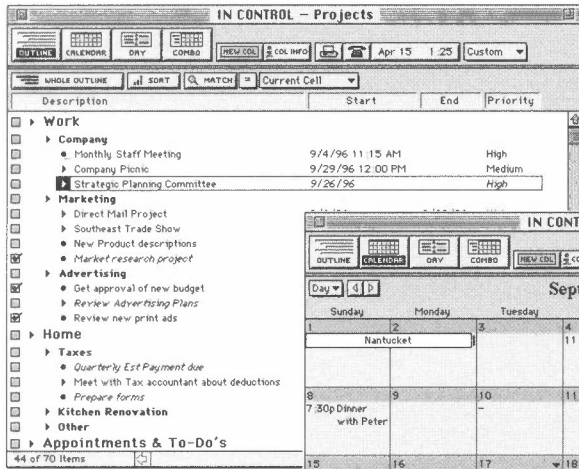


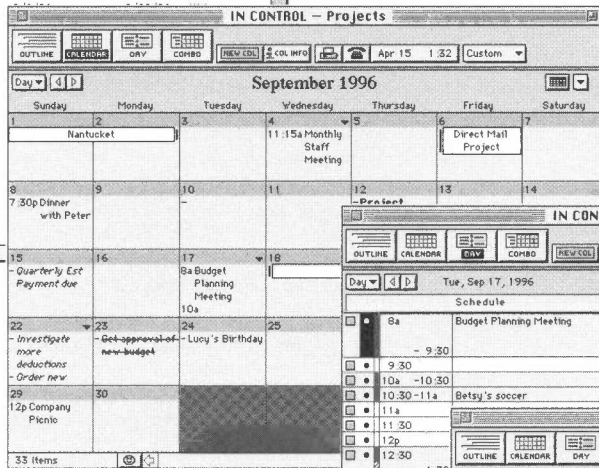
QUICKSTART

IN CONTROL Views

You can use any of IN CONTROL's views to enter tasks, schedule appointments, and plan your time. You can use just the views you want to work with, or you can combine different views to create your own customized personal organizer, so that you can organize your time, just the way you want.

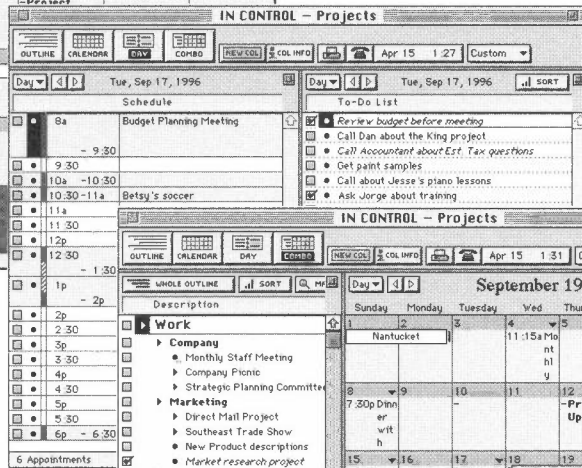


Use the Outline to work with planning items in a hierarchical order. Each bulleted horizontal row contains one item.



Use the Day view to focus on just the activities and to-do items for a single day.

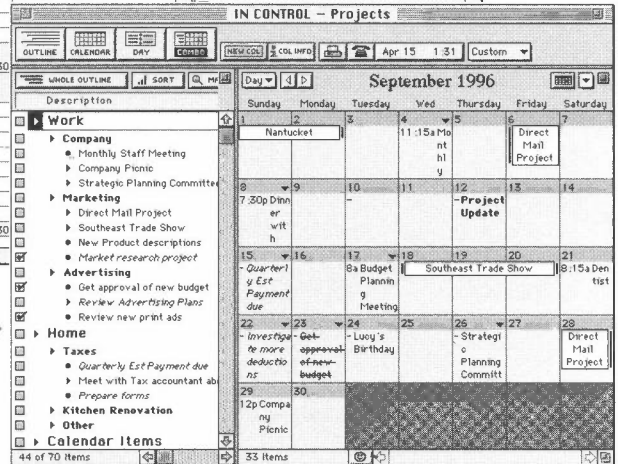
Use the Calendar to work with items on a monthly or weekly calendar.



Use the Combo view to display and work with your outline and calendar together.

Symbols

- Item without sub-items
- ▶ Item with sub-items
- ▣ Selected item
- Item without sub-items in table view
- ▷ Item with sub-items in table view
- Item with first line only displayed
- ◆ Display hidden items in calendar view
- ▢ Banner end. Drag to change item's date
- 📅 Item with a reminder set
- 🔗 Item with a link to another application
- ☑ Checked off item

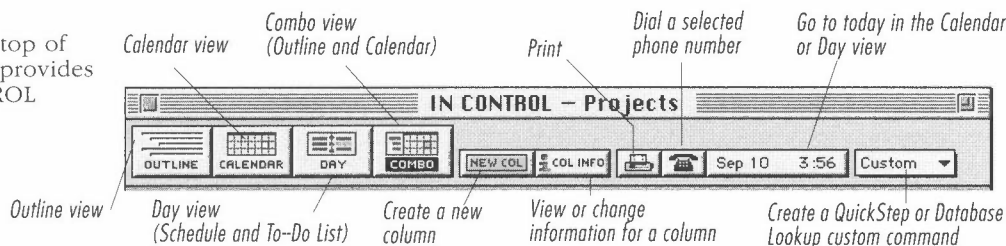


ATTAIN

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The Icon Bar

The icon bar is shown at the top of the IN CONTROL window. It provides shortcuts for many IN CONTROL commands.



Using IN CONTROL

Items you enter in any view automatically appear in your Calendar, and under the heading Calendar Items in your Outline. Choose **Include Calendar Items** from the Outline menu to see this heading and its sub items.

To display any view

Click the button for the view you want to work with.



To create a new item in any view

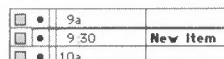
Click, or press Return where you want to enter the item. Then type the item.



Outline



Calendar



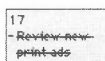
Daily Schedule



To-Do List

To check off a completed item

Click the checkbox at the left of the item's bullet, or choose Check Item Off from the Item menu.



On the calendar, checked items are shown with a line through them.

To view calendar items in the outline

Choose **Include Calendar Items** to list all your appointments and to-dos under a heading called Calendar Items.



To Set a Reminder for an item

Choose **Set Reminder** from the Item menu or Option-click the item's checkbox. Then choose a date, time, and sound for the reminder.

To link an item to any document or application

Click the item you want to link, then choose **Link To** from the Link submenu in the Item menu.

Choose the document or application you want to link the item to.

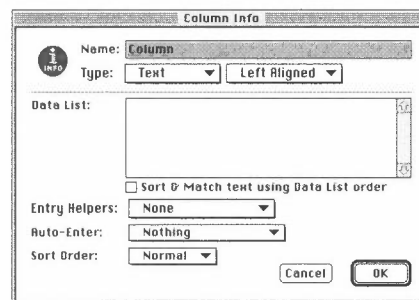
Click **Link**.

When you link an item to a document or application, you then launch the linked document or application from inside IN CONTROL by holding down the Control key while you double-click the item's bullet.

To create or modify columns

To view or edit information about a column, click the **Column Info** button.

To create a new column, click the **New Column** button.



The Column Info dialog box contains information about column attributes.

Use this dialog box to define new columns, or see the characteristics of existing columns.

To use Custom commands

When you create a Custom command, (Database Lookup, or QuickStep), it is added to the bottom of the Custom menu.

New QuickStep	Creates a command to automate a series of common actions.
New Database Lookup	Lets you automate opening a database file and finding or copying information to a cell.
Edit Custom Command	Modify a QuickStep or Database Lookup command.
Auto QuickStep	Specify a QuickStep to be performed each time you open an IN CONTROL file.

The Outline View

The outline shows your items arranged as a hierarchical list, with columns and indentation levels that make it easy for you to arrange and track data.

Columns

Contain information about each item. The standard columns are: Description, Start End, and Priority.

Items

A dot bullet indicates that the item has no sub-items.

A triangle bullet indicates that an item is a heading item and has sub-items indented beneath it.

The currently selected item has a rectangle around it.

Items you entered on the Calendar or Day view are shown under the **Calendar Items** heading.

Indentation Levels

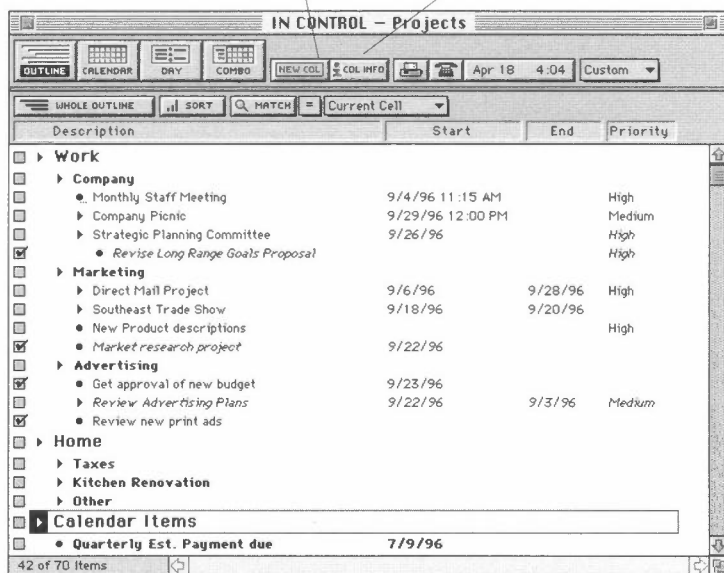
The indentation of the first column (Description) indicates the hierarchical relationships of items. Items indented below a heading are sub-items.

To change an item's indentation level:

Click the item's bullet, and drag it to the left or right.

Use the **New Column** button to create as many additional columns as you want.

Use the **Column info** button to view or change column information.



To...	Do this...
Select an item	Click the item's bullet.
Enter a new item	Press Return, and type the information for the item, or choose New Item from the Item menu.
Move an item	Select the item, then drag it to the new position.
Delete an item	Click the item, then press the Delete key.
Collapse an item	Double-click the item's triangle bullet, or select the item and choose Collapse from the Outline menu.
Expand an item	Double-click the item's triangle bullet or select the item and choose Expand from the Outline menu.
Move a column	Drag the column title left or right.
Resize a column	Drag the divider between the column titles.
Hide a column	Drag a column divider all the way to the left. A dotted divider indicates a hidden column.
Delete a column	Click the column title, then choose Delete column. (You can't delete the Start, End, or Description columns, but you can rename them. You can hide the Start and End columns, but not the Description column.)

To Match items

Matching lets you view just those items that match a value you specify.

Click in the cell that contains data you want to match, then click the **Match** button. For example, to see just items for a certain date, click a cell containing the date you want, then click the **Match** button.

After matching, use these buttons:



to switch back and forth between the Whole Outline and the Partial Outline.

To Sort items

Use the Sort commands to arrange your outline according to the values in any column.

Click the column you want to sort by, then click the **Sort** button. For example, to temporarily sort items by priority, click the Priority column, then click the **Sort** button.

After sorting, use these buttons:



to switch back and forth between the Whole Outline and the Table.

To permanently sort your outline and retain the hierarchy, use the Sort Group or Sort Whole Level commands.

The Calendar shows your items in a weekly or monthly calendar format.

Switch between month view and week view.

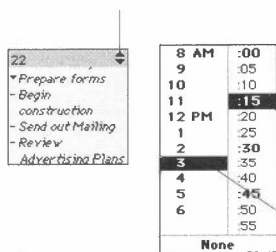
Click and hold to choose the number of weeks or months to display.

Use the **Day** pop-up menu to go to any day.

Items that you have checked off can be shown with a line through them.

You can use banners to indicate activities that span several days.

Use these arrows to see additional items scheduled on the same day.



Click and hold an item's bullet or time to set a time for the item.

Click the **wide/thin** button to see a wide view of the calendar days so that you can see more of the items.

Do this...

Type the time at the beginning of the line (to the left of the item), or click and hold the item's bullet to use the Time pop-up menu to choose a time.

Drag the item's bullet or time to the new date, or change the date in the Outline view. You can move an item to the next or previous week or month by dragging it to the top or bottom of the Calendar view.

Click the item, then choose **Recurring** from the Item menu and indicate how frequently to repeat the item (for example, daily, weekly, monthly, or yearly).

Select all the text in the item, then press the Clear key or use the Cut command.

Click the item, then choose **Banner** from the Item menu.

Click the banner, then drag the bar at the top of the banner to the new date.

Drag the end of the banner to the new start or end date.

Choose **Limit Calendar to Outline Items** from the Outline menu.

Double-click the day number on the calendar.

Choose **Limit Calendar to Outline Items** from the Outline menu.

The Day View

The Day view shows one day at a time. It contains your calendar information as a Schedule of items having a time, and a To-Do List of items that don't have times. Each item is shown on either the Schedule or the To-Do List, but not on both.

Toggle between full view and split view.

Previous day

Next day

To sort the To-Do List, click in the column you want to sort by, and click here.

Use the Day pop-up menu to go to any day.

Click the check box to check off items that you have completed.

Times with conflicting events are indicated by a conflict bar.

Times when you are busy are indicated by busy bars.

Scroll to see additional columns

Items that were on yesterday's To-Do List, but not checked off, are carried forward and shown in italics.

To...	Do this...
Check off a completed item	Click the item's checkbox.
Move a scheduled item to a different time	Click the item's bullet, then drag it to the new time.
Schedule a recurring item	Select the item, then choose Recurring from the Item menu and indicate how frequently to repeat the item (for example, daily, weekly, or monthly).
See the Day view for today	Click the Current Date and Time button in the icon bar.
Go to a specific time on your Daily Schedule	Use the scroll bar to see hours that are before or after the hours that are displayed.
Assign a time for an item on the To-Do List	Click the item, then drag it to the time on the Daily Schedule. This removes it from the To-Do List.
To change the start time or end time for an item on the Daily Schedule	Click and hold the start or end time to display the Time Pop-up menu. Choose the time.

The Combo View

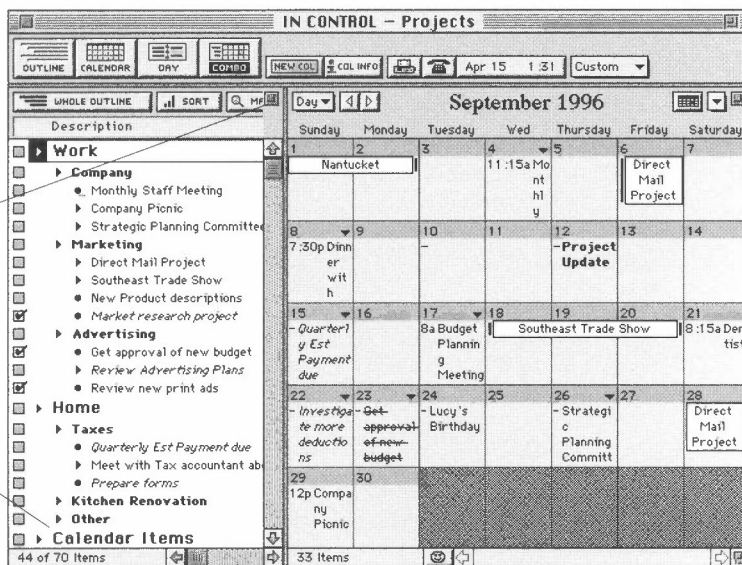
The Combo view is a side-by-side view of your Outline and Calendar. You can use the Configure command to change any of the views to include any combination of Outline, Calendar, Daily Schedule, and To-Do List.

Click here to enlarge the this part of the view to the whole window.

Click again to return to the normal split view.

Drag items from the Outline to the Calendar to schedule them for a particular day.

*if you choose **Include Calendar Items** from the Outline menu, they are shown under the Calendar Items heading.*



Using the Combo View

To...

Do this...

Find a calendar item in the Outline

Click the item in the Calendar. IN CONTROL selects the item in the Outline.

View in the Outline all items you created in the Calendar or Day views

Choose **Include Calendar Items** from the Outline menu. Items entered in the Calendar (or the Day view) will be listed under the heading, *Calendar Items*.

Show only visible outline items in the Calendar

Choose **Limit Calendar to Outline Items** from the Outline menu.

To Select, in the Outline, all items for a specific day

Click the day number in the calendar.

Match in the Outline all items for a specific day

Double-click the day number in the calendar

Some IN CONTROL Shortcuts

Paste the current date in a cell	⌘-/
Paste the current time in a cell	⌘-;
Ditto (copy entry from cell above)	⌘-'
Find an item	⌘-F
Go To Item's Date	⌘-Option-G
New Indented Item	⌘-J
New Outdented Item	⌘-H
Duplicate Item	⌘-D
Set Reminder	⌘-Option-R
Full Banner	⌘-Option-B
Set typestyle rules for indentation levels or columns.	⌘-T
Display the first line only of an item	⌘-\

Column Info (Shows column attributes)	⌘-I
Omit Item (temporarily)	⌘-- (hyphen)
Sort (temporary)	⌘-Y
Sub-Sort (temporary)	⌘-Option-Y
Sort Group (permanent)	⌘-Option-C
Sort Whole Level (permanent)	⌘-Option-W
Collapse/Expand an item	⌘-, (comma)
Collapse All	⌘-K
Expand All	⌘-E
Indent Rest of Group	⌘-[
Outdent Sub-Items	⌘-]
Open a Linked document or application	⌘-Option-O