Index to Ascend

Address and Phone Icon

Values and Goals Icon

Red Tabs Icon

Master Task List Icon

Focus Icon

Weekly View Icon

Turbo File Icon

What is Ascend

Ascend is a computer software program designed for use with the Franklin Day Planner.   Although anyone can increase their personal productivity with Ascend, its real strength comes from using it in the manner taught by The Franklin International Institute, Inc.   All reports and printouts generated by Ascend are designed to be printed on pages from a Franklin Day Planner.

For more information about Franklin International Institute, Inc. Contact:

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Salt Lake City, UT   84119
801-975-1776
1-800-654-1775

Performance Considerations

In order for Ascend to work optimally you must have sufficient, properly-configured hardware.   **Chapter 13** of the **Windows User's Guide** discusses optimizing the performance of Windows.   **It is highly recommended you read this chapter.** Some items that will affect the speed of Windows, and therefore Ascend, are:

*   Amount of memory (RAM) on your computer.
*   Management of RAM.
*   Type of microprocessor and its speed (286, 386, 486....)
*   Disk caching installed for your hard drive.
*   Type, speed, and condition of your hard drive.
*   Type of computer and its architecture.

Who Can You Call For Help

If, after referring to the on-line help and the User's Guide, you are unable to answer a question or resolve a problem, you may call Ascend's Technical Support Help line.   If your question concerns Windows, you should call Microsoft's Help line.

Microsoft's Technical Support: 206-454-2030
Ascend's Technical Support: 801-975-9999

So that both Microsoft's and Ascend's technicians will be able to answer your questions quickly, it is a good idea to review some information before you call.   The last page of your **Windows 3.0 User's Guide** is an outline of information you should know regarding your hardware configuration.   Please review this outline before calling either of these lines.

Registering Ascend

It is important you register your copy of Ascend!   By registering your copy you will be entitled to Technical Support and information about future upgrades and releases. **Also, once installed, Ascend will only work for 60 days without a special "Key Number."**   You will receive a Key Number when you purchase Ascend.

To register your copy of Ascend, perform the following steps:

1.   After starting Ascend, select **Help** from Ascend's menu by <u>clicking</u> on **Help** or pressing [**ALT**]+[**H**].
2.   Select the **Registration** option from the drop-down menu by <u>clicking</u> on **Registration** or pressing [**H**].
3.   Tab through the fields of the dialog box entering: **Serial Number**, registered **User's Name**, and **Key Number**.
4.   Fill out your registration card with the information **EXACTLY** as it appears on the registration dialog box.
5.   Verify the above information by pressing the [**TAB**] key.   An asterisk should appear to the right of the Key Number field.
6.   Select OK or [**ENTER**].
7.   Mail in your registration card.

Once you register your copy of Ascend with a valid key number, your copy of Ascend will work indefinitely.

Changing Ascend's "Current" Window

You may have several windows and/or <u>icons</u> on your screen at a time, but only one of the windows can be the "current" or "active" window.   You may recognize the current window in several ways:

> the color of the current window's title bar will be different from the inactive windows.
>
> the control-menu box, maximize box, and minimize box of the inactive windows will not be displayed in the title bar.

the active window will never have another window "in front" of it.

To change the "current" window:

Mouse Users

To activate an inactive, displayed window, simply <u>click</u> your mouse anywhere on the window you wish to activate.   If the window is minimized, <u>double click</u> your mouse on the window's icon and the window will be restored and activated.   If you choose in <u>preferences</u> to display the Icon Bar a single <u>click</u> on the window's icon will activate the window.

Keyboard Users

There are three ways to select the current window from the keyboard:

1.   Press [**ALT**]+[**W**] to display a list of the windows available in Ascend.   Use the cursor keys to select the window you wish to make active then press [**ENTER**].
2.   Press the [**SHIFT**]+[**F1**] key to make the Prioritized Daily Task List the active window, [**SHIFT**]+[**F2**] for the Appointment Schedule, etc. through [**SHIFT**]+[**F12**].   The order of the windows represented by [**SHIFT**]+[**F1**] through [**SHIFT**]+[**F12**] is the same as that displayed in the Windows menu described in option #1 above or on the Icon Bar.
3.   You may "thumb through" each window and icon by pressing [**CTRL**]+[**F6**]. Pressing the [**F6**] function key while holding down the [**CTRL**] key will rotate through each window and icon, highlighting them one at a time.   When you are at the desired icon or window, simply release the [**CTRL**] key.   (If the window selected is still in icon form, you will need to restore it to a window by pressing [**ALT**]+[**-**] and then [**R**].)

Changing Dates

The date displayed in Ascend's Tool Bar, between the arrow buttons, is called the Page Date.   This date represents the filler page date in your Franklin Day Planner.

Changing the Page Date, is like turning pages in your Franklin Day Planner to a new day.   Ascend needs this capability to forward tasks to new days, plan tasks for future dates, review upcoming meeting notes, etc.

There are several ways to change the Page Date to another day:

1.   You may use the **Goto** menu to go to yesterday, today, tomorrow, forward a day, backward a day, forward a week, or backward a week.

2.   You may use the **Goto** menu and then the **Date** sub-menu to pop-up a calendar.   From this "goto" calendar you may select the date you want to go to.

3.   If Goto appears in the menu you may press [**F4**] and the Goto Calendar will appear.   You may then use this calendar to change the Page Date.

4.   You may quickly have the Page Date "jump" to the System Date (Today's Date) by double clicking in the area of the Tool Bar that displays the Page Date.

5.   Mouse users can use the Tool Bar to quickly change Page Dates.

As you change the Page Date, the System Date, shown in the Status Bar at the bottom of Ascend's window, remains unchanged.   If the Page Date and the System Date are different, a positive or negative number appears after the page date to tell you how many days your Page Date differs from "today's date."

Ascend's Tool Bar

For even quicker access to specific <u>page dates</u> mouse users may use Ascend's Tool Bar.   Simply <u>click</u> on the icon described below that performs the desired action.   The elements of the Tool Bar are described below.   They are described in the order they appear on the Tool Bar, from left to right.

Moves back one month from the current <u>page date</u>.

Moves back one week from the current <u>page date</u>.

Moves back one day from the current <u>page date</u>.

Page Date   You will see the <u>page date</u> displayed in this area.   If the page date differs from the <u>system date</u>, the difference in days will be displayed in parenthesis after the page date. You may return to the current system date from any page date by <u>double clicking</u> in the page date area of the Tool Bar.

Moves forward one day from the current <u>page date</u>.

Moves forward one week from the current <u>page date</u>.

Moves forward one month from the current <u>page date</u>.

Activates a calendar that allows you instant access to any <u>page date</u>, merely by <u>clicking</u> on the desired date.   The calendar even "remembers" where you last positioned it for future Ascend sessions.   To close the calendar simply <u>click</u> on this icon again.

Special Days   This drop-down list box will display any birthdays, anniversaries, or other special days you've designated.

Ascend's Status Ribbon

The bar at the bottom of Ascend's window is called the Status Ribbon and contains four fields.   They are described below as they appear, from left to right.

Current System Date   Displays the current date and time as set in your computer.   This date is also called the **System Date, Current Date** or **Today's Date** and is updated once a minute.

Registered User   Displays the registered user's name.

CAPS   Displays "CAPS" if the CAPS lock is on.

NUM   Displays "NUM" if the NUM lock is on.

Common Ascend Menus

Each Ascend module has it's own menu.   However, the following menu options are common to all Ascend modules.

[Control Menu](#)
[File Menu](#)
[Edit Menu](#)
[Window Menu](#)
[Options Menu](#)
[Help Menu](#)

Control Menu

When you select the Control Menu by pressing [**ALT**]+[**SPACEBAR**] or clicking, on the hyphen in the upper, left corner of the Ascend window, a drop-down menu will appear with the following options:

Restore   Returns a maximized or minimized window to its regular size, position, and color.

Move   Allows the cursor keys to move the active window within Ascend's work space.

Size   Allows the cursor keys to move the active window's borders, thus sizing the window.

Minimize   Reduces the active window to an icon.

Maximize   Enlarges the active window to occupy Ascend's entire work space.

Close   Closes the active window, minimizing it to an icon.   ([**CTRL**]+[F4].)

Switch to   Brings up a list of active applications.   ([**CTRL**]+[**ESC**].)

Control Panel This allows you to run Windows' Control Panel directly from Ascend. See your Windows User's Guide for Details on the Control Panel.

File Manager   This allows you to run Windows' File Manager directly from Ascend. See your Windows User's Guide for Details on the File Manager.

Print Manager This allows you to run Windows' Print Manager directly from Ascend. See your Windows User's Guide for Details on the Print Manager.

Calculator   This allows you to run Windows' Calculator directly from Ascend. See your Windows User's Guide for Details on the Calculator.

System Editor This allows you to run Windows' System Editor directly from Ascend. See your Windows User's Guide for Details on the System Editor.

Windows Setup   This allows you to run the Windows Setup routine from within Ascend.   See your Windows User's Guide for Details on the Windows Setup.

File Menu

When you select the File Menu, a pulldown menu will appear with at least the following options:

Printer Setup   This allows you to setup the printer in preparation for printing.

Global Search   This feature allows you to search your data for a sequence of characters anywhere in Ascend.

Speed Dial   If you have a modem connected you may press the [**F2**] key or select this menu option anywhere in Ascend to "auto dial" phone numbers you have indicated as "Speed Dial" numbers in your Address and Phone file.

Exit   When you select this option, Ascend will close down and remove itself from Windows.   (Same as [**ALT**]+[**F4**].)

Printer Setup

This allows you to specify the filler size, filler type, printer, <u>font</u> style, point size, and margins you will be using when printing.   Use this before printing or to set default printer settings.

Filler Size   Select the filler size you will be printing on.

Filler Type   If you selected the 5 1/2" x 8 1/2" filler size you may choose Technology filler or "Regular" filler.   If you selected the 8 1/2" x 11" filler size you may choose "Regular" filler or Plain Paper.

Selected Printer   Select the printer you would like to use.   All printers installed in Windows will be available.

Font   Once you select a printer, a list of font styles supported by that printer will appear.   Select the font you want Ascend to use when printing.

Size   Once you select a font, a list of point sizes for that font will appear.   Select the size you wish to use.   Some fonts have only one size, while others have several.   IMPORTANT: If you select a large point size, not as much information will be printed on the page.   Point sizes from 6 to 10 are recommended.

Margin Offsets   You may adjust the left and top margins so Ascend will print correctly on your filler pages.

Sample Font   A sample of the font you selected will be displayed.   (Your actual printer fonts may differ slightly from the displayed screen fonts.)

OK   Accepts the font, size, and margins for the selected filler size, filler type, and printer.   You may select different combinations of printer, filler size, and filler type and Ascend will restore the fonts, sizes, and margins you last assigned for that combination.

Cancel   Leaves printer settings unchanged.

Help   On-line help for more information on Ascend.

Printer Setup Accesses Windows printer setup.

Make Default Makes the current filler size, filler type, and printer the default.   Font, size, and margins may be altered without affecting this default setting.

Recall Default Returns your default filler size, filler type, and printer with the proper font, size and margins.

Global Search

The global search can be accessed from any Ascend module and searches the data you indicate for a specific sequence of characters.

Search For   Enter the text you want to search for.

Tasks   Check this box if you want to search your tasks.

Task Notes   Check this box if you want to search your task notes.

Appointments   Check this box if you want to search your appointments.

Appointment Notes   Check this box if you want to search your appointment notes.

Daily Record of Events   Check this box if you want to search your daily record of events.

Journal   Check this box if you want to search your journal entries.

Phone & Address Notes   Check this box if you want to search your Phone and Address notes.

Master Task List   Check this box if you want to search your Master Task List.

Master Task List Notes   Check this box if you want to search your Master Task List notes.

Starting Date   Enter the starting date for the search.

Ending Date   Enter the ending date for the search.

Press the **Search** button to begin the search.   Each match found will be displayed in the scroll list.   You may then select the proper match and Ascend will jump to that day's entries.

Speed Dial

If you have a <u>modem</u> connected you may press the [**F2**] key or select this menu option anywhere in Ascend to "auto dial" phone numbers from your Address and Phone file.

Each name marked in your phone and address section as a "Speed Dial" number will be listed here.   Select the name you wish to dial by <u>double clicking</u> on the name or highlighting the name and pressing the OK button.

Select the number (work, home, etc.) you wish to dial, include any prefix or suffix you wish to include then press the **OK** button and the <u>modem</u> will dial for you.

Exit

When you select this option, Ascend will close down and remove itself from Windows. (Same as [**ALT**]+[**F4**].)

Edit Menu

When you select the Edit Menu, a pulldown menu will appear with at least the following options:

Undo   Undoes the most recent operation and is useful if mistakes are recognized immediately.   (Same as [**ALT**]+[**BACKSPACE**].)

Cut   This option removes the highlighted text and copies it to the Windows clipboard.   (Same as [**SHIFT**]+[**DEL**].)

Copy   This option copies the highlighted text to the Windows clipboard.   (Same as [**CTRL**]+[**INS**].)

Paste   This option copies the clipboard contents to the current cursor location. (Same as [**SHIFT**]+[**INS**].)

Clear   This option removes the currently highlighted text   (Same as [**DEL**].)

Window Menu

When you select the Window Menu, a pulldown menu will appear with the following options:

<u>Save Window Setup</u>   Selecting this option will cause Ascend to save your current Ascend work space.   This allows you to save any changes you make to the size, screen position, or color of any windows.   Upon re-entering Ascend in the future, the work space will appear as it does at the time the setup is saved.

<u>Window Color</u>   This allows you to change the background color of the current window by mixing different levels of red, green, and blue.   As you slide the scroll bar slider, you will see the color change in the rectangle below.   Once the color in the rectangle is acceptable, select OK and this color will become the active window's background color.

<u>Arrange Icons</u>   Selecting this option will automatically and evenly arrange any <u>icons</u> along the bottom of your screen.

<u>Prioritized Daily Task List</u>
<u>Appointment Schedule</u>
<u>Daily Record of Events</u>
<u>Address & Phone</u>
<u>Values & Goals</u>
<u>Red Tabs</u>
<u>Master Task List</u>
<u>Focus</u>
<u>Weekly View</u>
<u>Turbo File</u>
<u>Journal</u>
<u>Favorite Quotes</u>

Save Window Setup

Selecting this menu option will cause Ascend to save your current Ascend work space.   This allows you to save any changes you make to the size, screen position, or color of any windows.

Upon re-entering Ascend in the future, the work space will appear as it does at the time the setup is saved.

Window Color

This allows you to change the background color of the current window by mixing different levels of red, green, and blue.

As you slide the scroll bar slider, you will see the color change in the rectangle below. Once the color in the rectangle is acceptable, select OK and this color will become the active window's background color.

Arrange Icons

Selecting this option will automatically and evenly arrange any <u>icons</u> along the bottom of your screen.

Options Menu

When you select the Options Menu, a pulldown menu will appear with at least the following option:

Preferences   This option allows you to customize Ascend to your personal tastes.

Preferences

The Preferences sub-menu is where you customize Ascend by telling it **your** "preferences".

Icon Bar Allows you to display an Icon Bar rather than "loose" icons at the bottom of Ascend's window.   You may position this bar along any border.   (Lower resolutions will only display all Ascend's icons if the Icon Bar is on Top or Bottom.)

Default Print Task Notes on Notes Page Ascend allows notes for each task which can be printed on your <u>Daily Record of Events</u> page. Each note can be included or excluded from the Daily Record of Events.   This item is your default.   You should check this item if you usually include task notes on your Daily Record of Events page.

Default Include Notes in Monthly Index This option is similar to the Default Print task Notes on Notes Page discussed above, but deals with including appointment and task notes on your monthly index.

Capitalize Task Select this option if you like your tasks and appointments to be in upper case letters.

Display Evaluation Select this option to display your evaluation in achieving your goals and values.

Break Definition Ascend uses a "break line" to separate items printed on your Daily Record of Events.   <u>Click</u> your mouse on the down arrow located next to the Break Definition box and select the type of break line you would like to use.

Break After Date Checking this option will cause a break line to be inserted whenever you insert the System Date.

Break After Time Checking this option will cause a break line to be inserted whenever you insert the System Time.

Break Between Notes Prints a break line between each note on your Daily Record of Events.

Master Task List Categories Enter the names of the five categories you desire to use in your Master Task List.

Minutes Between Auto Save Ascend saves your files whenever you quit Ascend or switch to another Windows program.   To protect you from data loss; due to power failure, computer problems, etc.; Ascend will save changes every X minutes. (Set X to zero to disable the Auto Save.)

 # Times to Forward A, B, & C Task Priorities When Ascend "forwards" a task, it can also forward that task's priority (A,B,or C.)   Ascend keeps track of how may times a task has been forwarded,

and this field allows you to tell Ascend to only forward a task's priority *X* number of times.

 # Times to Forward D Task Priorities   This option is the same as # of Times to Forward A, B, and C Task Priorities but this option works only on your "D" tasks, which are usually tasks you need to perform at home or in the evening.

 # Times Forwarded Before Master Task List Prompt   Ascend will "prompt" you to move a task to the Master Task List after you have forwarded the task *X* number of times.

OK   Accepts the currently selected preferences.

More Options   To access the second page of preferences, select the More Options button.

More Options

Display Quote of the Day Select this box if you would like a random quote from your Favorite Quotes file to be displayed when you start Ascend.

Display Positive Affirmations   Select this box if you would like one of the positive affirmations from your personal productivity pyramid to be randomly selected and displayed when you start Ascend.

Ascend Password   You may protect your information by entering a password in this field.   If a password is entered, you will be required to enter the password every time you start Ascend or activate certain modules within Ascend..

Default Phone Descriptions   Enter the descriptions of the five phone numbers for your Address and Phone file.

Help Menu

When you select the Help Menu, a pulldown menu will appear with at least the following options:

Index   This option displays an <u>Index</u> of all the help topics in Ascend.

Topic   Activates context sensitive help based on the module from which Help was selected.

About   This option displays copyright and version information for the Ascend software.

Registration   This option displays the serial number, registered user's name, and the key number, once this information has been entered.   For help on entering this information see <u>Registering Ascend</u>.

Common Keys Used in Ascend

F1	On-line Help
F2	Speed Dial Feature
F4	Goto Date Monthly Calendar (If Goto is on the menu)
Shift + F1	Prioritized Daily Task List
Shift + F2	Appointment Schedule
Shift + F3	Daily Record of Events
Shift + F4	Address and Phone
Shift + F5	Values and Goals
Shift + F6	Red Tabs
Shift + F7	Master Task List
Shift + F8	Focus
Shift + F9	Weekly View
Shift + F10	Turbo File
Shift + F11	Journal
Shift + F12	Favorite Quotes
Ctrl + Esc	Windows Program Selection Scroll Bar
Ctrl + F6	Rotate through Ascend Modules
Alt + Tab	Rotate through Windows Programs (fast)
Alt + Esc	Rotate through Windows Programs (slow)
Ctrl + F4	Close an Ascend Module Window
Alt + F4	Close and Exit Ascend (if in Ascend)
Alt + F4	Close and Exit Windows (if in Program Manager)
Ctrl+Insert	Copy highlighted items into Windows clipboard
Shift+Insert	Paste items from Windows clipboard

Printer Considerations

Ascend was designed specifically to be used with the <u>Franklin Day Planner</u>.   As you begin using Ascend to print on your Franklin filler pages, you may notice the printing is slightly outside the preprinted lines on occasion.   This is due in part to the variation in lines and margins on the actual Franklin filler pages and in part to how the paper is loaded in your printer.

By being aware of this situation you can use the Printer Setup, to "fine-tune" the margins and consistently produce quality printouts.

Prioritized Daily Task List

The Prioritized Daily Task List is one of Ascend's main functions.   You can list your Daily Tasks, prioritize them, quickly process them, and track or modify their status using Ascend's **Options** Menu.

You may keep notes on each task.   These notes will move with their respective tasks and can be printed on your Daily Record of Events if you choose.   Your tasks can be printed in their prioritized order right on your Franklin Day Planner pages.   You may select different colors to represent different types of tasks, modify task categories, and even track the amount of time spent on tasks with Ascend's timers.

You may enter recurring tasks to remember recurring items and avoid manually entering tasks that occur on a regular basis.

If you prefer more detail, you may select Full View and track your time by categorizing your tasks and the amount of time you spend on each task.   You will see a summary of the amount of time spent on each task priority displayed on a graph.   If you desire a "hard copy" you may print a Task Statistics Report that summarizes this information in report form.

Tasks Menu

The Task menu includes the following options:

File
    Printer Setup
    Print Tasks, Appointments, & Notes
    Print Monthly Index
    Task Statistics Report
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
    Insert Task
    Delete Task
    Copy Task
    Move Task
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
    Prioritize
    Group Action
    Recurring Tasks
    Repeat Tasks
    Sort Tasks
    Special Days
    Task Categories
    Task Colors
    Timers
Goto
    Yesterday
    Today
    Tomorrow
    1 Day -
    1 Day +

7 Days -
7 Days +
Date
View
Statistics
Full View
Help
Index
Topic
About
Registration

Add Notes

Ascend allows you to include a note with each task or appointment.

Include on Index Page   Check this box if you want this note to be included when you print your monthly index.

Print on Notes Page   Check this box if you want the note to be printed on your Daily Record of Events.

Index Entry   If you select to have include this note on your monthly index, you may enter the index entry name.   This field will default to the name of the task or appointment.

Find Name   This push button is used to merge information from your Address and Phone file into your task notes.   When you press the button, you will be able to select a name from your Address and Phone file.

OK   Select the OK button when you are ready to save the note and exit.

Cancel   If you wish to exit the note's dialog box without saving your changes, push the Cancel button.

Delete   If you wish to delete a note from a task or appointment, press the Delete button.

In the notes you may also access Ascend's Enhanced Multiple Line Edit Control.

Enhanced Multiple Line Edit Control

Some of the features of the Multiple Line Edit control are described below:

Several of the controls are toggle buttons that are highlighted when active.   Bold, Italics, and Underline are independent of one another and can be on or off in any combination.   Left, Center, and Right Justified text are mutually exclusive and only one button will be highlighted at a time.

Bold   This toggles between **Bold** text and regular text on the monitor and the printer.   (Same as [**CTRL**]+[**B**].)

Italics This toggles between *Italics* text and regular text on the monitor and the printer.   (Same as [**CTRL**]+[**I**].)

Underline   This toggles between <u>underlined</u> text and regular text on the monitor and the printer.   (Same as [**CTRL**]+[**U**].)

Left Justify   If this button is highlighted the text will be left justified.   (Same as [**CTRL**]+[**L**].)

Center Text   If this button is highlighted the text will be centered.   (Same as [**CTRL**]+[**C**].)

Right Justify If this button is highlighted the text will be right justified.   (Same as [**CTRL**]+[**R**].)

Insert Time   If you wish to insert the current time at the cursor location, press this button.   (Same as [**CTRL**]+[**T**].)

Insert Date   If you wish to insert the current date at the cursor location, select this button.   (Same as [**CTRL**]+[**D**].)

Insert Break If you want to insert a break line at the cursor location press this button.   (Same as [**CTRL**]+[**K**].)
Mouse users may also take advantage of the Cut, Copy, and Paste features found in the Enhanced Multiple Line Edit Control Tool Bar.

Cut   Removes any highlighted text and copies the contents to the clipboard. (Same as [**SHIFT**]+[**DEL**].)

Copy   Copies any highlighted text to the clipboard.   (Same as [**CTRL**]+[**INS**].)

Paste Copies the contents of the clipboard to the current cursor location.   (Same as [**SHIFT**]+[**INS**].)

Find Name

To incorporate information from a record in your Phone and Address list, simply start typing in the **Last Name** or **Company Name** of the record you are looking for. You may also use the mouse to search through the scroll list to find the correct name.

To incorporate any of the following information from the selected record into the note or module in which you are working, simply check its corresponding box and press the **OK** button or [**ENTER**].

Name   Includes the person's name.

Company   Includes the company name.

Address   Includes the address.

Phone Numbers   Includes the phone numbers and their descriptions.

Phone Notes   Includes any notes entered for that person in the Address & Phone file.

Print Tasks, Appointments & Notes

Ascend will print your Prioritized Daily Task List right on the pages of your <u>Franklin Day Planner</u> or even on blank pages if you wish.

If you are using "regular" Franklin filler pages make sure the <u>Page Date</u> in Ascend is the same as the filler date from your Franklin Planner in your printer.   If you are using Franklin Computer Edition pages or printing on "Plain paper" Ascend will automatically print the date on the page for you.   To print your tasks, appointments, or notes, pull down the **File** menu and select **Print Tasks, Appointments & Notes**.

Print Prioritized Daily Task List Check this option if you wish to print your Prioritized Daily Task list.

Print Appointment Schedule   Check this option if you wish to print your Appointment Schedule.

If both **Print Prioritized Daily Task List** and **Print Appointment Schedule** have been selected, Ascend will print both your tasks and your appointments at one time on the left side filler page of a Franklin Day Planner**.**

Print Daily Record of Events & Notes   Check this option if you wish to print your <u>Daily Record of Events</u>, Task Notes, Appointment Notes, Journal, etc. on your Franklin Daily Record of Events Page.

Lines to Skip   If you have already written on your Franklin Day Planner page for the selected date, you may specify how many lines you wish Ascend to skip before printing.   This option is only valid for your Prioritized Daily Task List and your Daily Record of Events.

Pause between Pages   If you select to print either your tasks or your appointments (left page) and your notes (right page), you may select this option to pause your printer before printing subsequent pages.   This allows you to manually load and adjust these sheets in your printer.

Include Journal with Daily Record of Events Check this option if you desire any entries for the current <u>Page Date</u> found in your journal to be printed along with the other note items on your Daily Record of Events.

Print on Blank Page   Occasionally you might ruin a page from your Franklin Planner (printer not setup properly, wrong date in printer, paper jam, etc.).   Should you ruin one of your pages, you may print your tasks, appointments, and notes on a blank sheet of paper by checking this option.

<u>Printer Setup</u>   Use this to verify or alter your printer setup.

Appointment Range   If you are using Franklin "Technology" filler, also known as Computer Edition Forms, Ascend will allow you to print your appointments in one of three ways:

Sequentially   Ascend will list your scheduled appointments for that day one

after another.

22 hour range   30 minute increments where you specify the 22 hour range.

11 hour range   15 minute increments where you specify the 11 hour range.

When you are ready to print, press the **OK** button.

Print Monthly Index

The Monthly Index is an alphabetized, dated list of any tasks, appointments, or notes you have marked to be included on the Monthly Index.   It is useful for identifying exact dates of significant occurrences.

The letter preceding the description indicates the source of the entry.   (A - appointments, T - tasks, etc.)   The date following the description is the date where the entry is found.

To print your monthly index pull down the **File** menu, select **Print Monthly Index**, select the desired month, prepare your printer, and select **OK**.

Task Statistics Report

The **Task Statistics Report** is useful for analyzing how you are spending your time. This report is only meaningful if you are using Ascend's advanced time management features by using Full View in the Prioritized Daily Task List module.

This report prints on 8 1/2" x 11" paper and displays the number of tasks by category and priority and calculates the completion ratios based on: number of tasks, estimated hours, and actual hours.

This feature can be used to track how much time is going to different categories you have assigned.   (Different projects, clients, etc.)

Edit Task List

One advantage of using an automated planner system, is the ability to easily and cleanly edit your Prioritized Daily Task List and keep the list sorted and prioritized.

Insert Task   This allows you to enter tasks you may remember after you have prioritized your list or to enter tasks that suddenly arise. To insert a task, simply move the cursor to the task you would like your new task to precede, from the menu select **Edit**, then **Insert Task**.   Ascend will insert a blank line for the new task and automatically re-number all following tasks to preserve their prioritized rankings.

Delete Task   To delete a task, simply place the cursor anywhere on the row of the task to be deleted, from the menu select **Edit**, then **Delete Task**.   Ascend will automatically re-number all following tasks to preserve their prioritized rankings.

Copy Task   To copy a task to another Page Date, and still leave the task on the current Page Date, place the cursor anywhere on the row of the task to be copied, select the **Edit** menu, then the **Copy** option.   The **Goto calendar** will appear allowing you to select the date, or the Master Task List category, you wish to copy the task to.

Move Task   To move a task to another Page Date, and remove the task from the current Page Date, place the cursor anywhere on the row of the task to be moved, select the **Edit** menu, then the **Move** option.   The **Goto calendar** will appear allowing you to select the date, or the Master Task List category, you wish to move the task to.

Prioritize

Ascend "walks you through" the prioritizing process "step by step."   Ascend uses the prioritizing methods taught by Franklin International Institute, Inc., and if you are familiar with how this method works, you will appreciate the easy approach Ascend uses to help you prioritize.

You begin the prioritization process by selecting the **Options** menu, then selecting the **Prioritize** menu option.

The Unprioritized Task box will list all the current Page Date's tasks that have not been completed, deleted, forwarded, or prioritized.

As taught by Franklin International Institute, Inc. the first step in the prioritizing process is to label each of your tasks, A, B, C, or D, as described below:

A   Vital tasks - tasks you **must** complete today.   You would suffer significant, adverse consequences if you did not complete these tasks today.

B   Important tasks - tasks you **should** do today.   You would not suffer significant, adverse consequences if you did not.

C   Some value tasks.   You **could** complete them "if you get time".   These are less important and not very urgent.

D   These are tasks you wish to do on your own time, usually in the evening, and will be printed at the bottom of your planner page.

You will notice the first task in the **Unprioritized Tasks** box is highlighted.   Decide whether it is an A, B, C, or D task and click the corresponding button to prioritize the task.   You may also highlight all the tasks you would like to move to a particular priority then click the corresponding button. (A Tasks, B Tasks,....)

If you come to a task that should not be prioritized because it is completed or you want to forward it, etc, simply select the appropriate check box to show the task has been completed, forwarded, delegated, etc.

Sometimes you may forget what a task means.   You may use the **View Notes** button to view the notes, if any, for that task.   The tasks you wish to see the notes for must be highlighted.   If no notes are associated with any highlighted task, you will hear a short beep.

Once you have prioritized your tasks as either A, B, C, or D tasks, you will need to rank the tasks within their respective categories to put each task in a numerical order. (A1, A2, A3,....)

When you are through prioritizing and ranking your tasks, press the **OK** button to return to your task list.

Group Action

You use group action to quickly assign task codes to all of the tasks that have not been completed, deleted or forwarded.

To access the group action, pull down the **Options** menu then select **Group Action**.

All tasks that do not already have a task code will appear in the upper box labeled **Tasks that Need Actions**.   Select the appropriate action for the highlighted task by pressing the necessary button (Completed, Forwarded, Deleted, etc.).

The seven smaller buttons for the next seven days of the week are a quick way to forward tasks within the coming week without having to use the Goto calendar. These seven buttons display the next seven days and change depending on the Page Date.

Complete & Copy button is used to mark tasks as completed on the current Page Date but still copy it to another date, via the Goto calendar.   This is convenient for "ongoing" tasks, or tasks you worked on today but did not complete.

If you want to see any notes you may have with tasks, highlight the tasks then press the **View Notes** button.   The notes for any tasks you have highlighted will be displayed one at a time.

Recurring Tasks

A recurring task is a task that occurs at consistent intervals.   Ascend allows you to schedule recurring tasks either directly from the Prioritized Daily Task List or via the Values and Goals section.

To Add a recurring task, select the **Options** menu, then **Recurring Tasks**.

Task Description	Enter the description of the recurring task as you want it to appear on your Prioritized Daily Task List.
Default Priority	Enter the default priority for the task, A, B, C, or D or leave blank for no default priority.
Notes	Include any notes you want to always appear with the task.
Est. Time Blocks	Enter the number of time blocks you estimate the task will require. This feature is only meaningful in Full View.
Category	Enter the task category. This feature is only meaningful in Full View.
Starting Date	Enter the date you want this task to start appearing on your Daily Task List.
Ending Date	Enter the date you want this task to stop appearing on your Daily Task List.
Day	If you would like the recurring task to appear on a specific date in the month, enter the date here.
Month	If you would like the recurring task to appear on a specific month, enter the month here.
Weekdays	Check the weekdays you would like the task to appear on your Daily Task List.
Week Number	Check the week number you want the task to appear on your Daily Task List. These week numbers correspond to the week number in the month.
Save	Press this button to save the current recurring task.
Find	Press this button to find an existing recurring task. A dialog box listing all your Special Days will appear. You may highlight a particular Special Day and view it or delete it.
New	Press this button to enter a new recurring task.
Delete	Press this button to delete the current recurring task.
Prev	Press this button to view the previous recurring task.
Next	Press this button to view the next recurring task.

Exit   Press this button to exit recurring tasks.

Performance   Select this check box to display a calendar showing you how you have performed with the current recurring task.   A circle will appear on every day the task was scheduled.   A check mark will appear in the circle on every day you actually completed the task.   Some statistics will also be displayed below the calendar.

Repeat Task

A "Repeat Task" is a task that needs to be scheduled at a regular interval from when it is completed.   Repeat Tasks are different from recurring tasks in that they are only re-scheduled after they are completed.   The re-schedule date is based on the completion date.   Example: **Get a Haircut** may be a repeat task.

To schedule a repeat task, simply add the task to your Prioritized Daily Task List on the first date you wish to schedule the task.   After you have entered the task, pull down the **Task Options** menu and then select **Repeat Task**.   A dialog box will appear asking you how many days to wait before re-scheduling this task **once it has been completed**.   You may then enter the correct number of days and select OK.

Sort Tasks

Occasionally you may move your tasks or priorities around and need to re-sort them by their prioritized order, you may do this by pulling down the **Options** menu and selecting **Sort Tasks**.

If you are using a mouse and wish to sort the current day you may <u>double click</u> anywhere in the Page Date area of the Tool Bar at the top of Ascend's window.

Special Days

You may designate recurring special days such as holidays, birthdays, anniversaries, etc., and nonrecurring special days such as vacations and business trips.   Once specified, these days will be designated with an icon on your goto calendar and weekly view window, and with an icon and description in the Special Days drop-down box on Ascend's Tool Bar.

One purpose for designating Special Days is to alert you to special occasions so you may schedule appropriate appointments and tasks on these days.   (Example: you probably would not schedule a meeting on Christmas or when you are unavailable due to a trip or vacation.)

Special days do not print on your task list.   However, a recurring task can be used to associate a task with a special day.   (Example: a recurring task several days before a birthday: **Buy Birthday present for...**, could remind you of the action to be taken for that special day.)

Description   Enter the description of the special day.   (Example Christmas, John's Birthday,etc.)

Starting & Ending Dates Enter the starting and ending dates for the special day.

Day   Enter the day of the month of the special day.   (Example: Christmas would be 25.)

Month   Enter the month number of the special day.   (Example, Christmas would be 12.)

Category   Select the appropriate category for the special day.   Valid categories include:

         The closed sign symbolizes a holiday.

    The palm tree symbolizes a vacation.
    The cake symbolizes a birthday.
    The ring symbolizes an anniversary.
    The brief case symbolizes a business trip.
    The exclamation point is for misc. special days.

Week Days   Check the weekdays you want this special day to affect.   (If you specified a **day** other than zero above, these boxes will be disabled since Ascend will calculate the day or days.)

Week Number   Check the week numbers you want this special day to affect   (If you specified a **day**, other than zero, above you cannot check these boxes since Ascend will calculate the week number.)

Save   Press the Save button when you want to save changes to the Special Day record you are working on.

Find   This displays a list of all your Special Days.   To select a Special Day from the list, press the **OK** button or double click on the desired item.   If you wish to delete one of the displayed Special Days, highlight that Special Day then press the **Delete** button.

New   Press the New button when you want to **lose** changes you have made to the current Special Day and allow you to enter a New Special Day.

Delete   Press this button when you want to delete the current Special Day record.

Prev   Press this button when you want to save the current Special Day record and bring up the previous Special Day record.

Next   Press this button when you want to save the current Special Day record and bring up the next Special Day record.

Task Colors

Select this option if you wish to assign different colors to different types of tasks. This enables you to recognize immediately whether a task is a normal task, a recurring task, or a repeat task.

If you have a color printer you may even print them in distinct colors. If you choose not to use this option you may choose the same color for all tasks.

Timers

Ascend has five timers you may use to better track, and control your time.   Each timer is independent of all others and can either count up (elapsed time) or countdown (if you specify an amount of time to count down.)   Ascend will notify you when a countdown timer has elapsed, as long as you are in a Windows application.

To access the timers, select the **Options** menu then select **Timers**.   A dialog box will appear displaying the status of all five timers. Only one timer can be affected at a time.   To select a timer, check its "radio button."   Without a mouse you may use the [**TAB**] and cursor keys, or press [**ALT**] and the number of the timer you wish to affect. (Example: [**ALT**]+[**3**].)

If you wish the timer to count down you must enter a value in either the hours column, hh under **Countdown**, or the minutes column, mm under Countdown.   If no values are entered in the hh or mm columns the timer will automatically count-up.

The buttons at the bottom of the dialog box apply only to the active timer, the one whose radio button is checked, and will have the following effect:

OK   Leaves the timers dialog box.

Clear   Clears or resets the current timer.

Start   Starts the current timer.

Stop   Stops the current timer.

Pause/Resume   Pauses the current timer if it is running or resumes the current timer if it is paused.

Once a timer is started it will display information in the following columns:

Started/Re-Started This will show the time the timer was started; or, if it has been paused, the time it was restarted.

Status   This shows the current status of the timer.   (Running, Paused, Stopped...)

Elapsed/Remaining Shows the elapsed hours, minutes, and seconds on a regular timer.   On a countdown timer it shows the hours, minutes, and seconds remaining before it expires.

<u>Blocks</u>   This translates the preceding column into time blocks for easier use in Ascend.

Goto Menu

The Goto menu includes the following selections:

Yesterday   This option changes the current <u>page date</u> to one day before the current <u>system date</u>.

Today   This option changes the current <u>page date</u> to the current <u>system date</u>.

Tomorrow   This option changes the current <u>page date</u> to one day after the current <u>system date</u>.

1 Day -   This option changes the <u>page date</u> to one day before the current page date.   (It moves back one day in the planner.)

1 Day +   This option changes the <u>page date</u> to one day after the current page date.   (It moves ahead one day in the planner.)

7 Days -   This option changes the <u>page date</u> to one week before the current page date.   It moves back one week in the planner.   In Weekly View this option is called   -1 Week.

7 Days +   This option changes the <u>page date</u> to one week after the current page date.   It moves ahead one week in the planner.   In Weekly View this option is called   +1 Week.

Date   This accesses the <u>Goto Calendar</u> which is a calendar that allows you quick access to any date.

Goto Calendar

You may forward tasks using the Goto Calendar, also called the Monthly Calendar. This is the same calendar used when you select the **Goto/Date** menu options.   It can also be accessed with the [**F4**] key if Goto appears in the menu.

Next to some of the dates a small icon might appear (cake, closed sign, briefcase, palm tree, etc.) representing a <u>Special Day</u>   These icons help you avoid forwarding tasks to days when you may not be available.

You may select the date you wish to forward the task to by <u>double clicking</u> on the desired date or by typing in the desired date you wish to forward the task to.

Sometimes it is useful to know what tasks, appointments, and/or special day items are on a particular day before forwarding a task to that day.   To view a date's tasks, appointments, and special day items, click the mouse on the desired date **one** time. The date will be marked with a highlighted box.   You may now check the **View Detail** box and any tasks, appointments, and/or special day items will be displayed in the scroll boxes at the right of the calendar.

Using the calendar, you also have the option of forwarding tasks to your <u>Master Task List</u> instead of to a date.   To do this, click your mouse on the down arrow to the right of the Master Task List category box.   Your five Master Task List categories will be displayed.   Select the category you wish to move the task to then select the OK button and the task will be moved to the specified category in your Master Task List.

View Statistics

To view the statistics of a particular task, move your cursor to one of your tasks, pull down the **View** menu and select **Statistics**.

This option displays a small dialog box containing misc. statistics about the task. (Date first entered, forwarded from, days since...)   This is especially useful for finding "lost" tasks you may have forwarded.

Entering Tasks

To enter a task, simply move to the first empty line under the Prioritized Daily Task List column and type in the task.   To move between columns you may either use your mouse to <u>click</u> in the desired column and row or you may use the [**TAB**] key to move between columns and your up and down arrow keys to move between rows.   (The [**ENTER**] key will move you down a row in the same column.)

Each of the columns are explained below:

↓ **(Task Code)**   This column specifies the particular code to assign each task.   Valid task codes are:

                 A blank code symbolizes the task has not been acted upon.

✓   This code symbolizes the task has been completed.

➡   This code symbolizes the task has been forwarded to another day.   You may see the day to which the task was forwarded by using the <u>View Statistics</u> function.

✕   This code symbolizes the task has been deleted.

■   This code symbolizes the task has been delegated to another person.

⬢   This code symbolizes the task is in process but has not been completed yet.

☑   This code symbolizes the task that was delegated has now been completed.

✔   This code symbolizes the task that was in process has now been completed.

There are three ways to select the appropriate task code for a task:

1. Click in the task code column or press the space bar.   This will bring up the **Select Task Code** dialog box allowing you to choose from the available codes.
2. Use the right mouse button and click in the column.   Each click will display the next task code.   Stop clicking when you reach the code you desire.
3. Use the <u>Group Action</u> feature.

abc   This is the prioritization column.   When you prioritize your tasks with the <u>Prioritize Tasks</u> menu option, this column will fill in automatically for you.   You may, however, fill this information in directly if you desire.

Prioritized Daily Tasks   This column is where you enter your task descriptions.

☑ **(Notes)**   This column indicates if you have entered a note for the task.   If the box contains the notes icon, you have entered a note.   If it is blank, there are no notes for the task.   To enter or edit the notes for a task, either click in this column or press the space bar to activate the <u>Task Notes</u> dialog box.

Columns for Full View Only

Est   Number of estimated <u>time blocks</u> the task should take.

Act   Actual number of time blocks required to complete the task.

Category   This column allows you to specify which category you would like to assign the task to.   The default category tasks is "None".   To access the different categories, either click the left mouse button in this column or press the space bar when you are in this column.   This will activate the **Task Categories** dialog box.

Rank Tasks

After you have prioritized your tasks into the 4 priorities (A,B,C, or D), you need to rank your tasks.   Ranking is the process of determining the precedence of tasks within a priority.   For example, which of your A tasks should be A1, A2, A3....

When you see this dialog box, you will see all of your A,B,C or D tasks in the **Unranked Tasks** list box.   Select the task you want to be first and then press the **Rank 1** button.   This will move the task over to the other side of the dialog box and allow you to select the next task.   The **Rank 1** button will now change from **Rank 1** to **Rank 2**.   Continue ranking all of your tasks.   Once you have ranked all of your tasks, select the **Done** button.

You may also select the next task to be ranked by double clicking on the task.

Task Codes

Select the task code you desire to assign to the task in one of the following three ways:

1. Click in the task code column or press the space bar.   This will bring up the <u>Select Task Code</u> dialog box allowing you to choose from the available codes.
2. Use the right mouse button and click in the column.   Each click will display the next task code.   Stop clicking when you reach the code you desire.
3. Use the <u>Group Action</u> feature.

Below is a brief description of valid task codes:

A blank code symbolizes the task has not been acted upon.

✓   This code symbolizes the task has been completed.

➡   This code symbolizes the task has been forwarded to another day using the <u>Goto calendar</u>.   You may see the day to which the task was forwarded by selecting **View** then **Statistics**.

✗   This code symbolizes the task has been deleted.

🟥   This code symbolizes the task has been delegated to another person.

🔵   This code symbolizes the task is in process but has not been completed yet.

☑   This code symbolizes the task that was delegated has now been completed.

✔   This code symbolizes the task that was in process has now been completed.

Appointment Schedule

Ascend allows you to track your appointments and print them right on your <u>Franklin Day Planner</u> pages.   Ascend will warn you if an appointment you are scheduling conflicts with another.   Appointments are similar to Tasks in that you can schedule recurring appointments, and attach notes to your appointments, which can be printed on your <u>Daily Record of Events</u>.   Unlike tasks you can set an alarm for any appointment and "snooze" the alarm if you need more time when it sounds.

See Also:

<u>Changing the Page Date</u>
<u>Entering Appointments</u>
<u>Adding Notes to an Appointment</u>
<u>Setting Alarms</u>
<u>Moving Appointments</u>
<u>Copying Appointments</u>
<u>Recurring Appointments</u>
<u>Changing Appointment Colors</u>

Appointments Menu

The Appointments menu includes the following options:

File
    Printer Setup
    Print Tasks, Appointments, & Notes
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
    Cut Appointment
    Copy Appointment
    Paste Appointment
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
    Recurring Appointments
    Appointment Colors
Goto
    Yesterday
    Today
    Tomorrow
    1 Day -
    1 Day +
    7 Days -
    7 Days +
    Date
Help
    Index
    Topic
    About
    Registration

Entering Appointments

To enter an appointment, simply move to the desired time and enter in a description for the appointment.   If the appointment is one that occurs on a regular basis you may prefer to enter the appointment once as a <u>recurring appointment</u> and let Ascend automatically enter the appointment for you.

To move up and down the schedule, you may:

1.   Use the scroll bar to the right of the schedule to move to the time you desire.
2.   Use the up and down arrow keys or Page Up and Page Down keys on the keyboard to move to the line you desire.
3.   Use the mouse to <u>click</u> on the line you desire.

The five columns of the appointments window are described below:

Time   This displays the time, in 15 minute increments, at which appointments may be entered.

Appointment Schedule   This is where you enter a description of the appointment.

(Alarm)   This is the alarm column where you may set <u>alarms</u> for your appointments.
(Notes)   This column allows you to attach a <u>note</u> to an appointment.
(Time Blocks)   This column allows you to specify how many time <u>blocks</u> the appointment will take.

Setting Alarms

To set an alarm for an appointment, <u>click</u> your mouse in the alarm column on the row of the appointment or tab your cursor to the correct column on the desired row and press the space bar. You may either enter a time directly or you may use the up and down arrow buttons to change the default time.

If you desire the alarm to give you some advance notification, you may set the early warning. For example, if you had a 1:00 appointment, but wanted 10 minutes to get to the meeting, you would set a 1:00 alarm with 10 minutes Early Warning.

When the alarm does sound, you will be given the option to snooze the alarm to sound again at a later time.

Editing Appointments

Several editing features allow you to easily cut, copy, and paste appointments to different places or even different dates, on your Appointment Schedule.

Cut Appointment   Place the cursor on the row of the appointment you wish to remove then select this option.   The appointment will be removed from the Appointment Schedule but is in memory in case you decide to paste it somewhere else.   (Only the most recently cut appointment can reside in memory so if you have multiple cuts to perform, be sure and paste each appointment before cutting the next appointment.)

Copy Appointment Place the cursor on the row of the appointment you wish to copy then select this option.   The appointment will remain on the Appointment Schedule but is also now in memory so you can paste it somewhere else.

Paste Appointment   Place the cursor on the row where you wish to paste the appointment, then select this option.   If there is an appointment in memory it will be placed on the line where your cursor is.

Move Appointments   To move an appointment to another date or time, put the cursor on the appointment you wish to move, pull down the **Edit** menu, and select **Cut Appointment** or **Copy Appointment,** depending on if you want the appointment to still appear in its original location.   (The appointment is now in a temporary location in your computer's memory.)   Now, move your cursor to the location where you wish to move the appointment to, even on a different page date, pull down the **Edit** menu, and select **Paste Appointment**.   The appointment reappears in its new location.

Recurring Appointments

A recurring appointment is an appointment that occurs at regular intervals. To Add a recurring appointment, select the **Options** menu, then **Recurring Appointments**.

Description Enter the description of the recurring appointment as you want it to appear on your Appointment Schedule.

Blocks Enter the number of time blocks the appointment will require. (15 minutes = 1 Time Block.)

Notes Include any notes you would always want to appear with the appointment.

Time Enter the scheduled time of the appointment

Alarm Check this box if you want an alarm with the appointment

Early Warning Enter the number of minutes, up to 60, before the actual appointment you want the alarm to sound.

Start Date Enter the date you want this appointment to start appearing on your Appointment Schedule.

End Date Enter the date you want this appointment to stop appearing on your Appointment Schedule.

Day If you would like the recurring appointment to appear on a specific date in the month, enter the date here.

Month If you would like the recurring appointment to appear only during a specific month, enter the month here.

Weekdays Check the weekdays you would like the appointment to appear on your Appointment Schedule.

Weeks Check the week number you want the appointment to appear on your Appointment Schedule.   These week numbers correspond to the week number in the month.

Save Press this button to save the current recurring appointment.

Find Press this button to display a list of existing recurring appointments.   You may then select the one you desire.

New Press this button to enter a new recurring appointment.

Delete Press this button to delete the current recurring appointment.

Prev Press this button to view the previous recurring appointment.

Next Press this button to view the next recurring appointment.

Cancel Press this button to exit recurring appointments.

Help   **T**his will provide on-line help about recurring appointments.

Finding Recurring Items or Special Days

Select this option if you wish to find an exisiting Recurring Appointment, Recurring Task, or Special Day.

You may use the mouse or cursor keys to highlight the desired item then select **OK.** Mouse users can double-click on the desired item and Ascend will display the information pertaining to that item.

Appointment Colors

Select this option if you wish to assign different colors to different types of appointments. This enables you to recognize immediately whether an appointment is a normal appointment, a recurring appointment, or an appointment scheduled over the network.

If you have a color printer you may even print them in distinct colors. If you choose not to use this option you may choose the same color for all appointments.

Daily Record of Events

Ascend allows you to enter and save notes into your Daily Record of Events and then print these items in your Franklin Day Planner.   A quick search routine allows you to find entries quickly in your Daily Record of Events.   Information from your Address and Phone file can be merged into an entry, thus allowing you to quickly include phone numbers, addresses, directions, etc., with an entry.

The Daily Record of Events is basically a mini word processor where you may record phone conversations, thoughts, ideas, anything!   The Daily Record of Events are recorded entirely in a window using the Enhanced Multiline Edit Control which allows you to instantly include the Time, the Date, a Break line, or information about an entry found in your Address and Phone file.   You may also format the text using bold, italics, underline, right justify, left justify and center text.   For additional features see the Enhanced Multiline Edit Control.

See Also:

Adding Entries for Your Monthly Index
Edit Menu
Enhanced Multiline Edit Control

Daily Record of Events Menu

The Daily Record of Events menu includes the following options:

File
    Printer Setup
    Print Tasks, Appointments, & Notes
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
    Insert Name
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
    Index Entries
Goto
    Yesterday
    Today
    Tomorrow
    1 Day -
    1 Day +
    7 Days -
    7 Days +
    Date
Help
    Index
    Topic
    About
    Registration

Adding Entries for Your Monthly Index

Indexed entries make finding particular entries easier.   If you would like to create an entry to be included on your Monthly Index for something in your Daily Record of Events, simply select the **Index** menu and a dialog box will appear asking for the name of the index entry.

There is a new **Daily Record of Events** for each day.   If you would like to see all entries already used on that day you may use the cursor keys or the mouse to access the drop down list box.

Address and Phone

Ascend maintains a categorized address and phone directory that can be printed for your Franklin Day Planner.   You may also print mailing labels for your entries.

Phone numbers can be dialed directly from the computer if you have a modem. When dialing a number for you, Ascend will automatically send the appropriate prefix, and/or suffix, codes for in-state, out-of-state, and local calls.   A "speed dial" feature makes it extremely easy to dial certain numbers you call frequently.

A "filter" feature allows you to quickly view or print only a select group of entries, such as all golf courses, all hotels in California, all board members, etc.   If desired, a "VIP" feature can be used to help secretaries screen incoming calls.

Ascend's Import and Export features also make it easy to exchange data with other programs you may be using.

See Also:

Adding an Entry
Exporting Phone Records
Filter
Finding and Editing a Record
Importing Phone Records
Index
Modem Settings
Phone and Address Data Entry
Pasting Name to Clipboard
Printing Phone Entries
Print Labels

Address and Phone Menu

The Address and Phone menu includes the following options:

File
- Printer Setup
- Print Tasks, Appointments, & Notes
- Print Labels
- Global Search
- Speed Dial
- Import
- Export
- Exit

Edit
- Copy Name
- Add Name
- Edit Name
- Delete Name

Window
- Save Window Setup
- Window Color
- Arrange Icons
- Prioritized Daily Task List
- Appointment Schedule
- Daily Record of Events
- Address & Phone
- Values & Goals
- Red Tabs
- Master Task List
- Focus
- Weekly View
- Turbo File
- Journal
- Favorite Quotes

Options
- Preferences
- Dial
- Modem
- Phone Categories

View
- Index
- Set Filter
- Use Filter

Help
- Index
- Topic
- About
- Registration

Editing your Address and Phone File

The following options will help you maintain your Address and Phone File.

Add Name   This allows you to add a new name to your file.   You may also press [**INS**] to add a new record.

Edit Name   This allows you to edit an existing phone record.   Simply highlight the record, select **Edit**, then **Edit Name**.   You may also highlight the record then press [**ENTER**].

Delete Name   This allows you to delete an existing phone record.   Simply highlight the record to be deleted, select **Edit**, then **Delete Name**.   You may also highlight the record then press [**DEL**]. You will be asked to confirm the deletion.

Adding a Name to your Address and Phone File

To add a name to your Address and Phone file, pull down the **Edit** menu then select **Add Name**.   (You may also press the Insert key to add a new entry.)   Ascend will then proceed to the Phone and Address Data Entry screen.   Most of the fields in this dialog box are self-explanatory, with the following added detail:

Category   Ascend allows you to categorize your Address and Phone entries, if desired.   You may then use Ascend's "filter" feature to find all golf courses, restaurants, hotels, business associates, etc.   To categorize an entry, click your mouse on the down arrow to the right of the category input box.   A box will appear showing all of the categories you have entered so far.   You may either use your mouse to select an existing category, or you may type in a new category if needed.

Description   When adding a new record, the five phone number **Description** fields will default to what you have specified in your preferences.   You may keep these defaults or enter new ones.

VIP   Check this box if the entry is a VIP.   You could then use the filter to print a listing of your VIPs for your secretary.   Your secretary could then interrupt you in meetings if a VIP calls or visits.

Speed Dial   If you have a modem and are planning on using Ascend as an auto dialer, check this box for numbers you call frequently.   Entries with the **Speed Dial** box checked can be called quickly from anywhere in Ascend by pressing the F2 function key.

List by Company (See List by Name)

List by Name   When Ascend displays your entries on the directory screen (the one that looks like a phone book), it will list them in alphabetical order.   If you would like the entry you are adding to be displayed based on the last name, check the **List By Name** box.   If, however, you would like the entry to be listed by the company name, check the **List by Company** box.   If you would like to have the entry listed by **both** the last name and the company name, check **both** boxes.

Print   The **Print** button can be selected to quickly print all of the information in the current record you are editing.

Dial   Select this button to quickly dial (using your modem) the current record you are editing.

Editing a Record in your Address and Phone File

To move from page to page on the phone directory screen, you may do one of the following:

1.   Click your mouse on the letter tab for the page you desire.
2.   Enter the desired letter by typing it in the Finding box.
3.   Use the right and left arrow keys on the keyboard to page through your listings.

To select an existing record for editing or viewing, simply move your cursor to the desired record and press [**ENTER**] or double click on the record's name with your mouse.

To quickly search for a particular name, you may type the name in the **Finding** box, and Ascend will search for the name as you type.   When you arrive at the desired name, press [**ENTER**] to edit or view the record.

For more information on the various fields see Adding a Name to your Address and Phone File.

Deleting a Name from the Address and Phone File

To delete an existing record from the Address and Phone module just highlight the record you wish to delete, select **Edit** then **Delete Name**.   You will be asked to confirm the deletion.

Phone Views

Index   If you would rather view all of your entries alphabetically in one scroll list instead of one scroll list per letter, select **Index** on the menu bar.   To return back to the normal display method, select **Index** again.   Selecting this option will toggle you between the two viewing modes.

Filter   You may set up a "filter" in Ascend's Address and Phone module to exclude individuals from your index listings and printouts who do not meet certain criteria.   To enter your filter criteria, pull down the **View** menu and select **Set Filter**.   A screen will appear exactly like the Address and Phone dialog box.   Enter in any criteria you wish to filter by and then press **OK**.

Once you have set your filter's criteria, you must make sure you have turned the filter on.   There are two ways to do this:

1. Select **Use Filter** from the **View** menu.   (Note: If there is a check mark by the **Use Filter** menu option, then the filter is already on and selecting it again will turn it off.)
2. Check the **Use Filter** box at the bottom of the Address and Phone directory screen.

To turn the filter off, repeat one of the above options.

To reset your filter's criteria, select **Set Filter** from the **View** menu and select the **Reset** push button.   You may tell your filter criteria has been reset and is currently empty if the **Use Filter** box under your Address and Phone directory has been shadowed.

Dial

If you have a modem installed you may use the Ascend's Dial feature in the Address and Phone file.   To dial a number from Ascend simply highlight the person or company you wish to call, select **Options** then **Dial**.   A dialog box will appear displaying all the phone numbers associated with the listing you have selected.   You may include a prefix or suffix to dial with the number then <u>double click</u> on the number you wish to dial, or highlight it then select the **OK** button, and the modem dial the number for you.

Modem Settings

If you have a <u>modem</u> and desire to use it with Ascend as an auto dialer, select the **Options** menu option then the **Modem** menu option to set Ascend's modem configuration.

After setting the Baud rate, Data Bits, Stop Bits, Parity and Comm Port for your particular modem you may select to include some prefixes and suffixes.

Ascend will automatically send a prefix and/or suffix before certain types of calls. These prefixes and suffixes can be set from the **Modem** menu option.

Ascend automatically detects if a call is **Local, In State,** or **Out of State** by how the number is entered in the Address and Phone file:

1. If a phone number is 8 characters or less (including the hyphen), Ascend assumes the number is **Local**.
2. If the phone number is 10 characters or less but begins with the number 1, it assumes the call is **In-State.**
3. If the phone number is 11 characters or more and begins with the number 1, it assumes the call is **Out-of-State**.

Printing Phone and Address Lists

To print your directory for use in your Franklin Day Planner, from the menu select **File** then **Print** you will need to select the following options:

Index Listing   This prints only an alphabetical listing of all selected Names with their associated numbers.

Complete Listing with Notes   This prints an alphabetical listing of all selected Names with all the information entered in the Address and Phone file.

Complete Listing without Notes This prints an alphabetical listing of all selected Names with all information <u>except</u> notes.   (Name, Company, Address, Phone numbers, etc..)

Use Filter   Check this box if you desire your printout to only include those records that meet the criteria you have set up in the filter.

Pause Between Pages   Check this box if you want the printer to pause between each page.

Page Break Between Letters   Check this box if you want the listings for each letter to begin on a new page.   (If you want your names to print on the fewest number of pages possible, do not check this box.)

Starting and Ending   Enter a starting and ending letter for your report.

Offset Margins   Check this box if you want Ascend to automatically flip between the right and left pages.   (You specify which side of the page you wish to begin the report on.)

Start on Right Hand Page Select which type page you wish to begin printing on.

Start on Left Hand Page Select which type page you wish to begin printing on.

Printer Setup   Push this button if you wish to alter any printer settings before printing.

Select the OK button when you are ready to print.

Label Printing

To print labels based on data in Ascend's Address and Phone file, you may use Ascend's print label routine.   Select this option from within the Address and Phone module by selecting **File** from the menu then **Print Labels.**   You may also print a label for a single entry from within that entry.by selecting **Print** then **Print Mailing Label**

Ascend will print labels in several formats based on your printer and the label sheet you are using.   You may set a <u>filter</u> to print only selected labels and choose the order for the labels to be printed.   Below is a description of the options available in the Print Label routine:

Label Type   Select the type of sheets you wish to print the labels on.   You may print on **One Across Tractor Feed** sheets, on **Three Across Tractor Feed** sheets, or on **Three Across Laser Sheets**.

If you select either **Tractor Feed** you should adjust the printer before printing.   If, in addition to tractor feed, you selected three across, you should also indicate the column where you would like the labels to begin printing.

If you select **Laser Sheet** Ascend will recall where the last label was printed and begin at the next position.   You may also suppress printing on the top or bottom row of the sheet.

Include Top Row / Include Bottom Row   These options are available only if Three Across Laser Sheet is selected, and allows you to avoid the non-printing area of many laser printers.

Starting Location on Page   Displays a graphical representation of where Ascend will start printing labels.   You may select a different starting location by using the cursor keys or the mouse.

Use Filter   If you have previously set a <u>filter</u> you may choose to use the filter.

Print Each Label X Times Indicate the number of times you wish each label to be printed.   (This is useful for return address labels, etc.)

Sort By: If you choose to use sorting, you may sort by Last Name, Company, City, or Zip.

Starting: / Ending: If you selected to sort by either Last Name, or Company, you may set the starting and ending range to print.   Only Company listings will be sorted and printed if you sort by Company and only Last Name listings will be sorted and printed if you sort by Last Name.

EXAMPLE: If one of your entries is ABC Corporation entered in the Company field with no Last Name and you select to sort by Last Name and print the range from A to Z , the ABC Corporation will not be printed.

Regular Label Margins (Portrait)   By selecting this option the label routine will assume the printer is set in portrait mode.   Use this for regular label sheets or tractor fed labels.

Envelope Margins (Landscape) By selecting this option the label routine will assume the printer is set in landscape mode.   Use this for single or multiple envelope printing.

Left / Top Margin These margin settings are independent of and will override your Printer Setup margin settings each time you print a label These margins should be adjusted so the labels are printing in the correct place on the page.

Printer Setup   (Button)   This displays the printer that will print your labels and allows you to change the printer setup before printing.

OK   (Button)   This confirms your choices and begins label printing.   Same as pressing the [**ENTER**] key.

Cancel   (Button)   This allows you to quit the dialog box without printing.   Same as pressing the [**ESC**] key.

Help   (Button)   This provides context sensitive help about printing labels.

Importing Phone Records

To import data to Ascend's Address and Phone file, you may use Ascend's import routine.   Ascend will import ASCII text files in several common formats.   Most fall into the broader groups of **Character Delimited** files and **Line Delimited** files as described below:

Character Delimited   This is the more common of the two styles and allows more flexibility in preparing the file.   Ascend interprets character delimited files as different <u>fields</u> separated by a <u>Delimiter</u> with each <u>record</u> occupying its own line.   The delimiter may be any ASCII value or character.   The **comma** is a commonly used delimiter and the non-printing character **Tab** is used as a delimiter by some spreadsheet export routines.

NOTE: Ascend will strip out any quotes in the import file before importing.   A sample comma delimited file might look like this: "Last Name","First Name","Company","Title", etc.

Line Delimited   This style assumes a separate line for each <u>field</u>.   Ascend separates one <u>record</u> from the next simply by the number of <u>fields</u> (lines in this case) associated with each <u>record</u>, so if a record doesn't have information in one of its fields it is important to leave a blank line.

Example: If you select to import nine fields, every ninth line will start a new record.   If one of your records lacked information you would leave blank lines in the appropriate places to maintain the field integrity of all subsequent records.

To use this routine, pull down the **File** menu and select **Import**.   The Import Names dialog box will appear.   The functions of the Import Names Dialog Box are described below.

Import File: Lists the file name to import.   Upon entry the default is a TXT extension.   You may either type in the file name if the path is correct or you may browse until you find the correct drive, directory, and file.

Path   Displays the current drive and directory to search.

Files   (List Box)   Lists all the files in the current drive and directory that match the Import File criteria set above.   All sub-directories of the current directory will be displayed as well as all available drives.

Remove   Will remove the highlighted field, if any, appearing below the Field button.   The same effect may be achieved by double clicking on the field you wish to remove.

Field   Highlighting the desired field below the **Remove** button then pressing this button allows you to select the fields you wish to import.   They should be listed in the same order they appear in the import file.   If there are fields in the import file that are not listed below the **Remove** button, the **Skip A Field** selection should be used in their place.

Import Format   This drop-down list box allows you to choose the type of file you are importing.

Delimiter   If you have selected a **Character Delimited** file you must also define the delimiter.   You may do this by typing in the ASCII value of any printing character, by typing in the actual character, or by selecting either **Comma** or **Tab** from the drop-down list box.   (Example: To select a comma delimited file the user could do nothing, since comma is the default, type in comma, type in 44, or select "," from the list box.

# of Lines to Skip at the Beginning of the File   This is useful if the file to be imported includes a line of field descriptions before the actual data to be imported.   Spreadsheets often export their files with a line describing the fields to follow.

Import   (Button)   This starts the actual import process.   (Same as pressing [**ENTER**] with field names defined and a valid import file name.)

Ascend will copy the new records from the import file into your Address and Phone file, adding the new records to any records you may already have.

Exporting Phone Records

To export data from Ascend's Address and Phone file, you may use Ascend's export routine.   Ascend will export ASCII text files in several common formats.   You may append to, or add to the end of, an existing export file you create using Ascend.   By using the Filter feature of Ascend you may customize the file to include only those records you choose.

When you create an export file you will have to choose the file format, the delimiter, and whether to Overwrite or Append to the existing file.

If you choose to export to a file that already exists Ascend will ask you if you wish to overwrite, or replace, the existing file or if you wish to append to, or add to, the existing file.

To use this routine, pull down the **File** menu and select **Export**.   The Export Names dialog box will appear.   The functions of the Export Names Dialog Box are described below.

Export File: Displays the name of the file you wish to export.   The default searches for a file with a .TXT extension.   You may type in a new file name or select an existing file, if you have used the Export routine previously to create an export file.

Path   Displays the current drive and directory where you wish to create the file.

Files   (List Box)   Lists all the files in the current drive and directory that match the Export File criteria set above.   All sub-directories of the current directory will be displayed as well as all available drives.

Remove   Will remove the highlighted field, if any, appearing below the Field button.   The same effect may be achieved by double clicking on the field you wish to remove.

Field   Highlighting the desired field below the **Remove** button then pressing this button allows you to select the fields you wish to export.   The fields should be listed in the same order you wish them to appear in the export file.   If you wish to insert a blank field to allow for fields you may use in other programs that don't appear in Ascend, use the **Skip A Field** selection in their place.

Export Format   This drop-down list box allows you to choose the type of file you wish to export.   You may select from the following pre-defined types:

Character Delimited - allows you to define the delimiter you wish to use.

Comma Delimited - Inserts a comma between each field and starts each new record on a new line,

Comma/Quotes Delimited - Same as comma delimited but surrounds each field with quotes, this is usually safer to use for comma delimited export files since it allows you to have

commas within your fields.

Line Delimited - Separates each field of each record with a new line.   New records are also started on a new line.

Tab Delimited - Separates each field of a record with a tab and each record occupies one line.   Useful for exporting into spreadsheet and other programs.

Delimiter   If you have selected a **Character Delimited** file you must also define the delimiter.   You may do this by typing in the ASCII value of any character, by typing in the actual character, or by typing **Tab**.   (Example: To select a comma delimited file the user could do nothing, since comma is the default, type in 44, or type in ",".

Use Filter   By selecting this check box, only the files that match the filter you have defined will be exported.

Export   (Button)   This starts the actual export process.   (Same as pressing [**ENTER**] with field names defined and a valid export file name.)

Printer Orientation Verification

If you receive this dialog box, the routine you have used to print from within Ascend is expecting a different printer orientation than you currently have selected.   The two orientations are described as follows:

Portrait   Portrait Mode is the usual print mode Ascend expects, it is also known as "tall mode."

Landscape   Landscape Mode is also known as "wide mode."   An example of Ascend expecting landscape mode is when you are printing envelopes from the Address and Phone module.

The dialog box will have the following Configure Printer options:

Auto Configure Printer (Temporary)   By selecting this button Ascend will temporarily configure the printer driver for the orientation mode it needs.   Once printing is completed the printer driver will return to its previous orientation setting.

Auto Configure Printer (Permanent)   By selecting this button Ascend will configure the printer driver for the orientation mode it needs. This change becomes "permanent" for all subsequent printings in all Windows applications.

Configure Printer Manually   By selecting this button Ascend will display the printer drivers' **Setup** dialog box.   This will allow you to manually configure the printer driver to the desired orientation mode.   The changes made here are "permanent" for all subsequent printings in all Windows applications.

Continue With Current Printer Settings   Selecting this button will cause Ascend to continue with the print routine even thought it is not the usual orientation for the current print job.

Cancel   (Button)   Aborts the current print routine.   Same as [**ESC**] key.

Copy Name

This allows you to copy information related to the currently highlighted Address & Phone entry to the Windows clipboard for easy pasting elsewhere.   (You may also highlight an entry then use [**CTRL**]+[**INS**].)

Ascend will then display a dialog box with the information described below.   To incorporate any of the following information from the selected record to the clipboard simply check its corresponding box and press the **OK** button or [**ENTER**].

Name   Includes the person's name.

Company   Includes the company name.

Address   Includes the address.

Phone Numbers   Includes the phone numbers and their descriptions.

Phone Notes   Includes any notes you may have entered for that person in the Address & Phone file.

Values and Goals

The real power of Ascend is seen in the Values and Goals module.   This module allows you to enter your Personal Productivity Pyramid, or Personal Constitution, as taught by the Franklin International Institute, into your computer.   Ascend outlines your Governing Values, Long-Range Goals, and Intermediate Goals in a logical pyramid which can then be printed for your Franklin Day Planner.   Ascend allows you to evaluate yourself in each area of your Personal Constitution on a rating scale of 1 to 10 and then automatically introduces specified items from your Intermediate Goals into your Prioritized Daily Task List.

The real power is in automatically including goals that need your attention onto your Prioritized Daily Task List.   You may even view a progress report on how well you are doing.   Because of the structured system employed by Ascend, creating your Productivity Pyramid is easy and fun.   (If you need to edit it later, doing so is easy.)

See Also:

Values and Goals Pyramid
Attaching Intermediate Goals to Your Task List
Edit Evaluation
Print

Values and Goals Menu

The Values and Goals menu includes the following options:

File
    Printer Setup
    Print
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
    Goals Evaluation
Help
    Index
    Topic
    About
    Registration

Values and Goals Pyramid

The goal setting process, as explained by Franklin International Institute, Inc., uses the Productivity Pyramid which consists of four levels:

 1.   Governing Values

 2.   Long Range Goals

 3.   Intermediate Goals

 4.   Daily Tasks

Ascend allows you to enter these goals and values at all four levels where each successive level is based on the previous level in a pyramid or "tree" approach.   For example, someone could have 10 Governing Values, 50 Long Range Goals (an average of 5 per value), and 250 Intermediate Goals (an average of 5 per Long Range Goal).

To enter items under each level, select the **Add** button.

Attaching Intermediate Goals to your Daily Task List

After you have added the first three levels of your pyramid: Values, Long Range Goals, and Intermediate Goals, you may **introduce some of your intermediate goals into your daily task list**.   The average person will have from 100 to 300 Intermediate Goals.   It is not realistic to work on all your Intermediate Goals at once. You should evaluate your goals often and work on two or three of your intermediate goals at any given time by introducing items from these goals to your Prioritized Daily Task List.

To have items from your Intermediate Goals appear on your task list, select the **Add** key from the dialog box of the Intermediate Goal you wish to "work on".   A screen will appear that looks and functions exactly like the Recurring Tasks feature.   The only difference is   this recurring task will be attached to your Intermediate Goal.

Edit Evaluation

Ascend allows you to evaluate yourself by rating each of your Intermediate Goals on a scale of 1 to 10 (1 being poor and 10 being excellent).   Ascend uses your Intermediate Goal ratings to calculate a rating for each of your Long Range Goals.   Ascend then uses the calculated rating from your Long Range Goals to calculate a rating for each of your Values, and then Ascend calculates one overall rating for your entire life based on the ratings of your Values.   These ratings will be displayed at the top of the current goals' windows, if you selected **Display Evaluation** in your preferences.

This approach is generally accurate because how well you are doing in your life is a factor of how well you are doing in each of your Governing Values; and how well you are doing in each of your Values is based on how well you are doing with your Long Range Goals; which in turn is based on how well you are doing with your Intermediate Goals.

To evaluate your Intermediate Goals, select **Options** then **Goals Evaluation** from the menu.   This will bring up a list of all of your Intermediate Goals.   As you scroll through each of your Intermediate Goals, you will see the evaluation for that goal in a box below where you may change it.   (Double clicking on the goal will allow you to instantly edit the evaluation.)

Select the OK button when you are done changing your intermediate goals' evaluations.

Printing Values and Goals

Select **File** then **Print** from the menu to print your Values and Goals on Franklin Day Planner forms.   Each section of values and goals prints on corresponding Franklin forms.

If you are on the "Personal Constitution" section, selecting the **Print** menu option will print all of your Governing Values on the "Values" sheet in your Planner.

If you are editing an existing Governing Value, selecting the **Print** menu option will print only that Governing Value on the "Values" sheet in your Planner.

If you are editing an existing Long Range Goal, selecting the **Print** menu option will print only that Long Range Goal, with its corresponding Intermediate Goals under it, on the "Goal Planning" sheet in your Planner.

Red Tabs

The Red Tabs module allows you to quickly enter, store, and print information with your computer -- a mini word processor, only faster.   To accomplish this the Red Tabs utilize the Enhanced Multiline Edit Control for formatting text.

The Red Tabs module is used just like red tabs in the Franklin Day Planner -- a catch-all for misc. items.   The numerous uses for Red Tabs are limited only by your imagination.   Following are just a few examples of some Red Tab uses:

*	A wish list of books you would like to read
*	Gift ideas for your spouse and others
*	A list of items to take when you travel
*	A list of items to take when your family goes camping
*	Business ideas
*	Shopping lists
*	Things to ask your boss when he calls from out of town
*	A back-up log of when you backed up your data files
*	And on, and on, and on...

To create, edit or delete a Red Tab use the **File** menu or review the Red Tabs File Menu for more information about Red Tabs.

See Also:

Red Tabs File Menu
Red Tabs Edit Menu
Printing Red Tabs
Searching for Text in the Red Tab Files

Red Tabs Menu

The Red Tabs menu includes the following options:

File
New
Open
Save
Save As
Delete
Printer Setup
Print
Global Search
Speed Dial
Exit
Edit
Undo
Cut
Copy
Paste
Clear
Find
Find Next
Window
Save Window Setup
Window Color
Arrange Icons
Prioritized Daily Task List
Appointment Schedule
Daily Record of Events
Address & Phone
Values & Goals
Red Tabs
Master Task List
Focus
Weekly View
Turbo File
Journal
Favorite Quotes
Options
Preferences
Help
Index
Topic
About
Registration

Red Tabs File Menu

Each Red Tab item is kept is a separate file.   To Add, Edit or Delete files from your Red Tabs, you need to use the **File** menu option.

New   This option clears the Red Tab screen and allows you to create a new Red Tab item.

Open   This option allows you to <u>find</u> an existing Red Tab item and open it up for editing.

Save   This option saves any changes you make to a Red Tab item.   If the item is a new Red Tab item, you will be prompted to type in the Red Tab's description before saving the file.

Save As   This option allows you to save the current Red Tab item into a new Red Tab.   You will be prompted to enter in the Red Tab's new description before saving the file.   You will need to use this option when changing a Red Tab's description.

Delete   This option allows you to delete an existing Red Tab.

Printing Red Tabs

You may print out your red tabs by selecting the **Print** menu option. The red tab will be printed on plain white paper and will print according to the planner size you are using. The formatting you see in the red tab will be reflected in the printed copy. The following options add additional convenience when printing Red Tabs.

Pause Between Pages   Selecting this option will cause Ascend to prompt before printing each subsequent page, allowing you to prepare the printer for the next sheet.

Print Page Numbers   Selecting this option will cause Ascend to print page numbers at the bottom of each page you print.

Searching for Text in the Red Tab Files

You may use the **Edit** menu option and the **Find** sub-option to find text in your red tab file.

Search For   Enter the text you desire to search for.

Case Sensitive   If you desire your search to be case sensitive, check this button.

From Beginning of File   If you desire the search to start at the beginning of the file, check this button.   Otherwise the search will begin from the current position in the file.

Select the OK button to begin the search.

You may use the **Edit** menu option and the **Find Next** sub-option, or use the [**F3**] key to repeat the last find operation.

Opening Red Tab Files

Select the Red Tab file you desire to edit and press the OK button or double click on the desired file.

If you desire to delete one of the Red Tab files you see in the list, simply highlight the Red Tab item and press the **Delete** button.

Master Task List

Ascend allows you to have five different Master Task List categories where you may temporarily "store" tasks you would like to do someday; but, you don't want to schedule on a particular day yet -- kind of a "someday when" list.   The Master Task List is like a "back burner" and is a handy feature for storing tasks you don't want to forget, but know you don't have time to complete in the near future.

You may easily and quickly move tasks from your Prioritized Daily Task List to the Master Task List and vice versa.   In fact, Ascend will even prompt you to move a task to the Master Task List after you have forwarded it the number of times you specified in your <u>Preferences</u>.

There are five different categories in your Master Task List.   To switch between categories, <u>click</u> on one of the big arrows to either side of the category name box or use the Goto menu.

Master Task List Menu

File
 Printer Setup
 Print
 Global Search
 Speed Dial
 Exit
Edit
 Undo
 Cut
 Copy
 Paste
 Clear
 Delete
 Move
Window
 Save Window Setup
 Window Color
 Arrange Icons
 Prioritized Daily Task List
 Appointment Schedule
 Daily Record of Events
 Address & Phone
 Values & Goals
 Red Tabs
 Master Task List
 Focus
 Weekly View
 Turbo File
 Journal
 Favorite Quotes
Options
 Preferences
Goto
 -1 Category
 +1 Category
 Work
 Home
 Church
 Misc A
 Misc B
Help
 Index
 Topic
 About
 Registration

Print

Ascend will print the Master Task List category you are currently in, when you call the print routine, on a blank sheet of paper.   The printout size will vary according to the filler size you specify in your Printer Setup.

You can also indicate to **Print on Right Side Page** or **Print on Left Side Page** to print on the side of the page that best suits your needs.

Edit Master Task List

Delete   To delete a task from your Master Task List place the cursor anywhere on the row of the task you wish to delete and select this menu option. Ascend will ask for confirmation before deleting the task.

Move   This allows you to move the current task to your Daily Prioritized Task List. To select this option place your cursor anywhere on the row of the task you wish to move, then select this option.   You will use the <u>Goto Calendar</u> to place the task on the day you wish to move the task to by double clicking or highlighting the day then pressing **OK**.   The task will be removed from your Master Task List and placed on your Prioritized Daily Task List on the date you specified.

A quicker way to perform the above actions is to click on the number to the left of the Master Task List item you wish to affect.   A dialog box will pop-up asking you which action to perform on the task.

Goto

Since you can change your Master Task List categories in <u>preferences</u> the menu options here may differ from those you see but the concepts are the same.   You may access the Master Task List category of your choice by bringing up the Goto menu then selecting the category you wish to see.

-1 Category	This will move you back 1 category on the Master Task List.

+1 Category	This will move you forward 1 category on the Master Task List.

Category #1	This will take you directly to the Work, or whatever you may have designated, category's Master Task List.

Category #2	This will take you directly to the Home, or whatever you may have designated, category's Master Task List.

Category #3	This will take you directly to the Church, or whatever you may have designated, category's Master Task List.

Category #4	This will take you directly to the Misc A, or whatever you may have designated, category's Master Task List.

Category #5	This will take you directly to the Misc B, or whatever you may have designated, category's Master Task List.

Focus

If you use a computer during the day, the Focus feature allows you to view and concentrate only on the highest prioritized task that has not yet been completed from your Prioritized Daily Task List.

Focus does this by "blocking out" everything on your computer's monitor except a "worksheet" containing all of the information regarding the current task you are working on, thus making it easier to really focus on the most important task at hand. You may change any of the information on this work sheet and Ascend will automatically update your Task List with the new information.

You can also view your progress for the day graphically by selecting the following menu options.   First select **Options,** then **Map.**   You will now see the task map displayed.

Focus Menu

The following options appear on the Focus Menu:

File
    Printer Setup
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
    Insert Name
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
    Task Completed
    Map
Goto
    Next Task
    Previous Task
Help
    Index
    Topic
    About
    Registration

Focus Options

Task Completed By selecting this menu option, the task you are working on is marked as completed.   Then the **Task Map,** showing the number of tasks under each priority and the number currently completed, will be displayed.   After you press **OK** the Focus window will bring up the next uncompleted task.

Map This menu option brings up a quick chart with a box for each task entered that day.   The boxes appear in four rows, one for each priority.   The completed tasks will be depicted by checkmarks in the corresponding boxes.   This allows you to track your progress through the day.

Focus Goto Menu

Next Task   This option allows you to move forward or "peek" at the next uncompleted task.   This is useful if you must move on to the next task for some reason.

Previous Task   This option allows you to go backwards to view the previous, uncompleted task.

Weekly View

Weekly view can be displayed or <u>printed</u> to quickly and graphically show you a summary of the week displaying the following information for each day:

*   **Appointments**

*   **Number of Tasks**

*   **Any special day items**

In addition to the summary information for all seven days, Weekly View displays detailed information about one of the seven days along the bottom of the Weekly View window.   The day for which this detail is being displayed is designated by its name box being highlighted.

To view more detail on another day simply select that day by clicking on its name box or using the <u>Tool Bar</u>.   (Keyboard users may use the **<u>Goto</u> menu option to change the detailed day.)**

Weekly View Menu

The Weekly View menu includes the following options:

File
    Printer Setup
    Print
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
Goto
    Sunday
    Monday
    Tuesday
    Wednesday
    Thursday
    Friday
    Saturday
    -1 Week
    +1 Week
    Today
    Date
Help
    Index
    Topic
    About
    Registration

Weekly View Goto Menu

The Goto menu in the Weekly View menu provides the following options:

Sunday   This changes the page date to Sunday of the week being viewed in **Weekly View**.

Monday   This changes the page date to Monday of the week being viewed in **Weekly View**.

Tuesday   This changes the page date to Tuesday of the week being viewed in **Weekly View**.

Wednesday   This changes the page date to Wednesday of the week being viewed in **Weekly View**.

Thursday   This changes the page date to Thursday of the week being viewed in **Weekly View**.

Friday   This changes the page date to Friday of the week being viewed in **Weekly View**.

Saturday   This changes the page date to Saturday of the week being viewed in **Weekly View**.

-1 Week   This changes the page date back one week from the date being viewed in **Weekly View**.

+1 Week   This changes the page date forward one week from the date being viewed in **Weekly View**.

Today   This changes the page date to the current system date for viewing in **Weekly View**.

Date   This accesses the Goto calendar allowing you to jump to any date.

Print

Print   This allows you to print your weekly view on the Franklin **Weekly Schedule** form, or on blank paper, so you can have a list of your appointments, and other information regarding the week with you.

Turbo File

Turbo File is a new concept introduced by Ascend that allows you to quickly find "things".   A "thing" could be a magazine article you once read and found interesting, a statement you heard and wanted to remember, a report your boss gave you, a piece of mail you might someday want to find, etc.   Simply think of Ascend's Turbo File as a very sophisticated in/out box where you can locate items in seconds.

If you have ever thought: "I wish I could remember where I read that..." or "If only I had saved that letter..." or "I wish I would have kept that information, I knew I would need it someday...." Turbo File can help.

Turbo File is basically a dialog box that allows you to fill in information, save it, then retrieve it at a later date.   The fields for the dialog box are explained below:

Description   Enter the description of the item you are filing.   You may search by this description at a later date so use a unique description if possible. For example, if you read an article about stocks, your description might be "Stocks for the 90's."

Key Words   Enter up to five Key Words you might want to use when trying to find this item in the future.   For example, if you were filing an article about stocks, some of your key words might be Stocks, Wall Street, etc.

Location   Enter the location where you will be able to find this article in the future.   You may enter a magazine issue, a location in your office, a filing cabinet number, a folder number, etc.

Category   You may either select from an existing category by clicking your mouse on the down arrow next to the Category box, or you may enter a new category by typing it in the box.

Type   The Type field is similar to the Category field in that you may either select an existing Type or enter a new one.

Date Entered   This field will default to Today's Date and you may leave it alone, or you may enter a date of when you entered this file.

Notes   You may enter a more detailed description of the filed item, or type anything about the item you want to remember in this section.

Save   After you have entered all the necessary information, select the Save button and   Ascend will save the record and clear the screen for a new entry.

Find   To find records you have entered into Turbo File, select the <u>Find</u> push button.   You may then perform a search to find one of your filed items.

New   If you want to start on a new item without saving the current item you are working on, you may press the New push button.

Delete   If you want to delete the current Turbo File item that is displayed, press this button.

Prev   If you want to view the previous item in the Turbo File, press this

button.

Next   If you want to view the next item in the Turbo File, press this button.

Turbo File Menu

File
 Printer Setup
 Global Search
 Speed Dial
 Exit
Edit
 Undo
 Cut
 Copy
 Paste
 Clear
Window
 Save Window Setup
 Window Color
 Arrange Icons
 Prioritized Daily Task List
 Appointment Schedule
 Daily Record of Events
 Address & Phone
 Values & Goals
 Red Tabs
 Master Task List
 Focus
 Weekly View
 Turbo File
 Journal
 Favorite Quotes
Options
 Preferences
 Turbo File Categories
 Turbo File Types
Help
 Index
 Topic
 About
 Registration

Finding Turbo File and Quote Records

To find an existing Turbo File or Quote record, you have several options:

1. You may type in the first few letters of the **Description** then select the **Search** push button.
2. You may type in one or more of the **Key Words** then select the **Search** push button.
3. You may do a combination of the above two items.

If you want Ascend to display **all** your records, simply select the **Search** button without entering anything in the **Description** or **Key Words** boxes.

When searching for a record based on **Key Words**, you may have Ascend retrieve the entry if any of the **Key Words** specified are found in the record or retrieve it only if all the **Key Words** specified are found in the record.

When you have found the record you were looking for and you want to view it, and/or edit it, you may either highlight the item and select **OK** or double click on the item.

Journal

Ascend's Journal is very similar to the Daily Record of Events, but is kept separate so you may print just your Journal entries if you wish.   You may also choose to print, or exclude, your journal when you print your <u>Daily Record of Events</u> page.

Special "red letter" days may be marked as **Index Entries** to facilitate finding them later.   Entries may also be found using Ascend's <u>global search</u>.

Journal Menu

The Journal menu includes the following menu options:

File
- Printer Setup
- Print
- Global Search
- Speed Dial
- Exit

Edit
- Undo
- Cut
- Copy
- Paste
- Clear
- Insert Name

Window
- Save Window Setup
- Window Color
- Arrange Icons
- Prioritized Daily Task List
- Appointment Schedule
- Daily Record of Events
- Address & Phone
- Values & Goals
- Red Tabs
- Master Task List
- Focus
- Weekly View
- Turbo File
- Journal
- Favorite Quotes

Options
- Preferences

Goto
- Yesterday
- Today
- Tomorrow
- 1 Day -
- 1 Day +
- 7 Days -
- 7 Days +
- Date

View
- Index Entries
- Add Index Entry

Help
- Index
- Topic
- About
- Registration

Printing Journal Entries

You have several options when it comes to printing your   journal.

Journal Index   Check this box if you desire to print just a journal index. This will print an alphabetized "Table of Contents" to the indexed   entries, along with the dates where the entries are located.

Journal   Check this box if you desire to print your actual journal entries for the dates specified.

Starting Date   Enter the starting date of entries to be printed in the journal.

Ending Date   Enter the ending date of entries to be printed in the journal.

Print only 1 Date per Page   Check this box if you desire each day's entry to begin printing on a new page.

Pause Between Pages   Check this box if you would like Ascend to pause before printing the next page.   This allows you time to prepare the next sheet of paper in the printer before printing.

Print Out Size   Select the printout size you desire.

Printer Setup   Accesses the printer setup so you may verify or alter the print settings.

When you are ready to begin printing, press the **OK** button.

Journal View

This menu option deals with journal index entries.   You will see the following selections in the drop down menu:

Index Entries   This menu option will create a moveable, sizeable, "child" window, within the Journal window area, showing the journal index entries for the <u>page date</u> you are on.   Index entries are key words that mark special entries in your journal.   These indexed entries make it easier to find important entries on particular dates, such as: "Bill left for college today", or "Preston was born."

Close the **Index Entries** window by using its control menu or by toggling it off by selecting **View** then **Index Entries** once again.

Add Index Entry   Brings up a dialog box so you may add a Journal Index entry. Index entries are used to mark days with special journal entries. This index may be printed separately and used as a "table of contents" for your journal.

Selecting **Add Index Entry**, will cause a dialog box to appear.   This dialog box is used to index entries and has the following options:

Index Entry   Enter the index entry you want specified for the event.

Special Entry   Check this box if you want this index entry printed in **BOLD** text when you print the index.

Current Index Entries   This box displays the currently defined index entries for that <u>page date</u>.

Press OK to save the new index entry or press Cancel to abort.

Favorite Quotes

The Favorite Quotes feature of Ascend allows you to store and retrieve your favorite quotes.   (Ascend comes with a few sample quotes.)   If you prefer to display a quote each time you start Ascend see <u>More Options</u> in the <u>Preferences</u> menu.

The quotes module provides a search feature so you may quickly find all quotes relating to a particular topic by entering one or more "key words."   You may then select the particular quote you like.

The format for entering and finding quotes is very similar to that used in the <u>Turbo File</u>.

Favorite Quotes Menu

The Favorite Quotes menu includes the following selections:

File
    Printer Setup
    Global Search
    Speed Dial
    Exit
Edit
    Undo
    Cut
    Copy
    Paste
    Clear
Window
    Save Window Setup
    Window Color
    Arrange Icons
    Prioritized Daily Task List
    Appointment Schedule
    Daily Record of Events
    Address & Phone
    Values & Goals
    Red Tabs
    Master Task List
    Focus
    Weekly View
    Turbo File
    Journal
    Favorite Quotes
Options
    Preferences
    Quote Categories
Help
    Index
    Topic
    About
    Registration

Edit Categories

This option is used to change the name of an existing category in one of the following areas of Ascend.

* **Task Categories**
* **Phone Categories**
* **Turbo File Categories**
* **Turbo File Types**
* **Quote Categories**

For example, if you had a Task Category of **Phone** and you wanted to change it to **Telephone**, you would select the **Options** menu in that module then select the appropriate **Categories** menu selection. (Example: In Tasks you would select **Task Categories**.)

To change the **Phone** category to **Telephone** you would highlight **phone** in the list of categories by clicking on it one time with your mouse or by moving to it with the cursor keys on the keyboard.   the word **Phone** would now appear in the **Edit Category** box.   Now click on the **Edit Category** box or press the [**TAB**] key to move to it.   Type **Telephone** in the **Edit Category** box and press the [**ENTER**] key or **OK** to accept the change.   If you have more than one change press the [**TAB**] key rather than **OK** or [**ENTER**] to remain in the Edit Categories dialog box.   Select the **OK** button when you are finished making changes.

Ascend Tools & Utilities Program

The Ascend Tools & Utilities program is a module that runs outside of Ascend.   If fact, it is run from Windows and will not run unless Ascend is closed.   The Tools and Utilities program is important because it allows you to:

*   Make back-up copies of your Ascend data files.
*   Restore back-up copies to your hard drive.
*   Transport your data between two or more machines.
*   Purge old data from your Ascend files
*   Reindex your Ascend files
*   Experiment with Ascend's features using Demo Data

The following selections are available under the Tools and Utilities **File** menu:

Backup   This menu option allows you to back up the Ascend data files from your Ascend sub-directory to a floppy diskette or another hard drive.   If your data will not fit on one floppy diskette, Ascend will ask for additional diskettes.

Ascend will erase all data on any floppy diskette used for backing up, but it will not format the diskette.   Diskettes used for backing up must already be formatted.   (If you backup to a hard drive, the files in the root directory will not be erased, but the BACKUP file will be placed in the directory on the drive to which you backup.)

Restore   This option allows you to restore the data from the BACKUP file to your Ascend sub-directory on your hard drive.   This is useful for transferring data between machines.   You simply run the **Backup** routine when you leave one machine and do a **Restore** when you arrive at the other machine.

Important!   Perform the restore prior to doing any work in Ascend since any existing data files in the Ascend sub directory will be overwritten by the files in the BACKUP file.

<u>Purge</u>   This option allows you to remove old data from your Ascend data files. This keeps the program more manageable and provides you with a history of past tasks, appointments, notes, and journal entries in ASCII format, if you choose the archive option when purging.

Fix Header   This option will reconstruct critical data that may have been corrupted in the data files.   **Do not run this routine unless instructed to do so by an Ascend Support Technician.**

Reindex File This option is used to "clean up" any potential problems your data files may have due to power failures, poor backups, etc.   If you receive a message stating "An Error has Occurred", Ascend will list the file in which the error occurred.   Reindexing that file will fix most problems you might encounter in Ascend.   If the problem persists or you need additional help, please contact Ascend's Technical Support department.

Ascend Tools & Utilities Menu

The Ascend Tools & Utilities menu includes the following options:

File
   Backup
   Restore
   Purge
   Fix Header
   Reindex
   Exit
Demo
   Turn Demo Data On
   Reset Demo Data
   Remove Demo Data
Help
   Index
   Topic
   About

Purge

Purge allows you to manage your files that contain date sensitive data.   You can purge and archive your "outdated" tasks, appointments, daily record of events, and journal entries to keep your data files smaller and more manageable.

Maintaining smaller files, by purging periodically, will speed up backups and restores, as well as normal day-to-day operation.

The options found in the Purge dialog box are described below:

Starting Date   All data in the selected files after this date, and prior to the **Ending Date,** will be purged (and archived if you wish.)

Ending Date   All data in the selected files since the **Starting Date,** and prior to this date, will be purged (and archived if you wish.)

Task List   Selecting this option removes all tasks and their associated notes between the **Starting Date** and the **Ending Date** from your data files.

Appointments   Selecting this option removes all appointments and their associated notes between the **Starting Date** and the **Ending Date** from your data files.

Daily Record of Events   Selecting this option removes all daily record of events between the **Starting Date** and the **Ending Date** from your data files.

Journal   If this option is selected all journal entries between the **Starting Date** and the **Ending Date** will be removed from your data files.

Pack Files   Selecting this option will compress the data files after the old data has been removed.   If this option is not selected Purge will remove your old data, but the data files will remain the same size until the vacated spaces have been refilled with new data.

Purge Only   This option removes the specified data from your data files.   The indicated data will be lost once this operation is performed.

Purge & Archive   This option removes the specified data from your data files and creates an ASCII text file into which the "purged" data will be placed. This allows you to keep your program manageable while still maintaining a record of tasks, appointments, etc. for future reference.

Output File   If you select Purge & Archive you must supply a name for the ASCII text file that will be created.

At the bottom of the dialog box you will see a graphical representation of how the purge is progressing on each of the selected files.

Demo Data

The demo data allows you to familiarize yourself with the features of Ascend without jeopardizing the integrity of your own data.

The **Demo** menu option contains the following sub-menu options:

Turn Demo Data On   This temporarily stores your personal files and replaces them with demo data so you can learn how Ascend functions by actually using Ascend's features.   When you're through with the demo data and want to return to your actual data simply select **Remove Demo Data**.

Reset Demo Data   This allows you to install, or reset, the demo data to help you familiarize yourself with the features of Ascend by actually using them.   Each time you reset the demo data it will load the demo data with today's date as a reference point so you can reuse the demo data to experiment as many times as you wish.

Remove Demo Data   This will replace the demo data in Ascend with your actual data.

Ascend

A computer software program designed specifically to be used with the Franklin Day Planner.

Backup

A routine that allows you to back up your Ascend data files from your Ascend sub-directory to a floppy diskette or another hard drive.

Click
Quickly press and release a mouse button, usually the left one.

Delimiter
The character used to separate different fields in a record.

DOS
Disk Operating System

Double Click
Quickly click the left mouse button twice.

Drag

Press the left mouse button and hold it down while moving the mouse.   This will allow you to move items, make selections from pulldown menus, etc.

Field

An individual piece of information in a record.   For example the Last Name, the First Name, and the Company Name would be three of the fields in a single Address and Phone record.

Focus
A feature that allows you to view and concentrate on the highest-priority, uncompleted task from your prioritized Daily Task List.

Franklin Day Planner

A date-book-organizer to aid you in controlling daily events and schedules.   The Franklin Day Planner is designed to improve your personal productivity as well as help those around you.   For additional information about the Franklin Day Planner call 1-800-654-1775.

Goto Calendar

The Goto Calendar has several uses.   The primary purpose is to forward or move Tasks to other dates in the future or to the Master Task List.   The Goto Calendar can also be used to view Special Days, Daily Tasks, and Appointment Schedules.

Icons
Small pictures representing one of Ascend's modules or other Windows programs.

Importing Records

A routine used to put address and phone information into Ascend from another computer file.

Master Task List
A file to temporarily store tasks that you would like to do someday but don't want to schedule on a particular day yet.

Modem

A device that connects your computer with a phone line.   If you have a modem you will be able to use the auto dialer.

Page Date
The date that represents the date of a page in your Franklin Planner.   This is the date displayed between the arrows on Ascend's Tool Bar.   It may differ from today's date which is displayed in the status ribbon at the bottom of the screen.

Point
Move the mouse until the pointer rests on the item you want.

Prioritize

A process of placing your Daily Tasks in the sequence in which you want to complete them. Tasks are given priorities (A, B, C, or D) based on the need you feel to complete them today. **A tasks** are vital and <u>must</u> be completed today, **B tasks** are important and <u>should</u> be completed today, **C tasks** have some value and <u>could</u> be completed today, and **D tasks** are things you would like to complete at <u>home</u> or on your own time.

Rank
Part of the process of prioritizing your Daily Task List.   After your tasks are given an A, B, C, or D   priority, they are then given a numerical ranking.   (A1, A2, A3,....)

Record

A phone and address record contains all the information pertaining to a single person.   Each record occupies a single line and consists of fields separated by a delimiter.   (Field 1, Field 2, Field 3, Field 4, ...)

Recurring Appointments
An appointment you schedule at regular intervals.   (Every third Thursday, the 15th of every month, etc.)

Recurring Task

A task you wish to schedule at regular intervals.   (Every third Thursday, the 15th of every month, etc.)

Registration

Each Ascend program must be registered to the person or company who purchased the program.   Fill out your Ascend registration card and mail it to **NewQuest Technologies**. **NewQuest Technologies** will send a **KEY NUMBER** with each purchased program**.**   Your Ascend program will only work for 60 days without a Key Number.

Repeat Task
A task you want to re-schedule a certain number of days after completing the same task. Repeat Task are different from Recurring Task because they are re-scheduled based on the completion date.   (**Get a haircut** would probably be entered as a repeat task.)

Restore
A routine that allows you to restore data from a BACKUP you have made, usually on floppy diskette, to your Ascend sub-directory on your hard drive.

Search

Ascend's Global Search routine can be accessed from all Ascend modules and is used to search through various parts of your planner's data for a specific word or words.

Speed Dial
A method to quickly dial a phone number from your address and phone module. You must have a modem to Speed Dial.

Statistics

A routine accessed from the Daily Task List. Move the cursor to one of your tasks, pull down the **View** Menu and select **Statistics.** This will display a dialog box containing misc. statistics about the task.

Systems Date
This is the date your computer keeps as the "currrent" date.   This is the date displayed in the Status Ribbon at the bottom of Ascend's window.

Task Code

A Task Code designates what action was taken on a task (completed, forwarded, delegated, etc.).   The Task Code column is the furthest to the left on the Prioritized Daily Task List and is designated by a down arrow.

Technical Support
Refer to the on-line help and the User's Guide to answer your questions or problems.   If you are unable to resolve your problem, you can call Ascend's Technical Support Help Line.
      Ascend's Technical Support: 801-975-9999
If your question concerns Windows, you should call Microsoft's help line.
      Microsoft's Technical Support: 206-454-2030

Time Blocks

A Time Block is a 15 minute block of time.   (1 time block = 15 minutes.)   Time blocks are used in the Time Management routine as well as in the appointment schedule routine.

Window

A "window" is an area on your computer's screen where a program (or part of a program) is running.   For example, you could have one window running your Ascend, another window running your word processor, and still another window running your spreadsheet.   Windows allows you to quickly "jump" between these applications.

Font

A font is the typeface that the text is displayed or printed in.

Daily Record of Events
The right side of your planner usually used for notes, ideas and journal entries.