

LINE,C,80

TimeSaver is a graphical event schedule manager. The system date must be set in order for the program to operate properly. Upon entry the user is presented with a calendar page of the current month with the current day highlighted. A flashing arrow pointer will appear in the upper left corner of the current day box. The keypad keys move this pointer around the page. Each day is subdivided into 18 timeslots, 10 across the top of the box and 8 across the bottom. The keypad '+' and '-' keys select these slots which range from 7:00 AM to 12:00 Midnight. Each slot is subdivided into two half-hour segments reflecting the half-hour preceding the exact slot time and the half-hour after. The tic marks and the pointer fall exactly on the hour. The presence of a graphics block in a slot or half-slot indicates the existence of an event. The description of the event appears in a window at the bottom right corner of the calendar. The top line of this window shows the half-hour time to the left of the pointer and the bottom line shows the half-hour time to the right of the pointer. These times change with the movement of the pointer within a day. A text field will appear at times where events exist. This field will be blank for times which are free or unscheduled. Events may be inserted, deleted, copied, moved, or edited with commands invoked by the SPACE bar. A breakdown of a single day may be viewed or printed. An extension file which describes details of an event can be created or edited. Commands are invoked by using the arrow keys to select then pressing the Return key or by keying the first letter of the command.

Press any key to continue.....

----- Numeric Keypad -----

Previous Week

3

Current Day ÁÁÁÁÁÁÁÁÁÁ 3 ÚÁÁÁÁÁÁÁÁÁ Previous Month

ÚÁÁÁÁÁ ÚÁÁÁÁÁ ÚÁÁÁÁÁ ÚÁÁÁÁÁ

3Hom3 3 3PgU3 3 - 3 Previous Hour / « Hour

ÀÁÁÁÁÁ ÀÁÁÁÁÁ ÀÁÁÁÁÁ ÀÁÁÁÁÁ

ÚÁÁÁÁÁ ÚÁÁÁÁÁ

Previous Day ÁÁÁÁÁÁ 3- 3 3-3 ÁÁÁÁÁÁ Next Day

ÀÁÁÁÁÁ ÀÁÁÁÁÁ

ÚÁÁÁÁÁ ÚÁÁÁÁÁ ÚÁÁÁÁÁ ÚÁÁÁÁÁ

3End3 3 3PgD3 3 + 3 Next Hour / « Hour

ÀÁÁÁÁÁ ÀÁÁÁÁÁ ÀÁÁÁÁÁ ÀÁÁÁÁÁ

Terminate Copy ÁÁÁÁÁÁÁÁÁÁ 3 ÁÁÁÁÁÁÁÁÁÁ Next Month

3

Next Week

Press any key to continue.....

#### Add Command

AA

This command allows the scheduling of new events. The user is first prompted to select the beginning time for the event. The pointer is now in half-step mode and a secondary pointer appears in the description window just to the left of the time. The "+" and "-" keys are used to select the beginning time for the new event. When the secondary pointer is positioned to the left of the desired time press [Return]. The text portion of the window is now highlighted and the text cursor is positioned at the left end. Any text up to 40 characters may be typed terminated by [Return]. The user is now asked to select the ending time for the event. This is accomplished in exactly the same way as the beginning time. When [Return] is pressed a graphics block will appear in the selected day reflecting the event and the description will appear in the window. Note that events may not span days and must not overlap other events.

Press any key to continue.....

#### Delete Command

AA

This command deletes or cancels appointments or events. The user is prompted to position the pointer to the event to be deleted. The pointer is now in half-step mode and a secondary pointer appears in the description window just to the left of the time. The "+" and "-" keys are used to select a point somewhere within an event. The secondary pointer should be resting to the left of the time and the description of the event. Pressing [Return] will delete the event. The graphics block should disappear from the screen; however the text description will not be erased until the pointer is moved again. If an extension file exists for the event, the user is prompted whether to delete it also. In the multi-user version only the creator of an extension is allowed to delete it.

Press any key to continue.....

### Copy Command

AA

The Copy command allows the copying or replication of an event. An example of a repeatable event might be a meeting which is held on the first Tuesday of each month. The user is first prompted to select the event to be copied. The pointer is now in half-step mode and a secondary pointer appears in the description area to the left of the time display. The keypad keys are used to select a point that is within the event to be copied. The secondary pointer should be addressing the time and description of the event. Pressing [Return] stores the event in memory displays the prompt to select destination/s for the new event. The event will be copied to the same time of day; therefore, the pointer may be positioned to any part of the desired day. Multiple copies may be made without reselecting the original event. The [End] key on the keypad should be pressed instead of the [Return] key for terminating the last copy. Extension files are not copied to new locations because it may be desirable to create separate extensions for the new events. If it is desirable to use the same extension file, use the Extend command on the new event and when prompted for a filename, enter the same name used with the original event.

Press any key to continue.....

### Move Command

AA

The Move command is used to move or reschedule an event at a different time. It essentially recreates the event at the new time and deletes the old event. First the user must select the event to be moved using the keypad keys as shown in the first screen of this help facility. During this operation the pointer remains in half-step mode and the secondary pointer is displayed in the description window. When the desired event has been addressed, press [Return] to copy the event to memory. The old event will disappear from the screen and the user will be asked to select the beginning time for the new event. This is accomplished the same as in the Insert command by using the keypad keys and pressing [Return] when the new day/time has been addressed. Extension files are moved to the new time and must be deleted by the Extend command if not wanted. Unlike the Copy command, the Move command can move an event to only one destination. Note that the new time may overlap the old time if desired.

Press any key to continue.....

### Print Command

AA

The Print command sends a report of a selected range of days to the printer. The user is prompted to select the beginning day for the report. The arrow keys on the auxiliary keypad move the pointer by day or week. Note that the pointer will "wrap around" to Sunday or Saturday if it is on the last or first day of the week when a right or left arrow is pressed. When the pointer rests within the day desired for the beginning of the report press [Return] to lock it in. Now the ending day must be selected in the same manner. The [PgDn] key can be used to advance to the next month if needed. After the range has been chosen, the type of printer must be determined (dot matrix or daisy wheel). Answer "Yes" to the question if you have an Epson or IBM compatible printer and "No" if you have a non-graphics printer or if you are not sure. Make sure the printer is on and is ready to accept output. The report produced is a graphical representation of the schedule of events during the range of dates selected. Note that "\*" are used in the non-graphics mode instead of blocks. Six(6) blank lines are printed at the end of each day for penciling in changes or additions to the schedule in the field.

Press any key to continue.....

### Edit Command

AA

The Edit command permits the changing of an event's start time, ending time or text line. The pointer should be positioned anywhere within the event when the program requests and the [Return] key pressed. The text cursor will be resting at the beginning of the highlighted text field. The new text can be typed over the top of the old line. Press [Return] to terminate the line. The new start and ending times are now selected in exactly the same way as in the Insert command.

Press any key to continue.....

Information File Editor

## Sheet1

AA

F2 - Provides a template for meetings

F3 - Positions the cursor five(5) spaces to the left.

F4 - Advances the cursor five(5) spaces to right

F5 - Positions the cursor to the next "list" position

F6 - Reformats a paragraph after changes have been made.

F7 - Prints the information file.

F8 - Deletes the information file.

F9 - Allows the changing of the filename used when editor was invoked

F10 - Exits editor or terminates Info command

Press any key to continue.....

## Editing Keys

AA

^W or [F10]. . . . . Finish editing

Esc. . . . . Abort edit and return original memo

^Y . . . . . Delete current line

^T . . . . . Delete word right

^B or [F6] . . . . . Reformat memo in the edit window

Up arrow or ^E . . . . . Up one line

Down arrow or ^C . . . . . Down one line

Left arrow or ^S . . . . . Left one character

Right arrow or ^D. . . . . Right one character

^Left arrow or ^A. . . . . Left one word

^Right arrow or ^F . . . . . Right one word

HOME . . . . . Beginning of current line

END. . . . . End of current line

^HOME. . . . . Beginning of memo

^END . . . . . End of memo

PgUp . . . . . Next edit window up

PgDn . . . . . Next edit window down

^PgUp. . . . . Beginning of current window

^PgDn. . . . . End of current window

Press any key to continue.....

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