

Sidekick 98 Help

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Font Dialog Box

Click the Font button in a calendar-printing dialog box to open the Font dialog box.

Dialog Box Options

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

In Weekly, Monthly and Yearly view, 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.

Script

In Daily view (some formats), sets the alphabet to use for text.

Apply button

In Weekly, Monthly and Yearly view, applies the specified font to the item selected in the Select Font For list. Make sure to apply the changes you make to the fonts for each item in the Select Fonts For list before you select another item or click OK.

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Search Setup Dialog Box

This dialog box opens when you click the Search Setup button in the Contact Manager dialog box.

Dialog Box Options

Search Within

Sets the activities and other text fields to include in the Contact Manager search. Check Appointments, Calls, To Do, and/or Contact Log.

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To Do/Goals Dialog Box

In Calendar view, the Calendar | To Do Items | Single Day command opens the To Do dialog box, and the Calendar | Goals command opens the Goals dialog box. The options are the same in both dialog boxes.

Dialog Box Options

Predefined Activities

Displays a list of predefined activities you can choose from. Predefined Activities are usually composed of text and one or more field names, which are replaced with information from the current card. For example, Call {Firstname} {Lastname} at {Phone}, when filled in with the current card information, might read Call Michael Smith at 555-8943. If you choose an item from the Predefined Activities list, you can edit the text in the Text field. If no Predefined Activities are listed, click the Setup button to open the Personal List Setup dialog box.

Subject

Sets the text (up to 500 characters) of the To Do or goal. Type text, or select an activity from the Predefined Activities list.

Notes

Type a description or note about the activity. The Notes text can be up to 2000 characters. In Daily view, a paperclip icon appears next to the To Dos or goals that have text in the Notes box.

Priority

Sets the priority for the To Do 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 button** 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 To Do or goal.

Category

Specifies the category for the To Do or goal. In the To Do list and Goals list, you can sort To Dos and goals by category. Select a category from the drop-down list. To create categories, click the Setup button.

Assign

Specifies the person assigned to the To Do or goal (or the person who assigned it to you). Select a name from the Assign drop-down list. To add names to the Assign list, click the Setup button.


Due Date

Sets the date by which the To Do or goal should be completed. The Due Date displays in the right-most column of the To Do list or Goals list. You can sort items in the To Do 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.

No Due Date

When checked, specifies no completion date for the To Do or goal.

Completed

When checked, indicates that the To Do 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 To Do or goal is completed. The timer will run as long as Sidekick is running, up to 10,000 hours.

Default button

Saves the settings for Priority, Category, Assign, and Completed as default settings for new To Dos or goals.

Setup button

Opens the [Personal List Setup dialog box](#), where you create or modify predefined activities, categories, and assigns.

Recurring button

(To Do items only) Opens the [Recurring To Do dialog box](#), where you can set the current To Do to recur. This option is available only for To Dos.

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Sort To Do Items/Goals List Dialog Box

Choosing Calendar | Sort | To Do Items opens the Sort To Do Items dialog box. Choosing Calendar | Sort | Goals opens the Sort Goals List dialog box. The options are the same in both dialog boxes.

Dialog Box Options

Primary Index

Sets the first attribute that the To Dos or goals will be sorted on.

Secondary Index

Sets the second attribute the To Dos and goals will 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 To Dos or goals that have blanks for the index first.
- **Blank Indexes Last** moves To Dos or goals that have blanks for the index last.
- **Sort Completed Items to Bottom** automatically moves completed items to the bottom of the list when you click another Calendar list.

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Delete Recurring Dialog Box

To open this dialog box, click the Delete button in the Recurring To Do, Recurring Event, or Recurring Call dialog box.

Select the instances you want to delete:

- All Occurrences
- Future Occurrences
- Past Occurrences

Tip: Selecting Past Occurrences provides a good way to clean up old entries you no longer need.

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Personal List Setup Dialog Box

To open this dialog box, click the Setup button in the To Do, Call, or Goals dialog box. Or choose Calendar | Personal List Setup in the Daily Calendar view.

Dialog Box Options

Setup Options

Selects the kind of option you want to change. Select Predefined Activities, Call Status, Category, or Assign. Only options relevant to the activity in question are available. (For example, if you reached this dialog box from the To Do dialog box, Call Status is not an available option.) As the different options are selected, the corresponding definitions for the options are displayed in the List box below.

Field Names

Lists field names that you can add to the edit box when creating or modifying Predefined Activities. Double-click a field name to add it at the cursor position in the Edit box.

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

Type or revise information here, and add field names by double-clicking them (for Predefined Activities).

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 button

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

Change button

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

Delete button

Deletes the selected item in the List box.

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Define Cardfile Fields Dialog Box

Use this dialog box to define fields for a cardfile. To open it, in Contacts view, choose Cards | Define Fields.

Dialog Box Options

Field Name

Type a new field name (up to 39 characters) or click on a field name you want to change. **Note:** If the field is to be used for Internet scheduling, the field name must include one of the following keywords indicating the e-mail type: Exchange, Internet, CompuServe, AOL.

Add button

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

Add Before button

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

Change button

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

Delete button

Deletes a field name from the field name list. This button is dimmed 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 button

Opens the [Sort Cardfile](#) dialog box. Use this dialog box to change the index line, which determines the sorting order of the cards in the cardfile.

OK button

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

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Ignore All Command (Shortcut Menu)

The Ignore All command appears on the [shortcut menu](#) when you right-click a word that has been marked by AutoSpell as a possible misspelling.

If you select Ignore All, the strikethrough is removed from the word at the current location and at all other instances of that word in your memo.

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Date Stamp Command (Shortcut Menu)

To stamp today's date at the insertion point in the Contact Log or current memo, right-click in the Contact Log or memo to open the [shortcut menu](#), and choose Date Stamp.

Shortcuts

Keyboard: Ctrl+D

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Time Stamp Command (Shortcut Menu)

To stamp the current time at the insertion point in the Contact Log or current memo, right-click in the Contact Log or memo to open the [shortcut menu](#), and choose Time Stamp.

Shortcuts

Keyboard: Ctrl+T

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Edit Command (Shortcut Menu, Calendar)

The Edit command displays the appropriate daily entry dialog box for the selected activity: appointment, To Do, call, or goal. Right-click the event and choose Edit from the [shortcut menu](#).

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Font Command (Shortcut Menu, Contacts)

The Font command in the [shortcut menu](#) displays the [Change Display Font dialog box](#), where you choose the display font for the cardfile.

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Font Command (Shortcut Menu, Memos)

The Font command in the [shortcut menu](#) displays the [Change Display Font dialog box](#), where you choose the display font for the Memos view.

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Recurring Command (Shortcut Menu)

The Recurring command in the [shortcut menu](#) displays the appropriate dialog box: [Recurring Event](#), [Recurring Call](#), or [Recurring To Do](#).

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Send To Command (Shortcut Menu)

The Send To option in the shortcut menu lets you send information in a card or memo. Right-click in the memo or card contents to use the Send To command.

For more information, point to one of the Send To commands and press F1.

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Send To Eudora Pro or Exchange Command (Contacts)

You can send the contents of a card to someone else via e-mail by using the Send To Eudora Pro or Send To Exchange command in the shortcut menu. These commands launch your Exchange or Eudora Pro (32-bit) e-mail software and insert the card fields as text in an e-mail message.

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Send To Eudora Pro or Exchange command (Memos)

You can send the contents of a memo to someone else via e-mail by using the Send To Eudora Pro or Send To Exchange commands in the shortcut menu. These commands launch your Exchange or Eudora Pro (32-bit) e-mail software and insert the text in an e-mail message.

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Send To Fax Command

You can fax a memo to someone using your fax modem.

1. In Memos, use the Viewport to select one or more cards of people you want to fax the memo to. The cards must include a field that contains the word "fax" in its name, and there must be a valid fax number in the field.
2. Right-click in the text area of the memo you want to fax, and choose Send To | Fax.

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Add Card Dialog Box

The Add Card dialog box lets you add one or more cards to the current cardfile. To open this dialog box, in Contacts view, choose Cards | Add. In Calendar or Memos view, choose Edit | Add Card.

Dialog Box Options

Card Contents

The fields of the current cardfile are displayed. Type the information you want to add for the new card.

Add button

Adds the current data to the cardfile. The dialog box is cleared and remains open so you can add another card, if desired.

Close button

Closes the Add Card 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 Dialog Box

In Contacts view, the Find Condition command (Edit | Find | Condition) opens the Find Condition dialog box.

Dialog Box Options

Condition 1 and Condition 2

Each condition consists of three parts:

- **Field Name (left):** 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 (center):** 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). In the Value field (on the right), use a comma to separate the two values.
 - Outside (outside of the range). In the Value field (on the right), use a comma to separate the two values.
- **Value (right):** Type the text you want to search for.

If you want to add an OR condition, check the box in the Condition 1 area and fill in the condition.

If you want to add an AND condition, check the box below Condition 2 and fill in the condition.

Extract Cards on Condition Dialog Box

Use this dialog box to specify the conditions for extracting cards. To open it, in Contacts view, choose Tools | Extract Cards | On Condition.

Dialog Box Options

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 an OR condition, check the box in the Condition 1 area and fill in the condition.

If you want to add an AND condition, check the box below Condition 2 and fill in the condition.

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Print Labels/Address Book/Envelopes Dialog Box

Use this dialog box to select the cards and lay out the format. To open it, in the Contacts, choose File | Print, and then choose which of the three items you want to print.

Dialog Box Options

1 Select Cards to Print

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

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

2 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.

3 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 [Set Up 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.

For detailed information on how to create the contents, see [Designing Printing Label Contents](#).

4 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** lets you set 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 \(Printing\) Options Dialog Box](#) for more information. For envelope printing, see [More Options \(Envelopes\) Dialog Box](#).

Preview button

Lets you preview the labels, address books, or envelopes before printing.

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More (Print) Options Dialog Box

To open this dialog box, when printing labels or address books, click More Options in the Print dialog box.

Dialog Box Options

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 cards in which all fields in the label format are empty.
- **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 a 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 from the way they are sorted in the cardfile. For example, although your cardfile may be sorted alphabetically by the Company field, you might want 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.

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Template Setup Options Dialog Box

To open this dialog box, when printing from Contacts view, click the Options button in the Set Up Template dialog box.

Dialog Box Options**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.

- **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. Choose

- **Same Side** when all binder holes on address book pages are on the same side of each sheet of paper.
- **Centered** when all binder holes on address book pages are toward the center of the sheet of paper.
- **Mirrored** when all binder holes on address book pages are toward the outside edges of the sheet of paper.

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Set Up Label/Address Book Template Dialog Box

In Contacts view in the Print Labels/Address Book/Envelopes dialog box, click the Set Up Template button to open the Set Up Template dialog box, where you can set exact page margins and layout for your labels or address book.

Dialog Box Options**Page Margins**

Sets the margins on 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 to a page, 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

Use this option 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 sides of the address book pages are printed. Choose OK from Sidekick to begin printing the second sides of the address book pages. For more information, see [Reverse Side Printing Options](#) in the [Template Setup Options dialog box](#).

Opposite Corners

When one of the vertical page options is selected in Pages (2v or 3v), use this option to turn the page to print opposite corners.

Save As button

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

Cancel button

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

Options button

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

Test Print button

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

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Set Up Contents Dialog Box

Dialog Box Options

Save As button

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

Cancel button

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

Hint button

Displays helpful hints for designing the contents.

Click to Add

- **Card Fields** button 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** button 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** button creates one of four graphic elements: Bitmap, Frame, Round Frame, or Line.

- **Stamp** button creates a stamp element from a number of ready-made phrases. Text can be rotated by right-clicking.

Modify Selection button

Customizes 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 button

Magnifies or reduces the area shown onscreen.

Show Grid

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

Snap to Grid

Causes elements to “snap” to a regular grid of points when you create or move them. This is useful for aligning elements.

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Set Up (Envelope) Template Dialog Box

In Contacts view in the Print Envelopes dialog box, click the Set Up Template button to open the Set Up Template dialog box.

Dialog Box Options

Save As button

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

Cancel button

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

Hint button

Displays helpful hints for designing the envelope template.

Click to Add

- **Card Fields** button is not enabled in this dialog box, because you only need to add Card Field information in the addressee portion of the envelope. To do so, use the [Set Up Contents dialog box](#).
- **Text** button creates a text element. Clicking Text opens the Edit Text dialog box. Type the text you want, and click OK.
- **Graphic** button creates one of four graphic elements: Bitmap, Frame, Round Frame, or Line.
- **Stamp** button creates a stamp element from a number of ready-made phrases. Text can be rotated by right-clicking.

Modify Selection button

Customizes 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 Text elements by double-clicking them.)

Zoom button

Magnifies or reduces the area shown onscreen.

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

Dialog Box Options

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 cards in which all fields in the label format are empty.
- **Manual Feed** lets you manually feed envelopes to the printer, rather than having the 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 from the way they are sorted in the cardfile.

Margins

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

Back Up And Restore Dialog Box

To open this dialog box, choose File | Back Up and Restore. Choose the action you want: Back Up or Restore.

Dialog Box Options

Overwrite Confirmation

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

Next >>

Click to proceed. The [Back Up dialog box](#) or [Restore dialog box](#) appears.

Back Up Dialog Box

[_Related topics](#)

To open this dialog box, choose File | Back Up and Restore, click Back Up, and click Next. 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.

Dialog Box Options

Source File Directory

Click the Browse button if you need to change the directory from which files will be backed up. The [Change Source Directory dialog box](#) opens, and you can specify the source directory. You can back up files from different directories by changing directories and selecting files from them.

Source Files

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

(non-Sidekick) files are listed under the [Other] heading.

Back Up Following Files

Displays the files you have selected to back up.

Destination Directory

Click the Browse button if you need to change the directory to which the files will be copied. The [Change Destination Directory dialog box](#) opens, and you change the destination directory.

>

Adds the selected files in the Source Files list to the Back Up list.

>>

Adds all files listed in the Source Files list to the Back Up list.

<

Removes the selected files from the Back Up list.

<<

Removes all files from the Back Up list.

Previous

Discards the settings you've specified and returns you to the opening [Back Up and Restore dialog box](#).

Begin

Begins the backup process.

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Restore Dialog Box

[Related topics](#)

To open this dialog box, choose File | Back Up and Restore, click Restore, and click Next.

Dialog Box Options

Source file directory

Click the Browse button if you need to change the directory from which files will be restored. The [Change Source Directory dialog box](#) opens, and you can change the source directory.

Source Files

Click each file you want to restore and click the > button to add it to the Restore list. Notice that all cardfiles in the directory are grouped under the heading [Cardfile], all calendar files are under the [Calendar] heading, and so forth with other Sidekick files. Other files are listed under the [Other] heading.

Restore File Names and Destinations

Displays the file names you select to restore, and the directory to which the files will be restored.

Change Destination Directory for the Selected Files

Highlight files from the Restore File Names and Destinations list, and then click the Browse button if you need to change the directory to which the files will be restored. The [Change Destination Directory dialog box](#) opens, and you can change the destination directory.

>

Adds the selected files in the Source Files list to the Restore list.

>>

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

<

Removes selected files from the Restore list.

<<

Removes all files from the Restore list.

Previous

Discards the settings you've specified and returns you to the opening [Back Up and Restore dialog box](#).

Begin

Begins the restore process.

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Fill In Information Dialog Box

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

Dialog Box Options

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 can click any text in the list to bring it into the Replace With field again.

Replace

Replaces the selected text in the memo 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 memo, and finds the next occurrence of the Find text.

Ignore All

Ignores all occurrences of the Find text.

Close

Closes the dialog box.

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Change Directory Dialog Box

Dialog Box Options

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

To open this dialog box, click OK in the [Move Cards](#) dialog box, or drag a card's index line to another cardfile tab.

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

Dialog Box Options

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.

Remember the Matches

Saves the matches, so that these same fields will be automatically matched in the future.

Delete Match Fields button

Displays the [Delete Match Fields dialog box](#), where you change the list of remembered matches.

Remove button

Removes the selected match (for this instance only, not affecting the permanent matches).

Delete Match Fields Dialog Box

Delete

Deletes the selected match from the remembered matches.

Remove Duplicate Cards Dialog Box

This dialog box opens when you click Open in the Merge Cardfiles dialog box.

Dialog Box Options

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 cards, including any duplicates.

Change Display Font Dialog Box

The Change Display Font dialog box contains options for changing the fonts you see onscreen. To open this dialog box, choose Tools | Preferences | General (or Tools | General Preferences, in Report and EarthTime views), and then click the Fonts button in the General Preferences dialog box.

Dialog Box Options

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 or OK.

Sample

Displays a sample of the selected font.

Apply

Applies the specified font to the item selected in Select Font For. (If only one item is available in the Select Font For list, this button does not appear; click OK to apply your changes.)

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Modify Cardfile Template Dialog Box

To open this dialog box, from the Contacts view, choose File | Template, and then click the Modify button in the Set Up Cardfile Template dialog box.

Dialog Box Options

Field Name

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

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Paper Setup Dialog Box

You can edit the margins of the paper type on which you print your Sidekick daily calendar. Click the Edit

button in the Print Sidekick Format dialog box to open the Paper Setup dialog box.

Dialog Box Options

Paper Type

Sets which paper type you modify. Type a new paper type name or select the one you want 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.

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Select Cardfile Template

In Contacts view, the New Cardfile command (File | New Cardfile) opens the Select Cardfile Template dialog box.

Dialog Box Options

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.

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Print Dialog Box

This dialog box opens when you choose File | Print from Weekly, Monthly, or Yearly view and you choose a Sidekick 98 format.

Dialog Box Options

From/To

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

Title

Type the title for the printed calendar.

Footer

Type a running footer for the printed calendar.

Print Selection

- **Today's Date** prints today's date at the bottom right corner of your calendar.
- **Mini Calendar** 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.

Fonts button

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

Setup button

Sets up your printer.

Preview button

Previews the calendar before you print it.

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Print Activities Dialog Box

The Print Activities dialog box opens when you choose File | Print in the Activities view. The title that appears on the dialog box, and the options available, change depending on which tab you have clicked. Click the Internet Events tab if you want to be able to print a summary or the details of your group events. For other tabs, only Summary is available.

Dialog Box Options

Print Summary/Internet Event Details

Click one button or the other to specify what you want to print. If you click Internet Event Details, specify the events you want to include in the Internet Event Details to Print pane.

Events/Event Details to Print

Click one button or the other to specify whether you want to print the details for only the selected items or for all items.

Preview button

Click to see a preview of the printed output.

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Sidekick Password Setup Dialog Box

To open this dialog box, choose Tools | Preferences | General (or Tools | General Preferences, in Report and EarthTime views), and then click the Password button.

Dialog Box Options

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.

Note The Sidekick Password Setup dialog box is case-sensitive.

Enter Password Dialog Box

Password

Enter your password.

Note The Password dialog box is case-sensitive.

Desktop Color Setup Dialog Box

Sets the Desktop color for each Sidekick view.

To open this dialog box, click the Desktop Colors button in the General Preferences dialog box. You can choose a different Desktop color for each Sidekick view. Click the arrow by the color box, and then click the color you want from the drop-down palette.

Extract Criteria Dialog Box

When you select Memos by Condition in the Extract Memos dialog box, this dialog box appears so you can enter the conditions.

Dialog Box Options

Subject

Enter any text you want to find in the memos subject lines.

Contents

Enter any text you want to find in the memos 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 memos containing the search text only in whole words. For example, if you search for the word "too" and check the Match Whole Word Only box, memos with the word "too" will be extracted, but not memos with the word "tool."

Match Case

Check this box to extract memos containing the search text only when the capitalization matches exactly what you type in the Subject or Contents field above.

Toll Prefixes Dialog Box

Used to specify any exchanges within your area code that must be preceded by 1+area code when dialing. To open this dialog box, choose Phone | Setup, and then click the Toll Prefixes button.

Dialog Box Options

Local Phone Numbers

This list initially contains all possible three-digit combinations, because all exchanges within an area code are usually dialed without the area code itself.

Dial 1-xxx First

Add to this list any exchanges within in your area code that require dialing the area code first.

Add button

Select a number in the Local Numbers list and click Add to move it to the Dial 1-xxx First: list.

Remove button

Select a number in the Dial 1-xxx First list and click Remove to move it to the Local Numbers list.

Add All button

Click this button to move all exchanges from the Local Numbers list to the Dial 1-xxx First list.

Remove All button

Click this button to remove all numbers from the Dial 1-xxx First list.

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Setup Wizard: General Information

The Setup Wizard runs the first time you start Sidekick. It asks you for some essential information about yourself and your location, such as where you live (your time zone) and your electronic mail information. Later, you can change these settings by starting the Setup Wizard again (Tools | Setup | Wizard or Tools | Setup Wizard, depending on the active view), or by choosing Tools | Preferences | Group Scheduling.

Enter or revise the information about yourself. If Windows knows your name and company name, they are automatically entered, although you can change them as desired.

When done, click Next to continue or click Cancel.

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Setup Wizard: Choose Location

Click the arrow in the Choose the Country box, and click the country where you are located. Then click the arrow in the Choose the City box, and specify your city.

Note If your city doesn't appear in the list, pick the closest city to you that is in the same time zone.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: E-mail Type

Click one of the buttons to select your choice:

Automated Setup (recommended) lets Sidekick scan for e-mail services on your computer.

Custom Setup lets you specify your e-mail service yourself, after the Wizard scans to see what systems are available on your system.

Do not set up now disables all electronic mail services. You will not be able to use Sidekick's [group scheduling](#) features, which rely on e-mail.

The e-mail systems recognized by the Setup Wizard are the following: Eudora Pro, Eudora Light, Microsoft Exchange, Microsoft Internet Mail, Pegasus, Netscape Mail.

Note If your hard disk contains lost clusters or other damaged data, it can interfere with the scanning process. If the scan takes a very long time, you can interrupt it by pressing Cancel, and run the Windows 95 ScanDisk program. Click the Start button, Programs, Accessories, System Tools, ScanDisk.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Set Up Your Service

If you click the Continue Setup... option, the Wizard will set up the e-mail service it has found for the messages required for [group scheduling](#).

If you click the Go to Custom Setup... option, the Wizard takes you to the option to select the e-mail transport you want to use.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Which Service?

If the Wizard found more than one e-mail systems on your computer, the list appears here. Click the one you want to use for [group scheduling](#) messages.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: No Service Found

No Internet Mail service was found on your system.

If you choose I Do Not Have an Internet E-mail System, the Wizard will check to see if you have Microsoft Exchange installed.

If you choose I Do Have an Internet E-mail System, you will be asked to provide information about it.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Choose Profile

Click the arrow next to Preferred Profile, and choose the Microsoft Exchange profile you want to use for group scheduling (your profile includes information about the location of your Inbox, Outbox, and address lists).

The Delete Messages after Retrieving box should be checked unless you need to be able to access group scheduling messages from more than one location.

Enter your Internet address in the box so that Sidekick can use Exchange for group scheduling on the Internet.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Mail Server Information

Sidekick needs to know the location of the mail servers for your incoming mail (called a POP3 server) and outgoing mail (called an SMTP server). Enter the information in the text boxes provided. If necessary, ask your network administrator or Internet service provider for assistance.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: POP3 Information

Enter the required information about your electronic mail account for incoming mail.

POP3 Account is the name you use for logging on to the POP3 server. Type the name exactly as it is entered when you log on.

Delete messages after retrieving them, when checked, deletes messages after they have been read by Sidekick. Uncheck the box if you want to leave the messages on the server.

POP3 Password is the password associated with your account name. Type it again in the Retype box to confirm.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Name and Address

Enter the name and electronic mail address to be used with group scheduling messages.

Name is your name as you would like it to appear in group scheduling messages. (This does not have to match your log-in name.)

E-mail Address is the address to which you want e-mail messages for scheduling events and replying invitations sent.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Flash Sessions

Check Activate Flash Sessions if you want Sidekick to automatically initiate electronic mail sessions to send and receive group scheduling messages.

Specify the time when you want the first session, and how often sessions should occur after that.

Check each day when you want flash sessions to occur.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Registration Information

Starfish Software's electronic registration makes it easy for you to become a registered user. Just fill in the information in the text fields provided. Be sure the Yes response at the top of the screen is selected.

The completed registration form will be sent to Starfish Software automatically by e-mail during your next online session.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Registration Address

Type your address information in the text boxes. By providing your mail address, you make it possible for Starfish Software to keep you informed of updates to Sidekick 98 and new products.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Registration Options

Click the appropriate responses to the questions regarding e-mail notification and use of the Starfish Software list.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Mail Registration

Because you have not entered e-mail information, electronic registration is not available. If you want to enter e-mail information now, click the Back button and choose Automated Setup (the recommended choice) or Custom Setup.

You can also double-click the file called REGISTER.TXT in the Sidekick 98 directory to open it. Fill in your information, and print a copy of the completed file to mail to Starfish Software.

When done, click Next to continue, Back for the previous page, or Cancel.

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Setup Wizard: Finish

You have entered the required information. Click Finish to complete the setup process and return to Sidekick, or click Back for the previous page, or Cancel.

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Attach a Uniform Resource Locator

[Related topics](#)

Lets you enter a Web site address ([URL](#)) in the Message text field. Click the Attach URL button on the Message page of the Schedule a Group Event dialog box to open the Attach a Uniform Resource Locator dialog box.

Recipients can click the URL to launch their default browsers and jump directly to the site (requires a 32-bit browser).

Dialog Box Options**Description**

Type a description of the URL you re attaching. Recipients click on the URL to launch their browsers and go directly to the site.

Uniform Resource Locator (URL)

Enter the URL address for the site, such as <http://www.starfish.com>.

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E-mail Setup Dialog Box

Use the E-mail Setup dialog box to enter your Internet e-mail configuration.

Dialog Box Options**Outgoing Mail (SMTP) Server**

Enter the name of your outgoing server or host, such as mail.xyz.com.

Incoming Mail (POP3) Server

Enter the name of your incoming mail server or host, such as mail.xyz.com.

Pop User Name

Enter your user name, such as jsmith@xyz.com.

Pop User Password

Type your password.

Time Out After

Determines how long the POP3 server waits for data before “timing out.”

Your Name

Type your name as you would use it in correspondence.

Your E-mail Address

Enter your e-mail address, such as jsmith@xyz.com.

Your Organization

Type the name of your company or organization.

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New Report Dialog Box

The New Report dialog box opens when you choose File | New Report from within Report view.

Dialog Box Options**New Report**

Click to create a new report.

Open Report

Click to open a report saved on disk.

Current Report

Click to go to the currently open report.


Create New (report type)

If you check New Report, check the report type you want in this list.

Select Cardfile To Save To Dialog Box

The Select Cardfile To Save To dialog box opens when you click Save To Card in the Phone Dialer. The currently selected item in the Call History window is saved to the cardfile you specify in this dialog box. Click the cardfile you want to save to, and then click OK.

Starfish TrueSync


To use Starfish TrueSync, click Tools | Synchronize | TrueSync, or click the TrueSync button  on the Toolbar.

This dialog box shows handheld devices that Sidekick 98 recognizes. Starfish Software is constantly adding to this list. For details, visit the Starfish Software Web site:
<http://www.starfish.com>

If a device is installed on your system, you can use this dialog box for synchronizing and related tasks, as follows:

PalmPilot Handheld Device



If you have PalmPilot installed, click that device  in the list, and then click:

- Synchronize to begin the synchronization process.
- Configure to select your synchronization preferences.
- View Output Log to see the results of your last synchronization.
- HotSync Manager to select your HotSync Manager Startup Preferences.

For details about TrueSync for PalmPilot and synchronizing, click the Help button in any of the TrueSync Wizard dialogs, and click Contents.

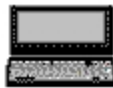
REX Handheld Device



If you have REX installed, click that device  in the list, and then click:

- Synchronize to begin the synchronization process.
- Configure to select your synchronization preferences.

WinCE 2.0 Handheld Device



If you have WinCE installed, click that device  in the list, and then click:

- Synchronize to begin the synchronization process.
- Configure to select your synchronization preferences.

Introducing Starfish Sidekick 98

Welcome to Starfish Sidekick 98!

Sidekick 98, the #1 organizer, provides you with powerful new features that are designed to keep you connected at any time, anywhere. You can synchronize your calendars, contacts, and communications with the click of a button, whether you're connected to the Internet, a hand-held computer, or a laptop.

Key features

- Automatically synchronize your calendar, contacts, notes, and To Do items with your Pilot Organizer or REX card, using [TrueSync™ technology](#).
- Easily drag and drop [vCard and vCalendar](#) objects into the Contacts and Daily Calendar views, or drag and drop [URLs](#) from Sidekick into your Web browser.
- Use Sidekick 98's advanced technology for [importing and exporting](#) files in various formats. With just a few clicks, you can import files into the Contacts view in formats ranging from ASCII tab-delimited files to Microsoft Outlook 97 to dBASE, using Sidekick 98's unique Import Wizard. You can export Sidekick cardfiles to ASCII, tab- and comma-delimited text, dBASE, and Spreadsheet Data (DIF) using the Export Wizard. You can also import Microsoft Outlook 97, Schedule+ 7.0, and Lotus Organizer 97 calendar files into the Calendar view.
- Manage your appointments and contacts by using the global resources of the [Internet](#).
- Take advantage of the most advanced [calendar](#) and [contacts](#) features available.
- Use the [Web Publisher](#) to publish calendars and cardfiles in fully formatted and linked HTML files for sharing on the Internet or corporate intranets.
- Easily schedule events with people anywhere in the online world, whether they are in your own city or on the other side of the world, with the peer-to-peer, agent-based design. The Sidekick 98 Internet-based scheduling features handle [event and resource scheduling](#) automatically. All the messaging needed to schedule the event is handled in the background. Your Eudora Pro (32-bit), Netscape Navigator, Microsoft Exchange, or Windows address book can be used for event scheduling.
- Enjoy the panoramic view and multi-functionality available in EarthTime, customize the Toolbar, and more – just a few of the features that are now yours in Sidekick 98!

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Overview: Learning about Sidekick 98

[Related topics](#)

Starfish Sidekick 98 is divided into a number of “views,” such as the Calendar view and the Contacts view. To learn about Sidekick 98, use the series of “About...” topics, which introduce the views and major features.

Here is how to use these overview topics:

- Click the Related Topics button, above, for a list of the About... topics.
- Read each topic, using the scroll bars to see all the information, if necessary.
- Click the **>>** button at the top of each screen to go to the next About... topic. You can click the **<<** button to go back to the previous topic. Each topic discusses one of the Sidekick views.
- To see more information relating to the current subject, click the Related Topics button that appears below the topic title in each topic. Double-click the topic you want in the list.
- To return to this topic, click the Related Topics button and choose the “Overview...” topic.

The overview topics are also listed in the Table of Contents at the start of each of the major sections that discusses a view.

For more information about using the books and topics in this Help system, click the underlined text that follows, and you will go directly to [How to Use Sidekick Help](#).

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About the Calendar View

[Related topics](#)

{bml bm8.BMP}The Calendar view organizes your appointments, To Do items, and the calls you need to make, all in one convenient place. It includes the Viewport, which lets you see other Sidekick views and drag-and-drop to create an activity with someone in your cardfile. You can also create group events in the Calendar (or Activities view), where Sidekick 98 sends invitations and books the event for you automatically.

You can [import calendar files](#) with just a few clicks. Sidekick 98 supports Microsoft Outlook 97, Schedule+ 7.0, and Lotus Organizer 97.

In addition, you can easily drag and drop [vCalendar](#) objects into the Daily Calendar view. For details, see [Using vCard and vCalendar](#).

Features and Options

Events pane is where you create and view scheduled events. At the top is the current time zone in which Calendar events are displayed. Click any line and begin typing to enter a basic appointment. Double-click a time slot or appointment icon to open the Schedule an Event dialog box. See [Adding an Appointment](#).

To Do pane contains a list of the items you need to do. You can assign a due date and priority, and add text. Click the Show By button to specify how the items are sorted. Click the left column to check off a completed To Do item. Uncompleted To Do items are automatically forwarded from day to day. See [To Do / Goals Dialog Box](#).

Calls pane lists calls you need to make. Click the left column to check off a completed call. Uncompleted calls are automatically forwarded from day to day. See [Calls](#).

Viewport is at the bottom of the Events pane. Click the arrow button to open or close it. You can view Cards, the Contact Log, or the Goals list in the Viewport. You can drag a card from the Viewport to a time slot in the Events pane, or to the Calls or To Do panes, to create an event.

Calendar pane, above the To Do pane, displays the current date and calendar of the month. Click a date in the month calendar, or click the arrows next to the month and year, to change the date displayed.

Daily, Weekly, Monthly, Yearly tabs let you select the view of your calendar. Double-click a date in the Weekly, Monthly or Yearly views to jump directly to that date in Daily view.

Toolbar contains buttons you can click to perform various tasks. To see what a button does, hold the mouse pointer over it and pause for a moment. A "tool tip" will appear. You can customize the Toolbar using the Tools | Setup | Toolbar command.

Status bar appears at the bottom of the display. You can turn it on or off using the View | Status Bar command.

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About Internet Group Scheduling and the Activities View

[Related topics](#)

{bml bm9.BMP}The Activities view lists all your Internet events, plus your Calendar events: Calls, To Do items, and appointments. Use it to view events, create event invitations, reply to incoming invitations, and more. You can also see an overview of all your Calendar activities for a time period you select.

Internet Scheduling uses Internet messaging to send invitations and collect replies automatically for a group event you want to schedule.

The people you invite receive a message showing the meeting information, and they can click buttons to Accept, Decline, Request Rescheduling, or Delegate the event to someone else. Sidekick 98 sends the invitation and reply messages. The event information is displayed in the Activities view and automatically added to participants calendars.

You also can schedule resources, such as conference rooms, projectors, and vehicles. You get an automatic response from the resource s calendar confirming your reservation or listing available times.

The icon on the Desktop (shown above) is animated and changes color when you have unread Internet scheduling messages, including invitations or replies to your invitations.

The easiest way to schedule an event is to use the Internet | Scheduling Wizard command in the Activities, Calendar, or Contacts view.

Activities View Features and Options

Tabs let you select what to display: All, Appointments, To Do items, Calls, or Internet Events. The All tab displays all events that appear in your Calendar view, including Appointments, To Do items, Calls, and confirmed group scheduling events, plus Special Days and Multi-Day Events.

Show box lets you choose the time period or events you want to see.

Column headings provide brief information about the event. For example, on the Internet Events page, column headings are Type, New, Outbox, Date and Time, Subject, Initiator, Location (for group events). Icons in the New column indicate a new incoming invitation, reply or other message. An icon in Outbox indicates a message that hasn't been sent yet. Click a column heading to sort entries on that field.

Details pane (Internet Events) shows the date and time, participants, and other information about the selected event. Click the + next to an entry to expand it, if necessary.

Information pane (Internet Events) shows the specifics of the selected event, or the item selected in the Details pane.

Buttons change depending on the type of event that is selected. For example, the New button opens the [Schedule an Event](#) dialog box when an incoming or outgoing event is selected, or the [Resource Wizard](#) if a resource message is selected. For Calendar events, the Go To button takes you to the Calendar and highlights the selected event.

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About the EarthTime View

[Related topics](#)

{bml bm10.BMP}The EarthTime view displays a map showing daytime and night time around the world, and shows the current time at eight different locations you select. You can use EarthTime to calculate the difference in time between two locations, and you can configure it to show both your home location and the local time as you travel. EarthTime includes helpful information about over 540 cities in its database.

Features and Options

Map displays the sunrise/sunset line, updated every minute. Right-click a map location and choose Center Map Here to shift the map horizontally, or double-click that location.

City Clocks show the current time in eight locations. Drag the time display area from one city clock to another to see the Time Difference display for those two cities. Drag one city name to another to switch the positions of the two clocks.

You can right-click a clock or move the mouse to the menu arrow and select from a menu of options. Facts About the City shows you language, currency, telephone codes, and other useful information about the city. Other menu options let you modify the city's information, change the displayed city, and more.

Icons



The house icon indicates your [Home clock](#).



The person icon indicates your [Local clock](#).



The sunburst is present if daylight saving time is in effect in that city.

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About the Contacts View

[Related topics](#)

{bml bm14.BMP}The Contacts view stores names, addresses, phone numbers, e-mail addresses, and any other kind of data you need in a cardfile. The e-mail addresses are used for Internet scheduling in the Calendar. You can store the [Uniform Resource Locators \(URL\)](#) of your favorite sites on the World Wide Web, and use them to start your browser and jump directly to the site. You can use Mail Merge to combine information from a cardfile with a memo or letter, and dial phone numbers automatically with the Phone Dialer.

You can [import and export](#) files with just a few clicks. Sidekick 98 supports dBASE III, dBASE IV,

Spreadsheet Data (DIF), tab-delimited text, and comma-delimited text. You can also import from Microsoft Outlook 97, Schedule+ 7.0, and Lotus Organizer 97.

In addition, you can easily drag and drop vCard objects into the Contacts view, or launch a URL from a Sidekick card. You can also launch your default e-mail client from a Sidekick card e-mail address.

Features and Options

Look For box lets you search for contact cards using information in the card's index line.

Index line in the left pane contains the indexes of each card in the cardfile. Each index consists of one to three card fields. The cards are sorted according to their index lines. Click the index line of a card to see its data.

Card data appears in the right pane. The field names appear at the left, and the data for the current card is to the right.

Viewport is at the bottom of the card data pane. Click the arrow to open and close the Viewport. Click the button to choose what to display in the Viewport: Appointments, Calls, To Do items, Contact Log, or Goals List.

Cardfile tabs at the bottom of the window represent the open cardfiles.

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About the Memos View

[Related topics](#)

{bml bm15.BMP} Use the Memos view to create and format your letters and memos. Auto Spell Check works in the background to check spelling as you write. You can use Mail Merge (on the Memos menu) to create memos using name and address information from the Contacts view, and you can send your memos by e-mail or by fax directly from Sidekick 98 (requires an e-mail account and a fax modem).

In Memos view, your memos are stored in folders, with each folder represented by a tab at the bottom of the screen. You can have many memos in a folder. A group of folders makes up a single Memo file.

Features and Options

Index pane lists the memos in the current folder. Memos are sorted by date or subject (use Memos | Memo | Sort to change the order).

Text pane contains the text of the current memo.

Toolbar formatting buttons let you apply formats to the characters and paragraphs of your memos.



Viewport is at the bottom of the text pane. Click the arrow to open and close the Viewport. Click the button to choose what to display in the Viewport: Appointments, Calls, To Do items, Cards, or Goals List.

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About the Expenses View

[Related topics](#)

{bml bm17.BMP} The Expenses view lets you enter information from your receipts, and then it totals your receipts in a formatted expense report, ready for you to print and sign. As you enter receipts, you choose data such as city names and restaurants from lists that grow automatically to include your new entries.

Features and Options

Receipt view (View | Receipt View) is where you enter the raw data from the pile of receipts you have collected. Enter the receipts just as you find them, and Sidekick will take care of sorting and categorizing. The receipt type, date, and amount appear in the left pane, and the details of the currently selected receipt

appear at the right. Click the Add button  to enter a new receipt.

Report view (View | Receipt View) totals your receipts in a formatted expense report. You can edit the personal information at the top.

- **By** determines what is included in your report. **By Week** lets you create a report by week. **By Range** lets you specify a range of dates. **By Folder** lets you create a report for the contents of the current folder.
- **Account** lets you select an account, or all accounts, to include in the report.

From Receipt view, click  to go to Report view.

From Report view, click  to go to Receipt view.

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About the Phone Dialer

[Related topics](#)

{bml bm21.BMP}The Phone Dialer can dial your voice calls using a phone number from your cardfile or a number you type. It also can answer incoming calls and look up the caller's number in the current cardfile (if you have Caller ID service and required hardware). You can type notes about the call to record in a card's Contact Log, which you can view in the Viewport.

To open the Phone Dialer, either click its icon on the desktop, press F9, or, from Contacts view or the Viewport, drag a card that contains a phone number to the icon.

Features and Options

Information pane displays the phone number(s) in the current card. You can leave the Phone Dialer open and click a different card in the Viewport or Contacts view, and its phone numbers appear in the display. The pane includes a status line that displays the current dialing status.

Number to Dial is the currently selected number in the Information pane, or a number you type or enter from the keypad.

Dial button causes the number in the Number to Dial field to be dialed.

Redial button causes the last number dialed to be redialed. The number that will be redialed appears in the title bar.

Answer button answers an incoming call, and stamps Answer to the Contact Log.

Hang Up button disconnects the modem.

History button opens the Call History pane, where you can see a log of recent Phone Dialer activity. If you have been away from your desk, the History pane will contain a list of incoming calls and the number calling, if you have Caller ID. When the History pane is open, this button changes to the **Keypad button**, which you click to return to the keypad.

Call Note button opens the Call Note pane. You can type a Call note in the text area provided. Click Save to Current Contact Log to save the note.

Timer, at the top of the Call Note pane, times your calls. The Start and Reset buttons control the operation of the timer.

Setup button opens the [Phone Dialer Setup](#) dialog box.

Delete button (In Call History window) deletes the selected entry in the Call History.

Save to Card button (in Call History window) saves the current entry in the Call History pane to a new card.

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About the Report View

[Related topics](#)

The Report view displays reports, which collect and organize information from the Contacts or Calendar view.

To see the Report view, choose a report type from the Reports menu in the Calendar or Contacts view. The report types are

[Cardfile report](#)

[Calendar report](#)

[Free Time report](#)[To Do Items report](#)[Contact Log report](#)

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About Internet Time Synchronizer

Internet Time Synchronizer precisely synchronizes your computer's system clock with an Internet time server, ensuring that your system time is accurate and reliable. To open the Time Synchronizer dialog box, choose Tools | Synchronize | Time Synchronizer Setup, or right-click its icon in the System Tray (in the Windows taskbar).

Internet Time Synchronizer can monitor your dial-up connections, and check the time once you are connected for any other purpose. For example, if you periodically connect to check your mail, it can automatically get the precise time in the background during your mail session.

If you have the Timex Datalink, you can set your watch from your computer, so it too is always accurate.

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Using Sidekick 98 Help

Help Contents

To get Help at any time, choose Contents from the Help menu. The Help Contents window contains three tabs. Click the one you want to use.



Contents: Double-click any closed book to "open" it and see its contents. Double-click any page to read its contents. From there you can click the Contents button to return to the Contents window. Double-click an open book to close it.

Index: Type a word you want to search for in the index. Then double-click a topic in the list that appears to jump to that topic. You can click the Contents button to return to the Contents window.

Find: When you click this tab for the first time, a complete word list of the Help system is created (it's automatically stored, so it doesn't need to be re-created after the first time). Type a word or part of a word, and double-click the topic title you want.

Context-sensitive Help

When you are in a dialog box that has a Help button, click the button for help on your current location. To see detailed reference information about menu commands, highlight a menu command (using the keyboard) and press F1. The Help topic for that command appears.

ToolTips

Sidekick identifies each menu command or Toolbar button when you move the mouse pointer over it and pause. A description appears in a small box next to the button, and disappears when you move the mouse off the button.

Navigating in Help

Help topics appear in different kinds of windows depending on the nature of the topic. Most Help windows have buttons at the top to help you navigate, including some or all of the following:

Contents takes you to the Help Contents window.

Index takes you to the index for the Help system, where you can type a word you want information about.

Back takes you to the previous Help topic you viewed.

>> and **<<** are the browse buttons. They take you forward (>>) and back (<<) within a series of related Help topics.

Related Topics, appearing in the Help topic title region, shows you a list of related Help topics you can

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Product Registration
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Tech Support Phone: 44 1923 209 107 (Registration)

Monday through Friday, 09:00-17:00

Sidekick Files

Filename Extensions

The following extensions are used by Sidekick 98.

Extension	Description
.SKTmpCard	Cardfile temporary data file
.TMP	Calendar temporary data file
.SKTmpContent	Memos view temporary data file
.TPT	Report template file
.LOG	Back Up And Restore file that lists files being copied
.RPT	Report file
.SKCard	Contacts cardfile
.SEE	Expense file
.SKB	A backup copy of your Sidekick 97, Sidekick 95, or Sidekick 2.0 calendar file, if you open one in Sidekick 98.

Calendar files

Your calendar file is actually eight files in the *???.SKW format, where * represents the name you enter. When saving, opening, backing up, or restoring calendar files, Sidekick lists * as the name of the calendar. The ??? part of the file name represents four characters that stand for the type of calendar file, as listed here. Thus, a group of calendar files might have names in the form Jean WorkEVEN.SKW, Jean WorkCALL.SKW, and so on.

*EVEN.SKW	Appointment list data file
*CALL.SKW	Call list data file
*TASK.SKW	To Do list data file
*MAST.SKW	Goals list data file
*RECR.SKW	Recurring Event, Call, and To Do data file
*INIT.SKW	Calendar initialization data file
*DATA.SKW	Multi-day events and Special Days data file
*CSCA.SKW	Categories, assigns, call status, and predefined activities data file

Memo files

A Memo 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 Memos view.

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

Special thanks to all the hard-working people who have contributed to the creation of Sidekick 98:

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Mark Horovitz
Kathy Johnson
Dave Jorgensen
Philippe Kahn
Richard King
Shekhar Kirani
Chris LaRue
Michael Lee
Jennifer Lee
Sonia Lee
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Michael Ma
Paul Martinez
Christine Matthew
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Patrick Murphy
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Glossary

Click any topic below to see information about it.

[activity](#)
[appointment](#)
[Calendar files](#)
[Call icon](#)
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[cardfile template](#)
[cards](#)
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[condition](#)
[contact](#)
[Contact Log](#)
[Delete icon](#)
[Deskpad](#)
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[Extract Cards](#)
[fields](#)
[field names](#)
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[Free Time report](#)
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[To Do](#)

[Toolbar](#)

[Uniform Resource Locator \(URL\)](#)

[Unimodem V](#)

[Viewport](#)

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An appointment, To Do, call, or Goal.

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

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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 (normally the Sidekick 98 Userdata directory, unless you have specified otherwise).

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{bml bm21.BMP}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.

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A database or organized collection of information, such as an address book. Each cardfile can have up to 30,000 cards.

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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.

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An individual record or entry in a cardfile, such as a person in an address book. Each cardfile can have up to 30,000 cards.

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

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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.

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

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A place for entering memos 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.

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{bml bm24.BMP}A drag and drop target on the Sidekick Desktop for deleting cards, memos, or calendar activities.

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The visual metaphor used by Sidekick. Each of the components of Sidekick appears in a desk-like area where you organize your activities.

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A vertical column of icons to the right of the Sidekick Desktop. Most of these icons correspond to the various views in Sidekick. There are eight icons: Contacts, Calendar, Memos, Expenses, Activities, EarthTime, Call, and Delete.

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Dragging an object onto another and “dropping” it is an easy way to move the object or use it to launch another process. To drag, move the mouse over the object. Hold down the left (primary) mouse button and then move the mouse toward the drop “target.” Release the button over the drop target.

Examples:

Dragging a cardfile card from the Viewport and dropping it on a time in the Calendar Appointments, Calls or To Do pane creates an entry using the card information.

Dragging any Calendar event to the Call icon and dropping it opens the Phone Dialer. If there is a phone number in the Calendar event, it is ready to dial.

Dragging the index of a memo or a Contacts card to a tab moves the memo or card to that tab.

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The exchange is the first three digits of a telephone number, such as 555 in the phone number 555-1234.

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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.

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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.

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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.

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An e-mail session which sends all your pending outbound group scheduling messages and collects all inbound messages before logging off automatically.

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A report showing your free time for the next 30 days. You can attach it to a reply declining an invitation or requesting rescheduling. Appointments that are Public or Personal are indicated as booked time; Confidential appointments do not appear on the report.

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Though similar to the To Do 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 To Do 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.

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A black square box that appears at the corners and edges of a graphic element (such as the fields in a label printing template) when you select it. Handles let you re-size the element. Move the mouse over a handle until the double-headed arrow appears. Then click and hold down the left mouse button while you drag the handle to a new position.

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In EarthTime, the time you designate as your home. Home Clock remains unchanged when you travel, but you set Local Clock for your current location.

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Hypertext Markup Language, the standard language for documents used on the World Wide Web.

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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.

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Internet scheduling lets you create a meeting or other event and select a list of participants. Sidekick 98 uses electronic messaging to automatically notify attendees, collect their replies, and add the event to the calendars of those who will attend.

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The Local Clock is normally the same as your Home Clock. When you travel, you change the Local Clock to your current location. All your appointments are displayed in Local Clock time. Sidekick 98 does not change your computer system time to the Local Clock time.

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

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The person whose computer stores the reservation schedule information for a resource. The manager s Sidekick 98 receives reservation requests and sends back confirming or denying messages in the background, without direct involvement by the manager. The manager should have flash sessions at fairly frequent intervals so resource requests can be handled promptly.

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ages

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.

The term page can also refer to tabs in a dialog box. For example, the Schedule an Event dialog box has two pages: the Events page and the Notes page.

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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.

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A resource is a facility such as a conference room, or equipment such as a projector or vehicle. You can reserve a resource automatically using the Internet | Resource Wizard command from Activities view.

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An optional tool to show the dimensions of the current memo. You also use the Ruler to change margins and set tabs. Use View | Ruler to show or hide the ruler.

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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, Paste, Edit, or make it a Recurring appointment..

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

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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. You can also customize the buttons on the Toolbar using the Tools | Setup | Toolbar command.

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An address on the Internet. The World Wide Web uses URLs to specify the locations of files on other servers.

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A modem driver that is required for using Caller ID and other advanced modem features.

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A window in the lower right corner of the Contacts, Calendar, and Memos 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.

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Shortcut Keys

[Calendar Shortcut Keys](#)

[EarthTime Shortcut Keys](#)

[Contacts Shortcut Keys](#)

[Memos Shortcut Keys](#)

[Expense Shortcut Keys](#)

[Activities View Shortcut Keys](#)

[Report Shortcut Keys](#)

[Calculator Function Keys](#)

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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 Card	Ctrl+A	Adds new contact cards to the cardfile.

View menu

Contacts	F5	Switches to the Contacts view.
Memos	F7	Switches to the Memos view.
Expenses	F8	Switches to the Expense view.

Phone menu

Dialer	F9	Opens and closes the Phone Dialer.
--------	-----------	------------------------------------

Help menu

Contents	F1	Displays help on the selected command or dialog box, or displays the help contents.
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Screen actions

Tab	Moves the keyboard focus of the screen from one part of the Calendar to another in this order: To Do 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+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 To Do item or 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 To Do item or goal.
Ctrl+Alt+E	Set or take off the default category for the current To Do item or goal.
Ctrl+Alt+I	Set or take off the default assignment of the current To Do item or 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.

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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

Contacts	F5	Switches to the Contacts view.
Calendar	F6	Switches to the Calendar.
Memos	F7	Switches to the Memos view.
Expenses	F8	Switches to the Expense view.

Phone menu

Dialer	F9	Opens and closes the Phone Dialer.
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Help menu

Contents	F1	Displays help on the selected command or dialog box, or displays the help contents.
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Contacts Shortcut Keys

Command	Keys	Description
File menu		
New Cardfile	Ctrl+N	Creates a new, untitled cardfile.
Open Cardfile	Ctrl+O	Opens a cardfile.
Close 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.
Copy Special	Ctrl+Y	Copies fields and text to the Clipboard. Use Copy Special Setup to define the contents.
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.
Find Previous	Shift-F3	Finds the previous occurrence of the last text specified.
View menu		
Calendar	F6	Switches to the Calendar.
Memos	F7	Switches to the Memos view.
Expenses	F8	Switches to the Expense view.
Index/Card View	Ctrl+E	Switches the Contacts view between Card view and Indexed

view.

Cards menu

Add	Ctrl+A	Adds new contact cards.
Mark Current Card	Ctrl+K	Marks or unmarks the active contact card.
Sort	Ctrl+R	Sorts the cardfile by any three fields by changing the index line of each contact card.
Reorder Tabs	F11	Reorders the cardfile tabs at the bottom of the screen.

Phone menu

Dialer	F9	Opens and closes the Phone Dialer.
--------	-----------	------------------------------------

Help menu

Contents	F1	Displays help on the selected command or dialog box, or displays the help contents.
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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 contact card in the cards list.
Ctrl+Shift+End	Jumps to last contact card in the cards list.
Ctrl+Shift+PgUp	Moves up one contact card in the cards list.
Ctrl+Shift+PgDn	Moves down one contact 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.

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Memos Shortcut Keys

Command	Keys	Description
File menu		
New Memo File	Ctrl+N	Creates a new, untitled Memo file.
Open Memo File	Ctrl+O	Opens a Memo file.
Save Memo File	Ctrl+S	Saves all memos.
Save Memo File As	F12	Saves the Memo file under a new name.
Save All	Ctrl+L	Saves all open Sidekick files in all views.
Print	Ctrl+P	Prints memos.
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.

View menu

Contacts	F5	Switches to the Contacts view.
Calendar	F6	Switches to the Calendar.
Expenses	F8	Switches to the Expense view.
Folder/Memo View	Ctrl+E	Switches Memos view between Memo view and Folder view.

Memos menu

Memo Add	Ctrl+A	Adds a new memo.
Memo Sort	Ctrl+R	Sorts the memos.
Memo Mark Current	Ctrl+K	Marks or unmarks the current memo.
File Reorder Folders	F11	Reorders the folder tabs at the bottom of the screen.

Phone menu

Dialer	F9	Opens and closes the Phone Dialer.
--------	-----------	------------------------------------

Help menu

Contents	F1	Displays help on the selected command or dialog box, or displays the help contents.
----------	-----------	---

Screen actions

Ctrl+Delete	Delete next word
Ctrl+Backspace	Delete previous word
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 memo.
Ctrl+End	Moves to the bottom of the memo.
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 memo.
Ctrl+Shift+End	Selects from insertion point to the bottom of the memo.
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		
Contacts	F5	Switches to the Contacts view.
Calendar	F6	Switches to the Calendar.
Memos	F7	Switches to the Memos view.
Expenses menu		
Receipt New	Ctrl+A	Adds a new receipt.
Phone menu		
Dialer	F9	Opens and closes the Phone Dialer.
Help menu		
Contents	F1	Displays help on the selected command or dialog box, or displays the help contents.

Activities View Shortcut Keys

Command	Keys	Description
File menu		
Save All	Ctrl+L	Saves all open Sidekick files in all views.
Print	Ctrl+P	Prints the Activities view.
Exit	Alt+F4	Exits Sidekick.
View menu		
Contacts	F5	Switches to the Contacts view.
Calendar	F6	Switches to the Calendar.
Memos	F7	Switches to the Memos view.
Expenses	F8	Switches to the Expense view.

Phone menu

Dialer	F9	Opens and closes the Phone Dialer.
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Help menu

Contents	F1	Displays help on the selected command or dialog box, or displays the help contents.
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
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	Ctrl+P	Prints the report.
Exit	Alt+F4	Exits Sidekick.
Edit menu		
Copy	Ctrl+C	Copies the highlighted area to the Clipboard.
View menu		
Contacts	F5	Switches to the Contacts view.
Calendar	F6	Switches to the Calendar.
Memos	F7	Switches to the Memos view.
Expenses	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.

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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.
+/-	Ctrl+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.

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Calendar Menu

The Calendar menu provides most of the tools for creating, modifying, and managing your scheduled events. For more information, highlight one of the Calendar menu options, and press F1.

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Events Command

The Calendar | Events command lets you schedule one-time and recurring appointments.

For more information, highlight one of the Events menu choices, and press F1.

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To Do Items Command

The Calendar | To Do Items command lets you schedule one-time and recurring To Do items.
For more information, highlight one of the To Do Items menu choices, and press F1.

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Calls Command

The Calendar | Calls command lets you schedule one-time and recurring Calls.
For more information, highlight one of the Calls menu choices, and press F1.


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Sort Command

The Calendar | Sort command lets you sort your To Do items and Goals.
For more information, highlight one of the Sort menu choices, and press F1.

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Recurring Events Command

In the Daily Calendar view, the Recurring Events command (Calendar | Events | Recurring) opens the Recurring Event dialog box, where you can create an appointment that occurs at regular intervals. Recurring appointments appear with a  in the Daily view.

Dialog Box Options

All Recurring Events List

Lists already defined recurring events. Select an item from the list if you want to make changes to it.

Subject

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

Start

Sets the time of day of the recurring appointment.

End

Sets the ending time for the recurring appointment.

Notes

Type a description or note about the recurring appointment. The Notes text can be up to 640 characters. In Daily view, a paperclip icon appears next to appointments that have text in the Notes box.

Recurring

Specifies how often the appointment occurs (specific weeks of the month, days of the month, weekly, or

daily). The box below the Recurring options changes depending on which Recurring option you choose.

From/To

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

Reminder

Check the **Remind Me** box if you want an alarm to alert you of the appointment a specified amount of time before the start time. **Tone** sets the Wave file used to sound an alarm for a scheduled appointment; click **Play** to hear the tone.

Add button

Saves the appointment and adds it to the All Recurring Events List.

Delete button

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

Change button

Replaces the selected recurring appointment with the new settings.

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Multi-Day Command

In Calendar view, the Multi-Day command (Calendar | Events | Multi-Day) opens the Multi-Day Event dialog box, where you can schedule 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-day events appear at the top of the Appointments list.

Shortcuts

Toolbar: 

Dialog Box Options

Multi-Day Events List

Lists the multi-day events you have already added. Choose one from the list if you want to change or delete it.

Description

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

Date Range

- **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.

Color

Sets the color used to display the multi-day event in the Weekly, Monthly, and Yearly views.

Add button

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

Change button

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

Delete button

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

Group Command

The Group command (Calendar | Events | Group) opens the [Schedule Group Event dialog box](#), where you can enter information about the meeting, including Date and Time, Participants, Message, Resources, and other options.

Single Day Event Command

The Single Day To Do Items command (Calendar | Event | Single Day) opens the Schedule an Event dialog box, where you can create a new one-time appointment.

[Event page](#)

[Notes page](#)

Event Page (Schedule an Event Dialog Box)

The Event page of the Schedule an Event dialog box (Calendar | Events | Single Day) is where you specify the details of the event, such as the description, date and time, and whether you want an alarm to remind you of the event. Use the [Notes page](#) to add more detailed notes about the event.

Dialog Box Options

Subject

Sets the description text (up to 180 characters) of the event.

Date

Specifies the date on which the event will occur. Use the spin buttons to adjust the date one day at a time; or click the down arrow button to the right of the spin buttons to see a small monthly calendar, and choose a date from the calendar.

Start/End

Specifies the starting and ending times of the event.

Time Zone

Specifies the time zone in which the event will occur. Use this setting if, for example, you live in Chicago but have to travel to a meeting in Los Angeles. Your usual time zone would be USA Central, but the meeting will occur at USA Pacific time.

Place

Specifies where the event will occur.

Reminder

Sets an alarm to alert you a specified amount of time before the event occurs. **Tone** lets you choose the sound the alarm makes; click **Play** to test the sound. You can also have Sidekick 98 page you before the event.

Notes Page (Schedule an Event Dialog Box)

The Notes page of the Schedule an Event dialog box (Calendar | Events | Single Day) is where you can enter detailed notes about the appointment. The Notes text can be up to 640 characters. In Daily view, a paperclip icon appears next to events that have text in the Note box.

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Single Day To Do Items Command

The Single Day To Do Items command (Calendar | To Do Items | Single Day) opens the To Do dialog box, where you can create a new [To Do](#).

For help on the options in this dialog box, see [To Do/Goals Dialog Box](#).

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Recurring To Do Items Command

In the Daily Calendar view, the Recurring To Do Items command (Calendar | To Do Items | Recurring) opens the Recurring To Do dialog box, where you can create a [To Do](#) that repeats at regular intervals. Recurring To Dos appear with a  in the Daily view.

Dialog Box Options

All Recurring To Do List

Lists already defined recurring To Dos. Select an item from the list if you want to make changes to it.

Subject

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

Notes

Type any notes about the recurring To Do. The Notes text can be up to 640 characters. In Daily view, a paperclip icon appears next to To Dos that have text in the Notes box.

Recurring

Specifies how often the To Do occurs (specific weeks of the month, days of the month, weekly, or daily). The pane below the Recurring options changes depending on which Recurring option you choose.

From/To

Sets the date range in which the recurring To Do could possibly occur.

Options

- **Category** specifies the category for the To Do. You can later sort To Dos by category. Select a category from the drop-down list.
- **Assign** specifies the person assigned to the To Do (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](#) (Calendar | Personal List Setup).
- **Priority** sets the priority for the To Do or goal to Low, Medium, High, Advanced, or No Priority. If Advanced is chosen, you can click the Advanced button to specify additional levels of priority.

Add button

Saves the recurring To Do and adds it to the All Recurring To Do List.

Delete button

Deletes the selected recurring To Do from the All Recurring To Do List. You can choose to delete all occurrences, past occurrences, or future occurrences.

Change button

Replaces the selected recurring To Do with the new settings.

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Single Day Calls Command

In Calendar view, the Single Day Calls command (Calendar | Calls | Single Day) opens the Call dialog box, where you can create a new call.

Dialog Box Options

Predefined Activities

Displays a list of predefined activities you can choose from. Predefined Activities are usually composed of text and one or more field names, which are replaced with information from the current card. For example, Call {Firstname} {Lastname} at {Phone}, when filled in with the current card information, might read Call Michael Smith at 555-8943. If you choose an item from the Predefined Activities list, you can edit the item in the Subject field. If no Predefined Activities are listed, click the Setup button to open the Personal List Setup dialog box (see below).

Subject

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

Notes

Type any notes about the call. The Notes text can be up to 640 characters. In Daily view, a paperclip icon appears next to calls that have text in the Notes box.


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, Busy, 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.

Recurring button

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

Default button


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

Setup button

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

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Recurring Calls Command

In the Daily Calendar view, the Recurring Calls command (Calendar | Calls | Recurring) opens a dialog box where you can create a recurring call. Recurring calls appear with a  in the Daily view.

Dialog Box Options

Recurring Calls List

Lists already defined recurring calls. Select an item from the list if you want to make changes to it.

Subject

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

Note

Type any notes about the recurring call. The Note text can be up to 640 characters. In Daily view, a paperclip icon appears next to calls that have text in the Note box.


Recurring

Specifies how often the call occurs (specific weeks of the month, days of the month, weekly, or daily). The pane below the Recurring options changes depending on which Recurring option you choose.

From/To

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

Urgent Option

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

Add button

Saves the recurring call and adds it to the Recurring Calls List.

Delete button

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

Change button

Replaces the selected recurring call with the new settings.

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Goals Command

In the Daily Calendar view, the Calendar | Goals 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 To Do list.

When you choose the Goals command, the Goals dialog box opens, letting you define the goal. For help on the options in this dialog box, see [To Do/Goals Dialog Box](#).

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Special Day Command

In the Daily Calendar view, the Special Day command (Calendar | Events | Special Day) opens a dialog box where you can schedule special days, such as holidays, birthdays, and anniversaries. You can use Special Day 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. Select one from the list if you want to change or delete it.

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 button** lets you hear 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.
- **Tone** sets the Wave file used to sound an alarm for a special day. This option is available only when Alarm is checked.

Time

- **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.
- **Repeat Annually** sets the day of the year on which the special day falls.

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 button

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

Change button

Replaces the selected special day with the new settings.

Delete button

Deletes a special day from the Special Days List.

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Delete Command (Calendar)

The Delete command in Calendar view (Calendar | Delete) opens the Delete Activities dialog box, where you can delete Calendar activities within a specified range of days. You can delete appointments, calls, To Do items, or goals.

Note The Delete command removes all events, including group events.

Dialog Box Options**From/To**

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

Delete

Determines the type of activities to delete.

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Sort To Do Items Command

In Calendar view, the Calendar | Sort | To Do Items command opens the Sort To Do Items dialog box, where you can sort items on the To Do list. For a description of the sorting options, see [Sort To Do Items/Goals List Dialog Box](#).

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Sort Goals Command

The Sort Goals command (Calendar | Sort | Goals) sorts the items on the Goals list. For a description of the sorting options, see [Sort To Do Items/Goals List Dialog Box](#).

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Almanac Command

In the Calendar view, the Calendar | Almanac command displays almanac information for the current [Local Clock](#) city. The information applies to the city for the current date: time zone (relative to Greenwich Mean Time), sunrise, sunset, hours of daylight, moon phase, daylight saving time dates, day of the year.

You can also see facts about the current Local Clock city by clicking the Facts tab in this dialog box.

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Personal List Setup Command

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](#).

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Daily Activity Command

Use the Schedule New Activity dialog box to choose the kind of activity you want to schedule (Appointment, Call, or To Do item). To open this dialog box, choose Calendar | Daily Activity in the Calendar Weekly, Monthly, or Yearly views, or Edit | New Activity in the Activities view.

Dialog Box Options

Schedule

Sets the type of activity to schedule: single-day event, group event, call, or To Do item.

Date

Sets the date for the activity. Click the small arrows to increment the date, or click the large arrow to see a calendar for selecting the date.

When you click OK, Sidekick displays the appropriate dialog box for the type of activity you have chosen.


Cards Menu

The Cards menu lets you control the content and order of your cardfile. For more information, highlight a specific Cards menu choice and press F1.

Add Card Command

In Contacts view, the Cards | Add command adds a contact card. For a description of the dialog box options, see the topic [Add Card Dialog Box](#).

Shortcuts

Toolbar: 

Keyboard: Ctrl+A

Duplicate Card Command

In Contacts view, the Duplicate Card command (Cards | Duplicate) opens the Duplicate Card dialog box, where you specify the number of copies to make of the current contact card.

Number of Duplicates

Type or select the number of duplicate contact cards you want to make.

Move Cards Command

In Contacts view, the Move Cards command (Cards | Move) opens the Move Cards dialog box, where you can move contact cards from the current cardfile to another open cardfile. This menu item is dimmed unless at least two cardfiles are open.

Shortcuts

Mouse: Click and drag the card from the Cards list to another cardfile tab to use [drag and drop](#).

Dialog Box Options

Select Cards to Move

- **Current Card** moves the current card.
- **Marked Cards** moves marked cards. If no cards are marked, this option is dimmed. (To mark or unmark a card, right-click it in the Cards list.)
- **Selected Cards** moves the selected card or cards. If no cards are selected, this option is dimmed. (To select cards, see [Selecting Cards](#).)
- **All Cards** moves all cards.

To Cardfile

Chooses the cardfile to move cards to.

Copy Instead of Move

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.

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Delete Cards Command

In Contacts view, the Delete Cards command (Cards | Delete) opens the Delete Cards dialog box, where you can set up criteria for deleting contact cards from the cardfile.

Dialog Box Options**Delete**

- **Current Card** deletes the current card.
- **Marked Cards** deletes marked cards. If no cards are marked, this option is dimmed. (To mark or unmark a card, right-click it in the Cards list.)
- **Selected Cards** deletes the selected card or cards. If no cards are selected, this option is dimmed. (To select cards, see [Selecting Cards](#).)
- **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 dimmed.
- **Index Range** deletes a range of cards. In the From and To boxes, type the index line information for the first and last cards in the range of cards you want to delete. If Index Range is not selected, the From/To option is dimmed.

Confirm Each Delete

When checked, Sidekick prompts you before deleting each card.

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Mark/Unmark Current Card Command

In Contacts view, the Cards | Mark/Unmark Current Card command marks or unmarks the selected contact card.

Marking cards is a way to specify a group of cards for certain functions. It is more lasting than selecting cards, because marked cards will remain marked until specifically unmarked. Marked cards are distinguished by a red triangle on the left side of their indexes.

Shortcuts

Keyboard: Ctrl+K

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

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Unmark All Command

In Contacts view, the Cards | Unmark All command unmarks all marked contact cards in the active cardfile.

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Define Fields Command

In Contacts view, the Cards | Define Fields command opens the Define Cardfile Fields dialog box, where you can define contact card fields and determine 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 want to change. Click the down arrow for a list of some commonly used field names.

Add button

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

Add Before button

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

Change button

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

Delete button

Deletes the selected field from the cardfile. This command is dimmed if no field name is selected.

Sort By button

Opens the [Sort Cardfile](#) dialog box, where you change the index line (or title) used for sorting the cards in the cardfile.

OK button

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

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Reorder Fields Command

In Contacts view, the Cards | Reorder Fields command opens the Reorder Cardfile Fields dialog box, where you can reorder the fields in the active cardfile.

Dialog Box Options

Current Order

Displays the current order of field names in the active cardfile. Select a field name, and 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 button

Resets the field order to the original settings. This button is dimmed if the field order has not been changed.

Up button

Moves the selected field up in the New Order list. This button is dimmed if there are fewer than two fields in the New Order list.

Down button


Moves the selected field down in the New Order list. This button is dimmed if there are fewer than two fields in the New Order list.

Sort Cards Command

In Contacts view, the Sort Cards command (Cards | Sort) opens the Sort Cardfile dialog box, where you can create an index (or title) line for the contact cards based on any three of the cardfile's fields. A cardfile is sorted by its index line.

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, and 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 button

Moves the selected field in the Sort By list up by one. This button is dimmed if there are fewer than two fields in the Sort By list.

Down button

Moves the selected field in the Sort By list down by one. This button is dimmed if there are fewer than two fields in the Sort By list.

Sorting Order

Chooses the sorting order, either alphabetical or reverse alphabetical.

Reorder Tabs Command (Contacts View)

In Contacts view, the Cards | Reorder Tabs command opens the Reorder Cardfile Tabs dialog box, where you can change the order of the cardfile tabs. The default order of cardfile tabs is the order in which they were opened. This command is dimmed when only one tab exists.

Shortcuts

Keyboard: F11

Dialog Box Options

Current Cardfile Order

Lists the cardfiles displayed on the tabs in their current order.

Up button

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 button

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.

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Edit Menu

The Edit menu provides tools for revising your existing items. The commands offered vary depending on the active view.

For more details, highlight an Edit menu choice and press F1.

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Edit Menu (Contacts View)

The Edit menu provides tools for revising your existing items.

For more details, highlight an Edit menu choice, and press F1.

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Find Command (Contacts View)

The Edit | Find command lets you search for cardfile items.

For more details, highlight a Find menu choice, and press F1.

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Edit Menu (Calendar View)

The Edit menu provides tools for revising your existing items.

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Edit Menu (Memos View)

The Edit menu provides tools for revising your existing items.

For more details, highlight an Edit menu choice, and press F1.

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Edit Menu (Expense View)

The Edit menu provides tools for revising your existing items.

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Edit Menu (Report View)

The Edit menu provides tools for revising your existing items.
For more details, highlight an Edit menu choice, and press F1.

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Edit Menu (EarthTime View)

The Edit menu provides tools for viewing and changing city information.

Select a Different City

Facts about the City

Modify City Information

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Undo Command

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 it is possible to undo:

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

Shortcuts


Keyboard: Ctrl+Z

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Cut Command

The Edit | Cut command removes selected text and puts it on the Clipboard. This command is dimmed if you have not selected any text.

Shortcuts

Toolbar: 


Keyboard: Ctrl+X

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Copy Command

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

Shortcuts

Toolbar: 


Keyboard: Ctrl+C

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Paste Command

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

Shortcuts

Toolbar: 

Keyboard: Ctrl+V

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Copy Special Command

In Contacts view, the Edit | Copy Special command copies specified fields from the current contact card to the Windows Clipboard. You can then paste the information into a memo or anywhere you can paste Clipboard contents.

Use the Copy Special Setup command to specify the fields you want to copy.

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Copy Special Setup Command

In Contacts view, the Edit | Copy Special Setup command opens a dialog box where you specify what fields of the current cardfile you want to copy using the Copy Special command.

Dialog Box Options

Card Fields

Displays a list of fields. Click one or more that you want to add to the contents.

Add/Insert

Click the Fields >> button to add the selected fields. Click the New Line, Space or Comma buttons to add those elements, or type them in the contents work space.

Select or Type Contents

The work space where you create the contents from fields you select or text you type.

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Go to Cardfile Command

In Contacts view, the Go to Cardfile command (Edit | Go to Cardfile) opens the Go to Cardfile dialog box, where you can choose another cardfile to use. (This option is not available when you are viewing an Untitled cardfile.)

Shortcuts

Keyboard: Ctrl+G

Dialog Box Options

Select a Cardfile

Displays a list of cardfiles.

Go To button


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

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Find Text Command

In Contacts view, the Find Text command (Edit | Find | Text) opens the Find Text dialog box, where you can specify text to search for in the cardfile, as well as what part of the cardfile to search.

Shortcuts

Toolbar: 

Keyboard: Ctrl+F

Dialog Box Options

Text to Find

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

Search Within

- **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 dimmed.

Find button

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

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Find Condition Command

In Contacts view, the Find Condition command (Edit | Find | Condition) searches for cards that meet specified conditions. For a description of the dialog box options, see the [Find Condition dialog box](#).

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Find Next Command (Contacts View)

In Contacts view, the Edit | Find Next command finds the next card with the search text or condition that is specified in the [Find Text](#) or [Find Condition](#) dialog box.

Shortcuts

Keyboard: F3

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Find Previous Command (Contacts View)

In Contacts view, the Edit | Find Previous command finds the previous card with the search text or condition that is specified in the [Find Text](#) or [Find Condition](#) dialog box.

Shortcuts

Keyboard: Shift+F3

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Go To Command (Calendar View)

In Calendar view, the Go To commands let you quickly jump to today's date or to a date you specify.

[Today](#)

[Specific Date](#)

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Go to Today Command

In Calendar view, use the Go to Today command (Edit | Go To | Today) to quickly jump to today's date (as set internally by your computer's system clock) in the Daily view. If you are already at today's date on the Calendar, the Edit | Go To | Today command is dimmed.

Shortcuts

Keyboard: Ctrl+G (Calendar only)

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Go to Specific Date Command

In Calendar view, the Go to Specific Date command (Edit | Go To | Specific Date) opens a dialog box where you specify a selected date to quickly jump to in the Daily view.

Dialog Box Options

Pick a Date

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.

Go To ___ Days Later


Lets you jump ahead by a specific number of days from the current date. Type the number of days (up to 90), or click the list box arrow to set the number of days.

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Find Command (Calendar View)

In Calendar view, the Edit | Find command opens the Find dialog box, where you specify search criteria and text you want to find in the Calendar.

Shortcuts

Toolbar: 

Keyboard: Ctrl+F

Dialog Box Options

Search Range

- **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 to search for in Subject or Notes fields. The text can be the same for both. If the strings for Subject and Notes are different, the search results contain both search criteria.

Include

Check the sections of the Calendar to search. Choose from Events, Calls, To Do Items, and Goals List.

Activities Found

Displays the results of the search.

Find button

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

Go To button

Goes to an activity selected in the Activities Found list. You can go to an activity without clicking this button by double-clicking the activity.

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Reschedule Command

In Calendar view, the Reschedule command opens the Reschedule Activity dialog box, where you can reschedule calls or To Do items to another day or time. In Daily view, the Reschedule command opens the [Schedule an Event dialog box](#).

Highlight an item to reschedule, then choose Calendar | Reschedule.

Dialog Box Options

Time

Sets the time to reschedule an appointment to. The Time option is dimmed when rescheduling To Dos and calls.

Date

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

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Add Card Command

In Calendar and Memos views, the Edit | Add Card command adds new cards to the cardfile. It is equivalent to the Cards | Add command from the Contacts view. For a description of the dialog box options, see [Add Card Dialog Box](#).

Shortcuts

Keyboard: Ctrl+A

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Select All Command

In Memos view, the Edit | Select All command selects all text in the current memo. If the cursor is in the subject text, the Select All command selects all text in the subject line.

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Go to Folder Command

In Memos view, the Go to Folder command (Edit | Go to Folder) opens the Go to Folder dialog box, where you can 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 button


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

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Find Command (Memos View)

In Memos view, the Find command (Edit | Find) opens the Find dialog box, where you specify search criteria and text that you want to find in memos.

Shortcuts

Toolbar: 

Keyboard: Ctrl+F

Dialog Box Options

Find Text

Type the text to find on the memo subject line.

Match Case

Check this box to find the search text only when the capitalization matches exactly.

Match Whole Word Only

Check this box to find the search text only when it is not contained within another word.

Find Next button

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

Advanced Options button

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

- **Date Range** lets you search for memos entered within a date range, or entered before or after a specific date.
- **Select Folders** tells which folders to include in the search. By default, only the current memo is searched.
- **All Folders** includes all folders in the search.
- **Find Text in Subject** lets you type additional text to find in the memos' subject lines.

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Replace Command (Memos View)

In Memos view, the Replace command (Edit | Replace) opens the Find and Replace dialog box, where you specify search criteria, text to find, and replacement text. You can search for text and replace it in the subject and/or contents of memos in a selected folder or in all folders.

Dialog Box Options**Find Text**

Type the text to find in the memos.

Replace With

Type the replacement text.

Match Case

Check this box to find the search text only when the capitalization matches exactly.

Match Whole Word Only

Check this box to find the search text only when it is not contained within another word.

Find Next button

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

Replace button

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

Replace All button

Click to replace all occurrences of the specified text.

Advanced Options button

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

- **Include Subject** includes subject lines in the find and operation.
- **Search within Folders** tells which folders to include in the search. By default, only the current memo is searched.
- **All Folders** includes all folders in the search.

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Found Text Command

Found Text Command

In Memos view, the Edit | Found Text 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 and folder names of all memos that match the search criteria. To switch to a memo, click its subject line in the list. The Found window's title bar lists the number of memos found.

The Find Next button selects the next line in the dialog box and selects the corresponding text in the memo. Clicking the window's close button or choosing Edit | Found again closes the window.

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Find Next Command (Expense View)

In Expenses view, the Edit | Find Next command finds the next match for the specified search text.

Shortcuts

Keyboard: F3

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Find Previous Command (Expense View)

In Expenses view, the Edit | Find Previous command finds the previous match for the specified search text.

Shortcuts

Keyboard: Shift+F3

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Find Command (Expense View)

In Expenses view, the Edit | Find command opens the Find dialog box.

Find Text

Enter the text you want to find.

Find Next button

Click to find the next occurrence of the specified text.

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Delete Column/Row Command

In Report view (cardfile and calendar reports), the Edit | Delete Column/Row command deletes selected columns or rows from the report. Only complete rows and columns can be deleted; the command is dimmed if an entire column or row is not selected.

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

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Go To Command (Activities View)

The Edit | Go To command in the Activities view takes you to the currently selected calendar item (appointment, To Do item, or call). You also can click the event and click the Go To button at the bottom of the window, or double-click the event.

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Delete Command

The Edit | Delete command in the Activities view deletes the currently selected event or calendar item.

Deleting group scheduling events in the Activities view does not remove them from your calendar, and does not send cancellation notices to participants. Use the Delete command to clean up your Activities view without affecting events on your calendar.

Note: Here are some issues to consider when you delete a group event:

1. If the item is for a group event that you initiated and that has not been completed, you will not be able to track and modify the deleted event.
2. If the item is a group event that is still in your calendar, deleting the item will delete all participant and resource information for the event. You can safely do so after the event has taken place.
3. If you delete an item in Activities view and then delete it from the Calendar, you will not be prompted to send cancellation notices to participants, because the participant and resource information has been deleted.
4. If you delete an event, incoming replies to that event are discarded.

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File Menu

The File menu has options for opening, saving, printing, and other file-related activities.

For more information, highlight one of the File menu options, and press F1.

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File Menu (Activities View)

The File menu has options for saving, printing, and other file-related activities.

For more information, highlight one of the File menu options, and press F1.

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File Menu (Contacts View)

The File menu has options for opening, saving, printing, and other file-related activities.

For more information, highlight one of the File menu options, and press F1.

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Print Command (Contacts View)

In Contacts view, the File | Print menu has options for printing your cardfile data.
For more information, highlight one of the menu options, and press F1.

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File Menu (Calendar View)

The File menu has options for opening, saving, printing, and other file-related activities.
For more information, highlight one of the File menu options, and press F1.

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File Menu (Memos View)

The File menu has options for opening, saving, printing, and other file-related activities.
For more information, highlight one of the File menu options, and press F1.

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File Menu (Report View)

The File menu has options for opening, saving, printing, and other file-related activities.
For more information, highlight one of the File menu options, and press F1.

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File Menu (Expenses View)

The File menu has options for opening, saving, printing, and other file-related activities.
For more information, highlight one of the File menu options, and press F1.

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File Menu (EarthTime View)


The File menu has options for saving, backing up, and other file-related activities.
For more information, highlight one of the File menu options, and press F1.

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New Cardfile Command

In Contacts view, the File | New Cardfile command creates a new cardfile in Sidekick, using a pre-defined template if you select one. See [Select Cardfile Template Dialog Box](#) for more information.

Shortcuts

Toolbar: 

Keyboard: Ctrl+N


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Open Cardfile Command

In Contacts view, the File | Open Cardfile command opens an existing cardfile in Sidekick.

In addition to opening cardfiles from previous versions of Sidekick, you can import files created in other programs by selecting the format in the Files of Type list.

Shortcuts

Toolbar: 

Keyboard: Ctrl+O

For a description of common dialog box options, see [File-Handling Options](#).

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Close Cardfile Command

In Contacts view, File | Close Cardfile closes the current cardfile.

Shortcut

Keyboard: Ctrl+W

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Close Cardfiles Command

In Contacts view, the Close Cardfiles command (File | Close Cardfiles) opens the Close Cardfiles dialog box.

From the list of opened cardfiles, select each file you want to close (use Ctrl+click to select multiple files, and Shift+click to select a range of files). When you have selected all the files you want to close, click OK.

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Import Cardfile Command

In Contacts view, the Import Cardfile command (File | Import Cardfile) opens the Import Wizard.

For more information, see [Importing Files in Different Formats](#).

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Export Cardfile Command

In Contacts view, the Export Cardfile command (File | Export Cardfile) opens the Export Wizard. For more information, see [Exporting Files](#).

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Setup Cardfile Template Dialog Box

In Contacts view, the Template command (File | Template) displays the Set Up Cardfile Template dialog box.

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 button

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 button

Modifies the selected template. Opens the [Modify Cardfile Template](#) dialog box.

Rename button

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

Delete button

Deletes the selected cardfile template.


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Save Cardfile Command

In Contacts view, 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

Keyboard: Ctrl+S

Toolbar: 

For a description of common Save As dialog box options, see [File-Handling Options](#).

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Save Cardfile As Command

In Contacts view, the File | Save Cardfile As command saves a cardfile under a new name or to a different location or format. You can save to the Sidekick 98, Sidekick 97, or Sidekick 95 Cardfile format (*.SKCard), Sidekick 2.0 format (*.SDB), or other formats found in the Save as Type list.

Shortcuts

Keyboard: F12

For a description of the dialog box options, see [File-Handling Options](#).

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Save All Command

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

Shortcuts

Keyboard: Ctrl+L

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Back Up and Restore Command

File | Back Up and Restore backs up and restores files from any or all Sidekick views.

For more information, see:

[Back Up and Restore Dialog Box](#)

[Back Up Dialog Box](#)

[Restore Dialog Box](#)

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Print Setup Command


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

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Print Cards Command

In Contacts view, the Print Cards command (File | Print | Cards) opens the Print Cards dialog box, where you specify cards and printing options. You can print cards and/or Contact Log information.

Shortcuts

Toolbar: 

Keyboard: Ctrl+P

Dialog Box Options

What to Print

- **Current Card** prints the current card of the active cardfile.
- **Selected Cards** prints the selected cards of the active cardfile.
- **Marked Cards** prints the marked cards in the active cardfile.
- **All Cards** prints all the cards in the active cardfile.
- **Index Range** prints 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 button

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

Setup button

Sets up your printer.

Preview button

Lets you see how the printed cards will look.

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Print Labels Command

In Contacts view, the File | 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](#).

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Print Address Book Command

In Contacts view, the File | Print | Address Book command prints card information in an address book format. For a description of the dialog box options, see [Print Labels/Address Book/Envelopes Dialog Box](#).

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Print Envelopes Command

In Contacts view, the File | Print | Envelopes command prints address information on envelopes. For a description of the dialog box options, see [Print Labels/Address Book/Envelopes dialog box](#).

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Exit Command

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 1,2,3,4 Commands


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. Choose the number of the file you want to open.

Note 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.

New Calendar Command

In Calendar view, the File | New Calendar command creates a new calendar.

Shortcuts

Toolbar: 


Keyboard: Ctrl+N

Open Calendar Command

In Calendar view, 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.

In addition to opening calendar files from previous versions of Sidekick, you can import files created in other programs by selecting the format under List Files of Type.

Shortcuts

Toolbar: 

Keyboard: Ctrl+O


For a description of common dialog box options, see [Calendar File-Handling Options](#).

Save Calendar Command

In Calendar view, 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

Keyboard: Ctrl+S

Toolbar: 

For a description of common Save As dialog box options, see [Calendar File-Handling Options](#).

Save Calendar As Command

In Calendar view, 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 the initials (XXXX) as the name of the calendar. For more information about the calendar files, see [Sidekick Files](#).

Shortcuts

Keyboard: F12

For a description of common dialog box options, see [Calendar File-Handling Options](#).

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Import Calendar Command

In Calendar view, use the Import Calendar command (File | Import Calendar) to import calendar files. Sidekick's calendar importing feature supports Microsoft Outlook 97, Schedule+ 7.0, and Lotus Organizer 97. The Import Calendar menu offers the following choices:

[Outlook 97](#)

[Schedule+ 7.0](#)

[Lotus Organizer 97](#)

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Outlook 97 Command

In Calendar view, you can import Microsoft Outlook 97 calendar files. Choose File | Import Calendar | Outlook 97.

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Schedule+ 7.0 Command

In Calendar view, you can import Schedule+ 7.0 calendar files. Choose File | Import Calendar | Schedule+ 7.0, and then specify the file to import in the Open dialog box.

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Open Dialog Box (Schedule+ 7.0)

When you choose File | Import Calendar | Schedule+ 7.0, you'll see an Open dialog box with the options described below. Use this dialog box to specify the Schedule+ 7.0 file to import.

Look In

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

File Name

Displays the name you enter for the file to be imported. Either type the name in this field or click its name in the window in the dialog box.

Files of Type

Specifies Schedule+ 7.0 files (.SCD).

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Lotus Organizer 97 Command

In Calendar view, you can import Lotus Organizer 97 calendar files. Choose File | Import Calendar | Lotus Organizer 97, and then specify the file to import in the Open dialog box.

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Open Dialog Box (Lotus Organizer 97)

When you choose File | Import Calendar | Lotus Organizer 97, you'll see an Open dialog box with the options described below. Use this dialog box to specify the Lotus Organizer 97 file to import.

Look In

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

File Name

Displays the name you enter for the file to be imported. Either type the name in this field or click its name in the window in the dialog box.

Files of Type

Specifies Lotus Organizer 97 files (.OR3).

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Print Command (Calendar View)

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

Sidekick 98 Daily Format prints the daily calendar in various Sidekick formats.

At-A-Glance Daily Format prints the daily calendar on various At-A-Glance forms.

At-A-Glance Weekly Format prints the weekly calendar on various At-A-Glance forms.

At-A-Glance Monthly Format prints the monthly calendar on various At-A-Glance forms.

Day Runner Format prints the calendar on various Day Runner forms.

Day-Timer Daily Format prints the daily calendar on various Day-Timer forms.

Franklin Daily Format prints the daily calendar on various Franklin Planner forms.

Filofax Format prints the calendar on weekly and monthly Filofax forms.

One-Week Sidekick 98 Format prints the weekly calendar.

Two-Week Sidekick 98 Format prints the bi-weekly calendar.

Six-Week Sidekick 98 Format prints a six-week calendar.

One-Month Sidekick 98 Format prints the monthly calendar.

Sidekick 98 Year Planner prints a yearly calendar.

Four Months by Three Rows prints a yearly calendar in a 4 x 3 months grid.


Two Months by Six Rows prints a yearly calendar in a 2 x 6 months grid.

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Print Sidekick Format Dialog Box

In Calendar view, the Sidekick Daily Format command (File | Print | Sidekick Daily Format) opens the Print Sidekick Format dialog box, where you set Sidekick format options for printing your daily calendar.

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 Columns, Triple Columns, and Organizer. The Organizer 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.

Options button

Opens up more printing options:

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

Font button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer defaults.

Preview button

Previews the printed calendar with the settings you chose.

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Print At-A-Glance Daily Format Dialog Box

In Calendar view, the At-A-Glance Daily Format command (File | Print | At-A-Glance Daily Format) opens the Print At-A-Glance Daily Format dialog box, where you set At-A-Glance format options for printing your daily calendar.

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 contains the various At-A-Glance forms available for printing. Choose the desired forms here.

Start On

Specify whether to start printing on a left page or a right page.

Origin of Left/Right Page

Specify the printing margins of both the left and right pages. 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.

Fonts button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer defaults.

Preview button

Previews the printed calendar with the settings you choose.

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Print At-A-Glance Weekly Format Dialog Box

In Weekly Calendar view, the At-A-Glance Weekly Format command (File | Print | At-A-Glance Weekly) opens the Print At-A-Glance Weekly Format dialog box, where you set At-A-Glance format options for printing your weekly calendar.

Dialog Box Options**From/To**

Sets the dates to print. The default date is the currently visible week.

Format

The drop-down list contains the various At-A-Glance forms available for printing. Choose the desired forms here.

Paper

Specify whether the paper you are using includes the date or not.

Origin of Left/Right Page

Specify the printing margins of both the left and right pages. 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.

Fonts button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer defaults.

Preview button

Previews the printed calendar with the settings you chose.

Print At-A-Glance Monthly Format Dialog Box

In Monthly Calendar view, the At-A-Glance Monthly Format command (File | Print | At-A-Glance Monthly Format) opens the Print At-A-Glance Monthly Format dialog box, where you set At-A-Glance format options for printing your monthly calendar.

Dialog Box Options

From/To

Sets the dates to print. The default date is the currently visible month.

Format

The drop-down list contains the various At-A-Glance forms available for printing. Choose the desired forms here.

Paper

Specify whether the paper you are using includes the date or not.

Origin of Left/Right Page

Specify the printing margins of both the left and right pages. 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.

Fonts button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer defaults.

Preview button

Previews the printed calendar with the settings you chose.

Print Day Runner Format Dialog Box

In Calendar view, the Day Runner Format command (File | Print | Day Runner Daily/Weekly/Monthly Format) opens Print Day Runner Format dialog box, where you set Day Runner format options for printing your daily, weekly, or monthly calendar. You can print the calendar directly to Day Runner personal organizer notebook pages of various sizes.

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).

Paper (Weekly and Monthly only)

Sets the printing for dated or non-dated Day Runner pages.

Origin of Left/Right Page

Sets the printing margins for both the left and right pages. The margins can be negative, if necessary. Make sure to test your settings before printing many pages.

Fonts button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer.

Preview button

Previews the printed calendar with the settings you chose.

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Print Day-Timer Format Dialog Box

In Daily Calendar view, the Day-Timer Daily Format command (File | Print | Day-Timer Daily Format) opens the Print Day-Timer Format dialog box, where you set options for printing the daily calendar in various Day-Timer forms.

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 6.75
- 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 button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer defaults.

Preview button

Previews the printed calendar with the settings you chose.

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Print Franklin Format Dialog Box

In Daily Calendar view, the Franklin Daily Format command (File | Print | Franklin Daily Format) opens the Print Franklin Format dialog box, where you set options for printing the daily calendar in various Franklin Planner forms.

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 button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer.

Preview button

Previews the printed calendar with the settings you chose.

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Print Filofax Format Dialog Box

In Weekly or Monthly Calendar view, the Filofax Format command (File | Print | Filofax Weekly/Monthly Format) opens the Print Filofax Format dialog box, where you set options for printing the weekly or monthly calendar directly to Personal size Filofax dated organizer 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/Right Page

Sets the printing margins for both the left and right pages. The margins can be negative, if necessary. Make sure to test your settings before printing many pages.

Fonts button

Sets the fonts to be used in printing; opens the [Fonts dialog box](#).

Setup button

Sets up your printer.

Preview button


Previews the printed calendar with the settings you chose.

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One-Month Sidekick Format Command

In Monthly Calendar view, the File | Print | One-Month Sidekick Format command prints the monthly calendar in Sidekick format.

Shortcuts

Toolbar: 

Keyboard: Ctrl+P (from Monthly view)


For a description of dialog box options, see [Print Dialog Box](#).

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One-Week Sidekick Format Command

In Weekly Calendar view, the File | Print | One-Week Sidekick Format command prints the weekly calendar in Sidekick format.

Shortcuts

Toolbar: 

Keyboard: Ctrl+P (from Weekly view)

For a description of dialog box options, see [Print Dialog Box](#).

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Two-Week Sidekick Format Command

In Weekly Calendar view, the File | Print | Two-Week Sidekick Format command prints the weekly calendar, two weeks per page. For a description of dialog box options, see [Print Dialog Box](#).

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Six-Week Sidekick Format Command


In Weekly Calendar view, the File | Print | Six-Week Sidekick Format command prints the weekly calendar, six weeks per page. For a description of dialog box options, see [Print Dialog Box](#).

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Sidekick Year Planner Command

In Yearly Calendar view, the File | Print | Sidekick Year Planner command prints the yearly calendar in Sidekick format.

Shortcuts

Toolbar: 

Keyboard: Ctrl+P

For a description of dialog box options, see [Print Dialog Box](#).

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Four Months by Three Rows Command

In Yearly Calendar view, the File | Print | Four Months by Three Rows command prints the yearly calendar, four months horizontally, and three months vertically. For a description of dialog box options, see [Print Dialog Box](#).

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Two Months by Six Rows Command


In Yearly Calendar view, the File | Print | Two Months by Six Rows 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](#).

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New Memo File Command

In Memos view, the File | New Memo File command creates a new Memo file.

Shortcuts

Toolbar: 

Keyboard: Ctrl+N


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Open Memo File Command

In Memos view, the File | Open Memo File command opens an existing Memo file.

In addition to opening files from previous versions of Sidekick, you can import files created in other programs by choosing the format in the Files of Type list.

Shortcuts

Toolbar: 

Keyboard: Ctrl+O

For a description of common dialog box options, see [File-Handling Options](#).


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Save Memo File Command

In Memos view, the File | Save Memo File command saves all Memo files and folders.

Shortcuts

Keyboard: Ctrl+S

Toolbar: 

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Save Memo File As Command

In Memos view, the File | Save Memo File As command saves the Memo file to a new name.

Shortcuts

Keyboard: F12


For a description of common dialog box options, see [File-Handling Options](#).

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Print Memos Dialog Box

In Memos view, the File | Print command opens the Print Memos dialog box, where you specify memos to print. You can print the current memo, the selected memo, all memos, marked memos, or memos found in the last search from one or more folders.

Shortcuts

Toolbar: 

Keyboard: Ctrl+P

Dialog Box Options

Print

Select which memos to print (Current Memo, Selected Memos, Found Memos, Marked Memos, or All Memos).

Check **Include Subject** to print the subject line with the memos.

Select Folders to Print

Select the folders from which to print all or marked memos.

Check **All Folders** to print from all folders.

Style

- **Continuous** prints the memos without page breaks.
- **Start Each Memo on a New Page** prints the memos with each starting on a separate page.

Options

- **Number of copies** determines how many copies of each page are printed.
- **Print Page Numbers** adds page numbers to the printed memo.
- **Print Misspelled Words in Strikeout Font Style** prints all words found by Auto Spell Check to be incorrectly spelled in strikeout font, as they appear on-screen.

Preview button

Previews the memos before you print.

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Page Setup Dialog Box

In Memos view, 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 button

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

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New Report Command

When you're viewing a report, you can use the New Report command (File | New Report) to open the New Report dialog box, where you can choose the kind of report you want to create next.

Shortcuts

Keyboard: Ctrl+N

Dialog Box Options**Card Report**

Generates a report from the cardfile.

Calendar Report

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

Free Time Report

Generates a report of the free time between appointments.

To Do Items Report

Generates a report from To Dos and/or Goals List items.

Contact Log Report

Generates a report from the Contact Log for each card.

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Open Report Command

In Report view, the File | Open Report command opens an existing expense report in Sidekick. Report files have the extension .RPT.

Shortcuts

Keyboard: Ctrl+O

For a description of common dialog box options, see [File-Handling Options](#).

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Save Report Command

In Report view, 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

Keyboard: Shift+S

For a description of common Save As dialog box options, see [File-Handling Options](#).

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Save Report As Command

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

Shortcuts

Keyboard: F12

For a description of common dialog box options, see [File-Handling Options](#).

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Print Command (Report View)

In Report view, the File | Print command sends the current report to the printer.

Shortcuts

Keyboard: Ctrl+P

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Print Preview Command (Report View)

In Report view, the File | Print Preview command previews the report before you print it.

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Print Preview Command (Memos View)

In Memos view, the File | Print Preview command lets you preview a memo before you print it.

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Print Preview Command (Expenses View)


In Expenses view, the File | Print Preview command lets you preview an expense receipt or report before you print it.

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New Expense File Dialog Box

In Expenses view, the File | New Expense File command opens the New Expense File dialog box, where you can create a new expense file in Sidekick.

Shortcuts

Toolbar: 

Keyboard: Ctrl+N

Dialog Box Options

Name for First Folder

When you create a new Expense file, this name will be used for the first folder. (You can change it using the Expenses | Folder | Properties command.)

Person s Name

The name of the person whose expenses will be entered here.

Department

The person s department, or the department incurring the expenses.

Organization

The name of the company or organization.

Purpose of Expenses

The purpose of the expenditures.

File Currency Setting

Select the currency from the drop-down list.

Expense Report Types

Highlight the expense types you want displayed in the default pick list for expense types.

File Country Setting

Check the one that applies to your location. The tax designations are VAT (Value Added Tax), GST (Goods and Services Tax), and PST (Provincial Sales Tax).


- U.S.A. and other countries (without VAT/GST/PST)
- European Countries (with VAT)
- Canada (with GST/PST)

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Open Expense File Command

In Expenses view, the File | Open Expense File command opens an existing expense file in Sidekick. The file must be in the Sidekick expense file format (.SEE or Sidekick 95 s .SKExpense format).

Shortcuts

Toolbar: 

Keyboard: Ctrl+O

For a description of common Save As dialog box options, see [File-Handling Options](#).


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Save Expense File Command

In Expenses view, 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

Keyboard: Ctrl+S

Toolbar: 

For a description of common dialog box options, see [File-Handling Options](#).

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Save Expense File As Command

In Expenses view, the File | Save Expense File As command saves an expense file under a new name or to a different location.

Shortcuts

Keyboard: F12


For a description of common dialog box options, see [File-Handling Options](#).

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Print Receipt/Report Command

In Expenses view, the File | Print Receipt command (available from Expense Receipt view) prints your receipts. The File | Print Report command (available from Expense Report view) prints your expense report. When printing receipts, you have the option to print the current receipt or all receipts in the folder.

Shortcuts

Toolbar: 

Keyboard: Shift+P

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Print Command (Activities View)

The File | Print command prints events in the Activities view. For Internet events, you can choose either summary or detail format, and print selected events or all events. This command opens the [Print Activities](#) dialog box.

Shortcuts

Keyboard: Ctrl+P

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File-Handling Options

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 lower subdirectory, double-click it in the window below.

File Name

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

Files of Type

Selects the file type shown in the window. Where importing or exporting files of another format is available, choose the file type in this list.

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File-Handling Options (Calendar View)

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

The name that identifies the calendar files.

Folders

Displays the startup directory. 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

Selects the file type shown in the window. To import files of another format, choose the file type in this list.

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Help Menu

 [Related topic](#)

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 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.

Register and Win

Be sure to register Sidekick 98. By doing so, you could win great prizes. Choose Help | Register and Win! for

Internet registration, or print register.txt and mail it in if you do not have Internet access. The register.txt file is in your Sidekick 98 directory on your computer's hard drive.

About

Displays the Sidekick version number and copyright information.

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Memos Menu

The Memos Menu includes the tools for managing memos, folders, and files, and for Mail Merge. For more information, highlight one of the Memos menu options, and press F1.

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Memo Command

The Memos | Memo menu provides tools for working with memos. For more information, highlight one of the Memo menu options, and press F1.

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Folder Command

The Memos | Folder Menu includes the tools for managing folders. For more information, highlight one of the Folder menu options, and press F1.

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Mail Merge Command


The Memos | Mail Merge Menu provides tools for creating merge templates and performing a mail merge. For more information, highlight one of the Mail Merge menu options, and press F1.

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Add Memo Command

The Memos | Memo | Add command creates a new memo in the current folder.

Shortcuts

Toolbar: 

Keyboard: Ctrl+A

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Delete Memo Command

In Memos view, the Memo Delete command (Memos | Memo | Delete) opens the Delete Memos dialog box, where you specify memos to delete from a folder.

Dialog Box Options

Delete

- **Current Memo** deletes the current memo.
- **Marked Memos** deletes all marked memos in the current folder. If no memos are marked, this option is dimmed.
- **Selected Memos** deletes the selected memos. If no memos are selected, this option is dimmed.

Confirm Each Delete

When checked, Sidekick prompts you before deleting each memo.

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Move Memo Command

In Memos view, the Move Memo command (Memos | Memo | Move) opens the Move Memos dialog box, where you specify the memos to move from one folder to another. If there is only one folder in the open Memo file, this command is dimmed.

You can also drag and drop memos to another folder.

Dialog Box Options

Select Memos to Move

- **Current Memo** moves the current memo.
- **Marked Memos** moves all marked memos in the current folder. If no memos are marked, this option is dimmed.
- **Selected Memo** moves the selected memos. If no memos have been selected, this option is dimmed.
- **All Memos** moves all memos.

To Folder

Indicates the folder to move memos to.

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Sort Memos Command

In Memos view, the Sort Memos command (Memos | Memo | Sort) opens the Sort Memos By dialog box, where you specify memos and sort order.

You can sort memos by subject or date created, in ascending or descending order; you can sort memos in the current folder or in all folders.

Shortcuts

Keyboard: Ctrl+R

Dialog Box Options

Sort Memos By

- **Subject** sorts memos by the text contained in the Subject line of each memo.
- **Date** sorts memos by date.

Memo List Order

- **Ascending** sorts memos in ascending order according to subject (A-Z) or date (oldest first).
- **Descending** sorts memos in descending order according to subject (Z-A) or date (most recent first).

Apply to All Folders

Performs the sort on all folders, including the current one.

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Mark/Unmark Current Memo Command

The Memos | Memo | Mark/Unmark Current Memo command marks or unmarks the current memo.

Shortcuts

Keyboard: Ctrl+K

Mouse: Right-click memos in the memo list to mark or unmark them.

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Unmark All Memos Command

The Memos | Memo | Unmark All command unmarks all memos in the current folder. If no memos are marked, this command is dimmed.

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Extract Memos Command

In Memos view, the Extract Memos command (Memos | Memo | Extract) opens the Extract Memos dialog box, where you specify memos to copy to a new Memo file.

Dialog Box Options

What to Extract

Choose All Memos, Marked Memos, Selected Memos, Found Memos, or Memos by Condition.

Select Folders

Select which folders to extract from.

If you choose Memos by Condition, the [Extract Criteria dialog box](#) appears after you click OK. Use this dialog box to specify further conditions of the memos to extract.

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Import Memo Command

In Memos view, the Import Memo command (Memos | Memo | Import) opens the Import Files dialog box, where you specify the files to import. You can import text and RTF (Rich Text Format) files into Memos view.

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 button

Click to map a network drive to a drive letter.

Add button

Click the Add button to add the file selected in the File Name list to the Import Files List.

Delete button

Click the Delete button to remove the selected file from the Import Files List.

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Export File Command

In Memos view, the Export Memo Command (Memos | Memo | Export) exports the current memo to a rich text (RTF) file. The new RTF file's name is the name of the memo, with an RTF extension.

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Export Memo Command

In Memos view, the Export Memo Command (Memos | Memo | Export) exports the current memo to a rich text (RTF) file. The new RTF file's name is the name of the memo, with an RTF extension.

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Add Folder Command (Memos View)

In Memos view, the Add Folder command (Memos | Folder | Add) opens the Add Memo Folder dialog box, where you can create a new folder.

Dialog Box Options

Folder Name

Type the name of the new folder.

Folder List

Lists the folders in the current Memo file.

Sort Folders Alphabetically

Sorts folder tabs alphabetically.

Add button

Adds each new folder to the Memo file.

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Modify Folder Command

In Memos view, the Modify Folder command (Memos | Folder | Modify) opens the Modify Folder dialog box, where you can change the name of a folder.

Dialog Box Options

Folder Name

Type the new name of the folder.

Folder List

Lists the folders in the current Memo file.

Sort Folders Alphabetically

Sorts folder tabs alphabetically.

Modify button

Changes the folder to the new name.

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Delete Folder Command

In Memos view, the Delete Folder command (Memos | Folder | Delete) opens the Delete Folder dialog box, where you select folders and delete them. This menu option is dimmed if there is only one folder.

Dialog Box Options

Folder List

Lists the folders in the current Memo file.

Delete button

Deletes the selected folder from the Memo file.

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Combine Folders Command

Combine Folders Command

The Memos | Folder | Combine command merges the memos and folders from one Memo file into another. In the Merge with Memo Files dialog box, open the Memo file you want to add memos to.

For a description of the dialog box options, see [File-Handling Options](#).

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

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Reorder Tabs Command (Memos View)

In Memos view, the Reorder Folders command (Memos | File | Reorder Folders) opens the Reorder Folder Tabs dialog box, where you can change the tab order of the files. 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 button

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 button

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.

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Export File Command

In Memos view, use the Export command (Memos | File | Export) if you want to export multiple memos, or if you want to export the current memo to one of several formats. You can export the memos to a text file, an RTF (Rich Text Format) file, or the Clipboard.

Dialog Box Options

Memos to Export

- **Current Memo** exports the current memo.
- **Found Memos** exports memos found using Edit | Find.
- **Marked Memos** exports all marked memos in the current folder. If no memos are marked, this option is dimmed.
- **All Memos** exports all memos.

Include Subject

Includes each memo s subject in the export file.

Select Folders

Sets the folders to export memos from. You can choose one folder, multiple folders, or all folders.

Export Memos 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 so you can name the file.

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Create Template Command

In Memos view, the Create Template command (Memos | Mail Merge | Create Template) opens the Insert Card Fields dialog box. This dialog box inserts fields from the active cardfile into the current memo.

Dialog Box Options

Field Names

Choose the name of the field to insert into the memo.

Insert button

Click the Insert button to insert the field into the memo template.

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Mail Merge Cardfile Command

In Memos view, the Memos | Mail Merge | Cardfile command merges the memo template with the active cardfile and creates new memos. If the current memo has no field placeholders, such as {First Name}, this command will bring the first ten cardfields of the current card into the body of a new memo, and give the memo the same subject as the card's index line. If the current memo does have field placeholders, a dialog box opens.

Dialog Box Options

Merge

Choose which cards (current, selected, marked, or all) to merge.

Options

- **Print Merged Result** prints the merged memos immediately.
- **Enter in Contact Log** stamps the subject lines of the new memos to the selected cards' logs.
- **Save Merged Memos to Folder** saves the new memos in a different folder than the template. Choose the folder in the **Which Folder** drop down box.

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Phone Menu

The Phone menu provides tools for using and managing the Phone Dialer.

For more information, highlight one of the Phone menu choices, and press F1.


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Phone Dialer

[Related topics](#)

The Phone Dialer dials the phone number displayed in the Number to Dial field, making the connection for your voice call. Usually the number to dial is the number in the default phone field in the current card. You can change the number or card, or key in a different number.

To open the Phone Dialer, do one of the following:

- Choose Phone | Dialer.
- Click the Call icon  on the Deskpad.
- Drag a phone number in the Calendar onto the Call icon.
- Press F9. (Press F9 again to close the Phone Dialer)

Phone Dialer Options

Information Pane

The information pane at the top shows the index line of the current card in the Contacts view, and other telephone fields for that card. You can click the up-arrow or down-arrow to select a different field. You can select a different card by clicking it in the Contacts view or Viewport, and its telephone numbers will appear in the Phone Dialer.

The bottom line of the information panel shows the current status of your call, such as “Ready to Make Call” or “Dialing.”

Dial button

Click to dial the selected number. This can be a phone number in the Number to Dial field, or an entry you select in the Call History pane. When you see the Call Status dialog box, pick up your telephone handset and click Talk. Sidekick disconnects the modem so you can use the handset. (**Note:** You must use the handset even if you have a voice modem and microphone.)

Redial button

Click to redial the latest number dialed. The redial number appears in the title bar.

Answer button

Click this button and pick up your telephone handset to answer an incoming call.

Hang Up button

Click to hang up and end the connection. The timer is stopped, and the Call Note information is stamped to the Contact Log (if the “Automatically Enter Call Information...” option is checked in the Phone Dialer Setup).

Number to Dial

Shows the number to dial. You can choose a different phone number from the information pane or Call History pane. Or enter a new number using your keyboard or the keypad in the Phone Dialer. You can also click the index line of a different card in the Contacts view or Viewport while the Phone Dialer is open, and that card will be used by the Phone Dialer. (If you do not see the Number to Dial and the dialing keypad, click the Keypad button in the lower left corner of the Phone Dialer.)

Call History

Click the History button in the lower left corner of the Phone Dialer to open the Call History pane. Each incoming call is recorded here with three lines of information. Click the scroll arrows if necessary to see more call entries (the 40 most recent calls are displayed). Click the Keypad button to close the History pane and restore the dialing keypad.

- **Delete button** removes the selected call entry from the History window.
- **Save to Card button** saves the selected call entry information in the History window to a cardfile. If no matching card exists, a new card is created.

Setup button

Click to set up the dialing properties, line properties, and other settings. Opens the [Phone Dialer Setup dialog box](#).

Call Note button

Click [Call Note](#) to open a panel for writing notes and timing the call. To close the notes panel, click the Call Note button again.

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Setup Default SpeedDial Field Dialog Box

[Related topics](#)

The Phone | Cardfile SpeedDial Field command opens the Setup Default SpeedDial Field dialog box, where you can specify which field in the current cardfile contains the number you will be using to dial most calls.

Dialog Box Options

Select a Phone Field

Click the field that contains the telephone number, and click OK. That number will be selected and put into the Number to Dial field when you open the Phone Dialer, although you can always choose another phone field in the card or the Phone Dialer, or type a number to dial.

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Phone Dialer Setup Dialog Box

[Related topics](#)

The Phone | Setup command opens the Phone Dialer Setup dialog box, where you specify dialing properties and modem settings.

Dialog Box Options

Dialing Properties

- **I Am Dialing From:** Choose the location you are calling from.
- **Ignore “My Locations” Settings:** Check the box to bypass the settings for the current location when dialing (see Setup button, next).
- **Setup button:** Click to open the Windows 95 Dialing Properties dialog box, where you can change the dialing information for your location. Use Setup to create new locations, or to change 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). If you travel with a portable computer, you can create dialing locations for different places you travel to.
- **Toll Prefixes button:** Click to open the [Toll Prefixes](#) dialog box. Here you can specify local phone exchanges that must be prefixed with 1+Area Code.

Modem Properties

- **Current Modem:** Select the current modem from the drop-down list.
- **Setup button:** Click Setup to open the Windows 95 Modem Properties dialog box, where you can specify settings such as communications port, modem speed, and other options.

Phone Dialer Properties

- **Dial Using the Handset Instead of the Modem:** Check this box if you want to dial calls manually using your telephone.
- **Automatically Enter Call Information into Contact Log at the End of Call:** Check if you want Sidekick to automatically record an entry in the Contact Log of the current card when you complete the call.

Phone Dialer Options

- **Monitor Current Modem for Incoming Calls:** Click Yes if you want Sidekick to monitor for incoming calls and open the Phone Dialer automatically when an incoming call arrives.
- **Enable Caller Lookup in All Open Cardfiles:** Check to enable Caller ID for incoming calls. Sidekick checks the number of the incoming call to see if it is in an open cardfile. If it is, the card is displayed.

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Call Note

[Related topics](#)

The Call Note panel in the [Phone Dialer](#) opens or closes when you click the Call Note button.

Call Note

Type notes about the call. When you click the Save to Current Contact Log button (see below), this information is saved in the Contact Log of the current card. You can select a different card before saving.

Start button

Click Start to start or stop the timer.

Reset button

To reset the timer, click the Reset button.

Save to Current Contact Log button

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

Reports Menu

In Calendar and Contacts views, the Reports menu lets you create, open, or return to a report on other Sidekick views.

For more information, highlight one of the Reports menu choices, and press F1.

Layout Menu

In Report view, the Layout menu lets you modify the style and formatting of your report.

For more information, highlight one of the Layout menu choices, and press F1.

Card Report Dialog Box

The Reports | Cardfile command opens the Card Report dialog box, where you can create a 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. Enter the range limits in the From and To boxes.
- **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.

Calendar Report Dialog Box

The Reports | Calendar command opens the Calendar Report dialog box, where you can create a 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, To Do items, goals, special days, and multi-day events.

Completed Items Only

Includes only completed activities in the report.

Notes

Includes any Notes text attached to activities in the report.

Options button

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, To Do items, and goals.

Include All Details

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

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Free Time Report Dialog Box

The Reports | Free Time command opens the Free Time Report dialog box, where you can create a report on the times when you have no scheduled appointments.

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.

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To Do Items Report Dialog Box

The Reports | To Do Items command opens the To Do Items Report dialog box, where you can create a report based on goals and To Dos.

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: To Dos and/or goals.

Report on All

Includes all To Dos 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.

Include

- **Time Used** includes a record of the accumulated time on the timer for each task in the report.
- **Completed only** includes only completed tasks in the report.
- **Notes** includes the Notes text attached to each task in the report.

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Contact Log Report Dialog Box

The Reports | Contact Log command opens the Contact Log Report dialog box, where you can create a 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, Document, Answer, 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. Enter the range limits in the From and To boxes.

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 at once using the <-- All button.

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Open Report Command

The Reports | Open Report command opens a report that was saved using File | Save Report. Choose the report you want from the Open dialog box (for information about the dialog box options, see [File-Handling Options](#)).

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Go to Current Report Command

Go to Current Report Command

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

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Choose Report Style Command

In Report view, the Layout | Choose Report Style command copies the formatting from a report template to the current report. For information about the dialog box options, see [File-Handling Options](#).

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Save Report Style Command

In Report view, the Layout | Save Report Style command saves the current font settings and headers as a template. For information about the dialog box options, see [File-Handling Options](#).

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Update Report Command

In Report view, the Layout | Update 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.

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Font Command (Report View)

The Layout | Font command sets the fonts used in the report. For information about the dialog box options, see [Font Dialog Box](#).

Shortcuts

Keyboard: Ctrl+Shift+F

Mouse: Right-click

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Report Title Dialog Box

When viewing a report, you can use the Layout | Header command to add a title and subtitles to the report header in the Report Title dialog box.

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. For example, if three pages in a report are to be viewed side by side, to see all the fields (columns) for each record (row), the footers for the last page will read "Page 3 (1,3)".

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Change Column Width Command

When viewing a report, you can use the Layout | Change Column Width command to set column widths for a report in the Change Column Width dialog box.

Dialog Box Options

Column

Sets the column you want to resize.

Width

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

Choice

- **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 button

Saves the requested changes to the specified column.

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Hide Row Title Command

In Report view, the Layout | Hide Row Title command hides row titles. If the title is already hidden, choosing this command displays it again.

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Hide Column Title Command

In Report view, the Layout | Hide Column Title command hides column titles. If the title is already hidden, choosing this command displays it again.

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Tools Menu

The Tools menu contains a number of convenient utilities and options for working with Sidekick. Different

commands are available from different views.

For more information, highlight one of the Tools menu options, and press F1.

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Tools Menu (Contacts View)

The Tools menu contains a number of convenient utilities and options for working with Sidekick.

For more information, highlight one of the Tools menu options, and press F1.

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Tools Menu (Calendar View)

The Tools menu contains a number of convenient utilities and options for working with Sidekick.

For more information, highlight one of the Tools menu options, and press F1.

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Tools Menu (Memos View)

The Tools menu contains a number of convenient utilities and options for working with Sidekick.

For more information, highlight one of the Tools menu options, and press F1.

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Tools Menu (Expense View)

The Tools menu contains a number of convenient utilities and options for working with Sidekick.

For more information, highlight one of the Tools menu options, and press F1.

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Tools Menu (Activities View)

The Tools menu contains a number of convenient utilities and options for working with Sidekick.

For more information, highlight one of the Tools menu options, and press F1.

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Tools Menu (Report View)

The Tools menu contains a number of convenient utilities and options for working with Sidekick.

For more information, highlight one of the Tools menu options, and press F1.

Extract Cards Command

The Tools | Extract Cards menu contains options for extracting cardfile data to a new cardfile. For more information, highlight one of the Extract menu options, and press F1.

Contact Manager Command

The Contact Manager command (Tools | Contact Manager) searches your calendar and cardfile for calls, appointments, To Dos, 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.

Dialog Box Options

Activities For

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

Date Range

Sets the date range to search. 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

Shows all activities found after you choose Search. This can include appointments, To Dos, calls, goals, multi-day events, and special days, as well as Contact Log entries, including [Notes Text], [Called], and [Calendar]. The activities are listed in this format: Date, Type, Text, such as "7/26 To Do Send thank-you note to Ed."

Search Setup button

Opens the [Search Setup dialog box](#), which lets you specify which types of activities to search in.

Refresh button

Performs another search based on the current settings.

Schedule New button

Opens the [Schedule New Activity dialog box](#), which lets you create new appointments, calls, or To Dos.

Go To button

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

Quick Letter Command


The Quick Letter command (Tools | Quick Letter) opens the Create a Letter dialog box, where you can create a letter using data on the current card.

In the Create a Letter dialog box, choose the desired memo 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.

If you uncheck the box labeled "Show this dialog when clicking Quick Letter Button," you can still see the dialog box by choosing Tools | Quick Letter.

Shortcuts

Toolbar: 

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Synchronize Command

The Synchronize menu contains commands for using Starfish TrueSync and the Internet Time Synchronizer.

[TrueSync](#)

[About Internet Time Synchronizer.](#)

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Conversions Command

Example

The Conversions command (Tools | Conversions) opens the Conversions dialog box, where you can convert between English and metric measurement, or between numerous other units of standard or scientific measurement.

Dialog Box Options

Categories

Specify the category of units you want to convert, such as length, area, capacitance, weight, mass, luminance, or other category.

From

In the Value box, type the number you want to convert.

Specify the Unit you are converting from by selecting it from the drop-down list.

To

In the Unit box, specify the unit you are converting to.

Read the converted quantity in the Value box.

Precision

You can set the number of significant digits in the Precision box. Type a number between 4 and 12, or use the spin control arrows to change the number.

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To convert 75 square kilometers to acres,

1. Choose Area as the Category.
2. Type 75 in the Value box.
3. Select square kilometers as the From unit.
4. Select acres as the To unit.
5. Read the answer: 75 square kilometers = 18532.8 acres. This result has a precision of 6 significant digits.

Calculator Command

The Tools | Calculator command shows the Sidekick Calculator.

Shortcuts

Toolbar: 

Options

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

Customizable function keys for special calculator operations.

Setup Command

[Related topics](#)

The Tools | Setup menu has options for using the Setup Wizard and for customizing the Toolbar.

[Wizard](#)

[Toolbar](#)

Toolbar Command

The Toolbar command (Tools | Setup | Toolbar) opens the Customize Toolbar dialog box, which lets you choose the buttons that appear in the Toolbar for the active view.

Dialog Box Options

Available Buttons

Displays the available buttons. Select the button you want to add to the Toolbar.

Toolbar Buttons

Displays the currently selected buttons in the order in which they appear on the Toolbar. Select any button you want to remove from the Toolbar.

Add button

Adds the selected available button before the button highlighted in the Toolbar Buttons list. You can also double-click an available button to add it to the Toolbar Buttons list.

Remove button

Removes the selected button from the Toolbar Buttons list.

Move Up

Moves the selected button in the Toolbar Buttons list up one slot.

Move Down

Moves the selected button in the Toolbar Buttons list down one slot.

Reset

Reinstates the default Toolbar.

Tip You can drag and drop to move buttons in the list.

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Preferences Command

The Tools | Preferences menu has options for customizing Sidekick.

[General](#)

[Calendar](#)

[Memos](#)

[Expense](#)

[Group Scheduling](#)

[Web Publisher](#)

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General Preferences Command

Use the General Preferences command (Tools | Preferences | General, or Tools | General Preferences in Report and EarthTime views) to set up the overall program defaults in the General Preferences dialog box.

Dialog Box Options

Location of Icons

- **Right Side** displays icons on the right side of the Desktop.
- **Left Side** displays icons on the left side of the Desktop.
- **Hide Icons** hides the icons.

Desktop Colors button

Click to setup colors for Sidekick's views.

Default View

Sets the default view at startup. Choose between Calendar (Daily view), Weekly View, Monthly View, Yearly View, EarthTime, Contacts, Memos, Expense, or Activities. This option is dimmed if the Remember Last Active Desktop View box is checked.

Remember Last Active View

When this box is checked, Sidekick opens at the view you last used in your previous session. (However, the Expense view always opens on the Receipt view, even if you were viewing an expense report when you exited.) When this box is unchecked, you can select the default view from the Default Desktop View list.

Options

- **Password at Start-Up** asks for a password when you start Sidekick.
- **Start Maximized** starts Sidekick in a maximized window.
- **Digital Clock**, when checked, gives the EarthTime Desktop icon clock a digital display. If Digital Clock is not checked, the EarthTime icon clock has an analog display.
- **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 memo.

Choose Key to Move between Fields in Card Entry

Choose the Tab key or the Enter key to move from field to field in the Add Card dialog box.

Password button

Click to set a Sidekick password.

Fonts button

Click to change the display font for the Contacts and Memos views.

Default Working Directory

Shows the default directory where Sidekick will look for or store files. You can type a different path, or click the Browse button, to change the default directory.

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Calendar Preferences Command

 [Related topics](#)

The Calendar Preferences command (Tools | Preferences | Calendar) lets you set your preferred configuration for the Calendar views. For more information, click a topic in the following list:

[Daily Page](#)

[Weekly Page](#)

[Monthly Page](#)

[Yearly Page](#)

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Daily Page (Calendar Preferences)

 [Related topics](#)

Use the Daily page of the Calendar Preferences dialog box to set options for the Daily Calendar. The Calendar Preferences command (Tools | Preferences | Calendar) opens this dialog box.

Dialog Box Options

Time

- **From/To** sets the beginning and ending time for the Events schedule.
- **Increment** sets the time intervals to show on the Events 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, To Dos, and (overdue) goals.

Auto Forward from X Days Back sets the number of days back that 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 before displaying another alarm message.

Display Appointment Starting and Ending Time

Determines whether the appointments in the Events list display their starting and ending times.

Work Space

Choose what you want to see in the four quadrants of the work space. The [Viewport](#) is always displayed in the Bottom Right quadrant.

Weekly Page (Calendar Preferences)

 [Related topics](#)

Use the Weekly page of the Calendar Preferences dialog box to set options for the Weekly view of the Calendar. The Calendar Preferences command (Tools | Preferences | Calendar) opens this dialog box.

Dialog Box Options

View

Check all entries you want to display in the view: Multi-Day Events, Special Days, Appointments, Calls, and To Dos.

Option

Check or uncheck the following options:

- **Summary** displays items in summary. For example, if you have four appointments scheduled, the Summary displays "4 Appointments." Notes, icons, and durations do not display.
- **Detail** displays calendar items in full detail.
- **Completed Items** displays completed items.
- **Wrap Text** wraps text of long entries to new line; otherwise, long lines are truncated.
- **Notes** displays the description from the Notes field for all activities.
- **Appts. w/Duration** displays the starting and ending times of appointments.
- **Leading Icon** displays the activity icons next to the appointments, To Dos, and calls.
- **Week of Year** displays the week of year.

Fonts button

Opens the [Change Display Font dialog box](#).

Monthly Page (Calendar Preferences)

 [Related topics](#)

Use the Monthly page of the Calendar Preferences dialog box to set options for the Monthly view of the Calendar. The Calendar Preferences command (Tools | Preferences | Calendar) opens this dialog box.

Dialog Box Options

View

Check all entries you want to display in the view: Multi-Day Events, Special Days, Appointments, Calls, and To Dos.

Option

Check or uncheck the following options:

- **Summary** displays items in summary. For example, if you have four appointments scheduled, the Summary displays "4 Appointments." Notes, icons, and durations do not display.
- **Detail** displays calendar items in full detail.
- **Completed Items** displays completed items.
- **Wrap Text** wraps text of long entries to new line; otherwise, long lines are truncated.
- **Notes** displays the description from the Notes field for all activities.
- **Appts. w/Duration** displays the starting and ending times of appointments.
- **Leading Icon** displays the activity icons next to the appointments, To Dos, and calls.
- **Day of Year** displays the day of the year on each day.
- **1st Day of the Week** sets the first day of the week to display.

Fonts button

Opens the [Change Display Font dialog box](#).

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Yearly Page (Calendar Preferences)

 [Related topics](#)

Use the Yearly page of the Calendar Preferences dialog box to set options for the Yearly view of the Calendar. The Calendar Preferences command (Tools | Preferences | Calendar) opens this dialog box.

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 a 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.

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Memo Preferences Command

Use the Memo Preferences command (Tools | Preferences | Memos) to set options for the Memos view in the Memos Preferences dialog box.

Dialog Box Options

Default Font for Subject

Select the default font and size that appears in the subject of the memo.

Default Font for Memo Text

Select the default font and size used for the memo text.

Auto Spell Check

Check to have automatic spelling check turned on by default.

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Expense Preferences Command

 [Related topics](#)

Use the Expense Preferences command (Tools | Preferences | Expenses) to open the Expense Preferences dialog box. You can change your expense report defaults, such as mileage rate and currency, and you can add your own custom expense types.

Shortcut

Toolbar:



Note Changes you make in Expense preferences affect only new receipts you create after changing the

preferences.

For more information, see:

[Defaults](#)

[Currency](#)

[Expense Type](#)

[Pick List](#)

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Defaults Page (Expense Preferences)

[Related topics](#)

Use the Defaults page of the Expense Preferences dialog box to set defaults for Expense View. The Expense Preferences command (Tools | Preferences | Expenses) opens this dialog box.

Dialog Box Options

Home Currency

Select your home currency from the drop-down list.

Mileage Rate

Enter the mileage reimbursement rate. When you enter a mileage receipt, this rate will be multiplied by the number of miles you enter to calculate the amount.

1st Day of the Week in the Report

Choose the first day of the week for expense reports from the drop-down list.

My Preferred Country Setting

Check the one that applies to your location. The tax designations are VAT (Value Added Tax), GST (Goods and Services Tax) and PST (Provincial Sales Tax).

U.S.A. and other countries (without VAT/GST/PST)

European Countries (with VAT)

Canada (with GST/PST)

Show Currency in the Receipt

Check the box if you want the Currency field displayed in the receipt. If you enter receipts in only one currency, you can uncheck the box to hide the Currency field.

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Currency Page (Expense Preferences)

[Related topics](#)

Use the Currency page of the Expense Preferences dialog box to specify the current exchange rate for the currency you specified on the Defaults page. The Expense Preferences command (Tools | Preferences | Expenses) opens this dialog box.

Dialog Box Options

Currency Exchange Rate

One ____

Select the basic currency you use, typically \$.

= ____ ____

Type an exchange rate value in the first field, and select the currency in the second field. For example, if you are from the U.S. and travel to France, you would enter (using the whatever is then current exchange rate): one \$ = 5.0352 FF.

Modify button

If you change the exchange rate value, click the Modify button to save the change.

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Expense Type Page (Expense Preferences)

 [_Related topics](#)

Use the Expense Type page of the Expense Preferences dialog box to set up custom expense types (for example, Office Supplies or Education). The Expense Preferences command (Tools | Preferences | Expenses) opens this dialog box.

Dialog Box Options

Custom Expense Type

Type the name of a new expense type you want to create.

Based On

Select an existing type that the new type is to be based on.

Add to the Category

Select the category you want the new type to belong to.

Add to Expense Report

Check if you want the new type added to your expense report.

Add button

Click to add the custom expense type to the list.

Delete button

Click an expense type and click the Delete button to remove it from the list.

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Pick List Page (Expense Preferences)

 [_Related topics](#)

Use the Pick List page of the Expense Preferences dialog box to add or delete pick list items for fields on expense receipts. The Expense Preferences command (Tools | Preferences | Expenses) opens this dialog box.

The pick list items consist of entries you have typed as you enter expense receipts. For example, once you type a name in the City field of a receipt, it automatically appears in the drop-down list for the City field on all receipts. On the Pick List page, you can add more items to as many fields as you like.

Dialog Box Options

Select a Field

Click a field. Its current pick list items appear under Pick List items.

Pick List Items

Type a new item for the Field in the top text box.

Add Item button

After typing a new item, click Add Item to add it to the selected field.

Delete Item button

Click a Pick List item, and click Delete Item to remove it.

Group Scheduling Preferences Command

Use the Group Scheduling Preferences command (Tools | Preferences | Group Scheduling) to open the Group Scheduling Preferences dialog box, where you set options that control Internet group scheduling and e-mail messaging on your computer.

The Scheduling Page is covered below. For information on the other pages, click an option:

[Electronic Mail](#)

[Signature](#)

Scheduling Page Options

Flash Sessions

- **Activate Flash Sessions** turns on or off automatic sessions to send and receive group scheduling messages. These messages include invitations for events you create, reply messages, and Sidekick-generated messages for any resources you manage.
- **Every** sets the interval. Specify how often you want your system to check for incoming schedule messages and send your outgoing ones.

On the Following Days

Check all days of the week that you want automatic message sending and receiving.

Delete Entries from Activities View ___ days after completion

Determines how long events that have passed stay in your Activities list before being automatically deleted. Uncheck the box if you do not want automatic deletion of completed events.

Electronic Mail Page (Group Scheduling Preferences)

The Electronic Mail page of the Group Scheduling Preferences dialog box (Tools | Preferences | Group Scheduling) contains messaging options.

Dialog Box Options

Transports to Use

Click the service you use for messaging.

Microsoft Exchange

Select this option if you are using Microsoft Exchange mail. Click the [Exchange button](#) to set up account information.

Internet

Select this option if you are using Internet mail. Click the [Internet button](#) to set up account information.

None

Select this option if you do not have e-mail, or if you do not want to enable Internet group scheduling. If you select multiple participants for an event, you will have to use the phone or fax options for notifying them.

Delete Internet Scheduling Messages After Retrieving Them

Check the box if you want Sidekick messages in the Inbox or POP3 server to be deleted automatically after retrieving them.

Would you like Sidekick 98 to send and receive Microsoft Schedule+ compatible messages? If you click Yes, the following option is not available.

Authenticate Incoming Scheduling Messages

Check this option to have incoming group scheduling messages or replies automatically tested for authenticity. If a non-Sidekick user is replying manually and makes changes in the "do not modify" section of

the message, for example, the reply will fail authentication. **Note:** when this option is checked, any message that fails the authenticity test is discarded.

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Signature Page (Group Scheduling Preferences)

The Signature page of the Group Scheduling Preferences dialog box (Tools | Preferences | Group Scheduling) lets you define a signature for your messages. The text of the signature appears at the end your replies and other Internet scheduling messages.

Under Your Personal Signature, type the signature you want at the end of your messages. For example, you might include your real name, company name, phone and fax information. It initially contains information you entered in the Setup wizard.

Note You should limit your signature to a few brief lines, to ensure efficient messages.

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Exchange Settings Dialog Box

Use this dialog box to enter Microsoft Exchange settings for Internet e-mail addressing. (To open this dialog box, choose Tools | Preferences | Group Scheduling. In the Electronic Mail page of the dialog box, choose Microsoft Exchange, and click the Exchange button.)

In the upper panel, click each Exchange service you want to be able to use for group event messaging.

In the lower panel, enter your Internet Address. If you use Exchange and send group scheduling messages to non-Exchange users via the Internet, this address is used for their replies.

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Web Publisher Preferences Command

Use the Web Publisher Preferences command (Tools | Preferences | Web Publisher) to set up Web Publisher defaults. For more information, click the Help button from the Web Publishing Preferences dialog box.

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Merge Cardfile Command

In the Contacts view, the Tools | Merge Cardfile command lets you merge the fields and data from one cardfile into the open cardfile. In the Merge Cardfile dialog box, open the cardfile you want to add cards from.

For a description of the dialog box options, see [File-Handling Options](#).

When you click OK, the [Remove Duplicated Cards dialog box](#) 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.

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Extract Cards on Text Command

The Extract Cards on Text command (Tools | Extract Cards | On Text) opens the Extract on Text dialog box, where you can specify text to search for in the cardfile, as well as what part of the cardfile to search. It then copies the matching cards to a new, untitled cardfile.

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 or selected cards in the cardfile, the Marked Cards and Selected Cards options are unavailable.

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Extract Cards on Index Range Command

The Extract Cards on Index Range command (Tools | Extract Cards | On Index Range) opens the Extract Cards on Index Range dialog box, where you can enter the index lines of the first and last cards of a range that you want to copy 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.

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Extract Cards on Condition Command

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](#).

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Spelling Command

The Spelling command in Memos view (Tools | Spelling) begins the spelling check, and opens the Spelling dialog box if a word is not found in the dictionary. You can select text before using the Spelling command, to check only the text you have selected.

Tip To check a single word, right-click with the pointer on the word. If the Spelling Checker does not recognize the word, the shortcut menu will have suggested replacements.

Shortcut

Toolbar:



Dialog Box Options

Not in Dictionary

Displays the word that may be misspelled.

Change To

Displays the correction that Sidekick suggests.

Change button

Inserts the suggested replacement.

Change All button

Replaces all instances of the found word with the replacement.

Ignore button

Ignores the found word, and continues.

Ignore All button

Ignores all instances of the found word.

Add to User Dictionary

Adds the found word to your user dictionary.

Undo Last Change

Reverses the last replacement.

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Auto Spell Check Command

The Tools | Auto Spell Check command in Memos view turns on and off the automatic spelling checker.

After turning on Auto Spell Check, text you type is continuously checked for spelling errors. Words not in the dictionary are marked with Strikeout as possible misspellings. Right-click a misspelling to see proposed corrections.

When you print, you can uncheck Print Misspelled Words in Strikeout Font Style in the [Print dialog box](#) if you want words in Strikeout to print in normal style.

Note To avoid conflicts with marked misspellings, you should avoid using strikeout in your text when you use Auto Spell Check.

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Word Count Command

The Word Count command (Tools | Word Count) displays several useful statistics about the current memo: Pages, Words, Characters, Paragraphs, and Lines.

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View Menu

The View menu lets you switch to a different Sidekick view and control the display.

For more information, highlight one of the View menu options, and press F1.

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View Menu (Contacts View)

The View menu lets you switch to a different Sidekick view and control the display.
For more information, highlight one of the View menu options, and press F1.

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View Menu (Calendar View)

The View menu lets you switch to a different Sidekick view and control the display.
For more information, highlight one of the View menu options, and press F1.

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View Menu (Memos View)

The View menu lets you switch to a different Sidekick view and control the display.
For more information, highlight one of the View menu options, and press F1.

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View Menu (Expenses View)

The View menu lets you switch to a different Sidekick view and control the display.
For more information, highlight one of the View menu options, and press F1.

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View Menu (EarthTime View)

The View menu lets you switch to a different Sidekick view and control the display.
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View Menu (Report View)

The View menu lets you switch to a different Sidekick view and control the display.
For more information, highlight one of the View menu options, and press F1.

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View Menu (Activities View)


The View menu lets you switch to a different Sidekick view and control the display.
For more information, highlight one of the View menu options, and press F1.

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Calendar Command

The View | Calendar command switches to the Calendar.

Shortcuts

 Keyboard: F6
Keyboard Icon:
Calendar

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EarthTime Command

The View | EarthTime command switches to EarthTime.

 Keyboard: F6
Keyboard Icon:
EarthTime

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Contacts Command

The View | Contacts command switches to the Contacts view.

Shortcuts


 Keyboard: F5
Keyboard Icon:
Contacts

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Memos Command

The View | Memos command switches to Memos view.

Shortcuts

 Keyboard: F7
Keyboard Icon:
Memos

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Expenses Command

The View | Expenses command switches to the Expenses view.

Shortcuts



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Activities Command

The View | Activities command switches to the Activities view.



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Daily View Command

In Calendar view, the View | Daily View command switches to the Daily Calendar view.

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Weekly View Command

In Calendar view, the View | Weekly View command switches to the Weekly Calendar view.

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Monthly View Command

In Calendar view, the View | Monthly View command switches to the Monthly Calendar view.

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Yearly View Command

In Calendar view, the View | Yearly View command switches to the Yearly Calendar view.

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Toolbar Command

The View | Toolbar command toggles the **Toolbar** on and off for the current view.

Note In the Calendar, the Toolbar s on/off state is saved with the calendar file, so opening a different calendar can cause the Toolbar to be displayed or hidden.

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Status Bar Command

The View | Status Bar command toggles the Status Bar on and off.

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Index View Command

The View | Index View command in the Contacts view displays the current card in Index view, which includes the Card list (index).

Shortcuts

Keyboard: Ctrl+E

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Card View Command

The View | Card View command in the Contacts view displays the current card using the whole screen as editing space.

Shortcuts

Keyboard: Ctrl+E

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Memo View Command

The View | Memo View command in Memos view displays the current memo full-screen, with the index hidden.

Shortcuts

Keyboard: Ctrl+E

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Folder View Command

The View | Index View command in Memos view displays the current memo in Index view, which includes the memo list (index).

Shortcuts

Keyboard: Ctrl+E

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Ruler Command

In Memos view, the View | Ruler command toggles the ruler on and off. Use the ruler to change margins and set tabs.

Note Any changes you make to the ruler affect only 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.

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Line Numbers Command

In Memos view, the View | Line Numbers command displays line numbers in the current memo.

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Receipt View Command

In Expenses view, the View | Receipt View command switches to the Receipt view of your expenses.

Enter your receipts using the Receipt view. The Report view arranges the receipts you have entered by date and category, and totals them, ready to be printed.

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Report View Command

In Expenses view, the View | Report view command switches to the Report view of your expenses.

Enter your receipts using the Receipt view. The Report view arranges the receipts you have entered by date and category, and totals them, ready to be printed.

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All Events Command

In Activities view, the View | All Events command displays all events that appear in your Calendar view. This includes Appointments, To Do items, Calls, Multi-Day and Special Day events, plus confirmed Internet scheduling events.

Note The All Events tab does not include items from the Internet Events tab that you have not accepted yet.

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Appointments Command

In Activities view, the View | Appointments command displays appointments only.

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To Do Items Command

In Activities view, the View | To Do items command displays To Do items only.

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Calls Command

In Activities view, the View | Calls command displays Calls only.

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Internet Events Command

In Activities view, the View | Internet Events command displays group events only.


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Creating a Cardfile (Using cardfile templates)

Using cardfile templates

Topic 1 of 4

To create a cardfile

1. In Contacts view, click the New Cardfile button , or choose File | New Cardfile. The [Select Cardfile Template dialog box](#) appears.
2. Click each template, and view the fields they contain (you can add or modify fields later).
3. Select the template you want. If you don't want to use a template, and you want to create all the fields yourself, choose None as the cardfile template.
4. 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.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.


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Creating a Cardfile (Adding new contact cards)

Adding new contact cards

Topic 2 of 4

To add contact cards to the cardfile

1. In Contacts view, choose Cards | Add, or click the Add button  on the Toolbar. The [Add Card dialog box](#) appears.
2. Type the data in each field.
3. Click Add to add the information as a new card. Click Close when you have added all the new cards you want.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

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Creating a Cardfile (Changing cardfile fields)**Changing cardfile fields** Topic 3 of 4

In Contacts view, choose Cards | Define Fields to display the [Define Cardfile Fields dialog box](#).

To add a field

- ▶ Type a name in the Field Name box, and click Add or Add Before.

To change a field name

- ▶ Select the field from the list, and then type the new name and click Change.

To delete a field

- ▶ Select the field from the list and click Delete.

You can also change the order of fields in the cardfile.

To reorder the cardfile fields

- ▶ Choose Cards | Reorder Fields. The [Reorder Cardfile Fields dialog box](#) appears.


Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

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Creating a Cardfile (Sorting a cardfile)**Sorting a cardfile** Topic 4 of 4

Every contact card has an index line (or title), defined for a cardfile by up to three fields. Sidekick sorts the cards alphabetically (or reverse alphabetically, if you choose) according to its index.


To define the index

1. Choose Cards | Sort, or click the Sort button  on the Toolbar. The [Sort Cardfile dialog box](#) appears.
2. Choose up to three fields to use as the index.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

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Adding Contact Cards**To add contact cards to the cardfile**

1. Choose Cards | Add, or click the Add button  on the Toolbar. The [Add Card dialog box](#) appears.
2. Type the data in each field.
3. Click Add to add the information as a new card. Click Close when you have added all the new cards you want.

Selecting Contact Cards

Selecting contact cards lets you perform actions (deleting and printing, for example) on several cards at once.

To select multiple contact cards

▶ Click a card's index line in the card list, and then press Shift and click another card's index. The two cards and all cards between them are selected.

Alternatively, you can press Ctrl and click several cards' index lines in the card list. Only those cards you Ctrl-click are selected.

Moving Contact Cards between Cardfiles

To move a group of contact cards from the current cardfile to another open cardfile

▶ Drag and drop the cards onto another cardfile's tab.

To copy contact cards instead of moving them

▶ Hold down the Ctrl key while dragging and dropping.

You can also choose Cards | Move to move the current card, selected cards, marked cards, or all cards to a different open cardfile.

When you move or copy cards between two cardfiles, the Match Cardfile Fields dialog box appears. This 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.

Information from unmatched fields will be placed in the last field of the new card.

Adding a To Do

[Related topics](#)

You can enter tasks into the Sidekick To Do list in the Calendar view and check them off when completed. Sidekick forwards any incomplete To Dos to the next day. You can also give a To Do attributes like priority, category, due date, and person assigned to handle it.

To create a new To Do

▶ Click any blank line in the To Do list and begin typing. Or you can choose Calendar | To Do Items | Single Day, which opens the To Do dialog box.

You can also edit the text of existing To Do items by clicking the To Do line and typing.

Adding an Appointment

[Related topics](#)

Put all your appointments and scheduled tasks into the Events list in Calendar view. You can have any number of appointments scheduled throughout the day, and up to three appointments scheduled for the same time.

To create an appointment

▶ Click the Events list's time line on the time you want to start your appointment, and type its description. When you're done typing, press Enter.

To drag an appointment to change its start time

▶ Grab its icon and drag it up or down to a new time.

To change its duration

▶ Click on the appointment and drag its bottom edge up or down.

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Making a Recurring Appointment, To Do, or Call

[Related topics](#)

To schedule a recurring event (one that occurs at regular intervals)

1. In the Daily Calendar view, choose the type of activity you want from the Calendar menu: Events, Calls, or To Do Items; and then choose Recurring.
2. Enter information in the Subject and Notes text boxes.
3. Specify the start and end times, if applicable.
4. Set the range of days, weeks, or months that the activity will recur using the From and To dates. There is a dialog box for each kind of recurring activity:

[Recurring To Do](#)

[Recurring Events](#)

[Recurring Call](#)


1. Choose the interval of recurrence. When you're done, click Add.

Tip To make an existing event recurring, right-click the event and choose Recurring from the shortcut menu. (This tip applies to personal events, not group events.)

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Adding Multi-Day Events


To schedule a multi-day event

1. In Calendar view, Choose Calendar | Events | Multi-Day Event, or click the multi-day event button.  The [Multi-Day Event](#) dialog box appears.
2. Type the name of the multi-day event in the Description text box.
3. Select the month, day, and year for the starting and ending dates of the event.
4. Select Full Day, AM, or PM (visible in Yearly Planner), and a Color for the event's bar.
5. Click Add to place the event in the Multi-Day Events List and add it to your calendar.

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Adding a Memo

To add a memo to the current folder

1. In Memos view, click the Add Memo button  or choose Memos | Memo | Add.
2. Type a subject for the memo.
3. Press Enter to move into the body of the memo, or click in the memo space.
4. Type and format your memo.

Faxing a Memo

You can fax a memo directly from Sidekick using the Windows 95 Fax capability.

To fax a memo

1. In the Memos view, open the Viewport and display the Cards list.
2. Select one or more contact 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 memo and choose Send To | Fax from the shortcut menu. The memo is faxed to the people whose cards you selected.

E-mailing a Memo

You can e-mail a Contact card or a memo with the click of your mouse, using either Eudora Pro (32-bit) or Microsoft Exchange.

To send a memo or contact card as e-mail

1. Right-click the text of a memo or the data area of a card.
2. Choose Send To, and choose your e-mail software: Eudora Pro or Exchange.
3. Use your e-mail software to address and send the information.

Backing Up Your Files

[Related topic](#)

The Back Up command copies the Sidekick files you specify to a backup location, such as another disk drive or diskettes. When you Restore, Sidekick puts the files back in their original locations, either on the same computer or on another one.

You can copy multiple files across multiple diskettes, as long as no single file is larger than the capacity of the backup disk, usually 1.44Mb for a diskette.

To back up files

1. Save your open files. The backup program copies only the last-saved versions of your files.
2. Choose File | Back Up and Restore. The Back Up and Restore dialog box appears.
3. Click the Back Up button and click Next. The [Back Up dialog box](#) appears.
4. Select all the files you want from the Source Files list. Click > to add the selected files to the Back Up 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 have specified the directory to copy them to, click Begin.

Restoring Your Files

 [Related topic](#)**To place backed-up files onto another computer, or to restore them to their original source**

1. Choose File | Back Up and Restore. The Back Up and Restore dialog box appears.
2. Click the Restore button and click Next. The [Restore dialog box](#) appears. Notice that each file to be restored already indicates its own destination directory.
3. Select which files you want to restore from the Source Files list, and click >. Or restore all listed files 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.

Note You can restore only files backed up using Sidekick 98, Sidekick 97, or Internet Sidekick. Files created by earlier versions of the Back Up utility are not compatible.

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Designing Printed Label Contents (Overview)

Label Contents

Overview

Topic 1 of 7

The design you create in the [Set Up Contents dialog box](#) will repeat on each printed label (or envelope or address book page). To open this dialog box, click Set Up Contents in the [Print Labels dialog box](#).

The design is made up of four types of elements:

- Card Fields
- Text
- Graphics
- Stamp

These are discussed later in this series.

When you are finished with your design, click the Save As button to save your contents.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

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Designing Printed Label Contents (Creating and editing elements)

Creating and editing elements Topic 2 of 7

Create the four types of elements by clicking their buttons:

- Card Fields
- Text
- Graphics
- Stamp

These are discussed in the following topics.

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 an element

▶ Click it to select it, and then drag one of its [handles](#) to make it larger or smaller.

To move or edit multiple elements

▶ Shift-click to select each one, then move or edit them as a group.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

Designing Printed Label Contents (Creating Card Fields elements)

Creating Card Fields elements Topic 3 of 7

Card Fields elements insert information from the cardfile into the label, address book page, or envelope.

To add a card field

1. Click the Card Fields button. The Edit Label Text dialog box appears.
2. Click the field in the list on the left, and click the Fields >> button. The field name appears in the box on the right. You can type a space, carriage return, or punctuation if you want it to appear between fields.
3. If you want any other text to appear on every label, type it in the box on the right.

When you print, the information from the cards will appear in place of the field names.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

Designing Printed Label Contents (Creating Text and Stamp elements)

Creating Text and Stamp elements Topic 4 of 7

To add a Text element

1. Click the Text button.
2. Type in the Edit Text dialog box and click OK.

To add a Stamp element

- ▶ Click the Stamp button and choose the phrase you want.

After the element is created, you can change its type style, color, and alignment by right-clicking and choosing from the menu. You can also drag its handles to resize it.

Tip You can rotate a Stamp by right-clicking it and choosing Rotate from the menu.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

Designing Printed Label Contents (Creating Graphic elements)

Creating Graphic elements Topic 5 of 7

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, and you can change its line thickness and its color by right-clicking it and choosing from the menu.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

Designing Printed Label Contents (Resizing elements)

Resizing elements Topic 6 of 7

To change the size of a graphic element

1. Select it. Black squares (called handles) appear at its edges.
2. Drag a handle to resize the element.

To change the size of a Text, Card Fields, or Stamp element

- ▶ Right-click it and use the Font menu choice to specify a larger font.

With Text, Card Fields, or Stamp elements, you can drag the handles to new positions, but the actual text within the element remains the same size. Note that it's possible to size the element too small, so not all the text fits within it.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

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Designing Printed Label Contents (More options)

More options

Topic 7 of 7

To zoom in or out of your design

- ▶ Click the Zoom button and choose the magnification or reduction you want.

To impose a regular grid of points that elements will snap to

- ▶ Check the Snap to Grid option. This is useful for aligning elements.

To display this grid

- ▶ Check Show Grid.

To display hints

- ▶ Click the Hint button.

Note Use the Browse buttons >> (next topic) and << (previous topic) to move through this series.

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Expense Menu

The Expenses menu provides tools for creating, managing, and organizing your expense folders and receipts.

For more information, highlight one of the Expenses menu choices, and press F1.

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Folder Command

[Related topics](#)

In Expenses view, the Expenses | Folder command offers options to create, delete, and modify expense folders.

Add

Delete Current Folder

Modify

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Add Folder Command (Expense View)

[Related topics](#)

In Expenses view, the Add Folder command (Expenses | Folder | Add) opens the Add Expense Folder dialog box so you can create a new Expense folder.

Dialog Box Options

Folder Name

Type the name you want for the folder tab at the bottom of the screen.

Folder List

Displays a list of folders in the current Expense file.

Person s Name

Enter your name or the name of the person whose expenses will be entered in this folder.

Department

Enter the person s department name.

Organization

Enter the company name.

Purpose of Expenses

Enter the purpose of the expenses in this folder.

Sort Folders Alphabetically

Check this option if you want the folder tabs to appear in alphabetical order.

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Delete Current Folder Command

[Related topics](#)

In Expenses view, the Delete Current Folder command (Expenses | Folder | Delete Current Folder) deletes the current Expense folder. You will see a message asking you to confirm that you want to delete the current folder and all receipts it contains.

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Modify Folder Command

[Related topics](#)

In Expenses view, the Modify Folder command (Expenses | Folder | Modify) opens the Modify Expense Folder dialog box so you can modify the current Expense folder.

Dialog Box Options

Folder Name

Type the name you want for the current folder tab at the bottom of the screen.

Folder List

Displays a list of folders in the current Expense file.

Person s Name

Enter your name or the name of the person whose expenses will be entered in this folder.

Department

Enter the person s department name.

Organization

Enter the company name.

Purpose of Expenses

Enter the purpose of the expenses in this folder.

Sort Folders Alphabetically

Check this option if you want the folder tabs to appear in alphabetical order.

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Receipt Command

[Related topics](#)

In Expenses view, the Expenses | Receipt command offers options to create and delete expense receipts.

New

Delete


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New Receipt Command

[Related topics](#)

In Expenses view, the New Receipt command (Expenses | Receipt | New) adds a new, blank receipt to the current expense file.

Shortcuts

Toolbar: 

Keyboard: Ctrl+A

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Delete Receipt Command

[Related topics](#)

In Expenses view, the Delete Receipt command (Expenses | Receipt | Delete) deletes the current receipt.

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File Properties Command

[Related topics](#)

In Expenses view, the File Properties command (Expenses | File Properties) opens the Expense File Properties dialog box, where you can set properties for new Expense files you create.

Dialog Box Options

Name for First Folder (can t be modified in this dialog box)

When you create a new Expense file, this name will be used for the first folder. (You can change it using the Expenses | Folder | Modify command.)

Person s Name

The name of the person whose expenses will be entered here.

Department

The person s department, or the department incurring the expenses.

Organization

The name of the company or organization.

Purpose of Expenses

The purpose of the expenditures in this file.

File Currency Setting (can t be modified in this dialog box)

Indicates the currency that will be used in this file. You can change this setting for all Expense files using Tools | Preferences | Expenses.

Expense Report Types

Highlight the expense types you want displayed in the default pick list for expense types.

File Country Setting (can t be modified in this dialog box)

Indicates the country setting that applies to your location. The tax designations are VAT (Value Added Tax), GST (Goods and Services Tax) and PST (Provincial Sales Tax). (You can change this setting for all Expense files using Tools | Preferences | Expenses.)

- U.S.A. and other countries (without VAT/GST/PST)
- European Countries (with VAT)
- Canada (with GST/PST)

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Format Menu

In Memos view, the Format menu gives you tools for controlling the appearance of your memos.


For more information, highlight one of the Format menu options, and press F1.

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Font Command

In Memos view, the Font command (Format | Font) opens the Font dialog box, where you can set 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.

Effects

- **Strikeout** sets the the selected text in Strikeout style.
- **Underline** sets the the selected text in Underline style.
- **Color** sets the the selected text in the specified color.

Sample

Displays a sample of the selected text with all the specified attributes.

Script

Sets the alphabet to use for the selected text.

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Paragraph Command

In Memos view, the Paragraph command (Format | Paragraph) opens the Paragraph Formatting dialog box, where you can set 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 Center.

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Tabs Command

In Memos view, the Tab Stops command (Format | Tab Stops) opens the Set Tab Stops dialog box, where you can set tab stops for the selected paragraph.

Dialog Box Options**New Tab Stop**

Sets the placement of a tab stop, measured in inches.

Set button

Adds a tab stop at the location specified in the New Tab Stop field.

Clear button

Clears the tab stop selected from the Tab Stop list to the left.

Clear All button

Clears all the tab stops.

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Bullet Command

In Memos view, 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.

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EarthTime Settings Dialog Box

[Related topics](#)

The EarthTime Settings dialog box lets you specify the cities you want displayed in EarthTime. You'll see this dialog box when you first run Sidekick 98 or when the Clocks.dat file (the file containing your clock settings) is damaged or missing.

EarthTime displays clocks for eight different cities. Choose the cities you want in this dialog box. You can easily change your selections later using various commands in EarthTime view.

Dialog Box Options

Country

Normally set to All Countries, so all cities in the EarthTime database appear. To narrow down the city list, choose a country from the drop-down list. Only cities from that country will appear in the City list.

City

Click in the City field and type the first few characters of a city to find it. Then click the city name and click one of the right arrows to move it to the Local City, Home City, or Other Cities list. If necessary, you can select a city in the Other Cities list and click the left arrow to remove it and make room for another city of your choice.

Local City (my current location)

The Local City is normally the same as your Home City. When you travel, you change the Local City to your current location. All your appointments are displayed in Local City time. The Windows Time Zone dialog box opens so you can specify the Time Zone.

A person icon { bmc person.bmp } appears next to the Local City

Home City (my home location)

The Home City is where you live. A home icon  appears next to the Home City.

Six/Seven other cities of interest to me

Select the remaining cities whose clocks you want displayed in EarthTime. If your Home City and Local City are the same, you can choose seven others; if they are different, you can choose six additional cities.

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Select a Different City Command

[Related topics](#)

In EarthTime view, the Select a Different City command changes the city in the selected City panel. To select another city, right-click the panel you want to change or move your mouse to the menu arrow ▼ and choose Select a Different City. Or click the panel you want to change and choose Edit | Select a Different City.

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 selected City panel.

Note To display Greenwich Mean Time, choose GMT/UTC/Zulu, Time Center from the City list.

Facts about the City

Opens the [Facts about the City dialog box](#).

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Facts about the City Dialog Box

[Related topics](#)

The Facts about the City dialog box displays information about the current **Local Clock** city, or about a city you select in the Select a Different City dialog box. The Almanac displays time zone, sun and moon phases, and other calendar related information for that location. To open this dialog box, in EarthTime view, choose Edit | Facts about the City. You can also right-click a City panel or move your mouse to the menu arrow ▼ and choose Facts about the City for information on that city.

The Facts information includes:

- Language
- Currency
- Population
- City Phone Code
- Country Phone Code
- Latitude and Longitude

The Almanac information includes:

- Time zone (difference from Greenwich Mean Time)
- Sunrise and sunset times
- Daylight hours
- Moon phases
- Daylight saving time start and end dates (dimmed if the city doesn't do daylight saving time)
- Days of the year

You can change the **Date** setting to see the sunrise, moon, and other information for the current city for any date you specify. For example, if you want to know when daylight saving time starts in Sydney, Australia, in 1999, choose Sydney, open the Facts about the City dialog box, and change the year in the Date field to 99.

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Modify City Information Dialog Box

[Related topics](#)

The Modify City Information dialog box lets you change some of the information about each city in the EarthTime database. This feature lets you update certain parameters that might change from time to time.

To open this dialog box, right-click a city and choose Modify City Information, or move your mouse to the menu arrow ▼ and select that menu item. You can also click the city and choose Edit | Modify City Information.

Note You cannot modify the city information for the Local Clock city. If you need to do so, change the Local Clock to another city temporarily while you make the changes.

Dialog Box Options

City and Country Facts

You can change the Phone Area Code and the Phone Country Code for any city, as well as the Language, Currency, and Population.

Standard Time

Set the standard time difference from Greenwich Mean Time. For example, the East Coast of the U.S. (Eastern Standard Time) is five hours earlier than GMT when Standard Time is in effect. (The difference is four hours when Daylight Saving Time is in effect.)

Daylight Saving Time

You can change how daylight saving time is determined for a city. Specify the dates when it starts and ends, or the means of determining it (such as: "Begins at 2 a.m. on the 1st Sunday of April"). When daylight saving time is in effect for a city, a sunburst ☀ appears on its clock.

Browse Cities button

Opens the Select a Different City dialog box.

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Make Cityname the Map Center Command

Cityname the Map Center Command

 [Related topics](#)

The Make *Cityname* the Map Center command lets you shift the map to the left or right to center the city that is in the selected City panel. Right-click a city panel and choose Make *Cityname* the Map Center, or move the mouse to the menu arrow ▼ and select that menu item.

Note You can also center any location you point to on the map. Move the mouse pointer to the location you want to center, and right-click. Click the Center Map Here choice, or double-click the location you want to center. The pointer location is centered in the window.

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EarthTime Menu

The EarthTime menu has the following commands:

[Set as Local Time](#)

[Choose as Home Clock](#)

[Clock Setup](#)

[Time Difference](#)

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Set as Local Time Command



 [Related topics](#)

The Set as Local Time command lets you choose one of the eight displayed cities as your Local Clock city, so that when you travel, your appointments will be shown in the time of the city you re in.

To set a city to local time

Right-click the city panel where you are currently located, and click Choose as Local Clock from the menu, or move the mouse to the menu arrow ▼ and select that menu item. Or, you can click the city and choose EarthTime | Set as Local Time.

You can keep a different city set as your Home Clock city, so you know what time it is at home.

A person icon  appears in the City panel of the Local Clock. When daylight saving time is in effect for a city, a sun  appears on its clock.

Note Sidekick 98 does not change your computer system clock to the Local Time.

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Choose as Home Clock Command

 [Related topics](#)

The Choose as Home Clock command lets you choose one of the eight displayed cities as your Home Clock

city. This city is set when you install. Changing this city changes the Home Clock city displayed in the Time Difference dialog box.

To change the Home Clock, right-click the city panel you want to make the Home Clock, and click Choose as Home Clock from the menu, or move the mouse to the menu arrow ▼ and select that menu item. Or, you can click the city and choose EarthTime | Choose as Home Clock.

A home icon 🏠 appears in the City panel of the Home Clock. When daylight saving time is in effect for a city, a sunburst ☀ appears on its clock.

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Clock Setup Command

[Related topics](#)

The Clock Setup command displays a dialog box where you can set a preferred name, clock display, and time options for the selected city. To open this dialog box, right-click a city panel and choose Clock Setup from the menu, or move the mouse to the menu arrow ▼ and select that menu option. Or, choose EarthTime | Clock Setup.

Dialog Box Options

Clock Name

You can display the city/country name supplied by EarthTime, or type a different name that you want displayed. This lets you display any city name, even if it is not in the database.

Note The Facts about the City will still refer to the city in the database, not the city whose name you type in the Use Preferred Name box.

Clock Faces

Select Analog or Digital for the EarthTime clocks.

Time Formats

- **Display Seconds** shows or hides the seconds counter for all cities.
- **Military Time** displays time in 24-hour time format when checked.

Apply button

Click to see the clock face you have chosen on the sample clock panel in the dialog box.

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Time Difference Command

[Related topics](#)

The Time Difference command shows the time difference between two cities. Right-click a city and choose Time Difference to see the time difference between it and the Local Clock, or move the mouse to the menu arrow ▼ and select that menu option. Or you can click a city and choose Time Difference from the EarthTime menu.

Note To see the Time Difference for any two of your eight displayed cities, drag from the time display area of one city clock panel to another panel.

Dialog Box Options

City 1

By default, shows the selected city. You can change this city by clicking the Browse Cities button in that panel. (Changing the city in this dialog box does not change the city displayed in EarthTime.)

City 2

By default, shows your Local Clock city. You can change this city by clicking the Browse Cities button in that panel. (Changing the city in this dialog box does not change the city designated as your Local Clock city in

EarthTime.)

Time Difference

Displays the time difference between City 1 and City 2.

Time Comparison

Shows a graphical hour-by-hour comparison between the two cities for every hour of the day.

Switch Cities button

Switches City 1 and City 2 in the Time Comparison.

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Rearranging Cities

 [Related topics](#)

You can change the order of cities in EarthTime using [drag and drop](#).

To switch the position of two cities, drag the city name from one of the displayed cities to another.

Note Be sure to drag the city name. Dragging the clock's time display area (rather than the city name) to another panel opens the [Time Difference](#) dialog box, where you can view the time difference between the two cities.

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Daylight Saving Time Change

During the transition from daylight saving time to standard time, there can be ambiguity about the time. When you set the clock back in the fall, the hour between 1 a.m. and 2 a.m. is, in effect, repeated. So there are two moments when the clock reads 1:15 a.m., for example.

Also, when USA Eastern Time “springs” forward in the spring, USA Pacific Time will be 4 hours behind during a 3-hour period. Similarly, in the fall, there will be a period when the difference is 2 hours during the transition.

The dialog box asks you to specify whether the current time is standard time or daylight saving time.

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Center Map Here Command

When you right-click a map location and click Center Map Here, the map shifts horizontally so that the place you clicked is centered in the window. Or, you can double-click the location to cause the map to shift to that location.

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Internet Menu (Activities View)

The Internet menu in the Activities view has options for scheduling meetings and resources, as well as mailing list management.

[Scheduling Wizard](#)

[Resource Wizard](#)

[Mailing List](#)

[Resources](#)
[Eudora Pro Mail](#)
[Netscape Mail](#)
[Send/Receive Now](#)

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Internet Menu (Contacts View)

The Internet menu in the Contacts view has options for scheduling meetings, managing mailing lists, opening your e-mail address books, publishing cardfile data to the Web, and launching your browser and jumping to a Web site.

[Scheduling Wizard](#)
[Send/Receive Now](#)
[Mailing List](#)
[Eudora Pro Address Book](#)
[Netscape Address Book](#)
[Exchange Address Book](#)
[Windows Address Book](#)
[Publish to the Web](#)
[Publishing Wizard](#)
[Launch URL](#)

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Internet Menu (Calendar View)

The Internet menu in the Calendar view has options for scheduling meetings and publishing Calendar information to the Web.

[Scheduling Wizard](#)
[Send/Receive Now](#)
[Publish to the Web](#)
[Publishing Wizard](#)

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Mailing List Command

In Activities and Contacts views, the Internet | Mailing List menu has options for editing and managing mailing lists.

The menu choices are

[Edit](#)
[Manage](#)

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Resources Command

In Activities view, the Internet | Resources menu has options for reserving and managing resources.

The Resources menu includes:

[Add](#)

[Modify](#)

[Remove](#)

[Transfer](#)

[Distribute](#)

[View](#)

[Print](#)

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Publish to the Web Command (Calendar View)

In Calendar view, The Internet | Publish to the Web command allows publishing of Sidekick 98 Calendar (and Contacts) data to the World Wide Web as [HTML](#) documents. For more information, see [Introducing Web Publisher](#).

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Publishing Wizard Command (Calendar View)

In Calendar view, The Internet | Publishing Wizard command opens a Wizard for publishing Sidekick 98 Calendar (and Contacts) data to the World Wide Web as [HTML](#) documents. For more information, see [Introducing Web Publisher](#).

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Publish to the Web Command (Contacts View)

In Contacts view, the Internet | Publish to the Web command allows publishing of Sidekick 98 Contacts (and Calendar) data to the World Wide Web as [HTML](#) documents. For more information, see [Introducing Web Publisher](#).

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Publishing Wizard Command (Contacts View)

In Contacts view, the Internet | Publishing Wizard command opens a Wizard for publishing Sidekick 98 Contacts (and Calendar) data to the World Wide Web as [HTML](#) documents. For more information, see [Introducing Web Publisher](#).

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Netscape Mail Command

In Activities view, the Netscape Mail command (Internet | Netscape Mail) lets you create e-mail in Netscape Navigator.

This command opens Netscape Navigator and takes you to the Message Composition window where you can create a new message. (If you have not configured Navigator for e-mail, this option just opens the Navigator browser.)

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Eudora Pro Mail Command

In Activities view, the Eudora Pro Mail command (Internet | Eudora Pro Mail) opens the Eudora Pro (32-bit) e-mail program so you can send and receive e-mail.


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Send/Receive Now Command

In the Calendar, Contacts, and Activities views, the Send/Receive Now command (Internet | Send/Receive Now) starts an immediate e-mail session to check for incoming messages and send any that are waiting to go.

Shortcuts

Toolbar: 

The Activities view shows you all incoming and outgoing group event invitations. Any that you have not read yet are marked with an icon  in the New column.

If there are unread messages in the Activities view, the Activities icon on the Desktop changes to red and is animated every 15 minutes.

Note All invitations or replies are sent only when a Flash Session occurs, or when you use the Send/Receive Now command.

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Schedule Group Event Dialog Box

In Calendar view, choose Calendar | Events | Group to open the Schedule Group Event dialog box. Click each tab in the dialog box, and fill in information about the group event.

Note If you do not specify participants or resources, the event is entered locally, on your calendar only, as an individual event.

For more information, click the page in the list:

[Date and Time page](#)

[Participants page](#)

[Message page](#)

[Resources page](#)

[Options page](#)

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Date and Time Page

[Related topics](#)

In the Date and Time page of the Schedule Group Event dialog box (Calendar | Events | Group), enter the “when and where” details for your event.

Note: Be sure that cardfiles you want to use for selecting participants are open before you begin scheduling the event.

Dialog Box Options

Subject

Type the subject of your meeting or event. (You can't select other page tabs without entering a subject.)

Date and Time

Click the day or month, day, year, and use the arrows to increase or decrease the value. Or click the large arrow to see a calendar you can use to find and select the date. You can also type a date.

Click the hour or minute in the From and To fields, and use the arrows to increase or decrease the time. Or you can type the time.

Location

- **City and Country:** Click the arrow and choose one from the list, such as San Francisco, CA, USA.
- **Time Zone:** The time zone is filled in when you select a city. For an event that is time-zone specific, such as a conference call at 10 a.m. USA Central time, you can select the time zone instead of choosing a city and country.
- **Place:** Type a location, such as Smith Hotel, or click the arrow and choose one from the list of your previous entries.

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Participants Page

[Related topics](#)

In the Participants page of the Schedule Group Event dialog box (Calendar | Events | Group), identify the people you want to invite to your event or meeting. Participants will be notified and their responses collected automatically by Sidekick 98's messaging software.

Note If you do not enter any participants, the event is considered a personal event, entered in your calendar only.

Dialog Box Options

Select Address Book or Mailing List

Select one of the currently open Sidekick cardfiles containing people you want to notify of the event.

Add Card button — Click to add one or more new cards to the currently selected Address Book. The [Add Card dialog box](#) opens.

More button — Click to open another cardfile. You can select participants from more than one address book or mailing list.

People

Lists the people in the currently selected address book or mailing list. Click the + sign next to the name that you want to add, to see the person's addresses. If several delivery options are available, such as Internet and CompuServe, click the one you want to use for delivering the invitation, and then click the > (Add) button for the Participants or CC lists.

If you select a telephone address, the person will be added to your Calls list in the Calendar to remind you to call them. If you select a fax number, a fax is automatically created and sent (assuming you have installed Microsoft Fax, and have a fax modem installed).

Click the >> button to add all entries in the People list to the Participants list. Click << to remove all names from the Participants list.

Participants

Click > to add the selected name to the Participants list. Or select a name in the Participants list and click < to remove it.

cc:

Click > to add the selected name to the cc: list. People on the cc: list receive the same e-mail notification as participants. They have the option of accepting or declining the invitation.

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Message Page [Related topics](#)

In the Message page of the Schedule Group Event dialog box (Calendar | Events | Group), enter the meeting agenda, announcement, notes, or other information about the event.

Dialog Box Options**Message**

Type the message in the text field (up to 2,000 characters). You also can click the Message button and choose a text file (.TXT) to copy into the Message text field.

Attach URL button

Opens the [Attach a Uniform Resource Locator dialog box](#), where you can enter a [URL](#) and description.

Message button

Opens the Browse dialog box, where you can look for a text file to load into the Message text field.

File Attachment

Click the Browse button and locate a file to include as an attachment to the message.

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Resources Page [Related topics](#)

In the Resources page of the Schedule Group Event dialog box (Calendar | Events | Group), identify the facilities and equipment you want to reserve for your event.

Dialog Box Options**Available Resources**

Choose one or more resources from the list. These are resources that have been distributed to you, plus any that you manage. To create new resources, use Internet | Resources | Add (in Activities view).

Event Resources

Click > to add the selected name to the Event Resources list.

You can select a resource in the Event Resources list and click < to remove it.

You will receive an automatic reply from the manager of the resource, which you can view in the Activities view. The reply will confirm your reservation, or decline it if the resource is already booked or no longer available.

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Options Page

 [Related topics](#)


The Options page of the Schedule Group Event dialog box (Calendar | Events | Group) lets you add reminders and set a number of options for the event.

Dialog Box Options**Reminders**

- **Remind Participants** sends a reminder automatically to all participants in the event (including those on the cc: list), except for those who have Declined. In the time boxes, specify how far ahead of the meeting you want the reminder sent.
- **Page Me At** pages you to remind you of the event. Click in the time box and use the arrows to specify how far ahead you want to be paged. The value to enter is, for example, 999-9999@pagenet.net. **Note:** You must have an alphanumeric pager with an electronic mail account from your pager provider. Contact your pager provider for the addressing information.
- **Alert me** lets you set an alarm to remind you of the event. Click in the time box and use the arrows to specify how far in advance you want the alarm.

Click the arrow at the **Tone** box and choose a sound. (The Tone pick list includes sound files found in the Windows\Media directory.) Click the **Test Play** button to hear the sound. **Note:** A sound card is required to play sounds.

Event Options

- **RSVP** requests replies from your participants. Sidekick automatically collects Accept, Decline, or other reply messages from your recipients, and displays them in the Activities view. Click **FYI** if you want to broadcast a message announcing an event, like a company meeting, without collecting reply information.
- **Tentative** indicates that the event has not been confirmed. A tentative icon  appears on your calendar and on participants' calendars. (Select the item in the Activities view and click the Confirm button, or right-click the event and choose Confirm, when you are ready to send a message confirming a tentative event.)
- **Completed** lets you check off the event in your calendar when it has been completed.
- **Type** lets you select the event type: Public, Confidential, and Personal.


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Internet Scheduling Wizard Step 1

 [Related topics](#)

In Calendar, Contacts, and Activities views, the Scheduling Wizard command (Internet | Scheduling Wizard) opens the Wizard for scheduling events.

Shortcuts

Toolbar: 

In the opening Wizard panel, click one of the categories on the left:

- Meeting
- Conference Call
- Online Event
- Other Event

Then click an event description from the list on the right.

When you have selected the event type, click Next to continue to the next Wizard panel, or Cancel to exit.

Note If the choices are not exactly what you need, you can edit the subject in Step 2.

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Internet Scheduling Wizard Step 2

 [Related topics](#)

In Step 2 of the Internet Scheduling Wizard, review the subject and enter the details of time and location for your event.

Subject

Review the subject, which is the meeting or event you selected on the previous page of the Wizard. You can revise the subject here, if necessary.

Date and Time

Click the day or month, day, year, and use the arrows to increase or decrease the value. Or click the large arrow to see a calendar you can use to select a date. You can also type a date.

Click the hour or minute in the From and To fields, and click the arrows, or use the up-arrow and down-arrow keys, to increase or decrease the time. Or you can type the time.

Location

- **City and Country:** Click the arrow and choose the city and country from the list, such as San Francisco, CA, USA.
- **Time Zone:** The time zone is filled in when you select a city. For an event that is time-zone specific, such as a conference call at 10 a.m. US Central time, you can select the time zone instead of choosing a city and country.
- **Place:** Type a location, such as Smith Hotel, or click the arrow and choose one from the list of your previous entries.

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Internet Scheduling Wizard Step 3

[Related topics](#)

In Step 3 of the Internet Scheduling Wizard, identify the people you want to invite to your event or meeting.

Select Address Book or Mailing List

Select a Sidekick Cardfile containing names you want to notify of the event.

Add Card button — Click to add one or more new cards to the currently selected Address Book. The [Add Card dialog box](#) opens.

More button — Click if you want to open another Address Book or mailing list.

People

Lists the people in the currently selected address book or mailing list. Click the folder icon next to the name that you want to add, to see the person's addresses. If several delivery options are available, such as Internet and CompuServe, click the one you want to use for delivering the invitation, and then click the > (Add) button for the Participants or CC lists.

If you select a telephone address, the person will be added to your Calls list in the Calendar to remind you to call them. If you select a fax number, a fax is automatically created and sent (assuming you have Microsoft Fax installed, and have a fax modem).

Click the >> button to add all entries in the People list to the Participants list. Click << to remove all names from the Participants list.

Participants

Click > to add the selected name to the Participants list.

CC

Click > to add the selected name to the CC list. People on the CC list receive the same e-mail notification as participants. They have the option of accepting or declining the invitation.

You can select a name in the Participants or CC list and click < to remove the name.

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Internet Scheduling Wizard Step 4

[Related topics](#)

In Step 4 of the Internet Scheduling Wizard, enter the meeting agenda, list of required items, notes, or other information about the event.

Message

Type the message in the text field (up to 2,000 characters). You also can click the Message button and choose a text file (.TXT) to copy into the Message text field.

Attach URL button

Opens the [Attach a Uniform Resource Locator dialog box](#), where you can enter a [URL](#) and description.

Message button

Opens the Browse dialog box, where you can look for a text file to load into the Message text field.

File Attachment

Click the Browse button to locate a file to include as an attachment to the message.

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Internet Scheduling Wizard Step 5

[Related topics](#)

In Step 5 of the Internet Scheduling Wizard, identify the facilities and equipment you need for your event.

Available Resources

Choose one or more resources from the list.

Event Resources

Click > to add the selected name to the Event Resources list.

You can select a resource in the Event Resources list and click < to remove it.

You will receive an automatic reply from the manager of the resource, which you can view in the Activities view. The reply will confirm your reservation, or decline it if the resource is already booked or no longer available.

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Internet Scheduling Wizard Step 6

[Related topics](#)

Step 6 of the Internet Scheduling Wizard lets you add reminders and set a number of options for the event.

Reminders

- **Remind Participants** sends a reminder automatically to all participants in the event (except those who have declined). In the time boxes, specify how far ahead of the meeting you want the reminder sent.
- **Page Me At** pages you to remind you of the event. Click in the time box and use the arrows to specify how far ahead you want to be paged. The value to enter is, for example, 999-9999@pagenet.net. **Note:** You must have an alphanumeric pager with an electronic mail account from your pager provider. Contact your pager provider for the addressing information.
- **Alert Me** lets you set an alarm to remind you of the event. Click in the time box and use the arrows to specify how far in advance you want the alarm.

Click the arrow at the Tone box to choose a sound. Click Test Play to hear the sound. **Note:** A sound card is required to play sounds.

Event Options

- **RSVP** requests replies from your participants. Sidekick automatically collects Accept, Decline, or other reply messages from your recipients, and displays them in the Activities view.
- **FYI** broadcasts a message announcing the event, like a company meeting, without collecting reply information.
- **Tentative** marks the event as unconfirmed on your calendar and participants calendars. (Select the event in the Activities view and click the Confirm button, or right-click the event and choose Confirm, when you are ready to send a message confirming the tentative event.)
- **Type** lets you select the event type: Public, Confidential, and Personal.

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Internet Scheduling Wizard Step 7

[Related topics](#)

Review the details you have specified for your event. Click Back if you need to go back to previous steps to change anything.

Event Summary

Review the date, time, location, and subject. Check the Participants and Resources lists. If you need to change any information, click the Back button until you come to the page where it appears, and make the changes.

Finish button

Click to schedule the event.

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Set Up Preferred E-Mail Search Order Dialog Box

Use the Set Up Preferred E-mail Search Order dialog box to specify the order for e-mail fields to be searched when adding to the Participants list.

Dialog Box Options

Available E-mail Types

This list displays the available fields that may contain e-mail address information.

Preferred Search Order

The list you create that specifies the order the fields should be searched. For example, if your first choice is to use a field called Electronic Mail, be sure that field appears at the top of the list.

Select an entry in the Available E-Mail Types list, and click > to add it to the end of the existing list. To change the order, use the < button to remove any entries that are in the wrong order, and then use the > button to add them back in the order you want.

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Edit Mailing List Command

In Contacts and Activities views, the Edit Mailing List command (Internet | Mailing List | Edit) lets you add or delete mailing lists, or modify their names.

Dialog Box Options

Specify the Mailing List Name

Type the name of a new or existing mailing list.

Existing Mailing Lists

Click a mailing list to select it from the list.

Add button

Enter a new name, and click Add to add the new mailing list.

Modify button

Select an existing mailing list. Revise the name as desired, and click Modify to change the name.

Delete button

Select an existing mailing list and click Delete to remove it permanently.

Warning: Deleting a Mailing List removes all the addresses it contains.

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Manage Mailing List Command

In Contacts and Activities views, the Manage Mailing List command (Internet | Mailing List | Manage) lets you modify the membership of your mailing lists.

Dialog Box Options**Select a Mailing List**

Start by specifying the mailing list. Click the arrow and select one of your defined mailing lists.

Select Address Book

Click the arrow and choose an address book from the currently open cardfiles. After adding names from one address book, you can select another and add names from it.

People in the Address Book

Click the + sign next to each name, and click a notification method if more than one appears. Then click the > button to add the person to the list.

The > and < buttons

Once you have clicked a person and notification method, click > to add the person to the list.

Click a person in the Contacts in the Mailing List box and click < to remove him/her from the list.

People in the Mailing List

Contains the list you have created.

Save

Click to save the list, including any changes you have made.

Reset

Restores the list to its last saved state.

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Compose the Minutes of the Meeting Dialog Box

The Compose the Minutes of the Meeting dialog box lets you (or any meeting participant) write meeting minutes and send them to the attendees.

Dialog Box Options**Minutes of Meeting**

Type the minutes in the space provided.

File Attachment

Specify a file to send as an attachment, or click Browse to locate the file.

Once you have entered the minutes, click OK to send them automatically to the meeting attendees.

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Delegate To Dialog Box

Use the Delegate To dialog box to delegate a meeting invitation to someone else. The person you delegate to becomes the recipient, and has the same options for responding as other recipients. The event initiator receives notification that you have delegated the event, and to whom you delegated it.

Dialog Box Options

Select Address Book

Click the arrow to select an address book from among your open Sidekick Cardfiles.

Select the Person to Delegate This Event To

Click the person you want to delegate the invitation to. If a + appears next to the name, click it and choose the notification method you want to use in delegating the message.

Short Message

Type a message of up to 2,000 characters.

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Reschedule Request Dialog Box

The Reschedule Request dialog box lets you reply to a meeting invitation with a request to reschedule it. Your reply includes up to three proposed alternate times, and can include your [Free Time Report](#).

Dialog Box Options

1, 2, 3 Proposed Schedule

Enter one or more alternate dates and times, if desired. Check the box for First Proposed Date/Time (then Second Proposed Date/Time, if desired, then Third). Click in the date or time field, and click the arrows to increase or decrease the value. The large arrow in the Date field opens a calendar you can use to select the date.

4 Type a Short Message

Type a short message (up to 2,000 characters) you want to send with your reschedule request.

Attach My Calendar s Free Time Report for Next 30 Days

Check to attach a report showing your free time for the next 30 days. **Note:** This report is based on your currently open calendar.

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Accept Invitation Dialog Box

Type a short message (up to 2,000 characters) to send with your reply accepting the meeting invitation.

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Decline Invitation Dialog Box

Type a short message (up to 2,000 characters) to send with your reply declining the meeting invitation. Check [Attach My Calendar's Free Time Report for Next 30 Days](#) to include a report showing available time on your calendar. This report is based on the currently open calendar.

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Cancel Event

Cancels the selected event (you can cancel only an event that you initiated). Participants are notified automatically by Internet messaging.

When participants click the cancelation message and click the [Clear This Event](#) button, the event is removed from their calendars. The notification icon remains in the **New** column to remind participants to clear the event.

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Send Reminder

Automatically sends a reminder to participants in the selected event (it must be an event you initiated). People who have declined the invitation do not receive the reminder.


The reminder appears with an icon  in the **New** column in the **Activities** view.

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Reschedule

The **Reschedule** command opens the [Schedule Group Event dialog box](#). You can enter new event information and re-send the invitations.

Once you reschedule an event, all previous replies you received are cleared, since new replies are needed for the rescheduled event.

The recipients see an icon  in the **New** column, and the word **Rescheduled** appears as the **Status** in the **Information** pane.

Recipients must click the **Accept**, **Decline**, or other reply buttons to reply to the rescheduled event notification. The notification icon remains in the **New** column to remind participants to reply to the rescheduled event.

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Reschedule Resource Reservation

The **Reschedule** command for a resource lets you change the date and/or time of a resource reservation.

Click the resource message and click the **Reschedule** button. Or you can right-click the resource message and choose **Reschedule** from the shortcut menu. Enter the new date/time information in the **Resource Wizard**.

Cancel Resource Reservation

Use the Cancel Resource Reservation command to cancel a resource reservation.

Note A resource s manager can cancel reservation for that resource manually. View the resource s reservations (Internet | Resources | View). Right-click on the reservation and select Cancel Reservation. No notification is sent to the person who made the reservation.

Confirm Event

The Confirm command sends confirmation notices to participants of an event previously marked tentative. Select the event and click the Confirm button, or right-click the event and select Confirm. Notification is automatically sent to all participants, removing the tentative status of the event.

Delete Event

Use Delete to remove the selected event from the Activities list.

Deleting the activity is used to clean up the Activities view. No messages are sent to participants, and the event is not removed from your calendar. Use the Cancel Event button if you want to cancel an event and notify participants, or delete the event from the Calendar view.

Note: Here are some issues to consider when you delete an event:

1. If the item is for a group event that you initiated and that has not been completed, you will not be able to track and modify the deleted event.
2. If the item is a group event that is still in your calendar, deleting the item will delete all participant and resource information for the event. You can safely do so after the event has taken place.
3. If you delete an item in Activities view and then delete it from the Calendar, you will not be prompted to send cancelation notices to participants, because the participant and resource information has been deleted.
4. If you delete an event, incoming replies to that event are discarded.

Event

The New option in the shortcut menu and the New button in Activities view open the [Schedule New Activity](#) dialog box, so you can create a new event.

Resource Reservation Wizard Step 1

[Related topics](#)

In Activities view, the Resource Reservation Wizard command (Internet | Resource Wizard) opens the Wizard for scheduling resources.

Shortcuts

Toolbar:



Wizard Options**Facilities**

Click one or more resources in the Facilities list. Click a selected resource to de-select it.

Equipment

Click one or more resources in the Equipment list. Click a selected resource to de-select it.

Details

Select a resource and click Details to see information about that resource, such as the maximum occupancy of a facility and the manager's name.

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Resource Reservation Wizard Step 2

 [Related topics](#)

Enter the purpose and time of the reservation.

Wizard Options**Purpose**

Type the purpose of the reservation.

From

Click in the date or time box and use the arrows to increase or decrease the value. Or type a date or time in the box. The large arrow next to the Date box opens a calendar you can use to select the date.

To

Click in the date or time box and use the arrows to increase or decrease the value. Or type a date or time in the box. The large arrow next to the Date box opens a calendar you can use to select the date.

Location

Select the city and country from the list. The Time Zone is filled in automatically. Or select the time zone from the Time Zone drop-down list. This is the date and time that will be used for reserving the resource.

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Add Resources Command

In Activities view, use the Add Resources command (Internet | Resources | Add) to add a new resource. You become the manager who "owns" the new resource (unless you [transfer](#) it to someone else). The manager's computer is where the resource's calendar is maintained, but all scheduling occurs in the background, without requiring any involvement by the manager.

Note A resource manager should keep the [Flash Sessions](#) setting enabled, and set to a fairly frequent interval, to allow Sidekick 98 to respond to resource requests promptly. Flash sessions are turned on or off in the [Group Scheduling Preferences](#) dialog box.

Dialog Box Options**Existing resources**

A list of resources currently available on your system.

Resource Type

- **Facility:** A conference room or other location. A maximum occupancy field is provided.

- **Equipment:** A computer, vehicle or other resource that has no maximum occupancy.
- **Other:** An undefined resource category you can use as you need. For example, this might be a phone company conference call operator or a catering company. No reservations are recorded for Other resources.

Name

Type the name of the new resource.

Maximum Occupancy

For a Facility, the maximum number of people that it accommodates (up to 32,000).

Resource Manager Information

- **Contact Name:** Your name, as the manager of the resource.
- **E-mail Type:** Your e-mail account type.
- **E-mail Account:** Your e-mail account name.
- **Phone Number:** Your telephone number.
- **Fax Number:** Your fax number.

Comments

Comments or notes about the resource.

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Modify Resources Command

In Activities view, the Modify Resources command (Internet | Resources | Modify) lets you modify a resource's information, as it appears on your system.

In the Modify Resources dialog box, click the resource you want to modify in the list on the left. Make changes you want in the fields on the right (fields that are gray cannot be modified).

Note If you try to schedule a resource and receive notification that the resource has been transferred to a different manager, use the Modify Resources command to enter the new manager's information.

Dialog Box Options

Select the resource to be modified

A list of resources currently available on your system.

Resource Type

- **Facility:** A conference room or other location. A maximum occupancy field is provided.
- **Equipment:** A computer, vehicle or other resource that has no maximum occupancy.
- **Other:** An undefined resource category you can use as you need.

Name

The name of the resource, which cannot be modified.

Maximum Occupancy

For a Facility, the maximum number of people that it accommodates.

Resource Manager Information

- **Contact Name:** The name of the person who "owns" the resource.
- **E-mail Type:** The contact's e-mail account type.
- **E-mail Account:** The contact's e-mail account name.
- **Phone Number:** The contact's telephone number.
- **Fax Number:** The contact's fax number.

Comments

Comments or notes about the resource.

Note The changes you make will appear on your computer only.

Remove Resources Command

In Activities view, use the Remove Resources command (Internet | Resources | Remove) to delete a resource from your system.

In the Remove Resources dialog box, click the resource in the list at the left, and then click Remove to delete the resource.

Transfer Resources Command

In Activities view, the Transfer Resources command (Internet | Resources | Transfer) lets you transfer management of a resource to another person. You can transfer a resource to anyone using the same kind of e-mail as you.

In the Transfer Resources dialog box, click the resource in the list at the left. You can view the current information about the selected resource.

Click the Transfer button, and enter the new manager's information in the spaces provided. The manager must be using Sidekick 98 or 97 (or Internet Sidekick), and you must provide the manager's e-mail account information.

When you have entered the information, click the Transfer button. The new manager has the option of accepting or declining the transfer.

Note A resource manager should keep the Flash Sessions setting enabled, and set to a fairly frequent interval, to allow Sidekick 98 to respond to resource requests promptly. Flash sessions are turned on or off in the Group Scheduling Preferences dialog box.

Dialog Box Options

- **Contact Name:** The name of the person who "owns" the resource.
- **E-mail Type:** The contact's e-mail account type. Click the arrow and choose the account type from the list.
- **E-mail Account:** The contact's e-mail account name.
- **Phone Number:** The contact's telephone number.
- **Fax Number:** The contact's fax number.

Accept Resource Transfer

When a resource is transferred to a new manager, the new manager must Accept the transfer before it goes into effect.

The new manager clicks the transfer message and clicks the Accept button to accept the transfer.

The scheduling of the resource happens in the background on the manager's computer, without requiring any direct involvement of the manager. A resource manager should schedule flash sessions at frequent intervals so Sidekick 98 can handle incoming resource requests promptly.

Decline Resource Transfer

When a resource is transferred to a new manager, the new manager has the option to decline the transfer. Click the transfer message and click the Decline button to decline the transfer.

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Retransfer Resource

The retransfer command repeats a resource transfer message. Use this command if you find the message transferring a resource has failed to arrive at the destination.

Select the resource transfer message and click the Restransfer button to send the transfer message again to the same person as before.

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Undo Transfer

Use the Undo Transfer command if a problem with a transfer requires you to undo it.

For example, if you transfer a resource and then find out that the e-mail transfer message cannot be delivered, use the Undo command to resume managing the resource. You can then transfer to another recipient or a new e-mail address if desired.

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New Resource Manager Dialog Box

Use the New Resource Manager dialog box to specify a new manager for a resource you have managed.

Dialog Box Options

Contact Name

Type the new manager s name

E-mail Type

The new manager s e-mail type (Internet or Exchange).

E-mail Account

Enter the new manager s account name.

Phone Number

Enter the new manager s telephone number.

Fax Number

Enter the new manager s fax number.

Transfer button

When the information is correct, click the Transfer button.

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Distribute Resources Command

In Activities view, the Distribute Resources command (Internet | Resources | Distribute) lets you make a resource available to other users for booking reservations. Only users to whom the resource has been distributed will be able to reserve it. You can distribute a resource to anyone using the same kind of e-mail as you. You can distribute resources you manage and resources that were distributed to you by others.

Dialog Box Options

Select Resources for Distribution

- **Available Resources** lists resources on your system. Click each resource you want to distribute, and click > to add to the Selected Resources list. You can distribute resources that are managed by others.
- **Selected Resources** lists the resources you are distributing.

Select Users for Distribution

- **Address Book or Mailing List:** Choose the address book or mailing list to use. You can select users from more than one address book or mailing list.
- **User List** shows everyone in the selected Address Book or Mailing List. Click names and click > to add them to the Selected Users list.
- **Selected Users** lists users you want to receive the distribution.

Distribute button

When the lists of resources to distribute, and users to distribute to, are correct, click Distribute to make the distribution.

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View Resources Command

In Activities view, use the View Resources command (Internet | Resources | View) to see the schedule of a resource you manage. You can view the schedule for up to six months ahead.

In the Viewing Resources dialog box, booked time shows as blocks. Use the scroll bars to see more dates and times.

If you need to cancel a resource reservation, right-click the reservation block and choose Cancel Reservation (no notice is sent to the person who made the reservation).

You can print the schedule in weekly or monthly format. Click the Print button. The [Print Resource Reservation Report](#) dialog box opens.

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Print Resources Command

In Activities view, the Print Resources command (Internet | Resources | Print) opens the [Print Reservations](#) dialog box. You can print the schedule for up to six months ahead.

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Print Reservations Dialog Box

The Print Reservations dialog box lets you print a report showing booked time and free time for resources you manage. To open this dialog box, in Activities view, choose Internet | Resources | Print or click the Print button in the Viewing Resources dialog box.

Dialog Box Options: Weekly View**Resource to Print**

Click the arrow and choose the resource schedule you want to print.

Date Range

Click in the From or To box, and use the arrows to increase or decrease each value. The large arrow opens a calendar you can use to select a date.

Time Range

Click in the From or To box, and use the arrows to increase or decrease each value. Or you can type a value.

Dialog Box Options: Monthly View**Resource to Print**

Click the arrow and choose the resource schedule you want to print.

Month to Print

Click the arrow, and choose the month you want to print.

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Netscape Address Book Command

In the Contacts view, the command Internet | Netscape Address Book opens the Netscape address book and converts the multi-level mailing list into a Sidekick 98 mailing list.

Note Sidekick looks for the file Address.htm, stored in the same folder as your Netscape bookmarks file. If the file is not found, the File Open dialog box appears so you can select the address book. Once imported, the copy of the address book is saved as Netscape.SKCard in the Sidekick 98 data directory.

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Eudora Pro Address Book Command

In the Contacts view, the command Internet | Eudora Pro Address Book opens the Eudora Pro (32-bit) address book, and converts its contents into a Sidekick cardfile. The cardfile is called Eudora.SKCard, and is stored in the Sidekick 98 data directory.

Note If the Eudora Pro address book file is not found, the File Open dialog box appears so you can select the address book. Once imported, the copy of the address book is saved as Eudora.SKCard in the Sidekick 98 data directory.

If you are using Eudora Pro 3.0, you can have multiple e-mail addresses per person. These entries are automatically converted into a mailing list.

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Exchange Address Book Command

The Internet | Exchange Address Book command opens your Microsoft Exchange address book in the Sidekick Contacts view as a virtual cardfile. If you have several Exchange address books, such as a Postoffice Address List and a Personal Address Book, a dialog box appears asking you to specify which one to use.

Once you open the file in Sidekick, you can use Save As to give it a Sidekick file name. (You need to log on to Exchange to reopen the saved Exchange cardfiles.) The cardfile is "linked" to the Exchange Address book.

For more information, see [Virtual Cardfiles](#).

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Windows Address Book Command

In Contacts view, the Internet | Windows Address Book command opens your Windows address book in the Sidekick Contacts view as a virtual cardfile. (This command also opens Outlook Express, Outlook 97, and Internet Mail address books.) If you have several of these address books, a dialog box appears asking you to specify which one to use.

Once you open the Windows address book file in Sidekick, you can use Save As to give it a name. The cardfile is “linked” to the Microsoft address book.

For more information, see [Virtual Cardfiles](#).


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Virtual Cardfiles

When you open cardfiles using Internet | Windows Address Book or Internet | Exchange Address Book, the files are opened as virtual cardfiles. Virtual cardfiles look similar to native Sidekick cardfiles, but they are stored differently. Rather than being actual Sidekick cardfiles, Sidekick treats them as links to the source files.

When you work with virtual cardfiles, you can add and edit cards, but you can't delete cards.

To edit a virtual cardfile card

1. With the card open, click the pencil icon. 
2. The Properties dialog box for that card opens. Make the changes you want in the dialog box, then click OK.

When you edit a card in a virtual cardfile, the changes are reflected in both Sidekick and the originating application.

To save a virtual cardfile with a name

- ▶ Choose File | Save Cardfile As.

The file is still only a virtual Sidekick cardfile, taking up only a small amount of disk space; but now you can open the file using the File | Open Cardfile command.

If you make changes to the cardfile outside of Sidekick while the virtual cardfile is open in Sidekick, the changes are not reflected in Sidekick until you close and re-open the virtual cardfile.

Note If you transfer a virtual cardfile to a different computer, it will point to the data on that machine, not the data on the original computer.

To create a native Sidekick cardfile from a virtual cardfile

If you want to create a real Sidekick 98 cardfile from the cards in a virtual cardfile, create a [new cardfile template and cardfile](#), then use the [Cards | Move command](#) to copy cards from the virtual cardfile into the new cardfile.

Note Because you can't delete cards from a virtual cardfile, when you use the Move command with virtual cardfiles, Sidekick copies, rather than moves, the cards you specify.

You can also use the Tools | Extract Cards command to create a Sidekick cardfile from a virtual cardfile. Extract Cards lets you specify criteria to determine which cards to extract. For more information, highlight one of the Extract Cards commands and press F1.

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Launch URL Command

In Contacts view, the Internet | Launch URL command launches your default World Wide Web browser and jumps to the Web site specified by a [URL](#) in the current card.

If there is more than one URL in the current card, Sidekick jumps to the first URL in the card. If that is not what you want, you can click in a field containing a URL before giving the Launch URL command to specify which URL to use.

Sidekick recognizes a variety of URL types such as [http://](#) (the World Wide Web), [ftp://](#), [gopher://](#), [wais://](#), and [file://](#).

A 32-bit browser is required.

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Shortcut Menu (Activities View)

The shortcut menu opens when you right-click an Internet Event in the Activities view.

Menu Options (Incoming Events)

Accept sends an accept message to the meeting originator. You can type a message to go with the reply.

Decline sends a decline message to the meeting originator. You can type a message to go with the reply.

Reschedule Request sends a message requesting that the event be rescheduled to another time. You can propose up to three alternate times, and you can attach a [Free Time Report](#) showing your available times for the next 30 days.

Delegate forwards the invitation to someone else you specify, and notifies the meeting originator that you have delegated the event.


New opens the Schedule Group Event dialog box so you can enter a new event.

Delete deletes the selected event.

Menu Options (Outgoing Events)

Reschedule opens the Schedule Group Event dialog box, where you can change the event's date, time, or other options, and re-send the invitation.

Cancel sends a message canceling the event, and removes it from your calendar.

Send Reminder sends a message to all participants reminding them of the event. The event is marked with a reminder icon: 

New opens the [Schedule Group Event dialog box](#) so you can enter a new event.

Delete deletes the selected event.

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Checking Your Schedule

[Related topics](#)

To view your Internet scheduling and Calendar events, To Do items, and Calls

1. Switch to the Activities view by clicking its icon on the Desktop.
2. Click the tab for the events you want to see: Internet Events or the Calendar event tabs (All, Appointments, To Do, or Calls).
3. Click the Show drop-down list button and select the time period or event type you want to see.
4. For Internet events, click the item, and view the information in the Details and Information panes. If you click an entry in the Details pane, you see more specifics in the Information pane.

You can also:

- Double-click a Calendar activity (appointment, To Do item, or Call) to jump directly to that event.
- Click a heading, such as Date and Time or Subject, to sort on that field.
- If there is a [URL](#) attachment to a group event, click the URL to launch your default browser and jump

directly to the World Wide Web site.

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Viewing Internet Group Scheduling Event Details

[Related topics](#)

To view details of your Internet scheduling events

1. From the Internet Events page of Activities view, click the event in the list (you may need to set the Show list to include the event type you want to see, such as Incoming Events or All Events).
2. In the Details pane, click an item and check the Information pane for more specifics.

The buttons at the bottom of the window change depending on the kind of event you have selected: incoming, outgoing, resource message, and so on. Use the buttons, or right click an event and use the shortcut menu, to respond to event invitations or take other actions.

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Creating a Group Event

[Related topics](#)

To schedule an event and send invitation messages automatically to the attendee list using the Internet Scheduling Wizard

1. In the Calendar, Contacts, or Activities view, choose Internet | Scheduling Wizard.
2. Fill in the information in each Wizard page, and click Next to continue. Click the Help button on each page if you need information about the options.

To schedule a group event using the Schedule an Event dialog box

1. In Calendar view, click Calendar | Events | Group. If you are in Activities view, click the New button (while a group event is selected). The [Schedule an Event dialog box](#) opens.
2. Fill in the information in each page of the dialog box. Click the Help button on each page if you need information about the options.

If you select participants or resources, the event is treated as a group event: invitations are sent to participants, and the resources are scheduled. If you do not select participants or resources, the event is a local event, added only to your calendar.

Note If you create an event or accept an invitation, the activity is added to your current calendar. If you use more than one calendar file, be sure the right one is open when you create or respond to Internet scheduling messages.

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Replying to an Event Invitation

[Related topics](#)

When you are invited to a group event, the invitation appears in the Activities view. An icon appears in the New column until you click the event to read it.

To accept or decline an invitation

1. Click the incoming invitation in the Internet Events page of the Activities view. Read about the event in the Information pane.
2. Right-click the event, or click one of the buttons, to respond:

Accept – Sends a reply accepting the invitation, and adds the event to your calendar. You can include a reply message of up to about 2,000 characters.

Decline – Sends a reply declining the event. You can include a reply message of up to about 2,000

characters.

Reschedule Request – Opens the [Reschedule Request](#) dialog box. You can enter up to three proposed alternative times and include your [Free Time Report](#).

Delegate – Forwards the invitation to another person you select, with an optional message. The event originator receives notification that you have delegated the event to someone else.

Note If your invitations go to non-Sidekick users, they can reply using their e-mail software. They will see the instructions when they open your invitation message in their e-mail program.

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Checking Event Replies

 [Related topics](#)

To check replies to an event you have initiated

1. Switch to the Activities view by clicking its icon on the desktop. Be sure the Internet Events tab is selected.
2. Click the event in the list. (If necessary, set the Show list to include the event type you want to see.)
3. In the Details pane, check the Participants list. The icon by each name tells you the reply status:

-  No Reply Yet
-  Accepted
-  Declined
-  Reschedule Requested
-  Delegated

Click each participant and check the Information pane for any message that participant may have sent with the reply.

Click the Expand button  to read the meeting details more easily.

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Entering Reply Status Manually

 [Related topics](#)

This option is useful when you receive a reply verbally for an event you have initiated.

To enter the status of event participants

1. Switch to the Activities view by clicking its icon on the desktop. Be sure the Internet Events tab is selected.
2. Click the event in the list.
3. In the Details pane, the icons next to the participants indicates their status. You can click a participant in the Details pane and read that person's status and response details in the Information pane.
4. Right-click a participant and choose the status you want: Accept, Decline, Reschedule Request, or Delegate.

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Rescheduling a Group Event

 [Related topics](#)

To reschedule a group event you have initiated

1. Switch to the Activities view by clicking its icon on the desktop. Be sure the Internet Events tab is selected.
2. Click the event in the events list.

3. Click the Reschedule button to change the event, and enter the new time.

The participants are notified of the schedule change. When they click the notification message, they can Accept, Decline, or choose another reply to the rescheduled event. (The reschedule event icon remains in the New column as a reminder until the participant replies.)

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Canceling a Group Event

[Related topics](#)

To cancel a group event you have initiated

1. Switch to the Activities view by clicking its icon on the desktop. Be sure the Internet Events tab is selected.
2. Click the event in the events list.
3. Click the Cancel button.

The participants are notified that the event is canceled. The event is automatically removed from their calendars when they click on the cancellation message and then click the Clear This Event button. (The Cancel icon remains in the New column as a reminder until the event is cleared.)

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Adding More Participants to an Event

To add more participants to an event you have scheduled

1. Switch to the Activities view by clicking its icon on the desktop. Be sure the Internet Events tab is selected.
2. Click the event and click the Reschedule button, or right-click the event and choose Reschedule from the shortcut menu. The Schedule an Event dialog box opens.
3. Select the participants you want to add. Click OK.

Note The notification is sent to all participants, so that everyone receives the full attendee list.

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Adding a New Resource

[Related topics](#)

To add a new resource (Facility, Equipment, or Other)

1. In the Activities view, choose Internet | Resources | Add.
2. Enter information about the new resource in the [Add Resources](#) dialog box.

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Making a Resource Available to Others

[Related topics](#)

Once you have created a new resource (Facility, Equipment, or Other) using the [Add command](#), you must distribute the resource to others so they can reserve it.

To distribute a resource

1. In the Activities view, choose Internet | Resources | Distribute. The [Distribute Resources](#) dialog box opens.
2. Click the resource to be distributed in the Available Resources list. Click the > button to add it to the

Selected Resources list.

3. Select all users who should be able to reserve the resources in the User List. Click the > button to add them to the Selected Users list.

You can distribute a resource to anyone using the same kind of e-mail as you.

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Reserving a Resource for an Event

 [Related topics](#)

To reserve a resource before or after sending invitations, use the Resource Reservation Wizard

- ▶ In the Activities view, choose Internet | Resource Wizard.

The first [Resource Reservation Wizard](#) panel opens. You can request the resource and wait for confirmation before notifying attendees.

To reserve a resource while scheduling an event

1. In the Calendar, choose Internet | Scheduling Wizard.
2. In the Select Resources panel of the Internet Scheduling Wizard, make your choice from the Available Resources list. The resource request is sent at the same time as your invitations.

Note If you use the Resource Reservation Wizard to book the resource, do not also include the resource when you create invitations to the same event. If you have already reserved the resource, sending a second request will result in a message saying the resource is already reserved for that time.

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Transferring Management of a Resource

 [Related topics](#)

If you are the manager of a resource, you can transfer it to someone else.

To transfer management of a resource

1. In the Activities view, choose Internet | Resources | Transfer. The [Transfer Resources](#) dialog box opens.
2. Select the resource you want to transfer.
3. Enter the new manager's name and information.

Note The new manager, who must be using Sidekick 98 or 97 (or Internet Sidekick), can decline or accept the transfer. Until the new manager accepts the transfer, you are still the resource manager.

You can transfer a resource to anyone using the same kind of e-mail as you.

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Changing a City Clock

 [Related topics](#)

To change a city clock

1. In EarthTime view, right-click an existing city clock that you want to replace, or move the mouse to the menu arrow ▼.
2. Choose Select a Different City from the menu.
3. Type the first few letters of the city.
4. When you see the name you want in the list, click it to select it, and then click OK.

Centering a City

 [Related topics](#)

To move a city to the horizontal center of the EarthTime map

1. Right-click the clock for the city you want to center, or move the mouse to the menu arrow ▼.
2. Choose Make Cityname the Map Center from the menu.

Centering a Map Location

 [Related topics](#)

To center any location horizontally in the EarthTime map

1. Right-click on the map at the location you want centered.
2. Click Center Map Here.

You can also double-click the part of the map that you want to be in the center.

Comparing Time in Two Cities

 [Related topics](#)

To see a comparison of time in two cities

1. Click on the clock of the first city (you must click the time display area itself).
2. Drag the time display area to the clock for the second city.

Or, right-click the clock for any city, or move the mouse to the menu arrow ▼, and choose Time Difference from the menu. Then select the cities you want using the Browse Cities buttons in the Time Difference dialog box.

Converting Measurements


To convert from one unit of measure to another

1. Choose Tools | Conversions. The Conversions dialog box opens.
2. Choose a category of measurement.
3. In the From section, fill in the quantity (Value) and choose the unit to convert from.
4. In the To section, choose the unit to convert to.
5. Read the result in the Value box in the To section.

Entering an Expense Receipt

 [Related topics](#)

To enter information for a new receipt

1. In Expenses view, click the Add Receipt button. 
2. Choose the **Expense Type** from the drop-down list at the upper-right of the view.
3. 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. These lists are updated when you type new information, such as a new city name. For a mileage expense receipt, you enter the number of miles, and Sidekick automatically calculates the mileage amount by multiplying it times your mileage rate (in the Defaults page of [Expense Preferences](#)).

To edit an existing receipt

1. Click the receipt in the Receipts list at the left of the view. The receipt appears at the right.
2. Make any changes you want in the receipt fields.

Once you have entered one or more receipts, you can [create an expense report](#).


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Creating an Expense Report

 [Related topics](#)

To create an expense report, you must first enter information in expense receipts.

To create the expense report from one or more receipts

1. Select View | Report View, or click the Go To Report button. 
2. Type the Name, Department, and Purpose of the expense report at the top of the screen.
3. In the By drop-down list, choose the contents: by Range, by Week, or by Folder.

The numbers in the expense report are not directly editable. To change this information, return to the Receipt view (View | Receipt View) and make changes in the receipts.

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Changing Expense Report Options

 [Related topics](#)**To enter default values and currencies to apply to the Expenses view**

- ▶ Choose [Tools | Preferences | Expenses](#)

To set properties for the specific folder

- ▶ Choose [Expenses | Folder | Modify](#)

To set properties for the current Expense file

- ▶ Choose [Expenses | File Properties](#)

Note Changes in the Expense Preferences dialog box are not retroactive. They apply to new data you enter.

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Dialing a Voice Call Automatically

To dial a call using cardfile information (provided you have entered a default dialing field in the Cardfile [SpeedDial field](#))

1. Select the card you want in the Contacts view. Or, if you are in another view, open the Viewport and select the card you want.

2. Drag the card to the telephone icon on the Desktop.
3. Lift the receiver of your phone, and click the Talk button in the Call Status dialog box. Or you can click Hang Up to cancel the call.

Once the Phone Dialer is open, you can select a different card to dial just by clicking the card you want in the Contacts view or the Viewport—without closing the Phone Dialer.

Tip You can also dial a call using a phone number you have typed in an appointment or To Do item in the Calendar. Just drag the appointment or To Do item to the phone icon to dial the number. Or you can highlight a phone number and press F9.


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Entering a Call Note

 [Related topics](#)

To enter a text note about a call



1. Open the Phone Dialer by clicking the Call icon  or pressing F9.
2. Click the Call Note button at the bottom of the Phone Dialer.
3. Type the text you want in the Call Note pad.
4. Select the card to which the note applies by clicking it in the Contacts view or Viewport.
5. Click Save to Current Contact Log in the Phone Dialer.

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Checking While-You-Were-Out Messages

 [Related topics](#)

To see who called while you were out



1. Open the Phone Dialer by clicking the Call icon  or pressing F9.
2. Open the History window by clicking the History button
3. Review the Call History panel, which displays Caller ID information on incoming calls that were not answered.

Note: This feature requires you to have the Windows 95 Unimodem V driver installed, a modem with Unimodem V capability, and Caller ID service. See the Readme.txt file for information on obtaining the Unimodem V driver.

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Importing and Exporting

Sidekick 98 includes advanced technology for importing and exporting files in various formats. With just a few clicks, you can import files in formats ranging from ASCII tab-delimited to Outlook 97 to dBASE.

Importing

You can import files in the Contacts, Calendar, and Memos views. For details, see [Importing files in different formats](#).

Exporting

You can export files in the Contacts and Memos views. For details, see [Exporting files](#).

File Formats

For a list of the file formats supported by Sidekick's Import and Export Wizards, see [Importing and Exporting: Supported File Formats](#).

Maximum Values

To see a list of maximum values for importing and exporting cardfile data, see [Importing and Exporting: Maximum Values](#).

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Importing and Exporting: Supported File Formats

The following table describes the file formats supported by Sidekick 98 Import and Export Wizards for cardfiles. To see the most up-to-date list of supported files, when you open the Import or Export Wizard, click the link to the Starfish Software Web site.

File Format	Description
dBASE III (.DBF)	File format editable by most applications that can read dBASE.
dBASE IV (.DBF)	File format editable by most applications that can read dBASE.
Spreadsheet Data Interchange Format (.DIF)	File format editable by many spreadsheet and word processor applications. This format should not be confused with Navy Data Interchange (DIF), which is not currently supported.
Tab-delimited Text (.TXT)	ASCII text file format in which each tab represents the end of a field. Tabs within quotation marks are treated as normal characters and not delimiters. There should be an even number of quotation marks in each line. A hard return represents the end of a record. The first line of the text file is used for cardfile field names.
Comma-delimited Text (.CSV)	Text file format in which each comma represents the end of a field. Commas within quotation marks are treated as normal characters and not field delimiters. There should be an even number of quotation marks in each line. A hard return represents the end of a record. The first line of text is used for cardfile field names.
Microsoft Outlook 97 (import only)	Format used by Microsoft Outlook 97.
Schedule+ 7.0 (import only)	File format used by Microsoft's Schedule+ 7.0.
Lotus Organizer 97 (import only)	File format used by Lotus Organizer 97.

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Importing and Exporting: Maximum Values

These are the maximum values for importing and exporting cardfile data:

- Maximum number of characters in a field: 98
- Maximum number of characters per record of a card: 5,000
- Maximum number of records: 30,000
- Maximum number of fields to a record of a card: 100

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Importing files in different formats

In Contacts view, use the Import Wizard to import files in various formats, including Microsoft Outlook 97, Schedule+ 7.0, Lotus Organizer 97, ASCII tab-delimited, comma-separated, dBASE, and Spreadsheet DIF files.

In Calendar view, use File | Import Calendar to import calendar files from Microsoft Outlook 97, Schedule+

7.0, and Lotus Organizer 97.

In Memos view, you can import files in .rtf (rich text) or .txt (plain txt) format using the Memos | Memo | Import menu item.

Note For information on maximum values supported when importing and exporting cardfiles (for example, maximum number of characters per field), see [Importing and Exporting: Maximum Values](#).

To import files in the Contacts view, follow these steps:

1. Choose File | Import Cardfile.
2. The first Wizard screen contains a link to the Starfish Software Web site. As new import formats become available, you can download them from the Starfish Web site. If you want to see whether new formats are available, click the Go to Starfish Website button. To continue, click Next.
3. If you have Microsoft Outlook 97 and want to import from it, click Import from Outlook 97. Otherwise, click Import from Other File and enter the name of the file that you want to import, or click Browse to select a file. You can select the format from the Files of Type drop-down list. Click Next to continue.
4. You can enter a new file name for the Sidekick 98 file that will be created from the import operation, and a new target location, or accept the file name and target location shown. Click Next to continue.
5. In the Available Fields list, choose which fields you want to import from your file to the new Sidekick 98 file that will be created. Select a field and click Add, or choose Add All to select every field. If you change your mind, select the field that you do not want in the Fields to Import list, and click Remove. Click Remove All to start over. When you have chosen the fields that you want in your new file, click Finish.

You can now open the file in Sidekick by using the File | Open menu item.

(You can export files in the Contacts view. For details, see [Exporting Files](#).)

To import files in Calendar view

1. Choose File | Import Calendar.
2. Choose the type of file to import: Outlook 97, Schedule+ 7.0, or Lotus Organizer 97.
3. If you chose Outlook 97, your Outlook file is imported. If you chose Schedule+ 7.0 or Lotus Organizer 97, the Open dialog box appears, where you can specify the file to import.

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Exporting files

Exporting Files

To export files in the Contacts view

Use the Export Wizard to export files in the Contacts view.

Note For information on maximum values supported when importing and exporting cardfiles (for example, maximum number of characters per field), see [Importing and Exporting: Maximum Values](#).

1. Choose File | Export Cardfile in the Contacts view.
2. The Contacts Export Wizard opens. Click Next.
3. Type in the source file name, or click Browse to select the file name from a directory. Click Next.
4. Enter the target file name and target file type. To choose a different file type, click the drop-down list. If you select a different file type, the extension of the target file name will change automatically. You can also enter a different target file name by typing it in. Click Next when you have completed this screen.
5. Choose which available files you want to export, and click Finish.

Exporting memos in Memos view

Memos view includes two commands for exporting memos:

- Use Memos | Memo | Export to export the current memo to a rich text (RTF) file. The new RTF file's name is the name of the memo, with an RTF extension.
- Use Memos | File | Export if you want to export multiple memos. You can export the current memo, all memos in the folder, all memos in all folders of the Memo file, marked memos, or found memos. You can export the memos to a text file, an RTF (Rich Text Format) file, or the Clipboard.

Importing

You can import files in the Contacts, Calendar, and Memos views. For details, see [Importing files in different formats](#).

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Import Wizard: Welcome

The first Wizard screen contains a link to the Starfish Software Web site. As new import formats become available, you can download them from the Starfish Web site.

If you want to see whether new formats are available, click the Go to Starfish Website button. To continue, click Next.

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Import Wizard: Select File

Use the second Wizard screen to select the file that you want to import.

If you have Microsoft Outlook 97, the option Import from Outlook 97 is available. Click that option if you want to import from Outlook 97.

If you re importing from a format other than Outlook 97, click Import from Other File and enter the name of the file that you want to import, or click Browse to select a file.

If you click the Browse button, select the file format from the Files of Type drop-down list.

Click Next to continue.

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Import Wizard: Target File

Use the third Wizard screen to choose the name of the new Sidekick 98 file that will be created, and to select the target location.

You can enter a new file name and target location, or accept the file name and target location shown.

Click Next to continue.

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Import Wizard: Select Fields

Use the fourth screen to choose which fields you want to import from your file to the new Sidekick 98 file that will be created.

In the Available Fields list, select a field and click Add, or choose Add All to select every field. If you change your mind, select the field that you do not want in the Fields to Import list, and click Remove. Click Remove All to start over.

When you have chosen the fields that you want in your new file, click Finish.

You can now open the file in Sidekick 98 using the File | Open Cardfile menu item.

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Export Wizard: Welcome

The first Wizard screen contains a link to the Starfish Software Web site. As new export formats become available, you can download them from the Starfish Web site.

If you want to see whether new formats are available, click the Go to Starfish Website button. To continue, click Next.

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Export Wizard: Select File

Use the second Wizard screen to select the Sidekick 98 file that you want to export.

Enter the name of the file that you want to export, or click Browse to select a file.

Click Next to continue.

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Export Wizard: Target File

Use the third Wizard screen to choose the name of the new file that will be created, and its location and file type.

You can enter a new file name and target location, or accept the file name and target location shown.

Click Next to continue.

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Export Wizard: Select Fields

Use the fourth screen to choose which fields you want to export from your Sidekick 98 file to the new file that will be created.

In the Available Fields list, select a field and click Add, or choose Add All to choose every field. If you change your mind, select the field that you do not want in the Fields to Export list, and click Remove. Click Remove All to start over.

When you have chosen the fields that you want in your new file, click Finish.

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Customizing the Toolbar

You can choose which buttons appear on the Toolbar for the active view.

To change the buttons on the Toolbar

1. Choose Tools | Setup | Toolbar. The [Customize Toolbar dialog box](#) appears.
2. To add buttons to the toolbar, add them to the Toolbar Buttons list. To remove buttons, remove them from this list.
3. To change the position of buttons in the Toolbar, change their position in the Toolbar Buttons list.
4. Click OK.

To reset the Toolbar so that it contains the default buttons, click the Reset button in the Customize Toolbar dialog box.

Tip You can use [drag and drop](#) to change button positions on the toolbar itself. Just hold down the Alt key as you drag with the mouse. To remove a button from the Toolbar this way, hold down the Alt key and

drag the button off of the Toolbar.

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Dragging Sidekick URLs into Your Web Browser

You can quickly view a Web page by dragging its URL (Web address) from Sidekick into your Web browser. Your Web browser must be open in order to do this.

1. In Contacts view, find the URL you want to go to.
2. Drag and drop the URL into your browser.

Sidekick 98 supports a variety of URL file protocols, such as [http://](#), [file://](#), [ftp://](#), and [gopher://](#).

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Introducing Starfish Web Publisher

{button ,AL('Internet')} [See also](#)

Web Publisher lets you publish your Sidekick 98 calendars and cardfiles as attractive, professional-looking HTML documents for sharing on the Internet or a corporate intranet. Web Publisher uses Starfish Software's innovative Reflex® engine technology to create HTML documents.

Because the Web Publisher documents are fully formatted and hyperlinked, you can jump easily from one date to another in a published calendar, or to a different view of the calendar: daily, weekly, monthly, yearly, or activities (list) views. In the Contacts view, you can click an index letter to jump to the entries beginning with that letter. URLs (Web addresses) in cardfile fields and calendars are hyperlinked.

Web Publisher calendars and cardfiles are stored as a series of HTML documents that can be posted on your Web site. To get started, see [Using Web Publisher](#).

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Using Starfish Web Publisher

{button ,AL('Internet')} [See also](#)

You can use Web Publisher to produce calendar and cardfile HTML documents. This Help topic gets you started; for additional information, click the Help button from within the appropriate dialog box or Wizard.

Starting Web Publisher

In Calendar view: Choose Internet | Publishing Wizard, or click the Publishing Wizard button in the Toolbar, to open a Wizard that will help you through the process.

To have more publishing options, choose Internet | Publish to the Web. This menu item lets you enter detailed information in the multi-tab dialog box. The Wizard is intended to be a quick publishing tool, so it has fewer options than the dialog box.

In Contacts view: Choose Internet | Publishing Wizard, or click the Publishing Wizard button in the Toolbar, to open a Wizard that will help you through the process.

To have more publishing options, choose Internet | Publish to the Web. This menu item lets you enter detailed information in the multi-tab dialog box. The Wizard is intended to be a quick publishing tool, so it has fewer options than the dialog box.

Specifying what to publish

Enter the information requested by the Wizard, and press Next at each panel to proceed. At the last Wizard panel, you will see a summary of your publishing specifications. Click Finish to publish.

If you use the dialog box instead of the Wizard, be sure to click each tab and fill in the required information. When you click OK, your information is published.

Click the Help button at any Wizard panel or dialog box page for more information.

Viewing your published information

At the end of the publishing process, you can check the “Launch Web browser to check output pages” box to view the results immediately.

Later, when you want to see the published cardfile or calendar, navigate to the folder where the published files are stored. Double-click a file to open it in your browser. For calendars, double-click the file named xxCAL.HTM, where xx represents the file prefix you are using, such as your initials (for John Smith, the file might be JSCAL.HTM). For cardfiles, double-click the file xxCARDS.HTM.

Publishing URLs

You can publish URLs (Internet addresses) that are hyperlinked – that is, you can click on them to jump directly to the URL. In the Contacts view, the word URL must appear in the field name for the field contents to be recognized and published as a URL. In the Calendar, click the Attach URL button in the Schedule an Event dialog box to add a URL. The URL should be complete, including the prefix http:// or other prefix, so it will be recognized by most browsers. You are not limited to Web URLs; you can use mailto, ftp, file, and other URLs.

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Introducing Starfish TrueSync

{button ,AL('Internet')} [See also](#)

TrueSync™ means that you can always have up-to-date calendars and contacts with you, wherever you go, by updating your handheld device with your data in Sidekick 98.

Just use Sidekick 98 to enter your calendar events, to do items, contact information, and memos. Then, when you have updated information, use TrueSync to synchronize this data with your handheld device. The Preferences Wizard gets you up and running quickly, and you can customize TrueSync to suit your own working style.

For more information, see:

- [Using TrueSync for REX](#)
- [Using TrueSync for PalmPilot](#)

For details on synchronizing and customizing, and on other handheld devices, see [Starfish TrueSync](#)

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Using TrueSync for REX

{button ,AL('Internet')} [See also](#)

TrueSync™ updates your REX card with the latest information about your calendar, contacts, and To Do items in Sidekick 98, so this information is always with you, wherever you go.

Whenever you have updated information that you want to appear in your REX card, use TrueSync. It just takes one click to synchronize Sidekick 98 with your REX card.

For details on synchronizing and customizing, see [Starfish TrueSync](#).

For details on the REX card, see [About the REX card](#).

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Using TrueSync for PalmPilot

{button ,AL('Internet')} [See also](#)

TrueSync for PalmPilot is an add-on module that synchronizes information between Sidekick 98 and the U.S.

Robotics PalmPilot personal organizer.

When you click the HotSync button on the PalmPilot cradle, TrueSync automatically synchronizes the information in both systems. Since synchronization causes the contents to match, you can enter information in either system, and use TrueSync to keep your PalmPilot and Sidekick 98 in sync. (Some limitations exist because of differences between the Sidekick and PalmPilot designs.)

When you use TrueSync:

- Your appointments in the Sidekick Calendar are synchronized with those in the PalmPilot Date Book.
- Your Sidekick Contacts cardfile is synchronized with the PalmPilot Address Book.
- Your Sidekick Memos file is synchronized with the PalmPilot Memo Pad.
- Your Sidekick To Do items are synchronized with the PalmPilot To Do list.

By using TrueSync, you can enter information wherever it's most convenient, at your keyboard, on-site through your handheld PalmPilot, or both. Then let TrueSync transfer the new information from each system to the other.

For details on synchronizing and customizing, see [Starfish TrueSync](#)

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Synchronizing Sidekick 98 and PalmPilot Data

{button ,AL('Internet')} [See also](#)

To start a TrueSync session

1. Complete the TrueSync Wizard, if you have not yet done so. To see the Wizard, click the TrueSync button in Sidekick, and then click the picture of PalmPilot labeled PalmPilot Preferences.
2. Be sure the HotSync manager is running. When it is running, you can see its icon in your Windows Taskbar. You can control whether it runs automatically or manually in the HotSync Manager Startup Preferences dialog box.
3. Place your PalmPilot in the cradle, which must be attached to your computer via a serial port.
4. Click the HotSync button on the cradle.

If you have already completed the TrueSync Wizard and do not want to make any changes, Sidekick does not need to be running when you run TrueSync. The HotSync Manager, which should start automatically when you start Windows, does need to be running. If you need to start the HotSync Manager manually, click the Windows Start button. Go to Programs|TrueSync, and click HotSync Manager.

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About the REX card

{button ,AL('Internet')} [See also](#)

Rolodex® Electronics REX™ allows you to take your Sidekick 98 data anywhere you go. REX is an ultra-thin 1.4 ounce Type II PCMCIA card with a large LCD screen for viewing your Sidekick data, anytime, anywhere.

Laptop users can slide REX directly into their PCMCIA card slot, or desktop users can use the REX Docking Station. Synchronize REX to Sidekick 98 with just a few simple clicks. When synchronization is complete, just remove REX and you're ready to go.

To purchase REX or for more information, visit Franklin Electronic Publishers' web site at www.franklin.com or call 1-800-266-5626.

For details on synchronizing and customizing, see [Starfish TrueSync](#).

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Introducing vCard and vCalendar

{button ,AL('Internet')} [See also](#)

Sidekick 98 supports vCard and vCalendar, which are universal business card and calendar formats that work across different computers, operating systems, and communication technologies. This cross-platform, cross-application support lets you share contact and scheduling information more easily over the Internet.

You can use the vCard and vCalendar support in Sidekick 98 to [drag and drop](#) vCard and vCalendar objects into the Contacts and Daily Calendar views.

The Sidekick 98 vCard and vCalendar features offer support for two URL protocols: http:// and file://

For information on how to use this feature, see [Using vCard and vCalendar](#).

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Using vCard and vCalendar

{button ,AL('Internet')} [See also](#)

To import a vCard object into Contacts view,

1. Make sure Contacts view is active.
2. [Drag and drop](#) the object into Contacts view.
3. The [Match Cardfile Fields](#) dialog box opens. Match the fields from the vCard object with the fields in the cardfile, and click OK. Any unmatched fields will appear last in the card.

To import a vCalendar object into Calendar view,

1. Make sure Calendar view (Daily view) is active.
2. Drag and drop the object into the Daily view

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