



## Welcome to TimeRuler

Thank you for trying **TimeRuler**, the Windows 3.1 clock/reminder program that offers you the following special advantages:

- Continuous and easy-to-view display of your reminders
- Setting up new reminders is intuitive and effortless
- Unique time ruler display shows at a glance how much time you have before your next appointment
- Configurable warning, alarm and chime sounds (available on registering)
- Separate date and time display
- Comprehensive configuration options

You may evaluate this shareware copy of **TimeRuler** for up to 30 days, and then, if it meets your needs and you want to continue using it, you must register. See [Registration](#) for full details.

See [TimeRuler: What is it? How do I use it?](#) for information on how to get started.

Before using **TimeRuler**, please read the following important information:

### DISCLAIMER AND AGREEMENT

Users of **TimeRuler** must accept this disclaimer of warranty. If you do not accept this disclaimer, please do not use **TimeRuler**.

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## What is it? How do I use it?



With **TimeRuler**, you can tell the time, you can set reminders, and you can see both at a glance. And all of this happens with a minimum of effort.

Read this topic for general information on **TimeRuler**, or see one of the following topics for more detailed information:

[Reminders](#)

[Calendar](#)

[Configuration](#)

[Choosing a reminder](#)

[Using the keyboard](#)

[Registration](#)

[Questions & Answers](#)

[Getting](#)

[Support](#)

### Getting Started

The most important thing you need to know about **TimeRuler** is how to get to the [Calendar](#) dialog. Just click the left mouse button anywhere on the time ruler display, and hold it down until the dialog appears. Or simply press **Enter** when the focus is on the **TimeRuler** window (you may need to press **Alt+TAB** a few times to get the focus).

### The Time Ruler

**TimeRuler** uses a linear display to show the time, rather like a thermometer. Click on parts of the ruler shown below for pop-up explanations.



The yellow part on the left moves gradually across to the right, so the time indicated above is 9:30am, the red triangle shows that there is a reminder set for 11:00am and you can see clearly that you have 1½ hours before your appointment!

When the 11:00am appointment is nearly due, the red triangle will start to flash, and you will hear a warning sound. The early warning period and sound can be changed in the [Configuration](#) dialog.

When the appointment time arrives, you will hear the alarm sound, and a popup window will appear, showing you the reminder details.

See [Reminders](#) to find out how to create a new reminder.

### Moving and Sizing TimeRuler

When you first start it up, **TimeRuler** appears at the bottom right of the screen. You can move it by pointing the mouse cursor at the top border of the display until the cursor changes to a four-headed arrow (or if you are using the [keyboard](#), press **Ctrl+M** when the keyboard focus is on the **TimeRuler** window).

Simply drag the cursor while holding down the left button (or use the arrow keys), and you can position **TimeRuler** where you want it. If you are using the keyboard, press **Enter** when you have finished moving the window.

You can also change the length and height of **TimeRuler**, by pointing the mouse cursor at the left, right, or bottom border of the display, and dragging in the appropriate direction. This works just like resizing a regular window. The keyboard shortcut is **Ctrl+S** (use the arrow keys to resize the window, and press **Enter** when you have finished).

By default, **TimeRuler** shows the hours from 8:00am (08:00) to 8:00pm (20:00). You can easily change the start and end times in the [Configuration](#) dialog, in the Hours Displayed section.

**Note** Many parts of **TimeRuler** are configurable, including colours, sounds, fonts and so on. The section describing the [Configuration](#) dialog gives full details. Where colours etc. are referred to in this help, they are the defaults that are set when you first start using **TimeRuler**.

### Starting up TimeRuler

If you want **TimeRuler** to start up automatically when you start Windows, you should put the **TimeRuler** icon into your Startup group in Program Manager. You may already have opted to do this when you first installed **TimeRuler**, but if not, please refer to the Program Manager help section 'Creating and Deleting Program Items', or see the section 'Creating a Program Item' in the Program Manager chapter of your Windows User's Guide.

If you are using another shell, such as Norton Desktop or PC Tools, please refer to the corresponding section of the help file or user guide for that product.



## Setting a new reminder

### Today

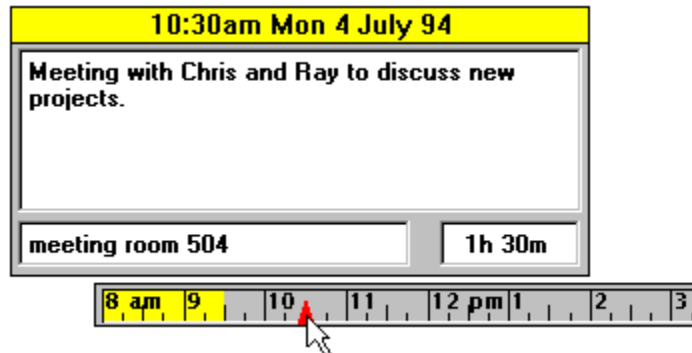
To set a new reminder, double-click at the point on **TimeRuler** where you want the reminder to appear (e.g. at 11:00am). The Create New Reminder dialog will pop up, and you can fill in the details. A red triangle will appear on the **TimeRuler** display to indicate the new reminder.

### Later

If you want to set a new reminder for a day other than today, you can do so either by changing the date when you are in the Create New Reminder dialog (use the date arrow buttons), or by using the Calendar dialog (double-click on the day you want).

### Checking your reminders

Once you have set a reminder, you can remind yourself of what it is. Simply point the mouse cursor at the red triangle, and hold down the left mouse button. A popup window will show you the reminder details:



Another way to check your reminders is to call up the Choose Reminder dialog, by right-clicking on the time ruler display, or pressing **Shift+Enter**. This dialog shows you a list of all your reminders.

### Changing or Deleting a Reminder

Double-click on the red triangle representing the reminder that you want to change. The Edit Reminder dialog will appear, allowing you to change any of the reminder's details, or even to delete it.

If you just want to change the time of a reminder, you can drag it along the time ruler display while holding down the left mouse button. The reminder will pop up when you do this, so that you can check that you are changing the right reminder, and you can also see what time you are changing it to. The time will jump in units of 5 minutes (you can change this in the Configuration dialog -- it is the Reminder Time Granularity setting).

If you are using the keyboard, press **Shift+Enter** when the focus is on **TimeRuler** (you may need to press **Alt+TAB** a few times to get the focus). This brings up the Choose Reminder dialog, which lets you select the reminder to change or delete.



## Date and Time Display

If you wish, you can display the date and/or time in addition to, or instead of the time ruler display. Use the [date and time options](#) in the Configuration dialog. The date and time format is controlled by the Windows Control Panel, and not directly by **TimeRuler**, although the Configuration dialog does provide a button to give you quick access to the Control Panel.



Note that if you choose not to display the time ruler, you will not get early visual warning of when your reminders are due, although you will of course still get the sounds and the pop-up reminder box.



## Calendar Dialog

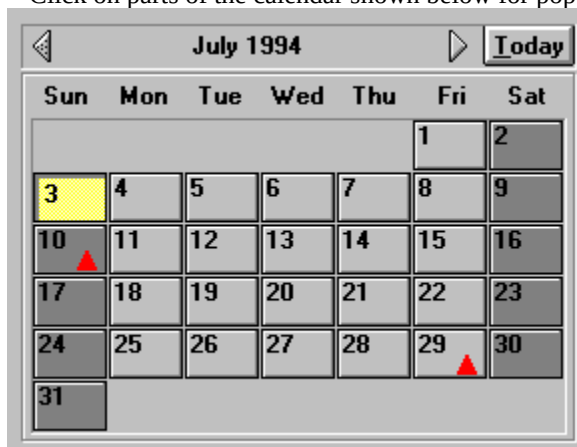
To obtain the Calendar dialog, click on a part of the time ruler display at which there is no reminder triangle, and hold down the left mouse button until the Calendar dialog appears. Or press **Enter** when the focus is on the **TimeRuler** window (you may need to press **Alt+TAB** a few times to get the focus). The Calendar dialog contains the following buttons:

<b>Close</b>	Closes the Calendar dialog. The <b>TimeRuler</b> display will revert to today.
<b>New</b>	Brings up the <u>Create New Reminder</u> dialog
<b>Configure</b>	Brings up the <u>Configuration</u> dialog
<b>About</b>	Displays the About box for <b>TimeRuler</b> , showing the version number, copyright message and other information
<b>Help</b>	Brings up this Help topic
<b>Exit</b>	Exits from <b>TimeRuler</b>
<b>Register</b>	Enters the <u>Registration</u> dialog. This button appears only in an unregistered shareware version of <b>TimeRuler</b> .

The Calendar dialog also displays a calendar of a selected month (initially the current month), showing:

- the day of week of each day (weekends optionally shown in a different colour)
- today (optionally shown in a different colour)
- days for which reminders have been set (a red triangle is shown)

Click on parts of the calendar shown below for pop-up explanations.



If you click on any of the days in the calendar, the time ruler display will change to show the selected day, complete with any reminders you may have set for that day. You can then add, change or delete reminders on the time ruler display in the normal way. Note that the **TimeRuler** date display is not affected by selecting a different day -- it still shows today's date. If you prefer, you can use the keyboard shortcuts, **PgUp** and **PgDn**, to change the day being displayed.

If you double-click on any of the days in the calendar, the Create New Reminder dialog will appear, allowing you to set a new reminder for that day.

You can select a different month by clicking on the left or right arrow button at the top of the calendar. Press the Today button (or **Home** on the keyboard) to return to today's date.

**Note** The Calendar dialog is modeless, which means that you can leave it displayed while setting reminders on the time ruler. You can also leave the calendar displayed while you are using other applications, for example when entering dates into a report.





## Reminder Dialog

The Reminder dialog appears when you create a new reminder (using the New button in the [Calendar](#) dialog, by double-clicking on a day in the calendar, or by double-clicking on an empty part of the **TimeRuler** display). It also appears when you edit an existing reminder by double-clicking on a reminder triangle on the **TimeRuler** display, or by selecting it in the [Choose Reminder](#) dialog.

<b>Time</b>	Use the arrow buttons to change the time of the reminder. The single arrows adjust the time by 5 minutes per click (or whatever amount is set in the <a href="#">Configuration</a> dialog under Reminder Time Granularity). The double arrows adjust the time by 1 hour per click. Holding down the mouse button on an arrow causes it to repeat rapidly.
<b>Date</b>	Use the arrow buttons to change the reminder date. The single arrows adjust the date by 1 day per click, and the double arrows by 1 week. If you are setting a recurring reminder (see <b>Frequency</b> below), the date you set here determines the first occurrence of the reminder.
<b>Details</b>	This large edit box is where you compose the message that appears when the reminder is due. You can use the Enter key in this box to insert blank lines in your message.
<b>Location</b>	This edit box allows you to specify a location associated with the reminder, such as a meeting room or an address. This box is optional, and therefore does not have to be filled in.
<b>Duration</b>	Use the arrow buttons to specify a duration for the reminder. For example, it could be the length of a meeting. The single arrow buttons adjust the duration by 5 minutes per click (or whatever is set under Reminder Time Granularity). The double arrows cause 1 hour adjustments. This box is optional, and therefore does not have to be filled in.
<b>Sound Alarm</b>	Select this to sound the alarm when the reminder is due. You can change the sounds in the <a href="#">Configuration</a> dialog.
<b>Sound Early Warning</b>	Select this to sound the early warning 10 minutes before the reminder is due (or the early warning period set in the <a href="#">Configuration</a> dialog).
<b>Flash Early Warning</b>	Select this to cause the reminder triangle to start flashing 10 minutes before the reminder is due (or the early warning period set in the <a href="#">Configuration</a> dialog).
<b>Note</b> You can set your favourite default values for the <b>Sound Alarm</b> , <b>Sound Early Warning</b> and <b>Flash Early Warning</b> settings in the <a href="#">Configuration</a> dialog.	
<b>Frequency</b>	Select one of these buttons ( <b>Once</b> , <b>Daily</b> , <b>Mon-Fri</b> , <b>Weekly</b> , <b>Monthly</b> or <b>Yearly</b> ) to specify whether you want the reminder to occur just once, or to recur with the chosen frequency.
<b>OK</b>	Press this to accept the changes you have made when creating or editing a reminder.
<b>Cancel</b>	Press this to abandon any changes you have made.
<b>Help</b>	Shows this Help topic.
<b>Delete</b>	Press this to delete the reminder. It is equivalent to <b>Cancel</b> if you are creating a new reminder.



## Configuration Dialog

To obtain the Configuration dialog, press the Configure button in the Calendar dialog. The Calendar dialog is obtained by clicking and holding down the left mouse button on an empty part of the **TimeRuler** display, or by pressing **Enter**.

Using the Configuration dialog you can configure:

- Display options to tailor the appearance and sounds of **TimeRuler**,
- Reminder options to customize the way in which **TimeRuler** handles reminders, and
- Date/Time options to adjust various options relating to the date and time display

There are also three buttons:

- OK** Press this to accept the changes you have made in configuring **TimeRuler**
- Cancel** Press this to abandon any changes you have made. This does not include any changes to the Windows Control Panel options, which are not handled by **TimeRuler**, but by Windows itself.
- Help** Shows this Help topic.



## Configure Display options

These options are part of the Configuration dialog.

- Hours displayed** Use the arrow buttons to change the period displayed by **TimeRuler**. You can change the start time and end time independently, in increments of 1 hour.
- Colours** This combo box allows you to change most of the colours used in the time ruler and Calendar displays. However, note that the colour of the button faces in the calendar is set in the Windows Control Panel, and is not controlled by **TimeRuler**.
- Click on the item whose colour you want to change, and the standard Windows colour picker will be displayed. Click on the colour you want to use and press OK.
- Colour changes made to the time ruler display will be immediately apparent, so you can judge the effect straight away.
- Fonts** Use this combo box to choose the fonts used in various parts of **TimeRuler**. Click on the item whose font you want to change, and the standard Windows font picker will be displayed.
- Select the font, style, point size and colour you want, and press OK. The changes will be displayed immediately.
- Sounds** Use this combo box to choose the wave files used for various **TimeRuler** sounds. Click on the item whose sound you want to change, and the standard Windows file selector will appear. Find the wave file you want to use and press OK.
- Note** If you have not installed a sound driver (such as a sound card driver or PC speaker driver), **TimeRuler** will not be able to play .WAV files and will use the default system beep instead. The Sounds combo box will be disabled.
- The Shareware version of **TimeRuler** is also limited to playing the system default beep. See [Registration](#) for more details.
- Stay on top** Select this to cause **TimeRuler** to stay on top of any other Windows applications. Other applications started after **TimeRuler**, and which offer a similar Stay on top feature, may succeed in obscuring **TimeRuler**.
- Note that when a reminder box has popped up, it will always stay on top, regardless of the setting of this option.



## Configure Reminder options

These options are part of the [Configuration](#) dialog.

- |                                  |  |
|----------------------------------|--|
| <b>Ignore missed reminders</b>   | Select this to cause old reminders to be skipped automatically when you start up <b>TimeRuler</b> after a period of non-use. If you do not select this option, missed reminders will pop up as usual, with the word 'missed' added to the title.<br><br>Missed reminders that are also recurring have an additional button: ' <b>Skip</b> ', which allows you to ignore any further occurrences of the reminder to date. |
| <b>Reminder time granularity</b> | Use the arrow buttons to set the smallest number of minutes to which you can specify a reminder time or duration. For example, the default setting of 5 minutes allows you to set reminders at 5, 10, 15, 20 etc. minutes past the hour.   |
| <b>Early warning interval</b>    | Use the arrow buttons to specify the number of minutes before a reminder is due that the early warning will be sounded and/or flashed.   |
| <b>Alarm repeat interval</b>     | Use the arrow buttons to specify how often, in seconds, the alarm will sound when a reminder becomes due.  |

**Note** The repeating alarm feature is not available in unregistered Shareware versions of **TimeRuler**. Please see [Registration](#) for more details.

The following three options allow you to set defaults for all new reminders.

- |                            |  |
|----------------------------|--|
| <b>Sound alarm</b>         | Select this if you want reminders to sound an alarm when they are due.                     |
| <b>Sound early warning</b> | Select this if you want reminders to sound an early warning just before they are due.      |
| <b>Flash early warning</b> | Select this if you want reminders to flash the reminder triangle just before they are due. |



## Configure Date/Time options

These options are part of the Configuration dialog.

<b>Hour chime</b>	Select this if you want <b>TimeRuler</b> to sound a chime at each hour. The sound used can be set in the <u>Sounds</u> option.
<b>Half-hour chime</b>	Select this if you want <b>TimeRuler</b> to sound a chime at each half-hour. The sound used can be set in the <u>Sounds</u> option. If you also select an Hour chime, it will take priority on the hour.
<b>Quarter-hour chime</b>	Select this if you want <b>TimeRuler</b> to sound a chime at each quarter-hour. The sound used can be set in the <u>Sounds</u> option. If you also select Hour and/or Half-hour chimes, they will take priority on the hour/half-hour.
<b>Time and Date display</b>	If you select a time and/or date display (see below), use these buttons to select whether they are displayed on the left or right of the time ruler.
<b>Time Ruler display</b>	Select this to display the main time ruler. If you deselect this option, you will not be able to see your reminders until they are due!
<b>Time display</b>	Select this to display the current time either in addition to, or instead of, the time ruler.
<b>Date display</b>	Select this to display the current date.

The following two options give you quick access to parts of the Windows Control Panel -- they are not actually controlled by **TimeRuler**, but simply allow you to get straight into these parts of Control Panel.

<b>Date/Time</b>	Press this to bring up the Windows Control Panel Date/Time dialog, which allows you to change the current date and/or time.
<b>Formats</b>	Press this bring up the Windows Control Panel International dialog, which allows you to control all the date and time formats used by <b>TimeRuler</b> .

**Note** Changes made using these options cannot be reversed by pressing the Cancel button in the Configure dialog. If you subsequently change your mind, you will need to access these options again.



## Choose Reminder Dialog

The Choose Reminder dialog displays a list of all of your reminders, and allows you to select one for editing.

To obtain the Choose Reminder dialog, right-click on the time ruler display, or press **Shift+Enter** when the focus is on the ***TimeRuler*** window (you may have to press **Alt+TAB** a few times to get the focus).

Your reminders, with times, dates and abbreviated details are shown in a list box. A round bullet mark is shown against recurring reminders. To select a reminder, highlight it by clicking on it, or by using the up and down arrow keys. To edit the selected reminder, press the OK button, or double-click on the reminder.

**OK**

Press this to bring up the Edit Reminder dialog for the selected reminder.

**Cancel**

Press this to close the dialog without editing any reminders.



## Registration

**TimeRuler** is a shareware program, and is provided at no charge to users for a 30-day evaluation period. Feel free to share the unregistered version with your friends and colleagues, but please do not give it away altered or as part of another system.

The essence of shareware is to provide personal computer users with quality software without high prices, and at the same time to provide incentive for programmers to continue to develop new products. If you find **TimeRuler** useful and you are continuing to use it after the trial period, please do register. Remember that even if you obtained **TimeRuler** from a shareware distributor, from a magazine cover disk, or from a shareware CD-ROM, the author receives no benefit until you register.

When you do register, you will not only be doing the 'right thing', but you will benefit from further **TimeRuler** features:

- Full system sound support (alarms and chimes),
- Repeating alarms, with configurable repeat rate,
- Up to 100 reminders can be set,
- Eligibility for future upgrades at reduced rates, and
- No more nag screens!

### Registration Dialog

To register, you need a **registration key**, which you type into the Registration dialog, together with your name. It is important that you type in the key and your name exactly as advised. If you find that what you type in is not accepted, please check that you have not made an error in entering the details.

### Registration on CompuServe®

If you are a member of CompuServe, you can register on-line. Just GO SWREG, and follow the instructions. You will be registering TIMERULER, which has a product ID of 3369. Your CompuServe account will be billed for the registration fee of US\$25, and your registration key will be sent to you by CompuServe e-mail.

### Registration by post



Click on the printer symbol at the left to print a registration form. You must have a default printer configured to use A4 or Letter size paper.

To register by post, please send your registration fee to:

John Napier  
1 Wayside Green  
Woodcote  
Reading  
RG8 0PR  
United Kingdom

The following forms of payment are accepted:

Cheque drawn on UK bank:       UK£15  
UK cash or Postal Order: UK£15 (cash is sent at your risk!)  
Eurocheque:                       UK£15  
Cheque drawn on US bank:       US\$25

US cash:

US\$25 (cash is sent at your risk!)

Your registration key will be mailed to you (airmail to overseas addresses) by return. If you wish to pay in a currency other than UK£ or US\$, please send cash or a personal cheque for the current equivalent of UK£20. This includes an additional element for currency conversion charges.

Please note that payment by credit card is not at present available.

### **Site Licences**

Please contact the author directly if you are interested in obtaining a site licence for ***TimeRuler***, as attractive discounts are available. See the [GettingSupport](#) section.





## Questions & Answers Index

Click on the topic of your choice. If you can't find the help you need, please see [Getting Support](#).

[I can't get \*\*TimeRuler\*\* to do anything.](#)

[I can't move \*\*TimeRuler\*\* to where I want it on the screen.](#)

[I can't make the \*\*TimeRuler\*\* window the size I want it on the screen.](#)

[I want \*\*TimeRuler\*\* to start up every time I start Windows.](#)

[I can't set more than 10 reminders.](#)

[I can't get \*\*TimeRuler\*\* to produce any sounds.](#)

[I can't get the alarm to repeat.](#)

[I typed in my name and registration key, but \*\*TimeRuler\*\* rejected them.](#)

[All my configuration settings have vanished.](#)

[All my reminders have vanished.](#)

[I'm a registered user, but suddenly \*\*TimeRuler\*\* thinks I'm not.](#)

[\*\*TimeRuler\*\* says that TIMERULE.EXE is corrupt.](#)

## Questions & Answers

Please read the section on 'Moving and Sizing TimeRuler' in ['What is it? How do I use it?'](#)

## Questions & Answers

Please read the section on 'Starting Up TimeRuler' in ['What is it? How do I use it?'](#)

## Questions & Answers

To save space on the screen, ***TimeRuler*** doesn't use a conventional menu or toolbar. However, all the main functions are available from the Calendar dialog, which you can get to either by clicking on the time ruler display with the left mouse button, and holding the button down until the dialog appears, or alternatively by pressing **Enter** (you will first need to get the keyboard focus on the ***TimeRuler*** window, by pressing **Alt+TAB** a few times until you get the focus).

To set a new reminder, you don't even need to go into the Calendar dialog -- just double-click on the time ruler display at the point where you want the new reminder to appear. This will bring up the New Reminder dialog.

## Questions & Answers

The shareware version of ***TimeRuler*** is limited to 10 reminders. This is sufficient for you to evaluate the product, and if you find it useful, you will no doubt want to register. When you do, you will be able to define up to 100 reminders (and receive other benefits too!).

## Questions & Answers

The shareware version of **TimeRuler** is limited to producing only the default system beep. This is sufficient for you to evaluate the product, and if you find it useful, you will no doubt want to [register](#). When you do, you will be able to use the different sounds that **TimeRuler** is capable of playing (and receive other benefits too!).

If you are already registered and you still cannot get **TimeRuler** to play sounds, try checking that your sound card driver (or PC speaker driver) is installed properly. Test it by bringing up the Sound dialog in the Windows Control Panel, and using the Test button on some of the system sounds.

**Note** TimeRuler is unable to play very long .WAV files (more than about 100 kbytes).

## Questions & Answers

The repeating alarm feature is disabled in the shareware version of ***TimeRuler***. When you register, it will be enabled (and you will receive other benefits too!).

## Questions & Answers

When you enter your name and registration key into the [Registration](#) dialog, please make sure that you type them precisely as advised to you when you registered. Just a single different letter will cause a problem. If ***TimeRuler*** still won't accept your registration, please get in touch with the author for further assistance (see [GettingSupport](#)).



## Questions & Answers

This is probably because the file containing all your settings, `TIMERULE.INI`, in your Windows directory, has been deleted or moved. Try restoring it from a recent backup, or if it was moved into another directory, move it back again. If you are unable to restore it, you will have to re-configure ***TimeRuler*** from scratch (and re-enter your name and registration key if you are a registered user).

## Questions & Answers

This is probably because the file containing all your reminders, TIMERULE.DAT, in the same directory as the ***TimeRuler*** software, has been deleted or moved. Try restoring it from a recent backup, or if it was moved into another directory, move it back again.

## Questions & Answers

When you register, ***TimeRuler*** stores your name and registration key in the TIMERULE.INI file, in your Windows directory. If this file is deleted or corrupted, ***TimeRuler*** will revert to thinking that you are not registered. The solution is to re-enter your name and registration key in the Registration dialog. You do not need to get a new registration key from the author.

## Questions & Answers

If ***TimeRuler*** reports that the executable file TIMERULE.EXE is corrupt, it means that an unauthorized change has been made to the file, either deliberately or accidentally. You should re-install ***TimeRuler*** from your distribution disk or ZIP file. If that doesn't solve the problem, please contact the author for further assistance (see [Getting Support](#)).



## Getting Support

If you have read the [Questions & Answers](#) section, and still have not found the answer, you may need to request support. Support is offered to registered users for a period of 90 days following registration. (Support beyond this period can be arranged at cost.) The following methods of getting support may be used:

- telephone, by calling 01491 681478 within the UK, or +44 1491 681478 from overseas. You are entitled to a cumulative maximum of one hour 'connect time' for telephone support.
- electronic mail, to CompuServe Information Service user ID 100023,201 or via Internet address 100023.201@compuserve.com
- post, by writing to:

John Napier,  
1 Wayside Green,  
Woodcote,  
Reading, RG8 0PR  
United Kingdom

When requesting support, please supply the following information:

- the product name and version number. You can obtain these from the About command in the [Calendar](#) dialog.
- the serial number of your copy of BioGraf. This is an 8-character string appearing in the About box.
- a precise description of the problem, and the circumstances that cause it to occur.



## Keyboard

To get the most from **TimeRuler**, you will probably want to use a mouse, but of course there are times when a keyboard is more practical or convenient. **TimeRuler** offers the following keyboard shortcuts:

<b>Enter</b>	Brings up the <u>Calendar</u> dialog (which gives you access to all the main functions of <b>TimeRuler</b> ). You will first need to get the keyboard focus onto the <b>TimeRuler</b> window, by pressing <b>Alt+TAB</b> until you have the focus.
<b>Shift+Enter</b>	Brings up the <u>Choose Reminder</u> dialog. As with <b>Enter</b> , you will first need to get the keyboard focus.
<b>PgUp, PgDn</b>	These keys are used in the <u>Calendar</u> dialog to change the currently selected day.
<b>Home</b>	This is used in the <u>Calendar</u> dialog to return to today.
<b>Arrow buttons</b>	The <u>Calendar</u> , <u>Reminder</u> and <u>Configuration</u> dialogs all use arrow buttons to adjust various options. You can activate these from the keyboard in the standard way, that is, press the <b>TAB</b> or <b>Shift+TAB</b> key until the keyboard focus symbol (a dotted triangle in the case of the arrow buttons) appears on the button you want to activate. Then press or hold down the Space bar.
<b>Ctrl+M</b>	Allows you to move the <b>TimeRuler</b> window using the four arrow keys. Press <b>Enter</b> when you have finished moving it.
<b>Ctrl+S</b>	Allows you to re-size the <b>TimeRuler</b> window using the four arrow keys. Press <b>Enter</b> when you have finished re-sizing it.

This is the time ruler display. The yellow region on the left advances to the right, showing the current time, which is 9:30 am here. You can customize the time ruler using the [Configuration](#) dialog.

The red triangle indicates that a reminder has been set at 11:00 am. To set a new reminder, you can double-click on the time ruler display, or you can use the New Reminder dialog. You can change the time of a reminder by dragging the triangle along the time ruler display.



This is the optional date and time display. You can configure the display, or turn it off altogether, in the Configuration dialog.

The left and right arrow buttons allow you to change the calendar view by one month backwards (left arrow) or forwards (right arrow).

The month currently being displayed is July 1994. You can change the month by using the left and right arrow buttons.

Press this button to make ***TimeRuler*** display today's reminders.

This button represents today. You can change the colour used for the 'today' button in the [Configuration](#) dialog. If you click on this button, the time ruler display will change to show today's reminders.

These buttons represent the days of the month. Click on one of them to make ***TimeRuler*** show the reminders for that day. Weekends can be shown in a different colour -- use the Configuration dialog to change the colours.

A red triangle on a button indicates that there is at least one reminder already set for that day.

Double-click on one of these buttons to create a new reminder for that day. The New Reminder dialog will appear.

# TimeRuler Registration Form

[Click here](#) to close this window.

To register TimeRuler, please complete this form, and send it with your registration payment to:

**John Napier**  
**1 Wayside Green**  
**Woodcote**  
**Reading**  
**RG8 0PR**  
**United Kingdom**

Please register me as a user of TimeRuler. I understand that I will receive my personal registration key, free support for up to 90 days, and reduced prices for the next major version. I enclose my registration fee of (tick one):

☐

Cheque drawn on UK bank UK£15



UK cash or Postal Order UK£15 (cash is sent at your risk!)



Eurocheque UK£15



Cheque drawn on US bank US\$25



US cash US\$25 (cash is sent at your risk!)



other cash or cheque equivalent of UK£20

(Don't forget that if you are a member of CompuServe, you can register online -- see the help section on [Registration.](#))

Name (CAPITALS): .....

Address (CAPITALS): .....

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I obtained TimeRuler from: .....

The serial number of this copy of TimeRuler is: 77MTR9RM (Windows User)

Comments: .....

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I would like to receive site licensing details for TimeRuler.

