

Time of the Month

From Burr Oak Software

Version 1.4

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About

Time of the Month allows the Newton user to produce a paper calendar, containing days that the user has added drawings or writing to. TotM is great for use by teachers, Scout leaders or anyone who needs to distribute a real month-at-a-time event type calendar to others.

Time of the Month is supported both on MessagePads running Newton 2.0, and those running Newton 1.3. Please ensure that you are using the correct version of Time of the Month for your Newton.

New in Version 1.4

- ◆ Optional import on start/export on exit
- ◆ Start week on any day
- ◆ Tag printed month with date/time printed or date/time last updated
- ◆ Reworked memory usage, to reduce heap consumption

New in Version 1.3

- ◆ Support for Newton 2.0
- ◆ Landscape print format
- ◆ Perform import and print from Newton built-in calendar, without entering Time of the Month
- ◆ 15 Day trial period of registered user features

New in Version 1.2

- ◆ Add import preferences support
- ◆ selectable import of day notes, repeating day notes, meetings and repeating meetings
- ◆ filtered import - import only items that contain a string, or do not contain a string
- ◆ Play beep when import month complete
- ◆ Fix support for A4 paper
- ◆ Add import text point size options (4,5,6,7,8,9 point)
- ◆ Fix repeating meeting end date bug
- ◆ Fix repeating meeting exceptions bug
- ◆ Add shift calendar right option for printing, to allow for certain Laser Printers
- ◆ Add ability to insert a text note at the bottom right hand corner of the printed calendar
- ◆ Fix bug which prevented copying a day in December

New in Version 1.1.1

- ◆ fix bug which caused problems trying to use TotM v1.0 calendars with v1.1

New in Version 1.1

- ◆ fixed locale problems for locales other than Canada/US
- ◆ reduced chance of FAX timeout
- ◆ added the ability to mark certain days as important
- ◆ added the ability to import and export calendar information
- ◆ For registered users, import and export calendar information on a per month basis

Installation

Follow the directions in the Newton Package Installer for Macintosh or Windows, available on most online services.

Acknowledgments

Time of the Month uses the protoRegisterFloater sample code from Hardy Macia - a nice neat way of doing shareware registration.

Thanks to those who've sent mail with suggestions and bugs!

Registration

The first time you use Time of the Month (and until you register it), you will be presented with Time of the Month's Registration screen. If you are simply evaluating Time of the Month and have not registered yet, tap the Not Yet button and continue into the program. After you register, you will be sent a registration code to "unlock" your copy of Time of the Month. After you unlock your copy, shareware notices will no longer be displayed, or printed, and certain features which are only available to registered users will become available.

Time of the Month provides a 15 day trial period of features which are available only to registered users. After the trial period, Time of the Month will continue to function, but registered features will no longer operate. Registering and entering your registration code will once again enable those features.

If you have registered, enter your registration code on the Registration screen. Enter the code exactly as it appears on your registration notice. When your code is entered correctly, press the Register button. The registration code is purely numeric (does not contain any characters).

To register Time of the Month you must send \$15.00 U.S. (or \$20 Canadian) in cash, check or money order to:

Burr Oak Software
P.O. Box 1700
Oxford Station, Ontario CANADA K0G 1T0

You may also register using Newton Register, which is included in the shareware distribution of Time of the Month, or via our web page, at:

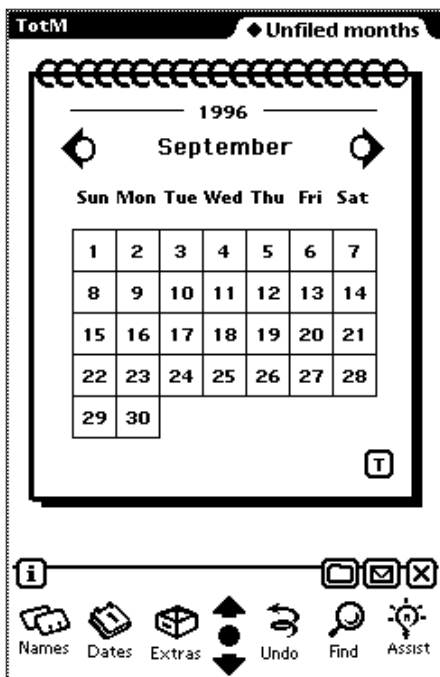
<http://infoweb.magi.com/~burroak/>

If you are registering via regular mail, or via the web, please make sure that you have enclosed both your email address, and your user name as it was entered on your Newton. On 1.3 Newtons, you can find your user name in Prefs->Personal. On 2.0 Newtons, you can find your user name in Owner Info (in the extras drawer, filed under Setup)->Owner.

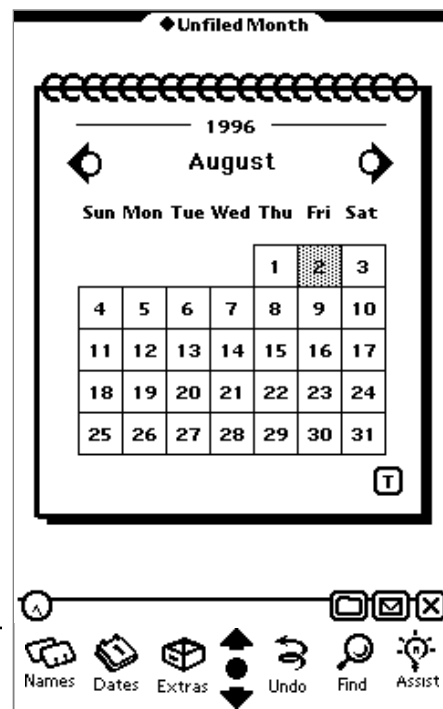
How to edit a calendar

General

Time of the Month always presents a view of a month in a paper calendar format. Tapping on a particular day brings up an edit window in which you may draw, enter text, or view already entered text or drawings. When the edit window is closed, the user-entered input is saved for that day, and the day is shaded to indicate that there is information associated with it.



An arrow button on each side of the month allows you to go forward (the right arrow) to the next month or backwards (the left arrow) to the previous month. Tapping on the month name itself will present you with a pickable list of months, 6 months before the current one, and 6 months after. Tapping on one of the months in that list will take you to it.



The Main screen
Newton 2.0 above,
Newton 1.3 to right.

The Day Edit Window

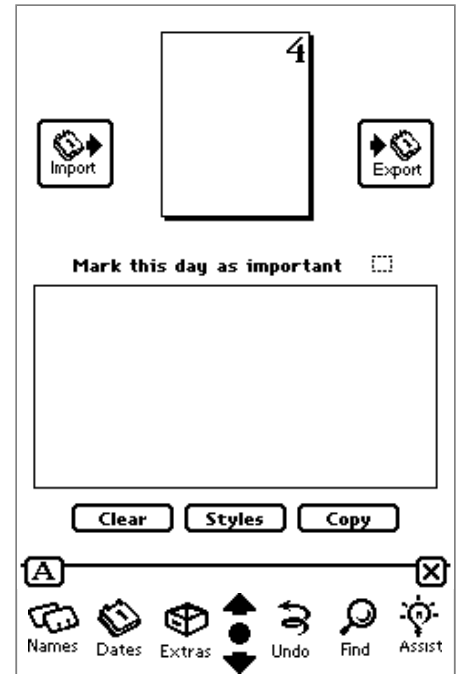
Tapping on any day in the month view causes the Day Edit window to appear. From this screen text and drawings can be added to a particular day, days can be copied, imported from the Newton built-in calendar, exported to the built-in calendar or marked as important. Text notes (notes which are placed at the bottom-right of a printed calendar) can be entered using this screen as well.

The drawing board

Underneath the day edit window is a larger editing window, called the drawing board. Contents of the drawing board are saved between uses of TotM, and between days. It is used to give a larger area to work in (especially for handwriting recognition).

When text or drawings are entered onto the drawing board, they may be selected and copied or dragged into the day edit window.

The drawing board is also useful for scaling drawings, to fit in the day edit window. Please consult your MessagePad handbook for information on selecting, copying dragging, etc.



The Day Edit Window

Recognition when editing

Newton 2.0

Recognition during day-editing may be controlled by the typical Newton button on the status bar, which gives the option of "Text", "Ink Text", "Shapes" or "Sketches".

Newton 1.3

Recognition during day-editing may be controlled by the typical Newton buttons on the status bar - letter-by-letter, handwriting recognition on/off and shape recognition on/off.

Editing Buttons

Three buttons are displayed on the editing window - Clear, Styles and Copy.

Clear removes any input currently entered for the day. It does not clear the drawing board.

Styles invokes the Newton styles palette in order to change text size, font, etc or pen width. Note that if you have a drawing (or text) selected, you can use the styles palette to change the width of lines, or text size/font of the selected drawing or text.

Copy allows you to copy the contents of a day into another day. Note that this is a destructive copy - that is, any existing contents of the target day will be overwritten. Copy displays a Copy Day To window with a picker for the months, and an input line for the day. To copy, select the proper month, enter the proper day, and tap the copy button. You may make multiple copies simply by

changing the day/month and tapping copy again.

Copy will copy imported calendar data, but that data will not be associated with the Newton built-in calendar - i.e. Time of the Month will not know if the data contains repeating day notes, etc, and will allow all of the data to be exported as calendar day notes.

Import/Export Buttons

These buttons allow the importing of data from the built-in Newton calendar into Time of the Month, and the exporting of text to the built-in calendar as events (Newton 2.0) or day notes (Newton 1.3).

When data is imported, Time of the Month keeps track of its origin - for example an event or repeating meeting. When events are imported, their text may be modified within Time of the Month, and when exported, the text of the corresponding event in the built-in calendar will be changed. Also, an event imported into Time of the Month will be deleted from the built in calendar, if it is deleted from Time of the Month and then an export performed.

Tapping the Import button (the button to the left of the day) will import any built-in-calendar information into the current day.

Calendar information is always inserted at the same point in the day - approximately 1/8" below the numeric day.

Import follows these rules:

- only a certain number of "meetings" or day notes will be imported.
 - For 8 and 9 point, 6 items will be imported.
 - For 7 point, 7 items will be imported.
 - For 6 point, 8 items will be imported.
 - For 5 point, 9 items will be imported
 - For 4 point, 10 items will be imported
- the first two items can take up up to two lines in the day (if they would wrap). A wrapped item counts as two lines, so, for example, in 7 point, with the first two items wrapped, only 5 items in total could be imported
- the next items will take up one line (and if they wrap will end in "...")
calendar events are imported first, followed by repeating events, regular meetings and repeat meetings
- the font for imported events or meetings is "fancy" (New York). The font for repeating events or meetings is "simple" (Geneva)

Imported calendar information will overlay any existing text or graphics currently in the day.

Tapping "undo" after import will cause the imported text to be removed if it is found to collide with existing input.

Tapping the Export button (the button to the right of the day) will cause any text currently in the day to be exported as day notes (Newton 1.3) or events (Newton 2.0) to the built-in calendar.

Performing an export will remove any existing day notes/events in the built-in calendar for that day, if they do not exist in the Time of the Month day being exported.

Repeating day notes are not exported.

Regular calendar meetings and repeat meetings are not exported.

Marking days as important

Tapping the mark this day as important checkbox will cause the day to be highlighted both when displayed and when printed. Highlighting consists of a shaded box enclosing the numeric date for the day. Days in the month view will also be shaded slightly darker when marked as important.

Days may only be marked as important once they contain text or drawings.

Drawing outside the day bounds

When drawing in a day in the editing window, it is possible to extend the drawing outside of the bounds of the day. This will be carried over to the printed version of the calendar and allows for some interesting results.

The T Button (Month Text Note)

The T button (on the main month view), invokes a new screen which allows the user to add a text note to the calendar. This note is printed in the bottom-right corner of the calendar. This note will replace the shareware notice (registered users only). The text note is applied on a month/filing category basis.

The Action Button (Newton 2.0)

The action button gives access to various "actions" for Time of the Month: Print Month, Fax, Import, Export, and Delete.

Print Month

This allows you to print the calendar. The calendar is printed in the typical printed calendar format in much the same way as you'd get from your insurance company or mechanic.

With Newton 2.0, calendars may now be printed in "Portrait" (as in Newton 1.3) or "Landscape". The layout may be chosen from the "Format" picker on the print slip.

The printed output may be previewed before printing by tapping the Preview button in the print slip. Be warned that this consumes a fair amount of Newton heap memory, and you may be presented with the dreaded "not enough memory" dialog box. In this case, you may need to reset your Newton and try again. You may also find that exiting Time of the Month (while the print dialog is still displayed) will give you enough memory to see the preview.



The Action Button (Newton 2.0)

Fax

This is similar to Print Month, but instead faxes the printed calendar.

Import

(Available only to registered users)

Selecting Import imports all built-in calendar information from the built-in calendar into the appropriate days for the month currently being viewed.

For further information regarding import rules, see the section in this guide entitled Import/Export Buttons.

Note that import can take 1 or more seconds per day in the month, so be patient while a full import is taking place. This is due in part to the large number of calculations done when importing repeating day notes and repeating meetings.

Export

(Available only to registered users)

Selecting Export exports all text in days belonging to the current month to the built-in calendar as day notes.

Performing an export will remove any existing day notes in the built-in calendar for that day, if they do not exist in the Time of the Month day being exported.

Delete

This deletes the month currently displayed. All user-entered data for the month which is filed in the current folder is removed. For information on folders, see "Filing" later in this document.

The Action Button (Newton 1.3)

The action button gives access to various "actions" for Time of the Month: Print Month, Delete, Import, Export, set General Preferences, set Import Preferences, view About screen and Register.

Print Month

This allows the user to print the calendar. The calendar is printed in the typical "printed calendar" format in much the same way as you'd get from your insurance company.

The printed output may be previewed before printing by tapping the Preview button in the print dialog. Be warned that this consumes a fair amount of Newton heap memory, and you may be presented with the dreaded "not enough memory" dialog box. In this case, it is safe to reset your Newton and try again.

Fax

This is similar to Print Month, but instead faxes the printed calendar.

Delete

This deletes the month currently displayed. All user-entered data for the month is removed.

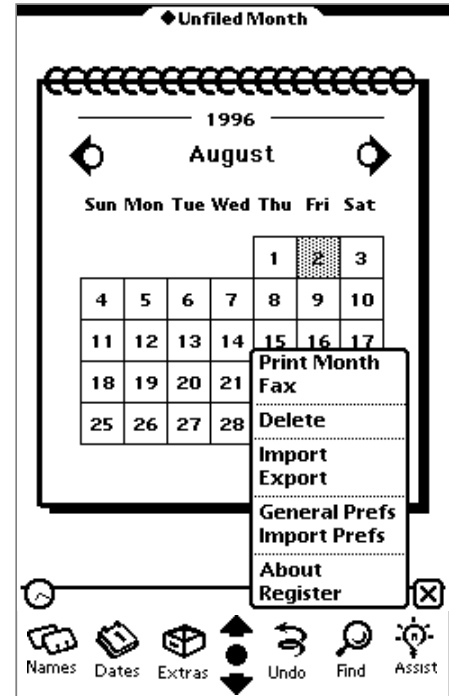
Import

(Available only to registered users)

Selecting Import imports all built-in calendar information from the built-in calendar into the appropriate days for the month currently being viewed.

For further information regarding import rules, see the section in this guide entitled Import/Export Buttons.

Note that import can take 1 or more seconds per day in the month, so be patient while a full import is taking place. This is due in part to the large number of calculations done when importing repeat-

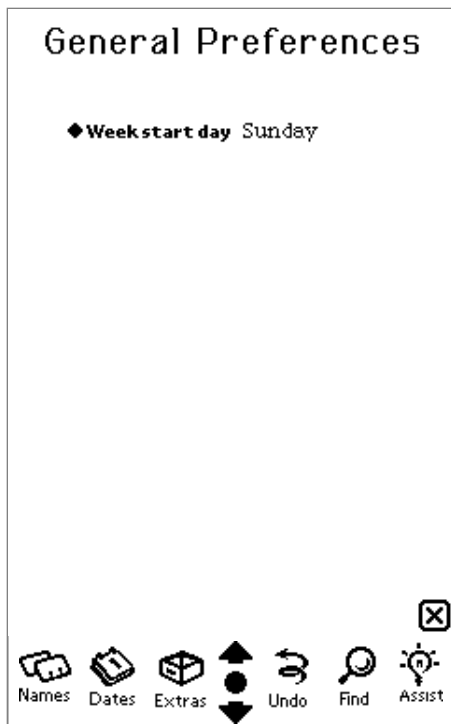


The Action Button (Newton 1.3)

ing day notes and repeating meetings.

Export

(Available only to registered users)



General Prefs (Newton 1.3)

Selecting Export exports all text in days belonging to the current month to the built-in calendar as day notes.

Performing an export will remove any existing day notes in the built-in calendar for that day, if they do not exist in the Time of the Month day being exported.

General Prefs

Selecting General Prefs brings up a new screen, with selectable general preferences:

Week start day - allows a user to select which day of the week (Sunday through Saturday) on which each week should start. Changing this will affect both the displayed month in the main screen, and printed months.

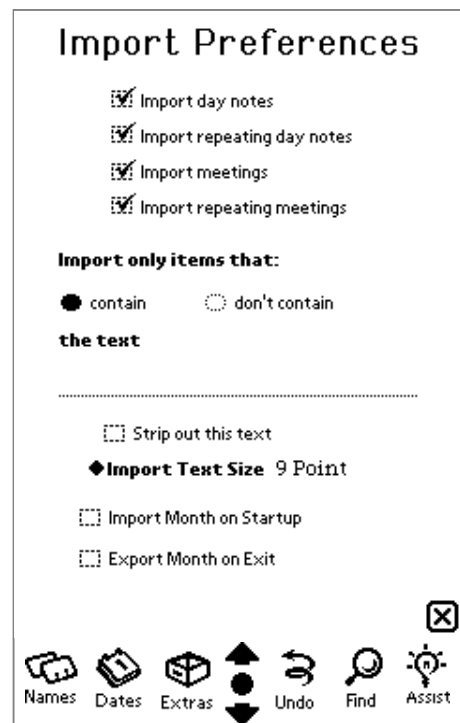
General Prefs take effect on a global basis - in other

words, you can not have different General Prefs for each filing category.

Import Prefs

Selecting Import Prefs brings up a new screen, with selectable import preferences:

- ◆ Import day notes - if checked, causes calendar day notes to be imported
- ◆ Import repeating day notes - if checked, causes repeating day notes to be imported
- ◆ Import meetings - if checked, causes calendar meetings to be imported



Import Prefs (Newton 1.3)

- ◆ Import repeating meetings - if checked, causes repeating meetings to be imported.
- ◆ Import items that contain/don't contain the text... - checks each potential import item to see if it does/doesn't contain the user supplied text, and imports/doesn't import appropriately.
- ◆ This option can be handy if you maintain, for example, both a business and a personal calendar. You could prefix all of your personal meetings and events with Personal:, and for the business calendar, import items that don't contain Personal: while for the personal calendar, import only items that do contain Personal: (and strip out the text).
- ◆ Strip out this text - if checked, causes text used to find import items to be stripped out in the Time of the Month calendar. This only works with "Import items that contain...".
- ◆ Import Text Size - a pickable list of text point sizes which will be used when performing an import. Choices are 4, 5, 6, 7, 8 and 9 point (9 is default). Quality of printing will vary from printer to printer. On an HP LaserWriter, 6 point is excellent.
- ◆ Import Month on Startup - if checked, this option will cause the current month to be imported whenever Time of the Month is started.
- ◆ Export Month on Exit - if checked, this option will cause the current month to be exported whenever Time of the Month is exited.
- ◆ Import Preferences (with the exception of Import Month on Startup/Export Month on Exit) take effect on a per-filing category basis. In other words, you may have different import preferences for your "Personal" and "Business" calendars.
- ◆ Import Month on Startup and Export Month on Exit take effect on a global basis.

About

Displays the Time of the Month about page.

Register

Displays a registration dialog if you haven't already registered. If you have registered, a notification is given telling you so.

The Info Button (Newton 2.0 Only)

When tapped, the Info button allows four choices - "About", "General Prefs", "Import Prefs" and "Print Prefs".

About

Displays the Time of the Month "about" page.

General Prefs

Selecting General Prefs brings up a new screen, with selectable general preferences:



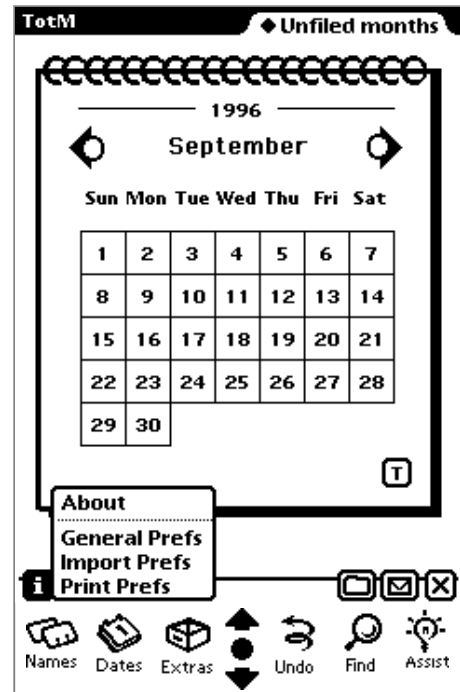
General Prefs (Newton 2.0)

Week start day - allows a user to select which day of the week (Sunday through Saturday) on which each week should start. Changing this will affect both the displayed month in the main screen, and printed months. General Prefs take effect on a global basis - in other words, you can not have different General Prefs for each filing category.

Import Prefs

Selecting Import Prefs brings up a new screen, with selectable import preferences:

- ◆ Import day notes - if checked, causes calendar events to be imported
- ◆ Import repeating day notes - if checked, causes repeating events to be imported
- ◆ Import meetings - if checked, causes calendar meetings to be imported
- ◆ Import repeating meetings - if checked, causes repeating meetings to be imported.



The Info Button (Newton 2.0 Only)

◆ Import items that contain/don't contain the text... - checks each potential import item to see if it does/doesn't contain the user supplied text, and imports/doesn't import appropriately.

◆ This option can be handy if you maintain, for example, both a business and a personal calendar. You could prefix all of your personal meetings and events with Personal:, and for the business calendar, import items that don't contain Personal: while for the personal calendar, import only items that do contain Personal: (and strip out the text).

◆ Strip out this text - if checked, causes text used to find import items to be stripped out in the Time of the Month calendar. This only works with "Import items that contain...".

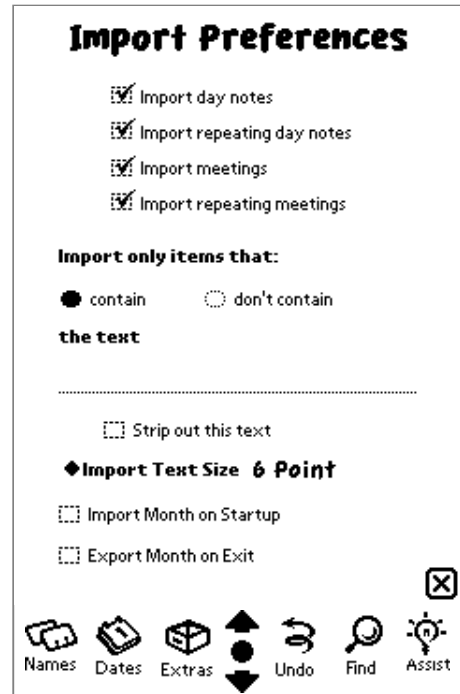
◆ Import Text Size - a pickable list of text point sizes which will be used when performing an import. Choices are 4, 5, 6, 7, 8 and 9 point (9 is default). Quality of printing will vary from printer to printer. On an HP LaserWriter, 6 point is excellent.

◆ Import Month on Startup - if checked, this option will cause the current month to be imported whenever Time of the Month is started.

◆ Export Month on Exit - if checked, this option will cause the current month to be exported whenever Time of the Month is exited.

◆ Import Preferences (with the exception of Import Month on Startup/Export Month on Exit) take effect on a per-filing category basis. In other words, you may have different import preferences for your "Personal" and "Business" calendars.

◆ Import Month on Startup and Export Month on Exit take effect on a global basis.



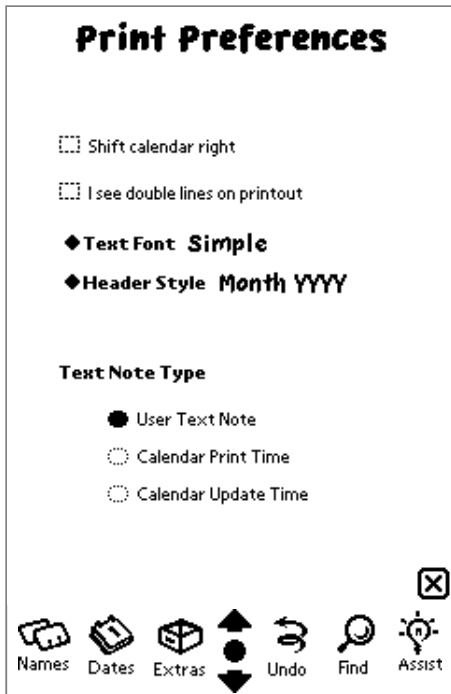
Import Prefs (Newton 2.0)

Print Prefs

Selecting Print Prefs brings up a new screen, with selectable printing preferences:

◆ Shift calendar right - This option will shift the printed calendar 7 pixels to the right, in order to avoid margin problems with some non-Apple printers. This option, to obtain the 7 pixels, removes 1

pixel (out of 80) from each day in the month, and may change formatting in extreme cases). This is also true for A4 paper, which needs to remove 2 pixels from each day (in portrait printing mode) in order to fit the calendar on the narrower A4 paper size.



Print Prefs (Newton 2.0)

calendar was printed

- ◆ Calendar Update Time - this is the last date/time that any day in the month being printed was updated.
- ◆ Printing Preferences take effect on a per-filing category basis. In other words, you may have different printing preferences for your "Personal" and "Business" calendars.

- ◆ I see double lines on printout - some printers, notably networked ones, show up "double lines" between days on the calendar. Checking this option if you see double lines on your printout should cure the problem.

- ◆ Text Font - There are three choices here, "Simple", "Fancy" and "Casual". This controls the font of all text aside from what is actually contained in the days (for example the names of the days). Please note that some printers will not support this.

- ◆ Header Style - this simply changes the style of the Month/year header at the top of the calendar. Options are "YY Month YY" and "Month YYYY".

- ◆ Text Note Type - this option allows one of three "types" of text notes to be placed at the bottom right part of the calendar. The choices are:

- ◆ User Note - this is the note entered from the T Button (Month Text Note) in the day edit window

- ◆ Calendar Print Time - this is the date/time that the

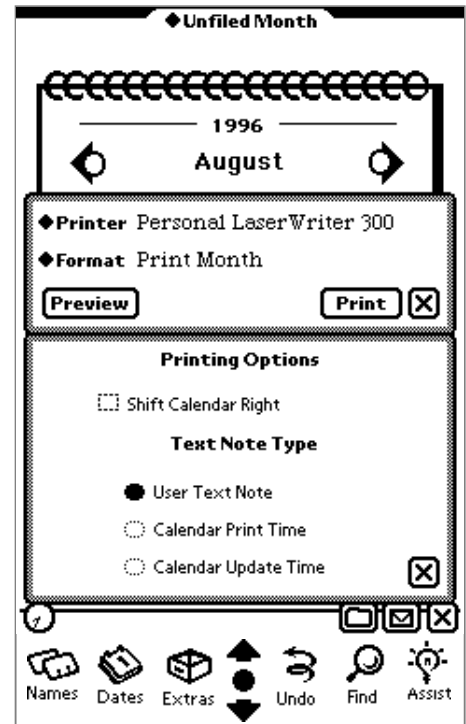
Printing Preferences (Newton 1.3 only)

Several printing preferences are available when using Time of the Month on 1.3 Newtons. These preferences are selectable in an "auxiliary slip" attached to the print slip when a month is printed:

- ◆ Shift calendar right - This option will shift the printed calendar 7 pixels to the right, in order to avoid margin problems with some non-Apple printers. This option, to obtain the 7 pixels, removes 1 pixel (out of 80) from each day in the month, and may change formatting in extreme cases). This is also true for A4 paper, which needs to remove 2 pixels from each day (in portrait printing mode) in order to fit the calendar on the narrower A4 paper size.

- ◆ Text Note Type - this option allows one of three "types" of text notes to be placed at the bottom right part of the calendar. The choices are:

- ◆ User Note - this is the note entered from the T Button (Month Text Note) in the day edit window
- ◆ Calendar Print Time - this is the date/time that the calendar was printed
- ◆ Calendar Update Time - this is the last date/time that any day in the month being printed was updated.



Printing Preferences (Newton 1.3 Only)

Filing

One (and only one) calendar for each month may be filed in each of the files which you have set up. For example, it is possible to have one Personal calendar in the Personal file, and one Business calendar in the Business file. Filing is performed through standard Newton operations.

Changing the calendar viewed

To display a calendar from a different file, tap the folder tab at the top of the screen (by default, upon entry into Time of the Month, the file viewed is Unfiled Month. When this is tapped, a list of file folder names will be displayed. Tapping a file folder name will cause Time of the Month to retrieve and display the calendar for that filing category.

When the file folder is changed, all new user input to the calendar is saved in the calendar in that folder.

Filing the calendar

To file the calendar for the currently displayed month in a different folder, tap the Folder button on the Newton status bar. The File this month in... dialog box will appear, allowing you to select the folder in which to file this month. Tapping the appropriate radio button, and then the File button will cause the month to be filed appropriately.

Only one calendar allowed per file.

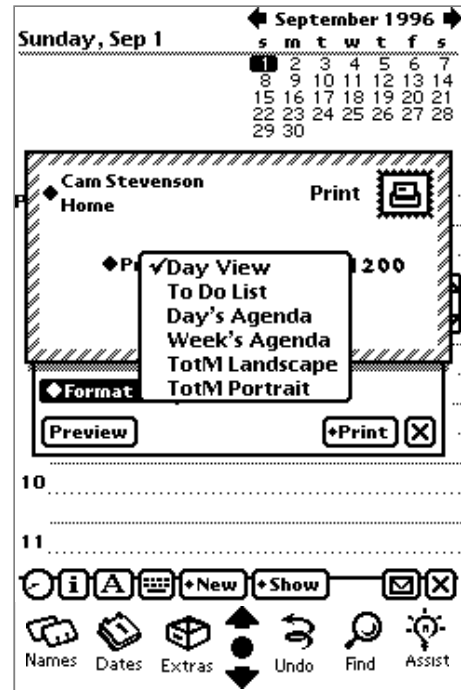
Since only one calendar per month is allowed in each folder, filing a month in a folder will remove any existing month in that folder. When filing is performed, a dialog box will warn you of this if there is existing information for the current month, and allow you to cancel the operation.

Built-in Calendar Additions (Newton 2.0 only)

Time of the Month adds two new print formats to the Newton built-in calendar, "TotM Landscape" and "TotM Portrait".

These print formats will automatically import the the month selected in the calendar into Time of the Month, then print it in the selected mode (portrait or landscape). This allows easy printing of updated calendars without having to enter Time of the Month and performing an import. The imported month is placed in the "unfiled" category.

Note: the importing portion of this feature is only available to registered users.



Additional Print Formats for Built-in Calendar

Notes on Landscape Printing

Printing in landscape mode requires that Time of the Month perform some level of manipulation on information contained in "days"; specifically:

- ◆ only one line is used per meeting or event - the first two imported items do not take up two lines
- ◆ drawn images may extend beyond the bounds of the day
- ◆ the maximum number of imported meetings/events is typically one less than for portrait mode

Other Notes

The Newton 2.0 version of Time of the Month was tested on a MessagePad 120 with Newton 2.0 ROMS and system update 516205 applied. Printers tested were the Stylewriter 1200 and HP LaserJet.

The Newton 1.3 version of Time of the Month was tested on a MessagePad 100 running system 1.3. Printers tested were the Personal LaserWriter 300, and HP LaserJet.

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