "File Settings" requester.

Using File Settings

From this requester you can customise various parts of the program relating to files. If you then choose "Save Settings" (Settings menu), Organiser will use these changes each time it starts.

Saving

Create Backups: Select this option to create a backup of your file when you save it. Backup files are suffixed by the letters '.bak' and are copies of the previous revision of the file.

Auto Save Delay: Set the time delay in minutes that you want Organiser to wait before automatically saving your file.

To start "Auto Save", choose
 Auto Save
 (Settings menu) so a
tick appears next to the command name.

Export

Format: Select the format of the exported address file from this pop-up. The format specifies which characters in the file are used to distinguish between fields and records.

Available formats:

- \textdegree{} Wordworth and Datastore
- \textdegree{} Digita Mailshot Plus
- \textdegree{} Turbocalc and Superbase (CSV)

If you are using the exported address file with Wordworth or Datastore, you should select "Wordworth and Datastore" format.

Most other programs will use the "Turbocalc and Superbase (CSV)" format ('CSV' stands for 'Comma Separated Values').

Buttons

OK: Closes the requester and uses the current settings.

Cancel: Cancels the requester and ignores any changes made to the requester.

See Also

'Save Settings' command

'Save Settings As' command
Troubleshooting

1 I cannot import any names and addresses into Organiser.

ANSWER

2 I have set several Diary Events with alarms but no alarm warning is ever displayed.

ANSWER

1.64 Organiser Help: The 'Print Settings'

"Print Settings"

Choose Print command from the "Change Settings" pull down menu (Settings menu) to display the "Print Settings" requester.

This requester also appears if you click the 'Settings' button on the

Print requester

.

Using Print Settings

From this requester you can customise Organiser's printing options. If you then choose

Save Settings
(Settings menu),

Organiser will use these changes each time it starts.

Page Layout

Format: Choose the format of the page that you wish to print from this popup.

The "Full Page" format prints using the "Page Format" specified in the

Workbench Printer preferences
, all the other formats

are various Diary style sizes.

Centre: When printing in a format other than "Full Page", select this checkbox to centre the printout on the page.

Print Cut Lines: When printing in a format other than "Full Page", select this checkbox to print lines between the 'Crop marks' on each corner of the printed page. ←

This is useful if you use scissors to cut out the page from the paper.

Separate List Pages: Select this option to use separate pages for each: calendar year, diary month, task priority and address 'letter'.

Buttons

OK: Closes the requester and uses the current settings.

Cancel: Cancels the requester and ignores any changes made to the requester.

See Also

'Save Settings' command

'Save Settings As' command

Troubleshooting

1 When I print, the end of each line is printed on the following line.

ANSWER

2 Several strange characters are printed on the top of each page, or my printouts are just rubbish.

ANSWER

3 Why is it that every second page I print is only half full?

ANSWER

4 I have the Centre option selected ("Print Settings" requester, Print command) but the page doesn't centre correctly.

ANSWER

5 When I try and print, Organiser keeps saying that the page size is too small, but I have "DIN A4" selected in my ("Workbench Printer Preferences" program).

ANSWER

1.65 Organiser Help: The 'Font Settings'

The "Font Settings"

Choose Font command from the "Change Settings" pull down menu (Settings menu) to display the "Font Settings" requester.

Using Font Settings

From this requester you can customise the fonts Organiser uses for the display, requesters and menus. If you then choose

'Save Settings'

(Settings menu), Organiser will use these changes each time it starts up.

To change a particular font, from the Fonts list select the type you wish to change and click Edit. Select a new font and size, then click OK.

Fonts: Select the font type you wish to edit from the list. You can edit the following:

- \textdegree{} Text Font
- \textdegree{} Heading Font
- \textdegree{} Requester Heading Font
- \textdegree{} Requester Gadget Font
- \textdegree{} Screen Font

Buttons

Edit: Click this button to change the font, size and style for the selected Font type, using the standard ASL font requester.

OK: Closes the requester and uses the current settings.

Cancel: Cancels the requester and ignores any changes made to the requester.

See Also

'Save Settings' command

'Save Settings As' command

1.66 Organiser Help: 'Load Settings' Command

"Load Settings" command

Choose "Load Settings" command (Settings menu) to load a settings file previously saved from the

'Save Settings As'
command (Settings menu).

Using Save Settings

The settings file that is used when the program starts can be specified from the

SETTINGS tool type
on the program or

project icon.

See Also

'Save Settings As' command

1.67 Organiser Help: 'Save Settings' Command

"Save Settings" command

Choose "Save Settings" command (Settings menu), to save the current settings to the default settings file which is used each time you start Organiser.

Using Save Settings

The settings that are saved in the settings file are as follows:

```
\textdegree{} The current view for the Diary, Addresses and Task sections.
\textdegree{} All the items on the "Settings menu".
\textdegree{} All the items in the settings requesters.
\textdegree{} Contents of the Print and Find requesters.
\textdegree{} Paths for Open, Save, "Print To File", Import and Export
```

```
file requesters
```

```
.
```

The settings file that Organiser uses can be specified from the

```
SETTINGS tool type
on the program or project icon.
```

See Also

```
'Save Settings As' command
```

1.68 Organiser Help: 'Save Settings As' Command

```
"Save Settings As" command
```

Choose "Save Settings As" command (Settings menu), to save the current settings to a settings file under a different name and in a different destination.

Using Save Settings

The settings that are saved in the settings file are as follows:

```
\textdegree{} The current view for the Diary, Addresses and Task sections.
\textdegree{} All the items on the "Settings menu"
\textdegree{} All the items in the settings requesters.
\textdegree{} Contents of the Print and Find requesters.
\textdegree{} Paths for Open, Save, "Print To File", Import and Export
```

```
file requesters
```

```
.
```

The "Save Settings As" command will display a

```
file requester
in
```

which you can specify the name and destination of the file.

The settings file that is used when the program starts is specified in the

```
SETTINGS tool type
on the program or
```

project icon.

Any settings file saved using the "Save Settings As" command (Settings Menu) can be reloaded at any time by choosing

Load Settings
(Settings menu).

Buttons

Save: Saves the settings file using the specified name and destination.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without saving the file.

See Also

'Load Settings' command

'Save Settings As' command

1.69 Organiser Help: Help Menu

Help Menu

The Help menu contains commands which call up the various sections in Organiser's on-line help.

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1.70 Organiser Help: What's New

What's New

Version 2

1. Diary Event scroll arrows - when a diary day has more events than can be seen, two arrows appear to the right of the day view which allow you to scroll the events up and down.

- 2.

Linked events

- allows you to link several items together.

3. Diary Themes - themed events now appear in grey so that they are easily distinguishable between normal events.

You can change a Diary Theme after your project file has been edited by opening another Theme from the

Open
command.

- 4.

Addresses

- an address can now be 'marked' directly on the page by clicking the checkbox on the Address view.

On the

Detailed Addresses
requester, there is now a
separate salutation field.

- 5.

Supplements

- there is a command on the bottom of the "Locate Supplements" sub menu that will rescan the Supplements drawer. This allows you to add or remove supplements without having to Quit Organiser each time.

There are two navigation buttons on the ribbon bar that allow you to move to the start of, the previous or following Supplement.

6. New settings have been added to the
General Settings
requester.

Version 1.1

1. Some slight modifications made.
2. Updated Themes and Supplements.
3. New

import
and
export

options for integration between
Organiser and Turbocalc.

If you have any ideas or suggestions of new features or
improvements that you would like to see in the next version then
please let us know at the Digita
Technical Support
address.

1.71 Organiser Help: Technical Support

Getting Technical Support

Before contacting the Digita Technical Support, please read the

Troubleshooting
section.

To contact Digita Technical Support in the UK

Call: 0891 616 944 weekdays from 11am to 5pm. Calls are charged
at 36p per minute cheap rate and 48p per minutes at all
other times. Be sure to ask the permission of the
telephone owner before calling.

Fax: 01 395 268 893.

Write: Organiser Technical Support Department
Digita International Limited
Black Horse House
Exmouth
Devon EX8 1JL

NET: support@digita.demon.co.uk

CIX: digita@cix

Conferences - 'digita' for general chat.
- 'digita.tech' for technical support.
Mail 'digita@cix' for access to this
closed conference, quoting your
registration number.

CIS: 100031,3032

If you are outside the UK, contact your local Digita
representative.

When phoning, please have ready the following:

- 1 Organiser version number (Refer About command, Project menu).
- 2 Description of your computer system.
- 3 Detailed description of your problem.

When writing, please provide the following:

- 1 A stamped addressed padded envelope when enclosing disks for replacing or testing.
- 2 Organiser version number (Refer About command, Project menu).
- 3 Description of your computer system.
- 4 Detailed description of your problem, with example files and/or printouts.

Important

Unfortunately, under no circumstances can Digita provide either telephone or written support to unregistered users.

1.72 Organiser Help: Index

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1.73 Organiser Help: Keyboard Shortcuts

Keyboard Shortcuts

Keyboard shortcuts are used to speed up your productivity with Organiser by providing keyboard alternatives to using the mouse.

Commands

KEY	COMMAND
Right Amiga A	Save As
Right Amiga C	Copy
Right Amiga D	Duplicate
Right Amiga E	Edit Details
Right Amiga F	Find
Right Amiga G	Find Again
Right Amiga H	Hide
Right Amiga J	Go To Date
Right Amiga L	Make Link
Right Amiga M	This Month
Right Amiga N	New
Right Amiga O	Open
Right Amiga P	Print
Right Amiga Q	Quit Organiser
Right Amiga S	Save
Right Amiga T	Today
Right Amiga V	Paste
Right Amiga W	This Week
Right Amiga X	Cut
Right Amiga Z	Undo
Right Amiga ?	About
Ctrl E	Create Diary Event
Ctrl A	Create Address
Ctrl T	Create Task
Alt Ctrl E	Create Linked Event
Alt Ctrl T	Create Linked Task
Alt Ctrl A	Create Linked Address
Del	Erase
Help	Help Contents
Esc	Exits "Make Link" mode

KEY	COMMAND
Shift R. Amiga-E	Edit Details (alternate Address requester)
Shift R. Amiga-J	Go To selected date
Shift R. Amiga-M	Next Month
Shift R. Amiga-T	Tomorrow
Shift R. Amiga-W	Next Week
Shift Ctrl-A	Create Address (alternate requester)
Shift Del	Erase (without confirmation)
Alt-Click Task	Marks/Unmarks item
Alt-Click Address	Marks/Unmarks item

Views

KEY	DOES
Space Bar	At a Glance
1, 2, 3	Change Address View
1, 2, 3, 4	Change Diary View

Navigating

KEY	DOES
,	Previous Page
.	Next Page
Tab	Next Section
Shift-Tab	Previous Section

Navigating in Supplements

KEY	DOES
Shift ,	Previous Supplement
Shift .	Next Supplement

In a Requester

Select any gadget in a requester by pressing the underlined letter of the gadget title. When editing a text gadget, hold down the Ctrl key and then press the underlined letter.

KEY	DOES
Ctrl-Return or Enter (Keypad)	Selects default button (shown in bold)
Esc (Escape)	Cancels requester
Tab	Moves to next text gadget

Shift-Tab Moves to previous text gadget

Return Accepts text gadget entry

Editable Popups or Active Scrolling Lists

KEY DOES

Down Arrow Move to next item in list

Up Arrow Move to previous item in list

Shift-Up Arrow Move to previous page in list

Shift-Down Arrow Move to next page in list

Alt-Up Arrow Move to first item in list

Alt-Down Arrow Move to last item in list

1.74 Organiser Help: Troubleshooting

Troubleshooting Contents

Click the button of the section that closely relates to the problem you are having.

Printing

File

Speed

General

1.75 Organiser Help: Printing Problems

Printing Problems

1 When I print, the end of each line is printed on the following line.

ANSWER

2 Several strange characters are printed on the top of each page, or my printouts are just rubbish.

ANSWER

3 Why is it that every second page I print is only half full?

ANSWER

4 I have the Centre option selected ("Print Settings" requester, Print command) but the page doesn't centre correctly.

ANSWER

5 When I try and print, Organiser keeps saying that the page size is too small, but I have "DIN A4" selected in my ("Workbench Printer Preferences" program).

ANSWER

6 When I try and print, Organiser keeps displaying an error message saying 'Error Printing: Object is in use.'

ANSWER

Return to Troubleshooting Contents

1.76 Organiser Help: File Problems

File Problems

1 I cannot open my Supplements.

ANSWER

2 I have Day-By-Day and I want to use my project file with Organiser but I cannot get Organiser to open it.

ANSWER

3 I cannot import any names and addresses into Organiser.

ANSWER

4 When I re-open my Organiser project file, Organiser pops up reminders that I saw last time.

ANSWER

5 When I re-open my Organiser project file, some of the changes I made to the file are not there anymore.

ANSWER

6 I have set a program to start automatically using the

Auto Start Options

requester, but it does not run.

ANSWER

Return to Troubleshooting Contents

1.77 Organiser Help: Speed Problems

Speed Problems

1 When I turn to the Calendar section, it seems to take quite a while to draw all the information on the screen. This didn't used to happen.

ANSWER

2 The Supplements section takes a while to appear when I click the Supplements section tab. Why?

ANSWER

Return to Troubleshooting Contents

1.78 Organiser Help: General Problems

General Problems

1 I want to set an alarm for a task. How do I do it?

ANSWER

2 I have set several Diary Events with alarms but no alarm warning is ever displayed.

ANSWER

3 How do I type an address with more than two telephone numbers?

ANSWER

4 What is the Priority of an event for?

ANSWER

5 I have too many events to fit on the Diary day and I, therefore, cannot see most of them.

ANSWER

6 When I try and create a Diary Event for my birthday (20 June 1965), Organiser inserts it on the year 2065.

ANSWER

7 When I type '10th April 1975' in the date gadget, Organiser changes it to the '10th April 2075'.

ANSWER

8 Organiser keeps showing me the same alarms every time I run the program.

ANSWER

[Return to Troubleshooting Contents](#)

1.79 Organiser Help: Printing Problem 1

Q When I print, the end of each line is printed on the following line.

A This could be caused by either, or both, of the following:

1 If your "Right Margin" is set too high in your

Workbench Printer Preferences program, the printer will automatically wrap the end of each line onto the following one.

2 You are using a "Print Pitch" ("Workbench Printer Preferences" program) that is not supported by your printer. The fonts in some printers are only supported in certain pitches, therefore the safest pitch to use is Pica (10 cpi).

See Chapter 6.2, "Setting Up Your Printer" for more detailed information.

[More Printing Problems](#)

1.80 Organiser Help: Printing Problem 2

Q Several strange characters are printed on the top of each page, or my printouts are just rubbish.

A You may have the wrong printer driver selected in your

Workbench Printer Preferences program and so the printer will not understand the control codes being sent to it.

See Chapter 6.2, "Setting Up Your Printer", for information on selecting the correct printer driver.

More Printing Problems

1.81 Organiser Help: Printing Problem 3

Q Why is it that every second page I print is only half full?

A This could be caused by one of three reasons:

- 1 The "Page Length" (Workbench Printer Preferences program) is too high and the printer is printing onto the second page thinking it is the first.
- 2 The "Right Margin" is too high and the end of each line is wrapped onto the next. This will effectively double the number of lines actually being printed.
- 3 The "Print Pitch" selected is not supported by your printer in the font you are using. This will make the lines wrap onto each following line and, as in 2 above, double the lines being printed.

See Chapter 6.2, "Setting Up Your Printer", for more information.

More Printing Problems

1.82 Organiser Help: Printing Problem 4

Q I have the Centre option selected ("Print Settings" requester, Print command) but the page doesn't centre correctly.

A You either have your margins set incorrectly

(
Workbench Printer Preferences
program) or you may be using
a "Print Pitch" of "Fine (15-17dpi)" which is not supported by
many printers.

See Chapter 6.2, "Setting Up Your Printer", for information
about print pitches.

More Printing Problems

1.83 Organiser Help: Printing Problem 5

Q When I try and print, Organiser keeps saying that the page
size is too small, but I have "DIN A4" selected in my

(
Workbench Printer Preferences
program).

A The Margins in your
Workbench Printer Preferences
program
are set incorrectly.

Both the Left and Right margins are measured from the left
edge of the page. This means you will have to work out how
many characters can be printed along a page and subtract the
right margin you wish to actually use before typing it into
the "Right Margin" gadget.

See Chapter 6.2, "Setting Up Your Printer", for instructions
on how to set up margins.

More Printing Problems

1.84 Organiser Help: Printing Problem 6

Q When I try and print, Organiser keeps displaying an error
message saying 'Error Printing: Object is in use.'

A You must ensure that you are not using Print Manager when
trying to print. Just use a standard Workbench Printer Driver.

The printer driver is set in your
Workbench Printer Preferences
program.

More Printing Problems

1.85 Organiser Help: File Problem 1

Q I cannot open my Supplements.

A Do not use the Open command (Project menu) when trying to insert a Supplement. Open is for opening Organiser project files.

You need to quit Organiser first and then move the appropriate Supplement file into the 'Supplements' drawer ('Organiser' disk on floppy disk). Organiser will only look in the 'Supplements' drawer when it first starts, to see what Supplements files are available.

For more information see Chapter 10.10, "Supplements Section".

More File Problems

1.86 Organiser Help: File Problem 2

Q I have Day-By-Day and I want to use my project file with Organiser but I cannot get Organiser to open it.

A When importing Day-By-Day information into Organiser, use the Import command (Project menu). The Open command is only for Organiser project files.

More File Problems

1.87 Organiser Help: File Problem 3

Q I cannot import any names and addresses into Organiser.

A You are probably missing the header record in your import file. The header record is always the first record (at the top of your file) which describes which fields are used and their names.

More File Problems

1.88 Organiser Help: File Problem 4

Q When I re-open my Organiser project file, Organiser pops up reminders that I saw last time.

A You probably just turned off your machine the last time you used Organiser without

Saving your file
.

Whether Organiser has already shown you the Alarm Reminders (or not) is saved with the project.

You should always use the

Quit Organiser
command

(Project menu) before resetting your machine so that all changes are saved to the file.

Alternatively, set the "Auto Save Delay" text gadget

(
 File Settings requester
 , Settings menu) to 0. This will
save your project file everytime a change has been made to it.

More File Problems

1.89 Organiser Help: File Problem 5

Q When I re-open my Organiser project file, some of the changes I made to the file are not there anymore.

A You probably just turned off your machine the last time you used Organiser without

Saving your file
.

You should therefore always use the

Quit Organiser
command

(Project menu) before resetting your machine so that all changes are saved to the file.

Alternatively, set the "Auto Save Delay" text gadget

(
 File Settings requester
 , Settings menu) to 0. This will
save your project file everytime a change has been made to it.

More File Problems

1.90 Organiser Help: File Problem 6

Q I have set a program to start automatically using the

```
Auto Start Options  
requester, but it does not run.
```

ANSWER

A Some programs require the current directory to be in the location of the program.

Using a text editor, create a two line script which changes into the program's directory and then runs the program. Now execute this script from the

```
Auto Start Options  
requester.
```

For example:

```
cd Work:Applications/Datastore  
DSProg
```

If you are trying to run Wordworth, you must select the 'WwProg' file and not the 'Wordworth' file.

More File Problems

1.91 Organiser Help: Speed Problem 1

Q When I turn to the Calendar section, it seems to take quite a while to draw all the information on the screen. This didn't used to happen.

A When there are a lot of diary events that are repeated every month or year, the Calendar can take longer to work out every day that contains an event. This may happen with the "Celebrity Birthdays" Diary Theme which has a lot of yearly events.

More Speed Problems

1.92 Organiser Help: Speed Problem 2

Q The Supplements section takes a while to appear when I click the Supplements section tab. Why?

A Organiser has to work out the formatting of every Supplement so that it can display them correctly (the size of page is dependant upon the screen mode and the font you use).

Some of the Supplements have quite a few pages of information and can therefore take a while to format. If the speed concerns you, do not use so many Supplements or use Supplements which do not have a lot of pages.

For example, the "National Dialling Codes" Supplement is very big, but major towns and cities have also been placed in a separate Supplement which is smaller and quicker to use.

More Speed Problems

1.93 Organiser Help: General Problem 1

Q I want to set an alarm for a task. How do I do it?

A Select the task, so that a dotted line appears beneath its first line, and choose Cut (Edit menu). Then move to the Diary section, choose Paste (Edit menu) and then edit the event
(

 Edit Details
 command, Edit menu) to define an alarm.

More General Problems

1.94 Organiser Help: General Problem 2

Q I have set several Diary Events with alarms but no alarm warning is ever displayed.

A First, you should ensure that your system date and time are correct (the ribbon at the top of the Organiser display shows the current date and time). You can change the setting using the "Workbench Time Preferences" program.

Every time Organiser starts, a requester should appear for you to set the current date and time. If this does not happen select the "Set Date and Time on Startup" checkbox on the "General Settings" requester ("Change Settings"-General command, Settings menu) and choose
 Save Settings
 (Settings menu).

If the date and time are correct, then you may not have the alarms option turned on. Ensure that the "Alarms Active" checkbox is selected ("Change Settings"-General command, Settings menu).

More General Problems

1.95 Organiser Help: General Problem 3

Q How do I type an address with more than two telephone numbers?

A Hold down the Shift key when you use the "Create Address" command. This reveals the detailed "Address Details" requester.

You can set this detailed requester to appear by default by selecting the "Detailed Addresses as Standard" checkbox from "General Settings" ("Change Settings"-General command, Settings menu). With this option selected, holding down the Shift key will display the brief "Address Details" requester.

More General Problems

1.96 Organiser Help: General Problem 4

Q What is the Priority of an event for?

A The Diary event priority is used to order events on a particular day.

Events which have a time are always ordered in time order and the Priority ignored. Also, they appear below any event which does not have a specific time.

Events which do not have a specific time are placed at the top and ordered with the Highest priority appearing at the top, the Lowest at the bottom.

More General Problems

1.97 Organiser Help: General Problem 5

Q I have too many events to fit on the Diary day and I, therefore, cannot see most of them.

A There are two ways to see the other events:

- 1 Choose "At A Glance" (Settings menu) to only see the first line of the Title. This will allow you to see several more events on the day.

2 Select the day so that a dotted grey line appears under the day name, and then change the view so that more space is available for your events. Use the ribbon icons or use the keys 1, 2, 3 or 4 to change between different views.

More General Problems

1.98 Organiser Help: General Problem 6

Q When I try and create a Diary Event for my birthday (20 June 1965), Organiser inserts it on the year 2065.

A Organiser will not let you create an event or task before the year 1980. Therefore, insert your birthday on the current year and not the year you were born.

More General Problems

1.99 Organiser Help: General Problem 7

Q When I type '10th April 1975' in the date gadget, Organiser changes it to the '10th April 2075'.

A Organiser will not let you create an event or task before the year 1980.

More General Problems

1.100 Organiser Help: General Problem 8

Q Organiser keeps showing me the same alarms every time I run the program.

A You probably just turned off your machine the last time you used Organiser without
Saving your file
.

You should therefore always use the
Quit Organiser
command

(Project menu) before resetting your machine so that all changes are saved to the file.

Alternatively, set the "Auto Save Delay" text gadget
 (
 File Settings requester
 , Settings menu) to 0. This will
 save your project file everytime a change has been made to it.

More General Problems

1.101 Organiser Help: Printing Addresses

Printing Addresses

Choose

 Print
 command (Project menu) to display the Print
 requester. Alternatively, press Right Amiga-P or click the
 toolbar icon.

Step 1

Select 'Addresses' from the Section pop-up gadget and select the
 layout of the printout from the Layout pop-up:

\textdegree{} Address List
 \textdegree{} Address Book
 \textdegree{} Address Cards
 \textdegree{} Telephone List

Step 2

Select the Range radio button and type a range of addresses in
 the From and To text gadgets. To print one individual address,
 type the same name in both gadgets.

Type 1 in the Copies text gadget and ensure that the 'Print to
 File' checkbox is deselected.

Step 3

Click the "Settings" button to display the
 Print Settings
 requester and select 'Standard Filofax (6¾" tall x 3¾")' from
 the Format pop-up.

Finally, make sure
 Workbench Printer preferences
 are set
 correctly and then click Print.

See Also

Address command (Create menu)

Print command

'Print Settings' requester

1.102 Organiser Help: Printing Events

Printing Events

Choose

Print

command (Project menu) to display the Print requester. Alternatively, press Right Amiga-P or click the toolbar icon.

Step 1

Select 'Diary' from the Section pop-up gadget and select the "Daily List" layout from the Layout pop-up. Other layouts are:

LAYOUT	PRINTOUT
Daily List	List of events.
Day Per Page	Each day on separate page.
Week Per Page	Each week on separate page.
Week to View	Week on two pages (all days the same).
Working Week	Week on two pages (smaller weekends).

Step 2

Select the Range radio button and type a range of dates in the From and To text gadgets. To print out every event select All.

Type 1 in the Copies text gadget and ensure that the 'Print to File' checkbox is deselected.

Step 3

Click the "Settings" button to display the Print Settings requester and select 'Full Page' from the Format pop-up.

Finally, make sure Workbench Printer preferences are set correctly and then click Print.

See Also

'Diary Event' command (Create menu)

Print command

'Print Settings' requester

1.103 Organiser Help: Printing Tasks

Printing Tasks

Choose

Print

command (Project menu) to display the Print requester. Alternatively, press Right Amiga-P or click the toolbar icon.

Step 1

Select 'Tasks' from the Section pop-up gadget and then select the All radio button to ensure that all Task Priorities are printed.

Next, select Uncompleted from the Filter popup (to only print out Tasks that are yet to be completed).

Step 2

Type 1 in the Copies text gadget and ensure that the 'Print to File' checkbox is deselected.

Click the "Settings" button to display the

Print Settings

requester and select 'Full Page' from the Format pop-up.

Finally, make sure

Workbench Printer preferences

are set

correctly and then click Print.

See Also

Task command (Create menu)

Print command

'Print Settings' requester

1.104 Organiser Help: Adding a Birthday

Adding a birthday

Choose

Diary Event

command (Create menu) or double-click a day in Organiser's Diary section to display the "Diary Event Details" requester.

Step 1

Type the persons name in the Title text gadget, together with any additional information in the Notes text gadget.

Now, type their birthday date in the Date text gadget and leave the other gadgets blank. When typing the date, insert it in the current year and not the year they were born (refer to

General Troubleshooting - 6
for an explanation).

Step 2

Select the "Every Year" check box gadget so that the birthday will be repeated on the same date every year.

Step 3

To ask Organiser to remind you a day before the birthday click the Alarm button to display the "Alarm Options requester".

Type 1 in the Notify text gadget and select Day from the popup. Now ensure the "Show On-Screen Reminder" checkbox is selected and click OK.

Click OK again, to insert the event onto the Diary page and close the requester.

Finally,

Save
your file after making changes to it.

Troubleshooting

1 When I try and create a Diary Event for my birthday (20 June 1965), Organiser inserts it on the year 2065.

ANSWER

1.105 Organiser Help: Adding a Task

Adding a Task

Choose

Task

command (Create menu) or double-click on the Task page to display the "Task Details" requester.

Step 1

Type 'Geography Report' in the Title text gadget and then type '10 June' in the "Due Date" text gadget for the reports's deadline.

Step 2

Next select High from the Priority popup and click "Create Another".

The "Create Another" button will insert the current task into the Tasks section and create a new requester for another task.

Step 3

This time, type 'Buy more shampoo' in the Title text gadget and select a Low Priority.

Leave the Due Date gadget blank (it does not matter when the task is done).

Click OK to insert this second task onto the Task page and close the requester.

Finally,

Save

your file after making changes to it.

Troubleshooting

1 When I type '10th April 1975' in the date gadget, Organiser changes it to the '10th April 2075'.

ANSWER

1.106 Organiser Help: Organiser Views

Views in Organiser

Organiser can display the information on the page using different views so that you can choose how much information is

shown. (This is not available for Calendar and Supplements.)

Each item of information in a section can also be condensed using the

At a Glance
command (Settings menu).

At A Glance

This table shows how much information is displayed, for each section, when "At a Glance" is toggled On or Off.

SECTION	ON	OFF
Calendar	N/A	N/A
Diary	First line of text	All information
Tasks	First line of text	All information
Addresses	Telephone number listing	All information
Supplements	N/A	N/A

The Diary and Addresses sections can use "At a Glance" together with the normal Page Views.

Page Views

Diary Section: There are four views in a group of four icons on the ribbon bar.

From left to right these are: Day per page, Working week per double page (short weekends), Week per double page, Week per page.

Addresses Section: There are three views shown on the ribbon bar.

From left to right: All address information, Lines of address (compressed and no Notes), Address (compressed onto two lines, only some numbers are shown and no Notes).

1.107 Organiser Help: Creating Supplements

Creating Supplements

Organiser supplements are simple text files which can be created using a word processor like Digita Wordworth, or a text editor that can save files in ASCII format.

Creating A Supplement

Wordworth: Type the text as you would normally (only press the Return key at the end of each paragraph).

Before saving your Supplement file into the Supplements drawer, ensure that the "End of Paragraph" radio button on the "File Settings" requester is selected ("Change Settings"-File, Settings menu).

Text Editor: Type each paragraph as a single line (press the Return key only at the end of a paragraph). Then save the Supplement file in the Supplements drawer.

Using Tabs When Creating Supplements

The first line of a supplement can be used to define the tab stops for the Supplement. Tab stops are used for indenting text, or setting columns.

When defining the tab line:

1. The tab character is used to divide the page equally into the given number of parts (note that an extra tab is automatically added to the end).
2. A tab stop marker (" ^ ") is placed at the positions where you would like an actual tab stop to occur. (Press Shift-6 to type a tab stop marker.)

Example tab lines:

To set a tab position that will create a column down the centre of the page, type:

```
<TAB>^
```

To define three equally spaced columns type:

```
<TAB>^<TAB>^<TAB>^
```

To place a single tab stop close to the right of the page, use the following tab line:

```
<TAB><TAB><TAB><TAB>^
```

Trial and error may be necessary to find the best place for your tabs.

To use the tab positions, simply insert a tab character into the Supplement text whenever you want to move to the next tab stop.

See Also

Installing Supplements

Removing Supplements

1.108 Organiser Help: Installing Supplements

Installing Supplements

Supplements are like the pre-printed information pages you get in a real Filofax, and with Digita Organiser you can just as easily insert and remove them.

1 A Supplement is moved into Organiser by dragging its file from the 'Supplements Storage' drawer into the 'Supplements' drawer.

Floppy Disk Users: The 'Supplements Storage' drawer is located on the OrganiserExtras disk and the 'Supplements' drawer is located on the Organiser disk.

2 Choose "Rescan Disk" (Supplements command, Locate menu) to update the Supplements menu.

3 Turn to a particular Supplement by choosing the Supplement file from the

Supplements pull down menu
(Locate menu).

4 Turn pages by clicking the turned page corner on the bottom of each page. Alternatively press , (comma) to turn to the previous page or . (full point) to turn to the next (or Shift click to move a supplement at a time.)

5 Supplements will effect the performance of Organiser. The fewer the better!

6 You can

create your own Supplements
with Digita Wordworth

or any other word processor by just saving the Supplement as an "ASCII Text" file. (Ensure that you have "At End Of Paragraph" selected from "File Settings", Settings menu.)

See Also

Creating Supplements

Removing Supplements

1.109 Organiser Help: Removing Supplements

Removing Supplements

A supplement file can be removed by moving it out of the 'Supplements' drawer.

Floppy disk users: Just select the Supplement file you wish to remove (from the 'Supplements' drawer on the 'Organiser' disk)

and choose Delete from the Workbench Icons menu.

Hard disk users: Drag the Supplement file from the Supplements drawer back into its appropriate drawer in the 'Supplements Storage 95' drawer (do not delete Supplements as you may wish to use them in the future).

See Also

Creating Supplements

Installing Supplements

1.110 Organiser Help: Creating A Separate Files Disk

Creating a separate files disk

To create a separate disk for storing your Organiser files, you will need to 'format' a blank disk for use with the Amiga. This tutorial will show you how to do it.

Step 1

Place a blank disk into the internal drive and select the DF0:???? icon that appears on the Workbench screen

(The DF0: means 'device floppy 0' or internal drive, and the ???? means that the Amiga does not understand the disk as it has not yet been formatted.)

Step 2

Once the disk icon has been selected, choose the "Format Disk" command (Workbench-Icons menu).

A requester will appear with the following options:

OK: Formats the disk for use with the Amiga.

OK Quick: Formats a previously formatted Amiga disk. This option is much quicker if you have already performed a full format on the disk.

Cancel: Cancels requester.

Workbench 2.1 and above will have additional items:

New Volume Name: This is the name given to the disk (for example, 'MyFiles')

Put Trashcan: This adds a trashcan icon to the disk (it is best deselected).

Fast File System: This makes Opening and Saving the disk much quicker. It also gives you 80Kb more space. Make sure that this is selected.

International Mode: This is for foreign languages where accented characters are used in filenames. Leave this deselected.

Workbench 3.0 and above will have the additional item:

Directory Cache: This option speeds up disk access by remembering what was in the directories. However, it uses up memory so leave it deselected.

Step 3

Once formatted, the disk can be viewed from any file requester by typing the name of the disk into the Drawer text gadget followed by a colon (:). (The colon tells the Amiga to ask for a disk of the specified name.)

For example, typing 'MyFiles:' into the Drawer gadget will display a requester asking you to 'Insert Volume MyFiles in any drive'.

1.111 Organiser Help: Opening A File From A Separate Disk

Opening a File From a Separate Floppy Disk

Choose Open command (Project menu) to display the file requester from which you can select the disk and file you wish to open.

To view the contents of a separate disk, type the disk name into the Drawer text gadget followed by a colon (:). The disk name is displayed under the disk icon on the Workbench screen when the disk is inserted into a disk drive.

Press the Return key and, you will be prompted to insert this disk, after which its contents will appear.

For example, if you have a disk named 'MyFiles' you need to type MyFiles: into the Drawer text gadget on the "Select File To Open" requester and then press the Return key.

See also:

Opening A Previously Saved File

Creating A Separate Files Disk

1.112 Organiser Help: Deleting A File

Deleting a File

Choose Open or "Save As" command (Project menu) to display a

file requester

. To delete a file, select it from the list gadget and choose Delete from the file requester Control menu.

1.113 Organiser Help: Saving Onto A Separate Disk

Saving a file onto a separate floppy disk

Choose "Save As" command (Project menu) to display the standard

file requester

.

Insert the disk on which you wish to save the file into the disk drive and click the disk name that appears at the top of the list.

See Also

Save command

'Save As' command

Creating a separate files disk

1.114 Organiser Help: Hints And Tips

Hints And Tips

In this section you will find a series of hints and tips that will make Organiser more useful and enjoyable.

If you have any of your own, please let our
Technical Support

team know so that we can add them to this section for other users.

Starting Organiser

1

Save

your Organiser project file into the 'SYS:WBStartup' drawer if you want Organiser to automatically start whenever

your Amiga is started or reset.

- 2 If you are auto starting Organiser, and prefer the Organiser screen to be hidden, change the CX_POPUP tool type on the Organiser project icon to 'CX_POPUP=NO'.
- 3 Change the icon tool types for hot key , popup and priority .

Using Organiser

- 1 Press Right Amiga-, (comma) or Right Amiga-. (full stop) keys in Date, Time and Number text gadgets to increase or decrease values. Use the Shift key for bigger changes.
- 2 Type the number of days, hours or minutes into "End Date" or "End Time" text gadgets for automatic calculation of dates/times.
- 3 Type the day of week, 'today', 'tomorrow' or 'yesterday' into date gadgets for easy entry of date.
- 4 Shift double-click the page in the Addresses section to display the
Detailed Address Details
requester.

This requester allows you to type more information for the address. (There is a preference setting in
General Settings
to make this the default.)

- 5 If you need to type an address that has a double-barrelled surname, press Alt-Space between the surnames so that Organiser recognises it as one surname (not two).
- 6 In requesters, use the control key modifier for gadget shortcuts when in a text gadget.
- 7 There are keyboard shortcuts in system requesters so that you can press the first letter of a button label to activate it.

System requesters are requesters that appear in the top left corner of the screen and have a patterned background.

- 8 Use , (comma) and . (full stop) to turn pages backward and forward. Also use Tab and Shift-Tab for moving between sections.
- 9 Always use
Quit Organiser
command (Project menu) before
turning off your Amiga as you will lose any new information.
- 10 When you add a birthday, insert it on the current year and not the year the person was born. This is because Organiser

does not allow you to type a year before 1980.

1.115 Organiser Help: Workbench Printer Preferences

Workbench Printer Preferences

The Printer preferences program allows you to control the set up of the printer connected to your Amiga.

Floppy disk users: The Workbench Printer Preferences program is located in the 'Prefs' drawer on the 'Organiser' disk.

Hard disk users: The Workbench Printer Preferences program is located in the 'Prefs' drawer on the 'Workbench' or 'System' partition of your hard disk.

Using The Workbench Printer Preferences

Before Printing, you should ensure that the printer is set up correctly.

1. Select the appropriate driver for your printer from the "Printer Drivers" list, as a rough guide follow the table below. If your printer is not listed it may have an emulation that corresponds to one of the following.

PRINTER	PRINTER DRIVER
Epson Compatible 9 pin	'EpsonX'
Epson Compatible 24 pin	'EpsonQ'
Canon Bubblejet	'CanonBJ10'
Hewlett Packard Compatible DeskJet	'HP_DeskJet'
Hewlett Packard Compatible LaserJet	'HP_LaserJet'

2. Follow the tables below for changing other values in the requester:

PRINT PITCH	LEFT MARGIN	RIGHT MARGIN
Pica (10 cpi)	5	75
Elite (12 cpi)	6	90
Fine (15-17 cpi)	- Do not use this settings as it may give unpredictable results.	

PAPER SIZE	PRINT SPACING	PAPER LENGTH
A4	6	65
A4	8	86
US Letter	6	60
US Letter	8	80

Click Save to save these settings permanently to disk.

Refer to your Workbench User Guide for any further information on printing and Printer preferences.

See Also

Print command
 'Print Settings' requester
 Troubleshooting

1 When I print, the end of each line is printed on the following line.

ANSWER

2 Several strange characters are printed on the top of each page, or my printouts are just rubbish.

ANSWER

3 Why is it that every second page I print is only half full?

ANSWER

4 I have the Centre option selected ("Print Settings" requester, Print command) but the page doesn't centre correctly.

ANSWER

5 When I try and print, Organiser keeps saying that the page size is too small, but I have "DIN A4" selected in my ("Workbench Printer Preferences" program).

ANSWER

1.116 Organiser Help: Workbench Sound Preferences

Workbench Sound Preferences

The Workbench Sound preferences allows you to determine the sound that is produced by your Amiga when a warning occurs (for example, an alarm or error).

Using Sound Preferences

The Amiga can just flash the screen and/or produce a sound. The sound can be just a 'beep' or a sound sample (small piece of recorded sound).

Do not turn off both "Flash Display" and "Make Sound" as this may cause you to miss a prompt.

Sound Type: Select Beep and change the parameters below ("Sound Volume", "Sound Pitch", "Beep Length") for a simple sound. Alternatively, select "Sampled Sound".

Sound Volume: Select the sound volume of the 'Beep' or 'Sample'. 1 is quiet, 64 is loud.

Sound Pitch: Select the pitch of the 'Beep' or 'Sample'. Do not set the pitch too low as it affects how long it takes to play the sound.

Beep Length: Only available when "Sound Type" is set on 'Beep', this slider gadget selects the duration of the sound. 1 is short, 100 is long.

Select Sample: Click this button to display a
file requester
from which you can select a sound sample.

Floppy disk users - Type 'OrganiserExtras:' in the Drawer text gadget, press the Return key and click the 'Sampled Sounds' drawer. In this drawer you will find a "Harp" sample. Select it and click OK.

Hard disk users - Locate the Organiser drawer and click the 'Sampled Sounds' drawer. In this drawer you will find a "Harp" sample. Select it and click OK.

Test Sound: Once your settings are correct and your sample has been selected, click this button to test the sound.

Click Save to save your settings to disk.
