



ClockWork™ 1.0

Documentation

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Chapter 1: Welcome

Congratulations for choosing ClockWork as your personal, or office, Day Planner software. ClockWork is an advanced day planner for managing your schedules, and “to-do” lists. It has great flexibility and utility, with many advanced features not found in similar software programs. It can be used for both personal scheduling, and for managing shared events in your office, because of its easy to use, flexible networking features. ClockWork was designed exclusively for the MacOS, and its tight integration with the MacOS makes it very reliable and easy to use. ClockWork uses many of the conventional operations familiar to MacOS software users.

Easy and fast synchronization with PowerBook, or Newton computers, allows you to take your data on the road and then update your calendar when you come back to the office. ClockWork’s elegant user-interface closely follows Apple’s Human Interface Guidelines, and thus makes learning ClockWork a snap.

We hope that ClockWork will make your daily work more efficient and more fun, too. Century Software strives to meet your expectations and we are constantly improving and evolving ClockWork, adding new features and making it easier to use.

However, there is no such thing as perfect, or bug-free software. So if you find a bug, or if you are missing or not understanding an important feature, or if you are having trouble using ClockWork, please don’t hesitate to contact us at: support@centsoft.com. We try to answer every question promptly.

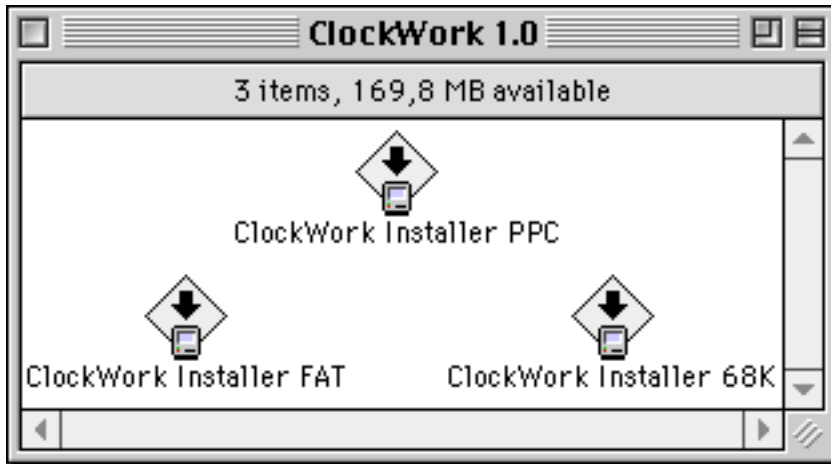
Thank you for choosing ClockWork,

The ClockWork Team

Century Software

Chapter 2: Installing ClockWork

To install ClockWork, double click on the [ClockWork installer](#) which matches your MacOS computer. If you do not know which processor that you have, then consult Appendix I, at the end of this manual for more information. This Appendix supplies the [System Requirements](#) needed for ClockWork to operate.



ClockWork Installer PPC

If you have the newer type of MacOS computer, equipped with a Power PC processor, then use the ClockWork Installer PPC.

ClockWork Installer 68K

If you have the older MacOS computer, with a 680x0 processor, then use this installer.

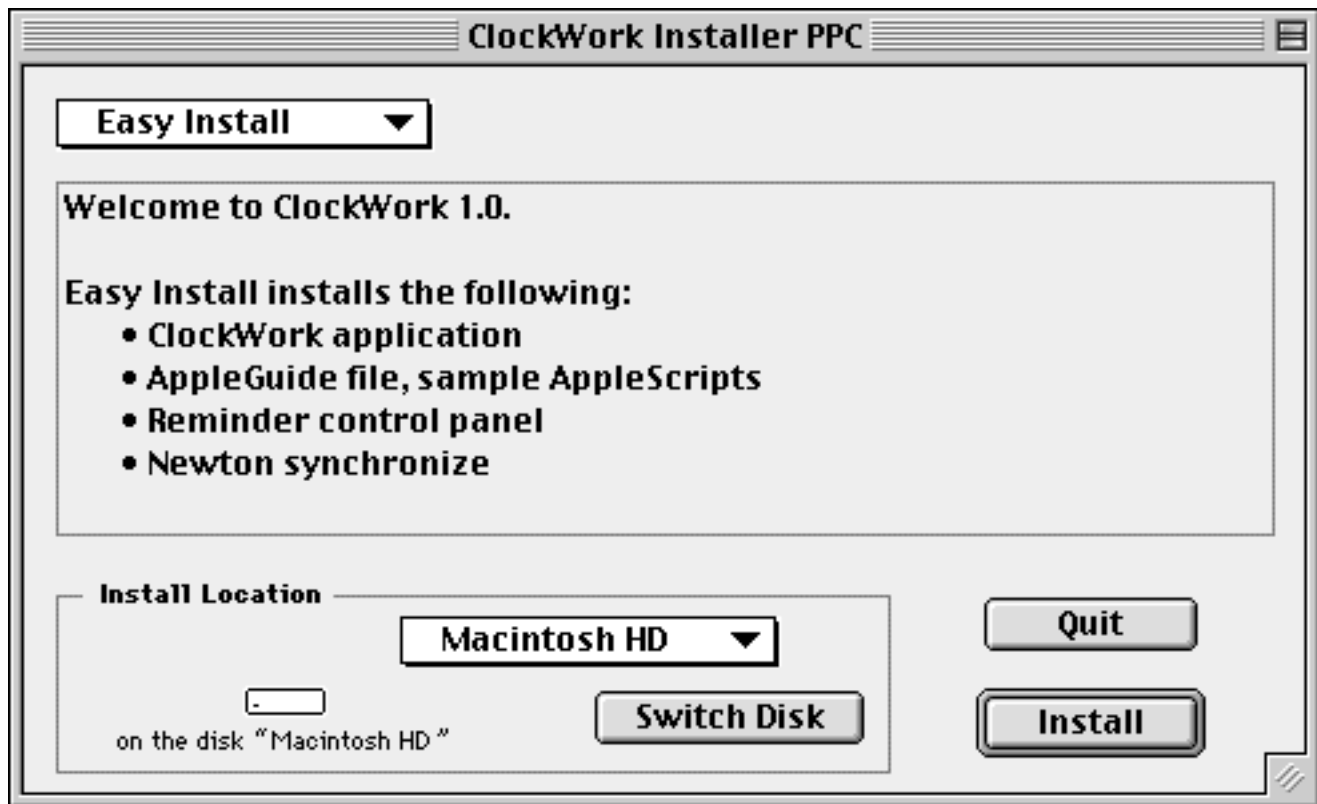
ClockWork Installer FAT

If you are not sure, or if you want to use the software on both a PowerPC, and a 680x0 computer, then use the ClockWork Installer FAT, which will install a FAT version of ClockWork. This version will be able to run on both a PowerPC, and a 680x0 MacOS computers. However, one should try to install the version most compatible with the computer you are using. That way you will install only what is needed to optimally operate ClockWork on your particular computer.

Easy Install

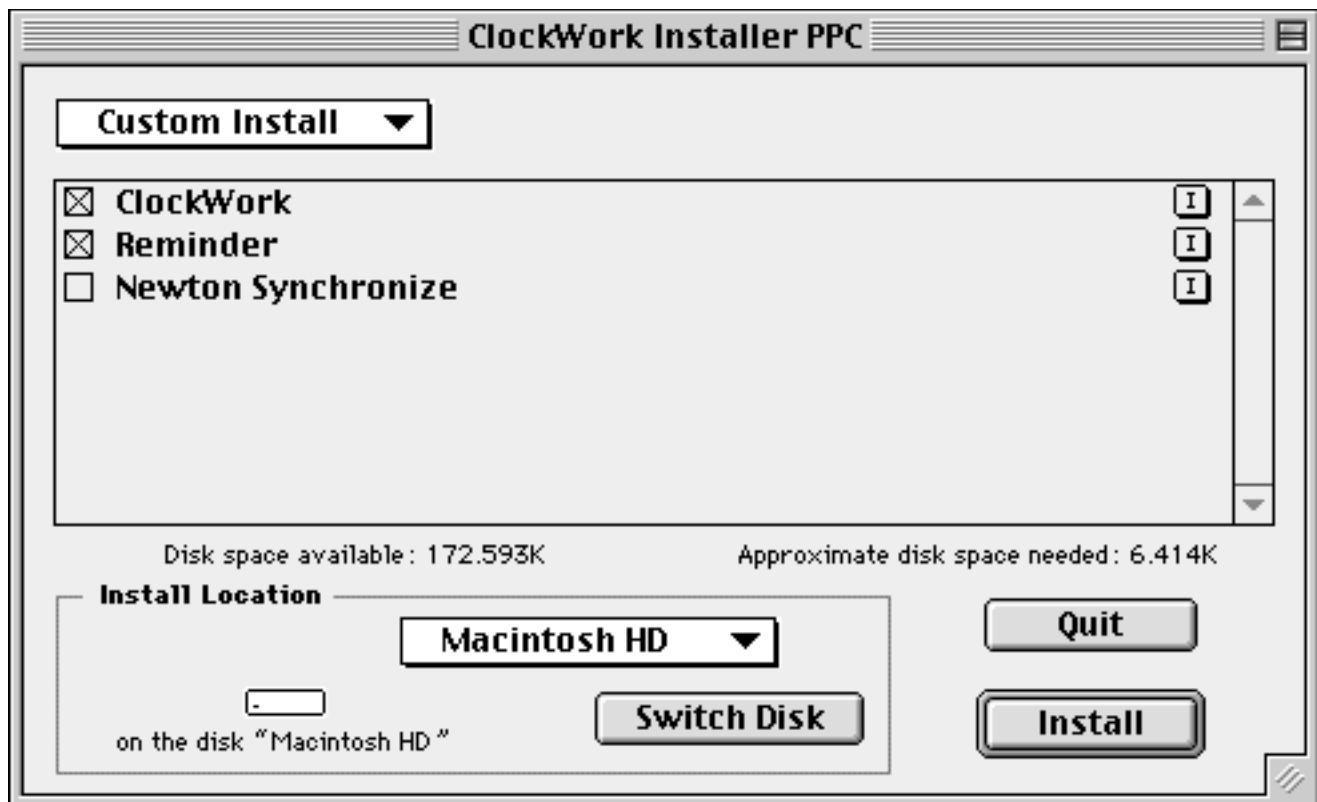
After launching the Installer, you can select the drive and folder from the popup menu in the Install Location menu. The installer will create a folder called "ClockWork Folder" on the specified disk, and install ClockWork, and all related files into that folder. If you want to install ClockWork into a different folder, open the popup menu and choose Select Folder. A dialog box will appear which lets you choose the desired folder for the installation.

By default, the ClockWork installer will install all files necessary to get started with ClockWork on the hard drive. It will install the ClockWork application, some readme files, and the sample AppleScript files. In addition, the Installer will place the ClockWork Reminder control panel into the System folder of your startup disk. The ClockWork Reminder is required, if you want to be notified of pending alarms, even if the application is not running.



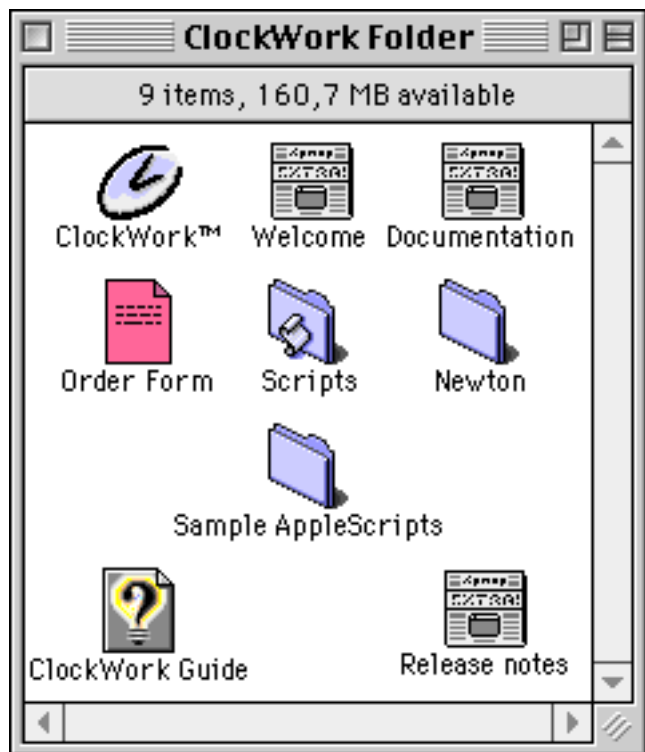
Custom Install

If you want to override the recommended set which will be installed by the installer, you can choose Custom Install, instead of Easy Install, from the popup menu in the top left corner. Custom Install lets you manually choose from three different packages (ClockWork, Reminder, and Newton Synchronize).



ClockWork Folder

After installing ClockWork ,you will find a folder called “ClockWork Folder” at the top-level of your hard disk. This folder contains the ClockWork application and additional files.



ClockWork™

This is the ClockWork application. Launch it to get started with your Day Planner program.

Order Form

Use this form to order from ClockWork, a serial number which will allow your software to remain active. Simply fax the required payment information,using a major credit card. Alternatively you can order ClockWork serial numbers from our secure web-server <http://www.centsoft.com>

Scripts

If you place compiled AppleScript files into this folder, ClockWork will automatically append a Scripts menu to the menu bar showing the contents of this folder. For more information about AppleScript, please refer to Chapter 14, [AppleScript](#), in this documentation.

Newton

This folder contains ClockWork’s Newton package required for Newton synchronization.

Sample AppleScripts

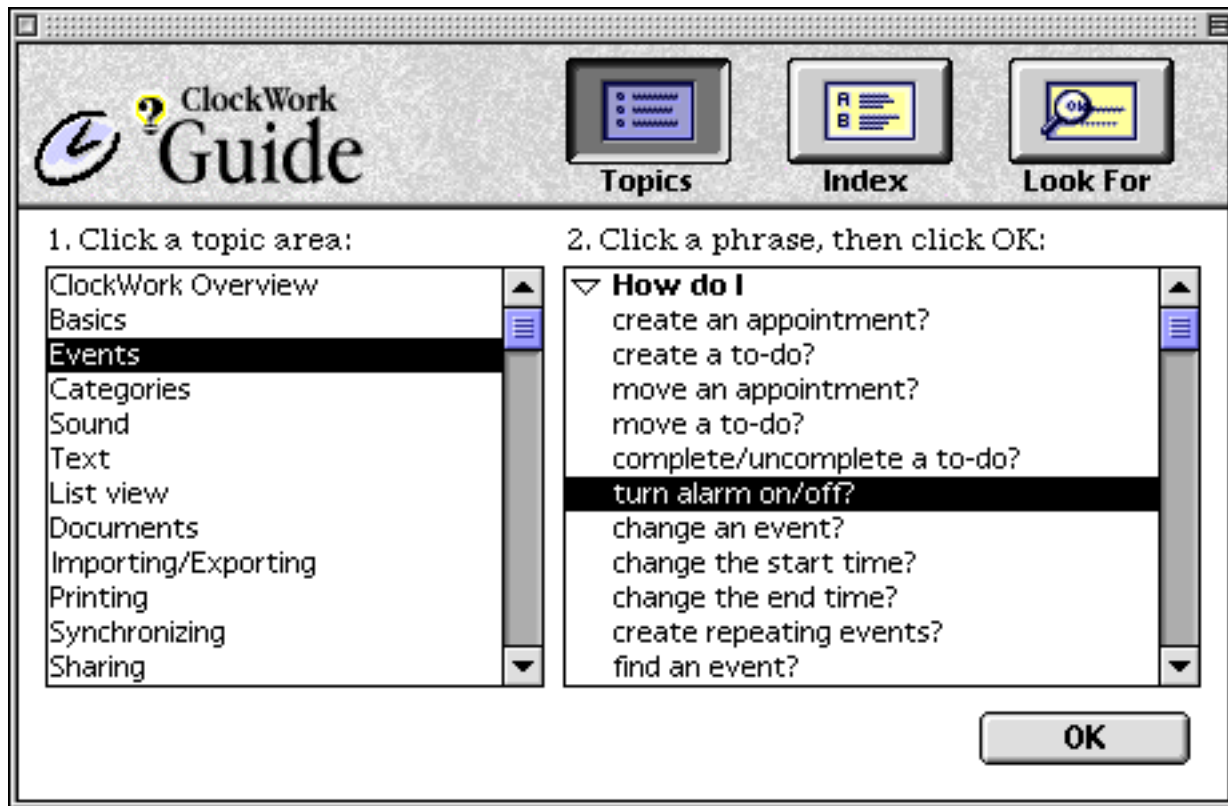
This folder contains a number of AppleScripts illustrating the scripting functionality of ClockWork. For more information about AppleScript, please refer to the [AppleScript](#) chapter in this documentation.

Chapter 3: Online Help

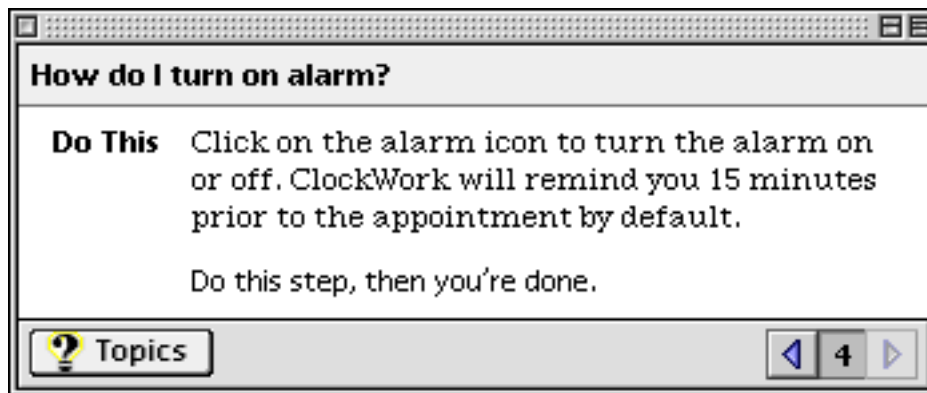
The following is intended as a “fly through” of ClockWork’s features. It introduces the basic concepts, illustrates the functionality, and gives useful hints on how to use the different features. In addition to this documentation, ClockWork offers extensive online electronic help via [BalloonHelp](#) and [AppleGuide](#).

AppleGuide

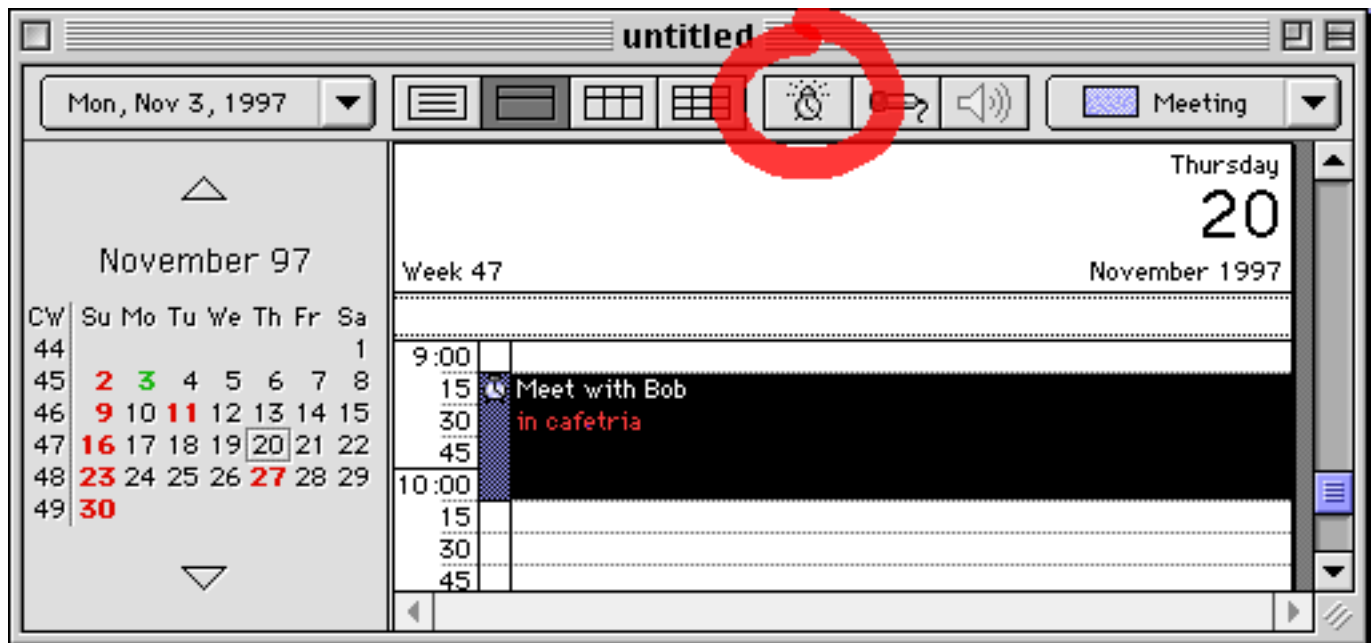
ClockWork fully supports AppleGuide, the standard electronic help system for the MacOS. AppleGuide “guides” you through ClockWork’s features using a step-by-step approach.



To use AppleGuide, open the [Help](#) menu and choose [ClockWork Guide](#). If you are working with System 7, or later, open the question-mark menu item on the right of the menu bar to access AppleGuide.

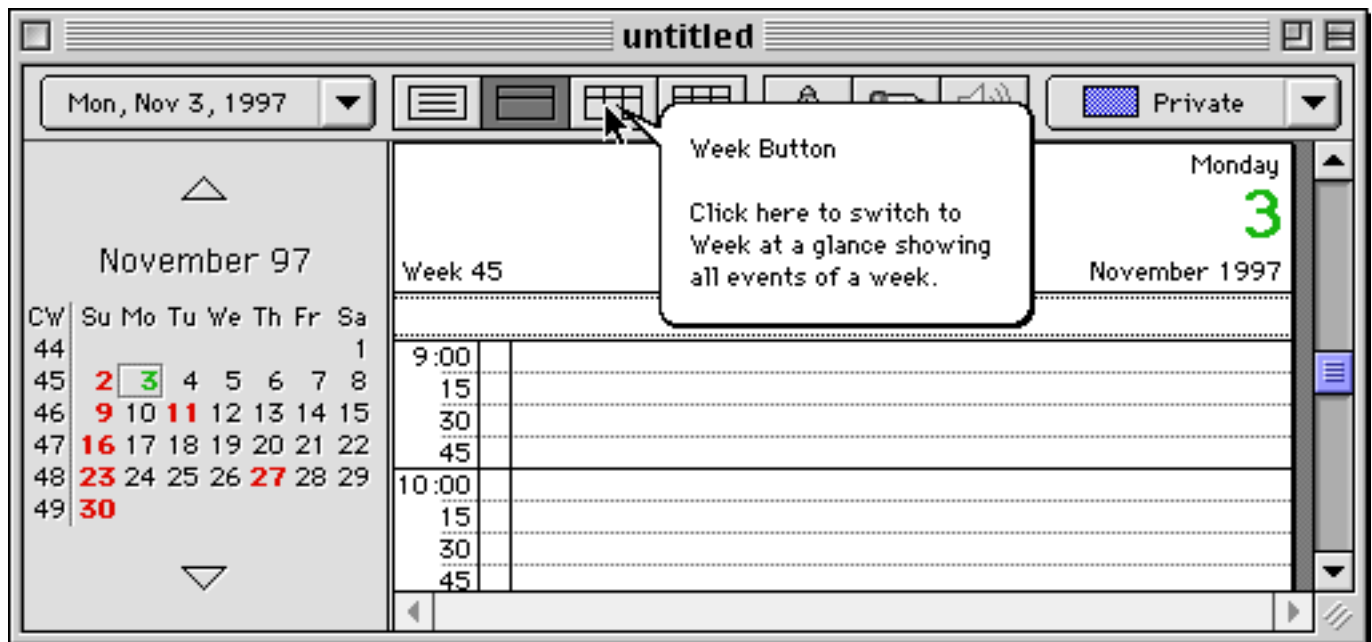


AppleGuide is an intelligent, context-sensitive help system, guiding you by drawing coach-marks on the screen to indicate which menu item to choose, or which button to click.



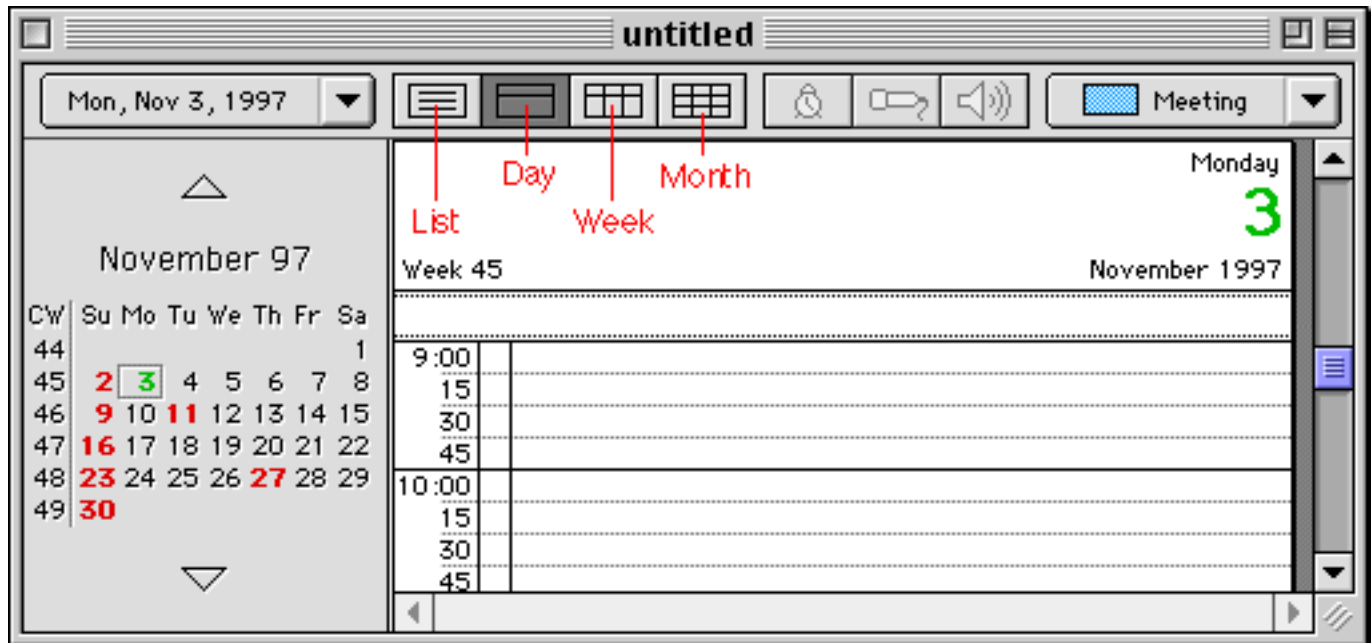
BalloonHelp

BalloonHelp is a standard help system built into the MacOS, enabling context-sensitive help by showing help balloons for on-screen elements and menu items. ClockWork offers BalloonHelp for all menu items, buttons, icons and other elements. To turn on BalloonHelp, open the [Help](#) menu and choose "Show Balloons". To turn it off, choose the same menu item again. If you are working on System 7, open the question-mark menu item on the right of the menu bar to access Balloon Help.



Chapter 4: Working with Views

ClockWork has four basic views to work with: [List](#), [Day](#), [Week](#) and [Month](#). You can switch between the different views by clicking on the view icons.

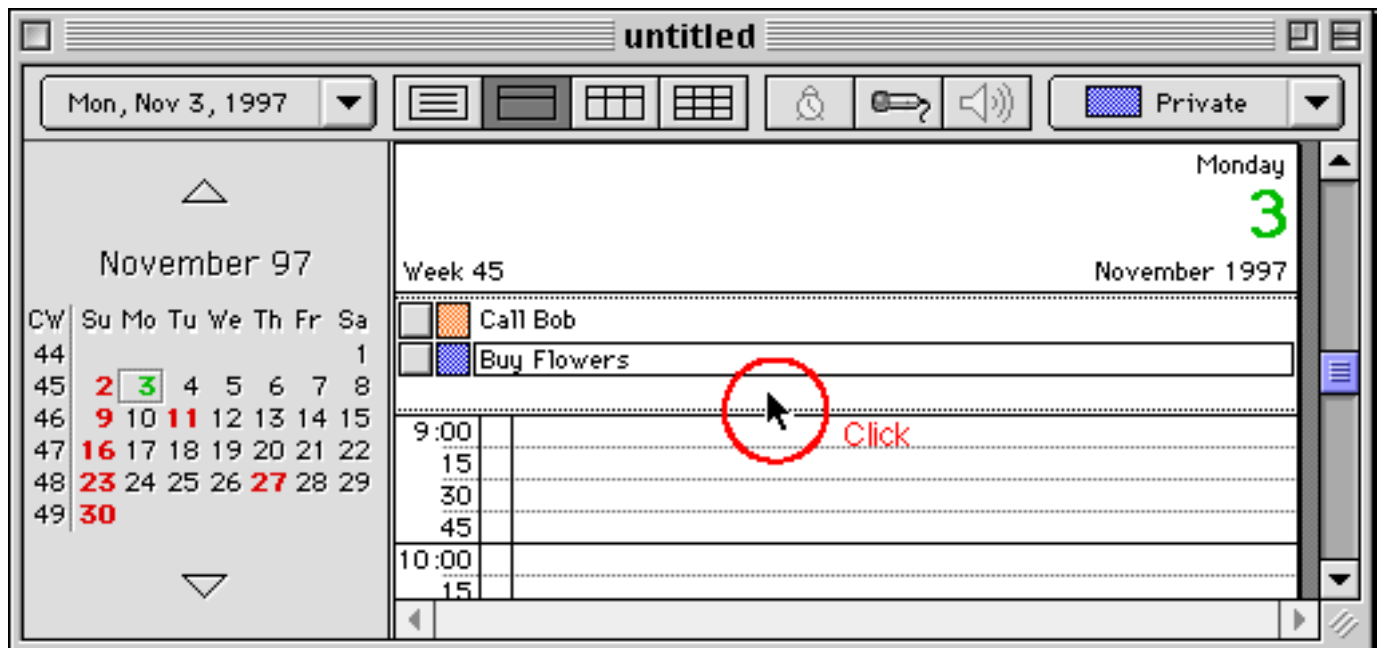


Day View

The Day view shows all the events of a specific day. The top area shows the day number, week number and holidays. Below are the to-do list and the daily schedule. The Day view (like all other views) behaves like a paper roll. If you scroll down, you will scroll to the next day, if you scroll up, you will see the past.

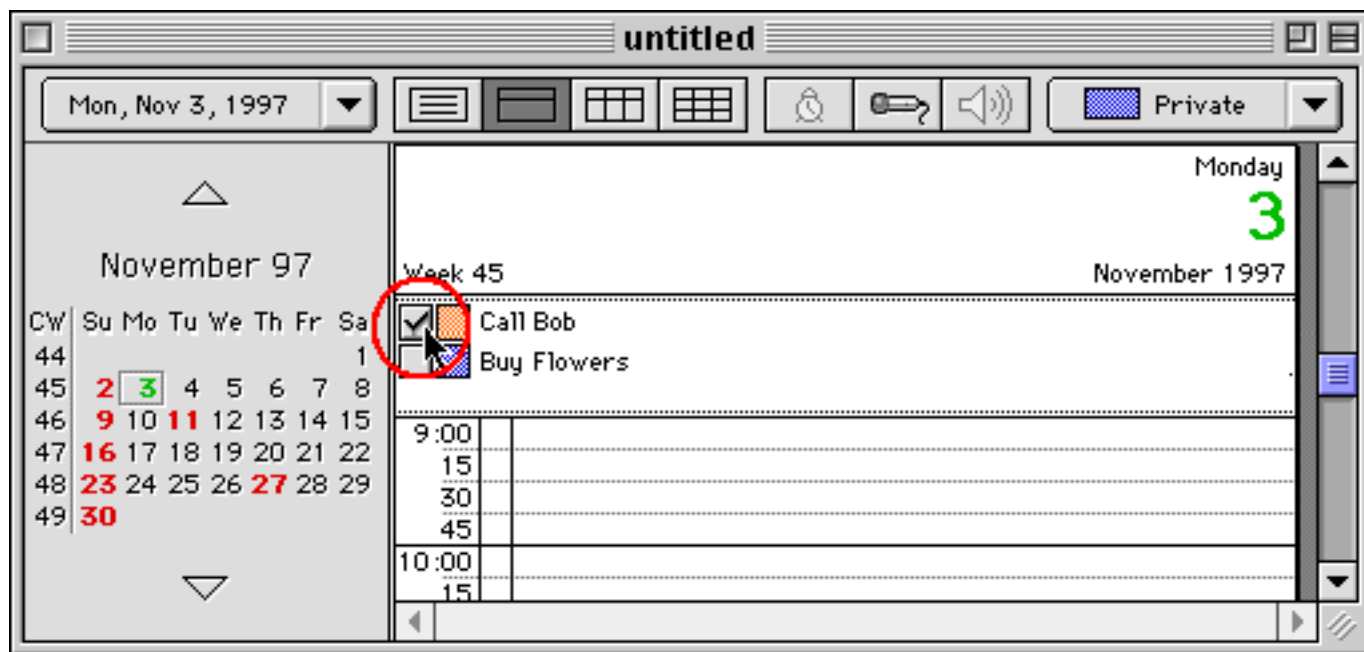
Creating a To-Do Item

To create a new to-do item, simply click in the [empty space](#) shown below, in the to-do list. A new to-do item will be inserted and you can type in the description for this to-do item.



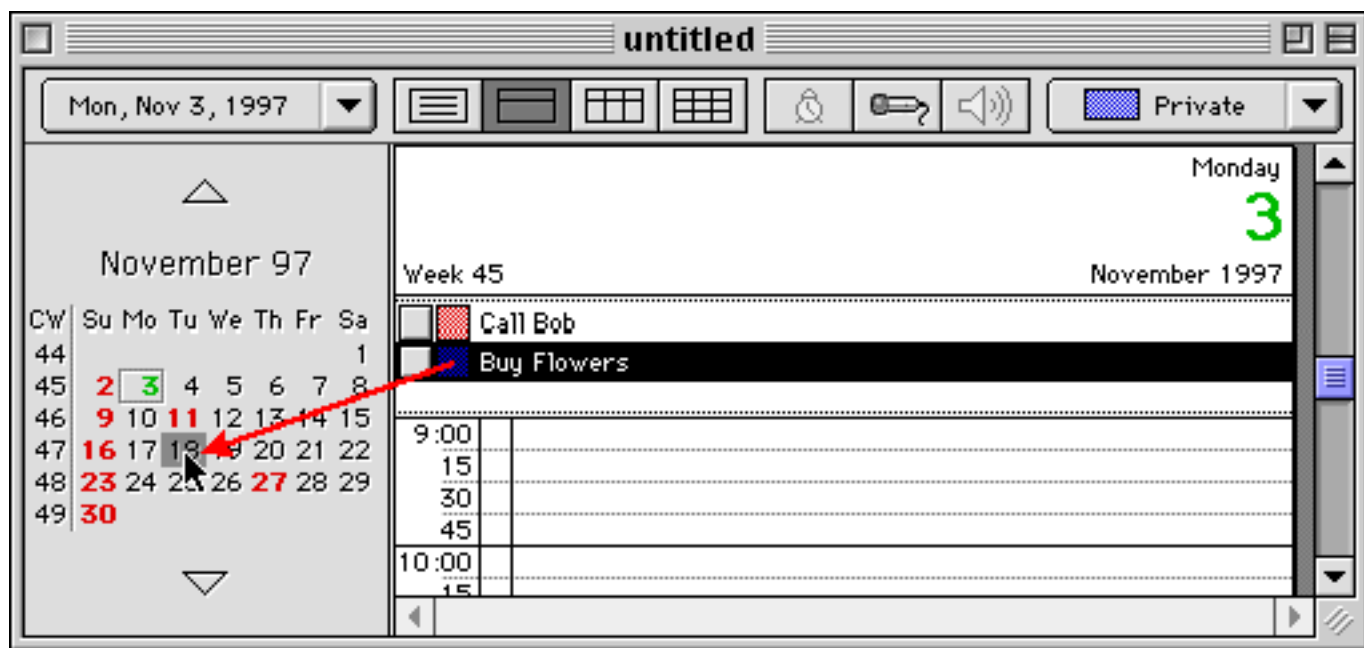
Completing a To-Do Item

If you have completed the to-do item, then click in the [checkbox on the left](#), to mark the item as completed. Click it again to mark it as uncompleted. Uncompleted to-do items will automatically carry forward to the next day. If you pass the deadline (by default 7 days), a red exclamation mark (!) will be shown in the checkbox to indicate that it is overdue.

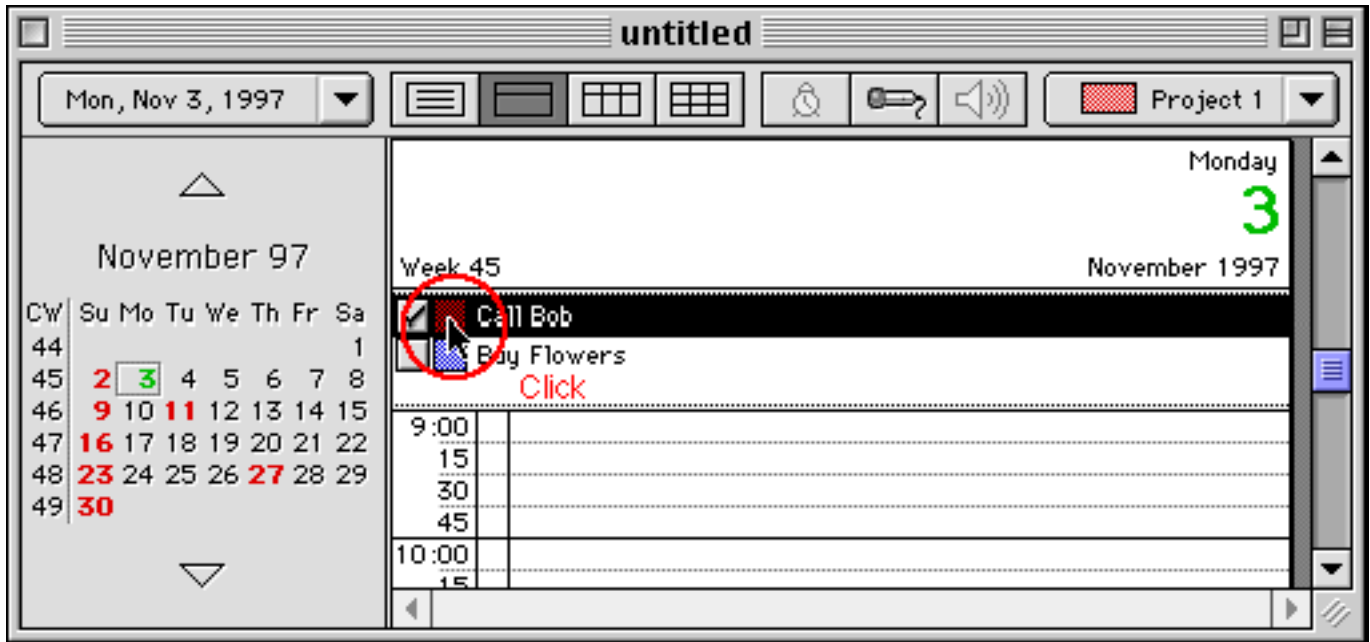


Moving a To-Do Item

To move a to-do item to a different day, click on the [pattern box](#), hold down the mouse and move the to-do item to the calendar on the left. If you release the mouse on a particular day, then the to-do item will be moved to that day.

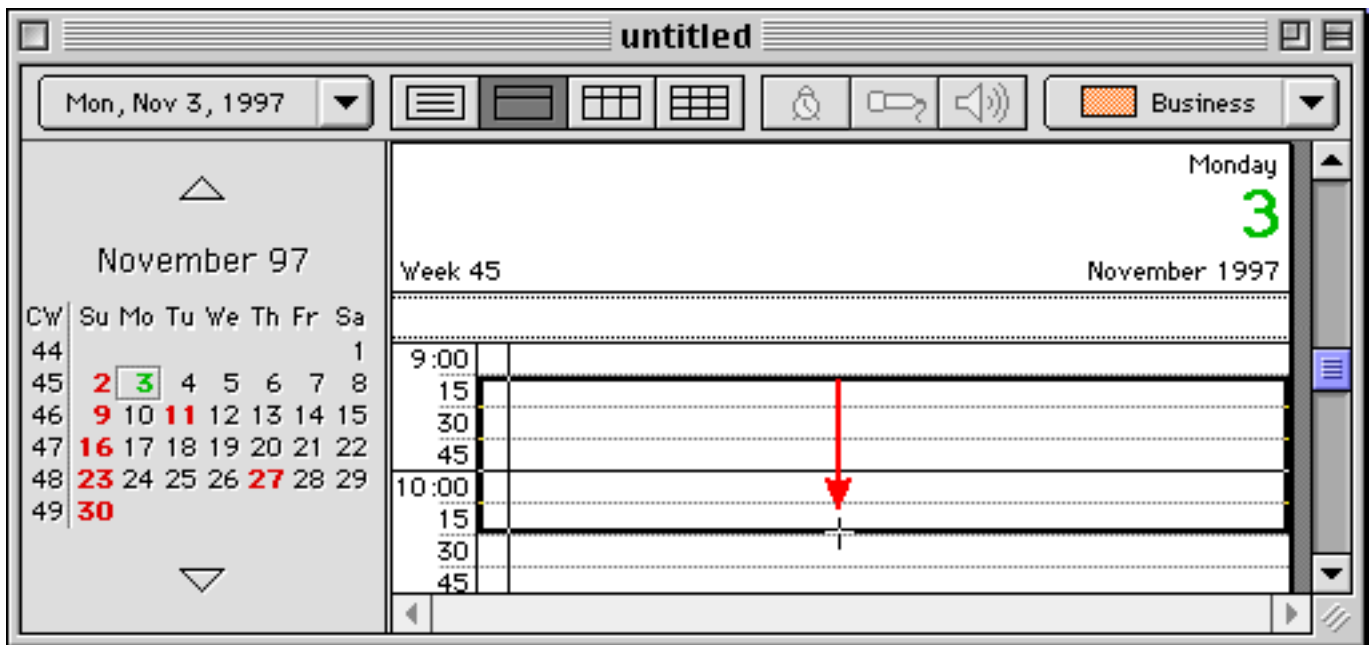


Deleting a To-Do Item



To delete a to-do item, select it by clicking on the [pattern box](#) of that item, and then push the [backspace](#) key on the keyboard. Alternatively, you can open the Edit menu and choose Clear.

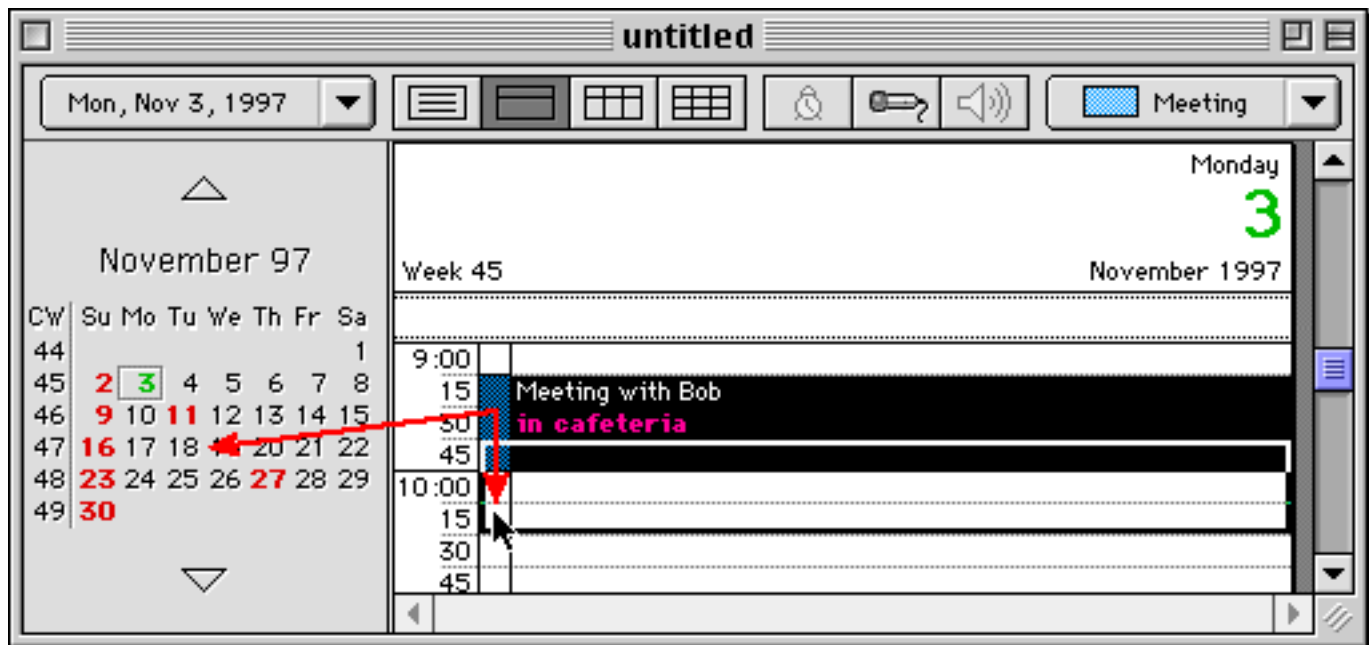
Creating an Appointment



The lower part of the Day view shows your daily schedule. To create a new appointment, click on the [start time](#), hold down the mouse button and drag downwards to the end time desired, then release the mouse. A new appointment will be created and you can type information about this event right into it.

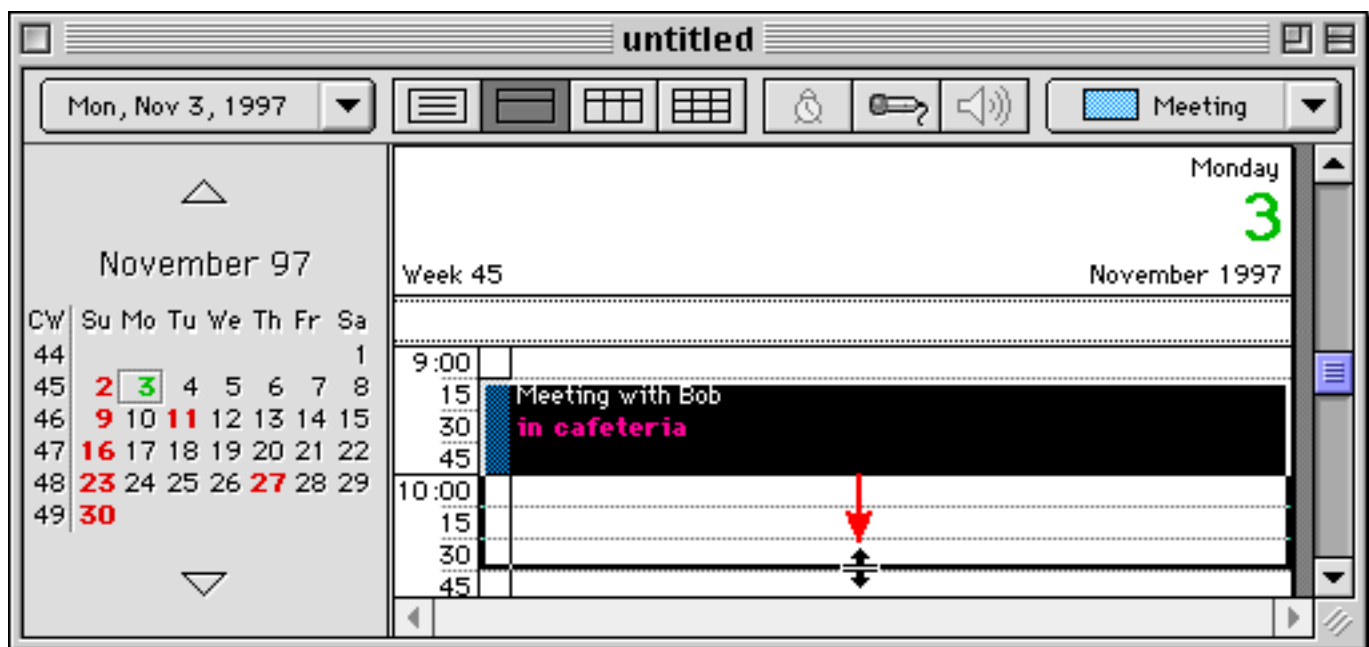
ClockWork supports up to 32000 characters of styled text per event. You can use standard text-editing features like undo, copy-and-paste or drag-and-drop to edit the text. If you enter more text than fits, the time-line will expand to make more room for the text.

Moving an Appointment



If you want to move an appointment, simply click on its **pattern box** and **drag** it downwards (or upwards) to the new time or day. To move the appointment to a different day, simply drag it to the calendar on the left and drop it at the date you want to move the appointment to. If you want to duplicate an appointment, hold down the **option key** and drag the event to a different time or day. This will create a copy at the destination time.

Changing the Start or End Time of an Appointment

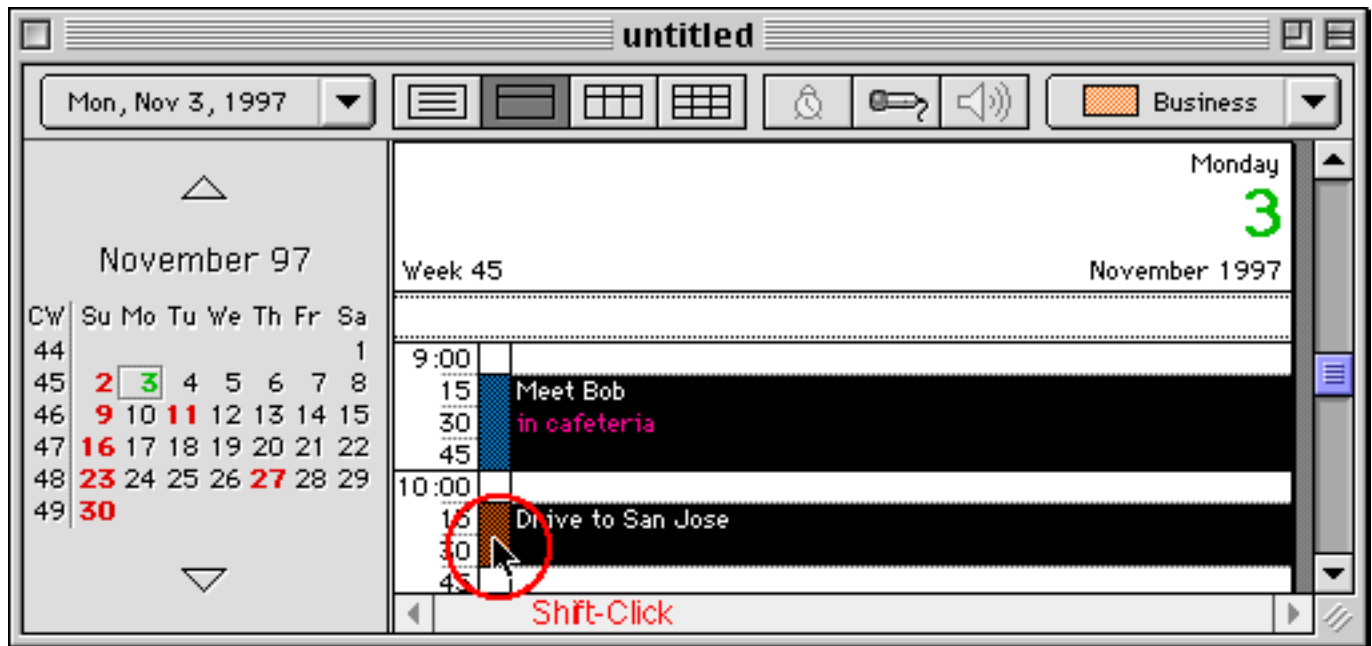


To change the end time of an appointment without moving the start time, move the mouse to the end time of the appointment. The cursor will change to a vertical resize cursor. **Click and drag** the mouse to the new end time. If you release the mouse button, the end time of the event will be changed without moving the starting time of the event. To change the start time of an event, perform a similar operation by clicking and dragging the start time of the appointment.

Deleting an Appointment

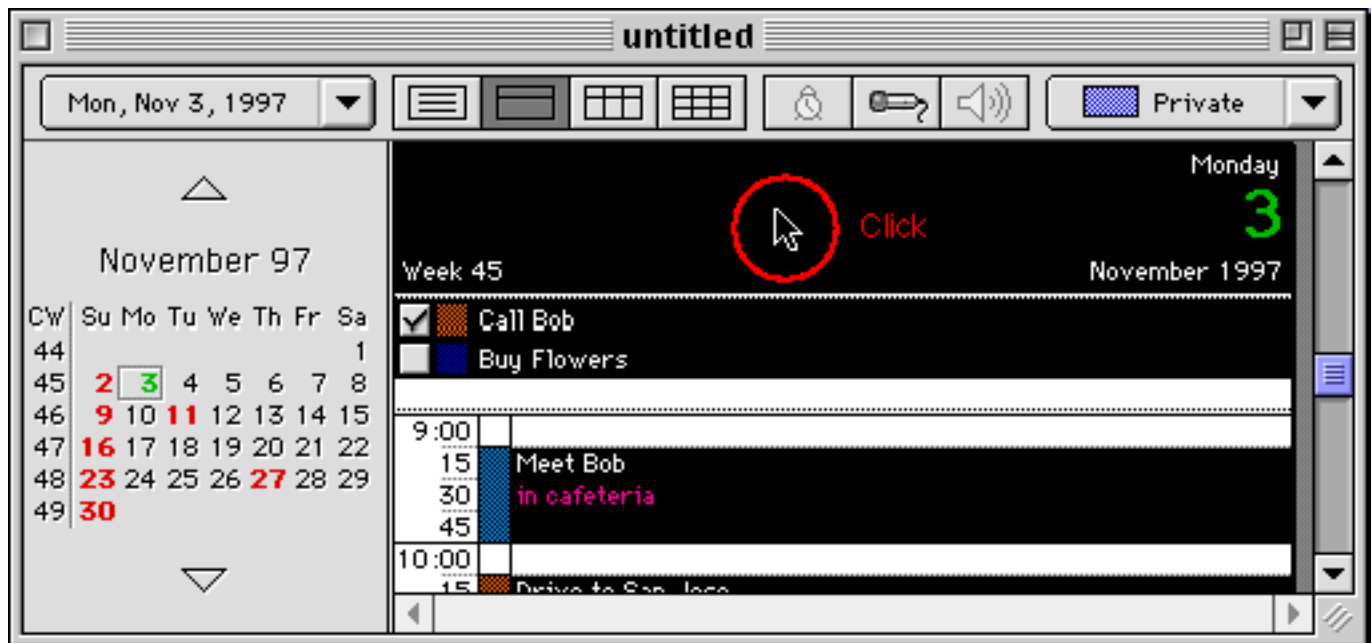
To delete an appointment, select it by clicking on its [pattern](#), to the left of it, and type a [backspace](#). You can also open the Edit menu and choose Clear, as an alternative way of deleting the appointment.

Selecting Multiple Appointments



You can select multiple appointments (event), by holding down the [shift-key](#) when clicking on a second event. This will select all events between the already selected and the target event. To select or deselect individual events, hold down the [command key](#) and click on the [pattern](#) of the event. This will either add it, or remove it, from those being selected.

Selecting all Events of a Day

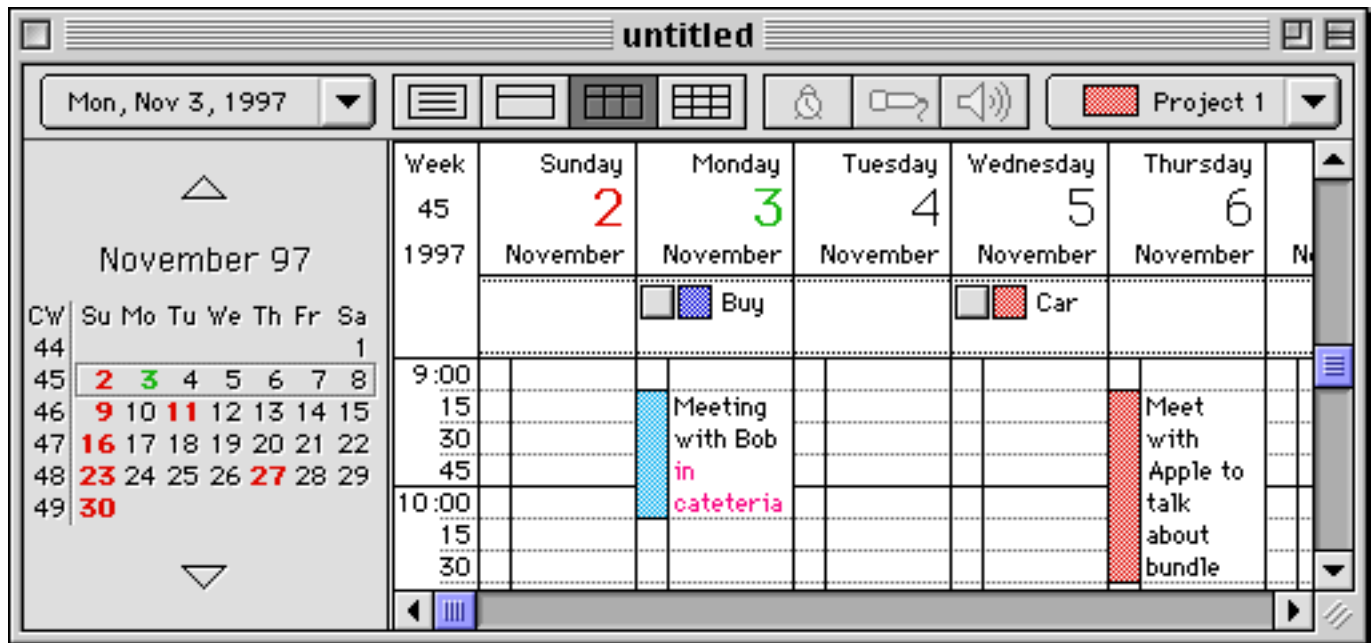


To select all events of a particular day, you can click on the top view, displaying the day number, and

holidays. Selecting all the events of a particular day is useful, especially if you want to delete all the events of a day, or if you want to move them to a different day, all at once.

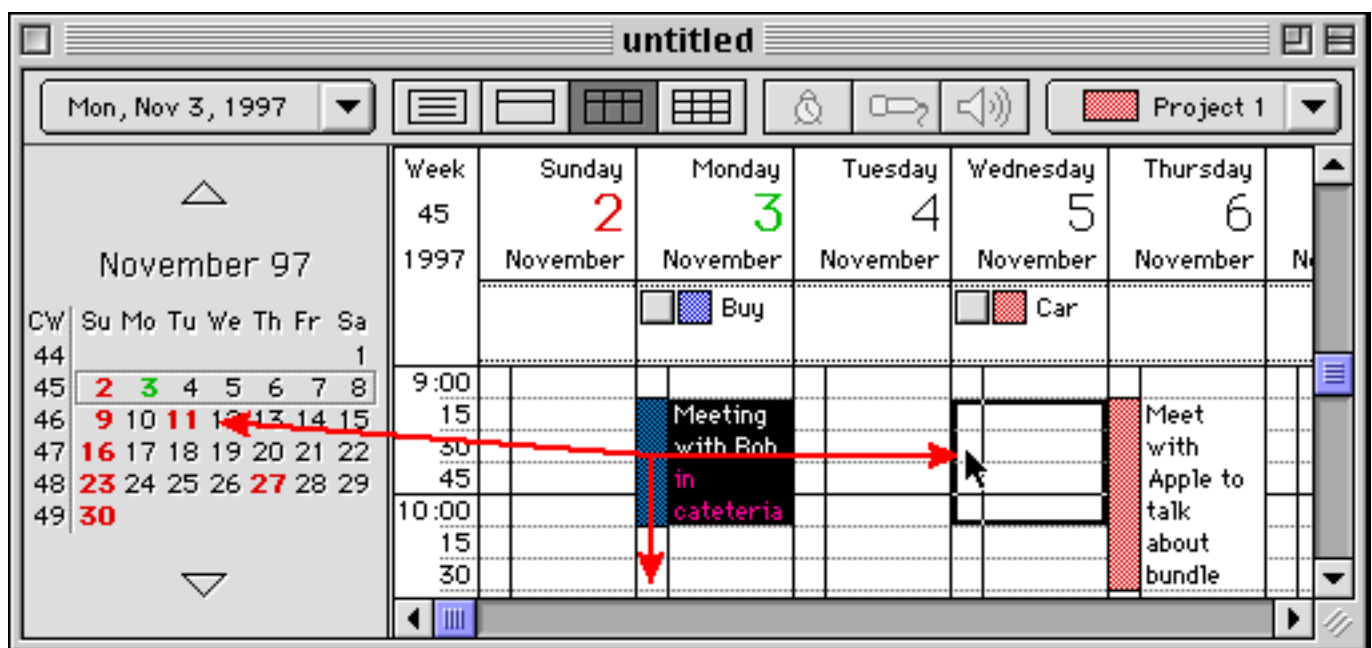
Week View

The Week view shows all the events of a specific week. The top area shows the day number, week number, and holidays. Below are the to-do lists for each day and the daily schedule. The Week view (like all other views) behaves like a paper roll. If you scroll down, you will scroll to the next week, if you scroll up, you will see the previous week.



The week view works much like the day view - creating appointments or to-do items, changing start and end time of appointments, and so forth, all operations are just like in Day view. However, the Week view offers some additional features when working with appointments.

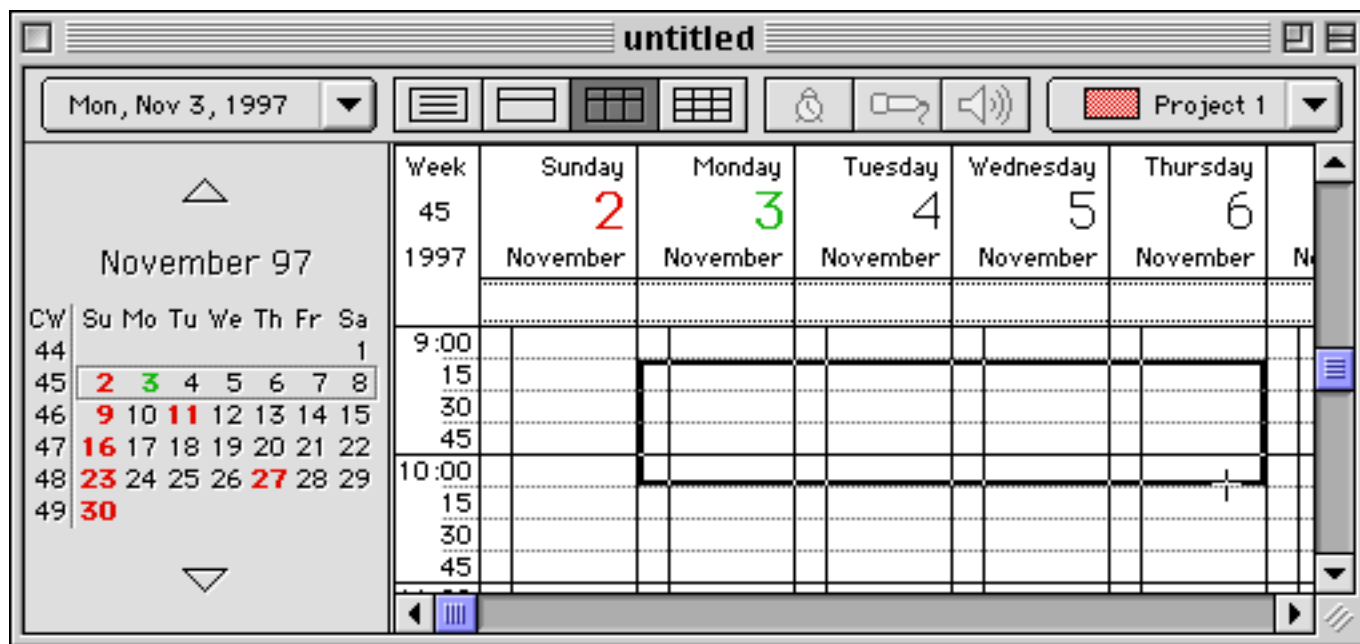
Moving Appointments in Week View



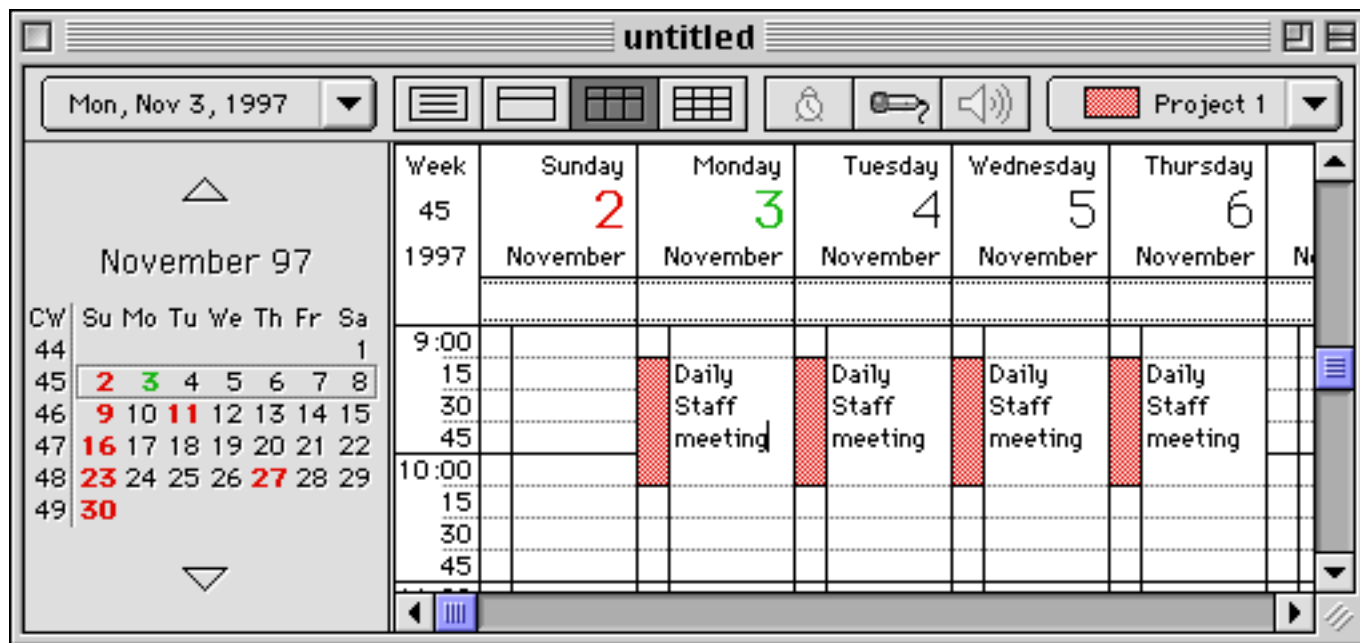
To move an appointment, or to-do item in the Week view, click on the [pattern](#) box, [hold down the mouse](#) and move it to its new time or day. It is just that simple.

Creating Repeating Appointments in Week View

The Week view offers an exceptionally easy way to create repeating appointments for a specific week. To create a repeating appointment, [click on the start time](#) of the first occurrence, [hold down the mouse](#) button and [drag](#) the cursor to the desired day that you want to have as the last occurrence. This will create a repeating appointment for the range of days specified.



If you enter any text (i.e., notes) for a repeating appointment, the text will be applied automatically, to all of the repeating appointments. All occurrences of a repeating appointment, also share the same category and voice annotations.

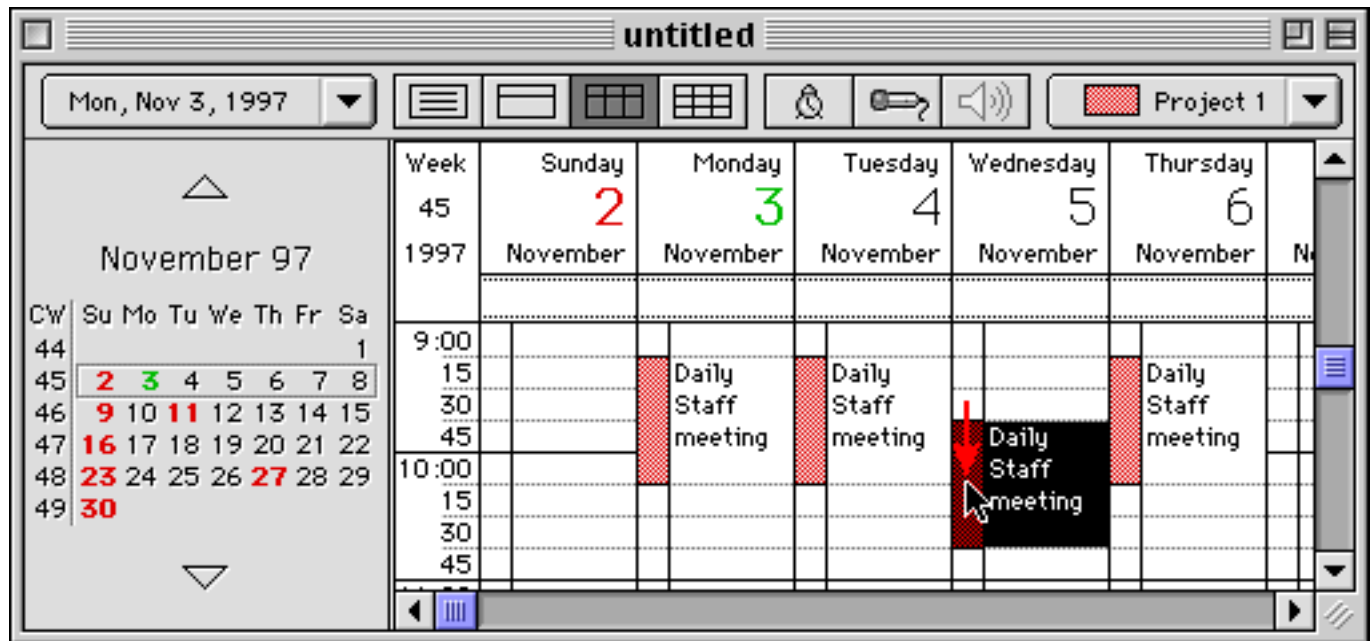


If you change the category of a repeating appointment, all occurrences will be changed to the new

category. While repeating appointments share text, category, and voice annotations, they can have different start or end times and individual occurrences can be deleted, as explained below.

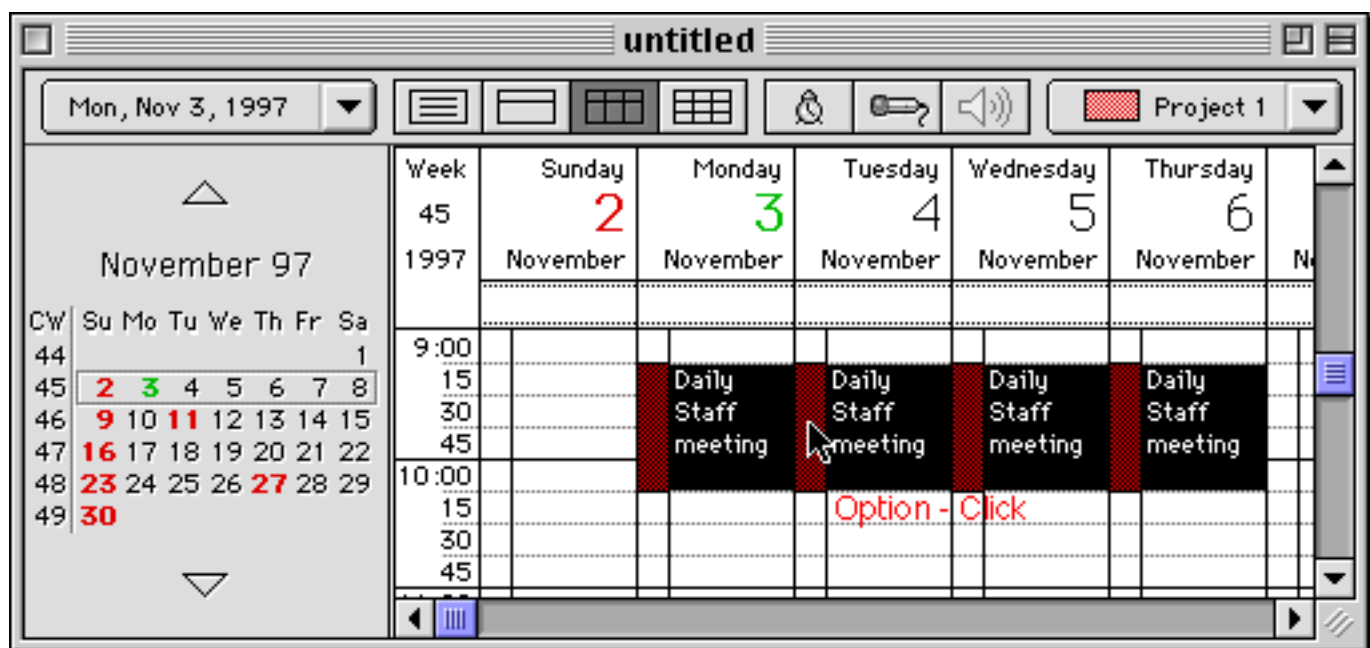
Exceptions

If a single instance of a repeating event differs from the rest of the repeating events, it is called an exception (e.g., a single occurrence of a repeating appointment is delayed for 30 minutes). To create an exception, of a repeating event, simply move the particular occurrence to a different time, or change its start or end time like with any other appointment (as discussed previously).

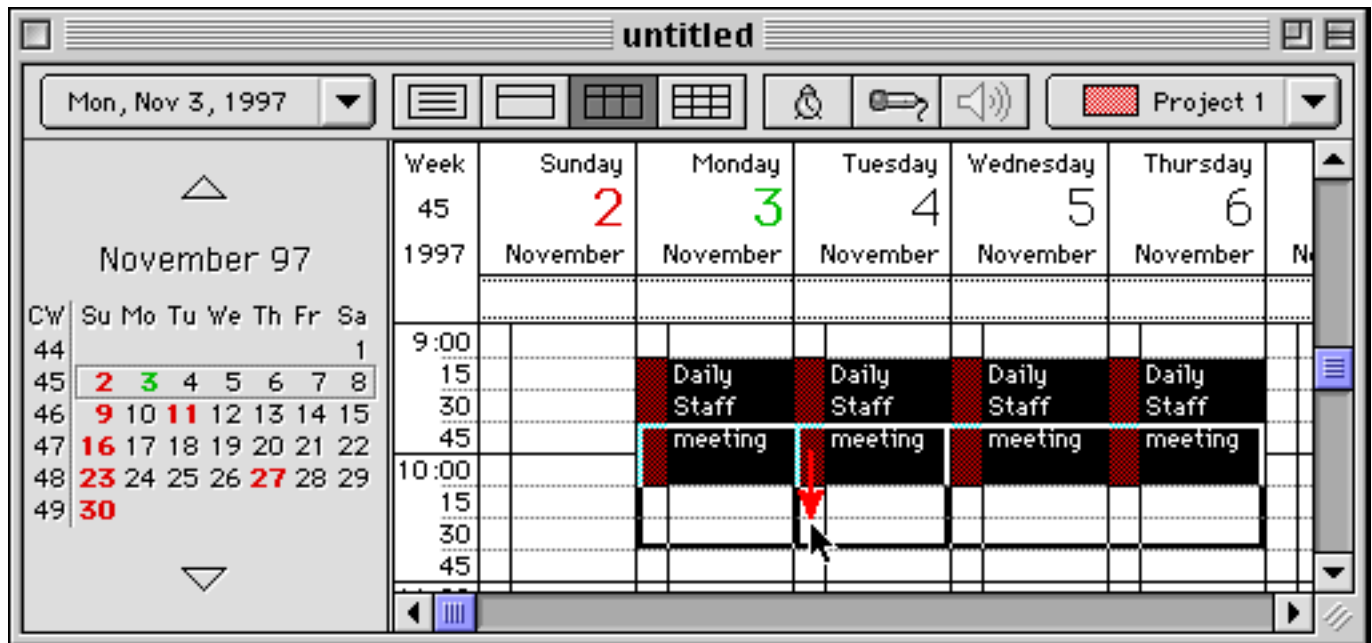


Modifying All Instances

If you want to change, or move, all instances of a repeating event, or if you want to delete them all at once, you can select all instances by holding down the [option key](#) when clicking on a single instance. Alternatively, you can select a single instance, open the Edit menu, and then choose Select Repeating.

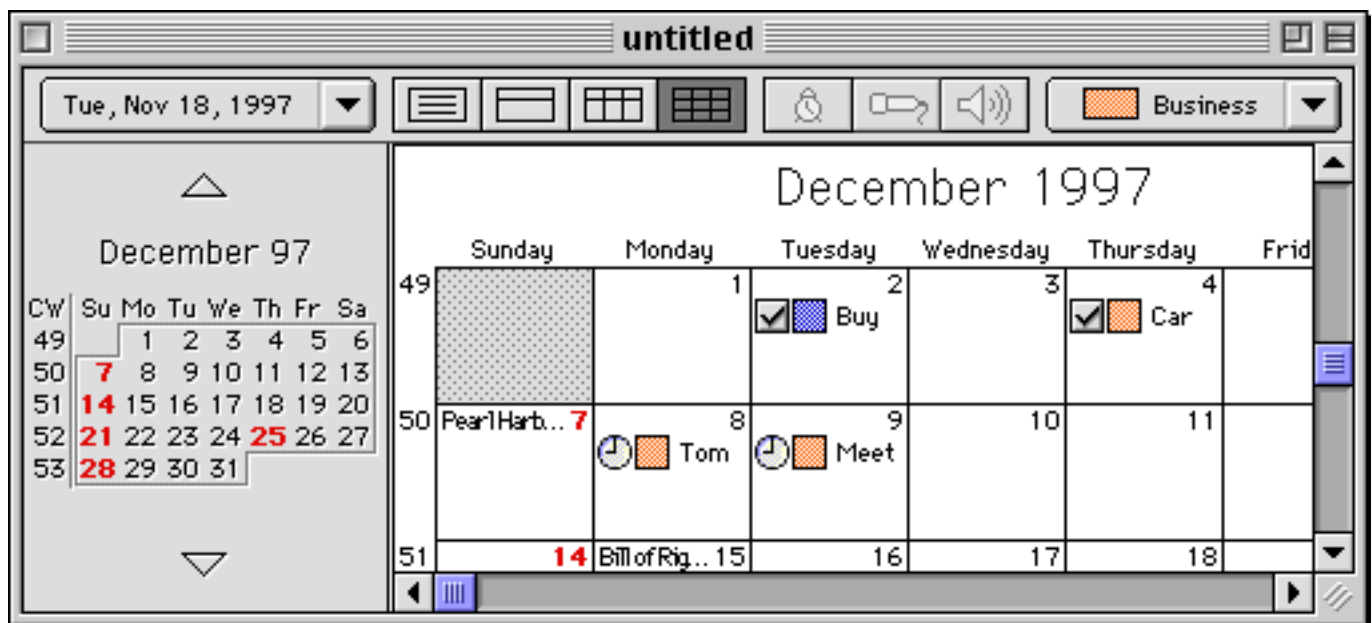


Remember that if you change a single occurrence, the change will be applied to all occurrences of the repeating event. To move all occurrences at once, simply click on the [pattern](#) of one of the selected appointments and [move](#) it to its new start time. If you want to [delete](#) them all at once, type a back space or open the Edit menu and choose Clear.



Month View

The Month view shows all the events of a specific month. It provides both a good overview and it is very handy, especially if you want to reschedule existing appointments. The month view lists both to-do items, and appointments of a specific day, in the same area. Appointments are listed below the to-do items if both types of events occur on the same day.



Creating Events in Month View

To create an appointment in the Month view, [click on the day](#) you want to schedule the appointment, or to-do item. Open the [Arrange menu](#) and choose [Create Appointment](#), or [Create To Do](#). A new appointment

or to-do item will be created at the selected day. To specify a start and end-time for the appointment, double-click the pattern box, or open the Edit menu and choose, Get Info, to open the Get Info dialog box.

Selecting Events in Month View

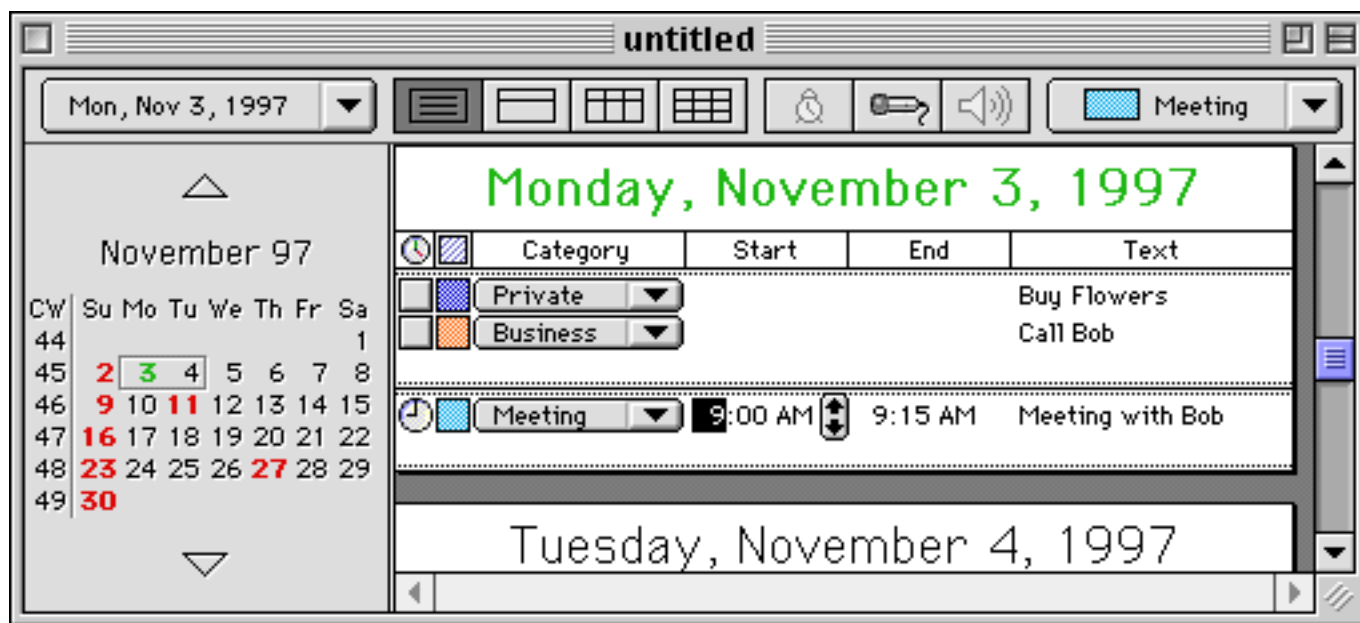
To select a [single event](#), simply click on it's [pattern box](#). You can select [multiple events](#) if you hold down the [command key](#) when selecting events. To select all events within a time range, select the first event, hold down the [shift key](#), and select the last event. All the events in-between will be selected automatically. To select all [events of a particular day](#), click on the [day number](#), to select all [events of the month](#), click on the [month name](#). To deselect individual events form a large selection, hold down the command key and click on the events to be deselected.

Once you have specified the selected events, you can move them all at once, delete them all at once, or even change their text size. The changes will be automatically applied to all selected events.

Moving Events in Month View

To move an appointment, or to-do item, in the Month view, click on the [pattern box](#) and [move](#) it to a different date. If you want to [duplicate](#) this event at another date, then hold down the [option key](#), and [move](#) the cursor to the new target date.

List View



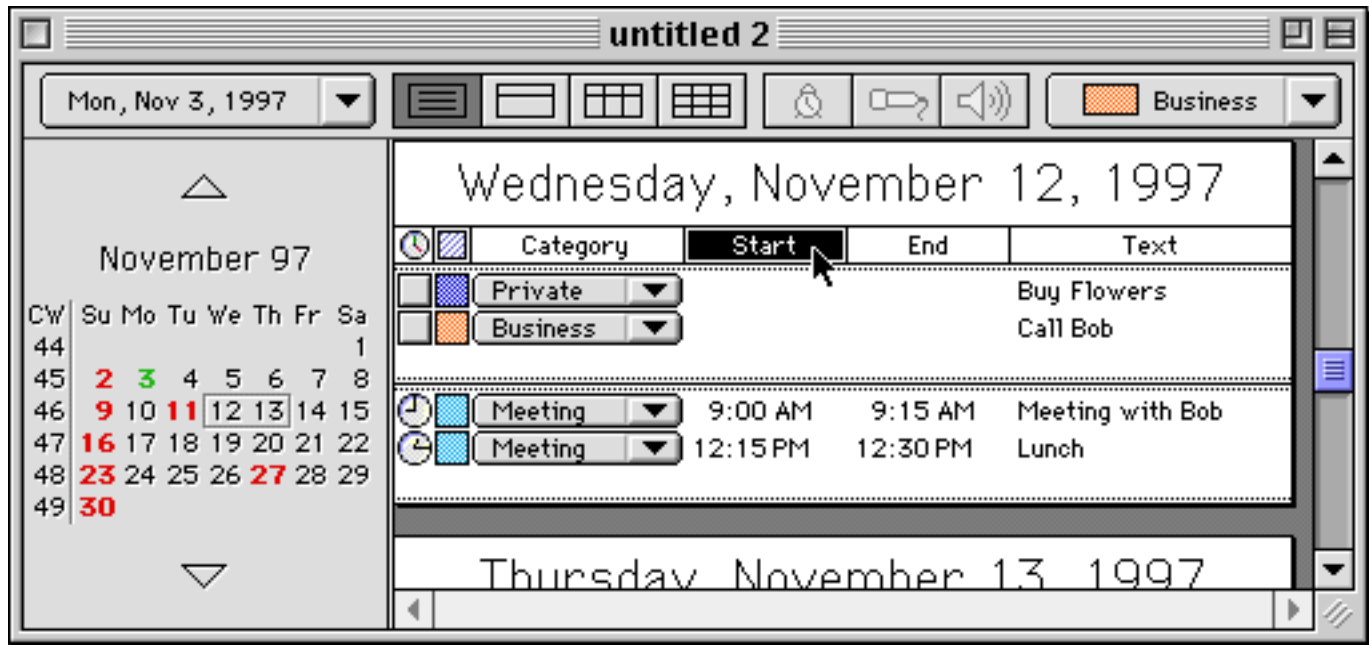
Switching to List view is a little different. If you switch from [Day](#) view, to List view, by clicking the [List icon](#), it will show the [daily list](#) of events. If you switch from [Week](#) view, it will show all the events of a week, grouped together. To switch to a specific list, open the [View menu](#), and then [choose the list view](#) you want to work in.

Working with Events in List View

To [create](#) an appointment, or a to-do item, in List view, [click in the white space](#) at the bottom of the to-do or appointment-list. You can change the start and end time of appointments by [clicking on the numbers](#). When you do this, little [up/down arrows](#) will be displayed, allowing you to change the time. To-do items do not show a start or end-time, since they are not bound to a specific time.

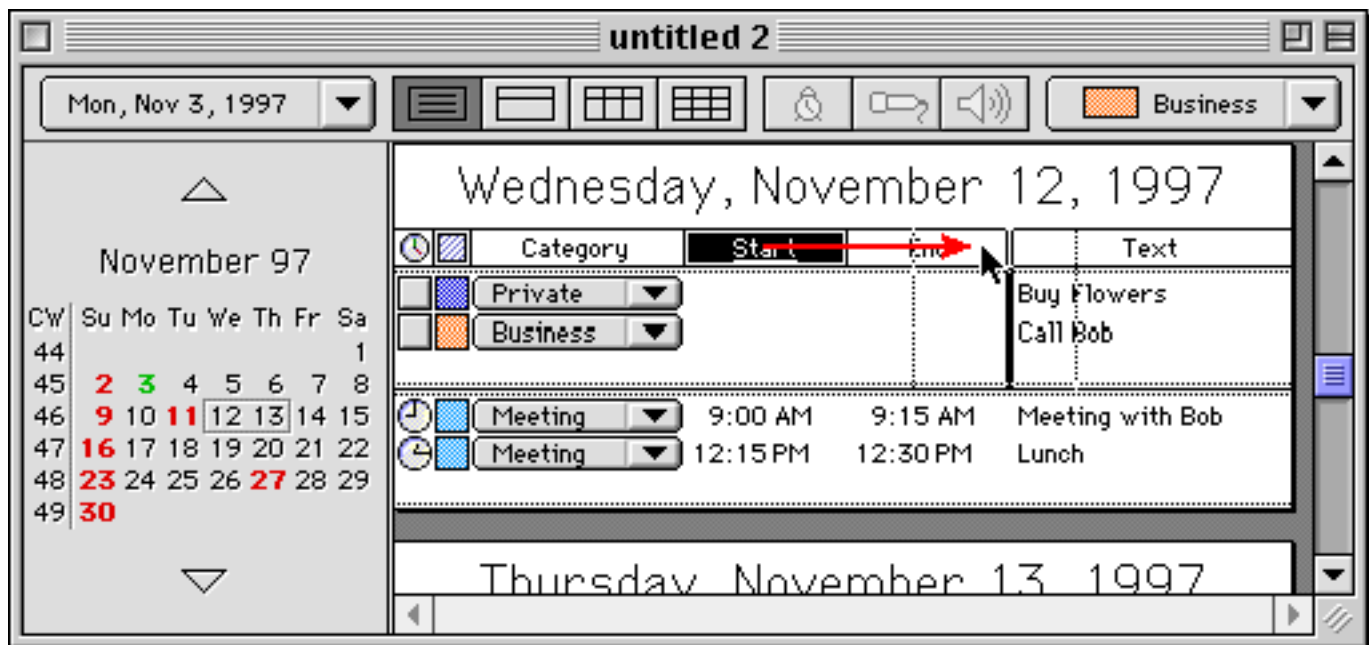
Sorting and Adjusting Columns

You can change the way you sort, or the sort criteria, of the List view, by [clicking on the column label](#). The text will then be underlined, indicating the current sorting criteria. If you hold down the [option key](#) and [click](#) on a column label, ClockWork will change the sorting criteria from ascending to descending order, and back. If you hold down the [shift key](#), you can set a [secondary sorting](#) criteria which sorts events, when two events are equal according to the first sorting criteria. The secondary sorting criteria will show as a dotted underline below the column label.



Changing Column Order

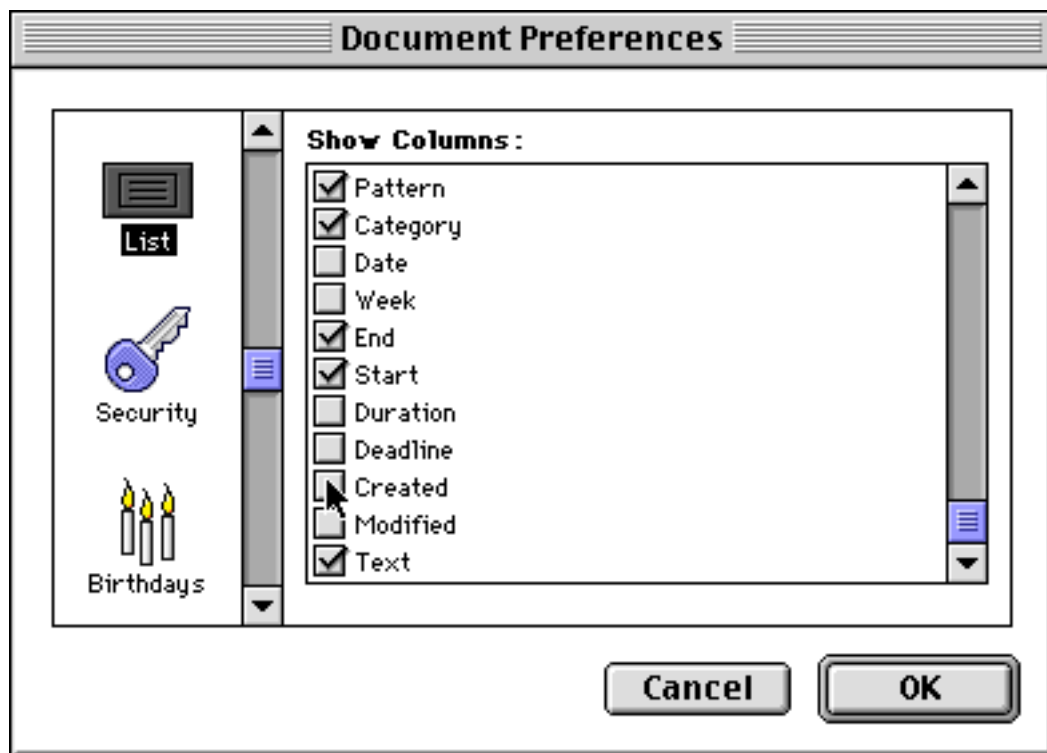
You can change the order of columns in List view, by [clicking and dragging](#) the column labels.



Note that you can [resize columns](#) by moving the cursor between two columns. The cursor will change to a horizontal resize cursor, and you can then click and drag the column widths to the size desired.

Changing Visible Columns

If you want to decide which columns are visible in List view option, then open the [Edit](#) menu and chose [Preferences](#). Scroll until you see the [List icon](#) and click the icon. This will open the List preferences showing a list of all available columns. Notice that columns visible in List view, are checked. If you want to show or hide a column, simply check, or uncheck, the column label.

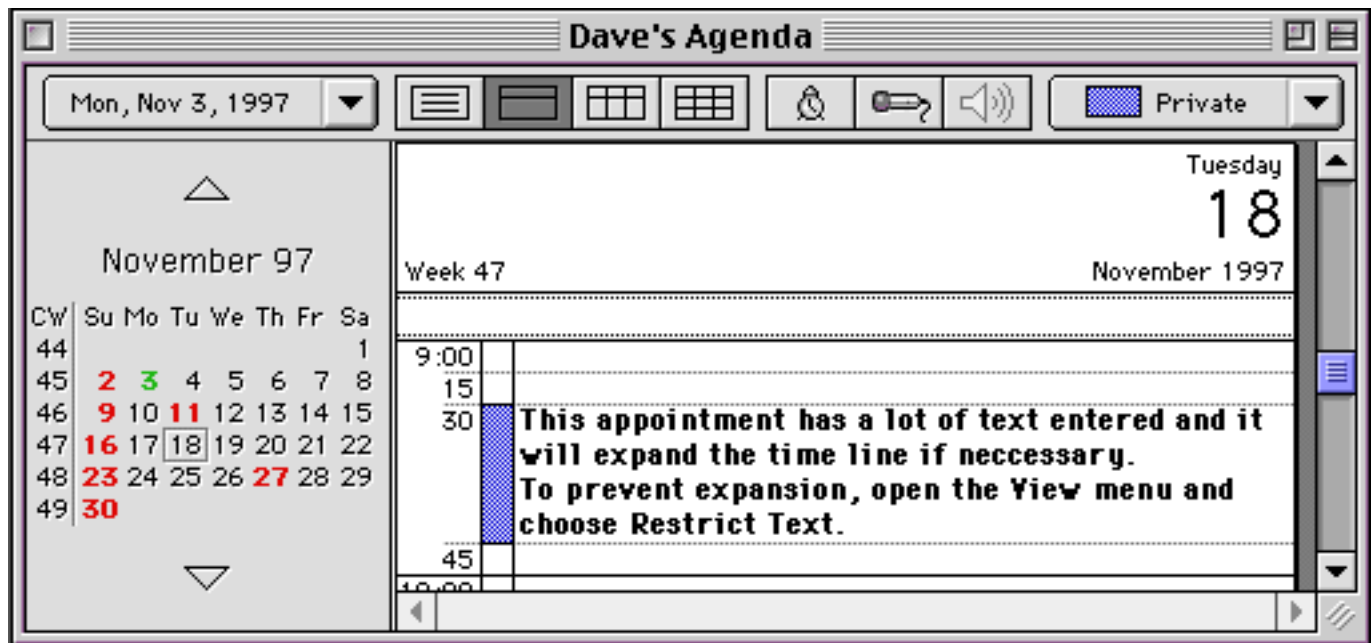


View Options

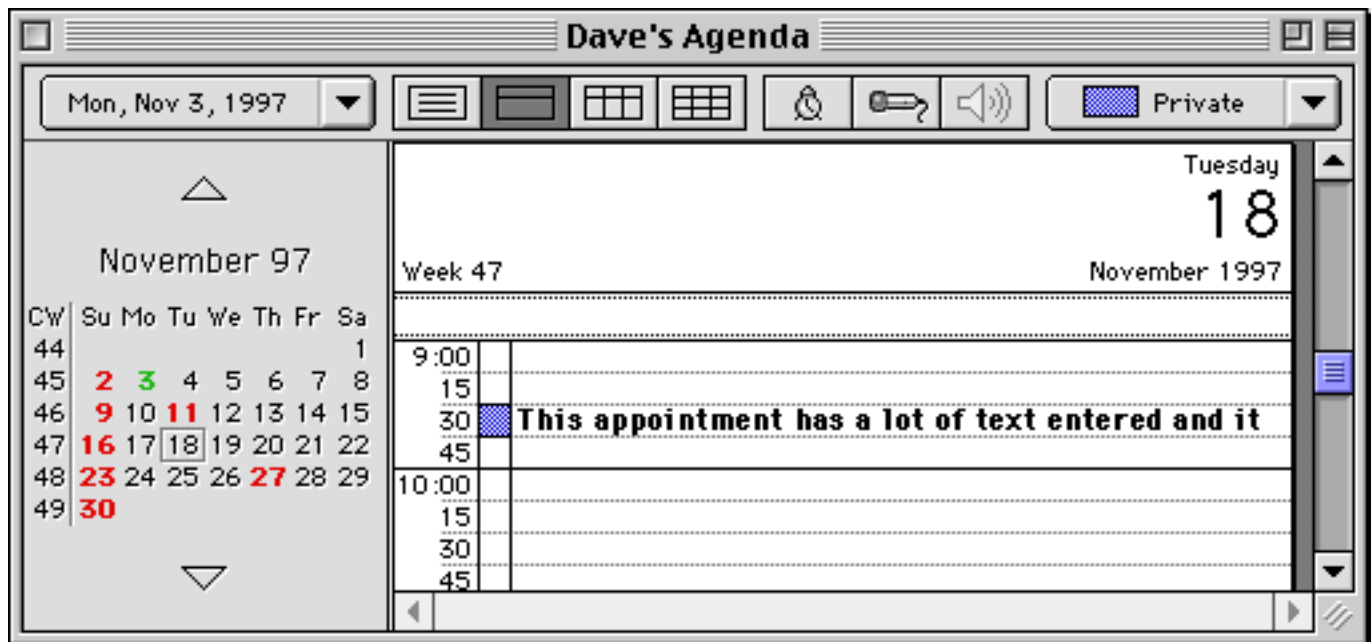
You can change the way information is presented in the different views, by changing the view options. For example, you can choose to hide to-do items, birthdays, etc. View options are “view-specific” because ClockWork maintains a separate set of view options for Day, Week, Month and List view. You can change the view options for Day view, without affecting the Week view. Reviewed below are the view options available for Day, Week, Month and List view.

Restrict Text / Show All Text

If you have events with lots of text entered (notes, etc.), ClockWork will restrict the text in Week view, however, in Day view the time line will be expanded (by default) and the entire text will be shown. If you want to see the full text in Week view, then choose [Show All Text](#) from the View menu. The events will then expand to show the full text, expanding the time line as appropriate needed.



If you want to restrict the text, thus preventing expansion of the time-line, you can choose [Restrict Text](#) from the [View menu](#). If there is more text for an event than can be displayed, ClockWork will cut the text. To view the rest of the text (in this mode), you can click into the text and auto-scroll to the bottom of the event. This will reveal the hidden portion of the text. To view the hidden text line-by-line, you can use the arrow keys to navigate the cursor into the hidden part revealing the hidden text.



Show / Hide To-Do Items

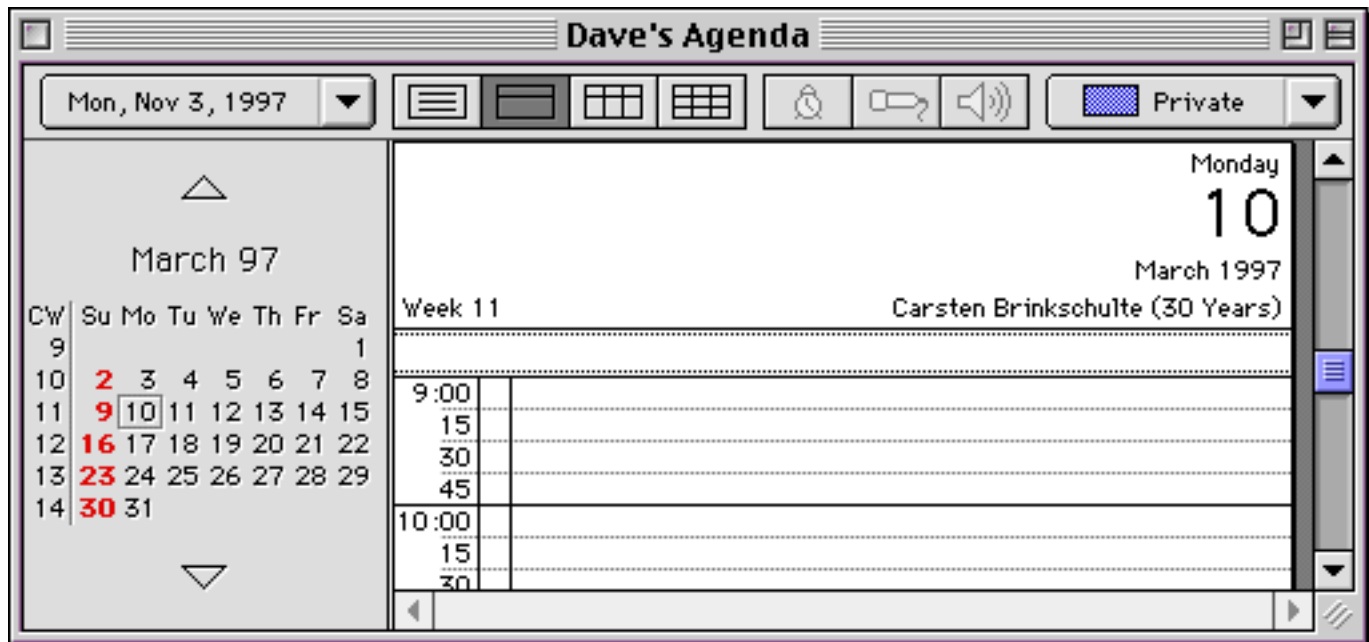
You can show, or hide, all to-do items from the current view by choosing [Show/Hide To-Dos](#) from the [View menu](#). The area reserved for to-do items will be removed and all to-do items will be hidden in the current view. Hiding to-do items is very useful in Month view, since this view often gets crowded (if you have a lot of things to do, appointments, etc.).

Show / Hide Appointments

Like with to-do items, you can also choose to hide all appointments for the current view leaving only the to-do items visible. To hide or show all appointments for the current view, choose [Show/Hide Appointments](#) from the [View menu](#).

Show / Hide Birthdays

If you have entered birthdays in the [Birthday Preferences](#), they will be shown in the Day and Week view, by default. If you want to show Birthdays in Month view or hide them in Week view, you can open the [View menu](#) and choose [Show / Hide Birthdays](#). This will either show, or hide, the birthdays for the currently active view.



Show / Hide Holidays

By default, ClockWork shows holidays in Day, Week and Month view. You can show or hide the holidays, for the currently active view, by choosing [Show / Hide Holidays](#) from the [View menu](#). As an example, hiding holidays can be useful in Week view, to make more room for events, while showing holidays in the month view, may be desired. As mentioned before, this is one of the flexible attributes of ClockWork since it uses, separately stored lists, for each view option

Dave's Agenda

Mon, Nov 3, 1997

▼

Project 1

▼

△

November 97

▽

CW

Su	Mo	Tu	We	Th	Fr	Sa
44						1
45	2	3	4	5	6	7
46	9	10	11	12	13	14
47	16	17	18	19	20	21
48	23	24	25	26	27	28
49	30					

Week

46

1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 November	10 November	11 November Veterans Day	12 November	13 November	14 November	15 November
9:00						
15						
30						
45						
10:00						
15						

◀

|||

▶

Chapter 5: Working with events

Earlier chapters have introduced the basics of how to create, move, and delete, appointments, and to-do items. This chapter discusses additional features, and the various ways to enter and modify event information.

Alarms

ClockWork can automatically remind you of upcoming events with an Alarm icon. You can set alarms for both appointments, and to-do items. When an alarm goes off, ClockWork will display an alarm dialog box to remind you of the event. The ClockWork Reminder control panel can remind you of upcoming events, even if the ClockWork application is not running. ClockWork even contains an option to automatically power on your MacOS computer when the alarm goes off (see [System Requirements](#)).

Turning Alarm On or Off

To turn on alarm for an event, [select the event](#) and click the [alarm](#) button in the menu bar. An alarm icon will appear in the shaded patch of the appointment to indicate an active alarm. Alternatively, you can open the Edit menu and choose Turn Alarm On, or Turn Alarm Off.



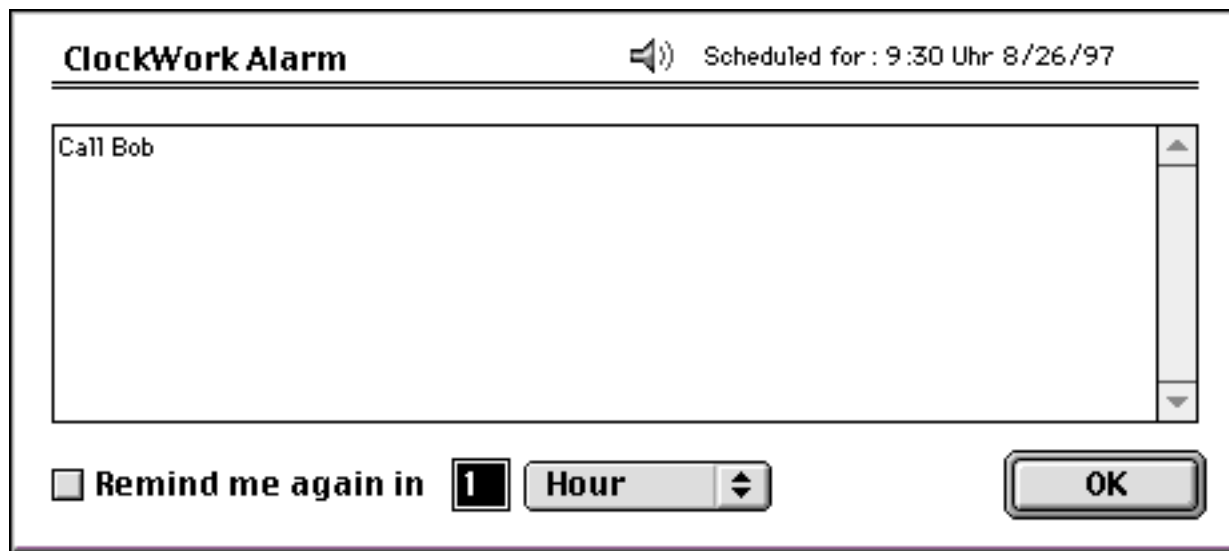
Note that you can only activate alarms for events in the future. If you have selected an event already passed, the alarm icon will be grayed.

By default, ClockWork will remind you 15 minutes prior to the event by showing an alarm dialog box. You can change the individual alarm presets by going into the Get Info dialog box, and the default alarm time in the Alarm Preferences.

You can also turn alarm on, or off, for multiple events at the same time. Simply select multiple events by holding down the [Command](#) or [shift key](#) when selecting the events. To turn alarm on, or off, for all selected events at once, open the Edit menu and choose Turn Alarm On or Turn Alarm Off.

Alarm Dialog

When an alarm goes off, ClockWork displays the Alarm dialog box and plays back voice annotations.



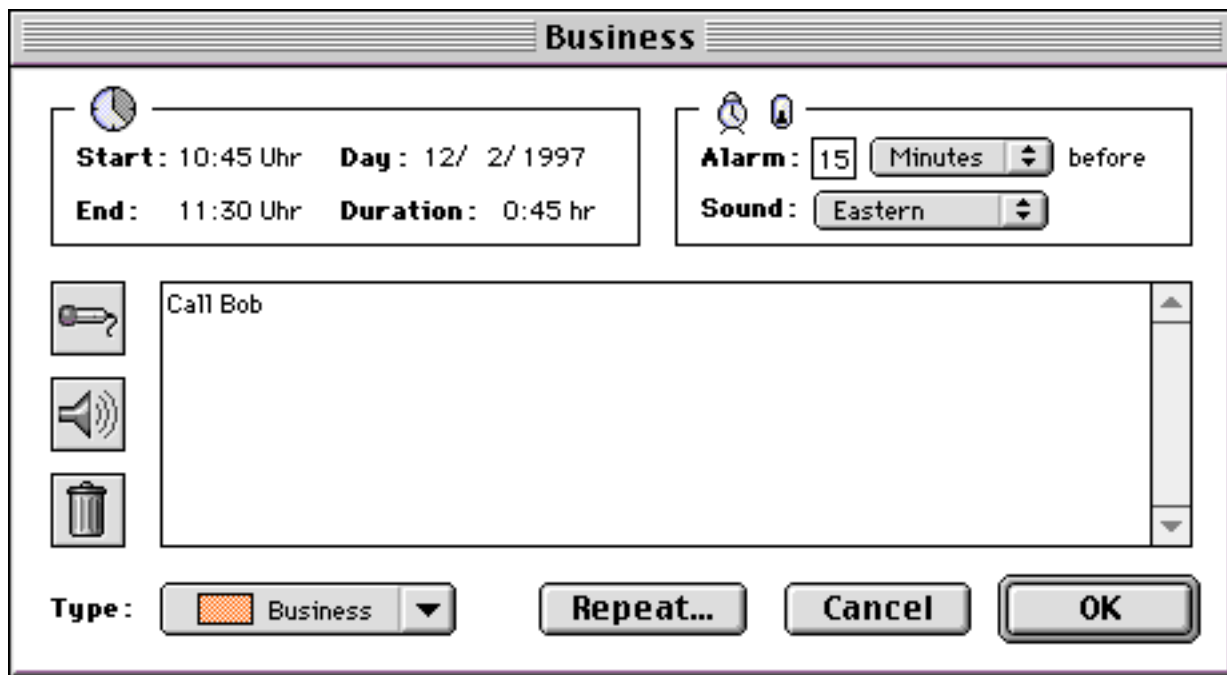
If you have Text-To-Speech system software installed, ClockWork will read the text aloud.

In the alarm dialog box you can either dismiss the alarm, by clicking the **OK** button, or you can choose to **snooze** (delay) the alarm. If you want to snooze the alarm, check the Remind me again check box, specify the delay, and click OK. The alarm will be postponed for the specified time, and will reappear again after that time period.

If you don't respond to, or dismiss, the alarm dialog, ClockWork will automatically remove the alarm dialog after 30 seconds of inactivity. The alarm will then be postponed for one minute, and will be re-displayed again after that time period. This is to make sure that any background processes (like a copy process in the Finder, etc.) will continue, if you leave your computer during the time an alarm goes off.

Changing Events

To change various aspects of an event, double-click on the **pattern box** to open the **Get info** dialog box. Alternatively, you can select the event, and then choose the Get Info item from the Edit menu.



The Get Info dialog box lets you change many things, such as, the type of an event, or to record voice annotations, or change the start and end time, or to modify the text. You can also turn the alarm on, or off, specify the alarm time, and specify the type sound played when displaying the alarm dialog box.

Repeating Events

By clicking the **Repeat** button in the **Get Info** dialog box, you can specify a repeat interval, for the event, to create multiple occurrences. Alternatively, you can select the event and choose Repeat from the Edit menu to open the Repeat dialog box.

Repeat

☐ Don't repeat
☒ For **10** times
☐ Until 12/ 3/ 1997
☐ Ongoing

Interval

☐ Every day
☒ Every week
☐ Every other week
☐ Every month
☐ Same week each month
☐ Every year
☐ Same week each year

Cycle

Su	Mo	Tu	We	Th	Fr	Sa
☐	☐	☒	☐	☒	☐	☐

☐ Group events

Cancel OK

Repeat

The repeat dialog box lets you specify various options on how to repeat the selected event. The Repeat cluster lets you specify how often the event should reoccur. Select For **X times**, if you know exactly how often the event should occur and type the number of occurrences. If you only know when the last occurrence will be, select **Until** and specify the last date. If you don't know when the event will stop occurring, then check the **Ongoing** button. This option will create new occurrences whenever you open your calendar file.

Please note that creating a large number of repeating events, can significantly slow down opening the calendar file, and will also increase the amount of memory required by ClockWork. To help control this problem, ClockWork automatically limits the number of occurrences to the current, and next month, when selecting the Ongoing feature.

Cycle

Depending on the option selected in the Interval cluster, ClockWork offers additional options in the Cycle feature. In the Cycle option, you can choose a weekly interval, you can specify the week days. Or if you select a yearly interval, then you can specify the month in the Cycle.

Group Events

By default, you can select, modify and delete the individual occurrences of a repeating event. If you want all occurrences of a repeating event to be collected into a group, check the **Group events** check box. If you move an instance of a grouped repeating event, you will move all occurrences at the same time.

Interval

ClockWork offers various ways to specify occurrences of a repeating event. Select the repeating interval from the Interval menu, and specify the occurrences in the Cycle option, if necessary.

Grouping and Ungrouping Events

Sometimes separate events really belong together, and the occurrences of the second event depends on the occurrence of the first event. In this case, you can group the two events together. If you move the first event, ClockWork will move the second event, too.

To group multiple events, **select the events** you want to be grouped by holding down the **command or shift-key** when selecting. Open the **Arrange menu** and choose **Group** to group the selected events. After grouping the events, moving, selecting, or deleting a single event of the group will apply the change to all events of that group.

If you want to break a group of events into separate events, so that you can modify or delete the individual events, select the group and choose **Ungroup** from the Arrange menu.

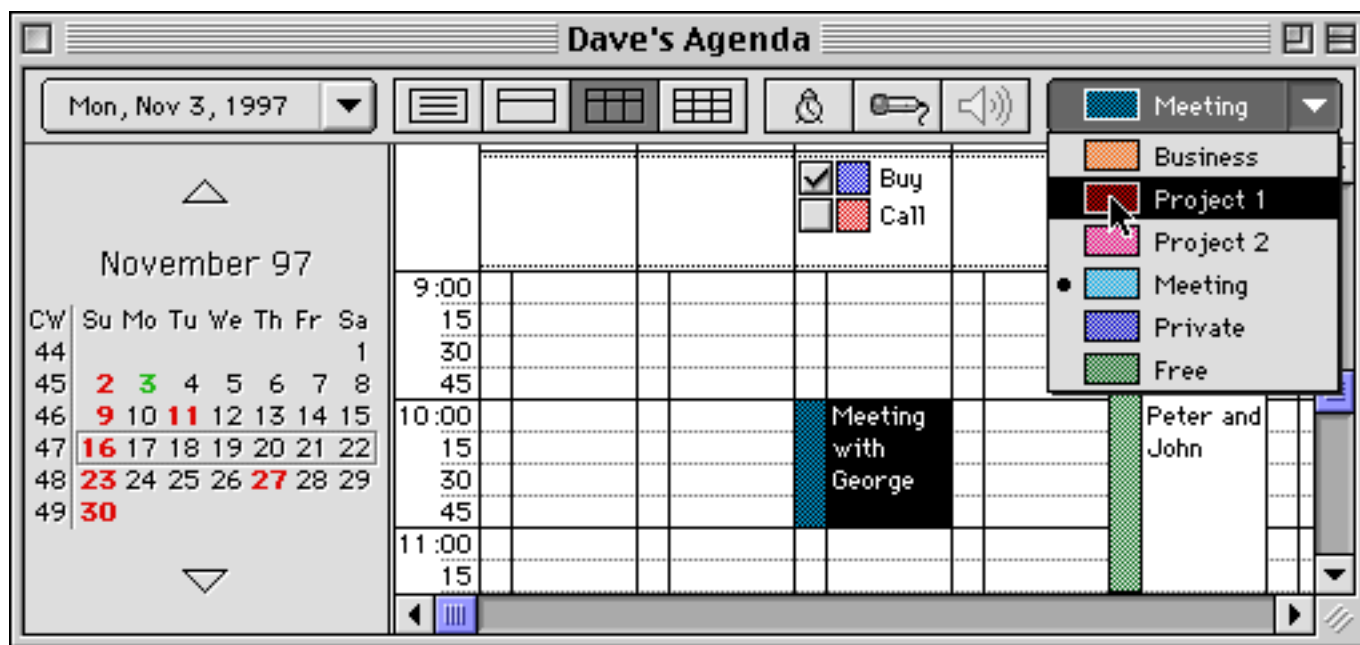
Locking and Unlocking Events

You can lock events, thus preventing unwanted modifications, or unwanted deletion of events. To lock an event, **select the event** and choose **Lock** from the **Arrange menu**. A lock icon will be shown in the pattern box of the event to indicate that it cannot be modified.

If you accidentally try to modify a locked event, ClockWork will beep to remind you that you have tried to modify the locked event. If you want to unlock a locked event, select it and choose **Unlock** from the Arrange menu. This will remove the lock icon, and you will be able to then modify, or delete, the event.

Changing the Category

Every event has a category assigned to it as indicated by the colored pattern box. If you select an event, the category popup menu will switch to show the category of the event. If you want to change the category, select the event and then choose a different category from the pull-down category menu.



Note that you can also change the category of multiple events at the same time. Simply select multiple events by holding down the Command or Shift-key when selecting. If you choose a new category from the category pull-down menu, the change will be applied to all the selected events.

Showing and Hiding Events

You can show, or hide, individual events from your calendar to get a better overview, or if you want to print only certain selected events. To hide the selected events, choose [Hide Selected](#) from the [Arrange](#) menu. To hide all events except the selected ones, open the [Arrange](#) menu and choose [Hide Unselected](#). This is useful, if you want to print only the selected events, for example.

To make all currently hidden events visible again, open the [Arrange](#) menu and choose [Show All](#) from the [Show](#) menu.

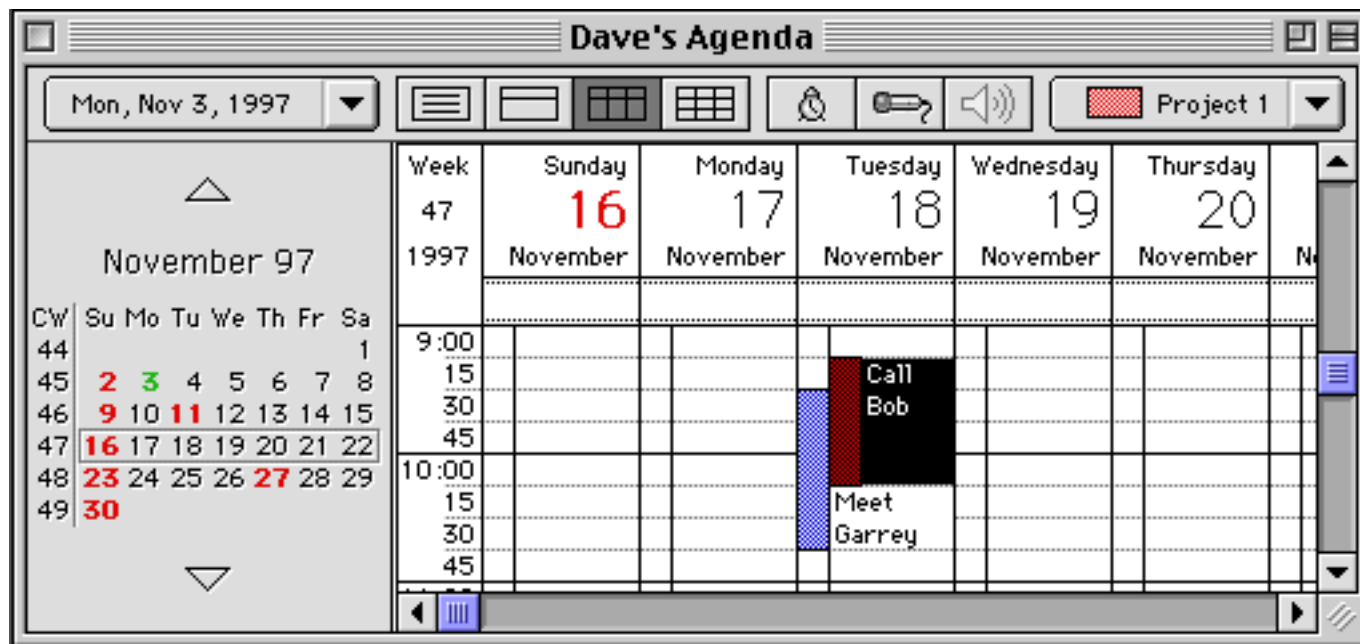
Showing and Hiding Categories

ClockWork allows you to show, or hide, all events of a specific category. This makes sense, if you are at work and want to hide all private events, for example. To hide all the events of a specific category, open the [Arrange](#) menu and choose the [category](#) from the [Show](#) menu. All events of that category will then be hidden, as the check-mark will be removed (indicating that this category is not shown). A minus, at the top of the menu, instead of the check-mark, indicates that some events of this category are visible and some are invisible. To make the events of this category visible again, repeat the process above.

To hide all categories except a specific category, hold down the [option key](#), open the [Arrange](#) menu and choose [Hide All](#) from the [Hide](#) menu. Then open the [Arrange](#) menu again (without holding down the option key) and choose the category from the [Show](#) menu. This will leave only events of that category visible, hiding all others.

Overlapping Appointments

Sometimes, appointments take place at the same time. ClockWork supports overlapping appointments by staggering them on top of each other.



If you move the appointment at the bottom, it will jump to the top. Should you want to manually reorder the staggering of appointments, select the event you want to move to the top, open the [Arrange](#) menu and choose [Move To Top](#). If you want to move an appointment to the bottom, choose [Move To Bottom](#). [Move To Top](#), and [Move To Bottom](#), menu items are only enabled, if you have selected an appointment which is overlapping with an other appointment.

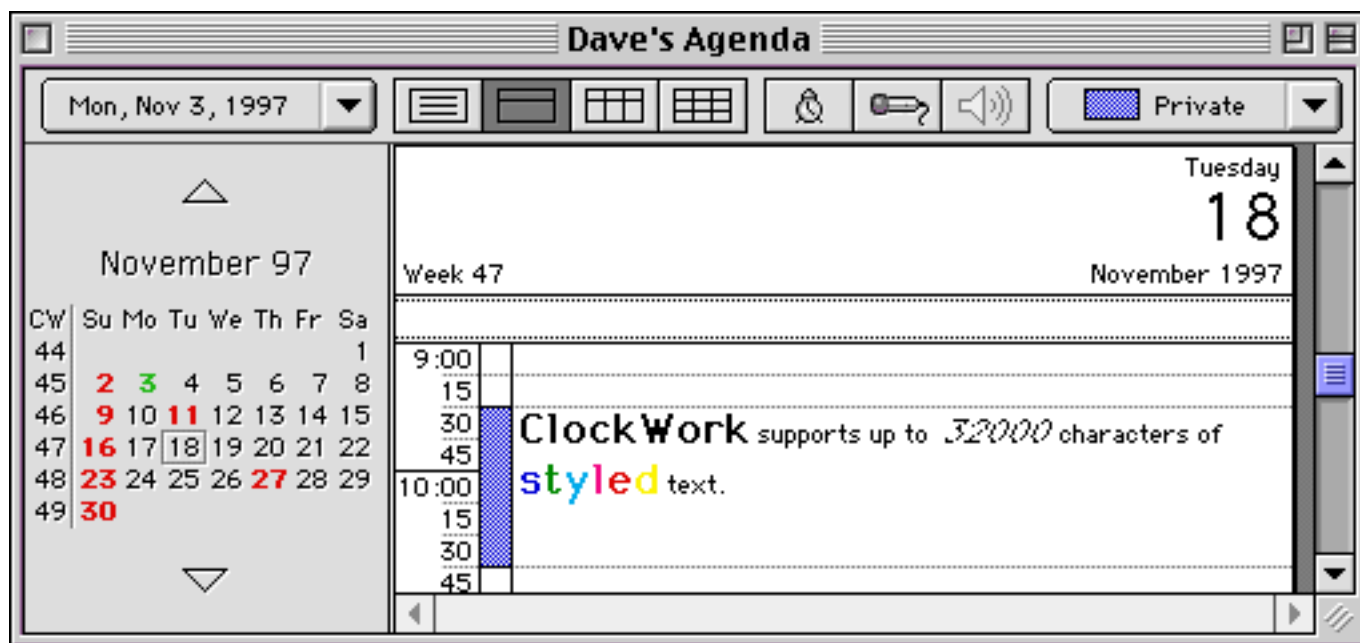
Text in Events

To enter text for an event, click in the edit area of the event and type the text. ClockWork supports up to 32000 characters of styled text per event. You can use drag-and-drop to move portions of text within the text or from one event to another. ClockWork supports copy-and-paste and undo for every text editing command just like in most word processors.

Styled Text

You can change the font, size and style of text entered for an event. To change the Font used for the next characters while typing, open the [Font](#) menu and [choose a font](#). To change all text of an event, select the event by clicking on the pattern box and choose a font from the Font menu.

Note that you can also change the size, by using the Size menu, or the style and color, by using the Style menu.



Recording Voice Annotations

ClockWork supports recording voice annotations much like a dictaphone. ClockWork uses a 6:1 compression to reduce the size of the recorded sound, and supports hard disk recording, so the length of the recorded sound is not limited by available memory. Check [Appendix I](#) to see if your computer will allow you to use this feature.

To record a voice annotation for an event, select the event and click the [Microphone](#) icon. Alternatively, you can open the Sound menu and choose Record.



A standard [record dialog box](#) will be opened which lets you record a voice annotation for the selected event. To start recording, click the [record](#) button and speak into the microphone.



The record dialog box works much like a tape recorder. You can stop, pause and play back your recording by pressing the appropriate button. The speaker icon indicates the record level. Try to adjust the level of your voice so that the speaker icon shows a normal voice level. The remaining recording time is indicated by the meter on the bottom, and is limited only the space available on your hard disk.

After recording the voice annotation, click the [Save](#) button to attach the recorded sound to the currently selected event. A speakerphone icon in the pattern box of the event indicates the attached voice annotation.

Playing Voice Annotations

To play a recorded voice annotation, [select the event](#) and click the [speakerphone](#) icon, or open the [Sound menu](#) and choose [Play](#).



ClockWork will play back the recorded sound. ClockWork supports asynchronous play back, so you can continue to work with the program while the voice annotation is played. To stop playing back sound, click the speakerphone icon again or open the [Sound menu](#) and choose [Stop](#).

Erasing Voice Annotations

To erase a voice annotation, [select the event](#), open the [Sound menu](#) and choose [Erase](#).

Sound and the Clipboard

ClockWork supports copy-and-paste of voice annotations. You can paste sampled sounds created by other programs, and you can copy and paste voice annotations recorded within ClockWork. To copy a recorded voice annotation, [select the event](#), open the [Sound menu](#) and choose [Copy](#). This will place the voice annotation onto the clipboard. To paste a recorded sound into an existing event, [select the event](#) and choose [Paste Sound](#) from the [Edit menu](#).

Using Text-To-Speech

ClockWork supports Text-To-Speech system software. If you have Text-To-Speech installed, you can use the Sound menu to let the computer read text aloud. Text-To-Speech software is part of MacOS 8.0 and can be installed as an add-on-product for earlier versions of the MacOS.

Let the Computer Speak Text Aloud

To let the computer speak aloud the text of an event, [select the event](#), open the [Sound menu](#) and choose [Speak Selection](#). ClockWork will then use Text-To-Speech to speak aloud the information about each of the selected events, as well as the text entered for the event.

To speak aloud information about more than one event, select multiple events by holding down the Command or Shift key when selecting. Then open the Sound menu and choose Speak Selection.

ClockWork will then speak aloud information about all selected events. To select all events of a specific day, click on the day number above the schedule area.

If you want the computer to speak just a part of the text entered into an event, you can select a portion of the text and choose Speak Selection from the Sound menu.

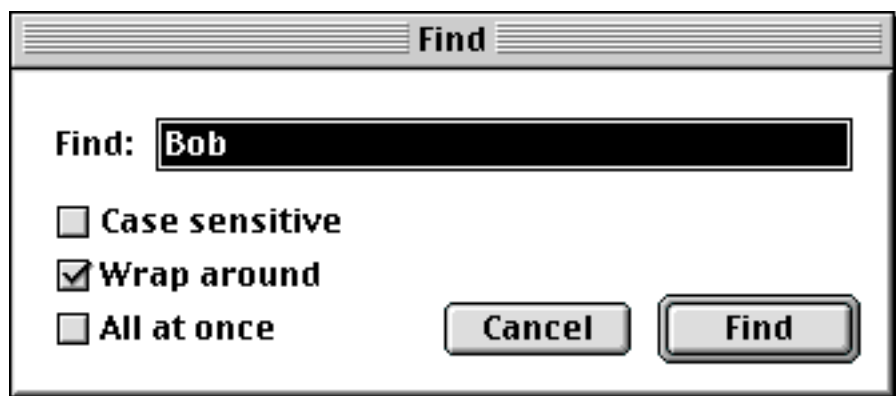
You can stop ClockWork from speaking text aloud by opening the [Sound menu](#) and choosing [Stop](#). Alternatively, you can click the speakerphone icon or hold down the command key and type a period.

Changing the Default Voice

To change the type of voice used to speak text aloud, open the [Sound menu](#) and [choose a voice name](#). ClockWork will speak aloud the name of the selected voice to give a sample. From now on, the program will use the selected voice when speaking text aloud.

Find

To search for an event, by text, open the [Edit menu](#) and choose [Find](#). This will open the Find dialog which lets you enter text to search for in all events.



[Enter the text string](#) to search for into the Find field. If you want to search case sensitive (upper- and lower case must match), check the Case sensitive check box.

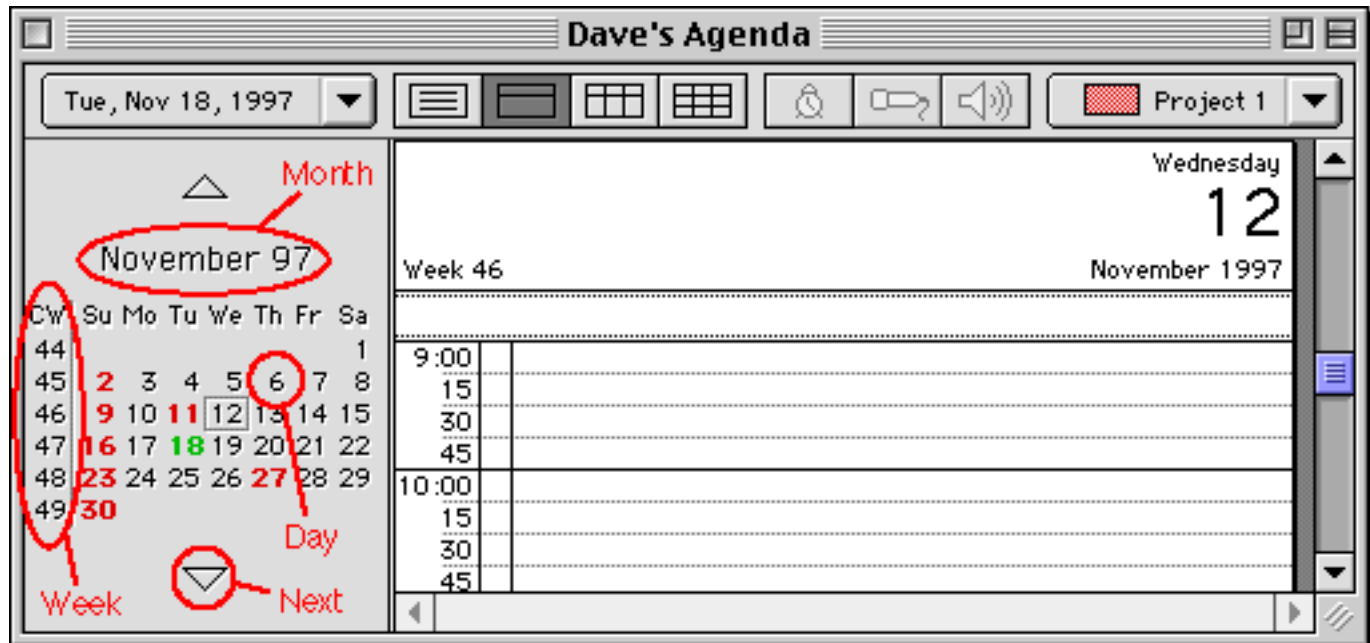
When the [Wrap around](#) checkbox is checked, ClockWork will continue the search at the beginning of the document, when it reaches the end. Uncheck this box, if you want to search from the current position to the end of the document only.

If you check the [All at once](#) check box, ClockWork will search the whole document and select all events which match the search criteria. As an example, this is useful, if you want to search all events related to a specific event, or person, and print or delete them all at once.

Click the [Find](#) button to start searching for the text. If ClockWork finds an event which matches the criteria, it will scroll to that event and select it. To find the next event which matches the search criteria, open the Find menu and choose [Find Again](#).

Chapter 6: Working with the Calendar

The calendar on the left of the windows is used to navigate in time. It also provides a good overview and a fast access to the different views within ClockWork.



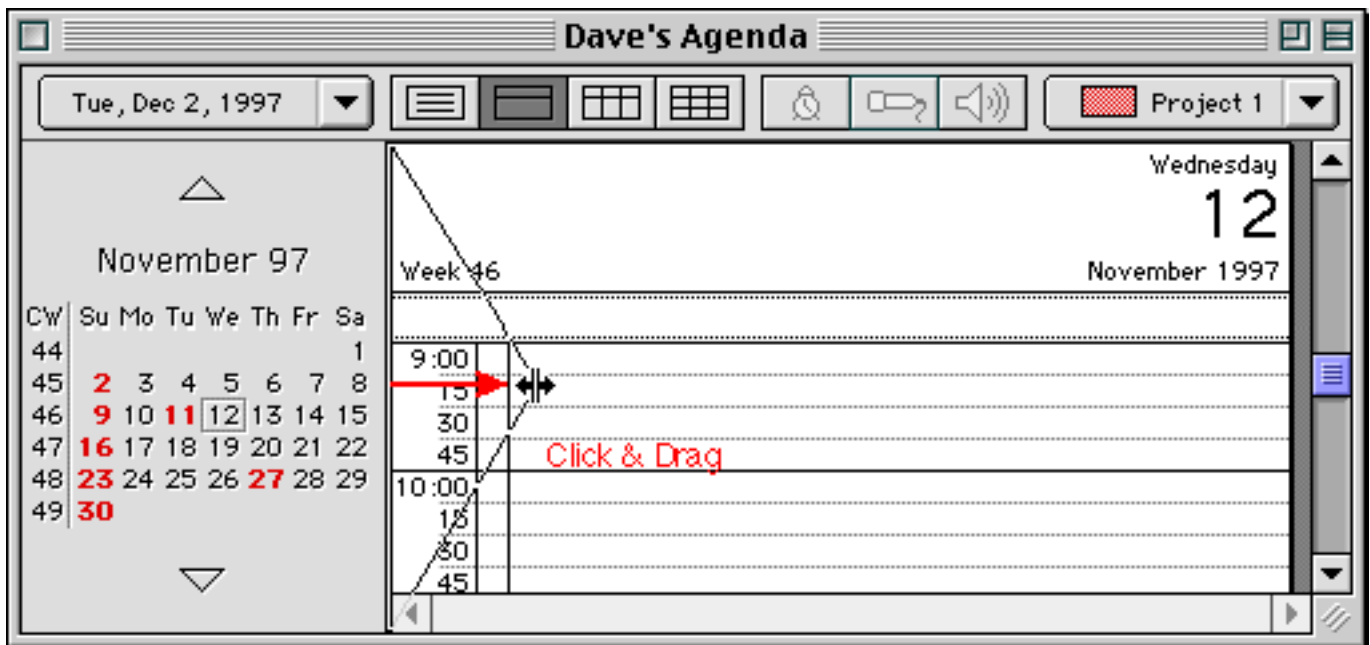
The current day is drawn in green color. A gray border frames the currently visible time range.

To navigate in time, you can click the [up and down arrows](#) either above, or below, the calendar. If you click on the down-arrow, ClockWork will display the next month, if you click on the up-arrow it will scroll to the previous month.

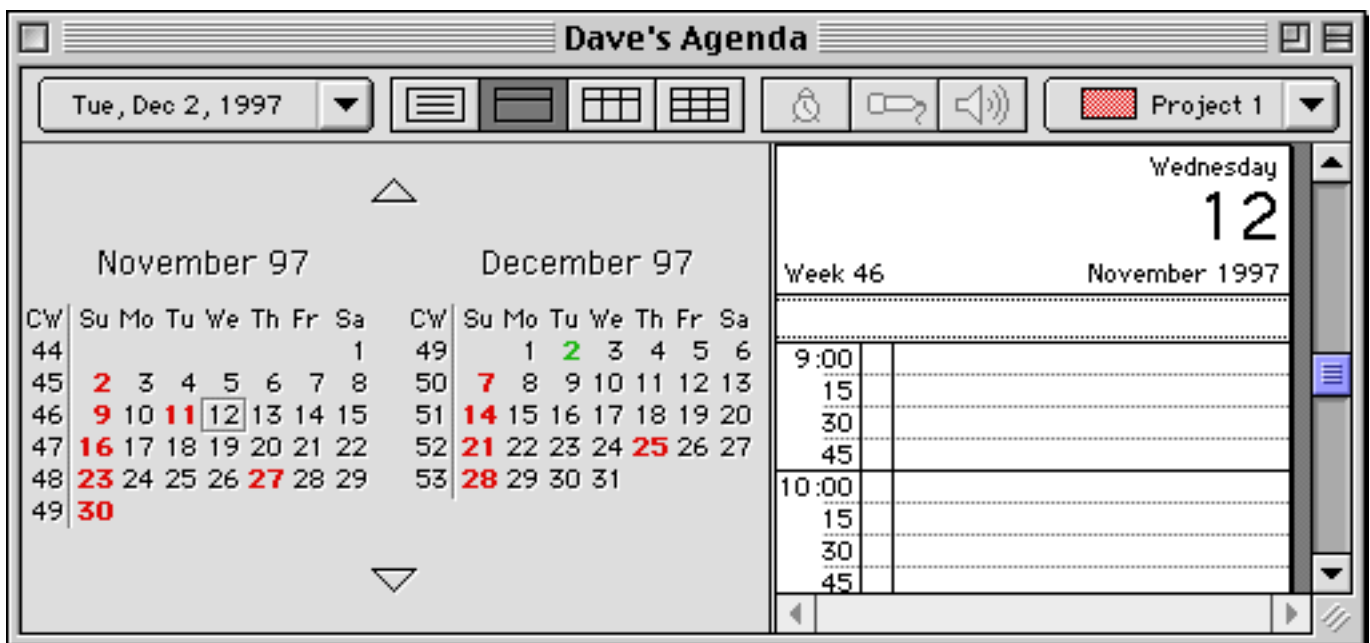
Click on a [day number](#) to jump to that day. Click on a [week number](#) to switch to the Week view and to scroll to that week. If you click on the [month name](#), ClockWork will switch to Month view and then scroll either up, or down, to the selected month.

Resizing the Calendar

If you need more space for the calendar, to get a better overview or see more detail, you can resize the area reserved for the calendar, by putting the cursor on the vertical bar between the calendar and the editor, and then moving the vertical line to the right.

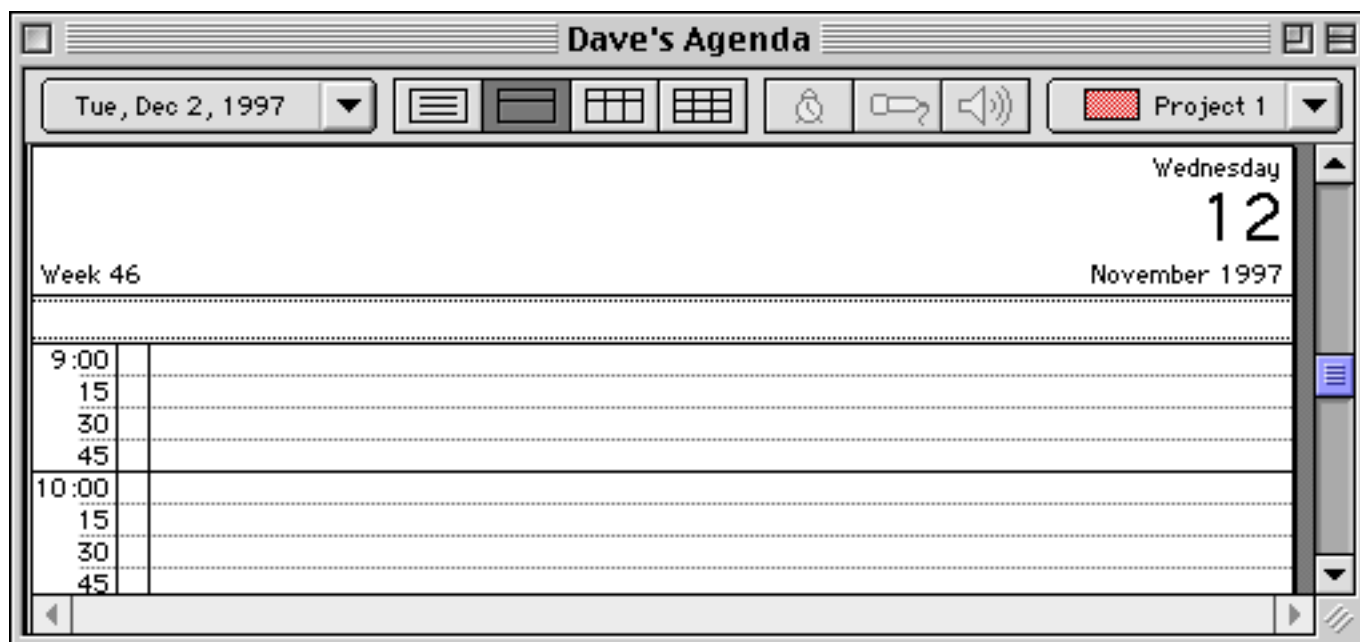


If you drag the cursor far enough to the right, so that there is enough space for a second month, then ClockWork will automatically draw a second month column. Note that you can also hide the calendar, if you move the cursor to the left.



Show / Hide Calendar

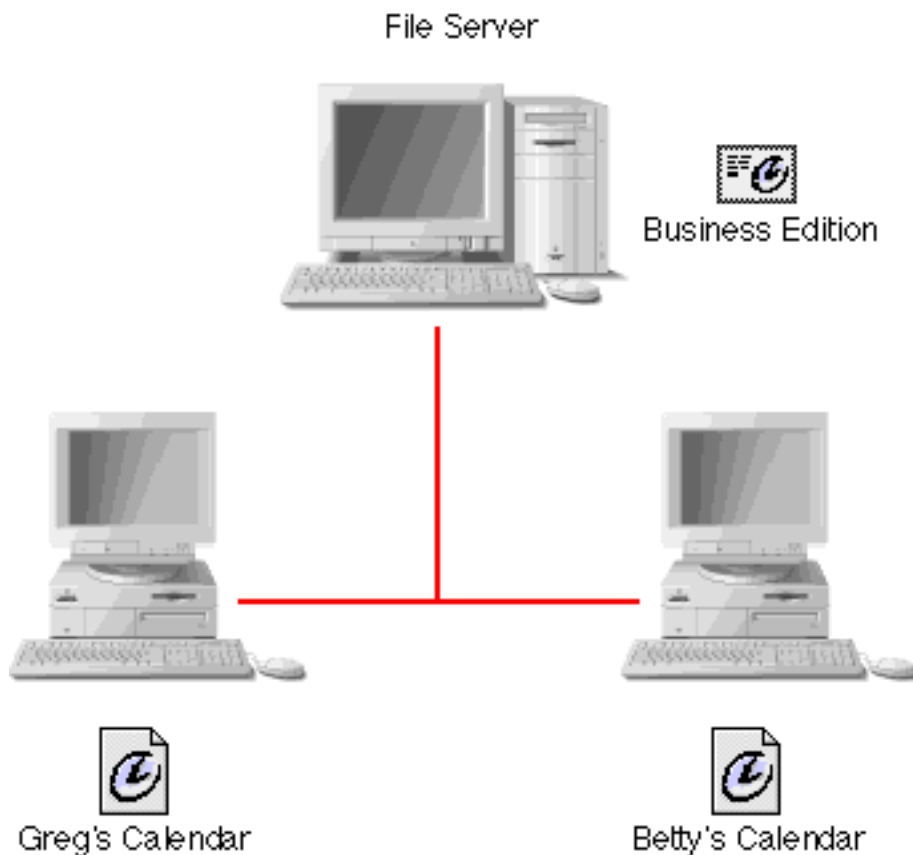
If you are concerned about screen real-estate (e.g., if you are working on a PowerBook), you can temporarily hide the calendar. To show or hide the calendar, open the [View](#) menu and choose [Show / Hide calendar](#). To make the calendar visible again, choose the same menu again and repeat the process, or [drag the vertical bar](#) to make room for the calendar.



Chapter 7: Sharing Events on the Network

ClockWork offers easy and very flexible networking capabilities, called Shared Events. Using shared events, you can define a category of events shared on the network. Shared events will then appear in all calendars of your workgroup network. If anybody makes a change to an event, of that category, all calendars will be updated automatically.

In order to use ClockWork's sharing features, all team members must have access to a common file server. This can be an AppleShare file server, or simply the personal file sharing capability of every MacOS computer. However using an AppleShare file server is recommended, because an AppleShare file server offers better network performance than personal file sharing. The performance of Clockwork's sharing feature depends on the networking speed.



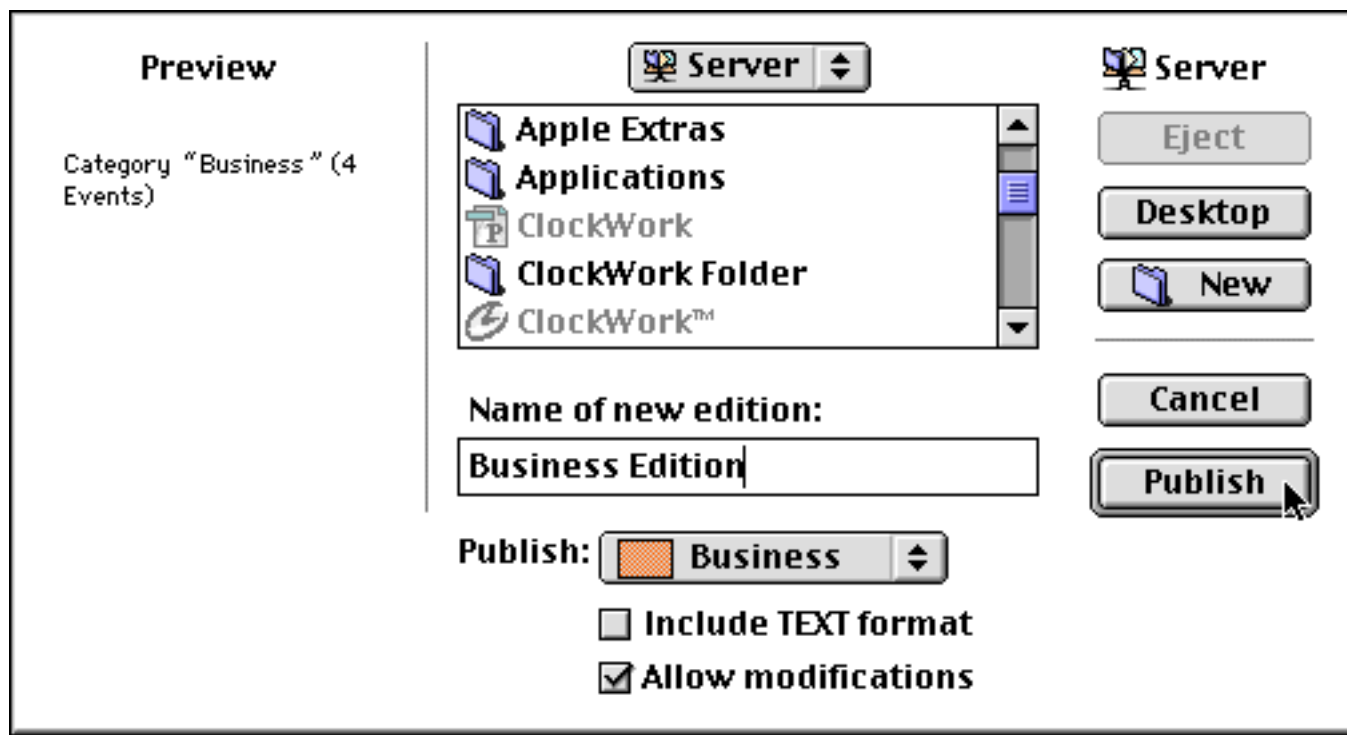
Only Shared Events are published to the Edition file. Every time you save your document, any of the shared changes are published to the Edition file, and all calendars of your co-workers subscribing to that Edition are updated automatically. You can share all events, a category of events, only selected events, or all events within a range of time. Sharing works, even if some computers are temporarily turned off, or if you are working with a PowerBook on the road. The next time you connect to the file server, ClockWork will update your calendar and publish any changes made to the network. Personal, or unshared events, are not published to the Edition file, and thus are not accessible to other users.

Network time

ClockWork's sharing feature compares the modification time of events in your calendar, with the events on the network, when subscribing to an edition. Therefore it is essential, that all computers sharing events have the same, or nearly the same, clock time and date. We recommend products like [MacDCF77](#) or [ClockSyncII](#) to ensure equal system times on the network.

Sharing a Category of Events

To share a category of events, open the [Edit](#) menu, and choose [Create Publisher](#), from the [Sharing menu](#). In the Create Publisher dialog box that appears, [choose the category of events](#) you want to share from the Publish popup menu. All events of that category will then be published into the Edition file and can be shared by your co-workers.



Either locate a common accessible file server, or save the edition into a “shared folder”, on your local hard disk. Enter a name for the shared edition (e.g. Staff Meetings), and click [Publish](#) to share the events. This will create a shared edition containing all events of the category.

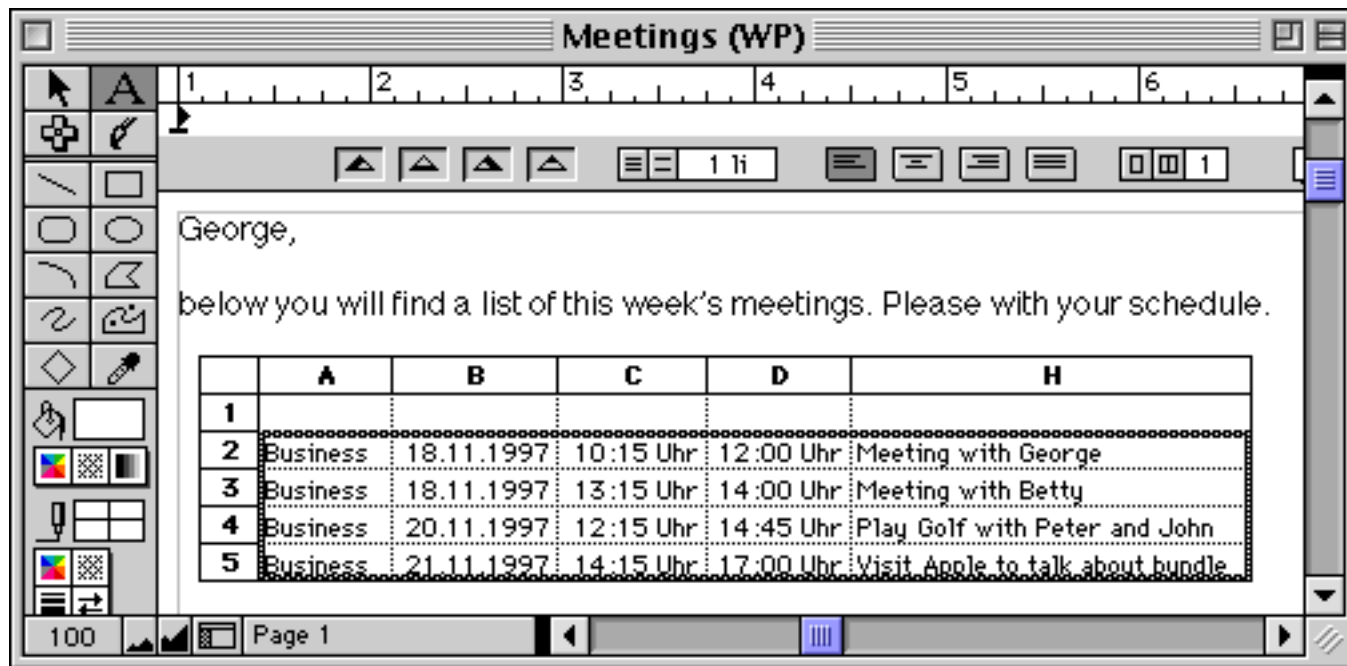
Tell your co-workers to subscribe to the “shared edition” you have created. Whenever you save your calendar file, any changes made to events of the published category will be published to this shared edition, and all subscribers will be updated automatically.

Shared vs. Published Editions

By default, all co-workers will be able to modify Shared events. If anybody makes a change to a Shared event, or creates a new event of that category, all calendars will be updated automatically. If you want to prevent others from making modifications to the Edition file, then, [uncheck the Allow modifications](#) checkbox when creating a new publisher. This will create a Published Edition file, which allow access with read-only permission. Consequently, your co-workers will be able to subscribe to the published edition, but they will not be able to make modifications. The Published Edition, however will still automatically make changes in all subscribers calendar files.

Publishing TEXT Format

You can choose to include information about the published events in standard tab-delimited TEXT format by checking the [Include TEXT format check box](#) in the [create Publisher dialog box](#). This allows other programs which support Publish & Subscribe to subscribe to a ClockWork edition. For example, you can use Claris Works to subscribe to a ClockWork edition containing shared events. This could be very useful, if you wanted to create a weekly report listing all meetings with a particular client.



Publishing Selected Events

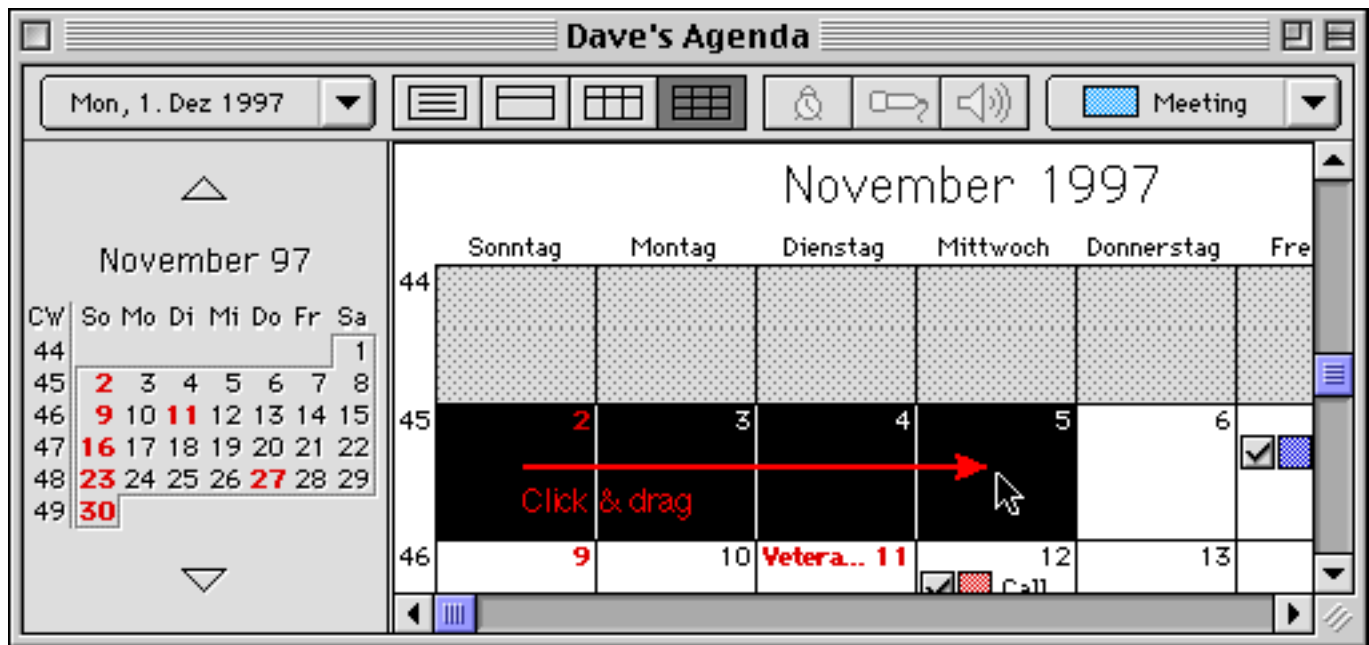
When creating a publisher, you can choose to publish the currently selected events, rather than publishing a category of all events, by choosing [Selection](#) from the [Publish menu](#) in the [Create Publisher](#) dialog box. This will create an edition containing only the selected events. This is very useful if you want to publish only certain events related to a specific topic (selected meetings, plane fares, etc.).

Publishing all Events

If you want to share all events of your calendar, choose [All Events](#) from the [Publish menu](#) in the [Create Publisher](#) dialog box. This will publish all the events currently stored in your calendar, as well as all events which will be created in the future regardless of the category or selection. Be aware that creating an edition with a large number of shared events might affect performance when saving your document.

Publishing a Range of Time

You can also create a publisher that will publish all events in a specific time frame, independent of the category. For example, you could create a publisher which publishes all events between November 2nd and November 5. To [publish a range of time](#), switch to [Month view](#) and [select the days](#) you want to publish. If you want to select the whole month, click on the month name. If you want to select more than one month, hold down the mouse and drag it to the next month.



After selecting the range of time to be published, open the **Edit** menu and choose **Create Publisher** from the **Sharing** menu. In the **create Publisher** Dialog box that appears, make sure the Sharing popup menu shows **Selection** and store the edition on a common accessible file server. Since you have selected a range of time, ClockWork will publish all events within that time frame.

Subscribing to an Edition

To subscribe to published events, open the **Edit** menu and choose **Subscribe to** from the **Sharing** menu. In the **Subscribe to**, dialog box that appears, **locate the edition** you want to subscribe to, and click the **Subscribe** button. This will insert the events contained in the edition into your calendar. Subscribed events will be marked with a gray border, and you will automatically receive updates every time somebody makes changes to these events.



If the edition is a Shared Edition, you will be able to make changes to the subscribed events. If you make changes, all of your co-workers will automatically receive an update the next time you save your document. If the edition was created disallowing modifications, then the subscribed events will show a lock icon, and you will not be able to modify them.

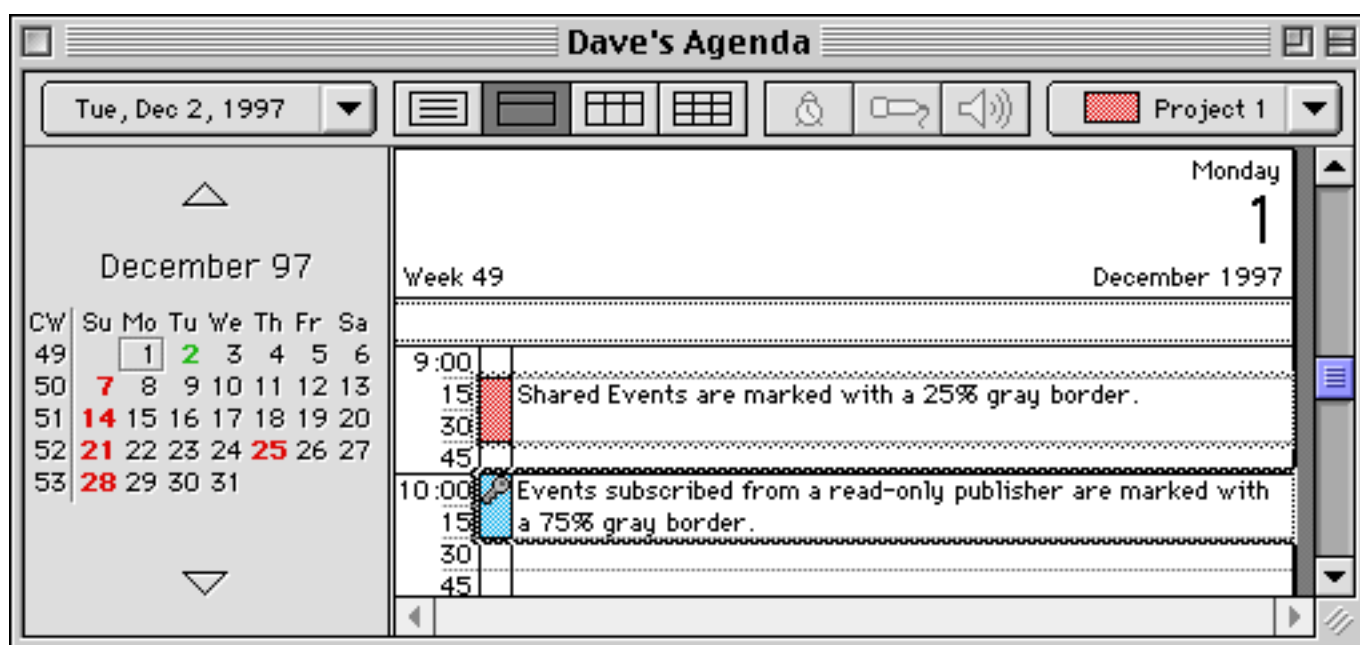
Security

All events published, or shared, can be subscribed to by anybody. ClockWork currently does offer the feature of protecting editions with a password. If you are concerned about the protection of information, make sure the folder in which you store the edition into, has access permission for the members of your group, only. You can limit the access permission of a folder, to specific users, and consequently assign a password which is required to access the folder. Please refer to the MacOS manual, or the AppleShare manual, for instructions on how to set access permission for a shared folder.

Show / Hide Borders

Events which are part of a publisher, or subscriber, are framed with different types of grey borders. For those events which are part of a shared edition (modifiable), the events are framed with a light gray pattern border. Events part of a published edition (read-only) are framed with a dark grey pattern border.

If you want to hide, or show the borders, open the [Edit](#) menu and choose [Show / Hide borders](#) from the Sharing menu.



Stop All Editions

If somebody in your workgroup publishes a newer edition (i.e., makes changes, additions, and saves) of one that you are subscribed to, then ClockWork will automatically receive the newer edition, and merges the new edition into your calendar. For all new, or changed events, ClockWork will scroll to these events and then select them (the notification of changes process).

If you want to temporarily stop receiving new editions, open the [Edit](#) menu and choose [Stop all Editions](#) from the [Sharing menu](#). When this option is checked, ClockWork will ignore new editions from the network and you won't receive any updates for subscribed events. To resume receiving new editions, uncheck the Stop all Editions menu item.

Chapter 8: Synchronizing with Newton

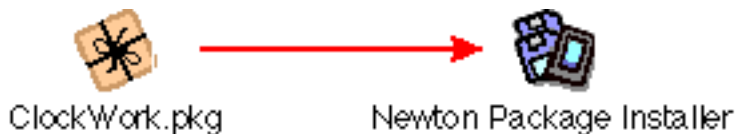
ClockWork offers fast and easy synchronization with the built-in “dates application” of the Newton MessagePad, or the eMate computers. It synchronizes appointments, to-do items, notes for appointments, repeating appointments, and to-do items, as well as custom repeating appointments. Synchronization works in both directions. You can thus make modifications on both sides. ClockWork will transfer new changes from the Newton to the Mac, and from the Mac to the Newton.

Connecting your Newton

You can synchronize your Newton using a serial or AppleTalk network connection. To connect your Newton using a [serial connection](#), use the serial cable which came with your Newton computer and connect it to either the [Modem, or Printer port](#), of your MacOS computer. If you want to connect using an AppleTalk network connection, make sure your Newton and MacOS computer are on the same AppleTalk network.

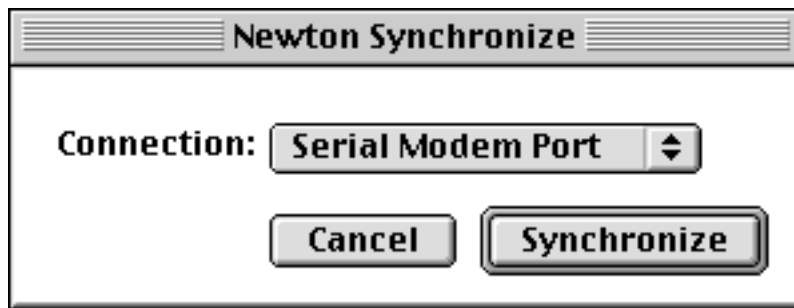
Installing the ClockWork Package

For Newton synchronization to work, you have to [install the ClockWork.pkg Newton package](#) which you can find in the Newton folder (within the ClockWork folder). The ClockWork.pkg Newton package acts as a bridge to the Newton computer providing access to the events stored in your Newton. To install the ClockWork.pkg Newton package, use the Newton Package Installer which came with your Newton computer.



Synchronizing

To synchronize your ClockWork calendar with the built-in dates application of the Newton, open the [File](#) menu and choose [Newton](#) from the [Synchronize menu](#). This will open the Newton Synchronize dialog box. If your Newton is connected via a serial cable, [choose the port](#) (Serial Modem Port, or Serial Printer Port) from the [Connection popup menu](#). Click [Synchronize](#) to start the synchronization process on the MacOS side. The Synchronize dialog box will be shown, indicating that ClockWork is waiting for the Newton to initiate the synchronization process.



On your Newton computer, open the [Extras drawer](#) and start the ClockWork package. If you have connected your Newton using a serial cable, make sure the [Serial Connection button](#) is selected. Click [Synchronize](#) to start the synchronization process. If you have connected your Newton using an AppleTalk network connection, then select the [AppleTalk button](#) and click Choose [Macintosh](#). Choose your MacOS computer in the chooser dialog box that appears to start the synchronization process.



Synchronization Speed

If you synchronize for the first time, all events from the Newton will be transferred to the MacOS side, and all events from the MacOS side will be transferred to the Newton. Synchronization times can be quite long if you synchronize for the first time, since all information about your events have to be transferred. When you synchronize again, then ClockWork will only transfer the modified events, thus resulting in significantly shorter synchronization times. However, ClockWork still has to transfer the directory of events from the Newton to the Mac every time you synchronize. This is to find out which events have been modified. A large number of events, and a slow Newton, can significantly increase synchronization time.

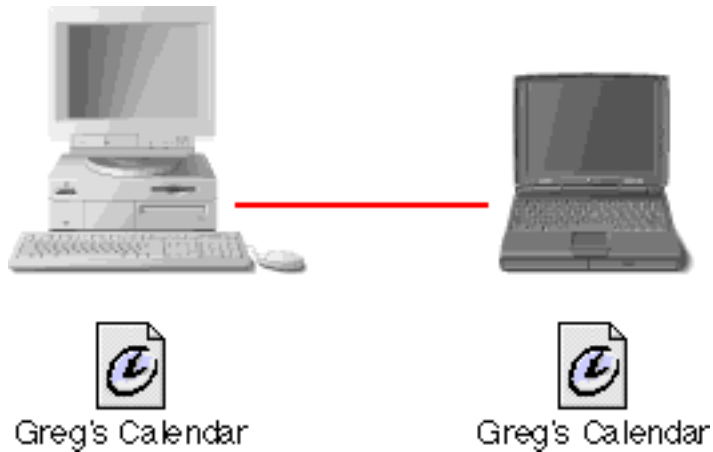
If you feel synchronization takes too long, you can either archive past events in a separate calendar file, or you can delete the old events from your calendar. Another method is to upgrade your Newton to a newer model. Older Newton models have a very poor performance when transferring data through the serial port, or through the network. In contrast, the Newton Message Pad 2000, or newer models, can offer synchronization speeds up to 10 times faster than older models. For example, a Newton Message Pad 2000 handles subsequent synchronizations within 12 seconds if you have stored 100 events in your calendar.

Known Limitations

ClockWork offers very good Newton synchronization capabilities, but there are certain limitations. ClockWork currently does not synchronize untimed events, sometimes referred to as to-do events. In addition, ClockWork currently does not support synchronization of birthdays, holidays, and any notes for individual repeating events. Century Software is working on these limitations and synchronization capabilities will be improved in future versions of ClockWork.

Chapter 9: File Synchronization

ClockWork supports synchronization of calendar files at a per event-level. This is useful if you are working on a desktop MacOS computer, and want to take your calendar data on the road using a PowerBook computer. As an example, if you make modifications to your calendar using the PowerBook, and your secretary adds new appointments on your desktop computer, then you can merge both files together with complete synchronization. By using File Synchronization to merge the two calendar files, the new changes from the PowerBook are transferred to the desktop MacOS computer, and all the new appointments are transferred to your PowerBook.



Preparing for File Synchronization

To use File Synchronization, you have to [connect your PowerBook and your desktop MacOS computer](#) together using an AppleTalk network, and then enable File Sharing on your desktop computer. Make sure you can access the files located on your desktop MacOS computer from your PowerBook. For further instructions on how to enable File Sharing and how to give others access to the files on your computer, please refer to the MacOS manual, or MacOS AppleGuide available from the Help menu in the Finder.

Using the [Chooser](#) mount your desktop computer's hard disk, from your PowerBook, so that you can [access the calendar file](#) located on your desktop computer's hard disk. [Copy](#) the calendar file from your desktop computer to the local hard disk of your PowerBook. If you take your PowerBook on the road you can make changes to the calendar file adding new appointments or modifying existing ones.

Using File Synchronization

After you come back to the office and you want to synchronize your PowerBook's calendar with your desktop's, mount your desktop computer's hard disk from your PowerBook using the Chooser. On your PowerBook [start ClockWork](#) and open your PowerBook's calendar file. Open the [File menu](#) and choose [File](#) from the [Synchronize menu](#). In the Open File dialog box that appears, press the [Desktop button](#) and open your desktop computer's hard disk mounted via [FileSharing](#). Find the calendar file on your desktop computer's hard disk and click [synchronize](#). ClockWork will now merge your PowerBook's calendar file with your desktop computer's calendar file. All new or changed events will be transferred from your PowerBook, to the desktop computer, and from your desktop computer to your PowerBook. Both calendar files will be identical after synchronization.

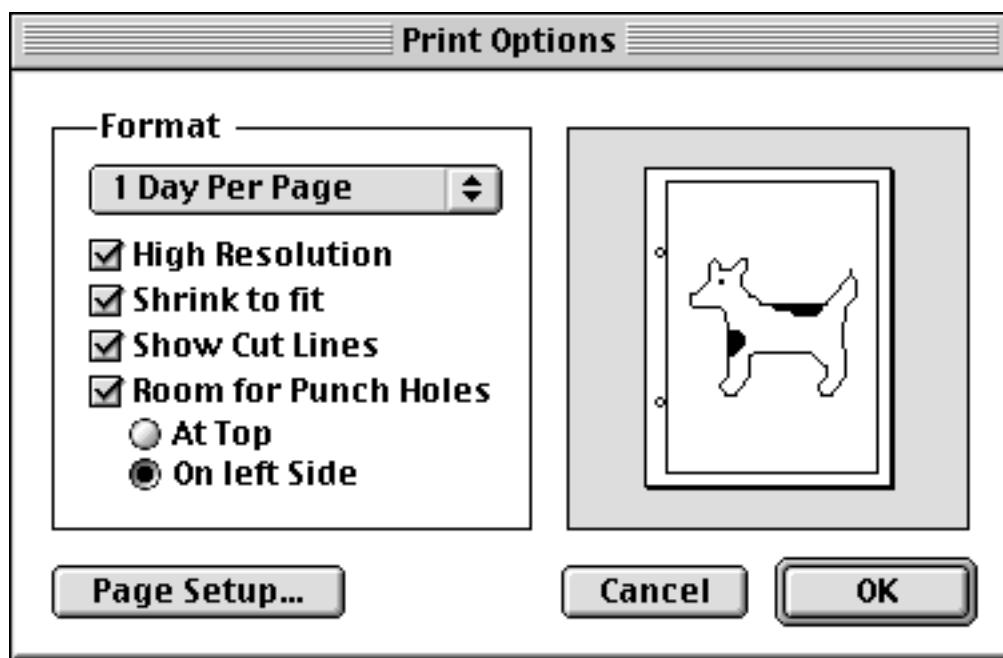
When you synchronize your PowerBook and desktop computer's calendar files for the first time, ClockWork will add a menu item, to the Synchronize menu, identifying your desktop computer's calendar file. The next time you want to synchronize the two files, simply choose this menu item and ClockWork will automatically mount your desktop computer's hard disk and locate the calendar file.

Chapter 10: Printing

ClockWork offers solid printing capabilities and supports printing to many major day planner formats like Day Runner® or Time/system®.

Preparing to Print

Before printing your schedule, choose Day, Week, Month or List view. ClockWork will always print the currently selected view, then [select the view desired](#) to print. For example, switch to week view if you want to print the current week. ClockWork maintains a print setup for every view so that you could set up Week view to print in landscape format while printing Day view in portrait format. To specify printing options, open the File menu and choose [Print Options](#). This will open the Printing Options dialog which lets you specify various printing options for the currently active view.



Format Popup

If you plan to print to a standard day planner format, [choose the format](#) which most closely matches your day planner from the Format popup menu. When printing to standard day planner formats, make sure the Show cut lines checkbox is checked as this will print cut lines identifying the boundaries of your day planner's paper format. Using the other options in this menu, you can print multiple days to one page or enlarge the output to create wall charts.

High Resolution Printing

If you want high quality output, check the High Resolution Printing checkbox. If you want faster printing and you are willing to sacrifice the quality of the printed output, uncheck this option. If High Resolution printing is turned off, the output might appear a little rough, but will print much faster. Naturally, the printing speed is also a function of the type of printer you are using.

Shrink To Fit

If the Shrink to Fit option is checked, ClockWork will scale the image to fit the specified format. Check this option if you want to print to standard day planner formats like Filofax®. If you uncheck this option, a single day will print to multiple pages, if it doesn't fit on the specified print format.

Room for Punch Holes

If you plan to print a standard day planner format and insert the printed copy into your Calendar, then check the [Room for Punch Holes](#) option. ClockWork will leave some extra space on the left side of the page for applying punch holes. If your day planner has holes at the top of the page, then you can select the option to leave room at the top for these holes.

Page Setup

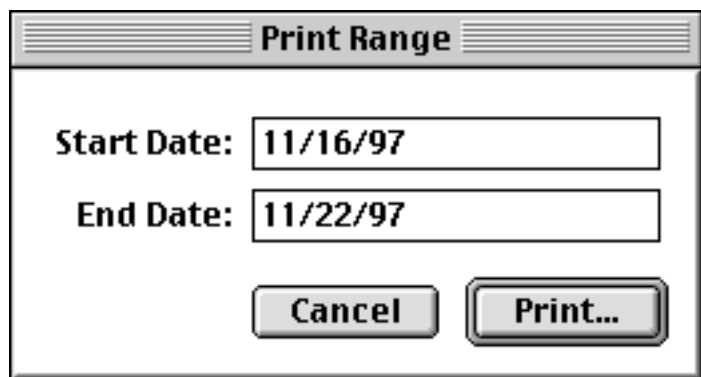
To specify standard printing options like paper format or rotation, click the Page Setup button which will open the Page Setup dialog of the currently selected printer.

Printing the Schedule

To print the currently active view (Day, Week, Month or List), open the [File menu](#) and choose [Print](#). The standard print dialog of the currently active printer will be opened. Depending on the type of printer you are using, you can specify various printing options. Click the [Print](#) button to start the printing process.

Printing a Range of Time

To print a range of time, open the [File menu](#) and choose [Print Range](#). This will open the Print Range dialog which lets you specify a range of time to print (e.g. from 11/16/1997 to 11/22/1997).



Note: When you select a range of time to print (by clicking on the day number above the schedule area), the Print menu is renamed “Print Selection” and will print the currently selected range of time. A single click in the schedule area will deselect and the Print Selection menu will be renamed to “Print”.

Known Limitations

ClockWork currently does not support double-sided printing. Century Software plans to add this feature in a future version of ClockWork. In the meantime, you can use 3rd party products like Dynopage to process ClockWork’s printing output for double-sided printing.

Chapter 11: Importing

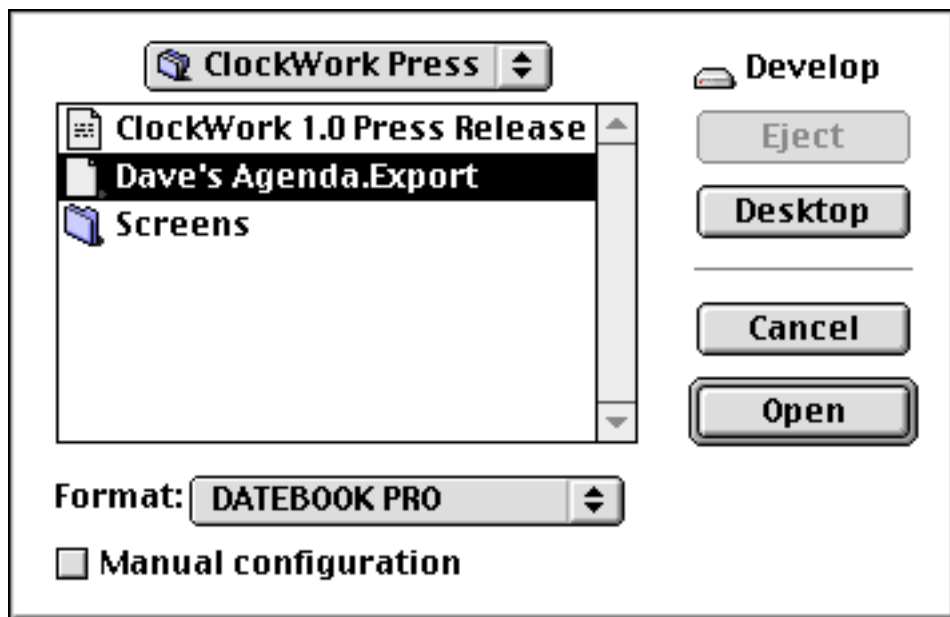
ClockWork supports importing schedules from various day planners. The program can read ASCII-text files created by the export functions of Claris Organizer, DateBook Pro, Day Maker, Delinra Daily Planner, Meeting Maker, Meeting Maker XP, Now Up-to-Date, PowerManager and TeamAgenda.

Exporting from other Day Planners

To export schedules from other day planner software (not mentioned above), please consult the manual of the product. Make sure you export schedule data in standard ASCII-TEXT format, so ClockWork can read the file.

Importing

Open the [File menu](#) and choose [Import](#). In the [Open dialog box](#) that appears, locate the [ASCII-TEXT file](#) exported by your other day planner software. You can limit the file selection by selecting the importing file Format from the popup menu. Then select the ASCII-TEXT file and click [Import](#).



ClockWork will analyze the exported file, and it will insert the new events found into the currently open document. Please note that the quality of the import results varies depending on the export format and data in your export file. ClockWork will import appointments, to-do items, categories and the text of events. However, most day planners don't export alarm times, repeating events and therefore can't be imported.

Usually, ClockWork will automatically find out about the import format and properly import your exported schedule. However, depending on the import format, and the data contained in the import file, ClockWork might make a wrong guess. If ClockWork can't automatically find out about the format of the exported file, it sometimes misinterprets the order of information resulting in an incomplete import. If you are having problems importing your data, try to check the Manual configuration check box to manually assign the import fields.

Manual Configuration

If you check the Manual configuration check box in the Import dialog box, ClockWork will show the Manual Configuration dialog box after analyzing the file. You can use the Manual Configuration dialog box to manually assign the import fields.

Manual Configuration

	Import As:	"Dave's Agenda.Ex...":
Title		11.7.97
Text	Buy Car	Click & Drag
Day	11.7.97	
Start Time		Private
Duration		Buy Car
End Time		To-Do
Completed Day	11.7.97	Done
To Do/Appointment	To-Do	
Done/Not Done	Done	
Category	Private	

Format: **DATEBOOK PRO** Cancel Import

To manually assign the relationship between fields of records found in the import file, [drag and drop](#) them from the list on the right to the target fields on the left. When importing the file, ClockWork will interpret the import file based on the assignment you have specified in this dialog box.

Custom Import Format

Using the Format popup menu you can specify the file format of your import file. If you are importing custom data (e.g. data exported from a FileMaker database), you can choose Custom Format from the Format popup to specify the import format. Use this dialog box to manually specify the format of your import file, if ClockWork did not find out automatically.

Custom Format

Delimiters

Field: **252** Char (252)

Record: **253** Char (253)

☐ Encloses text

Date

Month.Day.Year

Separator: **.**

Time

Separator: **:**

☐ 24 hour
☒ 12 hour

Noon & midnight:
☐ 0:00 ☒ 12:00

After noon: **PM**

Cancel OK

The Custom Format dialog box allows you to specify Field and Record delimiters enclosing the individual events, or items, in the import file. You can specify how to interpret date information (e.g. start date of to-do items) and the time format used to specify start and end time of appointments.

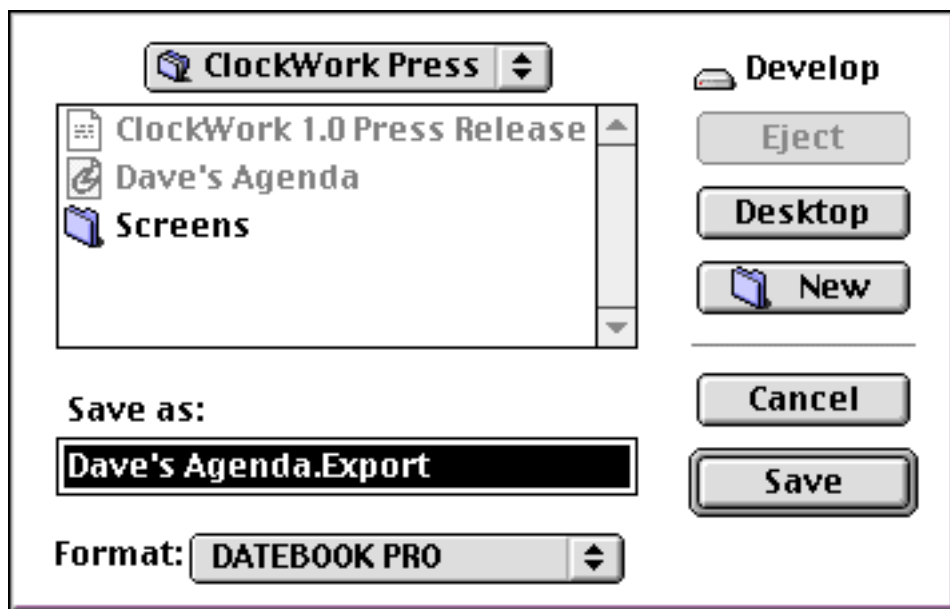
Chapter 12: Exporting

ClockWork supports exporting your schedule to various formats of other day planners. If you want to exchange information with other programs, or if you want to export your ClockWork schedule to another day planner, you can use the Export functionality to export to standard ASCII-TEXT format which then can usually be imported by the other programs (based on their importing supportability).

ClockWork supports export formats which can be used to import the schedule to Claris Organizer, DateBook Pro, DayMaker, Delinra Daily Planner, Meeting Maker, Meeting Maker XP, Now Up-to-Date, PowerManager and Team Agenda.

Exporting to other Day Planners

To export your schedule, open the [File menu](#) and choose [Export](#). The Export dialog box will be opened which lets you specify the export format as well as the file name and location of the export file.



Choose the [file format](#) from the [Format popup menu](#). The export format specifies the order of information, as well as how special information, like the to-do done/not done status are exported. If you plan to import the schedule to another day planner choose it from this menu.

For information on how to import the exported schedule to other programs, please consult the documentation of the other program. Most day planners, or word processors, are able to import the standard ASCII-TEXT format exported by ClockWork.

Please note that the quality of exchanged information varies and is highly dependent on the export format chosen. Some day planners will not be able to import all information as presented in ClockWork.

Using Export as a Backup

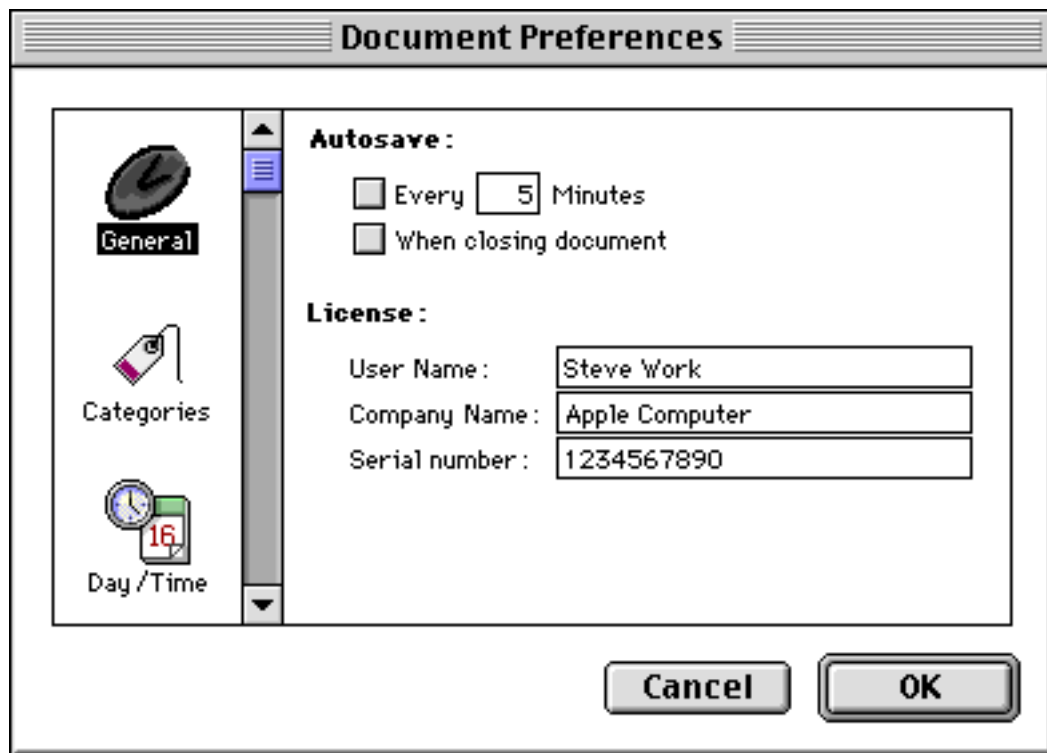
You can also use the Export functionality to make a secure backup of your schedule in standard ASCII-TEXT format. If you want to make a backup of your schedule, choose [ClockWork](#) from the [Format popup menu](#).

Be aware of the fact that the exported file will only contain the most important information of your calendar file - appointments and to-do items. Repeating events, patterns, color, text-style information, alarms, birthdays and holidays and other settings are not exported, and therefore cannot be restored.

Chapter 13: Preferences

This chapter provides an overview of the ClockWork preferences which can be used to customize the behavior of the program in order to match your personal requirements. To open the Preferences dialog, choose [Preferences](#) from the [Edit menu](#).

General Preferences



The General Preferences allow configuration of the autosave functionality, and can be used to personalize ClockWork by entering a serial number (obtained at time of purchase).

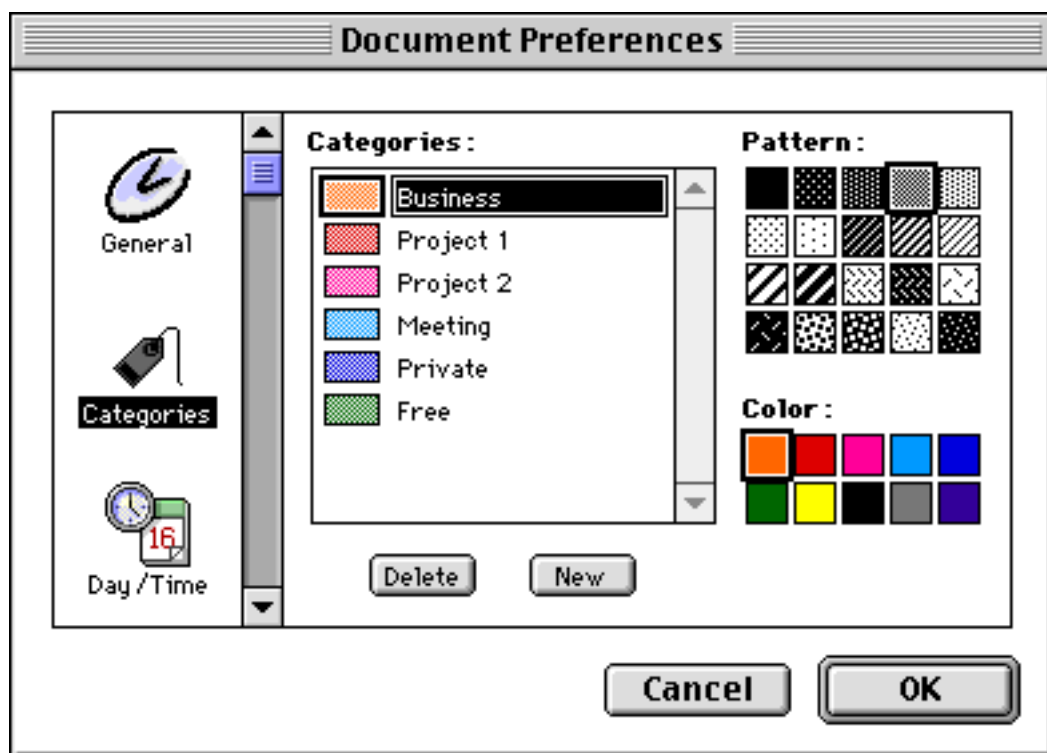
Autosave

If you want ClockWork to autosave your document at fixed time intervals then use this feature. This will minimize any data losses should a power loss, or or power surge, occur when you are using ClockWork. Check the [Every X Minutes](#) check box, and specify the autosave time interval in the box. If you don't want to be asked wether you want to save the document, when closing your calendar, check the [When closing document](#) check box, and it will be automatically saved at closing.

License

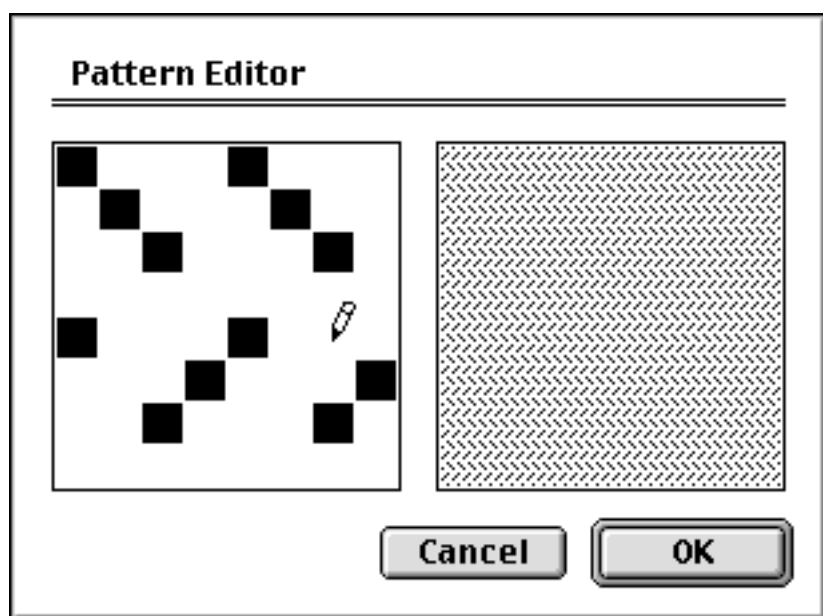
If you want to unlock a trial version of ClockWork, you can enter your name and a valid serial number in the License area. ClockWork serial numbers can be purchased online using a major credit card on our secure web-site <http://www.centsoft.com> or by using the [Order Form](#) fax order which can be found in the ClockWork folder. Note that you can't change the user name, or company name, once it is entered without entering a different serial number at the same time.

Categories Preferences

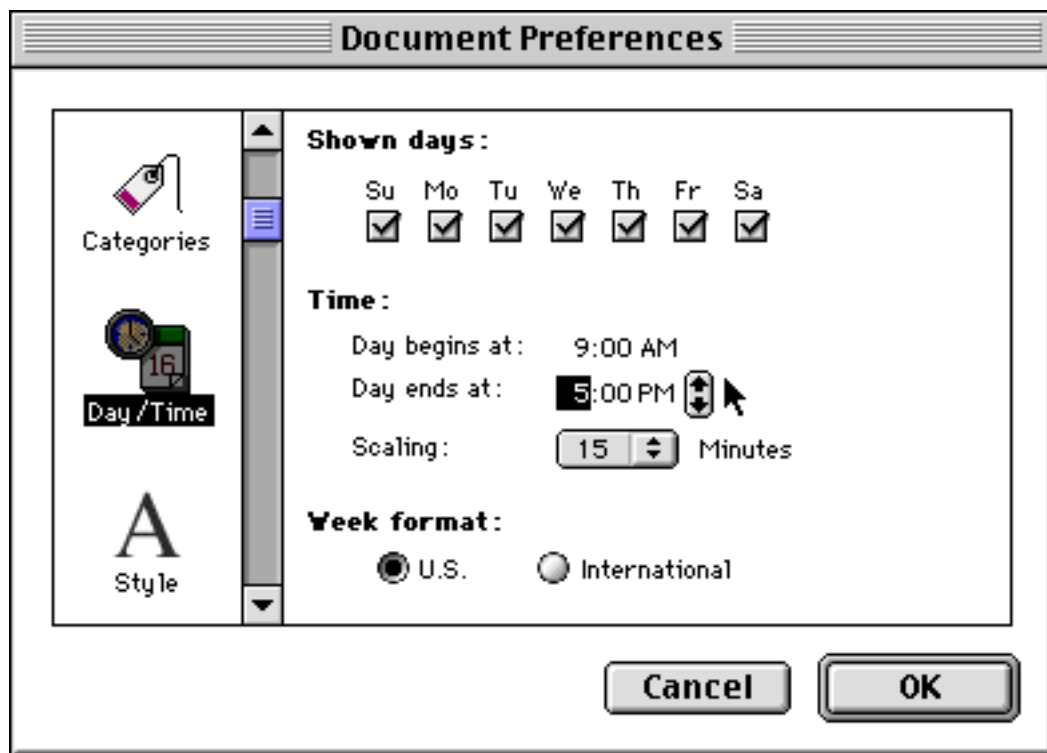


The Categories Preferences can be used to modify the categories popup menu in the main window. You can create new categories, delete existing ones, rename them or change their pattern and color. To create a new category, click the **New** button and **type a name** for the new category (e.g. Personal). To delete a category, use the **Delete** button. Using drag-and-drop you can rearrange the order of categories within the categories list.

To change the pattern, or the color, of a category, select the category and choose a pattern and color from the list on the right. If you **double-click** a pattern or color-box you can modify the standard patterns and define your own set of colors.



Day/Time Preferences



The Day/Time Preferences can be used to change day start and end times, to show or hide individual weekdays, and to switch between the International and the U.S. week format.

Shown days

If you want to hide individual weekdays, uncheck their checkboxes. This is useful, if you use ClockWork to organize your work schedule and you don't want to waste screen real estate for Saturdays and Sundays. If you hide a weekday, it will disappear in all views (Day, Week, Month and List view).

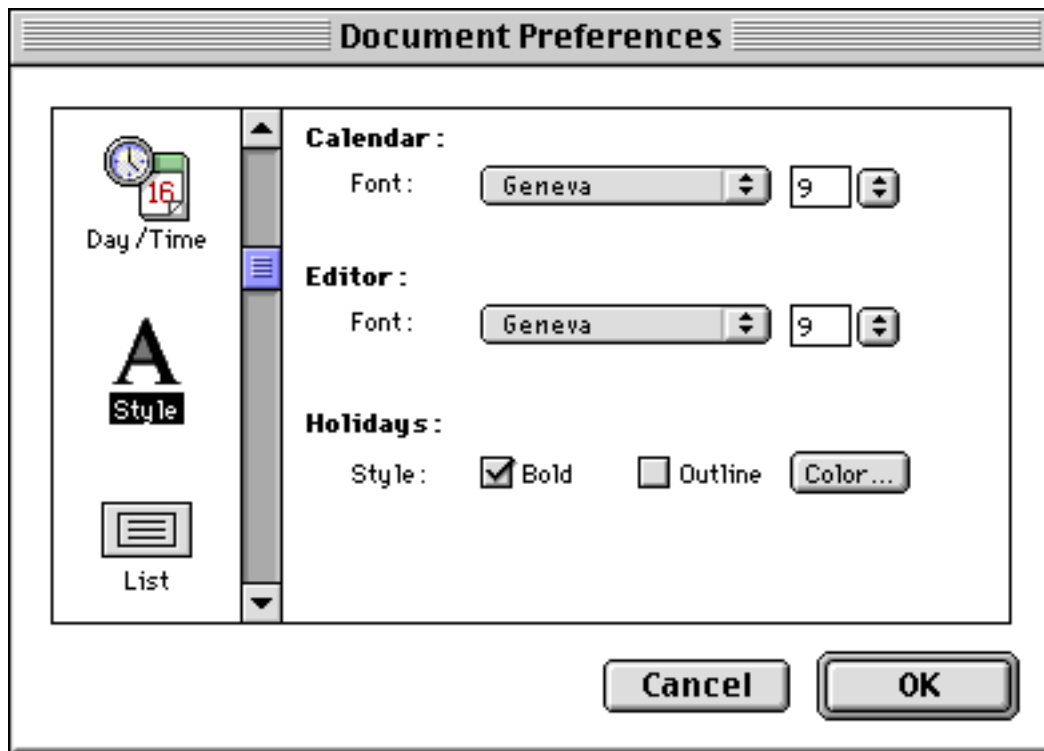
Time

If your working day does not start at 9 AM or does not end at 5 PM, you can adjust the start and end time of the working day by adjusting the [Day begins](#) at or [Day ends](#) at time editors. Using the scaling popup menu item, you can specify how many minutes a single line in Day and Week view represents. If you decrease the scaling you will see more detail and you will be able to schedule your appointments more precisely. If you increase the scaling you will get a better overview, but a less accurate display in the Day and Week views.

Week format

ClockWork adjusts the week format based on the MacOS you are running. If you are running on a U.S. MacOS system, ClockWork automatically defaults to U.S. weekformat (Sunday is first day of week, U.S. Week number format). If you are running on a European, or Japanese MacOS, ClockWork will default to International week format (Monday is first day of week, ISO Week number format). If you want to override the initial settings, switch the [Week format](#) button in the preference menu.

Style Preferences



The Document Preferences can be used to customize the visual appearance of the calendar and the different views.

Calendar

Use the these standard controls to change the font and font size for the calendar. These fonts apply only to the calendar used on the left of the main window.

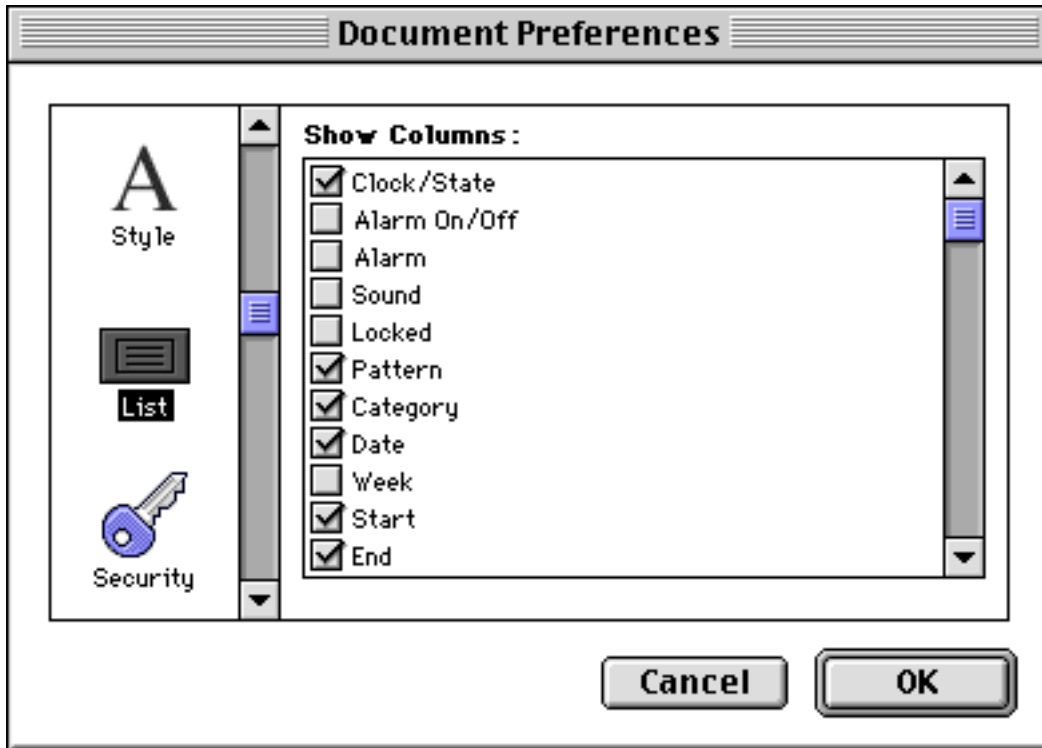
Editor

You can change the font and font size, using these controls, which are used to draw the day numbers, month names, and time line in Day, Week, Month and List view.

Holidays

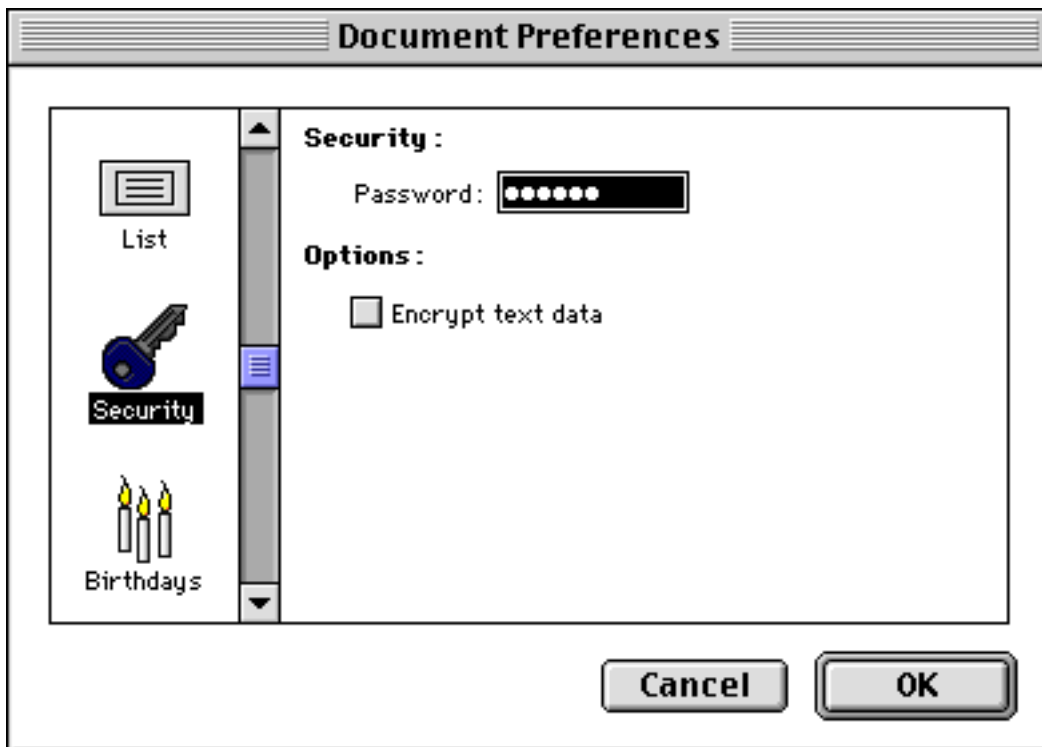
You can change the way holidays are marked in the calendar, and in the different views, by using the Holidays controls. You can change the style by checking or unchecking Bold, or Outline, and you can change the color by clicking the Color button.

List Preferences



Using the List Preferences, you can show or hide columns in the List view. Columns visible in List view are checked. If you want to change which columns are visible, check or uncheck the individual column labels.

Security Preferences



Use the Security Preferences to protect your calendar with a password.

Security

Enter a password in the Password edit text field to protect your calendar file with a password. The password will be visible while you type the password into the password edit text field, but will be replaced with bullets when you reopen the preferences. Make sure you choose a password you will remember, because there is no back-door (you may want to write it down in a safe place).

The next time you open your calendar file, ClockWork will automatically ask for the password, and will only open the file, if the correct password has been entered.

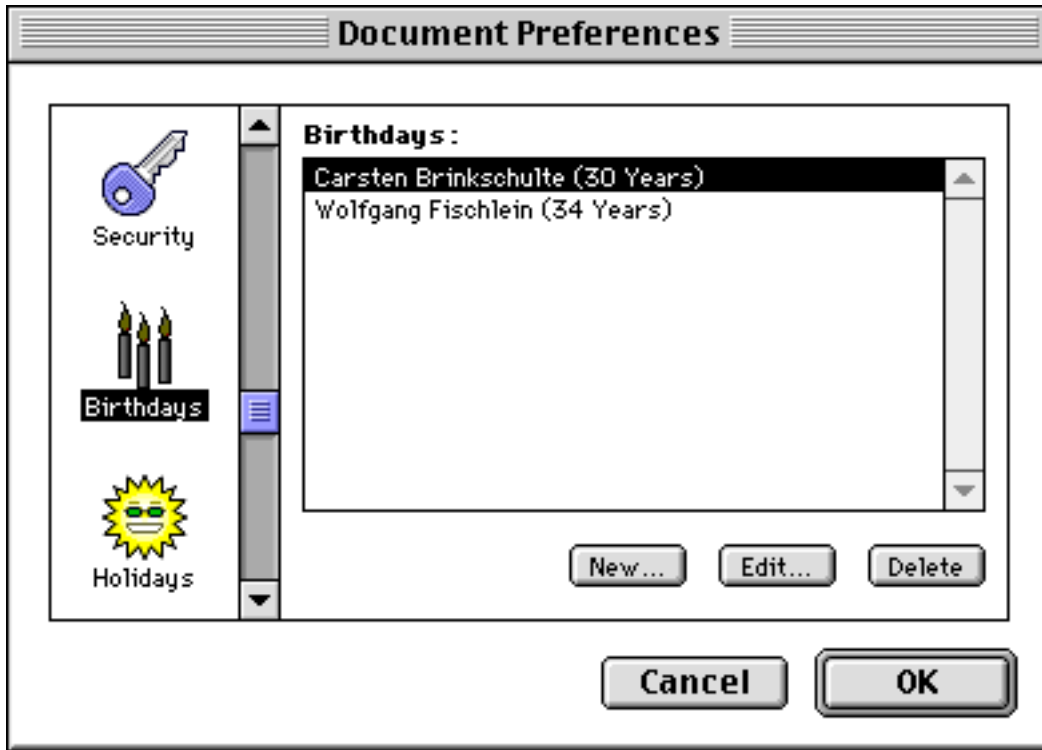


Options

While entering a password does protect your calendar file from unauthorized access, a hacker might be able to open your calendar file with low-level tools bypassing the password protection. Using those tools, the hacker might be able to read the text entered for events.

To increase the level of security, you can check the Encrypt text data check box. If you check this option, ClockWork will encrypt text entered for events with a custom encryption-algorithm. This will protect your calendar against low-level tools. Please note that turning on encryption can slow down opening and saving files.

Birthday Preferences



Using the Birthday Preferences you can enter the birthdays of your friends and business partners, so you won't forget them. Birthdays are shown, along with Holidays, in Day and Week view, and you can make them visible in Month and List view, too.

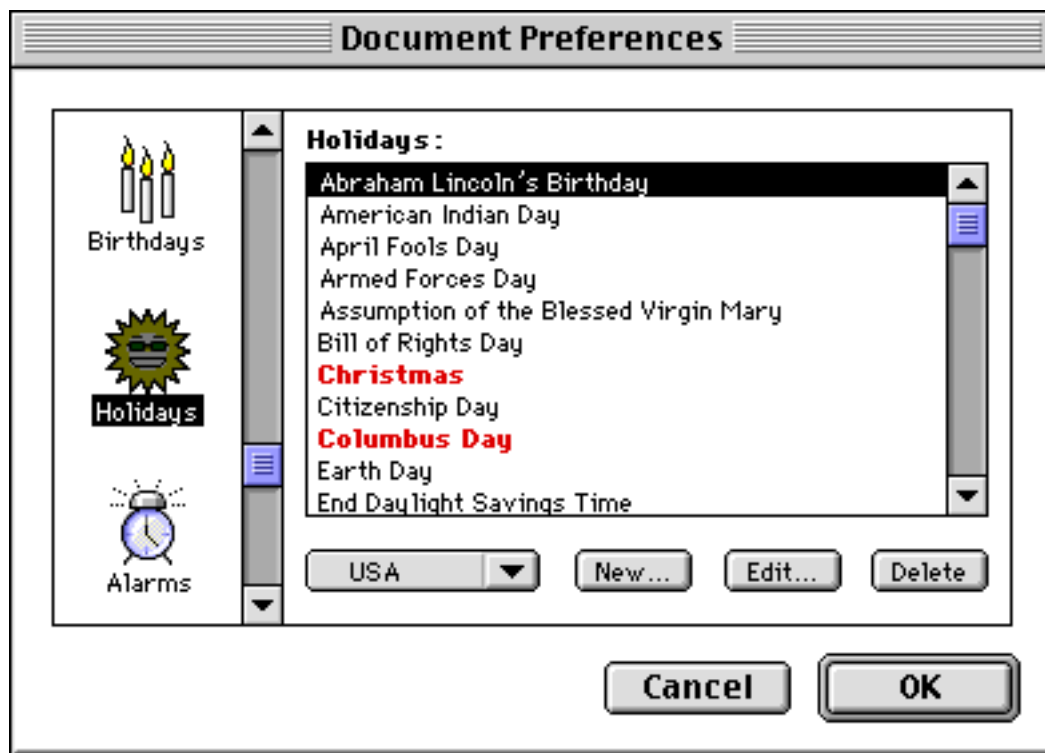
To enter a new Birthday, click the [New](#) button. To modify an existing one, [select](#) it from the list and click [Edit](#). To delete a birthday, [select](#) it and click [Delete](#).

If you click New or Edit, ClockWork will open the Birthday dialog which lets you enter the new text, or modify an existing birthday text.

The image shows a 'Birthday' dialog box. It has a title bar 'Birthday' and a text input field for 'Name:' containing 'Carsten Brinkschulte'. Below this is a 'Day:' section with a dropdown menu showing 'March', and two input fields for the day '10' and the year '1967'. At the bottom are 'Cancel' and 'OK' buttons.

Type the name of the person, and specify his or her birthday, then click OK. Be sure to enter the year, so ClockWork can compute and display the age of the person.

Holidays Preferences



The Holidays Preferences can be used to specify which holidays are visible in Day, Week and Month view. It is also used to edit existing holidays, to delete existing ones, or to enter new holidays.

Instead of maintaining a list of holiday occurrences for each new year, ClockWork computes holidays based on different algorithms. While Century Software has tried to compile an exhaustive list of international holidays, frequent changes in the different countries can't be tracked completely. If you find an error in ClockWork's holiday list for your country, please send an email to: support@centsoft.com

Multiple countries

You can choose different countries from the popup menu. If you choose another country in the menu item, the country's holidays will be added to the list of visible holidays. This makes it possible to show the holidays of the USA and Japan, at the same time. If more than one country is visible, the popup will be labeled "Mixed" and ClockWork will add the name of the country to the holiday so you can distinguish between them. To hide the holidays of a country, choose the menu again, and unselect the country.

If you want to switch from USA to Germany, for example, choose Germany from the popup menu to show the German holidays. Then choose the USA from the popup menu to unselect the USA, and hide the US holidays, thus leaving only the German holidays visible.

Editing Holidays

If you can't find your country in the list, you can enter a new country manually. Choose the current country (usually "USA") from the country popup menu to hide the country. Then choose "Custom" from the country popup menu to switch to custom holidays.

Using the [New](#), [Edit](#) and [Delete](#) buttons you can create new holidays, and modify or delete existing custom holidays. If you click the [New or edit](#) button, the Holiday dialog will be opened which lets you specify both the name and occurrence of a holiday.

Holiday

Title: ☒ Workingday

Occurrence

Last before

☐ Move to Monday if on Sunday

Title

Enter the name of the holiday into the [Title edit text field](#). If the holiday is a working day, check the Workingday check box. If you uncheck the Workingday checkbox, ClockWork will draw the holiday and day number in red indicating a non-workingday.

Occurrence

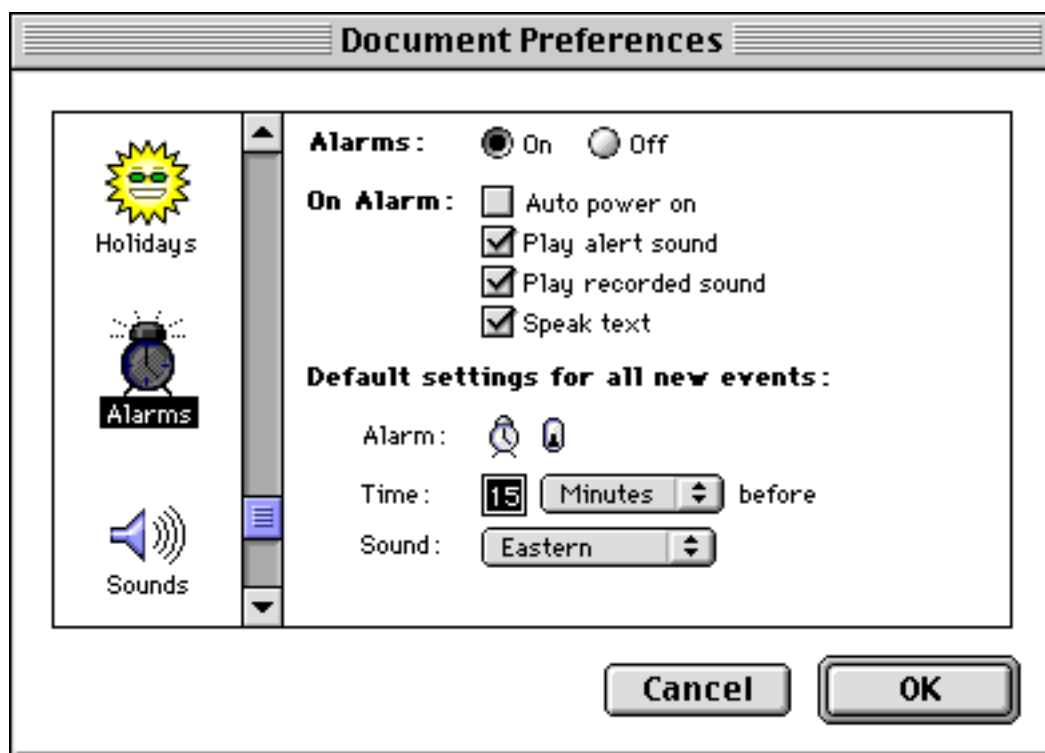
Holidays follow different rules in different countries. If you know the rule for the holiday you are specifying, choose it from the Occurrence popup menu. Depending on the Occurrence popup menu choice, ClockWork will display a different occurrence editor for specifying the occurrence of the holiday.

If you don't know the rule, choose [Day](#) from the Occurrence popup menu to specify a fixed holiday.

Country

The country popup menu can be used to specify the country list this holiday will belong to. Choose "[Custom](#)" from the country popup menu, if you are entering holidays for a country not listed in the country list.

Alarms Preferences



The Alarms preferences, reflect the settings of the ClockWork Reminder control panel, and allow you to change the default alarm settings of new events.

Alarms

To [disable](#) all alarms, switch the Alarms button to [Off](#), to [enable](#) alarms, switch to [On](#). If alarms are disabled, ClockWork and the ClockWork Reminder will not show alarm dialog boxes, even if an alarm is due. Use this option to temporarily disable alarms, only if you don't want to be disturbed.

On Alarm

On most MacOS computers, ClockWork can automatically power-on the computer, if an alarm goes off. This way, you will never miss an appointment, even if your computer is turned off. However this option is not available on all computers and will be hidden, if your computer does not support auto-power on (see [Appendix I](#)).

If you want ClockWork to [play a sound](#) when displaying an alarm box, check the [Play alert sound](#) check box. If you want ClockWork to be quiet, uncheck this box.

When displaying an alarm box, ClockWork can automatically [play voice annotations](#). To play voice annotations, check the [Play recorded sound](#) check box. If you uncheck this box, ClockWork will not play voice annotations automatically, but you will be able to start play back manually by clicking the speaker phone icon in the alarm dialog box.

If your computer has [Text-To-Speech](#) system software installed, you can choose to let the computer speak the event text aloud. Check the [Speak text](#) check box, if you want ClockWork to speak the text of events aloud when displaying an alarm. This option is only available, if you have Text-To-Speech system software installed.

Default settings for all new events

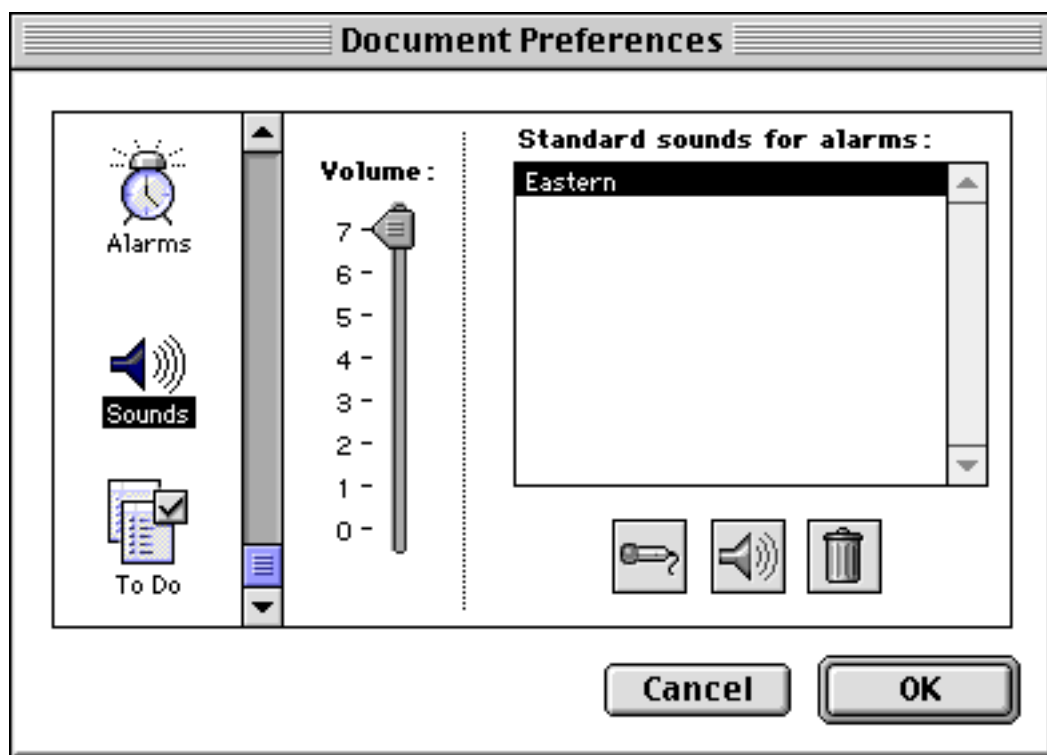
When ClockWork creates a new appointment, or to-do item, it will always apply the default settings.

To turn on the alarm for all new events, by default, check the [Alarm icon](#) check box. Whenever you create a new appointment or to-do item, ClockWork then will automatically remind you for that event.

By default, ClockWork will remind you 15 minutes prior to the event. If you want a different default, you can specify the default alarm time for new events.

If you have enabled the [Play alert sound](#) option, ClockWork will play the sound specified in the Sound popup menu when an alarm goes off. You can choose sounds installed in your system folder, or custom sounds recorded in the Sounds Preferences.

Sounds Preferences



The Sounds Preferences lets you adjust the sound volume or record custom sounds for alarms.

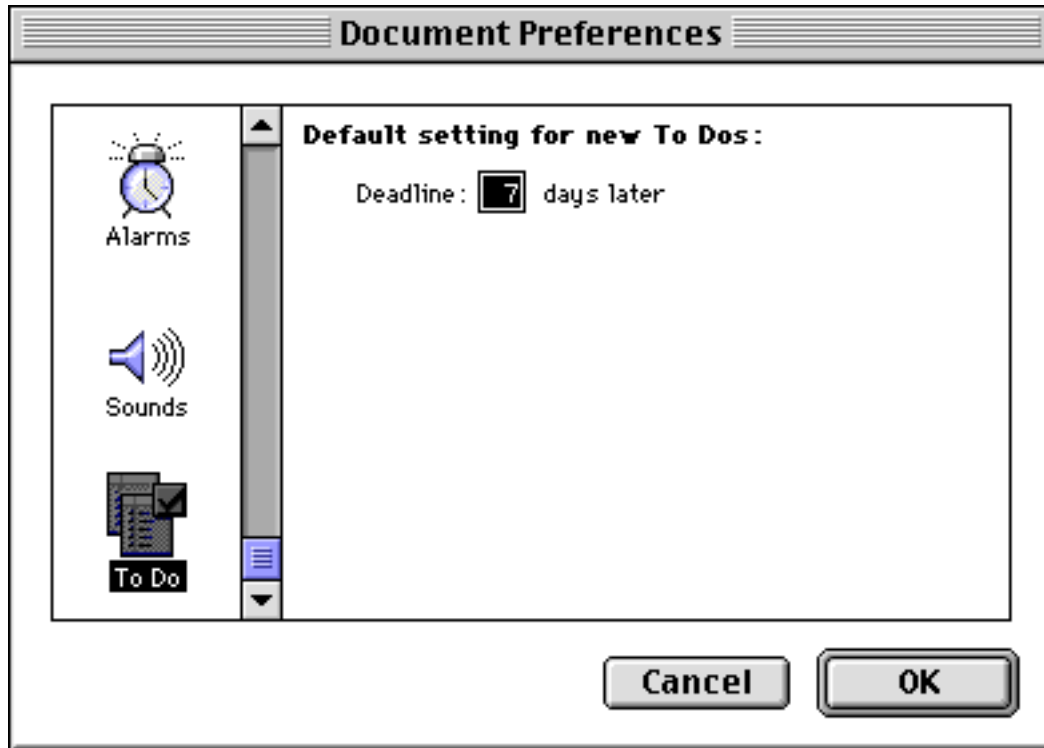
Volume

ClockWork maintains a volume setting separate from the system volume. This ensures that you won't miss an appointment, just because you have temporarily muted your system volume in the Monitors & Sounds control panel. Use the volume slider to adjust the sound volume used to play back voice annotations, and when speaking text aloud using Text-To-Speech.

Standard sounds for alarms

You can record custom sounds which will played when an alarm goes off. By default, ClockWork plays the “Eastern” sound, but you can change the default sound in the Alarms Preferences. To record a [new sound](#), click the [microphone icon](#). To play back an existing one, select it from the list, or click the speakerphone icon. To [delete a sound](#), select it and click the [trash can icon](#).

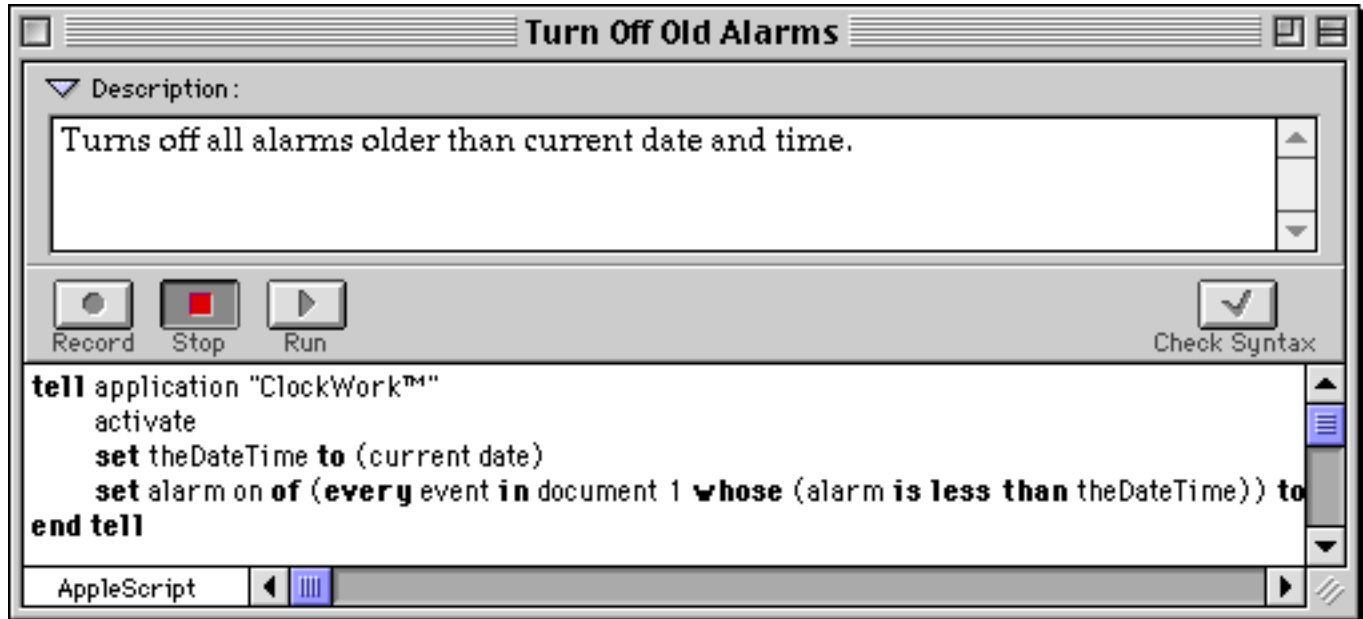
To Do Preferences



The To-Do Preferences lets you enter a default deadline, for new to-do items. When the deadline has passed, a red exclamation mark (!) will be shown in the check box of the to-do item. This will remind you that this to-do item is over due.

Chapter 14: AppleScript

AppleScript is the scripting language of the MacOS. Using AppleScript you can automate the Finder and many MacOS programs. AppleScript is part of the MacOS, as of System 7.1, and can be installed on earlier systems as an extension. ClockWork fully supports AppleScript for automating tasks, and to extend or customize the functionality of the program. ClockWork is scriptable, recordable and attachable.



Scriptability

Using AppleScript you can create new events and modify, or delete, existing ones. For example, you can create new documents and appointments, change the start, or end time, of existing appointments, and/or get and set the text of events. Using the Script Editor application (located in the Apple Extras folder), you can record and write AppleScript scripts to automate ClockWork.

Recordability

In order to make writing AppleScripts for ClockWork easier, the program supports recording of commands. To start recording, click the [Record button](#) in the [Script Editor application](#) and manually do the steps you want to automate in ClockWork. The Script Editor application will record your actions as AppleScript commands. If you run the script, ClockWork will automatically repeat the actions. Recordability is also very useful to learn about the syntax of the AppleScript language.

Attachability

Using attachability, you can modify the behavior of standard commands like opening a new document or creating a new appointment. For example, you could write an AppleScript which overrides creating new appointments, to do additional tasks like querying a database, or entering the current date and time as a default text. Attachability also allows AppleScripts to execute at idle time, so you could write a script which would check for upcoming events and send a message to a pager if necessary.

Scripts Folder

In the ClockWork folder you can find a folder called "[Scripts](#)". If you write a script to be used with ClockWork, store the script into this folder. ClockWork scans this folder when the program is launched and will add a [Scripts menu](#) to the menu bar listing the contents of the Scripts folder for easy access. If you choose a menu item from the Scripts menu, ClockWork will execute the script. Save your scripts as compiled AppleScripts, so they will be recognized by ClockWork.

Sample AppleScripts

If you want to get started with scripting ClockWork, the Sample AppleScripts folder is a good place to begin. It contains a number of useful AppleScripts illustrating the scripting commands. Some of them are useful by themselves, others are intended for demonstration purposes, only. Below you will find the names of the sample scripts and a short description. AppleScripts are similar to running “macros.”

Archive old Events

This script cuts old events from the current document, and archives them into an archive file. This is handy, if your document gets too large. The script remembers the archive file, and reuses it as the archive target the next time this script is executed.

Create Some Events

Creates new events specifying various attributes. This script demonstrates how to create events and how to specify various options using AppleScript.

Delete Completed To-Dos

This script deletes all To-Do items which are marked as completed.

Delete Old Events

Deletes all events older than the current date.

Hide Completed To-Dos

This script hides all To-Do items which are marked as completed.

PageNOW!

Sends the selected events to a pager using the PageNOW! application. This requires the presence of the PageNOW! application developed by Mark/Space. Check their web-site for a free demo version <http://www.markspace.com>

Read ClockWork EMail

This script notifies ClockWork, if you have received a ClockWork file as an enclosure in Claris EMailer. Be sure to check the "[Automatically decompress enclosures](#)" in the "[Incoming messages](#)" preferences page in Claris EMailer.

To automatically invoke this script, place it the AppleScripts folder within the Claris EMailer folder. Then open the Preferences dialog in Claris EMailer, choose the "[New Mail Notification](#)" page, turn on "[Run AppleScript](#)" and select this script in the popup menu.

Send ClockWork EMail

Sends the selected events, via email, using Claris EMailer. The events are sent both as text and in native ClockWork format. Use the script "Read ClockWork EMail" to automatically open received ClockWork attachments.

Speak Today's Events

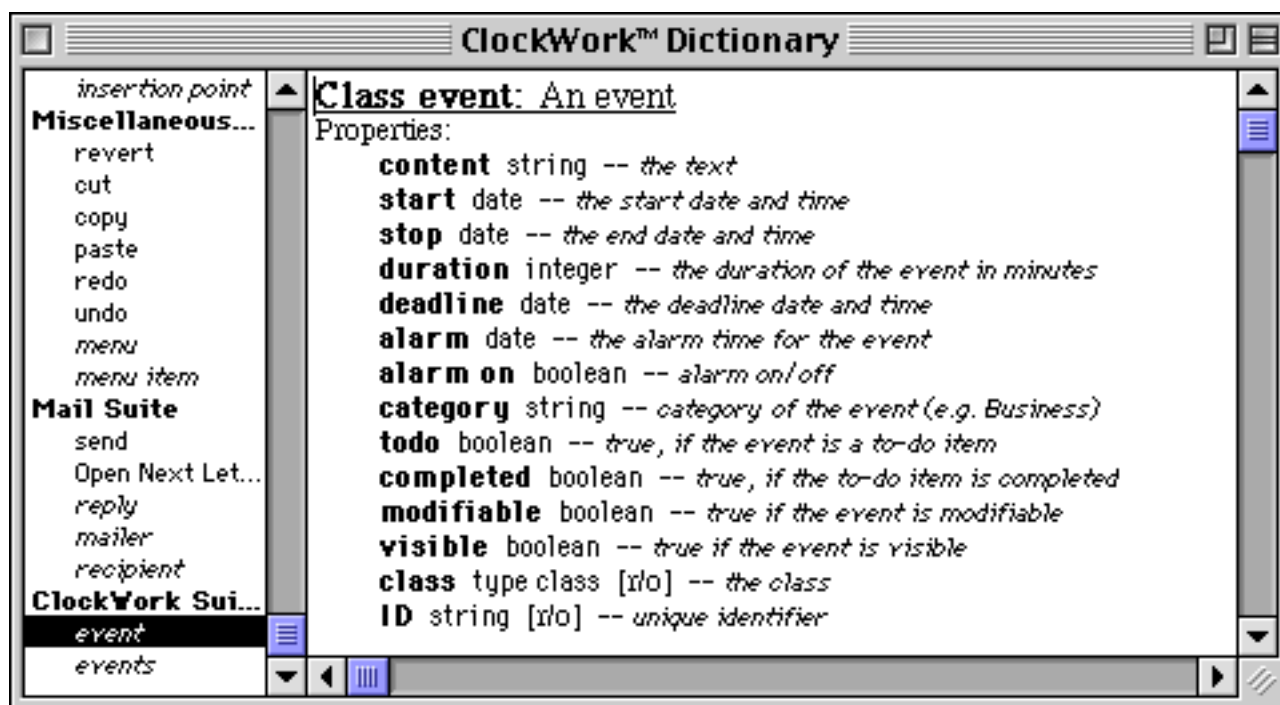
Speaks aloud all events of the current day using Text-To-Speech system software.

Turn Off Old Alarms

Turns off all alarms older than the current date and time.

ClockWork Scripting Commands

ClockWork supports the Required Suite, Standard Suite, Mail Suite and Miscellaneous Standards as well as the special ClockWork Suite. Use the [Open Dictionary](#) menu in the [Script Editor](#) and select ClockWork to get a detailed description of the AppleScript commands supported by ClockWork.



More on AppleScript

Introducing all the details of the AppleScript language is beyond the scope of this manual. If you want to learn more about AppleScript, please refer to the AppleScript home page, at:

<http://applescript.apple.com>

This web page contains a wealth of information related to AppleScript, as well as information about other scriptable programs, tools for writing AppleScripts, sample AppleScripts, and information about books related to AppleScript.

Chapter 15: Reminder Control Panel

The Reminder Control panel is installed to your System folder by the ClockWork installer. It is responsible for displaying alarm dialog boxes, if the ClockWork application is not running. The ClockWork Reminder control panel also inserts the global ClockWork menu into the menu bar allowing fast access to your calendar file and today's to-do items, and appointments, from within any program.



To access the ClockWork Reminder control panel, open the [Apple menu](#) and choose [ClockWork Reminder](#) from the [Control Panels](#) menu. The settings available in the ClockWork Reminder are also available from the [Alarms Preferences](#) within the ClockWork application.

Alarms

To [disable all alarms](#), switch the Alarms button to [Off](#), to [enable alarms](#), switch to [On](#). If alarms are disabled, ClockWork and the ClockWork Reminder will not show alarm dialog boxes, even if an alarm is due. Use this option to temporarily disable alarms, if you don't want to be disturbed.

On Alarm

On most MacOS computers, ClockWork can automatically power-on the computer, if an alarm goes off. This way you will never miss an appointment, even if your computer is turned off. However this option is not available on all computers and will be hidden, if your computer does not support auto-power on (see [Appendix I](#)).

If you want ClockWork to play a sound when displaying an alarm box, check the Play alert sound check box. If you want ClockWork to be quiet, uncheck this box.

When displaying an alarm box, ClockWork can automatically play voice annotations. To play voice annotations, check the [Play recorded sound](#) check box. If you uncheck this box, ClockWork will not play voice annotations automatically, but you will be able to start play back manually by clicking the speaker phone icon in the alarm dialog box.

If your computer has Text-To-Speech system software installed, you can choose to let the computer

speak the event text aloud. Check the [Speak text](#) check box, if you want ClockWork to speak the text of events aloud when displaying an alarm. This option is only available, if you have Text-To-Speech system software installed.

Select calendar file

If you want to specify which calendar file is handled by the ClockWork Reminder control panel, click the [Select calendar file](#) button. In the dialog box that appears, locate your calendar file, and click [Open](#). The global ClockWork menu will now show the to-do items, and appointments, of the selected calendar file. The ClockWork Reminder will handle alarms for this file, if the ClockWork application is not running.

Multiple Reminders

The current implementation of the ClockWork Reminder control panel only allows you to select a single calendar file. However, you can duplicate the ClockWork Reminder control panel, and assign each control panel to a different calendar file. Every Reminder will handle upcoming alarms for its attached calendar file, and you can even have multiple global ClockWork menus. Be aware that multiple Reminders will increase the amount of RAM required by the System.

Appendix I - System Requirements

Hardware

ClockWork runs on any MacOS computer equipped with a PowerPC processor. It can also be installed on older Macintosh computers with have, as a minimum, a 68020 processor. The Auto-power-on feature is available only on computers equipped with a Power-Management functionalitly (this includes most PowerPC and PowerBook computers). If you are unsure what processor your MacOS computer has, then contact either the nearest Apple dealer, or the Macintosh Catalog at:

<http://www.zdnet.com/mac/catalog.html>

System Software

ClockWork works with System 7.0 or higher. It is compatible with MacOS 8.0 and supports additional features if the MacOS 8.0 is installed. Text-To-Speech system software (part of MacOS 8) is required for speech synthesis. Unicode synchronization with the Newton MessagePad (exchange of double-byte characters like Japanese) is available only on PowerPC systems with MacOS 8.0. The AppleGuide Help system, AppleScript automation, and drag-and-drop functionality is available only on System 7.5, or higher. ClockWork supports WorldScript system software (inline input of double-byte characters) which is available with System 7.5 Kanji, or higher.

Memory requirements

ClockWork requires 5.4MB of free RAM (6.9MB is recommended), when running on a PowerPC MacOS computer, with the Virtual memory turned off. If the Virtual Memory is turned on, the memory reuirements are reduced to 2.5MB of free RAM (4MB is recommended). The ClockWork program needs at least 3.1MB of free RAM, if running on a 680x0 Macintosh (4.5MB is recommended). The actual requirements may vary slightly and depend on the number of events stored in your calendar file.

Newton

ClockWork supports synchronization with the Newton MessagePad 100, 110, 120, 130, 2000, 2100 and eMate computers. It suports Newton OS (NOS) 1.0 and 2.0.

Contacting Century Software

The best way to contact Century Software is via the Internet. Below you will find our Internet addresses and physical mail addresses.

To check for updates and the latest information about ClockWork, point your web-browser to:

<http://www.centsoft.com>

If you have any questions regarding ClockWork, or if you should find a bug, please contact:

support@centsoft.com

For sales-related questions, please send an EMail to:

sales@centsoft.com

Mail address:

Century Software
Friedelstrasse 8
12047 Berlin
Germany

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