

Relish User's Guide for Version 2.2



Time and Information Organizer for OS/2

Relish gives you unmatched flexibility for coordinating and managing your commitments. It's ideal for individuals who want power and reliability. It's likewise well suited for workgroups with dynamic and complex needs.

Relish takes full advantage of OS/2's multi-threading, multi-tasking environment by using a client-server architecture even in single user versions. It works in the background so you don't have to waste time or remember to do things like reconcile and save.

With Relish you really can manage time and tasks with ease.

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About This Guide

This *User's Guide* pertains to both Relish and Relish Net. In general, the broad personal functionality and usage conventions apply to both versions.

When appropriate, information pertinent only to those on a network is denoted with the indication:

Network Considerations

You will also find two sections devoted entirely to Relish Net - Section 11 gives an overview of network usage, and Section 17 covers network specific set up issues.

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1. Starting with Relish

Relish offers time and information management that is easy to use and totally reliable. Just make notes on who, what, when, where, and why, and Relish will do the rest.

You'll be scheduling appointments, meetings, phone calls to make, computer programs to run, and other things that need to be done. The integrated telephone/address book is the place for all your important names and numbers. Relish is perfect for everything you need to be reminded about or keep track of.

Relish offers a flexible and intelligent approach to scheduling. You don't have to force your commitments to fit into arbitrarily predefined blocks of time. You decide the starting and ending times, and any duration is fine. In fact, you don't even have to specify times for your commitments within a day. And, they can overlap, if necessary. You can also have meetings and such on your calendar that aren't actually scheduled. It's up to you.

Relish is architected to make your time management more productive. With Relish you will *always* be reminded of obligations that require your attention, no matter what program you are running at the time. The reminder function is activated as soon as OS/2 starts, which ensures that your reminders are always displayed when your computer is on. If OS/2 is shut down or your computer turned off when a reminder is due, you will be alerted to it soon after OS/2 resumes.

If you need to, you can change the time or place of an appointment right from the reminder. If you want a "paper copy," you can print your schedule in the format that best suits your needs. Your To Do List is automatically prioritized by the importance you've assigned to each item. You can even search for free time.

Type-to-search(TM) lets you just start typing to find a note or phone book entry, without using an intermediate dialog. If you don't want to see your Notations and Run Programs when you look at your schedule, you can do that too. With the options of multiple menu sets, desktop objects, and the iconbar, Relish is ready to work the way you do.

With Relish, checking your schedule is just a click away. You can quickly see a particular day, week, month, or any time period of your choice. You can single out your phone calls, for example, or your commitments with a particular client. The possibilities for searching your schedule are practically endless. These and other features make working with Relish easy, and in the process, make you more productive.

Network Considerations

Relish Net adds the notion of "people, places, and things" to your personal world of appointments, meetings, etc. In addition to your own schedule, you have access to the schedules of others using Relish on your LAN. You also have access to the schedules of any places (such as conference rooms) and things (such as VCRs and projectors) that are scheduled using Relish Net.

The additional features of the network version are discussed throughout this guide.

Installation Instructions

Before using Relish, you must install it on your hard disk. The installation process is quite simple and will take just a few moments. Relish is distributed on two disks. Start the installation process from the first disk; the installation program will ask for the second disk when it's needed.

To begin the installation process, put the Relish diskette into any disk drive. Type the drive name and install command in an OS/2 window. Thus, if you are using the B: drive, for example, type:

```
B:INSTALL
```

Alternatively, if you install from the A: drive, you can use the OS/2 drive A object on your desktop. Open the drive A icon to display

all the Relish files. Double-click on the INSTALL.EXE icon to begin the installation process.

In either case, you'll then be guided through the installation process by simple instructions on your screen. After a few minutes Relish will be up and running. Should it for any reason become necessary, you can select Cancel or press the ESC key to stop the installation.

During installation, you must specify the disk drive and directory in which Relish will be installed. The installation program will suggest installing the software in C:\RELISH (or, if Relish is already installed elsewhere, the directory where it is installed). Wherever you install it, putting it in a separate directory is preferable. Whatever directory you choose is automatically created if it does not already exist.

Also during installation, you will be asked if you want the "NOW Service Process" to start automatically when OS/2 is started. This part of Relish delivers reminders even when you are running other programs. Unless you have a specific reason this process should not be started, let the installation process make the necessary changes to your STARTUP.COM file. ([Appendix A](#) has more information.)

When completed, the installation process puts the Relish icon and the Relish buns folder on your desktop. It also puts a Relish bun template in your OS/2 Templates folder. The program is now ready for you to use.



CID Enablement

The Relish INSTALL program also supports IBM's CID standard for remotely installing software over a LAN. A sample CID response file, RELISH.RSP, is included on the distribution disks. It also documents the command line arguments supported by the installation program.

For information about CID, contact your IBM representative or consult the *IBM Network Transport Services/2 Redirected Installation and Configuration Guide* (S96F-8488-00).

Installing Upgrades

Upgrading is easy and quick. You should simply follow the original installation instructions. The installation program handles all of the details and automatically preserves your database of notes as well as changes you've made to the settings and other customizations.

The installation program will usually suggest the drive and directory in which you already have Relish installed. If not, enter the correct drive and directory - this information must be accurate for Relish to find your existing database of notes.

Also note that, during installation, the program will suggest you need the same amount of free disk space as a new installation. This is *not* required if you install the upgrade in the same directory as the previous version. The new version may take some additional disk space, but not as much as a new installation. You should answer Yes if you are asked to confirm that there is enough free disk space.

When asked to confirm that you wish to install the new release over an existing copy of Relish, just click on Yes. The installation process takes from 90 seconds to several minutes depending on the size of your database. And, that's all there is to it. You'll be ready to again spread Relish on your desktop.

After you install an upgrade, the icon for the earlier version that you had on your desktop or in a folder will now point to the new version. However, depending on how the original icon was created, you may end up with two icons on your desktop. In that case, either icon may be deleted.

Network Workstation Considerations

The workstation portion of the Relish Net software is installed using the same procedure as the personal Relish software. Your Relish Net administrator will advise you of any variations from the installation instructions.

If the distribution disks have been copied to a directory on a server, you can run the installation program from the

server's directory the same way you would run it from the distribution disks. To work correctly, you must be logged onto the network and have sufficient permissions for the appropriate directory on the server. Your Relish Net administrator has the details.

You can install this version over an existing copy of Relish or an earlier version of Relish Net. If you do so, the program will use the existing database of notes.

When the installation process is completed, the program is ready for you to use. If you are new to Relish Net, you will need to connect to the Relish Net server before using any network-specific features. (Refer to [Section 17](#) for details.)

Installation of the Relish Net server software is an administrative function. It is covered in the *Relish Net Administrator's Guide*.

2. Running Relish

Once installed, Relish is working even when you aren't aware of it. Of course, you will want to add notes to schedule your appointments and such. To do this, run Relish just like any other OS/2 program by double-clicking on the Relish icon with your mouse.



Alternatively, you can run Relish from any OS/2 session or window by changing to the directory with Relish and typing:

```
RELISH
```

General Usage

Relish follows the standard OS/2 usage conventions. It is optimized for efficient use with a mouse, the keyboard, or both. Moving within a dialog, sizing a window, making menu selections, etc., are done as you would normally expect to do them.

Starting from the main menu across the top of the window, each choice leads you to a menu of options, and each option leads in turn to a dialog window where you make choices, enter pertinent information, or select actions to be carried out. Most of the dialogs are self-contained, but some lead you to additional dialogs.

Each dialog consists of a combination of data entry fields, list boxes, radio buttons, check boxes, and/or pushbuttons. Data entry fields allow you to type information; list boxes allow you to make selections; radio buttons and check boxes allow you to turn options on or off; and, pushbuttons allow you to perform certain actions (such as telling Relish it's OK to process the information you have entered).

A highlighted area, and/or a blinking cursor, shows where you are within Relish's menus and dialogs. Highlighting consists of an outline around the text of the choice. Additionally, in some areas, the highlighting includes a change in the background color for that field. A message at the bottom of the window always gives you some information about your current position.

To move around within a dialog window, click with your mouse or use the TAB and directional arrow keys. To jump to a particular part of the dialog using the keyboard, press the designated letter (shown underlined) together with the ALT key.

Hint: For the arrow keys on the numeric keypad to work correctly, your keyboard must *not* be in "NUM LOCK" mode.

To complete a dialog, select the OK button by clicking on it with your mouse. Alternatively, you can press ENTER or SPACEBAR when OK is highlighted.

If you find yourself in a menu or dialog that you do not want to complete, you have several ways to cancel your current activity. No matter where you are, pressing the ESC ("Escape") key will always cancel the current dialog or menu. Also, most dialogs contain a Cancel pushbutton which you can select.

Note: The plus sign (+) is used in this guide when two keys should be pressed simultaneously. Thus, ALT+C means you should hold down the ALT key and while you press C.

Extra Short Cuts

While most pushbuttons also have designated letters, Cancel, OK, and Help do not because standard OS/2 conventions associate particular keys with these buttons. Using ESC for Cancel is one example.

However, for those who prefer it, Relish provides the option of also using designated letters - short cuts - for these particular pushbuttons. Thus, you could also use ALT+C to Cancel. [Section 16](#) discusses the option of Extra Pushbutton Keys.

Another special short cut is the ability to "just start typing" in the main Relish window to find information. While there is extensive searching functionality through menu options and editing functions, type-to-search(TM) gives you immediate keyboard access. Type some keys - partial information is fine - and the first corresponding entry in the display will be selected for you. There's more about type-to-search in [Section 10](#).

Comments on Drag-and-Drop

Drag-and-drop is a sequence of movements made with the mouse that can be used to replace keyboard controlled actions. The process involves positioning the mouse, selecting the item by holding down the right mouse button, moving the mouse to the desired destination, and dropping the item by releasing the mouse button.

Depending on the item, dragging may move the item, copy the item, or use the item to perform an action. Sometimes you have the option of moving or copying. To use **Copy mode**, press the CTRL ("Control") key as you drop to make a copy of the dragged item. OS/2 drag-and-copy mode can be used in Relish to copy a dragged note, for example.

[Section 7](#) is devoted entirely to information on drag-and-drop specifically for Relish. It covers scheduling and revising with drag-and-drop, as well as discussions of the many ways you can make use of this technique.

Hint: If you want to change the program fonts, use drag-and-drop from the desired font in the OS/2 Font Palette to the text to be changed.

The OS/2 Color Palette works the same way. And, to change the color of text, hold down the CTRL ("Control") key when you drop.

Note: References to mouse buttons are based on the assumption that your OS/2 mouse button settings have not been changed.

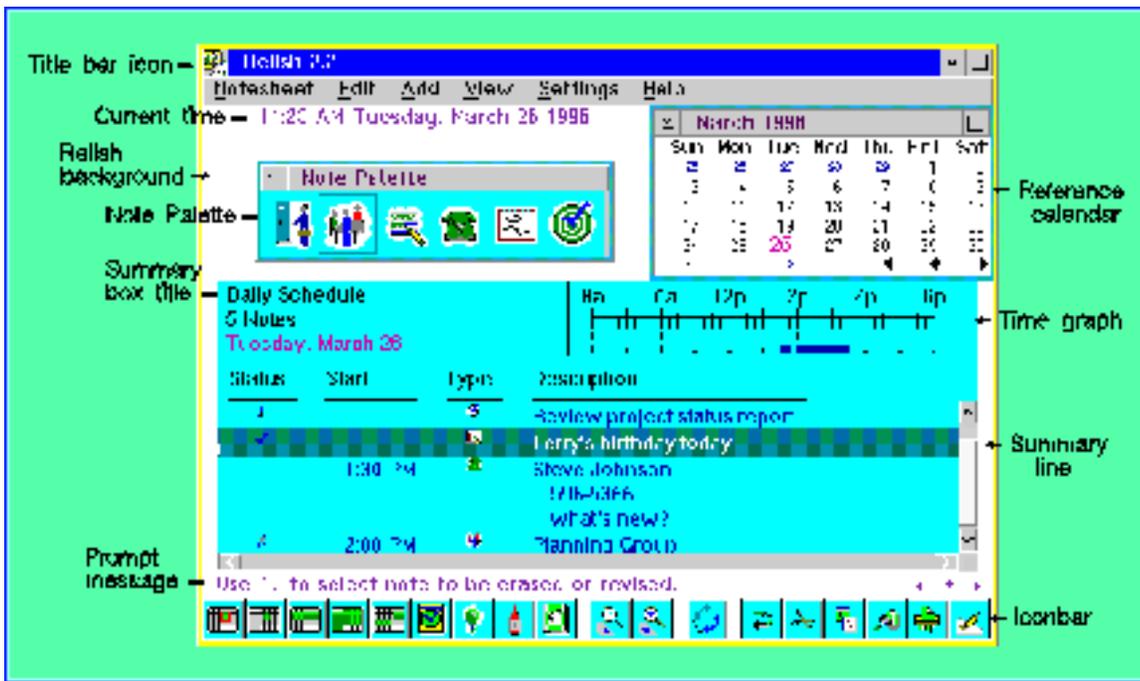
Just for the Workplace Shell

The Workplace Shell of OS/2 gives you the opportunity to use your computer desktop just like your office. You have file folders, documents, a shredder to dispose of unnecessary items, and perhaps a printer and other office equipment. You also have the programs that you use, such as Relish.

Relish is designed to blend sensibly into your OS/2 desktop. In doing so, Relish is able to provide you with the ultimate in scheduling flexibility and ease of use. The capabilities of drag-and-drop and Relish Buns, for instance, really expand the ways you can use Relish.

A Tour of Relish

In many respects, Relish looks like a typical application. However, in actuality, Relish is composed of several windows, each of which serves a particular purpose.



In the main window, the menu choices under the title bar provide a variety of options for using the program. In fact, two menu styles are available in Relish. The Classic style follows the Common User Access (CUA) 89 standard; the Trendy style more closely follows the CUA 91 and 93 standards. You can switch back and forth, if you wish, and thus explore the two menus at your own pace.

The functions associated with the menu options are discussed in later sections. For more details specifically on the two menu structures, refer to [Appendix C](#) and the explanation of Desktop configuration options in [Section 16](#).

Note: Examples Are Trendy

In this guide, the examples and such follow the Trendy menu structure. Thus, features are referenced first by their positions in the Trendy menu structure, then by their position on the Classic menus. As an example, a reference might read:

... on the Settings (Setup) menu ...

The Summary Box

When you are using Relish, one schedule or list is displayed in the "summary box" in the lower portion of the main window. It initially contains a list of all of today's notes and a graphical picture of the time you have committed during office hours. The look of the summary box varies somewhat depending on what information you are viewing. (The various options of what you can view are discussed in [Section 8](#).)

The time graph represents your day in 15-minute intervals, and any interval into which a note falls will be blocked out. Thus, a note scheduled from 11:20 to 11:40 AM blocks out the period from 11:15 to 11:45 AM. A note scheduled for just 2:00 PM blocks out the interval from 2:00 to 2:15 PM. Since you can have several events scheduled for the same time, or multiple commitments in the same time period, these are shown by higher levels on the graph.

Mini-icons



You'll see a set of three mini-icons in the lower right corner of the summary box. They are standard throughout Relish, providing shortcuts to time and date functions when you are using a mouse. Many of the Relish dialogs include these three mini-icons:

☼ The **left arrow** makes a time and date earlier;

▶ The **right arrow** makes a time and date later;

◆ The **diamond** mini-icon (located in the middle between the left and right arrows) provides the default time and date value.

Whenever appropriate, such as in data entry fields, a sun mini-icon is also available.

☼ The **sun** pulls down the Keys menu of editing options (described in [Section 13](#)).

One mini-icon is specific to the reference calendar. It is only available when Relish is minimized or hidden and the reference calendar is left on your desktop.

■ The **equal sign** provides a quick way to restore the main Relish window.

Most mini-icons have keyboard equivalents. For example, F5 for earlier, F6 for later, and F4 for the default. ([Section 13](#) explains the function keys in more detail.)

Hint: Click on the right arrow mini-icon in the summary box to advance your view to the next time period. If you are looking at today's schedule, clicking on the right arrow mini-icon will give you tomorrow's schedule. Click on the diamond to return to today.

Network Specific Mini-icons

Working with People, Places, and Things often involves choosing one or more names from a list in a dialog. Depending on what you are doing at the time, you might be able to select several names, or you might be limited to just one.

When sending a note, or in other cases where multiple selection is useful, a set of mini-icons is provided above the list box. Clicking on the mini-icon will modify the names selected:

□ The **empty list** clears all the selections;

▒ The **partial list** selects only those you currently have in view;

■ The **full list** selects all of the entries in the list.

The list from which you select may include both individuals and established, or predefined, combinations of names (such as Planning Group or Managers). These combinations are also referred to as "lists" of names, and are identified by parentheses around the name. The names are organized alphabetically, lists first, followed by names for individuals.

The Note Palette



The Note Palette offers a more visual approach to adding to or changing your schedule and supplements the Add menu and other options to add notes. The palette window contains icons for each of the six different note types. (See [Section 5](#).) These note icons are used with the mouse by either double clicking or performing drag-and-drop operations.

Selecting a note icon by double clicking on it displays the Add dialog for that icon. When appropriate, the start date of the note is already filled-in, and reflects the period you currently have in view. When you are viewing something other than a period of time, such as your Overdue List, no date information is provided in the Add dialog.

When a note icon is dropped on a date (such as a date in the reference calendar), an Add dialog for that date is displayed. As is true in all instances when time and date information is provided for you when adding a note, you can change that information if you want to. You can, for instance, refine the time by clicking on the time ruler at the top of the dialog.

Hint: The Note Palette can make your entries quicker by providing the date information for you.

Drag-and-drop with a note icon is also used to revise existing notes. Dragging and dropping a note icon on a one-line summary changes the note type to that of the dropped icon. The drag-and-drop possibilities for the Note Palette are discussed in detail in

The Reference Calendar

To the right of the Note Palette is the reference calendar for the current month with today's date highlighted. It is a handy feature, providing access to any day's schedule simply by clicking on the date.

You have the option of leaving the reference calendar window on your OS/2 desktop when Relish is minimized or hidden. This gives you access to daily schedule information even while Relish is minimized. (For information on this option, refer to the Desktop configuration discussion in [Section 16](#).)

As mentioned, when the reference calendar is left on the desktop, a mini-icon in the shape of an equal sign (=) is displayed to the left of the other mini-icons at the bottom of the calendar window. Select the equal sign by clicking once with the mouse to restore the main Relish window.

You can move the reference calendar window, or you can close it if you want. To close it, use the title bar icon in the upper left corner of the window. Later, one way you can restore the reference calendar window after it has been closed is by selecting the Settings Notesheet (Choose Workspace) menu option and checking the Calendar open window option.

Hint: Click on the right arrow mini-icon to advance the calendar to the next month. Click on the diamond to return to the current month.

The Iconbar



The iconbar provides quick access to the functions you use most. There are iconbar icons for adding notes, doing cut, copy, and paste operations, changing views, doing searches, exporting and importing, and printing. Rather than going to a menu option, for instance, you can click on an iconbar icon to perform the function.

You can position the iconbar across the top or bottom, or down the right or left side of the window - or you can take it off entirely. You can also change or rearrange the functions using the Settings (Setup) Iconbar menu options. With simple drag-and-drop operations you can setup the iconbar with the functions you want.

Each icon in the iconbar also has a popup menu. This menu allows you to customize the function of each icon as well as delete and insert icons and spaces into the iconbar. When the popup menu for the icon is displayed, the top menu item is the icon's function. Also, the prompt line at the bottom of the main Relish window gives you a brief description of the function.

Getting Help

Help in the menu bar at the top of the window will give you information on a host of topics.

The **Help Index** provides a list of available topics.

General Help gives you an overview of Relish and how it is used.

Using Help explains when, and how, you can get help.

Product Information provides the version number and company information for this copy of Relish.

After selecting an option on the Help menu, you can use the standard OS/2 help facilities for finding out more about Relish.

In addition to the general Help menu options, you can press the F1 key for specialized help information on the currently highlighted field, button, or menu item. This information generally summarizes the ways a button can be used or the types of information that should be entered in a field. Where space permits, helpful hints are also included, such as:

Hint: You'll get specialized help information for the currently highlighted field, button, or menu item by pressing the F1 key.

When You're Done

You can **Close** Relish, but you really don't need to. Relish stores information dynamically as you enter it, so you don't need to take special action at the end of the day. You can shut down OS/2 and your PC without harming Relish or your schedule.

You may choose to minimize Relish so it is conveniently on your screen desktop. To do so with a mouse, select the minimize icon (with the smallest square) in the upper right corner of the window, or pull-down the title bar icon and select Minimize. Alternatively without using a mouse, press ALT+F9 or pull-down the title bar icon with ALT+SPACEBAR and press N (the designated letter for Minimize in this menu). The monthly reference calendar will remain on your desktop after you have minimized Relish (see [Section 16](#)).

If you do want to Close, first cancel any menus or dialogs currently in use. With just the Relish window displayed, select Close on the title bar icon in the upper left corner of the main Relish window. Alternatively, you can just double-click on the title bar icon or press ALT+F4. Even after it is closed, Relish continues to provide you reminders and alarms at the proper times.

3. Relish Buns Are Hot



One of the most significant features in Relish is the inclusion of desktop objects, called buns, for accessing your Relish information in a totally new way.

A bun is not a file, folder, or program. Instead, it's a specialized Workplace Shell object with one specific purpose: to give you a useful collection of Relish information where you need it.

Unlike files and folders, buns don't actually contain information. Rather, Relish buns merely contain a description of the information you want to see. When you open one, the information you want is collected and presented in the way you want to see it. For instance, one bun can have your uncompleted To Do's while another can be your schedule for the week.

While not a program, buns do rely on Relish to provide much of their underlying functionality. And, that gets to perhaps the best part - that all Relish buns are "hot-linked" together under the covers. If you change something through one bun that affects what's in view in another, you see the change immediately. Thus, no matter where you are looking, what you see is always the *current* information. You never need to update things in multiple places.

Note: Unlike the Relish program which will run on any 32-bit version of OS/2, Relish buns are designed for use with OS/2 2.1 and higher. The special object nature of buns requires at least version 2.1 of OS/2.

Why a Hamburger Bun?

You might well be wondering why these objects are called buns. The idea is that each bun is a place you can spread some Relish. Or, to think of it another way, each bun is a place Relish can do some work... a sort of "workplace" for Relish... or... You could just say it's simply a humorous touch.

Buns and Views

There is a strong connection between a bun and the different views in Relish. That's why the standard bun icons are represented by the icon for the particular view superimposed on a hamburger bun. In essence, each of these buns represents a predefined way of viewing a collection of Relish information.

The Buns Folder



When you install Relish, you also get a new folder on your desktop with a hamburger bun on a folder as its icon. The Relish Buns folder has buns that correspond to many of the standard views you can access in Relish.



The **Daily Bun** has your complete schedule for the current day. Its icon includes a "calendar" with one day highlighted.

The **Weekly Bun** bun has your complete schedule for the current week. The icon has a calendar on which one week is highlighted.

The **Monthly Bun** has your complete schedule for the current month. A calendar is included on the bun.

The **To Do Bun** has your entire to do list. A check mark on a sheet of paper represents your To Dos.

The **Floating Note Bun** includes all your notes that do not have a specified time or date due. The icon includes a (floating) balloon.

The **Overdue Bun** has all of your notes that have been deferred past their starting time. The bun icon includes a ketchup bottle - for all those things you need to "catch up" on.

The **Phone Book Bun** has all the entries in your phone book. Its icon includes a book with a telephone handset on the cover.

In addition to the buns, there is a folder of **icons** included in the Relish Buns folder. There are icons for all of the predefined buns and the general bun template. There are also icons that can be used with other buns you create, if you so choose.

Using Buns

To open a bun, double click on it as you would any other Workplace Shell object. You'll get a window that's similar to a Relish window. And, as you can with Relish, you can change the colors and fonts using the appropriate Workplace Shell palettes. You can also rearrange the windows however you like. In general, the changes you make to a bun apply only to that bun. However, some changes to Relish features do apply to all buns, as discussed later.

Whenever you have multiple buns open on your desktop, you can drag-and-drop between them. So, for instance, you can drag an entry from your daily schedule to your to do list, or to a date in your weekly schedule from your overdue list. In general, Relish will make the appropriate changes to the note when you drop it. If you change your mind, you can undo the drop by selecting the Undo option from the Edit menu or the summary pop-up menu in the window where the drop occurred.

Relish Bun Template

In addition to the predefined buns, a general Relish Bun template is added to your OS/2 Templates folder when you install Relish. You can use it to create your own new buns.

Baking Your Own Buns

One of the most powerful things about buns is that you aren't limited to the standard set. In short, if you can get some Relish notes into view, you can create a bun to represent that same collection.

For instance, you might have a Weekly Schedule bun that shows only your appointments and meetings. If you use Relish's grouping capability to categorize your calendar into different projects or other categories you've defined, you can have buns related to these particular groups. You can even use the View Lookup (Lookup) menu to find all of your notes over a period of time that are related to a customer named Fred Jones, and define a bun with the same information.

Hint: Buns are a great way to organize your phone book. You can have different phone book buns for different categories by using the Group option. You can also have different buns based on key words by using the View Lookup (Lookup) - Phone Book option. And, these options are not mutually exclusive - so you can, when appropriate, select a group and use the Lookup options on it to create a highly specialized phone book.

Copy and Modify

There are two basic ways to create a new bun. The first is to start from an existing one that most closely meets your needs. This can be one of the standard buns or one that you have created earlier. You'll copy an existing bun onto the desktop (or into another folder), open it up, modify the layout, and change what information is in view.

So, for instance, to create a bun for your "Uncompleted To Do List" you might start from the standard To Do List Bun. Or, if you like the color scheme and window placement of the Daily Bun better, you might start from there instead.

Since each bun is a true Workplace Shell object, you can make the copy in either of the standard Workplace Shell ways:

Use the second mouse button (generally the right mouse button) to drag a copy of the existing bun where ever you want it. This can be on the desktop, in another folder, or in empty space in the sample folder. Hold down the CTRL key when you drop the bun to indicate that you want to copy rather than move it.

Or, use the second mouse button to access the popup menu for the bun. Select the Copy option and then make the appropriate selections from the Workplace Shell's Copy dialog.

Note: Like all Workplace Shell objects, no two objects in the same folder (or on the desktop) can have the same name. So if you create a copy of an existing bun in the same place, the Workplace Shell will either prompt you for a new name or rename the copy automatically if you have set the appropriate desktop option.

Start from Scratch

Alternatively, you can also create your own buns using the Relish Bun template to the Workplace Shell's Templates folder. Once you open that folder and select the Relish Bun object, you can create a new bun in either of the standard Workplace Shell ways:

Use the second mouse button to peel a new bun off the bun template and place it onto the desktop or in a folder. In this situation, you don't need to hold down the CTRL key since copying is automatic with templates.

Or, use the second mouse button to access the popup menu for the template. Select the Create Another option and make the appropriate selections for the location of the new bun.

Note: You can change the view in any existing bun. For instance, you could change your Phone Book Bun to display your To Do list. While you won't generally want to do this, there may be times when it is useful. However, that may mean the next time you open your Phone Book Bun, you don't get what you expect. Refer to the Settings Notesheet (Choose Workspace) discussion in [Section 15](#) for information on controlling what view is saved.

A Custom Bun, Step-by-Step

Let's make a new Relish bun, just to see what it's like. To begin, position your mouse on the Relish Buns folder and:

double click

to open the folder. Move your mouse to the Weekly Bun:

hold down the right mouse button

to select the icon and then:

drag the icon onto the desktop

Before you drop the icon, be sure to also:

hold down the CTRL key

Then:

release the mouse button and then the CTRL key

to put a copy of the Weekly Bun on your desktop.

Now you have a bun to work with. For purposes of this example, let's assume you want this new bun to have your appointments and meetings for the current week.

So, position your mouse over the new Weekly Bun on your desktop and:

double click

to open the bun to a view of this week's schedule. Since you want to limit the types of notes displayed, select the View menu by putting the mouse on the word View and:

click once

to pull down the menu. With the mouse over the arrow to the right of the Include menu option:

click once

to display the Include options of Group and Types. If you wanted to limit this view to one of your predefined groups - such as business, school, or scouts - you'd select the Group option. Now, however, position the mouse over Types and:

click once

to display the Types of Notes dialog in which you will select the note types you want. Most likely, all the note types are checked, so you need to uncheck (i.e., deselect) the ones you don't want included in the view. Position the mouse over the Notation check box and:

click once

Move to the Phone Call check box and:

click once

again. Do the same for the Run Program and To Do List options. Alternatively, you could have pressed the designated letter for each note type together with the ALT key (such as ALT+N for Notation).

Press ENTER

to OK the dialog.

You may want to change how the iconbar is included in this display by using the Settings (Setup) Iconbar option. You also may want to change the layout by moving or closing the Note Palette or reference calendar windows.

Workplace Shell Actions

Buns are Workplace Shell objects and they can be used accordingly. A custom bun with To Do items for a particular project can be dropped into a folder relevant to that project, for example, to keep the information handy.

Changing the Icon Name

After you've made changes to a bun, you may also want to change the name of the bun icon to more accurately reflect its contents. One way to do this is to put your mouse over the text for the name of the icon and:

hold down the ALT key, and

click the mouse

This actually puts you in editing mode right on the desktop.

Use the DEL key to delete unwanted letters and type in the name you want, such as:

Appts & Meetings

Then, move the mouse to outside the highlighted text area and:

click once

to complete the operation.

Next time you want to see what appointments and meetings are scheduled for the week, just double click on that bun.

Deleting a Bun

If you get to a point where you no longer need a particular bun, either one you have created or even one of the standard ones, feel free to delete it. Deleting a bun has *no* effect on the Relish notes that appear in the bun - you are only deleting the desktop object that effectively defines one way you can view that information.

You can delete a bun in any of the usual Workplace Shell ways. That is, you can use the Delete option on the popup menu for the object or drag it to the shedder.

Recreating Buns

If you delete one or more of the standard buns in the Relish Buns folder, there is a way to get them back. You can use the BAKEBUNS program installed as part of Relish to recreate them.

To run the program, type:

BAKEBUNS

at an OS/2 command prompt in the directory where you have Relish installed. When you do so, BAKEBUNS restores any standard deleted buns. The program will preserve any changes you have made to other (remaining) buns except that, if you have made changes to the icons, the standard icons will be reassociated with each bun.

Shadowing

You should feel free to use other Workplace Shell features on your buns. For instance, if you like to access your phone book from several different folders on your desktop, you can create shadows of the Phone Book bun and put them in the folders where you need them. To make a shadow, just use the usual Workplace Shell methods such as the Create Shadow option on the popup menu or drag the bun to the correct location while holding down the SHIFT and CTRL keys.

Printing

Because a bun is a special type of desktop object - rather than a program object - you can print the contents of a bun without opening it. One way is to select the Print option on the popup menu and then indicate the printer you want to use. Another way is to simply drag the bun to the appropriate printer object on your desktop or in an open folder. After a short delay, Relish will display the print dialog to allow you to select your printing options for the information represented by the bun.

Buns Are Useful

You can exploit the power of buns in several ways:

- o Each bun presents you with a view of just some of your Relish information. Conveniently, you can update or add any Relish information through any bun.
 - o While the information is all related, each bun is definitely its own object. A bun has its own colors and window positions, for instance, which you can customize to look the way you want.
 - o You can have multiple buns open on your desktop at the same time. If you want to have your Daily Schedule and your To Do list visible at the same time, you can. If you also want your Phone Book, that's fine too. You can have as many buns open on your desktop as you like.
 - o Every bun is always automatically up-to-date.
 - o You get to the information in a bun with just a double click.
 - o Buns are Workplace Shell objects. You can print them, delete them, move them, shadow them, and even copy them to your heart's content.
-

4. Let's Try Relish!

If you haven't already done so, why don't you run Relish now. This example will assume you have a mouse, but you could, of course, do it all with keystrokes.

Position your mouse on the Relish icon and:

double click

After a few moments, Relish will be at your fingertips.

Scheduling Step-by-Step

Let's say it's early morning and you just had a call from an old friend who suggested meeting for lunch today. You want to make a note so that you don't forget.

Using Drag-and-Drop

Move your mouse to the meeting icon in the Note Palette (second from left).

hold down the right mouse button

and you've selected the icon. Now:

drag the icon

to 12 PM on the time graph and:

release the mouse button



(i.e., drop the icon on 12 PM) to display the Add Meeting dialog with the starting time already filled-in for noon today. You'll want to enter the details here. The cursor is in the "With Whom" field, so you type:

Old Friend

Then, press:

TAB

to move the cursor to the "Location" field and enter:

Scott's Rib Emporium

TAB

You'll want to make some "Remarks," so you type:

lunch and catch-up on old times

What you've entered up to this point is information for you. The rest of what you enter is useful to both you and Relish and determines where Relish places this note on your schedule. The "Start Time Date" is already completed, so:

TAB

twice to position your cursor in the "End Time Date" field.

Move your mouse pointer to 1:30 on the time ruler

along the top of the dialog, and:

click

to fill-in the ending time.

TAB

to the next field. To make sure you'll be there on time you want to set an alarm, so type:

1130

Scanning the fields you've just entered, they all look fine to you. If one doesn't look right, click on it with the mouse (or use the TAB key until you reach the incorrect field). After making your changes you want to OK the dialog. You can:

click

on the OK button with your mouse.

That's all there is to it; the meeting is scheduled. A one-line summary of your note has appeared in the Daily Schedule. And, Relish automatically saves what you entered, eliminating any possibility of losing notes that you might forget to "Save."

Note: If you try this example after 11:30 AM, Relish will "protest" a little about the times. You'll be asked if you really want to

schedule this in the past. Respond Yes, and you'll promptly be given a reminder for the meeting.

Changing the Meeting Time

But, your friend calls and can't make it until Friday. Move your mouse to anywhere on the note summary for the lunch meeting:

hold down the right mouse button

drag the summary

to Friday's date in the monthly reference calendar in the upper right of the Relish window. Then:

release the mouse button

and the meeting is rescheduled to noon on Friday.

For this example, you used drag-and-drop to begin the Add dialog, which included information about when the meeting should start. A drag-and-drop operation was also used to change the meeting to another date. These are ways to save keystrokes, and time, with Relish.

A More Traditional Approach

Let's try the example again, this time starting with a menu selection and not using any drag-and-drop operations. This will give you a feel for more of the ways Relish can be used.

Move your mouse arrow to Add on the main menu in the Relish window and:

click

to "pull-down" the Add menu. This menu shows all the types of notes that can be added. You want to add a meeting; so move the mouse down and:

click

once to display the Add Meeting dialog on your screen.

As you begin this dialog, the cursor is in the "With Whom" field and ready for you to type:

Old Friend

To move the cursor to the next field, press:

TAB

and enter the "Location":

Scott's Rib Emporium

TAB

Now for the "Remarks":

lunch and catch-up on old times

TAB

Since you are meeting at 12:00, that's all you have to type in the "Start Time Date" field:

12:00

Relish knows you mean 12:00 PM today (assuming it's not yet 12:00). Press:

TAB

Lunch can't be too long, so for the "End Time Date" you enter:

130

TAB

To make sure you aren't late, you want Relish to give you an extra reminder. In the "Alarm Time Date" field you enter:

1130

TAB

Since the "OK" button is highlighted, you press:

ENTER

to save the note and add it to your schedule.

Then you hear that your old friend can't make it until Friday. It's easy to change the meeting date. Just choose the note from your schedule and revise it. Move the mouse pointer to anywhere on the note summary in your schedule and:

double click

to display the Revise Meeting dialog, which shows you everything you previously entered for the note.

The cursor is at the end of the text in the first field, but you want to change the date information in the "Start Time Date" field. You could TAB down or move the mouse pointer to the date in that field and:

click

to position the cursor in front of the numerals for today's date. Then press:

DEL

one or two times to erase the numerals and type:

xx

where "xx" is the one or two digit numeral for Friday's date. Relish will adjust the ending and alarm times accordingly, so move the mouse arrow to the OK pushbutton and:

click

You are returned to the Daily Schedule display in the Relish window. As you can see, your schedule has been updated to reflect the change.

Network Considerations - Scheduling for Another

(To follow along in this example, you or your Relish Net administrator must have already set up your network connection. See [Section 17.](#))

Continuing with our example, perhaps you'd like to include Mary in the lunch on Friday. You know that Mary uses Relish on your network. Before OKing the note, you:

click

on the Features button below the data entry fields in the meeting dialog. In the resulting dialog, you:

click

on the People button to display a list of Relish Net users on your LAN.

Notice that your name is already highlighted, letting you know this meeting will be added to your calendar.

In the People list box:

click

on Mary's name to highlight it for selection. The indication of who this meeting is for has changed to Multiple. Now, move the cursor to OK and:

click

The Add Meeting dialog now shows this note is being added to both your and Mary's schedules. So, you:

click

on the OK button.

These simple examples present just a few of the options available to you for scheduling and rescheduling. Later sections will examine Relish in much more detail.

Finishing Up for Now

Of course, there is more you will want to do with Relish, but let's stop for now. Move your mouse pointer to the minimize button in the upper right corner of the window and:

click

to minimize Relish. The Relish reference calendar remains on your screen desktop providing quick access to your schedule. For fun, move the mouse pointer to today's date on the reference calendar (the highlighted date) and:

click

to display a Daily Schedule dialog. You could revise your meeting note again from this dialog or add another note. But, instead, move the mouse pointer to the Cancel pushbutton and:

click

to close the dialog.

Later in the week when Friday rolls around, you'll get an alarm at 11:30 AM to remind you of your lunch meeting. And, because your lunch starts at noon, you'll get another reminder then.

5. Adding Notes

Relish's basic building block is a "note." Notes are made for things that need to be remembered - appointments, meetings, things to do, etc. (Phone book entries are discussed separately in [Section 6](#).) There are several ways to add a note:

You can select the appropriate type of note from the **Add** menu at the top of the Relish window;

You can double-click on the icon in the Note Palette for the desired type of note;

You can use drag-and-drop with a Note Palette icon and Relish time or date information;

The add note functions can be included on the iconbar. You can then click on the appropriate iconbar icon for adding the desired type of note; or,

You can select the Add note button which is available in some windows and dialogs.

The Add Dialog

Once selected, each type of note has information fields for who, where, what/why, and when. Who, for example, is "With Whom" you are having an appointment or meeting or "Who to Call" for a phone call. The note can include times and dates about when, for example, your meeting starts and ends. The differences between the various types of notes are discussed later in this section.

You can enter just about anything you like in the who, where, and what/why fields. Relish will accept whatever text you type without complaint (just be sure it makes sense to you!). You can also leave any or all of these fields blank. But, what you enter will be used in reminders and other references to the note.

The time and date fields are a different matter. Relish uses this "when" information to organize your notes in a variety of ways. These details are discussed below.

The Features pushbutton lets you modify the note in various ways, as described in [Section 12](#). The Lookup pushbutton gives you access to information in your phone book. The Help pushbutton gives you information about the field or button you are on.

After entering a note you should OK it. OKing completes and automatically adds the current note to your schedule. This note is also automatically and immediately saved. If the note falls within the schedule that is currently in view, the display is immediately updated to show the new note.

If, while entering the note, you decide you do not want it saved, you can Cancel the dialog. This eliminates what you have entered for the current note and does not add it to your schedule.

Network Considerations

The group scheduling options of including other people as well as places and things are discussed in [Sections 11](#) and [12](#).

Times and Dates

Since Relish is designed to keep track of when things need to be done, you shouldn't be surprised that times and dates are often the focus of attention. Relish is designed to give you optimum flexibility in scheduling and keeping track of your important information. Every note allows several pieces of time and date information to be entered. Exactly what you enter in these fields depends on how you think of the information.

Starting and ending times and dates are available in all types of notes except Run Programs (which have only a starting time). For phone calls, for instance, this is handy when you want to record how long you were involved in the call.

You can also have notes that have an end time without a start time. While this isn't always useful, it can make sense for To Do list items since the ending time is, logically, when the item is due and the starting time is really an optional indication of when to get started.

Time and date entries can be from very specific to very general, from time specified to the second to anytime within a given year:

```
to the second:  2:43:55 PM Mon May 20 1996
to the minute:  2:43 PM Mon May 20 1996
to the hour:    2:00 PM Mon May 20 1996
to the day:     Mon May 20 1996
to the week:    Week of Sun May 19 1996
to the month:   May 1996
to the year:    1996
```

When a time and date is necessary, unless you specify otherwise, Relish will assume that the starting time is the time and date the note is entered. Relish accepts any date you enter between January 1980 and December 2037.

Times and dates (i.e., when) can be entered in almost any format. For times, you can use AM/PM or a 24-hour clock. For dates, you can use numbers (8/2/95), words and numbers (Aug 2 1995), or words and numbers in different orders (2 Aug 1995). The combinations are almost endless. (See Settings (Setup) Analysis in [Section 16](#) for indicating some of your preferences.)

Relish will fill in missing time and date information and make assumptions about what you mean whenever possible. It also tries to recognize words from a very few number of characters. For example, "p" is recognized as "pm," "f" as "friday," and "fe" as "February."

Hint: To see what assumptions Relish is making about your time and date entries, select Show Analysis under the Analysis option of the Settings (Setup) menu. This will allow Relish to display a keystroke-by-keystroke interpretation of time and date entries so you can find out the short-cuts that work best for you. (See [Section 16](#).)

Time Ruler

All dialogs with time fields include a Time Ruler just below the title bar, unless you decide otherwise (see Section 16). The time or time range selected for the field(s) is indicated on the ruler by a dark wide line. You can use the Time Ruler to make entries in time and date fields with a mouse.

With the field selected, position the mouse pointer on the desired time on the ruler and click once. If the field already contains time and date information, the time is replaced but the date is preserved. If you click the mouse on the ruler when you aren't in a time field, that time is entered in the most appropriate field.

To use the ruler for a range of time, you have two options. You can click on the ruler to enter the starting time, then use the mouse or keyboard to move to the ending field and click again on the ruler. Alternatively, from the starting time field you can drag the mouse across the ruler and the ending time will be updated when you move to any other field.

Hint: If you enter an alarm with the Time Ruler, the line on the ruler will reflect the note's start to end time range when you leave the alarm field.

Floating Notes

Notes that are not associated with any particular day or time are called floating notes. Such notes have both their starting and ending times blank. This can apply to any type of note except Run Program note, which requires a starting time.

Even though a floating note does not have a starting or ending time, it can have an alarm time and date. This serves to remind you of the item without completing it. Therefore, after the alarm reminder is displayed for such a note, it will continue to float - OKing the alarm does *not* serve to complete the item.

There are several ways to complete a floating note.

Perhaps the easiest is to select the Done option on the note summary popup menu. (Section 13 has information on the popup menu.) If a note has already been completed, then selecting the Done menu option from the note summary popup menu makes it "not done" instead.

You also can first revise the note - such as by double-clicking on the note summary or selecting the Revise option on the note summary popup menu - and then mark the Done check box in the Revise Note dialog.

Types of Notes



A **Notation** is a general purpose note you can add to your schedule with information about:

- who is involved or mentioned;
- where the action is;
- what the note is about;
- when the note starts and ends; and
- when and if you want an earlier reminder.

Many notes you want to make are for specific uses. Relish helps organize the details by providing several special forms of notes.



With an **Appointment** or **Meeting** note, you can record  :

- who it is with;
- where it is to take place;
- what it concerns/is about;
- when it is to start and end; and
- when and if you want an earlier reminder.



When you add a **Phone Call** to your schedule, you provide information about:

- who you want to call;
- the phone number;
- remarks to remind you what the call is about;

when the call should be made; and
when and if you want to be alerted prior to the call.

If you have a modem and a telephone connected via the modem, they can be used to dial the phone number in a Phone Call note. Just be sure to inform Relish about your modem (as discussed in [Section 16](#)). When you OK the reminder at the time scheduled for the phone call, select Yes to dial the call.

Relish has several functions that are specially useful with phone calls. The **Lookup** button gives you direct access to your phone book and provides phone number(s) and other information for the note you are adding, if you wish. ([Section 6](#) has more on the Lookup button and other ways to use the phone book.)

Alternatively, once you have entered a phone number for someone in a phone call note, you can use the F4 key (the Default function) to provide that number each time you schedule another phone call with the same person. You can also dial the phone number immediately rather than waiting for a scheduled time. Just press the F9 key (the Verify function) when the cursor is in the phone number field and the call will be dialed. ([Section 13](#) explains the editing functions.)

To Do List Notes



To Do Item

As is true for appointments, meetings, and notations, having a time and date due for your To Do notes is completely optional. When you leave the time and date field blank, the note appears on the To Do List and as a floating note. If you choose to enter time and date information, then the To Do note appears on your schedule as well as your To Do List.

When you add a note to your **To Do List**, you indicate:

- priority for this note;
- to whom the note is assigned (if anyone);
- a reference which serves to define the note for you;
- what it is that needs to be done;
- when it needs to be done; and
- when and if you want to be reminded of the To Do action before it actually needs to be done.

The Priority entry for a To Do note is also optional. This information is used by Relish, however, to order your To Do List. You can enter a numeric priority between 1 and 100, 1 being highest. Notes without an assigned priority are treated as though they have a low priority (greater than 100) and are put at the bottom of your To Do List.

Notes That Run Programs



Run Program

You can also add notes that automatically run other programs whenever you need them run. Such notes appear on the schedule like ordinary notes, but are really commands from you to Relish to run programs at the times you want.

In a **Run Program** note, you specify:

- the title of the program you wish to run;
- the program pathname;
- program parameters, if any;
- when you want the program to run; and
- when and if you want an early reminder.

For Relish to be able to run a program, you must be sure to provide the accurate program pathname and parameters. The Program Pathname should include the name of the program's executable file (such as E.EXE). Additionally, if the drive and directory containing the program are not part of your OS/2 PATH, it should include both the drive and the directory (for example, C:\OS2\E.EXE). In other words, include the drive and directory if Relish will need this information to find the program. The Program Parameters field may be left blank unless the program expects parameters on the command line when it is normally run from OS/2.

Hint: To avoid the confirmation normally required at the time the program is to run, select the None reminder style as a feature when you add the note. (See [Section 12](#).)

Adding a Note in the Summary Dialog

In addition to all the other ways you can add a note, every temporary summary dialog gives you the option of adding notes with the **Add** pushbutton. For instance, if the reference calendar is left on the desktop when Relish is minimized or hidden, clicking on a date will display a temporary summary dialog with notes for that day. (For information about the temporary summary dialog, refer to summary box discussions in [Section 8](#) and the Desktop configuration options in [Section 16](#).)

Thus, there is no need to return to the Relish window to add a note to your schedule. And you are not limited to adding notes just in the time period being viewed; Relish will suggest an appropriate date, but of course it can be easily changed.

After you select Add, indicate the type of note desired from a list of radio buttons. Then add your note in the normal manner. OK when you have finished the note, and you will be returned to the temporary summary dialog.

Reviewing and Revising a Note

When you want to view a single note in its entirety, you can simply select it by double clicking with a mouse anywhere on the summary line. Or, you can use the right mouse button when over the note summary to display the pop-up menu, and then select the Revise option from the menu. When the summary is highlighted, you can also use the Revise option on the Edit menu or the iconbar, or just press the Enter key. Also, in a temporary summary dialog, you can highlight the note summary and select the Revise pushbutton. And, you can see everything, and make changes if you want, when you get a reminder.



Revise on the iconbar

No matter which way you use to access the note's contents, all the who, what, when, where fields of the note will be displayed for you to look at or change in any way you wish. You can do all the same things you were able to do when you first added the note. If you change the time period associated with a note, your schedule will be automatically updated to reflect the change. If you change the alarm time or date, the alarm reminder will be rescheduled. And if you change any of the features associated with the note, all the necessary updates will be made. Of course, these changes take effect only if you OK at the end of the revision.

You are not obliged to make any changes at all. You can just look at the details of a note; select Cancel or press ESC when you are finished looking at the note.

Note: When checked, the Done check box in the upper right of the Revise Note window indicates that all the reminders for this note have been displayed. If you want reminders for changes you make to a note, be sure the Done box is not checked. Clicking on the box with a mouse or pressing ALT+D will check or uncheck the box.

Note: As explained in [Section 13](#), you have many editing options for your notes.

Without viewing the contents of the note, there are changes you can make using drag-and-drop operations. For instance, you'll change the time of a note by dragging the summary to a new time or date. These options are described in [Section 7](#).

Network Considerations

Remember that you cannot normally make changes to items on other calendars unless the view you are using is As If You Were another. Scheduling and rescheduling entries for an entire group of people is discussed in [Section 11](#).

Erasing a Note

When you want to delete a note in its entirety, just highlight it and press the DEL key. Alternatively with the note entry highlighted, you could select the Delete option from the pop-up menu, Edit menu, or the iconbar. Or, in the temporary summary dialog, highlight the note summary and select the Erase pushbutton. You can also use drag-and-drop to erase a note by dragging the note summary to the shredder object on your desktop.



Delete on the iconbar

Once a note is erased, it is gone forever. Thus, when you Erase or Delete, you normally will be asked to confirm that you want to erase the note. You can, however, forego this step by selecting the automatic confirmation option when you set up your Relish desktop (see [Section 16](#)).

You can just let Relish use its own process for eliminating "old" notes. The Automatic Note Erasing option lets you specify how long you want notes kept after they have been completed. Or, if you prefer, your notes can be kept forever. (Refer to the discussion of the Settings Reminders (Choose) - Options in [Section 16](#) for more information.)

6. Your Phone Book

The phone book is a useful mechanism for keeping track of people and organizations that are important to you. As a time-saving resource, it is easily accessible when you are adding a note and can directly provide name, phone number, and address information. As a reference, the phone book bun or view provides all appropriate entries together at your fingertips.



Phone Book Bun



View Phone Book
on the iconbar

Adding To Your Phone Book

The first thing you'll want to do is to put information into the phone book. Adding a phone book entry is much like scheduling a note - you can select the **Phone Book** option on the Add menu. Alternatively, you can select the Add Phone Book icon on the iconbar or use the Add button on the temporary summary dialog when viewing the phone book.



Add to the Phone Book icon on the iconbar

Just as for scheduling a meeting, you can include remarks and attach a memo to your phone book entry. Rather than times and dates, however, you provide phone number and address information.

who this information pertains to;
the phone number(s);
remarks; and,
address information.

What's In a Name?

How you enter a **Name** is up to you. It can be in first-last name order or last-first name order. Use whatever format you find comfortable. Later, when you look up information in the phone book, you'll be able to sort the contents by name as entered, first, or last name, among other options.

You may have names which really have no first or last name. A company name is an example. To avoid confusion when sorting, type an asterisk (*) after such a name when you enter it in the phone book.

One or Several Phone Numbers

Naturally, the **Phone Number** field is for phone number(s). The field is designed for *all* the numbers associated with one entry as well as short comments that will help to identify the number. You might, for example, have two phone numbers for Stacy:

work 345-6789; home 987-6543

Or, perhaps you have three numbers for John:

123-4567 car, 234-5678 office, 345-6789 FAX

The ability to support several numbers - with or without identifying comments - also applies to the phone number field when you add a phone call note. Later, when it comes time to actually dial a call, Relish will distinguish the numbers for you and let you select the one you want to use. The identifying text will be ignored when the call is dialed.

You can use specialty phone numbers which contain a combination of letters and numbers, such as 800-3-IBM-OS2 or 555-BUNS. Just before dialing, the letters in these phone numbers are converted to the equivalent phone number digits. However, when a number begins with a letter, you should put the *entire* phone number inside parentheses, as with (CALLNOW) so that Relish can distinguish it from identifying text.

Note: Most modems allow you to include a comma in a phone number when you need to pause during dialing. This is useful when you are waiting for an outside line or second dial tone, for instance. If you use this feature, there must *not* be a space immediately after the comma in the phone number - otherwise, Relish will assume the comma separates two phone numbers.

Other Useful Information

The **Remarks** field is for you to put a comment or reference. You might want to use it for identifying information such as a company name. What you put in the Remarks field can be quite useful to you later when doing a search or sorting your phone book. The **Address** field completes the basic phone book entry, although, as with the other fields, it can be left blank.

Optionally, if you want to record more information, one of the Features allows you to include a **Memo** - just as you would with a note you are scheduling.

The **Group** option is another Feature available to your phone book entries, letting you associate a relevant category with the entry. The phone book recognizes the same groups that are used to categorize your calendar notes, To Do's, etc. Thus, if you have defined personal and business groups, or groups related to particular projects, your phone book entries can be grouped into the same categories. This effectively allows you to have multiple phone books, but with the benefit of being able to view them as a single, integrated phone book when necessary.

For example, you might have a group named "Club," and the members could be so identified in your phone book. Using the View Include - Group option, you could create a view of your phone book restricted to just Club members. (Refer to [Section 12](#) for more information on the group and memo feature options. Refer to [Section 8](#) for information on limiting your view to a particular group.)

Importing

Perhaps you have another computerized phone book that you would like to put into Relish. It may be possible to import the data rather than making entries one-by-one. [Section 18](#) is devoted to the specifics of importing and exporting schedule and phone book information.

Revising a Phone Book Entry

Revising an entry in your phone book is just as easy as revising a note on your calendar. With the phone book in view, double-click on the entry you want to revise. Or, use the revise icon on the iconbar when the entry is highlighted. Alternatively, you can use the popup menu for the entry, selecting the Revise option. Make the changes in the resulting dialog and select OK. If the entry is being displayed in several different views or buns at that time, you'll see it revised in all of them.

Note: When you open an existing phone book entry, the date it was created or last updated is displayed for your reference.

Network Considerations

As always, unless your view is As If You Were another person, place, or thing, you cannot modify another's phone book.

Using Your Phone Book

The most obvious way to use the phone book is to put it in view. You can do this by selecting the phone book option on the View menu or the phone book icon on the iconbar, as discussed in [Section 8](#). Alternatively, you can open the phone book bun that was provided in the Relish Buns folder on installation.

Restricting your view to a particular group is one way to modify what of your phone book you are looking at. As previously discussed, you can associate an entry with a group as a means of categorizing your phone book.

The ability to view entries in your phone book based on their contents is another convenient way to access the phone book. You can use the View Lookup (Lookup) function to apply "query by example" type searches to the phone book as explained in [Section 10](#). With this you can match text and/or numbers such that it is possible to look up all the people in a particular area code, everyone with a FAX number, or those who have a specific company name in the remarks field.

Changing the Order of Entries

Options to sort the phone book entries are provided to make it easier to find what you are looking for. The View Preferences for the phone book (explained in [Section 8](#)) control the ordering when you change from another view to one of your phone book. The entries are displayed in ascending or descending order, based on the focus you choose:

- Name, as entered;
- First name;
- Last name;
- Phone number information;
- Remarks; or
- Address information.

When you sort by first or last name, Relish does the reordering regardless of how you actually typed in the name. Names that include an asterisk at the end are the exception - such names are treated as a single entity for sorting purposes. And, salutations such as Ms. and Dr. are ignored.

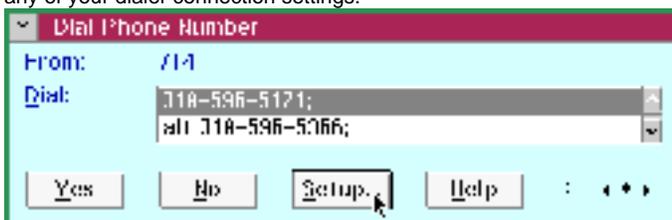
Dialing

You can dial directly from a view of the phone book or a schedule which includes phone calls. The popup menu for a call or phone book entry includes a dialing option. Additionally, the dial icon on the iconbar or the dial option on the Edit menu can be used to call the highlighted entry. When the entry has more than one phone number, they will be displayed in a list box so you can choose the right one.

Hint: CTRL+L is a short-cut key combination to Dial the number in the currently selected note or phone book entry from the main Relish window or bun.

Of course, dialing is available only if you have appropriately set up your modem as explained in [Section 16](#).

One of the dialer settings options lets you specify your local phone area code. To make changing the area code you are dialing from easy, you can access the necessary dialog when it comes time to actually dial a call. Thus, whether you are calling from a reminder or using the dialing option in a dialog or on a popup menu, the **Setup** button on the Dial Phone Number dialog allows you to change any of your dialer connection settings.



While Adding a Note

You don't have to view your phone book to use it. It is possible to make use of the phone book when you are already in the midst of adding or revising a note. The **Lookup** pushbutton in the add or revise note dialog provides a quick way for you to access your phone book and copy selected information to the note you are working on.

The entries in your phone book are displayed in a list box. A Sort pushbutton lets you change the ordering at that time, if you prefer. Highlight the desired entry and indicate what information you want to **Copy** from the phone book to the note you are adding. The copy options include:

- Name;
- Number for all the associated phone numbers;
- Remarks; and
- Address

However, not all options are available for all the types of notes.

Most likely, for example, you will want to copy the phone number when you are adding a phone call note. At the same time, you can copy the name. In this case make sure that Name and Number are selected. Decide if you want your Remarks copied to your note, and select it or not accordingly. All the information you've selected is copied into the respective fields in your phone call note.

While in the midst of a Lookup, you may want to make a call right then. That's what the **Dial** pushbutton is for. Select it after highlighting the entry for the number you want to call.

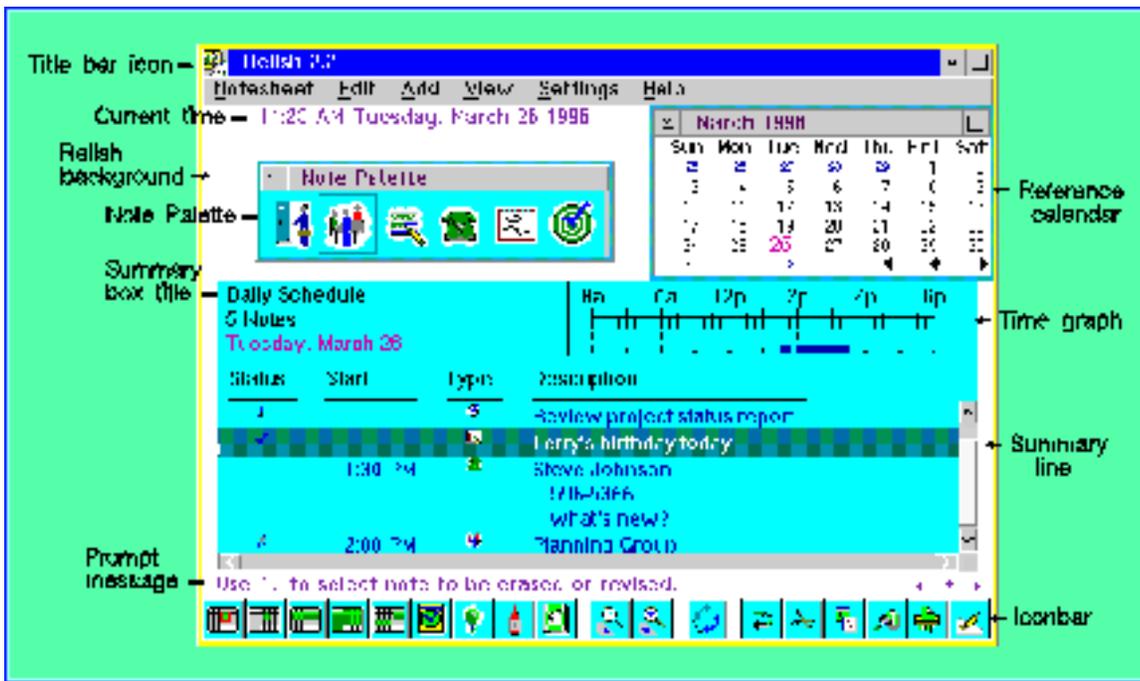
7. Drag-and-Drop with Relish

One of Relish's primary goals is to provide you with a flexible and comprehensive approach to scheduling. The components of the program, such as the reference calendar and Note Palette, are designed with this in mind. The capabilities of drag-and-drop provide you with another level of flexibility.

Scheduling with Drag-and-Drop

The options for drag-and-drop scheduling are rather extensive. You have multiple ways to add notes to your calendar and revise existing ones. What to drag where is discussed later in this section. Most likely, you'll find that some methods of scheduling with drag-and-drop are more usable than others. But, that's really the beauty of it. There isn't any one right way to do something. As you may have already realized, many opportunities are provided to make it easier for you - however you choose to use them.

Dragging Bits of Relish



Before getting into the details, it's important to explain some terminology. Many components of your Relish window can be used for drag-and-drop operations:

The **Note Palette** is a prime example, providing graphical representations in the form of **icons** of the types of notes you can schedule.

The **reference calendar**, as you might expect, is another source for drag-and-drop operations. You can drag to and from a **date** in the reference calendar.

The **Relish background** is one area that might be less obvious. It is the empty area in the main Relish window and summary box.

The **current time** - located just below the menu in the main Relish window - is another, perhaps unexpected, drag-and-drop possibility.

The **title bar icon** for both the main Relish window and the reference calendar window are useful when dragged outside of Relish.

Summary box titles, such as "Daily Schedule" and the displayed date(s), are also draggable.

The **summary line(s)** of a scheduled event or a **phone book entry** can be manipulated with drag-and-drop.

The **time graph** below the reference calendar adds time (such as 11:45 AM) to the drag-and-drop spectrum of Relish.

Discussions of drag-and-drop within Relish are not limited to just one view. You can have multiple buns open and/or several copies of Relish - each possibly with a different view - running at the same time. Dragging from one view to another produces the same results as dragging within a single view.

How you perform drag-and-drop operations is discussed in [Section 2](#). As always, references to mouse buttons assume that your OS/2 mouse button settings have not been changed.

Adding a Note

Drag-and-drop can be used to add a note to your schedule. The step-by-step example in [Section 4](#) showed you one option. In fact, there are a number of ways to schedule a commitment with drag-and-drop. Suppose you want to drag the appointment icon from the Note Palette. Where you drop it influences the result.

From the Note Palette

Each note icon represents a specific type of note. Just as you'd expect, the icon you drag yields that type of note. When you drop the icon on a time or date in Relish, the appropriate Add dialog is displayed.

Drag an icon from the Note Palette and drop it on:

| | |
|---|--|
| Current time | To add a note for right now. |
| Phone book entry | To add a note with name, number, and other phone book information. |
| Reference calendar date | To add a note starting on the dropped on date. |
| Relish background, Summary box date, or Summary box title | To add a note for the time period in view. |
| Time graph | To add a note starting at the time and date selected on the graph. |

Hint: The Note Palette can make your entries quicker by providing the date information for you.

Network Considerations

A special feature of the Note Palette is that it is aware when you are viewing more than one schedule. In that situation, you are provided the opportunity to send the note you are adding to everyone in view, without explicitly selecting them. It is the drag-and-drop action, either from or to the Note Palette, that triggers the opportunity.

The confirmation to make copies for all is made at the time of the drop, before the Add dialog is displayed. Select Yes to include all people, places, and things in view; or, select No to schedule just for yourself.

Hint: You can modify who the note is for by selecting Features People in the Add dialog.

From the Reference Calendar

The reference calendar provides the dates in a month, which you can use to drag-and-drop.

Hint: To change the month you can flip forward or back with the arrow mini-icons in the lower right of the reference calendar window.

Drag a date from the reference calendar and drop it on:

| | |
|-------------------|--|
| Note palette icon | To add a note starting on that date. |
| Phone book entry | To add a note starting on that date with phone book information. |
| Relish background | To display the Note Type dialog from which you add a note for that date. |

From the Summary Box Date

The top of the summary box includes information about what you are viewing. You can drag-and-drop date labels in the summary box to provide date information.

Drag a date label - such as, Tuesday, October 19 - from the summary box and drop it on:

| | |
|-------------------|---|
| Note palette icon | To add a note on the selected date. |
| Relish background | To display the Note Type dialog from which you add a note for that date. |
| Time graph | To display the Note Type dialog from which you can add a note for that time and date. |

From the Time Graph

When you are viewing a daily or weekly schedule, the summary box includes a time graph. For drag-and-drop purposes, the increments on the graph can provide time and date information.

Drag a time from the daily or weekly graph and drop it on:

| | |
|---|--|
| Note palette icon | To add a note starting at the time and date from the graph. |
| Reference calendar date | To display the Note Type dialog from which you add a note starting at the time from the graph on the date from the reference calendar. |
| Relish background, Summary box date, or Summary box title | To display the Note Type dialog from which you can add a note starting at that date and time. |

From the Current Time

Relish shows the current time and date just below the menu bar in the main Relish window. Drag the current time and date to:

| | |
|-------------------|--|
| Note palette icon | To add a note for the current time and date. |
| Phone book entry | To add a phone call note starting right now using the information in that phone book entry. |
| Relish background | To display the Note Type dialog from which you can add a note starting at the current date and time. |

Hint: Use drag-and-drop to schedule from the current time when you want to know precisely when something occurred.

Revising a Note

Adding with drag-and-drop gives you a dialog to complete. On the other hand, revising with drag-and-drop is automatic. It's literally drag and drop.

Not surprisingly, every revise procedure involves a note summary. There are several things about a note that you can revise using drag-and-drop:

- the starting time;
- the starting date; and
- the type of note.

As always, when the starting time or date is changed in a note, the ending time/date and the alarm are adjusted appropriately for you.

Let's begin with times and dates. For dates, whether you change just the time, the date, or both depends on the source of the date and time information. The reference calendar, for instance, provides only dates. The current time in the main Relish window, on the other hand, provides both a time and date.

From the Summary Box

To change the starting time and/or date of a note, drag a note summary from the summary box and drop it on:

| | |
|--|---|
| Another note summary | To reschedule to the time and date of the note dropped on. Both notes will then be scheduled for the same time. |
| Between summary lines | To reschedule the note to start after the prior event ends. When you position the mouse pointer between two note summaries, the "outline" is actually a straight line and no summary is outlined. |
| Current time | To change the time to right now. |
| Reference calendar or Summary box date | To reschedule the date to the dropped on date. |
| Time graph | To change the time (and possibly the date) to that on the graph. |

Hint: To copy, rather than reschedule, the note to the new date or time, press the CTRL ("Control") key as you drop the note summary.

To the Summary Box

Another way to change the starting time and/or date of a note is to drag the information to the note line. Drop from the following onto the note summary to be revised:

| | |
|--------------|-------------------------------------|
| Current time | To change the starting time to now. |
|--------------|-------------------------------------|

| | |
|--|---|
| Reference calendar or Summary box date | To change the date to that which is selected. |
| Time graph | To reschedule to the time (and date) selected from the graph. |

Changing the Note Type

Drag-and-drop can also be used to change the type of an existing note automatically. For the revised note type, select the appropriate icon in the Note Palette. For the note, use the one-line summary. Drag one to the other and drop. In this case, it really doesn't matter which you drag to which, the result is the same.

Note: You may want the same information in two different notes. To make a copy with a different note type, you must drag the note summary to the Note Palette icon and - using OS/2 drag-and-drop copy mode - press CTRL as you drop.

Hint: To reverse the result of a drop, use the Undo command on either the Edit or note summary popup menu.

Network Considerations

Remember that you cannot normally make changes to items on another's calendar unless you have been provided remote password access. Refer to the discussion of viewing As If You Were another person at the end of [Section 8](#).

However, you can use drag-and-drop to reschedule a note that you sent to others. See the discussion of tracking group notes in [Section 11](#) for more information.

Drag-and-Drop beyond Relish

Not only can you drag-and-drop within the Relish windows, you can drag outside of Relish as well. It's another way to print or delete, for example. And, it's a way to provide time and schedule information to another program.

Providing Information To Others

Information from Relish can be provided to other programs that support the OS/2 drag/drop protocol, such as the Enhanced Editor. When you drop from Relish onto another program or your desktop, you are actually moving a text copy of the selected information.

To provide text of your phone book or schedule information, drag the information to a program or the desktop. Drag and drop the following:

| | |
|--|---|
| Phone book entry | To provide text of the entry. |
| Relish background, Relish title bar icon, or Summary box title | To provide the text of each note summary or phone book entry that's in the summary box. |
| Summary line | To provide text of the note summary. |

You may also want to provide text of time and date information to another program or your desktop. To do so, drag the information and drop it on the program or desktop. Drag from the:

| | |
|--------------|---|
| Current time | To provide text representing the current time and date. |
| Time graph | To provide text of the selected time and date. |

Dragging to a Printer

From time to time you may want a printed copy of your schedule. Using drag-and-drop, you can move the information to the printer both quickly and easily. It's good to know that anything that represents an entire schedule can be dragged to the printer icon on your desktop.

When you drag-and-drop Relish information on a printer icon, a print dialog is displayed, appropriate for what you are printing. The dialog may include the option to set the printer's Job Properties. In this way, you can provide the same printing instructions as you would using the print menu options.

Hint: Select the Job Properties check box when you want to change your printer from portrait to landscape.

When you want to print, drag the following and drop it on a printer icon:

| | |
|--|---|
| Bun icon | To print the contents of the bun. |
| Note summary | To print the note information. |
| Phone book entry | To print the entry. |
| Reference calendar or Summary box date | To print that day's schedule. |
| Relish background, Relish title bar icon, or Summary box title | To print the current view in the summary box: note summaries or phone book entries. |
| Reference calendar title bar icon | To print your schedule in calendar style. |

Drops on the Shredder

When you want to delete a note, you have the option of using your desktop shredder. You can drag the note summary from the summary box and drop it on the Workplace Shell shredder. After you confirm the operation, the note will be erased.

You can also delete a bun by dropping it on the shredder. This action just deletes the bun object, *not* the note contents.

Dropping Fonts and Colors onto Relish

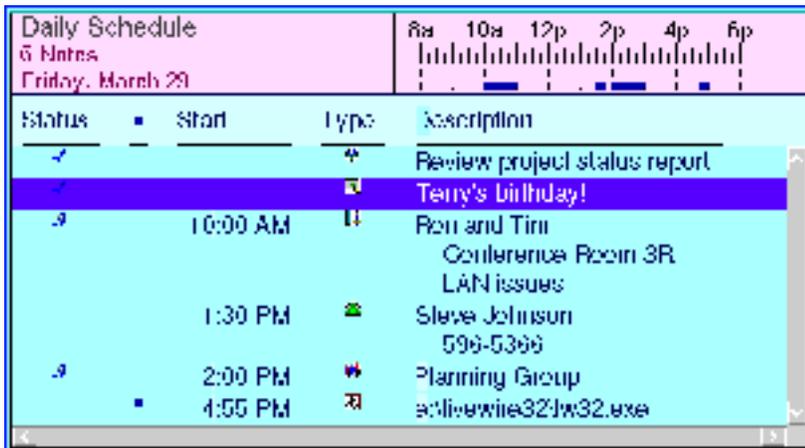
OS/2 provides you with several palettes to use to customize your desktop. With this in mind, Relish supports drag-and-drop actions from the OS/2 Color, Font, and Scheme Palettes. You can drop colors and fonts on parts of Relish, and all of the related areas will change accordingly.

Having changed Relish in this manner, you may wish to save the look or return to the way it was before. To explicitly save (or restore) colors and fonts, as well as the window layout and schedule in view at startup, use the Settings Notesheet (Choose Workspace) options (discussed in [Section 15](#)).

Dropping Text onto Relish

You can drop text from other programs on Relish. When you do, Relish assumes you want to import the text in order to create one or more notes, and the text you drop is treated accordingly. For more information on importing, see the discussion of the detailed import style in [Section 18](#).

8. Viewing Notes



The Summary Box

The summary box is the area of Relish that provides a list of the notes or phone book entries you are viewing. The lower portion of the Relish window has a list of the items in the current view. As you add notes or make changes to them, the information in the summary box is immediately updated.

Special Symbols

You may notice that some notes are specially marked to give extra information about them.

→ **Arrows**

indicate the note starts before or ends after the time period displayed.

| | |
|---|---|
|  Asterisk | denotes a possible time conflict. The time period for this note overlaps the time period for at least one other note. |
|  Checkmark | indicates all reminders for the note have been displayed and it is done. |
|  Exclamation | indicates this note's reminder is deferred past the time specified in the note; it's overdue. (See Section 9 .) |
|  Hollow box | indicates the note is a repeat of an earlier note. (See Section 12 .) |
|  Musical note | denotes an alarm (early reminder) is set for this note. |
|  Paragraph | indicates a memo is attached to this note. (See Section 12 .) |
|  Solid box | indicates this note repeats at a later time and/or date. (See Section 12 .) |
|  Z's | indicates a reminder or alarm for this note is delayed due to a snooze. |

Network Considerations

Several additional symbols are appropriate for group scheduling, and give information about notes sent to and received from others.

| | |
|--|--|
|  Cancelled | indicates the person who originally sent the note has cancelled it and possibly scheduled a replacement. |
|  Down triangle | indicates the return of a note you sent to another; it shows that the note was not added to the other's schedule. (See Section 11 .) |
|  Question mark | indicates a note is in your inbox and only tentatively on your schedule. |
|  Up triangle | indicates an acknowledgement from a note you sent to another; it shows the person you sent it to has accepted the notification. (See Section 11 .) |

Column Titles

The information in the summary box is displayed in columns. You have the option of also displaying descriptive titles for the type of information in the columns. (See the discussion of setting format options in [Section 16](#).) Since only columns that are relevant to the current view are displayed in the summary box, the possible columns can vary:

| | |
|----------------|--|
| Asterisk icon | Overlapping commitments |
| Box icon. | Repeating note |
| Date | The date of the note |
| Description | The who, what, where note contents |
| End | The time the note ends |
| End Date | Date the note ends, or indication it ends in the future |
| Paragraph icon | An attached memo |
| Priority | To Do note priority |
| Start | The time the note starts |
| Start Date | Date the note starts, or indication the note continues from the past |
| Status | Special conditions |
| Type | The type of note |

Network Considerations

Several other column titles may be appropriate in a networked environment. These give you information about others.

| | |
|------------------------|---|
| For | The person, place, or thing that the note belongs to; this column is blank for your own notes |
| From | The origin of the acknowledgement or return |
| Up/down triangle icons | Acknowledgements (upward pointing triangles) and returns (downward pointing triangles) |

Changing the View

By using the **View** options - on either the main menu or the iconbar - you can specify which notes you want represented in the summary box. They can be notes for today or another period of time, the To Do List, floating notes without a time or date, notes that are past due, or your phone book. In addition, you can choose to limit what you are viewing to certain note types and notes for a named group.

You also have the ability to search for and view particular notes or find uncommitted time. These lookup functions (Lookup menu options with the classic menu structure) are discussed in detail in [Section 10](#).

Browsing In the Summary Box

Relish displays a newly chosen view in a temporary "summary dialog." This gives you a chance to look at the new view and make changes to the notes in the view. Or, if you prefer, you can turn off the temporary dialog using the Summary dialog option in Settings (Setup) Desktop. Then, when you switch views, the change happens directly in the Relish window. (See [Section 16](#).)

In the temporary summary dialog, the OK pushbutton confirms that you want that list to be displayed in the summary box. In the case of a day, week, or month, the corresponding graphical representation will also be displayed unless you have turned off this option with the Settings (Choose) Format dialog. On the other hand, the Cancel pushbutton returns the Relish window back to its previous contents. Whether you OK or Cancel the temporary view, any changes you've made or new notes you've added will already be automatically updated on your schedule.

You can look through the list of notes in the summary box and the temporary summary dialog. Use the UP and DOWN arrow keys and the PGUP and PGDN keys to move through the list. With a mouse, you can use the scroll bar along the right side of the list if there are more notes than will fit in the window.

Hint: Cancelling a temporary view is one quick way to look at a different schedule without changing the summary box.

Preferences for Views

There are options about what is to be displayed when changing from one view to another, such as from a view of today's notes to your phone book. How you want your phone book sorted is one example. Rather than specifying these options each time you change from one view to another, you can set your preferences and then not need to confirm them when changing views.

One way to do this is to deselect (or uncheck) the **Confirm Preferences When Changing To This View** option when the preferences dialog for the view category is displayed. As long as this box is selected, you are given the opportunity to change the

display options when you change to the view. When the box is unchecked, the options chosen for the view are then used each time you change to that particular view.

Another, perhaps more obvious way to change the preferences for what is included or how a view is displayed, is to use the **View Preferences** menu options. They are discussed in the appropriate topic areas that follow.

View a Day, Week, or Month

 You can change the contents of the summary box to a list of all notes for any **Day** you specify. This view includes both a list of summaries and a graphical representation of your time commitments that day.

Hint: You can also view a daily schedule by clicking on that date in the reference calendar.

 Viewing **Today** changes the contents of the summary box to a list of all notes for the current day. It's the same as choosing the Day option and then entering today's date.

 With the **Week** view, the schedule is represented with a graph of time commitments for the specified week, Sunday through Saturday. Each day is shown in precisely the same graphic form as it would be if you displayed that particular day.

You can view both the week's graph and list of notes by enlarging the Relish window from the top or bottom, or by maximizing it. Note summaries for the week will appear in the space created below the graph.

Hint: You can change to a daily view by clicking on a date in the weekly view.

 The **Month** view in the summary box is a calendar with a day-by-day count of notes (shown in parentheses next to each date) in the specified month. As with the week view, the notes are temporarily listed before the calendar is displayed. And, the note summaries will be shown in the summary box below the calendar when the Relish window is enlarged.

Note: The sum of the notes for every day may be greater than the actual number of notes in the month. A single note which covers a range of time over several days will be included in the count for each of those days.

Hint: Click on any date in the month view graphic to switch to the daily view for that date. Or, use the short-cut key combination of CTRL+Y for changing to a view of today.

Day, Week, Month View Preferences

Day, Week, Month views can include uncompleted floating notes along with your scheduled events. The View Preferences options for these give you the opportunity to see those unscheduled items in the same view as your schedule.

If you do not want to have floating notes on daily, weekly, or monthly views, select **Do Not Include**.

Select **Only On Current Day, Week, Or Month** to include floating notes on just the current time periods.

Or, if you prefer, floating notes can be included **On Every Day, Week, Month**.

For daily, weekly, and monthly views, the Confirm Preferences option also affects the date involved for the changed view. When this option is not selected - and thus, the view is changed without an intermediate dialog for your preferences - the *current* day, week, or month is displayed.

When Confirm Preferences is selected, you are given the opportunity to specify the particular day, week, or month that will be displayed. However, based on your current view, Relish will make a suggestion. So, if the current display is for a week in September and you decide to view a month, the suggested month will be September.

If you want another month, this field is easy to change. The mini-icons (see [Section 2](#)) and several of the function keys (discussed in [Section 13](#)) are useful for modifying time and date entries. For example, the right arrow mini-icon or the F6 key (the Later function) will move the date forward. Or, you can simply type in the date you want. Relish will generally assume you want a time in the future if your date entry is incomplete.

Thus for a day, if you enter a date, such as May 25, without a year, the schedule for next May 25th (which is either this year or next year, depending on the current date) is displayed. If you just enter a month, such as August, without a date, notes for the first day of the month will be displayed in the summary box.

To specify a week, simply enter a month, day, and year in the Week of Schedule field. For example, entering Nov 8 1995, gets you Sunday, Nov 5 through Saturday, Nov 11, 1995.

Hint: Pressing the CTRL+DEL key combination (the Zap function) at the beginning of a field will clear the field.

View Any Period of Time



The **Period** view lists all notes for the specified time period. Both times and dates can be specified in the starting and ending fields for the period. If a starting date is entered without a time, the time period will start at midnight on that morning. If you don't enter an ending time and date, Relish will make it the same as the starting date and time.

Hint: Using the same starting and ending time and date will show whether anything overlaps a particular time on a particular date.

View Your To Do List



Unlike the other View menu options, the **To Do List** is shown in priority order. The priority assigned to each note (from a high of 1 to a low of 100) is shown in parentheses. Notes that have the same priority are then ordered by time and date. Notes without a specified priority are placed at the bottom of the list.

Note: To Do items with due dates appear on other views; those without due dates appear only on the To Do List or floating notes views. (Refer to To Do list notes in [Section 5](#).)

To Do List View Preferences

When you view the To Do list separately, the items are filtered by their completion status. Depending on your preferences for displaying To Do items, the view will be changed automatically or you will need to specify one of the following:

Select **All Notes** to view all the items regardless of whether they have been completed.

For the To Do list items you have finished, select **Only Completed Notes**.

To view your pending To Do items, select the **Only Uncompleted Notes** option.

View Floating Notes



To view your floating notes, select the **Floating Notes** menu option. Or, if the icon for viewing floating notes is on the iconbar, you can simply click on it to change your view. This will give you a list of all your items - including To Do notes - without associated times or dates. Like To Do list notes, you can view all your floating notes, just completed, or only uncompleted ones.

Floating Notes View Preferences

Whether you are given these options when you change views depends on the View Preferences you have specified for floating

notes.

Select **All Notes** to include all floating notes in the view, regardless of completion status.

Select **Only Completed Notes** for those that are done.

To restrict your view of floating notes to those that are still pending, select **Only Uncompleted Notes**.

In addition as discussed already, preferences pertain to floating notes for Daily, Weekly, and Monthly views. If desired, your uncompleted floating notes can be included in these views.

View Overdue Notes

 The **Overdue** view lists all notes that are currently deferred starting with the notes that are most overdue at the top. These are notes whose reminders have been deferred to times later than the starting times of the notes. (See [Section 9](#) for information on deferring reminders.) Overdue items are denoted by an exclamation mark on their note summaries.

Hint: Viewing the Overdue List is a quick way to remind yourself about commitments you've been too busy to deal with.

View the Phone Book

 You can access your phone book directly by selecting the **Phone Book** option. Making use of the phone book is discussed in detail in [Section 6](#). Drag-and-drop options for printing and scheduling with the phone book are included in [Section 7](#).

Hint: A view of the phone book includes the address information. Thus, select the Settings (Choose) Format option to Use Multiline Format for a more useful display.

Phone Book View Preferences

Your phone book preferences control the order in which the entries are displayed and whether you are given the opportunity to change that ordering for this view. The phone book is ordered by the kind of information you specify in either ascending or descending order. First select what to sort by:

Name, as entered;

First name;

Last name;

Phone number information;

Remarks; or

Address information.

When you sort by first or last name, Relish does the reordering regardless of how you actually typed in the name.

Also select how the entries should be ordered:

Select the **A,B,C** option for ascending order.

Select the **Z,Y,X** option, on the other hand, to display the phone book in descending order.

What to Include

The **Include** options on the View menu give you the ability to focus on particular kinds of notes. These options are useful when you don't want to include everything in what you are looking at.

Pick a Group

Until you choose otherwise, Relish presents all notes as a single unnamed "group." The **Include - Group** option allows you to restrict the information in view to that of a particular group you have established. You can have events that are specific to business or pleasure, for instance - whatever categories are meaningful to you. (Refer to the discussion of the Settings (Setup) Group option in [Section 16](#) for creating and naming groups.)

When a group is chosen, everything you do with Relish will pertain to that group: the notes you add will belong to that group and all View, Lookup, and Print results will yield only notes that belong to the chosen group.

As with other selective view options, the information displayed for a chosen group depends on what is already in view. For instance, if you are viewing your To Do list and you select a group, the To Do's displayed will be limited to just the ones for the chosen group. Should you then switch to a view of today's schedule, it will continue to be limited to events associated with the group.

To change from one group to another, enter the group you want in the **Group Name** field. To return to the unnamed group of all notes, simply leave this field blank or select "[All Notes]" from the list of group names.

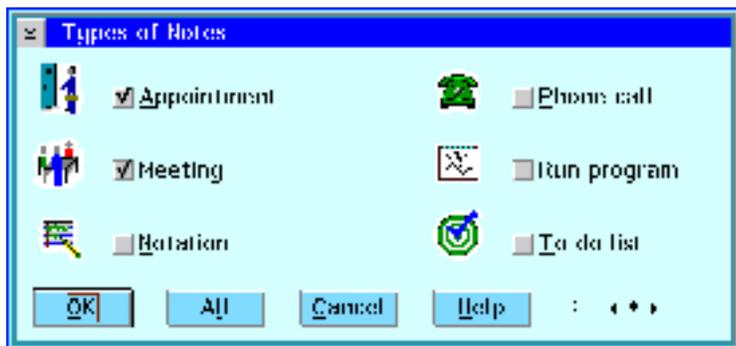
Note: To alert you that you have a particular group chosen, the name of the group is displayed in the title bar of the Relish window.

Hint: Using groups lets you separate your notes into categories that have meaning to you; for example, business, travel, personal, etc.

View Just Selected Note Types

Sometimes you don't want to view all of the different types of notes on your schedule. For instance, you may want to see only your appointments and meetings, but not the programs to run.

You can filter appropriate views to include only selected types of notes by using the **Include - Types** option on the View menu and selecting those you want. Just click on the note type name (or its icon) in the dialog to change the types that are selected. Or, click the **All** button to quickly return to including all the different note types.



When you are viewing only some of the note types, the type of notes you are viewing is indicated where Relish normally displays how many notes are in view. Thus "3 Notes" might change to "3 Appointments and Meetings."

Note: If you have already restricted the types of notes that are in view, any print requests you make will automatically follow the same restrictions until you change them using the Include button on the print dialog.

Network Considerations

Using Relish Net, additional view options can expand your choice to include other people, places, and things.

Relish Net: Privacy Restrictions

Whenever you view other people, places, and things, what you see is subject to the privacy setting placed on each note. For instance, notes that are "personal" allow others to see the type of note and when it is, but the description appears as:

(No details available.)

See [Section 17](#) for more information on privacy.

Relish Net: Include Other People, Places, and Things

Using Relish Net, you are able to look at a group of schedules. The options of People, Places, and Things on the View **Include Other** (View) menu and the iconbar each modify your current view - thereby giving you a "composite" view of multiple schedules displayed at the same time.

 Use the **People** option to select those you want to see. Enter the **Name** of one person in the field, or select multiple **People** from the list box. The list box also allows you to select predefined "lists" of people, denoted by parentheses around the name.

OKing the dialog expands your view to include all the selected schedules. To distinguish them from your own items, notes which "belong" to others are identified by their Relish Net names.

Hint: To include your own notes, be sure to also select either your own name or the "[You]" entry in the list box.

If you meet with the same people regularly, you might want to set up a name for a "list" of all of you (using Settings (Setup) Person).

The  **Places** and  **Things** options on the View Include Other (View) menu are used in a similar fashion, by entering a Name or selecting names from the list. Schedules for the names you indicate will be included in your current view when you OK the dialog. Thus, you can view a combination of people, places, and things.

Relish Net: Only Your Own

 The **Only Your Own** (View You) option on the View Include Other menu and the iconbar clears any viewing selections you have made using the Include Other People, Places, and Things options. Rather than going back to those dialogs to deselect the others you've been looking at, selecting this option is a quick way to return to viewing just your own items.

Relish Net: As If You Were

The **As If You Were** -  **Person**,  **Place**, or  **Thing** functions on the View menu (Choose Person, Place, Thing) are mainly intended for use by those who manage the Places and Things in your organization. They are also useful when a member of the workgroup needs to directly manage someone else's schedule.

Note: Even if you make one of these selections, the reminders that are displayed will be for the normal workstation user.

Enter an appropriate **Name**, or select one from the list. Then, provide the required Relish Net remote password to "log-on" as if you were someone (or something) else. All the notes you see and the actions you take will be treated as if you indeed are the chosen person, place, or thing. The name of the person, place, or thing selected is displayed in the title bar for reference when it differs from the workstation's established user.

In this way, you can use the Person option to access your own schedule from another workstation. This allows you to use the other workstation as though it were your own. However, your reminders will only be displayed on your actual workstation.

Relish Net: View Inbox

 The **Inbox** option changes your view to all the notes you have received from others that you have not acted upon. These notes are identified with a question mark (?) on the summary line to indicate they are tentative. (Refer to the discussion of setting up your inbox in [Section 11](#).)

Revise an inbox note to modify, accept, or return it - and, thus, remove it from your inbox.

9. Reminders

Relish assumes that you want to be reminded about the notes you make. Thus, unless you specify otherwise, Relish will display a reminder for every note that has a time and date entry at the most important time and date for a note:

Start Time Date for Appointments, Meetings, and Notations;
Time To Call for Phone Calls;
Time To Run for Run Program notes; and
When To Start for To Do List notes.

These reminders have two important characteristics. First, they appear on your desktop no matter what you are doing at the time. You don't have to be using Relish to get your reminders. If you are using an OS/2 full-screen or DOS-mode application at the time of a reminder, you'll hear the reminder chime. You'll see the reminder displayed when you return to your Workplace Shell desktop. (The chime will repeat periodically until you act on the reminder.)

Second, Relish never forgets to show you your reminders - even if your system was turned off when the reminder should have been displayed. So if something is scheduled for 8:00 AM but you don't reach your office until 8:05, Relish will remind you about your 8:00 AM commitment soon after you turn your computer on and OS/2 resumes operation.

Reminder Styles

There are five reminder styles.

Detailed are the most complete reminders, with all the information on who, what, when, and where included. The Detailed reminder allows a note to be deferred, revised, or erased when its reminder is displayed.

Summary reminders are abbreviated, with less information from the note. The Summary style does, however, give you the option of changing to a Detailed style when the reminder is displayed.

Chime Only reminders are audio only; while the chimes sound at the appropriate times, there is no visual component to these reminders.

Private reminders are silent; only a blank screen is flashed at the time of the reminder. If you don't remember what the note was about, you can look at your schedule in the summary box.

The **None** style doesn't give you reminders. It should only be selected, therefore, when you don't need to be reminded of an event.

Hint: The None reminder style is useful for running programs on schedule automatically.

As mentioned, the Detailed and Summary styles allow you to take actions - such as deferring or revising - while the reminder is displayed. Once you end the reminder dialog with the OK pushbutton, the reminder window closes and you can continue with whatever you were doing when you got the reminder. If the reminder is for a Phone Call note, OKing the reminder directs Relish to confirm you want the call made and then to dial the call (provided you have properly set up your Dialer - see [Section 16](#)). If it is a Run Program note, Relish will run the program once you have OKed.

Of course you can use any reminder style to make calls and run programs. Because no note information is displayed for Chime Only, Private, or None, there is no reminder to OK. However, for phone calls, you'll be asked to confirm that you want the call dialed. Programs, on the other hand, are run automatically.

Your Default Reminder Style

Initially, the detailed style is selected for all your reminders. However, you can change your **Default Reminder Style** for notes that you subsequently add. To do so, select the radio button that corresponds to your reminder style choice on the **Settings Reminders (Choose) - Options** dialog.

After you change your default reminder preference, reminders will automatically be in that style unless you select another style for a particular note. Changing the default reminder style does *not* affect any of the notes you have previously entered.

Hint: To change the reminder style for one note only, use the Reminder feature when adding or revising the note (see [Section 12](#)).

The Keyboard Lock

If you tend to do a lot of typing, you might want to block the keyboard interaction with a Relish reminder as it is displayed. The **Keyboard Reminder Lock** option on the Settings (Setup) Desktop dialog lets you do just that. It provides a keyboard lock for just your Relish reminders.

Having this option selected prevents the ENTER key from automatically OKing a reminder if you are in the process of typing at the time. To respond to the reminder, you can:

Use the mouse to select OK, Revise, or another button in the reminder; or,

Press CTRL+U to "unlock" the keyboard for the reminder and then proceed with your selection.

Alarm Reminders

There are times when you want an additional reminder about a note ahead of time. You'd like an "alarm" *before* you need to be at a meeting, for instance.

With Relish, you can have an alarm reminder whenever you need it - whether five minutes or five days before your scheduled event. When you add a note, fill in the Alarm Time Date field with the time and date you want to receive this extra reminder. If you don't want an alarm, leave the field blank.

Hint: Relish will suggest an appropriate time and date for a reminder if you press the F4 key (the Default function - see [Section 13](#)) or use the diamond mini-icon.

Your alarm reminder will be displayed at the time you select. To distinguish it from other reminders, it has its own chime (which ordinarily sounds something like an alarm clock). As with normal reminders, it will be displayed no matter what program you are running at the time. If you don't happen to have your computer on (or if OS/2 is shut down) at the selected time, Relish will display your alarm the next time OS/2 starts.

Hint: When you receive an alarm reminder and don't want additional reminders about the note, simply Revise it and check the Done box.

Standard Chime Tones

The **Settings Reminders (Setup) - Chime Tones** dialog lets you customize the audio signals played with reminders, alarms, and warnings. Specific tones are typically played by Relish in response to these events. With the Chime Tones option you can decide to use all the chime tones that came with Relish, create some of your own, use BocaSoft System Sounds, or eliminate any or all

chimes.

Note: If you have turned off the sound on your system with the warning beep option (using the sound option in OS/2 system setup), Relish's chime tones will not be audible.

Normally when a reminder is not acted upon, the reminder chimes repeat every five minutes. This periodic repeating of the chimes is a precaution in case you stepped away from your computer or otherwise missed the chime. You can change this frequency by indicating how many minutes you want between repetitions of the chime in the **Repeat Chime Every** field. If you would rather have the reminder chimes play only once, select the **Do Not Repeat** check box.

There are three standard reminder chime tones:

The **Time Chime** (for ordinary reminders) is played with the reminder at the time and date (typically, the Start Time Date) for each note.

The **Alarm Chime** (for alarm reminders) is played with the Alarm reminder for a note with an alarm.

The **Defer Chime** (for deferred reminders) plays with any extra reminder that results from deferring the reminder associated with a note.

Network Considerations

There is an additional standard chime that is specific to the network:

The **Inbox Chime** (for inbox notifications) plays when a notification is received from another. It also plays at the scheduled times for a notification still in the inbox.

Other chime tones are for special circumstances:

The **Error Chime** (for error conditions) plays whenever an error message is displayed on the screen.

The **Warning Chime** (for warnings and confirmations) plays when you need to confirm an entry or selection you have just made.

Should you desire, you can turn off all of the chimes to avoid audio notices of your notes. Select the **Suppress All Chimes** check box to eliminate the sound portion of reminders, alarms, error messages, and warnings (including any special chimes contained in individual notes).

Hint: You'll find using Suppress All Chimes is a quick and simple way to temporarily turn off the chime tones should the need arise.

All chimes can be changed by entering a string of text which defines a different chime tone. If any one is left blank, then no chime is played in that situation. For any particular note, the Time, Alarm, and Deferral chime tones are overridden if the note contains a Special Chime Tone. [Appendix B](#) contains information on creating chime tones or using BocaSoft System Sounds.

Delaying Reminders to a Later Time

Since you can be busy, a time may come when Relish reminds you about a note when you are too busy. At that moment, you don't want to OK the reminder, but you don't want to forget it either. Snooze and defer are time driven options - you use them when you aren't ready or don't want to be bothered.

To make it easy to put things off, there are time increment buttons in the Defer and Snooze dialogs. Each button adds that amount to the Snooze Until or Defer Until time.

The time increment options are:

5 Min;
15 Min;
1 Hour; and
1 Day

The effect of the buttons is cumulative, so to add half an hour, click the 15 Min button twice.

Deferring

To defer a Detailed reminder, simply select the **Defer** pushbutton. The Defer dialog will appear with a suggested time and date for the reminder to reappear. Select OK to receive another reminder at the suggested time. If the suggestion doesn't suit you, change it by entering a new time and date or use the Time Ruler, time increment buttons, mini-icons, or various function keys. (If, on the other hand, you decide you do not want to defer the reminder, select Cancel to return to the reminder window.)

If you want to defer a Summary reminder, select the **Details** pushbutton to temporarily change to the detailed style, and then proceed as above. For Chime Only, Private, and None style reminders, there is no way to defer the reminder - there is no dialog from which to take action.

If you defer the normal reminder associated with a note, it becomes a "deferred reminder" that is noted by an exclamation point in front of the one-line summary. When this reminder is eventually displayed, you can again defer it if you wish.

Hint: You can see all your deferred notes by opening the Overdue Bun (with your catch-up items) or by changing what you are currently viewing to the Overdue View.

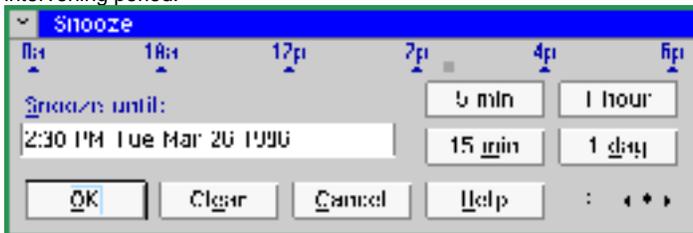
You can also defer an alarm. If you defer an alarm reminder to a time that is before the time of the normal reminder, an additional "deferred alarm" will be displayed at the time you have selected. Deferring an alarm to after the note's starting time effectively results in deferring the normal reminder.

Note: Deferring a reminder (normal or alarm) does not change any of the times and dates entered in the note. When you defer, you merely ask Relish to remind you again at a later time.

Snoozing

When you are really busy, you might not want to get any reminders at all. That is the perfect time to let Relish **Snooze**. Your reminders won't be forgotten, just delayed.

You can delay *all* reminders by selecting the Snooze pushbutton when a reminder pops-up. Specify the time and date when you want reminders to resume in the **Snooze Until** field. Then, at that time you'll get all the reminders that accumulated during the intervening period.



Alternatively, you can use the **Settings Reminders - (Choose) Snooze** menu option to delay all reminders for as long as you like. You can use this same menu option to cancel a snooze. The **Clear** button removes a snooze that is currently in effect. (The Snooze Until field is cleared automatically once a snooze expires.)

Lest you forget, snoozing is noted with a "zz" symbol in the note summaries that are affected. It is also indicated beside the current time and date - just below the menu bar in the Relish window and in the Desktop Time and Date window.

You Can Revise or Erase

As you receive reminders, you'll no doubt eventually be reminded of something that's changed since you made your entry. For instance, you're reminded about a meeting at 10:00 AM that you know has been rescheduled for 2:00 PM. Relish recognizes that in our busy world this is bound to happen.

Thus, whenever you receive a Detailed or Summary reminder, you have the opportunity to **Revise** the details of the note. Simply select the Revise pushbutton while your detailed reminder is displayed. The resulting dialog lets you change anything in the note, as discussed in [Section 5](#).

Similarly, there will be times when you no longer even want a note that you are being reminded about. That's when the **Erase** pushbutton is useful. Selecting this button removes the note that triggered the reminders - it disappears from your schedule (and, in

the case of a To Do list note, from your To Do list as well). However, once erased, a note is not retrievable. Thus, Relish will ask you to confirm your action whenever you Erase.

Note: The Revise and Erase buttons work the same as those available when browsing through a temporary summary dialog.

10. Finding Information

The functions you can use to search for and find particular information in Relish are extremely useful and powerful. You can search your schedule for notes you are unsure about, without having to flip through page after page of your calendar.

A variety of options help you find information about any note you have entered. Relish will search for a particular type of note, such as an appointment, or for any note at all, regardless of type. It will also find notes based on the contents of individual fields or notes for a particular period of time.

Network Considerations

In a networked environment, the search functions apply across the People, Places, and Things you currently have in view. Thus, if you are viewing the schedules for several people, any type of lookup will involve those people. If, on the other hand, you are viewing just your own schedule, the results of what you are looking for will be from just your own entries.

Searching What's In View

Relish has a couple of ways - specific to your current view - to search for information that matches some text. These options are especially useful for jumping to a particular phone book entry or a series of To Do items, for instance.

Find and Find Next

One way to search for an entry (or entries) in your present view is to use the  **Find** and  **Find Next** menu options. These appear on both the Edit menu and the summary box popup menu and can be included on the iconbar.

Use Find to enter the text you want to search for, independent of UPPER, lower, or Mixed Case. This option will search for your text anywhere in the entries currently in view. For instance, when viewing the phone book, enter "Sundial" to search for the first entry that contains Sundial in any field of the entry. You can then use Find Next to search for the next matching entry without having to reenter the text.



Both Find and Find Next always start at the currently selected entry and, if necessary, start over again at the top of the list. As keyboard short-cuts:

CTRL+F can be used for Find

CTRL+N can be used for Find Next

The Find dialog also contains options to let you restrict the search to some degree.

The **Case Sensitive** option requires exact matching of UPPER and lower case text - "SUNDIAL" does not match "Sundial,"

for example.

The **Begins With** option limits the search to only the first text in the entry, so that "Sundial" would not match "a Sundial meeting."

Type-to-Search(TM)

Perhaps the fastest way to find things is to "just start typing" in the main Relish window. Whatever you type will be used to automatically find the first corresponding entry. As you type, the additional characters are used to refine the search.

Thus, "I" jumps you to the first entry containing an I; if you also type a "B", you then jump to the first entry containing "IB"; and, if you end with an "M", you'll jump to the first entry containing "IBM". You can use the CTRL+N key combination to find the next occurrence, and so on.

Just type at your normal pace - nothing special is required. As you type, the backspace key may be used to correct typing errors. If you pause for a time during your typing, Relish will start searching for a new phrase rather than continuing to refine the old one.

This type-to-search capability is actually related to the Find function. The search automatically follows the Case Sensitive or Begins With restrictions you may have previously selected in the Find dialog. To change these options, simply select the Find option or use CTRL+F.

The Lookup Options

The **Lookup** options on the View (Lookup) menu let you focus your search by the type of note. You can pick Appointment, Meeting, Notation, Phone Call, Run Program, or To Do list. Choosing one of these menu options restricts the lookup to only that type of note. There is also an Any option for finding any type of note that matches your search criteria and another for finding entries in your phone book.

Note: As a short-cut, these lookup options are also available as functions on the iconbar.

Each Lookup option leads to a dialog in which you can specify what you want to look for. For all the schedule type notes, the first fields are for the **Date (and Time) Range to Search**. Relish suggests a date range to search based on what is currently displayed in the summary box. If you leave the ending date and time blank, Relish will assume it's the same as the starting date and time. But, the starting time can't be blank.

The result of the lookup will contain notes (of the appropriate type) that wholly or partially overlap the time range entered. Another way to think of this is that the result contains only those notes with a starting time or ending time falling on or between the date and time values entered in the Lookup dialog.

However, you can choose to include floating notes in the result of any lookup selection by checking the **Include Floating Notes** option in the dialog. In that case, floating notes will be included with the notes that match your search criteria.

Note: If you are viewing just a group of notes, only notes from that group will be included in the results.

In addition to starting and ending dates, each of these Lookup options has three **Values to be Matched** that you can complete to aid the search. Each of these fields further restricts what notes will appear as the result of the Lookup. A field left blank is treated as though you are seeking all available information in that field.

For an **Appointment** or **Meeting**, you supply information as to whom it is with, the location, and/or remarks.

For a **Phone Call**, you can provide information about who the call was to, the phone number, and/or remarks.

A search for a **Run Program** note allows you to specify information about the program title, program pathname, and/or program parameters.

A search for a **To Do List** note can be based on to whom it was assigned, a reference, and/or what was to be done.

You can look up a **Notation** with the most general types of note information: who, where, and/or what.

For example...

Consider looking up an Appointment. Entering "Steve" in the With Whom field asks Relish to find notes that contain "Steve" anywhere in the "who" field (regardless of whether the text is in upper or lower case). Thus "Steve" will also match "Steve Jones," "STEVE SMITH," or "my friend steve."

This type of matching is done for all three fields. If you enter values in more than one field, then the matches for each of the fields must be successful for the note to be included in the resulting Lookup.

The screenshot shows a dialog box titled "Lookup Appointment". It has a menu bar with options: Ba, lBa, l2p, 2p, 4p, lip. The dialog is divided into three main sections. The first section is "Date (and Time) Range to Search" and contains two text input fields: "Start date (and time):" with the value "Mon Nov 6 1995" and "End date (and time):" with the value "Fri Nov 10 1995". Below these is a checkbox labeled "Include floating notes" which is currently unchecked. The second section is "Values to be Matched" and contains three text input fields: "With whom:" with the value "Steve", "Location:" which is empty, and "Remarks:" with the value "market". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Thus "Steve" in the With Whom field and "market" in the Remarks field would match a note containing "Steve Jones" and "Marketing Dept planning." But, it would not match a note with "Steve Jones" and "Upgrade planning." On the other hand, an Appointment Lookup request using "Jones" and "Planning" would find both of these notes.

Looking for Any Note

When you use the **Any** option to search for any type of note, the types of information you enter are who, where, and/or what as with a Notation, but how this information is matched against the information in your notes is more complex.

In the case of the Any note option, the three fields are matched against the corresponding fields of each type of note. The value entered in the Who field is matched against:

- Who** for Notations;
- With Whom** for Appointments and Meetings;
- Who To Call** for Phone Calls;
- Assigned To Whom** for To Do List entries; and
- Program Title** for Run Program notes.

The value entered in the Where field is matched against:

- Where** for Notations;
- Location** for Appointments and Meetings;
- Phone Number** for Phone Calls;
- Reference** for To Do List entries; and
- Program Pathname** for Run Program notes.

The value entered in the What field is matched against:

- What** for Notations;
- Remarks** for Appointments, Meetings, and Phone Calls;
- What To Do** for To Do List entries; and
- Program Parameters** for Run Program notes.

Hint: Use the View Lookup (Lookup) - Any option when you want to see absolutely everything that fits your criteria.

Lookup in the Phone Book

As with the various note types, the matching values for a Lookup of your **Phone book** are based on the kind of information you put there. You can perform a lookup operation on each, or a combination, of the fields in a phone book entry. Thus, you can specify the name, phone number(s), remarks, and/or address information you want to find. Times and dates aren't a factor in your phone book.

Perhaps, as an example, you need the number for Steve What's His Name - try as you might, you can't remember his last name. And, your phone book has far too many entries to eyeball them all, one-by-one. Since partial information is acceptable, you can type "Steve" in the Name field and press OK. The result will list all the Steve's in your phone book (which should give you a lot fewer entries to look through than your entire phone book).

Hint: You can use the View Lookup - Phone Book option in a copy of your Phone Book Bun to create a specialized phone book, such as everyone who lives in a particular city or works for a certain company.

Deciding Your Lookup Strategy

With Relish, you can be quite specific or very vague about a lookup. For example, to find out when that lunch meeting with your boss is this week, select the View Lookup (Lookup) - Meeting option. You can specify the start date as today and enter Friday's date for the end date of the search, or you can use the range of dates that Relish suggests. Then, knowing the meeting is with your boss at lunch in the executive dining room, you can complete the With Whom, Location, and Remarks fields. Once you OK the Lookup, Relish will list those meetings that match all the information you've just provided.

On the other hand, you may only remember that you are supposed to do something with Deborah next week or so, but not exactly when or what. Since you aren't sure what it is you'll be doing with Deborah, select the Lookup Any option. Let the search start now and provide an end date for the search that is two weeks from today. For Who, type in "Deborah," and leave the other fields blank. When you OK the Lookup, Relish will retrieve and display all of your notes for the next two weeks that pertain to her.

Viewing the Results of Your Lookup

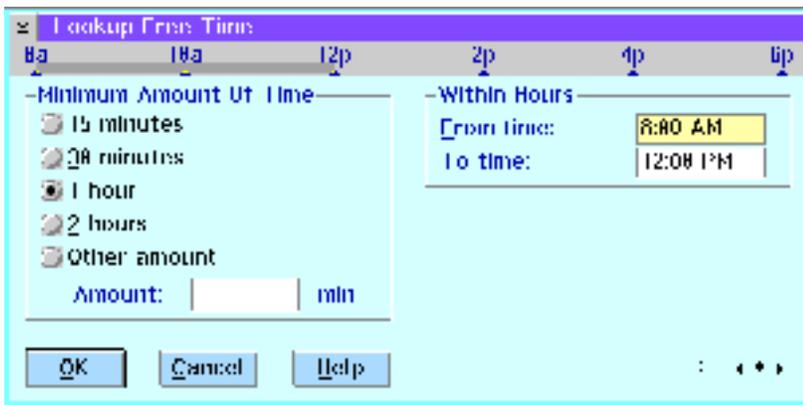
The result of your Lookup request is first displayed in a temporary summary dialog (unless the temporary display option is turned off - see [Section 16](#)). You can add notes or erase or revise any of the existing notes just as you can with the other View menu options. If you are finished with the Lookup, then select Cancel to return to the prior display. If you want to make the Lookup the contents of the summary box, select OK. As you add new notes that match your search criteria, the summary box will be updated.

Hint: If you did not get quite the result you wanted from the lookup, use the View Lookup (Lookup) menu options again to further refine your search criteria. If you select the same option as you did the last time, all of your search criteria will reappear in the dialog and you can refine the search by editing the values you previously used.

Finding Free Time

When the time period in view is a day or a week, the graph provided gives you a visual reference, showing the committed and free time. It's handy when you want to see how your day or week looks. For other time periods that don't have a graph, or when you want a list of options to choose from, Relish will help find your free time.

The View (Lookup) **Free Time** option helps you find uncommitted time for any time period. This option gives you the ability to find blocks of available time for the period in view.



To find free time, select the appropriate radio button for the **Minimum Amount of Time** you want - between 5 minutes and 24 hours. Also specify the hours between which the free time should fall in the **Within Time** fields. The lookup will find the available time periods that, at least, fit the selected criteria, for all the days currently in view.

Thus, if you are looking for an hour, select the 1 Hour option for free time. Perhaps you only want mornings, so specify the time should be between 8:00 AM and 12:00 PM. All the uncommitted blocks of time - at least an hour long - during the mornings for the period in view will be listed.

The list might include blocks of free time that are longer than the requested amount of time. Relish does not make assumptions about when you really want to schedule something, so the Free Time search gives you the maximum times available.

The result also gives you the ability to schedule right from there. The Add button can be used to add notes whenever there is available free time. However, as always, you aren't restricted to the periods suggested, or the time range covered, by the current dialog.

Network Considerations

When you are viewing multiple people, places, or things, the free time search applies to everybody (and everything) in view. Thus, you have an easy way to find free time to schedule group meetings, etc.

11. A Network Overview

This section focuses on Relish in a network environment. The purpose is to provide an overview of how the various Relish Net functions mesh together.

Using People, Places, and Things

You'll find that People, Places, and Things are some of the most important network options. People are individuals who share your Relish network. Places are locations (such as rooms) and Things are items that have schedules maintained with Relish.

These choices appear on the menus only after your Relish network connection has been set up. With them you can view any one schedule or several together. You can schedule notes for other people, at least tentatively. And, if you have the correct password, you can choose a person, place, or thing to take action for without moving from your workstation to another.

Group Scheduling

Perhaps you want to schedule a meeting, but you don't know when people are available. What should you do?

First, you might want to look at a combination of schedules. Use the View Include Other (View) menu options of People, Places, and

Things to modify your current view.

Having selected the People option on the View Include Other (View) menu, highlight the names of everyone you want to look at. For combinations of people you reference often, you might have already established a name for the group of people you want to look at now. If so, just select that name (denoted as a list by the parentheses around the name) rather than all of the individuals. (For information on such lists, refer to the Settings (Setup) Person discussion in [Section 17.](#))

If you want your own schedule included in the resulting view, be sure that either your name or the "[You]" entry in the list box is highlighted. When you have highlighted the names for every person you want to include, select OK.

To add a room to the schedules you are now looking at, select the Places option on the View Include Other (View) menu. Highlight the room you want on the list of places, and when you OK it will be included.

Now you are viewing a combination of schedules for the people and room you selected. The "For" column is blank for your own notes and shows who or what the other notes belong to. Some of the description fields in those notes may indicate "(No details available.)" because of their privacy level. In that case, you can see that people are busy, but you don't have access to the details of their commitments.

If the time period you are looking at isn't what you want, use the View menu again to change it. Each operation involving people, places, and/or things is inclusive until you clear the group view by returning to notes that are "Only Your Own."

Free Time?

So, you need time for the meeting you want to schedule. Use the Free Time option on the View (Lookup) menu. (See [Section 10.](#))

Perhaps an hour is the amount of time you want, but you'd really like the meeting to be in the morning. Change the Within Time to be 8 AM to 12 PM - you can enter the information in the time fields directly, or select the time period on the time ruler with your mouse.

This lookup results in all the uncommitted blocks of time - that are at least an hour long - during just the mornings for the period in view.

Let's Add!

Following along, you started with the People option on the View Include Other (View) menu to select yourself and several others. You also used View Include Other (View) Places to include a meeting room. The Free Time search provided you with several options. Take advantage of the information at hand, highlight your preferred free time, and select the Add button on the dialog showing the available time.

At this point you are given the opportunity to send your note to everyone and everything in view. OK to confirm. Indicate the type of note you want this to be and fill in the details, adjusting the scheduled time as you want. You'll see who the note is going to in the Add dialog.

Alternatively, the people, places, and/or things you have in view are effectively preselected when you drag-and-drop to or from the Note Palette to add a note. This is a quick way to schedule a group when you don't need to search for free time. (See [Section 7](#) for more information.)

OKing the note adds it to your schedule. The others each receive a notification of the meeting, and if agreeable, it is placed on their schedules. Or, they each can return the note to you if something needs to be changed. The notice for the room appears as a tentative entry on its schedule.

Hint: When looking at a schedule, the entries that are tentative have a question mark in the status column.

Back to Your Own Notes

When you are ready to return to just your own schedule, select the Only Your Own option on the View Include Other (View) menu.

Tracking Group Notes

One method for tracking a note you send to another is to request an acknowledgement. It is something that Relish can do for you automatically and actually requires no special action on the part of the receiver.

At the time you make the selections of who the note will be sent to, select the Acknowledgement check box option. Then, when the note is accepted, you'll get acknowledgement of that action. A copy of the note will show on your schedule with an upward pointing triangle and indication of who accepted it.

Note: No reminders are associated with acknowledgements - they are merely for your reference.

Returns

Not everyone may agree with the note you sent them. A **Return** button on the notification dialog gives the receiver the option of sending the note back. When someone returns a notice from you, you'll receive the original note back, possibly modified by the other party. You can erase the returned note, revise and return, or perform any other actions.

Notes that have been returned to you are identified on your schedule summary by a downward pointing triangle. Once returned to you, the original note no longer appears on the other's schedule - it's similar to when you get a letter back from the post office with "Return to Sender" on the envelope.

What's the Status?

For a note you've sent to others, both the Acknowledgements and Returns show on *your* schedule. They give you feedback one-by-one as a note is accepted or rejected, which can be very useful. Additionally, you have the option to see what the status of a note is for all those involved.

The Track Sent To option on either the Edit menu or the note summary popup menu gives you this information for the highlighted note in the summary box. When you select this option, you'll see a list of all the notes on everyone's schedule that are "related" to the selected note. This includes notes that have been accepted, those that are still tentative, and those that have been returned as well as any acknowledgements involved.

Note: A note that has been erased will not be included in the resulting display. Neither will a note that has been rescheduled to another time or date.

Revising a Note Sent to Others

It's not uncommon for a meeting's time or location to change. When you are revising a note you sent to others, you have the opportunity to make the changes apply not only to your own schedule, but to the schedules of those it went to as well. When you do that, the revised note appears as a new notification for them to either accept or return.

At the same time, the original entry is cancelled on their schedules - it does not disappear nor is it automatically erased. However, there will be no reminders for the note they originally received and a cancelled symbol will be displayed with it in the summary box to alert the receiver of the change. At the time of the cancellation, the comment in this note is also updated with reference information about the new time and date of the event as well as who made the changes.

It's Your Inbox

The mechanism for receiving notices from others is the inbox, a buffer between you and everyone else using Relish on the network. It operates much like an inbox on your desk - you can act on items as they come in - accepting some while postponing others - or let them accumulate until it's convenient to look at them.

When a note is sent to you, it arrives in your inbox effectively as soon as it is sent. Until acted on, it shows on your schedule summary with a question mark (?) to indicate it is a tentative entry that has - for all practical purposes - been penciled onto your calendar.

However, what happens to a note when it reaches your inbox depends on your Relish network settings (see [Section 17](#)). Thus, with the options available, you can set up your inbox to best suit your way of doing things:

Detailed displays large notices with the most information, similar to detailed style reminders;

Summary gives an abbreviated notification, but you can switch a notice to Detailed style when it is displayed;

Chime Only plays a chime without a visual display;

Private flashes a blank screen several times to alert you that a notice has arrived; and,

None provides no visual or chime notification.

For Private, Chime Only, and None, you can select the Automatic Accept option to have all items put directly onto your schedule without your review. This is not available for the Detailed and Summary notification styles that give you information about the item received.

Hint: Use the Setup Chime Tones option to customize your Inbox chime. It plays when notifications are received and at the scheduled times for notices that remain in the inbox.

What Setting is Right for You?

If your preference is to take a look at everything as you receive it, you will probably want to select the Detailed inbox style. You'll be able to act - or postpone action - on the item when you receive it.

Accept to add the item to your schedule, removing its tentative status.

Return the notice to the sender, perhaps adding a comment as to why.

Select **Inbox** to defer action, leaving the item merely tentatively on your schedule.

Erase to totally remove the item.

Revise to make some changes and then accept or return it.

Snooze to delay acting on this notice and postpone all other reminders and notifications during the snooze period you indicate.

Then again, you may want just a cursory notification that items have arrived in your inbox. For this, the Private inbox style is one you could select - the screen will flash blank several times when a notice is received. (Chime Only also provides a minimal notification, so you could use it instead.) If your preference is to have all your notices put on your schedule automatically, be sure to also select the Automatic Accept option.

It is also possible that you might want the minimal notification that the Private style provides without having items automatically accepted. Your screen will flash to alert you of a notice, leaving it in your inbox for you to look at when it's most convenient for you.

A note that's in your inbox remains tentative until you explicitly act on it. To remove an item from your inbox, select the note to revise it (by double-clicking, for instance, on the note summary line). At that time you'll be able to take many of the same actions on it as though you had just gotten a detailed notification - you have the option to accept, return, revise, or leave it in your inbox.

Hint: Use the Inbox option on the View menu for quick access to all the tentative items on your schedule.

Using a Remote Password

You may have a need to access your schedule when you are at a workstation other than your own. Or, you may need to manage another's calendar. In either case, you'll be using the Person, Place, or Thing option on the View As If You Were (Choose) menu.

After making your selection from the list of names, you'll be prompted for a password, if one is required. The password requirement is optional and was determined when the name was set up for Relish Net. Provide a necessary password, and you are now logged-on as that name.

Realize that, if you are at another's workstation, the Relish you are temporarily using actually belongs to someone else. Relish will display your schedule and you can use it however you like. However, your reminders won't be displayed here - they are displayed only on your own workstation.

Note: This is also the way, if you are authorized, to manage the schedules of places and things, including confirmation of tentative entries.

No Connection?

You may, on occasion, be warned that the server is unavailable. This lets you know that you do not have a Relish Net connection. In this case, some of the information you request may be limited.

You can, however, continue to use Relish to schedule both personal and group commitments. When your system is again connected, the notes for others will be distributed for you. Likewise, you will receive notices that others have sent to you.

12. Features of Notes

Whenever you are adding or revising a note, the **Features** pushbutton allows you to make modifications to some of the more esoteric properties of the currently displayed note. While you probably won't want to use Features all the time, there are times you'll find them indispensable.



Associating the Note with a Different Group

Normally, Relish assigns each new note to the group of notes which has been selected by using the Include - Group option on the View menu (see [Section 8](#)). However, when you just want to change the group for a note you are adding or revising, use the Group feature.

The **Group** pushbutton leads to a dialog for indicating the name of the group to which the note should belong. If the note is currently assigned to a group, that group name is already displayed. If it's not currently assigned to a group, the **Group** field is blank.

You can move the note from its current group to any other group by entering another group name or selecting the appropriate one from the list of **Group Names**. If you don't want the note to be assigned to any group, just clear the Group Name field or select "[All Notes]." You can, if you want, even create a new group for the note by entering another name in the Group field.

Network Considerations

The groups you use to categorize notes are yours alone. No one else can see what groups you have defined.

Changing Reminders Associated with the Note

Relish gives each new note the reminder style selected as your standard through Settings Reminders - Options (Choose Options) unless you specifically change it. Relish also associates your standard reminder chimes with the note, as established with the Settings Reminders - Chime Tones (Setup Chime Tones).

The **Reminder** pushbutton leads to a dialog that can be used to change the reminder style for just the note being added or revised. Each possible reminder style is available. Select the radio button for the **Reminder Style** of your choice. So, if you want full reminders, select Detailed; if you want no reminders for the note, the None option is appropriate. For more details on the different reminder styles, see [Section 9](#).



The Reminder dialog can also be used to create a chime tone that is unique to this particular note. If the **Special Chime Tone** field is left blank, the standard chime tones are used. If a chime tone definition is entered in the field, that chime tone will be played for all reminders (including alarms and deferred reminders) that result from the note. For more about customizing a chime and what goes into the definition of a chime tone, see [Appendix B](#).

If a note has been deferred, the time and date of its deferred reminder are displayed in the **Defer Reminder Until** field. If the time is later than the Start time, all reminders will be deferred. A time and date that is between the Alarm time and the Start time defers only the alarm reminder. You can tell that a note has a deferred reminder by the exclamation mark in the summary box.

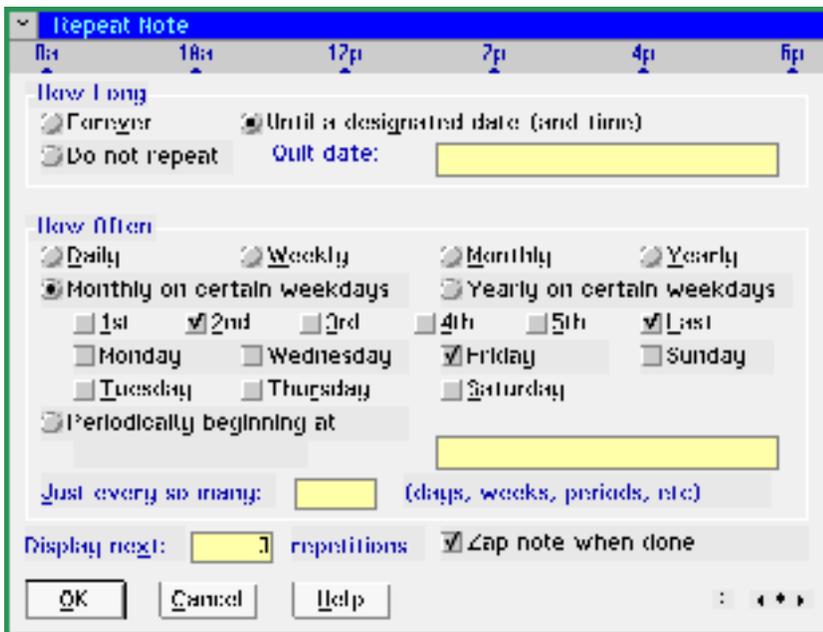
Hint: Enter a time in the Defer Reminder Until field when you know in advance that you won't want to be reminded about a commitment, but you don't want to revise the scheduled times. When you want to review or change a defer time for a note that is past due, find the note by using the Overdue List option on the View menu.

Repeating a Note

The **Repetition** pushbutton leads to a dialog that can be used to automatically repeat the currently displayed note whenever you want. Relish provides you with a wide variety of options when it comes to repeating your notes.

When Relish reschedules a note, it always uses the first appropriate time and date *in the future*. Thus, if you have a note scheduled for every day at noon and your computer is shut down for several days, you'll be reminded only once for the missed days. You won't be bombarded with all the reminders from the intervening days. When OS/2 starts, you'll get just one reminder, not one for each day.

Whenever You Want It



When you want to repeat a note forever into the future, select the **Forever** option on the Repeat Note dialog. Optionally, you can specify a date (and time) when a note should stop repeating. To do this, select the **Until A Designated Date (And Time)** option and fill in the **Quit Date** field.

If you want the note to repeat on a regular basis at the same time as the current note, you can select the Daily, Weekly, Monthly, or Yearly radio button.

A **Daily** repeated note will be rescheduled for the same time each succeeding day;

A **Weekly** note for the same time and day of the week each week;

A **Monthly** note for the same time and day of the month each month; and

A **Yearly** note for the same time and date each year.

On occasion, some months or years will be skipped. For example, Monthly on the 30th skips February since there is no February 30th. Similarly, Yearly on February 29th skips any year that is not a leap year.

Hint: Yearly repetition is useful for noting birthdays and anniversaries.

Not all repetitions are as straight forward as others. Consider a monthly progress meeting scheduled for Tuesday, July 16. Monthly repetition is appropriate only when the meeting is scheduled for the 16th of each month. It may, in fact, be more appropriate to repeat the note on the third Tuesday of each month. For this type of repetition you can select the radio button for **Monthly On Certain Weekdays**. Then select the combination of check boxes (one or more) that meets your needs. For the July 16 meeting to repeat on the third Tuesday of every month, select 3rd and Tuesday - it will be rescheduled for August 20, September 17, and so on.

When you select multiple check boxes, the note will repeat to fit *all* of your selections. Thus, if 1st, 4th, and Monday are checked, the note repeats on the first and fourth Mondays of each month. When Friday is also checked, the note repeats on the first and fourth Fridays as well. Of course, a note is rescheduled for only those combinations that apply to a particular month.

Hint: Select Last by itself to repeat a note on the last day of each month.

Yearly On Certain Weekdays allows you to specify events that repeat on particular days (rather than dates) of a given month each year. You can select the combination of appropriate weekdays, just as you would for the Monthly on Certain Weekdays option. However, you don't do anything to select which month is involved. Instead, Relish derives the month from the starting time and date field in the main note entry dialog.

Hint: For Thanksgiving holiday in the US, select the Yearly on Certain Weekdays option and check the 4th and Thursday boxes.

Some things repeat on a schedule other than day, week, month, or year. For this case, select the **Periodically Beginning At** radio button and the note will be rescheduled for the time and date you enter as the Next Start Time Date. All the times in the note will be adjusted accordingly to fit the repeated time, not just the starting time.

Hint: The Periodically Beginning At option is useful for notes that you want repeated more often than daily (such as every two hours) or at less common intervals (such as every three weeks).

Just Every So Many is a powerful option that allows you to change how the other repetition options work. For instance, the Daily option normally causes the note to repeat every day. But, if you enter a 2 in the Just Every So Many field, then the note will repeat

every other day instead. This works with all the different repetition options for any value between 2 and 12. To repeat a note every time period, leave the Just Every So Many field blank or enter a 1.

If you decide that you no longer want the note to repeat, select the **Do Not Repeat** radio button. This not only turns off further repetitions, it removes any future occurrences of the note that might already appear on your schedule.

Normally, a future repetition of a note does not appear on your schedule until the note is rescheduled to that date. But, you can display up to a maximum of 60 future repetitions on your schedule by completing the **Display Next** field. The specified number of repetitions, in addition to the original note, will always appear on your schedule.

Hint: Leave the Display Next field blank to avoid cluttering your schedule with the same activity over and over, such as running a certain report.

The **Zap Note When Done** gives you the ability to have a repeated note erased without waiting the normal time period for note erasing. Select this option to have the original entry automatically erased when the note is rescheduled. When this option is not selected, an entry, noted as Done, will remain at the originally scheduled time and date after the note is rescheduled. Therefore, to keep a history of past recurring events, this option should not be selected.

Note: Repeating notes are distinguished by special symbols in their summaries. (Special symbols in the summary lines are described in [Section 8](#).)

A note that repeats is marked by a solid box

A hollow box indicates that the note is, itself, a repeated note resulting from your Display Next entry.

For instance:

As an example, if you have a computer program that you want to run every Friday at 4:00 PM, first Add the Run Program note for this coming Friday. Before you OK the note, select the Features button followed by the Repetition button.

Begin in the Repeat Note dialog by first selecting the Forever button for how long you want this to repeat. For repetition frequency, select the Weekly radio button. Then, because this isn't something you need to see on your calendar for multiple Fridays into the future, leave the Display Next field blank. Finally, you might as well leave the Zap Note When Done check box selected since you don't need to keep a record of running the program.

After you are reminded at 4:00 PM on Friday that Relish is ready to run your program, the note will automatically be rescheduled for the same time the following Friday. When it is rescheduled it will no longer be on the current Friday's schedule; it will have moved, so to speak, to next Friday. When next Friday comes, the process will repeat, and so on until you choose to stop the repetition by erasing the note or by revising the note and selecting Do Not Repeat.

Revising a Repeating Note

When it comes to revising repeating notes there are some special characteristics. Therefore, it is necessary to make the distinction between a note that repeats and the future repetitions of that note.

The revisions you make to a note that repeats (distinguished by a solid box on its summary) can be for just that one occurrence or for all the subsequent repetitions as well. When you OK your changes, select the **Yes** pushbutton if you want all future repetitions to reflect the note as it is now revised. Select **No** if the changes are only for the one note.

On the other hand, revisions to the future repetition of a note (indicated by a hollow box) affect only that one occurrence, not other repetitions.

Attaching a Memo

With the **Memo** feature you can attach text to your notes. Memos are useful for planning meeting agendas, capturing the results of a phone call, or keeping track of anything related to a commitment.

Relish provides a "memopad" for use when entering or revising memos. You can, however, use any editor, such as the OS/2 System Editor, if you prefer (see [Section 16](#) to select an editor).

While your memos can be very long, they are limited to 32,000 characters each. As a visual reference, a note with a memo has a paragraph symbol on its summary and the words "Memo attached..." appear in the upper right of the note dialog. Refer to [Section 13](#) for detailed information on editing memos on the Relish memopad.

Note: A memo attached to a note that repeats stays with the note as it is rescheduled.

Hint: As a short-cut to revise a memo, use the mouse to click on the Memo Attached message in the note dialog.

Changing the Note Type

The **Type** pushbutton allows you to change the category of the note being added or revised. Select the desired note type from the set of radio buttons. The note dialog will reflect the change, and you can continue to add or revise the note. If you change a To Do item to a Meeting, for example, you may want to add the location.

Note: Drag-and-drop is another way to change a note's type. You can drag the appropriate Note Palette icon and drop it on the note summary, for instance. Drag-and-drop operations are discussed in [Section 7](#).

Relish Net: Sending to Others



Features are expanded for network functions.

Just as the options of People, Places, and Things allow you to expand your view of a day or week to include others, these same options allow you to include others in what you are scheduling. **People**, **Places**, and **Things** are some of the network-specific options available when you select the Features button on an Add or Revise note dialog.

Thus, one way to involve other people in a note you are adding or revising is to select the Features button. Then, select the People button for others on your Relish network. To send a note to someone else, enter a name in the **For** field or highlight it in the **People** list box. To send a note to several people, make your selections from the list box, highlighting all the names you want. The same process applies for including Places and Things.

You or others on Relish Net may have set up predefined lists. To distinguish such names, they are surrounded by parentheses and appear at the top of the name list box. When you select a predefined list, you are actually selecting all the names associated with that list. Refer to [Section 17](#) for a discussion of setting up a distribution list.

Hint: Don't worry. If you select a list and also select a name on the list, the recipient will only get a single copy of the note.

You can include a **Comment** with a note you send to others using the Comment field in the Send Note dialog when you select who/where to send the note. What you enter in the Comment field will appear with the note information when it is received by others. You might want to describe why the note is being sent or give additional information about what action needs to be taken.

Relish Net: Acknowledgements

You may want to know when a note you are sending to another is accepted. Check the **Acknowledgement** box on the Send Note To dialog to be notified automatically. The acknowledgement is returned when the note is accepted and becomes a regular (rather than tentative) entry on the receiver's schedule. Acknowledgements from others show on *your* schedule summary with an upward pointing triangle

Hint: In a sense, an acknowledgement is a carbon copy of the note that you sent. But, it appears only when the note has been received and accepted at the other end.

While acknowledgements do appear on your schedule, the primary purpose is simply to let you know that your note was

accepted. You can perform any action on acknowledgements, but you may just want to erase them. An acknowledgement does not generate reminders unless you specifically revise its features to do so. And, no actions you take on an acknowledgement affect the original note.

Note: As a precaution, when the recipient of your note is having notes automatically added to his schedule without personally acting on them, the acknowledgement comment you receive back indicates that it was "automatically accepted."

Relish Net: Sending Again

When you are revising a note that you previously sent to others, Relish gives you a quick way to retrieve the original list of people, places, and things. Click on the **Sent To** message in the note dialog to automatically include all those you did before. The names will be displayed in the note dialog, ready for you to send the note again.

Hint: You are automatically given a chance to modify the comment when you click on the Sent To text.

If you want to then make changes to the set of recipients, select Features and use the People, Places, and Things options as appropriate. When you do, the names of those that the note was previously sent to will be highlighted in the list boxes.

Note: When you revise a note you've previously sent to others and don't indicate who the note is for, you'll be asked whether or not you want the changes sent to all the original recipients.

Relish Net: Changing the Privacy of a Note

Each time you add or revise a note, you have the opportunity to change the **Privacy** setting for the note. Select the radio button for your desired privacy level for the note:

Public lets anyone see the details of the note.

Confidential restricts who can see the details to you and anyone you sent the note to.

Personal limits what all others can see to the type of note and the time and date information for it.

Private lets no one but you see the note.

You'll see the privacy level indicated in the title bar of the add or revise dialog. (For more information on your default level of privacy, see the discussion in [Section 17.](#))

13. Editing

The ability to quickly and easily edit your notes and memos is critical to time and information management. Relish expands on the standard OS/2 editing conventions, giving you additional flexibility when working with your schedule notes.

Editing an entire note is somewhat different than editing within a field, although many of the functions are similar. To edit a whole note or for groups of notes, you'll use the Edit options on the main menu, note summary popup menu, or iconbar; and, in fields and memos you'll be using the Keys menu functions.

In the Edit, Keys, and popup menus, the functions available for use appear in standard dark type. Any functions not available are grayed, to distinguish them from the functions that you might find useful.

Editing in the Summary Box

Relish has tools specifically for use when editing entire notes. When you want to make changes that affect a note, use the following functions on the Edit menu, their equivalent key combinations, the popup menu, or the iconbar. The editing options available at any point in time depend on what is in the summary box and what you have most recently been doing with it.

 **Undo** (or pressing CTRL+Z or ALT+BACKSPACE) is used to eliminate the most recent changes made. It will essentially reverse your last editing action. Undo erases a note that was just added; pastes what was cut; clears the clipboard after a copy; cuts what was pasted; adds back what was deleted; undoes a drop; and discards revisions.

 **Cut** (or pressing SHIFT+DEL or CTRL+X) is used to delete the highlighted note from Relish after copying it to the system clipboard for future use. The cut note can be retrieved from the clipboard with Paste until another cut or copy operation is performed.

 **Copy** (or pressing CTRL+INS or CTRL+C) is used for storing a copy of the highlighted note on the system clipboard for future use. As with Cut, you can paste a copied note from the clipboard when you want to retrieve it.

 **Create Another** (or pressing ALT+INS) is used to create a new note from the currently selected one. It copies and pastes the highlighted note all in one operation. This is one of the options that is available only on the Trendy menu structure.

 **Paste** (or pressing SHIFT+INS or CTRL+V) is used to add a note from the system clipboard, and thus is only available when a note has been cut or copied. Only the most recently cut or copied note can be pasted.

Note: When you paste a note into an application that does not support Relish's note format, only the text of the note summary is pasted.

Hint: You can paste the same note as many times as you like, which is a quick way to make several notes with similar content.

 **Delete** (or pressing the DEL key) eliminates the highlighted note entirely without copying it to the system clipboard. Because of the severity of this function, confirmation of the action is normally required. (Refer to [Section 16](#) for a discussion of Relish's Automatic Confirmation option which gives you the ability to forego this type of confirmation.)

 **Dial** (or pressing CTRL+L) provides you a quick way to dial a phone number in the highlighted phone call or phone book entry. If there are multiple phone numbers, they will be listed and you'll be asked to select one before dialing.

Note: Using the Dial option with a scheduled phone call does *not* serve to complete the note. With this option, you are making an additional call, not the scheduled call.

 **Revise** (or pressing ENTER) is used when you want to change a note's contents or to look at all the details. Using Revise is just like adding a note, except that the fields have information in them already. All the features available when you added the note are available when you revise it, and any field or option can be changed.

Note: The Find and Find Next options are discussed, along with other searching functions, in [Section 10](#).

Network Considerations

The Edit menu also includes the **Track Sent To** option for viewing the status of a note you have sent to others. This option is explained further in [Section 11](#).

Using Note Summary Popup Menus

You can perform actions on individual notes in the summary box by using a popup, or context, menu. To display the popup menu, simply position the mouse anywhere on a note summary and click the right mouse button. (Do this the same way you would to get the OS/2 desktop's popup menu when you are over the desktop.) Then make your selection from the available options in the resulting menu.

Most of the options on the popup menu are the same as those on the Edit menu. The difference lies, in part, in which note gets acted upon. When you use the Edit menu, it's the currently highlighted note; with the popup menu, it's the note the mouse was over when you clicked. In addition, the popup menu provides options not available through the Edit menu.

Print provides you another way to print the contents of the note. The resulting Print Note dialog gives you the same options as when you drag a note to a desktop printer icon, for instance.

The **Done** option on the popup menu lets you change the completion status of the note. For a note that is pending, select this option to mark it done. For a note already completed, select this option to make it pending again.

Hint: Using the popup menu is a quick way to dial a call from the phone book or from the summary of a phone call note.

Editing Fields and Memos

Relish can help you edit data entry fields through the use of various function keys and special combinations of other keys. When in a dialog, click on the sun mini-icon or press the F2 key for the Keys menu of the editing functions.

There are several ways to activate the editing functions. You can press the appropriate function key or key combination when the field you wish to edit is highlighted. Or, you can select the appropriate function from the Keys menu.

For editing purposes, a memo on the Relish memopad is equivalent to a data entry field. Many of the functions on the Keys menu are also available on the memopad Edit menu, for use when editing memos.

Undo (ALT+BACKSPACE) eliminates current changes made to the selected field in a dialog or the text of a memo.

Cut (SHIFT+DEL) erases the highlighted text in a field after copying it to the system clipboard. The cut text will replace any previously cut (or copied) text on the clipboard.

Copy (CTRL+INS) duplicates the highlighted text on the system clipboard. Only the most recently copied or cut text is retained on the clipboard.

Paste (SHIFT+INS) inserts the most recently cut or copied text at the cursor position in a field. The contents of the system clipboard remain unchanged so that you may paste the same text in several places.

Delete (DEL) removes the highlighted text or the character immediately to the right of the cursor when no text is highlighted. It does not change the contents of the system clipboard.

Zap (CTRL+DEL) erases the text at, and to the right of, the cursor. Thus, if the cursor is at the beginning of a field, Zap clears the entire field.

Help (F1) information is available for all fields, buttons, and menu items. Select Help to learn about the currently highlighted area.

Default (F4) suggests an appropriate entry for your current field. For fields and buttons with default settings, this function will return them to the values in effect when Relish was installed. For time and date fields, Relish will enter a suggested date and time for you based on the information already entered elsewhere. For other fields, a recently used value is suggested, if one is available.

Find (SHIFT+F4) provides you a selection of values for the currently highlighted field. This is a powerful function. For example, repeated use on the Phone Number field of a note will display all phone numbers in notes and Phone Book entries with similar Who To Call and Remarks values.

Earlier (F5) changes your highlighted time and date entry to an earlier time and date. For example, it will change a time (entered with a date):

```
from          4:00 PM Thu Oct 26
to            3:00 PM Thu Oct 26.
```

It will change a date (entered without a time):

```
from          Thu Oct 26
to            Wed Oct 25
```

It works in a similar fashion with more precise times (such as 4:30 PM) and less precise dates (such as Week of Oct 26). **Later** (F6) changes your current time and date entry to a later time and date. For example, it will change a time:

```
from          2:00 PM Thu Oct 26
to            3:00 PM Thu Oct 26.
```

It will change a date:

```
from          Thu Oct 26
```

to Fri Oct 27.

Later works similarly with other times and dates.

Smaller (F7) "decreases" your current entry by making it more precise (or smaller). For example, it changes a date and time:

from Fri Nov 3
to 12:00 AM Fri Nov 3.

For numeric fields, it subtracts one from the current value.

Bigger (F8) "increases" your entry by making it less precise (or bigger). It will change a date and time, for example:

from 8:00 AM Nov 3
to Nov 3.

For numeric fields, Bigger adds one to the current value.

Verify (F9) confirms an entry by testing it. For example, when you verify a chime tone field, the chime will be played. When you verify a phone number field, Relish will dial the number (provided you have properly set up the dialer connection - see [Section 16](#)).

In addition to the function keys and key combinations, other individual keys are useful for editing fields.

HOME will take you to the beginning of the text;

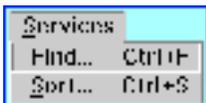
END will take you to the end of the text.

The **INSERT** key will switch you back and forth between "overtyping" and "insert mode."

BACKSPACE will delete the character to the left of the cursor.

And, of course, the **LEFT** and **RIGHT** arrow keys move the cursor within the field.

On the Memopad



To complement the Editing options available, the Services menu on the Relish memopad provides you with searching and sorting capabilities.

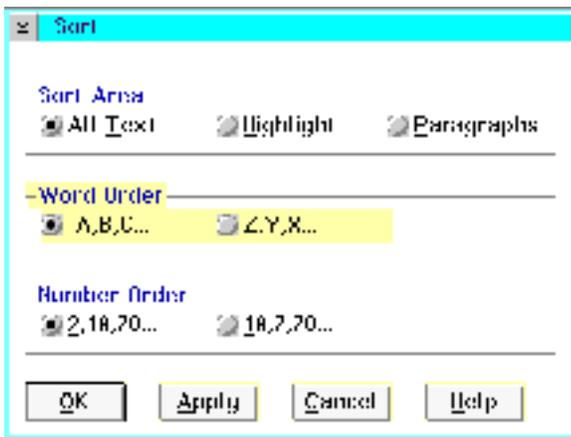
Find (CTRL+F) in memos gives you the opportunity to search for and change text within a memo. You enter the text you want to find in the **Search For** field and what you want it changed to (if anything) in the **Change To** field. Select the **Find** pushbutton to start the search at the cursor, and the first occurrence of the desired text will be highlighted. If you've indicated replacement text, it will be changed when you select the **Change** pushbutton. Select the Find pushbutton again to find the second occurrence, and so on.

Sort (CTRL+S) is used to sort text of a memo. By selecting the desired radio buttons, you can select the sort area and the ordering you want for text and numbers. You can specify the **Sort Area** to be:

All Text line-by-line;

Highlighted text line-by-line; or

The entire memo by **Paragraphs**.



You can sort the **Word Order** alphabetically in:

Ascending (**A, B, C**) order; or

Descending (**Z, Y, X**) order.

You can sort by **Number Order** that is:

Numeric (**2, 10, 20**); or

Text-string (**10, 2, 20**) order.

Sorted text which contains numbers will be influenced by the Number Order selection as well as the Word Order selection.

The **Apply** pushbutton is a time-saving option when performing multiple sorts. It allows you to sort selected text without leaving the dialog.

When you are done editing your memo, select **Exit** from the Edit menu, Close from the title bar icon, or double-click on the title bar icon. You'll return to the note dialog, and your memo will be saved when you OK.

If you want to cancel changes to the memo, either Exit, Close, or double-click as above, but Cancel the note dialog rather than OKing it.

14. Printing

For many, a schedule and paper just naturally go together. Should you find a need for a paper copy, you can **Print** your schedules, phone book, and lists.

One way to print is with drag-and-drop. You can, for instance, drag your schedule information directly to the printer - you'll print your day's schedule by dragging the date from the reference calendar and dropping it on the printer object. (More about that in [Section 7](#).)

You can also use the various Notesheet (Print) printing menu options. The Notesheet menu includes options for printing the current view, any other view, and a calendar-style layout. (The specific options are all available directly on the Print menu if you are using the Classic menu structure.)

What You Can Print

Many of the Notesheet **Print Another** options are similar to what you can view.

Today prints notes for the current day.

Day prints notes for the date you specify.

Week prints notes for an entire week, Sunday through Saturday.

Month prints notes for a specified month and year.

Period prints notes for any time period you indicate from a few minutes to many months.

To Do List prints To Do notes, prioritized and listed by due date and time within priorities. In addition to the other dialog options mentioned later, for printing To Do list notes you should indicate whether you want to view All Notes, Only Completed Notes, or Only Uncompleted Notes. As always, any notes without priority appear at the bottom of the list.

Overdue List prints all notes deferred past their starting times, ordered from most to least overdue.

 The Notesheet **Print** option prints all items currently displayed in the summary box. (This option is available as Print View on the Classic menu structure.)

Hint: You can use the CTRL+P key combination as a short-cut for printing your current view.

Or, you can select the print function icon on the iconbar as another way of printing what you are viewing.

The Notesheet **Print Calendar** (Print Calendar) prints your schedule information in a traditional calendar-style. You can print a week, month, or five week period - the options are discussed later in this section.

Note: As discussed in [Section 8](#), if you have chosen a named group of notes, printing will be limited to notes from that group.

Network Considerations

The selections you make regarding People, Places, and Things under the View menu also affect what you print. Thus, for example, if you are viewing a group of several people, the week's schedule you print will be for everyone in view.

Relish Net users have an additional Print menu option:

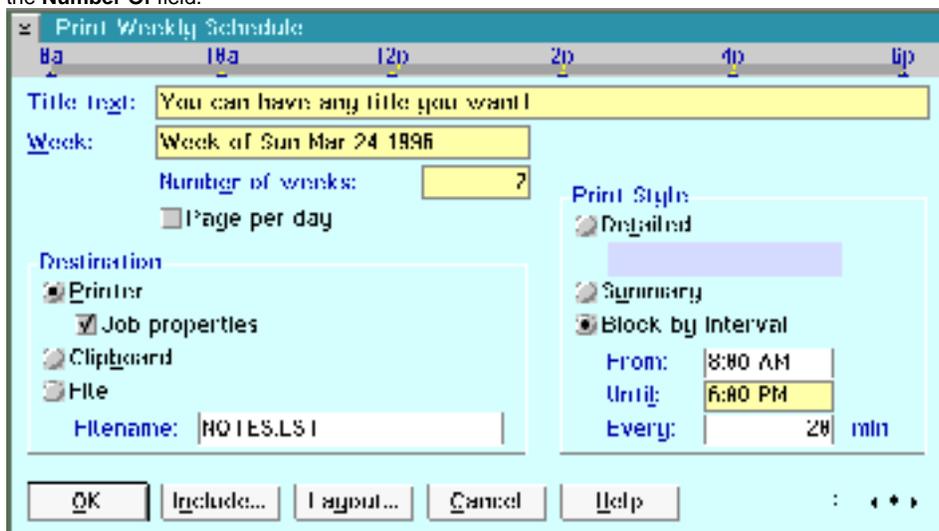
Inbox prints a list of all notes received from others that have not yet been either confirmed or returned.

The Print Dialogs

There are a number of common fields and options for the various print selections. For example, all print style dialogs include an optional **Title Text** text field so that you can customize the title of your prints from Relish. The information you enter in the field appears as the title on each page of the printed document. When you leave the field blank, a default title is used.

In the Print dialogs, Relish will make suggestions about what day, week, month, or period you may want printed. If you don't enter enough information in a **date field**, Relish will suggest a date based on what is currently displayed in the summary box. When you enter only a month, without a specific day, Relish will assume you want the first of the month; and when a year isn't indicated, it will assume the next such date in the future.

When you select the day, week, or month print option, you have the ability to print information for several of the corresponding time periods. Leave the field blank to print a single day, week, or month. Or, to print more than one period, enter the number you want in the **Number Of** field.



New Page Each Day

Page Per Day determines whether or not notes from multiple days should be printed on the same page. When this check box is selected, each day starts on a separate page, except that days without notes are not printed. If you do not select this option, your notes are printed consecutively with no special paging between days.

Note: Since it is not appropriate, Page Per Day is not an option for printing the To Do List or Calendar.

Print Styles

For anything other than a calendar, the print dialogs allow you to specify the style in which you want your notes printed.

Detailed style prints as much information as possible about each note. This includes the note type; all who, where, and what/why information; and the starting and ending times and dates.

With the Detailed style, you are given the option of also printing the memos attached to the notes. Select the **With Memos** check box to print the text of memos along with the note information.

Summary style prints a one-line summary for each note. The format of the summary is similar to what appears in the summary box. However, several of the special characters used to mark notes in the summary box may be changed when the summaries are printed.

Block by Interval style prints a one-line summary for each note, but the summaries are organized by intervals of time. This gives you a daily planner type listing with empty slots for filling in handwritten updates. Complete the **From** and **Until** fields to limit the listing to the hours you want. The interval time is specified as **Every** so many minutes and can be any number between 5 and 1440 (one day). This style is not available for your To Do list or Overdue list.

Hint: Until you change them, Relish matches the From and Until fields to your office hours.

If the Presentation Manager printer driver is bypassed with the Text Only option (see printer connection setup in [Section 16](#)), the special characters are changed to characters your printer is more likely to be able to print.

Thus, you'll find that:

an alarm is denoted by an at sign (@) rather than a musical note symbol;

a completed note is denoted by a number sign (#) rather than a checkmark;

a repeating note is denoted by an equal sign (=) rather than a solid box; and,

a note that is, itself, a repetition of another note is denoted by a plus sign (+) rather than a hollow box.

Just Certain Note Types

You can restrict the types of notes (Appointments, Meetings, etc.) included in a print request. This is done implicitly when you print a view that has limited the note types.

Alternatively, you can do it explicitly by using the **Include** button which appears in the print dialogs. The note types that are checked will be included in what is printed. Notes for types that aren't selected will not be printed.

Paper Sizes

Use the **Layout** button in the Print dialog and make your selection from the page sizes in the Page Layout list. You have the option, for instance, to print to the smaller than letter size pages that fit many popular daybooks.

In particular, various Avery Laser Organizer Pages are listed (by Avery product number). These forms are available from most stationary and computer supply retailers. They are perforated and pre-punched, which makes them quite easy to use.

The 2 Per Sheet and 3 Per Sheet layout options are useful when you want to print multiple "pages" on a single sheet of paper. Relish will adjust how it prints on each partial sheet depending on whether your printer is set to portrait or landscape mode.

In addition to selecting the page size, you have the option of allowing for holes punched in the paper.

Select the **Allow for Holes on Left** check box when you want a wider margin on the left.

Select the **Allow for Holes at Top** option when you want a wider margin at the top.

Note: The references to the left and top of the paper are based on portrait mode, as the paper feeds through your printer.

Printing Now or Later

The Print dialogs give you the option of determining where you want your notes printed. The print **Destination** radio buttons are used to specify whether the notes are to be printed immediately or "printed" to the system clipboard or an OS/2 file.

To send notes to the printer, select the **Printer** button (which is an option only if a printer is available for use by Relish - see the Printer connection option on the Settings menu in [Section 16](#)).

Select the **Clipboard** button to "print" the notes to the system clipboard.

To "print" notes to a file, select the **File** button and specify what Filename you want the printout to use. If you do not include a drive and/or directory as part of the Filename, it will be placed in the directory where Relish is installed.

In most circumstances, you will want to print directly to the printer (actually, to an OS/2 printer queue). However, the Clipboard and File options are provided for those times when you do not have a printer or wish to print at a later time. You should, for example, select either Clipboard or File if you wish to edit the printout (with a word processor or desktop publishing program) before it is printed.

Note: Regardless of your printer driver or what you have specified in the Settings Connections - Printer (Setup Printer) dialog, Relish uses a Text Only format when printing to the clipboard or a file.

Job Properties

When you make a selection to send notes to a printer, the **Job Properties** check box controls whether or not the printer's job properties dialog is displayed before the notes are printed. Selecting this option displays the dialog and allows you to modify printer-specific properties, such as page orientation. When the option is not selected, the default job properties for the printer (or printer queue) are used.

Note: The Job Properties option is not available when the Relish printer connection is set up for Text Only. Refer to the printer connection discussion in [Section 16](#).

Specifically Calendar-Style

The **Print Calendar** option prints your schedule in a traditional calendar-style. The days are blocked out in a grid and include annotations of the scheduled events. You have several period and layout options.

You can print the calendar for the **Period** of a:

Week;

Month; or

Five Weeks.

The Five Week option provides the ability to print your calendar across months. It is particularly useful when you want to print just what is current and not include weeks that have already transpired.

How the calendar is laid out is determined by the **Weekday Layout** setting.

Select the **Sunday - Saturday** option to begin at the left with Sunday and continue across the page to Saturday on the far right.

Select the **Monday - Friday** option to restrict the calendar to those five days, eliminating Saturdays and Sundays.

If you want the weekend days included in half sized blocks, select the **Monday - Sunday** option.

Should you want an empty copy of the calendar, select the **Blank Calendar** check box. This prints the selected calendar style without any note information.

Calendars can be printed in either portrait or landscape mode, but landscape is the most common choice. If your printer is set to portrait mode, you may want to select the Job Properties option on the print dialog. This gives you the opportunity to change the printer's job properties, including the page layout.

Note: Calendars can *only* be printed, and not in Text Only mode. They can not be sent to the clipboard or a file. (For information on Text Only mode, refer to the printer connection discussion in [Section 16](#).)

15. The Relish Notesheet

Effectively, the main Relish window is the foundation for a notesheet. The associated component windows - the reference calendar, Note Palette, and desktop time and date - complete the picture. The Notesheet option on the main menu refers to that very collection of related Relish components.

Now, when you open the weekly bun, the composite of windows associated with it together form another notesheet. When you create a new bun, you are creating a new notesheet. Thus, every bun is a notesheet. In fact, each and every instance of Relish is a separate notesheet.

The beauty of this - and the reason for this explanation - is that each notesheet has a lot of independence.

Some Menu Options Are Notesheet Specific

As you begin to work with Relish and the various Buns, you will notice that some of your menu selections have an effect on all of your notesheets while others do not. The implications of the menu options are mostly straight forward.

Because it pertains to what you have in view, the **Notesheet** menu (discussed later in this section) is entirely notesheet specific. While this seems reasonable for printing and exporting, it might not be so obvious for the Open As option. However, everything about the new notesheet that would be opened with this option (with the exception of the view) is identical to the current one.

Actions you take with the **Edit** and **Add** menu options are not notesheet specific and have universal impact. After all, any changes you make to a note are reflected everywhere that note is, or could be, in view.

When it comes to **View**, all the options that influence which notes you are displaying apply *only* to the current Relish bun or window. Selections you make through the View menu are, therefore, specific to the notesheet you have open. This applies to the type of view as well as any modifications made to it with the Include and Preferences choices. It also means that searches made through the View Lookup (Lookup) menu affect only the current bun or window. Lookup is, after all, just a way for you to create specialized views.

Most of the **Settings** (Setup) are global within Relish, irrespective of the notesheet you are using. When it comes to options like your printer connection and whether you want a 12 or 24 hour clock, the selection is universal. However, there are three selections on the Settings menu whose options can vary from notesheet to notesheet.

The **Notesheet** (Choose Workspace) options affect only the current bun or window. As discussed later, this allows you, for instance, to have the reference calendar closed for some buns and open for others.

The **iconbar** options control the position of only the iconbar in the current bun or Relish window. You can, therefore, have the iconbar displayed along the bottom of your To Do Bun, down the left side in the Daily Bun, and not displayed at all in your Phone Book Bun - if that's what you want.

The **Month** (Choose Month) option affects which month is displayed in the reference calendar for the current notesheet.

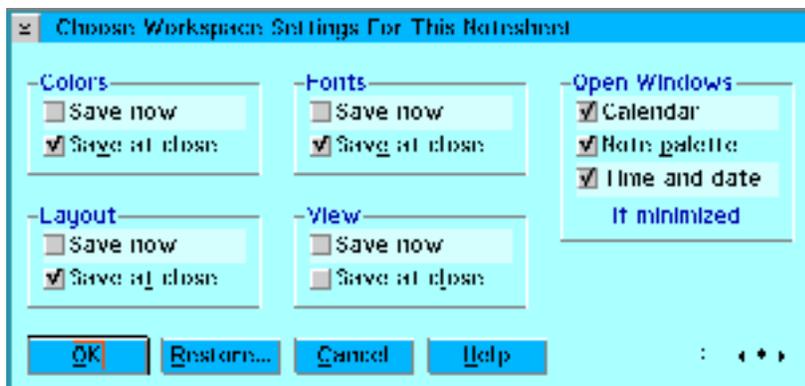
The Workspace for Notesheets

Relish is composed of several windows - the main window, reference calendar, Note Palette, and desktop time and date. The initial arrangement and look of the windows is, essentially, their default appearance. You can, however, rearrange and manipulate them to suit your own taste and needs.

You might, for instance, change the program's color scheme by dropping different colors from the OS/2 Color Palette. You could use the OS/2 Font Palette to change the style of text in the reference calendar or another window. Additionally, you could reposition the Relish windows by resizing them and/or dragging them to other locations in Relish or elsewhere on your desktop.

After you've made some changes, you might want to preserve them. Then again, you might not. You have the opportunity to experiment with different window sizes and placements, without being forced to live with changes you might not like.

The Choice is Yours



The **Settings Notesheet** (Choose Workspace) option provides a mechanism for preserving your changes or returning to a prior look. For each notesheet, you can independently manage the colors, fonts, layout, and view. You also control whether or not the additional Relish windows - reference calendar, Note Palette, and desktop time and date - are open in this notesheet.

Each of the workspace categories is handled separately:

Colors refers to the screen colors of all the Relish components.

Fonts pertains to the styles of the text in the Relish windows.

Layout refers to the window sizes and positions of this program.

View reflects the contents of the summary box, such as a daily view or a weekly view.

Check boxes allow you to indicate when, and if, each of the workspace categories should be saved.

Select **Save Now** to save when you OK the dialog.

Select the **Save at Close** option to save when you close Relish, either explicitly or by shutting down OS/2.

To restore any or all of the categories, select the **Restore** pushbutton. The resulting dialog offers you three options for each of the Colors, Fonts, Layout, and View categories.

The **No Change** radio button does what it says. Select it to leave things in a particular category as they are.

The **Use Default** button returns the category to the normal, or default, setting.

For Colors, what's normal is either the standard Relish colors or the system colors, and depends on your setting for Program Colors in the Settings (Setup) Desktop options. (See [Section 16.](#))

For Fonts, the default is the fonts used by the program when it is first installed.

For Layout, the original window sizes and positions are the default.

For View, today's schedule is the default.

The **Restore Saved** button returns to the most recently saved scheme for a particular category.

Window Control

You have control over the visibility of the moveable Relish windows. You can, for instance, close the Note Palette window in the same way that you close the reference calendar window. If you close one or more of these windows, they will remain closed the next time you open Relish.

When you want to reopen a closed window, use the set of options in the **Settings Notesheet** (Choose Workspace) dialog. Simply check the boxes for those windows you want visible for this notesheet. If, on the other hand, you uncheck the option for one or more of the windows, the respective window(s) will be closed when you OK the dialog.

The display of the following windows can be specified:

The small reference **Calendar** which can be used with drag-and-drop operations and to display notes for a selected date;

The **Note Palette** with icons for the six types of notes;

The **Desktop Time and Date** with a one-line display of the current time and date.

Note: The display of the Desktop Time And Date window is also affected by the Settings (Setup) Desktop options for when you want the window to be displayed. (See [Section 16](#) for more information.)

Hint: You can also reopen the reference calendar window by selecting the Settings (Choose) Month menu option and OKing the resulting dialog.

The Notesheet Menu

The **Notesheet** option on the main menu contains selections that operate on everything currently in view and includes a series of options that open an entirely new Relish window into a particular view. It distinguishes the Trendy menu structure from the Classic form because it is specifically Trendy.

Opening Another Relish Window

From time to time you might find it useful to have several different views visible on your desktop at the same time. Perhaps you want to see the To Do lists for several of your current projects. To accomplish this, you could use your Relish buns or open more copies of the program from the Relish icon. Alternatively, you could select the **Open As** option on the Notesheet menu.

A new Relish window can Open As:

Today with your schedule for the current day in view

A view of your schedule for any **Day**

A view of your schedule for a **Week**

A view of your schedule for a **Month**

A specified **Period** of time with your schedule in view

The **To Do List**

Floating Notes not tied to a specific time or date

An **Overdue List** of items that have been deferred past their expected starting time

A view of your **Phone Book**

Network Considerations

With Relish Net, there is an additional choice at the bottom of the Notesheet menu. You have the option to open another Relish window as:

Your **Inbox** with pending notifications from others using Relish Net

When you use the Open As option, the information contained in the new windows you open is based on the View menu Preferences and Include options specified in the originating notesheet. (Refer to the discussion of these preferences in [Section 8](#).)

Thus, using the Open As option is effectively the same as opening another copy from a Relish program or bun icon. In both instances the resulting windows are merely transitory. So, while you can make changes like moving windows and switching the view, they aren't permanent.

Hint: Use the Notesheet Open As option when you want another view for a short time. Create a new bun when you want another view that you can refer to again and again over a longer period of time.

Printing

As discussed in detail in [Section 14](#), when using the Trendy menu style, your printing selections are made on the Notesheet menu. (For the Classic menu structure, use the Print menu.) Briefly, your options are:

Print for what is currently in view;

Print Calendar for your schedule in a traditional calendar-style; and,

Print Another for whatever period or type of notes you then specify.

Exporting and Importing

The Notesheet menu also includes the options for exporting and importing your information. [Section 18](#) is devoted to explaining the details of these procedures.

16. Setting Up Relish

The **Settings** (Setup) menu is used to specify processing options and device connections to help Relish serve you better. These cover a variety of topics, from defining categories of notes, to printer connections, to time and date entry style preferences.

Analysis of Times and Dates

The **Analysis** dialog affects how various aspects of time and date entries are interpreted. Relish will automatically interpret most ways times and dates can be entered, but there are a few situations where more than one interpretation is meaningful. The analysis options allow you to specify which way Relish should treat these cases.

Generally, you will not need to change any of the Relish options. However, Relish will accommodate your personal preferences when these are appropriately set.

Watch the Analysis

With the **Show Analysis** option you can watch Relish's tentative analysis as you enter a time and date. When the Show Analysis check box is selected, a special window with messages evaluating your entry appears when a date and time field is highlighted. Because of the many assumptions Relish is able to make, entering just a little time and date information is often sufficient.

Show Analysis can make your date entries quicker, because you'll be able to see, keystroke by keystroke, just how Relish is interpreting what you are entering.

Date

A date such as 11/5 can be interpreted as either November 5th or May 11th. The **Date Interpretation** radio buttons control which of these you prefer.

Select the **MM/DD/YY** button if you typically put the month before the day in this type of date notation.

Select the **DD/MM/YY** button if, instead, you normally put the day first followed by the month.

Thus, 11/5/95 will be interpreted as:

Nov 5 1995 when MM/DD/YY is selected, or

May 11 1995 when DD/MM/YY is selected.

Dash

A dash (-) as part of a time and date field can be interpreted in two distinctly different ways. For example, 9-10 can be interpreted as a date (in the same way as 9/10) or it can be interpreted as a range of dates or times (in the same way as 9 to 10).

To specify how a dash should be interpreted, you can use the **Dash Interpretation** radio buttons.

Select **To** if you prefer dashes to mean from one time and/or date to another.

Select the **Part of Date** option if you intend to use dashes in date entries (instead of or in addition to slash marks).

As an example, 9-10 will be interpreted as:

9:00 AM to 10:00 AM or when To is selected, or
the 9th to the 10th

Sep 10 or Oct 9 when Part of Date is selected.

The exact interpretation in each case depends on what other information you have entered in the field as well as which Date Interpretation option you have selected.

20NN

A number between 2000 and 2059 as part of a time and date field can be interpreted as either a time (using a 24-hour clock) or as a year in the next century. You can use the **20NN Interpretation** radio buttons to specify which choice Relish should make.

Select the **Hour and Minutes** button when you intend such numbers to be times.

Select the **Year Next Century** button when such numbers will be years.

Thus, 2015 will be interpreted as:

8:15 PM when Hour and Minutes is selected,
 or
the year 2015 when Year Next Century is selected.

Important Connections

If you have a modem and printer, you will want to specify their settings for Relish. You may also want to select an editor for the text memos with your notes and phone book entries. These connections tie Relish into the devices you might be using.

Dialer Connection

The **Connections - Dialer** (Dialer) dialog allows you to specify whether or not a modem should be used for automatically dialing phone calls and, if so, how your modem is connected.

The **Dialer Available** check box indicates whether or not you have a Hayes-compatible modem that can be used for dialing. If no modem is available or you do not want it used, this box should be blank so that Relish will disregard the rest of the modem information and not attempt to dial calls.

If you do indicate that the dialer is available, be sure the settings for the Dialing Type and Dialer Port are accurate. Use the **Dialing Type** buttons to specify whether the phone service to which the dialer is connected is **Tone** or **Pulse** (rotary).

Use the **Dialer Port** buttons to specify the port used for the modem connection. Most OS/2 systems use either serial port, **COM1** or **COM2**, for the modem connection. If neither of these is the modem connection on your computer, select the **Other Port** button. It will then be necessary for you to indicate an appropriate OS/2 device name in the **Name** field.

Use of the **Dialing Parameters** is optional. The Relish phone dialer will recognize, and strip out before dialing, a local area code or country code. Simply enter your local phone code information in the **Dial From** field.

Whenever Relish directly dials a long distance phone number for you, it can automatically precede the number with a "1." To enable this option, check the **Dial 1** option and be sure to fill in your local area code in the Dial From field.

Whatever numbers you enter in the **Dial Prefix** and **Dial Suffix** fields will be automatically dialed before (the Prefix) and after (the Suffix) the phone number whenever a call is made. Examples of useful prefixes are the numbers needed to reach an outside line or long distance carrier.

Since it is likely you will not always want these numbers dialed on all phone calls, you can use an override mechanism when entering a phone number in a note or your phone book. If you don't want the Prefix or Suffix to be dialed, add a tilde (~) character before the number (to suppress a Prefix) and/or after the number (to suppress a Suffix) in the Phone Call note.

Memopad

Connections - Memopad (Memopad) is used to specify an editor for attached memos.

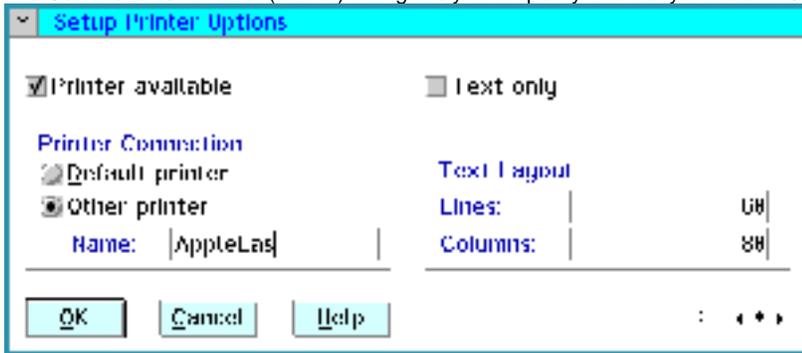
To use the Relish memopad, select the **Use Memopad** radio button. (Section 13 has information on editing on the Relish memopad.)

Or, you can use the **OS/2 System Editor** and the text of your memos will be transferred back and forth to the System Editor as a plain text file.

If you prefer, you can use another text editing program by selecting the **Use Other Program** radio button and entering a valid program name. The program must be capable of editing an OS/2 file in plain text format and accepting the **Name** of the text file as the first and only parameter when run from the OS/2 command prompt.

Printer Connection

The **Connections - Printer** (Printer) dialog lets you to specify whether your default OS/2 printer, or another, should be used.



The **Printer Available** check box indicates whether or not you have a printer that should be used for Relish's Print options. If you have no printer or you do not want it used, this box should be blank. When this option is blank, the Print menu dialogs do not give you the option of sending information to the printer.

If you specify that the printer is available, be sure the correct **Printer Connection** radio button is selected.

You may want to use the **Default Printer** for your OS/2 applications.

However, you can select an **Other Printer** as long as you also indicate the **Name** that OS/2 knows it by.

The **Text Only** check box controls whether or not a Presentation Manager printer driver is used for printing. When this option is selected, printing is done as text only and the Presentation Manager printer driver is bypassed. Because special characters and other enhancements are ignored for text only printing, it can often result in faster printing.

The **Text Layout** fields can be used to assure that your notes will be printed to fit your paper by indicating the total number of **Lines** and **Columns** per page (including the margins). The normal values are correct for most printers; they need to be changed only if you have special requirements or wish to achieve special printing effects.

Note: The Text Layout fields are ignored when using a Presentation Manager printer driver (since the printer's own layout is used). However, the text layout is used when you "print" to the system clipboard or a file.

Hint: You can reset the Text Layout fields to their normal values with the F4 key or the diamond mini-icon.

Desktop Configuration

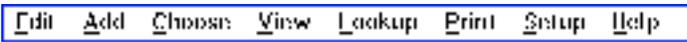
The **Desktop** dialog is used to change the options used by Relish. These affect the look and feel of the program, but not the program itself.

Two Menus

Relish has two distinct menu structures so that you can select the **Menu Style** that feels most comfortable. The locations of many options change between the two sets of menus, and some of the names change as well. The differences are detailed in [Appendix C](#) which includes a table of the menu option locations on each of the menus.

 **Trendy (CUA 91/93)** is the more compact and contemporary menu style. It is organized with the following options:

- Notesheet** for actions with current information such as printing or exporting;
- Edit** for performing operations on entire notes such as revise and copy;
- Add** for adding new notes or phone book entries;
- View** for changing what is displayed including searches based on note contents;
- Settings** for processing options and connections; and,
- Help** for general help and product information.

 The **Classic (CUA 89)** style is more traditional and follows from earlier versions of Relish. The options on this menu style are:

- Edit** for performing operations on entire notes, importing, and exporting;
- Add** for adding new notes and phone book entries;
- Choose** for display, processing, and information access options;
- View** for selecting the time period or category to display;
- Lookup** to find notes based on the information they contain;
- Print** to select notes and formats to print;
- Setup** for establishing processing options and device connections; and,
- Help** for general help and product information.

System Options

Automatic Confirmation allows you to answer Yes to all confirming-type warning messages in advance. When this box is selected, you will not be asked to confirm your actions. Do not select this option if you want to receive warnings that require you to confirm possibly damaging actions such as erasing a note.

Desktop Calendar gives you the ability to leave the reference calendar window on your Workplace Shell desktop when Relish is minimized or hidden. Selecting this option puts the reference calendar by itself on the desktop when the program is minimized. Because you can access, and therefore add to, any day's schedule from the reference calendar, having it always on your desktop can be a time saver.

Hint: To restore the program when Relish is minimized or hidden, click on the equal sign mini-icon (=) that appears in the reference calendar window.

Extra Calendar Days gives you the option of showing a few days from the previous and next months in the reference calendar. When this option is selected, spaces that would normally be empty in the first week of the month show the last few days of the previous month. Likewise in the last week, the spaces show the first few days of the next month.

Both the color and font for these days can be set independently of the rest of the calendar. To do so, use the usual drag-and-drop methods from the OS/2 Color and Font palettes. Note, however, that the entire reference calendar has a single background color.

The **Extra Pushbutton Keys** check box gives you the opportunity to use alternate key combinations to select certain push-buttons. When this option is selected you can press:

- ALT+O** for OK;
- ALT+C** for Cancel; and
- ALT+H** for Help

Program Colors gives you the option of using either the OS/2 desktop colors or Relish's special color scheme. Select this check box to use Relish colors which will help distinguish Relish windows from those of other applications.

Selecting the **Summary Dialog** check box gives you a temporary summary dialog as the result of a View or Lookup request. When not selected, the summary box in the main Relish window will be updated immediately with the results of the request.

The temporary display gives you the opportunity to erase, revise, or even add notes. Then, if you want the summary box in the main Relish window to be updated to reflect this dialog, select OK. Canceling will close the temporary dialog without updating the summary box. However, all changes made during the dialog will be maintained.

The **Time Ruler** check box controls whether a time ruler is available for time and date entries. When this option is selected, a ruler across the top of the dialog can be used to enter time information. The times on the ruler correspond to the Office Hours specified in the Format option on the Settings (Choose) menu. Refer to [Section 5](#) for methods of using a time ruler.

The **Keyboard Reminder Lock** check box provides for a keyboard interlock in reminders. Thus, when this option is selected, the ENTER key won't automatically OK the reminder if you are in the process of typing at the time. You can still use the mouse, as always, or press CTRL+U to unlock and then use the keyboard.

Desktop Time and Date

The **Desktop Time and Date** options allow you to add an extra window displaying the system time and date to your desktop. With the **Show When Normal Size** check box selected, this time and date window is displayed whenever the Relish window is visible. To have the time and date window displayed when Relish is minimized or hidden, select the **Show When Minimized** check box.

As a convenience, clicking on the Desktop Time and Date window prompts Relish to display a temporary dialog with today's schedule.

Format of Times and Dates

The Settings (Choose) **Format** dialog gives you several options for displaying times and dates. For instance, you can choose to have times include leading zeros and dates include the day of the week.

In the **Office Hours** fields you can indicate your normal daily working hours, such as from 8:00 AM to 5:00 PM. While you can leave these fields blank, they do control the time range in summary graphics and on the Time Ruler, and they aid Relish in interpreting time entries that omit AM and PM.

Update Current Time lets you select how frequently Relish's current time display is updated.

When the **Minute** radio button is selected, the current time is updated minute-by-minute.

When the **Second** button is selected, the time is updated every second.

The **Time Display** options let you select the hour format for all time values displayed by Relish.

Select the **12 Hour** radio button to display times from 12:00 AM to 11:59 PM.

Select the **24 Hour** radio button to display times from 0:00 to 24:00 without the AM and PM designations.

Date and Time Display

The **Show Day of Week** check box controls whether or not the day of the week is included in all displayed dates. For example, selecting this option changes "Jan 21" to "Wed Jan 21."

The **Show Leading Zeros** check box controls whether or not hours and days are always displayed as two digits. As an example for times, selecting this option changes the display from "9:45 AM" to "09:45 AM." For dates, an example is from "May 1" to "May 01."

The Summary Display

Several of the formatting options pertain to the manner in which information is provided in the summary display.

You have the option of displaying note information in either a one-line or multiline format. The multiline format lets you see more information without scrolling the main window horizontally (at the expense of perhaps needing to scroll vertically). The choice is controlled by the **Use Multiline Format** option.

When the **Abbreviate Note Type** check box is selected, the type of note is abbreviated in the note summaries:

Appt for an Appointment;
Meet for a Meeting;
Note for a Notation;
Call for a Phone Call;
Prog for a Run Program; and
ToDo for a To Do List entry.

You can choose to have the note types in each summary displayed as a mini version of the note type icons from the Note Palette. Select **Show Note Type Mini-Icons** to have an image rather than a textual indication of the type of note displayed.

The **Include End Time and Date** check box controls whether or not the end times and dates of notes are included in the note summaries (in the summary box or printed in summary style). When you select this option, your printed note summaries tend to emphasize the times of your commitments, with less space for the who, where, and what information. Similarly, when you view summaries that include the end time and date, you may need to scroll to see the descriptive information.

The **Show Graphically** check box controls whether or not a graphic display of time commitments for a day, week, or month is included in the summary box. When this option is selected, a daily or weekly schedule has a graphic component that shows commitments in 15 minute intervals for the work day. Multiple commitments within the same time period are indicated by higher levels blocked out on the graph. For a monthly schedule, the number of commitments are shown in parentheses next to each day of the month on a calendar.

Because the weekly or monthly graph requires space, the notes may not be visible in a normally sized window. However, maximizing the window or increasing its size vertically provides more room for the notes. The notes are always part of the summary box, but they are preceded by the graph when this option is selected.

The **Show Column Titles** check box controls whether or not descriptive column titles are included in the summary box. When this option is selected, each applicable column in the summary box is headed with a title or symbol for the type of information in the column. Regardless of whether column titles are shown, only columns that are relevant to the current view are displayed in the summary box.

Defining Groups

Ordinarily, Relish manages your notes as a single, unnamed "group." But, you can create groups as a way of categorizing notes. You might want, for example, one group called "Business" for work-related notes and another called "Pleasure" for personal use. Or, perhaps you keep several separate schedules; making each its own group will keep them separate for you.

Any time you are actively using Relish, you can have access to either one particular group of notes or all your notes combined, whether they belong to groups or not. When you have a group selected, only the notes for that group are displayed in the summary box or printed, and new notes you add will belong to that group. Of course, during this time, Relish will continue to give you reminders for all groups.

Hint: Limiting what's in view to a selected group is one way to customize a Relish bun.

Settings (Setup) **Group** is used to create and revise the categories you've defined for your notes and phone book entries. This is where you add new groups, eliminate groups you no longer need, and rename existing groups.

You can use any designation for a group name, with any combination of characters, including spaces. To create a new group, specify the name you want in the **Group** field. Then select the **Add** pushbutton to create a new categorization for the name you've entered.

To see what group names you already have, scroll through the **Group Names** list box. When you make a selection from this list, the name is displayed in the Group field so that you can eliminate or change it.

The **Eliminate** pushbutton is used to eliminate the existing group specified in the Group field. All the notes associated with the group will lose their group "tag," but otherwise they will not be affected when you eliminate the group.

Use the **Rename** pushbutton to change the name of an existing group. The indicated Group name will be replaced with the name you then enter in the New Group Name field which appears after the Rename button is selected. All notes within the old group will be renamed for you.

It is important to realize that adding a new group does not make it the current group, however. You will want to use the Group option on the View Include (Choose) menu to display notes specific to that group.

Network Considerations

Groups are strictly a personal feature. They are not visible to others across the network.

The Iconbar

To control the visibility and position of the iconbar, use the **Iconbar** menu option. Until you change its position, the iconbar appears just below the menu bar in the main Relish window. This setting is notesheet specific, so you could have the iconbar along the bottom in one bun and down the left side in another. (A discussion of the iconbar is included in [Section 2.](#))

The **Iconbar Available** check box controls whether or not the iconbar is displayed. Check this box to include the iconbar and then specify where it should go by selecting the appropriate position:

Across the **Top**, under the menu bar;
Across the **Bottom**, below the information prompt line;
Down the **Left** side; or,
Down the **Right** side

What Functions Do You Want?

The **Icons** button displays a set of icons which can be used to customize the iconbar functions. To do so, simply drag an icon from the set of possible icons and drop it onto an icon you want to change in the iconbar itself. If you also want to create a small gap on the iconbar, check the **Spacer Before Icon** option before you perform the drag-and-drop operation.

You can make several changes to the iconbar - one after the other - using this dialog. However, if you just want to replace an individual icon, you can do so without using the Iconbar menu option. Each icon in the iconbar has a popup menu with which you can change the function, delete, or insert icons and spaces into the iconbar. The first line in the pop-up menu gives the icon's function and the prompt line at the bottom of the main Relish window gives a brief description.

To aid in visually grouping icons with related functions, you may want to change the background color of some of the individual icons. To do so, you can drag-and-drop colors from the OS/2 Color Palette onto the icons in the iconbar. If you want to change the background color of all the icons at the same time, hold down the CTRL key when you drop the color onto any of the icons.

Reference Calendar Month

The Settings (Choose) **Month** menu option lets you choose the calendar month displayed in the reference calendar window. Use the **Month and Year** field to specify the month you want displayed. When you leave this field blank, Relish displays the current month.

As with other date fields, you can use function keys or a mouse to change the Month and Year field backward or forward through months. Use either the F5 key (the Earlier function) or the F6 key (the Later function), or click on the backward (earlier) or forward (later) mini-icon arrows. Using the F4 key (the Default function) or the center diamond mini-icon returns the calendar to the current month.

Actually, you can change the reference calendar month with the use of a mouse without going through the menu. Use the mini-icons in the calendar window just as you would those in the Settings Month dialog.

Hint: If you have inadvertently closed the Reference Calendar window, you can use the Settings Month menu option to restore it. It will be displayed after you OK the dialog.

Erasing Completed Notes

After you have received all the reminders for a note, it is retained by Relish until either you erase it or the period specified for Automatic Note Erasing has expired. For your reference, "completed" notes have a checkmark when they are displayed in the summary box and the Done box is checked in the Revise Note dialog.

Use the **Reminders (Choose) - Options** dialog to specify how long "old" notes should be kept. With **Automatic Note Erasing** you can indicate whether notes are to be kept indefinitely or erased automatically after a specified number of days.

When you select the **Keep Notes Forever** radio button, notes will never be eliminated, regardless of age.

When you select **Erase Notes Automatically**, include the appropriate number of days in the **After** field. Then a note will be eliminated after the number of days you've specified from the latest time and date associated with the note (usually the time of the last reminder).

Note: Because automatic note erasing occurs just several times per day, a change in the erasing frequency may not be reflected immediately.

Hint: When notes are automatically erased, the date is recorded in the Settings Reminders (Choose) - Options dialog for your reference.

System Time and Date

The **Time and Date** option allows you to change the time and/or date of the system clock. When you enter a value in the **New Time and Date** field and OK the dialog, Relish changes the time and date used by OS/2 and all running programs. A blank field doesn't affect the system clock.

Hint: Use the F4 key (or diamond mini-icon) to see the current system time and date. Use the F5 or F6 keys (or the left or right arrow mini-icons) to make minor adjustments to the time.

Reminders and Notesheet

Lest you think they've been overlooked, discussions of the other menu options for Reminders and those for Notesheet are included in other sections. You'll find the information about snoozing, chime tones, and the several styles of reminders in [Section 9](#). For Notesheet, see [Section 15](#).

17. Network Setup

After installation, and until you "connect" to a Relish Net server, your copy feels and acts like personal Relish. At that point, the only difference is the availability of a **Network** option on the Settings (Setup) menu.

The Network Connection

The Network option controls *your* basic network environment - both how it works for you and how it looks to others. Until the **Network Available** box is checked, no attempt is made to connect to the network server.

Your Inbox

It is important to understand that Relish doesn't let anyone else put something onto your schedule without your approval. Each person's schedule belongs to him or her alone. Thus, other people can see what you want them to and they can effectively "pencil in" tentative additions to your schedule. But, unless you allow them to, they can't manipulate your schedule directly.

When you receive notices from others, they arrive in your Relish inbox. Much like the styles of note reminders, the **Inbox Notification** styles give you the opportunity to setup Relish so it works best for you. There are five Inbox Notification styles:

Detailed style provides you the most complete notification. It displays large notices with who, what, when, and where information. This style allows a notice to be accepted, returned, kept in the inbox, erased, or revised when it is displayed.

Summary style provides an abbreviated notification. It displays small notices with limited information from the inbox notes. As with the summary style for reminders, these notices can be changed to Detailed style while they are displayed.

The **Chime Only** style limits notification of inbox notes to chimes without visual notification.

Private provides silent notification by flashing a blank screen several times rather than displaying information from the note and/or playing a chime.

None is used when no notification is desired.

For the Chime Only, Private, and None notification styles, the **Automatic Accept** check box gives you the opportunity to have the notifications you receive accepted automatically. When this option is selected, notifications from others are immediately added to your schedule without specific action by you. (See the discussion of your inbox in [Section 11](#).)

Note: To remove a notice from your inbox, just revise the note and OK.

The Issue of Privacy

How your calendar looks to others on the network depends on the level of privacy assigned to each note on your schedule. When setting up your network, you should select the general default level of privacy you want for your schedule. Later, each time you add or revise a note, you will have the opportunity to change the privacy setting for the note (with the Features Privacy option).

There are four levels of privacy which can be assigned as your **Default Privacy**:

Public: Anyone can see everything in the note.

Confidential: Only you, and those you send the note to, can see the contents of the note. To anyone else, only the type of note and the time/date information is visible.

Personal: Only the type of note and the time/date information is visible to anyone else. Thus, the time shows as committed, but the specifics are omitted when another person looks at your schedule.

Private: No one else can see anything about the note. As far as anyone else is concerned, the note doesn't even exist; it is just uncommitted time.

Hint: As a reminder to you, the privacy level of every note you add or revise appears in the dialog title bar.

And, no matter what privacy level is assigned to a note, other people cannot change any of the details.

The Server Connection

The **Server** pushbutton is used to specify the network server connection to be used. In some environments you must use this option to specify the name of the server where the Relish Net server software is installed. Thus, it is best to consult with your Relish Net administrator before making this selection.

Your Name and Passwords

Use the **Name** pushbutton to select your Relish Net name and password(s). When you first connect to Relish Net, the resulting dialog will suggest your current network log-on name in the **Name** field, but you can change it to any name you prefer. Thus, your Relish Net name, and the names for other people, places, and things can differ from the established user names on your network.

Hint: Unless your organization has established the use of LAN names as its standard, use an easily readable name that will be associated with just you. It is important that others be able to identify you (and vice versa).

The **People** list includes the names of everyone known to Relish Net, whether or not they have actually established their network connections. You may find that your Relish Net administrator has already put the name you want to use on this list for you. If so, you can highlight the name to enter it in the Name field. If not, the name you enter will be added to the list when you OK the dialog.

Every name can have associated password(s) specific to Relish Net and different from your LAN password(s). The **Local Password** is used for access on your workstation.

Select the **Not Required** button if you do not want to use a password each time you start Relish Net.

Select the **Required** button and specify a local password if you prefer to use a password at your own workstation.

The **Remote Password** is used for access to your schedule from any other workstation.

Select the **Not Required** button if you choose not to use a password for remote access to your schedule.

Otherwise, select the **Required** button and indicate a Remote password to limit access to your schedule from other workstations.

Hint: Requiring (and using) a remote password protects your schedule from the possibility of manipulation by others.

There is no restriction on what you can use for passwords. They can be any combination of upper or lower case letters, numbers, special characters, and spaces. Keep in mind, however, that the case you use is significant - Sundial, SUNDIAL, and sundial are each treated differently for password purposes.

Other Settings Operations

Several additional network specific options appear on the Settings (Setup) menu after you have established your Relish Net connection. The options of **Person**, **Place**, and **Thing** allow you to add new people, places, and things or make changes to the existing ones.

Adding a Name

To set up - or add - a new person, place, or thing, enter the **Name** in the field to be known in Relish by and select the **Add** button. Because the name can be for either a single entity or used to represent multiple entities, Relish Net will ask if the name is for a list. After indicating it is not a list, you will proceed to the Password dialog.

The Add button can also be used to establish a list. First specify an appropriate Name, then select Add and indicate this name is for a list. You should highlight the people, places, or things you want included in the list. After completing the list, you can associate a password with it.

Acting on an Existing Name

The other options allow you to make changes, as long as you know the required passwords. The process for each action is similar:

Specify or highlight the desired name;

Select the button for the action desired;

Provide a password, if required; and,

Proceed with the resulting dialogs.

For the most part, these options should be performed under the direction of your Relish Net administrator.

Eliminate lets you remove all record of a name.

In the case of a single person, place, or thing, select this button to remove the highlighted name and associated schedule information. This action is **not** reversible - the calendar items cannot be recovered when a name is eliminated.

In the case of a list, use this option to eliminate the list name and the association between the names that make up the list. None of the individual names or their associated schedule information is affected when you eliminate the name of a list.

Rename lets you change a listed name.

With the names of people, it is advisable to check with your Relish Net administrator for guidelines before making name changes.

With list names, all schedule information and associations are preserved with the new name. You can use this option, for instance, if you want to change the name of a list you use.

Password lets you revise the requirements for and passwords associated with a name. Thus, you can change not only a password, but whether or not the password is even required. Select this option, for instance, to change the remote password requirement for a conference room.

List lets you revise the names associated with a list. The names associated with the list are highlighted in the list box.

Click on a highlighted name to deselect it and remove it from being associated with the list.

Click on other names to include them in the list.

Hint: Select the List option to see which names belong to a particular list.

18. Import/Export Formats

The Export and Import options are available on the Notesheet (Edit) menu or as functions on the iconbar. You can export and import your schedule and phone book information in Comma Separated Value (CSV), Detailed, or Summary format. These three formats are all suitable for editing with most text editors and word processors.

Export allows you to export the notes in the summary box to the system clipboard or a file. Specify the **Destination** for the notes by selecting either:

Clipboard to use the system clipboard; or

File, being sure to indicate the **Filename** and also include the drive and directory when the file is not in the same directory as Relish.

When exported, your notes are converted into text format for use by other programs. You can export the notes in:

CSV style using a Profile to specify the order of the field placement;

Detailed style, with one line of text per field. If desired, you can include the text of attached memos by selecting the **With Memos** check box; or

Summary style with one-line summaries of each note.

Import allows you to convert text into Relish notes and import them. Your import **Source** can be either:

The system **Clipboard**; or

A **File**, being sure to include the correct drive, directory, and **Filename** for importing from a file.

As with exporting, notes can be imported in one of three styles:

CSV style;

Detailed style with the text formatted with each note using multiple lines such that each note field is labeled and on a separate line and there is a blank line between each note; or

Summary style with text formatted with each note on one line.

You can review and edit notes as they are imported by selecting the **Revise Each Note** check box. One by one, the imported notes will be shown in a Revise Note dialog, with all the options normally available when revising a note.

CSV Import and Export

In CSV format, each note is represented as a single line of text. The text is separated into "fields" by some character, usually a comma. If the character used as a separator (in this case, the comma) is also within the value of a field, then you enclose the value in quotation marks (usually double quotes). In fact, the quotation marks can also be used around other fields, even if not actually needed.

The first line of the file may or may not contain the names of the various fields rather than actual data. You should indicate whether the **First Record** consists of:

Field Names for the information being imported or exported. On import, Relish will ignore this first record. On export, the first record will consist of the names of the fields; or

Actual **Data** such as schedule or phone book entries.

Note: CSV files are also known by several other names, including "delimited ASCII" and "comma delimited" files.

Use a CSV Profile

Since the number of fields, and their order, varies from one CSV file to another, you need to describe the file so it can be imported (or exported) correctly. For Relish, this is done using a CSV profile. The profile indicates how each field in the CSV file relates to the various pieces of information that are contained in a Relish note.

When you request that a CSV file be imported or exported, you will need to select an existing profile or create a new one. Relish leads you through the process once you make the import or export CSV request.

Choose the **Select** option when you want to use an existing profile, either as it is or as you modify it.

Use the **Create** option when you want to define a new profile.

While you are creating a new profile, or revising an existing one, the fields in the list of **Fields in CSV File** are associated with the appropriate Relish note fields and attributes.

When importing, the fields in the list are based directly on the file you are importing.

When exporting, on the other hand, you can **Add** and **Delete** fields from the list, depending on your needs.

When you select an entry in the Fields in CSV File list, the corresponding Relish field is highlighted in the **Use of Text in This Field** list. Initially, each field is associated with the "do not use this field" entry. To change the association, select the correct use from the list. For information on the various possible uses of the text, see the discussion of the Detailed format later in this section.

When you select the same use for multiple fields, a space is added between the strings of text. You may wish to include an **Add to Field** option, however, to aid Relish in combining the multiple fields into a single value.

Use the **Options** button to specify the separator character and type of quotation marks used in the CSV file. You also have the option of including a brief description of the profile.

As you are working on a profile, you may want confirmation that you are making the right choices. Select the **Preview** button to see how your information will look using the profile as it is then defined.

Note: When importing phone book entries, you can use the vertical bar character (|) to denote a line break in a multi-line address. This is supported in all the import formats.

Detailed Format

In the **Detailed** import/export format, each note uses as many lines of text as necessary. When exporting in Detailed format, almost all information in a note is included. As an option, any memos associated with the note may also be included. When importing, as much or as little information as necessary can be supplied.

The detailed format is "labeled" (as opposed to a comma or tab separated format), with each piece of information preceded by a label. A blank line is used to separate the information related to one note from that related to the next note.

In general, each piece of information in the note is identified by a label which consists of keyword(s) and a colon (:). In most cases, the text applicable to that piece of information appears after the colon. This is similar to the way labels are used to identify information in dialogs. Each label (and its corresponding information) appears on a separate line. Thus, for instance, part of a To Do Item might be represented as:

What to do: Draft report due!

When importing, all labels may appear in UPPER, lower, or Mixed case. Relish will attempt to deduce the correct label if it does not match exactly (due to minor typographical errors, etc.). In addition, any number of blanks or tabs may appear before or after a label.

Note: On export, a tab is included after the colon to separate the label from the associated information.

The First Line

The first line always contains the type of note, together with the time and date information. The note type takes the form of one of the following labels:

Appointment: or Appt:
Meeting: or Meet:
Notation: or Note:
Phone Call: or Call:
Run Program: or Prog:
To Do Item: or ToDo:
Phone Book: or Book:

Time and date information follows the note type on the first line. If the note has an ending time and date, it comes after the starting time and date (on the same line) and is always separated by the word "to." (In the case of a floating note, phone book entry, or To Do list entry without a due date or time, the remainder of first line is blank.)

Thus, the first line of a typical appointment might read:

Meeting: 12:00 PM Fri Feb 2 1996 to 1:15 PM Fri Feb 2 1996

When importing, Relish applies its usual rules to the time and date information. Thus, not all the information need be specified nor must it be in any particular format. The above example could be entered as:

Meet: 12:00 Feb 2 96 to 1:15

or:

Meet: 12 to 115 Feb 2 96

The Note Details

The remaining lines each contain a label with additional information related to the note. When exporting, some of the lines may be omitted depending on the information contained in the note. For instance, if there is no alarm associated with the note, no Alarm line appears when the note is exported in detailed format. When importing, any or all of the lines may be omitted depending on what information you want to import.

The following labels and their detailed use are listed in the order in which they normally appear when a note is exported:

Priority: A To Do note's priority number (1 to 100).

On import, the priority is left blank if this line is omitted or if the specified priority is invalid. The line is ignored for other than To Do notes.

Who: Information in the first line of a note: With Whom for Appointments and Meetings; Who for Notations; Who To Call for Phone Calls; Program Title for Run Programs; Assigned to Whom for To Do items; Name for Phone Book entries.

On import, the corresponding field of the note is left blank if this line is omitted.

Where: Information in the note's second line: Location for Appointments and Meetings; Where for Notations; Phone Number for Calls and Phone Book entries; Program Pathname for Run Programs; Reference for To Do items.

On import, the corresponding field of the note is left blank if this line is omitted.

What: Information in the note's third line: Remarks for Appointments, Meetings, Phone Calls, and Phone Book entries; What for Notations; Program Parameters for Run Programs; What to do for To Do items.

On import, the corresponding field of the note is left blank if this line is omitted.

Address: The address from a phone book entry, possibly spread across multiple lines.

On import, the address field is left blank if this line is omitted. This line is ignored if the note is not a phone book entry.

The following labels can be applicable for most notes, but are ignored for phone book entries.

Alarm: The time and date for any alarm (in advance of the Starting Time) associated with note.

On import, no alarm is set for the note if this line is omitted or if it contains text which Relish cannot convert to a valid date and time.

Defer time: If the note is overdue, the time and date to which the reminder has been deferred.

On import, the reminder is not deferred if this line is omitted or if it contains text which Relish cannot convert to a valid date and time.

Quit date: If the note is repeating, but not forever, the date (and time) that the note should stop repeating. The line is ignored unless either Next Time or Repeat is also included in the note.

On import, the note will repeat forever unless this entry is included and can be converted to a valid date and time later than the note's starting date and time.

Repeat: If the note repeats Daily, Weekly, Monthly, Yearly, Monthly On Certain Weekdays, or Yearly On Certain Weekdays, a string of one or more words which identify the particular repetition option. The first word is always Daily, Weekly, Monthly, Yearly, or On.

With the On options, additional words are used to designate the particular weekdays: 1st, 2nd, 3rd, 4th, 5th, Last, Mon, Tue, Wed, Thu, Fri, Sat, Sun. And, if Yearly On Certain Weekdays was selected, the word Yearly is added to the end of the string.

For import, words after On may appear in any order, but each word must be separated by one or more blanks or tabs. If both this line and the Next Time line are omitted, the note will not be treated as a repeating note.

Next time: If the note is repeating, and the Periodically Beginning At option is selected, the next time and date (after the note's starting time) that the note should automatically repeat.

On import, the note will repeat if Relish can convert the text in the line to a valid date and time. If this and the Repeat line are omitted, the note will not be treated as a repeating note.

Every: If the note repeats, the frequency of the Next Time or Repeat option (between 1 and 12). For example, 2 for every 2 weeks.

On import, no modification is made to the Next Time or Repeat value if this line is omitted or has an invalid value. The line is ignored unless either Next Time or Repeat is also included in the note.

Display next: If a note is repeating, the number of future repetitions to display.

On import, no future repetitions are displayed if this line is omitted or has an invalid value. The line is ignored unless either Next Time or Repeat is also included in the note.

Erase when Done If the note repeats, whether old copies should be erased when it is automatically rescheduled. This corresponds to the Zap Note When Done option in the Repeat Note dialog. The values used are YES and NO.

On import, the Erase When Done option is set to YES if this line is omitted or contains an invalid value. This line is ignored

unless either the Next Time or Repeat line is also included in the note.

Chime: If a special chime tone has been associated with reminders of the note, the text string which defines the chime.

On import, the special chime tone is left blank if this line is omitted.

Group: If the note has been associated with a group of notes, the name of that group.

On import, if this line is omitted the note is assigned to the group of notes currently being viewed. If the line is included but a matching group is not found, a new group is automatically created with the specified name.

Status: A value Relish uses internally to determine the next action associated with the note. This label is used primarily when notes are being exported from one copy of Relish into another. Commonly used values are: Alarm pending, Normal, Defer pending, Done, or On hold.

On import, if this line is omitted Relish assigns the note a status in the same way it does when a new note is added. Typically, the only status of special interest when importing new notes is Done.

Reminder: The style of reminder for the note: Detailed, Summary, Chime only, Private, or None.

On import, if this line is omitted or contains an invalid value, the reminder type is set to the default value as determined by the Settings Reminders (Choose) - Options dialog.

The ID label applies to all types of notes and phone book entries. However, improper operation may result if a number is used which has not been assigned by Relish.

ID: Relish uses an internal identification number to recognize a note that has been exported and then imported. **Never** change the number and do not include this label if a new note is being created.

On import, a new note is created if this line is omitted or if the number is not recognized as being associated with an existing note. Only ID numbers determined by exporting should ever be included when importing.

Network Considerations

The following labels may appear when exporting from the network version of Relish.

Owner: The name of the Person, Place, or Thing to which the note belongs.

On import, if this line is omitted or doesn't match a valid name, the note belongs to the currently chosen Person, Place, or Thing. If it does match, the note becomes a tentative entry for the named Person, Place, or Thing.

From: If the note was sent to the owner by another Person, Place, or Thing, the name of the Person, Place, or Thing which sent the note.

On import, the sender is left unknown if this line is omitted or doesn't match a valid name.

Sent: If the note was sent to the owner by another Person, Place, or Thing, the time and date when the note was sent.

On import, the time and date when the note was sent is left unknown if this line is omitted or contains text which Relish cannot convert to a valid date and time.

Comment: If the note was sent, the text of the comment which was sent with the note.

On import, the comment is left blank if this line is omitted.

Acknowledgement If the note was sent, whether an acknowledgement was requested. The values used are YES and NO.

On import, the Acknowledgement option is set to NO if this line is omitted or contains an invalid value.

Confirmation: Either Acknowledgement or Returned note if the note is either.

On import, the note is treated as ordinary if this line is omitted or contains an invalid value.

Privacy: The note's privacy level: Public, Confidential, Personal, or Private.

On import, if this line is omitted or contains an invalid value, the privacy level is set to the default value in the Settings (Setup) Network dialog.

A Detailed Example

An exported non-repeating note might look as follows:

Meeting: 12:00 PM Fri Feb 2 1996 to 1:15 PM Fri Feb 2 1996
Who: Fred Jones
Where: Dallas Office
What: Go over quarterly report
Alarm: 10:00 AM Fri Feb 2 1996
Group: Planning
Status: Pending alarm
Reminder: Detailed
ID: 627059837

The same format could be used on import. Alternatively, only the most relevant information could be included:

Meet: 12 to 1:15 Feb 2
Who: Fred Jones
Where: Dallas Office
What: Go over quarterly report
Alarm: 10:00 AM
Group: Planning

Repeating Notes

Extra care should be used when importing repeating notes. When the first note of a repeating note series is imported, Relish automatically creates the necessary number of future repetitions, based on the value of the Display Next field. Thus, there is no need to import future repetitions of the note.

If a future repetition of a note is imported, however, it cannot be "connected" to the original note unless it contains the correct ID number. Thus, future repetitions should *not* be imported unless they were previously exported (and, therefore, include the correct ID number.)

Memos In Detailed Format

Memos attached to notes are exported only with the Detailed format, and only when the With Memos option is selected. The memo appears immediately after all other lines of the note, taking as many lines as necessary. A special line, called a *memo guard* ,, appears before the first memo line and after the last one.

A memo guard consists of an alternating string of asterisks and blanks, starting with an asterisk in the first column. The number of asterisks and blanks may vary on export; on import, at least five asterisks (and the four intervening blanks) are required for Relish to treat the line as a memo guard. (When fewer asterisks are found, the line is treated as an ordinary line of text.)

On import, memo guards are used by Relish to determine which lines of text are part of the memo and which are part of the note itself. Thus memos can contain blank lines - Relish will not treat these as lines which separate one note from the next.

Using the prior example, assume a memo is attached and the With Memos option selected. The exported note will appear as:

Meeting: 12:00 PM Fri Feb 2 1996 to 1:15 PM Fri Feb 2 1996
Who: Fred Jones
Where: Dallas Office
What: Go over quarterly report
Alarm: 10:00 AM Fri Feb 2 1996
Group: Planning
Status: Pending alarm
Reminder: Detailed
ID: 627059837

* * * * *

This is an example of a short memo.

* * * * *

Summary Format

Summary format is more compact, but also necessarily contains less information. When exporting, it is primarily useful for a quick summary of a set of notes. When importing, its use is constrained by the limited amount of information available.

In summary format, each note is represented as a single line of information with no blank lines between notes. Each line is formatted like the single-line note summaries in Relish's summary box (or summary dialog), with the exception that the special characters and icons appearing before the time and date are omitted.

Unlike the detailed format, the summary format uses tabs to separate the various pieces of information when exporting. Subject to some limitations, however, the tabs can be omitted when importing.

The first piece of information is the starting time and date for the note. If there is no starting time and date for the note - such as a To Do item or Phone Book entry - this field is blank.

When importing, Relish applies its usual conversion rules to the time and date information, so it need not be complete or in any particular format. Thus it may also contain an ending time and date using the "to" convention discussed earlier under the detailed format.

The note type appears as a label (ending with a colon) in the next field of the note summary. It follows the same rules as the labels used to identify note types in the detailed import/export format.

The note type is followed by the who, where, and what information - refer to the detailed format discussion of what this means for each of the different note types. The three pieces of information are separated by tabs. If a field is blank, the tab which separates it from the previous field is still included.

Thus, the summary format of the detailed example shown earlier would be as follows. (Note that in this example an @ is used to denote each tab.)

12:00 PM Fri Feb 2 1996 @Meeting:@Fred Jones@Dallas Office@Go over quarterly report

While tabs are optional when importing, they are useful. Relish searches for the note type label and tries to determine where the time and date information ends if it is not followed by a tab. The time and date information must end with either a tab, a digit, or two consecutive blanks. Any information after the note type (and its terminating colon) is used to fill in the who, where, and what information. The entire string is assumed to be the Who field unless it contains one or more tabs.

Note: Phone book entries may contain an additional tab and address information at the end.

Network Considerations

In Relish Net, the entire summary ends with an additional tab and the name of the Person, Place, or Thing to whom the note belongs.

Appendix A. Technical Considerations

Your notes on who, what, when, where, and why (or NOW, for short) are stored as part of an integrated database. Since OS/2 allows multiple programs to run concurrently, Relish takes special care in coordinating access to its database.

The Two Parts of Relish

Relish executes under OS/2 as two distinct pieces: the NOW Service Process and the Relish User Process. These two processes interact to provide all of Relish's various features.

Whenever you use Relish, all of your interaction through the various Relish windows is with the Relish User Process. Each time you run Relish or open a bun, a new copy of the Relish User Process is started in a window. You can run as many copies of the Relish User Process as you need. Additions and revisions you make through one copy of the User Process are visible through any other copy.

The NOW Service Process, on the other hand, is always running. It makes sure that your notes are saved and that you receive your reminders. Only a single copy of the NOW Service Process ever runs. All copies of the Relish User Process communicate with the NOW Service Process to obtain access to your notes.

Network Considerations

In Relish Net there is a third part - the Relish Net server software - that acts as a hub for communication between workstations. Its role is discussed in the *Relish Net Administrator's Guide*.

Controlling the NOW Service Process

The integrated programs of the NOW Service Process should *never* be run directly. They are: NOWSERVE, NOWKEEP, NOWPRINT, NOWBUILD, and NOWAGENT (in the network version). Should it be necessary to control the NOW Service Process, two special programs are installed as part of the Relish installation:

STARTNOW starts execution of the NOW Service Process. It never starts a second copy of the Service Process since only a single copy runs at a time.

STOPNOW stops the execution of the NOW Service Process until you run either STARTNOW or RELISH at a later point in time.

In general, you never need to worry about the NOW Service Process. Under the normal installation procedure, a line is added to your STARTUP.CMD file which automatically runs STARTNOW whenever you start OS/2. This guarantees that Relish will show your reminders at the appropriate times. Even if you choose *not* to have STARTUP.CMD updated, or if you subsequently remove the line from your STARTUP.CMD, the NOW Service Process will be started automatically when you run the Relish User Process.

The Relish installation process creates the STARTUP.CMD file, if necessary. Thus, you may see a new "black" window appear the next time you start OS/2. To make this window disappear automatically, edit the STARTUP.CMD file (found in the root directory of the drive from which you start OS/2) so that the last line reads:

EXIT

If you always leave Relish running when you shut down OS/2 or if you place Relish in your STARTUP folder, you can remove the STARTNOW entry from your STARTUP.CMD file.

Multiple Relish Copies

Since all copies of the Relish User Process communicate with a single copy of the NOW Service Process, it is not possible to have two entirely separate copies of Relish running at the same time. Even if you install Relish in two directories (or on separate disks) and run Relish from each directory, both copies will use the set of notes in the directory from which you first ran RELISH or STARTNOW.

If you wish to access the notes in another directory, you must first stop the NOW Service Process (using STOPNOW) and then run RELISH (or STARTNOW) from the other directory.

The Relish Icons

When you installed Relish, its program icon was automatically added to the desktop. However, if for any reason you need to create the icon yourself, you can do so by following the procedures in your OS/2 manual. You will need to provide the following information on the Program page of the icon's settings:

Use "C:\RELISH\RELISH.EXE" for the Path and File Name if you installed Relish in the default directory. If you installed Relish elsewhere, substitute the correct drive and directory for "C:\RELISH" in this example.

Since Relish uses no parameters when run from the command line, leave the Parameters blank.

Also, as a general rule, you should indicate the directory in which Relish is installed for the Working directory.

Also during installation, a bun folder with a set of Relish Buns was added to your desktop. If you need to recreate them, you can run the BAKEBUNS program found in the directory where Relish is installed. From that directory at an OS/2 command prompt, type:

```
BAKEBUNS
```

to restore any of the standard buns (or the bun folder) that are missing.

As a result of running this program, all the buns and the folder will have their original icons. However, all other changes you may have made to those buns that didn't need restoring will be maintained.

Note: Should they be useful, icons for the standard buns and each of note types are provided in the bun folder for you.

Copying Relish Databases

The need may arise to copy an entire Relish database. Perhaps you want to do a backup or move information from one system to another.

All Relish databases are contained in a series of OS/2 files which have a ".NOW" extension. The files are normally stored in the same directory as the Relish software. It is important that these files be treated as a group - do not copy one file without copying them all, or improper operation may result. The exact number and names of these files may vary from one release of Relish to another, so it is best to consider that all files with the ".NOW" extension form part of the database. Thus, the easiest thing to do is to copy all of the *.NOW files. (The README.NOW file isn't part of the database, but it doesn't hurt to copy it.)

Two other files should also be copied:

NOW.DEF contains a "database definition" used by Relish to determine the names and formats of the other database files. This file is automatically created if not found; however, it is best to copy it with the database.

NOWSERVE.INI contains information about how Relish is currently configured on that system. (In a few circumstances, this file is not present.)

The RELISH.INI file, on the other hand, should *not* be copied.

The **RELISH.INI** file, if present, contains information about window positions, colors, fonts, etc. In general, it should not be copied from one system to another because the information it contains is dependent on the display being used (VGA, SVGA, XGA, etc.).

Thus, to copy a Relish database from one system to another, the following files should be copied:

```
*.NOW  
NOW.DEF  
NOWSERVE.INI (if present)
```

Network Considerations

The Relish Net software is designed to automatically maintain a correspondence between the information in these databases, but it takes *all* the databases to form the complete set of information needed by the software.

Note, however, that Relish Net uses different (but similar) databases on the workstations and on the server:

On a workstation, the database contains only the notes for the Person using that workstation. It also contains some other information specific to that person.

On the server, the database contains all notes for all People using Relish Net (including copies of the notes stored at the workstations). It also contains the notes for any Places and Things as well as any People not associated with a workstation.

Also note that, on a workstation, the NOWSERVE.INI file contains (among many other things) the "name" of the Relish Net Person using the workstation. Thus, if a Relish Net database is moved to another workstation, the NOWSERVE.INI file **must** be copied with the rest of the database.

Stop Relish First

Note that, in general, the database files *cannot* and *should not* be copied while the Relish software is running on the system containing the files.

First, if a reminder is currently displayed on the screen, you should act on it. Then, before copying, you should run the STOPNOW program. This program is installed in the Relish software directory. Simply run it from an OS/2 command prompt. Note that running STOPNOW will cause any Relish windows on the screen to close.

Network Considerations

The same process applies for a Relish Net workstation. For the Relish Net server, be sure to stop the Relish Net service before copying the files. See the *Relish Net Administrator's Guide* for details.

Index Recovery Procedures

Relish does its best to make sure that no harm comes to your database of notes. In fact, it automatically recovers from many problems caused due to power failures and the like. However, Relish may not detect and correct all possible problems, especially if the files containing the database indexes have been partially damaged.

The best solution to the problem is to avoid the need to reconstruct the database by backing it up regularly. However, the following procedure will usually recover a partially corrupted database.

If Relish is running, exit from it in the usual manner.

From an OS/2 command prompt, change to the directory in which Relish is installed (substituting the correct drive and directory for C:\RELISH):

```
C:  
CD \RELISH
```

The NOW Service Process must not be running. If it has started, you must shut it down by running the STOPNOW program. At the OS/2 command prompt, type:

```
STOPNOW
```

Next, run the NOWBUILD database recovery program installed as part of Relish. NOWBUILD will run for anywhere from a few seconds to several minutes depending on how many notes are in the database. It will not display any information while it is running. At the command prompt, type:

```
NOWBUILD
```

That's it. Now run Relish in the usual way. More than likely, you will be able to use your database. Depending on how severe the original damage, either everything will have been recovered or, perhaps, a small number of notes will have been lost or damaged. If your problem persists, please contact Sundial Systems for technical support.

Network Considerations

Slightly different procedures apply to the recovery of the database on the Relish Net server. For details, refer to the *Relish Net Administrator's Guide*.

Changing the System Time or Date

It should come as no surprise that Relish depends on knowing the correct time and date. Relish always derives this information from OS/2. If you use the OS/2 System Clock (or the DATE or TIME commands) to change the date or time, any reminders due in the next few minutes may be unexpectedly delayed.

The NOW Service Process is designed to check the system clock only periodically so that it does not burden the system with unnecessary activity. Thus, when you change the date or time, the NOW Service Process may not become aware of the change for 10 to 15 minutes. To avoid this problem, you may wish to use the Relish Settings (Setup) Time and Date menu option to change the system time and date rather than the other methods mentioned.

The Relish Design Team

Sundial Systems would like you to know that Relish results from the talents of:

Sherron Bull,
Scott Burleigh,
Kurt Clement,
Randell S. Flint,
Steven Gustafson,
Carla Hanzlik,
Willard Hanzlik,
Deborah Kristof,
Steve Rosenberry,
Cris Sandoval, and
Rollin White.

The Files Installed as Part of Relish

As part of the installation process, a number of files are put in the directory in which you installed Relish. You may not have all of these files, depending on which versions of OS/2 and Relish you are using.

README.NOW - Information available after printing this Guide. Read it carefully.

RELISH.EXE - The Relish program file. Run this program to use Relish.

STARTNOW.EXE - The program that starts the NOW Service Process. Run this from your OS/2 STARTUP.CMD file.

STOPNOW.EXE - The program that stops the NOW Service Process. Run this program only if you need to insure that the NOW Service Process is not running.

RNET.EXE - A program that provides an alternative way to start and stop the Relish Net server software.

NOWSERVE.EXE

NOWKEEP.EXE

NOWBUILD.EXE

NOWPRINT.EXE

NOWAGENT.EXE - The program files that form the NOW Service Process, or on a server, the Relish Net server software. These programs are automatically run as needed.

MEMOPAD.EXE - The program Relish uses when editing the text of memos. Never run the program directly; it is run as needed.

RELISH.HLP - The file used by Relish to display the help information whenever you press F1, click on a Help button, or use the Help menu.

NOWSERVE.INI - The data file that stores preferences, such as a 12 versus 24 hour clock, etc. Never attempt to read or modify this file directly. However, you should back it up periodically.

RELISH.INI - The data file that stores color, font, window position, and startup view information. Never attempt to read or modify this file directly, but back it up periodically.

BAKEBUNS.EXE - The program that adds Relish buns to your desktop. Use it only if you need to recreate them.

BAKEBUNS.LST - A file used by the BAKEBUNS program to define the buns.

BUN.DLL

BUN.DLN

RELISH.DLN - The files which form the connection between Relish buns and the Workplace Shell. Never attempt to read or modify these files.

NOW.DEF

NOTE.NOW

NCONTROL.NOW

NMATCH.NOW

NXMATCH.NOW

NAS.NOW

NXAS.NOW

NTO.NOW

NSMATCH.NOW
NDO.NOW
ITEM.NOW
ICONTROL.NOW

IMATCH.NOW Never attempt to read or modify these files directly, but back them up periodically as you would other data files. Depending upon your backup program, you may or may not be able to do this while the NOW Service Process is running.

ICONS - A directory of all the icons for Relish buns. Use them however you wish.

MODELS - A directory of files used by Relish to create the standard buns. Do not attempt to read or modify these files.

Appendix B. Customizing Chimes

Looking at a chime tone field, you'll notice that the chimes are simply strings of characters. The characters represent the notes in the chime and instructions about how they should be played.

Creating Chimes

The tones can cover ten octaves, numbered 0 to 9. Each octave ranges from C to B, with "middle C" at the beginning of octave 4. Unless changed, chimes are played in normal style, but could also be legato or staccato.

Basic characters make up chimes:

A to G each play that note
after a note makes it sharp
- after a note makes it flat
P pauses (rests) for one note

Thus "ABPC#E" plays four notes, pausing after the first two.

All of the notes are played in the current octave, which initially is octave 4. To specify another octave, the following characters can be added at any point in a chime:

> plays notes one octave higher
< plays notes one octave lower

Thus "ABP>>C#E" starts in octave 4 (as always), then raises to octave 6 after the pause.

Each note (or pause) may be lengthened or shortened by following it with a modifier. Per standard musical convention, each note (or pause) is played as a "quarter note" unless it is made shorter or longer. You can use any number between 5 and 64 to shorten the note, and any number between 1 and 3 to lengthen the note. For example:

1 makes the note a full note
2 makes the note a half note
16 makes the note a sixteenth note

Additionally, following a note with a series of dots (such as A..) multiplies the duration of the note by 1.5 for every dot. Thus, two

dots multiply the duration by 2.25 (1.5 X 1.5), three dots by 3.375 (2.25 X 1.5), and so on.

Thus "A2B16P>>C#E..." makes the A a half note, the B a sixteenth note, and the E 2.25 times its normal quarter note duration.

There are also a number of multicharacter alphabetic "commands" that you can include in the definition, especially to affect the tempo. These commands set the characteristics of all the notes that follow:

- T** followed by a number between 30 and 3000 sets the tempo (the number of quarter notes per minute); initially 120
- O** followed by a number between 0 and 9 sets the octave; this is an alternative to using >> and <<
- L** followed by a number between 1 and 64 sets the length of all following notes
- ML** plays notes smoothly without breaks between tones (legato)
- MS** plays the notes short and disconnected with clear-cut breaks (staccato)
- MN** plays notes in the normal fashion

Thus "MLT60ABPL8C#E" plays at half the normal tempo with smooth connected notes; it also makes the C# and E eighth notes.

Hint: Music tempos range from larghissimo (very slow, about 40), through moderato (moderate, about 120), to prestissimo (very rapid, about 240). Faster tempos are primarily useful for creating "special effects" such as warbling tones and buzzing sounds.

Note: Depending on the limitations of your PC hardware, short notes at extremely high tempos, as well as notes at the extreme ends of octaves 0 and 9, may not be audible.

Finally, each letter that represents a note or is part of a command may be entered in either upper or lower case. Each chime tone can be any number of characters that fit in the field provided.

Hint: Don't forget that you can play the chime tone you are entering by pressing the F9 key (the Verify function).

You might like to try the following familiar tune: L8<<GFE-FGGGPPFF4GB-B-4GFE-FGGGGFFGFE-

BocaSoft System Sounds

If you have BocaSoft System Sounds installed on your system, you can have Relish use their sounds instead of Relish's chime tones. For example, you can play a standard WAV file, or your own recorded sounds whenever a Relish reminder appears.

To change any of the default chime tones, use the Setup Chime Tones dialog. In the chime tone definition field, type:

@SSND:xx

where xx is the BocaSoft "event index" number (such as 45). If you prefer, you may use @BOCA: or @BOCASOFT: rather than @SSND:.

To change the chime tone for a specific note, use the Features Reminder dialog (while adding or revising the note) and enter the @SSND:xx string in the Special Chime Tone field. The BocaSoft System Sounds 'User Events' (45 through 49) are intended to be used for this type of purpose. You can, however, use any event index you wish - just be sure the event is not disabled.

Note: When you use BocaSoft sounds in place of chime tones, no sound will be generated unless BocaSoft System Sounds is running at the time of the reminder, alarm, etc.

For information on BocaSoft System Sounds, contact your favorite OS/2 product reseller.

Appendix C. Classic vs Trendy Menus

As discussed in [Section 2](#), Relish supports two different menu structures. The Classic style essentially follows the structure found in earlier versions of Relish. The Trendy style, on the other hand, represents an organization that is more in keeping with newer Common User Access (CUA) standards.

The following table lists all the menu options. With it you can see the organizational differences between the two menu styles. The table shows where each Classic menu option is on the Trendy menu. As you'll see, some options are actually not available with the Classic menu style and appear *only* in the Trendy menus.

Note: Menu options for both Relish and Relish Net are included in this table.

| Classic Menu Options | Trendy Menu Options | What They Do |
|----------------------|--------------------------------|---|
| Edit / Undo | (same) | Reverse the last change made to a note |
| Edit / Cut | (same) | Copy the note contents to the clipboard and remove the note |
| Edit / Copy | (same) | Copy the contents of a note to the clipboard |
| Edit / Paste | (same) | Copy the contents of the clipboard into a new note |
| Edit / Delete | (same) | Remove the currently selected note |
| Edit / Dial | (same) | Dial the currently selected phone book entry or phone call |
| Edit / Revise | (same) | Make changes to the currently selected note |
| Edit / Find | (same) | Find the text you specify |
| Edit / Find next | (same) | Find the next occurrence of the specified text |
| Edit / Export | Notesheet / Export | Export your notes to a text or CSV file |
| Edit / Import | Notesheet / Import | Import your notes from a text or CSV file |
| Add / Appointment | (same) | Create a new Appointment note |
| Add / Meeting | (same) | Create a new Meeting note |
| Add / Notation | (same) | Create a new Notation note |
| Add / Phone call | (same) | Create a new Phone Call note |
| Add / Run program | (same) | Create a new Run Program note |
| Add / To do list | (same) | Create a new To Do List item |
| Add / Phone book | (same) | Create a new Phone Book entry |
| Choose / Format | Settings / Format | Change settings about how data is displayed |
| Choose / Group | View / Include / Group | Select which group is to be displayed in the current view * |
| Choose / Month | Settings / Month | Select the month displayed in the reference calendar * |
| Choose / Options | Settings / Reminders / Options | Change settings for reminders and automatic note erasing |
| Choose / Snooze | Settings / Reminders / Snooze | Change the time reminders are snoozed until |
| Choose / Workspace | Settings / Notesheet | Change settings regarding the notesheet in this workspace * |

| | | |
|-----------------------|--------------------------------------|---|
| Choose / Person | View / As if you were / Person | Change the perspective of the current view to a particular person * |
| Choose / Place | View / As if you were / Place | Change the perspective of the current view to a particular place * |
| Choose / Thing | View / As if you were / Thing | Change the perspective of the current view to a particular thing * |
| View / Now | View / Today | View your schedule for today * |
| View / Day | (same) | View the schedule for a specific day * |
| View / Week | (same) | View your weekly schedule * |
| View / Month | (same) | View your monthly schedule * |
| View / Period | (same) | View a schedule for an arbitrary period of time * |
| View / To do list | (same) | View your To Do List * |
| View / Floating notes | (same) | View your floating notes * |
| View / Overdue list | (same) | View those items which are deferred * |
| View / Phone book | (same) | View your Phone Book * |
| View / Inbox | (same) | View any notifications in your inbox * |
| View / Preferences | (same) | Change settings that affect your views * |
| / Day, week, month | (same) | Change settings specific to day, week, or month views * |
| / Floating notes | (same) | Change settings specific to viewing floating notes * |
| / Phone book | (same) | Change settings specific to viewing your phone book * |
| / To do list | (same) | Change settings specific to viewing your To Do list * |
| View / Include | (same) | Specify criteria for which notes to include in your view * |
| / Group | (same) | Limit the notes in view to those for a particular group * |
| / Types | (same) | Limit the note types in view * |
| View / You | View / Include other / Only your own | View just your own notes * |
| View / People | View / Include other / People | Select other Relish Net users to include in your view * |
| View / Places | View / Include other / Places | Select places to include in your view * |
| View / Things | View/ Include other / Things | Select things to include in your view * |
| Lookup / Appointment | View / Lookup / Appointment | Search your Appointments * |
| Lookup / Meeting | View / Lookup / Meeting | Search your Meetings * |
| Lookup / Notation | View / Lookup / Notation | Search your Notations * |
| Lookup / Phone call | View / Lookup / Phone call | Search your Phone Calls * |

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|-----------------------|--|--|
| Lookup / Run program | View / Lookup / Run program | Search your Run Program notes * |
| Lookup / To do list | View / Lookup / To do list | Search your To Do List * |
| Lookup / Phone book | View / Lookup / Phone book | Search your Phone Book * |
| Lookup / Any | View / Lookup / Any | Search notes of all types * |
| Lookup / Free time | View / Free time | Search for time that is not previously committed * |
| Print / View | Notesheet / Print | Print the current view |
| Print / Now | Notesheet / Print another / Today | Print today's schedule |
| Print / Day | Notesheet / Print another / Day | Print the schedule of a particular day |
| Print / Week | Notesheet / Print another / Week | Print a weekly schedule |
| Print / Month | Notesheet / Print another / Month | Print a monthly schedule |
| Print / Period | Notesheet / Print another / Period | Print a schedule for an arbitrary period of time |
| Print / To do list | Notesheet / Print another / To do list | Print your To Do List |
| Print / Overdue list | Notesheet / Print another / Overdue list | Print those items that are overdue or deferred |
| Print / Calendar | Notesheet / Print calendar | Print a week or month in calendar-style |
| Print / Inbox | Notesheet / Print another / Inbox | Print notices contained in your inbox |
| Setup / Analysis | Settings / Analysis | Specify settings for time analysis |
| Setup / Chime tones | Settings / Reminders / Chime tones | Specify what chimes are to be used for reminders |
| Setup / Desktop | Settings / Desktop | Specify how Relish interacts with the user and the desktop |
| Setup / Dialer | Settings / Connections / Dialer | Specify settings for using your modem with Relish |
| Setup / Group | Settings / Group | Add, delete, or rename groups |
| Setup / Iconbar | Settings / Iconbar | Specify how the iconbar is displayed * |
| Setup / Memopad | Settings / Connections / Memopad | Specify the internal memopad editor or an external editor |
| Setup / Printer | Settings / Connections / Printer | Specify options related to printing |
| Setup / Time and date | Settings / Time and date | Change the current time and date of your system |
| Setup / Network | Settings / Network | Specify network options including note defaults |
| Setup / Person | Settings / Person | Specify people to use Relish Net |
| Setup / Place | Settings / Place | Specify places to be used with Relish Net |
| Setup / Thing | Settings / Thing | Specify things to be used with Relish Net |
| Help / Help index | (same) | View a list of help topics |

| | | |
|----------------------------|-----------------------|--|
| Help / General help | (same) | View help about using Relish |
| Help / Using help | (same) | View help about navigating help |
| Help / Product information | (same) | View information about Relish |
| (none) | Notesheet / Open as / | Open a new window with a view of Today |
| (none) | Notesheet / Open as / | Open a new window with a view of a specific Day |
| (none) | Notesheet / Open as / | Open a new window with a view of a specific Week |
| (none) | Notesheet / Open as / | Open a new window with a view of a specific Month |
| (none) | Notesheet / Open as / | Open a new window viewing a specific Period |
| (none) | Notesheet / Open as / | Open a new window with a view of your To do list |
| (none) | Notesheet / Open as / | Open a new view of your floating Floating notes |
| (none) | Notesheet / Open as / | Open a new view of your overdue Overdue list |
| (none) | Notesheet / Open as / | Open a new view of your Phone Book Phone book |
| (none) | Notesheet / Open as / | Open a new view of your inbox Inbox |
| (none) | Edit / Create another | Create another note identical to the currently selected note |

* Indicates selections made with this option apply only to the currently open Relish window or bun.
