

## TimeCalendar Overview

Ever felt that you have problems managing your time? With TimeCalendar on your Windows desk this will never be a problem again. No more missed meetings or birthdays, no more unnecessary stress because of bad planning. Get more freedom and feel more relaxed by simply knowing when to do things.

In TimeCalendar every family member has their own calendar layer with different colors on their events. This will help you and the rest of your family to have more freedom. Don't let time control you - you control time. Start using TimeCalendar today, never before has it been so easy to take control of your time!

TimeCalendar features are:

- **20 different views:** In TimeCalendar you will always find a perfect view to look at your events. It is possible to display everything from a single day to an entire year.
- **24 layers at the same time:** In TimeCalendar you can have up to 24 different layers that each represent a calendar with independent settings. This way you can have different layers for different types of events and you can control layers you want visible at any one moment.
- **Tasks:** In TimeCalendar you can handle all your tasks. If you have many you will appreciate the possibility to order them in a tree structure. Use drag-and-drop to move them around.
- **Export and import of layers:** Share your calendar with friends and other people. Export your training layer to your friends and import their TV layers. Have a concert, a school schedule or a Russian holiday layer available from your home page. Only your imagination puts limits on what you can share.
- **Advanced printing:** Print whatever you see on the screen. Choose the size of your output in terms of percent of the paper's width and height. This together with the possibility to set the font size will always give perfect results for different demands.
- **Powerful navigation:** The navigation in TimeCalendar is very easy and powerful. You have full control over day, month and year settings. You can even navigate by week numbers, which is common in Europe. From the navigation panel you also control the current layer and those layers you want visible.
- **Rich functionality:** TimeCalendar is full of functions that will help you in every day use. Cut, copy and paste is supported as well as drag-and-drop. There are also many functions regarding layers; moving, deleting, automatic archiving of events etc.
- **Recurrent Events:** Events often repeat themselves in patterns. TimeCalendar makes it very easy to create all these events as one recurrent. This is for example very useful for birthdays and schedules etc.
- **Alarm:** For every event or task you can choose to have an alarm as a reminder. This alarm will signal even if you have the program in the background or in the system tray. If you want to be reminded later, press the snooze button.
- **Tray icon:** TimeCalendar puts, if you want, an icon in the system tray. This is good if you want the program to always be running, which is necessary if you are using alarms.

## Change Time

There are two ways you can change the date in the calendar. In the left navigation panel or up to the right with the two arrow buttons.

### In the left navigation panel:

Here you can either change the date by choosing day, week, month and year individually or you can use the **Today** button.

Note: Week numbers are only visible if you have chosen to see them in the [Options dialog](#).

### With the two arrow buttons:

With these two buttons you can either decrease or increase the date. How many days the date changes is dependent of the view that is currently chosen:

<b>View</b>	<b>Change</b>
Day, 2 Days, 3 Days, 4 Days, 5 Days, 6 Days, 7 Days	1 Day
Work Week, Week, 2 Weeks, 3 Weeks, 4 Weeks, 5 Weeks, 6 Weeks	1 Week
Month, 3 Months, 6 Months, 12 Months	1 Month
Year	1 Year

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### Shortcuts:

**Left Arrow:** Decrease the date.

**Right Arrow:** Increase the date.

**Up Arrow:** Scroll up in the **Day** and **Week** views.

**Down Arrow:** Scroll down in the **Day** and **Week** views.

## Change View

There are 20 different views. You choose view by clicking one of the view buttons above the calendar grid. Three buttons have arrows to indicate that if you hold down the left mouse button on them, a menu with more alternatives will be visible. These buttons are also found in the main menu.

### Available views:

- Day, 2 Days, 3 Days, 4 Days, 5 Days, 6 Days, 7 Days      Zoom and Time Scale
- Work Week      Zoom and Time Scale
- Week      Zoom and Time Scale
- Month, 2 Weeks, 3 Weeks, 4 Weeks, 5 Weeks, 6 Weeks
- Year, 3 Months, 6 Months, 12 Months
- Tasks

### Hide left navigator:

To get more room for the calendar grid you can hide the left navigator. The **Show Navigator** button is in the main menu.

### Zoom In and Out:

In the **Day** and **Week** views you can zoom in and out to be able to choose between detail and overview. The **Zoom In** and **Zoom Out** buttons are found in the main menu or in the popup menu for the calendar grid.

### Change Time Scale:

In the **Day** and **Week** views you can change the time scale, i.e. how long time each row represents in the calendar. The **Time Scale** buttons are found in the main menu or in the popup menu for the calendar grid.

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### Shortcuts:

- Ctrl+S:** Hide or show the left navigator.
- Ctrl+I:** Zoom In.
- Ctrl+O:** Zoom Out.
- F5:** Change time scale to **5 Minutes**.
- F6:** Change time scale to **6 Minutes**.
- F7:** Change time scale to **10 Minutes**.
- F8:** Change time scale to **15 Minutes**.
- F9:** Change time scale to **30 Minutes**.
- F10:** Change time scale to **1 Hour**.

## Change Layer

In TimeCalendar every event and task belongs to a certain layer, and for this reason you must control which layer you want to work with for the moment. This is controlled in the left navigation panel. All the events you create will belong to the currently chosen layer. However if you want to move events between layers, this is not a problem.

In the same area you can also control what layers that shall be visible for the moment. You simply uncheck the layers you want to hide and check the layers you want to show.

## Create Events

It takes two steps to create an event. First step is to open the **Event** dialog, second step is to set the properties of the event.

### Open the Event dialog:

- With the left mouse button, mark a selection in the grid. Start typing the **Subject** of the event and the **Event** dialog will open automatically. This is the easiest way.
- With the right mouse button, mark a selection in the grid. A menu will popup, choose the **New Event...** button.
- Press the **New** button on top of the calendar or the **New Event...** button in the main menu.

### The Event dialog:

There are four sections: **Time**, **Alarm**, **Layer** and **Text**.

- **Time:** In this section you set the start and end time of the event.  
In the date box you can either pick or type a date. If you type the date you can either type one, two or three numbers. If one number is typed, only the day will change and the rest will be the same as before. If two numbers are typed, the day and month will change and if you type all numbers the entire date will change.  
If the event shall be recurrent, press the Recurrent Event... button.
- **Alarm:** In this section you can set an alarm as a reminder. In the Options dialog you can also change the sound, and of course turn it off.
- **Layer:** In this section you can change the layer the event shall belong to.
- **Text:** In this section you type the subject and the description of the event.

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### Shortcuts:

**Ctrl+N:** Open the **Event** dialog.

## Create Recurrent Events

The steps to create a recurrent event are the same as for [a single event](#) except for the time settings. In the **Time** section in the **Event** dialog you press the **Recurrent Event...** button to bring up the **Recurrent Event** dialog.

Recurrent events will have a light gray bar to the left so you can distinguish them from the single events.

### The Recurrent Event dialog:

There are four sections: **Time**, **Occurs**, **Repeat** and **Period**.

- **Time:** In this section you set the start and end time for the recurring event.
- **Occurs and Repeat:** In these two combined sections you build the time pattern. First you choose if it shall be a daily, weekly, monthly or yearly pattern and then you decide how it shall repeat itself.
- **Period:** In this section you set the start and end date for the entire recurrent event.

Note: If the period is too small to contain any events, the end date for the period will be modified so it will contain at least one event.

### Exceptions in the time pattern:

- **Create Exceptions:** Click the right mouse button on the single event you want to create an exception for. A menu will popup where you can choose between the two functions, **Delete This Occurrence** and **Break Out This Occurrence**.
- **Remove Exceptions:** To remove all exceptions in the time pattern, press the **Remove Exceptions** button in the **Time** section in the **Event** dialog. To bring up the **Event** dialog read the part about [Edit Events](#).

## Delete Events

There are two ways to delete events. Either in the calendar grid or in the **Delete Events** dialog.

### In the calendar grid:

Mark the events you wish to delete with the mouse. To mark many events, hold down the **Ctrl** key. Now there are two ways to delete the marked events:

- Press the **Delete** button on top of the calendar or in the main menu.
- Click with the right mouse button on the events. A menu will popup, choose the **Delete** button.

### The Delete Events dialog:

This dialog is used to delete many events. You open the dialog by pressing the **Delete Events...** button in the main menu. There are two sections: **Layers** and **Delete**.

- **Layers:** In this section you choose what layers to be affected. To mark many layers, hold down the **Ctrl** key.
- **Delete:** In this section you decide if events older than a specific date or all events are to be deleted in the selected layers.

Note: To undo a delete, press the **Undo Delete** button in the main menu.

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### Shortcuts:

- |                |                                       |
|----------------|---------------------------------------|
| <b>DEL:</b>    | Delete the marked events.             |
| <b>Ctrl+D:</b> | Open the <b>Delete Events</b> dialog. |
| <b>Ctrl+Z:</b> | Undo Delete.                          |

## Edit Events

There are two ways to edit an event. Either you can edit the time settings in the calendar grid or you can edit the properties in the **Event** dialog.

### In the calendar grid:

In the calendar grid you can either move the event or change the start or end time of the event. All changes are made by drag-and-drop.

Note: This doesn't apply to recurrent events.

### Open the Event dialog with the properties of an event:

- Double click the event with the mouse.
- Click with the right mouse button on the event. A menu will popup, choose the **Edit...** button.
- Mark the event with the left mouse button. Press the **Edit...** button in the main menu.

## Move Events between Layers

There are two ways to move events between layers. Either in the calendar grid or in the **Move Events** dialog.

### In the calendar grid:

Mark the events you wish to move with the mouse. To mark many events, hold down the **Ctrl** key. Now there are two ways to move the marked events:

- Press the **Move To Layer...** button in the main menu.
- Click with the right mouse button on the events. A menu will popup, choose the **Move To Layer...** button.

In the **Move To Layer** dialog you can now choose which layer you want to move the events to.

### The Move Events dialog:

You open the dialog by pressing the **Move Events...** button in the main menu. There are two sections: **Layers** and **Move**.

- **Layers:** In this section you choose layers from which you want to move events. To mark many layers, hold down the **Ctrl** key.
- **Move:** In this section you decide if events older than a specific date or all events are to be moved to a layer of your choice.

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### Shortcuts:

**Ctrl+M:** Open the **Move Events** dialog.

## Copy Events between Layers

### The Copy Events dialog:

You open the dialog by pressing the **Copy Events...** button in the main menu. There are two sections: **Layers** and **Copy**.

- **Layers:** In this section you choose layers from which you want to move events. To mark many layers, hold down the **Ctrl** key.
- **Copy:** In this section you decide if events older than a specific date or all events are to be copied to a layer of your choice.

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### Shortcuts:

**Ctrl+Y:** Open the **Copy Events** dialog.

## Cut, Copy and Paste Events

In TimeCalendar you have the possibility to cut, copy and paste a single event. The copied event will remain copied even if the program is turned off. The **Cut**, **Copy** and **Paste** buttons are found in the main menu or in the popup menu for the calendar grid.

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### Shortcuts:

- Ctrl+X:** Cut an event.
- Ctrl+C:** Copy an event.
- Ctrl+V:** Paste an event.

## **Tasks Overview**

TimeCalendar introduces a powerful but simple to use tasks list. Every task holds information such as priority and if it's done. You can choose what columns that shall be visible and you can have any sort order among these columns. All these settings can be done directly in the tasks view. As with events every task belongs to a layer and can trigger an alarm. It is also possible to print the task view.

To make the tasks list even more useful you can order your tasks into a tree structure. This way you will have much easier to overlook the tasks and you will also be able to control large projects.

## Create Tasks

In TimeCalendar you can create a tree structure of tasks. When you create a new task you can therefore either create a root task or a subtask to another task. It takes two steps, first step is to open the **Task** dialog, second step is to set the properties of the task.

### Open the Task dialog:

Create a root task:

- Start typing the **Subject** of the task and the **Task** dialog will open automatically. This is the easiest way.
- Press the **New** button on top of the calendar or the **New Task...** button in the main menu.

Create a subtask to another task:

- Mark the task you want for father to the new task. Start typing the **Subject** of the task and the **Task** dialog will open automatically. This is the easiest way.
- Mark the task you want for father to the new task. Press the **New** button on top of the calendar or the **New Subtask...** button in the main menu.
- Click with the right mouse button on the task you want for father to the new task. A menu will popup, choose the **New Subtask...** button.

### The Task dialog:

There are three sections: **Alarm**, **Layer** and **Text**.

- **Alarm:** In this section you can set an alarm as a reminder. In the [Options dialog](#) you can also change the sound, and of course turn it off.
- **Layer:** In this section you can change the layer the task shall belong to. This section is grayed out then creating a subtask.
- **Text:** In this section you type the subject and the description of the task.

Note: All tasks in a tree structure must belong to the same layer.

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### Shortcuts:

**Ctrl+N:** Open the **Event** dialog.

## Delete Tasks

Mark the tasks you wish to delete with the mouse. To mark many tasks, hold down the **Ctrl** key or the **Shift** key. Now there are two ways to delete the marked tasks:

- Press the **Delete** button on top of the calendar or in the main menu.
- Click with the right mouse button on the tasks. A menu will popup, choose the **Delete** button.

Observe that all children to a deleted task will also be deleted.

Note: To undo a delete, press the **Undo Delete** button in the main menu.

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### Shortcuts:

- |                |                           |
|----------------|---------------------------|
| <b>DEL:</b>    | Delete the marked events. |
| <b>Ctrl+Z:</b> | Undo Delete.              |

## Edit Tasks

There are three ways to edit a task:

- Double click the task with the mouse.
- Click with the right mouse button on the task. A menu will popup, choose the **Edit...** button.
- Mark the task with the left mouse button. Press the **Edit...** button in the main menu.

## Move Tasks

You can move a task (and its children) by simply drag-and-drop it on a different task. The task you drop it on will be the new parent. If you want a subtask to be a root task drop it on the gray area below the tasks.

Note: To undo a move, press the **Undo Move** button in the main menu.

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### **Shortcuts:**

**Ctrl+Z:** Undo Move.

## Sort Tasks

There are three columns in the task view: Finished, priority and task. Each of these columns can be sorted in either ascending or descending order. This is declared by the small arrow on the header of each column. To see which column the list is sorted first on and second on, the arrows have different colors. The column with the darkest arrow being sorted first.

To change the sort order press the column header. The last pressed column will be sorted first and therefore have the darkest arrow. Press the same column twice to change among ascending and descending order for that column.

## Layers Overview

TimeCalendar **introduces the concept of layers** to digital planners. This feature will **enhance the usage** of the planner extremely. With different layers for different types of events you will get a far better overview of your time situation.

In TimeCalendar you can have up to **24 different layers** that each represents a calendar with independent settings. You decide the name and color for each layer and in the navigation panel you can also control the current visibility of the layers.

Now every family member can have their own calendars without disturbing each other. You simply turn their calendars off then you want to have a good overview of your own planning.

With layers comes the **possibility to share** your calendars with friends and others. In TimeCalendar you can **import and export layers**. For example, if you have a business you can create a meeting layer and then email it to all your employees. You can also save and delete some of your layers to make room for new ones. That way you can always go back and import old layers if you need the information.

## Handle Layers

All the properties of layers are handled in the **Layer** dialog.

### The Layer dialog:

You open the dialog by pressing the **Layer...** button in the main menu. There are two sections: **Layers** and **Properties**.

- **Layers:** In this section you create, delete, import and export layers. You can also change the order of the layers by drag-and-drop. To mark many layers, hold down the **Shift** key.
- **Properties:** In this section you modify the name, color and the settings for automatic archiving.

Note: The last deleted layers are saved to the layer file **Last Deleted.tcl**. That way you can always import them again.

### Automatic archiving:

If you choose to have automatic archiving for some of your layers, the archived events will be stored in the layer file **Archive.tcl** in the **My Layers** directory.

To bring the archived events back, you simply import the file **Archive.tcl**. The archive will now appear as a layer with the name **Archive**.

If you want to clear the archive, simply delete the file or export an empty layer with the name **Archive.tcl** to the **My Layers** directory.

### Import Layers:

A simple way to import layers is to double click on a layer file (\*.tcl). This will automatically bring up the program with the **Layer** dialog opened.

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### Shortcuts:

**Ctrl+L:** Open the **Layer** dialog.

## Print the Calendar

There are two ways to print the calendar. Either use the automatic printing button or the **Print Current View** dialog.

### Automatic printing button:

The print button down to the right in the calendar, uses the printer settings from the Options dialog to print the current view.

### The Print Current View dialog:

You open the dialog by pressing the **Print Current View...** button in the main menu.

When you use this dialog you can change the default settings, like width, height, font size and orientation. You can also decide if you want to print the event in colors.

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### Shortcuts:

**Ctrl+P:** Open the **Print Current View** dialog.

## Handle Options

In the **Options** dialog you have the possibility to change a number of properties that control how the calendar works.

### The Options dialog:

You open the dialog by pressing the **Options...** button in the main menu. There are eight sections: **General**, **National**, **Startup**, **Printer** and one section for each calendar grid.

- **General:** In this section you can change the alarm sound, and of course turn it off. You can also control if the program shall have an icon in the system tray.
- **National:** In this section you set the look of date and time. Default is the local settings in windows.
- **Startup:** In this section you decide the startup look of TimeCalendar.
- **Printer:** In this section you set the default settings for the printer.
- **Grid sections:** In these sections you set some parameters that control how the information is presented in each grid.

## All Shortcuts

- Left Arrow:** Decrease the date.
- Right Arrow:** Increase the date.
- Up Arrow:** Scroll up in the **Day** and **Week** views.
- Down Arrow:** Scroll down in the **Day** and **Week** views.
- Ctrl+X:** Cut an event.
- Ctrl+C:** Copy an event.
- Ctrl+V:** Paste an event.
- Ctrl+S:** Hide or show the left navigator.
- Ctrl+I:** Zoom In.
- Ctrl+O:** Zoom Out.
- Ctrl+N:** Open the **Event** dialog.
- Ctrl+D:** Open the **Delete Events** dialog.
- Ctrl+M:** Open the **Move Events** dialog.
- Ctrl+Y:** Open the **Copy Events** dialog.
- Ctrl+L:** Open the **Layer** dialog.
- Ctrl+P:** Open the **Print Current View** dialog.
- Ctrl+Z:** Undo Delete or Move.
- DEL:** Delete the marked events or tasks.
- F5:** Change time scale to **5 Minutes**.
- F6:** Change time scale to **6 Minutes**.
- F7:** Change time scale to **10 Minutes**.
- F8:** Change time scale to **15 Minutes**.
- F9:** Change time scale to **30 Minutes**.
- F10:** Change time scale to **1 Hour**.
- Ctrl+Enter:** OK in the **Event** and **Task** dialog.
- Enter:** OK in the **Event** and **Task** dialog if **Subject** has focus.
- Esc:** Cancel a open dialog.

## Feature Matrix

	TimeCalendar LE	TimeCalendar
Number of Views:	20	20
Number of Layers:	<b>2</b>	<b>24</b>
Tasks	Yes	Yes
Import of Layers:	Yes	Yes
Export of Layers:	Yes	Yes
Event Subject:	<b>32 characters</b>	<b>256 characters</b>
Event Description :	<b>None</b>	<b>Unlimited</b>
Recurrent Events:	Yes	Yes
Printing:	Yes	Yes
Alarm:	Yes	Yes
Tray Icon:	Yes	Yes

## Order TimeCalendar

To order TimeCalendar, press the **Order** button at [www.timecalendar.com](http://www.timecalendar.com) and follow the instructions.

All orders are subject to the [TimeCalendar License Agreement](#).

In the full featured edition, you will get **24 Layers**, **Import of Layers** and **Full Text Description**. You will also have free updates until next major version. I.e. if you buy version 1.6, you will have free updates until version 1.9.9 is reached.

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