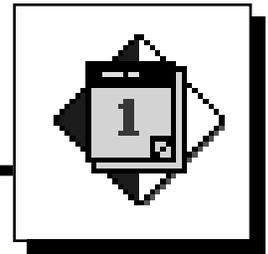


# DateBook Pro



## Managing Appointments

**Do you have trouble keeping up with life?** If you're like me, you could benefit from a friendly reminder from time to time. Missing an important meeting or—worse—an anniversary or spousal birthday is a catastrophe that can be avoided if you let your Mac help you out.

DateBook Pro is the calendar program from the folks who brought you the superb TouchBase Pro, reviewed in a recent *Mac Monitor*. It provides a flexible system of alarms and reminders that is easy to customize. You need never be in the doghouse again.

When you run DateBook Pro, you get an on-screen calendar which can be viewed in several ways: there's a month view, a weekly view, a quarterly view, or a day view. For linear thinkers, there's also a list view and a view of upcoming alarms. Most of these views are customizable. For instance, when you're in the month view, you can add a daily list of events along the right-hand edge of the window. This sacrifices some of the overall space in order to see details of the current day's schedule. This area can be quickly switched from text (shown) to time bar format.

Adding an event to your calendar is as easy as clicking on the New button or pressing Command-N. A dialog box pops up where you can fill in the details of the event and choose whether it is an alarm (set for a particular time on a particular day) or a To-Do (which might continue to recur until you mark it as done) or simply a memo (which requires no further action).

Double-clicking a day brings up a more detailed view of that day's events and reminders. Double-clicking an event brings up the original dialog box for modifications. In most views, an event or to-do item can be dragged from one day to another to reflect your changing schedule.

You can customize your calendar's events by adding icons to selected days. A selection of icons is included.



If you need to jump to another month—or another year—a handy pop-up button allows you to navigate quickly to that view. This is one of TouchBase Pro's most efficient and intuitive features.

If you like to have a clock in your menu bar (a natural location), you might be disappointed to learn that DateBook's Mini-Calendar window (shown at left) gets covered up when you're working in other programs. On the other hand, when it is visible, it can be condensed to a small window that shows the date or expanded to show a list of the days events and reminders. There

is a button which allows you to jump directly to the complete DateBook Pro application, where you can add or modify events. When you quit, the Mini-Calendar will return. It's also possible to add new events by pressing the New button on the Mini-Calendar. Unfortunately, the Mini-Calendar will not show up on your Mac's Application Menu, so you might have to go digging around in order to find it.

One of DateBook Pro's biggest selling points is its integration with TouchBase Pro, the excellent contacts manager from the same company. You can link events and To-Dos to a specific contact in TouchBase Pro, thus making it easy to jump back and forth between what you're supposed to do and who you're supposed to



do it with (or to). When an alarm pops up to remind you of a meeting, you can quickly and easily jump to TouchBase's contact list to check out phone numbers and details of past contacts (meetings, phone conversations, correspondence, etc.) with the same person.

If you need to print out data from TouchBase, you'll find a satisfying variety of formats to choose from, including custom schedules or popular calendar formats such as DayTimer, DayRunner, and fiLOFAX. You can even print out a giant wall calendar.

DateBook Pro is a multi-user program. This means that you can share your scheduling information with a group of other DateBook Pro users over a network. You can also keep, open, and share multiple catalogs. For instance, you might want to separate your business and personal events separate, or you might want to create a special calendar to share with a secretary or workgroup.

*continued* →

## DateBook Pro (continued)

One thing that I found to be a minor irritation with DateBook Pro was its heavy dependence on the mouse for common functions. When entering a new event, the tab key moves you from field to field, but there is no default group or alarm. You must use the mouse to choose among these options. A few keyboard shortcuts or default settings would have been most welcome here. Likewise, when an alarm sounds, you are very limited in your



DateBook Pro has good printing abilities. In this EPS export, you can see "busy-ness" indicators at the bottom of each day.

responses unless you stop what you're doing and reach for the mouse. Again, a few keyboard shortcuts would have helped out.

In normal views, there is no indication of overlapping events; you have to use the Time Bar view to see these potential problems.

Banners appear in a fixed and rigid position. You cannot nudge them in small increments or drag them to new locations.

When you're in the Month view, dates from the previous and next months do not appear in the blank spots as they do in most analog calendars. The inability to see—at a glance—what's on tap for the first of December when it's the last day of November seems a pointless limitation. There's a trick to get around this limitation; switch to the Quarter view (which is user definable) and set it to display five weeks.

Despite these complaints, DateBook Pro is a fast and efficient way to keep your life in some semblance of order. Its integration with TouchBase Pro gives extra value to an already fine product.

by Jim Alley

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### DateBook Pro

Aldus Corporation Consumer Division  
(previously distributed by After Hours Software)  
(800) 888-6292, ext. 2  
Retail: \$79.95; Street: \$49.95

(There are some very attractive bundles available from various sources. Check the ads in national magazines and mail order houses.)

## Tips

### Word or Excel in the foreground can crash

a PowerBook 160, 180, or Duo on wakeup. No fix from Microsoft yet.

Is anyone surprised which "non-standard" applications are causing problems? Ho hum.

**Loading 20 or more TrueType** or bitmap fonts in your System 7.1 Fonts folder will slow down your Mac. Type 1 fonts are not a problem.

The solution is Suitcase, by Fifth Generation. You can load the fonts you want, when you want them and not until. (Thanks in part to *Mad Mac News*, Madison, WI MUG.)

**Headlines should be kerned tighter** than body copy. (Thanks, *Mad Mac News*.)

**More MS Mess.** A user group member suddenly got a strange message when trying to open Word 4.x: "No more room in the menu." I suggested a few ideas (like rebooting with all INITs turned off). Nothing worked!

The solution: The member had 350 fonts loaded via Suitcase—that's what Word did not like. Not enough room in the menu, for sure.

Remember, programs which follow Apple's developer guidelines can and do let you load 350 fonts—at least PageMaker and FreeHand from Aldus let you.

But Microsoft—sigh—that's another story. Once again, what the Mac can do in most any application is a problem for Microsoft and their plethora of Windows code.

**Almost any dialog box** has a default button. That's the one with the double line border around it. Save time by hitting Enter or Return to activate that button. No need to mouse over and click it.

Same thing for using the Escape key to Cancel out of most dialog boxes. Give it a try.

The Tab key moves you around to various locations in most dialog boxes. Try this method and test it. (The last three hints are from *MacDigest*, Los Angeles Mac Group's excellent news magazine.)

Arrow keys move you up and down the list in Save and Open dialog boxes. Try this right now, so you won't forget to use it in the future.

by Phil Russell, *Mouse Droppings*, Corvallis, OR MUG