TIMEWISE™

FLIGHT SCHEDULES

LUNCHES

BUSINESS MEETINGS

DATES

SALES CALLS

THEATRE EVENTS

BIRTHDAYS

DINNERS

REORDER DATES

PAYMENT DATES

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Timewise is the program that helps active people organize and keep track of a full schedule of appointments simply and automatically. You can keep appointments for yourself, your entire family or all the people involved in a small business. Appointments can be recorded for any time in a day, week or month from 1981 through 1999, then searched for in various ways and displayed on your TV screen. If your ATARI® Home Computer system includes a printer, you can also print lists of appointments to keep you on schedule each day—then update and file the lists in a running diary of every scheduled event you've been involved in.

Quickly and step by step, this guide shows you how to use all the features of Timewise. The program itself is filled with ''prompts''—messages that appear on your TV screen—to help you use Timewise.

Timewise requires that your computer be equipped with at least 32K RAM.

GETTING STARTED

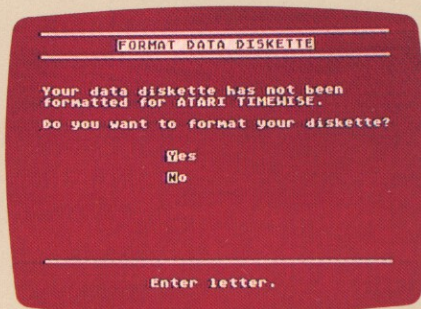To start using Timewise, you first need to load the program into your computer's memory. Here's how:

1. With your ATARI Home Computer turned off, pull the release lever forward on the top of the computer and insert an ATARI BASIC cartridge (in the LEFT cartridge slot on the ATARI 800™ Home Computer). Close the cartridge door.

2. Turn on your ATARI Disk Drive. When the red BUSY light goes out, open the disk drive door and insert your Timewise Master Diskette.

3. Turn on your computer and television set. As Timewise loads automatically into your computer, the title display appears on your TV screen. Be sure to turn up the volume on your TV set—you'll want to hear the tones that sound with certain prompts and displays.

Timewise soon prompts you to remove the Master Diskette and insert a data diskette. You start off using a blank data diskette to record and store appointments, much as you might use a blank tape to record music. Blank diskettes are available at your local computer store.

Wait until the red BUSY light goes out on your disk drive, then remove the Master Diskette and replace it in its protective sleeve. Insert a data diskette and press **START**. (If you're using two disk drives, simply insert your data diskette in drive 2 and press **START**.)

1

Each new data diskette must be prepared for use with Timewise and can be used only with Timewise thereafter. Whenever you insert a data diskette that has never been used with Timewise before, this message appears when you press **START**.

```
        FORMAT DATA DISKETTE

   Your data diskette has not been
   formatted for ATARI TIMEWISE.

   Do you want to format your diskette?

                 Yes
                 No


   _____

              Enter letter.
```

If you press **Y**, Timewise cautions you that anything previously stored on the diskette will be erased, and asks, "Are you sure?" Press **Y** if you want to prepare the diskette for use with Timewise; press **N** if you don't, and the program returns you to the startup screen.

When Timewise has finished preparing your diskette, the main menu appears.

NOTE: After nine minutes without a key being pressed, your computer will begin cycling the image on your TV screen through a random series of colors. This is to protect your TV picture tube. Pressing the space bar will return the screen to normal.
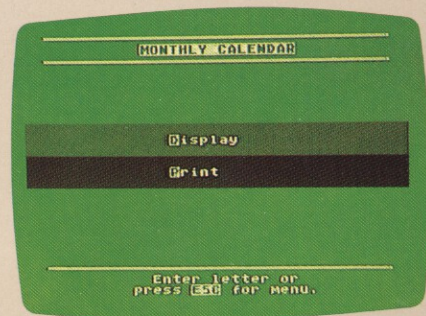
ONE DISKETTE FOR EACH . . .

Timewise adapts easily to your needs, both at home and at the office. One way to make the most of the program's flexibility is to store particular groups of appointments on separate diskettes. Each diskette has space for up to 630 appointments (1024 if your computer has 48K of memory).

In a busy office, you might want to prepare a diskette for each salesperson, agent or other staff member. Or a secretary can keep several people's records on one diskette. Preparing separate diskettes for chosen periods of time is another convenient way to organize your Timewise files.
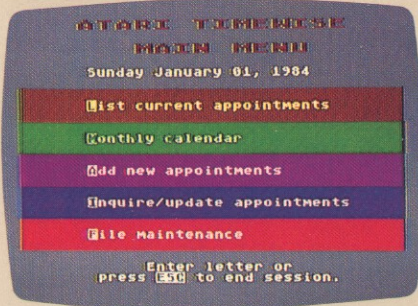
WHAT'S ON THE MENU?

The menus in Timewise are similar to those you look over in a restaurant—a set of selections is offered, and you choose. Just press the highlighted letter for the option you want— the screen for that selection is displayed.

```
LIST CURRENT APPOINTMENTS

  Today's appointments
  Display appointment list
  Print appointment list



        Enter letter or
      press ESC for menu.
```

Displays or prints appointment for today or for longer periods of time.

```
MONTHLY CALENDAR



        Display
        Print



        Enter letter or
      press ESC for menu.
```

Displays or prints appointment calendars by the month.

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ATARI TIMEWISE
MAIN MENU
Sunday January 01, 1984

List current appointments

Monthly calendar

Add new appointments

Inquire/update appointments

File maintenance

Enter letter or
press ESC to end session.

The main menu shows you the five Timewise selections—each is easily identified by color.

FILE MAINTENANCE

Reset today's date

File compression (19 records)

Enter letter or
press ESC for menu.
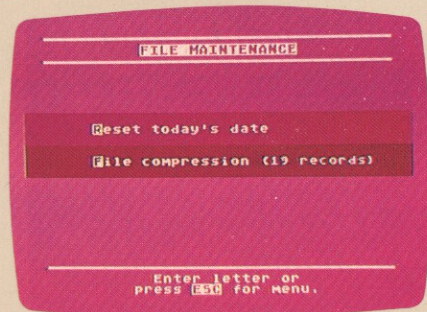
Lets you reset "Today's date" without starting over, and erase old appointments when a data diskette is full.

ADD NEW APPOINTMENTS

DATE _____ (MMDDYY)
TIME _____ (HHMMAM or HHMMPM)
PERSON
TYPE
EVENT
PLACE
COMMENTS

Type in items then press RETURN or
press ESC for menu.
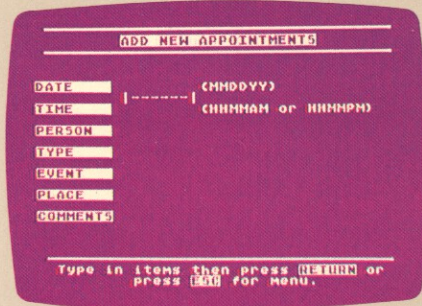
You fill in new appointments with this choice.

INQUIRE/UPDATE APPOINTMENTS

Inquiry

Update/delete

Browse

Enter letter or
press ESC for menu.
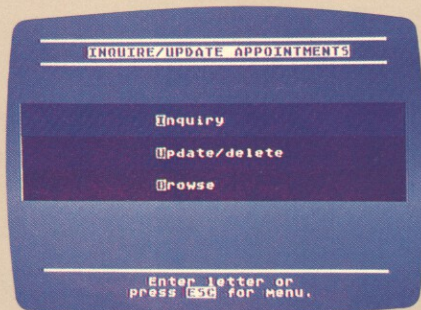
Searches for appointments in a variety of ways so you can change, delete, or browse through them.

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Whenever you need to stop, press **ESC** as many times as it takes to return to the main menu, then press **ESC** once more to end your session with Timewise (see page 21). To start over, load the program again as described in GETTING STARTED.

Before making your first selection from the main menu, you must enter today's date (see box).

ENTERING A DATE

Whenever Timewise prompts you to enter a date, it presents you with a dotted line and MMDDYY. "MM" stands for the month, "DD" for the day, and "YY" for the year. When you type in a date, all six spaces must be filled. For example, you would enter October 12, 1983 as 101283. Similarly, January 1, 1984 would be typed in as 010184. Note the use of zeros as placeholders.

Once you've entered today's date, you're ready to start recording appointments with Timewise.

There are two ways to record appointments. You can add them one at a time, or you can fill in a single appointment entry and have Timewise distribute it among several days in a chosen month.

ADDING INDIVIDUAL APPOINTMENTS

Select "Add new appointments" from the main menu by pressing **A**. The "Add new appointments" screen appears on your TV.

```
┌─────────────────────────────┐
│   ADD NEW APPOINTMENTS      │
│                             │
│ DATE   |------| (MMDDYY)    │
│ TIME   |------| (HHMMAM or HHMMPM) │
│ PERSON |------|             │
│ TYPE   |------|             │
│ EVENT  |------|             │
│ PLACE  |------|             │
│ COMMENTS                    │
│                             │
│ Type in items then press RETURN or │
│ press ESC for menu.         │
└─────────────────────────────┘
```

To add new appointments, simply fill in the blanks. The first four blanks in each appointment entry—DATE, TIME, PERSON and TYPE—make up the *search key* for that entry. You'll use the search key later to find appointments with Timewise (see FINDING APPOINTMENTS, page 13). You'll be able to call up appointments for the particular DATE, TIME, PERSON or TYPE you're interested in.

When filling in the blanks to add a new appointment, you may use any letter or number on your keyboard, in upper or lowercase; but you can enter only as many letters or numbers as will fit in each blank. If you make a mistake in an entry, just press **DELETE BACK S** to erase it and type in the correct information. When you complete each entry, press **RETURN**.

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WILD CARDS

The asterisk symbol (*) serves as a wild card in your Timewise entries. Use wild cards when you want to record the same appointment for more than one date, time or person.

The wild card is especially handy as part of a DATE. For example, to schedule your paydays—or those of your employees—on the 1st and 15th of every month in 1984, you could type in **0184 as the DATE when entering the first payday and **1584 when entering the second payday. Timewise would record the entries for the 1st and 15th of every month in 1984. Use the wild card in DATE to schedule any recurring event—mortgage or rent payments, sales meetings, even tennis lessons.

Or you can use the wild card to distribute the same appointment among all persons with a specific initial. By entering **R for PERSON, for example, you could record an appointment for everyone with the last initial R—say, everyone in the family.

Using the wild card for TIME simply records the appointment for all times.

If you like, try adding a new appointment for a familiar holiday. The sample procedure that follows shows you how to record New Year's Day for every year from now through 1999. But you can do the same for any holiday, or for a day that's special for you, like your birthday or wedding anniversary.

Type in **0101*** for DATE and press **RETURN**. The asterisks serve as *wild cards* (see box), telling Timewise that you want to flag New Year's Day for every year through 1999.

1

ENTERING THE TIME

Timewise prompts you to enter the TIME in much the same way as the DATE; you're given a set of six blanks labeled HHMMAM or HHMMPM. "HH" stands for the hour and "MM" for the minutes—you must add AM or PM to signify times before and after noon. So you would enter eight-thirty in the morning, for example, as 0830AM. Similarly, seven at night would be entered as 0700PM. Use zeros as placeholders when entering the TIME, just as when entering the DATE. And remember that noon is 1200PM, midnight 1200AM.

Type in ***** for TIME and press **RETURN**. By using the wild card here, you tell Timewise that you don't want to make note of any specific time for the date you've entered.

Type in ***** for PERSON, since New Year's Day is a holiday for everyone, and press **RETURN**.

Enter **H** for TYPE and press **RETURN**. The H here signifies a holiday.

CHOOSE YOUR TYPES

The one-letter "code" that you enter for TYPE tells Timewise that an appointment or event is of a particular kind. For example, you can use H for holidays, P for payment dates, E for entertainment and so on. When you use the "List current appointments" and "inquire/update" options of Timewise, you can search for appointments by TYPE for a list of all appointments of the same kind (see pages 13—18).

In the back of this guide, you'll find a list of the characters on your computer keyboard, with space provided for you to record the TYPE you assign to each one. It's not a good idea to use the wild card symbol (*) when filling in TYPE. If you do, you'll effectively distribute the appointment among all TYPE categories.

When you use an exclamation mark to note the TYPE of an entry, you're telling Timewise that it's an important event. When you display the appointment later on, it will be highlighted on your TV screen and a special tone will sound.

```
         ADD NEW APPOINTMENTS

DATE          January 01, 19**
TIME       *
PERSON     *
TYPE       H
EVENT         New Year's Day
PLACE
COMMENTS      Happy New Year!!!


           Data OK? Yes or No
```

```
         ADD NEW APPOINTMENTS

DATE       ▌January 01, 19**
TIME       *
PERSON     *
TYPE       H
EVENT         New Year's Day
PLACE
COMMENTS      Happy New Year!!!


    OPTION moves cursor, SELECT updates
        line and START saves record.
```

EVENT, PLACE and COMMENT are for your convenience and are optional—you can skip past any of them simply by pressing **RETURN**, or fill them in as shown.

Each time you complete an appointment entry, Timewise asks if the data is OK. If you press **Y,** Timewise records your entry and asks if you want to add another appointment. If you're not satisfied with what you've typed and want to change something, press **N.**

If you like, press **N** now so you can try changing your entry.

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REVISING AN ENTRY

Whenever you want to revise an entry you're making with Timewise, first press OPTION to move the cursor to the line you want to change. Press SELECT to tell Timewise you want to change the information on the line.

If you want to change all the information on a line, you can simply type over the old information. If you just want to make a minor change, you can move the cursor along the line by pressing CTRL ➡ or CTRL ⬅. Move it to the letter or number you want to change, type in what you want, and press RETURN.

Repeat the procedure for any other lines you want to change. Finally, press START to tell Timewise that you're satisfied with the changes you've made and want to record the entry.

To change the sample entry for New Year's Day to New Year's Eve, first press **SELECT** to change DATE, then type **1231**** and press **RETURN**. Next, press **OPTION** to position the cursor at EVENT, and press **SELECT** to change EVENT. Since all you have to do is substitute ''Eve'' for ''Day,'' press **CTRL** and ➡ simultaneously to move the cursor to the D in ''Day,'' then type in **Eve**—you can type right over ''Day''—and press **RETURN**.

When you press **START** to record the changed appointment, your computer asks again if the data is OK; answer by pressing **Y**. Timewise records your entry and asks if you want to add another appointment. If you press **N** or **ESC**, Timewise returns you to the main menu. Press **Y** now and try adding several appointments at once, as described in the next section.

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ADDING ONE APPOINTMENT FOR SEVERAL DAYS

Suppose you've enrolled in a class that meets every Wednesday for a month. Or you want to schedule weekly meetings with your office staff, or all your client calls for the next month. No need to type in the same appointment several times—with Timewise it's easy to enter an appointment for several days in the same month.

The sample entry that follows shows how to record appointments for a community college photo class that meets at 7:30 every Wednesday evening during November 1983. Feel free to enter an actual "multiple" appointment of your own, following the same procedure.

With "Add new appointments" still on your TV screen, type in **11** for the month, two question marks **(??)** for the day, and **83** for the year. Then press **RETURN**.
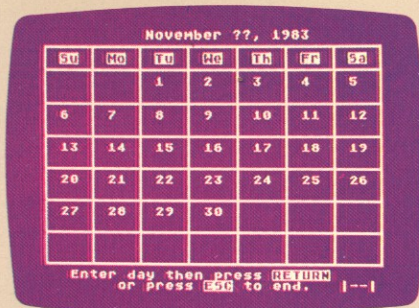
Use your own initials if you want. For _Classes._

```
    ADD NEW APPOINTMENTS
DATE        November ??, 1983
TIME        0730PM
PERSON      ABC
TYPE        C
EVENT       Photo class
PLACE       College
COMMENTS    Leave half hour early


       Data OK? Yes or No
```

Fill in the rest of the entry as shown.

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Timewise asks if the data is OK—answer by pressing **Y**.

Now Timewise displays a calendar for the month you've chosen and prompts you to enter each day of the month when the photo class will meet.


```
        November ??, 1983
   Su   Mo   Tu   We   Th   Fr   Sa
                  1    2    3    4    5
   6    7    8    9    10   11   12
   13   14   15   16   17   18   19
   20   21   22   23   24   25   26
   27   28   29   30
     Enter day then press RETURN
       or press ESC to end.   |--|
```

Type in the day and press **RETURN** for each Wednesday in the month— each time you press **RETURN**, Timewise confirms that the record has been added for that day. When you're done, press **ESC** to return to the ''Add new appointments'' screen.

ONE DATE FOR MANY

Any time you want to record the same appointment or event for several days in the same month, just type two question marks in the DD portion of DATE. When you finish filling in the appointment, Timewise displays a calendar of the chosen month and prompts you to enter the selected days. That's all there is to it—the appointment will be written into every day you choose.

NOW ADD SOME APPOINTMENTS . . .

To try the ''List current appointments,'' ''Monthly calendar,'' and ''Inquire/update appointments'' features of Timewise, you'll first need to type in some more appointments of your own. The next section of this guide describes how to list ''Today's appointments,'' so be sure to add at least one appointment for today. Other features of Timewise allow you to retrieve appointments for various periods of time, so also type in an appointment or two for the current week and a few more for sometime later in the month.

Remember, a quick way to enter several appointments is to use the ''multiple adds'' feature. As you enter your appointments, you might also try using the wild card for DATE, TIME and PERSON, or an exclamation mark for TYPE.

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FINDING APPOINTMENTS WITH TIMEWISE

Timewise gives you easy access to your recorded appointments. You can retrieve them—organized and ready for display, printing or revision—in several ways, depending on which option you select from the main menu.
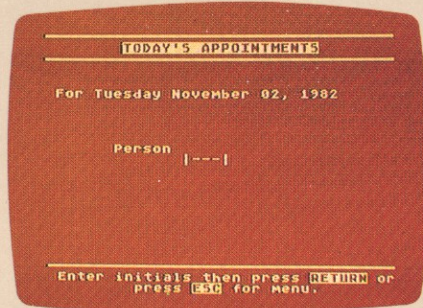
LISTING APPOINTMENTS

You can have Timewise list appointments by the day or week, or for whatever period of time you like. Appointments can be displayed on your TV screen or printed, if you have a printer. Press **ESC** as many times as it takes to return to the main menu, then select "List current appointments" by pressing **L**. The "List current appointments" menu appears on your TV screen.

Today's appointments

When you press **T** for "Today's appointments," you're asking Timewise to look for all the appointments recorded for the date you entered at the beginning of your session with the program—you need only specify the person whose appointments you want listed.

Try this now by entering your own initials (or those of a person for whom you've entered some appointments for today). When you press **RETURN**, today's appointments are displayed on your screen. If the list is long, only part of it will appear. Press **RETURN** again for a display of more entries—and as many times as necessary for the complete list. When there are no further appointments for the specified person, the computer sounds a tone and displays "End of file." (The same message appears if *no* appointments are found.)

Display appointment list

Press **D** for "Display appointment list" whenever you want to look over appointments for any period of time other than today.
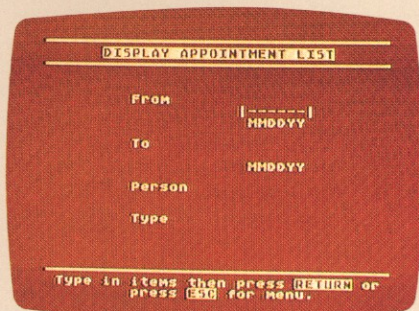
If you've entered some sample appointments, as suggested, you can try this now by typing in appropriate beginning (FROM) and ending (TO) dates, the appropriate initials for PERSON, and a TYPE. To display all types of appointments, you can enter the wild card (*****) for TYPE. When you press **RETURN** after entering the TYPE, the appointments for the specified time, person and type are displayed on your TV screen. Again, press **RETURN** as many times as necessary to call up further listings until the "End of file" message appears.

Print appointment list

If you have a 40-column or 80-column printer, you can print appointment lists. Make sure your printer is on. If you've been using your printer with another program, it's a good idea to turn your printer off and on again before printing your appointments.

Press **P**. Timewise asks, "Do you have a 40 Column printer?" Answer **Y** or **N**, whichever is appropriate. This question appears only the first time you select "Print" during each working session with Timewise.

Now Timewise asks if you want to print blank forms. If you do, press **Y** and fill in the FROM and TO dates. Then, if you want a 12-hour form (7:00 AM to 6:30 PM), type **12** and press **RETURN**. If you want a 24-hour form, type **24** and press **RETURN**.

If you want to print an appointment list, answer **N** to the blank form question. Then enter the FROM and TO dates for the desired period of time, and the appropriate initials for PERSON. You can also search for and print appointment lists by TYPE, or enter a wild card (*****) in TYPE to search for appointments of all types.

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If you want appointments for all persons displayed or printed, you can use a single wild card to fill in PERSON.

If you want to stop printing momentarily, press the space bar on your computer. Press the space bar again to resume printing, or **ESC** to break off printing and return to the "List current appointments" menu.

YOUR MONTHLY CALENDAR

"Monthly calendar" comes in handy whenever you want to display or print appointments a month at a time. Return to the main menu and press **M**—the "Monthly calendar" menu appears on your TV screen.

Display

For a look at your monthly calendar on your TV screen, select "Display" by pressing **D**. Type in a month and year for which you've entered some appointments and press **RETURN**. Type in your initials (or those of someone for whom you've made entries). For a display of the month's appointments for *all* persons, you can also use the wild card (*) here.

Now when you press **RETURN**, Timewise displays a calendar for the month selected. Each day for which you've recorded appointments for the specified person is indicated on the calendar with two asterisks (**).

Days for which "special" appointments have been recorded (with a *!* in TYPE) are shown with *highlighted* asterisks. If you proceed to type in a date with asterisks, the appointments for that day are listed one at a time. Try this now.

When there are no further appointments for a selected day, Timewise sounds a tone and displays "End of file."

Print

Press **P** for "Print." If this is the first time you've selected "Print" during your session with the program, Timewise asks if you're using a 40-column printer. Next, Timewise asks if you want blank forms. Press **Y** if you do, and fill in the month and year for DATE. Press **N** if you don't want blank forms, then enter the month and year for DATE, and fill in PERSON.
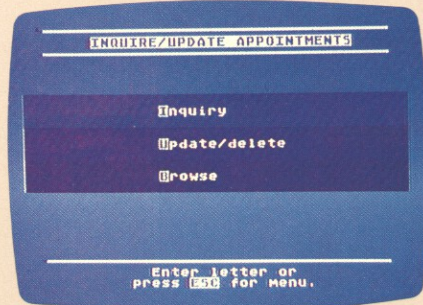
Make sure your printer is on and press **RETURN** to print the report or the blank form you've asked for.

If you want to stop printing momentarily, press the space bar on your computer. Press the space bar again to resume printing, or **ESC** to break off printing and return to the "Monthly calendar" menu.

You can use the wild card with "Display" or "Print" by typing a single asterisk for PERSON. This tells Timewise to display or print monthly lists of everybody's appointments.

BLANK FORMS
Blank calendar forms can be printed with the "Print" option in "Monthly calendar." These forms will help you plan your activities a month at a time.

Once you've built a file of appointments on a Timewise data diskette, you can retrieve them quickly and selectively with "Inquire/update appointments." Use this feature any time you wish to search for specific appointments, change an appointment, or just browse through a list of appointments. Of all the ways you can find records with Timewise, "Inquire/ update appointments" is the fastest.

Press **ESC** as many times as it takes to return to the main menu, then select "Inquire/update appointments" by pressing **I.** The menu for this selection appears on your TV screen.

```
INQUIRE/UPDATE APPOINTMENTS



        Inquiry

        Update/delete

        Browse



      Enter letter or
   press ESC for menu.
```
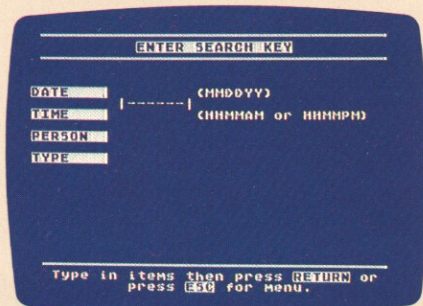
Inquiry and Browse

"Inquiry" and "Browse" both search for appointments in the same way. You fill in the search key, specifying the appointment or group of appointments you want to see, and Timewise finds them. The difference between these options lies in the way Timewise displays the information found.

With "Inquiry," Timewise displays each appointment in its *entirety*, just as you entered it, and displays all the appointments it finds one at a time. After you've looked over one appointment, press **RETURN** to go on to the next one. With "Browse," on the other hand, Timewise displays a *shortened* version of each appointment, listing several at a time. Press **RETURN** as necessary for further listings. With either option, days for which "special" appointments have been recorded (with a ! in TYPE) are highlighted and a tone sounds as they appear.

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When no further appointments are found (or if none were found to begin with), Timewise sounds a tone and the "End of file" message appears.

The Search Key

For all three options under "Inquire/update appointments," you fill in the search key to specify the appointment or group of appointments you want to retrieve. The search key is made up of DATE, TIME, PERSON and TYPE, which you filled in when adding appointments (see screen).

```
┌─────────────────────────────────┐
│ ──────────────────────────────  │
│        ENTER SEARCH KEY         │
│ ──────────────────────────────  │
│                                 │
│ DATE                            │
│             ┌──────┐ (MMDDYY)   │
│ TIME        │      │ (HHMMAM or HHMMPM) │
│ PERSON                          │
│                                 │
│ TYPE                            │
│                                 │
│                                 │
│ ──────────────────────────────  │
│ Type in items then press RETURN or │
│        press ESC for menu.      │
└─────────────────────────────────┘
```

Timewise searches for and displays all appointments for the DATE, TIME, PERSON and TYPE you specify.
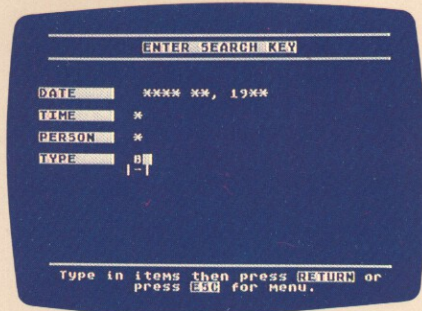
The wild card is an especially useful tool when you're searching with Timewise. You can enter it in any one or more of the items in the search key. When you type in six wild cards instead of a specific DATE, for example, Timewise searches for appointments on all dates. You could also search for all appointments in 1984 by typing in ★★★★84. Type in a *single* wild card for TIME to search for appointments at all times.

If you're keeping records for several people on the same data diskette, you can use the wild card for PERSON by typing it into any *one* of the three spaces and filling in the rest—you could search for appointments for all
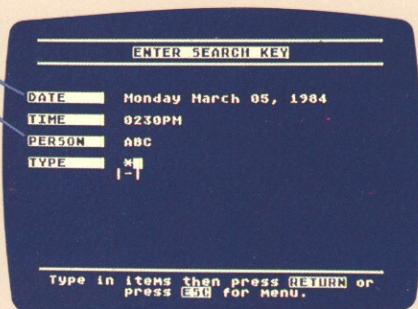
persons with the last initial R, for example, by typing in **R**. Or you can enter a *single* asterisk for PERSON and press **RETURN**—Timewise searches for everyone's appointments.

A wild card in TYPE tells Timewise to search for all types of appointments.

You'll find a variety of ways to combine wild cards and specific information when filling in the search key. The screens on the opposite page suggest some of the more common and useful possibilities. If you like, try these and other combinations to search for some appointments you've already recorded.

Use today's date.

Use your own initials.

```
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━
        ENTER SEARCH KEY
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━

DATE      Monday March 05, 1984
TIME      0230PM
PERSON    ABC
TYPE      **
          |→|



Type in items then press RETURN or
        press ESC for menu.
```

```
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━
        ENTER SEARCH KEY
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━

DATE      **** **, 19**
TIME      *
PERSON    *
TYPE      B*
          |→|


Type in items then press RETURN or
        press ESC for menu.
```

```
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━
        ENTER SEARCH KEY
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━

DATE        July **, 1985
TIME      *
PERSON    *
TYPE      **
          |→|


Type in items then press RETURN or
        press ESC for menu.
```

Do you have anything scheduled for 2:30 this afternoon? Timewise lets you know—quickly!

Timewise finds all Birthdays you've recorded.
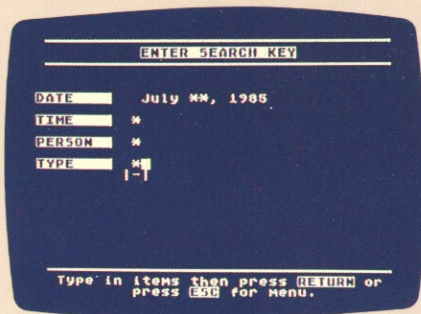
Timewise searches for all appointments for all persons, so you can find out how busy the office or the family will be during July 1985.

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Use the "Inquire/update appointments" selection from the main menu whenever you want to change or delete appointments. Press **ESC** as many times as it takes to return to the main menu, then press **I** to select "Inquire/update appointments."

Now select "Update/delete" by pressing **U**.

Fill in the search key to search for an appointment or group of appointments that you've already recorded. Timewise displays the first appointment found. At the bottom of your screen, the program prompts you to select:

Delete, **U**pdate or **C**ontinue

When you press **D** for "Delete," you're asking Timewise to erase the appointment from your data diskette. Timewise asks if you're sure you want to delete the record—press **Y** to

delete it or **N** if you've changed your mind. When Timewise has deleted the appointment, the next appointment is displayed.

"Update" lets you change information in an appointment, using the **OPTION, SELECT** and **START** keys—just as you do when adding appointments (see box, page 10.) When you press **START** to record the updated appointment, Timewise finds the next specified appointment and displays it on your screen.

Pressing **C** for "Continue" lets you move on to the next appointment in the list of those searched for. When no further appointments are found, a tone sounds and the "End of file" message appears.

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FILE MAINTENANCE

Use "File maintenance" when you wish to reset "Today's date," or when you want to make room in your computer's memory for new appointments. Select "File maintenance" from the main menu by pressing **F**. The "File maintenance" menu appears on your TV screen.

Reset today's date

This is a handy option whenever you want to change "Today's date" during a working session with Timewise (see box). Press **R**—the main menu appears with the cursor at the bottom of the screen. Type in the new date and press **RETURN**.

File compression

Though your Timewise appointments are stored on data diskettes, how many entries you can save on one diskette depends on how much RAM (Random Access Memory) your computer is equipped with. With 32K of RAM, Timewise can store a maximum of 630 records per diskette, and up to 1024 records with

48K of RAM. Each time you select "File maintenance," Timewise shows you how many records you have on the diskette you're working with. If you try to add appointments when your computer's memory or the diskette you're using is full, Timewise alerts you with the message "File too large, please compress."

If you want to add more appointments to a file that's full, you can ask Timewise to "compress" the file by deleting all appointments prior to a specified month and year. This way, you can delete appointments for months as they pass, making room for future appointments.

Press **F** to select "File compression." Type in the month and year, then press **RETURN**—all appointments prior to the specified month and year will be deleted.

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FINISHING A SESSION WITH TIMEWISE

Always remember that when you're finished working with Timewise, you must press **ESC** as many times as it takes to return to the main menu. Then press **ESC** once more so that the program can make a *permanent* record, on your data diskette, of the appointments you've added and the changes you've made. When Timewise has finished saving your additions and revisions, it prompts you to "Remove your diskette(s)."

If you don't finish each Timewise session in this manner, you may not be able to retrieve the appointments or revisions you've entered during the next session.

COPYING DISKETTES

You can use your *ATARI Disk Operating System II* (DOS) to copy an entire Timewise data diskette. It's always a good idea to make backup copies of your data diskettes—if something happens to the one you're using, you'll have another one with all the right information on it. Use the "J" option from the DOS menu to make reserve copies. See *An Introduction to the Disk Operating System* or the *Disk Operating System II Reference Manual* for instructions.

USING DISKETTES OVER AGAIN

If you ever want to use a Timewise data diskette over again, use the "I" option from the DOS menu to reformat the diskette. This will erase all the old appointments, and you can let Timewise prepare the diskette for use again.

SYSTEM RESET KEY

Never press the **SYSTEM RESET** key. If you do, you risk losing information. **SYSTEM RESET** terminates your program; you will then need to reload it.

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PROBLEMS—HERE'S WHAT TO DO

If Timewise fails to work as expected, in most cases an error message appears on your TV screen. Here's a rundown of these error messages and what they mean, along with some tips on solving a few other problems you might encounter.

PRINTER DOES NOT RESPOND

Make sure your printer (as well as your interface module) is connected properly and turned on—the ATARI 825™ 80-Column Printer must also be set to ONLINE. Then try your print procedure again. If you get the error message again, call ATARI Customer Service.

DISK DRIVE DOES NOT RESPOND

Check to make sure your disk drive is properly connected and turned on—then try again. If the error message reappears, the problem may be that the data diskette you're using is faulty—try using your backup copy. If your disk drive still doesn't respond, call ATARI Customer Service.

FILE TOO LARGE, PLEASE COMPRESS

Your computer's memory is full. Follow the instructions on page 20 to compress your diskette file.

PLEASE WAIT

The "Please wait" message appears when you ask Timewise to perform a task that takes time—such as searching for appointments over several months. When this occurs, your computer has not stopped working—it's simply working silently, performing computation in memory.

SOME OTHER COMMON PROBLEMS

My computer's on and hooked up properly, but when I tried to load the program the title screen never appeared.

Make sure you've inserted an ATARI BASIC cartridge in your computer and the Timewise Master Diskette in disk drive 1, then try again.

My cursor disappeared.

Pressing the Λ or CAPS LOWR key causes the cursor to disappear. Any standard keystroke will refresh the cursor.

The appointment list or form I printed isn't arranged properly.

Turn your printer off and on and try again. Sometimes the print controls for a program you've used previously remain in the printer's memory. Turning it off erases these controls and allows Timewise to establish its own.

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APPENDIX—TYPE CHART

Use this handy chart to keep track of
each TYPE you choose for your
Timewise appointment entries.

G _____

N _____

A _____

H _____

O _____

B _____

I _____

P _____

C _____

J _____

Q _____

D _____

K _____

R _____

E _____

L _____

S _____

23

F _____

M _____

T _____

U _____

V _____

W _____

X _____

Y _____

Z _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

? _____

_____

$ _____

% _____

@ _____

+ _____

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