Help

In His Time™

Help

Version 1.5

Logos Research Systems, Inc.

Logos Research Systems, Inc. offers you *In His Time* with the hope that the time which God has given each of us will be used to the maximum for his glory.

Press Help Button For Instructions.

Help

Press Button For Answers To Often Asked Questions.

?

Press Graphic To Discover What's New In Version 1.5.

what'sNEW

Buttons

Setup

Daily Activities

Life Applications

Special Features

Overview Of Buttons

Setup

Daily Work Activities

Your Daily Work Activities

Life Application

Working On Life Applications

Special Features

Overview For Buttons

In His Time uses buttons to perform its many functions. Selecting, Choosing, or Pressing one of these buttons will cause *In His Time* to perform a specific function. Being familiar with each will reduce your learning curve for using *In His Time*.

MenuBar Buttons

Press any of the buttons to discover what they do.

These buttons appear left to right across the bottom of the *In His Time* page window. They remain constant.

Left Page Buttons

Press any of the buttons to discover what they do.

These buttons appear on the left page of *In His Time*. They are constant.

Right Page First Four Buttons

Press any of the buttons to discover what they do.

These buttons frequently appear on the right page of *In His Time*.

Dialog Box Buttons

Press any of the buttons to discover what they do.

These buttons appear in the dialog boxes.

✔ OK

✗ Cancel

? Help

Prayer Journal Buttons

Press any of the buttons to discover what they do.

Buttons which work with the Prayer Journal.

Things To Do Buttons

Press any of the buttons to discover what they do.

Buttons which work with the <u>Things To Do</u> List.

Appointment Book Buttons

Press any of the buttons to discover what they do.

Buttons which work with the <u>Appointment Book</u>.

Events To Remember List Buttons

Press any of the buttons to discover what they do.

Buttons which work with <u>Events To Remember</u>.

Scripture Topics Buttons

Press any of the buttons to discover what they do.

Buttons which work with Scripture <u>Topics</u>.

Address Book Buttons

Press any of the buttons to discover what they do.

Buttons which work with the <u>Address Book</u>.

Bible Reading Plan Buttons

Press any of the buttons to discover what they do.

Buttons which work with the Bible Reading Plan.

To Do Status Buttons

Press any of the buttons to discover what they do.

Buttons which give the status of To Do items.

Using The Mouse Or Keyboard

In His Time is easiest to use with a mouse. To select a function, position your cursor on an on-screen <u>button</u> and click the left mouse button. When you press the right mouse button on an on-screen button, you will see a Button Information dialog box explaining the function of the button.

If you are operating with keyboard only, all the Windows keyboard functions will work giving you full benefit of *In His Time.* Use your TAB key to advance from button to button. Use your arrow keys to move within an active field. Use the SpaceBar to make a selection. Pressing the SpaceBar has the same effect as clicking the left mouse button.

Hot Keys And ShortCuts

The following table describes the shortcut combinations that will help you use your keyboard to enter *In His Time* commands*.*

ALT + R	Prayer List	*ALT + L*	Alarms
ALT + O	Things To Do	*ALT + V*	Move
ALT + A	Appointments	*ALT + INS*	Add Item
ALT + E	Events To Remember	*ALT + DEL*	Delete Item
ALT + T	Topics	*ALT + C*	Close-Up Dialog Boxes
ALT + B	Bible Reading	*PageUp*	PageUp
ALT + S	Address Book	*PageDown*	Page Down
ALT + Y	Year Calendar	*UpArrow*	Up One Line
ALT + M	Month Calendar	*DownArrow*	Down One Line
ALT + W	Week Calendar	*ALT + RightArrow*	Move To Next Day
ALT + D	Day Calendar	*ALT + LeftArrow*	Move To Previous Day
ALT + H or F1	Help	*ALT + Home*	Return To Current Date
ALT + X or F4	Exit	*CTRL + A-Z*	In Address Book and Topics, press letter to jump to corresponding letter tab.
ALT + G	ToolBox		

Setting Up *In His Time*

Using The ToolBox For Setup

 ToolBox

Start *In His Time* by double clicking on its icon. To begin the process of setting your preferences, select the ToolBox on the MenuBar. A dialog box will appear.

Select the button marked Create InfoSet. You will be asked to type a set of initials. The initials you choose will be the extension *In His Time* uses for the information files created. You may use one to three initials. When you have entered your initials, select OK.

Related Topics:

Global Settings - User Info

Personalizing *In His Time*

Global Settings   User Info

Next you will see a dialog box (pictured below) entitled Global Settings. You can now enter the data that you want *In His Time* to use when you start it up from the Window's Program Manager.

Global Settings Dialog Box
The dialog box is divided into three areas.

User Information

Type your name, address, and other information in the User Information fields. Use the TAB key or mouse to move to each new field.

AutoSave Options

You can enable or disable AutoSave. Enabling will automatically cause *In His Time* to save all information to your disk like new addresses, prayer requests, Bible topics, etc., which you have entered. To enable, click the box beside Enable AutoSave. A Check Mark will appear. Without a Check Mark, AutoSave is disabled and data is saved only when you use ToolBox Save Infosets function or exit *In His Time*. Use the TAB key or mouse to move to the field and the SpaceBar to enable or disable each field.

The second choice is Feedback. Enabling Feedback will tell *In His Time* to notify you on screen each time it is saving your information to the disk. Disabling allows *In His Time* to save your information in background mode. The last item is Interval. This is the time that will elapse before *In His Time* saves your data. You can choose between one and ninety-nine (1-99) minutes. The default is ten minutes. Type a different number if you desire a different time. Press TAB to go to the next field.

Miscellaneous Settings

The choices you make in this box will be the defaults which *In His Time* uses each time you enter.

Life Application

Life Applications are the daily commentaries that apply to your daily Scripture verse. *Walk With Wisdom* is the daily Life Application section included as a standard feature of *In His Time*. Along with these inspirational daily devotions, you can purchase other Life Application add-ons. (See page 49 for complete ordering information.) Select the DownArrow button to select your default Life Application.

Default Page

There are four choices from which you can select. The selection you choose will instruct *In His Time* what to display each time you start on the right page of your CIRO. The four choices are:

◆ Things To Do List

◆ Appointment Calendar

◆ Daily Prayer Journal

◆ Events To Remember

The default selection is the Things To Do List.

Journal Program

You can keep a daily journal of your thoughts, notes, or anything you wish to write about. This field tells *In His Time* where you want your journal to be located. You can choose the Notepad from Windows by typing the path and NOTEPAD.EXE. (Illustration: c:\windows\notepad.exe). If you want to use a word processor for your journal, you only need to type the path and the EXE file name. (Illustration: c:\winword\winword.exe).

Calculator Program

Type the path and the EXE file name for the Windows Calculator, or any other calculator program you may have. (Illustration: c:\windows\calc.exe).

Upcoming Event Range

The numerical choice you make here informs *In His Time* how far ahead you want to view upcoming events. The default is seven days. Type your own preference up to ninety-nine days.

In the following selections, a check mark appears when switches are activated.

Cartoon At Start-Up

Check if you wish *In His Time* to start every day by automatically displaying a cartoon.

Ask, Are You Sure?

If checked, *In His Time* to ask you "Are You Sure?" whenever you press Exit to leave *In His Time*. It is advised that this switch be activated.

Use 24-Hour Clock

You can choose between a 24-hour clock and the conventional 12-hour clock.

Name Journal Files

Deactivating this switch allows you to name your own daily Journal files. If enabled, *In His Time* will name the files for you. The default file name includes the date and your initials. (Illustration: 12292.WHQ) By deactivating the switch you will be prompted for your own file name.

Keep History

When activated, *In His Time* keeps a history of your appointments and a Things To Do list. You also have the option to keep a history of these events by telling *In His Time* to keep a historical record when you are recording the event.

Promote To Do Items

Items not completed on the Daily Things To Do list will be raised in level of priority on the next day's list when this switch is activated. (Illustration: A Level 4 - low is raised to a Level 3 -- medium.)

When you have completed your setup, select OK,   or press ENTER. You will return to the ToolBox dialog box.

Personalizing *In His Time*

One of the unique features of **In His Time** is its ability to be used by more than one person on the same computer. To personalize, take the following steps:

1. Click the **In His Time** icon in the Program Manager

2. Pull down File in the Program Manager

3. Select Properties

4. Place your cursor at the end of **In His Time** in the Description box and type your initials.

5. Place your cursor on the Command Line after the EXE command.

6. Press the SpaceBar and type the extension initials you used when you created your InfoSet

That's all there is to it. Now when you double-click on the **In His Time** logo, you will go immediately into your personal preferences that you selected when you set up **In His Time**.

Other ToolBox Features

Printer Setup

Create InfoSet

Switch InfoSet

Save InfoSet

Print

Printer Setup

Select Printer Setup. This will open the Printer Setup Dialog Box. *In His Time* will identify the current default printer. Your printer and its port should be displayed in the dialog box. If you do not have any changes to make, select OK. A second dialog box appears. If no changes need to be made, press Cancel. *In His Time* used your Windows printer information. Any changes made here will affect printing in all other Windows applications. If you require more details on printing, refer to the printing section of your Windows User's Guide.

Create InfoSet

We have designed *In His Time* so that more than one person can use it on the same computer. For example, your spouse, or anyone else who works on your system can set up their own InfoSet by pressing the InfoSet <u>button</u> and entering the requested information. Just follow the step-by-step information above in the Personalizing *In His Time* section.

Switch InfoSet

Switch InfoSet allows the user to switch between users by selecting his/her own setup. Choose the name by highlighting and clicking OK or pressing ENTER.

Save InfoSet

Choosing the Save InfoSet <u>button</u> will save any changes you have made during the current session.

Print

You may elect to print your data on three different size pages that you may carry in your personal daily planner.

Your Daily Work Activities

Blending His Time And Your Time

It's Monday morning. Your weekend has not been as restful as you would have wished. You feel a slight panic about what the week ahead holds. Out of the corner of your eye you spot your computer and remember that you recently purchased **In His Time.** You sit down with your morning cup of coffee and press the on switch. Within seconds and in living color, **In His Time** appears on your screen. The first area you see is the current appointments for the day. *Wow,* you think, *I almost forgot the appointment with Don Collins about his evaluation.* There is something you know that is important today, but you just can't quite remember, or can you? Sure, all you have to do is point at the Things To Do button and click your mouse. Your heart starts a slightly elevated beat. You could have forgotten. It's your spouse's birthday, with a note to tell you what you thought you would buy for a gift. What a lifesaver! In the next ten minutes you brush-up on your day's activities and set the appropriate alarms fifteen minutes early so you can be on-time to those important appointments. With one more point and click, a cartoon pops to your screen. You find yourself chuckling because the whole thing is so true to life. The Bible Reading tab on the right side of your **In His Time** reminds you that you need to take time for your usual Bible Reading program. As you select the Tab you see that you are just a few chapters behind your goal. (A friendly non threatening, non guilt producing reminder.) The Holy Spirit reminds you of your faithfulness and gives you peace. After reading, you select your Appointment button and gaze at the day's activities. Pausing for a moment, you begin to pray that you would represent God in a visual Christ like way in each encounter you have that day. Still praying, you select your Daily Prayer Journal and pray for each request you have entered. Clicking on the Prayer Diary, you are reminded of the faithfulness of God in answering your prayers. His strength and confidence begin to fill you for the day's work. You take a deep breath and resolve, finally, *I can organize my time and have fun doing it.* Tucking an **In His Time** print out (showing all your day's activities) into your coat pocket, you move toward the door with a feeling that you are somehow in control of the time God has given you to be a faithful steward of this day. What a relief, you think. God really has made this day, and I can be happy in it.

The more you use **In His Time,** the more benefits you will discover.

Starting *In His Time*

The most common way to enter **In His Time** is to double-click on its icon in Windows Program Manager. In Windows 3.1 you can also move **In His Time** to the Startup Window and Windows will automatically start **In His Time** for you.

In His Time buttons have replaced the traditional pull down menus in Windows. Yet, they function the same way. Remember, in a Windows Application, when you pull down a menu from the MenuBar, only those items that are bright are executable. The dimmed words are not. In **In His Time** when a <u>button</u> is dimmed, it is not usable at that moment. When the button is bright, it is usable.

As an illustration, if you do not have any items in your <u>Things To Do</u> List, the Add Things To Do button will be active or bright, the others will be dimmed or non active. This applies to each function of **In His Time.**

On the top of the right-hand page there is a display tab. This tab is an indicator of functions that are currently active in **In His Time** for the date selected**.** A CheckMark indicates that you have Things To Do items for the selected day. A HourGlass means you have appointments scheduled. The String Finger denotes that there is an Event To Remember. The Fish reminds you that you have items in your <u>Prayer Journal</u>. A Cross indicates you have Bible reading for the selected day. Use this tab as a daily reminder of what lies ahead and what you need to get done.

Related Topics:

<u>Selecting a Day</u>

Selecting a Day

⇨ **Right Arrow**

⇦ **Left Arrow**

Go To Date

Go To Current Date

The initial *In His Time* display defaults to the current calendar day. To move to another day, select the RightArrow <u>button</u> below the date page. These are the smaller buttons on the left-hand page. Each click moves your calendar one day forward. To move the calendar to an earlier date, select the LeftArrow button. To move a week at a time, hold down the CTRL key and click on the arrow. To move a full month, hold down the Shift key and click the arrow.   To move to a specific date, use the Go To Current Date button. A dialog box appears. Enter the date to which you wish to go. Select the UpArrow or DownArrow button to move Month, Date, or Year, one number at a time. Select OK when you are finished. Your organizer will immediately move to the selection. To return to the current date, select the Go To Current Date button

On the left of the current date page there are four tabs. From top to bottom, they are:

- ◆ Year
- ◆ Month
- ◆ Week
- ◆ Day

You may select any of these functions by pointing and clicking. The Year and the Month view will appear on the left of your screen. Making any selection moves your main calendar page to the selection. For example, if you choose Year, then choose December, then choose 25, your main calender will move immediately to December 25. Clicking the Week view brings a dialog box with a full week calendar in it. To return to current date, press Return To Date button.

Appointments

Appointments

In His Time provides you with a Master Appointment schedule and a Daily Appointment schedule. You can set up recurring appointments in the Master Appointment section while scheduling specific daily appointments in the Daily Appointment area.

Related Topics:

Setting Master Appointments

Setting Appointments

Deleting Appointments

Editing Appointments

Moving Appointments

Setting Master Appointments

 Master Appointments

The Master Appointment section allows you to set up one time Appointments which may occur over and over. To record recurring Master Appointments, press the CTRL key and select the Master Appointment button. To enter appointments, press the Appointment Entry button and a dialog box will appear. There are seven areas into which information may be entered.

With

Enter whom the appointment is with.

Duration

Indicate how much time to allow for the appointment. Enter by selecting the numbers and typing new numbers or by pressing the UpArrow or DownArrow button.

Time

Indicate the time of day of the appointment. You can enter the numbers by highlighting the numbers in the box and typing new ones or by using the UpArrow and DownArrow buttons. Then Choose AM or PM.

Advanced Warning

Press the DownArrow button and select from the list how much time before the appointment for *In His Time* to warn you of the coming appointment.

Options

There are three selections for you to make.

Sound Alarm: Selecting Sound Alarm will provide you with an audible alarm. Select by clicking the box before Sound Alarm.

Retain History: Selecting Retain History will allow you to keep a record of your appointment. Select by clicking the box before Retain History.

Prayer List: Selecting Prayer List will place the appointment on your Consolidated Prayer List. Select by clicking the box before Prayer List.

A CheckMark indicates that the option is activated.

Schedule - Repeating, Date, Week, Days

You may select from four options.

Repeating: This option activates the Week and Days entry fields. If your appointment is on the first Monday of each month, select First under Week and Monday under Days. This appointment will appear on your daily appointment section the first Monday of each month.

Weekly: This option activates the Day field. Select the day you have this appointment.

Monthly: This option activates the Day field under Date. Enter the day of the month on which you have your appointment.

Annual: This option will activate the Month and Day field under Date. Enter the month and day

of your appointment by selecting the numbers and typing new ones or by using the UpArrow or DownArrow button beside each box.

Start Date, End Date

You can set the range of time for your recurring appointments in this field. This field is activated when you choose Repeating, Weekly, or Monthly, under Schedule. Enter the Start Date and the End Date by selecting the numbers and typing new ones or by using the UpArrow or DownArrow buttons. The default date for both is the current date.
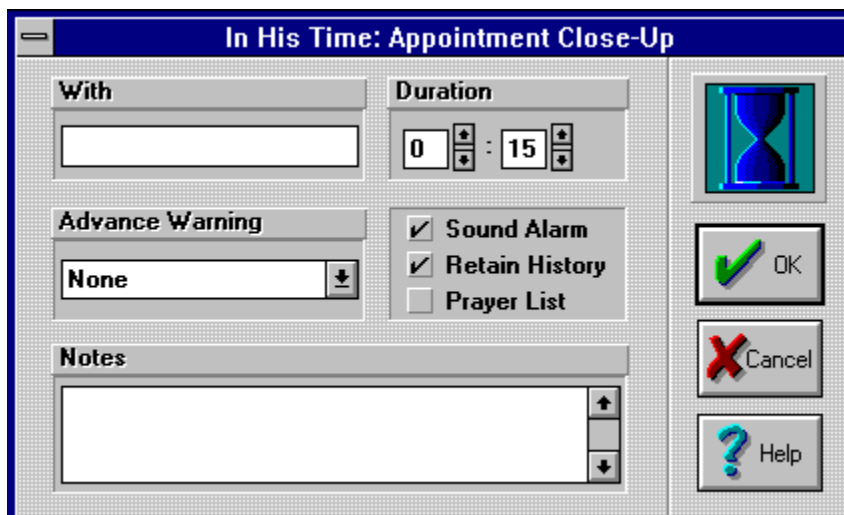
When you have entered your information, select OK and your appointment will be recorded.

Setting Appointments

⧖ **Appointment Entry**

Setting Appointments is one of the most frequently used sections of *In His Time*. To set your appointments, follow these easy-to-use steps.

- ◆ Select the <u>Appointment Book</u> <u>button</u>.

- ◆ Move to your appointment time in one of two ways:

  1. By pressing the PageUp or PageDown buttons (located to the left of the UpArrow/DownArrow buttons). These buttons move you one complete page at a time, or

  2. By pressing the UpArrow or DownArrow buttons.

- ◆ Select the time of your appointment.

- ◆ Select the small HourGlass button or double click on the time. A dialog box as shown below will appear.

Appointment Dialog Box

There are five areas into which you may enter information.

With

Enter with whom you are meeting.

Duration

Select the UpArrow or DownArrow buttons to move the time in hours and minutes. The time selected will be allocated on your appointment page.

Advance Warning

Press the DownArrow button and select how much advance warning you would like to receive before the appointment. You may select from none to one hour.

Sound Alarm

Enable or disable by pressing the CheckMark button with your mouse. When enabled, *In His Time* will send you a tone notifying you about the appointment time.

Retain History

Enable or disable by pressing the CheckMark button with your mouse. When enabled, *In His Time* will retain a history of your appointment for you to review later. Left disabled, the appointment will be dropped when the session is completed.

Notes

You may enter any information you wish about the appointment.

Select OK when you have entered all the information you wish. *In His Time* will now allocate this time on your appointment page.

Deleting Appointments

Appointment Cancellation

To clear an appointment from your appointment page, move to the appointment you wish to clear, then select the small <u>button</u> with an "X" through the HourGlass. When the dialog box appears, select OK if you wish to cancel the appointment.

Editing Appointments

 Appointment Edit

To edit your appointment, move to the appointment you wish to change, then select the Appointment Close Up underline button. The dialog box will appear. You may modify any field you wish. Select OK.

Moving Appointments

 Move A To Do Item

You may move your appointment time by clicking the MovingVan button. First, highlight the appointment to be moved by clicking on it. Second, click on the MovingVan button. Third, select a new time for the appointment. Your pointer has changed into a MovingVan icon. Fourth, point to the new time and click. Then click again on the MovingVan button to complete the appointment move.

Things To Do List

 Things To Do

 Forwarded

The Things To Do list is designed to help you keep track of your daily, monthly, and yearly To Dos. You can keep track of phone calls, letters to write, projects, or any other *thing* you need to track. You can prioritize these pending tasks, report on their status, and even set up completion dates. **In His Time** is also set up so that if a task is not completed, it is automatically forwarded to the next day. Unless you give instructions, **In His Time** will continue to forward the task until completed. A forwarded item is indicated by a change in the status box. An item that is past due is indicated by the box changing to a circle at the priority indicator.

The Things To Do List is divided into two areas: the Master Things To Do List and the Things To Do List. The Master Things To Do List is for entering major Things To Do items for specific dates in the future or for recurring items. These items will appear on your Things To Do List on the date you entered. The Things To Do list is designed to help you with the daily tasks you must accomplish.

Related Topics:

Entering The Master Things To Do List

Entering A Things To Do Item

Editing Things To Do

Completing Things To Do

Moving A Things To Do Item

Entering The Master Things To Do List

Master To Do List

The Master To Do List allows you to enter recurring To Dos one time. To enter the Master Things To Do List, press the CTRL key and select the Things To Do button.
There are five areas into which you may enter information.

Description

Enter the item you need to do.

Priority

There are nine priorities you can give your item, Today, Critical, Very High, High, Medium, Low, Very Low, Lowest, None. Select the DownArrow button and make your choice.

Schedule - One Time, Repeating, Date, Week, Days

You may select from five options.

One Time: This option activates the Month, Day, and Year boxes under Date. Enter the month and day for your To Do's by selecting the numbers and typing new ones or by using the UpArrow or DownArrow button beside each box.

Repeating: This option activates the Week and Days entry fields. If your Things To Do item is on the first Wednesday of each month, select First under Week, and Wednesday under Days. This item will appear on your daily Things To Do list the first Wednesday of each month.

Weekly: This option activates the Day field. Select which day you have a Things To Do item to enter.

Monthly: This option activates the Day field under Date. Enter the day of the month on which you have a Things To Do item.

Annual: This option will activate the Month and Day field under Date. Enter the month and day of your Things To Do item by selecting the numbers and typing new ones or by using the UpArrow or DownArrow button beside each box.

Start Date, End Date

You can set the range of time for your Things To Do items in this field. This field is activated when you choose Repeating, Weekly, or Monthly, under Schedule. Enter the Start Date and the End Date by selecting the numbers and typing new ones or by using the UpArrow or DownArrow buttons. The default date for both is the current date.

On the basis of the selections made in areas above, *In His Time* will place the descriptions in your daily Things To Do List on the appropriate days.

Options

There are three selections for you to make.

Retain History: Selecting Retain History will allow you to keep a record of your appointment. Select by clicking the box before Retain History.

Carry Forward: Selecting Carry Forward will carry the Things To Do item forward to each new day until the item is completed. If not selected, items are dropped at the end of the day.

Prayer List: Selecting Prayer List will place the item on your Consolidated Prayer List. Select by clicking the box before Prayer List.

A CheckMark indicates that the option is activated.

When you have entered your information, select OK and your appointment will be recorded.

Entering *A* Things To Do Item

The Daily Things To Do list allows you to enter new Things To Do items as they occur during the day. You can Edit these items and Check them off when you have accomplished them from within this function.

To enter your **Things To Do** list, follow these easy-to-use steps.

Things To Do List

Select the Things To Do button. Four new buttons appear on the right hand page of **In His Time**.

Things To Do Entry

Select the Things To Do Item button and a dialog box appears.

There are nine areas into which you enter information.

Description

Enter the item you need to do.

Priority

There are nine priorities you can give your item, Today, Critical, Very High, High, Medium, Low, Very Low, Lowest, None. Select the DownArrow button and make your choice.

Status

Status allows you to select the position of your item in reference to completion. You may choose from Pending, In Progress, Completed, Forwarded, Delegated, Delegated & Complete, and Deleted.

Due Date

Choose Month, Day, and Year by clicking the UpArrow or DownArrow button to due date.

Carry Forward

Enable or disable by clicking the CheckMark button. When enabled, **In His Time** will carry the item forward to each new day until item is completed. The item will be dropped at the end of the day if not selected.

Retain History

Enable or disable by clicking the CheckMark button. When enabled, **In His Time** will retain a history of this item for review by you later.

Prayer List

Enable or disable by clicking the CheckMark button. When enabled, **In His Time** will add this item to your Prayer List.

Notes

Record any notes about the item you wish.

Select OK when you have entered the desired information. The information will now display on your Things To Do list.

Editing Things To Do

 MagnifyingGlass

To edit an item on the Things To Do list, select the specific item and select the MagnifyingGlass button. The dialog box will reappear. You can also bring up the dialog box by double clicking the Things To Do item itself. Edit any item in the dialog box and press ENTER or select OK to leave.

Completing Things To Do
☑ **Things To Do Completed**
Select the item you have completed and select the Item Completed <u>button</u>. A dialog box will appear with the name of the item. If you select the box before Retain History, ***In His Time*** will retain a history of the item you have completed. Select OK and a check will appear in the box on the Things To Do list.

Moving A Things To Do Item

MovingVan

To move a Things To Do item to another day, select the item you want to move and then select the button at the bottom with the MovingVan. Select the RightArrow button on the left side of the page to move to the day you desire. Select the MovingVan button again and the item will appear on the Things To Do list for that day.

Events To Remember

Events To Remember

The Events To Remember page is to remind you of upcoming events. Birthdays, anniversaries, holidays, and meetings are just a few of the items you may want to always remember. To access the Events To Remember page, select the Events To Remember button. The Events page is divided into two parts, Today and Upcoming. The Upcoming feature enables you to view future events in a specified range with today's events being displayed in the Today box.

Related Topics:

Set Event View Range

Entering An Event to Remember

Deleting An Event To Remember

Edit Events To Remember

Set Event View Range

Event View Range

To set this activity, select the Event View Range <u>button</u>. This is the button with the binoculars. A dialog box will ask you to set the range of days you want to have in your Upcoming section. You may select to view upcoming events from 1 to 99 days. Type in the number of days or use the Up Arrow or Down Arrow button to make your selection. The default is seven (7) days. Select OK. If you enter more than ten events, a scroll bar will appear on the right hand side of the Upcoming Events area to allow you to scroll through the entire list. Enter a zero (0) to see all events.

Entering An Event to Remember

Add An Event

To add a new event, select the Add Event button. A dialog box will appear with two fields into which you can enter information.

Event Description

Enter the name of the event.

Event Date

Leave the date on current date and the event will be entered in the Today portion of the Events To Remember window. If you enter a future date, the event and future date you selected will be entered into the Upcoming portion of the window at the bottom of the page.

Deleting An Event To Remember

Delete An Event

To remove an item, select the item and select the Delete Event <u>button</u>. A dialog box appears and asks you if you are sure you want to delete this event. Select OK to delete. If you are not sure, select Cancel and you will return to the Events page.

Edit Events To Remember

Edit An Event

You may edit any of the information by selecting the item and pressing the MagnifyingGlass button, or double clicking on the selected item.

Alarms

[Setting Alarms](#)

[Reset Alarms](#)

Setting Alarms

 Set Alarms

In His Time has a convenient alarm feature. You can set an alarm to remind you of an appointment, etc., or to activate another software program. To set the Alarm function, select Alarm Clock <u>button</u>. Select New to enter the Alarm dialog box.

There are five areas into which you may enter information.

Frequency

You may set up an alarm to appear at any one of the following intervals: One Time, Hourly, Daily, Week Day, Weekly, or Monthly.

Date

Set the Month, Day, and Year by selecting the numbers inside the boxes and typing new ones or by pressing the UpArrow or DownArrow button to your desired Month, Day, and Year.

Time

Set the Time in hours, minutes, AM or PM, by selecting the number inside the boxes and typing new ones or by pressing the UpArrow or DownArrow button to your desired Time.

Action To Perform

You may choose to Display a Message or Run a Program. Display a Message is the default. Select the box entitled Message Text and type the message you want the alarm to show. If you select Run a Program, the Message Text box becomes a Program to Run Box. Type the path and EXE file you want to run. (Illustration: c:\windows\pbrush.exe)

When you have entered the information you desire, press OK.

Reset Alarms

To change or reset an alarm, select the Active Alarm <u>button</u> and the dialog box will appear. Highlight the alarm you want to change and select Edit. The Close Up dialog box will appear. Make your changes and select OK. If you want to delete your alarm, select Clear in the dialog box. You will be asked to confirm your deletion. Press the Yes button to complete the action.

Cartoons

Cartoons

To help you keep a lighter perspective on life and faith, **In His Time** offers you daily comic relief with its Joyful Noise feature. Comic relief is provided by popular Christian cartoonists. To activate the Joyful Noise feature, select the Smiling Face button. If you want to look at other cartoons, select the LeftArrow or RightArrow button on the left page. You can also print any of the cartoons. Select the cartoon, make sure your printer is turned on, and then select the Print button. If you have questions concerning the print function, select Help for assistance. When you have finished with Joyful Noise, select Close and you will return to **In His Time's** main view.

Calendar Functions

There are four basic <u>calendar functions</u>.

- ◆ The Year View
- ◆ The Month View
- ◆ The Week View
- ◆ The Day View

You can access the functions any time by pressing the tabs on the left of the page. Clicking a tab will activate a calendar that appears to the left of your main pages.

Related Topics:

<u>The Year View</u>
<u>The Month View</u>
<u>The Week View</u>
<u>The Day View</u>

The Year View

If you select the Year tab, you will see the current month plus a complete selection of all the months of the present year. Pressing any day performs just like the Month View functions. You can also select any month of the year and go immediately to that month calendar.

The Month View

If you select the Month tab, the current month you are in will become visible. You can select any day of the month with your mouse. Point to the day and select. Change the month by clicking the LeftArrow or RightArrow <u>button</u> at the bottom of the calendar. Note that as you change the day or month, the left page of *In His Time* changes to the appropriate selection. ***NOTE:*** When in Year or Month View, pressing the Day tab will move you to the present date.

The Week View

If you select the Week tab, a dialog box will appear with the current week's calendar. This calendar allows you to see all of your activity for the week. At the bottom right-hand corner there are six selections you can make.

1. **Next:** When you press this <u>button</u> the calendar for the next week will appear.

2. **Previous:** When you press this button the previous week's calendar appears.

3. **Current:** When you press this button the current week's calendar appears.

4. **Appointments:** Selecting Appointments allows you to see the appointments you have during the selected week.

5. **Events:** Selecting Events will allow you to see all of your Events for the current week.

6. **Things To Do Lists:** Selecting the Things To Do List option shows you all the items on your Things To Do List for each day of the selected week.

In each of the days of the week there is a Jump button. Pressing this button will take you to the item you have selected. As an example, selecting the Appointments field and then pressing the Go To Current Date button will take you to your <u>Appointment Book</u> for the selected day.

Select OK to return to the current day.

The Day View

This view displays the current date and the Scripture of the day on the left page. To close a Year or Month calendar view box, select the Day tab on the left side of the page.

Working On Life Applications

Walk With Wisdom (Life Application)

Daily Prayer Journal

Bible Readings

Topics

Daily Scripture

When you enter **In His Time**, the Date page will appear on the left. The present date appears at the top of the page. The <u>daily Scripture</u> appears below the date. The passages are from many different translations: the *New International Version* (NIV), the *King James Version* (KJV), the *New King James Version* (NKJV), the *New Revised Standard Version* (NRSV), *The Living Bible* (TLB), the *New American Standard Bible* (NASB), and many more.

Walk With Wisdom (Life Application)

The daily <u>Life Application</u> is based on the <u>daily Scripture</u>. To gain the fullest from Scripture, one must apply its teachings to life. These essays are intended to encourage practical Christian living by focusing on seven aspects of the Christian walk: worship, knowing God, spiritual growth, service, prayer, relationships, and biblical personalities. The consequence of this daily exercise is to *Walk With Wisdom*.

Related Topics:

<u>Accessing Walk With Wisdom</u>

Accessing Walk With Wisdom

 Walk With Wisdom

To enter *Walk With Wisdom*, select the Footprints <u>button</u> at the bottom left of the left page. You may print by clicking the Print button. You may enter the Notepad or any other Windows compatible word processor to journal your thoughts about the daily passage. When you are through, select the Close button to return to the main pages of ***In His Time***.

Daily Prayer Journal

Prayer Journal

The Daily Prayer Journal will provide the means for you to track your prayer requests, answers, and observe how God answered a specific prayer. Observing the answer to prayer will build your understanding of the faithfulness of God. In addition, we also provide you with a Consolidated Prayer List. This list shows you the source of all your prayer requests, like Appointment Book, Things To Do List, or Upcoming Events, of all the prayers on your Prayer List.   Just click the button to see the combined sources of all your prayers.

Consolidated Prayer List

In addition, we also provide you with a Consolidated Prayer List. This list shows you the source of all your prayer requests, like Appointment Book, Things To Do List, or Upcoming Events, of all the prayers on your Prayer List.   Just click the button to see the combined sources of all your prayers.

Related Topics:

Opening The Daily Prayer Journal

Editing The Daily Prayer Journal

Recording A Praise

Remove A Prayer From The Praise Report

Opening The Daily Prayer Journal

 Prayer Entry In Journal

To enter the Daily <u>Prayer Journal</u>, select the Prayer Entry <u>button</u> next to the time box at the bottom right. Notice that the right page changes to Daily Prayer Journal. A new set of buttons appears at the bottom of the page. When you select the first button, the following dialog box will appear.

Daily Prayer Journal Dialog Box

There are three areas into which you may enter data.

Prayer Request

Enter your prayer request.

Begin Date

This field automatically defaults to the current date. If you want to record a prayer request for a future date, use the UpArrow or DownArrow buttons to select new day, month, and year. You may also select the day, month, or year by highlighting with your cursor then keying in the new data, or move from area to area with your TAB key and type your data.

Prayer Days

Check the days you want the prayer request to appear on your Daily Prayer Journal. If you select Daily, the request will appear each day. If you select Friday, for example, the request will only appear on Fridays. When you have made your selections, select OK or press ENTER to return to the main page.

Editing The Daily Prayer Journal

 Prayer Edit

To edit your prayer request list, select the desired request and then press the Prayer Edit <u>button</u> or double-click the request you wish to edit. A dialog box will appear. Move to any area with TAB key or mouse and edit your data. Pressing ENTER or clicking OK will return you to the Daily <u>Prayer Journal</u>. The edited request appears on the proper Journal display.

Recording A Praise

Praise Report

When your prayer is answered, you may record the specifics of how God answered your prayer. To record your answer, select the prayer request in the Daily Prayer Journal box. Select the Praise Report button. A dialog box will appear. The top area is the record of your prayer request. The Praise Report Text box allows you to record the details of how your prayer was answered. When you select OK or press ENTER, the request is removed from the Daily Prayer Journal and placed on the Praise Diary page.

Go To Prayer JournalPraise Report

To access the Praise Diary, press the RightArrow button. The Praise Diary page will appear. To review any of your Praise Diary entries, highlight the entry with your mouse or use your UPARROW or DOWNARROW keys. Select Prayer Edit button and your dialog box will appear. Use the scroll bar on the right to read through your report.

Remove A Prayer From The Praise Report

Clear Praise Report

To remove a prayer item from the Praise Report, highlight the item with your mouse or use your UPARROW or DOWNARROW keys. Select the Clear Praise Report <u>button</u>. A dialog box will ask you if you are sure. Clicking OK will delete this item. If you select Cancel, you will return to the Praise Diary page.

Bible Readings

Add Bible Reading Plan

The Bible Reading section permits you to design your own personalized Bible study plan or to select one of the prepared plans that accompany your ***In His Time*** program. To enter, select the Bible Reading tab on the right-hand side of the page. A page that looks like a small notepad will appear on the left side of the display. Select the Bible button on the bottom right and the following dialog box will appear.

Related Topics:

Opening The Bible Reading Plan Dialog Box

Return To Bible Reading Planner Dialog Box

Construct Reading Schedule

Check Off   Cancel   CloseUp Buttons

Opening The Bible Reading Plan Dialog Box

To set up a new Bible Reading Plan, select the New button. A Reading Plan Definition dialog box will appear. There are three areas to choose or add information.

Plan Details

Type the description of your reading plan. Select the number of weeks you wish to take to read. The Edit Background button allows you to write any notes you wish to keep about your reading plan.

Old Testament

Select the books you wish to be entered into your reading plan. You may select any number of books. Point and click on one book or drag the mouse down to select a number of successive books. If you wish to select books from different parts of the Old Testament press the CTRL key and click on the book. As you select the books, notice that they are being added together on the right side of the dialog box under the captions, Books, Chapters, Verses, and Vs/Day.

New Testament

Select the books you wish to be entered into your reading plan. You may select from both Old and New Testament at the same time by pressing the CTRL key and clicking the book.

When you have made these selections, select OK and you will return to the previous dialog box.

Bible Reading Planner Dialog Box

Return To Bible Reading Planner Dialog Box

When you return to the Bible Reading Planner dialog box, notice that the plan you just selected appears in the box under Reading Plans. There is a DownArrow to the right of the box that allows you to select from any of the Bible Reading Plans you have chosen. Pressing the Background will allow you to review any notes you have recorded about the plan. Pressing the Select button will bring another dialog box.

Construct Reading Schedule

The Construct Reading Schedule dialog box lets you choose the days on which you want to read as well as the Start Date for your plan to begin.

Bible Reading Days

Select Daily for all days or any of the other days. You may choose as many or few days as you wish.

Start Date

Highlight the number of month, day, and year separately, and key-in the date you wish to begin or use the UpArrow and DownArrow button after day, month, and year to select the date. Select OK. *In His Time* will construct the Bible Reading Plan and place it on the Daily Bible Reading page.

Check Off   Cancel   CloseUp Buttons

Completed Single Reading

You may use the Completed Single Reading <u>button</u> for each chapter on the Bible Reading Plan.

Completed Multiple Reading

Use the Completed Multiple button for all chapters that appears on the page.

Delete Bible Reading Plan

Pressing the Delete Bible Reading Plan button brings a dialog box that tells you that your currently selected Bible Reading Plan will be terminated. Select No to return to active window.

Daily Bible Reading Plan Schedule

Selecting the Daily Bible Reading Plan Schedule button will show the entire Bible Reading Plan schedule.   Press again to return to the Daily Schedule display.

Bible Reading Edit

Selecting the Bible Reading Edit button will show the daily Bible Reading Plan close-up dialog box.

DDE Not Available

This button tells you that the DDE link has not been set in your InfoSet and is not available.

DDE Available

You must have QuickVerse for Windows or Logos for this DDE to work. Call QuickVerse for Windows at 1.319.395.9626 or Logos at 1.800.87 LOGOS for information on which version you need to make this feature available.

Topics

To enter the Topics page, select the Topics tab on the right side of the page.

A new set of buttons becomes visible at the bottom of the page. The Scripture Topics page is arranged with an alphabetical index on the right-hand side. The top part of the page lets you view the topic you have selected from the alphabetical listing. The notepad on the bottom of the page lists the Scripture references. You may view any of the approximately one hundred topics included with *In His Time* or add your own.

To select a topic, choose a letter from the alphabetized index. For example, choose "C" and all the topics that begin with "C" will come into view. Select Contentment. It will appear in the top box and all the Scripture references will appear at the bottom in the Scripture Reference notepad.

Related Topics:

> Adding New Scripture Topics
>
> Editing Scripture Topics
>
> Delete A Scripture Topic

Adding New Scripture Topics

Add Scripture Topics

To add a topic, select the letter from the alphabetized index. Select the Add Scripture Topics <u>button</u>. A dialog box will appear with your cursor blinking in the Topic box.

Type the name of the topic you desire to reference. To add the Scripture references, select the New button. A new dialog box appears.

Press the DownArrow button to view an alphabetical listing of all the biblical books or type the first letter of the book. Select the biblical book. Enter the Chapter and Verse, or beginning Verse to ending Verse. Select OK. You will return to the former screen. Select New again if you want to enter another reference for your topic.

Editing Scripture Topics

Edit Scripture Topic

If you need to edit your Scripture Topic, select the first letter of the Topic you wish to edit. Select the Topic from the list. Choose the Delete Scripture Topic button. Press the Edit button and then double-click on the reference in the Reference box. The Edit Reference dialog box will appear. Edit the information you need to edit. You can move from field to field using the TAB key. Press OK which returns you to the Scripture Topic Close-Up. Press OK to return to the Topic page.

Delete A Scripture Topic

 Delete Scripture Topic

To delete a Scripture Topic, select the last letter of the Topic. Select the Topic from the list. Choose the Delete Scripture Topic <u>button</u>. A dialog box will query you with a question. If you are sure, press OK; if not, press Cancel.

Special Features

Daily Journal

The <u>Daily Journal</u> is designed to help you access the Windows Notepad or your favorite word processor. The default is Windows Notepad. You may choose your favorite by setting the path in the Journal Program box in <u>Global Settings</u>. To enter Global Settings, click the <u>ToolBox</u> <u>button</u>, then click the Global Settings button. Highlight Journal Program data and type the path statement to your favorite word processor. **(Example: c:\winword\winword.exe)**

Related Topics:

<u>Daily Journal Entry</u>

Daily Journal Entry

 Daily Journal

To access the Daily Journal, select the Pencil <u>button</u>. Windows Notepad or the word processor you have chosen will appear. Type your data. ***In His Time*** will name the file with the date and the extension that you entered in the InfoSet configuration. As an example, when you select the Pencil button, the word processor of choice will begin with a default file name that includes the current date and the extension you entered in <u>Global Settings</u> (072493.WQH)

Address Book

To enter the Address Book, select the Addresses tab on the right-hand side of the page.

The Address Book is a mini data base where you can enter the necessary address information for business clients, friends, family, etc. It is listed by alphabetical tabs on the right side of the page. To see any name, select the specific letter of the last name and click. Select the name from the list and the address information will appear on the bottom of the page. Select Organizations to see a business address and Personal to see a personal address.

Related Topics:

Adding A New Address

Remove An Address

Adding A New Address

 Add New Address

To add a new address to the Address Book, select the specific letter of   the last name you wish to enter. Select the Add Address button and the following dialog box will appear.

Name and Address Dialog Box

There are sixteen fields in which you can add information. To move from field to field, press the TAB key.

Title

Select the DownArrow button and a list of titles will appear. Select the appropriate one.

Last Name

Enter the last name of the individual.

First Name

Enter the first name of the individual.

Spouse

Enter the first name of the spouse, if appropriate.

Address

There are two boxes for address. You may use one or both to enter the address of the individual.

City

Enter the city of the individual.

State

Enter the state of the individual.

Zip Code

Enter the zip code of the individual. You can enter the full nine digits, if you wish.

Phone

Enter the phone number of the individual.

Extension (Ext)

Enter the phone extension, if appropriate.

Description

Enter the description of the phone number, i.e., work, home, mobile, fax, etc. There is available space for four phone numbers.

Organization

Enter the organizational name where the individual works.

Title (Organization)

Enter the title of the individual within the organization.

Address (Organization)

Enter the address of the organization.

City (Organization)

Enter the city where the organization is located.

State (Organization)

Enter the state where the city is located.

Zip Code (Organization)

Enter the zip code of the organization's address. You can enter the full nine digits, if you wish.

Notes

Enter any information about the individual you think you might like to review later.

Organizations, Personal

Select either or both of the options. This will group the entries by type, either personal or organizational.

When you have finished entering your information, press ENTER and you will return to the Address Book page.

 Name And Company Edit

Select the name you wish to edit by choosing the last letter of the name to enter the alphabetized area of the Address Book. Select the name. Select the MagnifyingGlass button. Enter the changes you wish to make. Remember, you can move from field to field using the TAB key or by pointing your mouse to the specific field and clicking. Press ENTER when you finish and your edits will be recorded for you.

Remove An Address

Delete An Address

To delete an entry from the <u>Address Book</u>, select the last letter of the name from the alphabetized tabs.
Select the person to delete. Select the Delete Address <u>button</u>. A dialog box will query you with a question.
If you are sure you want to delete the information, press OK, if not, press Cancel.

Address Import Utility

To make the conversion from your current organizer or address database easier, we've provided an Address Import Utility program that will read data exported in ASCII, comma-delimited, format and place it in your *In His Time* database.

A comma-delimited ASCII file is made up of your data separated by commas delineating the various data fields in your database file. While the basic format of the data is universal, the creation process for such files is far from it. You should consult your current database program's documentation for information about *exporting* data to see how that program does it. Some programs make it easy, some make it not so easy.

However the export file is created, the final format should be as follows:

Field	Description	Max Size
1.	Last Name	20
2.	First Name	15
3.	Spouse	15
4.	Address Line1	35
5.	Address Line 2	35
6.	City	15
7.	State	2
8.	Zip Code	9
9.	Phone #1	12
10.	Extension #1	4
11.	Description #1	10
12.	Phone #2	12
13.	Extension #2	4
14.	Description #2	10
15.	Phone #3	12
16.	Extension #3	4
17.	Description #3	10
18.	Phone #4	12
19.	Extension #4	4
20.	Description #4	10
21.	Title	25
22.	Organization Name	25
23.	Organization Address Line 1	25
24.	Organization Address Line 2	25
25.	Organization City	15
26.	Organization State	2
27.	Organization Zip Code	9

A partial sample of an export file would look like this:

**"Smith","John","Jane","123 Some Street","","Redmond","WA", etc...**

Each data item (or field) is separated by a comma, and the data is enclosed by double quotes. Note that in the export file, there should be *something* for each of the above fields. If there is no corresponding entry in your old database for an *In His Time* data item (as in the sample, there is no address line 2), then there should be two double quotes between the commas to act as a placeholder for the missing data. This is *very* important. If these placeholders are not present, you address information will shift up by one field for each missing placeholder, with the result being an address database trashed beyond recognition. So, if you run an export, then load the data into *In His Time* only to find your address where your spouse's name should be, see if you're not missing a field in your export file. In this case the culprit would be the spouse name not being exported, causing the address line 1 data to shift up into the area reserved for the spouse, the address 2 line to shift to the address 1 line, and so on in a chain-reaction style. This process snow-balls through all subsequent records as fields shift and shift. It's not a pretty sight, so watch this very closely.
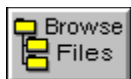
 Address Import Utility Button
The import utility program resides in the *In His Time* Program Manager group created by the installation procedure. Press the launch button and the follow window will appear.
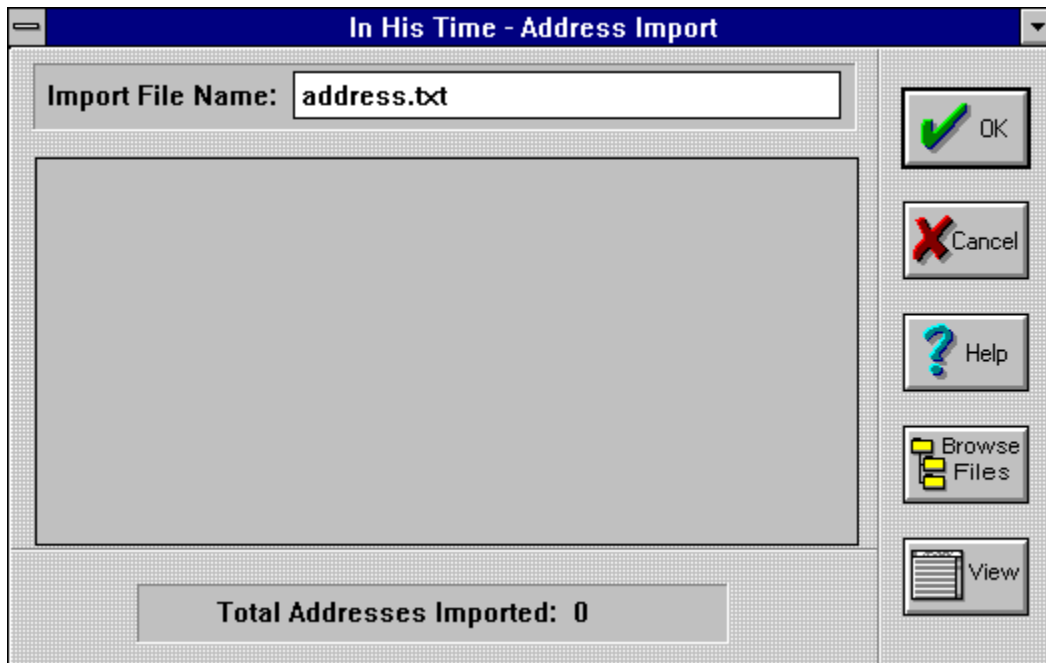

Address Import Window

 Browse Files
You may select the file you want imported in one of two ways. First, type in the name of the file with the correct path in the box beside Import File Name, Second, Press the Browse Files button and a new window will appear which allows you to move to the directory or sub-directory that your address text file resides in. Find the file you want and double click. Note that the file name has been placed in the Import File Name box. Press OK.
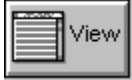
 View Button

By pressing the view button you can see the file you are importing into *In His Time.*

Printing

In His Time makes it easy for you to print out to the three popular sizes of day planners, Senior Size, 8½ x 11, Junior Size, 5½ x 8½, and Pocket Size, 3¾ x 6¾. By printing and putting it in your day planner type of notebook, you can carry the features of *In His Time* with you even when you are nowhere near your computer. Your Daily and Monthly summary reports are designed to print out to standard 8½ x 11 paper.
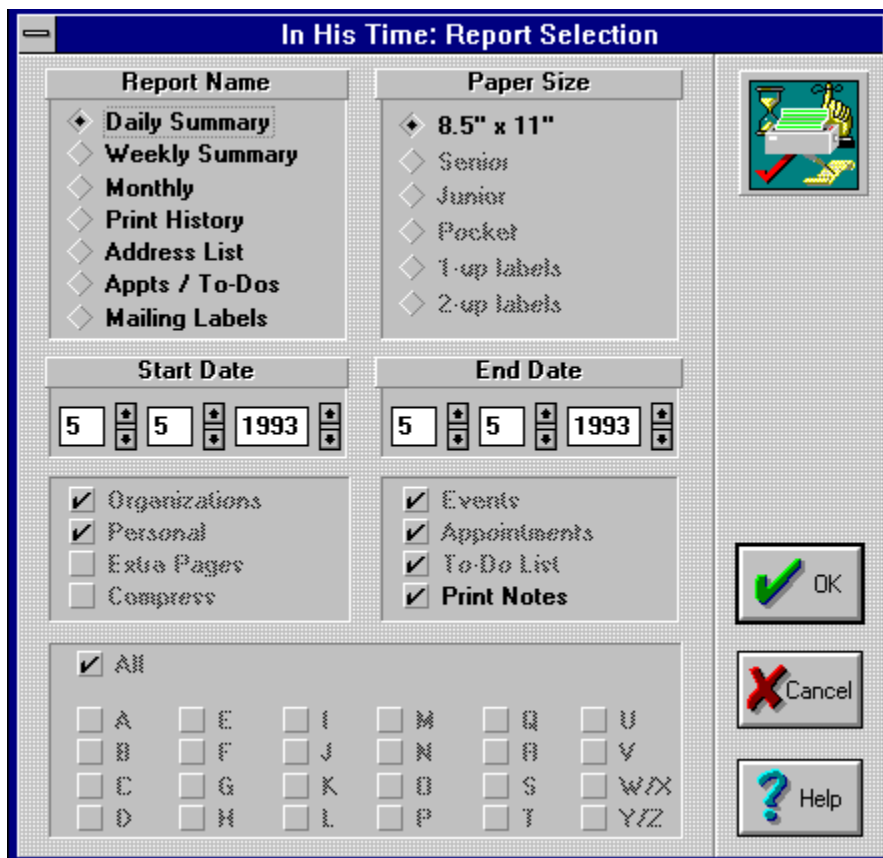
To Print

Choose the ToolBox button from the MenuBar.

Press the Print button in the ToolBox dialog box.

Make your selections.

Press OK.

Or press ALT + G.

Then Press ALT P.

Use the TAB key to move from section to section and the UPARROW or DOWNARROW key to make selection.

Report Selection Dialog Box

Print Reports

You can print reports in a variety of ways. They are:

Daily Summary

Weekly Summary

Monthly Summary

Print History

Address List

Appointment And To Dos

Mailing Labels

Print Notes

Daily Summary

A daily summary will provide you with a comprehensive report of all information available for the calendar day. Daily Summary is the default when you enter the Report Selection dialog box.

Weekly Summary

A weekly summary will show you all information that you have for the week you are currently in. If you want a summary of another week press the Next or Previous button. To print enter the ToolBox and go to print. You can print your Weekly Summary on the standard 8½ x 11 paper, Senior, Junior, or Pocket size. You can select Events, Appointment, To Do, and Print Notes, or any combination of the four.

Monthly Summary

A monthly summary will provide you with all the information you have for the month you are in. To print enter the ToolBox and go to print. You can print your Weekly Summary on the standard 8½ x 11 paper, Senior, Junior, or Pocket size. You can select Events, Appointment, To Do, and Print Notes, or any combination of the four.

Print History

This selection will allow you to see a history of all your Events, Appointments, and To Dos within a date range.

Address List

Select Address List and *IHT* will print a page(s) for each letter of the alphabet. You can choose the standard 8½ x 11 paper, Senior, Junior, or Pocket size. You can choose Organizational, Personal, Extra Pages, or Compress. You may print all or choose a specific letter of the alphabet.

Appointment And To Dos

You may print all your Appointments or To Dos in the standard 8½ x 11 paper, Senior, Junior, or Pocket size.

Mailing Labels

You may print mailing labels in a one-up or two-up format. Choose Organizational or Personal. Print All or any specific letter in the alphabet. The one-up labels (3$1/2$" by $15/16$") can be run on Avery 4145 labels . The two-up labels (1" by 4") can be run on Avery 5261 labels.

Print Notes

Print Notes is a default setting in the Report Selection dialog box. When the check mark appears beside it, *IHT* will print any notes that you have made in the Events, Appointment, To Do List, or Prayer List dialog boxes.

Clock

Clock

The clock for *In His Time* can be changed by entering the Control Panel in the Windows Program Manager. Select the Date and Time icon and change the clock to the time your wish.

Help Screens

 Help Button On Main Window

To access Help, select the Question Mark button on the IconBar. The Help dialog box will appear. Select the area in which you need help and a help window will appear. In any dialog box you can select Help to receive help for the area you are in *In His Time*. Just look for the question mark and select. Help for that specific area will come into view. Use the standard Menu Bar on the Help window to Exit and return to *In His Time*.

Help Dialog Box
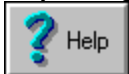
 Help From Dialog Box

You can receive context sensitive help by pressing Help button in a dialog box.

Online Help

Help provides you with "how to" information on all the tasks of *IHT*. You may jump from one Help topic to another with the click of the mouse.

When you are using *IHT*, help is only a keystroke away.

To Get Help

Press F1 or press

To Use the Help Index

- ◆ Choose one of the following
- ◆ Click an underlined topic
- ◆ Press the TAB key until you highlight the topic you want, and then press the ENTER key.

To Search For A Help Topic

1. From the Help menu choose Index or press F1
2. Choose Search and *IHT* will display the Search dialog box.
3. Type the first few letters of the topic for which you desire to search.
4. Double-click on a keyword and Help will display more keywords in the bottom box.
5. Double-click or press the Go To button and Help will display information on your chosen topic.

To Return to the Previous Topic

- ◆ Click the Search button or press the S key.

To Close the Help Window

- ◆ Choose Exit   from the File Menu or press ALT + F + X.

To Scroll in the Help Window

Choose one of the following

- ◆ Press the Scroll Bar UpArrow or DownArrow button.
- ◆ Move the Scroll Bars up or down with the mouse.

Ordering Add-Ons

The <u>Life Application</u> *Walk With Wisdom* is bundled with ***In His Time.*** You may also order from Logos Research Systems, Inc. the following Life Application Add-Ons: *The Glory of America*, *Heart of the Family,* and selections from *My Utmost for His Highest* : an updated edition in today's language, by Oswald Chambers, edited by James Reimann. To order call **1.800.87.LOGOS** or **FAX** your order to **1.206.675.8169.**

Answers To Common Questions

1. Is there a way to have my InfoSet start automatically? <u>ANSWER</u>

2. When I use my dot matrix printer my printouts don't look right. Am I doing something wrong? <u>ANSWER</u>

3. I just entered a Master To-Do item, but I don't see it on my To Do list when I look ahead to a future date. Where did it go? <u>ANSWER</u>

4. I have one of the Bible software programs that is supposed to link with *In His Time.* How can I use the programs together? <u>ANSWER</u>

5. What kind of monitor should I have? <u>ANSWER</u>

6. Can I use a DOS word processor for the *IHT* NotePad? <u>ANSWER</u>

7. Can I change time from *In His Time?* <u>ANSWER</u>

8. When I get a Memory Application Error, what should I do? <u>ANSWER</u>

9. How can I receive Product Support for *In His Time?* <u>ANSWER</u>

Question #1

Is there a way to have my InfoSet start automatically?

Yes! You can make your InfoSet the default by changing the Command Line within the File Properties dialog box. Follow this step-by-step procedure:

1. If *In His Time* is currently running, exit the program.

2. Find the icon you use to start up *In His Time* and click **ONCE** to highlight the title below the icon.

3. Select File from the Program Manager Menu Bar.

4. Select Properties.

5. At the end of the Command Line, add a space and then the initials that you used when you first created your InfoSet. **Illustration: c:\iht\iht.exe wrt**

6. Press OK.

7. Start up *In His Time.* Your name should appear in the Title Bar after the Title, In His Time.

   Illustration: In His Time - W. Ron Tuttle

Question #2

When I use my dot matrix printer my printouts don't look right. Am I doing something wrong?

Your printer must be set to print at 360 x 360 print resolution in order for the printouts to work properly. There are several steps to follow:

Check your current print resolution.

From Program Manager select the Control Panel icon. Next, select the Printers icon inside the Control Panel dialog box. Choose Setup. If your current print resolution says 360 x 360, try printing again. If it still doesn't look right, please call us and we'll help you on an individual basis. Our Product Support line can be reached at **(206) 679-4496** from 8.00 AM to 5:00 P.M. Pacific Time, Monday through Friday. If your current print resolution says something other than 360 x 360, click on the DownArrow <u>button</u> at the end of that line to see your other choices. If 360 x 360 is one of the choices, select that setting and press OK. This will be your new default setting and will not affect printing in other programs. If 360 x 360 is **NOT** one of the choices, there are three possible solutions:

If your printer is a 24-pin:

1. Check with your printer manufacturer to see if they have a print driver available that will allow your printer to work at 360 x 360 resolution.

2. Check your printer manual to see if your printer can emulate any other printers. Using the Control Panel Printers section again, add one of those printers to your list of available printers. Select that printer as your default, then check the available resolution settings. Find one that has a 360 x 360 setting and use that as your default printer. Be sure to follow the instructions in your printer manual to set up the emulation properly.

If your printer is a 9-pin:

3. It is our understanding from talking to a number of printer manufacturers that a 9-pin printer is not capable of printing at 360 x 360 resolution. Because of the specifications of the printing required by *In His Time,* it means that you will need to use a different printer if you want to print from *In His Time.*

Question #3

I just entered a Master To Do item, but I don't see it on my To Do list when I look ahead to a future date. Where did it go?

The Master To Do items are different than Master Appointments, which show up immediately after you enter them. Here's how it works. When you enter a Master To Do item, the parameters that you set go into memory. At the beginning of each day, *In His Time* builds a To Do list, first bringing forward the items from yesterday's list that were not completed, then checking the Master To Do file for any items that would apply to that particular day or date. If you are curious as to whether this really is working, set a Test item and include tomorrow as one of the days for the Master To Do. When you start your computer tomorrow, the item will appear on your list.

Question #4

I have one of the Bible software programs that is supposed to link with *In His Time*. How can I use the programs together?

The first thing you need to do is make sure that the directory that contains your Bible software is in your Path statement in your **autoexec.bat** file. From the Program Manager select the File Manager icon.

1. Find the Windows directory and the System sub-directory.

2. Find a file called **sysedit.exe.** Double click on that file to start it. This will bring up a series of files including one called autoexec.bat.

3. Find the line that starts with the word **PATH**. Go to the end of that line and add a semi-colon (no spaces), then the directory name where your Bible software is located.

   Illustration: ;c:\logos

4. Save the file, then exit.

5. You will need exit Windows and reboot your computer for the change to take effect.

Once you are back in Windows, start *In His Time.* Take the following steps:

1. Select Toolbox.

2. Select Global Settings.

3. Press the DownArrow button by Bible Reading DDE and select your Bible Reading program from the list. (The DDE will only work with Logos and QuickVerse for Windows.)

4. Press OK

To choose a Bible chapter take the following steps:

1. Choose the Bible Reading Tab.

2. Select a chapter.

3. Press the **Eyes** button at the bottom of the page. This will open your Bible software program and take you directly to the chapter you selected.

The Bible Topics section works in a similar way.

1. Select a letter, then select one of the topics from the list.

2. Press the Scripture Topic Edit button to see the Topics Close-Up window.

3. Select one of the verses from the list.

4. Press the Read button and the DDE link will open your Bible software program and take you directly to that verse.

When you are completely finished reading, just exit the Bible software program as you usually would.

Question #5

What kind of monitor should I have?

You must have a VGA monitor and card to operate *In His Time for Windows.*

Question #6

Can I use a DOS word processor for the IHT NotePad?

You may set up any DOS or Windows word processor on the command line for NotePad in the ToolBox. Make sure that you place the full path statement on the command line.

Example c:\windows\winword\winword.exe

Question #7

Can I change time from *In His Time?*

The clock for *In His Time* can be changed by entering the Control Panel in the Windows Program Manager. Select the Date and Time icon and change the clock to the time your wish.

Logos Product Support

Logos Research Systems, Inc., offers you product support by phone. But, before calling you should try to solve your problem using the User's Manual or with the Online Help. If this is unsuccessful, you may call and talk with a product support person.

You may reach Logos Product Support between 8:00 A.M. and 5:00 P.M. Pacific time, Monday through Friday.

For assistance with *In His Time,* call **(206) 679-4496**.

When you call, you should be at your computer, if possible, and have the *IHT* documentation at hand. Please be prepared to give the following information:

- ◆ The version and revision number that you are using. You may find this information in the Help menu. Select Help and choose About.

- ◆ The type of hardware you are using, including network hardware, if applicable.

- ◆ The exact wording of any messages that appeared on your screen.

- ◆ A description of what happened and what you were doing when the problem occurred.

- ◆ How you tried to solve the problem.

What's New In Version 1.5

In His Time version 1.5 is a maintenance release which resolves all known bugs of version 1.0 including the **Bible Reading Plan** last day crash and burn, plus the **Events To Remember** plight. If either of these have not happened to you, feel blessed. In addition we have checked under the hood of 1.0 and made some improvements. This release has several printing enhancements and when you switch InfoSets your **To Do** list will roll over. The Appointment Book page will now position the correct time of day according to your computer clock. The biggest improvement to *In His Time* is that we have reduced the Resource consumption. This will allow you to run more Windows programs at one time without your computer complaining. In addition there are several added features to *In His Time* version 1.5. They are:

Address Import

Printing Reports

To Do Additional Priorities

MultiLife Application Palette

To Do Additional Priorities

There are now nine priorities you can give your To Do item. They are:

Today

Critical

Very High

High

Medium

Low

Very Low

Lowest

None

Select the DownArrow button in the *In His Time* Appointment Close-Up dialog box and make your choice.

Glossary of Terms

Address Book
Alarms
Appointment Book
Button
Calendar Functions
Christian Information and Resource Organizer
Daily Journal
Daily Scripture
Events To Remember
Global Settings
Help Screens
Joyful Noise
Life Application
Prayer Journal
Things To Do
ToolBox
Topics

Address Book

A data base where you can keep necessary address information for business clients, friends, and family.

Alarms

A convenient feature that you can set to remind you of an appointment or to start another software program to work at a specific time.

Appointment Book

The area in which you keep your appointments. There is a Master (recurring) Appointment and Daily Appointment section.

Button

In His Time is completely user-friendly. It uses buttons that you can point to and click to start commands.

Calendar Functions

There are four basic <u>calendar functions</u> that you can access. They are Year, Month, Week, and Day. Clicking the Tab on the left side of the page will access these functions.

Christian Information and Resource Organizer

CIRO_{TM} a new category of software developed to help you integrate your daily business and ministry with your spiritual life.

Daily Journal

In His Time accesses the Windows Notepad or your favorite word processor so you can keep notes, or journal your thoughts and inspirations during the day.

Daily Scripture

A daily passage to help begin your day with inspiration from Scripture.

Events To Remember

A daily reminder of upcoming events like birthdays, anniversaries, holidays, or meetings, to name a few.

Global Settings

The dialog box where you enter the data that you want *In His Time* to read, when you start it from the Windows Program Manager or Start-Up Window.

Help Screens

In His Time offers area sensitive help. Press the Question Mark <u>button</u> anywhere you see it to receive help for the specific area.

Joyful Noise

A daily offering of Christian cartoons.

Life Application

A daily devotional guide to give you inspiration as you begin your day.

Prayer Journal

A journal to track your prayer requests, answers, and observe how God answered a specific prayer.

Things To Do

A data base to help you keep track of your daily, monthly, and yearly Things To Do. You can keep track of phone calls, letters to write, projects, or any other item of which you need to keep track and act on.

ToolBox

The area in which you set up *In His Time* to your personal taste. It includes <u>Global Settings</u>, InfoSet, Printer Setup, Search, Print, and more.

Topics

A topical list from which you can choose and see a list of Scripture references. There are 100 topics shipped with *In His Time*.

Exit Program (Alt + X or F4): Use this button to Exit *In His Time.* When you do all information you have changed will be saved in your InfoSet.

Help (Alt + H or F1): You can press this button and get a dialog box with several selections. Press the Index button to get the *In His Time* help.

ToolBox (Alt + G): Press the ToolBox to get a dialog box from which you can set up your personal preferences.

Set Alarms (Alt + L): Use this button to set *IHT* to give you an reminder alarm.

Prayer Journal (Alt + R): Press this button to enter your Prayer Journal to record you prayer list.

Things To Do List (Alt +O): Press this button to enter your Things To Do List to add or delete Things To Do.

Appointment Book (Alt + A): Press this button to enter your Appointment Book to make and cancel appointments.

Events To Remember List (Alt + E): Press this button to enter the Events To Remember section of *IHT*. There you can enter or delete important events.

Walk With Wisdom: Choose this button to enter the daily devotions which are packaged with *IHT*.

Daily Journal: Choose this button to open the Windows Note Pad for entering your daily thoughts.

Cartoons: Choose this button to view the daily cartoon.

Calculator: Choose this button to use the calculator.

Go To Date: Choose this button to move to another calendar date.

Jump To Date: Choose this button to return to the current calendar date.

Move One Day Backward: Choose this button to move one day at a time backward.

Move One Day Forward: Choose this button to move one day at a time forward.

Move Page   Up (PageUp): Press this button to move the right page one complete page up at a time.

Move Page   Down (PageDown): Press this button to move the right page one complete page down at a time.

Move Line   Up (UpArrow): Press this button to move one line up at a time.

Move Line Down (DownArrow): Press this button to move one line down at a time.

Confirm An Entry: Press this button to confirm the information in the dialog box.

Cancel An Entry: Press this button to the present dialog box.

Help: Press this button to receive Help from dialog box.

Prayer Entry In Journal: Choose this button to place an entry in your prayer journal.

Praise Report: Choose this button to place an entry in your prayer journal.

Prayer Edit: Choose this button to Edit your prayer request.

Go To Prayer Journal-Praise Report: Choose this button to toggle between your prayer journal and praise report.

Clear Praise Report: Choose this button to delete a prayer or praise report.

Consolidated Prayer List: Choose this button to see a dialog box which consolidates your prayer list.

Things To Do Entry: Choose this button to enter the Things To Do dialog box.

Things To Do Completed: Choose this button to indicate that the item checked-off is completed.

To Do Item Edit: Choose this button to edit your Things To Do.

Move A Thing To Do Item: Choose this button to move a selected Thing To Do to another location.

Appointment Entry: Choose this button to enter the Appointment Entry dialog box.

Appointment Cancellation: Choose this button to delete an Appointment.

Appointment Edit: Choose this button to edit any Appointment.

Move An Appointment: Choose this button to move an Appointment from one time to another.

Add An Event: Choose this button to add an event to your events list.

Delete An Event: Choose this button to delete an event from your list.

Event An Edit: Choose this button to delete an event from your list.

Event View Range: Choose this button to tell *IHT* the date range to view upcoming events.

Add Scripture Topic: Choose this button to add a Scripture Topic.

Delete Scripture Topic: Choose this button to clear any topic you do no wish to have.

Scripture Topic Edit: Choose this button to edit your topics.

Add New Address: Choose this button to add a new address to your Address Book.

Delete An Address: Choose this button to delete an address from your Address Book.

Name And Company Edit: Choose this button to edit your Address Book.

Export For Printing: Choose this button to export your address for printing.

Add Bible Reading Plan: Choose this button to create a new Bible reading plan.

Completed Single Reading: Choose this button to indicate you have finished a single reading.

Completed Multiple Reading: Choose this button to indicate that you have finished a multiple reading.

Delete Bible Reading Plan: Choose this button to delete a Bible Reading plan.

Daily Bible Reading Plan Schedule: Choose this button to view your Daily Bible Reading Plan Schedule.

Bible Reading Edit: Choose this button to edit your Bible Reading Plan.

DDE Not Available: This button tells you that the DDE link has not been set in your InfoSet and is not available.

DDE Available: Choose this button and *IHT* will link to Logos, QuickVerse for Windows, VerseSearch for Windows or WordSearch for Windows. You must have these products for this DDE to work. Call Logos at 1.800.87 LOGOS,   QuickVerse for Windows at 1.319.395.9626, VerseSearch for Windows at 1.800.423.1228 or WordSearch for Windows at 1.800.366.7788 for information on which version you need to make this feature available.

Pending: This box indicates that your To Do item is pending.

In Progress: This box indicates that your To Do item is in progress.

Completed: This box indicates that your To Do item has been completed.

Forwarded: This box indicates that your To Do has been forwarded to the next day.

Delegated: This box indicates that you have delegated the To Do to someone other than yourself.

Delegated And Completed: This box indicates that the delegated To Do has been completed.

From Master To Do List: This box indicates that the To Do listed comes from your Master To Do List.

ToolBox (Alt + G): Press the ToolBox to get a dialog box from which you can set up your personal preferences.

Move One Day Forward: Choose this button to move one day at a time forward.

Move One Day Backward: Choose this button to move one day at a time backward.

Go To Date: Choose this button to move to another calendar date.

Go To Current Date: Choose this button to return to the current calendar date.

Appointment Book (Alt + A): Press this button to enter your Appointment Book to make and cancel appointments.

Master Appointments: Press CTRL + the Appointment button to enter the Master Appointment section.

Appointment Entry: Choose this button to enter the Appointment Entry dialog box.

Appointment Cancellation: Choose this button to delete an Appointment.

Appointment Edit: Choose this button to edit any Appointment.

Move A To Do Item: Choose this button to move a selected Thing To Do to another location.

Things To Do List (Alt +O): Press this button to enter your Things To Do List to add or delete Things To Do.

Forwarded: This box indicates that your To Do has been forwarded to the next day.

Master To Do List: Press CTRL + the Master To Do button to enter the Master To Do List.

Things To Do List (Alt +O): Press this button to enter your Things To Do List to add or delete Things To Do.

Things To Do Entry: Choose this button to enter the Things To Do dialog box.

To Do Item Edit: Choose this button to edit your Things To Do.

Things To Do Completed: Choose this button to indicate that the item checked-off is completed.

Move A Thing To Do Item: Choose this button to move a selected Thing To Do to another location.

Events To Remember List (Alt + E): Press this button to enter the Events To Remember section of *IHT*. There you can enter or delete important events.

Event View Range: Choose this button to tell *IHT* the date range to view upcoming events.

Add An Event: Choose this button to add an event to your events list.

Delete An Event: Choose this button to delete an event from your list.

Event An Edit: Choose this button to delete an event from your list.

Set Alarms (Alt + L): Use this button to set *IHT* to give you an reminder alarm.

Cartoons: Choose this button to view the daily cartoon.

Walk With Wisdom: Choose this button to enter the daily devotions which are packaged with *IHT*.

Prayer Journal (Alt + R): Press this button to enter your Prayer Journal to record you prayer list.

Consolidated Prayer List: Choose this button to see a dialog box which consolidates your prayer list.

Prayer Entry In Journal: Choose this button to place an entry in your prayer journal

Prayer Edit: Choose this button to Edit your prayer request.

Praise Report: Choose this button to place an entry in your prayer journal.

Go To Prayer JournalPraise Report: Choose this button to toggle between your prayer journal and praise report.

Clear Praise Report: Choose this button to delete a prayer or praise report.

Add Bible Reading Plan: Choose this button to create a new Bible reading plan.

Completed Single Reading: Choose this button to indicate you have finished a single reading.

Completed Multiple Reading: Choose this button to indicate that you have finished a multiple reading.

Delete Bible Reading Plan: Choose this button to delete a Bible Reading plan.

Daily Bible Reading Plan Schedule: Choose this button to view your Daily Bible Reading Plan Schedule.

Bible Reading Edit: Choose this button to edit your Bible Reading Plan.

DDE Not Available: This button tells you that the DDE link has not been set in your InfoSet and is not available.

DDE Available: Choose this button and *IHT* will link to QuickVerse for Windows or Logos.

Add Scripture Topic: Choose this button to add a Scripture Topic.

Scripture Topic Edit: Choose this button to edit your topics.

Delete Scripture Topic: Choose this button to clear any topic you do no wish to have.

Daily Journal: Choose this button to open the Windows Note Pad for entering your daily thoughts.

Add New Address: Choose this button to add a new address to your Address Book.

Name And Company Edit: Choose this button to edit your Address Book.

Delete An Address: Choose this button to delete an address from your Address Book.

Address Import Utility: Press this button to run the Address Import Utility to import a address text file into ***In His Time.***

Browse Files: Press this button to browse through directories and sub-directories to find the file you wish to import.

View Button: Press the View Button to see the contents of the file you wish to import.

Clock: Keeps time based on the Computer System clock.

Help Button: Pressing Help Button will produce Help dialog box.

Help: Press this button on any dialog box to receive Help.

Clock: Keeps time based on the Computer System clock.

Security

In His Time provide you with a security feature in order to protect the areas that you wish to keep private.

To access Security go into the ToolBox and click the Security button, or hit ALT+E. Enter you password in the dialog box. Your password can be up to ten characters long and is case sensitive.

After you have entered you password select the areas within *In His Time* you want security for.

1. **Start-up:** *In His Time* will ask for your password each time you start-up the program.
2. **Maximize:** Your password will be needed each time you maximize *In His Time* from an icon.
3. **All Functions:** Your password will be required to enter all *In His Time* functions.
4. **Addresses:** The password will be needed in order to gain access to the Address Book.
5. **Appointments:** A password is required to get into the appointment function.
6. **Events:** For security access to your Events to Remember.
7. **Prayer Lists:** For password security to your Prayer List.
8. **To Do List:** Your password will be required for the To Do List function.

Click on each item that you wish to have password security for. When you have made your selection(s) click OK or press Enter. You will also be asked for your password anytime you want to enter the systems ToolBox.

User Guide Instructions

Return

Table of Contents Window

Each button represents a specific information area in this guide. To access:

- ◆ Press on a button or press the TAB key to highlight the button you desire and then press the ENTER key.

- ◆ Choose the Search button on the Help ButtonBar to find a specific topic.

INFORMATION PLUS

The ButtonBar

The Basics

Just The Facts

Meandering

HyperJumps

The ButtonBar

The Help ButtonBar offers you several options. They are:

Contents: When you press this button from anywhere in Help you will return to the Table of Contents.

Search: This button will display the Search dialog box.

Back: To return to the previous topic you were reading press this button.

History: Pressing this button will provide you with a trail of the topics you have seen since you opened Help.

Next (>>) and **Previous (<<):** These buttons will move you to the next or previous Topic in Help.

Glossary: A list of special terms for *In His Time* appears when you press this button.

Instructions: If you are reading this, you have used the Instructions button or found Instructions in the Index.

Press the Left Mouse button to return to the previous window.

The Basics

Each nugget of information within a Help window is called a Topic. Scroll bars appear at the right of the window where there is more information that will fit within the window. You can view all the information by moving the Scroll bars up or down.

If the information in the Topic window is not the information you desire, press the Search button on the Help ButtonBar and make your selection.

Press the Left Mouse button to return to the previous window.

Just The Facts

People have different taste, just check out how many kinds of burgers you can buy. Help is designed in such a way so you can find the information you are looking for.

The Table Of Contents Person

When you enter Help, the first window is the Table of Contents. From this window you may choose a button and be provided with the information for the concept chosen.

Read through the contents and choose the one you desire by placing you mouse pointer over the Button, Picture, or Green dotted underlined word(s). Notice that your cursor changes to a pointing finger. Press the Left Mouse button and Help will move you to that Topic.

The Index Person

The Index in Help is found by pressing the Search button on the Help ButtonBar. You may type the first letter of the subject you are looking for and the Index will move to that area. You may scroll through the subjects as well using the Scroll bar on the right on the window. When you find the subject you desire, you can double-click on the subject or press the Show Subjects button. The box at the bottom of the window will present you with your options. Double-click on the topic or highlight it and press the Go To button and Help will move you to the Topic.

When in a Topic and you want to move the previous one, just press the Back button on the Help ButtonBar.

Press the Left Mouse button to return to the previous window.

Meandering

One of the fun things to do in a computer program is to move around. You can meander in a window in several ways:

- ◆ Use the Scroll bar, the arrow keys, or the PageUp and PageDown keys to move up and down the window.

- ◆ Choose the Green text with a dotted underlined word and a pop-up window like the one your are reading from will provide you with more information.

- ◆ Choose a graphic. If you place your mouse pointer over any graphic and the pointer turns into a pointing finger, you can press the Left Mouse button and a pop-up window will provide you with information.

Press the Left Mouse button to return to the previous window.

HyperJumps

To move from one Topic to another:

- ◆ Press any Green word which has a solid underline.
- ◆ Choose a button at the top of the window.

Press the Left Mouse button to return to the previous window.

Question #8

When I get a Memory Application Error, what should I do?

From the Windows Program Manager, choose Help from the Menu bar and then select About Program Manager. At the bottom of the pop-up window check to see that you have at least 1,200 KB free. Microsoft recommends that you not operate Windows below 50% resources.

Generally Runtime error 213 relates to low Windows resources. *In His Time* takes about 12% resources to run. For Windows to operate normally resources should not drop below 50%.

When you open a application under Windows, the application takes a certain amount of resources to operate correctly. When you close the application it does not give back all the resources it took to run. Opening and closing applications repeatedly will drain resources. If you need more resources do one of the following:

- Close some of the applications you have open.
- Closing and restarting Windows will restore full resources which is approximately 80-85%.
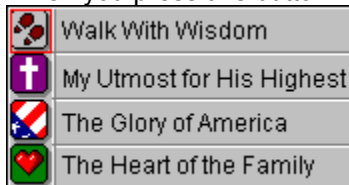
MultiLife Application Palette

You may now choose any of the <u>Life Application</u> add-on devotionals from the main **In His Time** window. From within **In His Time.** Take the following steps:

1. Select <u>Toolbox</u>.

2. Select <u>Global Settings</u>.

3. Press the DownArrow <u>button</u> by the drop-down box under Life Application and select Multi-Life Application Palette

4. Press OK

5. Press OK

The first button on the ButtonBar will look like the one that appears below.

When you press this button in the main window of **In His Time**, the following palette appears.

This feature will only work with the Life Applications you have installed on your system. The palette will gray out the Life Applications you do not have.

Walk With Wisdom: A collection of 366 original daily devotions written by the staff at Logos Research Systems, Inc.

.

My Utmost for His Highest: Selections from the updated edition edited by James Reimann made easier to read for the modern reader.

The Glory of America: Examples of how God worked in different periods of America's history.

Heart of the Family: Insightful thoughts and comments from Dr. James Dobson from his many years of best-selling books.

MultiLife Application Button: Press this button and choose from the MultiLife Application Palette.