

Viewing What's Happening

You view the list of events for a given set of dates in windows created when you select a date range in the What's Happening menu. A new what's happening event list window is created if none exist, otherwise the one closest to the front is used. Create additional what's happening windows by holding down the shift key while you select a date range.

Most of the date ranges are self-explanatory with the exception of Of Interest. While the other date ranges display every occasion for the appropriate dates, Of Interest displays only those that you need to know about today (see: Occasion Types • Advance Notification). It eliminates the clutter and shows just what matters. The number of days shown is the same as the largest "advance notification" period for all occasion types.

You can view all the events for a single date in a new window by holding down the option key and double-clicking on a calendar day number or event list date title.

Adjusting the Date Range

Most date ranges initially display days relative to the current date. Using the small arrow buttons at the bottom of the window you can step forward and backward in time to view other dates. The window title changes to give you an idea of how far you have stepped from "today". You can also jump directly to any date using menu: What's Happening • Other or the small button between the two arrow buttons. Date range adjustments are preserved when you save a window set (see: Window Sets below).

the "What's Happening" Window

he title of the window indicates the range of days shown, in this case 7 days from today.

The calendar at the top of the window gives a quick overview of the date range and lets you scroll to any date in the list with one click.

(1) Date Line

Summary of the range of dates displayed.

(2) Calendar Box

Classic calendar style display of all dates in the range. Those with at least one occasion are bold or in the color of the highest priority occasion type (see: Occasion Types). Today's date is enclosed in a box.

Click on a day number to scroll to and highlight occasions for that date. The keyboard left and right arrow keys step from day to day. Double-click on a day number to start a new occasion for that date.

(3) Disclosure Arrow

Click it or select menu: What's Happening • Hide/Show Calendar to toggle the Calendar Box on and off. The calendar height is automatically adjusted for the number of days shown unless you turn off pref: What's Happening • Automatically set to manually set the height by dragging the double separator line up or down.

(4) Occasion List

Scrolling list of all the occasions in the date range. The keyboard up and down arrow keys scroll one occasion at a time and the home/end/page up/page down keys work as you would expect. You can also use command-up/down for home/end and option-up/down for page up/page down.

Only dates with occasions are listed. Each begins with a title line giving the full date followed by the occasion descriptions indented to allow room for type prefixes. The indent is set for the longest prefix set in menu: Edit • Occasion Types. On long descriptions, lines after the first are indented a little more.

Overdue persistent occasions, those you haven't mark completed since the last date they occurred, have " -- from X days ago" appended to the description, where 'X' is the number of days since they were due.

Click on a description to select it, or on a date title to select all of its occasions. Hold down the shift key while clicking to select additional items or the command key to toggle the selection for an item. Double-click on a description to view or change its definition, or on a date title to create a new occasion for that date.

(5) Date Range Controls

These three buttons change the current date range. The right and left side buttons bump the range forward or backward respectively, as do command-left/right arrow keys. The center button opens the Other... date range dialog.

Menu Commands

File • Print Dates...

Print the entire event list in either a multi-column or standard calendar style format. You can adjust most aspects of these formats in Preferences.

NOTE: Calendar format looks best in landscape (wide) rather than portrait (tall) page layout. Unfortunately, I can't pre-select this so be sure to click the appropriate Orientation when you print.

File • Export Dates...

Save the entire list to a text file. The date, start time, type and description of each occasion are saved in standard TAB delimited format for use in other applications (see: Occasion Files • Exporting).

Edit • Copy

Copies the definitions of the selected occasions to the clipboard in both internal format suitable for pasting into other Remember? windows and in a TAB delimited text format that can be pasted into other applications.

Occasions • Mark Completed

Every selected occasion is advanced to the next occurrence after the date selected. Mainly useful when you finish an occasion early or to acknowledge overdue persistent occasions.

Occasions • Edit

Open an Occasion window for every selected occasion to view or change its definition.

Occasions • Delete

Delete every selected occasion. Be careful! This removes every occurrence of the occasion, past, present and future, not just those for these specific

dates.

Occasions • Change Type to

The occasion type for each selected occasion is changed to the one you choose in this sub-menu.

the Desk Calendar Window

Select menu: What's Happening • Desk Calendar for a simple reference calendar. It doesn't display schedule information but you may find it useful for quick date checks.. Create additional desk calendars by holding down the shift key while selecting this menu item.

Click on a day number to select it, double-click to create a new occasion or hold down the option key while double-clicking to see all occasions for that date.

Provides the same date range control buttons as what's happening windows.

Window Sets

These are saved arrangements of what's happening and desk calendar windows. The size and position of each window is saved as well as the exact date range including any forward or backward bumps you made with the date range controls. Window sets let you specify a preferred arrangement of dates and windows when you open the application.

The first four items in menu: File • Open Window Set select a set to display, the current set has a checkmark. Switching to a different set first closes all open windows then opens the new ones. If the new set doesn't exist you get a friendly message to that effect. Hold down the option key to change sets without opening or closing windows.

menu: File • Open Window Set • Save This Set

Save the current arrangement of what's happening and desk calendar windows in the current window set.

menu: File • Open Window Set • Forget Saved

Discard the previously saved windows for the current set.

the Default Set

This is displayed whenever you access the application and is the only one most people need. One of the first things you should do after installing the package is to choose a Default Set.

Pick a date range that is useful to you on a day to day basis, move and resize the window until you like it, then save the set. You can choose to open a desk calendar or additional what's happening windows if you want to get fancy. You can change the Default Set as often as you wish.

the other sets

As if one was not enough, there are three additional sets that are used in special circumstances if you have saved them:

Startup -- automatically selected at startup when there are occasions that you need to see.

Alert -- used when you open the application from the pop-up alert window menu (see: Pop-Up Alerts).

User -- used instead of the Default set if you hold down the shift key when opening the application.

Only the Default Set is needed for day to day use, the rest are completely optional. Feel free to ignore them if you want to keep things simple.