How to Use Sidekick Help

Sidekick 95 uses the Windows 95 Help system to present an online reference library to its features. Sidekick 95 Help highlights include:

ToolTips

Sidekick identifies each menu command and Toolbar button as you point to it. Its description appears in a small rectangle next to the button, and disappears when you move your mouse off the button.

Context-Sensitive Help

To see detailed reference information about menu commands, press F1 when you highlight a menu command (using arrow keys or the mouse). The Help topic for that command appears.

To learn more about standard Windows Help features, including Help menus and buttons, click the following green, underlined text (place the mouse pointer over the text and press the left mouse button):

Standard Windows Help

Font Dialog Box

Font
Sets the font typeface.

Font Style
Sets the font style: regular, italic, bold, or bold italic.

Size
Sets the point size for the font.

Select Font For
Sets the fonts to use for each part of the display of the selected view. Click to select an item, then make all the font selections and click Apply.

Sample
Displays a sample of the selected font with the chosen attributes.

Apply
Applies the specified font to the item selected in the Select Font list. Make sure to apply the changes you make to the fonts before you click OK.

Search Setup Dialog Box

Search Within

Sets the activities and other text-holding fields to include in the search. Check Appointments, Calls, ToDo, and/or Contact Log.

Schedule New Activity Dialog Box

Schedule

Sets the type of <u>activity</u> to schedule: Appointment, Call, or ToDo.

Date

Sets the date for the activity. Use the spin buttons to change the date, or click the down arrow to select a date from the mini-calendar.

When you click OK, Sidekick opens the appropriate daily activity's dialog box.

Define Cardfile Fields Dialog Box

Field Name

Type a new field name (up to 39 characters) or select the field name you wish to change.

Add

Inserts a field name after the highlighted position in the field name list box. This button is unavailable if the field name already exists.

Add Before

Inserts a field name before the highlighted position in the field name list box. This button is unavailable if the field name already exists.

Change

Changes a field name. This button is unavailable if the field name already exists or a field name has not been selected.

Delete

Deletes a field name from the field name list. This button is unavailable if no field name is selected.

Warning: By deleting a field name, you delete all the information in that field in the cardfile.

Sort By

Select this option to open the Sort Cardfile dialog box and make changes to the index line displayed on the cards and the sorting order of the cards in the cardfile.

OK

Updates the active cardfile with the changes made to the field names defined. This button is unavailable if no changes have been made to the field names, and no changes have been made in the Sort By dialog box.

ToDo / Goal Dialog Box

Predefined Activities
Displays a list of predefined activities you can choose from. If you choose an item from the Predefined Activities list, you can edit the item in the Text field. If no Predefined Activities are listed, click the Setup button to open the Personal List Setup dialog box.

Text
Sets the name (up to 500 characters) of the ToDo or goal. For quick entry, select an activity from the Predefined Activities list.

Regarding
Type a description or note about the activity. The Regarding text can be up to 2000 characters.

Priority
Sets the priority for the ToDo or goal to Low, Medium, High, or Advanced. If Advanced is chosen, you can click the Advanced button to specify additional levels of priority.

Advanced
Specifies more detailed levels of priority than Low, Medium, or High. Advanced priorities sort on two levels, first on A-B-C and then on 1-2-3-4-5 6.

No Priority
Sets no priority for the ToDo or goal.

Category
Specifies the category for the ToDo or goal. In the ToDo list and Goals list, you can sort ToDos and goals by category. Select a category from the drop-down list.

Assign
Specifies the person assigned to the ToDo goal (or the person who assigned it to you). Select a name from the Assign drop-down list.

No Due Date
When checked, specifies no completion date for the ToDo or goal.

Due Date
Sets the date by which the ToDo or goal should be completed. The Due Date displays in the right-most column of the ToDo list or Goals list. You can sort items in the ToDo list or Goals list by Due Date. Type the due date, use the spin button to select a date, or click the down arrow and select a date from the mini-calendar.

Default
Saves the settings for the Priority, Category, Assign, and Completed as defaults settings for new ToDos or goals.

Setup
Opens the Personal List Setup dialog box, where you customise predefined activities, categories, and assigns.

Recurring
Opens the Recurring ToDo dialog box, where you can set the current ToDo to recur. This option is available only for ToDos.

Completed

When checked, indicates that the ToDo or goal is completed. A ✔ appears next to completed tasks in the Daily View, and the description line in the list is crossed out. The activity no longer forwards to the next day.

Timer

When checked, turns the timer on to record the elapsed time until the ToDo or goal is completed. The timer will run as long as Sidekick is running, up to 10,000 hours.

Sort ToDos/Goals List Dialog Box

Primary Index
Sets the first attribute the ToDos or goals should be sorted on.

Secondary Index
Sets the second attribute the ToDos and goals should be sorted on.

Order
Choose options that determine the order in which items are sorted:

Ascending	Sorts in ascending order according to the primary and secondary indexes.
Descending	Sorts in descending order according to the primary and secondary indexes.
Blank Indexes First	Moves ToDos or goals that have blanks for the index first.
Blank Indexes Last	Moves ToDos or goals that have blanks for the index last.
Sort Completed Items To Bottom	When checked, moves completed items to bottom of list when you click another Calendar list.

Weekly/Monthly Calendar Setup Dialog Box

View
Check whether you want to display Multi-Day Events, Special Days, Appointments, Calls, and ToDos in the view.

Option
Check or uncheck the following options:

Summary	When selected, displays items in summary. For example, if you have four appointments scheduled, the Summary displays "4 Appointments." Regarding notes, icons, and durations do not display.
Detail	When selected, displays calendar items in full detail.
Completed Items	When checked, displays completed items.
Wrap Text	When checked, wraps text within a given week or month.
Regarding	When checked, displays the general description from the Regarding field for all activities.
Appts. w/Duration	When checked, displays the starting and ending times of appointments.
Leading Icon	When checked, the activity icons display next to the appointments, ToDos, and calls.
Week of Year	(Only in Weekly view.) When checked, displays the week of year.

Day of Year   (Only in Monthly view.) When checked, displays the day of the year on each day.

1st Day of the Week   Sets the first day of the week to display in the Monthly view.

Fonts

Opens the <u>Change Display Font dialog box.</u>

Personal List Setup Dialog Box

Setup Options

Sets the option you want to change. Select Predefined Activities, Call Status, Category, or Assign. Only options relevant to the activity in question are available. (That is, if you called this dialog box from the ToDo dialog box, Call Status is not available as an option to change. As the different options are selected, the corresponding definitions for the options are displayed in the List box below. For example, selecting Category as the Setup Option to change shows Business, Other, and Personal as the existing Categories in the List box.

Field Names

Lists field names that you can add to the edit box for Predefined Activities, if Predefined Activities is selected as the Setup Option. Use Field Names to add fields to items in Predefined Activities list.

For example, if you have a field name called LastName, you can type "Meeting with" in the edit box and then double-click LastName in the Field Names list to create the following predefined activity: "Meeting with {LastName}".

Edit

The edit area where you type new items or revise existing items.

List

Displays the items in the list for the item selected in Setup Options. You can add, delete, or change items in the list.

Add

Adds the text in the Edit box to the List box.

Change

Replaces the text in the List box with the text in the Edit box.

Delete

Deletes the selected item in the List box.

Weekly, Monthly, and Yearly View Print Dialog Box

From/To
Sets the date range to print. The default is the range currently displayed in the Calendar.

Title
Sets the heading that appears on each page of the printed calendar.

Footnote
Sets the footer that appears on each page of the printed calendar.

Today's Date
When checked, prints today's date at the top of each page.

Mini-Calendar
When checked, prints the mini-calendar at the top of each page.

Margins
Sets up the margins for the left, top, right and bottom of the printout. Type each margin number or use the up or down arrow buttons to increment or decrement the margins.

Top Left
Assigns a bitmap graphic to the top left corner of each page.

Top Right
Assigns a bitmap graphic to the top right corner of each page.

Picture
Sets the picture to appear in the top left or top right of the page. (You can add your own black and white .PCX images for printing by copying them to the Sidekick DATA directory.)

View
Displays the selected bitmap graphic.

Apply
Applies the selected bitmap graphics to the selected corner.

Preview
Previews the calendar before printing.

Fonts
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Configures your printer.

Change Icon Dialog Box

This dialog box appears when you click the Change Icon button in the <u>LaunchBar Setup dialog box.</u>

File
Displays the path and file name for the selected application.

Current Icon
Displays the icons available for the selected application. If more than one icon is displayed, select the one you want and choose OK. If no icon is available for the application, the icons from Windows Program Manager are displayed.

Rearrange The Order of Command Sequence Dialog Box

Command List
Displays the existing order of programs on the Launch Bar.

Up and Down Buttons
Use the Up and Down buttons to rearrange the sequence of commands.

Date Stamp Command (Shortcut menu)

To stamp today's date at the insertion point in the Contact Log or selected document, right-click the mouse in the Contact Log or on the selected document to open the Shortcut menu and choose Date Stamp.

Shortcuts:

Keyboard: Ctrl+D

Time Stamp Command (Shortcut menu)

To stamp the current time at the insertion point in the Contact Log or selected document, right-click the mouse in the Contact Log or on the selected document to open the Shortcut menu and choose Time Stamp.

Shortcuts:
Keyboard: Ctrl+T

Edit Command (Shortcut menu, Calendar)

The Edit command displays the appropriate daily entry dialog box for the selected activity: appointment, ToDo, call, or Goal.

Font Command (Shortcut menu)

The Font command displays the Change Display Font dialog box, where you choose the display font for the Cardfile.

Font Command (Shortcut menu)

The Font command displays the <u>Change Display Font dialog box,</u> where you choose the display font for the Write view.

Recurring Command (Shortcut menu)

The Recurring command displays the appropriate dialog box: Recurring Appointments, Recurring Calls, or Recurring ToDo.

Add Cards Dialog Box

Card Contents
Type the data you wish to add to the cardfile according to each field name.

Add
Adds the current data to the cardfile. The dialog box is emptied and remains open.

Close
Closes the Add Cards dialog box. If you have data in the dialog box, Sidekick asks if you want to add the current data to the cardfile.

Find Condition/Extract Cards On Condition Dialog Box

Condition 1 and Condition 2

Each condition consists of three parts:

Field Name   Click the down arrow to select a field name to include in the condition. <Any Field> has Sidekick search for the text in all fields; select <Any Field> only if the selected operator is Equal To or Not Equal To.

Operator   Click the down arrow to select an operator. Choose from the following operators:

Equal To

Not Equal To

Less Than

Less Than Or Equal To

Greater Than

Greater Than Or Equal To

Between (within the range). Use a comma to separate the two values.

Outside (outside of the range). Use a comma to separate the two values.

Value   Type the text you want to search for.

If you want to add a second conditional "OR" statement for Condition 1 or Condition 2, check the box to the left of the statement.

Fill In Information Dialog Box

Find

Lists the unknown field to fill. You can also type any text string (up to 23 characters).

Replace With

Lists the text strings used to fill in the field. Select a text string, or type a new string (up to 23 characters) in the text box.

Replace

Replaces the unknown field or text string with the selected text.

Replace All

Replaces all occurrences of the unknown field or text string with the selected text.

Ignore

Ignores the current instance of the unknown field or text string and proceeds to the next occurrence.

Ignore All

Ignores all instances of the unknown field or text string.

Print Labels/Address Book/Envelopes Dialog Box

Select Cards To Print

Selects which cards to print to labels, address books, or envelopes:

Current Card	Select to print a label, address book, or envelope using the current card of the active cardfile.
All Cards	Select to print labels, address books, or envelopes using all cards in the active cardfile.
Index Range	Select to print labels, address books, or envelopes from a range of cards in the active cardfile. Type the index line information for the first and last card of the range to print in the From and To boxes.
Selected Cards	Select to print labels, address books, or envelopes using the selected cards in the active cardfile.
Marked Cards	Select to print labels, address books, or envelopes using the marked cards in the active cardfile.

Choose Printing Style Template

Sets the size and position of labels or address book entries on a page. When printing envelopes, this sets the overall design of the envelopes, excluding the addressee portion.

A list of templates is provided to get you started. However, since all printers are different, you should make sure the template you want to use prints correctly to your printer before printing many pages. You may have to adjust the margins slightly.

Click the Set Up Template button to open the Set Up Template dialog box to edit template attributes, including margins.

To delete a template, select it from the drop-down list and press the Delete key.

Choose Contents To Print

Sets the design of the label or address book entry. When printing envelopes, this sets the design of the addressee portion of the envelope. Click the Set Up Contents button to open the Setup Contents dialog box to create or change a design.

To delete a contents design, select it from the drop-down list and press the Delete key.

Select Printing Options

Repeat Entire Set

Sets the number of copies of the entire label sheet, address book, or envelope set to print.

Repeat Each Card

Sets the number of copies of each label, address book entry, or envelope to print (before printing the next one in the set). Select this option to print multiple return address labels.

More Options

Sets additional printing options, such as the starting position for labels and index tabs, page numbers, and a different print sort order than in the cardfile itself. See More [Print] Options Dialog Box for more information. For envelope printing, see Envelope Print Options.

Preview

Previews the labels, address books, or envelopes before printing.

More [Print] Options Dialog Box

Orientation

Sets the paper orientation: portrait or landscape.

Other Options

Skip Blank Lines	Skips any blank lines or empty fields from the printed labels or address book entries. Note that if the current label contents design contains a field name on the same line as other text, that other text will always print, even if the information from that field is blank.
Skip Blank Cards	Skips any cards with all fields in the label format empty from the printed labels or address book entries.
Add Page Numbers	Prints page numbers at the bottom of address book pages.
Index Tabs	Prints alphabetical index tabs at the top of each address book page.
Separate Index Tabs	Prints each new index tab at the top of new address book page.

Print Index Field

Sorts the printed address books or labels by the field you specify here. This is useful if you want to sort the printed materials in a different way than they are sorted in the cardfile. For example, although your cardfile may be sorted alphabetically by the Company field, you may wish to print labels sorted by Zip Code.

Start Print Position

Sets the row and column position on a label sheet to begin printing. This is useful when printing to partially used label sheets.

Template Setup Options Dialog Box

Reverse Side Printing Options

When Print On Both Sides is checked in the Set Up Template dialog box, use these options for printing to asymmetrical pages.

Option	Description
Left To Right Mirror Image	Switches the left and right settings for label and page margins when printing the reverse side of address book pages.
Top To Bottom Mirror Image	Switches the top and bottom settings for label and page margins when printing the reverse side of address book pages. This makes the printout horizontally symmetrical.
Reverse Order Of Pages On Reverse Side	Prints the reverse side of the address book pages in reverse order, starting with the last page of the address book.

Binder Holes Position

Use these options when printing to paper with more than one address book page per sheet.

Same Side	Use when all binder holes on address book pages for a sheet of paper are on the same side.
Centred	Use when all binder holes on address book pages are toward the centre of the sheet of paper.
Mirrored	Use when all binder holes on address book pages are toward the outside edges of the sheet of paper.

Set Up Template Dialog Box

Page Margins

Sets the dimensions of the sheet of paper that is being printed to.

For address book printing, the number of "pages" to one sheet of paper can vary from one to four. Therefore, the Page Margins for the paper will adjust the distances from the top, bottom and sides of the paper to the edge of the pages, as well as the horizontal and vertical distance between the pages that the paper is divided into (set as horizontal and vertical page margins).

Label Margins

Sets the dimensions of the labels on the page, adjusting the distance from the top, bottom and sides of the paper to the edge of the labels, as well as the vertical and horizontal distance between the labels. In address book printing, label margins adjust the distance from the top, bottom and sides of the page, as well as the vertical and horizontal distance between the labels on a page.

Page Layout

Sets the number of rows of labels to a page, the number of columns of labels, and the number of pages to a sheet of paper. The number of pages is used for address book and index card printing only.

Print On Both Sides

Used for printing address books to both sides of the paper. When this option is checked, Sidekick prompts you to reinsert the paper after the first side of the address book pages are printed. Choose OK from Sidekick to begin printing the second side of the address book pages. For more information, see the Reverse Side Printing Options in the Template Setup Options dialog box.

Save As

Saves the changes you have made to the template (or saves as a new template), and closes the dialog box.

Cancel

Cancels the changes you have made to the template, and closes the dialog box.

Options

Sets several reverse-side printing options and specifies the position of binder holes.

Test Print

Prints a sample sheet of labels that indicate the exact margins of the printed output. Match this test print sheet to the actual sheet of labels.

Set Up Contents Dialog Box

Save As

Saves the changes you have made to the contents (or saves as new contents), and closes the dialog box.

Cancel

Cancels the changes you have made to the contents, and closes the dialog box.

Hint

Displays helpful hints for designing the contents.

Click To Add

Card Fields

Creates a text element that can include cardfile fields. After you click the Label button, the Edit Label Text dialog box appears with a list of cardfile fields. Double-click a field to add it to the label text.

Text

Creates a text element. Opens the Edit Text dialog box. Type the text you want in the Text element, and click the OK button.

Graphic

Creates one of four graphic elements: Bitmap, Frame, Round Frame, or Line.

Stamp

Creates a stamp element from a number of ready-made phrases. Text can be rotated by right-clicking.

Modify selection

Customises the selected element. This command displays the shortcut menu for the selected element. The shortcut menu lists editing options appropriate for the type of elements selected: Alignment for Text elements, for example, or Thickness for lines. (You can also change the contents of Card Fields elements or Text elements by double-clicking them.)

Zoom

Magnifies or reduces the area shown on-screen.

Show Grid

Shows the grid used in aligning elements. (See Snap To Grid, below.).

Snap To Grid

Imposes a regular grid of points that elements will snap to. This is useful for aligning elements.

Envelope Template Setup Dialog Box

Save As

Saves the changes you have made to the envelope template (or saves as a new template), and closes the dialog box.

Cancel

Cancels the changes you have made to the template, and closes the dialog box.

Hint

Displays helpful hints for designing the envelope template.

Click To Add

Card Fields

The Card Fields button is not enabled in this dialog box, since you only need to add Card Field information in the addressee portion of the envelope. To do so, use the Setup Contents dialog box.

Text

Creates a text element. Opens the Edit Text dialog box. Type the text you want in the Text element, and click the OK button.

Graphic

Creates one of four graphic elements: Bitmap, Frame, Round Frame, or Line.

Stamp

Creates a stamp element from a number of ready-made phrases. Text can be rotated by right-clicking.

Modify selection

Customises the selected element. This command displays the shortcut menu for the selected element. The shortcut menu lists editing options appropriate for the type of elements selected: Alignment for Text elements, for example, or Thickness for lines. (You can also change the contents Text elements by double-clicking them.)

Zoom

Magnifies or reduces the area shown on-screen.

Show Grid

Shows the grid used in aligning elements. (See Snap To Grid, below.).

Snap To Grid

Imposes a regular grid of points that elements will snap to. This is useful for aligning elements.

More Options (Envelopes) Dialog Box

Feed And Orientation
Sets the envelope feed direction and orientation.

Options

Skip Blank Lines	Skips any blank lines or empty fields from the printed labels or address book entries.
Skip Blank Cards	Skips any cards with all fields in the label format empty from the printed labels or address book entries.
Manual Feed	Lets you manually feed envelopes to the printer, rather than having printer print from a stack.

Print Index Field
Sorts the printed address books or labels by the field you specify here. This is useful if you want to sort the printed materials in a different way than they are sorted in the cardfile.

Margins
Sets the top and left margins of the envelope printing area.

Back Up And Restore Dialog Box

Choose the action to occur: Back Up or Restore.

Overwrite Confirmation
Check to have Sidekick notify you when you are backing up or restoring files over any existing files of the same names.

Next>>
Click to proceed. The <u>Backup dialog box</u> or <u>Restore dialog box</u> appears.

Backup Dialog Box

Choose the drive and directory of the files you want to back up. You can copy multiple files across multiple disks, as long as no single file is larger than the capacity of a disk.

Source Files
Click each file you want to back up. Notice that all cardfiles in the directory are grouped under the heading [Cardfile], and all calendar files are under the {Calendar] heading, and so forth with other Sidekick files. Other files are listed under the [Other] heading.

Change Source Directory
Displays the Change Source Directory dialog box where you change the source directory.

Backup List
Displays the files you choose to back up.

Change Destination Directory
Displays the Change Destination Directory dialog box where you change the destination directory.

>
Adds the selected files to the Backup List.

>>
Adds all files listed in the Source Files list to the Backup List.

Previous
Discards the settings you've specified and returns you to the opening Back Up And Restore dialog box.

Begin
Click to begin the backup process.

Restore Dialog Box

Files To Restore
Click each file you want to Restore. Notice that all cardfiles in the directory are grouped under the heading [Cardfile], and all calendar files are under the {Calendar] heading, and so forth with other Sidekick files. Other files are listed under the [Other] heading.

Change Source Directory
Displays the Change Source Directory dialog box where you change the source directory.

Restore List
Displays the files you choose to restore.

Change Destination Directory
Displays the Change Destination Directory dialog box where you change the destination directory.

>
Adds the selected files to the Restore List.

>>
Adds all files listed in the Source Files list to the Restore List.

Previous
Discards the settings you've specified and returns you to the opening Back Up And Restore dialog box.

Begin
Click to begin the restore process.

Fill In Information Dialog Box

This dialog box appears when your document template contains field names (in brackets, as merge fields) that do not exist in the cardfile you are merging with the document.

Find

By default, this field contains the field name that does not exist in the cardfile. You can change this text if you want to search for something else.

Replace With

In this field, type the text you want to replace the Find text with. Each time you use different Replace With text, it is added to the list below this field. You may click any text in the list to bring it into the Replace With field again.

Replace

Replaces the selected text in the document with the text in the Replace With field, then selects the next occurrence of the text from the Find field.

Replace All

Replaces all occurrences of the Find text with the Replace With text.

Ignore

Ignores the selected text in the document, and finds the next occurrence of the Find text.

Ignore All

Ignores all occurrences of the Find text.

Close

Closes the dialog box.

Change Directory Dialog Box

Directories
Displays the directories available on the current drive.

Drive
Displays the current drive. Click the down arrow to choose another drive.

Network
Displays the Map Network Drive dialog box, which allows you to map drive letters to network drives.

Match Cardfile Fields Dialog Box

Select a field from each cardfile and click the Match button.

Source Cardfile List
Lists the fields in the source cardfile.

Destination Cardfile List
Lists the fields in the destination cardfile.

Match
Matches the selected field from each cardfile.

Match List
Displays the matching fields.

Remember the Matches
Forces Sidekick to remember the matches, so that these same fields will be automatically matched in the future.

Delete Match Fields
Displays the Delete Match Fields dialog box, where you change the list of remembered matches.

Remove
Removes an incorrect match (for this instance only, not affecting the permanent matches).

Delete Match Fields Dialog Box

Delete
Deletes the selected match.

Remove Duplicate Cards Dialog Box

Replace Cards in the Current Cardfile
Replaces the duplicate cards in the open cardfile with cards from the second cardfile.

Retain Cards in the Current Cardfile
Retains the duplicate cards in the open cardfile and ignores the cards in the second cardfile.

Do Not Remove Cards
Keeps all duplicate cards, including any duplicates.

Change Display Font Dialog Box

Font
Sets the font typeface.

Font Style
Sets the font style (for example, regular, italic, bold, or bold italic).

Size
Sets the point size for the font.

Select Font For
Sets the fonts to use for each part of the display of the selected view. Click to select an item, then make all the font selections and click Apply.

Sample
Displays a sample of the selected font.

Apply
Applies the specified font to the item selected in Select Font For.

Modify Cardfile Template Dialog Box

Field Name

Type a new field name (up to 39 characters) or select the field name you wish to change.

Add

Inserts the new field name after the highlighted position in the field name list box. This button is unavailable if the field name already exists.

Delete

Deletes the selected field name from the field name list. This button is unavailable if no field name is selected.

Up

Moves the selected field higher in the list by one slot.

Down

Moves the selected field lower in the list by one slot.

Paper Setup Dialog Box

Paper Type
Sets which paper type you modify. Type a new paper type name or select the one you wish to change.

Margins
Sets the left, right, top, and bottom margins of the current paper type.

Add
Adds a new paper type, if you have typed a new name in the Paper Type field.

Delete
Deletes the currently selected paper type.

Change
Saves the changes you have made to the paper type.

Select Cardfile Template Dialog Box

Cardfile Template
Sets the cardfile template to use as a basis for your new cardfile. Choose None to use no templates.

Field Names
Shows the fields in the selected cardfile template.

Print Dialog Box

From/To
Sets the range of dates to print. The default From day is the first day shown in that glance view. The default To day depends on what type of format you choose to print.

Title
Sets the title for the printed calendar.

Footnote
Sets the footnote for the printed calendar.

Today's Date
Prints today's date at the bottom right corner of your calendar.

MiniCalendar
Prints small versions of the previous month's and next month's calendars in the top corners of your calendar. If this option is selected, you will not be able to print graphics in the corners using the Graphic Selection options.

Graphic Selection
Sets a graphic to appear at the top left and/or the top right corners of the printed calendar. Choose which corner to set the graphic at, and choose the graphic from the Picture list. Click Apply to set that graphic in the selected corner. Click View to view that graphic.

Margins
Sets up the margins for the left, top, right and bottom of the printout. Type each margin number or use the up or down arrow buttons to increment or decrement the margins.

Preview
Previews the calendar before you print it.

Fonts
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Sets up your printer.

Password Setup Dialog Box

The Password Setup dialog box is case-sensitive.

Old Password
Enter your old password. This field is empty if this is the first time you are creating a password.

New Password
Enter the new password.

Repeat Password
Enter the password again, for confirmation.

Enter Password Dialog Box

The Enter Password dialog box is case-sensitive.

Password
Enter your password.

Colour Setup Dialog Box

Sets the Deskpad colour for each Sidekick view.

Reconcile Date Range Dialog Box

From

Enter the date from which you want to reconcile appointments.

To

Enter the date to which you want to reconcile appointments.

Extract Criteria Dialog Box

Subject
Enter any text you want to find in the documents' subject line.

Contents
Enter any text you want to find in the documents' contents.

Date Range
Choose whether you want to search After a date, Before a date, or Between two dates.

Match Whole Word Only
Check this box to extract documents containing the search text only in whole words. For example, if you search for the word "too" and checked the Match Whole Word Only box, documents with the word "too" would be extracted, but not documents with the word "tool."

Match Case
Check this box to extract documents containing the search text only when the capitalisation matches exactly what you type in the Subject or Contents fields above.

Contacting Starfish Software

For technical assistance with Sidekick, please contact one of the following services.

CompuServe
GO STARFISH

Microsoft Network
Go Word: Starfish

Starfish Web Site
http://www.starfishsoftware.com

Free Starfish BBS
001-408-461-5930   8-N-1 Up to 28.8 kbps

Free Up and Running Support
0141-946-0222   No-charge assistance for software installation

Pay-as-you-go hotlines
9am - 5pm GMT
0897-161-179   Billed to your phone bill
                       £1.50 per minute

Customer Feedback

Your feedback, wish lists, and ideas for future enhancements to our products are very important to us. Please feel free to drop us a line via mail or fax with your ideas and suggestions.

Starfish Software UK

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Sidekick Files

C:\Sidekick95

File	Description
EXPORT.EXE	Export Cardfile executable
IMPORT.EXE	Import Cardfile executable
SIDEKICK.EXE	Sidekick main executable
SIDEKICK.HLP	On-line Help file for Sidekick
SIDEKICK.CNT	Contents file for Sidekick Help.
CCALC.DLL	Calculator
CTLBAR.DLL	Launch Bar and Toolbar
MICRDATE.DLL	Date and time controls
MICRFLOA.DLL	Printing controls
SKDLGDLL.DLL	Sidekick DLL
YINTL.DLL	International/Registry information
PACKGO.EXE	Back Up And Restore executable
FORM.DLL	Label-Envelope form designer
SKW1.FON	Font for calendar daily view
SKW2.FON	Font for calendar daily view
SSLIB.DLL	Registration file
README.DOC	Information about Sidekick 95
MAILFORM.CTL	Form for mail registration
REGPRINT.CTL	Form for fax registration
PIPEDLG.DAT	
PIPELINE.DLL	Registration file
REGISTER.EXE	Registration file
REGRMDR.EXE	
SLIDSHOW.FSS	Registration file
B_THANKS.GIF	Registration file
R_INTRO.GIF	Registration file
PIPELINE.INI	Registration file
REMIND.SCH	
ETWIN.DLL	Earth time dll used for install information
LICENSE.TXT	Software license text
EXPENSE.DLL	Expense report
QMHOOKS.DLL	Quick menu
REMINDER.DLL	Reminder view
SKW95CAL.DLL	Calendar DLL
SKWVAB.DLL	Virtual Address Book DLL

SPELL32.DLL	Spell check DLL
QUIKMENU.EXE	Quick menu executable
SKUNINST.EXE	Uninstall executable

C:\Sidekick95\Data

File	Description
SKLAYOUT.SKW	Screen layout
LAUNCH.SKW	User specified Launch Bar icons
YCCFONT.FON	Font for Yearly view
SKWLB2.SKW	Cardfile label printing templates
SKWPH2.SKW	Cardfile address book printing templates
SKWNV2.SKW	Cardfile envelop printing templates
CNFONT.DAT	Cardfile display font settings
CRDFIELD.DAT	Default cardfile fieldnames and data file
CRDSTYLE.DAT	Cardfile templates data file
HOLIDEF.DAT	Default holidays data file
ANCHOR.PCX	PCX file used for weekly and monthly calendar printing.
BEACH.PCX	PCX file used for weekly and monthly calendar printing.
CARD.PCX	PCX file used for weekly and monthly calendar printing.
CLOCK.PCX	PCX file used for weekly and monthly calendar printing.
MONEYFLY.PCX	PCX file used for weekly and monthly calendar printing.
PUMPKIN.PCX	PCX file used for weekly and monthly calendar printing.
SHAMROCK.PCX	PCX file used for weekly and monthly calendar printing.
SHIP.PCX	PCX file used for weekly and monthly calendar printing.
US-FLAG.PCX	PCX file used for weekly and monthly calendar printing.
VALENTIN.PCX	PCX file used for weekly and monthly calendar printing.
WHEEL.PCX	PCX file used for weekly and monthly calendar printing.
XMASBELL.PCX	PCX file used for weekly and monthly calendar printing.
MARGIN1.DAT	Margin information for printing.
CITYINFO.DAT	Data file containing information on cities for EarthTime
CRDINFO3.DAT	Folder tab information for opened cardfiles
SKEXPENSE.SETUP	
RFNOTE.SKW	
USENG.SPL	Dictionary for spell checker
BTBBMP.BAR	Toolbar file
BTBSTDCT.BAR	Toolbar file
BTBSTDEX.BAR	
BTBSTDNT.BAR	Toolbar file
BTBSTDRP.BAR	Toolbar file
BTBBAR.BAR	Toolbar file
BTB_CT.BAR	Toolbar file

BTBNOTE.BAR	Toolbar file
BTBRPT.BAR	Toolbar file
BTBEXP.BAR	Toolbar file
OPENLIST.LST	
SKWLB2.BAK	

C:\Sidekick95\Userdata

File	Description
Business.SKCard	Sample business cardfile
Personal.SKCard	Sample personal cardfile
Sidekick.SKContent	Information about Sidekick in a sample Write file
Sidekick.SKWrite	Write file for Sidekick information
Sidekick.SKNoteHeader	Header file for Sidekick information file
Template.SKContent	Sample mail merge template file
Template.SKNoteHeader	Sample mail merge template file
Template.SKWrite	Sample mail merge template file
XXXXCSCA.SKW	Calendar files (see Calendar Files, below)

C:\Sidekick95\Samples

File	Description
Wine List.SKCard	Sample wine list cardfile
Wine List.RPT	Sample report from wine list cardfile
800 Numbers.SKCard	A list of popular 800-numbers
Helpful Resources.SKCard	A list of helpful resources
Reports.tpt	Report template file

C:\Sidekick95\Template

File	Description
Advertising Proposal.rtf	Mail merge template file
Anniversary Congratulations.rtf	Mail merge template file
Appointment.rtf	Mail merge template file
Complaint.rtf	Mail merge template file
Cover Letter #1.rtf	Mail merge template file
Cover Letter #2.rtf	Mail merge template file
General Congratulations.rtf	Mail merge template file
Gift Thank You.rtf	Mail merge template file
Information Enclosed.rtf	Mail merge template file
Interview Thank You.rtf	Mail merge template file
Invitation.rtf	Mail merge template file
Letter Outline.rtf	Mail merge template file
Meeting Thank You.rtf	Mail merge template file
Moving Notice.rtf	Mail merge template file

Product Complaint.rtf	Mail merge template file
Sales Letter.rtf	Mail merge template file
Sympathy.rtf	Mail merge template file
Vacation Information.rtf	Mail merge template file
Wedding Thank You.rtf	Mail merge template file

Sidekick Installation Disk 1

File	Description
DATA.Q	Compressed package of files
DATA1.Q	Compressed package of files
DATA2.Q	Compressed package of files
DSKW95.INI	Installation information file
INSTALL.EXE	Installation program
INSTALL.Q	Installation file
INSTLDLL.Q	Installation file
LICENSE.TXT	License agreement
README.DOC	Information about Sidekick 95
REG.Q	Compressed package of files
RTF.Q	Compressed package of files
SAMPLES.Q	Compressed package of files
SF_INSTA.INI	Temporary file for installation
USERDATA.Q	Compressed package of files

Sidekick Installation Disk 2

File	Description
DISK2.INI	Temporary file for installation
SKW95.Q	Compressed package of files
UNINSTAL.Q	Compressed package of files

Filename Extensions

The following extensions are used by Sidekick.

Extension	Description
.SKTmpCard	Cardfile temporary data file
.TMP	Calendar temporary data file
.SKTmpContent	Write temporary data file
.TPT	Report template file
.LOG	Back Up And Restore file that lists files being copied
.RPT	Report file
.SKCard	Cardfile
.SKExpense	Expense file

Calendar files

Your calendar file is actually eight files in the XXXX????.SKW format, where XXXX stands for the

letters (from one to four) you enter as your initials when you install Sidekick. When saving, opening, backing up, or restoring calendar files, Sidekick lists XXXX as the name of the calendar. The ???? part of the file name stands for the type of calendar file, as listed here:

XXXXEVEN.SKW	Appointment list data file
XXXXCALL.SKW	Call list data file
XXXXTASK.SKW	ToDo list data file
XXXXMAST.SKW	Goals list data file
XXXXRECR.SKW	Recurring Appointment, Call, and ToDo data file
XXXXINIT.SKW	Calendar initialisation data file
XXXXDATA.SKW	Multi-day events and Special Days data file
XXXXCSCA.SKW	Categories, assigns, call status, and predefined activities data file

Write files

A Write file is composed of three files in the formats listed below. The asterisk represents the name you give the file when you save it from the Write view.

*.SKWrite	Write folder file
*.SKNoteHeader	Write header file
*.SKContent	Write data file

The Sidekick for Windows Team

Special thanks to all the hard-working people who have contributed to the creation of Sidekick 95:

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activity
An appointment, ToDo, call, or Goal.

appointment

A scheduled meeting or event. Appointments can occur once or they can be recurring.

Calendar files
A collection of Sidekick files representing the various parts of the Calendar. The files all begin with the user name and have an .SKW extension. Calendar files can be located anywhere, as long as they are all in the same directory (by default, Sidekick's USERDATA directory, unless you have specified otherwise).

Call icon

A drag and drop target that triggers the Phone Dialer dialog box, when a card or other item containing a phone number is dropped on it.

Cardfile

A database or organised collection of information, such as an address book. Each cardfile can have up to 20,000 cards.

cardfile template

A collection of field names to apply to a new cardfile. You can create your own cardfile templates, or use the ones supplied with Sidekick.

card

An individual record or entry in a cardfile, such as a person in an address book. Each cardfile can have up to 20,000 cards.

Clipboard

A temporary storage area for cut or copied text. The Clipboard holds the information until new text is cut or copied.

condition

An equation consisting of a field name, an operator, and a value used to find specific cards in a cardfile. For example, City Equal to San Jose is a condition for finding all cards in a cardfile with San Jose in the City field.

contact

A person or company listed as a card in a cardfile. Manage your contacts with the Tools|Contact Manager command.

Contact Log

A place for entering documents specific to a particular card in the Cardfile, or for recording a history of phone calls made or answered, appointments, and mail merges performed with the card. Each card has its own Contact Log.

Custom Toolbar

The customisable palette of buttons that appear to the right side of the screen (as the default position). You can customise the buttons on the Custom Toolbar in each view. To change the buttons on the Custom Toolbar for any Sidekick view, choose Tools|Custom Toolbar Setup. You can "dock" the Custom Toolbar to any side of the Sidekick deskpad, or make it a floating palette. You can also hide the Custom Toolbar.

Delete icon

A drag and drop target on the Sidekick Deskpad for deleting cards, documents, or calendar activities.

Deskpad

The visual metaphor used by Sidekick. Each of the components of Sidekick appears in a simulated deskpad where you organise your information.

Deskpad Buttons

A vertical column of buttons and icons to the right of the Sidekick Deskpad. Most of these buttons correspond to the various views in Sidekick. There are eight different buttons: Cardfile, Calendar, Write, Expense, Reminder, EarthTime, Call, and Delete.

Extract Cards

A command that lets you copy the results of a cardfile search to a new cardfile. You can extract cards either on text, on an index range, or on condition.

fields

Pieces of data that make up a card, such as a name, address, phone number, and so on. Each cardfile can have up to 100 fields defined.

field names

The description or label for a cardfile field to identify its use and distinguish it from other fields. Field names can be up to 39 characters long, either uppercase or lowercase.

Goals list

Though similar to the ToDo list, the Goals list can contain tasks that are longer term or have due dates in the distant future. The tasks don't need your immediate attention, but you don't want to forget them.

Unlike the ToDo list, which changes with each day, the Goals list shows all long-term tasks for an entire calendar year, independent of the date displayed in the calendar.

Index line

The "title" of a card. An index line (or simply "index") is composed of any three fields in a cardfile. The cardfile's cards are sorted according to their indexes.

Launch Bar

A Toolbar that contains buttons for launching other applications. You can drag the Launch Bar above, below, to the left, or to the right of the Sidekick Deskpad, or drag it to the centre as a floating palette. To set up the Launch Bar, choose Tools|Launch Bar Setup.

Look For

A search box at the top of the Cards list and document list that lets you quickly find any card or document by typing a few characters of text from the desired card's index or desired document's subject. The first card matching the text is selected. Press Enter to get a list of the first 20 cards or documents that contain that text string anywhere in their indexes or subjects.

pages

In Sidekick, paper refers to a physical printing sheet, most commonly 8 1/2 x 11 inches, in the U.S.. Each piece of paper can be one section or divided into two, three, or four sections, called pages, each with it's own index tab and page number.

Reminder

A view that lists all the information you need to be reminded of: your calls, ToDos, and appointments for today, this week, or another selected time period.

report style

A report file containing the font settings, title, and subtitles saved from an existing report. The saved formatting, or style, can then be applied to another report to change its formatting.

Ruler

An optional tool to show the dimensions of the current document. You also use the Ruler to change margins and set tabs.

Shortcut menu

A menu that appears when you right-click certain objects in Sidekick. For example, if you right-click an appointment on the Calendar, a Shortcut menu appears letting you perform tasks such as Undo, Cut, Copy, and Paste.

ToDo

Any task in need of attention that is not scheduled for a particular time of day. ToDos can occur once or they can be recurring.

Toolbar

A collection of preset buttons for each view. The Toolbar contains buttons to let you perform standard actions for that view. You can choose to hide the Toolbar. The buttons on the Toolbar are not configurable, as they are on the Custom Toolbar.

Viewport

A window in the lower right corner of the Cardfile, Calendar, and Write views that lets you work with a part of another view without having to leave the one you're in. You can use the Viewport to drag information from one part of Sidekick to another, or simply to display information.

Shortcut Keys

Calendar Shortcut Keys
EarthTime Shortcut Keys
Cardfile Shortcut Keys
Write Shortcut Keys
Expense Shortcut Keys
Reminder Shortcut Keys
Reports Shortcut Keys
Calculator Function Keys

Calendar Shortcut Keys

Command	Keys	Description
File menu		
New Calendar	**Ctrl+N**	Creates a new, untitled calendar.
Open Calendar	**Ctrl+O**	Opens a calendar.
Save Calendar	**Ctrl+S**	Saves the calendar.
Save Calendar As	**F12**	Saves the calendar under a new name.
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Print Sidekick Format	**Ctrl+P**	Prints the daily calendar in various Sidekick formats.
Exit	**Alt+F4**	Exits Sidekick.
Edit menu		
Undo	**Ctrl+Z**	Reverses the last edit operation.
Cut	**Ctrl+X**	Removes selected text and puts it on the Clipboard.
Copy	**Ctrl+C**	Copies selected text onto the Clipboard.
Paste	**Ctrl+V**	Inserts the Clipboard contents at the insertion point.
Go To Today	**Ctrl+G**	Goes to today's date in the Daily View.
Find	**Ctrl+F**	Searches the calendar for specified text.
Add Cards	**Ctrl+A**	Adds new cards to the cardfile.
View menu		
Cardfile	**F5**	Switches to the Cardfile.
Write	**F7**	Switches to the Write view.
Expense	**F8**	Switches to the Expense view.
Phone menu		
Call	**F9**	Opens the Phone Dialer.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.
Screen actions		
Tab		Moves the keyboard focus of the screen from one part of the Calendar to another in this order: ToDo list, Calls list, Appointments list, Month selection, Year selection, and Date selection (mini calendar).
Arrow Up/Down		Moves the insertion point up/down one line.
Ctrl+PgUp/PgDn		Moves the insertion point to the top/bottom line in the selected list.
Page Up/Down		Moves the insertion point up/down one screen.
Ctrl+Home/End		Moves the insertion point to the top/bottom line in the list.
Shift+Arrow Up/Down		Highlights lines one at a time.
Shift+PgUp/PgDn		Highlights lines one screen at a time.

Ctrl+Alt+Enter	Add daily appointments, calls, and tasks.
Ctrl+Alt+C	Check off current activity as completed.
Ctrl+Alt+A	Set or take off the current line's alarm icon.
Ctrl+Alt+U	Set or take off the unconfirmed icon for the current appointment, the urgent icon for the current call, or the due date setting for the current goal.
Ctrl+Alt+T	Set or take off the default call status for the current call.
Ctrl+Alt+O	Set or take off the default priority setting for the current goal.
Ctrl+Alt+E	Set or take off the default category for the current goal.
Ctrl+Alt+I	Set or take off the default assignment of the current goal.
Alt+W	Opens/closes the Viewport.
Ctrl+T	Inserts the current time into the Contact Log, if selected.
Ctrl+D	Inserts the current date into the Contact Log, if selected.

EarthTime Shortcut Keys

Command	Keys	Description
File menu		
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Exit	**Alt+F4**	Exits Sidekick.
View menu		
Cardfile	**F5**	Switches to the Cardfile.
Calendar	**F6**	Switches to the Calendar.
Write	**F7**	Switches to the Write view.
Expense	**F8**	Switches to the Expense view.
Phone menu		
Call	**F9**	Opens the Phone Dialer.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.

Cardfile Shortcut Keys

Command	Keys	Description
File menu		
New Cardfile	**Ctrl+N**	Creates a new, untitled cardfile.
Open Cardfile	**Ctrl+O**	Opens a cardfile.
Close Current Cardfile	**Ctrl+W**	Closes the active cardfile.
Save Cardfile	**Ctrl+S**	Saves the active cardfile.
Save Cardfile As	**F12**	Saves the active cardfile under a new name.
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Print Cards	**Ctrl+P**	Prints cards and/or Contact Log information.
Exit	**Alt+F4**	Exits Sidekick.
Edit menu		
Undo	**Ctrl+Z**	Reverses the last edit operation.
Cut	**Ctrl+X**	Removes selected text and puts it on the Clipboard.
Copy	**Ctrl+C**	Copies selected text onto the Clipboard.
Paste	**Ctrl+V**	Inserts the Clipboard contents at the insertion point.
Go To Cardfile	**Ctrl+G**	Goes to specified cardfile.
Find Text	**Ctrl+F**	Opens the Find Text dialog box. Searches for the text you specify.
Find Next	**F3**	Finds the next occurrence of the last text specified.
View menu		
Calendar	**F6**	Switches to the Calendar.
Write	**F7**	Switches to the Write view.
Expense	**F8**	Switches to the Expense view.
Edit/Indexed View	**Ctrl+E**	Switches the Cardfile between Edit View and Indexed view.
Cards menu		
Add Cards	**Ctrl+A**	Adds new cards.
Mark Current Card	**Ctrl+K**	Marks or unmarks the active card.
Sort Cardfile	**Ctrl+R**	Sorts the cardfile by any three fields by changing the index line of each card.
Reorder Cardfile Tabs	**F11**	Reorders the cardfile tabs at the bottom of the screen.
Phone menu		
Call	**F9**	Opens the Phone Dialer.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.

Screen actions

Alt+L	Moves the insertion point to the Look For text box.
Ctrl+Home	Moves the insertion point to the first field on the selected card.
Ctrl+End	Moves the insertion point to the last field on the selected card.
Ctrl+Shift+Home	Jumps to first card in the cards list.
Ctrl+Shift+End	Jumps to last card in the cards list.
Ctrl+Shift+PgUp	Moves up one card in the cards list.
Ctrl+Shift+PgDn	Moves down one card in the cards list.
Ctrl+PgUp	Selects the previous cardfile along the cardfile tabs as the active cardfile.
Ctrl+PgDn	Selects the next cardfile along the cardfile tabs as the active cardfile.
Alt+W	Opens/closes the Viewport.
Ctrl+T	Inserts the current time into the Contact Log, if selected.
Ctrl+D	Inserts the current date into the Contact Log, if selected.

Write Shortcut Keys

Command	Keys	Description
File menu		
New Write File	**Ctrl+N**	Creates a new, untitled Write file.
Open Write File	**Ctrl+O**	Opens a Write file.
Save Write File	**Ctrl+S**	Saves all documents.
Save Write File As	**F12**	Saves the Write file under a new name.
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Print	**Ctrl+P**	Prints documents.
Exit	**Alt+F4**	Exits Sidekick.
Edit menu		
Undo	**Ctrl+Z**	Reverses the last edit operation.
Cut	**Ctrl+X**	Removes selected text and puts it on the Clipboard.
Copy	**Ctrl+C**	Copies selected text onto the Clipboard.
Paste	**Ctrl+V**	Inserts the Clipboard contents at the insertion point.
Go To Folder	**Ctrl+G**	Goes to the specified folder.
Find	**Ctrl+F**	Opens the Find dialog box. Searches for the text you specify.
Find Next	**F3**	Finds the next occurrence of the last text specified.
View menu		
Cardfile	**F5**	Switches to the Cardfile.
Calendar	**F6**	Switches to the Calendar.
Expense	**F8**	Switches to the Expense view.
Edit/Indexed View	**Ctrl+E**	Switches Write between Edit View and Indexed view.
Write menu		
Add Document	**Ctrl+A**	Adds a new document.
Sort Documents	**Ctrl+R**	Sorts the documents.
Mark Current Document	**Ctrl+K**	Marks or unmarks the current document.
Reorder Folder Tabs	**F11**	Reorders the folder tabs at the bottom of the screen.
Phone menu		
Call	**F9**	Opens the Phone Dialer.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.
Screen actions		
Ctrl+B		Set selected text as bold.
Ctrl+I		Set selected text as italic.

Ctrl+U	Set selected text as underline.
Alt+L	Moves the insertion point to the Look For text box.
Alt+W	Opens/closes the Viewport.
Ctrl+Home	Moves to the top of the document.
Ctrl+End	Moves to the bottom of the document.
Arrow Up/Down	Moves the insertion point one line up/down.
Home	Moves the insertion point to the start of the line.
End	Moves the insertion point to the end of the line.
PgUp	Moves the insertion point up one window.
PgDn	Moves the insertion point down one window.
Ctrl+Left/Right Arrow	Moves to the previous/next word.
Ctrl+Up/Down Arrow	Moves to the previous/next paragraph.
Ctrl+Shift+Home	Selects from insertion point to the top of the document.
Ctrl+Shift+End	Selects from insertion point to the bottom of the document.
Shift+movement keys	Performs the same action as the movement keys, but selects from the insertion point.

Expense Shortcut Keys

Command	Keys	Description
File menu		
New Expense File	**Ctrl+N**	Creates a new, untitled expense file.
Open Expense File	**Ctrl+O**	Opens an expense file.
Save Expense File	**Ctrl+S**	Saves the expense file.
Save Expense File As	**F12**	Saves the expense file under a new name.
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Print	**Ctrl+P**	Prints the expense file.
Exit	**Alt+F4**	Exits Sidekick.
View menu		
Cardfile	**F5**	Switches to the Cardfile.
Calendar	**F6**	Switches to the Calendar.
Write	**F7**	Switches to the Write view.
Phone menu		
Call	**F9**	Opens the Phone Dialer.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.

Reminder Shortcut Keys

Command	Keys	Description
File menu		
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Print	**Ctrl+P**	Prints the reminder view.
Exit	**Alt+F4**	Exits Sidekick.
Edit menu		
Copy	**Ctrl+C**	Copies the highlighted text to the Clipboard.
View menu		
Cardfile	**F5**	Switches to the Cardfile.
Calendar	**F6**	Switches to the Calendar.
Write	**F7**	Switches to the Write view.
Expense	**F8**	Switches to the Expense view.
Phone menu		
Call	**F9**	Opens the Phone Dialer.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.

Report Shortcut Keys

Command	Keys	Description
File menu		
New Report	**Ctrl+N**	Creates a new, untitled report.
Open Report	**Ctrl+O**	Opens a report.
Save Report	**Ctrl+S**	Saves the report.
Save Report As	**F12**	Saves the report under a new name.
Save All	**Ctrl+L**	Saves all open Sidekick files in all views.
Print Report	**Ctrl+P**	Prints the report.
Exit	**Alt+F4**	Exits Sidekick.
Edit menu		
Copy	**Ctrl+C**	Copies the highlighted area to the Clipboard.
View menu		
Cardfile	**F5**	Switches to the Cardfile.
Calendar	**F6**	Switches to the Calendar.
Write	**F7**	Switches to the Write view.
Expense	**F8**	Switches to the Expense view.
Layout menu		
Font	**Ctrl+Shift+F**	Sets the fonts used in the report.
Change Column Width	**Ctrl+U**	Changes the width of specified columns.
Help menu		
Contents	**F1**	Displays help on the selected command or dialog box, or displays the help contents.
Screen actions		
Ctrl+Home		Moves to the first cell.
Ctrl+End		Moves to the last cell.
Arrow Keys		Moves from cell to cell.
Ctrl+Down/Up Arrow		Moves to the last/first cell in the current column.
Ctrl+Right/Left Arrow		Moves to the last/first cell in the current row.
Shift+Arrow Keys		Highlights multiple cells.
Ctrl+Shift+Arrow Keys		Highlights the current row or column.
Ctrl+Shift+Home/End		Highlights the entire report.

Calculator Function Keys

Button	Keys	Function
M+	**P**	Adds the displayed value to any value already in memory.
MS	**M**	Stores the displayed value in memory.
MR	**R**	Recalls the value stored in memory.
MC	**C**	Clears any value stored in memory.
+/-	**Crtl+F9**	Changes the sign of the displayed number.
.	**.**	Inserts a decimal point in the displayed number.
sqrt	**@**	Calculates the square root of the displayed value.
+	**+**	Adds.
-	**-**	Subtracts.
*	*****	Multiplies.
/	**/**	Divides.
=	**Enter**	Performs any operation on the previous two numbers. Choose again to repeat the last operation.
1/x	**Ctrl+R**	Calculates the reciprocal of the displayed number.
F1	**Ctrl+F1**	Applies the operation set up for F1 to the displayed number.
	Shift+F1	Resets the operation set up for F1.
F2	**Ctrl+F2**	Applies the operation set up for F2 to the displayed number.
	Shift+F2	Resets the operation set up for F2.
F3	**Ctrl+F3**	Applies the operation set up for F3 to the displayed number.
	Shift+F3	Resets the operation set up for F3.
←	**Backspace**	Deletes the right-most digit of the displayed number.
C	**Esc**	Clears the current calculation.
CE	**Del**	Clears the displayed number.

Calendar Menu

Appointment	Sets daily or recurring appointments.
ToDo	Sets daily or recurring ToDos.
Call	Sets daily or recurring calls.
Special Day	Schedules special days, such as anniversaries, holidays, and birthdays.
Multi-Day Event	Schedules events (such as conferences) that extend over several days.
Goals List	Adds a new item to the Goals list.
Delete Activities	Deletes activities from your calendar.
Sort	Sorts ToDo list or Goals list items.
Daily Setup	Sets preferences for the Daily Calendar.
Personal List Setup	Defines your own lists of activities, call status, activity categories, and assignments used to enter calendar items.
Info	Shows almanac information about the selected day.
Add Daily Activity	Adds new daily activities from the Weekly, Monthly, or Yearly Calendar.
Weekly Setup	Sets preferences for the Weekly Calendar.
Monthly Setup	Sets preferences for the Monthly Calendar.
Yearly Setup	Sets preferences for the Yearly Calendar.

Calendar | Appointment

The Calendar|Appointment command lets you set daily or recurring appointments.

Daily

Recurring

Calendar | Appointment | Daily

The Calendar|Appointment|Daily command creates a new appointment.

Dialog Box Options

Predefined Activities
Displays a list of predefined activities you can choose from. If you choose an item from the Predefined Activities list, you can edit the item in the Text field. To set up a list of predefined activities, click the Setup button to open the Calendar Setup dialog box.

Text
Sets the description line (up to 180 characters) of the appointment. For quick entry, select an activity from the Predefined Activities list.

Regarding
Type extra notes about the appointment. The Regarding text can be up to 640 characters. From the Daily View, a paperclip appears next to activities with Regarding notes attached.

When
Choose the day of the event. Use the small up- and down-arrow buttons to cycle through days, or use the larger down-arrow button to display a calendar to choose a day from.

Start and End Times
Sets how long the event lasts. Use the arrow buttons to cycle through times, or enter new times through typing.

Alarm
When checked, sets an alarm to indicate an impending appointment. A appears next to appointments with alarms.

Play
Plays the currently selected Wave (.WAV) file.

Lead Time
Sets the time in hour:minute format prior to an appointment that an alarm sounds. This option is available only when Alarm is checked.

Wave File
Sets the .WAV file used to sound an alarm for a scheduled appointment. This option is available only when Alarm is checked. **Note**: you can use any .WAV file stored in the c:\Windows\Media directory.

Unconfirmed
When checked, indicates that an appointment is not yet confirmed. Unconfirmed appointments are marked .

Completed

When checked, indicates that the appointment is completed. A appears next to completed appointments in the Daily View.

Enter in Contact Log
When checked, indicates that a record of this appointment should be entered into the Contact Log of

the current card.

Default

Saves the settings for the Duration, Alarm, Unconfirmed, Completed, and Stamp To the Selected Card as defaults settings for new appointments.

Setup

Opens the Personal List Setup dialog box, where you customise predefined activities.

Recurring

Opens the Recurring Appointment dialog box, where you can set the appointment to recur. Recurring appointments appear with a ↻ in the Daily View.

Calendar | Appointment | Recurring

The Calendar|Appointment|Recurring command creates a recurring appointment. Recurring appointments appear with a ○ in the Daily View.

Shortcuts:

Toolbar:

Dialog Box Options

Recurring Appointments List
Lists already defined recurring events. Select an item from the list to change it.

Text
Sets the name (up to 180 characters) of the recurring appointment. For quick entry, select an appointment from the Recurring Appointments List.

Regarding
Type a description or note about the recurring appointment. The Regarding text can be up to 640 characters.

Start Time
Sets the time of day of the recurring appointment.

End Time
Sets the ending time for the recurring appointment.

Alarm
When checked, sets an alarm to indicate each impending appointment. A ✎ appears next to appointments with alarms.

Lead Time
Sets the number of minutes prior to an appointment that an alarm sounds. This option is available only when Alarm is checked.

Play
Plays the currently selected Wave (.WAV) file.

Wave File
Sets the Wave file used to sound an alarm for a scheduled appointment. This option is available only when Alarm is checked.

From/To
Sets the date range in which the recurring appointment could possibly occur.

Recurring
Specifies how often the appointment should occur (specific weeks of the month, days of the month, weekly, or daily). The box below the Recurring buttons changes depending on which Recurring button you choose.

Add
Adds a new recurring appointment to the Recurring Appointments List.

Delete

Deletes the selected recurring appointment from the Recurring Appointments List. You can choose to delete all occurrences, past occurrences, or future occurrences.

Change

Replaces the selected recurring appointment with the new settings.

Calendar | ToDo

The Calendar|ToDo command lets you set daily or recurring ToDos.

Daily

Recurring

Calendar | ToDo | Daily

The Calendar|ToDo|Daily command creates a new ToDo.

When you choose this command, a dialog box opens letting you define the ToDo. For help on the options in this dialog box, see <u>ToDo/Goals List Dialog Box.</u>

Calendar | ToDo | Recurring

The Calendar|ToDo|Recurring command creates a recurring ToDo. Recurring ToDos appear with a ○ in the Daily view.

Shortcuts:

Toolbar:

Dialog Box Options

Recurring ToDo List
Lists already defined recurring ToDos. Select an item from the list to change it.

Text
Sets the description text (up to 180 characters) of the recurring ToDo. For quick entry, select a ToDo from the Recurring ToDo list.

Regarding
Type any notes about the recurring ToDo. The Regarding text can be up to 640 characters.

Category
Specifies the category for the ToDo. You can later sort ToDos by category. Select a category from the drop-down list.

Assign
Specifies the person assigned to the ToDo (or a person who assigned it to you). Select a name from the Assign drop-down list. Names can be defined through the Personal List Setup dialog box.

Priority
Sets the priority for the ToDo or goal to Low, Medium, High, or Advanced. If Advanced is chosen, you can click the Advanced button to specify additional levels of priority.

Advanced
Specifies more detailed levels of priority than Low, Medium, or High. Advanced priorities sort on two levels, first on A-B-C and then on 1-2-3-4-5 6.

No Priority
Sets no priority for the ToDo.

From/To
Sets the date range in which the recurring ToDo could possibly occur.

Recurring
Specifies how often the ToDo should occur (specific weeks of the month, days of the month, weekly, or daily). The box below the Recurring buttons changes depending on which Recurring button you choose.

Add
Adds a new recurring ToDo to the Recurring ToDo list.

Delete
Deletes the selected recurring ToDo from the Recurring ToDo list. You can choose to delete all occurrences, past occurrences, or future occurrences.

Change
Replaces the selected recurring ToDo with the new settings.

Calendar | Call

The Calendar|Call command lets you set daily or recurring calls.

Daily

Recurring

Calendar | Call | Daily

The Calendar|Call|Daily command creates a new call.

Dialog Box Options

Predefined Activities
Displays a list of predefined activities you can choose from. If you choose an item from the Predefined Activities list, you can edit the item in the Text field. If no Predefined Activities are listed, click the Setup button to open the Calendar Setup dialog box.

Text
Sets the description text (up to 180 characters) of the call. For quick entry, select a call from the Predefined Activities list.

Regarding
Type any notes about the call. The Regarding text can be up to 640 characters.

Call Status
Sets the status of the call. The call status code (the initial letter of each word in the call status) appears on the Calls list in the Daily view to remind you of the type of call or follow-up needed. Examples of call status are Call, Left Message, and Voice Mail Message. Change the types of Status by clicking the Setup button.

Completed

When checked, indicates that the call is completed. A appears next to completed calls in the Daily View.

Urgent
When checked, indicates that a call is urgent. An exclamation point appears next to urgent calls in the Daily View.

Default
Saves the call status, completed, and urgent settings as defaults for new calls.

Setup
Opens the Personal List Setup dialog box, where you customise predefined activities and call status codes.

Recurring
Opens the Recurring Call dialog box, where you can set the call to recur. Recurring calls appear with a in the Daily View.

Calendar | Call | Recurring

The Calendar|Call|Recurring command creates a recurring call. Recurring calls appear with a ○ in the Daily View.

Shortcuts:

Toolbar:

Dialog Box Options

Recurring Calls List
Lists already defined recurring calls. Select an item from the list to change it.

Text
Sets the description text (up to 180 characters) of the recurring call. For quick entry, select a call from the Recurring Calls List.

Regarding
Type any notes about the recurring call. The Regarding text can be up to 640 characters.

Urgent
When checked, indicates that a call is urgent. An exclamation point ❗ appears next to urgent calls in the Daily view.

From/To
Sets the date range in which the recurring call could possibly occur.

Recurring
Specifies how often the call should occur (specific weeks of the month, days of the month, weekly, or daily). The box below the Recurring buttons changes depending on which Recurring button you choose.

Add
Adds the new recurring call to the Recurring Calls List.

Delete
Deletes the selected recurring call from the Recurring Calls List. You can choose to delete all occurrences, past occurrences, or future occurrences.

Change
Replaces the selected recurring call with the new settings.

Calendar | Goals List

The Calendar|Goals List command adds a new item to the Goals list. The Goals list contains goals that have due dates in the distant future. Goals list items are things that do not require immediate attention, but you want to be aware of them. You can create up to 480 goals for one calendar year. Once the end of the year is reached, the goals remain in that year. They will not be forwarded into the next year.

If you want, you can set a due date for a goal. When that day is reached, Sidekick automatically transfers the goal to the ToDo list.

When you choose the Goals List command, a dialog box opens, letting you define the goal. For help on the options in this dialog box, see ToDo/Goal Dialog Box.

Calendar | Multi-Day Event

The Calendar|Multi-Day Event command schedules events (such as conferences) that extend over several days. You can also schedule important one-day events as multi-day events, to call attention to them. In the Daily Calendar View, multi-days appear at the top of the Appointments list. If you have several multi-day events scheduled for the same day, you can right-click the visible multi-day event to see a list of them all.

Shortcuts:

Toolbar:

Dialog Box Options

Multi-Day Events List
Lists the multi-day events you have already added.

Description
Type in the text that should be used to name and describe the multi-day event.

From/To
Sets the starting and ending date for the multi-day event.

Full Day
Sets the multi-day event to occur during the entire work day.

AM
Sets the multi-day event to occur in the morning of each day.

PM
Sets the multi-day event to occur after noon of each day.

Colour
Sets the colour used to display the multi-day event in the Weekly, Monthly, and Yearly Calendar.

Add
Adds a newly defined multi-day event to the Multi-Day Events List.

Change
Replaces a selected multi-day event with the new settings.

Delete
Deletes a selected multi-day event from the Multi-Day Events List.

Calendar | Special Day

The Calendar|Special Day command schedules special days, such as holidays, birthdays, and anniversaries. You can also use the Special Day command to remind yourself about office events or family events. In the Daily Calendar View, special days appear in the top left corner. If you have several special days scheduled for the same day, you can right-click the visible special day to see a list of them all.

Shortcuts:

Toolbar:

Dialog Box Options

Special Days List
Click the down arrow to display a list of special days that have been defined. By default, the Special Days List contains traditional holidays.

Description
Type a description of a special day.

Alarm
When checked, sets an alarm to indicate a special day.   A appears next to special days with alarms.

Play
Plays the currently selected Wave (.WAV) file.

Lead Time
Sets the number of days prior to a special day that an alarm sounds. This option is available only when Alarm is checked.

Wave File
Sets the Wave file used to sound an alarm for a special day. This option is available only when Alarm is checked.

Day Of Month
Sets the special day to occur on a specific day of the month.

Day Of Week
Sets the special day to occur on a specific day of the week.

Month
Sets the month of the year on which the special day falls (1=JAN, 12=DEC).

Day
Sets the day of the month on which the special day falls. This option is unavailable if the Day Of Week option is chosen.

Week
Sets the week of the month on which the special day falls; select either 1st, 2nd, 3rd, 4th, or Last. This group of choices is unavailable if the Day Of Month option is chosen.

Week Day

Sets the day of the week on which the special day falls. This group of choices is unavailable if the Day of Month option is chosen.

Add
Adds a newly defined special day to the list of descriptions.

Change
Replaces the selected special day with the new settings.

Delete
Deletes a special day from the Special Days List.

Calendar | Sort

The Calendar|Sort command lets you sort ToDo list or Goals list items.

Sorting ToDos

Sorting the Goals List

Calendar | Sort | Sort ToDos

The Calendar|Sort|Sort ToDos command sorts items on the ToDo list. For a description of the sorting options, see Sort ToDo/Goals list Dialog Box.

Shortcuts:

Toolbar:

Calendar | Sort | Sort Goals List

The Calendar|Sort|Sort Goals List sorts the items on the Goals list. For a description of the sorting options, see Sort ToDo/Goals List Dialog Box.

Shortcuts:

Toolbar:

Calendar | Delete Activities

The Calendar|Delete Activities command deletes Calendar activities within a specified range of days. You can delete appointments, calls, ToDo, or Goals list items.

Dialog Box Options

From/To
Sets the date range from which to delete the specified activities in the calendar.

Delete
Select the type of activities to delete from the specified range of days.

Calendar | Add Daily Activity

The Calendar|Add Daily Activity command adds daily activities (Appointments, Calls, or ToDos) from the Weekly, Monthly, or Yearly Calendar.

Dialog Box Options

Schedule
Sets the type of activity to schedule: appointment, call, or ToDo.

Date
Sets the date for the activity.

After clicking OK, Sidekick displays the appropriate Daily dialog box for the type of activity you have chosen.

Calendar | Daily Setup

The Calendar|Daily Setup command sets preferences for the Daily Calendar.

Shortcuts:

Toolbar:

Dialog Box Options

From/To
Sets the beginning and ending time for the Appointments schedule.

Increment
Sets the time intervals to show on the Appointments schedule; select 15, 30, or 60 minutes.

Forward Incomplete Items
Check or uncheck any of the following items to reschedule overdue items to the next day if they remain uncompleted: calls, ToDos, and (overdue) goals.

Auto Forward From *X* Days Back
Sets the number of days back Sidekick checks when searching for incomplete items to forward to today.

Alarm Snoozes For
Sets the "snooze" duration for alarms. If you click the Snooze button on an alarm message, Sidekick will wait this duration until displaying another alarm message.

Display Appointment Starting And Ending Time
Chooses whether the appointments in the Appointments list display their starting and ending times.

Top Left, Top Right, and Bottom Left
Sets the pane to display in the top left portion of the Calendar; select either Appointments, Calls, or ToDo.

Bottom Right
Displays the Viewport.

Calendar | Weekly Setup

The Calendar|Weekly Setup command sets preferences for the Weekly View of the Calendar. For a description of the setup options, see Weekly/Monthly Calendar Setup Dialog Box.

Shortcuts:

Toolbar:

Calendar | Monthly Setup

The Calendar|Monthly Setup command sets preferences for the Monthly View of the Calendar. For a description of the setup options, see Weekly/Monthly Calendar Setup Dialog Box.

Shortcuts:

Toolbar:

Calendar | Yearly Setup

The Calendar|Yearly Setup command sets preferences for the Yearly View of the Calendar.

Dialog Box Options

Yearly Planner
Shows the entire year in a planner format with each column representing a different day of the week and each row representing each month.

Horizontal Yearly View
Shows the yearly calendar in a 4x3 grid format. The months are shown in order horizontally from left to right for each row.

Vertical Yearly View
Shows the yearly calendar in a 4x3 grid format. The months are shown in order vertically from top to bottom for each row.

Calendar | Personal List Setup

The Calendar|Personal List Setup command lets you define your own lists of predefined activities, call status, activity categories, and assignments. For a description of the setup options, see Personal List Setup Dialog Box.

Calendar | Info

The Calendar|Info command displays the Information dialog box. This dialog box contains almanac information for the selected date: Sunrise, Sunset, Moon Phase, Next Moon Phase, and Zodiac Sign.

Shortcuts:

Toolbar:

Cards Menu

Add Cards	Adds a new card.
Delete Cards	Deletes cards.
Duplicate Cards	Makes multiple copies of the selected card.
Move Cards	Moves cards between open cardfiles.
Mark/Unmark Current Card	Marks or unmarks the current card.
Unmark All Cards	Unmarks all cards.
Define Cardfile Fields	Defines the fields in the open cardfile.
Sort Cardfile	Sorts the cards in a cardfile by three or fewer fields.
Reorder Cardfile Fields	Changes the order in which fields are displayed in the cardfile.
Reorder Cardfile Tabs	Changes the order of cardfile tabs.

Cards | Add Cards

The Cards|Add Cards command adds a card. For a description of the dialog box options, see the Add Cards Dialog Box.

Shortcuts:

Toolbar:

Keyboard: Ctrl+A

Cards | Duplicate Cards

The Cards|Duplicate Cards command makes multiple copies of the current card.

Shortcuts:

Toolbar:

Number of Duplicates
Type or select the number of duplicate cards you wish to make.

Cards | Delete Cards

The Cards|Delete Cards command deletes cards from the cardfile.

Shortcuts:

Toolbar:

Dialog Box Options

Current Card
Deletes the current card.

Marked Cards
Deletes marked cards. If no cards are marked, this option is unavailable.

Selected Cards
Deletes the selected card or cards. If no cards are selected, this option is unavailable.

Cards With Blank Index
Deletes any cards that have no data in any of the three index fields. If no cards have blank indexes, this option is unavailable.

Index Range
Deletes a range of cards.

From
Type the index line information for the first card from the range of cards you want to delete. If Index Range is not selected, this option is unavailable.

To
Type the index line information for the last card from the range of cards you wish to delete. If Index Range is not selected, this option is unavailable.

Confirm Each Delete
When checked, Sidekick prompts you before deleting each card.

Cards | Mark/Unmark Current Card

The Cards|Mark/Unmark Current Card command marks or unmarks the selected card.

Shortcuts:

Toolbar:

Keyboard: Ctrl+K

Mouse: Right-click cards in the Cards list to mark or unmark them.

Cards | Unmark All Cards

The Cards|Unmark All Cards command unmarks all cards in the active cardfile.

Cards | Define Cardfile Fields

The Cards|Define Cardfile Fields command defines the card fields and determines how the cards are sorted.

Dialog Box Options

Field Name
Sets the name of a new field you want to add or an existing field name you wish to change. Click the down arrow for a list of some commonly used field names.

Add
Inserts a field name after the highlighted position in the field names list. If the field name you typed already exists, Add is unavailable.

Add Before
Inserts a field name before the highlighted position in the field names list. If the field name you typed already exists, Add Before is unavailable.

Change
Changes a field name in the Field Names list. This command is unavailable if the field name already exists or a field name has not been selected.

Delete
Select to delete a field from the cardfile. This command is unavailable if no field name is selected.

Sort By
Opens the Sort Cardfile dialog box where you change the index line used for sorting the cards in the cardfile.

OK
Updates the cardfile with the changes made to the field names. If no changes have been made to the cardfile fields, this button is unavailable.

Cards | Sort Cardfile

The Cards|Sort Cardfile command creates an index (or title) line for the cards based on any three of the cardfile's fields. A cardfile sorts according to its cards' index lines.

Note: If you do not select any fields to sort a cardfile, Sidekick uses the first three fields as they appear on the cards.

Shortcuts:

Toolbar:

Keyboard: Ctrl+R

Dialog Box Options

Field Name

Select a field name, then click the >> button to add it to the Sort By list.

Sort By

Displays the fields you want to use to sort the cardfile. You can select up to three fields from the Field Name list. Click >> to add a field to the Sort By list; click << to remove a field from the Sort By list.

Up

Moves the selected field in the Sort By list up by one.

Down

Moves the selected field in the Sort By list down by one.

Sorting Order

Chooses the sorting order, either alphabetical or reverse alphabetical.

Cards | Reorder Cardfile Fields

Use this command to reorder the fields in the active cardfile.

Shortcuts:

Toolbar:

Dialog Box Options

Current Order
Displays the current order of field names in the active cardfile. Select a field name, then click the >> button to move it to the New Order list.

New Order
Displays the new order for the field names. Click >> to move a field to the New Order list; click << to remove a field from the New Order list.

Reset
Resets the field order to the original settings. This command is unavailable if the field order has not been changed.

Up
Moves the selected field up in the New Order list.

Down
Moves the selected field down in the New Order list.

Cards | Move Cards

The Cards|Move Cards command moves cards to another open cardfile. This menu item is unavailable if only one cardfile is open.

Shortcuts:

Toolbar:

 Mouse: Click and drag the card from the Cards list to another cardfile tab. See Using Drag and Drop.

Dialog Box Options

Current Card
Moves the current card.

Marked Cards
Moves marked cards. If no cards are marked, this option is unavailable.

Selected Cards
Moves the selected card or cards. If no cards are marked, this option is unavailable.

All Cards
Moves all cards.

To Cardfile
Chooses the cardfile to move cards to.

Copy
Copies the cards to the destination cardfile instead of moving them.

OK
Click OK to move cards. The Match Cardfile Fields dialog box is displayed.

Cards | Reorder Cardfile Tabs

The Cards|Reorder Cardfile Tabs command changes the order of the cardfile tabs. The default order of cardfile tabs is the order in which they were opened.

Shortcuts:
Keyboard: F11

Dialog Box Options

Current Cardfile Order
Lists the cardfiles displayed on the tabs in their current order.

Up
Changes the order of cardfiles in the Current Cardfile Order list. Choose a cardfile and click Up to move the cardfile tab to the left.

Down
Changes the order of cardfiles in the Current Cardfile Order list. Choose a cardfile and click Down to move the cardfile tab to the right.

Edit Menu

The commands on the Edit menu vary depending on what Sidekick view you are using. Click one of the following views for the list of Edit commands for that view.

Cardfile

Calendar

Write

Expense

Reminder

Report

Edit Menu (Cardfile)

Undo	Reverses the last action.
Cut	Removes selected text and places it on the Clipboard.
Copy	Copies selected text onto the Clipboard.
Paste	Places a copy of the Clipboard contents at the insertion point.
Go To Cardfile	Chooses a cardfile to switch to.
Find	Finds the specified text or condition in the open cardfile.
Find Next	Finds the next card that meets the search criteria.
Find Previous	Finds the previous card that meets the search criteria.

Edit | Undo

The Edit|Undo command reverses the last action performed, returning Sidekick back to the state it was in before the action was taken. These are some of the actions possible to undo:

- Undo Cut
- Undo Paste
- Undo Typing
- Undo Delete
- Undo Backspace
- Undo Drag And Drop Cards
- Undo Move

Shortcuts:

Toolbar:

Keyboard: Ctrl+Z

Edit | Cut

The Edit|Cut command removes selected text and puts it on the <u>Clipboard</u>. This command is unavailable if you have not selected any text.

Shortcuts:

Toolbar:

Keyboard: Ctrl+X

Edit | Copy

The Edit|Copy command copies selected text onto the Clipboard. This command is unavailable if you have not selected any text.

Shortcuts:

Toolbar:

Keyboard: Ctrl+C

Edit | Paste

The Edit|Paste command inserts a copy of the Clipboard contents at the insertion point. This command is unavailable if the Clipboard is empty.

Shortcuts:

Toolbar:

Keyboard: Ctrl+V

Edit | Go To Cardfile

The Edit|Go To Cardfile command lets you choose another cardfile to use.

Shortcuts:
Keyboard: Ctrl+G

Dialog Box Options

Select A Card File
Displays a list of cardfiles.

Go To
Makes the cardfile name selected in the list box the active cardfile.

Edit | Find (Cardfile)

There are two Edit|Find commands in the Cardfile view.

Text   Finds a card with the specified text.

Condition   Finds cards that meet the specified conditions.

Edit | Find | Text

The Edit|Find|Text command finds a card with the specified text in the card index, the card contents, or the Contact Log in the cardfile.

Shortcuts:

Toolbar:

Keyboard: Ctrl+F

Dialog Box Options

Text To Find
Type the text (string) that you want to find in the cardfile.

Index
Searches the card indexes only in the cardfile.

Contact Log
Searches the Contact Logs in the cardfile.

Cards
Searches the card contents in the cardfile.

Marked Cards
Searches only the marked cards in the cardfile. If no cards are marked, this option is unavailable.

Find
Finds and displays a card with the matching text. The first card found becomes the current card.

Edit | Find | Condition

The Edit|Find|Condition command searches for cards that meet specified conditions. For a description of the dialog box options, see the Find Condition dialog box.

Shortcuts:

Toolbar:

Edit | Find Next

The Edit|Find Next command finds the next card with the specified search text or condition.

Shortcuts:
Keyboard: F3

Edit | Find Previous

The Edit|Find Previous command finds the previous card with the specified search text or condition.

Shortcuts:
Keyboard: Shift+F3

Edit Menu (Calendar)

Undo	Reverses the last action.
Cut	Removes selected text and puts it on the Clipboard.
Copy	Copies selected text onto the Clipboard.
Paste	Inserts a copy of the Clipboard contents at the insertion point.
Go To Today	Jumps to today's date in the daily calendar.
Go To Date	Jumps to selected date in the daily calendar.
Find	Searches the calendar for the specified text.
Reschedule Activity	Reschedules appointments, calls, or ToDos.
Add Cards	Adds new cards to the Cardfile.

Edit | Go To Today

Use this command to quickly jump to today's date (as set internally by your computer's system clock) in the daily calendar. If you are already at today's date on the calendar, the Edit|Go To Today command is unavailable.

Shortcuts:

Toolbar:

Keyboard: Ctrl+G (Calendar only)

Edit | Go To Date

Use this command to quickly jump to a selected date in the daily calendar.

Dialog Box Options

Pick A Day

Specifies the date to go to. Type a new date or click the list box arrow to display a calendar. Click a date on the calendar to select that date. You can use the arrows next to the month title to change the month displayed.

Edit | Find (Calendar)

In the Calendar, the Edit|Find command searches the calendar for specified text.

Shortcuts:

Toolbar:

Keyboard: Ctrl+F

Dialog Box Options

From
Sets the beginning date to be searched. The default day is a week before today.

To
Sets the ending date to be searched. The default day is today.

Search For
Enter strings for Text or Regarding to search. The text can be the same for both. If the strings for Text and Regarding are different, the search results contain both search criteria.

Include
Check the sections of the Sidekick calendar to search. Choose from appointments, calls, ToDos, and Goals.

Activities Found
Displays the results of the search. In the results, A = appointments, T = ToDo, C = call, and G = Goal.

Find
Begins searching. Choose Find after the parameters of the search are properly defined.

Go To
Goes to an activity selected in the Search Results list. Go to an activity without clicking this button, simply double-click the activity.

Edit | Reschedule Activity

The Edit|Reschedule Activity command reschedules appointments, calls, or ToDos to another day or time. Highlight an item to reschedule, then choose Edit|Reschedule Activity.

Dialog Box Options

Time
Sets the time to reschedule an appointment. The Time option is unavailable when rescheduling ToDos and calls.

Date
Sets the date to reschedule the item. You can click the arrow to choose a date from a mini-calendar.

Edit | Add Cards

The Edit|Add Cards command adds new cards to the Cardfile. It is equivalent to the Cards|Add Cards command from the Cardfile view. For a description of the dialog box options, see Add Cards Dialog Box.

Shortcuts:
Keyboard: Ctrl+A

Edit Menu (Write)

Undo	Reverses the last action.
Cut	Removes selected text and puts it on the Clipboard.
Copy	Copies selected text onto the Clipboard.
Paste	Inserts a copy of the Clipboard contents at the insertion point.
Select All	Selects all the text in the current document.
Go To Folder	Chooses a folder to go to.
Find	Searches the documents by folder, subject, content, or date.
Replace	Finds selected search criteria and replaces it.
Found	Displays the found window with the results of the last Find.
Add Cards	Adds new cards to the Cardfile.

Edit | Select All

Selects all the text in the current document.

Edit | Go To Folder

The Edit|Go To Folder command lets you choose a folder to switch to.

Shortcuts:
Keyboard: Ctrl+G

Dialog Box Options

Select A Folder
Displays the folders currently available. Click the folder you want to switch to.

Go To
After you have selected a folder, click Go To to switch to that folder.

Edit | Find (Write)

In the Write view, the Edit|Find command searches for text in documents.

Shortcuts:

Toolbar:

Keyboard:　　　　Ctrl+F

Dialog Box Options

Find Text
Type the text to find on the document subject line.

Match Case
Check this box to find the search text only when the capitalisation matches exactly.

Match Whole Word Only
Check this box to find the search text only when it is not contained in another word.

Find Next
Click this button to find the next occurrence of the specified text.

Advanced Options
Click this button to expand the dialog box to show the following advanced options.

Date Range
Set to search for documents entered within a date range, or entered before or after a specific date.

Select Folders
Select which folders to include in the search.

All Folders
Check this box to include all folders in the search.

And Find Text In Subject
Type additional text to find in the documents' subject lines.

Edit | Found

In the Write view, the Edit|Found command displays the Found window with the results of the last Find command. You must use Edit|Find before you can use Edit|Found.

The Found window lists the subject lines of all documents that match the search criteria. To switch to a document, click its subject line in the list. The Found window's title bar lists the number of documents found.

Clicking the window's close button or choosing Edit|Found again closes the window.

Find Next

Click to jump to the next occurrence of the Find Text.

Edit | Replace

In the Write view, the Edit|Replace command replaces specified text in the subject and/or contents of documents in a selected folder or in all folders.

Dialog Box Options

Find Text
Type the text to find in the documents.

Replace With
Type the replacement text.

Match Case
Check this box to find the search text only when the capitalisation matches exactly.

Match Whole Word Only
Check this box to find the search text only when it is not contained in another word.

Find Next
Click this button to find the next occurrence of the specified text.

Replace
Click to replace the found text and move to the next occurrence.

Replace All
Click to replace all occurrences of the specified text.

Advanced Options
Click this button to expand the dialog box to show the following advanced options.

> **Include Subject**
> Check this option to find and replace the Find Text when its found in subject lines.

> **Search Within Folders**
> Choose which folders to include in the search.

> **All Folders**
> Check this box to include all folders in the search.

Edit Menu (Expense)

Cut	Removes selected text and puts it on the Clipboard.
Copy	Copies selected text onto the Clipboard.
Paste	Inserts a copy of the Clipboard contents at the insertion point.
Find	Searches the Expense file for the specified text.

Edit Menu (Report)

Copy   Copies selected text onto the Clipboard.

Delete Highlighted Column/Row   Deletes selected columns or rows from the report.

Edit | Delete Highlighted Column/Row

The Edit|Delete Highlighted Column/Row deletes selected columns or rows from the report. Only complete rows and columns can be deleted.

Note: You cannot use Edit|Undo to restore rows or columns that have been deleted using Edit|Delete Highlighted Column/Row. Regenerate the report to restore the deleted columns or rows.

Edit | Find (Expense)

The Edit|Find command opens the Find dialog box.

Find Text
Enter the text you want to find.

Find Next
Click to find the next occurrence of the specified text.

Edit Menu (Reminder)

Copy   Copies selected text onto the Clipboard.

File Menu

The commands on the File menu vary depending on what Sidekick view you are using. Click one of the following views for the list of File commands for that view.

Cardfile

Calendar

Write

Expense

Reminder

EarthTime

Report

File Menu (Reminder)

Save All	Saves the cardfiles, calendar, Write files, expense file, and report.
Print	Prints the Reminder view.
Print Setup	Sets up your printer.
Exit	Exits from Sidekick.

File Menu (Cardfile)

New Cardfile	Creates a new cardfile.
Open Cardfile	Opens an existing cardfile.
Close Current Cardfile	Closes the current cardfile.
Close Cardfiles	Closes multiple cardfiles.
Setup Cardfile Template	Creates a cardfile template.
MS Exchange Cardfile	Opens the Microsoft Exchange Choose Profile dialog box. Allows you to bring a Microsoft Exchange address book into Sidekick as a cardfile.
Save Cardfile	Saves a cardfile under its current name.
Save Cardfile As	Saves a cardfile under a new name or to a different location.
Save All	Saves the cardfiles, calendar, Write files, and report.
Print	Prints labels, address books, envelopes, or cards.
Print Setup	Sets up your printer.
Exit	Exits from Sidekick.

File | New Cardfile

The File|New Cardfile command creates a new cardfile in Sidekick. See Select Cardfile Template Dialog Box for more information.

Shortcuts:

Toolbar:

Keyboard:　　　Ctrl+N

File | Open Cardfile

The File|Open Cardfile command opens an existing cardfile in Sidekick. The only file format you can open is the Sidekick 95 Cardfile format (*.SKCard) or Sidekick 2.0 format (*.SDB).

Shortcuts:

Toolbar:

Keyboard: Ctrl+O

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Close Current Cardfile

File|Close Current Cardfile closes the current cardfile.

Shortcuts:

Toolbar:

Keyboard: Ctrl+W

File | Close Cardfiles

File|Close Cardfiles displays the Close Cardfiles dialog box.

Dialog Box Options

Opened Cardfiles

Displays a list of opened cardfiles. Click each file you want to close. When you have selected all the files you want to close, click OK.

File | MS Exchange Cardfile

Opens the Microsoft Exchange Choose Profile dialog box. Allows you to bring a Microsoft Exchange address book into Sidekick as a cardfile.

File | Setup Cardfile Template

File|Setup Cardfile Template displays the Setup Cardfile Template dialog box.

Shortcuts:

Toolbar:

Dialog Box Options

Cardfile Template
Sets the cardfile template to use as a basis for your new cardfile. Select a template from the list, or type in a new name.

New
Creates a new template with the name you have specified. Opens the Modify Cardfile Template dialog box so you can define the new template's fields.

Modify
Modifies the selected template. Opens the Modify Cardfile Template dialog box.

Rename
Renames the selected template to the name in the Cardfile Template field.

Delete
Deletes the selected cardfile template.

File | Save Cardfile

The File|Save Cardfile command saves the file under its current name. If you use File|Save Cardfile on a cardfile that has not yet been saved, Sidekick displays the File|Save Cardfile As dialog box.

Shortcuts:

Toolbar:

Keyboard: Ctrl+S

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save Cardfile As

The File|Save Cardfile As command saves a cardfile under a new name or to a different location. You can only save to the Sidekick 95 Cardfile format (*.SKCard) or Sidekick 2.0 format (*.SDB).

Shortcuts:

Toolbar:

Keyboard: F12

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save All

The File|Save All command saves all open files: cardfiles, calendar, Write files, expense files, and reports.

Shortcuts:

Toolbar:

Keyboard: Ctrl+L

File | Print (Cardfile)

For the Cardfile, there are three Print commands:

<u>Print Cards</u>	Prints cards and/or Contact Log information.
<u>Print Labels</u>	Prints card information to any size label.
<u>Print Address Book</u>	Prints card information in an address book format.
<u>Print Envelopes</u>	Prints card information on envelopes.

File | Print | Print Labels

The File|Print|Print Labels command prints card information to any size label. For a description of the dialog box options, see Print Labels/Address Book/Envelopes Dialog Box.

Shortcuts:

Toolbar:

File | Print | Print Address Book

The File|Print|Print Address Book command prints card information in an address book format. For a description of the dialog box options, see <u>Print Labels/Address Book/Envelopes Dialog Box.</u>

Shortcuts:

Toolbar:

File | Print | Print Cards

The File|Print|Print Cards command prints cards and/or Contact Log information.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P

Dialog Box Options

Current Card
Select to print the current card of the active cardfile.

Selected Cards
Select to print the selected cards of the active cardfile.

Marked Cards
Select to print the marked cards in the active cardfile.

All Cards
Select to print all the cards in the active cardfile.

Index Range
Select to print cards from a range of cards in the active cardfile.

From/To
Type the index line information for the first and last card in the range of cards to print.

Print
Select whether you want to print the card, Contact Log, and/or field names.

Cards Per Page
Select the number of cards you want to have printed per page. As you specify more cards per page, the cards themselves become smaller. If a card becomes too small to contain all its fields, Sidekick drops the extra fields from the bottom of the card.

If you specify Continuous, Sidekick will print all information from each card in continuous form without regard to page breaks. If you choose Separate, each card will begin on a new page, but will not be restricted to fit on one page. If you specify One Card, Sidekick will drop fields if needed to make the card fit.

Margins
Sets up the margins for the left, top, right and bottom of the printout. Type each margin number or use the up or down arrow buttons to increment or decrement the margins.

Font
Displays the Font dialog box in which you can set the fonts for the index, card, and Contact Log.

Setup
Sets up your printer.

File | Print | Print Envelopes

The File|Print|Print Envelopes command prints address information on envelopes. For a description of the dialog box options, see Print Labels/Address Book/Envelopes dialog box.

Shortcuts:

Toolbar:

File | Print Setup

The File|Print Setup command specifies the target printer, and sets its properties. This command opens the Windows 95 Print Setup dialog box.

File | Exit

The File|Exit command exits Sidekick. You can also use the Close command on the application Control menu. Sidekick prompts you to save any active files if it has unsaved changes.

Shortcuts:

Mouse: Click the ☒ button on Sidekick's title bar.

Keyboard: Alt+F4

File | File 1,2,3,4

The File|File 1,2,3,4 commands at the bottom of the File menu display the names of the four most recently opened files. (Even if you delete a file, its name will still appear here until it is bumped out of the list by more recently opened files.) Choose the number of the file you want to open.

File Menu (Calendar)

New Calendar	Creates a new calendar.
Open Calendar	Opens an existing calendar.
Save Calendar	Saves a calendar under its current name.
Save Calendar As	Saves a calendar under a new name or to a different location.
Save All	Saves the cardfiles, calendar, Write files, expense file, and report.
Print	Prints the calendar in various sizes and formats.
Print Setup	Sets up your printer.
Exit	Exits from Sidekick.

File | New Calendar

The File|New Calendar command creates a new calendar.

Shortcuts:

Toolbar:

Keyboard: Ctrl+N

File | Open Calendar

The File|Open Calendar command opens an existing calendar. Each calendar consists of a group of files all beginning with a four letter User Name.

Shortcuts:

Toolbar:

Keyboard: Ctrl+O

For a description of common dialog box options, see Calendar File-Handling Options.

File | Save Calendar

The File|Save Calendar command saves the calendar files under their current name. If you use File| Save Calendar on a calendar that has not yet been saved, Sidekick displays the File|Save Calendar As dialog box.

Shortcuts:

Toolbar:

Keyboard: Ctrl+S

For a description of common dialog box options, see Calendar File-Handling Options.

File | Save Calendar As

The File|Save Calendar As command saves your calendar under a new name or to a different location. Your calendar file is actually eight files in the XXXX????.SKW format, where XXXX stands for the letters you enter as your initials when you install Sidekick (from one to four letters). When saving, opening, backing up, or restoring calendar files, Sidekick lists XXXX as the name of the calendar. For more information about the calendar files, see Sidekick Files.

Shortcuts:

Toolbar:

Keyboard: F12

For a description of common dialog box options, see Calendar File-Handling Options.

File | Print

Different Print options are available for each view of the Calendar:

Print Sidekick Format   Prints the daily calendar in various Sidekick formats.

Print Day-Timer Format   Prints the daily calendar to various Day-Timer forms.

Print Franklin Format   Prints the daily calendar to various Franklin Planner forms.

Print Day Runner Format   Prints the calendar to various Day Runner forms.

Print Filofax Format   Prints the calendar to weekly and monthly Filofax forms.

Print One Week Sidekick Format   Prints the weekly calendar.

Print Two Weeks Sidekick Format   Prints the bi-weekly calendar.

Print Six Weeks Sidekick Format   Prints a six weeks calendar.

Print One Month Sidekick Format   Prints the monthly calendar.

Print Year Planner   Prints a yearly calendar.

Print Year 4 x 3   Prints a yearly calendar in a 4 x 3 months grid.

Print Year 2 x 6   Prints a yearly calendar in a 2 x 6 months grid.

File | Print | Sidekick Daily Format

The File|Print|Sidekick Daily Format command prints the daily calendar in various Sidekick formats.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P

Dialog Box Options

From/To
Sets the dates to print. The default date is the currently visible day of the calendar.

Style
Sets the type of calendar to print: Single Column, Double Column, Triple Column and Organiser. The Organiser style is very similar to the Sidekick Daily Calendar view.

Contents In Columns
Sets what type of activity is listed in each column.

Paper type
Sets the type of paper to print to. A list of paper types is provided to get you started. However, since all printers are different, you should make sure the paper type you choose prints correctly to your printer before printing many pages. You may have to adjust the margins slightly. Click the Edit button to edit the margins.

Preview
Previews the printed calendar with the settings you choose.

Options
Sets the options used during printing:

Include Mini Calendar	When checked, includes the mini-calendar in the printout.
Include Regarding	When checked, prints the Regarding note text for each activity.
Include Completed Item	When checked, prints completed items.
Skip Empty	When checked, skips all empty cells, printing only those with information in them.
Text Wrap	When checked, includes all text of entries (up to 500 characters) wrapping to multiple lines if needed.
One Page	When checked, prints only what will fit on a single page.

Font
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Sets up your printer defaults.

File | Print | Print Day-Timer Format

The File|Print|Print Day-Timer Format command prints the daily calendar in various Day-Timer forms.

Shortcut:

Toolbar:

Dialog Box Options

From/To
Sets the dates to print. The default date is the currently visible day of the calendar.

Format
The drop down list at the top of this dialog contains the various Day-Timer forms available for printing. The desired forms should be chosen here.

 Day-Timer Sr. Desk: 8.5 x 11

 Day-Timer Jr. Desk: 5.5 x 8.5

 Day-Timer Sr. Pocket: 3.75 x 6

 Day-Timer Jr. Pocket: 2.75 x 5

 Day-Timer Sr. Reference: 8.5 x 11

 Day-Timer Jr. Reference: 5.5 x 8.5

Margins
You may have to adjust the left and top margins for printing to forms on your printer. The margins can be negative, if necessary. Make sure to test your settings before printing many pages.

Font
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Sets up your printer.

Preview
Previews the printed calendar with the settings you choose.

File | Print | Print Franklin Format

The File|Print|Print Franklin Format command prints the daily calendar in various Franklin Planner forms.

Shortcuts:

Toolbar:

Dialog Box Options

From/To
Sets the dates to print. The default date is the currently visible day of the calendar.

Format
The drop down list at the top of this dialog contains the various Franklin forms available for printing.

 Franklin Monarch: 8.5 x 11

 Franklin Classic: 5.5 x 8.5

 Franklin Compact: 4.25 x 6.75

Margins
Adjust the left and top margins for printing to forms on a specific printer. The margins can be negative, if necessary.

Font
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Sets up your printer.

Preview
Previews the printed calendar with the settings you choose.

File | Print | Print Day Runner Format

The File|Print|Print Day Runner Format command prints the calendar directly to various size pages from the Day Runner personal organiser notebooks.

Dialog Box Options

From/To
Sets the dates to print. The default date is the currently visible date in the calendar.

Format
The drop down list at the top of this dialog contains the various Day Runner forms available for printing.

 Entrepreneur Edition: 8 x 11

 Classic Edition: 5.5 x 8

 Running Mate Edition: 3.75 x 6.75

Start On (Daily only)
Sets the first page for printing to dated Day Runner daily forms. Select Left Page if the first page you're printing to is on the left (back side). Select Right Page if the first page you're printing to is on the right (front side).

Origin Of Left Page
Sets the left and top margins for the left Day Runner page.

Origin Of Right Page
Sets the left and top margins for the right Day Runner page.

Paper (Weekly and Monthly only)
Sets the printing for dated or non-dated Day Runner pages.

Fonts
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Sets up your printer.

Preview
Previews the printed calendar with the settings you choose.

File | Print | Print Filofax Format

The File|Print|Print Filofax Format command prints the weekly or monthly calendar directly to Personal size Filofax dated organiser paper.

Dialog Box Options

From/To
Sets the dates to print. The default date is the currently visible date in the calendar.

Origin Of Left Page
Sets the left and top margins for the left Filofax page.

Origin Of Right Page
Sets the left and top margins for the right Filofax page.

Fonts
Sets the fonts to be used in printing; opens the Fonts dialog box.

Setup
Sets up your printer.

Preview
Previews the printed calendar with the settings you choose.

File | Print | Print One Month Sidekick Format

The File|Print|Print One Month command prints the monthly calendar in Sidekick format.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P (from Monthly view)

For a description of dialog box options, see <u>Print Dialog Box.</u>

File | Print | Print One Week Sidekick Format

The File|Print|Print One Week command prints the weekly calendar in Sidekick format.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P (from Weekly view)

For a description of dialog box options, see <u>Print Dialog Box.</u>

File | Print | Print Two Weeks Sidekick Format

The File|Print|Print Two Weeks command prints the weekly calendar, two weeks per page. For a description of dialog box options, see <u>Print Dialog Box.</u>

File | Print | Print Six Weeks Sidekick Format

The File|Print|Print Six Weeks command prints the weekly calendar, six weeks per page. For a description of dialog box options, see Print Dialog Box.

File | Print | Print Year Planner

The File|Print|Print Year Planner command prints the yearly calendar in Sidekick format.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P

For a description of dialog box options, see <u>Print Dialog Box.</u>

File | Print | Print Year 4 x 3

The File|Print|Print Year 4 x 3 command prints the yearly calendar, four months horizontally, and three months vertically. For a description of dialog box options, see <u>Print Dialog Box.</u>

File | Print | Print Year 2 x 6

The File|Print|Print Year 2 x 6 command prints the yearly calendar, two months horizontally, and six months vertically. This format lists multi-day events and special days between the two columns. For a description of dialog box options, see Print Dialog Box.

File Menu (Write)

New Write File	Creates a new Write file.
Open Write File	Opens a Write file.
Save Write File	Saves the open Write file.
Save Write File As	Saves the open Write file under a different name.
Save All	Saves the cardfiles, calendar, Write files, expense file and report.
Page Setup	Sets up the document.
Print Preview	Previews the current document before you print.
Print	Prints documents.
Print Setup	Sets up your printer.
Exit	Exits from Sidekick.
File 1,2,3,4	Opens the selected file.

File | New Write File

The File|New Write File command creates a new Write file.

Shortcuts:

Toolbar:

Keyboard: Ctrl+N

File | Open Write File

The File|Open Write File command opens an existing Write file.

Shortcuts:

Toolbar:

Keyboard: Ctrl+O

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save Write File

The File|Save Write File command saves all Write files and folders.

Shortcuts:

Toolbar:

Keyboard: Ctrl+S

File | Save Write File As

The File|Save Write File command saves the Write file to a new name.

Shortcuts:

Toolbar:

Keyboard: F12

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Print (Write)

The File|Print command prints documents. You can print the selected document, all documents, marked documents, or documents found in the last search from one or more folders.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P

Dialog Box Options

What To Print
Select which documents to print (Current Document, Selected Documents, Found Documents, Marked Documents, or All Documents).

Check Include Subject to print the subject line with the documents.

Select Folders
Select the folders from which to print all or marked documents.

Check All Folders to print from all folders.

Continuous
Prints the documents without page breaks.

Each Document On Separate Page
Prints the documents with each starting on a separate page.

Preview
Previews the documents before you print.

File Menu (Report)

New Report	Creates a new report.
Open Report	Opens an existing report.
Save Report	Saves a report under its current name.
Save Report As	Saves a report under a new name or to a different location.
Save All	Saves the cardfiles, calendar, Write files, and report.
Print Report	Prints a report.
Print Preview	Previews the printed report.
Print Setup	Sets up your printer.
Exit	Exits from Sidekick.

File | New Report

The File|New Report command opens the New Report dialog box. Select from five kinds of reports.

Shortcuts:

Toolbar:

Keyboard: Ctrl+N

Dialog Box Options

Cardfile
Generates a report from the cardfile.

Calendar
Generates a report from appointments, calls, ToDos, Task List items, multi-day events, and/or special days.

Free Time
Generates a report of the free time between appointments.

ToDo List
Generates a report from ToDos and/or Goals List items.

Contact Log
Generates a report from the Contact Log for each card.

File/Report | Open Report

The File|Open Report command and Report|Open Report command open an existing report in Sidekick. Report files have the extension (*.RPT).

Shortcuts:

Toolbar:

Keyboard: Ctrl+O

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save Report

The File|Save Report command saves the report file under its current name. If you use File|Save
Report on a report that has not yet been saved, Sidekick displays the File|Save Report As dialog box.

Shortcuts:

Toolbar:

Keyboard: Shift+S

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save Report As

The File|Save Report As command save a report under a new name or to a different location. Report files are saved with the extension (*.RPT).

Shortcuts:

Toolbar:

Keyboard: F12

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Print Report

The File|Print Report command sends the active report to the printer.

Shortcuts:

Toolbar:

Keyboard: Ctrl+P

File | Print Preview

The File|Print Preview command previews the file before you print it.

File | Print Preview

The File|Print Preview command previews the file before you print it.

File | Print Preview

The File|Print Preview command previews the file before you print it.

File-Handling Options

Whether you're saving or loading a file, commands that operate on files require the name of a file to work on. When you choose one of these commands, you'll see a dialog box with the options described below.

Look In
Displays the folder or directory whose contents are listed in the window below. To move to a higher directory, select it from the drop-down list. To move to a deeper subdirectory, double-click it in the window below.

File Name
Displays the name you enter for the file to be saved or loaded. Either type the name in this field or click its name in the window above.

Files of Type
Sets the file type to be shown in the window above. Only directories and the specified file type are shown.

File Menu (Expense)

New Expense File	Creates a new expense file.
Open Expense File	Opens an existing expense file.
Save Expense File	Saves the open expense file.
Save Expense File As	Saves the open expense file under a different name.
Save All	Saves the cardfiles, calendar, Write files, report, and expense file.
Print	Prints the Expense file.
Print Preview	Previews the current file before you print.
Print Setup	Sets up your printer.
Exit	Exits Sidekick.

File | New Expense File

The File|New Expense File command creates a new expense file in Sidekick.

Shortcuts:

Toolbar:

Keyboard: Ctrl+N

File | Open Expense File

The File|Open Expense File command opens an existing expense file in Sidekick. The only file format you can open is the Sidekick expense file format (*.SKExpense).

Shortcuts:

Toolbar:

Keyboard: Ctrl+O

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save Expense File

The File|Save Expense File command saves the file under its current name. If you use File|Save Expense File on an expense file that has not yet been saved, Sidekick displays the File|Save Expense File As dialog box.

Shortcuts:

Toolbar:

Keyboard: Ctrl+S

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Save Expense File As

The File|Save Expense File As command saves a expense file under a new name or to a different location. You can only save to the Sidekick expense file format (*.SKExpense).

Shortcuts:

Toolbar:

Keyboard: F12

For a description of common dialog box options, see <u>File-Handling Options.</u>

File | Print (Expense)

The File|Print command prints the current expense file.

Shortcuts:

Toolbar:

Keyboard: Shift+P

File Menu (EarthTime)

Save All	Saves the cardfiles, calendar, Write files, expense file, and report.
Exit	Exits from Sidekick.

File | Print (Reminder)

The File|Print command prints the Reminder view.

Shortcuts:
Keyboard: Ctrl+P

File | Page Setup

The File|Page Setup command sets up the page for printing.

Dialog Box Options

Size
Sets the page dimensions. You can choose from a number of different paper and envelope sizes.

Source
Sets the printer's paper feed source.

Orientation
Sets whether you are printing to a tall page, or a wide page.

Margins
Sets the margins for the page.

Printer
Opens the Windows 95 Page Setup dialog box, which is used to select another printer or change its properties.

Calendar File-Handling Options

Whether you're saving or loading a file, commands that operate on files require the name of a file to work on. When you choose one of these commands, you'll see a dialog box with the options described below.

File Name
Where you choose the file to be saved or loaded, either by typing it in the edit field or clicking it from the list below.

Directories
Displays the startup directory below the directory or drive containing it and above its subdirectories. To change to a different directory, double-click it.

Drives
Lets you switch to another drive. Click the arrow at the right of the box and double-click the drive name you want to switch to.

List Files of Type
Controls the file names that are listed above it.

Help Menu

 See Also

Contents	Displays the table of contents for the Sidekick Help file (also accessible by clicking the Contents button in the Help window).
Search	Opens the Windows 95 Help Search dialog box, which lets you select a word or phrase you want to search for.
Toolbar	Displays information about using Sidekick's Toolbar.
Keyboard	Displays Shortcut keys.
About Sidekick	Displays the Sidekick version number and copyright information.

See Also

How to Use Sidekick Help

Standard Windows 95 Help

Write Menu

Add Document	Creates a new document in the current folder.
Delete Documents	Deletes the current document, selected documents, or marked documents in a folder.
Move Documents	Moves current, marked, or selected documents from one folder to another.
Sort Documents	Sorts documents alphabetically by subject or date created, in ascending or descending order.
Mark/Unmark Current Document	Marks or unmarks the current document.
Unmark All Documents	Unmarks all documents in the current folder.
Folder	Creates a new folder, deletes folders, edits the folder name.
Reorder Folder Tabs	Changes the order of folder tabs.

Write | Add Document

The Write|Add Document command creates a new document in the current folder.

Shortcuts:

Toolbar:

Keyboard: Ctrl+A

Write | Delete Documents

The Write|Delete Documents command deletes documents from a folder.

Shortcuts:

Toolbar:

Dialog Box Options

Current Document
Deletes the current document.

Marked Documents
Deletes all marked documents in the current folder. If no cards are marked, this option is unavailable.

Selected Documents
Deletes the selected documents. If no documents are selected, this option is unavailable.

Confirm Each Delete
When checked, Sidekick prompts you before deleting each document.

Write | Sort Documents

The Write|Sort Documents command sorts documents by subject or date created, in ascending or descending order. You can sort documents in the current folder or in all folders.

Shortcuts:
Keyboard: Ctrl+R

Dialog Box Options

Sort Documents By

Subject
Sorts documents by the text contained in the Subject line of each document.

Date
Sorts documents by date.

Document List Order

Ascending
Sorts documents in ascending order according to subject or date.

Descending
Sorts documents in descending order according to subject or date.

Apply To All Folders
When checked, performs sorting on all folders, including the current one.

Write | Mark/Unmark Current Document

The Write|Mark/Unmark Current Document command marks or unmarks the current document.

Shortcuts:
Keyboard: Ctrl+K

Mouse: Right-click documents in the document list to mark or unmark them.

Write | Unmark All Documents

The Write|Unmark All Documents command unmarks all documents in the current folder. If no documents are marked, this command is unavailable.

Write | Folder

The Write|Folder command lets you add and delete folders and edit folder names.

New Folder
Delete Folder
Edit Folder Name

Write | Folder | New Folder

The Write|Folder|New Folder command creates a new folder.

Dialog Box Options

Folder Name
Type the name of the new folder.

Folder List
Lists the folders in the current Write file.

Sort Folders Alphabetically
Sorts folder tabs alphabetically.

Add
Adds each new folder to the Write file.

Write | Folder | Delete Folder

The Write|Folder|Delete Folder command deletes a folder. This menu option is unavailable if there is only one folder.

Dialog Box Options

Folder List
Lists the folders in the current Write file.

Delete
Deletes the selected folder from the Write file.

Write | Folder | Edit Folder Name

The Write|Folder|Edit Folder Name command renames a folder.

Dialog Box Options

Folder Name
Type the new name of the folder.

Folder List
Lists the folders in the current Write file.

Sort Folders Alphabetically
Sorts folder tabs alphabetically.

Change
Changes the folder to the new name.

Write | Move Documents

The Write|Move Documents command moves documents from one folder to another. If there is only one folder in the open Write file, this command is unavailable. You can also drag and drop documents to another folder. See <u>Using Drag and Drop.</u>

Shortcuts:

Toolbar:

Dialog Box Options

Current Document
Moves the current document.

Marked Documents
Moves all marked documents in the current folder. If no cards are marked, this option is unavailable.

Selected Document
Moves the selected documents. If no cards have been selected, this option is unavailable.

All Documents
Moves all documents.

To Folder
Indicates the folder to move documents to.

Write | Reorder Folder Tabs

The Write|Reorder Folder Tabs changes the tab order. By default, folders are shown in the order of creation.

Shortcuts:
Keyboard: F11

Dialog Box Options

Current Folder Order
Lists the folders displayed on the tabs in their current order.

Up
Changes the order of folders in the Current Folder Order list. Choose a folder and click Up to move the folder tab to the left.

Down
Changes the order of folders in the Current Folder Order list. Choose a folder and click Down to move the folder tab to the right.

Phone Menu

Call	Dials a phone number from the selected card.
Setup	Sets up the dialling properties, line properties, and other settings.
Speed Dial Field	Chooses the cardfile field that contains the telephone number.

Phone | Setup

The Phone|Setup command sets up the dialling properties, line properties, and other settings.

Dialog Box Options

Dialling Properties
Choose the location you are calling from. To set new locations, or to change more line properties, such as your area code, and any special numbers you must dial before making a call (such as outside line numbers, or calling card numbers), click Setup. The Windows 95 Dialling Properties dialog box appears.

Line Properties
Select which modem line you are using. To change your line settings, including such things as data bits, communications port, and modem speed, click Setup. The Windows 95 Modem Properties dialog box appears.

Use Modem Dial
Check to have Sidekick dial numbers for you, using your modem.

Enter Notes Into Contact Log
Check to have your Call Notes entered into the Contact Log of the current card.

Ignore Country Code And Area Code
Check to ignore the country code and area code when dialling a number.

Phone | Setup Default Speed Dial Field

 Related topics

The Phone|Setup Default Speed Dial Field specifies which field in the current cardfile contains the telephone number.

Dialog Box Options

Select A Phone Field
Choose the field that contains the telephone number.

Phone | Call

 Related topics

The Phone|Call command opens the Phone Dialer.

Shortcuts:

Deskpad Icon:

Keyboard: F9

Dialog Box Options

Call Notes
Enter notes about the call. When you click the Log Notes button (see below), this information is stamped to the Contact Log of the card you have called.

Timer
Click the Start/Stop button to start or stop the timer. To reset the timer, click the Reset button.

Log Notes
Click to stamp the word CALLED, as well as the call duration (from the Timer), and the Call Notes to the Contact Log of the card you have called.

Name
Shows the index line of the current card. To search for a different card in the cardfile, type part of the name or index and press Enter. Sidekick displays the first card that matches what you entered.

Number
Shows the number chosen as the Speed Dial Field. You can choose a different phone number from the drop-down list, or enter a new number using your keyboard or the keypad in the Phone Dialer.

Dial/Hang Up
Click to dial the selected number. When you see the Dialling dialog box, pick up your telephone handset and click OK. Sidekick disconnects the modem so you can use the telephone handset.

Once the call is initiated, the Dial button becomes the Hang Up button. Click to hang up and end the connection.

Redial
Click to redial the latest number dialled, even if another number is now specified in the Number field, above.

Setup
Click to set up the dialling properties, line properties, and other settings. Opens the Phone Dialer Phone Dialer Setup dialog box.

Report Menu

The Report menu appears in the Calendar and Cardfile views. These choices are available.

Cardfile	Creates a new cardfile report.
Calendar	Creates a new calendar report.
Free Time	Creates a new free appointment time report.
ToDo List	Creates a new ToDo report.
Contact Log	Creates a new Contact Log report.
Open Report	Opens an existing report.
Go To Current Report	Switches to the current report in the Report view.

Report | Cardfile

The Report|Cardfile command creates a new cardfile report.

Dialog Box Options

Report On

 All Cards reports on the entire cardfile.

 Index Range reports on only those cards that fall within an alphanumeric index range.

 Marked Cards reports on only those cards marked with a red triangle on their index lines.

 Selected Cards reports on only selected cards.

Cardfile Fields

Selects the cardfile fields to include in the report by moving them from the Cardfile Fields list to the Report Columns list using the >> or All --> buttons. Move individual fields out of the Report Columns list using the << button, or move all fields out using the <-- All button.

Report | Contact Log

The Report|Contact Log command creates a new Contact Log report.

Dialog Box Options

From/To
Sets the date range to report on. A minimum of one day must be designated.

Categories
Sets the type of logged entries to include in the report: Call, Answer, Regarding text, or Appointment.

Report On

   All Cards reports on the entire cardfile.

   Marked Cards reports on only those cards marked with a red triangle on their index lines.

   Selected Cards reports on only the selected cards (chosen by clicking, Shift+clicking, or Ctrl+clicking).

   Index Range reports on only those cards that fall within an alphanumeric index range.

Cardfile Fields
Selects the cardfile fields to include in the report by moving them from the Cardfile Fields list to the Report Columns list using the >> or   All --> buttons. Move individual fields out of the Report Columns list using the << button, or move all fields out using the <-- All button.

Report | Free Time

The Report|Free Time command creates a new free appointment time report.

Dialog Box Options

Date Range
Sets the date range in the Appointment list to report on. One day is the minimum setting.

Time Range
Sets the time range for each day to include in the report. One hour is the minimum setting.

Time Increments
Sets the level of detail for the report, displaying either 15 minute, half hour, or hour increments.

Report | ToDo List

The Report|ToDo List command creates a new report based on goals and ToDos.

Dialog Box Options

From/To
Sets the date range in the calendar to include in the report. One day is the minimum range.

Report On
Sets which tasks to include in the report: ToDos and/or goals.

Report On All
Includes all ToDos or goals in the report, regardless of their properties, due dates, or entry dates.

Text To Find
Type text here to limit your report to items related to a specific keyword.

With Due Date Between
Includes only those tasks with due dates within a specified date range.

Enter Date Between
Includes only those tasks with enter dates within a specified date range.

Category
Selects the task categories to include in the report. Check All Categories to include all categories listed.

Assign
Selects the assigned people to include in the report. Check All Assigns to include all assigned names listed.

Priorities
Selects the priority levels to include in the report. Check No Priorities to include tasks that are not assigned a priority. Check All Priorities to include all priorities listed.

Time Used
Includes a record of the accumulated time on the timer for each task in the report.

Completed
Includes only completed tasks in the report.

Regarding
Includes the Regarding text attached to each task in the report.

Report | Calendar

The Report|Calendar command creates a new calendar report.

Dialog Box Options

From/To
Sets the date range in the calendar to include in the report. One day is the minimum range.

Text To Find
Type text here to limit your report to items related to a specific person or key word.

Report On
Sets the type of activities from the calendar to include in the report: appointments, calls, ToDos, goals, special days, and multi-day events.

Completed
Includes completed activities in the report.

Regarding
Includes any Regarding text attached to activities in the report.

Options
Adjusts the level of detail for your report. Options become available as the selections are made in the Report On group.

Details
Sets further levels of details about appointments, calls, ToDos, and goals.

Include All Details
Selects all of the available options at once instead of selecting each option individually.

Report | Open Report

The Report|Open Report command opens an existing report. For a description of common dialog box options, see File-Handling Options.

Report | Go To Current Report

The Report|Go To Current Report command switches to the current report in the Report view.

Shortcuts:
Keyboard   F8

Layout Menu (Report View)

These commands appear on the Layout menu when a report is open in the Report view.

Choose Report Style	Copies the formatting from a report template to the current report.
Save Report Style	Saves the current font settings and headers as a template.
Update Current Report	Updates the data in the current report.
Font	Sets the fonts used in the report.
Header	Adds a title and subtitles to the report header.
Change Column Width	Sets column widths.
Hide Row Title	Hides the title of the selected row.
Hide Column Title	Hides the title of the selected column.

Layout | Choose Report Style

The Report|Choose Report Style command copies the formatting from a report template to the current report. For a description of common dialog box options, see <u>File-Handling Options</u>.

Layout | Save Report Style

The Report|Save Report Style command saves the current font settings and headers as a template. For a description of common dialog box options, see <u>File-Handling Options</u>.

Layout | Update Current Report

The Report|Update Current Report command updates the data in the current report. It opens the same dialog box as the one you used to create the current report, with all the same options as you selected before. You can change the options if you want.

Layout | Font

The Layout|Font command sets the fonts used in the report. For help on the dialog box options, see Font Dialog Box.

Shortcuts:

Toolbar:

Keyboard: Ctrl+Shift+F
Mouse: Right-click

Layout | Header

The Layout|Header command adds a title and subtitles to the report header.

Shortcuts:

Toolbar:

Dialog Box Options

Report Title
Type a title for the report.

Subtitles
Type subtitles for the report. Subtitles can contain up to three lines of text.

Note: Sidekick prints reports with a footer indicating the page number, and the placement of each page in a multi-page array (if necessary) in (row, column) format.

Layout | Change Column Width

The Layout|Change Column Width command sets column widths for a report.

Dialog Box Options

Column
Sets the column you want to resize.

Width
Sets the width for the selected column in the Column list.

Fitted Width
Changes the width of each column to the length of its longest entry.

Fixed Width
Changes the width of all columns to the setting in the Width box.

Assign Width
Changes the width of the selected column to the setting in the Width box.

Wrap Text
When checked, wraps information in report cells to multiple lines.

Change
Saves the requested changes to the specified column.

Layout | Hide Row Title

The Layout|Hide Row Title command hides the selected row title. If the title is already hidden, choosing this command displays it again.

Layout | Hide Column Title

The Layout|Hide Column Title command hides the selected column title. If the title is already hidden, choosing this command displays it again.

Tools Menu

The commands on the Tools menu vary depending on what Sidekick view you are using. Click one of the following views for the list of Tools commands for that view.

Cardfile

Calendar

Write

Expense

Reminder

Report

Tools Menu (Cardfile)

Contact Manager	Searches for, creates, or sets up a contact.
Quick Letter	Automatically creates a letter using data on the current card.
Merge Cardfile	Merges all the cards from a cardfile into the open cardfile.
Import Cardfile	Converts text data from other file formats to Sidekick's cardfile format.
Export Cardfile	Converts a Sidekick cardfile to another file format.
Extract Cards	Copies cards that meet specified conditions to a new cardfile. You can Extract Cards On Text, Extract Cards On Index Range, or Extract Cards On Condition.
Back Up And Restore	Backs up and restores files.
Preferences	Changes Sidekick's default deskpad colours and other display options.
Launch Bar Setup	Sets up the applications to display on the Launch Bar.
Custom Toolbar Setup	Customises the arrangement of buttons on the Custom Toolbar.
Calculator	Shows the calculator.

Tools Menu (Calendar)

Contact Manager	Searches for, creates, or sets up a contact.
Quick Letter	Automatically creates a letter using data on the current card.
Reconcile Appointments	Reconciles appointments.
Back Up And Restore	Backs up and restores files.
Preferences	Changes Sidekick's default deskpad colours and other display options.
Launch Bar Setup	Sets up the applications to display on the Launch Bar.
Custom Toolbar Setup	Customises the arrangement of buttons on the Custom Toolbar.
Calculator	Shows the calculator.

Tools Menu (Write)

Contact Manager	Searches for, creates, or sets up a contact.
Quick Letter	Automatically creates a letter using data on the current card.
Spelling Check	Checks the spelling in the current document.
Word Count	Counts the number of pages, words, characters, paragraphs, and lines in the current document.
Create Merge Template	Creates a template for merging Write files.
Mail Merge	Performs mail merge.
Combine Write Files	Merges two Write files.
Extract Documents	Copies documents that meet specified conditions to a new Write file.
Import Files	Imports files.
Export Documents	Exports documents to a formatted text file.
Quick Export	Exports the current document to an RTF file.
Back Up And Restore	Backs up and restores files.
Preferences	Changes Sidekick's default deskpad colours and other display options.
Launch Bar Setup	Sets up the applications to display on the Launch Bar.
Custom Toolbar Setup	Customises the arrangement of buttons on the Custom Toolbar.
Calculator	Shows the calculator.

Tools Menu (Expense)

Contact Manager	Searches for, creates, or sets up a contact.
Quick Letter	Automatically creates a letter using data on the current card.
Back Up And Restore	Backs up and restores files.
Preferences	Changes Sidekick's default deskpad colours and other display options.
Launch Bar Setup	Sets up the applications to display on the Launch Bar.
Custom Toolbar Setup	Customises the arrangement of buttons on the Custom Toolbar.
Calculator	Shows the calculator.

Tools Menu (Reminder)

Contact Manager	Searches for, creates, or sets up a contact.
Back Up And Restore	Backs up and restores files.
Preferences	Changes Sidekick's default deskpad colours and other display options.
Calculator	Shows the calculator.

Tools Menu (Report)

Back Up And Restore   Backs up and restores files.

Preferences   Changes Sidekick's default deskpad colours and other display options.

Launch Bar Setup   Sets up the applications to display on the Launch Bar.

Custom Toolbar Setup   Customises the arrangement of buttons on the Custom Toolbar.

Calculator   Shows the calculator.

Tools | Contact Manager

The Tools|Contact Manager command searches your calendar and cardfile for calls, appointments, ToDos, and Contact Log entries relating to a specific card (or contact). Use this command to quickly review past and future activities with a contact, and schedule new activities.

Shortcuts:

Toolbar:

Dialog Box Options

Activities For
Specifies the text searched for in the Calendar and Cardfile. (By default, this text is the index line of the current card.)

Date Range
Sets the date range for searching contacts. Choose from: Today, Tomorrow, This Week, Next Week, This Month, Next Month, or Pick A Date Range. If you select the Pick A Date Range option, the Select Date Range dialog box appears, prompting you to specify the dates. You can then choose After, Before, or Between specific dates.

The default date range is set to Pick A Date Range, with the range being one month: from two weeks previous to today to two weeks after.

Activities List
Lists all activities found after you choose Search. This can include appointments, ToDos, calls, goals, multi-day events, and special days, as well as Contact Log entries, including [Regarding Text], [Called], [Answered] and [Calendar]. The activities are listed in this format: Date, Type, Text, such as "7/26 ToDo   Write thank-you note to Ed".

Search Setup
Opens the Setup Search dialog box, which lets you set the parameters for searching for activities relating to a contact.

Refresh
Performs another search based on the current settings.

Schedule New
Opens the Schedule New Activity dialog box, which lets you create new appointments, calls, or ToDos.

Go To
Takes you to the exact location of the selected call, appointment, or ToDo in the Activities List. If a file name entered in the Contact Log is selected, Go To opens the file in its respective application.

Tools | Reconcile Appointments

The Tools|Reconcile Appointments command brings the appointments of one calendar into another. In the Choose Reconcile Appointment File dialog box, choose the calendar file whose appointments you want to bring into the open calendar.

For a description of the dialog box options, see <u>Calendar File-Handling Options.</u>

When you click OK, the <u>Reconcile Date Range Dialog Box</u> appears, where you select the date range.

Note: If the second file has any appointments that are identical to appointments in the open file, the identical appointments are not added. If they are at all different, they are added as separate appointments. Since calendars can have up to three appointments occurring at the same time, Sidekick will add appointments for any block of time until it reaches this limit.

Tools | Merge Cardfile

The Tools|Merge Cardfile command merges the fields and data from one cardfile into another. In the Merge Cardfile dialog box, open the cardfile you want to add cards from.

For a description of the dialog box options, see <u>File-Handling Options.</u>

When you click OK, the <u>Remove Duplicate Cards dialog box</u> appears, where you choose how to handle cards that have the same index line.

Note: There is no undo option for merges. When you merge cardfiles, the cardfile you add data to changes to accommodate the new data and fields. To keep a copy of the original cardfile, save the merged cardfile to a new name.

Tools | Import Cardfile

The Tools|Import Cardfile command converts text data from other file formats to Sidekick's cardfile format.

Shortcuts:

Toolbar:

Dialog Box Options

Source

Sets the name of the source file to import. Type the directory and file name, or select a file from the list.

Target

Sets the name of the cardfile to create from the imported data. Type the directory and file name.

File Types

Sets the file format of the source file you want to import. Select either dBASE III (*.DBF), dBASE IV (*.DBF), Paradox/Sidekick 2.0 for DOS (*.DB), Spreadsheet Data Interchange (*.DIF), Microsoft Cardfile (*.CRD), Tab Delimited (*.TXT), or Comma Delimited (*.CSV). The Target file type is Sidekick Cardfile (*.SKCARD).

Import

Converts the source file into the specified Sidekick cardfile.

Note: Since the Sidekick cardfile is a text-only database, special fields found in other file formats for dates, numbers, labels, and so on are converted to standard text fields on import. Some formatting for these special fields might not be retained in the resulting cardfile.

Also, when importing from dBASE III, dBASE IV, and Paradox files, the contents of memo fields, embedded graphics, and other BLOBs (Binary Large Objects), are not included in the resulting Sidekick cardfile.

Tools | Export Cardfile

The Tools|Export Cardfile command saves a Sidekick cardfile to another file format.

Shortcuts:

Toolbar:

Dialog Box Options

Source
Sets the name of the source cardfile to export. Type the directory and file name, or select a file from the list.

Target
Sets the name of the file to create from the exported cardfile. Type the directory and file name.

File Types
Sets the file format of the target file you want to export. Select either dBASE III (*.DBF), dBASE IV (*.DBF), Paradox (*.DB), Spreadsheet Data Interchange (*.DIF), Microsoft Cardfile (*.CRD), Tab Delimited (*.TXT), or Comma Delimited (*.CSV). The Source file type is Sidekick Cardfile (*.SKCARD).

Export
Converts the Sidekick cardfile into the specified file format.

Tools | Extract Cards

The Tools|Extract Cards command lets you copy all cards that meet specified conditions to a new cardfile.

On Text

On Index Range

On Condition

Tools | Extract Cards | On Text

The Tools|Extract Cards on Text command copies the cards that contain a specified text string to a new cardfile.

Shortcuts:

Toolbar:

Dialog Box Options

Text To Find
Type the text you want to find in the cardfile.

Extract From
Select the areas of the cardfile you want to search. Choose from Index, Contact Log, Selected Cards, Cards, or Marked Cards. If there are no marked cards in the cardfile, the Marked Cards option is unavailable.

OK
Copies the cards that contain the Text To Find string to a new, untitled cardfile.

Tools | Extract Cards | On Index Range

The Tools|Extract Cards|On Index Range command copies all cards within the specified index range to a new cardfile.

Dialog Box Options

From
Type the index line information for the first card of the range of cards you want to add to a new cardfile.

To
Type the index line information for the last card of the range of cards you want to add to a new cardfile.

Tools | Extract Cards | On Condition

The Tools|Extract Cards|On Condition command searches the active cardfile for data meeting a specific condition. Once matching data has been found, a copy of the card is added to a new cardfile. For a description of the dialog box options, see Extract Cards On Condition Dialog Box.

Tools | Back Up And Restore

Tools|Backup And Restore backs up and restores files. For more information, choose:

[Backup Dialog Box](#)
[Restore Dialog Box](#)

Tools | Preferences

The Tools|Preferences command sets up the overall program defaults.

Dialog Box Options

Default Deskpad View
Sets the default view at startup. Choose between Calendar, Weekly View, Monthly View, Yearly View, EarthTime, Cardfile, Write, Expense, or Reminder.

Options

 Password At Start-Up asks for a password when you start Sidekick.

 Start Maximised starts Sidekick in a maximised window.

 Digital Clock shows a digital clock in the Deskpad Controls instead of an analog clock.

 Prompt For Save On Exit prompts you to save files when you exit.

 Show Animation uses an animated effect each time you select a card or document.

Deskpad Icons

 Right Side displays icons on the right side of the Deskpad.

 Left Side displays icons on the left side of the Deskpad.

 Hide Deskpad Icons hides the icons.

Key To Move Between Fields In Card Entry
Choose either the Tab key or the Enter key to navigate through the Add Cards dialog box.

Calendar
Choose the Calendar button to set up options for the views of the Calendar.

Colour
Choose the Colour button to setup colours for Sidekick's views.

Font
Choose the Font button to change the display font for the Cardfile and Write.

Password
Choose the Password button to set a password.

Tools | Custom Toolbar Setup

 Related topics

The Tools|Custom Toolbar Setup command lets you choose the buttons that appear in the Custom Toolbars of each of the Sidekick views.

Dialog Box Options

Available   Buttons
Displays the available buttons. Select the button you wish to add to the Custom Toolbar.

Current Buttons
Displays the currently selected buttons. Select the button from this list if you want to remove it.

Add After
Adds the new button after the button highlighted in the Current Icons list.

Add Before
Adds the new button before the button highlighted in the Current Button list.

Remove
Removes the selected button from the Current Button list.

Separator
Inserts a separator before the button selected in the Current Button list. In the Toolbar, this appears as an extra space between the buttons.

Tools | Launch Bar Setup

The Tools|Launch Bar Setup command sets up the applications and icons that appear on the Launch Bar.

Shortcuts:

Toolbar:

Dialog Box Options

File Name
Displays the file name selected from either the File List box or the Your Selection list box. Add any additional command line parameters here.

File List
Lists the files in the current directory with the selected extension.

Current Directory
Displays the directory currently selected.

List Files Of Type
Sets the extension of the application files you want to have displayed in the Files list box.

Drives
Displays the current drive. To change drives, click the arrow at the right of the box and double-click the drive you want.

Your Selection
Displays a list of files available for launching. To add a new file for launching, select a file from the File List, and then choose Add.

Add
Adds the selected file in the File Name text box to the Your Selection list box.

Delete
Removes the selected application from the Your Selection list box.

Change Icon
Sets the icon used for the application in the Launch Bar.

Reorder
Changes the order of applications in the Launch Bar.

Tools | Combine Write Files

The Tools|Combine Write Files command merges the documents and folders from one Write file into another. In the Combine Write Files dialog box, open the cardfile you want to add cards to.

For a description of the dialog box options, see <u>File-Handling Options.</u>

Note: If the second Write file has any folder names in common with the open one, new folders are not added. Instead, their documents are added to the open Write file's in the folder of the same name.

Tools | Import Files

The Tools|Import Files command imports text and RTF (Rich Text Format) files into Write.

Dialog Box Options

File Name
Choose the file(s) you want to import into the current folder.

List Files Of Type
Controls the file names that are displayed in the File Name list.

Directories
Displays the current directory. To change to a different directory, double-click it.

Drives
Displays the current drive. To change drives, click the arrow at the right of the box and double-click the drive you want.

Import File List
Displays the files to be imported into the current folder

Network
Click to map a network drive to a drive letter.

Add
Click the Add button to add the file selected in the File Name list to the Import Files List.

Delete
Click the Delete button to remove the selected file from the Import Files List.

Tools | Export Documents

The Tools|Export Documents command copies the specified documents to the Clipboard, a text file, or an RTF file. You can export the current document, all documents, marked documents, or documents found in the last search from one or more folders.

Shortcuts:

Toolbar:

Include Subject
Includes each document's subject in the export file.

Select Folders
Sets the folders to export documents from. You can choose one folder, multiple folders, or all folders.

Export Documents To
Sets the export destination as the Clipboard or a text or rich text file. If you choose Text File or Rich Text File, the Save As dialog box appears.

Tools | Create Merge Template

The Tools|Create Merge Template command opens the Insert Card Fields dialog box. This dialog box inserts fields from the active cardfile into the current document.

Dialog Box Options

Field Names
Choose the name of the field to insert into the document.

Insert
Click the Insert button to insert the field into the document template.

Close
Click the Close button when you are finished.

Tools | Mail Merge

The Tools|Mail Merge command merges the document template with the active cardfile and creates new documents. If no template has been created, this command will bring the first ten cardfields of the current card into the body of the current document, and give the document the same subject as the card's index line (title).

Dialog Box Options

Merge
Choose which cards (current, selected, marked, or all) to merge.

Print Merged Result
Check to print the merged documents immediately.

Enter In Contact Log
Check to stamp the subject lines of the new documents to the selected cards' logs.

Save Merged Documents To Folder
Check to save the new documents in a different folder than the template. Choose the folder in the Which Folder drop down box.

Tools | Quick Letter

The Tools|Quick Letter command creates a letter using data on the current card.

The command displays the Quick Letter dialog box. Choose the desired document template, and click OK. A mail merge function is performed on the selected template using the current card.

The fields in the pre-defined templates are based on the fields from the Business and Personal cardfile templates. If there are fields in the selected template that don't exist in your active cardfile, the fields are not replaced with cardfile data. Instead, the field names enclosed in brackets remain in the letter.

Shortcuts:

Toolbar:

Tools | Spelling Check

The Tools|Spelling Check command opens the Spelling Check dialog box.

Dialog Box Options

Not In Dictionary
Displays the word that may be misspelled.

Change To
Displays the correction that Sidekick suggests.

Correct
Inserts the suggested replacement.

Correct All
Replaces all instances of the found word with the replacement.

Ignore
Ignores the found word, and continues.

Ignore All
Ignores all instances of the found word.

Add
Adds the found word to your user dictionary.

Undo Last Correct
Reverses the last replacement.

Tools | Word Count

The Tools|Word Count command displays several useful statistics about the current document: Pages, Words, Characters, Paragraphs, and Lines.

Tools | Quick Export

The Tools|Quick Export command exports the current document to an RTF file. The new RTF file's name is the name of the Write document, with an RTF extension.

Tools | Extract Documents

The Tools|Extract Documents command copies documents that meet specified conditions to a new Write file.

Dialog Box Options

What To Extract
Choose All Documents, Marked Documents, Selected Documents, Found Documents, or Documents By Condition.

Select Folders
Select which folders to extract from.

If you choose Documents By Condition, the <u>Extract Criteria dialog box</u> appears after you click OK. Use this dialog box to specify further conditions of the documents to extract.

Tools | Calculator

The View|Calculator command shows the Sidekick Calculator.

Shortcuts:

Toolbar:

Off
Closes the Calculator.

Up/Down Arrows
Scrolls through the Calculator tape containing results from the current calculations.

Reset
Resets the Calculator completely, clearing the tape and all function keys.

F1, F2, F3
Customisable function keys for special calculator operations.

View Menu

The commands on the View menu vary depending on what Sidekick view you are using. Click one of the following views for the list of View commands for that view.

Cardfile

Calendar

Write

Expense

EarthTime

Reminder

Report

View Menu (Cardfile)

Calendar	Switches to the Calendar.
EarthTime	Switches to EarthTime.
Write	Switches to Write.
Expense	Switches to the Expense view.
Reminder	Switches to the Reminder view.
Edit/Indexed	Toggles the screen between the Edit View and the Indexed View.
Toolbar	Shows the view-specific Toolbar.
Custom Toolbar	Shows the Custom Toolbar.
Launch Bar	Shows the Launch Bar.
StatusBar	Shows the Status Bar.

View Menu (Calendar)

EarthTime	Switches to EarthTime.
Cardfile	Switches to the Cardfile.
Write	Switches to Write.
Expense	Switches to the Expense view.
Reminder	Switches to the Reminder view.
Daily View	Switches to the daily calendar.
Weekly View	Switches to the weekly calendar.
Monthly View	Switches to the monthly calendar.
Yearly View	Switches to the yearly calendar.
Toolbar	Shows the view-specific Toolbar.
Custom Toolbar	Shows the Custom Toolbar.
Launch Bar	Shows the Launch Bar.
StatusBar	Shows the Status Bar.

View Menu (Write)

Calendar	Switches to the Calendar.
EarthTime	Switches to EarthTime.
Cardfile	Switches to the Cardfile.
Expense	Switches to the Expense view.
Reminder	Switches to the Reminder view.
Edit/Indexed	Toggles the screen between the Edit View and the Indexed View.
Toolbar	Shows the view-specific Toolbar.
Custom Toolbar	Shows the Custom Toolbar.
Launch Bar	Shows the Launch Bar.
Status Bar	Shows the Status Bar.
Ruler	Shows the Ruler.
Line Numbers	Shows the line number of each line in the current document.

View Menu (Expense)

Calendar	Switches to the Calendar.
EarthTime	Switches to EarthTime.
Cardfile	Switches to the Cardfile.
Write	Switches to Write.
Reminder	Switches to the Reminder view.
Report/Receipt View	Switches between the expense report view and the expense receipt view.
Toolbar	Shows the view-specific Toolbar.
Custom Toolbar	Shows the Custom Toolbar.
Launch Bar	Shows the Launch Bar.
StatusBar	Shows the Status Bar.

View Menu (EarthTime)

Calendar	Switches to the Calendar.
Cardfile	Switches to the Cardfile.
Write	Switches to Write.
Expense	Switches to the Expense view.
Reminder	Switches to the Sidekick Reminder view.

View Menu (Report)

Cardfile	Switches to the Cardfile.
Calendar	Switches to the Calendar.
Write	Switches to Write.
Expense	Switches to the Expense view.
Reminder	Switches to the Reminder view.
EarthTime	Switches to EarthTime.
Toolbar	Shows the view-specific Toolbar.
Custom Toolbar	Shows the Custom Toolbar.
Launch Bar	Shows the Launch Bar.
StatusBar	Shows the Status Bar.

View Menu (Reminder)

Calendar	Switches to the Calendar.
Cardfile	Switches to the Cardfile.
Write	Switches to Write.
Expense	Switches to the Expense view.
EarthTime	Switches to EarthTime

View | Reminder

The View|Reminder command switches to the Reminder view.

Shortcuts:
Deskpad Icon:

View | Cardfile

The View|Cardfile command switches to the Cardfile.

Shortcuts:

Keyboard: F5

Deskpad Icon:

View | Calendar

The View|Calendar command switches to the Calendar.

Shortcuts:

Keyboard: F6

Deskpad Icon:

View | Write

The View|Write command switches to Write.

Shortcuts:
Keyboard: F7

Deskpad Icon:

View | Launch Bar

The View|Launch Bar command shows the Launch Bar.

Shortcuts:

Toolbar:

View | Toolbar

The View|Toolbar command shows the view-specific <u>Toolbar.</u>

View | Custom Toolbar

The View|Custom Toolbar command shows the <u>Custom Toolbar.</u>

View | StatusBar

The View|StatusBar command shows the Status Bar.

View | Daily View

The View|Daily View command switches to the Daily Calendar view.

View | Weekly View

The View|Weekly View command switches to the Weekly Calendar view.

View | Monthly View

The View|Monthly View command switches to the Monthly Calendar view.

View | Yearly View

The View|Yearly View command switches to the Yearly Calendar view.

View | Expense

The View|Expense command switches to the Expense view.

Shortcuts:
Keyboard: F8

Deskpad Icon:

View | EarthTime

The View|EarthTime switches to EarthTime

Shortcuts:
Deskpad Icon:

View | Edit /Indexed

The View Edit/Indexed command in the Cardfile or Write view switches the display of the current card to full-screen proportions (the Edit view), or back down to half-screen (the Indexed view), which shows the Card list or Document list.

Shortcuts:
Keyboard: Ctrl+E

View | Ruler

The View|Ruler command displays the ruler in the Write view. Use the Ruler to change margins and set tabs.

Note: Any changes you make to the ruler only affect the selected lines.

To change a margin, drag the lower arrow at either end. The arrow's position marks the margin for the selected line.

To change the indent of the first line of a paragraph, move the upper arrow on the left of the ruler. Note that you can set the indent to the left of the left margin, thus creating an outdent.

To add a tab stop, click on the ruler where you want it set. To move a tab stop, drag it along the ruler. To delete a tab stop, drag the tab stop downward, away from the ruler.

View | Line Numbers

The View|Line Numbers command shows the line number of each line in the current document.

View | Report/Receipt View

The View|Report/Receipt View command switches between the expense report view and the expense receipt view.

Enter your receipts using the expense receipt view. The expense report view arranges the receipts you have entered by date and category, and totals them.

Creating a cardfile

Using cardfile templates

 Next topic

When you create a cardfile, first decide what fields you want on each card. You can create all these fields yourself, or you can use a cardfile template—an empty cardfile that already has fields in place. You can even mix these two approaches by customising a template or existing cardfile, keeping some of its fields and replacing the rest with your own.

To create a cardfile,

1. Click the New Cardfile button , or choose File|New Cardfile. The Select Cardfile Template dialog box appears. This dialog box shows you what fields each template contains.
2. Select a template to use as the basis for your new cardfile. If you don't want to use a template, and you want to create all the fields yourself, choose **None** as the cardfile template.
3. Click **OK**.

If you selected a template, an empty cardfile appears, containing the fields from the selected template. If you want to change any of these fields, see the next topic in this series. If you selected None, the Define Cardfile Fields dialog box appears. See the next topic.

Creating a cardfile

Changing cardfile fields

Next Topic

To display the Define Cardfile Fields dialog box, choose Cards|Define Cardfile Fields. To add a field, type a name in the **Field Name** box, and click **Add** or **Add Before**. To change a field name, first select it from the list, then type the new name and click **Change**. To delete a field, select it from the list and click **Delete**. To specify the cardfile's sorting order, see the next topic.

To reorder the cardfile fields, choose Cards|Reorder Cardfile fields. The Reorder Cardfile Fields dialog box appears.

Creating a cardfile
Sorting a cardfile

Every card has an index, or title line defined for a cardfile by up to three fields. For example, you could use the Company, Last Name, and Office Phone fields for a cardfile's index.

Sidekick sorts the cards alphabetically (or reverse alphabetically, if you choose) according to its index. To use the example above, if you choose Company, Last Name, and Office Phone for the index line, the cards are arranged alphabetically by company, then last name, and then office phone number

To define the index, choose Cards|Sort Cardfile, or click the **Sort** button on the Toolbar. The Sort Cardfile dialog box appears. Choose up to three fields to use as the index.

Adding a card

To add a card to the cardfile, choose Cards|Add Cards, or click the Add Cards button on the Toolbar. The Add Cards dialog box appears with a listing of the fields that are set up in the cardfile. Type the data you wish to add to the cardfile according to each field name. Click **Add** to add the information as a new card. Click **Close** when you have added all the new cards you want.

Moving cards between cardfiles

You can move a group of selected cards between cardfiles by dragging and dropping them. (To learn how to drag and drop, see Drag and Drop.) Dragging a group of cards onto another cardfile's tab moves those cards into the other cardfile. If you want to copy cards instead of moving them, press and hold Ctrl while dragging and dropping. You can also choose Cards|Move Cards to move the current card, selected cards, marked cards, or all cards to a different open cardfile.

When you move cards between two cardfiles, the Match Cardfile Fields dialog box appears. This dialog box lets you choose how to map the different fields from one cardfile to another.

The Match Cardfile Fields dialog box automatically matches fields that share the same name in both cardfiles. You can match other fields manually by selecting a field from each cardfile and clicking the **Match** button. You can remove an incorrect match by selecting it and clicking the **Remove** button. If you check **Remember The Matches**, Sidekick automatically matches these same fields whenever you move cards between any cardfiles containing the same fields. To change the list of remembered matches, click **Delete Match Fields**.

The cards you dropped into the target cardfile now have that cardfile's fields. If you matched fields between the two cardfiles, information is stored accordingly. Information from unmatched fields will be placed in the last field of the new card.

Adding a ToDo

 Related topics

You can enter tasks into Sidekick's ToDo list and check them off when completed. Sidekick forwards any incomplete ToDos to the next day. You can also give a ToDo attributes like a priority, category, due date, and person assigned to handle it.

To create a new ToDo, click any blank line in the ToDo list and begin typing. You can also edit the text of existing ToDos this way. When you begin to type a new ToDo, Sidekick places a ToDo icon in front of the text.
To drag and drop a ToDo, grab its icon and drag it to the new location.

You can also create a new ToDo by choosing Calendar|ToDo|Daily, which opens the ToDo dialog box.

Adding an appointment Related topics

Put all your appointments or scheduled tasks into the Appointments list. You can have any number of appointments scheduled throughout the day, and up to three appointments scheduled for the same time. Appointments can be checked off when completed.

To create an appointment, click the Appointments list's time line on the approximate time you want to start your appointment. This creates a blank appointment, in which you can immediately type a brief description. When you're done typing, press Enter.

Sidekick automatically places an appointment icon in the upper left corner of each appointment. To drag and drop an appointment, grab its icon and drag it to the new location.

You can edit an existing appointment's description by clicking it, and you can change its duration by dragging its bottom edge when it is selected.

Making a recurring appointment, ToDo, or call

Related topics

You don't have to input regularly repeated ToDos, appointments, and calls individually. You can specify the intervals and let Sidekick add these activities automatically. You can change a one-time activity into a recurring one, or create recurring activities from scratch. Either way, the process is the same.

There is a dialog box for each kind of recurring activity:

Recurring ToDo,

Recurring Appointment,

Recurring Call.

To add recurring activities to the Calendar:

1. Choose the type of activity you want from the Calendar menu in the Daily view: Appointment, Call, or ToDo, and then choose Recurring.

2. Enter the description, Regarding text, and other options the same way you do for individual activities.

3. Set the range of days, weeks, or months that the activity will recur on using the From and To dates.

4. Choose the interval of recurrence. When you're done, click **Add**.

5. Repeat the procedure to add another recurring activity, or click **OK** when done.

Note: To change an existing activity into a recurring one, click the **Recurring** button in the activity's Daily dialog box.

Adding multi-day events

You can schedule multi-day events such as conferences, all-day meetings, or vacations. Multi-day events can be of any duration, even one day. The event name appears at the top of the daily Appointments list. In the Weekly and Monthly views, the multi-day event appears as a bar extending from the starting date to the ending date with the description centred on the bar. In Yearly View, it also appears as a bar, but its description appears on the status bar in the lower right of the screen as you move the pointer over the event dates.

Choose Calendar|Multi-Day Event, or click the multi-day event button. The <u>Multi-Day Event</u> dialog box appears.

1. Type the name of the multi-day event in the **Description** text box.

2. Select the month, day, and year for the starting and ending dates of the event.

3. Select **Full Day**, **AM**, or **PM** (visible in Yearly Planner), and a **Colour** for the event's bar.

4. Click **Add** to place the event in the Multi-day events list.

Adding a document

To add a document to the current folder, click the Add Document button or choose Write|Add Document. A new, blank document appears, with the insertion point in the subject line. After you type a subject for the document, press Tab or Enter to move into the body of the document. Type and format your document.

Using Back Up and Restore
Overview

Next topic

Back Up and Restore is a very simple, yet powerful, feature. You just choose which files you want to copy or back up, and choose the location to copy them all to. To copy files onto a second computer simply back up the files on to a floppy disk, and use the second computer's copy of Sidekick to Restore those files onto that machine. (You must have a copy of Sidekick, or at least the Back Up and Restore utility, installed on each computer.) Sidekick automatically puts all the files into a directory structure identical to where they came from. You can copy multiple files across multiple disks, as long as no single file is larger than the capacity of a disk.

Later, when you're ready to bring those files back to their original directories, Sidekick again puts them back in the proper locations. Also, after the first time you use Back Up and Restore, Sidekick remembers which files you backed up or restored most recently, and displays them as the default files for backup or restoration.

You can run Back Up and Restore from within Sidekick, or as a separate stand-alone application in your Sidekick program group or folder.

Using Back Up

and Restore

Backing up your files

To back up files,

1. Save your open files. The Backup program only backs up the last-saved versions of your files.

2. Choose Tools|Back Up And Restore Files.

3. The Back Up And Restore dialog box appears. Click the **Back Up** radio button and click **Next**. The Backup dialog box appears.

4. Select all the files you want from the **Source Files** list. Click **>** to add the selected files to the **Backup List**. Click **>>** to add all files in the **Source Files** directory to the **Backup List**. Change the Source or Destination directories if needed.

5. After you've selected all the files you want to back up and specified the directory to back them up to, click **Begin**. Sidekick backs up the specified files.

If you're backing up to a floppy disk, you might run out of disk space for all your files. If this happens, Sidekick copies your files across multiple disks, prompting you to insert as many as needed.

Using Back Up and Restore
Restoring your files

To place backed-up files onto your second computer, or restore files to your primary one,

1. Choose Tools|Back Up And Restore Files. The Back Up And Restore dialog box appears.

2. Click the **Restore** button. The <u>Restore dialog box</u> appears. Notice that each file to be restored already indicates its own destination directory.

3. Select which files you want to restore from the **Files To Restore** list, and click **>**. Or accept all listed files to be restored by clicking the **>>** button. Change the Source or Destination directories if needed.

4. Click **Begin**, and Sidekick copies the selected files to the correct directories.

If you are restoring from multiple disks, Sidekick prompts you to insert them in the correct order. If some of the files that should be restored are missing, Sidekick notifies you.

Making a call with the Phone Dialer

 Related topics

Once you've set up Sidekick for phone dialling by choosing Phone|Setup you're ready to make a call. Just select a card and click the Call icon, or choose Phone|Call.

The Phone Dialer appears. The index line of the current card is in the **Name** field, and the information from the Default Speed Dial Field is in the **Number** field. To select another number from the current card, choose it from the drop-down **Number** menu. Click **Dial** to have Sidekick dial the number for you. The Call Status dialog box appears. When Sidekick finishes dialling the number, pick up your phone receiver and click **Talk**. To cancel the call, click **Hang Up**. When you press either of these buttons, the Call Status dialog box disappears, and you see the Phone Dialer again. If you are talking on the phone, the **Dial** button changes to **Hang Up**. Click this when the call is finished.

Note: Sidekick knows when you're calling outside your area, and automatically selects the Long Distance or International setting when appropriate. If you are calling a number in your area code, Sidekick does not dial the area code, even if it is part of the data in the cardfile.

As you talk on the phone, type any notes in the **Call Notes** field. Add these notes to the current card's Contact Log by clicking **Log Notes**.

You can quickly dial a card or return a call in your Calls list by dragging and dropping the card or list entry onto the Call icon on the deskpad. The number in the Default Speed Dial Field is dialled.

Using Drag and Drop

Overview   Next topic

Drag and drop is one of the easiest ways to move and copy entries from one area of the program to another.

To drag and drop a card or a document, you simply move your mouse pointer over its subject in the Card or Document list, hold down the left mouse button, drag the pointer to the place you want to drop the object, and release the mouse button. In the Calendar, drag an activity by "grabbing" its icon. Many of these items can be selected as a group, as described in the appropriate chapters of the Sidekick User's Guide.

Using Drag and Drop

Cardfile

Next topic

In the Cardfile you can

- Drag cards to the Delete icon to delete them.

- Drag a card to the Call icon to quickly dial a phone number on card.

- Drag a card to a calendar list in the Viewport to insert information from the card's index.

- Drag cards to cardfile tabs to move them from one open cardfile to another. Hold down the Ctrl key as you drag to copy the cards instead of moving them.

Using Drag and Drop

Calendar

Next topic

In the Calendar you can

- Drag an activity to the Delete icon to delete the item.

- Drag an activity to the Call icon to quickly dial a number in its description text.

- Drag an activity to another list in the Calendar.

- Drag a card from the Viewport to a calendar list to insert information from the card's index.

Using Drag and Drop
Write

In the Write view you can

- Drag documents to the Delete icon to delete them.

- Drag documents to folder tabs to move them to a different folder. Hold down the Ctrl key as you drag to copy instead of moving.

- Drag a card from the Viewport to a blank document to insert the data from the first 10 fields on the card.

- Drag a card from the Viewport to a document merge template to create a mail merge or form letter.

Designing printing label contents

Overview

The design you create in the Set Up Contents dialog box will repeat on each printed label (or envelope or address book page). The design is made up of four types of **elements**:

- Card Fields
- Text
- Graphics
- Stamps

When you are finished with your design, click the **Save** button to save your contents.

Designing printing

label contents

Next topic

Creating and editing elements

Create the four types of elements by clicking their buttons.

To edit an element, right-click it, or click the **Modify Selection** button while the element is selected. A shortcut menu appears, with different options available depending on the type of element you've selected. (To resize elements, see the next Hint.)

To move or edit multiple elements, Shift-click to select each one, then move or edit them as a group.

Designing printing

label contents
Creating Card Fields elements

Card Fields elements insert information from the cardfile into the label, address book page, or envelope.

Click the **Card Fields** button. The Edit Label Text dialog box appears. To add a card field, click it in the list on the left, and click the **Fields>>** button. The field name appears in the box on the right. When you print, the information from the cards will appear in place of the field names.

If you want any text to repeat word-for-word on each printout, simply type it in the box on the right.

When finished, click **OK**. After the element is created, you can change its font (including size and type style), colour, and alignment.

Designing printing label contents

Creating Text and Stamp elements

Add a Text element by clicking the **Text** button. Type in the Edit Text dialog box and click **OK**.

Add a Stamp element by clicking the **Stamp** button and choosing the phrase you want.

After the element is created, you can change its type style, colour, and alignment. You can also rotate Stamps.

Designing printing

label contents

Creating Graphic elements

To create a Graphic element, click the Graphics button, and choose what kind of graphic to place: Bitmap, Frame, Round Frame, or Line.

If you choose Bitmap, you can import a BMP file, which you can then resize if needed.

If you create a Frame, Round Frame, or Line, you can resize the element, change its line thickness, and its colour.

Designing printing

label contents

 Next topic

Resizing elements

To change the size of a graphic element, first select it. Black squares (called "handles") appear at its edges. Drag a handle to resize the element.

You resize Text, Card Fields, or Stamp elements slightly differently. With these elements, you can drag the handles to new positions, but the actual text within the element remains the same size. **Careful**: it's possible to size the element too small, so not all the text fits within it.

To resize the text, change its font size by right-clicking the element, and choosing Font from the Shortcut menu.

More options

You can zoom in or out of your design by using the **Zoom** button.

Check the **Snap To Grid** option to impose a regular grid of points that elements will snap to. This is useful for aligning elements.

Check **Show Grid** to display this grid.

To display these hints again, click the **Hint** button.

Creating an expense report

 Related topics

To create an expense report, you must first enter your receipts in the Expense view. To enter information from a new receipt, click the Add Receipt button. Choose the **Expense Type** from the drop-down list at the upper-right of the view. Type the receipt information in the blank receipt form below the list. Most fields include a drop-down list you can select from to speed up your data entry. To edit an existing receipt, click it in the Receipts list at the left of the view. The receipt appears at the right.

To create the expense report from these receipts, select View|Report View, or click Go To Report. Type the Name, Department and Purpose of the expense report at the top of the screen. The numbers in the expense report are not directly editable. To change this information, return to the Receipt view and make changes in the receipts.

Faxing from Sidekick

You can fax a Write document directly from Sidekick using the Windows 95 Fax capability. **Note:** your computer must have a fax modem, and you must install the Windows 95 Fax software to fax documents.

To fax a Write document

1. In the Write view, open the Viewport and display the Card list.

2. Select one or more cards as the fax recipients. (These cards must have a field that includes the word "fax" in the field name, and there must be a fax number in the field.) If you don't make a specific selection, Sidekick uses the current card.

3. Right-click the current document and choose Fax from the shortcut menu. The Write document is faxed to all the cards you selected.

E-mailing from Sidekick   Related topics

You can e-mail a card or a Write document with the click of your mouse. **Note**: you must have Microsoft Exchange installed as your e-mail client.

To send a document or card as e-mail, right-click the document or card, and choose Send E-mail from the shortcut menu.

Microsoft Exchange opens. Click the **To** button , and enter the address you want to send to. Click the **Send** button to send the e-mail.

Toolbar And Custom Toolbar

 Related topics

The Toolbar and Custom Toolbar contain buttons that immediately execute certain Sidekick commands. For example, instead of choosing File|Save All, you could simply click the Save All button.

You can configure Sidekick's Custom Toolbar differently for each view of Sidekick. To do this, choose Tools|Custom Toolbar Setup. For a complete list of the Custom Toolbar buttons available for each part of Sidekick, see Custom Toolbar Buttons.

Additionally, there is a non-customisable Toolbar available in several views. This Toolbar contains buttons for the most common commands of each view.

Custom Toolbar Buttons

 Related topics

The list of buttons you can choose when setting up the Custom Toolbar varies for each part of Sidekick. Choose one of the following topics to see the list of Custom Toolbar buttons available for that area of the program:

Common Custom Toolbar Buttons

Cardfile Custom Toolbar Buttons

Calendar Custom Toolbar Buttons

Write Custom Toolbar Buttons

Expense Custom Toolbar Buttons

Report Custom Toolbar Buttons

Common Custom Toolbar Buttons

 Related topics

The following buttons are common to the three main views and perform the same functions throughout Sidekick.

Button	Name	Description
	Save All	Saves all open cardfiles, calendar files, Write files, expense files, and report files.
	Undo	Reverses the last action, when available.
	Cut	Removes selected text and puts it on the Clipboard.
	Copy	Copies selected text onto the Clipboard.
	Paste	Inserts a copy of the Clipboard contents at the insertion point.
	Contact Manager	Searches your calendar and cardfile for calls, appointments, ToDos, and Contact Log entries.
	Calculator	Shows/Hides the Calculator.
	Preferences	Opens the Preferences dialog box.
	Quick Letter	Creates a Quick Letter.
	Report	Opens the New Report dialog box to create a new report, open an existing report, or return to the current report.

Cardfile Custom Toolbar Buttons

Related topics

The following buttons perform operations specific to the Cardfile.

Button	Name	Description
	New Cardfile	Creates a new cardfile.
	Open Cardfile	Opens an existing cardfile.
	Close Current Cardfile	Closes the current cardfile.
	Save Cardfile	Saves a cardfile under its current name.
	Save Cardfile As	Saves a cardfile under a new name or to a different location.
	Print Labels	Prints card information to any size label.
	Print Cards	Prints cards and/or Contact Log information.
	Print Address Book	Prints an address book.
	Print Envelopes	Prints envelopes.
	Go To Cardfile	Moves you to the selected open cardfile.
	Add Card	Adds a card to the active cardfile.
	Find Condition	Searches for cards that meet specified conditions.
	Duplicate Card	Makes multiple copies of the selected card.
	Delete Cards	Deletes the selected card, marked cards, cards with blank indexes, or an index range of cards.
	Mark or Unmark	Marks or unmarks the selected card.
	Define Cardfile Fields	Defines the cardfile's fields.
	Reorder Fields	Changes the order in which fields are displayed in the cardfile.
	Move Cards	Moves cards between cardfiles.
	Reorder Cardfile Tabs	Reorders the open cardfiles' tabs at the bottom of the screen.

	Import Cardfile	Converts text data from other file formats to Sidekick's cardfile format.
	Export Cardfile	Converts a Sidekick cardfile to another file format.
	Extract Cards On Text	Copies the cards that contain a specified text string to a new cardfile.
	Merge Cardfile	Merges all the cards from a cardfile into the opened cardfile.

Calendar Custom Toolbar Buttons

Related topics

The following buttons perform operations specific to the Calendar.

Button	Name	Description
	New Calendar	Creates a new calendar.
	Open Calendar	Opens an existing calendar.
	Save Calendar	Saves a calendar under its current name.
	Save Calendar As	Saves a calendar under a new name or to a different location.
	Print Sidekick Format	Prints the calendar in various Sidekick formats.
	Print Day-Timers Format	Prints the daily calendar in various Day-Timers formats.
	Print Franklin Format	Prints the daily calendar in various Franklin Planner formats.
	Go To Today	Jumps to today's date in the daily calendar.
	Find Activity	Searches the calendar for the specified text.
	Recurring Appointment	Creates a recurring appointment.
	Recurring Call	Creates a recurring call.
	Recurring ToDo	Creates a recurring ToDo.
	Multi-Day Event	Schedules events (such as conferences or vacations) that extend over several days.
	Special Day	Schedules special days, such as anniversaries, holidays, and birthdays.
	Sort ToDo	Sorts the items in the ToDo list.
	Sort Goals List	Sorts the items in the Goals list.
	Delete Activities	Deletes activities.

Write Custom Toolbar Buttons

Related topics

The following buttons perform operations specific to Write.

Button	Name	Description
	New Write File	Creates a new Write file.
	Open Write File	Opens a Write file.
	Save Write File	Saves the Write file.
	Save Write File As	Saves the Write file under a different name.
	Print Documents	Prints documents.
	Go To Folder	Goes to the specified folder
	Delete Documents	Deletes the current document, selected documents, or marked documents.
	Sort Documents	Sorts documents by subject or date, in ascending or descending order.
	New Folder	Creates a new documents folder.
	Delete Folder	Deletes a Write folder.
	Edit Folder Name	Changes a folder name.
	Undo Editing	Reverses the last edit made to a document.
	Move Documents	Moves documents from one folder to another.
	Insert Card Fields	Inserts cardfile fields into a document for a mail merge.
	Import Files	Imports files into documents.
	Export Documents	Exports the current document, selected documents, all documents, marked documents, or all documents found in the previous search to the Clipboard or to a text file.
	Mail Merge	Fills cardfile field names in a document template with card data.

Report Custom Toolbar Buttons

Related topics

The following buttons perform operations specific to the Report view.

Button	Name	Description
	New Report	Opens the New Report dialog box to create a new report on cards, Contact Log, calendar activities, free appointment time, or task details.
	Cardfile	Generates a report from the cardfile.
	Contact Log	Generates a report from the Contact Log.
	Calendar	Generates a report from appointments, calls, tasks, multi-day events, and special days.
	Free Time	Generates a report of the free time between appointments.
	ToDo List	Generates a detailed report from ToDos and goals.
	Open Report	Opens an existing report.
	Save Report	Saves a report under its current name.
	Save Report As	Saves a report under a new name or to a different location.
	Print Report	Prints a report.
	Update Report	Updates the data in the report.
	Change Column Width	Changes the width of columns.
	Change Font	Sets the fonts used in the report.
	Report Header	Adds a title and subtitles to the report header.

Expense Custom Toolbar Buttons

 Related topics

The following buttons perform operations specific to the Expense view.

Button	Name	Description
	New Expense File	Creates a new expense file.
	Open Expense File	Opens a expense file.
	Save Expense File	Saves the expense file.
	Save Expense File As	Saves the expense file under a different name.
	Print Expense File	Prints the expense file.
	Print Preview	Previews the expense file before printing.
	Delete Receipt	Deletes the selected receipt
	Receipt Setup	Sets up the Receipt view setup.

Expense Menu

Add Receipt	Adds a new blank receipt to the current expense file.
Delete Receipt	Deletes the current receipt.
Sort By	Sorts the receipts in the current expense file.
Receipt Setup	Sets up the receipt view.

Expense | Add Receipt

 Related topics

The Expense|Add Receipt command adds a new blank receipt to the current expense file.

Shortcuts:

Toolbar:

Keyboard: Ctrl+A

Expense | Delete Receipt

The Expense|Delete Receipt command deletes the current receipt.

Expense | Sort By

 Related topics

The Expense|Sort Receipts command sorts the receipts in the current expense file.

Shortcuts:
Keyboard: Ctrl+R

You can sort the Receipt list by: Account, Amount, Date, and Expense Type.

Expense | Receipt Setup

The Expense|Receipt Setup command sets up the receipt view..

Dialog box options

Mileage rate
Sets the reimbursement rate for mileage.

Currency
Sets the currency type used in receipts. To add a new type of currency, type it in the small field, and click the Add button. To delete a type of currency, select it from the list, and click Delete. The currency selected in the list is what all receipts are listed as.

Pick Lists
Defines the contents of the various pick lists available in receipt fields, such as Account, City, and Vendor. To edit the choices available in a field, follow these steps:

1. Choose the field from the Select A Field list.
2. Type a new pick list choice in the small box under the words Setup List.
3. Click Add.

To delete a pick list choice, select it, and click **Delete**.

Format Menu

<u>Font</u>	Sets the character attributes for the selected text.
<u>Paragraph</u>	Sets the indentation and alignment of the selected paragraph.
<u>Tabs</u>	Sets the tab stops of the selected paragraph.
<u>Bullet</u>	Sets the selected paragraphs as a bulleted list.

Format | Font

The Format|Font command sets the character attributes for the selected text.

Shortcuts:

Toolbar:

Dialog Box Options

Font
Sets the font of the selected text.

Font Style
Sets the font style (Regular, Italic, Bold, or Bold Italic) of the selected text.

Size
Sets the point size of the selected text.

Strikeout
Sets the selected text in Strikeout style.

Underline
Sets the selected text in Underline style.

Colour
Sets the selected text in the specified colour.

Sample
Displays a sample of the selected text with all the specified attributes.

Script
Sets the alphabet to use for the selected text.

Format | Paragraph

The Format|Paragraph command sets the indentation and alignment of the selected paragraph.

Dialog Box Options

Indentation
Sets the indentation of the first line and the right and left sides of the selected paragraph.

Alignment
Sets the alignment of the selected paragraph. The choices are: Left, Right, and Centre.

Format | Tabs

The Format|Tabs command sets the tab stops of the selected paragraph.

Dialog Box Options

New Tab Stop
Sets the placement of a tab stop, measured in inches.

Set
Adds a tab stop at the location specified in the New Tab Stop field.

Clear
Clears the tab stop selected from the Tab Stop list to the left.

Clear All
Clears all the tab stops.

Format | Bullet

The Format|Bullet command sets the selected paragraphs as a bulleted list. A bullet is added at the first line of each paragraph, and each paragraph is indented. Applying this command to a bulleted list will set the text back to normal.

EarthTime Menu

Change City	Changes the city in the selected city panel.
Facts About City	Shows handy information about the selected city.
Time Difference	Shows the time difference between the selected city and your Home Clock city.
Local Clock	Changes your Local Clock city.
Home Clock	Changes your Home Clock city.
Clock Setup	Customises the display of the selected city panel.

EarthTime | Change City

The Change City command changes the city in the selected city panel.

Dialog Box Options

Country
Sets the country from which to show cities in the City list below.

City
Sets the city to display in the City panel.

Facts About City
Shows the Facts About City dialog box.

EarthTime | Facts About City

The Facts About City command shows the following information about the selected city: City, Country, Country Code, City Code, Population, Currency, and Languages.

EarthTime | Time Difference

The Time Difference command shows the time difference between two cities.

Dialog Box Options

City 1

By default, shows the selected city. Change this city by clicking the Browse Cities button. (Changing the city in this dialog box does not change the city displayed in EarthTime.)

City 2

By default, shows your Home Clock city. Change this city by clicking the Browse Cities button. (Changing the city in this dialog box does not change the city designated as your Home Clock city in EarthTime.)

Difference

States the time difference between City 1 and City 2.

Comparison

Shows a graphical hour-by-hour comparison between the two cities of every hour of the day.

Switch Cities

Switches City 1 and City 2.

EarthTime | Local Clock

The Local Clock command sets another city as your Local Clock city. When you travel to another time zone, update Sidekick and your computer's system clock to reflect the local time. You can still keep a city set as the Home Clock city.

A dialog box appears to confirm the change. In this dialog box is the option to Adjust Your System Clock. Check this option if you want your system clock to reflect the local time.

EarthTime | Home Clock

The Home Clock command sets another city as your Home Clock city. This city is set when you install Sidekick. Changing this city changes the Home Clock city displayed in the Time Difference dialog box.

EarthTime | Clock Setup

The Clock Setup command displays the Clock Setup dialog box.

Dialog Box Options

Naming

Sets which name to use for your Home Clock city: the one set by Sidekick, or an alternate one. For example, Although Sidekick offers Los Angeles as a city choice, it does not offer the nearby city of Pasadena, which is in the same time zone.

Colours

Shows the Text and Background colour for the selected city panel.

Apply

Applies the specified changes.