

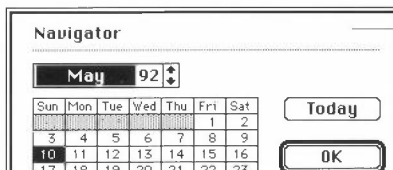
MEETING MAKER™

QUICK REFERENCE

Version 1.5

Daily Calendar

You can display up to 14 days, and show all days or just work days.



Navigator

Toggle between single-day view and multi-day view.

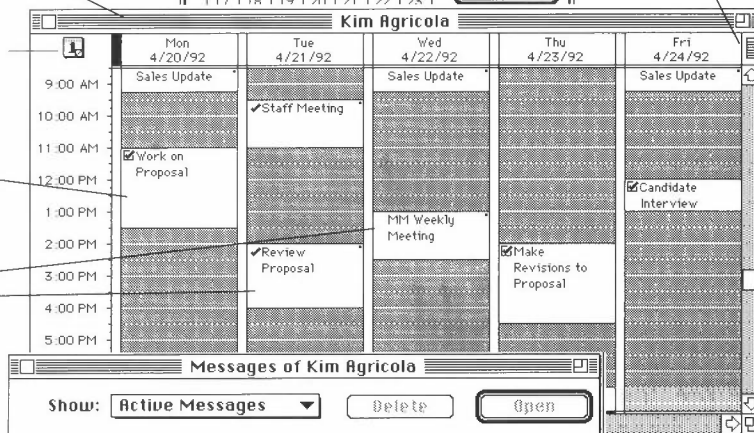
Click here to use the Navigator to go to any day.

Activities

- ☒ Your work activities and personal appointments

Meetings

- ☒ Confirmed Meeting
- ☐ Meeting you proposed
- ☒ At least one required guest has declined
- ☐ Guest has added a comment



Messages

Automatic notification of all incoming meeting proposals and cancellations.

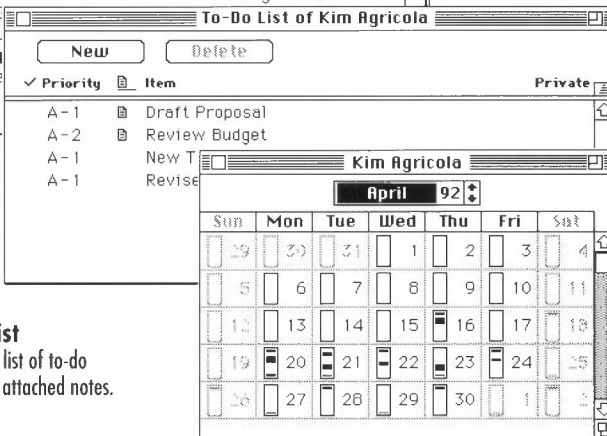


Message Icons

- new meeting proposal
- re-scheduled meeting
- cancelled meeting
- Notice

To-Do List

Prioritized list of to-do items with attached notes.



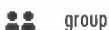
Monthly Calendar

Click a date to show details for that day.

Proposing a Meeting

1. Select **Propose Meeting** from the Meeting Maker menu, or Option-drag the time of the meeting on your Daily Calendar.
2. Type a title and location for the meeting.

3. Click **Guests** and select names of people you want to invite to the meeting.



group



meeting room



equipment



outside guest's work hours



guest is unavailable

4. Click **Schedule** and pick a time that all your guests can attend, or click Auto-Pick and let Meeting Maker find the first time that all required guests can attend.

5. Click **Agenda** and enter text if you want to include an agenda with the meeting proposal.

6. Click **Send Proposal** to send out the meeting invitations.

The Comments button allows your guests to send comments about the meeting proposal back to you.

Responding to an Invitation

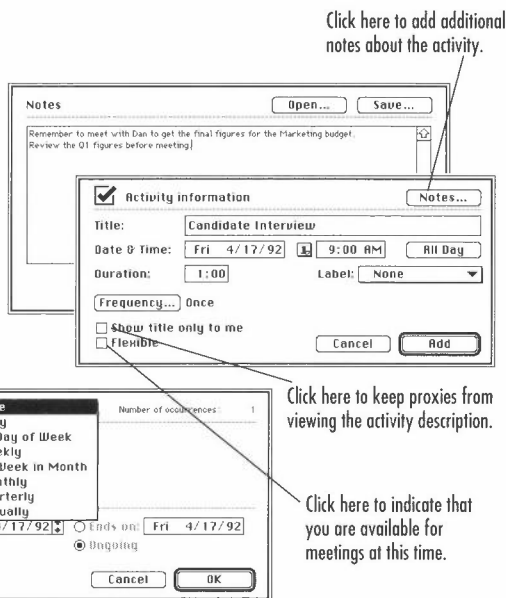
Meeting Maker notifies you when you receive an invitation or other message.

1. Choose **Open Messages** from the Meeting Maker menu.
2. Double-click the message you want to see.
3. Read the invitation, and select your reply: Yes, No, or I'll decide later.
4. Click **Comments** if you want to enclose comments about the meeting with your reply.
5. Click **OK** to send your reply.

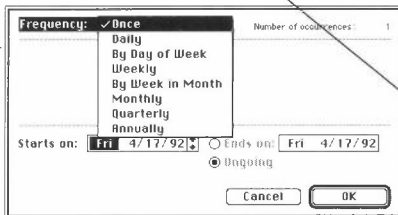
Scheduling an Activity

An activity is anything other than a meeting that you schedule into your Meeting Maker calendar.

1. Choose **New Activity** from the Meeting Maker menu, or click the start time on your Daily Calendar and drag a box.
2. Type a description of the activity.
3. Select a date, time and duration for the activity.
4. Click **Add** to insert the activity into your calendar.



If the activity is recurring, click **Frequency** and select one of the options.

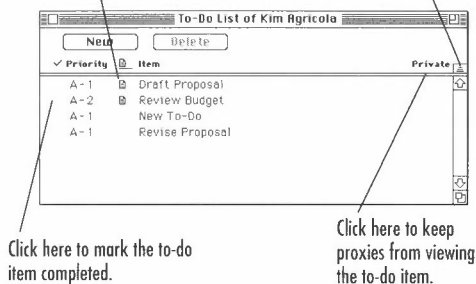


Creating a To-Do List

1. Select **Open > To-Do List** from the Meeting Maker menu. (⌘ T).
2. Click **New**. A new item (New To-Do) appears at the top of the list.
3. Click **Priority** and type a priority (for instance, A-1, A-2, B-1).
4. Click **Item** and type an item of up to 63 characters. If you want to add more text, click the column to the left of the item and type up to about 16 pages.
5. Click the close box to close the To-Do List window.

Click here to add additional notes about the to-do item.

Click here to change the sort order of the To-Do list.

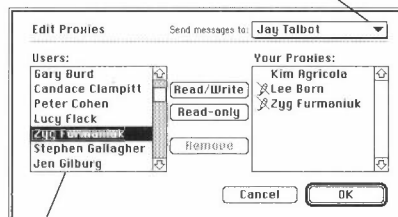


Proxies

A proxy is someone you designate to act on your behalf to schedule meetings and activities, and to answer messages.

1. Choose **Edit Proxy list** from the Meeting Maker menu.
2. Select users you want to act as your proxies.
3. Click **Read/Write** to designate a proxy who can make changes to your calendar. Click **Read-only** to designate a proxy who can monitor your calendar, but who cannot make any changes to it.
4. When you have finished adding proxies, click **OK**.

Click here to designate a proxy to receive your messages.



Printing

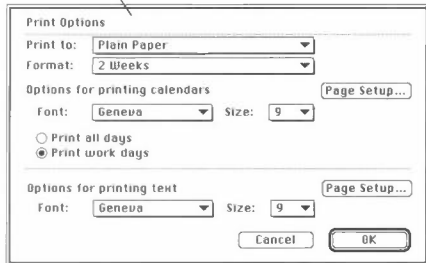
You can print to a variety of formats, from a single day per page up to one month per page. You can also print to forms that fit various personal planners.

Setting Print Options

1. Choose **Set Print Options** from the Meeting Maker menu.
2. Set options for printing your calendar, or for printing single meetings, activities, and To-Dos.
3. When you have finished selecting print options, click **OK**.

Print Options

Use these options for printing the calendar onto forms, the calendar onto plain paper, and meetings, activities, or to-dos onto forms.

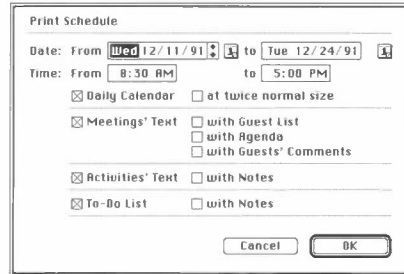


The 'Print Options' dialog box has two sections. The top section, 'Options for printing calendars', includes a 'Print to:' dropdown set to 'Plain Paper', a 'Format:' dropdown set to '2 Weeks', and a 'Page Setup...' button. Below this are 'Font:' and 'Size:' dropdowns, both set to '9'. There are two radio buttons: 'Print all days' (unselected) and 'Print work days' (selected). The bottom section, 'Options for printing text', also has 'Font:' and 'Size:' dropdowns set to '9' and a 'Page Setup...' button. At the bottom are 'Cancel' and 'OK' buttons.

Use these options for printing meetings, activities, or to-dos onto plain paper.

Printing Your Schedule

1. Set the print options.
2. Choose **Print Schedule** from the Meeting Maker menu (**⌘ P**).



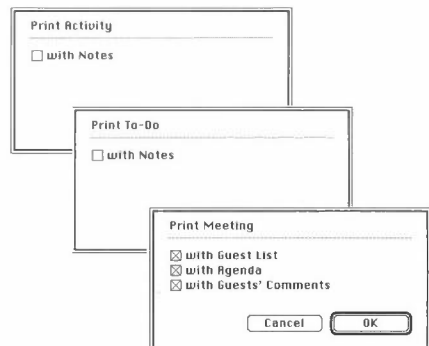
The 'Print Schedule' dialog box shows 'Date:' from 'Wed 12/11/91' to 'Tue 12/24/91' and 'Time:' from '8:30 AM' to '5:00 PM'. It has checkboxes for 'Daily Calendar' (checked), 'Meetings' Text' (checked), 'Activities' Text' (checked), and 'To-Do List' (checked). There are also checkboxes for 'at twice normal size', 'with Guest List', 'with Agenda', 'with Guests' Comments', 'with Notes', and 'with Notes'. 'Cancel' and 'OK' buttons are at the bottom.

3. Select the range of dates and times to print.
4. Select the items to print, and click **OK**.

Printing Meetings, Activities, or To-dos

To print a single meeting, activity, or to-do item on a plain sheet of paper:

1. **To print a meeting or activity:**
On your daily calendar, click the meeting or activity you want to print.
To print a to-do item:
Open the to-do list and click the item you want to print.
2. Choose **Print Meeting**, **Print Activity**, or **Print To-do** from the Meeting menu.
3. Indicate what you want to print using the dialog box that appears.



Three overlapping dialog boxes are shown. The top one is 'Print Activity' with a checkbox for 'with Notes'. The middle one is 'Print To-Do' with a checkbox for 'with Notes'. The bottom one is 'Print Meeting' with checkboxes for 'with Guest List', 'with Agenda', and 'with Guests' Comments'. Each has 'Cancel' and 'OK' buttons.

4. When you have finished selecting items to print, click **OK**.

For More Help...

Read the Meeting Maker User's Guide.
Ask your Meeting Maker Administrator.
Call ON Technology Meeting Maker Product Support.
Phone: 617-876-5122 (9 a.m. to 6 p.m., EST)
Fax: 617-876-0391
Send a message to AppleLink: ON.SUPPORT