

DateMan

The Complete Contact Management Solution
for the Newton OS

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1 Introduction

1.1 Welcome

DateMan presents your schedule in a clean, uncluttered fashion, and gives you the greatest amount of information in the least amount of time. It's Main Agenda View lists every item on your schedule, over any length of time. It lets you precisely plan your upcoming events, and always know what's around the corner.

DateMan is also easy to customize. DateMan works around you, rather than you having to adjust to it. To this end, we've made it possible to configure just about every aspect of the application. If you don't like the way a feature is works, chances are that you can change it to suit your needs.

Because the aspects of your life are connected, DateMan links information together. This could be linking Appointment invitees to the Appointment, or linking a group of people to a list of tasks. Once an item has been linked, it is quick and easy to jump from it to its application, and back again. The items stay linked whether you're in DateMan, the NotePad, or the Names application. We've placed DateMan buttons in several of the built in applications (Names, NotePad, and Dates) to allow you quick access to many of DateMan's functions, without having to stop whatever else you're doing.

To get the most out of DateMan, please take a moment to read through this manual. It reveals a great many short cuts and useful features that help make DateMan an integrated extension of your Newton.

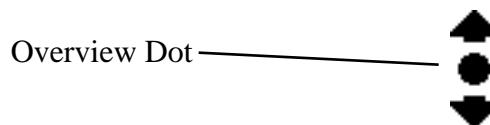
1.2 Terminology

There are certain terms used throughout this manual that the casual or new user may not know. These are defined here for convenience.

Tap and Hold: To tap and hold, hold the pen on the item until the Newton makes a 'squeak' sound.

Action Button: The small envelope button  found in the lower right of many applications, including DateMan.

Overview Dot: The small round dot at the bottom of the screen, between the up and down scroll arrows.



Date Item: Any item with an associated date, such as a To Do Task, Appointment, Call, or Event.

1.3 Notes

1.3.1 Call Times

There is an option in the Prefs to turn off Call times. When this is selected, Calls are merely sorted by day, and it is assumed that they can be made at any time during that day. This option has been turned on for the pictures in this manual. If you like, calls can be treated more like Appointments, with an associated time.

1.3.2 Examples in This Manual

The examples in the body of this manual assume that only the required packages are installed. Each of the extra packages are treated separately in chapter 9 of the manual.

2 Installing DateMan

This chapter details the installation of any of the packages included in DateMan. The directions below assume that you've already set up the Newton Backup Utility to talk to your Newton. If you have not, please consult the documentation that came with your Newton.

2.1 Installation

1. Open the Newton Backup Utility  on your Desktop machine.
2. On your Newton, go to the Extras Drawer  and tap the Connection icon .
3. Once the Newton Backup Utility has loaded on your desktop machine, make sure your cables are connected and tap the **Connect** button on your Newton.
4. For each of the packages you wish to install, do the following:
 - Tap the Install Package button in the Newton Backup Utility 
 - Go to the folder where your packages are, and select the desired package.
 - Click on the “Install” button

2.2 Package Summary

There are ten packages included with DateMan. Each package has a specific purpose, and only some are necessary for using DateMan. The rest give added features to the application. Below is a description of the packages included, so that you can decide which ones you want to install. Full explanations of each package are given in Chapter 9.

2.2.1

Necessary Packages

To use DateMan, you need to install these packages.

DateMan.pkg

This is the main application. It will take up approximately 313k of space on your Newton.

ScrlMenu.pkg

This will let your popup menus scroll by a full page at a time, rather than a line at a time. It will also enable hierarchical popup menus. will take up approximately 9k of space on your Newton.

2.2.2

Enhancement Packages

These Packages add to the flexibility and functionality of DateMan. None of these are needed for the basic operation of DateMan, so only install them if you need their features.

DMTodo.pkg

This is a DateMan extension which allows you to quickly create several To Do Tasks at once. It will take up approximately 10k of space on your Newton. It appears in your Newton extras drawer as MultiToDo.

TodoFix.pkg

TodoFix package is only needed if you are having problems with the DMTodo.pkg. If you need to use it, just install it. It will run once and then remove itself.

DMPrint.pkg

The print package collection of printing tools for DateMan. It will take up approximately 5k of space on your Newton. You should install this if you want to print out your schedule.

DMEmail.pkg

This adds an eMail item type to the DateMan display. It takes up around 25k of space on the Newton.

DMFaxes.pkg

The Faxes package adds a fax item type to the DateMan display. It takes around 24k of space on the Newton.

DMGoals.pkg

The goal package lets you set up Goals items in DateMan. Goals are used for single items, such as grocery shopping. It takes up approximately 28k on the Newton.

DMNotes.pkg

DM Notes adds additional preferences to any notes in DateMan. It also lets you write notes directly in the NotePad, and then place them in DateMan's Main View. It takes up around 18k of space.

DMWeb.pkg

This package lets you keep track of web sites with DateMan. It adds a Web item to the Main View of DateMan. It takes up around 19k of space.

3 DateMan Basics

3.1 Running DateMan

The central piece of DateMan is the application itself. The DateMan application can be opened from many different locations on the Newton. It can be accessed from the Extras Drawer, Dates, Names, or the NotePad. The way that DateMan is accessed varies slightly depending on from where it is opened.

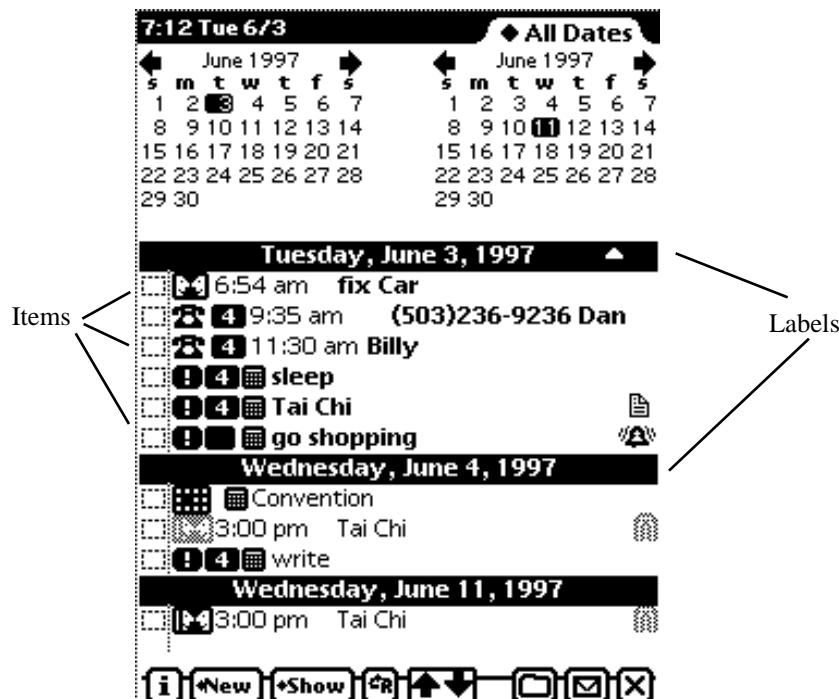
In the Extras Drawer, tap on the DateMan icon,



From Dates, Names, or the NotePad, tap on the **DM** button, and select “Open DateMan” from the menu.

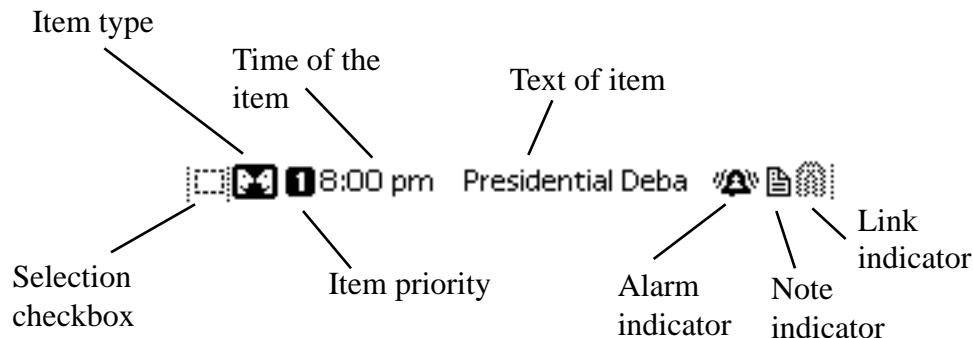
3.2 Main View

When you open up DateMan, the first screen that you see is the Main View. This screen gives you a concise overview of the coming weeks. Each display line is either a label or an item. Labels are distinguished by their white on black type, and lack a check box. There are two basic types of items; those with times associated with them, such as Appointments, and those with only dates, such as events and to do tasks.



The Main View is designed to give you the greatest amount of information in a single screen. All of the information can be a little overwhelming at first, but it quickly becomes second nature to use the Main View. The following section walks you through the various items on the screen.

3.3 Items With Associated Times



A timed item contains many icons that let you work with the item.

3.3.1

Selection Checkbox

This check box selects the item. Multiple items can be selected to perform actions on all of the items. Actions can include duplicating, filing, or moving to a new date.

3.3.2

Item Type

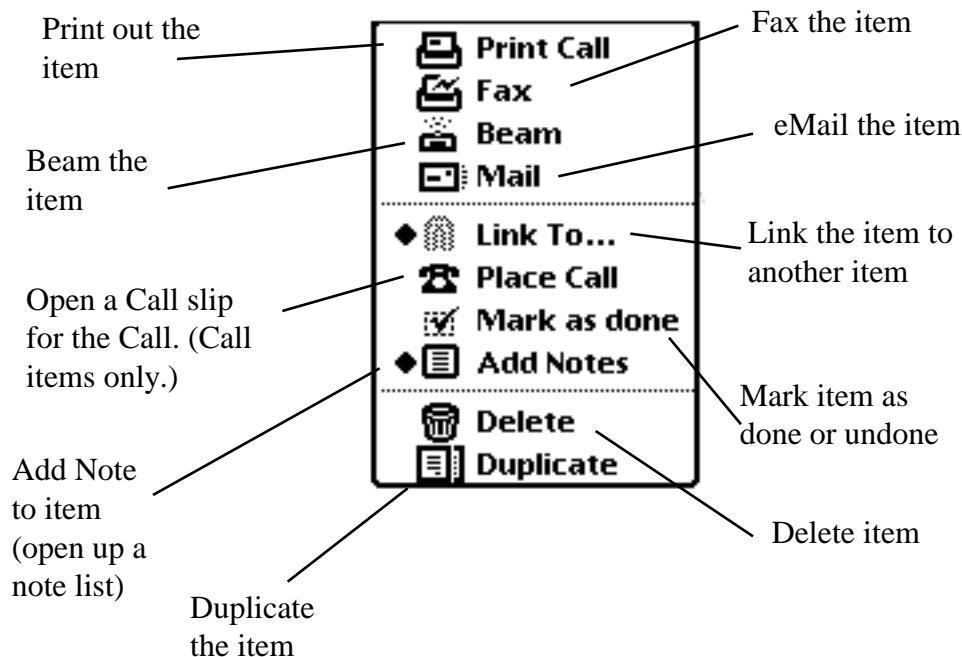
This icon indicates the type of item. DateMan comes with seven different types of items, each with a different icon. Expansion packages, such as the Goal package, give DateMan new item types. If the item has been completed, the icon will be grayed out.

These icons, and their grayed out versions, are included below.

	/		Annual event
	/		Event
	/		Appointment
	/		Repeating event
	/		Repeating Appointment
	/		Phone call
	/		To do task

Tapping on the item type will popup a list of available actions. These include printing, faxing, eMailing, beaming the item, linking the item to another item (see the chapter 7 for more on this), placing the call (if it's a call item), marking the item as done or undone, adding notes to the item, and deleting or duplicating the item.

Tapping and holding on this item will mark the item done if it is undone, or undone if it is done.



3.3.3

1

Item Priority

Items are sorted first by date, then by time, and finally by priority. To change the priority of an item, tap on the current priority. A list, from 1 to 15 will popup, with an additional item to indicate No Priority. The priorities can also be set to A1, A2, A3 . . . C1, C2, C3, or just from 1 to 10. These options can be set in the Display Prefs. Select the new priority on the picker to set it. Tapping and holding on this item will mark the item done if it is undone, or undone if it is done. Not every item will have a priority next to it. You can set whether or not to show item priorities using the Prefs.

3.3.4

8:00 pm

Item time

This indicates the time of the item. There is an option in Prefs to display both the start and end time of the item. If you select this option, both will be displayed here. Tapping here will open a picker in which you can set the date and time of the item.

3.3.5 Presidential Deba

Text of Item

Here the actual item is displayed. If there is a person or place associated with the item, they will also be displayed here if space permits. Tapping here will open an edit window in which the specifics of the item can be edited. This text will be **bold** if the item happens today, an option that can be changed in the Prefs.

3.3.6

Alarm Indicator

If the item has an alarm associated with it, and that alarm has not yet gone off, this will appear.

3.3.7

Notes Indicator

If the item has an associated note, this will be visible. Tapping on it will open the note for editing. If there is no associated note, you can tap the item type icon (see 3.3.2) to add one.

3.3.8

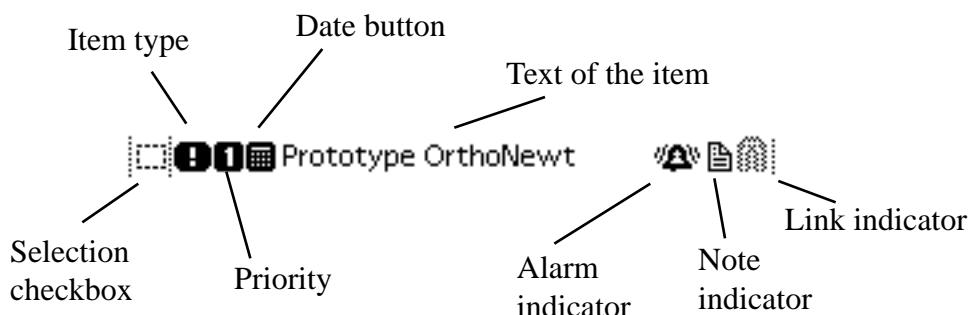
Links Indicator

The links icon (a paperclip) will appear if the item has any links attached to it.

Tapping on it will popup a menu listing all the item's links, as well as options to edit or clear the links. If the item has no links, you can add them by tapping the item type icon. (see 3.3.2)

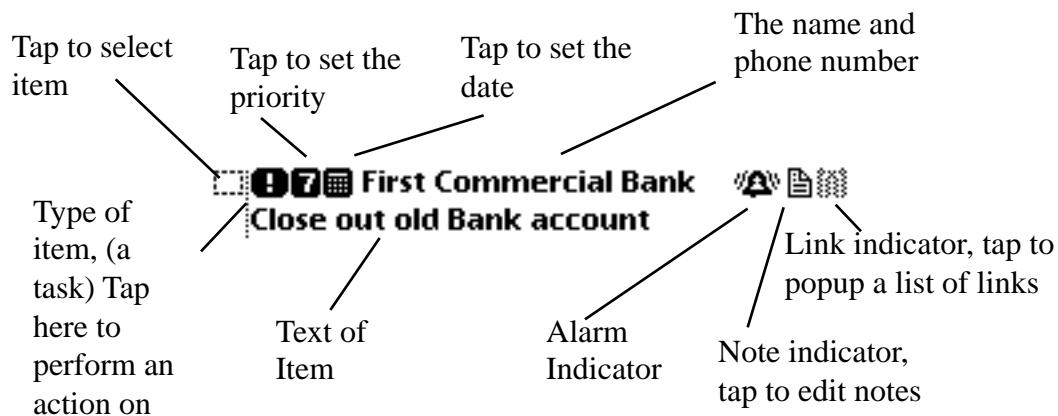
3.4 Items without associated times

3.4.1 Untimed with a one line display



Untimed items are laid out much like the timed item, with the addition of the Dates button.  Since there is no time display on this item, you need some method of changing its date. Tapping on the Dates button will popup a picker that can be used to change the date of the item.

3.4.2 Untimed items in the two line format



The two line format is nearly identical to the one line format, but the information is more spread out.

3.5 Working with the Main View

The Main View has several buttons at the bottom of the screen that controls many of the functions of DateMan. The Action button, scroll arrows, and the Refresh button all affect the Main View. The File button doesn't do anything in the Main View, and the I, New, and Show buttons will each be explored in chapter 4.

3.5.1 Scroll Arrows

These arrows let you scroll through the main view. If an arrow is solid, then there is more information to be viewed. These arrows only appear if there is text off of the screen.

3.5.2 Refresh Button

When this button is tapped, it will update the information on the Main View.

3.5.3



Action Button

The Action button has two features affecting the Main View

 **Mail date**

Mailing the Main View

This function eMails the items included on the Main View of DateMan. It is used just like the normal Mail function of the Newton OS.

 **Delete Old**

Removing Old Items

Old items in the Main View can be removed with this option. When this is selected, a screen pops up that is used to delete all items before a certain date. You can also choose to delete calendar items, to do items, or both.

4 Fine Tuning the Main View

4.1 Customizing the Main View

There are two main views in DateMan: the Agenda View and the Day View. Each one has its own advantages, and both are designed for easy access to information. The Agenda View contains a contiguous list of items, and lists information over any length of time that you choose. Because it contains more information, it takes DateMan slightly longer to access the Agenda View. The Day View is more precise. It lists just one day, and as such, is slightly faster than the Agenda View. The Day View has up to four separate lists, which can separate out different item types.

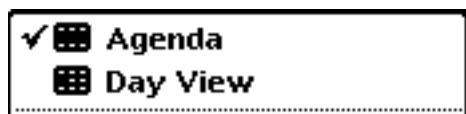
4.2 Changing Views

There are several ways to change between the Day View and the Agenda View. The first way is through the Show button. To use this option, tap the Show button and select either the Agenda View or the Day View. The other way to change views is with the overview dot. Just tap it to instantly change views. Alternatively, if you are in the Agenda View, just tap on the label for the day you wish to view, and DateMan will change from the Agenda View to the Day View.

4.3 The Show Menu

Whether in the Day View or the Agenda View, the Show button lets you fine tune the view to your needs. The Show menu of the Agenda View will be examined here, because it includes all of the options available in the Day View.

4.3.1



The first two lines of the Show menu let you switch between the Day view and the Agenda View. DateMan will use the view that is checked.

4.3.2



The second section allows you to set what items are included in DateMan's Agenda View. If an item is checked, then the items of that type appear in the Main View. Any new items that are included from expansion packages will appear on this menu as well.

4.3.3

- Done Items**
- Show Date Picker**
- Two Line Display Items**

You can set whether or not DateMan will include items that are marked as done using the Done Items item on the menu. If this option is not checked, then Done Items will not be included on the Agenda View.

The second option lets you switch between the calendars or date pickers in DateMan. These are used to select the date or dates that are viewed through DateMan. Both of these options will be discussed in more detail in chapter 4.4.

The Two Line Display Items tells DateMan to display items in either the one line or two line format.

4.4 Length of View in DateMan

DateMan will show any length of time in the Agenda View from one day to three years. In practice, you will get better performance if you keep the length of time set for a duration of a month or less.

4.4.1

- Until the Weekend**
- This Week**
- Next Week**
- This Month**
- Next Month**
- Today**
- Show Week...**

Display Duration With the Show Menu

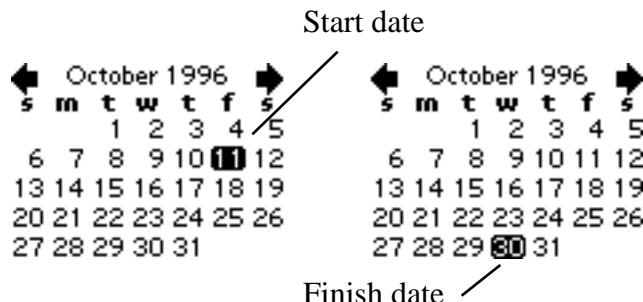
There are several ways to set how long a period DateMan will show in the Agenda View. The fastest way is to use the functions at the bottom of the Show menu. When any one is selected, DateMan will display items for the determined time period. Until the Weekend starts with the current day, and shows until the next weekend. The week or month views pull up all the information for the week or month selected. Today just shows the Day View for the current day. The last selection, Show Week. . ., lets you view any week.

4.4.2

Calendars

You can also customize the time period that you wish to view using the calendars or date picker. You can switch between the date picker and the calendars using the Show menu. When using the calendars in the Agenda View, you will see two calendars at the top of the screen. The darkened date on the left hand calendar is the beginning day for the view, and the darkened date on the right hand view is the ending date. The starting and finishing days can be switched by tapping on the day that you wish to

start or end a viewing period. When you have selected the days, just tap OK to apply the change.



4.4.3 Date Picker

The date picker is the other way to set the period that is viewed on DateMan. To use it, just tap on the date picker line, and two calendars will appear. Just as in the calendars described above, the start and finish dates are darkened. These calendars are controlled the same way, except they include one extra feature. The picker at the bottom of the calendars not only shows the length of time currently viewed, but can also be used to set a time interval from one week to one year. If it is used in this way, the time interval will begin on the start day that is selected on the upper calendar.

***October 11, 1996 - October 30, 1996**

Start date

End Date

5 Manipulating Items

DateMan not only gives you many ways to view the items in your schedule, but it also makes it easy to work with them. One way to perform actions on an item is to tap on its icon. This procedure has already been detailed in chapter 3. The other way to manipulate items is by selecting them. To select an item, just check the box on the far left hand side. You can select any number of items at once, and any action that you do will affect them all. Both the File button and the Action button are used to manipulate items.

5.1 File Items

When an item is selected, it can be filed just as you would a note by using the File button.

5.2 Action Button

The Action button has a number of ways to control an item.

5.2.1 Mail Date

Mail Dates eMails the selected item or items.

5.2.2 Delete

This will permanently remove the selected items from your agenda.

5.2.3 Duplicate

This will create exact copies of the items.

5.2.4 Mark as Done

This grays out the item's icon and marks them as done.

5.2.5 Move to Date

This will popup a calendar, in which you can select a date. All of the selected items will be moved to this date. If they have associated times, the times will be the same. For example, they will still happen at 3pm, or whatever time they were originally set for, just on the new day.

5.2.6 Link To...

This will open a linking screen. All links chosen will be applied to all of the selected items.

5.2.7  Clear Links

This will remove all links from the selected items.

5.2.8  Break Old Links

This removes any links to old items.

5.2.9  Delete Old

Removes old items that are selected.

6 Creating and Editing Items.

6.1 Creating new items

Creating new items in DateMan is quite easy. If you're in DateMan or one of the item edit slips, tap the  button, and select the type of item. If you're in the NotePad, Names File, Calendar, or another backdrop application tap the  button.

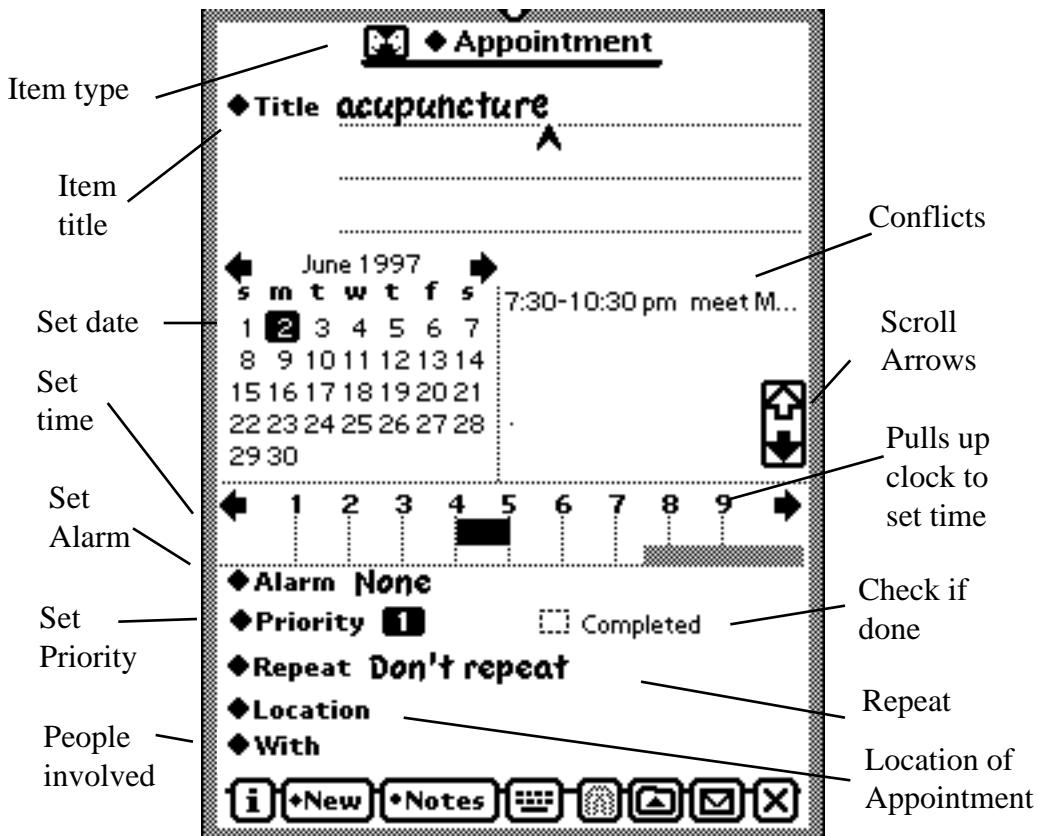
You can set the DM button to do other things besides popup a list of new items. See the chapter 8.3 for more information on this.

When you tap on the New menu, a list of available new items will open. Choose the type you'd like to create, and an edit slip will open for that item. This is the standard New menu. Yours may be different, depending upon which DateMan extensions are installed.



There are four basic types of items, each with many shared features. They are Appointments, Calls, To Do Tasks and Events.

6.2 Appointments

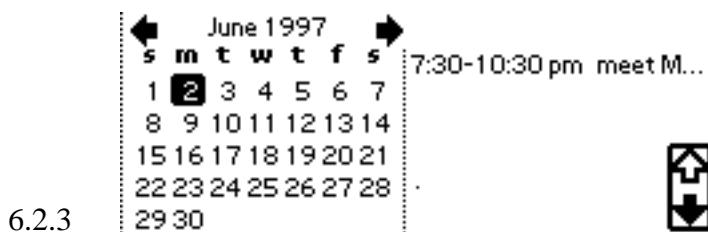


6.2.1 Appointment

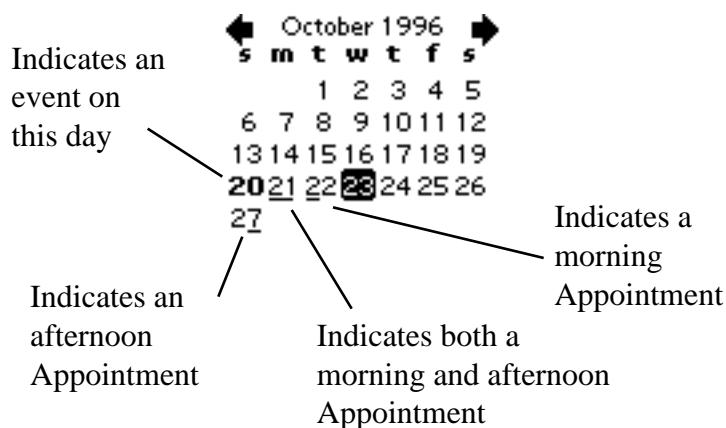
This indicates the type of item being edited. You can tap on this to popup a list of other items that this can be turned into. For example, if you create an appointment, fill out the slip, and then decide the item would be better off as a To Do Task, you can tap this, and select To Do Task, and the item will be turned into a task.

6.2.2 Title

This is the main information associated with the item. It will be displayed in the overview. This label may read Task for to do tasks, or Re for calls, but it is always the same line. Tapping the title word will popup a list of frequently used titles.



Here you can set the date of the item. If there are other items on that date, they will be listed to the right of the calendar. You can tap on a conflict to see more information about it. In addition, using the preferences, you can elect to show items directly on the calendar. In this case, the calendar might look like this:



The Appointments and Events are indicated right on the calendar, bold for Events, and underlining for Appointments to the left or right of the day, depending upon the time of the Appointment. If you're not interested in conflicts, you can choose to set dates using a picker, such as this: **◆Date Sat, Oct 19, 1996** This option can be chosen in Prefs.



This bar lets you set the time of the Appointment. The black bar is the duration of the Appointment you are setting. The gray bars are the blocks of time taken by other entries, alerting you to possible conflicts. Tapping on the grey bar will open up a view of the conflicting items. Also, tapping on the numbers in the bar pulls down a clock that lets you set the start and stop time, as well as a picker for quick entry of appointment durations.

6.2.5

◆ **Alarm** **None**

If there is an alarm set for the item, you can change it here. If one is not set, you can set it as well. A menu of frequently used alarm times will popup, and you can choose one, or tap the last option to set a custom alarm.

6.2.6

◆ **Priority** **4**

This is the priority of the item.

6.2.7

Completed

This determines whether or not the item has been completed.

6.2.8

◆ **Repeat** **Don't repeat**

You can set the item's repeat frequency here. Tap on it for a list of options.

6.2.9

◆ **Location**

You can tap on this to popup a list of frequently used locations. In addition, by tapping on the "Other" option, you can choose a location from your Names file. Tapping the "New" option brings up a small window in which you can enter a single line of text. This new location is only saved in DateMan, it is *not* added to the Names file.

6.2.10

◆ **With**

Tapping on this will popup a list of your frequent Appointment invitees. Tapping on the "Other" item will let you choose a name directly from the Names file. Tapping "New" will open a slip where a new name can be entered. You will be given the option to add this new name to your Names file. By using the Prefs, you can choose to use a line here instead of a picker. If the line is selected, you will have the option to write in part of a name, and tapping the picker will popup a list of names that match what you wrote, in addition to the choices listed above.

6.2.11

•Notes

Tap on this to popup a list of available note types to add to the item. If the item already has notes, this button will not have the diamond, **Notes**, and will directly open the notes when tapped.

6.2.12



Tapping this will popup a list of all links associated with the item. Tapping a link will open it.

6.2.13



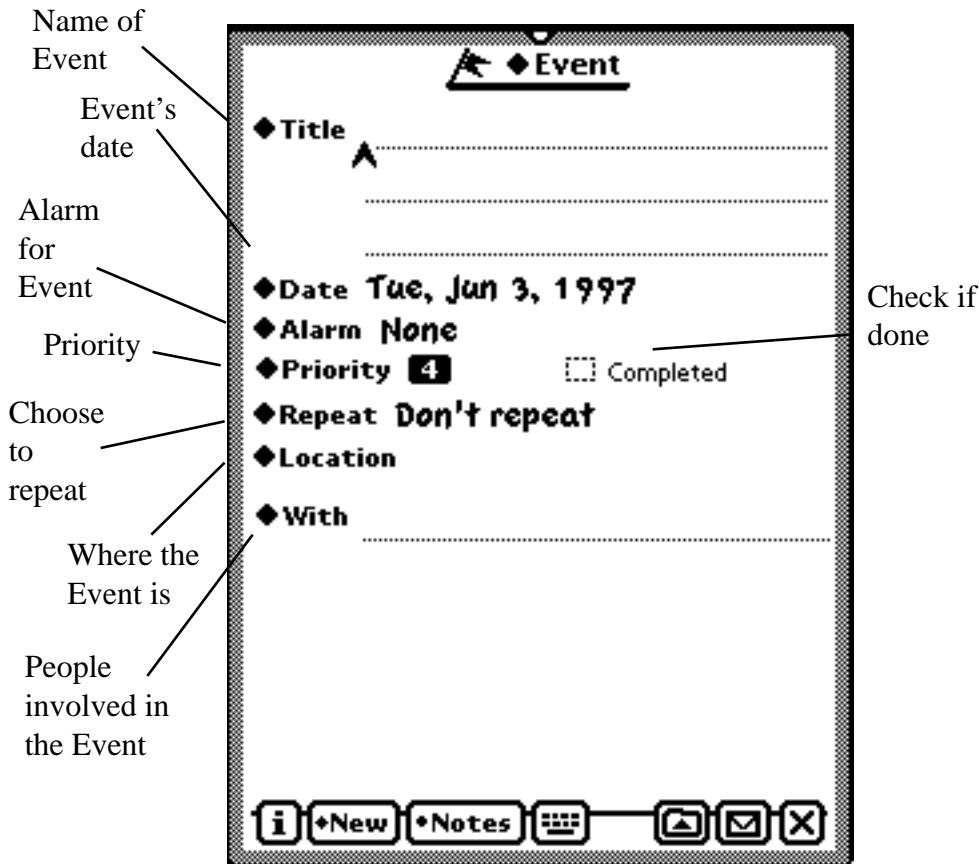
Tap on this icon to open up the internal keyboard.

6.2.14 Appointment Variants

You can also choose for an Appointment to be a Weekly Appointment. Weekly Appointments are treated just like a normal appointments, but are repeated in your schedule every week.

6.3 Events

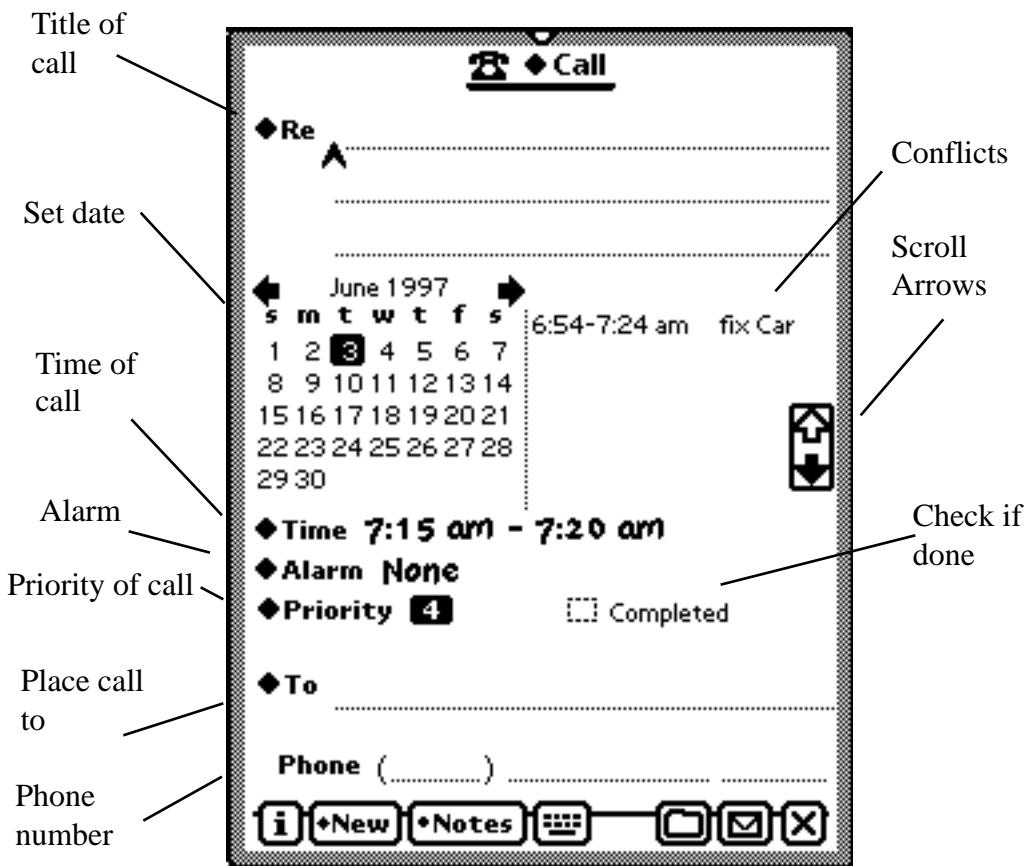
Events are treated just like Appointments, but don't include the information to set a specific time. A convention would be a good example of an event, because it goes on for an entire day.



In addition to an event, DateMan lets you choose an Annual Event which repeats yearly, or a Multi-Day Event that continues for several days. Each of these are handled effectively the same way as the standard Event.

6.4 Calls

Calls are similar to Events and Appointments, but have a few differences that are specific to Call slips.



6.4.1 ♦Re

This line is for the name of the call

6.4.2 ♦Time 7:15 am - 7:20 am

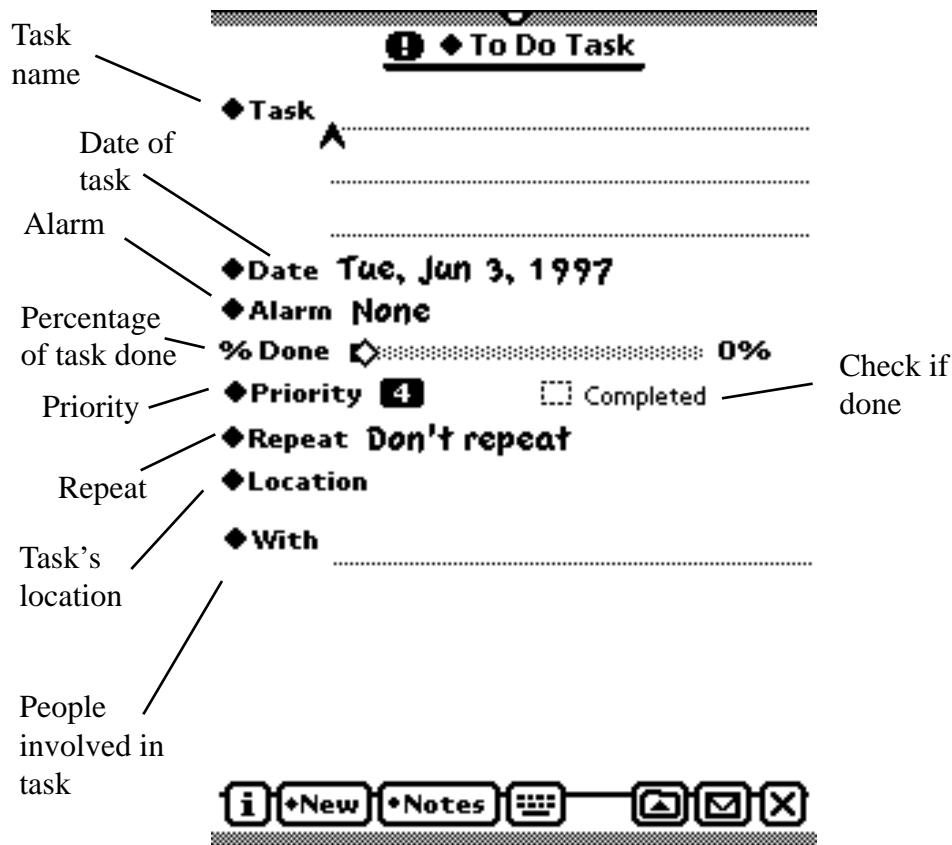
The time of the call is set here.

6.4.3 Phone (.....)

Enter the phone number you wish to call here.

6.5 To Do Task

There are many similarities between the To Do Task and Appointments. The features that differ are detailed below.



6.5.1 ♦ Task

Enter the name of the task here.

6.5.2 % Done 0%

Tap and drag this bar to set what percentage of the task is finished.

6.5.3 Completed

Tap this to mark the Task as done.

6.6 Name Card

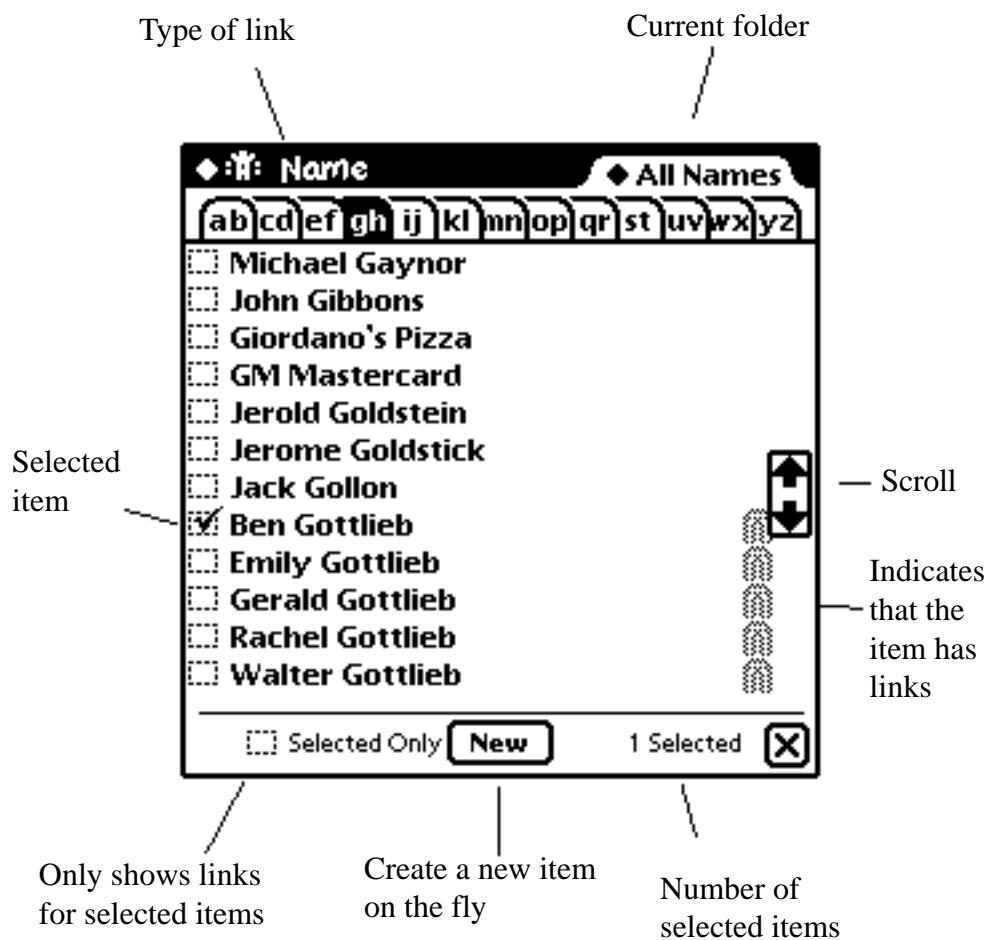
Use this to enter a new name card option enters a new name card, just as you would from the Names button.

7 Linking

One of the most powerful features of DateMan is its ability to link any two items together. This allows you to create a tightly integrated schedule, and jump back and forth between various portions of it.

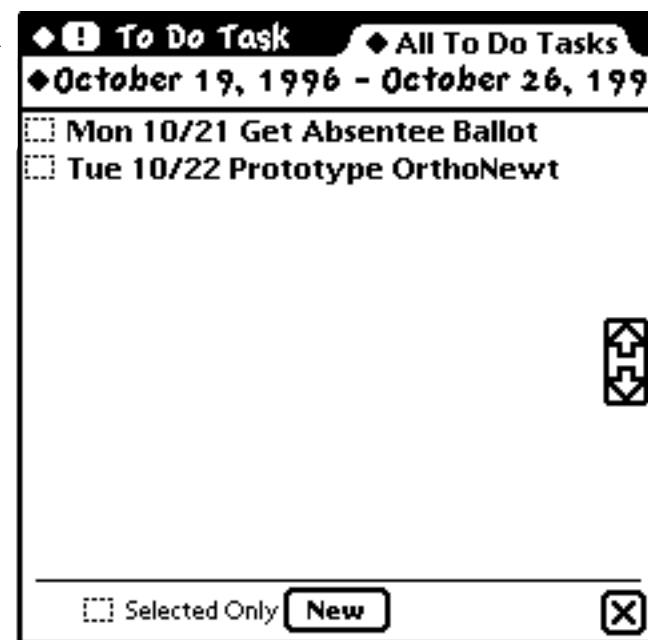
7.1 Creating Links

To set up a link, tap on an item's action button or, if in the Agenda View or Day View, you can tap on the item's icon. One of the options will be Link.... Some menus may have a diamond to the left of this, indicating that there is a submenu. Tapping the diamond will popup a list of available link types. Tapping a link type will open a link view for that type. If there is no diamond, tapping the Link To... item will open a link view of the default type that is set in Prefs.



You can tap on the type of link to popup a list of other available link types. Tapping a paperclip will popup a list of sublinks. Tapping one of the sub links will jump the display to that link. Tapping the New button will open an edit slip to create a new item. The Names File is sorted by the name of the person or company. If you are linking to a date item such as a call or To Do Task, it is sorted by date. Those link views look like this:

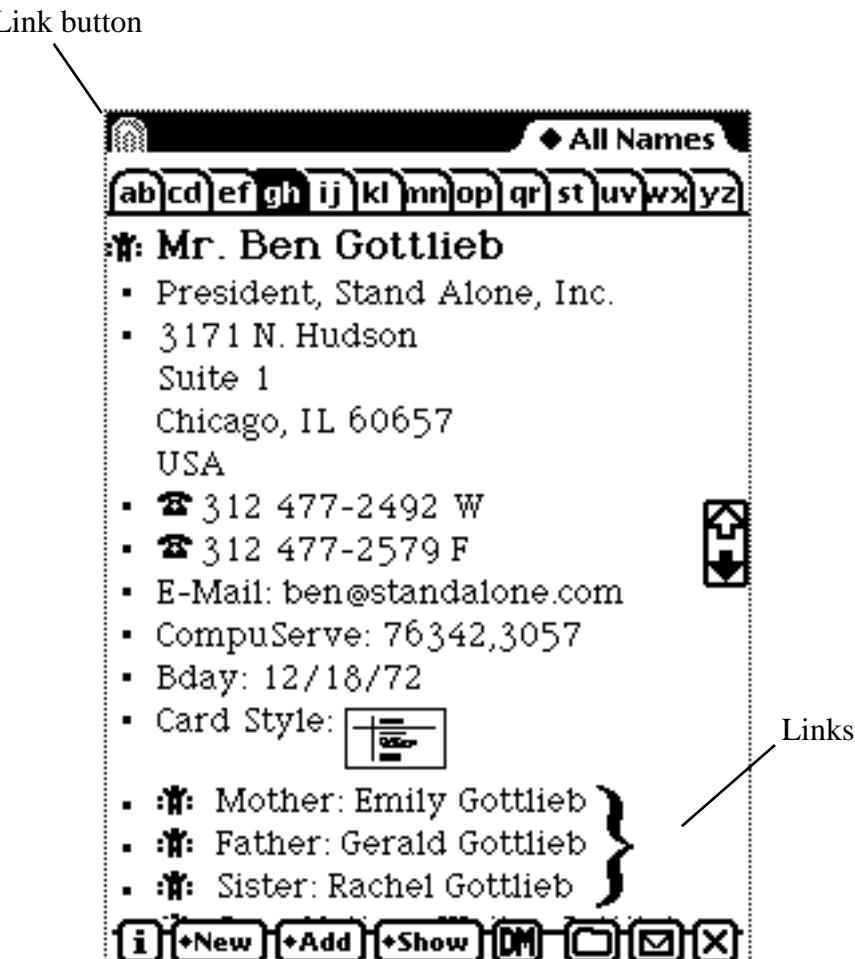
Tap to set
link range



Once you've opened the link slip, simply check off the items you'd like to link, and tap the close box. From now on, when you view the item, you'll see the paperclip button , which you can tap to bring up a list of links. Furthermore, since links go both ways, you can go to a linked item, and it will also have the paperclip button that links it back to the original.

7.2 Links in the names file

In the Names File, links are displayed in two ways. First, there is a small paperclip button in the upper left corner. In addition, links are listed directly in the “All Info” view.



You can tap on each of the links to go directly to it. Links to date items in the past will not show up in the All Info view, but will appear in the links button. If you wish, links to past date items can be shown using an option in Prefs.

To add links in the Names File, you can tap on the **+Add** button and then select “Links”.

In the NotePad, links are displayed in the action menu, rather than in a separate paperclip button.

8 Preferences

In an attempt to make DateMan fit you like a glove, we've tried to make every conceivable configuration option available to the user. To this end, the Preferences options reachable via the  button in DateMan are quite extensive. This screen can be accessed from any part of DateMan, and it controls the settings for all of DateMan's features.



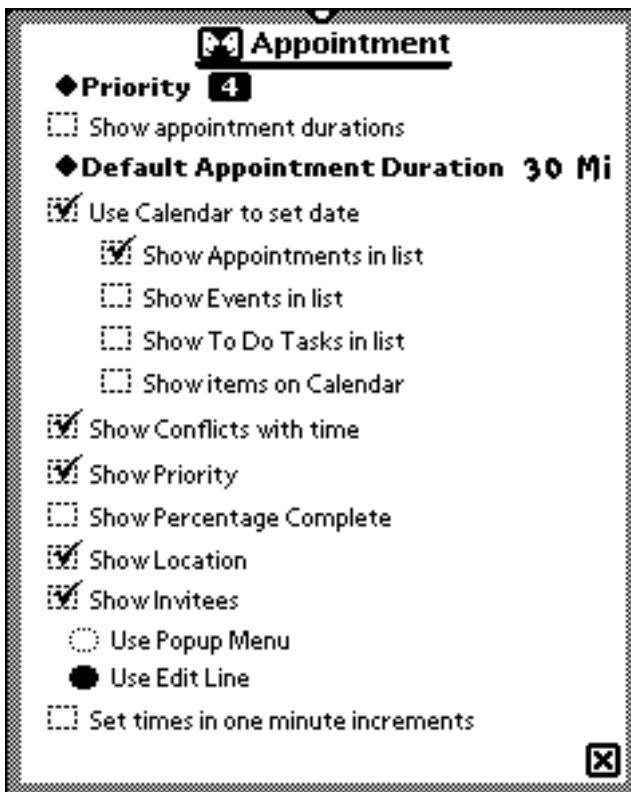
Each item in the Preferences is explained below.

8.1 Alarms



The Alarm Preference lets you set when the alarm goes off.

8.2 Appointment Preferences



The Appointment Preferences let you control a number of the defaults in the Appointment slips. First of all, you can set the default priority, which starts at level 4. Next, there is a check box that lets you decide whether or not to show Appointments. If this check box is checked then in the Main View, Appointments will be displayed with both start and end times. Otherwise, just the start time will be shown. The picker sets the default length of new Appointments.

The next section includes a series of check boxes that relate to the mini calendar that appears in the edit slip. If the “Use Calendar to set date” is checked, then the calendar will be used. Otherwise, it will be a date picker. The next three check boxes list the items that will be included in the conflicts list to the right of the calendar. The fourth check box toggles the display of items in the calendar.

The last section is where you decide what will be included on a Appointment slip. Any of the options that are checked will be included in the menu. When showing Invitees on the “with” section of the Appointment slip, you have the option to use a popup menu or just an edit line.

You can also use the last line to set the time by one minute increments.

8.3 Button Preferences



Here you can control the way all DateMan buttons behave, as well overriding the DateMan button. The options for the silkscreen Dates button cannot be used with the MessagePad 2000, or the eMate.

At the top of the window is a check box to indicate whether you want to override the Dates button at all. If this is checked, you will have options to control the way various parts of the Dates button react when tapped. The Dates button is broken up into three segments, each of which you can be assigned a different action. In addition, you can assign different behaviors to tapping and holding. You can also assign tapping or tapping and holding actions to the DM button that appears in the NotePad, Names, Calendar, and Backdrop applications.

The various actions you can assign to buttons are:

Open Dates	This just opens the Calendar.
Open DateMan	This opens DateMan
Open Day View	This opens DateMan to the Day View
Show New Items	This pops up a menu listing all the available new items you can create. Selecting one will create an item of that type
Show Recent Items	This pops up a list of the last 10 (you can decide how many using the picker below) items you've edited. Tapping one will open a slip to edit that item
Show Permanent Items	This pops up a menu of frequently accessed items. You can set the contents of this list by tapping the Edit Permanent Items button.

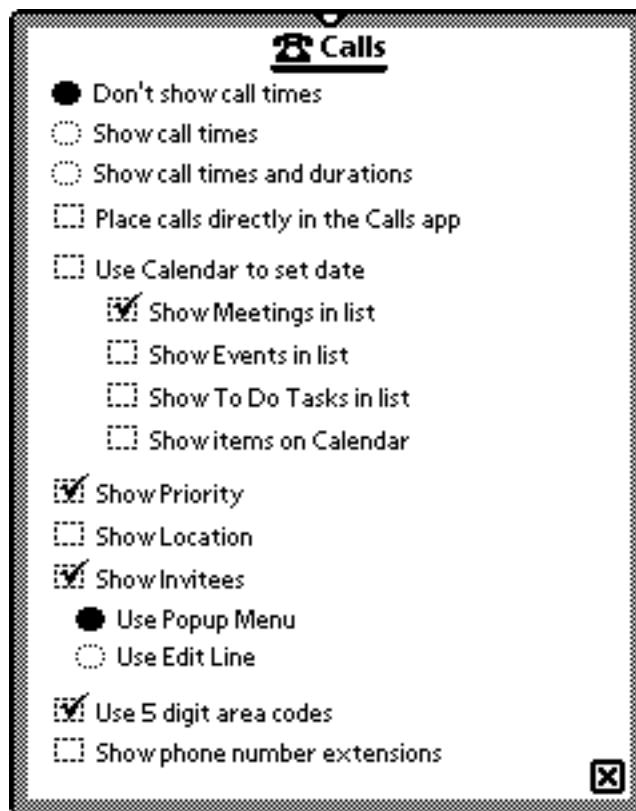
You can also set up combinations of lists, such as all New and Recent items.

At the bottom of each popup there will be an “Open DateMan” item appended.

Below the button controls are a list of check boxes, to determine where you'd like the DateMan button to appear.

At the bottom of the view is a check box to determine whether you'd like all the different note types (such as Checklist, Outline, etc.) to appear in your New item popup menus. If this is unchecked, there will just be a single item (New Note) which will popup a hierarchical submenu.

8.4 Call Preferences



At the top of this view are 3 radio buttons that control the way Calls are listed in the display. If “Don’t show call times” is selected, there will only be a listing for the call, with no time associated with it. In addition, it will be listed at the top of the day, just below the events for the day, rather than sorted in with the Appointments. If “Show call times” is selected, than the time the call is to be made will be shown, and the call will be sorted in with Appointments. If “Show call times and durations” is selected, than both the call start and end times will be shown, and the call will be sorted with Appointments.

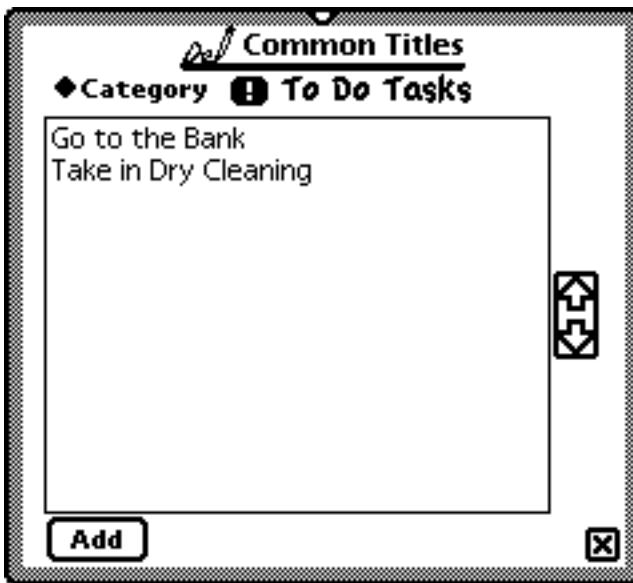
If the “Place calls directly in the Calls app” is checked, then when you tap on a call’s icon and select “Place Call”, it will open the Calls app to the call before opening a call slip.

Below this is a series of check boxes relating to the mini calendar that appears in the edit slip. If the “Use Calendar to set date” check box is checked, then the calendar will be used, otherwise it will be a date picker. The next three check boxes list the items that will be included in the conflicts list to the right of the calendar. The fourth check box toggles the display of items in the calendar.

Below the calendar settings are three check boxes to set the other information shown in the slip. This includes the Priority, Location, and With. Below the Invitees check box are a pair or radio buttons that determine the method of setting the invitee. The popup menu uses a simple picker, and the Edit line lets you write in a portion of a name, and have DateMan look up the full name.

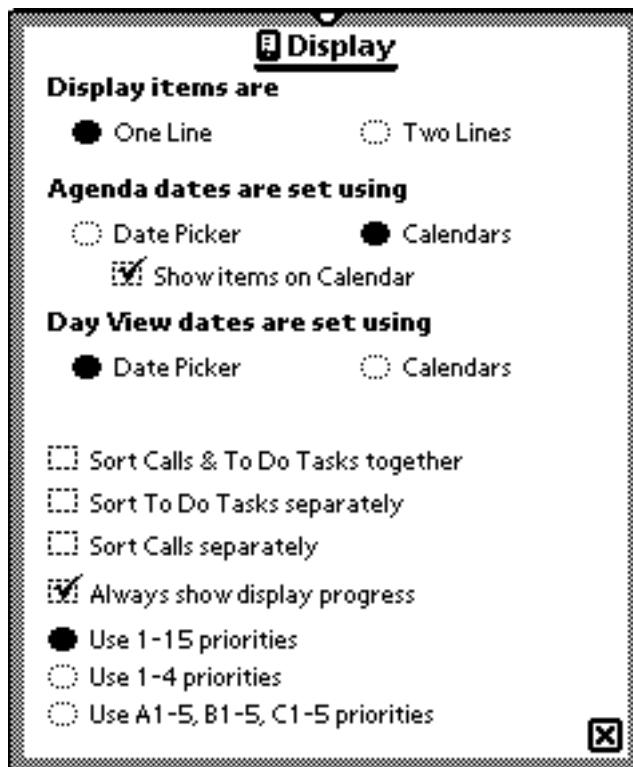
Below these is a check box to let you use longer area codes when setting phone numbers, and a check box to toggle the display of phone number extensions.

8.5 Common Titles



Since you may frequently create items with identical titles, the Common Titles Prefs lets you set up these title in advance. These will always appear in the Title popup menu. You can create a new title by tapping the “New” button. It will be added to the list determined by the “Category” picker, at the top of the view.

8.6 Display Preferences

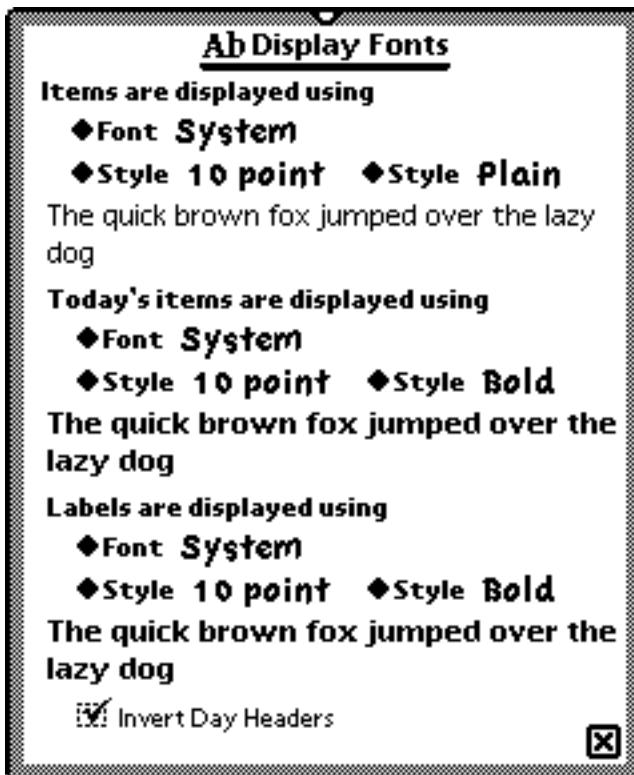


Here you can control the look of the Agenda View and Day View displays. The first set of radio buttons determines whether items are displayed one or two lines at a time. Below this are controls to let you set the date using either the pickers or the calendars. If Calendars is selected, a check box will appear to let you toggle the display of events right in the calendar. See 6.2.3 for more on thecalendar view.

At the bottom of the view are three check boxes that determine sorting. If “Sort Calls & To Do Tasks together” is checked, then these will be broken out from the main list and displayed at the bottom of the list. If “Sort To Do Tasks separately” or “Sort Calls separately” is checked, then each of these items will be broken out separately and displayed at the end of the list. In each case, there will be a header to let you see what is being displayed.

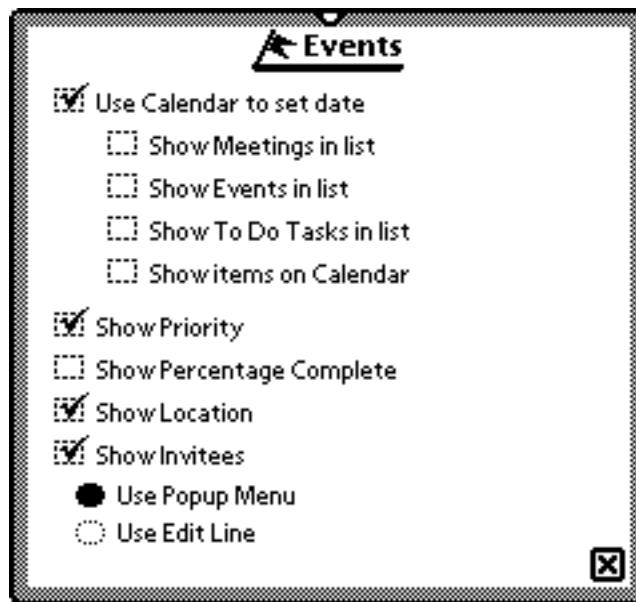
The “Always show display progress” check box lets you toggle the updates that flash across the screen, informing you of DateMan’s progress. These slow down the application a bit, and you may want to turn them off if using an older Newton Message Pad. The buttons at the very bottom let you decide how to set priorities.

8.7 Display Font Preferences



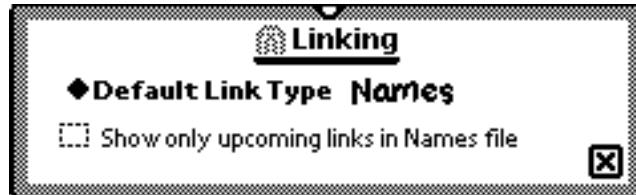
Here you can set the display font for your items. The three settings are for normal items, Today's items (those that happen the day DateMan is open) and Labels. Labels are the dividing lines between days. If the “Invert Day Headers” check box is checked, then they will be displayed with white text on a black background.

8.8 Event Preferences



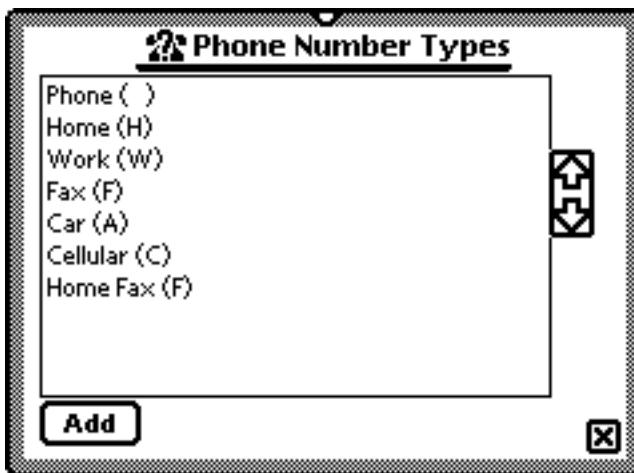
This view is laid out just like the Calls preferences, with the addition of a “Show Percentage Complete” check box. If this is checked, there will be a percentage slider in the edit slip, to let you incrementally mark an item as done.

8.9 Linking



The Linking preferences lets you set the default type of link for DateMan. It also lets you control how your links are viewed in the Names file. Normally, if you linked a Appointment (or an event etc.) to a name, the link will appear in your Names file. If the box is checked, it will only show Appointments that have not taken place yet.

8.10 Phone Number Types



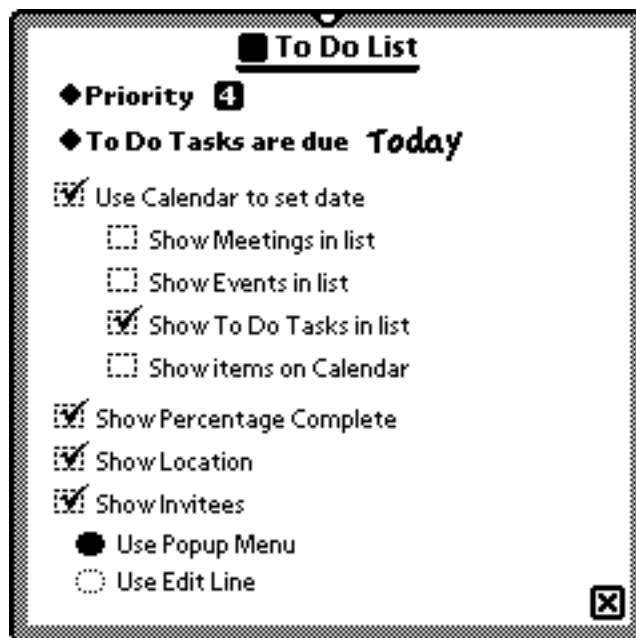
This view lets you set the types of phone numbers, such as Home or Work, that you can assign to numbers. You can add items by tapping the “Add” button.

8.11 Startup Options



Here you can configure both how DateMan responds when you first open it, and how it reacts to the Newton being turned on. The first two pickers, “Layout” and “Folder”, let you set the view you see and the folder you use when you open DateMan. The next section lets you set DateMan to automatically open at startup time (when the Newton is turned on). You can specify a delay here, so that DateMan will only open if the Newton has been off for more than a certain time, one hour, for example. Finally, there’s an option to not show the splash screen at start up.

8.12 To Do Preferences



This view lets you set your preferences for To Do edit slips. It's very similar to the Event and Appointment Prefs, with the addition of being able to set a default priority and due date, for new To Do Tasks.

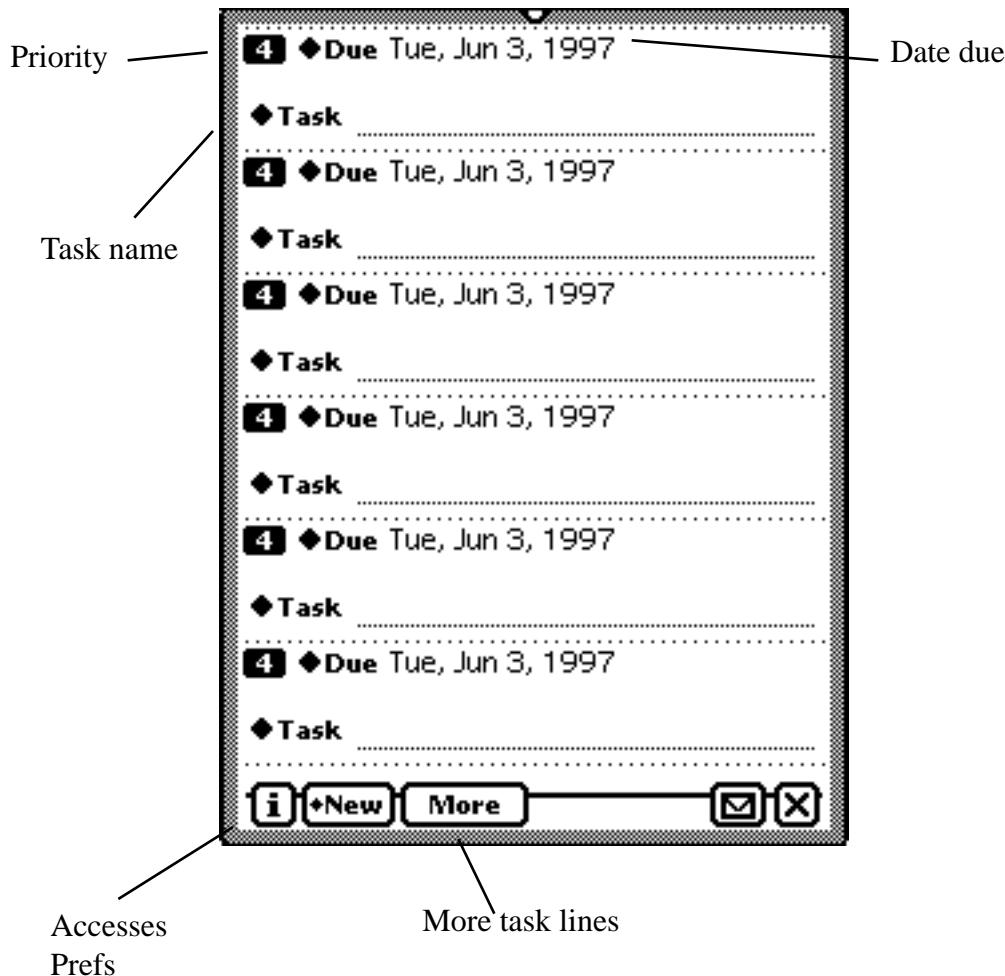
9 DateMan Extensions

DateMan has a number of extension packages available that enhance its basic features. These enhancements were mentioned briefly in the chapter on installation, but this chapter goes into depth on the features and uses of each package.

9.1 MultiToDo

The Multi To Do package lets you create many new To Do tasks at once. It appears in the New menu as To Do list.

When Multi To Do is selected, a screen will appear with a list of Task items. For each one, select the date and priority as for a usual task. If you need more tasks than are given, tap the More button at the bottom of the screen.



The **i** button also gives you access to Prefs that are specific to Multi To Do. Using the Prefs, you can set whether Multi To Do uses two line items. One line items let you create more tasks at a time because more will fit on the screen, while two line gives you more room to write the title of the task. When Multi To Do is used, the tasks appear on the Main view as normal tasks.

Use one
or two
line task
items



If you have difficulty running the Multi To Do list, try installing the DMTodoFix.pkg. It will run once, and then remove itself from your Newton.

9.2 DM Print

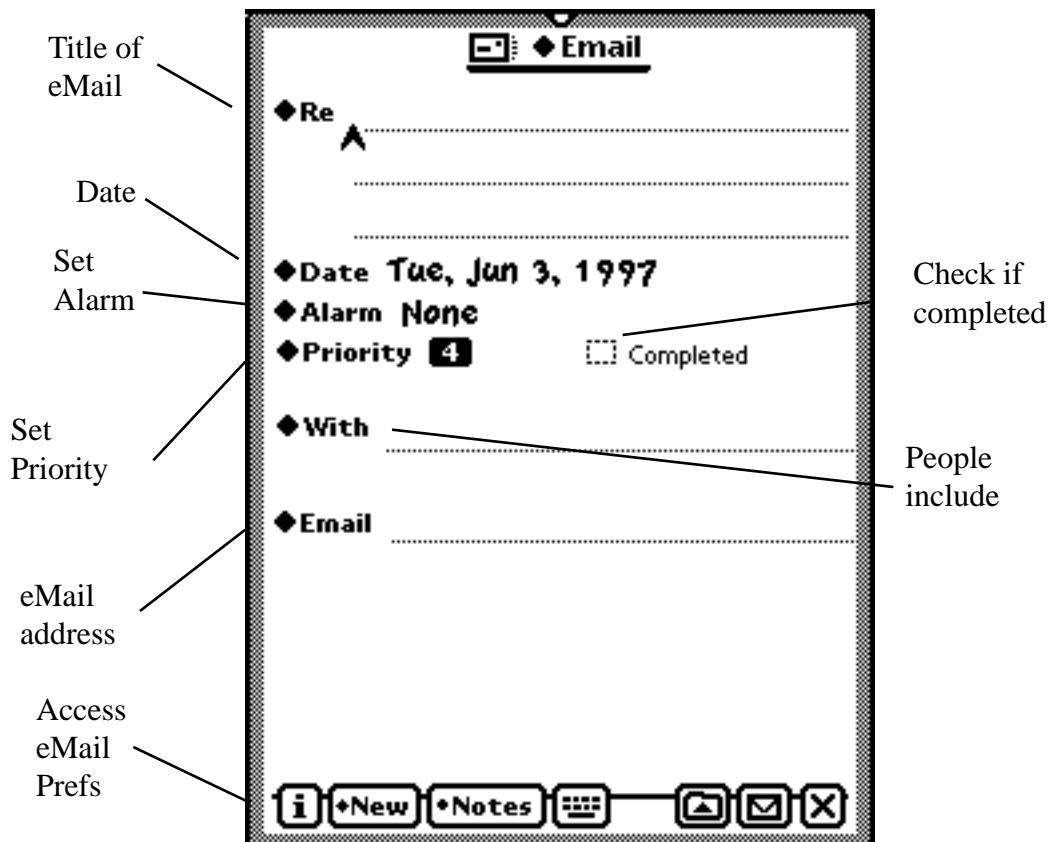
The printing extension gives DateMan the ability to print or fax the Main View. When it is installed, the printing function is used by opening the Action menu. When printing or faxing your DateMan schedule, open the Action menu and proceed just as if you were going to print a note from the NotePad.

9.3 DM eMail

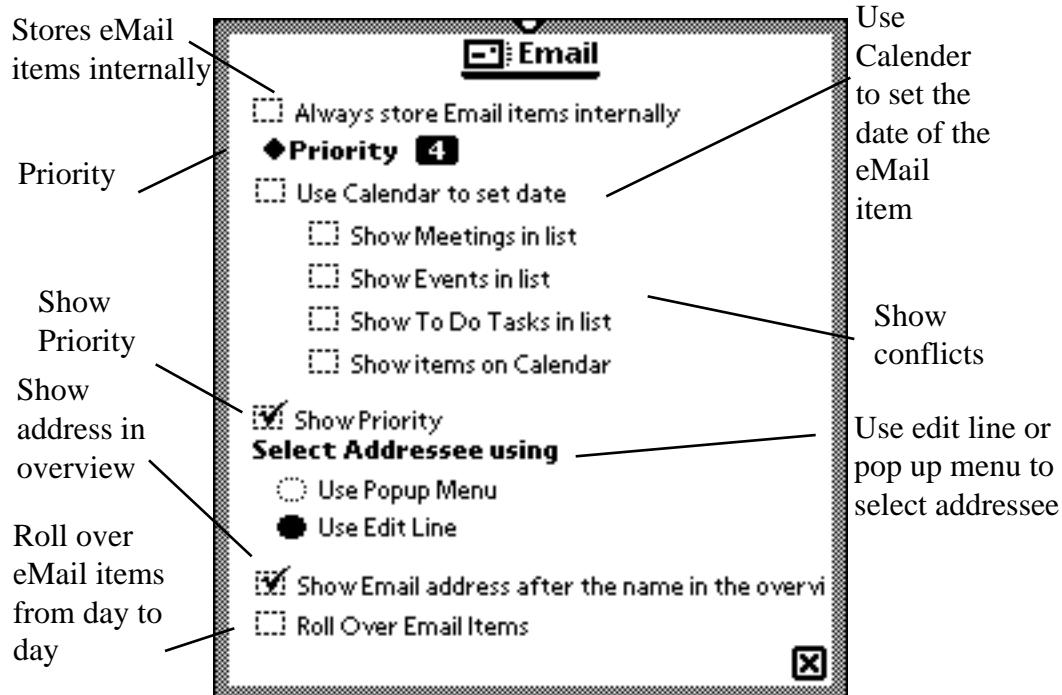
When DM eMail is installed, it creates a new item that appears on the New menu as



The eMail item looks and works like a Call item. The eMail items are created through the New menu, just as any other item.

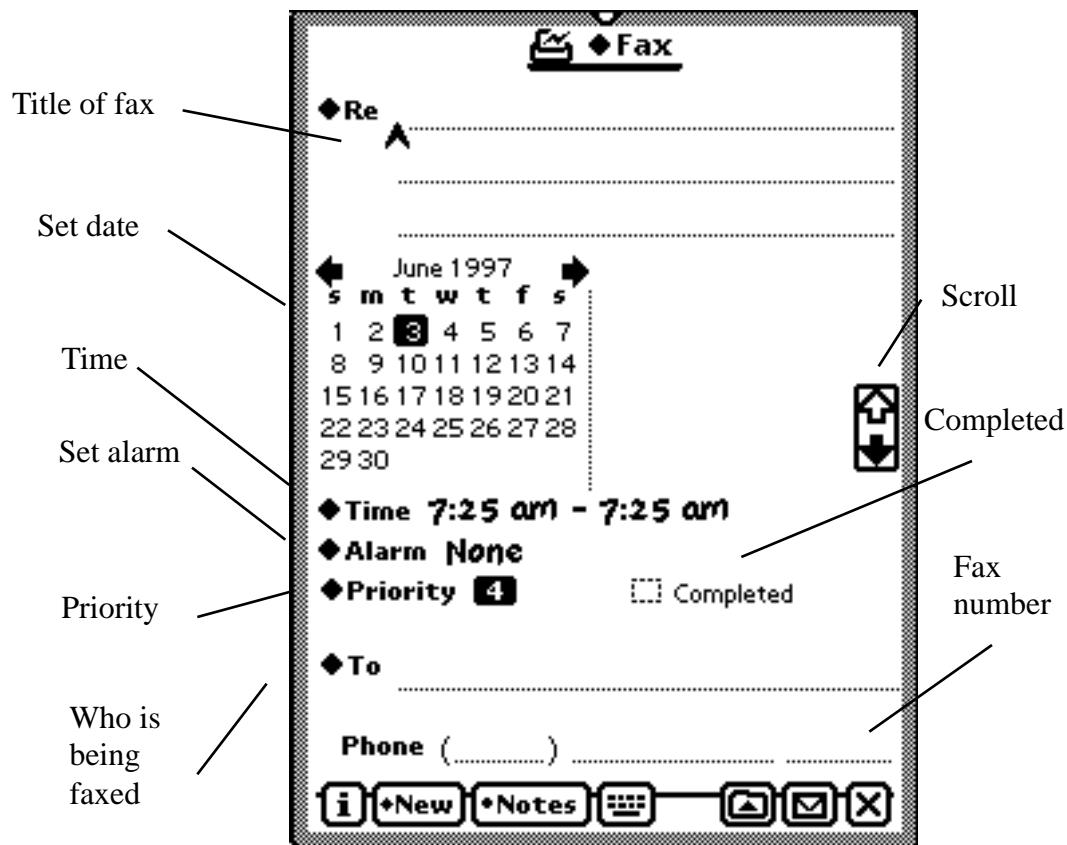


The eMail slip can be customized through the eMail Prefs which are accessed through the  button on the eMail sheet. Please refer to section 8. 4 for details on the eMail preferences, as they are almost identical to the Call item preferences.



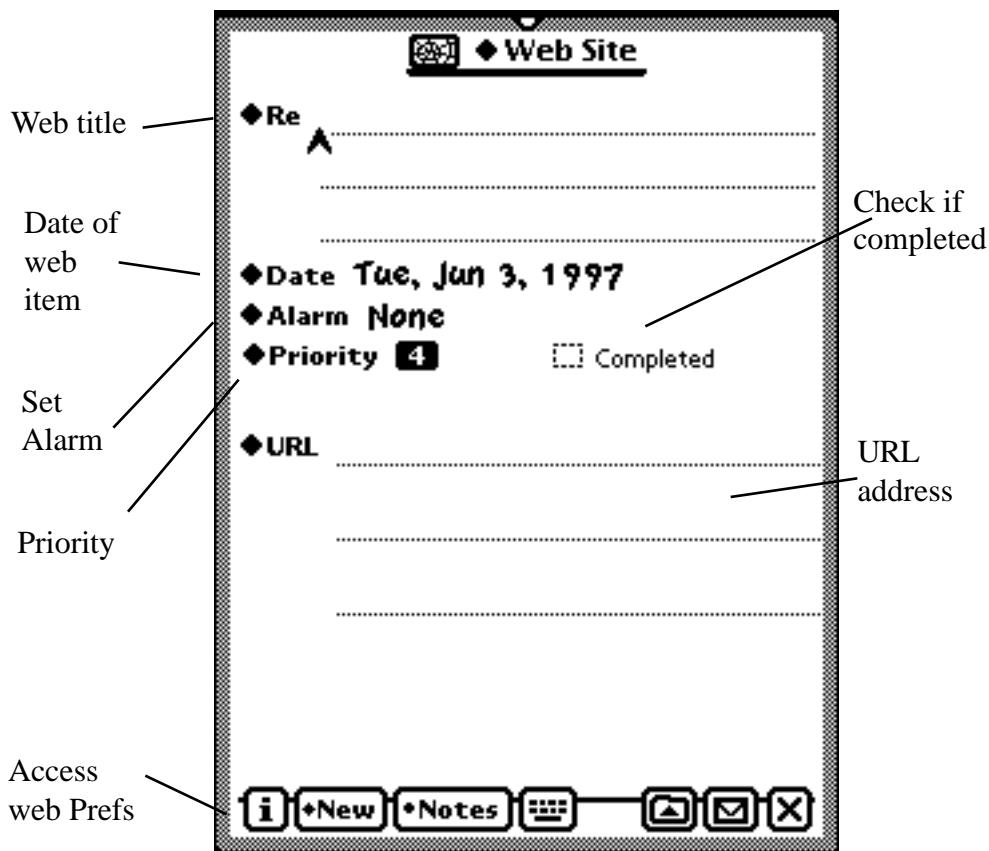
9.4 DM Faxes

When installed, the fax icon  Fax appears in the New menu. Any Prefs that are set for Calls are applied to Fax items as well. Fax items can be created through the New menu, and are treated in the same way as other items. For further information of DM Fax items, please refer to section 6.4, as they are almost identical to Call items.



9.5 DM Web

DM Web creates a Web item so you can keep track of web pages. When it is installed, its icon  **Web Site** appears on the New menu. It is very similar to a Call slip, except it has a place to keep track of the URL address of the web page. Web items can be manipulated just like any other item.



Web items can be customized through a Prefs menu found under the  button on the Web slip. In the Prefs, you can choose to store new sites internally, and whether or not to roll web items from one day to the next.

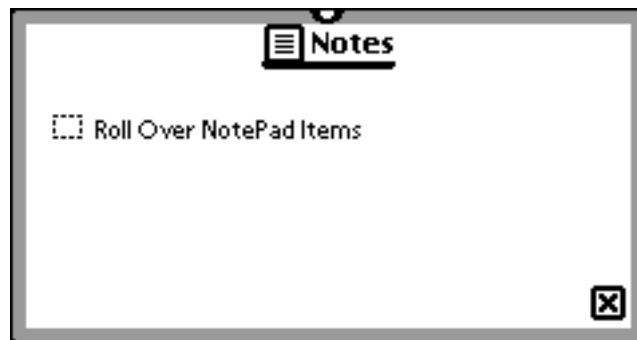


9.6

DM Notes

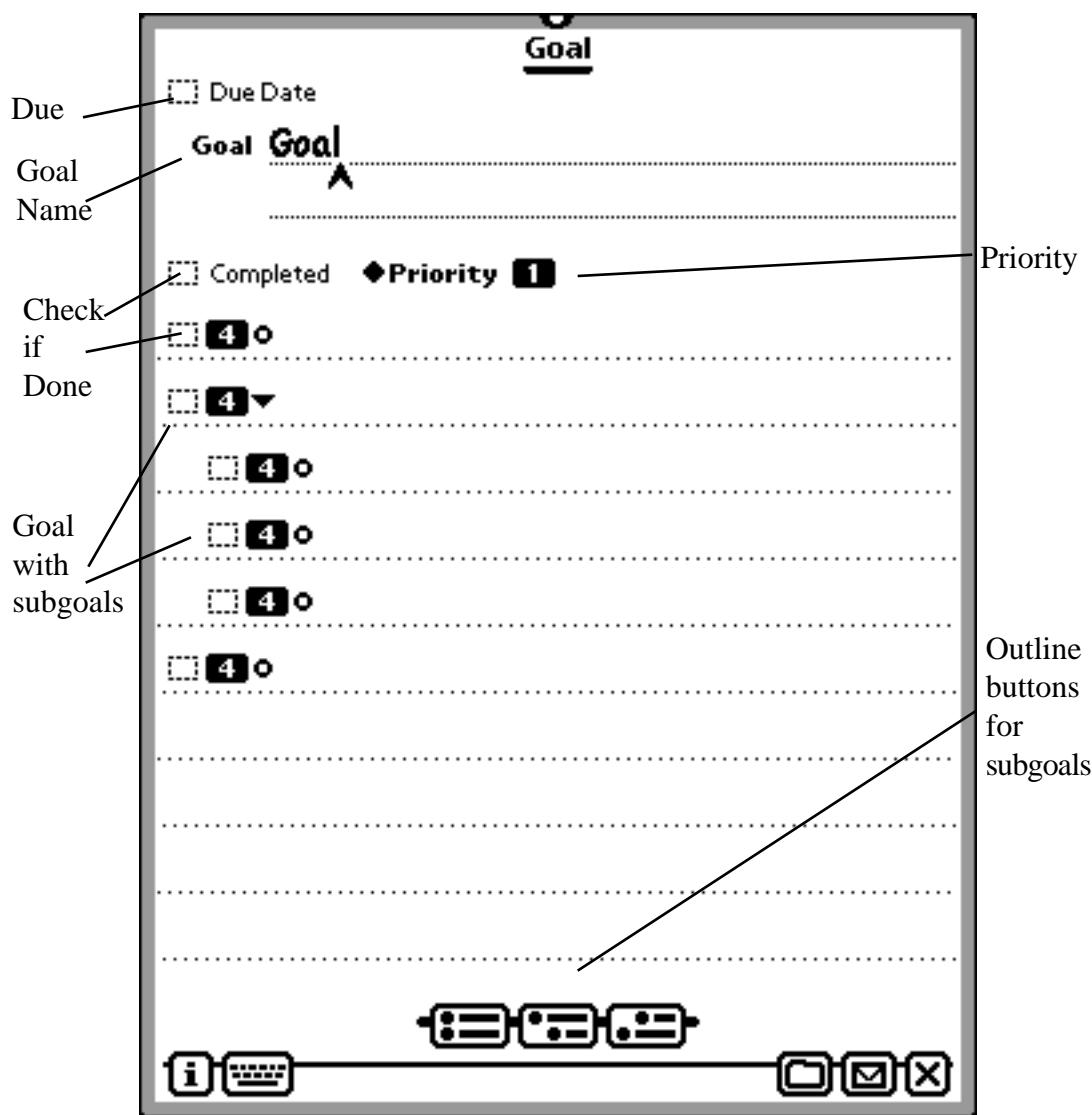
The Notes extension gives new flexibility to both DateMan and the NotePad.

When installed, its icon  appears in the New menu. DM Notes also shows notes in the DateMan main view. DM Notes lets you write a note in the NotePad, and have it filed in DateMan. To file a note from the NotePad, choose the Add to DateMan option from the Action menu in the upper right corner of the NotePad. A note is filed to the same day in DateMan as the date of the note. DM Notes also has the option to roll Notes from day to day.



9.7**DM Goals**

The Goals extension offers the new Goals feature to DateMan. Its icon  Goal appears in the New menu, as well as on the main view of DateMan. Goals are used for events with a certain dead line, such as writing a computer manual. Goals appear on the Main view of DateMan, with all of a specific goals subgoals listed out beneath it. Goals also show what percentage of each goal is completed.

**9.7.1****Due Date**

When the Due Date is checked, a picker will appear to set when the goal is due.

9.7.2**Goal**

9.7.4 The Goal line is for the name of the Goal.

Priority

The Priority picker is where the priority of the goal is set.

9.7.5

Subgoals

Goals can also have sub goals built into them. For example, if you were writing a ten chapter book, each chapter could be a subgoal. The outline buttons at the bottom of the screen let you control the form of the subgoals.

9.7.6

Completed

Under the Goal lines, and before each subgoal is a check box to be checked when ever a goal or subgoal is completed. When a subgoal is marked as done, the main goal will show as being a corresponding percentage finished. To use the example of a book, if one chapter was marked as done, the main goal (writing the book) would be listed as ten percent finished. Subgoals are always either one hundred or zero percent done. To arrange for a subgoal to be partially done, just make it have several subgoals of its own.