

## WinClock Index

The Index contains a list of all Help topics available for WinClock. You can use the scroll bar to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose Using Help from the Help menu.

While viewing the WinClock system menu, you may get context sensitive help by holding down the mouse button and pressing F1 while the item you want help on is selected. You may get context sensitive help from inside most of WinClock's dialog boxes by selecting the "Help" button in the dialog box.

Click on one of the following items to see more information about it.

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How to contact the author:

Comments and suggestions (and reports of problems) would be greatly appreciated. You can contact me in the following ways:

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## Setting The Time And Date

After selecting "Set Time/Date..." from the system menu, you can easily set the time and date from within WinClock. Enter the correct time and date. Click AM or PM to set the time in 12-hour format or click 24-hr and enter the time in 24-hour format. WinClock will automatically convert the time between 24hr and AM/PM.

The current time and date will be shown in the edit boxes when the window originally appears. To update the time and date displayed in the edit boxes to the current time and date, click the "Time" or "Date" push-button depending on which you want to update.

When you have made all of your choices, click "OK" (or press <Enter>). If you want to leave the old time and date, click "Cancel"

## Alarms

WinClock allows you to set up to ten alarms. After selecting "Alarms..." from the system menu, click on the alarm you want to set (Alarm One is the default). When you have made your choices, click "OK". If you want to leave the alarms the way they were, click "Cancel".

### Enabled

If you want the alarm to be on, select "Enabled" (so that there is an "x" in the box). If you do not want the alarm to be on, but only want to set it for use at a later time, click on "Enabled" until there is no "x" in the box.

### Time

Enter the time at which you want the alarm to go off. If you select AM or PM, enter the time in 12-hour format. If you select 24-hr, enter the time in 24-hour format.

### Date

Click on "Date Options" to select the date on which the alarm should go off. For more information, see [Alarm Date Options](#).

### Note/Run Program

If you want to, enter a note to display when the alarm goes off.

Select "Run Program" to run a program at the time for which you have set the alarm. Type the full pathname of the program you want to run. Select "Max" if you want the program to be maximized when it is run, "Min" to have it minimized, or "Normal" to have it shown in its normal size.

Click on "List Files" if you would like to select a file to run from a dialog box which lists files and allows you to change directories.

If you type the name of a program that does not exist on your hard disk, a warning message will appear when you click "OK". You may then choose to edit the name of the program to run or to leave it unedited.

### Sound

To have the alarm beep when it goes off, select "beep" so that there is an "x" in the box. Select high or low pitch. Select the duration of the beep. Short is about eight seconds; long is about thirty seconds. Both beeps may be stopped by clicking "OK" when the box alerting you of the alarm appears.

## Hourly Beep

Select the "Hourly beep" option if you want WinClock to sound a short beep and flash on the hour. A check mark will appear next to "Hourly beep" if it is selected. To turn off the Hourly beep, click on "Hourly beep." The check mark will disappear.

## Preferences

Preferences allows you to change how the date and time are displayed. Select the options you want and click "OK". If you want to keep your old options, click "Cancel".

Click on one of the items below to see more information about it.

[Date Formats](#)

[Display](#)

[Screen Location](#)

[Screen Saver Compatibility](#)

## **About**

The about box displays information about the author, gives the version number of the program, and explains about ShareWare.

## **Displaying/Hiding The System Box**

You may display/hide the system box in the following ways:

1. Open the Preferences dialog box and select System Box so that there is an "x" in the box. This will display the system box. To hide the system box from the Preferences dialog box, select System Box so that there is no "x" in the box.
2. Double click on the WinClock caption (the caption is the area in which the time and date are displayed). If the system box is hidden, it will appear; if it is displayed, it will be hidden.

Hiding the system box reduces the area that WinClock takes up on the screen.

## **The Right Mouse Button**

If you want to tile the open windows, you should click once with the right mouse button on the WinClock client area (the area where the time and date are displayed). This will cause WinClock to be hidden for about seven seconds, during which time you may tile the open windows.



## **Closing WinClock**

To close WinClock, do one of the following:

1. Double click on the WinClock system box.
2. Click once on the WinClock system box and then click on "Close".

## **Moving WinClock**

To move WinClock, click on WinClock and, while holding the mouse button down, move WinClock.

## **WinClock Features**

- Display of time and date in many different formats
- Ten alarms (which can be set for daily or for a specified date)
- Optional hourly "beep"
- Run program timer
- Allows user to set time and date easily
- Optionally stays in front of other applications
- Remembers screen position
- Context sensitive help
- Two stopwatches
- Two countdown timers
- Colon separating hours and minutes can be set to "blink"
- Direct Screen Saver Compatibility
- Cascade and tile compatibility

## Timers

After selecting "Timers..." from the system menu, you can select to start, stop, and display up to two stopwatches and two countdown timers. Select the options you want and then click "OK". If you do not want to make any changes, click "Cancel".

By selecting different options, you can have WinClock display some or all of the timers as well as the time and date. In order to use a countdown timer, you must type a number from which to countdown in the "Countdown from" edit box. This number should be in the form: HH:MM (hours:minutes). If it is not in this form, any numbers (that come before non-numeric characters, excluding the colon) will be used for the minutes.

Select "Display Timer" individually for each timer if you want to display it (or not display it). Select "Display Date" and/or "Display Time" if you want to display the date and/or time while one or more of the timers are running. The display of the date and time are not dependent on the timer that is currently selected. "Display seconds" is selected by default. If you do not want to display the seconds, click on it so that there is no "x" in the box. You can choose to display the seconds individually for each timer.

The settings that you make in the Timers dialog box only effect the WinClock display while one or more timers are running. The settings will be saved while WinClock is running but will be reset to the default when WinClock is restarted.

The timers are displayed as follows:

The first stopwatch appears as: S1 00:00:00

The second stopwatch appears as S2 00:00:00

The first countdown timer appears as: C1 00:00:00

The second countdown timer appears as: C2 00:00:00

The current count (time elapsed) of the selected timer will appear in the "Current Count" box while the Timers dialog box is displayed.

When a timer is stopped, its current count will be displayed in the "Current Count" box until you switch to another timer. The stopped timer will then reset itself to zero.

The "Start/Stop" button will reflect whether the currently selected timer is running. If the current timer is running, the button will display "Stop" so that you may stop the timer. If the current timer is not running, the button will display "Start" so that you may start it.

Each countdown timer may be set to beep by selecting beep so that there is an "x" in the box. Select the pitch and duration of the beep. Short is about eight seconds; long is about thirty seconds.

## **Avoiding Tiling Or Cascading WinClock**

### **Cascading**

If you want to "Cascade" the open windows, it is useful to have the "Anti-Cascade" option selected (in the Preferences dialog box) so that WinClock does not get cascaded.

To select "Anti-Cascade", select "Preferences..." from WinClock's system menu. In the "Preferences" dialog box, select "Anti-Cascade" so that there is an "x" in the box.

"Anti-Cascade" is on by default.

### **Tiling**

If you want to tile the open windows, you should click once with the right mouse button on the WinClock client area (the area where the time and date are displayed). This will cause WinClock to be hidden for about seven seconds, during which time you may tile the open windows.

## **Preferences - Date Formats**

### **Separator**

You may change the character that separates the parts of the date by typing a different character in the "Separator" edit box. Although it is possible to type more than one character, only the first character you type will be used.

### **Blinking Colon**

You may select to have the colon that separates the hours and minutes blink on the second when the seconds are not displayed by selecting "Blink Colon" so that there is an "x" in the box.

## **Preferences - Display**

### **Bring To Front**

If you want to have WinClock appear over other applications, select "Bring To Front".

### **System Box**

To have WinClock display a system box, select "System Box". Hiding the system box reduces the area that WinClock takes up on the screen.

### **Anti-Cascade**

You should select "Anti-Cascade" if you do not want WinClock to be cascaded when you cascade the open windows.

## **Preferences - Screen Location**

### **One Location**

WinClock remembers one screen location by default. This means that when you move WinClock, it remembers its position on the screen so that the next time you run WinClock, it will go to the position where it was when it was closed.

### **Always Return To Default Screen Location**

If you want to move WinClock to a certain location for only the current time that WinClock is running but then to have WinClock revert to the default screen position, select "Always Return To Default Screen Location".

### **Lock Location**

Select "Lock Location" if you do not want to be able to move WinClock. This is useful because it prevents moving WinClock to another location accidentally.



## **Preferences - Screen Saver Compatibility**

### **Auto**

Setting this option will cause WinClock to be hidden when a screen saver saves the screen. This option is compatible with most screen savers; it is recommended that you try this option first if you would like screen saver compatibility.

### **Delay**

Setting this option on will cause WinClock to be hidden (not displayed on the screen) after the amount of time that you specify in the edit box, when the mouse and keyboard have not been activated.

You must set the delay in the form MM:SS (minutes:seconds). If it is not in this form, any number found (that is before non numeric numbers, excluding the colon) will be used as the seconds.

### **None**

This turns off screen saver compatibility which means that WinClock will not be hidden if you have a screen saver.

## **Alarm Date Options**

Select the options you want and then click OK. If you want to leave your old settings, click Cancel.

### **One Date**

Select One Date to have the alarm go off on a single date. Type the date in the edit box.

### **Start Date**

Select Start Date and enter the start date in the edit box. The start date is the date from which the alarms in the lower portion of the dialog box start. The start date causes the alarm to go off on the first matching date on or after the start date. (The start date itself is included.) The settings from the "Week Interval" section are combined with those from the "Day" section.

### **Week Interval**

- Periodic

The periodic section causes alarms to go off on dates such as: Every Sunday, Every Other Thursday, Every Third Friday, and Every Fourth Saturday. Select the periods that you want and choose the days that they should be combined with.

- Of Every Month

This section causes alarms to go off on dates such as: The First Thursday of Every Month, The Third Saturday of Every Month, and so on.

### **Day**

This section is combined with the options you select in the "Periodic" and "Of Every Month" sections.

For more information, see [Alarm Examples](#).

## Alarm Examples

### Periodic

To have an alarm go off Every Other Tuesday, you would select "Every Other" in the "Periodic" Section and "Tuesday" in the "Day" section.

If you entered 5-15-90 in the "Start Date" edit box and selected "Every" and "Tuesday," since 5-15-90 is a Tuesday, the alarm would go off on 5-15-90, 5-22-90, 5-29-90, 6-04-90, and so on.

If you entered 5-15-90 in the "Start Date" edit box and selected "Every" and "Thursday," the alarm would go off on 5-17-90, 5-24-90, 5-31-90, 5-06-90, and so on.

### Of Every Month

To have an alarm go off on the Second Wednesday of Every Month, you would select "Second" in the "Of Every Month" section and "Wednesday" in the "Day" section.

If you entered 5-15-90 in the "Start Date" edit box and selected "Third" in the "Of Every Month" section and "Monday" in the "Day" section, the alarm would go off on 6-17-90, since that is the third Monday of the month.

