

## Talking Scheduler

The Talking Scheduler is a multimedia program that makes scheduling appointments easy and fun. You can quickly create appointments and include in each appointment various characteristics like the name of the person whom you are having the appointment with, the description of the appointment, and the time of the appointment. But remember - this isn't just any ordinary Windows appointments scheduler - but a Talking scheduler!

You can select from up to nine voices to read out your appointments, each voice belonging to a different TextAssist character. Other enhancements that differentiate Talking Scheduler from other similar applications include the ability to insert OLE objects into each appointment, and personalized voice annotation.

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## **Launching The Talking Scheduler**

**To run the Talking Scheduler:**

Double click on the Talking Scheduler icon in the TextAssist group window.

If you are using the Talking Scheduler for the first time, we suggest that you run Setup to set your program defaults.

## Setting Up Talking Scheduler

To set up the Talking Scheduler, simply follow these steps:


1. Click on Main in the Talking Scheduler menu bar.
2. Click on SetUp.

Within the Program Defaults dialog box, you can select any of the nine available voices to be the default voice (naturally, you can override these choices later when you add or modify appointments).

To select from the available voices:

3. Click on the name of the character in the Voices list box on the right.

To listen to the voice that you have selected:

4. Click on the  button. Talking Scheduler can be personalized to include your name when it reads out your appointments. To do so:

5. Click on the First Name edit box.
6. Type in your first name, and press <Enter>

You can also set the Talking Scheduler to announce your appointments before the scheduled time. This allows you to be notified in advance of any appointments, which is extremely useful if you tend to be late for engagements!

If you want Talking Scheduler to inform you of appointments before the actual time:

7. Click on the Advance Notice drop-down list box.
8. Select the number of minutes that you wish to be informed of your appointments in advance.

The maximum advance notice allowed is 60 minutes before the actual start of your appointment. Even the slowest person should be able to make it with an hour's notice!

**Note:** You should use the Advance Notice option with care, even though it does not change the start and end time of your scheduled appointment. Advance Notice is a global setting, which means that it will affect the launching times of **all** appointments that have been made.

Once you are satisfied with your default settings, click on the **OK** button to return to the Talking Scheduler window.

## Activating The Talking Scheduler

### To activate the Talking Scheduler:

1. Click on Main in the Talking Scheduler menu bar.
2. Click on Run.

Talking Scheduler is reduced to an icon, and will remain in the background until the scheduled time of your next appointment arrives.

Whenever Talking Scheduler becomes an icon, it means that it is waiting to launch your next appointment. If Talking Scheduler is maximized, no appointments will "pop-up" automatically.

Remember, the actual launch time of your appointment depends on two factors: the start time of the scheduled appointment, and the setting made (if any) in the Advance Notice option.

**Note:** Talking Scheduler uses two of the thirty-two system timers available in Windows. If you are running other programs that use up these timers, you will receive an error message. If you encounter such a message, you should first close the Talking Scheduler, and then close some of the other timer-intensive programs.

## Talking Scheduler Calendar

Talking Scheduler comes with a 120 year calendar (see Figure 6-3)



Dates which are colored in red mark the days when appointments have been scheduled. If the current day appears on the calendar, it is circled in black.

You can scroll through the different months of the year by clicking on the arrows on the left or right side of the calendar.

## Scheduling Appointments

Setting appointments with the Talking Scheduler is an extremely easy process. This section describes the basics of creating appointments, as well as other multimedia options which can personalize each appointment. Topics covered are:

- [The basics of creating appointments.](#)
- [Including voice annotations with your appointments](#)
- [Adding notes to your appointments](#)
- [Selecting animated characters and voices](#)
- [Inserting OLE objects into your appointments](#)

## Reviewing Appointments

You can view how an appointment will be presented, even before the actual time of the appointment!



**To review an appointment, follow these steps:**

1. Click on Mode in the Talking Scheduler menu bar.
2. Click on Review.

After the whole appointment has been presented, any of its individual components can be reviewed again. For example, if you want to listen to the description of the appointment again:

3. Click on the radio button next to Appointment Description.

**To replay any voice annotations that accompany this appointment:**

4. Click on the  button. Click on the  button if you wish to end the replay of the voice annotation.

**To listen to the opening greetings once more:**

5. Click on the radio button next to the scheduled time of the appointment (above the animated character).

**To reopen any OLE objects attached to this appointment:**

6. Double click on the icon in the OLE objects box.

Once you have completed reviewing your appointment, click on the Done button at the bottom of the Appointment window.

## Deleting Appointments

Having many appointments on your Talking Scheduler not only suggests that you are a very popular and busy person, but it also means that a considerable amount of disk space is being utilized to store these appointments. We recommend that you delete unneeded or expired appointment entries from the Talking Scheduler to free up disk space.

There are two ways of deleting appointments: deleting all the appointments of a particular day, or deleting individual appointments.



## Overview Of Talking Scheduler's OLE Capabilities

Talking Scheduler features Object Linking and Embedding (OLE) support, which allows you to include OLE objects from other applications into your appointment. For example, you can use Windows' Sound Recorder to record an audio wave file, save this audio file as an OLE object, and then paste this OLE object into your appointment. When Talking Scheduler informs you of your appointment, it will also play back this audio file! The possibilities are endless...

Talking Scheduler supports four different methods of inserting OLE objects into appointments. They are:

- Inserting OLE objects using Drag and Drop.
- Inserting OLE objects with the Clipboard.
- Embedding OLE objects into appointments.
- Linking an OLE object to an appointment.

## **Quitting Talking Scheduler**


**If you want to exit Talking Scheduler without activating its functions:**

From the Main pull-down menu, select Exit.

## The Basics Of Creating Appointments

### To create a simple appointment:

1. Click on Mode in the Talking Scheduler menu bar.
2. Select Add/Edit from the Mode pull-down menu, or click on the Add/Edit button. Notice that the Edit Appointments window is showing the Set Time options.

You can click on the  icon at any time to return to this screen. If you are making a new appointment, click on the New button.

### To set the time of your appointment:

3. Click on the Start Time edit box.

The Start Time is the time of the scheduled appointment.

4. Type in the starting time of your appointment.

You can enter the time in digits format (based on a 24 hour clock), and Talking Scheduler will convert the time into the following format: Hour/Minute/AM-PM. Alternately, you can type in the letter 'a' or 'p' for AM or PM, respectively.

To set the duration of your appointment:

5. Click on the Duration edit box.
6. Type in the length of your appointment (using the format Hours/Minutes).


Finally, you can specify the name of the person with whom you have the appointment. To do so:

7. Click on the Name edit box.
8. Type in the name of the lucky person and press <Enter>.

And presto! Your appointment is set! Now all you have to do is activate Talking Scheduler by selecting Run from the Main menu, and you won't have to worry about missing any more appointments!

## Including Voice Annotations With Your Appointments

Talking Scheduler allows you to personalize your appointments by letting you add voice messages. To do so:

1. Click on the  icon.

2. To record a voice message, click on the Record button. The recording dialog box will appear, similar to Figure 6-6.



3. Once you have finished recording your voice message, click on the **OK** button.


**Note:** The maximum time allowed for voice annotations is thirty seconds. After thirty seconds, if you have not clicked on the OK button, the Recording dialog box will automatically close. Voice annotations can consume a large amount of disk space (approximately 11KB per second). To conserve your disk space, we suggest that you keep any voice annotations fairly short (preferably just a few seconds).

4. To review your voice message, click on the Play button. If you find that you have made a mistake in your annotation, or simply do not want your voice message added into your appointment, click on the Erase button.

## **Adding Notes to your Appointments**

You can add brief notes to describe each of your appointments. These notes will then be read back to you when Talking Scheduler informs you of your engagements for the day.


To add notes to your appointments:

1. Click on the  icon in the Edit Appointments window.
2. Click on the Add Notes edit box.
3. Type in your additional notes for this particular appointment that you are editing, and press <Enter> once you have finished. You can type in up to 127 characters in the Add Notes edit box.

## Selecting Animated Characters And Voices

If you want to change the voices or the animated characters that present your appointments, you can easily do so from the Edit Appointments window. Talking Scheduler comes with three unique animated faces - a male face, a female face, and a young child's face.

To select a new voice or animated character:

1. Click on the  icon in the Edit Appointments window.
2. Click on the Select Animation Character drop-down list box.

The list of all voices/animated characters will appear.


3. Click on the name of the voice you want.

If your previous voice was that of a male character, and you decide to change to the voice of a female character, then the animated face will reflect this change automatically.

## Inserting OLE Objects Into Your Appointments

Talking Scheduler allows you to insert any OLE objects into your appointment, thus opening the way for sound, graphics, or video to be incorporated. There are several ways to do this, and they are explained in more detail in the section titled **Overview Of Talking Scheduler's OLE Capabilities**.

Here is one of the ways you can insert an OLE object into your appointment:

1. Click on the  icon in the Edit Appointments window.

Let us insert an OLE object using TextTo'LE. Please refer to the chapter on TextTo'LE on how to create OLE objects, or follow these steps to create a sample OLE object:

(a) Launch TextTo'LE from the TextAssist program group

(b) In the TextTo'LE Edit window, type in these words:

**A Test! A Test! This is merely nothing but a test!**

(c) Click on Edit in the TextTo'LE menu bar, then select Copy As Object.

You have now created and copied a TextTo'LE OLE object to the Windows Clipboard.

**To copy the TextTo'LE object from the Clipboard to your appointment:**

2. Click on Object in the Talking Scheduler menu bar.

3. Select Paste from the Object pull-down menu.

To view this OLE object, simply review your current appointment by selecting Review from the Mode pull-down menu.

## **Deleting Appointment By Day**

**To delete all the appointments of a given day:**

1. Select Mode from the Talking Scheduler menu bar.
2. Select the Delete Days command.
3. Use the mouse to highlight the day(s) you wish to delete from the Appointments list box.
4. Click on the Delete button to delete all the appointments for that day.



## **Deleting Individual Appointments**

**To delete individual appointments:**

1. Use the mouse to click on the date of the appointment you wish to delete.
2. Highlight the appointment you want to delete, and click on the Delete button. The appointment that you have highlighted will be deleted from Talking Scheduler.

## Inserting OLE Object Using Drag and Drop

The easiest way to insert an OLE object into the Talking Scheduler is to use Drag and Drop from Windows' File Manager.

To insert objects into appointments with Drag and Drop:

1. Launch the Windows' File Manager.
2. Arrange your windows so that you can view the File Manager and the Talking Scheduler's Insert OLE Objects box at the same time.
3. In the File Manager, click and hold down the mouse button over the file that you want to insert into Talking Scheduler.
4. With the mouse button held down, "drag" the file to the Insert OLE Objects box in Talking Scheduler.

For example, if you wanted to insert the audio wave file named **glass.wav** into your appointment, you would click on **glass.wav** in File Manager, and "drag" this file over to the Insert OLE Objects box of the Talking Scheduler.

5. When the file that you are dragging is placed over the Insert OLE Objects box, the mouse cursor changes to an icon with a "plus" on the side. This means that you can drop the file into the box. Just release the mouse button to do this.

You have now inserted a file into your appointment using Drag and Drop! To view the contents of this OLE file (or, in the case of an audio wave file, to listen to the contents), review the appointment by selecting Review from the Mode pull-down menu.

## Inserting OLE Objects With The Clipboard

The Windows Clipboard is a useful tool which allows you to store OLE objects copied from other applications, and paste these objects into OLE compliant applications.

Here is a sample method of using the Clipboard to insert OLE objects into an appointment:

1. Launch Textto'LE from the TextAssist program group
2. In the Textto'LE Editing window, type in these words:

What? Don't tell me this is another OLE test?

3. Click on Edit in the Textto'LE menu bar, then select the Copy As Object command.

You have now created and copied a Textto'LE OLE object to the Windows Clipboard.

### **To copy the Textto'LE object from the Clipboard to your appointment:**

4. Click on Object in the Talking Scheduler menu bar.
5. Select Paste from the Object pull-down menu.

To view this OLE object, simply review your current appointment by selecting Review from the Mode pull-down menu.

**Note:** If you insert a file which has no application associated to it, the error message "No Application Is Associated With This File" will be displayed. To avoid this, try double clicking on the file you want to copy as an OLE object while still in File Manager. If you encounter the same error message, you will need to associate this file to an application by selecting the Associate command from the File Manager's File pull-down menu.

## **Embedding OLE Objects into Appointments**

You can also add OLE objects by embedding them directly into your appointments.

Let us try to embed a sound recording using the Windows Sound Recorder into our current appointment:

1. Select Embed from the Talking Scheduler's Object pull-down menu.
2. The Embed Object list box will appear.
3. Click on the type of object that you wish to embed into your appointment.

For example, to embed a sound object, click on Sound and then on OK. The Windows Sound Recorder application will be launched.

4. With the Sound Recorder, click on the Microphone button to record a short message. Click on the Stop button when you have finished.

You now want to embed this sound recording into the Talking Scheduler. To do so:

5. Select Update from the Sound Recorder's File pull-down menu.

The sound recording has now been embedded into your current appointment! However, you cannot activate this OLE object until you close Sound Recorder.

6. Select Exit from the Sound Recorder's File pull-down menu to close Sound Recorder.

You can now view this OLE object by selecting Review from the Talking Scheduler's Mode pull-down menu.

## **Linking An Object To An Appointment**

You can choose to create a link between an OLE object and the current appointment, instead of inserting the entire OLE object into the appointment.

To create a link between your current appointment and an OLE object:

1. Launch an application which allows you to export OLE objects. For our example, we will use the Windows Sound Recorder.
2. Create a new recording or open an existing file that you want to link to your appointment.
3. Save the file (you cannot link a file that has not been saved to an OLE client).
4. Select Copy from the Sound Recorder's Edit pull-down menu. The file is copied as an OLE object into the Windows Clipboard.
5. Return to the appointment where you want to attach the linked object.
6. Select Paste Link from Talking Scheduler's Object pull-down menu. The icon representing the OLE object will now appear in the OLE objects box.