# Pimlical

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## The Advanced Calendar Application
### for Busy Professionals with
### Complex Schedules

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in association with

## The Dewar Wildlife Trust, Inc.

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## Introduction

Thank you for your interest in Pimlical—advanced calendar software that targets busy people with complex schedules. For many users, simple calendar applications more than suffice, but when you have schedules that may include dozens of tasks, meetings across multiple timezones, or advanced find/filter functions with tens of thousands of events, an advanced calendar application becomes a necessity. For most of your use, you will probably not need this manual as most of the basic functionality can be found quite easily. The application is also orthogonal across all views - meaning that all functions are available in all views and always work the same way.

The manual is organized into three major sections:

• The primary views—overall description of functionality and preference settings
• Dialogs—details on dialog screens that can be invoked from each major view and helpful notes
• Appendices which contains platform-specific or device-specific information, along with technical information about Pimlical that may be of interest to advanced users

More recent information about Pimlical and answers to Frequently Asked Questions (FAQ's) may be found at: http://www.pimlicosoftware.com/pimlicalfaq.htm

## Program Installation

Pimlical is a pure Java application that runs inside a JVM (Java Virtual Machine). The benefit of this approach is that JVM's exist for almost all platforms, and so the only modifications required to run Pimlical on a different platforms involve (a) functions that are customized to a particular operating system (such as opening and closing files), (b) bugs in the JVM on some platforms that may require special workarounds, and (c) reworking some of the larger dialogs so they display properly on devices with small screens, such as handheld devices.

Since the actual installation process is different from platform to platform and also may differ depending on what desktop and handheld applications you are running, the procedures are listed in the appendices to this manual.

## Preference and option settings in Pimlical

Pimlical is an extremely flexible program with many preference options so you can set up the program to meet your needs. If you find yourself saying "Gee, I really wish it worked differently" - check the preference settings as there may well be a preference setting that will change it to the way you want.

## If you need technical assistance on Pimlical

As of the date of this manual, all basic support on Pimlical is provided through this E-mail address: PimlicoSupport@bigfoot.com. Any questions regarding your electronic order, administrative support, or basic technical support should go to this E-mail address.

If you have a detailed technical question or problem with Pimlical, you may send an E-mail to this Email Address: SWSupport@PimlicoSoftware.com, but any problem reports must be made on a *tech support* form for a timely response. There is a copy of the tech support form in the Pimlical download which you can copy and paste into an E-mail, or you can download a copy of the form from the Pimlical web page: http://www.PimlicoSoftware.com/Pimlical.htm. Priority will always be given to reports that are submitted properly on that form.

More than 95% of all inquiries regarding technical support are issues that are covered in the FAQ's (Frequently Asked Questions) or this manual, so before sending an E-mail, it would be a good idea to quickly review the Pimlical FAQ's (http://www.pimlicosoftware.com/pimlicalfaq.htm to see if this is a known issue as that will provide the fastest resolution to your problem.

Also, if you are encountering an intermittent problem where the software crashes, or where the screen is not redrawn properly and are running some unusual video card, or overclocking the PC, be sure to include that information in your report.

If you are experiencing a problem that looks like it may be related to specific data in your calendar (such as the program only crashes when you try and look at a specific day), you will get a much faster response if you can include your calendar database as an attachment to the email. Rest assured that any such data sent to Pimlico is kept in the strictest confidence and destroyed as soon as the problem is resolved. Note that there is an option in the **Special** menu to send the calendar with blanked-out text - in that case, the description, note and location fields are replaced with the letters 'D', 'N' and 'L' respectively. However, this does increase the difficulty of debugging problems and may delay resolution of your issue, and should only be used if there is no alternative.

## Registering (paying for) Pimlical

Pimlical has a 30-day free trial period. During that trial period the program is fully operational and there are no nag screens so you get a completely accurate idea of what it's like to use Pimlical. At 15 days, you will get one reminder that there are only 15 days of usage left on the program.

At 30 days, the program will expire. Under no conditions is there any loss of data or problems created by having or using an expired version of Pimlical. All your data remains in the calendar database which will always be readily accessible by some other application.

Pimlical is $19.95 and can be registered by going to the **ABOUT dialog** (Click on **Help** in the OPTIONS menu, then **About & Tech Support**). This dialog will tell you the web site address to go to purchase the program. You may want to go to the Pimlico Website to confirm the pricing as the price is subject to change, and there may be a limited special offer for any new platform release, plus some users may have had discount coupons purchased in conjunction with upgrade packages of other Pimlico Software products.

When you purchase Pimlical, you will get an immediate confirmation of your order. This will be followed within at most 24-48 hours with an email containing your permanent registration code for the program.

If you do not have web access, you can send $19.95 in cash or check in US Dollars (must be drawn on a USA bank, or have a USA street address on the front) and mail it to:

> **Pimlico Software, Inc.**
> **P.O. Box 2291**
> **Blue Ridge, GA 30513**

Electronic registration is always much faster, efficient and safer than registering by mail and is highly recommended. If you have not used this method before, you should be aware that these eCommerce sites feature encryption to ensure that no data is intercepted by any other party.

## Language Availability

As of the date of this manual, Pimlical is only available in English. However, there is a commitment to provide Pimlical in other languages, so check back with that web page to see what languages are currently supported.

## The Dewar Wildlife Connection
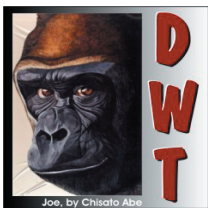
All the profits from the sale of Pimlical (and this means virtually all the revenue) are donated to wildlife conservation and in particular, the Dewar Wildlife Trust's **Dewar Wildlife** project which is the only private AZA certified sanctuary for Western Lowland Gorillas in the world. This sanctuary is located on Dewar's 189 acres surrounding Paris Mountain in the North Georgia Mountains. You can learn more about this ambitious project from **www.DewarWildlife.org**.

*Dewar Wildlife* is a member of the Gorilla SSP (Species Survival Plan) and the first gorilla arrived in March of 2003. *Dewar Wildlife* provides unusually large habitats for gorillas (and potentially other species) and will provide housing for gorillas that do not currently fit into zoo plans (more information on this is available on the *Dewar Wildlife* web site).

Your purchase of Pimlical helps the Dewar Wildlife Trust, Inc. accomplish those goals and additional contributions to this cause are always warmly received with much appreciation!

The gorilla graphic in the Pimlical icon is courtesy of Chisato Abe, a Japanese wildlife artist who was kind enough to paint a wonderful picture of our first resident. And did anyone notice that the 'P' in that graphic is in the font known as *Gorilla* (!).

## Pimlical - the Quick Tour

**Basic Operation**. To create a new event, click on a blank slot and a quick entry dialog appears where you can enter a new event. Simple dates and times are processed (so you can write something like: "9p Dinner with George" to schedule the appointment "Dinner with George" at 9pm. Double click an existing item to edit all the details. To select items click them (Shift click to include all items since the last item you clicked, or Ctrl/Click to just add that item to the list of currently selected items. Double-click an item to bring up the Details dialog which allows you to change any aspect of that item. To find selected item(s) press the letter 's' - only selected events are displayed, making them easy to see (press 's' again to show all items). If you don't like the single-clicking, there's a preference option (*UseSingleClickForQuickEntry*) which you can set to *False* to only allow double-clicks to perform that same function.

To move item(s) to another day, just click and drag them to that day. In the Day and Day+ (Day+) views, the item will assume the new time of the slot that it is dropped onto (if you drop on the top half of the slot, it picks up the slot time - if on the bottom half of the slot, it will pick up the slot time plus half the slot duration). In all other views, dropping an item on a different day always preserves the original time of the event. The slot that you drop the item(s) on is determined by the **top** bound of the move rectangle and the day you drop it on is determined by the cursor position.

In the Day and Day+ views, you can change the duration of an appointment by clicking and dragging the small horizontal bar displayed at the bottom center of the appointment's box. To move items to another date not currently displayed, you can drag the items into the *Other* tab in the bottom left pane (if the *Other* is not currently displayed, hover the mouse over the tab and the *Other* pane will then select, then drop the items there. You can then switch to the destination date and drag and drop the items off the *Other* pane into the calendar.

**Extra Views.** The view buttons at the bottom left switch between six primary views: Day View, Day+ View - that displays from 2-14 days, Week View,Month View, Month+ View - that displays from 2-12 months and List View - that displays from 1-31 days or 1yr. Right-click the Day+/Month+/List views to change the number of days/months that are displayed.

**Find & Filters.** A powerful feature of Pimlical is that you can find items based on any attribute and get a list of those items, at which point you can change any attribute of all those items, or purge, export or shift them to another day. You can also apply those functions to any arbitrarily selected group of items by right-clicking any item in the group and selecting ***Display Results***. That same filter can also be applied to the current view, so that only items that meet that criteria are displayed. You can also save the filter so it can be quickly applied in the future.

**Integrated Tasks.** By default, Pimlical will read your tasks list and integrate it into the main display as a special kind of floating event. Because events can have all the same attributes normally only associated with tasks (such as completion status, automatic rescheduling, urgency, priority etc.), there is no problem presenting them for manipulation in the same way as events. You can use filters (Advanced Find/Filter) to set up filters that will either display them or hide them.

You can also view tasks in a separate tasks pane by clicking on the green *Tasks* button at bottom left.

**Colors and Fonts**. You can apply foreground and background colors and fonts to individual items - click on the **Edit** button and then on the *Font/Color* panel to bring up a dialog to set those items.

**Advances**. This is one of Pimlical's most useful features. In the Details dialog, check the Advance box, and Pimlical will generate a floating, count-down reminder that number of days in advance of the event itself (for birthday reminders etc.!).

**Templates**. Drag any appointment to the Template tab (if not selected, just hover the mouse over the Template tab till it appears as the selected tab, and then drop the items) and you can quickly use that in the future as the basis of creating an event (just drag the template into the view to create the item on that day or at that time.

**Custom Alarms**. Pimlical can associate a custom alarm with an event, so a phone call can ring a telephone sound, while a birthday can play Happy Birthday - the playable sound files may be dependent on the particular platform and JVM that you are using. Alarms can also launch executable files or batch files so alarms can be used to do almost anything (display a picture, launch a backup application, etc. ).

**Birthdays**. Put the text <Birthday:xxxx>, where 'xxxx' is the four-digit year of the person's birthday, into the ActionTag field of an event, and Pimlical will display the person's age in brackets. Pimlical can also import birthdays and anniversaries from the Contacts database.

**Icons**. A useful and fun part of Pimlical involves icons - little graphics that you can attach to items. Icons can be edited and created using any standard image editing program (such as Paint.Net). Icons are stored as separate files which are then imported into an icon collection from Pimlical's Icon Dialog.

If you are a former user of the DateBk calendar application, your custom icon collection can be imported into Pimlical using the Pimlical Icon Tool - see Appendix A for details.

**Preferences**. Pimlical features many preference settings. While these can be a bit overwhelming at first, they do provide the ability to have Pimlical do almost exactly what you want. If you get in a "jam" on Preference settings, just use the option *Restore Original Preference Settings (Special* menu) and that will reset everything back to the 'factory defaults'.

Note that Filters can have a customized set of preferences attached to them, so that every time you invoke a filter, it automatically invokes that saved set of preferences. This is an extremely powerful feature as it means that you can not only switch to some specific view with a filter, but also apply any preference change as well. However, remember that when changing preferences, you are only changing the current set of preferences and that setting won't be upated in other preference files.

**RightClick**. Several areas of the screen respond to a right-click such as an empty slot where you can create an event.

**Categories**. Pimlical features up to 255 categories which can be used to organize events, and you can assign any number of categories to an individual event. You can use this to separate business from personal use or maintain calendars of other users. You can also pick any combination of categories for display, and if you hide some categories, there is always a button which will quickly toggle the display of hidden items on and off. If Pimlical is using the same calendar database as some other application, it's possible the number of categories and how categories are handled may differ (for example: databases on the Palm desktop and handheld only support the selection of a single category out of a maximum of 16 categories). However, in most cases, Pimlical will write additional category names into the note field as a custom tag so that they will not get lost after being edited in some other calendar application.

You can set default attributes for the category, such as color, font and icon. If there is no explicit color/font/icon assigned to an event, the default attribute of the category will be used for that item.

**Resizing Dialogs**. Many dialogs in Pimlical can be resized by just dragging the bottom right-hand corner. The JVM (Java Virtual Machine) does not display the diagonal lines or dots that are often shown in Windows to signify a dialog can be resized, but the familiar double-headed arrow will appear when the mouse is moved to the edge or corner of the window if it can be resized. In most cases, the most recent size and position of that dialog will be remembered for future launches of Pimlical.

**Google Calendar and Synching**. Pimlical can sync directly with Google Calendar. Calendars can be read and dipslayed seamlessly with the local calendar, while still maintaining complete separability for updating. Calendars can be merged into the local calendar or vice-versa and changes made in either Google Calendar or Pimlical are synced automatically at regular intervals.

Pimlical's native database may differ from platform to platform. On Windows, an MS Access SQL database is used which provides compatibility with other sync software and also provides backwards compatibility for Palm OS users.

**Memos and Contacts**. Pimlical also handles memos and contacts with the mauve and pink buttons at bottom left. The databases are opened in a separate pane that you can reference while still working in the main calendar views.

## Understanding Filters

Filters are at the same time the most powerful feature of Pimlical and also the most puzzling to the new user since it's a concept that's not been seen in calendar applications before.

The basic concept of a filter is that it allows total control over what appoinments are displayed. Filters can be applied to any field in the database and can be used for two **different** purposes. The *Find* aspect means that you can use a filter to find all events that meet certain criteria (such as all completed events, or all events containing a specific test string). The *View* aspect means that you can use those same filters to **also** control what gets displayed in any regular calendar view.

Think of a filter as a sieve as in the illustration at left:  We start off with green and red blocks and smaller green and red circles.

**Filter for size**
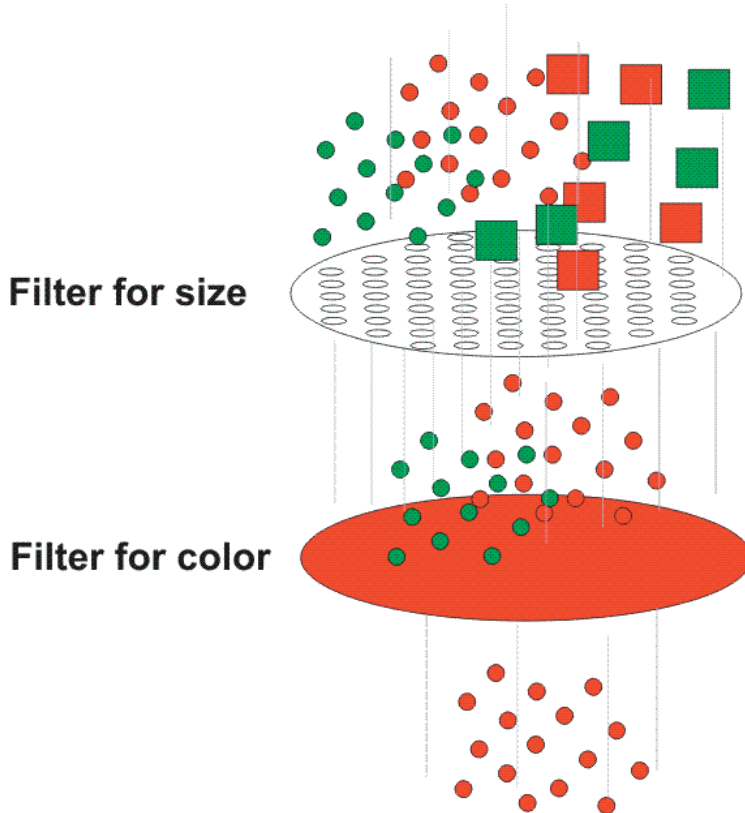
**Filter for color**

The first sieve filters for size, so only those items which are round and small enough drop through the first sieve. The second sieve filters for color so only red items slip through. After going through both sieves, only the small, red items remain.

Pimlical's filters work the same way. In the Advanced find dialog, you find myriads of checkboxes. If a checkbox is checked, then any item which **has** that attribute is allowed to slip through the sieve. However, if the checkbox is unchecked, then an item with that attribute will not slip through the sieve.

At the very end, only those items which slipped through every single test in the filter are going to appear in the find or view aspect.

The default setting for filters is to have everything checked, so you "tighten" up the filter and make it more restrictive by unchecking various checkboxes, so items with that attribute are filtered out of the display.

For example, the default filter will display completed items. In many cases, you may want to hide completed items, so you **uncheck** the *Completed* checkbox to filter out those items which are completed.

The vast majority of people's needs are actually taken care of by a relatively small number of filtered attributes, but as databases get larger and larger and more complicated, the need to be able to filter exclusively for some group of items becomes more and more important. You may want to perform a search and replace operation across a group of items, but in that case, it's only useful if you can be really selective in terms of which items get modified.

## Menus — General

All views have menus available and all those menu functions are available in all views. While learning the program, it is helpful to click on the menu button to see what additional features are available in that view.

*Open Calendar* brings up a File Open dialog to allow selection of another calendar File to be opened for editing.

*Merge Calendar* brings up a File Save dialog to allow selection of another calendar file whose contents are to be merged into the calendar that is currently open.

*Save Calendar* saves the currently open calendar and also all auxiliary information as well (such as templates, filters, etc.). This is the same function that is invoked when the program exits.

*Save Calendar As* brings up a File Save dialog to allow specification of an alternate file-name under which to save the current calendar file

*Refresh Calendar* writes out updated and new records and then re-reads the calendar file to pick up any new or modified records inserted by some other process while Pimlical was running.

*Google Calendars...* opens up a dialog that allows you to specify which Google Calendars you want to bring into Pimlical and whether they are to just brought in one time or continuously synced. See section on *Google Calendars* for further information.

*Print Current View* allows you to print out the view currently being displayed on the screen. Note that you can substitute different fonts for the printed version via preferences.

*Purge Records* brings up the File Purge Dialog to allow files to be purged from the current database.

*Quit* exits the program and causes the current calendar file and all auxiliary information to be saved.

*Cut* takes all selected items and moves them to the *Other* pane. A subsequent *Paste* will remove those items from their current position.

*Copy* takes all selected items and copies them to the *Other* pane. Both *Copy* and *Cut* copy the items to the native clipboard to paste into other applications.

*Paste* takes all items in the *Other* pane and pastes them into the current view.

*Group Items* displays a list of all group key names and then applies the selected group(s) to the selected Items.

*UnGroup Items removes* all group keys from the selected item(s).

*Find all Items in Group* displays the group selection dialog and then locates all items with the matching, selected Group Key and puts them into the Find Results Dialog..

*Undo Last Drag & Drop* takes the last item(s) that were moved and moves them back to their prior date/time in the calendar.

*Find* brings up the simple Find dialog that brings up a list of all events that contains the specified search string.

*Daily Journal* enters a new item into the Daily Journal. See Section on *Daily Journal* later on in manual.

*Undelete Event* brings up a dialog that displays all the recently deleted events in reverse (Most recent at top) and allows the event(s) to be restored to the calendar

*Delete Event* deletes the currently selected event(s).

*Preferences* launches the Preference program which sets/changes preference settings for Pimlical.

*Category Management* launches the Category Dialog which determines which categories are displayed and also allows category attributes to be set.

*Icon Management* launches the Icon Dialog which allows icons to be organized, deleted or imported.

*Group Key Management* launches the Group Managerment Dialog which allows groups to be organized, deleted or created. See the section on Group Keys for further details.

*Default Display Font* launches the Font Selection Dialog which allows the font size to be set for the currently view.

*Move Category* allows all items in one or more categories to be moved to another category.

*Change TimeZone* allows Current/Create/Home Timezones to be set and also import an updated *WorldTimezones.txt* file.

*Import Birthdays/Anniversaries* imports birthdays and anniversaries from the Contacts Database. All existing items are removed, and all the new items are merged into the calendar. These items can be imported with templates to set all the appropriate attributes (See Contacts section for further information).

*DayView/Day+View....* these six menu options simply bringing up one of the six basic views. Function is identical to clicking on one of the view buttons at the bottom left of the screen.

*Memos View....* this item is equivalent to clicking the *Memos* button at bottom left. It brings up the memos database.

*Contacts View....* this item is equivalent to clicking the *Contacts* button at bottom left. It brings up the contacts database

*Tasks View....* this item is equivalent to clicking the *Tasks* button at bottom left. It brings up Tasks in a separate window.

*Toggle Left Pane* this item alternately displays and hides the entire left pane (date navigator, alarm display, Priority/Templates/Filters/Others Pane). When hidden, the primary view fills the screen..

*Backup Calendar* makes a backup copy of the calendar database with the same name, but appending the date (in YMD format) to the filename.

*Backup Everything* brings up a folder selection dialog which defaults to Pimlical. When *Select Folder* is clicked, all four PIM databases and the entire contents of the Pimlical folder are saved in a folder with a name like: PimlicalBackup-2009-10-17.

*Restore Everything* brings up a folder selection dialog which defaults to Pimlical. Click on the specific backup folder to select it and then click *Select Folder*. A selection dialog appears that allows you to pick and choose which files are to be restored (all are selected by default). The paths in the Pimlical.dat file are always properly updated for the current install.

*Backup filter* backs up the currently selected filter to the specified filename.

*Restore filter* retrieves the selected filter from the specified filename.

*Backup All Filters* makes backup copies of all your filters.

*All Popup Commands* provides quick access to all the popup commands that can be put in the popup list on a right-click. Since most users will only want to use those commands that they use frequently, this provides a convenient way to access those commands that are only use very rarely.

*Import Date List* allows you to import a text file which has one item per line into the calendar. The exact format of the import file is described in Appendix H.

*Exit Without Saving File* is a special function that **avoids** writing out the calendar file as the program exits. This is normally only used to make it easier to reproduce problems. Confirmation is required before the program will exit

*Save Calendar with Blanked Text* saves the current calendar under its current name with '-blanked' appended to the filename and with the description, note and location fields replaced with blanked text - (to maintain privacy).

*Restore Original Preference Settings* resets all the Pimlical preferences to the installation defaults by copying the *PimlicalPreference.def* file into the *Default.txt* file (*Default* being the name of the default filter).

*System Icon Management* allows access to the system icons. Power users can substitute their own icons if they wish for the normal system icons that Pimlical displays.

*Remove Deleted Records* removes all deleted records in the calendar database (normally deleted records are retained in the database, but always hidden).

*Remove Duplicate Records* removes all duplicate records in the calendar database.

*Validate UniqueIDs in DB...* performs a diagnostic check on the database to ensure that all uniqueID's are indeed unique, and will automatically reassign new ID's to any items that have a duplicate ID.

*Change Password* brings up the Password Dialog to allow a new password to be entered. If there is already a password in effect, you will have to first insert the current password into the standard Password Validation dialog.

*Register Pimlical* allows the registration code to be entered into the program.

*Reference Manual* launches whatever PDF reader application you have installed on your device (such as Acrobat Reader) to read the Pimlical Reference manual. This require that you have a PDF reader associated with the file extension **PDF**.

*Quick Overview* displays a dialog with a very quick overview of how to use Pimlical. It is recommended that all new users read this overview early on.

*Program Revision History* displays the recent Revision History for Pimlical

*Check for Program Update* fetches the current version number of Pimlical from the Pimlical website and compares it to the version you are currently running and will then tell you if you are running the latest version. This check can also be performed automatically at regularly intervals based upon the preference setting: *CheckFornewSoftwareRelease*.

*About & Tech Support* displays a dialog showing the current version number of Pimlical and also where to go to get technical support on the product. It also displays the current version of the JVM (Java Virtual Machine) and also how much memory is currently being used. The *User Folder Path* shows exactly where Pimlical is reading its data from and where the user's Pimlical folder is stored. You can also manually invoke Java's *garbage collection* by clicking on the Pimlico logo (although if Java is operating properly, this should never really be necessary).

## Common Features of All Views
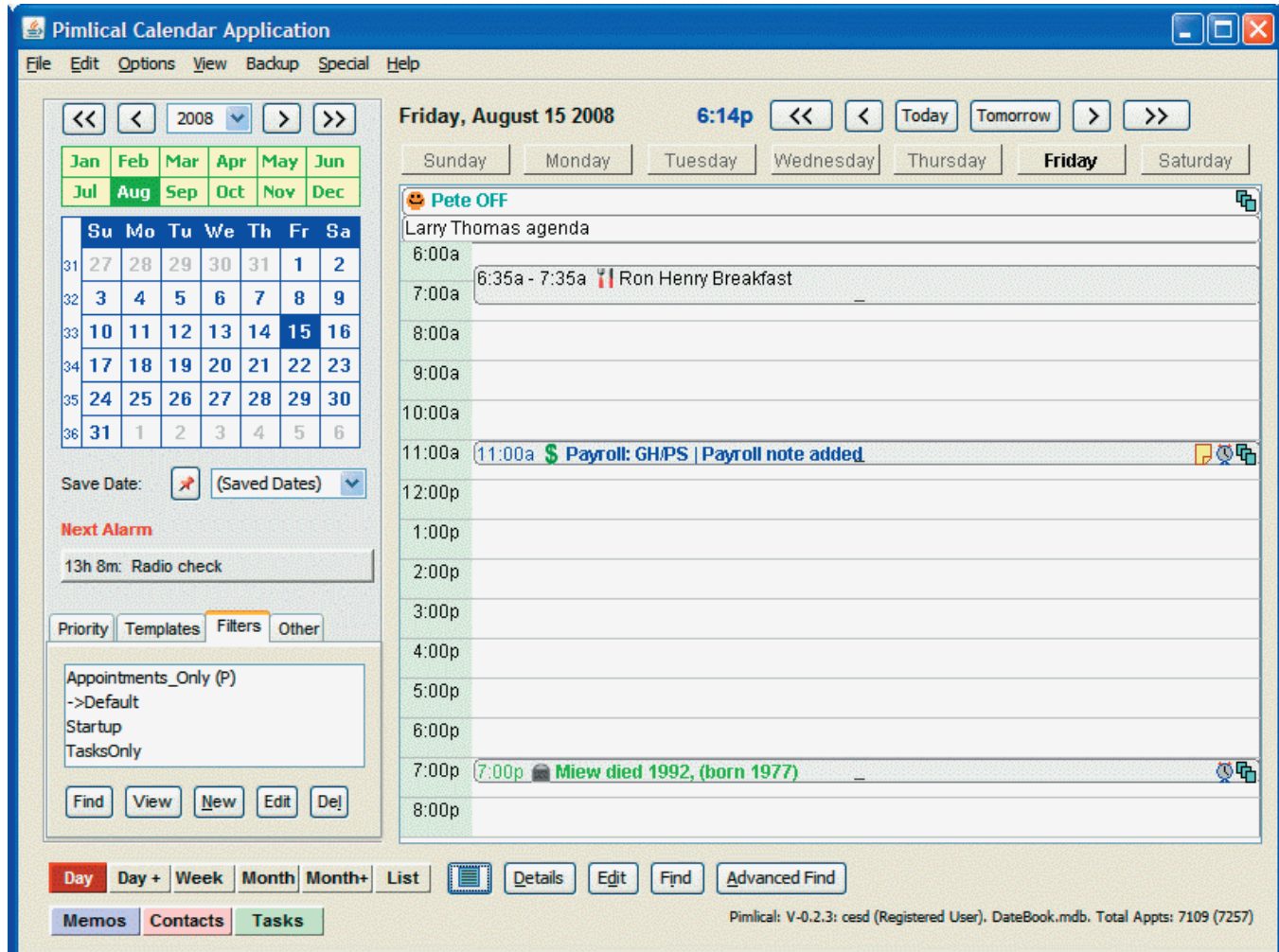


The main screen is divided into three areas:

**Top Left** - date navigation area - allows you to quickly select a date for display. Click on Week Number column to display a quick selection dialog of all week numbers for the year. Current date is displayed in red. To "pin" a date, click the PIN graphic next to **Save Date**. The currently selected date is then saved in the **Saved Dates** list and can be quickly selected from the drop-down list. Use this when you are frequently returning to some specific date. To remove a date from the Pinned Dates list, *Alt-Click* the PIN graphic and a list appears of all dates and you can then select which date you want to remove.

The **Next Alarm** area displays the next upcoming alarm, click on the alarm to display a popup list to go to that event, edit it, recall the most recent alarm, or bring up a list of all upcoming alarms

**Bottom Left** - the four tabs select lists of priority items, quick entry templates, filters, plus an *Other* tab which is used as a scratch display or copy/paste area. Appointments can be dragged and dropped to and from these tabs. The **Day, Day+, Week, Month, Month+** and **List** buttons select the six major views in Pimlical. Right click the **Day+/Week/Month+/List** buttons to change the number of days, weeks or months that are displayed in that view. The three color buttons allow the Memos, Contacts or Tasks databases to be displayed in a separate window while the main calendar window is still displayed.

**Right** - the main right-hand pane displays the currently selected primary view. The right-hand pane can fill the entire Pimlical window by clicking the **[<<]** button, using the *Toggle* option in the *View* menu or pressing *Ctrl/V*. Repeat the step again to restore the left-hand pane.

## Common Features... Date Navigator
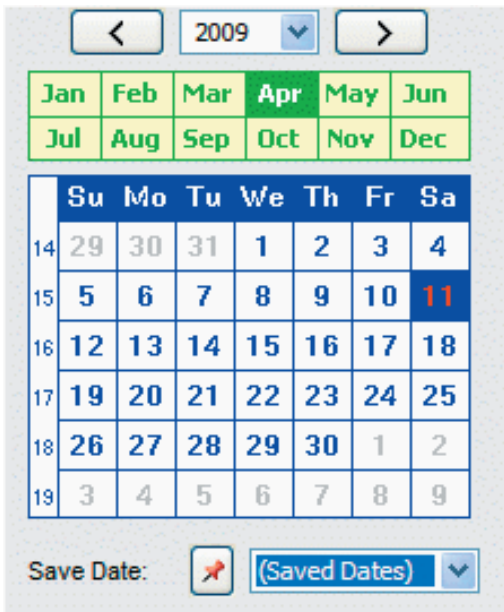
The *Date Navigator* provides the primary means of setting a specific date for display in the right-hand pane. The top line has a drop-down list to select the desired year and the [ < ] and [ > ] buttons shift to the previous and next year respectively.

The next row down allows any month to be selected,and clicking on any day in the calendar selects that day for display. the currently selected day is displayed with a blue background. Today's date is shown with the day of the month in red.

The display of the Date Navigator can be toggled on and off by selecting the menu item *Toggle Date Navigator* or by pressing Ctrl/Shift/D. This can be useful when using a computer with a small display as there is then more room to display the *Important/Templates/Filters/Other* pane.

The small, lefthand pane is only displayed if the Preference *DisplayWeek-Numbers* is set to true. In that case, it then shows the week of the year according to the *ISO* standard (note: *ISO* standard also mandates Monday as start of week, so if some other day is selected as the start of the week, Pimlical extends the spirit of the *ISO* standard by picking as the first week of the year, the first week that contains four or more days including the starting day of the week). Also, there are two preferences to set custom week numbers starting on any week of the year for the current year and the next year.

Click on a Week number to bring up the Week number selection dialog, then just click the button corresponding to the week  you want to go to.
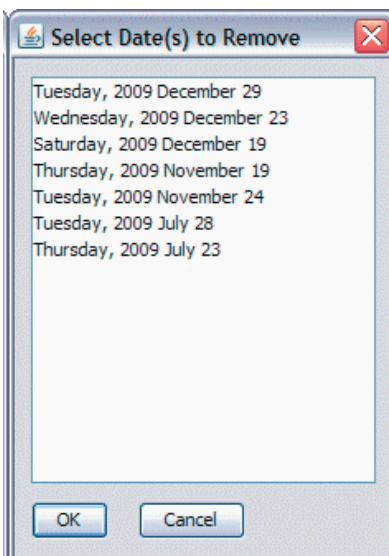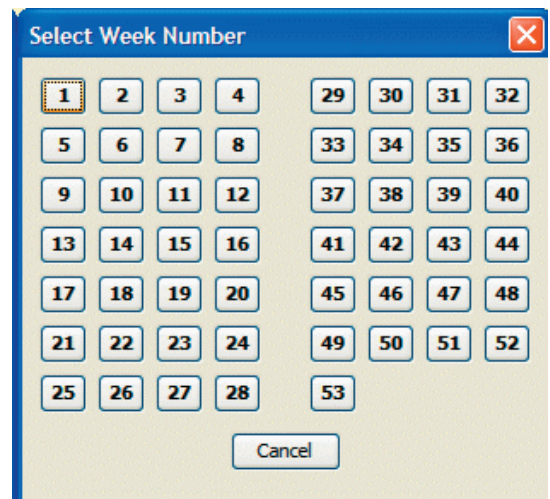
The *Save Date* feature allows you pin important dates to the dropdown list so you can quickly select them in the future. To pin a date, click the button with the Thumbtack graphic - it will pin the currently selected day as indicated in the display above.

At some future time to go quickly to that day, click the *(Saved Dates)* dropdown list to the right of the button and select the date from the list.

To remove a date from the Save Date list, *Alt-Click* the button with the thumbtack graphic (Ctrl or Shift/click will also work). A list dialog then appears showing all saved Dates. Just click on the date(s) that you want to remove from the list and then click the OK button.

## Common Features... Alarm Display

**Next Alarm**

11h 52m 48s: Dentist Appointment
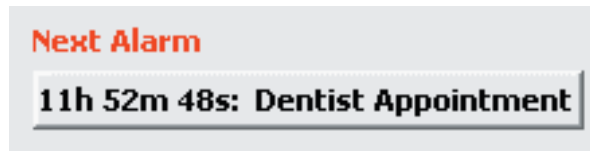
The *Next Alarm* area which is common to all views, displays the next up-coming alarm. Depending on the platform, for alarms to trigger and display, Pimlical must be a running application in the current environment (some platforms may not have this requirement). The time to the next alarm is displayed as a *Duration String* (see description of a *Duration String* on the page covering the *Set Date and Time Dialog*) and is updated every second.

Click the display field to get a popup list of options:

**Next Alarm**

11h 48m 25s: Dentist Appointment

| Goto Event |
| Priority | Templates | Edit Record |
| Last Alarm |
| Appointments Only | Display Alarm List |
| Astronomy |
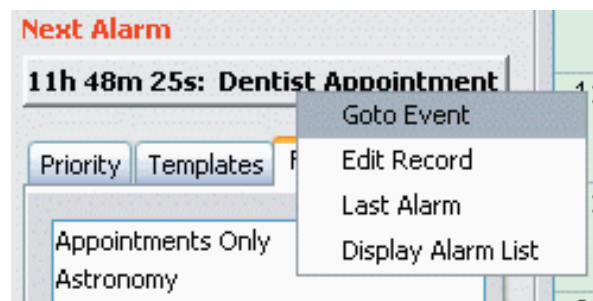
*Goto Event* goes to the Day View with this event selected, while *Edit Record* goes to the *Details Dialog* with that item displayed. *Last Alarm* retrieves the last alarm(s) that went off and displays them in the *Alarm Dialog*, so they can be snoozed, etc. The *Display Alarm List function* displays a list of all upcoming alarms:

**Alarm Dialog**

Alarm

**Saturday October 18, 2008, No Time**

| Date | Time | Description |
|------|------|-------------|
| Tomorrow - Oct ... | 12:00a (10h 39m) | Sweetest Day |
| Tomorrow - Oct ... | 3:05p (1d 1h 44m) | PM Feed - Pete |
| Oct 19, 2008 | 7:00p (2d 5h 39m) | Backup Janes' PC |
| Oct 20, 2008 | 12:25p (2d 23h ... | Central Termite ... |
| Oct 21, 2008 | 8:00a (3d 18h 3... | Yoga class: Heat... |
| Oct 21, 2008 | 11:35a (3d 22h ... | Generator run? |

Select All

Next/Current Alarm:

**Sweetest Day**

OK | Edit | Link | Mark Completed

The *Display Alarm List Dialog* displays a list of up to 50 upcoming alarms. The dialog can be resized to display more information about each event. An event can be selected in the top list and then the *Edit* button pressed to make a change to that event. The *Mark Completed* button will mark all selected event(s) as being completed which will also disable the alarm on those events. The *Select All* button selects all items in the list. If an item is linked to some other item, the **Link** button is enabled and can be tapped to display the linked item.

## Common Features... Alarm Dialog
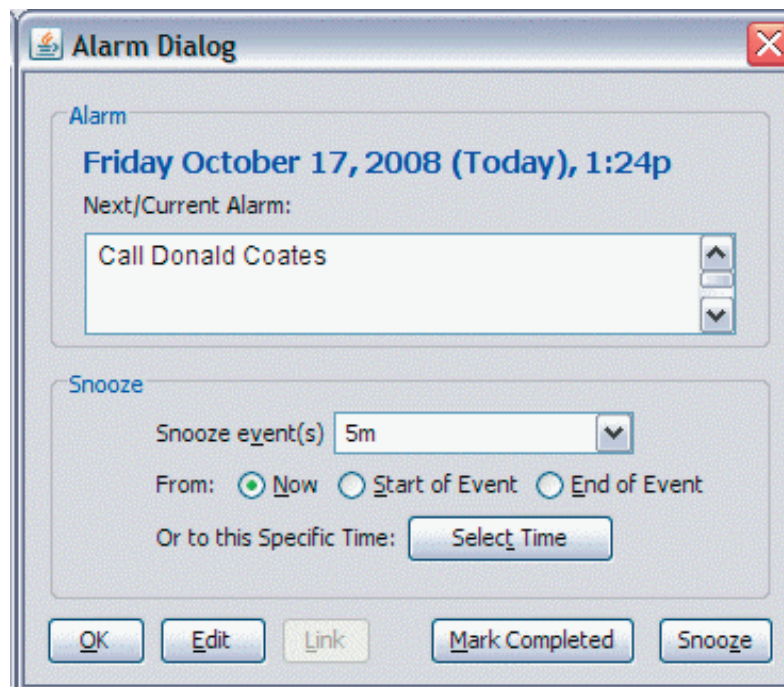


When an alarm triggers, the *Alarm Dialog* is displayed as shown above. The text of the appointment and also the note and location are shown in the scrolling text field. **The Alarm dialog is resizable,** so drag the bottom right corner down until the Alarm Dialog is at an appropriate size for viewing.

To dismiss the alarm, press the *OK* button. To edit the appointment, press the *Edit* button. To mark the appointment as completed, press the *Mark Completed* button.

Otherwise to snooze the event to a new time, select the future time to snooze to in the drop-down list next to *Snooze event(s)* and press the *Snooze* button.

The default is to snooze from the current time (so 5m means five minutes from **now**), but you can also select the *Start of Event* or *End of Event* radio buttons to snooze it relative to those times as well.

The *Select Time* button brings up the *Time Picker* dialog, so you can snooze the event to a specific time of day.

## Common Features... Tabbed Items Pane
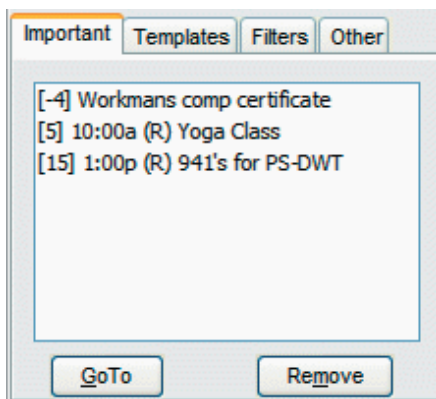
### *Important* Pane

The *Important* pane ("*Priority*" in some earlier verisons of Pimlical) displays important items that you drag onto that pane. They always remain visible no matter what you view you are looking at and serve as a constant reminder of important upcoming or past events. In this case, the pane is indicating that 4 days have passed since the first item was scheduled, it's 5 days until the *Yoga Class*, and 15 days until the 941's for PS-DWT are due. Select an item and click *GoTo* to the Day View with that item selected, or click *Remove* to remove the item from the list.

The (R) designation indicates the item is a repeat item and the number of days until the next future occurrence is being shown.

### *Templates* Pane

The *Templates* pane displays a list of quick-entry templates that you can drag and drop onto the main calendar display. To create a template, simply select and drag an event off the main calendar and drop it onto the templates pane (if the Templates pane is not currently displaying, hover the cursor over the *Templates* tab until it displays). To edit the template, click the *Edit* button and the *Details* dialog appears so changes can be made. Click the *Delete* button to permanently remove the template. Note that templates have no association with the original event once they have been dropped onto the templates pane. In the *MoonPhase* template above, the *(G)* indicates an event that is part of a group, while the (R) in the Staff Meeting template indicates a repeat event.

The *Show All* button toggles the display between just showing one item for template groups vs. showing all members of all template groups. If you delete an item that belongs to a group, all other members of the group are deleted as well.

You might use the *Show All* button to just insert a single member of the group, or to edit a member of a group.

When you drop a template that belongs to a group, all the other members of the group are also dropped onto the display in such a way that the relative date and time of each member in the group is preserved. For example, you might have a template to handle a call-sequence - with one template for the initial call, another for a followup call 7 days later, and a final call at 30 days to see if they have any interest. Depending on what day you insert the original item in the group, the followup Call and final call will be adjusted so they occur 7 and 30 days later.

When an event is dropped onto the template pane and it has a group key, Pimlical asks if you want to automatically include all the other members of that group in the database. If you answer *Yes*, all the other events are copied into the template tab, otherwise only selected items are copied.

Templates are displayed in alphabetic order. To drag more than one template, select the templates and then **right-click** and drag the items onto the calendar (if you left-click the list, only the item you select will be moved).

The Template pane can also be used to quickly copy an item to several different days - just drag the item to the template pane and then drag it from the template pane onto different days in the calendar.

There are some special *Action-Tags* you can put into a template such as *<ForceReminder>* which will automatically bring up the *Advance Time Picker* to determine how far in the future from now the item should be scheduled, or *<ScheduleIn: 2h30m>* which would automatically schedule the template two hours, 30 minutes from now (useful for parking meters, cooking, etc.).

You can also use the special tags: *<<date>>* or *<<time>>* anywhere in the description or note field of an appointment and they will be replaced with the current date and time respectively. Any other text enclosed in << >> will be stripped and can be used for comments or to document what the template is for.

# Common Features... Tabbed Items Pane (Continued)

## *Filters* Pane
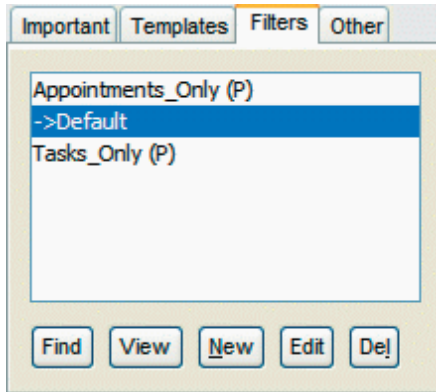
The *Filters* pane displays a list of saved filters which can be used to find items (click *Find*) or filter a view (click *View*) - see *Advanced Find Dialog*. The *Edit* button launches *Advanced Find* with that filter displayed, and *Del* removes the filter. *Copy* makes a copy of the selected filter and brings up the Advanced Find dialog so you can edit the filter and set new attributes.

Filters are always displayed in alphabetic order in the *Filters* Tab and the currently selected filter has **->** in front of the name. **(P)** indicates a protected filter (changes made to the filter are not permanently remembered). A filter can also be used to switch to a specific view so that when the filter is selected and View clicked, Pimlical may switch the view depending on that setting.

Filters can also be invoked automatically by Pimlical based upon a repeat schedule **(R)** so that the calendar might for example switch from a "business" view to a "personal" view at the end of the business day.

If the Filter has a Function key assigned, it will be displayed in Square Brackets, so [**F5**] would indicate that the filter can be invoked by pressing F5.

As an advanced feature, a Filter also has the ability to invoke a different set of preferences which allows all attributes of Pimlical to be changed when the filter is changed.

Filters are one of the most powerful features in Pimlical since you can find or filter events based upon any attribute in the database. However as a powerful feature, they can also be a bit confusing initially due to the large number of available options and settings.

Key items to look for are the Date Rule (see the *Advanced Find Dialog* for details) - if you don't want a filter to change the date when invoked, be sure there is no date rule attached to the filter. Also, a filter by default will not change the current view, so if you want a filter to, for example, always display the month view, you have to set that as an attribute of the filter.

To create a new filter, select an existing filter and click the *New* button. This makes a copy of the selected filter and brings up a dialog to allow you to enter a new name for the filter. Use only letters and digits or underscores in the name (if you use spaces, they will be changed to underscores) as this same name will be used for a custom preference file if you specify that for the filter). After providing a new, unique name for the filter, the *Advanced Find Dialog* appears so you can continue customizing the filter that you have created.

When a filter is invoked, Pimlical checks to see if the *Default* filter was in effect. If so, the current date and view are saved in the *Default* filter.

There are two ways to remove the currently selected filter and return to the normal *Default* filter and there is a subtle difference between the two which is worth noticing:

1. Pressing the **Restore Default** button. This preserves the current date and view, but applies all other attributes of the *Default* filter.

2. Double-clicking the *Default* filter in the filter pane - that will invoke both the default view (if any) and date rule (if any) that are part of the default filter setting.

The ability to create and customize filters is what makes Pimlical so useful. For example, you might have an "Astronomy" filter that only displays the Astronomy category in the monthly view, or a filter that only displays your personal appointments, while another displays your business appointments, or perhaps the calendar of a spouse. You could set up a filter to track a particular project, or to provide a quick yearly overview vacation time used.

If you spend much time creating custom filters, be sure to use the *Export All Filters* item in the *File* menu to save backup copies so you can restore them at a future time if you ever need to.

## Common Features... Tabbed Items Pane (Continued)

### *Other* Pane
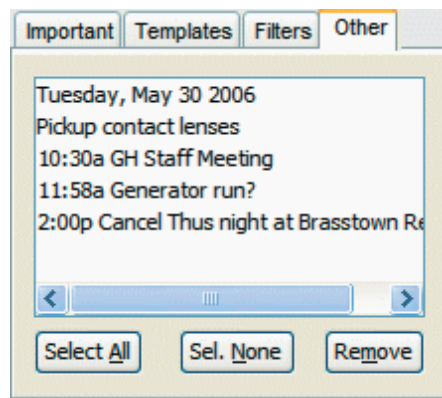
The *Other* pane is basically a scratch pad pane that is most commonly used for dragging and dropping items onto different views. Since you can only drag and drop an item if both the source and destination days are visible, the *Other* pane can be used as a temporary save area: drag and drop the items onto the *Other* pane, then switch views or switch to a different date and then drag and drop them off the *Other* pane onto the destination date.

The *Other* pane is also used to display all the items for a day when the selected view cannot display it all. In the Month View (or Month+ view), if you hover the mouse over a date cell, all the items on that day are displayed in the *Other* pane. To lock the display in the *Other* pane, just click on any item in the day cell in the Month/Month+ view - you can then select any item in the *Other* pane and delete it, edit, etc.

To unlock the display and revert to displaying the items as you hover the mouse, just press the *ESC* key.

When you press Ctrl/C or Ctrl/X, the selected item is moved to the *Other* pane. From there, you can then drop it onto another date (and will either copy the item or move the item depending upon whether you pressed Ctrl/C or Ctrl/X.

## Common Features... Popup Commands (Continued)

There are a lot of commands that can be applied to a single item or all selected items by right-clicking the item(s). Not all available commands are displayed on the default installation. However, you can easily add other commands by going into Preferences (Options menu) and selecting *PopupListCommandsForEvent* in the *Commands and Functions* section.
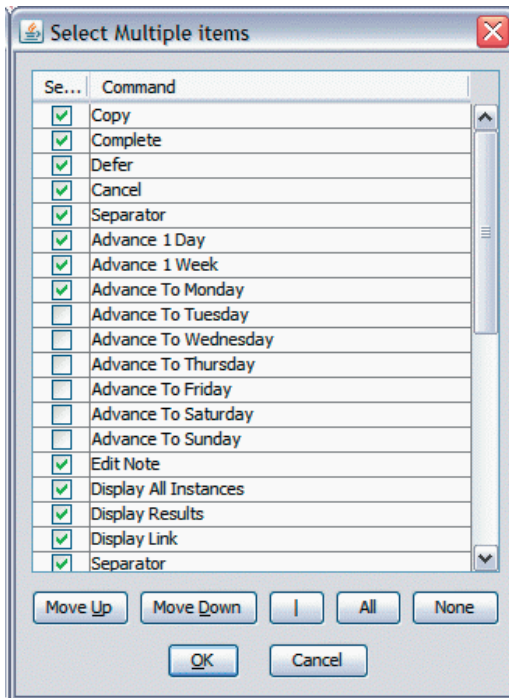
When this dialog appears, you can select a command for inclusion into your popup list by checking the box in the first column. You can remove an existing item by unchecking the box.

You can move items into a different ordering by selecting the item in the table, and then using the *MoveUp* or *MoveDown* buttons to move that item up or down.

use the **All** button to select all commands, and the **None** button to unselect all the commands.

use the middle button with the vertical bar character ( | ) to insert a separator bar in the popup list. This is helpful when grouping related commands. To remove a separator, move it all the way to the **bottom** of the list and it will then be removed when the list is updated.

Note that there are two separate lists of commands - one list for when you have right-clicked an item, and a muich smaller list when you right-click an empty spot.

You may want, for example, to include the commands to create new items even when you have right-clicked an existing item.

The Table below covers all current commands:

| Command | Description |
|---|---|
| Copy | Makes a copy of the selected item and launches the *Edit* dialog so that changes can be applied to the newly created copy (not to be confused with the *Copy* command in the Edit menu) |
| Complete | Marks the current item as complete by changing the status field to *Complete*. The item's text will also be struckthrough (the strikethrough of the text for completed items can be disabled by setting the preference *StrikethroughCompletedItems* to false). |
| Defer | Marks the current item as deferred by changing the status field to *Deferred*. Items with a *Deferred* status can be selected in *Advanced Find*. Deferred floating events never move, and these items will display a unique icon to show they have been deferred |
| Cancel | Marks the current item as canceled by changing the status field to *Complete* |
| Advance 1 Day | Advances the item(s) by one day |
| Advance 1 Week | Advances the item(s) by one week |
| Advance to Monday... | Advances the item(s) to Monday (or to Sunday, Tuesday,.... etc.) |
| Edit Note | Brings up the selected item in the Edit dialog and automatically selects the *Note* pane for editing. the insert pointer is by default put at the end of the note, but there is a preference setting: *CursorAtStartOfNote* which can be used to automatically put the insert pointer at the start of the note instead. |
| Display All Instances | For each item that is selected, Pimlical will locate all related instances of the event. If the item is a repeat event, it will search for instances that may have been created as exceptions to that repeat event. If the event is not a repeat event, it will look to see if the event was an exception and if so locate the original repeat event it came from and then find all the other instances of that repeat event. This can also be used to find all occurences of an event which was set up as an Irregular repeat event |

## Common Features... Popup Commands (Continued)

| Command | Description |
|---|---|
| Display Results | Brings up the *Display Results* dialog with all selected items displaying. This is a very useful command as it allows you to select items in a view and then make selected changes to all those items in a single step. For example, you could change the font of all the items, do a search and replace of text, insert text, add an icon, etc.etc. |
| Display Link | If the current item has a link, this command will bring up the *Link* dialog with all the links set to that item. |
| Group Items | Groups all selected items. This command is identical to selecting *Group Items* from the Edit menu. A dialog is displayed that allows you to select a group for these items. All items are then included in that specified group. Note that any existing group(s) to which those item(s) belong remains unchanged |
| Ungroup Items | Ungroups all selected Items by removing **all** group designations for all selected item(s). |
| Find all items in Group | This command can only be used on one item. That item's group (if one is present) is then used to scan the database to find all other items which are in that group (not necessarily exclusively) and then the selected item and all those other items are displayed in the *Display Results* dialog. |
| Log to Journal | A small dialog appears which allows you to specify some text that will be inserted ahead of all selected item(s) as they are logged into the Daily Journal. Each item is then logged into today's daily Journal with a date/time stamp. |
| Delete | The selected item(s) are deleted. A dialog will appear for every repeat event that is selected, asking you if you want to delete the entire series, just the selected instance, or that instance and all following instances. The Delete dialog also gives you an opportunity to mark the item to be archived (for those platforms that support archiving). |
| Display Details | The one selected item is displayed in a dialog screen. The display is controlled by a screen template that sophisticated users can manipulate to have complete control over the display. It is intended to display the description, note and location and other useful information all in one screen with appropriate formatting (as opposed to the *Edit* dialog which displays every single possible field, but not all in one view). This dialog can be automatically selected when an item is clicked if the preference: *DoubleClickOnApptOpensDetails* is set to true. |
| Edit | The one selected item is displayed in the Edit dialog for modification. Normally, double-clicking an item will bring up the Edit Dialog (unless the preference referenced just above is set to True. |
| Hyperlink | Pimlical will scan the current item for a hyperlink of some kind (URL for website, MailTo: for email address, etc.) and then invoke the default web browser or email client to handle that item. |
| New Appointment | Creates a new appointment using the selected day (if one is selected) or today and then brings up the Edit dialog so other attributes can be set. |
| New Floating Event | Same as above, except that it creates a new Floating event. |
| New Task | Same as above, except that it creates a new Task. |
| New Undated Task | Same as above except that the task that is created is undated. |
| Toggle All Time Slots | Toggles between showing all time slots (from 00:00 to 23:00) or just those time slots from the default start of day to end of day. This also sets or clears the preference: *ShowAllTimeSlots*. When showing only those time slots from the start of the day to the end of the day, the slot range will be automatically expanded on a temporary basis to include the earliest and latest items on that day. There is also a preference setting: *TimesFromFirstToLastOnly* which only displays time slots from the earliest item on the day to the latest item on the day. |
| Select All | Selects all items in the current view and highlights them |
| Go To Due Date | If the one selected item is a floating event or task, the display is then moved to a date which will incorporate the display of the selected item's due date. This can also be used with an advance on a Task |

## Common Features... Popup Commands (Continued)

| Command | Description |
|---|---|
| Make Exception | This command examines all selected item(s) and for those items that are repeat items will create an exception to the repeat series for the selected instance. Non-repeat items that are also selected are ignored. This can be useful for example to eliminate or move all items on a week that is now going to be used for a vacation. By using this command, any repeat events that had repeats within that week are made into exceptions and then the *Display Results* dialog can be used to shift them all into the following week, or delete them, or mark them all as canceled, etc. |
| Select Category | This command brings up the Category selection dialog directly so the category(s) that this item is assigned to can be changed directly and quickly. |
| Record Index | This is actually a special command that the average user would have no use for, but can be useful in studying some problem. For example, if another program accessing the database claimed there was a problem at record 124, but did not identify it, this command could be used to locate this record to see what it was. |
| <div align="center">**Popup Commands available when an empty slot is selected**</div> ||
| New Appointment | |
| New Floating Event | |
| New Task | See descriptions in the prior section as they perform an identical function |
| New Undated Task | |
| Select All | |
| Toggle All Time Slots | |

## Common Features... Keyboard Commands

There are several keyboard shoftcuts available in the main views to accelerate navigation and entry of new items:

| Character | Function |
|---|---|
| a A | Create **A**ppointment. Creates a new appointment on the designated day (selected day in Day or Day+ views, otherwise creates item on today's date |
| f F | Create **F**loating appointment -   - lower case 'f' creates floating event with due date on designated day, upper case 'F' creates an undated floating event. |
| k K | Create Tas**k**  - lower case 'k' creates task with due date on designated day, upper case 'K' creates an undated task. |
| d | Select the Day View for display |
| D | Select the Day+ view for display |
| w  W | Select the Weekly View |
| m  M | Select the Month View |
| y  Y | Select the Month+ (yearly) view |
| l  L | Select the List View |
| t  T | GoTo Today in the current view |
| o  O | GoTo Tomorrow in the current view |
| p  P | Previous day/week/month in current view |
| n  N | Next day/week/month in current view |
| q  Q | Quick entry dialog - creates new appt/float/task. If only one item is selected, it is created on the same day as that item, otherwise if there is a selected day, that is used, otherwise it is put on today's date. A lower case 'q' creates a dated float or task, while an upper case 'Q' creates an undated float or task. |
| s  S | Show only selected items - hides all unselected items momentarily and then fades them back in at half-brightness - move mouse or any other function restores normal display. |
| 1,2,3....9,0 | Selects a day in the Day+ view (date is put in bold) which is then used for creating new items as a "designated day" - the number is displayed at top right of each date header. |
| Ctrl/Shift/C | **C**ontacts View Display |
| Ctrl/Shift/M | **M**emo View Display |
| Ctrl/Shift/T | **T**asks View Display |
| Ctrl/T | Toggles the display of the entire left-side pane on and off |
| Ctrl/Shift/D | Toggles the display of just the Date Navigator pane on the left side, on and off |
| {others} | Many menu items have accelerators so you can use a Ctrl shortcut (displayed in the menus themselves). |

# Day View
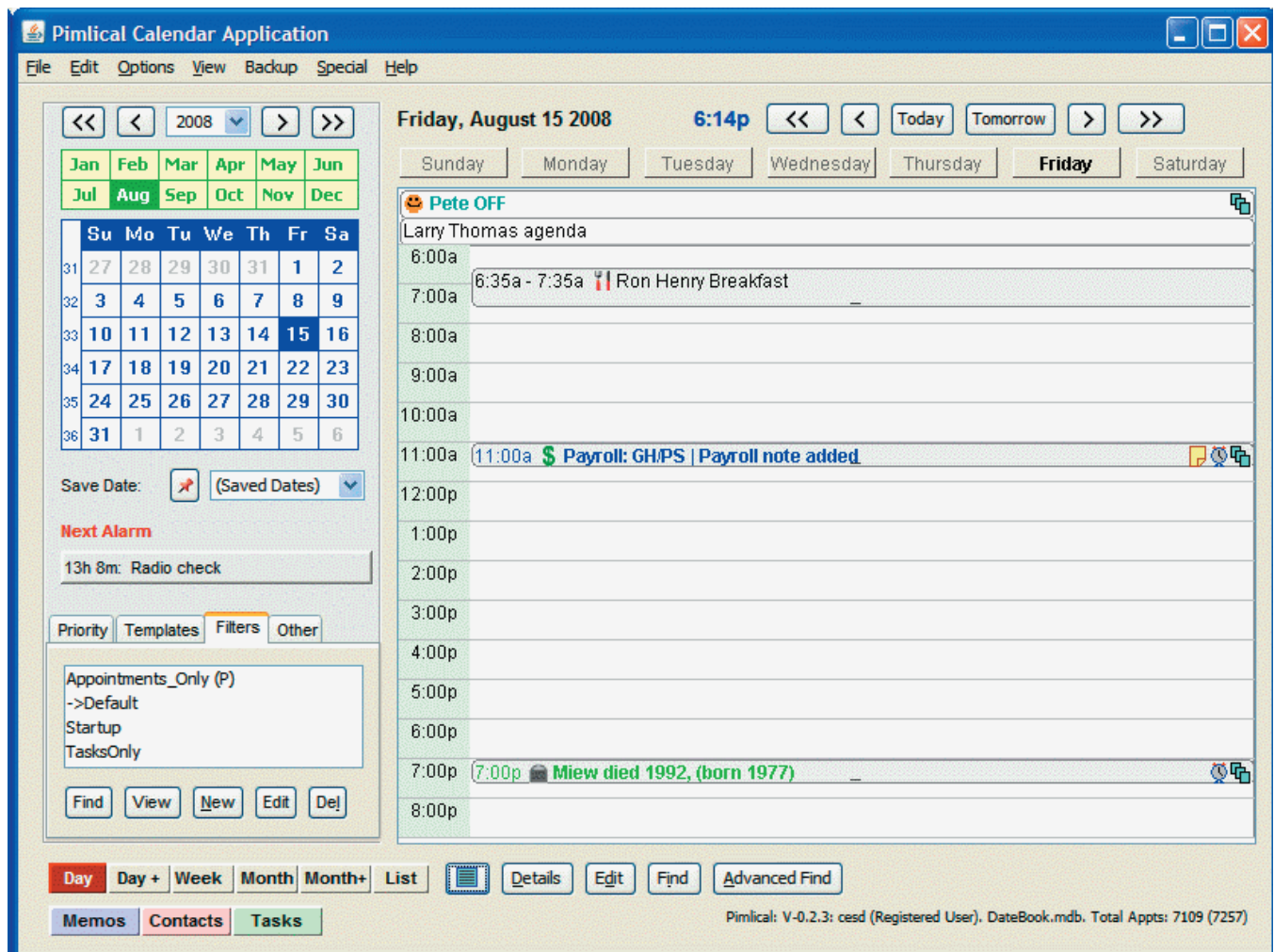


The Day view displays a single day with untimed items (untimed appointments or floating events) above the timed items. The time bars can be set to display every hour of the day, or just those hours between the normal start and end of the day (as defined by the preferences), which is then extended, if necessary, to include the earliest and latest appointments on that day. Right-Click an empty time slot or a time in the time column to toggle between these two states.

The [<<] button at the top of the screen moves the display to the previous week, while [>>] moves to the following week, with [<] and [>] moving to the prior and next day respectively. The days-of-the-week labels can also be clicked to display that particular day in the same week. The **Today** and **Tomorrow** buttons select those days. There are also keys that can be pressed for quick navigation (**T**-Today, **O**-tomorrow, **N**-Next Day, **P**-Prev Day, **d**-DayView, **D**-Day+ View, **W**-Weekly View, **M**-MonthView, **Y**-MultiMonth View, **L**-ist view).
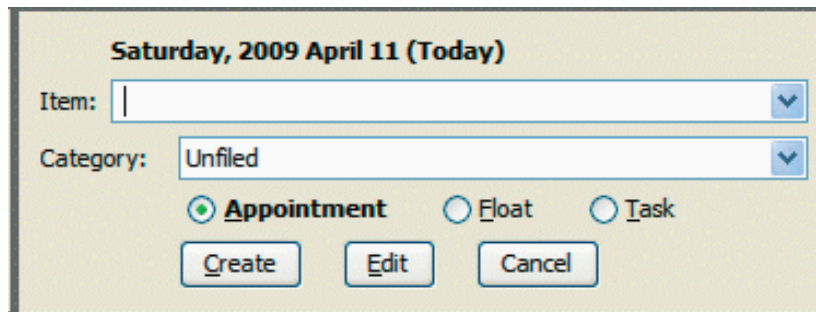
To select an item, simply click on it. You can use the shift key to select all items between the first selected item and the currently selected item. Or use the Control key to add the item to the current selection or to remove a currently selected item from the selection. Pressing the letter 's' to quickly hides all unselected items, and then fades them back in so you can quickly see where the selected item(s) are in the current view.

The left pane with the calendar, alarm information and tabs for priority/templates/Filters/Other can be hidden by toggled on and off with the button just to the left of the *Details* button (you can also use Ctrl/T to toggle the display of this pane).

## Day View - continued

### Creating a New Event

To create a new event, either click an empty time slot (or Ctrl/Shift/Click an existing time slot or press 'q'). This brings up a quick entry dialog for the new event. If you dislike having this dialog appear on a single click, there is a preference option (*UseSingleClickForQuickEntry*) which can be set to *False* to require a double-click to bring this up.



This dialog also handles simple time specifications, so if you enter: 9:23a Dinner with George, the event *Dinner with George* will be entered at 9:23am as expected. Click **Create** to create appointments/floats/tasks with all default attributes set. Click the **Edit** button to take the information in this dialog and enter the full *Edit* dialog where all the other attributes for the event can be set. The popup list **Category** allows an item to be quickly entered in another category.

Use the Radio buttons to select the type of item you want to create. This selection will be remembered the next time you bring up the Quick Entry Dialog. As you click the Radio buttons, the default selection and list of available categories will automatically change in the drop-down list.

Click the down arrow on the Item line to display the text of recently entered events.

Alternatively, you can right-click any empty slot on the screen to display a popup list with creation options. You can also just press the letter 'A' (to create an appointment) 'F' (to create a floating event), or 'K' (to create a task). The *Edit* dialog will then appear where all attributes for the event can be entered.

### Changing Time or Duration

Items can be dragged and dropped to a new hour on the calendar. In that case, you can select the half-hour (or half the current time division as you can set any time interval for the timeslots in the preferences) by releasing the cursor in the bottom half of the time slot. In the center of each item is a small nub that you can click and drag up or down to change the duration of the event. Click a selected item, or click the *Edit* button to display all attributes of the event. Note that it is not the cursor position, but the **top** of the selection box which determines the time slot that the item is dropped on (important when moving an item that has a significant duration and therefore, vertical size).

To move items to another day that is not currently displayed, you can drop them on the *Other* tab. if the *Other* tab is not currently selected, hover the mouse cursor over the *Other* legend until the *Other* tab is displayed and then release the mouse button. Then navigate to the day you want to move the item to and drag the item from the *Other* tab onto that day.

### Changing Attributes Directly

You can right-click an item to display a popup list of functions. The functions displayed in this popup list are configurable in the preference settings. Common functions include changing the status of an event (*Complete, Cancel, Defer*), advancing an item by a day or week, handling selections (*Select All* - which selects all items on the day, *Select All Instances* - which selects all instances of a repeat event or group), moving all selected items into the *Find Results Dialog* (*Display Results)* where attributes can be applied all at once to all selected items, or *Display Link* which displays item(s) that this appointment or task links to.

*Edit Note* goes directly to the *Edit* dialog with the Note pane displayed, while *Go To Due Date* goes directly to the day on which a Floating event or Task is actually due. There are also commands to handle groups and to the *Edit* or *Details* dialog.

## Day View - continued

### Icons

Each event can have up to four user-defined icons assigned to it - these icons are displayed ahead of the description line. Pimlical comes with a small, sample icon collection, but you can also import standard JPG or GIF graphics into the icon collection. There's also a utility to convert existing Palm OS icon collections into a form where Pimlical can use them.

At the end of the line, Pimlical displays system icons to summarize important functionality of the event or task. In most cases you can tap directly on one of these icons to invoke some action. These system icons include:

| Icon | Attribute | Action |
|---|---|---|
| | Item has an alarm set on it. | Alarm is removed from the event |
| | Item has a repeat specification | Goes to *Edit* dialog (but first brings up repeat exception dialog |
| | Item has an attached note | Goes directly to the *Note* pane of the *Edit* dialog |
| | Item is a Floating Event with a due date | Marks the Floating event as completed |
| | Item is a Task with a due date | Marks the Task as completed |
| | Item is a Floating Event with no due date | Brings up the Date Picker dialog so a due date can be assigned. |
| | Item is an undated task | Brings up the Date Picker dialog so a date can be assigned to the Task. |
| | Item is a completed appointment | Marks the appointment as not completed (removes checkmark) |
| | Item is a completed floating event | Marks the Floating event as not completed |
| | item is a completed task | Marks the Task as not completed |
| | Item is a canceled appointment | Removes canceled status from appointment |
| | Item is a canceled floating event | Removes canceled status from floating event |
| | Item is a canceled task | Removes canceled status from Task |
| | Item is a deferred appointment | Removes deferred status from appointment |
| | Item is a deferred floating event | Removes deferred status from floating event |
| | Item is a deferred Task | Removes deferred status from task |
| | Item is linked to one or more memos or contacts | Brings up link dialog to display links for item |
| | Item has a location | Brings up *Edit* dialog which also displays Location Field |
| | Item has a meeting function | Brings up Meeting Dialog (if supported on platform) |
| | Item has a weblink associated with it | Launchs web browser using weblink embedded in item |
| | Icon not defined in icon collection | No action |
| | Item has a type of **Free** | Changes type to default of *Busy*. |
| | Item has a type of **Tentative** | Changes type to default of *Busy*. |
| | Item has a type of **Out-Of-Office** | Changes type to default of *Busy*. |

## MultiDay View
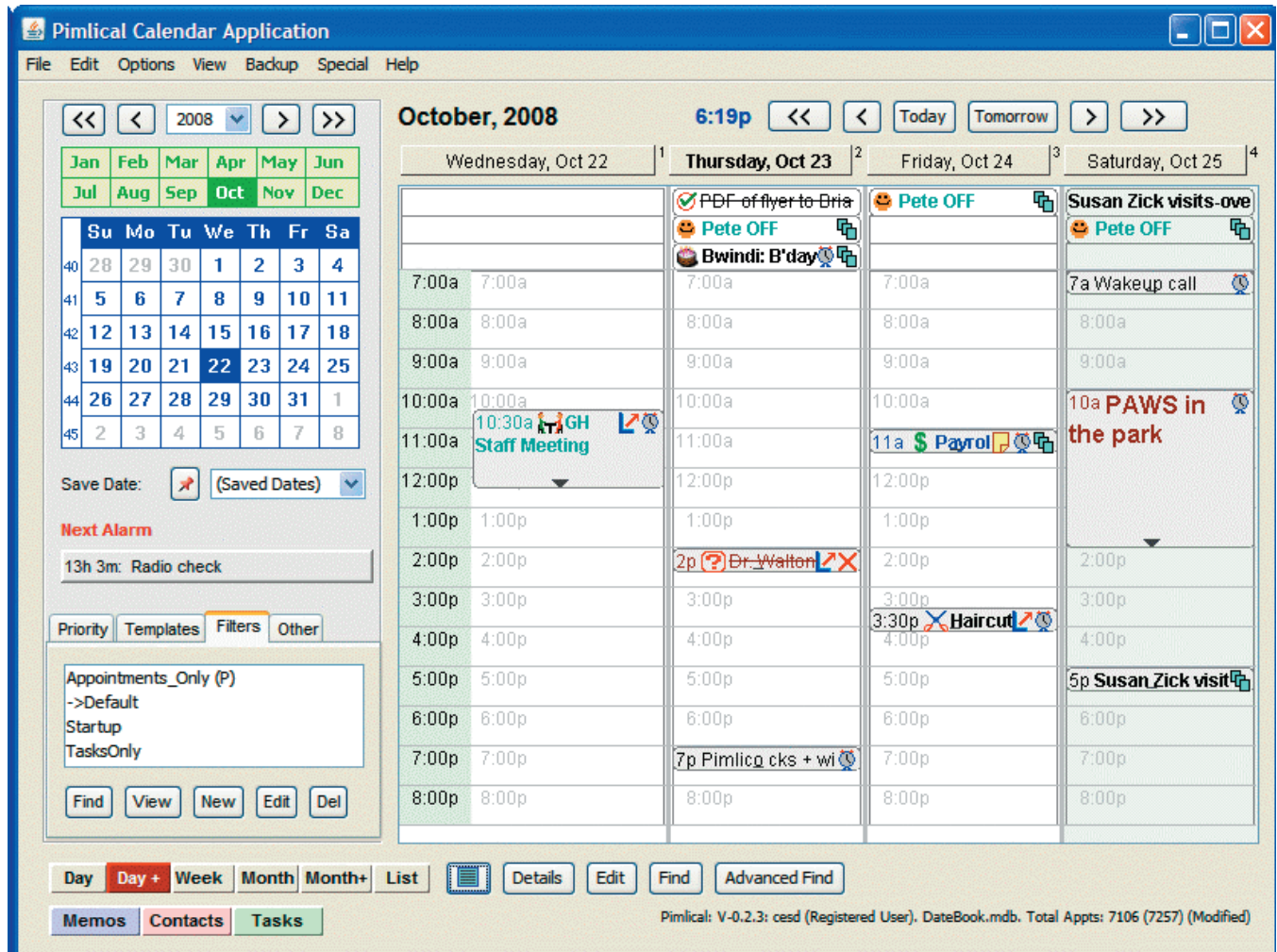


The MultiDay view (**Day+**) displays from 2-14 days of the calendar with untimed items (untimed appointments or floating events) above the timed items. As with the Day View, the time bars can be set to display every hour of the day, or just those hours between the normal start and end of the day (as defined by the preferences), which is then extended, if necessary, to include the earliest and latest appointments on that day. The Day+ view can be invoked by the letter 'D' (upper case).

The [<< ] button moves the display to the previous block of days (i.e. depends on how many days are currently being displayed), while [>>] moves to the following block with [<] and [>] shifting the display by one day prior or next respectively. The date labels above each column can also be clicked to start the display on that particular day. The **Today** and **Tomorrow** buttons select those days as the first day to display in the block of days.

All features relating to the creation of events, selection, etc. are identical to the Day View. Note that the number of time slots reserved for untimed events at the top of the screen is preset by whichever day has the greatest number of such events and will be updated dynamically as the calendar display changes.

By default, Pimlical displays the timeslots in a light gray in the background of each cell (the preference *MultiDayViewTimeColor* sets that color and {0,0,0} - black removes it altogether. Alternatively, you can set these times to a **different** timezone with the preference: *MultiDayViewAlternateTimezone* which makes it easy to see at what time an item will display in another timezone. When set to a value other than *All Time Zones*, this different time will also be displayed in the normal Day View.

## Week View
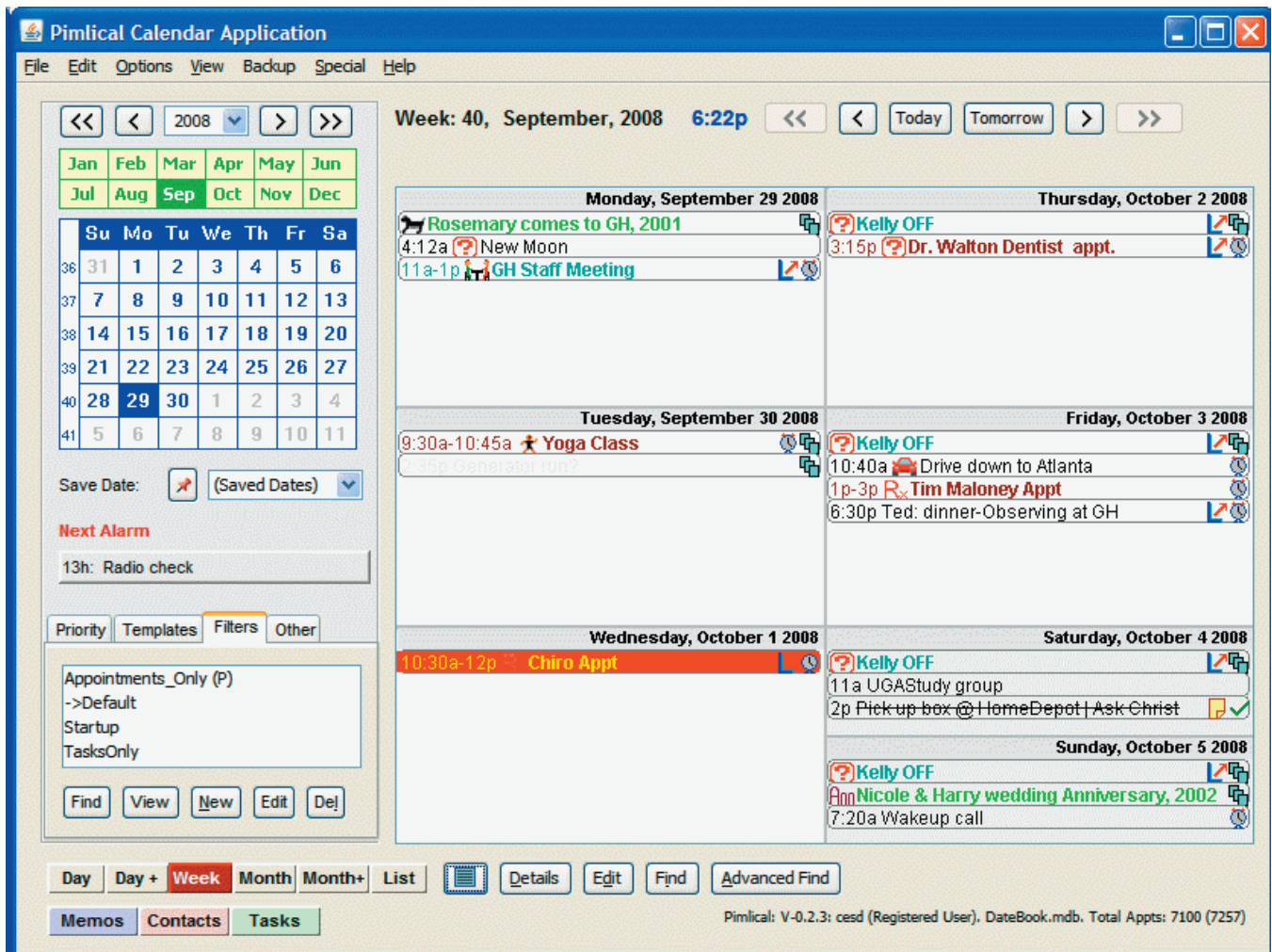


The Week view displays 1, 2 or 4 weeks of the calendar in a fixed format. The Week view can be invoked by the letter 'w'.

The [<< ] button (on the top row) moves the display to the previous block of weeks (i.e. depends on how many weeks are currently being displayed), while [>>**]** moves to the following block with [<**]** and [>**]** shifting the display to one week prior or one week after respectively. The **Today** and **Tomorrow** buttons select those days as the first day to display in the block of weeks.

All features relating to the creation of events, selection, etc. are identical to the Day View. Note that the starting day of the week for the weekly view has a separate preference setting from the standard start of week used elsewhere. This allows USA users (who typicall favor Sunday as the start of the week) to set Monday as the start of the week for this view, which works well for a business schedule as it places Saturday/Sunday at the end of the week.

If there are too many items to display in the current day, a blue down-arrow appears near the day number. If no item is selected in the display, as you move the mouse cursor over the grid, all the appointments in the current day are displayed in the *Other* tab at bottom left (you will need to manually select that tab). If you click on any item on a day in the main grid, the *Other* tab is locked so that you can then scroll through the list and select items as if they were being selected in the main display. To unselect all items, so you can resume displaying the contents of each day as you hover the mouse over the day, press the **ESC** key.

## Month View
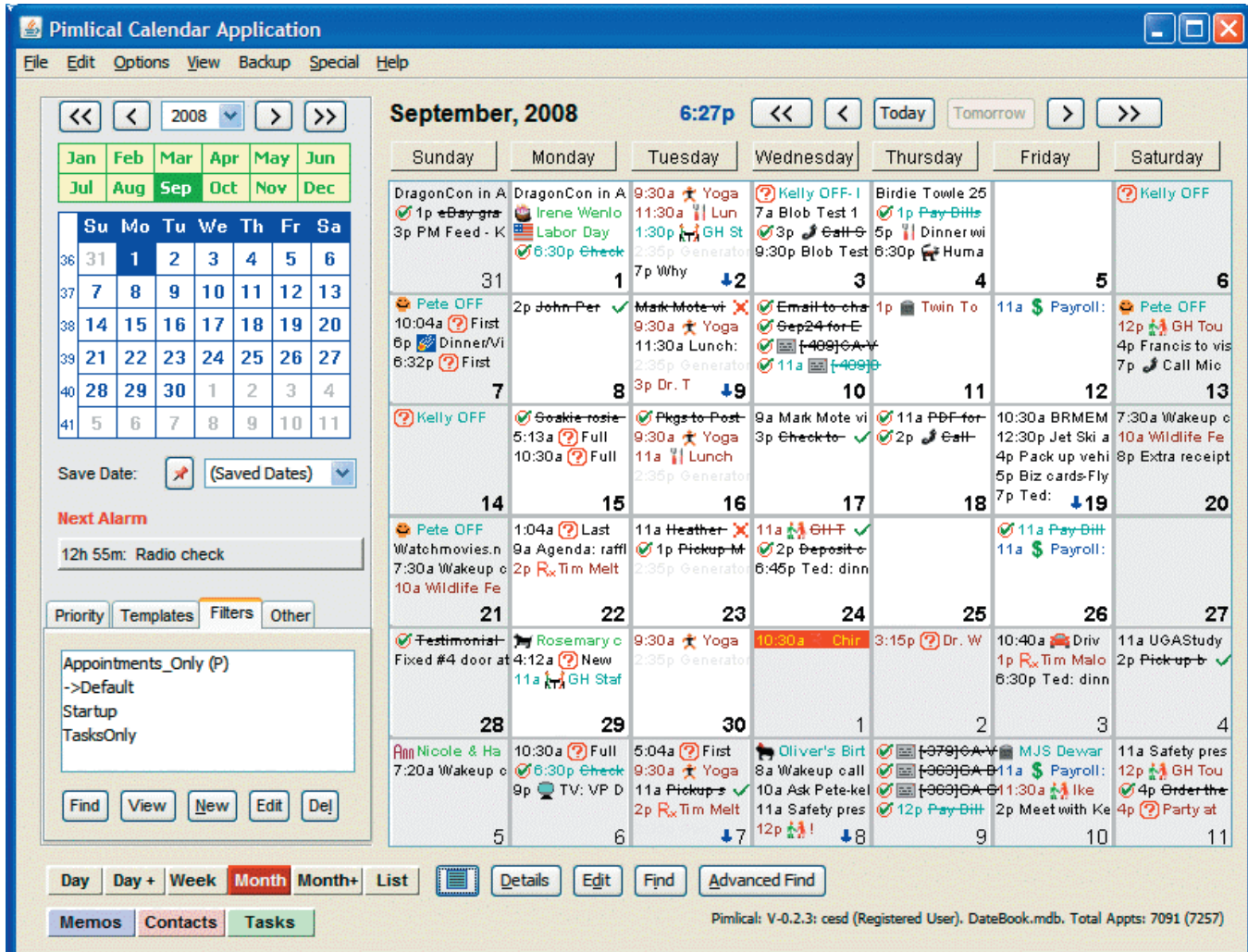


The month view displays an entire month plus days on either side to fill out the grid. All functionality and navigation features are the same, except that without timeslots, Drag&Drop operations simply maintain the original time of the item(s) when they are dropped on a new day.

Click an empty slot (or the day of week number) to bring up the Quick Entry Dialog.

As with the Week view, if there are too many items to display in the current day, a blue down-arrow appears near the day number. If no item is selected in the display, as you move the mouse cursor over the grid, all the appointments in the current day are displayed in the *Other* tab at bottom left.

If an item has text in the *Alt. Short Text* field, the contents of that field will always be used instead of the main description in the Month and Multi-Month views. Judicious use of this feature can make these two displays a lot more useful on small screens. Remember too that each view can have its own custom font settings which can be used to improve readability.

This view is also being displayed with a filter that has hidden one or more events. To temporarily display all events including the Hidden events, click the button at bottom right: *Show 'Hidden' Items*. To permanently remove this filter and return to the *Current* (default) filter, click the *Remove Filter* button. The *Show 'Hidden' Items* button allows you to quickly toggle the display between showing all items and just those items that are only displayed by the filter.

You will likely want to set the smallest font possible for this view that still retains reasonable visibility (see *Default Display* font in the *Options* menu).

## MultiMonth View
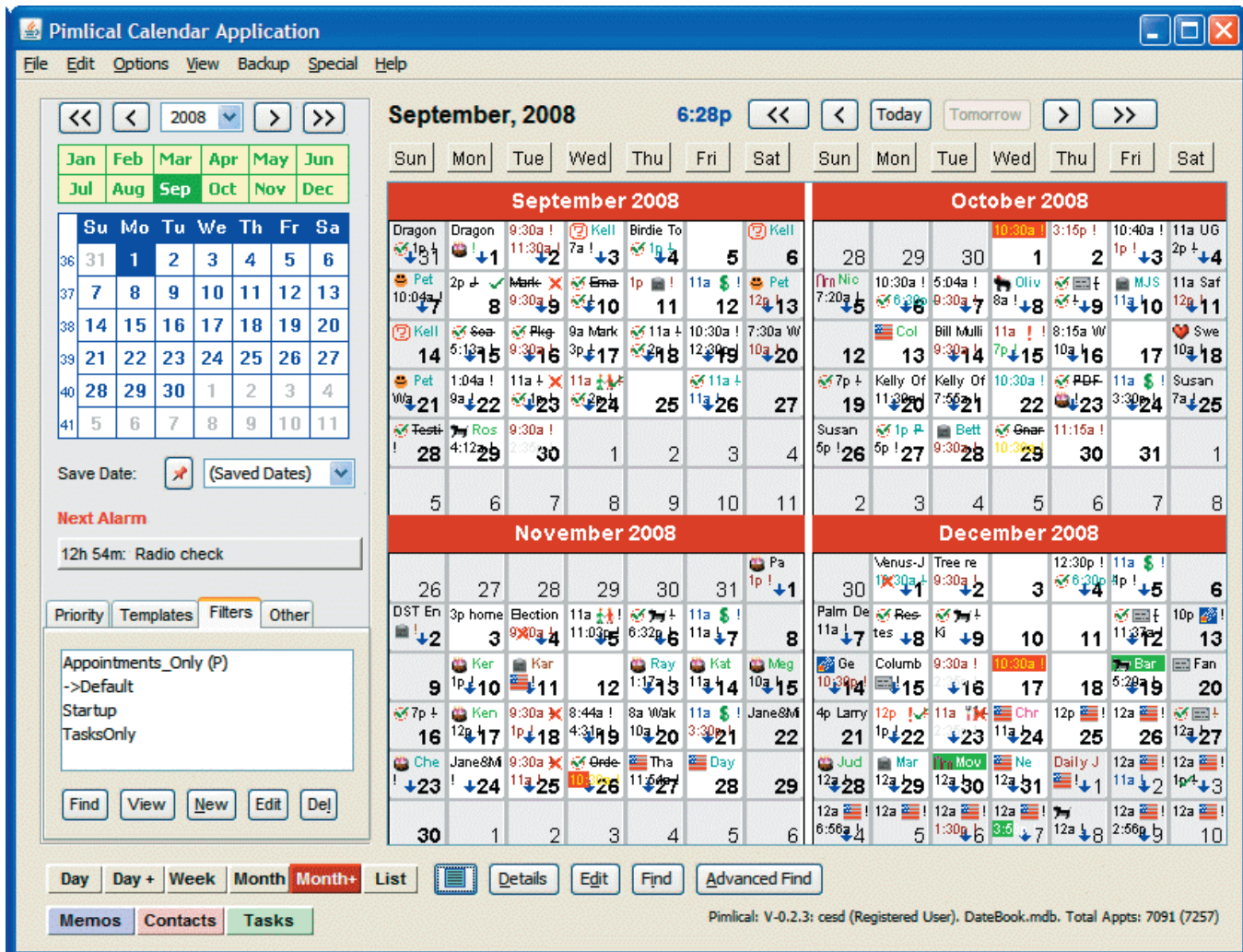


The MultiMonth (**Month+**) view is basically identical to the Monthly view except that 2/4/6/ or 12 months can be displayed at a time. Obviously, the display can get very tight in this view on small screens. If there is no room for the description, an exclamation mark is displayed instead. Again, judicious use of the *Alt. Short Text* attribute (see *Advanced* tab in the *Edit* dialog) and setting the smallest readable pointsize can be useful to make more sense of this display. Also, efficient use of the *Other* tab to display all items on the day that the cursor is hovering over makes it feasible to select items and modify them even when the view is this dense.

# List View
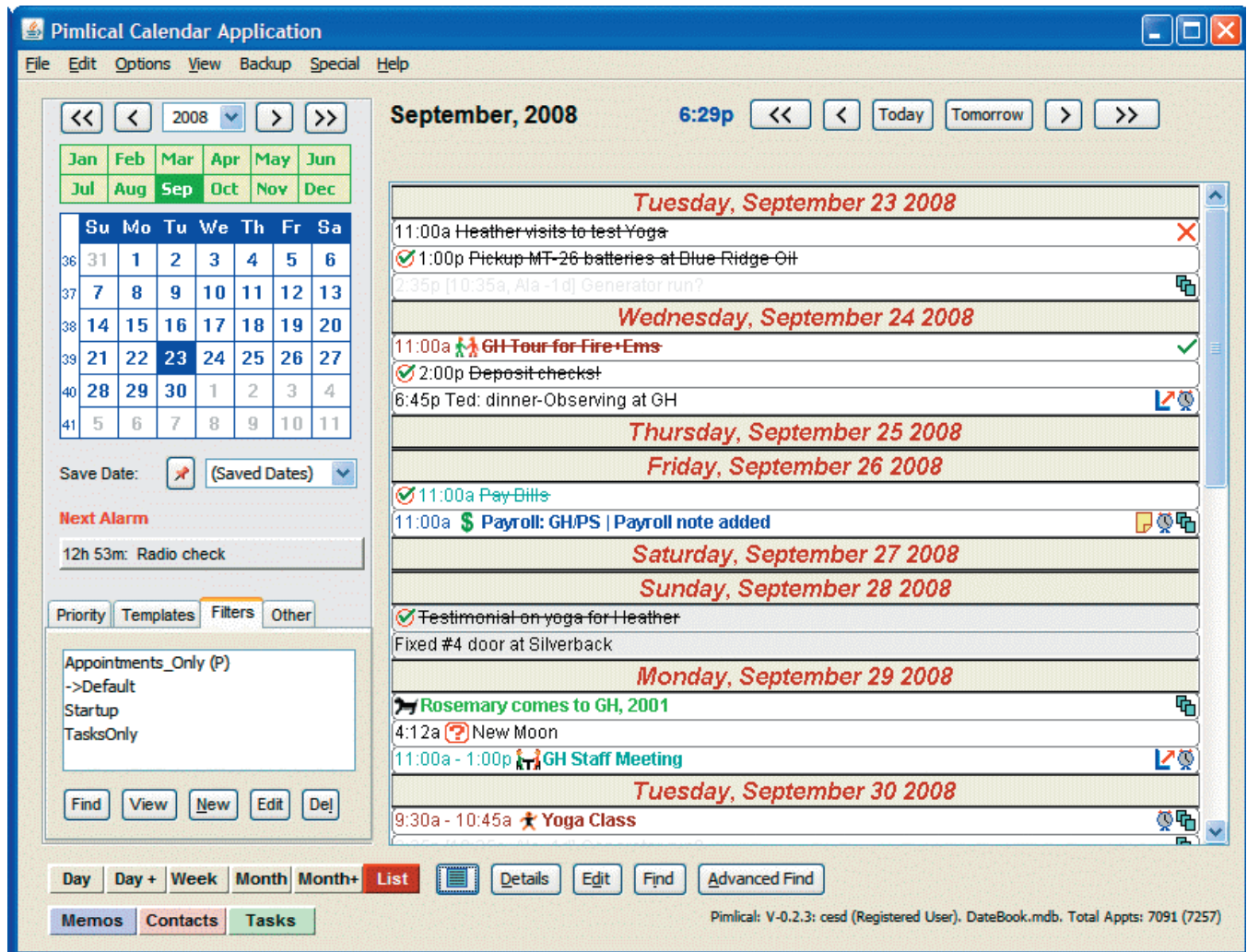


The **List** view provides a scrolling list of from 1-31 days, or one year of just appointments. This view is useful if you have a lot of overlapping appointments (which don't display that well in a *time-blocked* type of display format as is the case in the regular *Day* and *Multi-Day* views).  The [<<] and [>>] arrows on the top row shift the display by the number of days displayed in that view (which you can select either by right-clicking the **List** button, or by setting it directly in the filter - in the *Advanced Find/Filter Dialog*). The [<] and [>] arrows (and the keys **P** and **N**) shift the display by a single day, backwards or forwards.

There is a preference option (*ListViewSkipEmptyHeaders*) which determines whether or not header dates are displayed on days that have no appointments. If set *True*, empty headers are skipped and a thicker black line is drawn above any day that follows one or more skipped days. In the above display, the headers for Thursday September 25th and Saturday September 27 would not have been displayed with this option set to *True*. There is also a preference option (*ListHeaderFont*) to set the font and size used for the date headers. Another preference, *ListViewHeaderPosition* allows control over the position of the date lines (which can be centered, or set flush left with a variable indent).

## Details Dialog



The *Details* dialog displays the details of an appointment in a nice readable form. An important aspect of this dialog is that the display is driven from a template that the user can edit themselves. So the actual information displayed and how it is displayed can be under the complete control of the user. However, at this time, this is definitely a "power-user" feature as setting up the templates requires the editing of the underlying control file which specifies the absolute or relative pixel coordinates along with special commands to test if a field has a value or not. The template file is *DetailsScreenDisplayTemplate.txt* located in the users profile folder.

To exit the dialog, click the *Done* button, or tap the *Escape* key.

Click the *Edit* Button to go instantly to the Edit dialog where the attributes of this event can be modified.

Click the *Edit this instance* or *Edit this & Following* buttons on a repeat event only to apply the subsequent changes to either just an instance of the repeat, or only this and the following instances. These buttons do not display if the event is not a repeat event.

Right-Click the Description, Location or Note fields and a 1-item menu with **Copy** appears which you can click to have that item copied to the clipboard.

When you click (or double-click an item depending on preference setting), you can have Pimlical either bring up this *Details* dialog, or the *Edit* dialog.

This screen provides a clean display of all attributes of an event, hiding blank fields. For example, it will display the description, note and custom fields (which are in separate screens in the *Edit dialog)*. By modifying the template, you can also set items in different fonts and colors to make them stand out better.

See the Appendix which describes in detail how screen template formats work and what the designations are for all the calendar fields.

## Edit Dialog



The Edit dialog has four main tabs: *Standard, Note*, *Advanced* and *Action Tags*. The *Standard* tab has all the most commonly used attributes for an item. The start and end date/time fields can be clicked to bring up a *Time Selector* or *Date Selector* Dialog to set the current time or date, and the buttons to the right can be used to quickly jog the date backwards and forwards by days or forwards by a week. The *lock* icon on the left will maintain the duration if displayed locked - click icon to unlink the start/end date/times at which point the lock icon shows it is unlocked.

You can easily reschedule an item from now, by **right-**clicking the date field - this brings up the *Set Date and Time Dialog* which allows you to specify any number of days, hours, minutes etc. from the current time for the event.

There can be up to two alarms set on each event - these are completely separate from each other and can be set to go off either before or after the start time of the event. In the above example, the second alarm is set to go off 1hr 25 minutes after the meeting starts which means it will go off five minutes before the end of the meeting.

If the Floating event checkbox is checked, a Due Date field appears where a due date can be entered for the event. Floating events are automatically forwarded each day to today's date if found on a prior date. And if there is a tasks database being merged into the calendar, tasks (as opposed to floating events) are identified by a check in the *Task Db* checkbox (this checkbox is only displayed when the event is a floating event).

The Advance Notice feature allows you to set an advance notice on this event which is like a floating event that floats forwards day by day to remind you of the upcoming event. Clicking on the Advance Date Field opens up the *Set Date/Time* Dialog which can set up the advance any number of minutes/hours/days/weeks/months/years prior to the event. If the *Alarm* checkbox is checked, any alarms set on this event will also sound on the advance reminder. The *AutoPurge* checkbox is normally checked and indicates that the reminder will be deleted when it finally "catches up" to the event itself.

Appointment Status allows one of four status's to be assigned to the event. If an item is marked as completed or canceled, it will appear in the calendar view with a horizontal line through it as well as a green checkmark (if completed) or red X (if canceled). A deferred item displays a blue up-arrow. The main use of these features is for filtering the display (See *Advanced Find*).

Pimlical allows an event to be assigned to any combination of up to 255 categories. Click on the category field to display the *Category Selection* dialog which allows the categories to be selected.

The *Font&Color* selector allows a custom font and/or foreground/background color to be assigned to an appointment with the *Font And Color Selection* dialog. This font/color will override any default font/color associated with any category that the item is in and also override any default font setting associated with a particular view.

The *Repeat* selector allows the appointment to repeat on some fixed schedule and brings up the *Repeat Dialog* to assign that schedule.

The *Location* selector allows a location to be assigned to an event. A default location can be assigned to all newly created events (see Preference: *DefaultLocation*). You can either type in a location value directly, or tap the *Locations* button to see a scrolling list of all currently used locations in the database. Locations are stored in the file *Location.txt* in the Pimlical folder, one location per line. You can edit this file with any simple text editor to make corrections, delete items, or manually insert/import items. However, the file should be in strict alphabetic order. If the *Location.txt* file is missing, Pimlical will scan the entire database and build the file from the location fields of all records in the database. If it ever appears corrupt for any reason, simply delete the file and Pimlical will automatically re-create it when next launched.

The *Appointment Type* field marks the appointment as having one of four types - this is primarily for compatibility with Microsoft Outlook that uses these four fields. By default new appointments are marked as busy. This feature is again most useful in conjunction with the *Advanced Find* function.

The *Icons* field allows up to four user-defined icons to be associated with an event. Clicking on an icon or empty slot will bring up the Icon Selection dialog. Icons can be easily created by the end user and added to the collection using a standard Icon editor like PaintNet.

The *Secret* checkbox indicates that the item is a private item. Private items may be completely hidden or masked (masked items just display a legend indicating it's a private event, but still show the blocked out time).

The *Priority* and *Urgency* fields allow both priorities and urgencies to be assigned to an appointment. Normally, this would be used with floating events/tasks, but you can also assign priorities and urgencies to appointments as well.

## Edit Dialog - Note Pane

The attached *Note* for the item is displayed in the *Note* pane (click on *Note* tab at top of dialog). Most calendar applications will handle notes of either unlimited size or at least up to 32k or so. You can right-click an appointment and select *Edit Note* to go directly to this pane, or click on the Note icon at the end of the line.

The *Note* dialog supports simple editing functions with a right-click as shown in the popup list in the dialog below. The case-change functions apply to the selected text, or, if no text is selected, to all of the text. The Date/Time item automatically inserts the current Date & Time in the format determined by the current preference setting for the Date/Time format.

Edit Dialog: Crombie arrived at BRS, 1985

Standard | Note | Advanced | Action Tags

Meeting is currently scheduled for 10:30am tomorrow, but this is dependent upon Harry driving up from Atlanta. Larry emailed me last night and said he would leave Atlanta by 8-9am, so if he drives straight up here, he should be on time.

If I'm late for the meeting, call Harry on his cell... his way!

- Undo
- Redo
- Copy
- Cut
- Paste
- Select All
- Find
- Find (Case Sensitive)
- Find Next
- UPPER CASE
- lower case
- iNVERT cASE
- Title Case
- Date/Time
- Delete All

OK        Cancel

## Edit Dialog - Advanced Pane



The *Link* field displays the contents of the link - this may be database/machine dependent so the link format description may differ depending on the installation environment - see *Appendix D* for Link dialog display

The *Meeting* field displays information relevant for meetings - along the lines of MS Outlook - usually a list of attendees and their email addresses. Not all calendar applications provide this information or synchronize it properly.

The *Alt. Short Text* field has an optional short text to be used in lieu of the main description in the Month and MultiMonth views - use this on smaller displays to provide a meaningful description when space is tight.

The *Group Key* is an arbitrary text string used to group appointments together. Such appointments can be quickly located as a group (in the *Display Results* dialog) and then easily manipulated as a group even though they are independent.

There are four custom fields the definition of which is up to the user.

The *Custom Alarm* field allows any file to be used in conjunction with an alarm. Normally this would be a sound file, but it could also be a picture file or even an executable file. In the latter case, the Execute Checkbox should be checked so that Pimlical knows that control is being passed to another application.

The five fields below the horizontal bar display non-editable information about when the event was last modified/created.

You can attach an image (jpg/gif/png) by clicking on the graphic at bottom right and selecting a file for display.

You may see two other buttons at the bottom of the screen: *Remove Changes & Return....* appears if this event was originally part of a repeat series - you can tap this button to remove the exception and restore the original repeat on that date.

*Find Original Parent of Irregular Repeat Series* allows you to go to the original event that was used to spawn a repeat series.

# Edit Dialog - Action Tags Pane
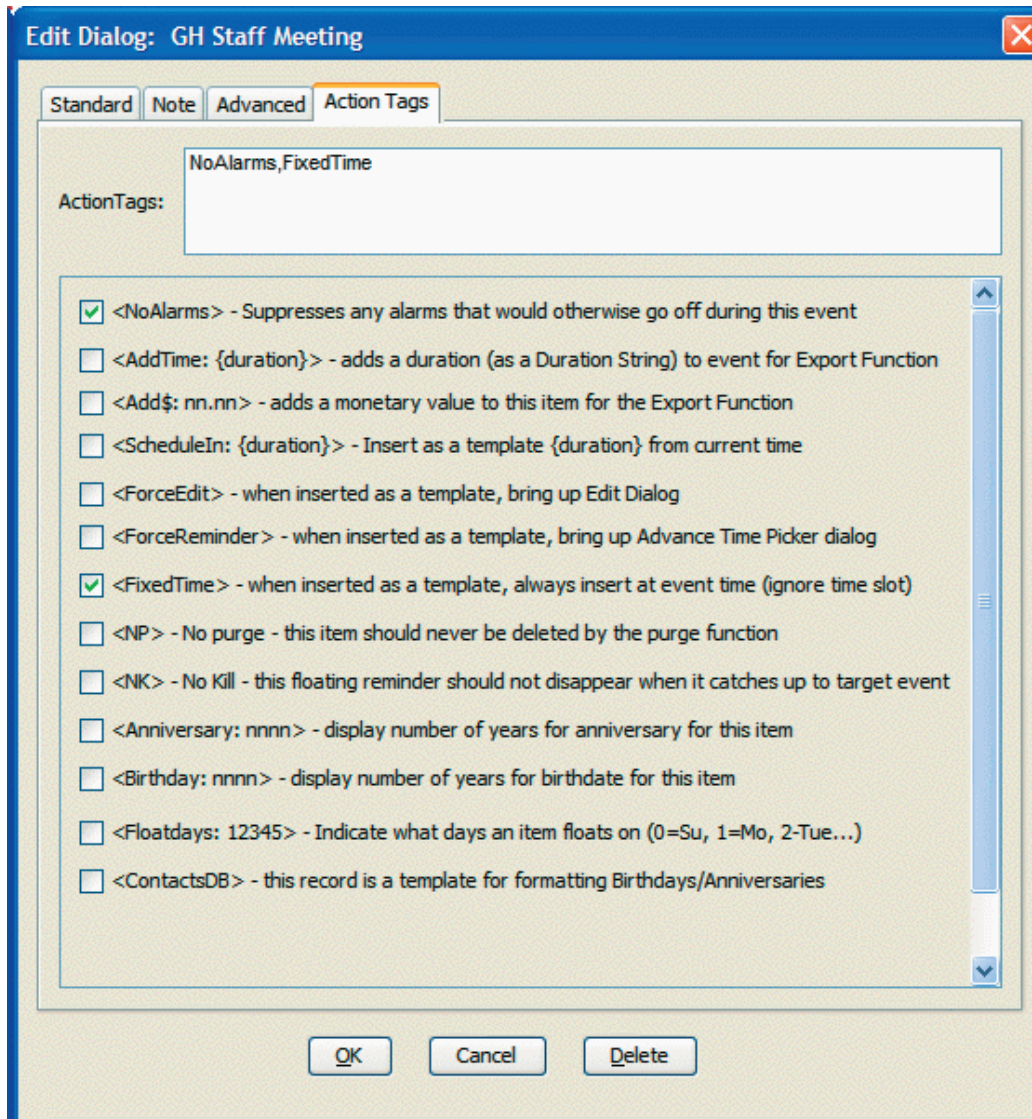


The *ActionTags* pane specifies one or more special tags that cause a special action to be taken by Pimlical. This can include things like suppressing alarms for the duration of the appointment, preventing it from being purged, etc. See Appendix B for all the defined Action Tags. In the example, above, this is presumably a template as the *<FixedTime>* tag will ensure that it is always inserted at the time of the template, even if it was dropped into another time slot. The *<NoAlarms>* tag indicates that no alarms are to go off in Pimlical for the duration of this event.

The checkboxes can be checked and unchecked to insert and remove ActionTags. Some ActionTags require a parameter, such as the *<ScheduledIn..>* tag, and those parameters can be directly edited into the tag in the *Action Tags* Edit field at the top of this dialog. If you manually edit an Action Tag, be sure not to disturb the commas between each Action Tag.

## Date Picker Dialog

The Date Picker dialog allows the quick selection of a single date. The operation of this dialog is identical to the date picker on the top left of the main view screen. The Left and Right arrows at the top of the screen move to the prior year and next year respectively. Click the drop-down list between them to quickly select a specific year.

Select a month by clicking on the month, and select a day by clicking on the day.

A double-click on a day (i.e. clicking a day that is already selected) locks in the date as if the OK button were pressed.

The *Today* button moves directly to today's date and closes the dialog.

The *None* button is relevant in those cases where an item might not have any associated date (for example, removing an explicit due date on a Floating Event, or setting a repeat end date that never ends).

Today's date is always displayed in Red.

To enter a date quickly from the keyboard, simply start typing in a date as either a single day, day and month, or day, month and year and then press the *Enter* key. So typing '4*Enter'* with the above display would set August 4, 2008. Whether you type in MM/DD or DD/MM is dependent on the preference setting: *DateOrder*.

Click on the Week Number display in the left-most column and a week number selection dialog will appear: Click the week number to select that week number. The starting week of the current year and the following year are set in the preference settings: *FirstWeekOfThisYear* and *FirstWeekOfNextYear*. Pimlical follows the ISO standard when Monday is the start of the week. If some other day marks the start of the week, then Pimlical applies the ISO standard in spirit by picking the first week in which four or more days contain the starting day of the week.
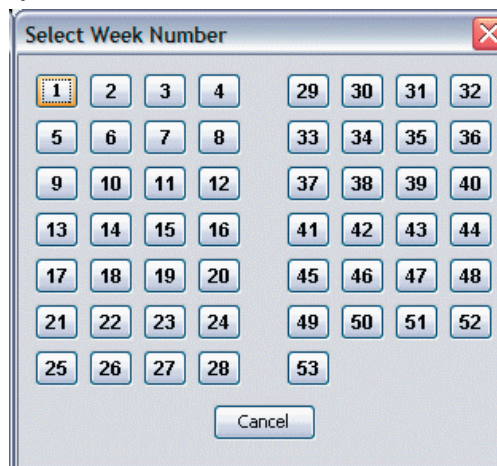
## Time Picker Dialog
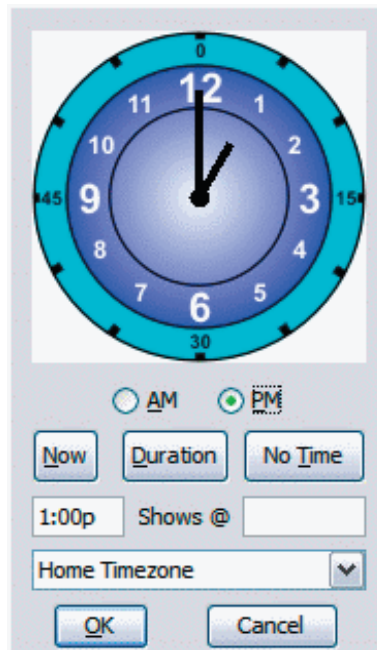


The Time Picker dialog is used to enter a time.

You can type in a time as HH:MM (or use almost any non-numeric character to separate them) optionally followed by 'a' or 'p'. As you type in the time, the clock hands are adjusted to show the actual time. You can also click on the clock dial directly to set the time. Click on the outermost light-blue ring to set the minutes (to the nearest 5-minute interval) and click on the next inner ring to set the hours.

If the item is in another timezone, enter the timezone in the drop-down list. The left text field will continue to show the native time of the event **in** the selected timezone, while the right-hand text field will show the **adjusted** time based upon the current timezone in effect. The graphic below shows both the native time (5:50p) and the adjusted time at which it will be displayed (8:50p).
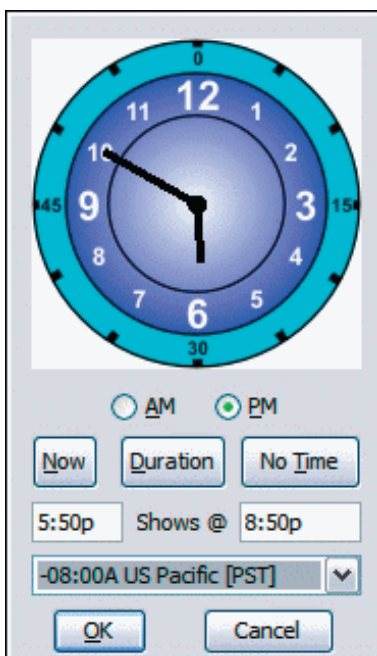


You can enter the time in **either** field - either the adjusted time in which case the native time is calculated, or the native time, in which case the adjusted time is calculated. Just put the insert pointer into the field that you want to enter the value into.

Click the *Duration* button to set the time based upon an offset forwards or backwards from the time originally specified when the dialog was entered (See *Set Date and Time Dialog* in next section.

Click the *No Time* button to change the time of an event from an explicit time to be untimed.

Click the *Now* button to set the current time **and** day for the event.

## Time Picker Dialog - Alternate Layouts

There are several alternate layouts for the Time Picker dialog which can be selected based upon the Preference setting:

*ClockFace* which can have a value from 0 (which displays the 12hour clock face shown on the prior page) , or 1/2/3 which displays one of three different styles of 24-hour clock faces as shown below:
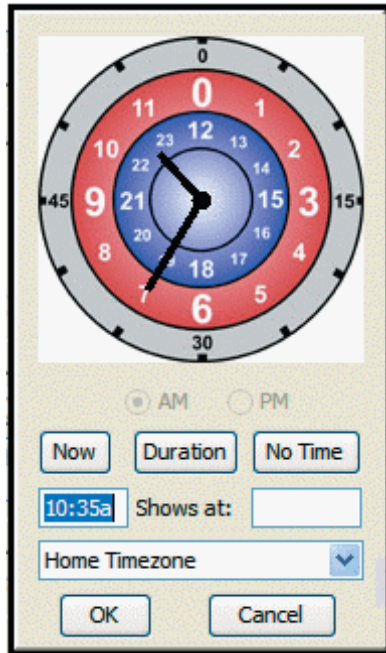
*ClockFace* = 1                                    *ClockFace* = 2
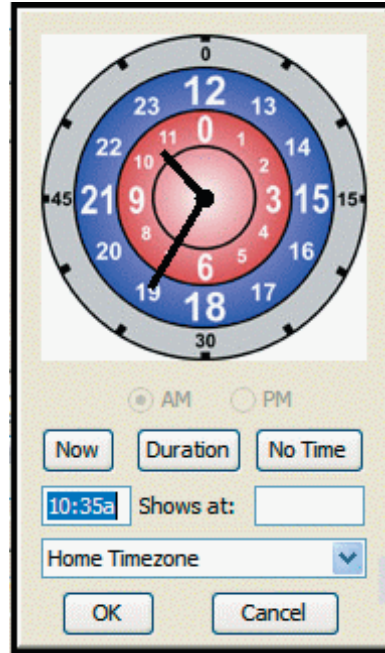
*ClockFace* = 3
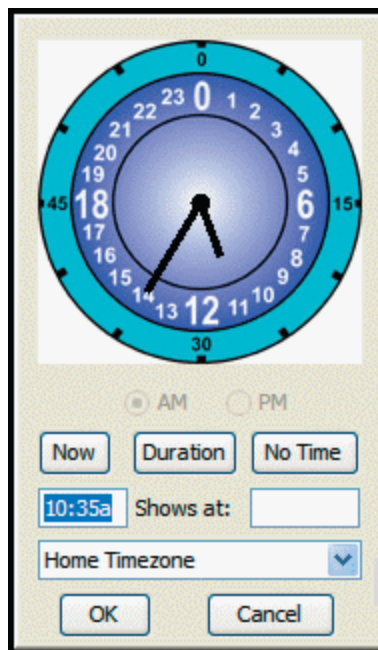
## Set Date and Time Dialog
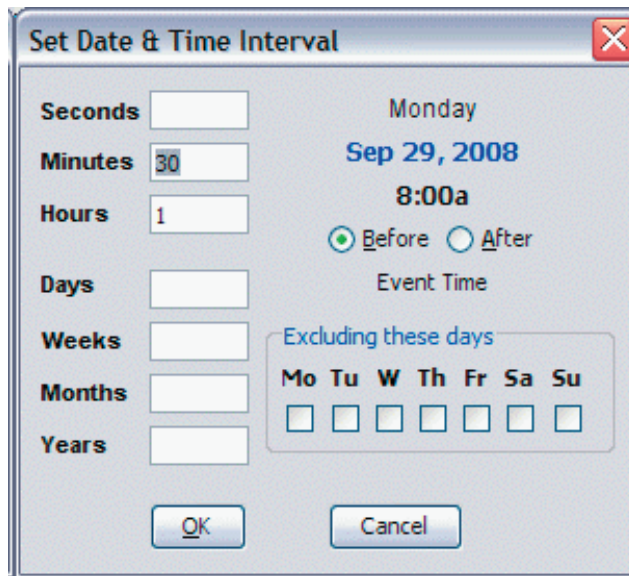
The *Set Date and Time* dialog allows you to select a date and/or time based upon an offset from some original Date/Time value. If handling the start or end time of an appointment, the original Date/Time is always the **Start** Date time for the event. This dialog is appears when you click the *Duration* button in the Time Picker, or click the advance field in the Details dialog.

The offset value can be specified in any of the fields in the left side of this dialog. As the offset is changed, the selected date and time is displayed at top right in the dialog. In the case of an event, this time is relative to the starting time of the event as offset by the values you have entered.

To have the offset specify a later time, make sure the *After* radio button is selected. Select the *Before* radio button to have the time calculated **back** from the specified time. For example, if you select **either** the start or end time in the Details dialog and then tap the Duration button, you can set the duration of the event in this dialog, and Pimlical will adjust either the start or end time depending upon which field was selected for the Time Picker. So if you have an event that is exactly 4h25m long and ends at 11:25, you do not have to calculate the start time - just set the end time to 11:25 in the Time Picker, click the *Duration* button and enter 4h25m as the offset value

When specifying a date/time of more than one day, you can mark certain days to be excluded (you might want to advance an item by 25 business days for example, and could do that by checking the **Sa** and **Su** checkboxes.

### Duration String

The result from this dialog is often displayed in Pimlical as a *Duration string* which is a string formatted with one to four numbers with a suffix letter that identifies what the number is.

For example, the duration string: 4d23h would indicate 4 days, 23 hours. Other possible variations which are self-explanatory would be: 2d8h4m, 8h15m20s, 14m, 14m20s, 30s. The order is in fact not important, so entering 14m3h is also perfectly valid.

There is no limit on the size of numbers in each field, so setting a duration of 1,600 seconds is also perfectly legal (and equivalent to 26m 40s).

If there is just a number with no suffix, it is treated as a seconds value.

A minus sign can appear in front of a *Duration String* in which case the offset is computed backwards from the original date/time (Suitable for alarms which always precede an event). Otherwise a *Duration String* is added to the original DateTime (although in most cases this is hidden from the user as most date/time offsets specify a date/time **before** the event.

## TimeZone Selection Dialog
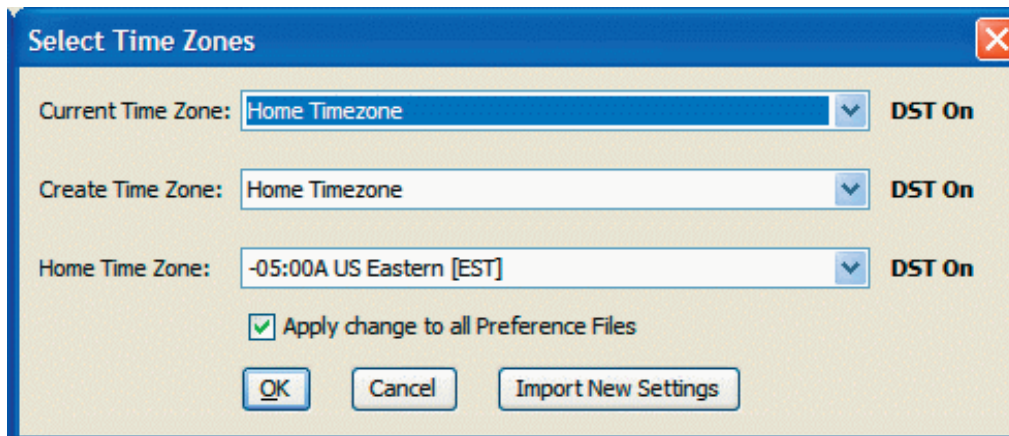


The *Select Time Zones* dialog provides direct access to changing the three primary timezone settings used by Pimlical. These settings are also in the Preference database and can be changed there, but it's more convenient to access them through the Options Menu item.

**Home Time Zone:** This is the timezone in which you normally reside on a permanent basis. On installation, Pimlical retrieves the timezone from the operating system and uses that to set the default value of this item. Only change this item when you permanently move to a new location.

**Current Time Zone:** This is the timezone where you currently are. If you are not travelling, it will always be the same as the *Home Time Zone* and that is in fact the default setting. When you travel temporarily to a new location, you can set the timezone to the local timezone there.

**Create Time Zone:** This setting sets the default timezone for all newly created items. Again it's normally set to *Home Time Zone* but when you travel, you may wish to set it to match the current timezone you are in so all items are automatically entered in that timezone.

The labels to the right of each drop-down list tell you if Daylight Saving Time is currently in effect as of today in that time-zone. If the setting is not correct, this usually means that your country has **changed** the DST rules and you will need to edit the Worldtimezones.txt file to reflect the new DST rule.

The *Apply change to all Preference Files* checkbox determines if the timezone settings are to be automatically written to all your custom preference files. Normally you would want to do this, but you might also have filters set up with custom preference files that are preset for specific timezone configurations in which case you would uncheck this box.

If you have manually edited the *Worldtimezones.txt* file, you must click on the *Import New Settings* button in order to see those changes take effect in Pimlical. This is because the file is only read once on initialization and then all the values are stored in the PimlicalDBs.dat file for faster startup.

The format of the Worldtimezones.txt file that lists all available DST rules and timezones is covered in the appendix. If in doubt, just email Technical Support for making any appropriate updates.

Pimlical does not care about the order in which timezones are entered in the *WorldTimezones.txt* file. You can take advantage of this to move commonly used timezones to the top of the list (handy if for example, the only two timezones you ever use are PST and MEL).

## Repeat Series

When a repeat item is selected for display in the Details dialog, a Repeat Series dialog first appears:
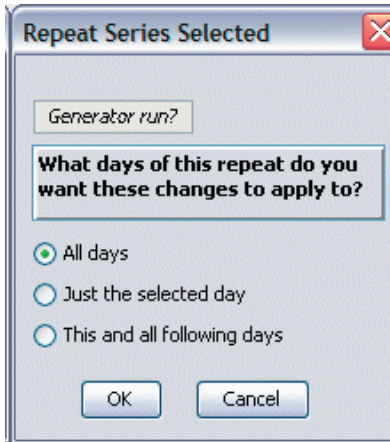


The default setting is *All Days* meaning that the changes you are about to make will apply to all instances of the repeat event. *Just the selected day* will only apply the changes to the selected instance of the repeat event for that day, while *This and all following days* will apply the changes to the selected day and those instances that follow it.

When a change is made to just one instance or the following instances, a separate event or repeat event is created that has the changes applied to it. However, the original relationship to the repeat series is retained and the option to locate all instances of a repeat will find those exceptions as well as the original series. Furthermore, if you select an event that was originally part of a repeat series, a button will appear in the Advanced Pane of the Details dialog that allows you to remove the specific changes made for that instance and return that instance to the repeat series.

When the *Repeat* selector is clicked in the Details dialog, the Repeat Dialog appears - see following page.

If an instance of a repeat is either deleted or modified so it becomes a separate event, you can quickly locate all of the events by clicking on the *Review Exception Dates* button in the repeat dialog which then brings up this dialog:
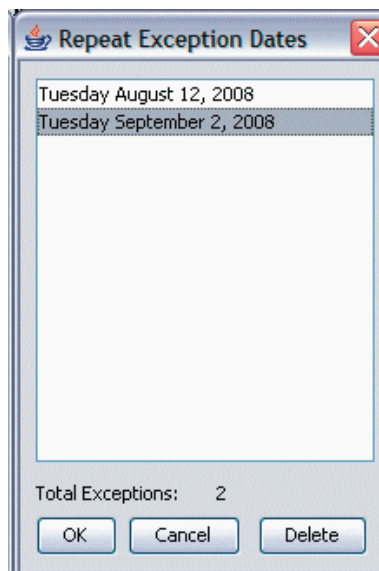


Exceptions that were made to the repeat series can be removed by clicking on an item and then the *Delete* button. In the example here, if the Delete button is clicked, the exception on September 2, 2008 will be removed, and the repeat instance on that date will then re-appear in the calendar. A warning dialog will appear if the exception had a different description/note/location.

# Repeat Series - Repeat Dialog
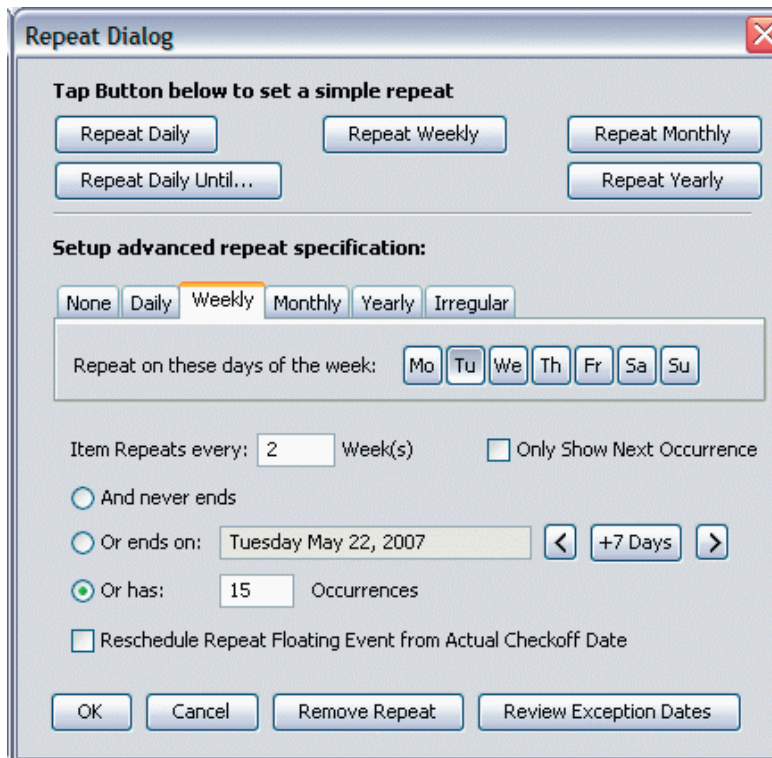


The top half of the Repeat dialog quickly sets a simple repeat - just click the button and a repeat of that type with no end date is set (except for the *Repeat Daily Until...* button which requests a specific end date). The *Remove Repeat* button at the bottom of the dialog simply removes the repeat specification completely from the event. Note that when this is done, the single non-repeat event that remains will have the date of instance of the repeat series that was clicked to bring up the Edit Dialog (unless it is a task in which case the start date is set to the due Date).

## Setup advanced repeat specification

For any more elaborate repeat specification, use the bottom half of the Repeat Dialog.

The tabs allow for the standard types of repeats. The *Irregular* repeat feature simply sets up multiple appointments quickly on dates that have no simple pattern, but also links them together with the repeat feature so they can be easily found and manipulated as if they were a single repeat series.

The *Only show next Occurrence* checkbox indicates that only the first future occurrence on or after today is to be displayed at any time. In the case of a repeat series of an event that itself spans several days, this will include all those occurrences of those spanned days.

The number of occurrences can be specified either with an explicit date, or by specifying the number of occurrences - in either case, the other value is calculated and displayed.

The *Reschedule Repeat Floating event....* checkbox is a special feature just for floating events - when such an event is checked off, should the next occurrence be determined from the original repeat series (as would be the case with a repeat appointment - unchecked) or should it be recalculated based upon the day on which the item was checked off (which would make more sense for an event like mowing the grass or getting a haircut, etc.).

The *Review Exception Dates* button is displayed if the repeat event has one or more exceptions. Clicking this button displays a dialog of all the exception dates and allows individual dates to be removed from the exception list.

For a weekly repeat, select which days of the week the item is to repeat on. The order of the buttons matches the *Start of Week* preference setting. The start of week setting is saved with the repeat event, so if you subsequently change the preference for the start of week, the weekly events will be guaranteed to still display on the same days, even when not repeating every week.

## Repeat Series - Irregular Repeat Series
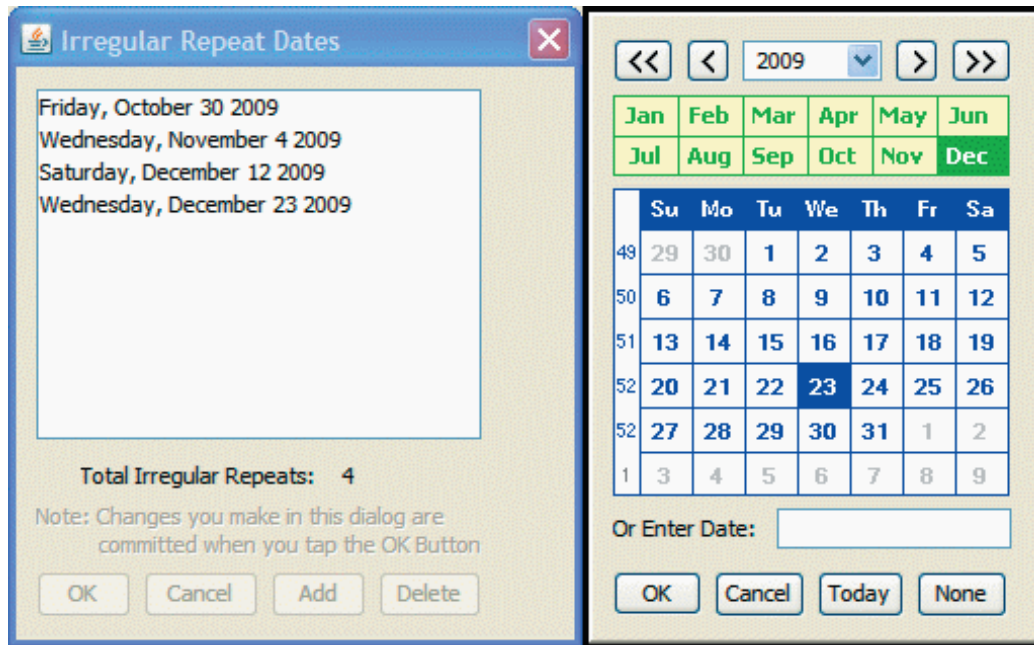


When the Irregular Repeat tab is selected, the *Date Picker* dialog is displayed along with a pane that shows all the dates that have been picked so far for this irregular repeat series.

To select a date, just click on the date cell and the *OK* button, or double-click a date cell. The date is added to the list on the left, and the you can navigate through the calendar to pick other dates.

When all dates have been entered, click the *Cancel* button.

When the *Cancel* button has been pressed, the *Irregular Repeat Dates* dialog is displayed at which point, the list of dates can be added to (click *Add* button) or removed (click *Delete* button).

**NOTE:** an irregular repeat series is not like a "normal" repeat. It actually is a short-hand for **duplicating** the original event many times very quickly. The events are all associated with each other so that if you find one item you can find all the other repeat instances from the irregular repeat series, but they are all independent events and can be separately edited.

## Category Selection Dialog
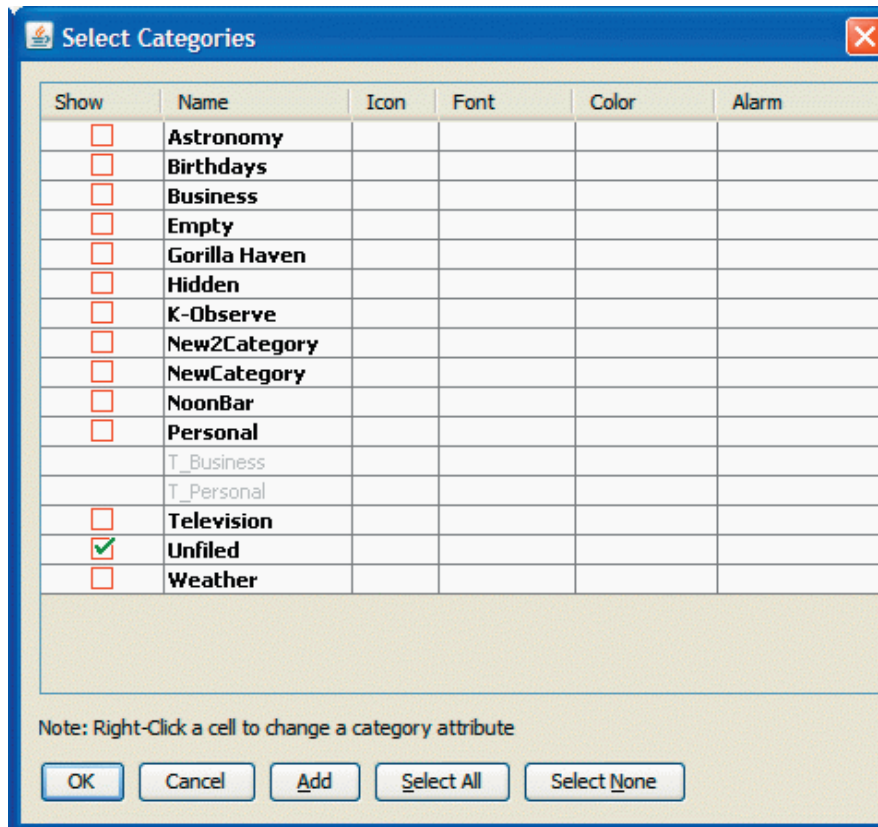


The Category Selection dialog can either be invoked from the main menu, or can be invoked by clicking on the category selector in the Details dialog. When invoked from the menu, the *Select All* and *Select None* buttons are hidden as are the checkboxes for category selection, while coming from the Details dialog enables those buttons in order to select categories for the appointment.

To select a category for display or to assign to an item, check the box in the *Show* column. Clicking *Select All* will check all boxes, while checking *Select None* will uncheck them all.

Click the *Add* button to add a new category to the calendar.

You can **right-click** a column in the display to add/change an attribute.

The icon column specifies a default icon to display for all appointments in that category and brings up the standard *Icon Selection* dialog.

The Font and color columns allow the specification of a font or foreground and/or background color as a default for all items in this category.

The Alarm column allows a default alarm to be set for all items in this category and brings up a standard File Selection dialog to select the alarm file.

The *Delete* button will only delete an **empty** category. If you attempt to delete one or more categories that have an event in them, the program will disallow the command and remind you to use the *Move Category* command to move all items out of that category first into some other category.

Categories from the Tasks database are always pre-fixed with *T_* so they can be readily discerned from appointment categories. When displaying an appointment, the task categories are greyed out, and vice-versa.

## Icon Selection Dialog
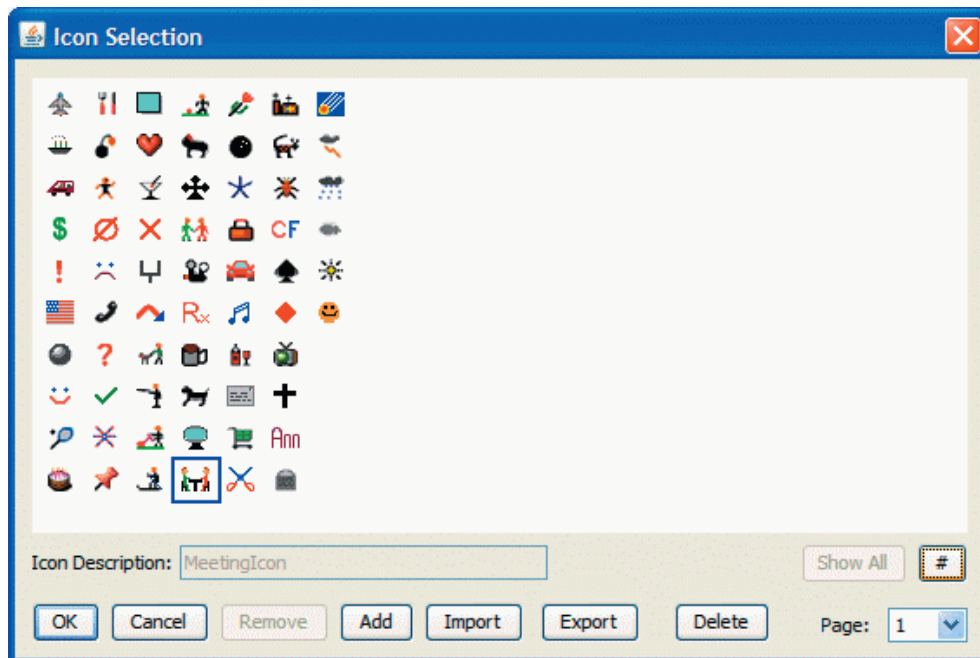


The Icon Selection dialog can also be invoked from either the main menu or from the Details dialog by clicking on one of the four icon selectors.

Only one working icon collection is used by Pimlical, but icons can be easily inserted into the icon collection using this dialog.

To select an icon just double-click the icon or click the *OK* button with an icon selected. Click the *Remove* button to remove the icon from an event or category.

Icons can be Dragged&Dropped in this screen to re-order them without having any affect on currently assigned icons. The entire dialog can be freely resized by dragging the bottom right-hand corner.

To add a new icon to the collection, click the *Add* button. A file selection dialog appears at which point you can add an icon in a standard graphics format (usually GIF or JPG). Icons should be 16 pixels wide and 14 pixels high for consistency, although other values are not considered illegal by Pimlical. The *Icon Description* field will show the name of the icon which is usually the filename of the associated graphic. The *Page* popup can be used to select different pages of the icon display - the icon selection dialog is a resizable dialog and advantage can be taken of this to make it as large as the full screen if you need to move an icon from one page to another when the selection dialog is its "normal" size.

The *Import* button allows you to import all graphic files (Jpg/Gif/Png) in the selected directory. Pimlical first asks if you want to predelete all the existing icons (to replace them) or merge in the new icons. The *Export* button exports an indexed icon file for use with handheld versions of Pimlical.

The *Delete* button permanently removes an icon from the collection, but does nothing to affect the original graphics file used to import the icon.

Pimlico used the freeware paint application PaintNet to create the standard set of icons provided with this application but there are many other freeware paint applications that would be suitable for creating and modifying icons.



Every icon has a unique *Icon Keynumber* assigned to it. You can right-click an icon to bring up a small dialog that allows you to set a new, unique key for that icon. This can be useful when trying to match up an existing icon collection from some other application.

Click on the **[ # ]** button to toggle the display of the unique keynumber for every icon in the display on or off.

## Font & Color Selection Dialog
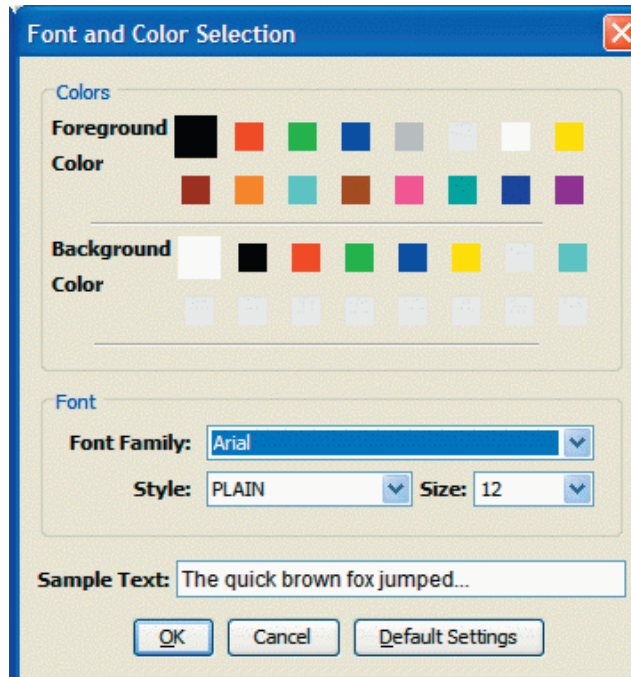
The Font & Color selection dialog allows the specification of any font for the associated item and/or a foreground and/or background color. As the attributes are changed, the *Sample Text* line displays the affect of those changes. The selected color swatch is displayed at a larger size than the other swatches.

Clicking the *Default Settings* button will automatically reset to the normal default of a black foreground, white background, and the normal font default as defined in the Preferences file (usually something like Arial-PLAIN-12).

When selecting a font for an appointment, Pimlical notes if the only difference from the default font is the style. If so, the item will be remembered as having been in the default font with that specific style, so that if you change the font or font size for all items in the current display, such an item will acquire the new font and/or font size, but **retain** the original style. This allows an item to retain a font style regardless of changes in the font or font size.

Keep in mind that not all colors will work well with all color schemes. It's best to avoid using colors that are used for other purposes (such as using the same color as the color selection highlight - if you do that, then when you select an item, the text will seem to "disappear" as it will be the same color as the highlight).

Color settings are typically not maintained in other databases, so be careful about changing the colors in the preference settings (every color displayed in this dialog can be independently set in the Preferences file).

This dialog is used in some places to only select a font, in which case the *Colors* pane is hidden, or just to set colors, in which case the *Font* pane is hidden.

## Simple Find Dialog
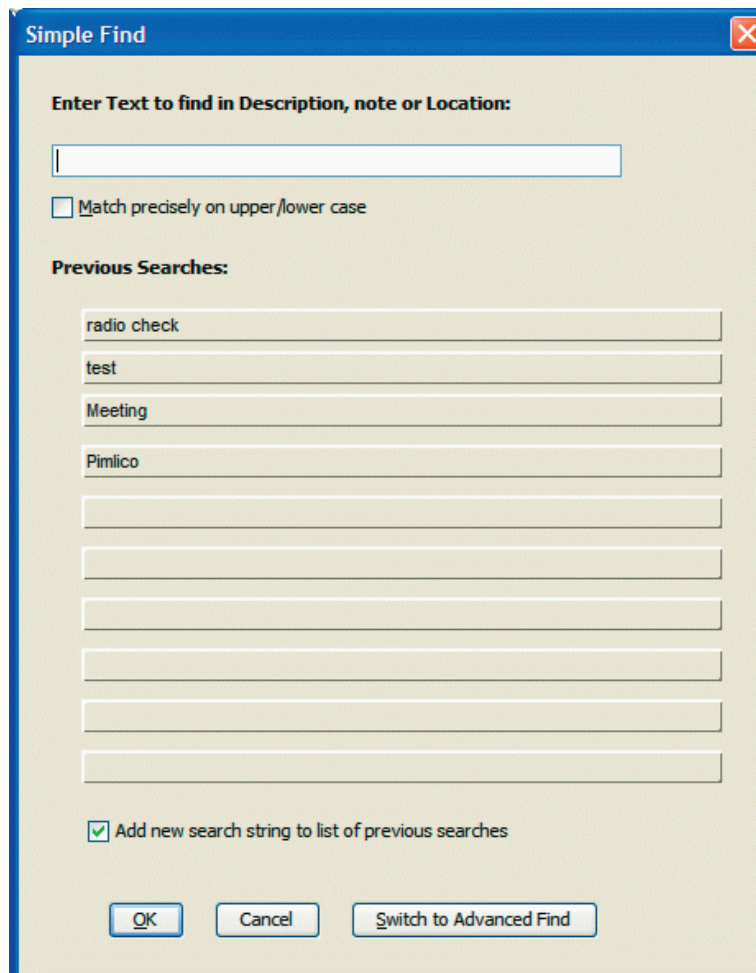
The Simple Find dialog is invoked from the Edit menu, by pressing CTRL/F, or by clicking the Simple Find button beneath the calendar display. This dialog simply looks for a string of text in either the description, note or location field of all events. All matching items are displayed in the *Find Results* dialog. By default the search is not case-sensitive, although there is a checkbox to force it to be case-sensitive. The last ten find strings that were entered are remembered in this dialog - just click on that string and OK to search for that prior string again, or double-click the search string directly.

The *Switch to Advanced Find* button is just a reminder that there is a very comprehensive find function in Pimlical that allows you to search for events based on any attribute. Clicking this button transfers any search string you entered here into the Advanced Find dialog where additional attributes can be set.

## Advanced Find/Filter Dialog
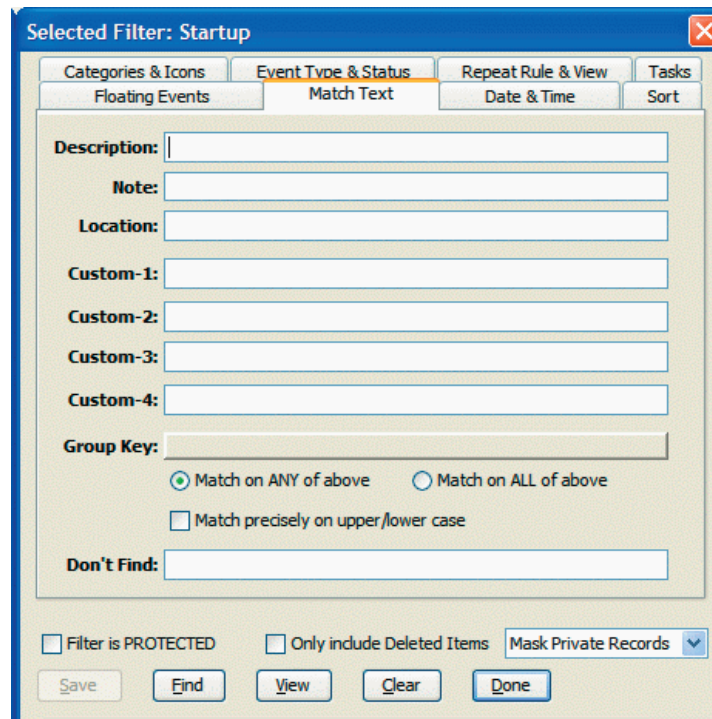
The Advanced Find Dialog can be a bit overwhelming on first sight because it has so many options, but it does allow you to search on the basis of **any** criteria and with a very large calendar database, narrowing a search down efficiently can be very important. The set of Tabs at the top switch to other panes that contain other options for locating events.

Above is the *Match Text* pane of the dialog. Text can be searched for in the Description, note, location, custom fields or Group Key field. The two radio buttons underneath select whether matches must be found in **every** text field (*Match on ALL of above*), or in **any** text field (*Match on ANY of above*). The *Don't Find* field can be used to exclude matching items that contain this text string. For example, if you put the word *match* in the description field and *matchstick* in the *Don't Find* field, you can avoid having items with *matchstick* appear in the *Find Results* dialog.

Normally, secret records are excluded from the search, but the dropdown list near the bottom of the dialog, makes it possible to just list secret records. Likewise, the *Only Include DELETED Items* is usually unchecked as Deleted Items are normally ignored, but if checked, you can specifically look for deleted items (note though that there is an *Undelete* function in Pimlical that will list all recently deleted records. You can protect a filter against change - after protecting it, changes are not stored permanently in the filter and are only in effect until Pimlical exits.

### Using Find as a Filter

An innovative aspect of Pimlical is that the same dialog which allows you to find items can also be applied as a filter to the views that Pimlical displays. So you can use this dialog to not only find all completed events in a list in the *Find Results* dialog, but also save it as a Filter that can be applied as a view. For example, you might want to look at the current month but only display completed items - this could be saved as a filter that can be quickly applied with just a couple of clicks (see the *Save & Repeat Rule* tab for more information on this).

### Buttons

The *Save* button updates the filter with the changes made in this dialog - it is disabled if the *Protected* checkbox is checked.

The *Find Items* button will bring up the *Find Results* dialog with a list of all the matching entries.

The *View* button takes the find function's attributes and applies those criteria to the current view, only displaying those items that would have been displayed in the *Find Results* Dialog. Use the *Save* feature to permanently save that view.

The *Clear* button resets all the find function parameters to their default conditions so all items are found.

The *Done* button exits the dialog without changing anything and returns to the currently-displayed view (if changes had been made, Pimlical will put up a dialog informing the user and asking them if they want to save the latest changes.

## Advanced Find/Filter Dialog - Date/Time Pane



The *Date/Time* Pane sets boundaries on the find based upon attributes related to the date and time of the events. The start/end date are typically set from the current filter in effect for the display which means it has the start and end date for whatever is currently being displayed. In the case here, the *Advanced Find* function was entered from the month view, so the dates by default display for the month.

However, any explicit date set there is only relevant if the *Fixed* radio button is selected in the *Date Rule* area right below. If *No Date Rule* is selected, the date in the start/end date field is ignored and the entire calendar is searched - this is the default setting. If *Fixed* is selected, the start/end date fields are used to set the range for the find function.

The other two radio buttons have a very important function when the find function is being used to set a **Filter** for the display. If *Days from Today* is selected, you can specify a positive or negative offset from today which will then automatically preset that date when the filter is applied. A value of 0 would always bring up today's date, while -1 would bring up yesterday and 1 would bring up tomorrow. *Months From Today* can also be checked to preset the date to a particular month again using negative values for prior months, 0 for the current month, and a positive value for future months. When this option is selected, the value in the *Days from Today* field is used to set a specific day of the month for this function.

Also, when using these two options, Pimlical notes the number of days or months from the Start Date (which would be preset to today when you select this option) and the ending date you specify and will use that number of days/months to set the ending date when the filter is applied.

The Duration field allows a duration to be entered and then the three radio buttons beneath indicate if you are looking for a perfect match on the duration, or just events that are shorter (<=) or longer (>=) than the specified duration.

The *Advance* field is used to either select items that only have advances, or items that do not have advances. If both checkboxes are checked, the *Advance* field is ignored. Unchecking either box will always check the other box as it makes no sense to have both unchecked.

As with the *Advance* field, the *Alarm* field is used to select items that have an alarm or which do not have an alarm.

## Advanced Find/Filter Dialog - Event Type & Status



The Event Type & Status dialog finds or filters items based upon the type of event and its status.

The *Appt.* checkbox just selects normal (i.e. non-floating) events, while the *Float* checkbox selects Floating events, and the *Task* checkbox selects tasks. Leave all three boxes checked to select all types of events.

If any *Repeat* checkbox is checked, then only items that have a repeat attribute that matches the specified attribute(s) are found.

If any *Status* checkbox is checked, then only items that have a status attribute that matches the specified attribute(s) are found.

If any *Availability* checkbox is checked, then only items that have a status attribute that matches the specified attribute(s) are found.

The *Time* checkboxes can be used to selectively filter timed or untimed events (either one or both can be checked).

Normally, the *Priority* and *Urgency* fields are used only with floating events and tasks, but Pimlical also allows these attributes to be applied to regular events as well. If either listbox is set to a value other than *None* then the radio button to the right specifies that only items that have a higher priority (smaller numeric value, or earlier letter), matching priority or urgency (*Only this*) or lower priority and/or urgency (*larger numeric value or later letter*) are to be displayed. Note the relationship carefully - a **smaller** number for priority or **lower/earlier** letter for urgency indicates a **higher** priority or greater urgency while a larger number or letter later in the alphabet indicates a **lower** priority or urgency.

## Advanced Find/Filter Dialog - Floating Events Pane

The *Floating Events* tab allows for the separate specification of status/type/priority/urgency for floating events from those set for regular events.

To use this tab, first check the box *Use separate settings for Floating Events...* All items that were greyed out then become accessible and you can set up the separate attributes for floating events in the same way as regular events.

The *Due Today/Other Day/No Due Date* checkboxes refer to the due date on the floating event. As with other cases, if all checkboxes are left checked, the due date is ignored, otherwise, only one or two of the three checkboxes can be unchecked. For example, to only find items that **have** a due date, you would uncheck the *No Due Date* checkbox.

The *Timed/Untimed* checkboxes allow selective display of just timed floating events, or untimed floating events.

The *Priority/Urgency* lists and radio buttons function in a manner identical to the way in which they can be used with appointments. If either listbox is set to a value other than *None* then the radio button to the right specifies that only items that have a higher priority (smaller numeric value, or earlier letter), matching priority or urgency (*Only this*) or lower priority and/or urgency (*larger numeric value or later letter*) are to be displayed. Note the relationship carefully - a **smaller** number for priority or **lower/earlier** letter for urgency indicates a **higher** priority or greater urgency while a larger number or letter later in the alphabet indicates a **lower** priority or urgency.

## Advanced Find/Filter Dialog -Tasks Pane



The *Tasks* tab allows for the separate specification of status/type/priority/urgency for Tasks from those set for regular or floating events. This pane is basically identical to the *Floating Events* pane on the prior page.

To use this tab, first check the box *Use separate settings for Tasks...*. All items that were greyed out then become accessible and you can set up the separate attributes for tasks in the same way as you would for Floating Events.

The *Due Today/Other Day/No Due Date* checkboxes refer to the due date on the task. As with other cases, if all checkboxes are left checked, the due date is ignored, otherwise, only one or two of the three checkboxes can be unchecked. For example, to only find items that **have** a due date, you would uncheck the *No Due Date* checkbox.

The *Timed/Untimed* checkboxes allow selective display of just timed tasks, or untimed tasks.

The *Priority/Urgency* lists and radio buttons function in a manner identical to the way in which they can be used with appointments. If either listbox is set to a value other than *None* then the radio button to the right specifies that only items that have a higher priority (smaller numeric value, or earlier letter), matching priority or urgency (*Only this*) or lower priority and/or urgency (*larger numeric value or later letter*) are to be displayed. Note the relationship carefully - a **smaller** number for priority or **lower/earlier** letter for urgency indicates a **higher** priority or greater urgency while a larger number or letter later in the alphabet indicates a **lower** priority or urgency.

## Advanced Find/Filter Dialog - Category/Icon Pane
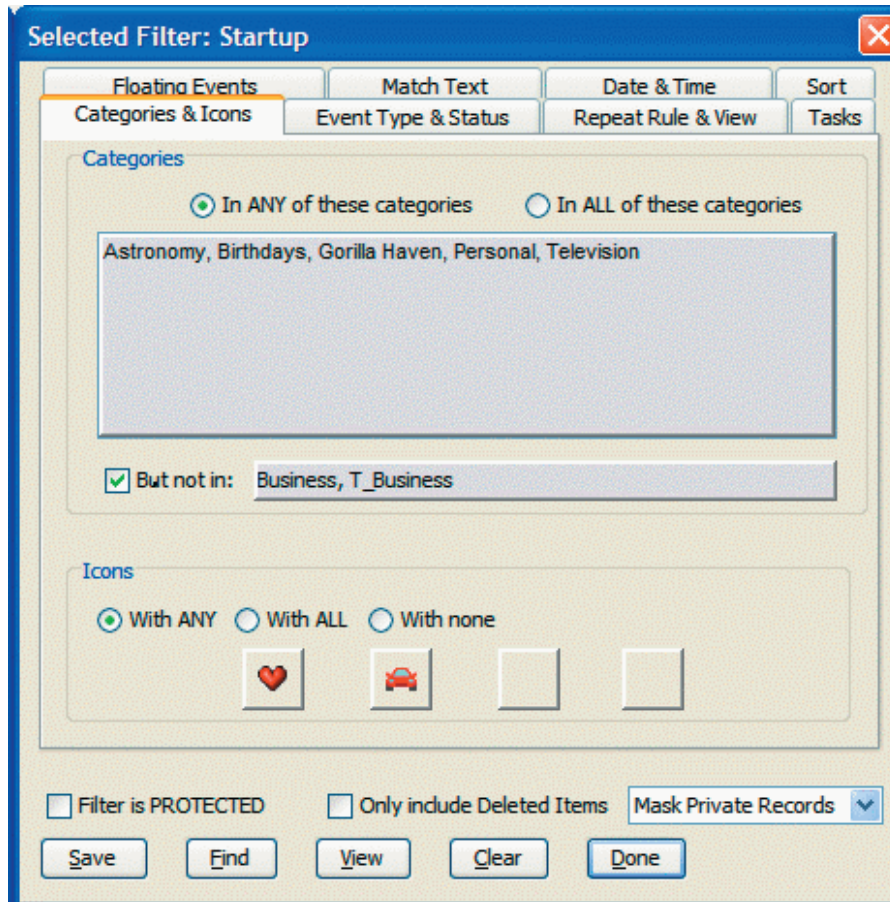
The *Categories and Icons* pane allows items to be filtered based on the category(s) they are in and what icon(s) are assigned to them.

Click on the category selector to bring up the standard Category Selection dialog. The two radio buttons indicate whether items are to be displayed if they have **any** of those categories, or if **all** the categories listed must be assigned to the event.

The **But not in:** field allows you to exclude one or more categories - so that any item that has one of these categories is automatically excluded from the filtered list.

For icons, you can specify up to four separate icons and again determine whether events can have just any one of those icons, have to have all of the icons assigned, or do not have any of the indicated icons assigned (so you can find all items that don't have a *car* icon assigned to them for example).

In the example here, an item that has the *Heart* icon **or** the *Car* icon will match.

## Advanced Find/Filter Dialog - Sort Pane
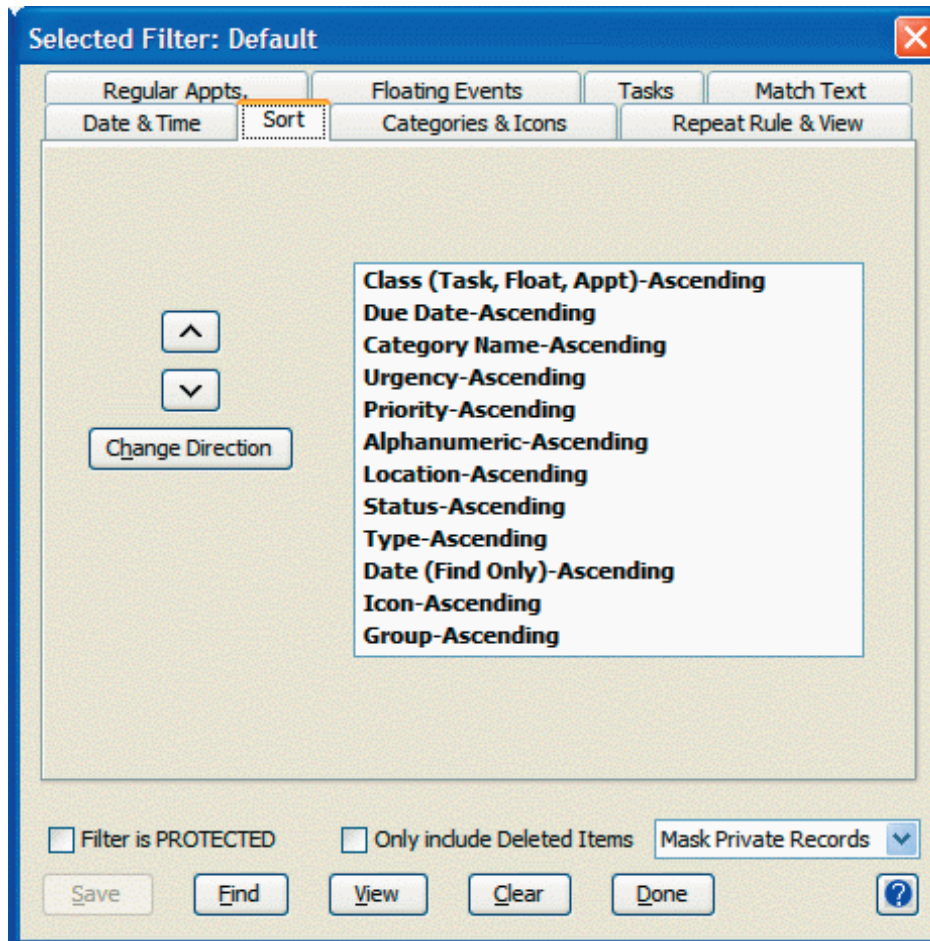


The *Sort* pane determines how items are sorted when they are displayed. Items are always displayed first in chronological order in a view. But for those items displayed on the same date in a view, or for all items when displayed in the *Display Results* dialog (from a *Find* function), they can then be sorted based upon the criteria displayed in the list at right. To change the order, select an item in the list and then click the up or down arrow button to move it up or down in the list.

To change the sort order from *Ascending* to *Descending* or vice-versa, select the item in the list and then click the *Change Direction* button.

Items are sorted based upon the first item in the list. If the items match, they are then compared on the second criteria, and if that matches, then on the 3rd criteria, etc. until either a mismatch is found, or the end of the list is reached.

When sorting items for a view, the *Date* sort attribute is ignored as items must be sorted first by date for display in a calendar view.

The default ascending sort order for *Status* is: *Normal, Completed, Canceled, Deferred*.

The default ascending sort order for *Type* is: *OutOfOffice, Busy, Tentative, Free*.

The default ascending sort order for *Icon* is the value of the *Icon Key* of the icon (note that this is **not** the order of the icon in the icon collection - however, you can change the value of the Icon Key by right-clicking an icon in the Icon Dialog. Items that have no icons always sort to the end of the list (regardless of ascending or descending sort). Items are first matched on the first icon assigned to each item, then on the second icon, etc.).

## Advanced Find/Filter Dialog - Repeat/View Pane
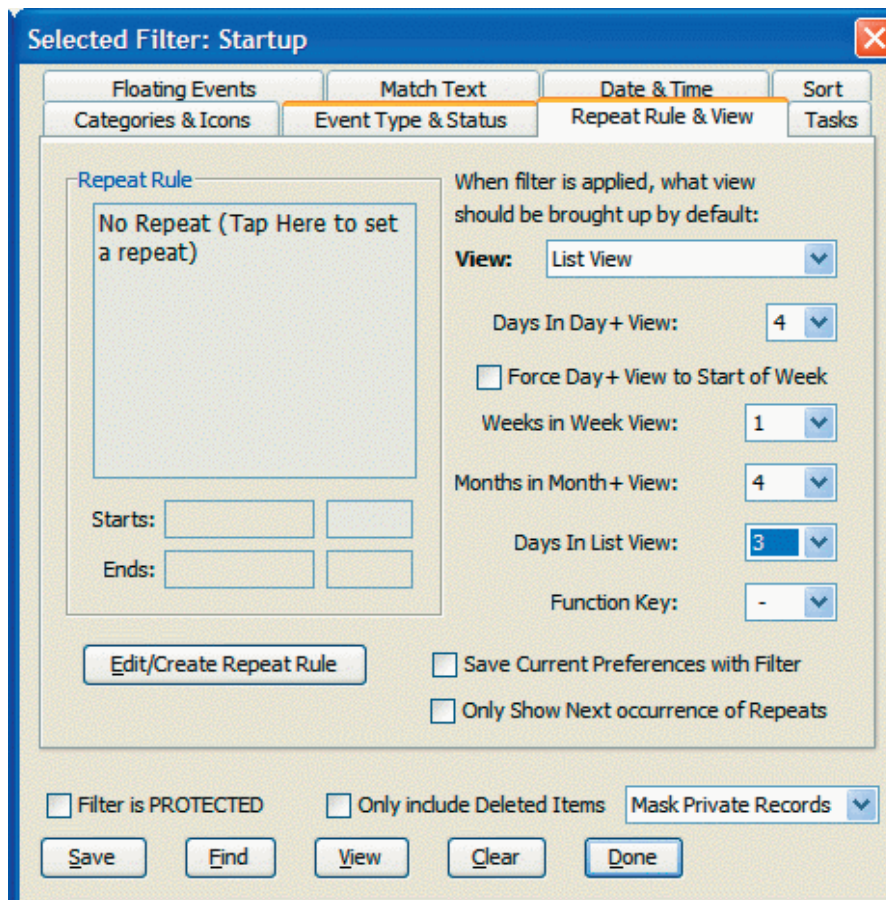


When applied to a view, this filter can also force a change to a specific view, by setting the view in the *View* dropdown list at top right. *Use Current View* means that the current view is maintained. Otherwise, any one of the six primary views can be selected in the drop-down list as the view to be automatically invoked when this filter is selected.

Beneath that listbox are four listboxes which allow you to specify the default number of days (Day+ and List Views), weeks (WeekView) or months (Month+ view) to use when this filter is applied. There is a checkbox for the Day+ view, *Force Day+ view to Start of Week* which anchors that view to the start of week preference whenever the date is changed. For example, if the start of week is set to Monday, then checking this box will always display the view starting on Monday, regardless of the number of days being displayed. So you could set up the display to just show Monday-Friday and clicking on the << or >> buttons would move to the prior/next week again just showing Monday-Friday.

The *Function Key* listbox allows you to assign a Function key to the filter so it can be invoked with a single keystroke. This is a very convenient feature. You might, for example, have a list of all your tasks in the List view which you can review by simply pressing F2.

## Advanced Find/Filter Dialog - Repeat/View Pane, continued

The *Save Current Preferences with Filter* checkbox automatically creates a preference file with the same name as the filter and which then assumes **all** the current preference settings in Pimlical. When this filter is invoked, this entire set of saved preferences is also invoked, overriding all current preference settings. For example, you might normally have the start of the week set to Sunday, but want to be able to look at the month also starting on Monday. By saving all the preference settings with the filter, you can also set the preference to start the week on Monday. When you remove the filter, the default preference settings are restored and the week reverts to starting on Sunday.

This is one of those features that seems simple enough but has immense implications as you can change ANY preference setting in Pimlical automatically by just invoking a filter. It does create issues relating to the management of all the multiple preferences - be sure to read up on the feature of applying preference changes globally.

Checking *Only Show Next Occurrence of Repeats* results in repeat events only being displayed once - on their next occurrence after today's date. You can also set this preference on an appointment by appointment basis too, but it's also useful in some views (such as the list view) to be able to only have a single occurrence of repeat events displayed.

Setting up complex filters for various tasks is a powerful feature in Pimlical. You might have an astronomical view that only displays astronomical events such as phases of the moon, conjunctions, meteor showers, etc. and such a view can be quickly invoked by just double-clicking the *Astronomy* filter in the *Filters* tab in the display.

### Applying Filters Automatically

The *Repeat Rule* feature allows a particular filter to be invoked automatically based on a repeat specification that is basically identical to that used for events (and in fact the same *Repeat Dialog* is used to gather the repeat information). Click on the *Edit/Create Repeat Rule* button to set this up.

This feature can be used to automatically preset the display on certain days and at certain times of the day - for example, you can have the filter automatically display business related events from 9a-5p, but display personal events at all other times. Pimlical will only invoke each filter automatically **once** per day. So after switching automatically to a filter, if you manually switch to some other filter, Pimlical will not re-apply the filter until the next day.

You can provide a start date/time for the filter and thereby defer when Pimlical starts applying the automatic rule. you can also provide an end date/time. The start and end times apply to the current instance of the repeat, so if you set a start time of 9am and an end time of 5p on a daily repeat, that would mean that the filter only applies from 9am-5pm each day. When the end time is reached, the filter is automatically removed as if you had clicked the *Restore Default* button.

Filters may overlap, but this does not affect the rule that a new filter will be applied once each day when its start date/time appears. Filters are not nested - so if you move from the *Default* filter to *Filter A*  and then *Filter B* gets applied, when *Filter B* exits, it will return to the *Default* filter and not *Filter A*.

## Display Results Dialog
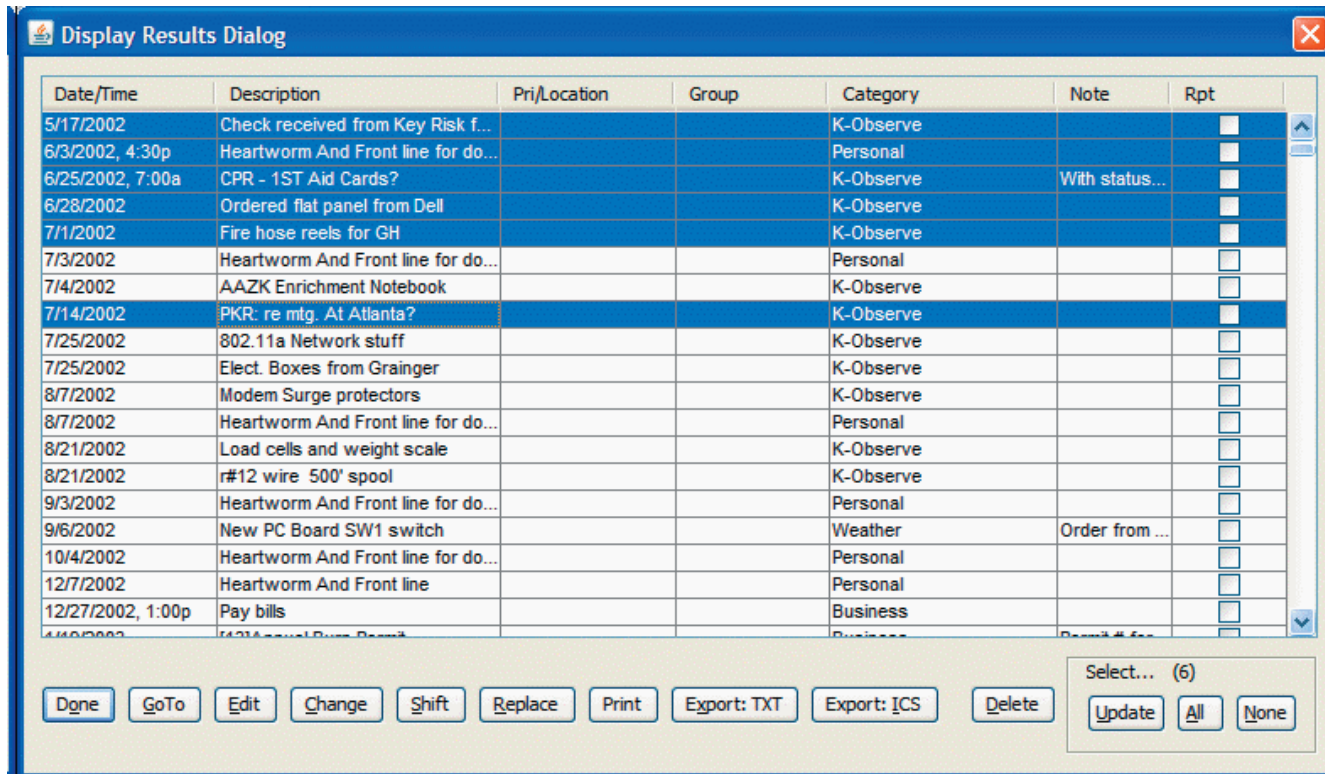


The *Display Results Dialog* displays the matching records when the *Find* button is pressed in the *Advanced Find* dialog or when a group of items is right-clicked and the *Display Results* command is selected.

The selection can be refined with the usual selection methods (click an item, Shift-Click an item to select all items from last selected item to current item, Ctrl-Click an item to add just that item to the selection), along with the *All* or *None* buttons.

The *Done* button dismisses the dialog and returns to the *Advanced Find* dialog or the main screen.

The *Go To* button goes to the current view with the first item selected. The preference: *UseDayViewForGoToMatch* can force a switch always to the Day View.

The *Edit* button will bring up the first selected item in the *Edit* dialog.

The *Change* button displays the Details dialog with default values. **Any** change in this dialog is applied to **all** selected items. This can be used to quickly change a category or icon of all items, or move all items to a specific date and time, etc.

The *Shift* button shifts all the selected items forwards or backwards in time using the *Set Date and Time* dialog.

The *Replace* button displays a dialog to perform a search & replace operation across all items, selectively modifying the text of the description and/or note and/or location and/or all custom fields.

The *Print* button prints out the current list on a printer.

The *Export: TXT* button exports all the selected items to a text file, using a pre-defined template that identifies which fields are to be included in the output (see *Appendix I* for definition of the Export Template structure).

The *Export: ICS* button exports all the selected items as an industry-standard iCalendar file suitable for import into any application that handles iCalendar files (such as Google Calendar).

The *Delete* button deletes all the selected items - this is an alternative to the simpler purge function since this function can take advantage of the fine control afforded by the Advanced Find.

The *Update* button replaces the current list of items with only those items that were selected when the *Update* button was pressed.

The *All* button selects all items in the table.

# Display Results Dialog - Change Function

One of the most useful features in the the *Display Results Dialog* is the *Change* function, which makes it possible to apply attribute change(s) simultaneously to any number of selected items.

To use this feature, you first select the items you want to change. This can be done by either using a filter (via *Advanced Find* dialog) to select items, or manually selecting items in the current view.

After clicking on the *Change* button, Pimlical displays the *Edit* Dialog with some special features present to handle this function as shown in the image below:



Any change made in this dialog is applied to all selected items. The special text "(Preserve Original)" is used in the Description, note, location, and all custom fields to detect if any change was made by the user to that field.

If you make **any** change to this text, that text will be taken as the text to apply to all selected items (so, for example, if you delete the text, then the text is deleted from all items).

Note that some new checkboxes appear that are not normally seen in the *Edit* dialog:

**Remove Icons, Force non-Secret, Remove Advance, Remove Alarms, Change to Appt, Change to Task, Force Normal**

These checkboxes make it possible to **remove** items in this dialog. Not every posible combination is available.

The **Add** chckbox on the category line means that instead of replacing the existing categories with the designated categories, these categories are to be **added** to the existing list of categories. The **Remove** checkbox removes all designated categories from all the selected items,leaving all other categories alone (unless they are all removed in which case it goes into *Unfiled*).

You can also insert or append text to the description, note, location and custom Fields as well as to change/remove it. To insert text, include the special tag *<insert>* to insert the text ahead of the existing text, or to append text to the item, include the tag *<append>* to append the text to the end of the existing text (these tags are not case-sensitive).

## Preferences Dialog
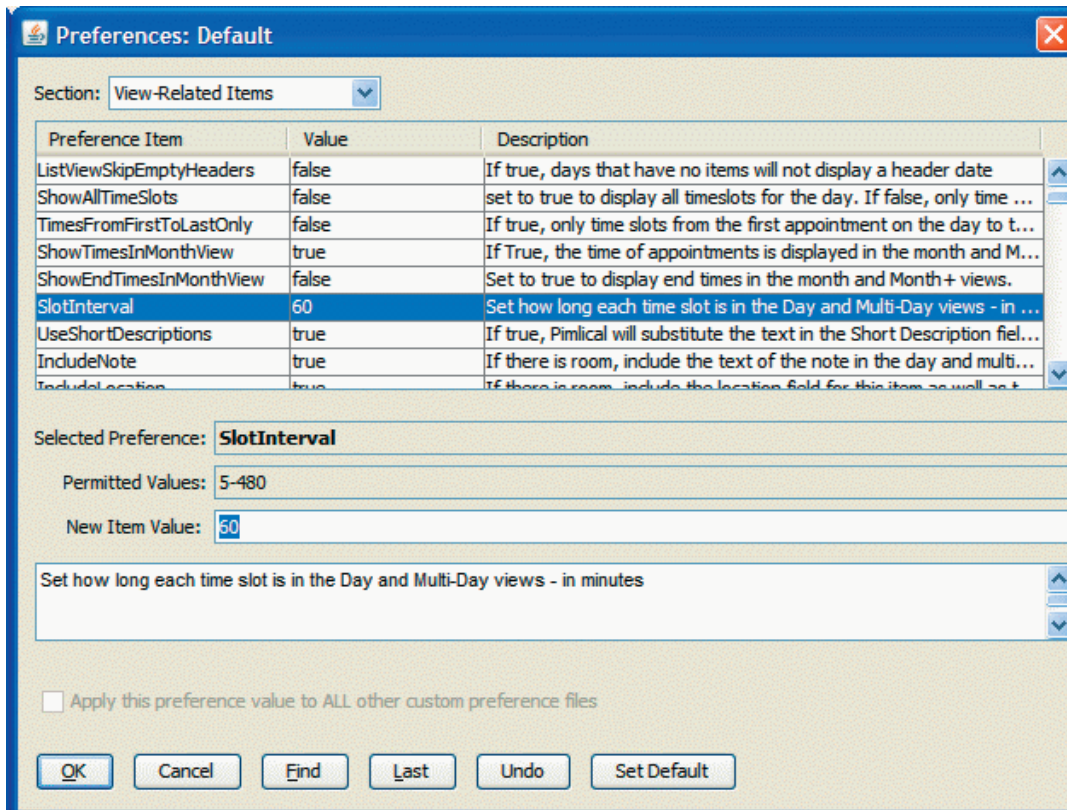


To bring up the Preferences dialog, select *Preferences* from the *Options* menu. The table lists all the preference items. The first column has the *tag* for the preference item, the second column has the current value, and the third column has a description of the item. All this information is taken from the Ascii Text file for the preferences (Default.txt is the default set of preferences which is initially copied from *PimlicalPreferences.Def*).

**NOTE:** when selecting this option, the Preferences associated with the currently selected filter will be used. In most cases, this will be the *Default* filter, but if you are currently using a filter that has its own set of preferences, then only those preferences will be updated (observe the dialog title to confirm which set of preferences is being modified).

The drop-down list above the table allows you to quickly navigate to the various sections of the Preference file. The actual order of items in the Preference file itself is irrelevant to Pimlical - the ordering is purely for the convenience of the user.

To change a preference item, tap the preference item itself and Pimlical will display an appropriate set of field(s) to modify the preference. In the example above, the *SlotInterval* preference was selected. This preference item determines how long each slot interval is that is displayed in the *Day* and *Day+* views. The *Permitted Values* field shows the range of allowed values. Simply type in the new value into the *New Item Value* field. In the case of *True/False* items, two radio buttons appear and you just select the radio button to set the preference item. In the case of a font or color, the Font/Color Selection dialog appears, whereas for duration values, the *Set Date & Time Interval* dialog appears, etc.

When you have made all the necessary changes to the filter, click the OK button to lock the changes in. At that point the screen will be re-drawn to reflect all the new Preference settings.

Click the *Find* button, or press Alt/F to search the database for a specific preference (Shift/Find to continue the search). Click the *UnDo* button to restore the original preference value for the selected Preference item, and click the *Set Default* button to revert to the default setting for that preference item.

The *Last* button remembers the last preference setting that you looked at, and moves the focus to that item.

If you click Cancel or the [X] at top right to close the window and you have made changes to the preferences, Pimlical will ask you if you want to save the changes.

# Daily Journal

The Daily Journal feature makes it quick and easy to record time (or date/time) stamped notes which can then be recalled at a later time. There are also some items that Pimlical can automatically log to the journal, such as the completion of tasks or floating events.

The Daily Journal can be invoked by either selecting **Daily Journal** from the *Edit* menu, or by pressing Ctrl/J. You can also select an appointment or task and right-click it and select *Log to Journal* (note - this command is not in the popup list by default, so you would need to add it in preferences if you wish to use it).

The Daily Journal is just an untimed event that is stored on the current day's schedule with the description field set to "Daily Journal". If no such appointment exists, it is automatically created. If you have a quick entry template with the description field of "Daily Journal", then that template is used to create the appointment. That way you can assign a custom color, font, icon, etc. to the event. More importantly, you can make it a Floating event so it floats forwards day by day and is always present in today's schedule - that way you only have one Daily Journal rather than multiple Daily Journals on every day where you used this feature. At any time (perhaps at the end of the month), you can mark the Journal as completed at which point it will no longer float forwards. A new journal will then get automatically created.

If you use a template that is marked as a floating event, Pimlical will also include the date as well as the time in the time-stamp that appears at the start of every log.

Every log is started on a new line in the note field and all logs appear in chronological order in the note field

There is nothing special about this untimed event - you can edit it freely, but of course if you change the Description field, it may no longer be recognized by Pimlical as a Daily Journal and a new one would then get created.
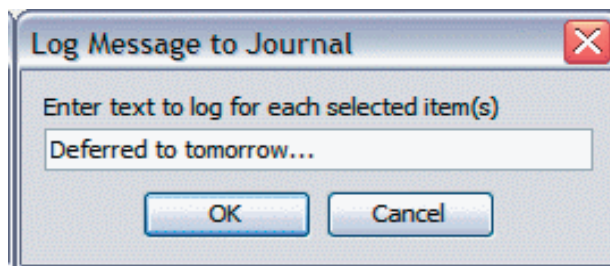


If you right click an item (or multiple items) and select *Log to Journal*, a small dialog appears where you can enter a comment.

This comment will then be pre-fixed on each log entry. Each log entry includes the time (or date/time if the jouurnal is floating), the comment that was entered in this dialog (*Deferred to tomorrow...* in this example), the description field of the item that was selected and then the date and time of the item (original date for a repeat item, due date for a past-due item appearing in today's schedule, etc.).

## Automatic Logging

Items can also be automatically logged to the Daily Journal when they are completed. This is controlled by the preference: *LogCompletion* in the section *[Commands and Functions]*. When this preference is set true, any time you mark an item as complete, it will get logged into the Daily Journal along with the time (or date/time) stamp as to when the item was completed.

## Managing Journals

Journals can be easily managed using existing features in Pimlical. You can set up a filter called, say, Daily Journal which filters based upon the description field being set to "Daily Journal". These journals can then be exported or printed. You can set a default date period in the filter - again using standard functionality in Pimlical filters.

## Group Keys

Pimlical allows any number of appointments or tasks to be grouped together with an identifying key. The key is just an arbitrary name picked by the user to associate those items. All items in a group can be quickly located by right-clicking any member of the group and selecting the command: *Find All Items in Group,* or by selecting that same command in the *Edit* menu.

All items in that group are then displayed in the *Display Results* dialog. This is convenient because the *Display Results* dialog has the ability to perform any operation on all the members of the group - so you could, for example, assign an icon to all items, print them out, delete them all, etc.

Grouping Items

To group items, select one or more items and then either right-click one of the items or pull-down the *Edit* menu and select *Group Items.* The *User Defined Groups* dialog then appears:
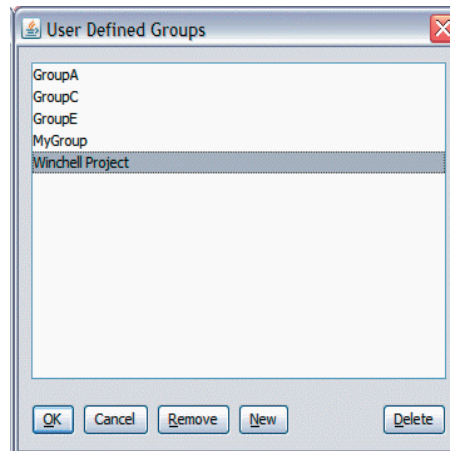


If the item(s) already belong to one or more groups, those groups will be highlighted in this dialog.

Note that items can belong to multiple groups - there is no limit on the number of groups you can create, nor on the number of groups that items can be associated with. To create a new Group, click the *New* button and enter a new name for the group.

Click on one or more groups to tag all selected items with that group and **only** that group. Only those groups that are highlighted when you finally click the OK button will be set on the selected items, so if you want to preserve the existing groups, use **Ctrl/Click** to highlight a new group without removing the highlighting from the previously selected groups. You can also **Shift/Click** an item to select that item and the most recent item that you clicked and all items inbetween in the list.

To remove all the selected item(s) from all groups, click the *Remove* button. You can also ungroup items directly with the rigth-click or menu command *Ungroup Items.*

To permanently remove a group, click the Delete button. The Delete button will remove the highlighted group name **and** also scan the database for any item that belongs to that group and will remove the association with that group - it does **not** cause the item itself to be deleted!

Group names are stored in the PimlicalDBs.dat file and are therefore preserved even though there may be no items currently in the database assigned to a particular group.

## Uses for Groups

Groups provide a convenient way to manage all items associated with some event, or perhaps a project, since it can include both appointments and tasks (which in turn may be linked to various memos and contacts).

Groups are also useful for quick entry templates as you can insert an item that belongs to a group and automatically have all other members of the group appear as part of that template. When you insert a template that is part of a group, Pimlical can automatically insert all other members of the group **and** preserve the relative date offsets of each item in the group. You might, for example, have a quick entry group template for managing a sales call which includes templates for 3-day and 2-week call-back to check on the status.

# Weblinks and Email

Pimlical supports embedded weblinks and email links in appointments.

To use this feature, embed a standard hyperlink in the description, note or link fields of an appointment or task. In particular, Pimlical keys of one these three text strings:

http://

or

www.

or

MailTo:

These strings are not case-sensitive ( so 'mailto:' is equivalent to 'MailTo'). Everything from the tag to the end of the field is taken to be part of the URL or MailTo string. If you need to have information following the tag that is excluded from the string, use as a delimiter two vertical bars ( || ).

If either of the first two text strings is present in the description, note or link fields, Pimlical will display the Weblink icon (a **W** with an arrow on the rightmost upstroke).

You can then either click on the Weblink icon, or right-click the appointment and select *Hyperlink* to automatically invoke the default web browser on that platform with that URL selected for display.

For email, you can include the *MailTo:* tag and also include the subject/CC/Body text for the email as well by following the appropriate protocols for handling a mail link. Most likely this is the kind of thing that you would only use in a quick entry template. For example, if you regularly send an email with a report, you might setup that up as a weekly event so you can just click on the icon to have everything setup for sending the email.

A typical MailTo: string might look like this:

**Mailto:cesd@pimlicosoftware.com?cc=youtoo@place.com&bcc=invisible@nowhere.org&subject=This   is the subject of the email&body=First line**

**Second line**

**Third line**

## Google Calendars

In addition to managing a local calendar, Pimlical can read any number of Google Calendars from your Google Calendar account and display them seamlessly with your local calendar. Changes made in Pimlical or Google Calendar (GC) are synced regularly back and forth.

If you have a handheld/smartphone that syncs with GC (as is the case with an iPhone, Android Phone or Windows Mobile phone) you can see your changes in Pimlical appear within minutes on your Smartphone as well. It is important that you have a **Gmail** account for GC as there are some obscure bugs in GC when handling other than a Gmail account.

To get the best experience using GC, it is helpful to understand how Pimlical handles Google Calendars:

When you select the menu item **Google Calendars...** you get a dialog where you can enter your Google Calendar Account name (your Gmail address) and your password:
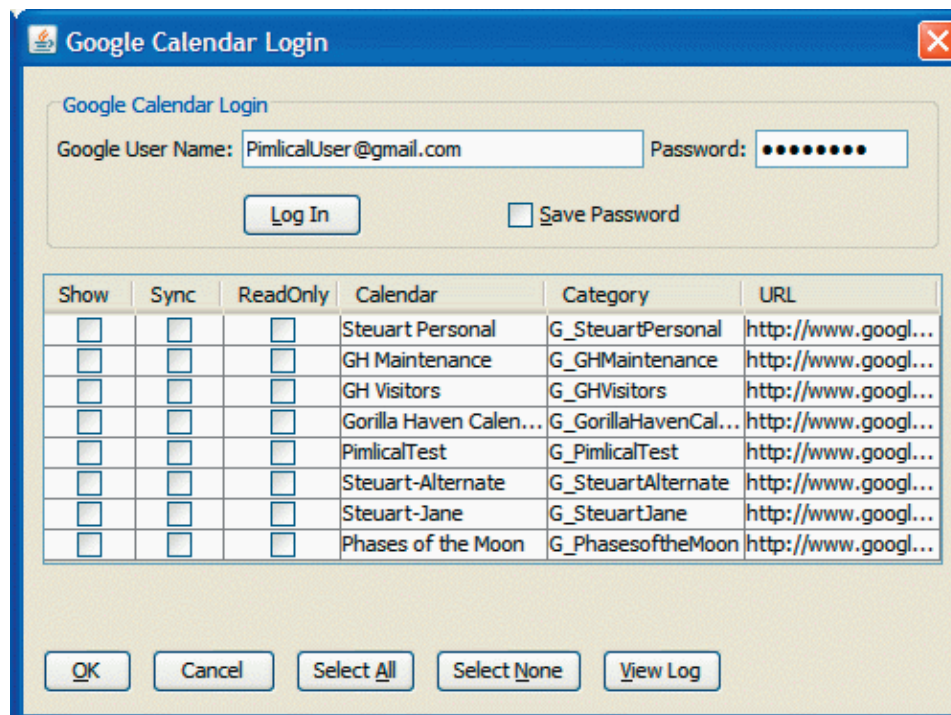


Enter your Google User name and password and then click the **Log In** button to see all your calendars associated with that account. Normally, you will want to also check the box **Save Password** as you need to have your password saved in Pimlical if Pimlical is going to automatically log into your account to refresh the calendar.

Select the calendars that you want to see in Pimlical by clicking on any of the first three columns. The columns in this table are as follows:

| | |
|---|---|
| **Show** | Check this box to include this calendar in Pimlical's display. If you do not check this box it will not display. If you were previously displaying this calendar and then uncheck this box, all entries in Pimlical belonging to this calendar are removed. This does not affect Google Calendar. |
| **Sync** | Check this box to sync this calendar on a regular basis so that Pimlical's display and GC's display match. |
| **ReadOnly** | Check this box to prevent Pimlical from updating the Calendar even if you make changes in Pimlical. This can be useful during initial experimentation if you are concerned about inadvertently updating a Google Calendar. |
| **Calendar** | This is the name of the calendar in Google calendar |
| **Category** | This is the name of the category in Pimlical which normally consists of the prefix **G_** and the calendar name. |
| **URL** | This is the URL for the calendar that Pimlical uses to retrieve the calendar and is for information only. |

# Google Calendars...continued

You can also click the **SELECT ALL** button to select all the calendars, or the **SELECT NONE** button to unselect all calendars. Whenever you enter this dialog, the previous selection of calendars is displayed. If you uncheck a previously displayed calendar, the calendar is completely removed from Pimlical's display. You will not normally want to select and unselect calendars frequently, especially if you have also assigned an item to a Google Calendar **and** a Pimlical category as you then might run into an unexpected duplication of events.

If you only want to read a calendar one time and not have it constantly updated, uncheck the **Sync** checkbox. The calendar will be read on the startup of Pimlical but will not participate in the automatic refresh of the Google Calendars

When a Google Calendar is displayed in pimlical, it appears initially only in it special category that always has a **G_** prefix. Pimlical uses the prefix as a special signal that this is a Google Calendar.

There is nothing special about an item being in a Google Calendar other than if you make a change to such an item, it will be automatically synced to the Google Calendar so it can be seen on the web.

This feature does not require that you always have an internet connection. If Pimlical finds no connection to the internet, it will put up a dialog one time to inform you that there is no connection and from that point on, will only invoke a small beep when a connection attempt fails, along with putting an unobtrusive message on the status line at bottom right.

## Setting up a filter

You may want to setup a filter to just display your Google Calendar. For example, click on the **Default** filter and click the **New** button. Give the filter a name - perhaps matching the Google Calendar name and then click on **OK**. Then click on the *Categories & Icons* tab and click on the big Categories button (that would normally be defaulting to **All**) and just select the Google Category corresponding to the calendar (i.e. the calendar name prefixed with **G_**).

You can also assign a Function key so you can invoke that filter say by just pressing F3.

The Google calendar will be displayed, but those items will not be stored in the primary calendar database, so if you are syncing your primary calendar database to some other calendar (for example, a handheld computer or other desktop calendar application) you will not see those items unless you also assign the calendar item to a category within Pimlical itself.

## Assigning a local Category

By default, items in Google Calendar, while displayed in Pimlical, are **not** stored in the primary Pimlical database. This allows you to control which Google Calendars are locally synchronized to a handheld that connects directly to Pimlical.

You can assign a local category to an item in Google Calendar, so it appears not only in Google Calendar but also in your primary calendar database, from where it may be synced with other device calendars. To assign just a single event is easy - select the event, click on **Edit** and click on Category and select one or more local categories to assign the event to. Assigning an item to a local category also has the benefit that by putting it in the main calendar database, it will also be backed up there, so if the Google Calendar got removed/destroyed/corrupted, you could then easily restore it.

To assign all events in the calendar to a category in Pimlical with the same name, set the preference *AssignPimlicalCategoryToGC* (In the *Google Calendar* section of preferences) to true, and Pimlical will automatically assign every item read from a Google Calendar to the corresponding local category. For example, if you have a Google Calendar called *HarryPersonal,* the Google Category will be *G_HarryPersonal* and Pimlical will create (if does not exist already), the category *HarryPersonal* in Pimlical. If you subsequently sync the main Pimlical database, all those items will be present and synced to the target device.

To assign multiple events but not all events in the calendar to another category, first select the block of items manually or use a filter or Advanced find to select the items (for example, go into Advanced Find, tap **Clear**, then go into *Categories & Icons* pane and select just the Google Calendar Category and then tap the **Find** button to find all those items). Then click on **Change**, click on the *Categories* bar, select the local category that you also want to assign the item to and then (**this is important!**) check the **Add** checkbox to the right of the category button.

It's important that you click the **ADD** button as otherwise the Google category will be **replaced** by the local category and that will end up moving all those events out of Google Calendar and into a local category (at which point they would no longer sync with the Google Calendar, and if you attempted to read in that Google Calendar again, you would have two copies of each event - one in Google Calendar and one in Pimlical's local database).

# Google Calendars...continued

## Syncing

Pimlical will sync with Google Calendar under four conditions:

1. On startup provided the preference *SyncGoogleCalendarOnStartup* is set to *true*. If you have a large Google Calendar or large set of calendars, setting this preference to true may cause a substantial delay on startup while Pimlical reads the calendars and that may be annoying.
2. Automatically at time intervals. By default, Pimlical will sync at 5m intervals - the actual time between syncing is determined by the preference *GoogleRefreshInterval*.
3. When exiting, if any change was made to a Google Calendar in Pimlical since the last sync. Only those calendars which were modified in Pimlical since the last sync are synced.
4. Manually. Any time you press Ctrl/H, or use the menu item *Refresh Calendar*, Pimlical will also sync all Google Calendars that are marked for Syncing.

Note that if you uncheck the **Sync** checkbox in the Google Calendar Dialog, that will prevent that particular calendar from syncing. If you check the box **ReadOnly**, then the sync is only in one direction: from Google Calendar to Pimlical, as any changes you make in Pimlical will not be synced back to Google Calendar.

While syncing the calendars, Pimlical will display the current calendar being synced in the status line at bottom right (or in the Google Calendar Dialog if the calendars are being read from that dialog).

If there is no internet connection, or Pimlical is unable to access Google Calendar, an error message will appear once in the current session and from that point on, Pimlical will beep once when it fails to reconnect for a second or third time and subsequently only put an unobtrusive message on the status bar at bottom right to alert you to the fact that Pimlical was unable to sync. As soon as it is successful, the process repeats.

Note that marking a calendar as **ReadOnly** is a good way to protect the calendar against inadvertent modification and may be a good idea when you first use this feature to avoid making some inadvertent deletions. Pimlical will not delete masses of events without asking you first. If at any time more than a certain number (defined in the preference setting: *MaximumItemsToSafelyDelete*) of items are deleted, Pimlical will put up a query box and ask you if you are sure you want to proceed.

It's also appropriate to mark any public calendars or other calendars that you do not have the rights to modify as ReadOnly as that will prevent spurious error messages appearing if you make some modification to such items (obviously the items won't be updated, but Pimlical will otherwise complain that it was unable to update the calendar).

## More on the *AssignPimlicalCategoryToGC* Preference

If you want all items on a handheld syncing with Pimlical to automatically appear in Google Calendar, you would want to set this preference to *True*. If you setting this up for the first time, it is strongly recommended that you use the **iCalendar** export feature first to upload your calendar to Google Calendar as syncing a large number of new items is very inefficient (especialy if there are thousands of items). See the section on the *Change* function in the Display Results dialog for details on how to export an iCalendar File.

When this preference is set, if you create a new appointment or floating event in a Google Calendar Category, Pimlical will automatically assign (creating it if necessary) the corresponding local category for it. And if you create an item in a local category that also has a Google Calendar associated with it, that Google Calendar Category will be automatically assigned to the event as well. If you create an item on the handheld in either one of those categories (normally you would not have the Google calendar category defined on the handheld), when the item is read into Pimlical, Pimlical will also automatically assign the corresponding Google or local category to the event. And if you create a new item in Google Calendar, that item will also get the corresponding local category automatically assigned when it is synced into Pimlical.

## Colors

Pimlical recognizes Google Calendar items and uses the default colors assigned to those calendars in Google Calendar as the default colors to use for the events. In the views, Pimlical uses the Google Color scheme to display items (i.e. untimed events use white on a reverse background of the calendar's color) if they are only assigned to a Google Calendar. If they are assigned to a local category as well, then Pimlical's default coloring scheme applies.

You can change the color scheme in Pimlical through Category Management (Options menu), however any color changes you make will be reset if you re-read the calendars from the Google Calendar Dialog (they will be preserved if the calendar is just refreshed).

## Google Calendars...continued

### Other Notes/Issues in Google Calendar

### Advanced Features and Tags

Google Calendar is not nearly as powerful as Pimlical in many areas, and so there are things that will not display in Google Calendar. In order to retain Pimlical's special features, Pimlical has to write that information into the Google Calendar entry so it does not get lost when the item is subsequently synced back to Pimlical. Pimlical stores its special information in *Tags*. These tags have the form: *[Priority:4]* - in this case a tag that indicates the event has a priority of '4'. These tags can be written into one of two different places. By default, Pimlical stores these tags invisibly in Google Calendar, using a feature referred to as *Extended Properties*. The tags are not visible, nor can they be accessed by other applications. The downside from using this feature is that if an event is 'round-tripped' through some other calendar application that does not properly preserve the extended properties, the tags may be lost. To cater to this issue, Pimlical has a preference setting (*UseGoogleExtendedProperties* that you can set to *False*) so you can instead store the tags in Pimlical's *Note* field (Google Calendar refers to this as the *Description* field). The tags are of course visible in Google Calendar, but any other calendar application interface with Google Calendar is definitely going to preserve the Description field and this will ensure the tags do not get lost.

### Repeats

Pimlical supports exceptions using the iCalendar RFC 2445 standard, while Google Calendar, even though it can read such exceptions, handles exceptions internally in a totally different manner that can on rare occasions cause a discrepancy in the display (sometimes Pimlical will be correct and Google calendar will be wrong and vice-versa). If you make a change to the repeat item in Pimlical and sync, the RFC2445 standard method prevails and that usually cleans up any problems.

### TimeZones

Google Calendar has very limited timezone support - really just limited to having calendars in separate timezones, while Pimlical can slot individual events in different timezones and even have differing timezones for the start and end of an event. Because Google Calendar does not handle timezones properly, Pimlical normalizes all events submitted to Google Calendar so they will display at the proper, adjusted time in the timezone of the Google calendar itself. However, it also stores a tag so it can retrieve the original timezone and reconstitute it in Pimlical, so you will also have the local time of the event retained in Pimlical.

### Importing an iCalendar File

Google Calendar can import iCalendar files directly - including iCalendar files created by Pimlical. This is a much more efficient way to to get a large number of items into a Google Calendar. The steps are:

1. Create a new Google Calendar, if necessary to hold the events: Click on the **Create** link at the bottom of the *My Calendars* section in the left sidebar. Give the calendar a name and description and designate the appopriate timezone for it. Then click the ***Create Calendar*** button.

2. To import a file, click on ***Settings*** near the top of the browser window (usually between ***Sync*** and ***Help***.

3. Click on the ***Calendars*** tab (right underneath ***Calendar Settings***).

4. Click on the ***Import Calendar*** link which is underneath the ***Create New Calendar*** button.

5. Click on the ***Choose File*** button and navigate to the folder that has the iCalendar file you exported from Pimlical, and select it.

6. Click on the dropdown list to the right of ***Calendar*** to indicate which Google Calendar to import the file into.

7. Click the ***Import*** button.

If you encounter any errors importing the file, note down the error that was reported and send the iCalendar file as an attachment to Pimlico Customer Support so the issue can be resolved.

## Memos View

At bottom left in every view are buttons for the *Memos*, *Contacts* and *Tasks* databases. You can also bring up the Memos database by pressing CTRL/SHIFT/M, or by selecting *Memos View* from the *View* menu. All three buttons will display in bold while the view is open. You can also close the view by clicking on the button again.
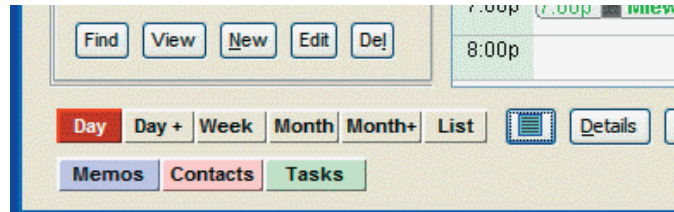


The Memos dialog displays all memos, either in alphabetic order or in a manual order determined either by the user, or by the handheld platform that the database is synced with. You can filter the display to only show memos that contain a specific text string, and also create new memos.
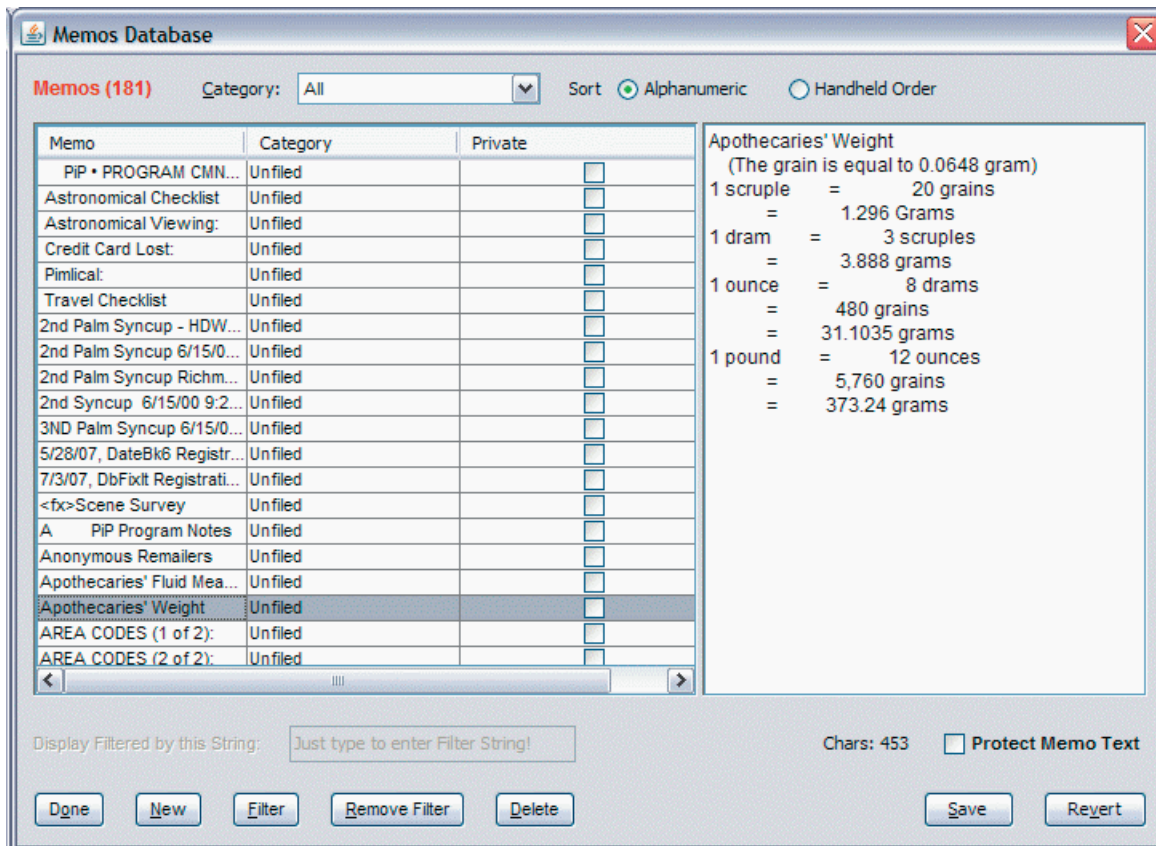


To display a memo, just click on it and the contents of the memo are displayed in the right-hand pane for editing. There is a checkbox, *Protect Memo Text* which you can check to prevent inadvertent modification of any memo.

The total number of memos in the database (or the total number that match the filtered set that is being displayed) is shown at top right. The number of characters in the current memo is displayed at bottom right. Some native databases have limits on the size of memos, in which case a warning may appear if that limit is exceeded.

# Memos View

Click the **New** button to create a new memo. A default description of *(New Memo)* appears in the left pane and the insert pointer appears in the right-hand pane so you can enter the new memo.

The memo is automatically saved if you move to some other memo or invoke some other function, so it's not necessary in most cases to click the *Save* button (but probably a good idea if you have entered a long memo!). Unlike the calendar database, changes to the Memo Database are usually made immediately (so if you subsequently exit Pimlical without saving the database or some exception condition forces an immediate exit, your changes and additions are not lost).

To remove an existing memo, click the the **Delete** button.

To only display memos with a matching text string, tap the **Filter** button and enter the text you want to filter the display with. If the insert pointer is not actively displayed in the right-hand pane (as is the case when you first bring up the Memos dialog), you can in fact just start typing in the filter string.
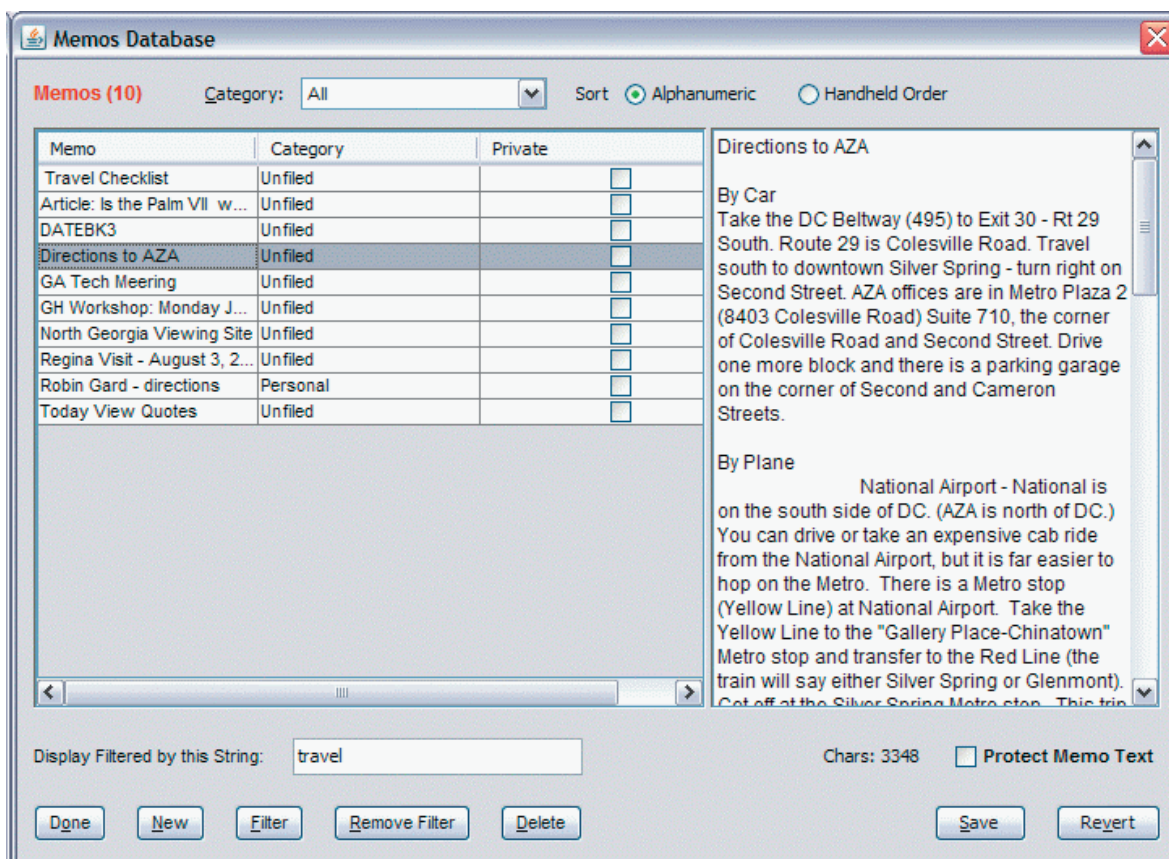


In this case, the display is filtered by the word *Travel* so only memos containing that word will be displayed. To remove the filter and return to displaying all memos, click the *Remove Filter* button.

If you make changes to a memo, but then want to return to the original text of the memo without having to constantly invoke the UNDO function multiple times, just click the *Revert* button - the original memo text will then appear.

To only display memos in a specific category, click the drop down list at the top of the dialog (or press Alt/C) and select the category for display.

When you have finished with editing a memo, you can click the *Done* button.

The *Memos View* is a "modeless" window which means that you can move it to the side and continue working in the calendar with the Memos View displayed.

# Memos View

When editing a memo in the right-hand pane, you can right-click anywhere to popup a list of standard editing options:
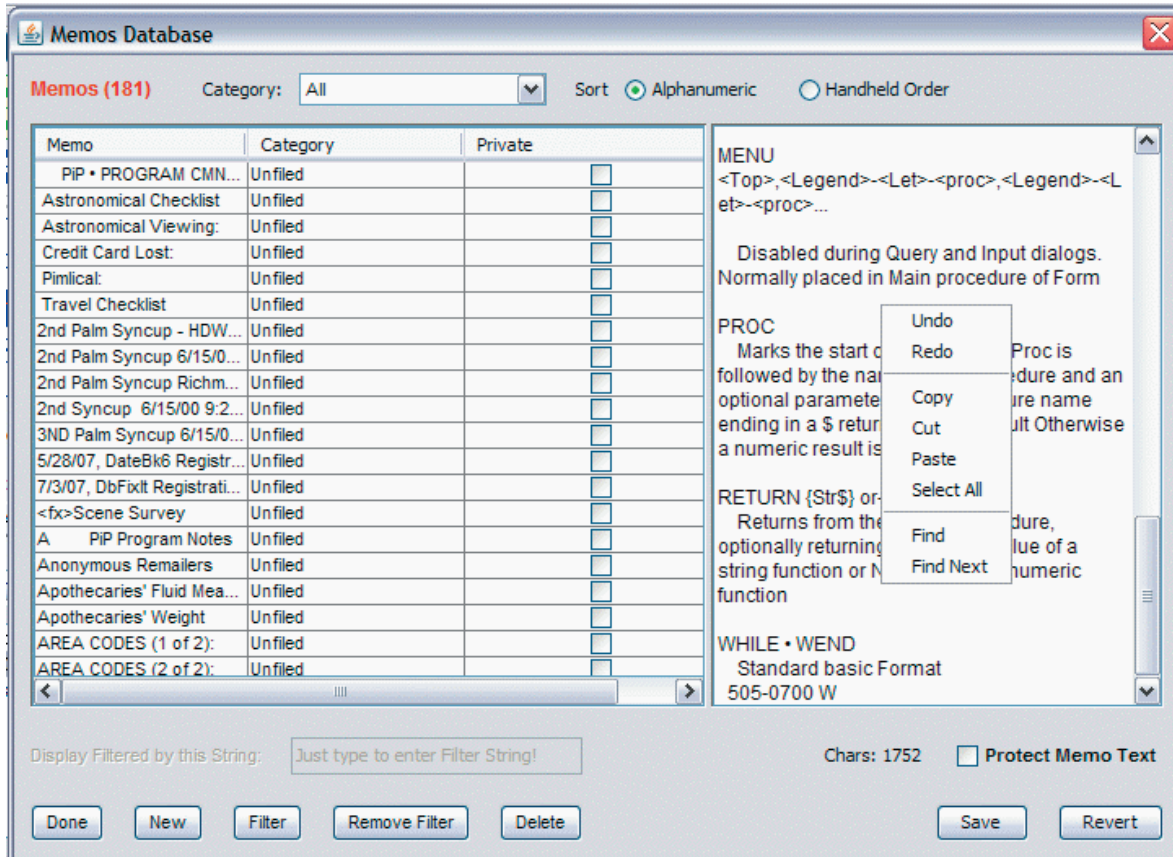


The *Undo/Redo* options remember all functions back to when the memo was first displayed for editing. Remember that you can click the *Revert* button to quickly restore the original contents of the memo. *Find* and *Find Next* allow you to search through the text of the displayed memo for matching text strings.

## Resizing the View

You can resize the entire *Memos View* by clicking and dragging any side or corner of the window.

You can change the ratio of the space on the left-side of the window to the right side by clicking and dragging the central divider between the two panes.

The configuration of these windows will be remembered when the view is next displayed.

# Contacts View

At bottom left in every view are buttons for the *Memos* and *Contacts* databases. You can also bring up the Contacts database by pressing CTRL/SHIFT/C, or by selecting *Contacts View* from the *View* menu.
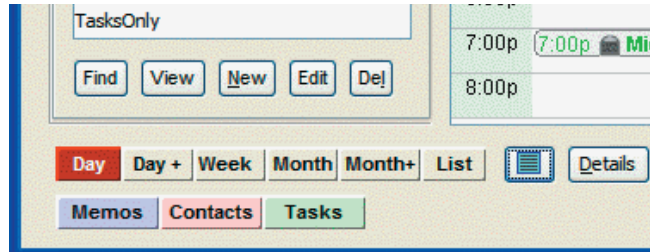


The Contacts dialog displays all contacts either in alphabetic order based upon the contact name, or the company name (button on top line allows you to switch this). You can also select an individual category or all categories for display in the drop-down list on the top line. The right-hand display is driven by an editable template file and is therefore not hard-wired in Pimlical.

Click the *Filter* button to enter a filter string to only show contacts that contain a specific text string in the most likely fields that need to be searched (namely: firstname, middlename, lastname, company, Work/Home/Other Street or WorkCity, any of the seven contact fields, or any of the nine custom fields). Click the *Remove Filter* button to return to displaying all contacts.

The *New* button creates a new contact, while *Duplicate* creates a new contact by duplicating all the fields of the currently selected contact. *Edit* brings up selected contact for editing, while *Delete* permanently removes the selected contact.

The *Copy Note/Copy Address/Copy Contact#* buttons allow you to quickly copy that information to the clipboard where it can then be pasted into some other text field or application.

The *Call* button will establish a call to the contact using a template in the preference: *PhoneCallTemplate* (see preference for details on how to use this feature).

The *Email* button will setup an email using your default email program and the email field for this contact.

The *New Appt|Task From Template* button creates a new appointment or task from the selected template, automatically pullling in fields from the contacts record (see following section on creating Call/Action Templates).
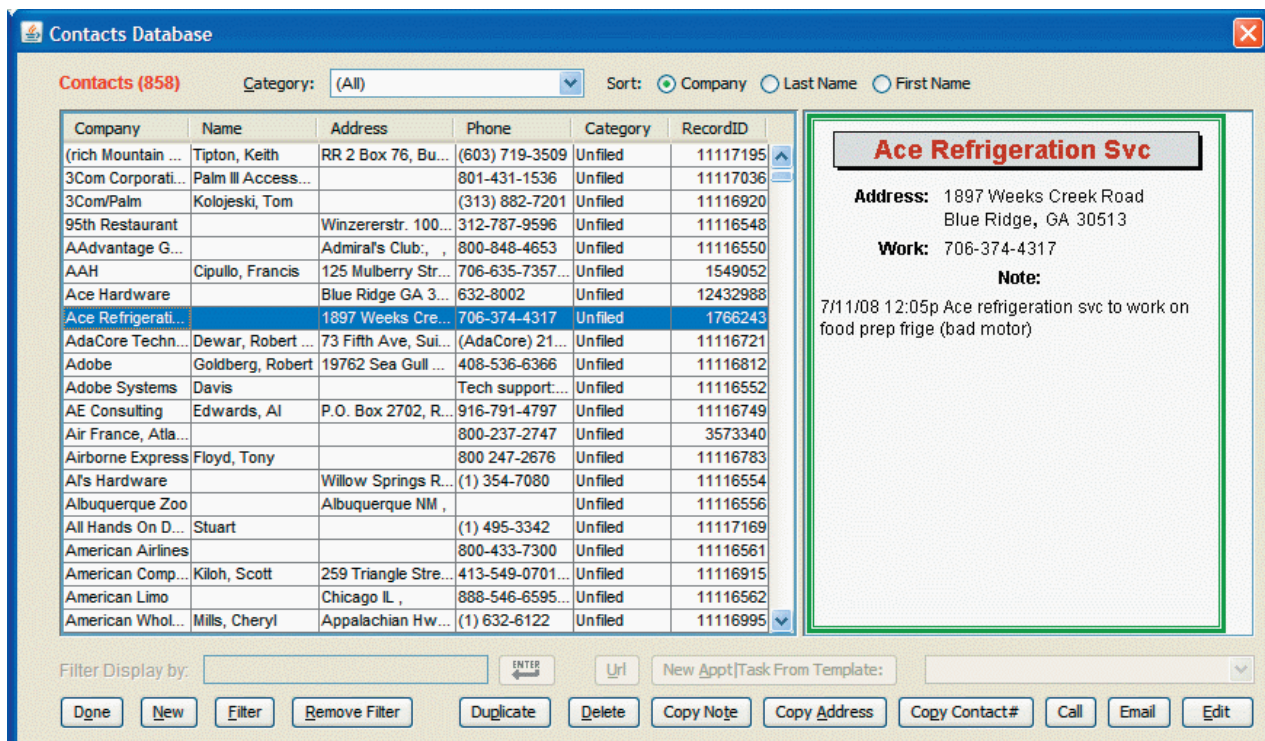
## Contacts View - continued...

When the *Edit, New* or *Duplicate* buttons are clicked, the *Contacts-Edit* dialog appears where all the information is displayed and can be entered and/or modified:



The *Work* pane also has room for the Assistant Name and Phone number fields, while the *Home* pane has room for the Anniversary and Birthday fields. To set a birthday or Anniversary, click the field and enter the date in the Date Picker. Check the box to the right of the Alarm Icon to set a reminder for this birthday item. Note that you must import the birthday or Anniversary into Pimlical for Pimlical to generate an alarm for that item.

The *Note* pane allows you to enter a free-form attached note to the contact. The edit field supports the standard editing functions with a right-click on the field.

## Contacts View - continued...

The *New Appt|Task From Template* button creates a new appointment or task automatically pullling in fields from the contacts record. The Call/Action template selected in the drop-down list to the right of this button is the template that will be used, so make sure you have the correct template selected before clicking this button.

To use this feature, create a standard template (which you do by creating an event or task with the desired attributes and then dragging and dropping it onto the *Template* pane on the left-side of the main screen). In that template, include in the description field the special tag: ~~call. This indicates that the template is a Call/Action Template that will be used to pull information from the contacts database when inserted.

The following table shows what tags you have to enter to get the desired information:

| Tag | Description |
|---|---|
| ~~birthday | generates the birthday of the contact as a medium date string |
| ~~company | generates the company name |
| ~~firstname | generates the first name |
| ~~name | generates the last name |
| ~~sortname | generates the company name or the full name for contact |
| ~~phone[xxxx] | Generates phone number for label 'xxxx' (labels are *Main, Work, Home, Fax, Other, E-mail, Pager, Mobile*). |
| ~~phone | Generates phone number for the *Main* contact field |
| ~~allphones | Pops up list of all contacts fields and allows user to select phone number for insertion |
| ~~link | Generates a link to this contact. |
| ~~0  to ~~17 | Generates one of 17 different fields as shown below (for backwards compatibility with DateBk) |
| ~~0 | Last name |
| ~~1 | First name |
| ~~2 | Company |
| ~~3 | Work Phone |
| ~~4 | Work Fax |
| ~~5 | Work Mobile |
| ~~6 | Home Phone |
| ~~7 | Home Fax |
| ~~8 | Work Street |
| ~~9 | Work City |
| ~~10 | Work State |
| ~~11 | Work Zip |
| ~~12 | Work Country |
| ~~13 | Job Title |
| ~~14 | Custom 1 |
| ~~15 | Custom 2 |
| ~~16 | Custom 3 |
| ~~17 | Custom 4 |

# Contacts - Importing Birthdays/Anniversaries

You can import birthdays and anniversaries from the contacts database using the menu option in the *Options* menu. You may want to set up a special template for those two items so they display prominently - perhaps with a suitable icon, color, font etc. To setup a template, follow these steps:

1. Use Import Birthdays/Anniversaries in Options menu to import all of them from the contacts database.

2. Select any birthday or Anniversary and double-click the item or select and click on EDIT button. Note that you are told the changes will not be saved to this item, BUT instead it will be automatically saved as a template for the NEXT time you import.

3. So make the changes you want, change description to say just *Birthday:* , change color, category, assign font, icons, etc.Then Click on OK button, and you will see the template appear in the template pane.

4. Repeat step 1 and you will now see all the attributes applied. Note that you will need to set up separate templates for birthdays and anniversaries.

# Link Display Dialog
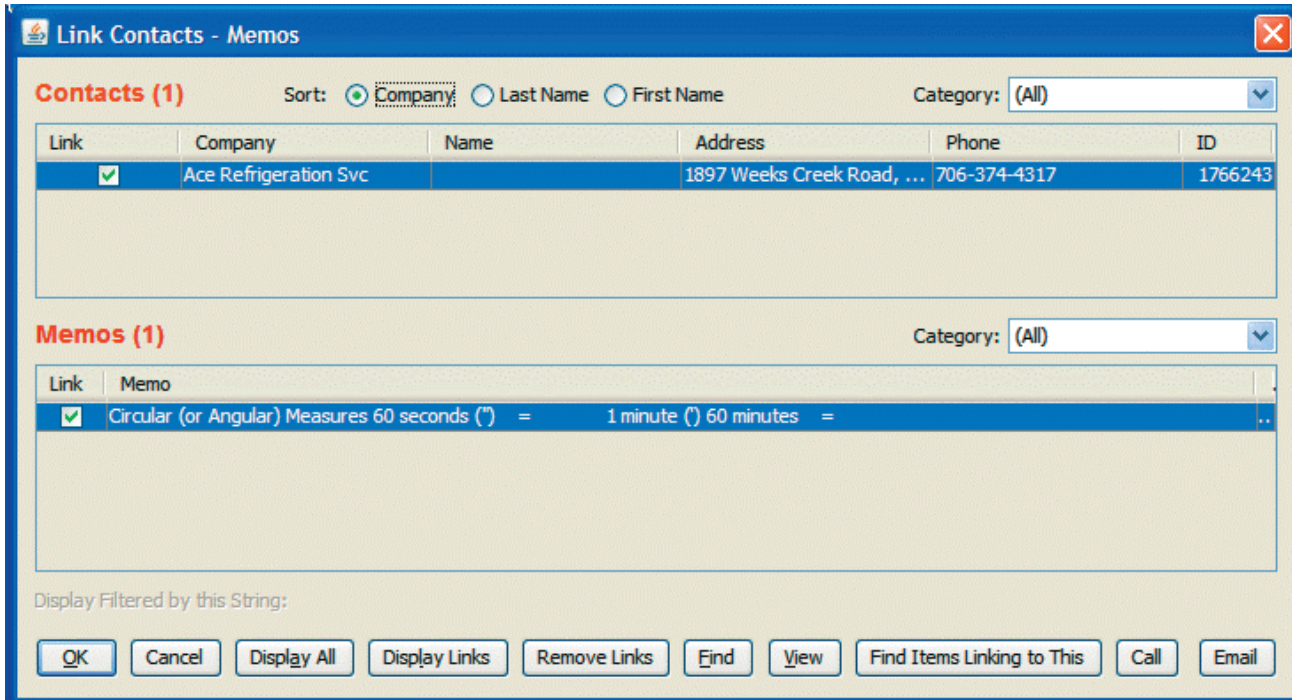


When the link field is clicked in the Details dialog or the Link icon is clicked, a dialog appears displaying all linked contacts and memos to that event.

Click the *OK* button to set all the selected links for this appointment/task. Select links by checking the box in the *Link* column.

Click the *Display All* button to display all records in the contacts and memo databases.

Click the *Display Links* button to return the display to only showing the explicitly linked items for this appointment/task

Click the *Remove Links* button to remove all the links for this appointment/Task

Click the *Find* button to bring up a small dialog to accept a text string which is then used to filter the display.

Click the *View* button to display the selected record in more detail.

Click the *Find Items Linking to This* button to find all items that link **to** the selected contact or memo. These items are then all displayed in the *Display Results* dialog.

Click the *Call* button to initiate a phone call to the selected Contact. The preference *PhoneCallTemplate* is used to place the call and would usually have something like: *"C:\Program Files\Skype\Phone\skype.exe" "/callto:$$"* where the '$$' is replaced with the phone number of the selected contact (if more than one phone number, a selection list appears). '$$$' can be used instead of '$$' to drop the leading zero on the telephone number (useful when you need to use a country code instead for dialing).

Click the *Email* button to launch the default Email handler with the email address set to the email of the selected contact.

The three radio buttons at the top of the dialog allow you to sort the contacts list either by *Company, Last* or *First* name.

The Category Selection dropdown lists allow you to either look at all categories or just one selected category.

# Tasks View

At bottom left in every view are buttons for the *Memos*, *Contacts* and *Tasks* databases. You can also bring up the Tasks database by pressing CTRL/SHIFT/T, or by selecting *Tasks View* from the *View* menu.
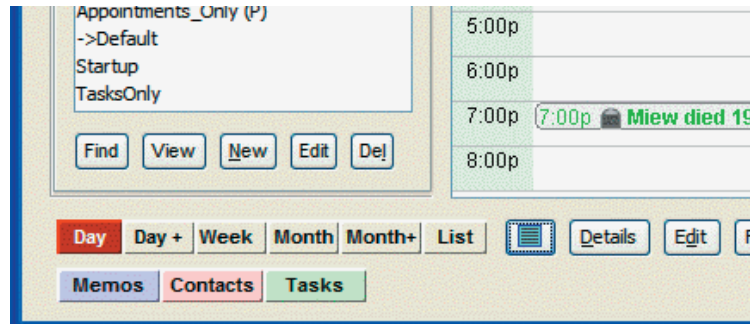


The Tasks dialog displays all Tasks in a separate pane sorted by the criteria in the Sort pane of the current filter. By default, pimlical displays tasks integrated with the display of the calendar, but for those users who prefer to see their tasks in a separate pane, this provides a convenient alternative. It is also the best way to view tasks if you are concerned only in priority order, for example, regardless of due date. The integrated display of tasks in the main calendar always displays tasks in due date order first and only then allows sub-sorting on other fields.

There is a preference setting: *ShowTasksInSeparateView* which is set false by default, so that tasks are displayed integrated with appointments and floating event. If you set this preference to *true* then tasks are displayed in a separate tasks pane.

Also, if you click on the green Tasks button at bottom left or press Ctrl/Shift/T, this setting is set **temporarily** so that tasks are immediately excluded from display in the main calendar display. To make the setting permanent, edit the preferences and set that preference item to *true*. Remember that filters can have custom preference files associated with them, so you can set up some filters to always show tasks in a separate tasks pane and other filters to show them in integrated mode by changing this preference in the attached preference file.

If tasks are set to display in a separate pane, Pimlical will automatically launch the Tasks view as the program starts up. The position and size of the Tasks dialog is remembered, so you can for example setup the main display and the tasks display to be side-by-side and have that layout re-appear automatically when you next launch Pimlical. That layout is convenient as you can review tasks in the separate pane, while still being able to operate the calendar normally:

## Tasks View - continued



The tasks view displays two panes - a table on the left of all the tasks that can be displayed using the current filter, and a display on the right of the details of the selected task. The display in the right-hand pane is driven from an editable template in the same way as the main Details dialog and contacts Dialogs are displayed - so the format of that display is not hard-wired into Pimlical itself. The central divider can be clicked and dragged from side to side to change the space allocated to each side.

The first column shows the status of the task (normal, completed, canceled, deferred). The second column shows the priority and urgency for the task. The third column displays the due date of the task: tasks that are past-due have their dates displayed in red, while tasks that are due on a future date are displayed in blue. The fourth column shows the first category that the tasks is assigned to (bring up the Edit dialog to see the complete list of categories assigned to that task if there are more than one). The final column is the description field for the task.

At the bottom are buttons to dismiss the tasks view (*Done*), buttons to create both dated and undated tasks, a *Categories* button to temporarily control which categories are displayed (the initial display's categories are taken from the currently selected filter), and a *Refresh* buton to refresh the display if some change is not reflected in the display for some reason. The two radio buttons allow you to temporarily just display tasks with a due date of today (which includes past-due and undated Tasks), or all tasks. The *Edit* and *Edit Note* buttons are just a convenience for bringing up the Edit Dialog, while the *Delete* button deletes the task completely.

The icons in this table can be clicked directly to perform exactly the same operations as take place in the main Pimlical display. In other words, click a checkbox to mark an item as complete (whether or not it will still be displayed after being checked off is of course controlled by the current filter)., or right-click the checkbox to assign a new due date. And you can also click the end-of-line icons to directly edit a note, remove an alarm, invoke a hyperlink, etc. Click the *Priority* column that displays the current priority and urgency of the task to bring up the Edit dialog where you can change those two items. Click the *Category* column to bring up the category selection dialog to set the category(s) for that item.

Click the *Descritpion* field of an unselected item to just select a task without performing any function. If you click the *Description* field of an already-selected item, the Edit dialog will appear.

## Tasks View - continued

If items are hidden in the tasks view, the button *Show/Hide Hidden Items* will appear in the main Pimlical screen and that button can be pressed to toggle the display of hidden items in the tasks view. Filters can be selected to change the tasks display and most users will likely want to set up filters to display tasks in a particular sort order, covering a certain date range, or just items at certain priority or urgency levels. Filters provide comprehensive control over what is displayed in the tasks pane.
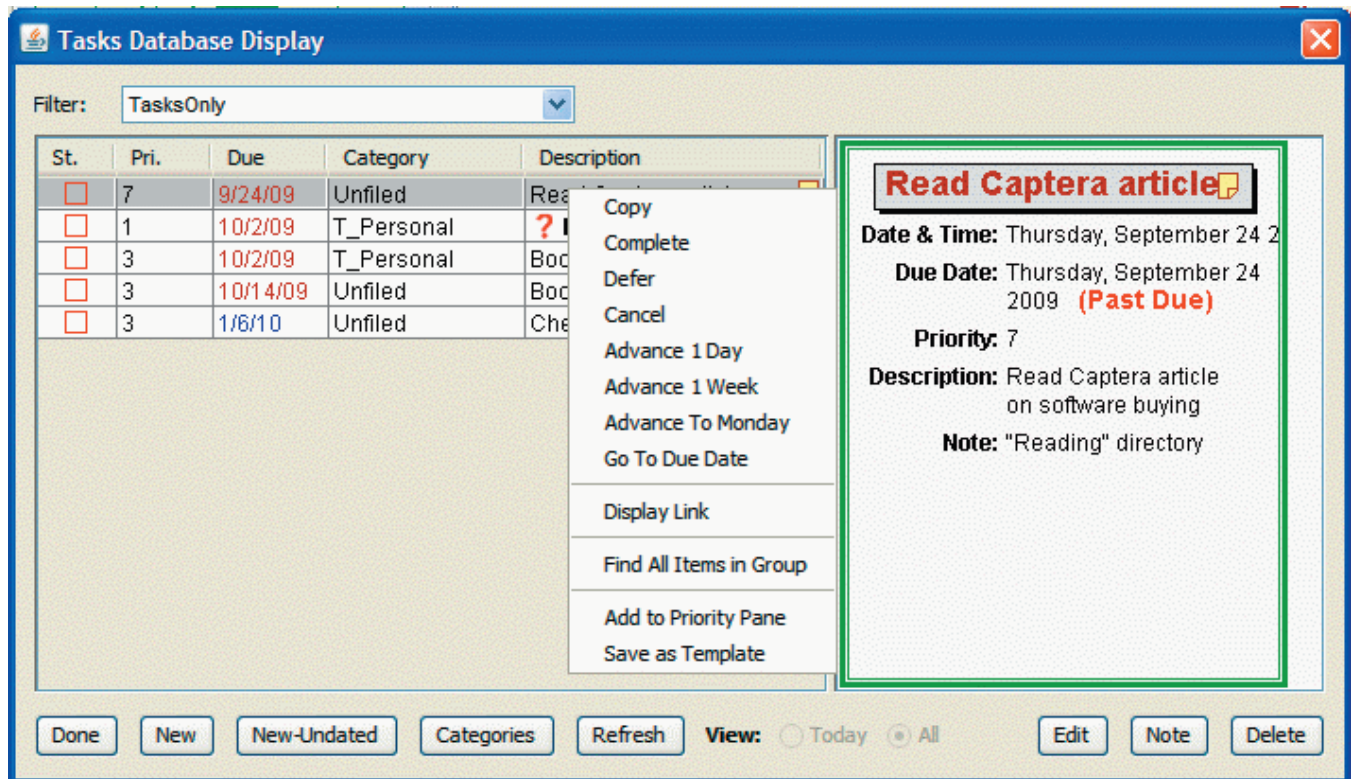


You can also right-click any column on a row (except the first column where a right-click is used to assign a new due date) to popup a list of commands to take effect on the selected item. This list matches the list that pops up on a right-click in the main display, except items not relevant for tasks or single selections are omitted. For example, since you can only select one item at a time, the *Group* command is omitted since that command operates on multiple items. Also, two commands are added at the end to cater to functions that are performed with a drag and drop in the main screen.

Again, note that you can set up a custom preference file for the filter that displays tasks and then customize the popup list of commands so that only the commands you want in this view appear - and also appear in the order that makes the most sense to you.

## Dismissing the Tasks View

There are two ways to dismiss the Tasks View. (1) Press the **Done** button - this will remove the view and also cause Tasks to be re-displayed in the main view if they can be displayed (i.e. your filter is displaying tasks and the preference to show tasks only in a separate view is not set to *true*). Or (2) click the **[X]** at top right to close the dialog using the operating system's standard method to close a dialog. This will close the dialog, but it will **not** cause tasks to be redisplayed in the main view, so you can use this feature to avoid cluttering up the main view with tasks when you don't want the Tasks View to be displayed.

## Appendix A — Installation with Palm OS devices as Desktop App.

## Alternate Installation with Palm OS Handheld

Pimlical includes a dedicated installation program. If you have a palm OS handheld device, then before installing Pimlical, the first step is to install the Palm Desktop from Access, V-6.2. This can be downloaded from Palm's website: http://www.palm.com/us/support/downloads/windesk62.html (the link as of the date this document was written). Note that you do *not* want to tell Palm that you have an "older" device as it will then suggest you download the V-4.x desktop which will not work with Pimlical. The Palm desktop from Access does not in fact work with devices that use the Traditional/Legacy PIM apps "out of the box" - but part of the installation process for Pimlical resolves this issue so it works properly.

Install the Palm desktop and if this is a clean install on a new desktop that did not previously have the Palm desktop, you can proceed with performing the first hotsync as well as part of the setup process. When asked, be sure to indicate you will sync with the Palm Desktop and **not** Outlook. Do not open up the Palm desktop yet though as you will not see any data there (due to the afore-mentioned issue). Instead proceed with the installation of Pimlical.

Run the file Pimlical.msi, or right-click the file and select *Install*. The following dialog should appear:



Click the *Next* button and then click the *Install* button when the installation program says it's ready to install Pimlical.

After a moment, the installation program displays a new dialog with the title: *Pimlical: Windows Setup, Part 2, V-1.8b*. **Note:** if you running under Windows Vista **and** have UAC (User Account Control) enabled, you will instead see a small text box telling you that you will have to run this program: PimlicalInstall-Part2.exe manually as it cannot be launched by the MSI Installation program automatically.

This dialog asks you whether you are synching with the traditional Palm OS PIM databases or the newer Databases that Palm now uses on its devices (which have a different database format). Pimlical needs this information to properly Patch the Palm Desktop software so it handles the databases correctly. If you do not have the Palm Desktop software installed, Pimlical will run as a standalone calendar application and only the third radio button is enabled.

By default, Pimlical will setup the newer Palm PIM databases which are appropriate for these specific Palm Devices:

- All Treo models (except the Treo600)
- Centro

- Tungsten T3, Tungsten T5, Tungsten TX, Tungsten E, Tungsten E2
- LifeDrive
- Zire-72 and Zire-31
- Any devices Palm releases in the near future.

If you have any **other** kind of Palm Device (Tungsten T,  Tungsten C, any OS 4.0 or older Palm, etc.) select the Legacy PIM database option. If no Palm desktop installation is found, only the third radio button is enabled and selected (in which case Pimlical will run as a standalone program).
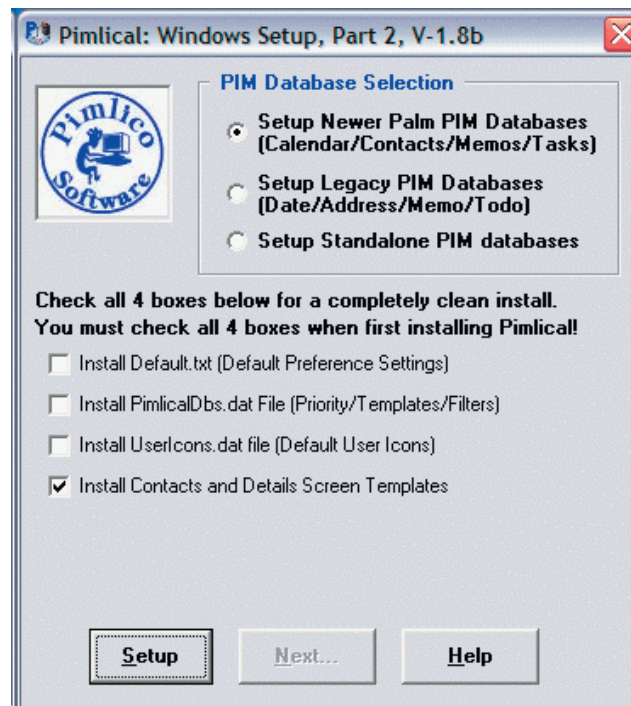


The four checkboxes allow you to overwrite your current preferences/tabbed-pane items or icons with the default set from the installation. Usually you will only want to check the boxes when first installing Pimlical or to overwrite corrupt or incompatible files. If you have created custom icons, definitely do **not** check the box to install the Default Icons!

After you click the SETUP button, Pimlical confirms the user name and paths. If there is more than one Palm user defined, a small dialog pops up to allow you to select a different user to install Pimlical for:
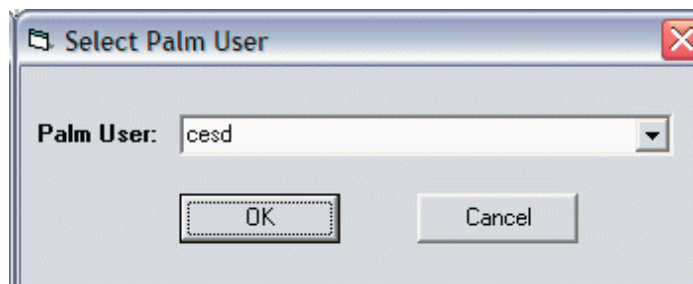


If the correct user is already selected, just click the **OK**  button, otherwise press the down  arrow to open up the selection list and select the user you want to install for.

**Note:** if you select a different user, there will be one extra step you will need to perform at the end of the installation to set up a launch icon for the other user.

Click the *Next...* button and then the *Finish* button in the main installation dialog to finish the installation. By default, Pimlical will display the read-me-first file. There is also a link at the top of that file for the version/slipstream history of recent changes to the program (usually only of interest if you want to know about the new features added, or any bug fixes that were included in that release.

## Setting up a launch icon for an alternate user

If you selected a user other than the default user, you will want to set up a launch icon on the desktop that will launch Pimlical pointing at **that** user's profile and PIM data. To set this up:

Locate the Pimlical icon which launches the default user.

Hold down CTRL key and Click and drag the icon to a new location, thereby making a copy of it.

Right Click the new icon and select *Properties.*

On the *Target* line, enter a space, then **-userfile:** and then the user's HotSyncUser name (i.e. the name shown in the Select *Palm User Dialog*). In the example, below we have set up the launch icon for the user *Harry*.

Click on the *General* tab and enter an appropriate legend for the icon on the top line (such as: *Pimlical-Harry*) which will be displayed on the desktop. Then click the **OK** button and try clicking on it to verify it properly launches the second user's pro-file.
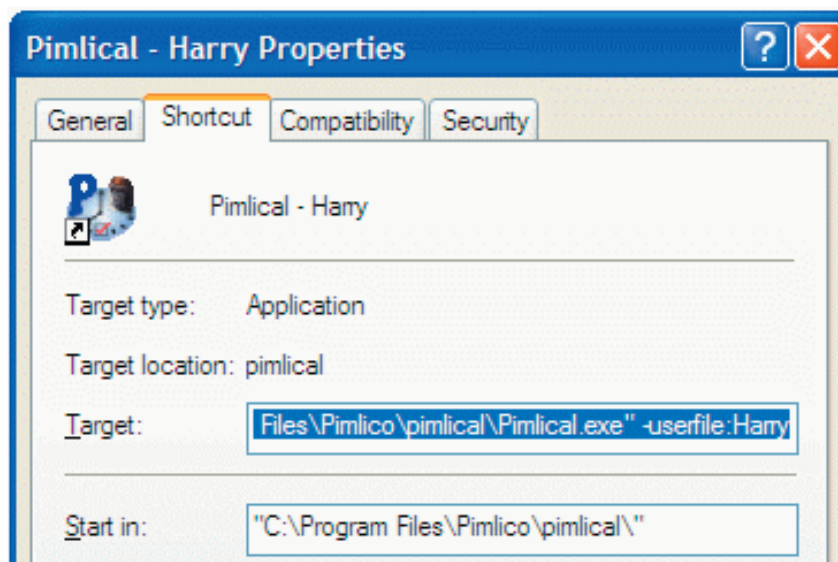


Note: if you are running Windows Vista and have enabled UAC (User Account Control), this program cannot run automatically - you will get a note telling you to navigate to the folder where Pimlical was installed and launch the program PimlicalInstall-Part2.exe yourself. After clicking the *Next* button in the above dialog, click *Ok* in the note dialog.

Anything else would indicate some error condition and you should email Pimlico Technical Support at: SWSupport@Pimlico Software.com for assistance (be sure to include your Palm desktop version, Palm Handheld model, and the precise text of any error message you see.

Next, run the Palm Desktop and make sure that the Palm desktop and your handheld are synching properly (perhaps add one appointment to your handheld and one to the desktop and hotsync and make sure that both appointments get synced to the other device).

Finally, launch Pimlical (a shortcut to the program is dropped on your desktop) or locate the Pimlical.exe file in C:\Program Files\Pimlico\Pimlical and run it. If you have no JVM installed, or your JVM is too old, you should get prompted to automatically download and install the latest JVM for Windows. Just let it proceed and download the JVM.

At the conclusion, Pimlical should launch and typically display the **DAY** view with your current day's appointments displayed. If you see any error message, be sure to note down what it is.

# Appendix A — Other Issues related to working with Palm OS devices

## Palm OS Hotsync

Pimlical uses the same PIM databases as Palm's V-6.2 Access Desktop, in a manner that is completely transparent to both the Palm Desktop and hotsync. So you can continue to sync your handheld with the Palm Desktop, but use Pimlical to look at your calendar, tasks, memos and contacts. At any time you can also use the Palm desktop to see the same data as both applications are reading and writing the same databases.

When you install for the Palm OS, by default, the preference setting: *SynchronizeWithPalmOS* is set to **true**. Make sure this preference is not cleared as it is important to have this set true to be compatible with the Palm OS. If you install as a standalone application, this preference can, and should be, set to to **false**.

Unlike the Palm Desktop which obviously works very closely in conjunction with Palm's hotsync application, Pimlical cannot immediately tell when the database has been updated via hotsync, nor will it write out all the most recent changes immediately prior to hotsync.

There are three ways of addressing this issue:

1.  Always exit out of Pimlical before doing a hotsync operation

2.  Before invoking hotsync, press CTRL/S or use *File/Save* to save the databases, and after hotsync, press CTRL/H or use *File/Refresh Calendar* to bring in the latest changes

3.  Set the Preferences: *AutoSaveInterval* and *AutoRefreshInterval* to a value other than zero to indicate the number of seconds between auto-save and auto-refresh checks. By default these two preferences are normally set to a value of 60 (one minute)

If these preferences are set to 0, you will need to go into **Options | Preferences** to change this preference (it's in the *System Section* near the very end). The refresh is usually very quick, so setting this to a value of 60 (meaning it will check every minute) is quite reasonable. equally, setting the auto-save to a value as little as 10 seconds is also quite reasonable as usually the file save is a very quick operation.

When refreshing the database automatically because of changes made to the underlying database (such as by hotsync), the default filter is reapplied, so don't be surprised to see the screen change if you have speciifc settings for the default view (such as a default startup view etc.).

## Using DateBk Icons

If you are a DateBk5 or DateBk6 user and have customized your icon set, you will want to convert it for use with Pimlical. Pimlical does come with a small set of default icons that perfectly match those of DateBk, so if you were just using the standard, default icons set, there is no need to do anything.

If you have some other icon collection, or have customized the default icon collection yourself, you will need to convert it.

First - are you tracking Icons by resource ID in DateBk? You should be and will need to be to convert the collection. If you aren't, or not sure, go into Advanced Settings in DateBk and see if that box is checked. If not, you will need to run Icon Manager (which you can download from any Palm Software archive) and use the option to **Renumber Icon IDs...** in the **IDs** menu to renumber them from 0 and then save the file and check the box in DateBk to track icons by resource ID.

Next, you will need to run PimlicalIconToolSetup.exe program which was installed in the default installation program path (normally: C:\Program Files\Pimlico\Pimlical) and run that to install the icon conversion utility. Launch the Icon Tool and tap on the button with the three dots to the right of *Input File* and navigate to the backup folder where your icon collection is stored as a PRC type file (usually this folder is something like: C:\Program Files\Palm\{HotSyncUser name}\Backup or with V-6.2 - C:\Documents And Settings\{windows user name}\My Documents\Palm OS Desktop\{Palm user name}\backup). The default filename for the icon collection is: **Icons-DateBk.prc**.

Then click on [...] button to right of *Root of Bitmap Output Folders* and select a folder where you want the icons to be extracted to (makes no difference, but do remember where you put these files!). Then click on *Extract Icons* button to convert the icon collection to individual files in PNG format.

Finally, launch Pimlical and go into *Icon Management* in the *Options* menu and then tap the *Import* button. Navigate to the folder where you converted all the icons. Select the appropriate sub-folder - they are sorted by bitmap density - you'll probably want either the 8-Bit D72 or the 8-Bit D144I folder. Select any file in that folder (doesn't matter which one as all will be imported) and tap the Open button. All your icons are then displayed and imported.

## Appendix B — Index of Action-Tags in Pimlical

Action-Tags are special text strings which can be inserted in the description or note field that perform some specific action. These are usually "power-user" type features that could not justify having some displayed preference option which would clutter up the preference dialogs still further, or confuse some users. Unless otherwise specified, these tags can only be used in the *Action Tags* field of a record. When writing to other calendar databases formats, these tags are often placed in the note field. The angle brackets **only** appear when the tags are written to other databases. In the Action Tags field within Pimlical, these tags are entered **without** the angle brackets, separated by commas.

An action tag that has a parameter appears after the colon, with no intervening space (as shown below).

| Action-Tag | Function or Meaning |
|---|---|
| **<NK>** | **NoKill.** If present, on a floating reminder, the reminder will not be automatically killed when it catches up to its target event. Instead, it will continue to float forwards along with an indication of how many days have elapsed since the event actually occurred. |
| **<NP>** | **NoPurge.** If present, and this item would otherwise be a candidate to be deleted with the purge command, it will **not** be purged. Use this to retain important old events that you always want to keep in your calendar. |
| **<NoAlarms>** | **No Alarm Sound.** If present, and used on an item that has an alarm, all future alarms will be silenced until the end time of this event. |
| **<Anniversary:1934>** | **Display Anniversary.** This action-tag is used to specify the four-digit year from which anniversaries should be calculated when the item is displayed. The number of the anniversary is displayed in square brackets immediately before the description field. |
| **<Birthday:1947>** | **Display Birthday.** This action-tag is used to specify the four-digit year from which birthdays or ages should be calculated when the item is displayed. The age is displayed in square brackets immediately before the description field. |
| **<AddTime:d:h:m:s>** | **Add to Duration.** This action-tag is used to add a specific value in hours and minutes to the current duration of an event (or to specify the duration of a ToDo or zero-duration event). It is used in an export template feature when costing is being used. The duration value is specified in the standard method of days/hours/minutes/seconds (i.e. suffix of d/h/m/s indicates what the preceding number is for. If there is just a number and no letter, the value is taken to be in minutes. |
| **<Add$:dd.cc>** | **Add Monetary Value.** This action-tag is used to add a specific monetary value for the associated event. It is used in an export template feature when costing is being used. |
| **<ScheduleIn:d:h:m:s>** | **Schedule event at future time**. This action-tag is used in the note field of a template. When a template is inserted with this tag, it is automatically scheduled in the future (or past if a minus sign precedes the number) by the designated number of hours and minutes. If only a single number is used, this is assumed to be minutes. In conjunction with an alarm, this is a very useful way of inserting alarms for things like parking meters, cooking, etc. The duration value is specified in the standard method of days/hours/minutes/seconds (i.e. suffix of d/h/m/s indicates what the preceeding number is for. |
| **<ForceEdit>** | **Force Template to go to EDIT Dialog.** This action-tag is placed at the start of the note field and indicates that when this template is inserted, the *Edit* dialog should always be brought up. This avoids the extra step of having to select the *Details* button in the template dialog. |
| **<ForceReminder>** | **Force Template to be treated as a Reminder.** As above, except defaults to displaying the *Advance Time Picker* dialog that sets a date and time based upon a future or past duration from now. |
| **<FloatDays: 12345>** | **Floating events** will only float across these designated days ( 0=Sunday, 1=Monday, 2= Tuesday, etc.). Use '12345' as shown here to automatically float an event from Friday to Monday. |
| **<ContactsDB>** | Used in templates to indicate that this item is a template for formatting birthdays and anniversaries extracted from the **Contacts Database.** |

## Appendix C — Screen Display Templates

The Details dialog in Pimlical formats an appointment for a nice read-only display of information., as does the Contacts View. These views, however, are **not** hard-wired as you might normally expect. They are in fact created from a format specification in a text file that the user has access to and which can be modified.

Now it goes without saying that this feature is for **power users** and not something that every user is expected to be able to handle! However, you can easily restore the original template from the install folder if you get stuck, and since you can make a small change and immediately see the result in Pimlical, neither is it quite as difficult as it might appear at first.

The display in the Details dialog is **completely** user-defined from a template file with the name: **DetailsScreenDisplayTemplate.txt**. The template file consists of free-form text which can be formatted, field specifications which pull information from the selected record, and some special drawing commands to draw and fill rectangles, which can be used to create background panes, drop-shadow effects, borders etc.

Similarly the display of a contact in the *Contacts View* is defined from a template file with the name **ContactsScreenDisplay Template.txt.**

Be sure to edit the file in the **User Profile Folder** (see path in the About dialog if you are unsure where this is). Do not edit the file with the same name from the Install Folder as you will use that to restore the file if it gets corrupted or you make a mistake that you do not know how to correct. In that event, just copy the file from the Install folder to the User Folder and you will have restore it to its original install default.

| *Drawing Command* | *Description* |
|---|---|
| [FillRectangle,x,y,w,h,R-G-B]<br><br><br>Example:<br><br>[FillRectangle,0,0,0,0,250-250-250] | Fills a rectangle at x,y with w-idth and h-eight in a color specified by an RGB-string. A value of 0 for the width means extend to the right edge of the dialog (a negative value offsets to the left from that edge). A value of 0 for the height means extend to the bottom edge of the dialog (again with a negative value signifying an offset). In the example here, the entire dialog background is painted in an off-white color. |
| [DrawRectangle,x,y,w,h,R-G-B] | As above except only the frame of the rectangle is drawn in the specified color. |
| [DisplayAt,x,y,w,h,just,fmt,font,color] | Displays all prior text (back to last DisplayAt or field specification) at the designated x/y coordinates with W-idth and H-eight and justified left/right/center. Format (fmt) is always ignored in this command, but the Font (in the standard font format) and color as an RGB string can be present. Trailing spaces are always stripped from the string and line endings are ignored |
| [{field}x,y,w,h,just,fmt,font,color] | Displays the field **{field}** from the current record. **{field}** is one of the fieldnames specified in Appendix C. The remaining parameters are identical to those used in the *DisplayAt* command. |
| [DisplaySystemIcons,x,y]<br>[DisplayUserIcons,x,y] | Displays either System or User Icons at position x,y on the screen. System icons are drawn from right-to-left, while User Icons are drawn from left-to-right. A negative X value indicates the starting position is X pixels from the right edge of the screen. |
| [DrawLine,x1,y1,x2,y2,color]<br>[DrawLineTo,x,y,color] | Draws a line from (x1,y1) to (x2,y2) with optional color specified.<br>Draws a line from end of last line drawn to relativel position (x,y). |

An RGB string consists of three decimal numbers in the range 0-255 separated by hyphens. For example, 255-0-0 is pure red (Red component is 255 - the maximum value, while blue and green components are 0), 0-0-0 is black and 255-255-255 is white, 0-0-255 is pure blue, etc. If in doubt, you can go into Pimlical's Preferences, pick any color preference and play around with the slider to see what colors are generated by various numbers.

A field specification pulls information from the record using a field name (see Table in Appendix C) along with positional and formatting information in this format:

## Appendix C — Screen Display Templates - continued

### [fieldname,x,y,width,height,justify,format,font,color]

x,y are the X/Y coordinates on the screen in absolute pixels, while *width* and *height* define the width and the height of the rectangular region in which the field information will be drawn. Long text (such as description or note text) will be word-wrapped to multiple lines if the height of the container provided is suficient to display the text and the format character is set to the vertical bar (|).

Negative values for these four parameters have an important special meaning here:

**X** - negative value of -N means this items starts N pixels after the end of the prior item.

**Y** - negative value of -N means this item starts N pixels below the prior item.

**Width** - negative value of -N means this item extends to the current right edge of the dialog screen, less N pixels. 0 value means use the current right margin of the screen.

**Height** - negative value of -N means this item extends to the current bottom of the dialog screen, less N pixels. 0 value means use the bottom of the screen (but this is extended as far as as is needed to accomodate all text since the screen can scroll).

The above four parameters must always be present. The remaining parameters below are optional and may be omitted.

**Justify** is a single character ( < is left-justify, > is right-justify,  = is center-justify, and | is left-justify using multiple lines if necessary).

**Format** is a single digit which provides additional control over the formatting of items. For Date items, 1 is short date format, 2 is medium date format and 3 is long date format. For Time items, 1 is short time format and 2 is long Time Format.

**Font -** specifies the font to be used in the standard font format of {FontName}-{Style}-{size} - so for example, "Arial-Bold-18" would specify 18pt. bold Arial font.

**Color** - specifies the color to be used as an RGB value specified by three numbers in the range 0-255 separated by hyphens, so for example, 255-0-0 would be pure Red, 0-0-255 would be Blue, 0-0-0 is black, 255-255-255 is white, etc.

The following commands which are included in brackets are supported.

If the characters [ ] { } need to be used in the free-form text, use a backslash in front of them so they are not interpreted as being a special character: \} would not prematurely end a conditional range, for example.

In many cases, one does not want to display any text or a field if the field is blank or has some default value. So Pimlical includes a conditional command to test whether or not a field has something of interest.

The format of these commands is:

{ifString?

<other formatting commands located here>

}

ifString is a special tag (not case-sensitive) which identifies what field attribute of the record is being looked at (See table below). If the conditional indicates there is some useful information in the field, then all the commands from the delimiting question mark up to the matching closing brace are processed and displayed on the screen - otherwise they are skipped.

For example, to display the location information for an event that has an explicit location and to display the Status of an event (but only if it is not normal), and to skip these items completely if the event has no location or a status of *Normal*, one would have something like this:

{ifLocation?

Location:     [DisplayAt,0,-20,90,0,>,0,Arial-Bold-12][location,-10,0,0,0,<]

}

{ifStatus?

Status:     [DisplayAt,0,-20,90,0,>,0,Arial-Bold-12][Status,-10,0,0,0,<]

}

## Appendix C — Screen Display Templates - continued

A list of all the conditional commands is in the following appendix. Note that the use of negative parameters on the x/y/w/h coordinates are important as absolutely positioning would leave 'holes' if these conditional commands are used. In general, only the first item should have absolute coordinates. Every subsequent item should use relative positioning commands. IfString conditionals can be nested to any level (i.e. a conditional can be included inside another conditional). For example, in the example above, the location and status fields will never appear if the custom1 field is blank:

```
{ifCustom1?
{ifLocation?
Location:    [DisplayAt,0,-20,90,0,>,0,Arial-Bold-12][location,-10,0,0,0,<]
}
{ifStatus?
Status:     [DisplayAt,0,-20,90,0,>,0,Arial-Bold-12][Status,-10,0,0,0,<]
}
End custom 1}
```

Note that you can put a comment in front of a closing brace and it will be ignored - this can be helpful in documenting the template when you are nesting conditional items so you know what item the closing brace goes with.

## Reversing IfString

You can reverse the meaning of an **If** conditional by putting the tilde character (~) in front of the **if** as shown below:

```
{~ifTimed
{ifLocation?
Location:    [DisplayAt,0,-20,90,0,>,0,Arial-Bold-12][location,-10,0,0,0,<]
}
}
```

This would only include the location field for untimed events. Without the tilde, this would only include the location field for timed events.

## Appendix D — CalendarDB Template Fields

This is a list of all the database fields in the calendar database which can be displayed by the DetailsScreenDisplayTemplate.txt file.

| Calendar DB FieldName | Description |
|---|---|
| apptStartDate | Start Date for appointment (native date) |
| apptStartTime | Start Time for appointment (native time) |
| adjustedApptStartDate | Start Date as adjusted by timezone adjustment |
| adjustedApptStartTime | Start Time as adjusted by timezone adjustment |
| apptEndDate | End Date for appointment (native date) |
| apptEndTime | End Time for appointment (native time) |
| adjustedApptEndDate | End Date as adjusted by timezone adjustment |
| adjustedApptEndTime | End Time as adjusted by timezone adjustment |
| primaryAlarm | Primary Alarm as *Duration String* |
| secondaryAlarm | Secondary Alarm as *Duration String* |
| repeat | Describes the repeat specification present |
| description | Description field for event |
| note | Note Field for event |
| location | Location Of event |
| status | Status (Normal, Canceled, Completed, Deferred) |
| type | Type (Busy, Free, Tentative, Out Of Office |
| apptType | Regular ("Appt") or Floating event ("Float") |
| FloatingDueDate | Due date of Floating event |
| Categories | List of category names |
| advance | Advance on item as a *Duration String* |
| customAlarm | Text of the custom Alarm field |
| forecolor | Foreground Color as an RGB Value |
| backColor | Background Color as an RGB Value |
| priority | Priority of event |
| urgency | Urgency of Event |
| secret | returns "Private" or "Public" if set/clear |
| customField1 | Custom Field contents |
| customField2 | Custom Field contents |
| customField3 | Custom Field contents |
| customField4 | Custom Field contents |
| actionTags | List of all Action Tags associated with event |
| creationDate | Date on which item was created |
| Creator | User ID of individual creating event |
| modifier | User ID of individual who last modified this item |
| modificationDate | Date on which item was last modified |
| dirtyflag | True if this event was modified on the most recent editing pass |
| Deleted | True if the item was deleted |
| Duration | The duration of the event as a standard Pimlical Duration string |

## Appendix D — CalendarDB IF Conditional

This table includes all the conditional commands that can be used with the calendar database. The meaning in the right-hand column can be **reversed** by putting  tilde character (~) in front of the **if**: for example:

~ifTimed?

&lt;this is only seen if the event is **untimed**&gt;

}

| Conditional Name | Includes following items if the current record... |
|---|---|
| ifNote | has a note field. |
| ifrepeat | has a repeat specification |
| iflocation | has a location specified |
| ifcustom1 | has a custom1 field specified |
| ifcustom2 | has a custom2 field specified |
| ifcustom3 | has a custom3 field specified |
| ifcustom4 | has a custom4field specified |
| ifalarm1 | has a primary alarm set |
| ifalarm2 | has a secondary alarm set |
| iffloat | is a floating event |
| ifstatus | has a status type of other than *Normal* |
| iftype | has a type of other than *Busy* |
| ifadvance | has an advance set on it |
| ifgroup | belongs to a group (has a groupKey set) |
| ifpriority | has a priority set |
| ifurgency | has an urgency set |
| ifusericon | has one or more user icons set |
| ifsystemicon | has one or more system icons |
| ifdatediffers | has an appointment ending date different from the starting date |
| iftimediffers | has an appointment ending time different from the starting time |
| iftimed | is a timed event |
| ifPastDue | is a past-due floating event or task (appts always treated as not past-due) |

## Appendix E — ContactsDB Template Fields

| Contacts DB FieldName | Description |
|---|---|
| RecordID | Unique Record ID (not likely to be used) |
| Status | Database Record Status (numeric - not likely to be used) |
| Placement | Database Sort Position (not likely to be used) |
| Private | True if private event, else False |
| Category | Name of category that contact is in |
| Note | Contents of attached note |
| Prefix | Prefix for contact (such as Mr., Dr. Ms. etc.) |
| Firstname | Contact's first name |
| Middlename | Contact's middle name |
| Lastname | Contact's Last name |
| Suffix | Suffix for contact (such as III, jr. Esq.) |
| Nickname | Nickname for contact (not referenced by Pimlical at this time) |
| Anniversary | Date of Anniversary if present |
| Birthday | Date of Birthday if present |
| Profession | Profession for Contact |
| Company | Company Name |
| JobTitle | Job title for contact |
| AssistantName | Name of contact's assistant |
| AssistantPhone | Phonenumber for contact's assistant |
| WorkStreet | The street address under the Work Address section |
| WorkCity | City name under Work Address section |
| WorkState | State name under Work Address section |
| WorkZip | Zip/Postal code under Work Address section |
| WorkCountry | County name under Work Address section |
| HomeStreet | The street address under the Home Address section |
| HomeCity | City name under Home Address section |
| HomeState | State name under HomeAddress section |
| HomeZip | Zip/Postal code under HomeAddress section |
| HomeCountry | County name under HomeAddress section |
| OtherStreet | The street address under the Other Address section |
| OtherCity | City name under Other Address section |
| OtherState | State name under Other Address section |
| OtherZip | Zip/Postal code under Other Address section |
| OtherCountry | County name under Other Address section |
| WorkPhone | Database WorkPhone (**Caution: these are remapped - see PS fields at end!**) |
| WorkFax | Database Work Fax# (**Caution: these are remapped - see PS fields at end!**) |
| WorkMobile | Database Work Mobile# (**Caution: these are remapped - see PS fields at end!**) |
| HomePhone | Database HomePhone (**Caution: these are remapped - see PS fields at end!**) |
| HomeFax | Database HomeFax# (**Caution: these are remapped - see PS fields at end!**) |
| HomeMobile | Database HomeMobile# (**Caution: these are remapped - see PS fields at end!**) |

## Appendix E — ContactsDB Template Fields - continued

| Contacts DB FieldName | Description |
|---|---|
| OtherPhone | Database OtherPhone (**Caution: these are remapped - see PS fields at end!**) |
| OtherFax | Database OtherFax# (**Caution: these are remapped - see PS fields at end!**) |
| OtherMobile | Database OtherMobile# (**Caution: these are remapped - see PS fields at end!**) |
| WorkEmail | Not used by Pimlical (see note on remapping) |
| Email1 | Not used by Pimlical (see note on remapping) |
| Email2 | Not used by Pimlical (see note on remapping) |
| Email3 | Not used by Pimlical (see note on remapping) |
| Pager | Not used by Pimlical (see note on remapping) |
| Custom1 | Custom field defined by user |
| Custom2 | Custom field defined by user |
| Custom3 | Custom field defined by user |
| Custom4 | Custom field defined by user |
| Custom5 | Custom field defined by user |
| Custom6 | Custom field defined by user |
| Custom7 | Custom field defined by user |
| Custom8 | Custom field defined by user |
| Custom9 | Custom field defined by user |
| Custom10 | Custom field - not currently used by Pimlical |
| Custom11 | Custom field - not currently used by Pimlical |
| Custom12 | Custom field - not currently used by Pimlical |
| Custom13 | Custom field - not currently used by Pimlical |
| Custom14 | Custom field - not currently used by Pimlical |
| Primarycontact | A number from 1-7 indicating which of the 7 "pseudo-fields" is the primary contact field for display. |
| Label1 | indicates what label to use for the first PseudoContactField |
| Label2 | indicates what label to use for the 2nd PseudoContactField |
| Label3 | indicates what label to use for the 3rd PseudoContactField |
| Label4 | indicates what label to use for the 4th PseudoContactField |
| Label5 | indicates what label to use for the 5th PseudoContactField |
| Label6 | indicates what label to use for the 6th PseudoContactField |
| Label7 | indicates what label to use for the 7th PseudoContactField |
| Firstyomi | Not used by Pimlical |
| Lastyomi | Not used by Pimlical |
| Companyyomi | Not used by Pimlical |
| Chat1 | Not used by Pimlical |
| Chat2 | Not used by Pimlical |
| Chat1LabelID | Not used by Pimlical |
| Chat2LabelID | Not used by Pimlical |
| Website | Not used by Pimlical |
| Birthdayalarmset | True if there is an alarm set for the birthday |

## Appendix E — ContactsDB Template Fields - continued

| Contacts DB FieldName | Description |
|---|---|
| Birthdayalarmadv | Number of days in advance of Birthday for the Alarm reminder |
| Avatar | Not used by Pimlical |
| Photo | Not used by Pimlical |
| VoiceTag | Not used by Pimlical |
| RingTone | Not used by Pimlical |
| Blob | Not used by Pimlical |
| AddrLabel1 | Not used by Pimlical |
| AddrLabel2 | Not used by Pimlical |
| AddrLabel3 | Not used by Pimlical |
| Anniversaryalarmset | True if an alarm is set for the Anniversary |
| Anniversaryalarmadv | Number of days in advance of Anniversary for the Alarm reminder |
| Englishname | If synching with the Palm OS, this field is used by Pimlical to maintain backup copies of Anniversary and Birthday dates to workaround known bug in Palm's conduit software, otherwise unused. |
| PictureURL | Not used by Pimlical |
| PictureFilename | Used by Pimlical to store path to contact image (does not sync with Palm OS) |
| PictureMimeType | Not used by Pimlical |
| PictureSyncCounter | Not used by Pimlical |
| RingToneURL | Not used by Pimlical |
| RingToneMimeType | Not used by Pimlical |
| RingToneSyncCounter | Not used by Pimlical |
| **Following fields are not in the database, but are pseudofields used for convenience** | |
| Fullname | First name, Middle name and Last name combined |
| CompanyOrName | Company name, but if no company name, the Full name is used instead |
| NameOrCompany | Full name, but if no full name, uses company name instead |
| LastNameFirst | Last Name, comma and then first name and middle name |
| **Following fields are not in the database, but are pseudofields used for compatibility with Palm Desktop** | |
| PSWork | A work phone number (note that there may be several items with this label) |
| PSHome | The home phone number |
| PSFax | Fax Number |
| PSOther | Other phone number |
| Email | Email address |
| PSMain | The "main" phone number |

The pseudo contact fields are used for compatibility with the palm desktop which stores up to seven numbers on top of existing database fields. It then uses the label feature to indicate what the "function" is of that particular number. This is because you have can have any number of fax#'s work #'s etc. up to a total of 7.

All fields including the pseudo-fields have corresponding **Ifconditional** statements which consist of the two letters **if** prefixed in front of the fieldnames above.

# Appendix F— WorldTimezones.Txt File Format

The List of available timezones and DST (Daylight Saving Time) rules is contained in Ascii file with the name *WorldTimezones.txt*. There are two copies of this file. The original file as installed by Pimlical is in the install folder (where the program itself is located), while the "working" copy is in the user's profile folder (where the PIM data and Pimlical folder is stored).

There are two sections to this file - first is a list of DST Rules (which **must** come first), followed by a second section with the list of timezones. Comment lines may be present in the file: any line which is completely empty, or begins with a semicolon, or which begins with the word 'World' is ignored.

## DST Rules:

There can be up to 26 DST rules defined (one for each letter in the alphabet). The format of a DST rule is as follows:

{period}{rule letter}{space}{WDMM/YYYYMMDD}{space}{WDMM/YYYYMMDD}{space}{asterisk}{Description}

Each Dst rule line must begin with a period followed by an upper case letter to identify the rule. Each letter can only be used once. The string WDMM can be **optionally** followed by a slash and a date in fixed Year/Month/Day format.

   W - the week of the month - a digit from 1 (first) to 4 (4th) or the letter 'L' (Last) week of the month

   D - the day of the week (1 = Sunday, 2 = Monday.....7 = Saturday)

   MM = the month of the year as a fixed, two-digit number (01=January, 11=November).

The first set of WDMM.... signifies when Daylight Saving Time starts and the second set signifies when it ends. In the Northern hemisphere, the first date will precede the second date, while in the Southern hemisphere the dates will be reversed. The WDMM can be optionally followed by a slash and an initiation date for the rule. This date indicates the day after which this rule takes effect. When a DST rule is changed, a new rule can be inserted with an initiation date, so that the old rule remains in effect and will be used whenever adjusting a date which falls on a date prior to the initiation date. However, since this would only affect calendar items typically in the past (and then only to the extend of the appointment possibly being off by an hour for a period between the different start/end dates for the DST rule), some users may not bother to maintain historic rulesets.

The asterisk that precedes the Description line is optional and used to signify that the DST rule takes effect at the European standard time of 01:00am as opposed to the US standard of 02:00am. The description is just free text to identify the rule. There is no requirement that rules be in alphabetic order, but it's recommended that they be in order to make it easier to view the file.

## Timezone definitions

There can be any number of timezones defined in the file. They need not be in any specific order (although all timezones for a given UTC offset must be contiguous), and some users may wish in fact to change the order of this file to put commonly used timezones at the head of this section so they can be found quickly in Pimlical (as Pimlical will display them in the order in which they are defined in this file. Unless that's a benefit though, it makes sense to put the timezones in order from the point furthest West of UTC to the point furthest East of UTC as is done in the release file. The format of a timezone definition is:

{sign}{HH}:{MM}{optional DST Rule Letter}{space}{description}{[abbreviation]}

{sign} is '+' for timezones East of UTC and '-' for times West of UTC. {HH}{MM} specifies the offset in hours and minutes from UTC (when Daylight Saving Time is not in effect). This is followed by an optional DST Rule letter. If present, it signifies which rule is to be applied to this timezone. If there is no letter, then Daylight Saving Time is not used in this timezones. There can be multiple timezone entries for the same offset from UTC, **but** they must be contiguous. So for example, there are two entries at -07:00 - one with no rule for "Mountain Time in Arizona" which has no DST rule and another with a rule for other states/countries in that zone which do use DST. The {description} field is freely formed text, followed by an abbreviation in square brackets. The abbreviation is what Pimlical will display associated with a timezone, so it should be chosen to convey the timezone in the least space (such as *PST, GMT* etc.).

Pimlical caches the values in this file into the PimlicalDBs.dat file for quick access on startup. This means that if you make a change to the Worldtimezones.txt file, you need to go into the *Change TimeZone* dialog and then click the button to **Import New Settings** in order for Pimlical to see the new settings.

# Appendix G — File Management

Pimlical maintains its own internal file format for the Calendar which it stores in a file *CalendarCache.dat* in the **Pimlical-**folder under the user path. Whenever Pimlical starts up it compares the date/time stamp on the cache file with the native calendar file and reads the cache file if the cache file has the same or later date. When exiting or writing the database, Pimlical always writes both files, so the native calendar database is always up to date when the program exits. With some implementations, writing the calendar database may be very slow in which case that might be done in the background as a separate task after the program itself appears to exit.

Preferences are handled in a similar way - there is a text file Preferences.txt which is quite readable, but internally, Pimlical creates a binary file Preferences.dat which can be read much faster and without any need for syntax checking, etc.

If Pimlical finds the main calendar file to be corrupt, it will read from the cached file instead and vice-versa. You can always safely delete the *CalendarCache.dat* file as all that happens is that Pimlical will read the native calendar file instead.

## Audit Trail

Pimlical maintains a comprehensive audit trail of every single command that is executed, including a date-time stamp, what field was modified and the original and updated contents. This file is also stored in the main **Pimlical** folder under the name *PimlicalAuditTrail.txt*. This can be used to assist in debugging problems, to determine why and when a particular entry was modified, or in multi-user environments to provide documentation on changes to important group calendars, etc.

```
cesd Aug 23, 2008 cesd:-4064606140947438137 Modified Field:
ApptStartDateTime Aug 26, 2008 Staff Meeting
   Old Value = Aug 26, 2008 None
   New Value = Aug 26, 2008 9:00a

cesd Aug 23, 2008 cesd:-4064606136388893451 Modified Field:
Description Aug 16, 2008 Observing  at Brass-town
   Old Value = Observing  at Brass-town
   New Value = Observing  at Brasstown

cesd Aug 23, 2008 cesd:-4064606140947438137 Modified Field:
Repeat Aug 26, 2008 Staff Meeting
   Old Value = (none)
   New Value = Weekly|1|No End Date|0|0|4|0|0
```

## Other Files

Pimlical can maintain up to 9 backup copies of the tabbed pane items database (see preference setting). The main file is named: *PimlicalDBs.dat,* while the backup copies are named *PimlicalDBs.bk1* then *bk2, bk3,* etc.

Pimlical also maintains backup copies of the native calendar database using the same filename as the main calendar database, but again using the extensions *bk1, bk2, bk3...* In the event a copy of the calendar database is corrupt, a prior backup should be available for restoration.

If you encounter a problem with the program (unexpected error message, function not working, screen failing to redraw properly), it is possible the program hit some kind of exception. If this occurs, an error message is usually written to a file with the name: *RuntimeErrors.log* and this is stored in the *Pimlical* folder in the user's profile path (for windows, this is usually a path like C:\Documents & Settings\{User Name}\My Documents\Palm Desktop\{Palm User Name}\Pimlical).

If you email Technical Support, be sure to include a copy of this file as it contains extremely valuable information regarding the error condition.

## Restoring from a backup

If you need to go back to a backup copy of the calendar, it is recommended that you rename the current calendar file with an extension of **sav** and then **copy** the backup file, with the **bkx** (where x is a digit from 0-9 or w=weekly, m=monthly) extension into a file with the standard extension (**mdb** or **db**).

You can also use the File | Open command in Pimlical to open up a backup file directly, **but** if you do that, you will need to use the *File Save As* command to save the file under a different filename (which if it looks good, should be the default calendar filename so you overwrite what was presumably the corrupt/bad copy).

It is also recommended that from time to time you use the **Backup Everything** command in the **Backup** menu as this makes it very simple to recover from any error condition or inadvertent loss of data...

# Appendix H — Import Text File Format

The *Import Text File* command in the *Special* menu allows you to import the contents of a text file into the calendar. There are some simple formatting commands that allow control over what gets created, but at the very least, there must be a date field, a time field and a description field, separated with a vertical bar ( | ) character as shown below:

12/30/2009 | 10p | New Years Eve Party

The date field can either consist of a date in short date format as in the above example (order of month/day/year is determined by the current preference setting: *DateOrder*) or the words *Today* or *Tomorrow* or a single number which is taken to be a day in the current month.

The time field can be specified in the same manner as in the quick entry dialog - either a full time as *HH:MM* followed by either *a* or *p* (or *am/pm*) or just a single number which is then taken to be an hour (again optionally followed by *a/p/am/pm*). Use *NoTime* to indicate an untimed event.

The description field ends at the end of the line or when another vertical bar is found.

After the description field, there can be an optional Note field, again ended by the end of line or the next vertical bar. After the Note field, there can be an optional Location field, again ended by the end of line or the next vertical bar. To specify a location field, however, you must specify a note field - at the very least consisting of a single space (the field may not be completedly blank - although Pimlical will take a single space as meaning there is no note field).

After the location field (which again must consist of at least one space if more items follow), there can be a final vertical bar followed by one or more tags.

## Special Tags

Pimlical allows the following special tags to be appended to the end of the line, (these are not case sensitive):

<**category:**catname>     puts the item in the *catname* category (default is Unfiled).

<**duration:**1h30m>     specifies a duration for the event as a standard duratin string (like 1h30m etc.)

<**float**>     indicates this item is a floating event. The due date is set to the date of the item itself

<**float-undated**>     indicates this item is a floating event. The item is set with no due date

<**groupkey:**grp1,grp2>     specifies one or more group keys to assign to this item

<**task**>     indicates this item is a task. Due date is set to the date of the item.

<**task-undated**>     indicates this item is a task. The item is set with no due date.

<**alarm:**30m>     sets an alarm on the item, with time specified as a duration string before the event

<**repeat:** D1 #0>     indicates this is a repeat item. The repeat specification is an abbreviated form of the vCal specification for repeat events. The example above is for Columbus day (Monthly repeat, every 12 months, on 2nd day of week - on Monday with no end date). This is primarily intended only for power users and the suggestion is to study the vCal speicification for details. The original format is identical to what was used by the Palm Desktop V-6.2 desktop application and if using that program, studying that database and its repeats may be the quickest way to determine the proper format. For simple repeats, just use things like <repeat: D1 #0> for daily, <repeat:W1 MO WE FR #0> to repeat weekly on Monday/Wednesday/Friday, <repeat:MD1 5 #0> to repeat monthly by day (in this case on the 5th day of the month), or <repeat:MP1 3+ SU #0> to repeat monthly by date (in this case on the third Sunday of the month), or <repeat:YM15 7 #0> to repeat yearly on the 15th day of the seventh month.

## Examples

today|5p|Dinner with Harry| |Atlanta Eatery

today|10p|check on baby-sitter| | |<alarm:0>

tomorrow|11:30a| Staff Meeting|Finish the xyz report|Meeting room b|<category:business><duration:1h30m><alarm:10>

today|NoTime|Call for Dr. Appt.| | |<task-undated>

# Appendix I — Export Text File Format

The *Export* button in the *Display Results* menu allows you to export the contents of each record displayed in that dialog into a text file. There are some simple formatting commands that allow control over what gets exported. All information is exported as a standard Ascii Text file that can be read with any editing program that handles raw Ascii Text.

All text in the template file is exported for each record. In that text, pimlical searches for the special character - the opening bracket ( [ ). From the opening bracket to the closing bracket, Pimlical takes this as a request to extract data from a field in the record and format it in a certain way. The format of this request is:

    [fieldname, FieldLength, format, Justify-left/right/center]

where fieldname is the name of a field in the record (see Appendix D for list of calendar database fields). And where the justification characters are < > = | (< = flush left, > = flush right, = = center, | = no padding). For example, [description,50,=] would take the calRec.description field, truncating to 50 characters if necessary and then centers it within the 50 character field. The format parameter is only used for date and time to indicate what format to use (1 = short, 2 = medium date/long time, 3 = long date).

The backslash character ( \ ) is used to  copy over the next character in the template **without** having Pimlical attach any special meaning to it. For example \[ can be used to insert a square bracket into the template file without having Pimlical think that it is the start of a request to extract data from the current record.

## Special Fields

In addition to the standard calendar fields, there are some special fields that can be used in the template. Each of these fields starts and ends with a square bracket and takes up a line by itself

**[ExportTemplate]** this field **must** always be present as the first line in an export template, or the program will not recognize this file as an Export Template.

**[DisplayDurations:{description}]** causes Pimlical to display the total sum of all the durations of all events that are being exported (the colon is part of the tag). After the colon can be a description that is displayed ahead of the duration value such as *Total Time Spent:*. This is displayed after all the records have been exported.

**[DisplayCosts:{description}]** causes Pimlical to display the total cost associated with all the events that are being exported (calculated from the sum of all the durations multiplied by the cost per hour figure).  After the colon can be a description that is displayed ahead of the cost value such as *Total Cost:*. This is displayed after all the records have been exported.

**[CostPerHour=125.50]** sets the cost per hour value that is used to display the total cost in the above field.

**[StartPreScript]** all subsequent lines until the matching **[EndPrescript]** field is found are treated as text to be output at the very beginning of the file. Both these tags should be on a line by themselves with no other text.

**[StartPostScript]** all subsequent lines until the matching **[EndPostScript]** field is found are treated as text to be output at the very end of the file. Both these tags should be on a line by themselves with no other text.

## Special Action Tags processed during Export

There are two Action tags that can appear in the record itself and which have special meaning in the Export function:

**AddTime:** is followed by a Pimlical *Duration* string (see Appendix B for precise format). This duration value is added to the duration of the event and is used in the **Display Costs** calculation. A typical use is with a quick entry template that has no duration and adds a fixed duration (such as a minimum/fixed billing interval).

**Add$:** is followed by a currency value (again see Appendix B for precise format). This cost value is added to the accumulated value of **Display Costs**. A typical use is to add some fixed cost with a quick entry template (such as standard travel time billings, etc.).

## Template Files

There is no limit on the number of template files that you can create. Simply copy an existing template to create a new one. It is suggested that they have a TXT extension (the command to locate a template assumes this extension, although this is not actually required by Pimlical.

# Appendix J — Program Launch Parameters

Pimlical has several run-time options. To use these options, add these options as run-time arguments for the launch command. For example, to launch Pimlical minimized under the Windows OS on a PC, instead of the default:

"C:\Program Files\Pimlico\pimlical\Pimlical.exe"

you would have:

"C:\Program Files\Pimlico\pimlical\Pimlical.exe" -minimize

The hyphen must be present and immediately followed by the option. Options can be combined by separating them with a space. Currently the following runtime options are available:

| *Parameter* | *Function* |
|---|---|
| -minimize | Launches Pimlical with a minimized window. The splash screen will still appear and the main frame may blink momentarily on slower machines, but the application will then be minimized (appearing as an icon on the "launch" bar for that operating system. |
| -maximize | Launches Pimlical with a maximized window. |
| -debug | Launches Pimlical in Debug mode. This is normally only something that is done when a user is instructed to do so by technical support. In Debug mode, several things occur, such as: <br> • each stage of the program launch is logged to the audit trail file <br> • whenever a record is inserted/re-inserted into the database, a check is made that the uniqueID is indeed unique (there is quite a bit of overhead on this test). <br> • If a discrepancy is found in the version number of the binary preference file, or in the length of the preference file, Pimlical will ask if you want to proceed anyway (normally, the binary preference file is discarded and rebuilt from the text version). <br> • In the Advanced Pane of the Edit dialog, the current record number and state of the *RecordModified* ("dirty") flag is displayed. |
| -filter:{filtername} | Launches Pimlical with the specific filter *{filtername}* as the default startup filter. This will override the default startup filter from the preference file. |
| -userfile:{userfile} | Launches Pimlical but uses the file *{userfile}* to locate the path to the user folder. If there is no extension on {userfile}, a *.dat* extension is appended to the filename. This overrides the contents of the default file, *Pimlical.dat* in that folder. To use this feature, duplicate the existing Pimlical.dat file under a different name, then edit the path on the top line to point to some other folder path, etc. The Pimlical.dat file is in the main install folder (usually something like C:\Program Files\Pimlico\Pimlical). |

## Appendix K — Preference database

Pimlical has an extensive set of preferences that customize the operation of the program. Due to the large number and dynamix nature of these preferences, they are displayed in a table format consisting of a key word, a value and a description. The list of current preferences follows below. Some preference settings are maintained by Pimlical and are not expected to be changed by the end user. It is recommended that the preferences only be edited through the Preference Dialog in Pimlical as error-checking is enforced when that is done. Setting an illegal preference value by manually editing the preference file could result in an unexpected execution error (such errors would be logged though to the *RuntimeErrors.log* file).

```
[PreferenceSet] = Default
[View-Related Items]

StartupFilter = (string) default        // Specify which filter is used when the program starts up (by
name)

StartingTab = (int 0-3) 2        // This value sets the startup tab, 0=Priority, 1=Templates, 2=Filters,
3=Other.

ListViewSkipEmptyHeaders = (boolean) false        // If true, days that have no items will not display a
header date

ShowAllTimeSlots = (boolean) false        // set to true to display all timeslots for the day. If false,
only time slots from the day start time to the day end time are displayed (although they will be extended
to include the first and last event on the day if necessary).

TimesFromFirstToLastOnly = (boolean) false        // If true, only time slots from the first appointment
on the day to the last appointment on the day are displayed.

ShowTimesInMonthView = (boolean) true        // If True, the time of appointments is displayed in the
month and Multi-Month views.

ShowEndTimesInMonthView = (boolean) false        // Set to true to display end times in the month and
Month+ views.

SlotInterval = (int 5-480) 60        // Set how long each time slot is in the Day and Multi-Day views -
in minutes

UseShortDescriptions = (boolean) true        // If true, Pimlical will substitute the text in the Short
Description field for the regular description when displaying this item in the Month and Multi-Month
views. Use this to provide more informative descriptions when the space for text is very tight.

IncludeNote = (boolean) true        // If there is room, include the text of the note in the day and
multi-day views

IncludeLocation = (boolean) true        // If there is room, include the location field for this item as
well as the description (and possibly note).

IncludeCategory = (boolean) false        // If there is room, include the category for this item as well
as the description (and possibly note/location).

ShadedDates = (shadeddates) {F0,FF,F0} 1 7        // Select days that will be shaded. First is an RGB
(Red-Green-Blue) specification that defines the shade color to use (see manual). This is followed by either
explicit days of the week (a single digit from 1-7, 1=Sun, 2=Mon...) and/or a range of days in a given
month which consists of MMDD-MMDD, and/or a single MMDD setting to pick a single day of a month (in each
year), and/or an explicit date in YYYYMMDD format, and/or an explicit date range in the form YYYYMMDD-
YYYYMMDD. As an example: {F0,FF,F0} 1 7 0405-0420 0727 20150620-20150625

AlwaysShowPriorityTab = (boolean) false        // If true, the priority tab is always displayed whenever
the screen is being redrawn. Useful if the other tabs are rarely used, and the user really wants to main-
tain focus on the priority tab.

SwitchToDayViewOnPrioritySelection = (boolean) false        // If true, the Day View is always selected
when selecting an item in the priority Tab.

ShowInstanceDates = (boolean) true        // If True, use instance date rather than start date for repeat
events when displaying items in the Display Results dialog.

ShowAllRepeatsOnTasks = (boolean) false        // If True, all future repeats of Tasks are displayed
(normally only the next occurrence is displayed for tasks).

ShowDaysFromDueDate = (boolean) true        // If True, tasks and floats will show the number of days to
the Due date when the item is displayed.

hidePriorityOnAppts = (boolean) true        // True to hide the priority field in the EDIT Dialog when
handling appointments
```

```
hideUrgencyOnAppts = (boolean) true         // True to hide the urgency field in the EDIT Dialog when han-
dling appointments

hideApptTypeOnAppts = (boolean) false        // True to hide the Appointment type field in the EDIT Dialog
when handling appointments

hidePriorityOnFloats = (boolean) false         // True to hide the priority field in the EDIT Dialog when
handling Floating events

hideUrgencyOnFloats = (boolean) false         // True to hide the urgency field in the EDIT Dialog when
handling Floating events

hideApptTypeOnFloats = (boolean) false         // True to hide the Appointment type field in the EDIT
Dialog when handling Floating events

HideRepeatIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

HideAlarmIcon = (boolean) false         // Set true to hide this system icon from display (default is to
display this icon)

HideNoteIcon = (boolean) false         // Set true to hide this system icon from display (default is to
display this icon)

HideLocationIcon = (boolean) false          // Set true to hide this system icon from display (default is
to display this icon)

HideMeetingIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

HideLinkIcon = (boolean) false         // Set true to hide this system icon from display (default is to
display this icon)

HideFloatIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

HideStatusIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

HideGroupIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

HideWeblinkIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

HideTypeIcon = (boolean) false          // Set true to hide this system icon from display (default is to
display this icon)

StrikethroughCompletedItems = (boolean) true        // Set to false to avoid striking through completed
items

ForceTasksToBeUntimed = (boolean) false        // Set to true to make all tasks untimed and sort to top
of list.

AlwaysShowTaskAdvances = (boolean) true        // If true, all task advances are displayed. If false,
they are only displayed in Today's schedule (when today comes in range of the advance).

UseShortTimeFormat = (boolean) true        // Set to false to always displays hours and minutes in the
Month and Month+ Views

ListViewHeaderPosition = (int) -1        // Position of List View Date header. -1 means center, otherwise
positive value indents that number of pixels (0 = flush left).

OnlyScaleIconsDownwards = (boolean) false         // Set true to only allow icons to scale downwards in
size (to fit), but not upwards.

HideUndefinedIcons = (boolean) false         // Set true to hide undefined icons (which will display a ques-
tion mark otherwise)

maximumUserIconsToDisplay = (int 0-10) 4         // limits the number of icons displayed that are attached
to an event to this number. 0 will hide all user icons.

MainScreenFadeout = (int 0-100) 60         // Percentage of fadeout to apply when dialog overlays the main
calendar screen.

OmitEndTimesInDayView = (boolean) false         // Set to true to omit end times in the Day View.

LockWeeklyViewToWeekStart = (boolean) true         // Set to false to allow the start date in the weekly
```

view to move by one day with [<], [>], Today and Tomorrow buttons

ShowIconsOnlyInMonthlyViews = (boolean) false      // Set to true to hide all description text in the
monthly views and only display icons (usually would only be used in very tight displays to just show
icons instead).

StripEOLsForDisplay = (boolean) true      // Set to false to preserve End Of Lines in description and
note text when displaying in main views (if true - they are stripped out ).

IncludeDuration = (boolean) false      // Set to true to include the duration of events in the Day/Day+
and List Views.

ShowTasksInSeparateView = (boolean) false      // Set to true to only display tasks in separate Tasks
View

LeftViewPaneVisible = (boolean) true      // Set to false to hide the left pane in the main view

DisplayNativeTimes = (boolean) true      // set to false to avoid the display of the native time
of an event in brackets after the display of the adjusted times (i.e. when handling timezone shifts).

ShowDayNumberLabels = (boolean) true      // Set to false to hide the tiny digits to the right of
each day label in the Day+ View

HideItemsInDifferentMonth = (boolean) false      // Set to true to hide items outside of the main month in
the Month View.

DisplayDateNavigator = (boolean) true      // Set to false to hide the Date Navigation pane (so
filters/templates... pane takes up remaining space)

[Display Fonts]

DefaultReferenceFont = (font) Arial-Plain-12      // This font is what Pimlical considers to be the
"default font" - if set on an item, it will be overridden by the current view's default font (except the
style attribute which will be maintained).

NoteFont = (font) Arial-Plain-12      // The default text size for display of Note in Edit Dialog and
memo text etc.

MonthHeaderFont = (font) Arial-Bold-14      // The default text size for Pimlical's display of the
Month Headers

ListHeaderFont = (font) Arial-BoldItalic-16      // The default text size for Pimlical's display of the
Date headers in the List View

DayViewFont = (font) Arial-Plain-12      // The default text size for Pimlical's display for text in
the Day View only

MultiDayViewFont = (font) Arial-Plain-12      // The default text size for Pimlical's display for text
in the MultiDay View only

WeekViewFont = (font) Arial-Plain-12      // The default text size for Pimlical's display for text in
the Week View only

MonthViewFont = (font) Arial-Plain-12      // The default text size for Pimlical's display for text in
the Month View only

MultiMonthViewFont = (font) Arial-Plain-12      // The default text size for Pimlical's display for
text in the MultiMonth View only

WeekViewDayScreenFont = (font) Arial-Bold-11      // Font to use for printing Date Header in the Weekly
View

MonthViewDayScreenFont = (font) Arial-Plain-14      // Font to use for printing days of month numbers
in month and Multi-Month Views

ListViewFont = (font) Arial-Plain-12      // The default text size for Pimlical's display for text in
the List View only

DetailsScreenFont = (font) Arial-Plain-12      // Default font to use in the Details dialog

TimeScreenFont = (font) Arial-Plain-12      // Font to use for displaying time fields in day/multi-day
views on screen

DescriptionFont = (font) Arial-Bold-12      // Default font to use in the Description field of the main
Edit Dialog

DialogFont = (font) Arial-Plain-11      // Default font to use in other dialogs which display the text
of items

TasksTableFont = (font) Arial-BOLD-12      // Default font to use in Tasks table

[Alarm related Items]

ApplyAlarmPresetToAppts = (boolean) false        // If true, an alarm preset is applied to every appoint-
ment, using the ApptAlarmPreset value

ApptAlarmPreset = (duration) -5m        // The preset for the primary alarm expressed as a duration
string (such as 30m or 4d 8h). Negative value means BEFORE (normal case) and positive value means AFTER.

ApplySecondaryAlarmPresetToAppts = (boolean) false        // If true, a secondary alarm preset is applied
to every appointment, using the ApptSecondaryAlarmPreset value

ApptSecondaryAlarmPreset = (duration) 0s        // The preset for the secondary alarm expressed as a
duration string (such as 30m or 4d 8h). Negative value means BEFORE (normal case) and positive value
means AFTER.

applyAlarmPresetToFloats = (boolean) false        // If true, an alarm preset is applied to every Float-
ing event, using the FloatAlarmPreset value

floatAlarmPreset = (duration) -2d        // The preset for the primary alarm expressed as a duration
string (such as 30m or 4d 8h). Negative value means BEFORE (normal case) and positive value means AFTER.

applySecondaryAlarmPresetToFloats = (boolean) false        // If true, an alarm preset is applied to
every Floating event, using the FloatSecondaryAlarmPreset value

floatSecondaryAlarmPreset = (duration) 0s        // The preset for the secondary alarm expressed as a
duration string (such as 30m or 4d 8h). Negative value means BEFORE (normal case) and positive value
means AFTER.

AlarmSoundRepeatCount = (int +) 3        // Indicates the number of additional times the alarm sequence
will be repeated if not acknowledged.

AlarmSoundRepeatInterval = (duration +) 30s        // Indicates how much time should pass between repeat-
ing the alarm sound if the alarm is not acknowledged

AlarmSoundPlayTimesCount = (int +) 5        // Indicates how many consecutive times the alarm sound
should be played. A value of zero indicates the alarm will be silent.

alarmDefaultSound = (file) C:\Windows\Media\chimes.wav        // The default alarm sound for appointments

alarmReminderDefaultSound = (file) C:\Windows\Media\ding.wav        // The default alarm sound to use when
replaying a sound because an alarm was not acknowledged

alarmFloatDefaultSound = (file) C:\Windows\Media\Notify.wav        // The default alarm sound for Floating
events/Tasks

alarmSnoozeDefaultSound = (file) C:\Windows\Media\tada.wav        // The default alarm sound to play when
a snoozed event triggers

SnoozeStrings = (durationlist) 5m|10m|20m|30m|45m|1h|2h|4h        // The list of durations to display in
the popup list when snoozing an event.

HideAlarmsMoreThanXDaysOut = (int 0-9999) 365        // Ignore any alarms set more than this number of
days in the future. Set to 0 to hide Next Alarm Panel altogether

UntimedAlarmTime = (time) 0        // Time at which untimed alarms are to go off (0 = midnight, otherwise
value is in minutes).

IgnoreAllAlarms = (boolean) false        // Set to true to ignore all alarms in Pimlical

ShowNextAlarmSeconds = (int 1-999999) 5        // Set the number of minutes below which the seconds value
in the Next Alarm Panel will display

AlarmAlwaysOnTopInterval = (int +) 3        // Indicates for how many seconds the Alarm dialog forces
itself to stay on top of all other windows. Use a value of 0 to keep the Alarm dialog aways on top indefi-
nitely.

[Default Appt/Float Settings]

DefaultLocation = (string)        // Sets a default location value that will be applied to all newly-
created items

DefaultApptDuration = (duration +) 1h        // Sets the default duration for appointments, in minutes

DefaultApptCategory = (ApptCategory) Unfiled        // Sets the default category in which all newly cre-
ated appointments should be placed

DefaultApptPriority = (int 1-10) 10        // Sets the default priority level for all newly created
appointments. A value of 10 means "No Priority"

```
DefaultApptUrgency = (char ABCD[) [         // Sets the default urgency level for all newly created
appointments. A value of [ means "No Urgency"

defaultApptType = (recordtype) Busy         // Sets the default appointment type for all newly created
appointments

defaultApptStatus = (recordstatus) Normal      // Sets the default status type for all newly created
appointments

DefaultFloatDuration = (duration +) 10m        // Sets the default duration for floats/tasks, in minutes

DefaultFloatCategory = (ApptCategory) Unfiled       // Sets the default category in which all newly cre-
ated floats/tasks should be placed

DefaultFloatPriority = (int 1-10) 1         // Sets the default priority level for all newly created
floats/tasks.  A value of 10 means "No Priority"

DefaultFloatUrgency = (char ABCD[) [         // Sets the default urgency level for all newly created
floats/tasks.  A value of [ means "No Urgency"

defaultFloatType = (recordtype) Busy         // Sets the default appointment type for all newly created
floats/tasks

defaultFloatStatus = (recordstatus) Normal      // Sets the default status type for all newly created
floats/tasks

DefaultTaskCategory = (TaskCategory) Unfiled       // Default category for Task Creation

DefaultAdvanceForTasks = (int 0-10000) 0           // Default Advance setting in days for tasks cre-
ated in Pimlical. A value of 10,000 (maximum value) is about 28 years which basically will advance all
Tasks).


[Commands and Functions]

AlwaysShowNewDay = (boolean) true       // If true, when the date of an item is changed in the Details
dialog, the view, on return will be adjusted to ensure that this item is still displayed (useful for con-
firming that you moved it to where you expected, but annoying if you regularly move large numbers of indi-
vidual items)

MultipleCategorySelection = (boolean) true        // If true, you can assign more than one category to
an appointment. When using a foreign database that does not support this capability (such as the Palm OS
database) this restricts Pimlical to just assigning one category at a time.

ReadTasksDatabase = (boolean) true        // Set this to TRUE to read the Tasks database and integrate
with calendar database

WarnOnDelete = (boolean) true        // If false, do not warn the user when deleting items

PutDeletedRecordsInHistoryDB = (boolean) false        // if True, deleted records are automatically put
into the history database when they are purged.

ArchiveDeletedRecords = (boolean) true        // If true, deleted records will be archived. Archive
status is a potential feature of the foreign database that Pimlical is using to get its data from, so
this feature exists in case that database is subsequently purged in that application.

oldFindStrings = (string) Meeting|Pimlico         // The list of most recent strings used in the regular
find function. This list is automatically updated by Pimlical but you can also edit it to remove strings,
etc.

PopupListCommandsForEvent = (stringslist Copy|Complete|Defer|Cancel|Separator|Advance 1 Day|Advance
1 Week|Advance To Monday|Advance To Tuesday|Advance To Wednesday|Advance To Thursday|Advance To
Friday|Advance To Saturday|Advance To Sunday|Edit Note|Display All Instances|Display Results|Display
Link|Separator|Group Items|Ungroup Items|Find All Items in Group|Separator|Log to Journal|Delete|Display
Details|Edit|Hyperlink|Separator|New Appointment|New Floating Event|New Undated Float|New Task|New
Undated Task|Separator|Toggle All Time Slots|Select All|Go To Due Date|Make Exception|Select Category)
Display Details|Copy|Complete|Defer|Cancel|Advance 1 Day|Advance 1 Week|Advance To Monday|Edit|Edit
Note|Go To Due Date|Make Exception|Separator|Select All|Display All Instances|Display Results|Display
Link|Select Category|Separator|Group Items|Ungroup Items|Find All Items in Group|Separator|Delete //
Select from one to all of these commands to appear when you right click an item in the calendar. You can
also use the up-down button in the dialog to change the position of the commands in the list.

PopupListCommandsForEmptySlot = (stringslist New Appointment|New Floating Event|New Undated Float|New
Task|New Undated Task|Select All|Toggle All Time Slots) New Appointment|New Floating Event|New
Task|Select All|Toggle All Time Slots         // Select from one to all of these commands to appear when
you right click an empty slot in the calendar. You can also use the up-down button in the dialog to
change the position of the commands in the list.
```

UseSingleClickForQuickEntry = (boolean) true        // If true a single click in an empty slot will open
up the Quick Entry Dialog. If false, you have to use a Double-Click to open up that dialog.

DoubleClickOnApptOpensDetails = (boolean) false        // Change to true to have the Details (rather than
Edit) dialog appear when you double-click, or click a selected item.

UseDayViewForGoToMatch = (boolean) false        // If True, the GOTO function in the Display results
dialog will always force the Day View to be used for the display of an item.

UseLocationRectangleOnGoTo = (boolean) true        // If true, location Rectangles/highlighting are dis-
played automatically on the GoTo operation (as if 's' pressed in main display).

SetZeroDurationIfCanceled = (boolean) false        // If true, items that are canceled will also be set
to a zero duration (so they no longer block out any time in the display).

LogCompletion = (boolean) false        // Set to True to log completion of floats & Tasks into a Daily
Journal

CursorAtStartOfNote = (boolean) false        // Set to True to have the insert pointer placed at the start
of the note/memo field when first displayed.


[Date/Time Items]

DayStartMinute = (time) 540        // Set the starting time for the day. Unless all time slots are being
displayed, the first time slot to be displayed on the day will be the earlier of either this time, or the
first appointment on the day.

DayEndMinute = (time) 1020        // Set the ending time for the day. Unless all time slots are being
displayed, the last time slot to be displayed on the day will be the later of either this time, or the
last appointment on the day.

FirstWeekOfThisYear = (date) 20081228T000000Z        // If a date is set, this determines the first week
of the Current year as used to compute custom week numbers for display.

FirstWeekOfNextYear = (date) 20100104T000000Z        // If a date is set, this determines the first week
of the Next year as used to compute custom week numbers for display.

AdvanceFloatingEventsTime = (time) 0        // Specify the time of day at which floating events will be
automaticaly advanced. Set to exactly 12:00a (00:00) to avoid advancing floating events

DisplayWeekNumbers = (boolean) true        // If true, week numbers are displayed along with the month
selection panel

HomeTimeZone = (timezone)        // Defines the home time zone. Items which have no explicit timezone
assigned to them are assumed to be in this timezones

CurrentTimeZone = (timezone) Home Timezone        // Defines the current time zones. As a person moves
from one timezone to another, this is the preference setting that gets changed.

CreateTimeZone = (timezone) Home Timezone        // Defines the default timezone in which new items will
be created. Normally this is the same as the current time zone but can be set to a different, explicit
value

StartOfWeek = (dayofweek) 0        // Defines the starting day of the week to be used throughout Pimlical
with the sole exception of the 7-day display in the Multi-Day view.

WeekViewStartOfWeek = (dayofweek) 1        // Defines the starting day of the week to be used in the 7-day
display in the Multi-Day View only.

IncludePmIndicator = (boolean) true        // When true, the US style Am/Pm indicator is used for times.

TwelveHourClock = (boolean) true        // When true, times are displayed on a standard US style 12 hour
clock (otherwise world-wide 24 hr standard is used

ClockFace = (int 0-3) 0        // Clock Face to display. 0 = 12 hr, 1 = 24hr, two 12-hr dials, 2 = 24hr,
two 12-hr dials reversed, 3 = one 24-hr dial.

TimeSeparatorString = (char :.,/|;-) :        // The character to use to separate the components of a
time (i.e. hour | minute | second)

DateSeparatorString = (char :.,/|;-) /        // The character to use to separate the components of a
date (i.e. day | month | year )

LetterForDay = (char a-z) d        // the Letter to use for a day (when displaying a duration value)

LetterForHour = (char a-z) h        // the Letter to use for an hour (when displaying a duration value)

LetterForMinute = (char a-z) m        // the Letter to use for a minute (when displaying a duration
value)

LetterForSecond = (char a-z) s          // the Letter to use for a second(when displaying a duration value)

DateOrder = (stringlist mdy|dmy|ymd|iso) mdy          // The order in which dates should be displayed (mdy is US default, dmy ymd are general defaults in rest of the world, iso = ISO standard for date formats)

PalmDesktopHasOldDSTRules = (boolean) false          // Set this to true if the Palm Desktop is using the OLD DST rules (esp. for US where they changed in 2007, or Australia that changed the rule on the +10:00 timezone, and where the Palm desktop is generating the WRONG time.

IncludeTimeZoneSupport = (boolean) true          // If true, timezone support is enabled in Pimlical

DefaultIsUntimedAdvances = (boolean) true          // If true, advances on events are generated as untimed events (if false advances are generated with the same time as their target event.

MultiDayViewAlternateTimezone = (timezone) All Timezones          // Timezone to use for the display of the background times in all columns of the Day+ View (All Timezones will always display the same time, while Home Timezone would display your home time zone in the background while displaying your current timezone in the leftmost column).


[Colors]

SelectionColor = (color) 191,228,255          // Color to use for selecting items and also for the "drag" rectangle

DayViewShadeColor = (color) 240,240,240          // Color to use to shade appointments in the Day and Multi-Day Views

TodayColor = (color) 255,255,204          // The color to shade the background for Today with (default is light-yellow)

ListViewHeaderBackground = (color) 255,255,225          // Background color for date headers in list view.

ListViewHeaderForeground = (color) 160,0,0          // Foreground color for date headers in list view.

MultiDayViewTimeColor = (color) 192,192,192          // Sets the color to be used in the multi-day view on blank time lines in columns other than the first column. Set a value of 0,0,0 to avoid drawing the times alltogether

OtherMonthBackgroundColor = (color) 240,240,240          // Sets the color background to be used for months outside of the current month

ReverseHeaderColor = (color) 180,90,90          // Sets the background color used to draw the week number or Month name in the Week and Month+ Views - text will be drawn in white if all three components are less than 190, otherwise text is drawn in black

ForeColor1 = (color) 0,0,0          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor2 = (color) 255,0,0          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor3 = (color) 0,255,0          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor4 = (color) 0,0,255          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor5 = (color) 192,192,192          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor6 = (color) 235,235,235          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor7 = (color) 255,255,255          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor8 = (color) 255,255,0          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor9 = (color) 128,0,0          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor10 = (color) 255,140,0          // Red, Green and Blue component values for the color at this position in the color palette

ForeColor11 = (color) 0,255,255          // Red, Green and Blue component values for the color at this position in the color palette

```
ForeColor12 = (color) 139,69,20          // Red, Green and Blue component values for the color at this
position in the color palette

ForeColor13 = (color) 255,20,150          // Red, Green and Blue component values for the color at this
position in the color palette

ForeColor14 = (color) 0,155,155          // Red, Green and Blue component values for the color at this
position in the color palette

ForeColor15 = (color) 0,0,155          // Red, Green and Blue component values for the color at this posi-
tion in the color palette

ForeColor16 = (color) 128,0,128          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor1 = (color) 255,255,255          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor2 = (color) 0,0,0          // Red, Green and Blue component values for the color at this position
in the color palette

BackColor3 = (color) 255,0,0          // Red, Green and Blue component values for the color at this posi-
tion in the color palette

BackColor4 = (color) 0,255,0          // Red, Green and Blue component values for the color at this posi-
tion in the color palette

BackColor5 = (color) 0,0,255          // Red, Green and Blue component values for the color at this posi-
tion in the color palette

BackColor6 = (color) 255,255,0          // Red, Green and Blue component values for the color at this posi-
tion in the color palette

BackColor7 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor8 = (color) 0,255,255          // Red, Green and Blue component values for the color at this posi-
tion in the color palette

BackColor9 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor10 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor11 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor12 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor13 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor14 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor15 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette

BackColor16 = (color) 235,235,235          // Red, Green and Blue component values for the color at this
position in the color palette


[Printing Fonts]

DayNamesPrinterFont = (Font) Arial-Bold-11          // Font to use for printing the names of the days of
the week.

DayViewPrintFont = (Font) Arial-Plain-9          // Font to use when printing the Day View

MultiDayViewPrintFont = (Font) Arial-Plain-8          // Font to use when printing the Multi-Day View

WeekViewPrintFont = (Font) Arial-Plain-8          // Font to use when printing the Week View

MonthViewPrintFont = (Font) Arial-Plain-7          // Font to use when printing the Month View

MultiMonthViewPrintFont = (Font) Arial-Plain-6          // Font to use when printing the Multi-Month View

ListViewPrintFont = (Font) Arial-Plain-9          // Font to use when printing the List View
```

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TimePrintFont = (font) Arial-Plain-9        // Font to use for printing time fields in day/multi-day views
on screen

WeekViewDayPrintFont = (font) Arial-Bold-10        // Font to use for printing days of week date headers
in the weekly view

MonthViewDayPrintFont = (font) Arial-Plain-12        // Font to use for printing days of month numbers in
month and Multi-Month Views

TitleForPrintout = (string) Pimlical User: <date>        // This appears as the header on printouts - use
it to print your name, etc. You can include <date> at the end of the header to indicate that the date
should be appended to the title.

TitleFontForPrintout = (Font) Arial-Bold-16        // Font to use for the title header on printout.


[Memos]

LockMemoText = (boolean) false        // Set to True to lock memo text against inadvertent change.

MemosAlphanumericSort = (boolean) true        // Set to false to sort memos manually.

[Contacts]

CompanyNameOrder = (int 0-2) 0        // Company/first/last name order (0 = sort by company, 1
= sort by last name, 2 = sort by first name)

ImportBirthdaysAnniversaries = (boolean) false        // Set to true to import all birthdays and anniver-
saries from the Contacts Database.

ContactLabelCustom1 = (string) Field 1:        // Label to display for custom field 1

ContactLabelCustom2 = (string) Field 2:        // Label to display for custom field 2

ContactLabelCustom3 = (string) Field 3:        // Label to display for custom field 3

ContactLabelCustom4 = (string) Field 4:        // Label to display for custom field 4

ContactLabelCustom5 = (string) Field 5:        // Label to display for custom field 5

ContactLabelCustom6 = (string) Field 6:        // Label to display for custom field 6

ContactLabelCustom7 = (string) Field 7:        // Label to display for custom field 7

ContactLabelCustom8 = (string) Field 8:        // Label to display for custom field 8

ContactLabelCustom9 = (string) Field 9:        // Label to display for custom field 9

PhoneCallTemplate = (string) "C:\Program Files\Skype\Phone\skype.exe" "/callto:$$"        // Template to
use for things like Skype Phone calls. The '$$' is replaced with the telephone number, or use '$$$' to
use the telephone number with the leading zero dropped. The entire string is submitted as a command to
the operating system, so any dialing program can be used.

ContactPhoneLabelOrder = (StringsList Work|Home|Fax|Other|Email|Main|Mobile|Pager) Work|Home|Fax|Other|Em
ail|Main|Mobile|Pager        // Default ordering of phone labels for newly created contact records. NOTE:
you must ensure that all eight labels are selected - if you de-select any label, this preference will be
ignored and the default settings used instead.

[Google Calendar]

GoogleUserName = (string)        // Google Calendar User name

GooglePassword = (string)        // Google Password (Scrambled, so don't edit this prefer-
ence directly - it won't work)

SaveGooglePassword = (boolean) true        // Set to false to avoid saving the google password in
your preferences. Normally you would want to save the password (it is not visible in the Preferences file
as it is scrambled there) as if you do not save the password, Pimlical cannot automatically log into your
account to refresh the display.

LatestUpdateAlwaysPrevails = (boolean) false        // Set to true to automatically have the latest update
made in Pimlical OR Google Calendar prevail if the item has been modified on both platforms.

MaximumItemsToSafelyDelete = (int) 10        // If more than this number of items would be deleted
from one calendar after a sync, ask the user if it is ok to proceed (a safety check against some
corruption/problem that might otherwise cause a very large number of items to be unexpectedly deleted)

UseGoogleExtendedProperties = (boolean) true        // If true, Pimlical will use Google's extended prop-
```

erties to preserve special items. If false, tags are created in the note field (Google's 'description' field). If other programs are accessing and updating Google Calendar, it's possible they may trash or not properly preserve the extended proprties field, in which case it's safer to set this to false and have the properties saved in the note field.

GoogleRefreshInterval = (int) 300                // Refresh interval for re-reading Google Calendar - default is 5 minutes (300 seconds).

SyncGoogleCalendarOnStartup = (boolean) false     // Set to true to automatically sync all Google calendars on startup of Pimlical.

MaximumBatchOperations = (int 1-100) 50           // Sets the maximum number of operations submitted at one time to Google Calendar - do not change this unless you are getting errors indicating that a batch inquiry was too large or as directed by software support.

SelectedGoogleCalendarNames = (string)            // List of Google Calendars to select when re-entering the Google Calendar dialog. Each name is separated with vertical bar character (|). This list will override the normal recollection by Pimlical of the last set of selected Google Calendar names.

IgnoreTentativeStatusInGC = (boolean) false       // Some updates of GC (such as from Android devices) mark everything as Tentative (!), so you can set this preference to true to avoid having that happen.

AssignPimlicalCategoryToGC = (boolean) false      // Set to true to automatically assign a Pimlical Category (creating it if necessary) with the same name as the Google Calendar entry, so item is in Pimlical's main database as well as Google Calendar. Also does the reverse - an item assigned to a category that has a Google Calendar counterpart will automatically assign to that calendar via the Google Category.

[System Items rarely changed]

RegisteredUserName = (string) cesd

CalendarDatabasePath = (file) S:\@data\My Documents\Palm OS Desktop\cesd\datebook\DateBook.mdb

ContactsDatabasePath = (file) S:\@data\My Documents\Palm OS Desktop\cesd\address\Address.mdb

TasksDatabasePath = (file) S:\@data\My Documents\Palm OS Desktop\cesd\todo\Todolist.mdb

MemoPadDatabasePath = (file) S:\@data\My Documents\Palm OS Desktop\cesd\memopad\MemoPad.mdb

DebugMode = (boolean) false        // When set to true, several debug routines are enabled in Pimlical. Some may impact performance to a slight degree, but if you are experiencing some unusual problems, turning on Debug mode may enable a test which will show why a problem is occurring.

UseRuntimeErrorsLog = (boolean) true        // When set true, all run-time errors are written to a log file in the main Pimlical Folder. This would be the normal default setting for Pimlical as otherwise error messages might not be seen (the setting exists to run Pimlical under the NetBeans Debugger).

MayHaveFloatingEvents = (boolean) true        // An internal flag maintained by Pimlical to determine if there are any floating events in the database. If false, there is no point in scanning the database for them. If true, there MIGHT be some floating events, so the database should be scanned (but a setting of true does not GUARANTEE that there are some floating events present).

FloatAdvanceSetsDirtyFlag = (boolean) true        // If false, the dirty flag is not set by Pimlical when advancing floating events. Depending on the foreign database being used, this allows control over how the synching strategy on that database operates

LastFloatingUpdate = (date) 20071214T183004Z        // Remembers the date on which the last floating update was performed (this is only used in standalone mode and normally managed by Pimlical).

RegistrationString = (string)        // Registration code for Pimlical

NumberOfBackups = (int 0-10) 5        // specifies how many backup copies are to be retained of the various databases that Pimlical modifies

WeeklyMonthlyBackups = (stringlist weekly|monthly|weekly & monthly|neither) weekly & monthly        // Takes weekly and/or monthly backups of all PIM databases and system files so you have an older version to go back to if needed

WarnIfDatabaseUpdated = (boolean) true        // Change to false to suppress the warning about the main calendar database having been updated by another application.

MaintainAuditTrail = (boolean) true        // If True (default setting) an audit trail of every change to the calendar and tasks databases is maintained in PimlicalAuditTrail.txt file

AuditDescriptionLength = (int) 40        // Always truncate description/note/location field of record to be no longer than this number of characters (use a very large value to always include the entire description).

```
dateBk6AvoidCategoryTag = (boolean) true        // if True, Pimlical will not create a DateBk6-style tag
just to hold the backup category information

MaximumSQLQuerySize = (int) 5000         // Maximum number of characters allowed in an SQL Query (this may
be database/JVM dependent or to workaround bugs in the SQL libraries!).

CurrencyDelimiter = (string) .          // Currency delimiter to use in export function (4.25 etc.)

WarnOnChangingColorPalette = (boolean) true        // Warn if changing color palette (mostly for DateBk6
users).

SynchronizeDateBkTemplates = (boolean) true        // Set to false if you do not want to synchronize
DateBk templates

RepeatTasksHaveNoExceptionList = (boolean) true        // set false if they do have exceptions list.

PalmUserHasDateBk = (boolean) true        // True if user has DateBk application (handles due dates/
display dates on floats to be more compatible with Datebk

PixelsToScroll = (int) 20         // Number of pixels to scroll by when mouse wheel used.

SynchronizeWithPalmOS = (boolean) true   // Set true if database is being synched with a Palm OS Hand-
held. Set FALSE for standalone operation. If true, imposes certain limits such as 32k as the maximum memo
size, etc.

VerticalScrollbarThreshhold = (int 0-20) 2    // Specifies a threshhold or "fudge factor" for display
drivers spuriously displaying a vertical scroll bar (try increasing this value a bit if you see spurious,
vertical scroll bars in the views - Looks like a value of 4 is needed if you use Windows Classic Theme
for example).

AutoRefreshInterval = (int +) 60         // Time between checks (specified in seconds) for auto-refresh-
ing the screen (in case some other application has updated the database underneath Pimlical). Set value
to 0 to disable this feature

AutoSaveInterval = (int +) 60         // Time between checks (specified in seconds) for automatically
saving all changes to the calendar and task databases. Set value to 0 to disable this feature

LastPurgeOfDeletedRecords = (date) 20090101T000000Z        // Remembers the date on which deleted records
were last removed from the PIM databases (this is only used in standalone mode, and normally managed by
pimlical).

CheckForNewSoftwareRelease = (int +) 14              // Check for new software release every number of
days specified here. Set to 0 to completely disable this feature.

CreateLinksForExceptions = (boolean) false        // Set to true to link exceptions to repeat series
(mainly useful for compatibility with DateBk - not really needed by Pimlical)
```