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## PURPOSE

Firstly, well done for even starting to read this manual. In it I have always aimed to describe things as plainly as possible but of course the many hours I have spent programming In My Diary probably makes me a bit biased regarding the ease of using it, so I hope I manage to pass on this to you through these pages.

My aim when setting out to create this diary, and my continuing aim as its facilities have gradually increased, has been to present the user with a product that, on the surface, just looks like a standard simple paper diary. Although it is of course much more you can, if you choose, operate it exactly like that: turn off audible and pop-up alarms, and it becomes no more than a simple diary where you click over the day you want to add something and type in the box and save.

For those that need more, you can create To Do lists that constantly remind you every day what tasks still need to be done, warn of forthcoming anniversaries and events (with email reminders also), store all your contacts, store all the passwords you use elsewhere in one secure place, keep a daily journal, set tasks to run on your computer automatically when required, use as a memory-aid clock for those with dementia related illnesses etc. etc. It is up to you how much or how little of its facilities you choose to investigate but, however you use it, I hope you find the diary to be useful.

The diary allows for daily activity and daily journal to be stored, either one-time or repeating events, and for advance and real time notification of the events to be given by pop-up message (with audible warning if set), email if you wish to you or with bccs to others. Anniversaries you enter also appear as pop-up messages. There is a slight difference in the way pop-up alarms for anniversaries appear compared with diary entries. Diary entries are usually associated with a specific time, whereas anniversaries are just associated with a date. If you turn your computer off and on each day, any early warning of EVENTS on future days or later that day, or events that have just passed (but where you have not yet been notified) will pop up as an alarm and will stay on the screen for 15 seconds. The same alarm will not appear again.

If you get an ANNIVERSARY or a TO DO warning as you open the program it will again stay on screen for 15 seconds. If you click the OK button to say you have seen it, it will not appear again but if you do nothing it will appear again each hour that day until you acknowledge the message. This new feature (May 2017) is meant to help users who leave In My Diary running 24/7 where a one-time pop-up warning (at midnight) may be unlikely to be seen.

## INSTALLATION AND FIRST USE

Download the correct installer for your operating system and run it. If this is the first time you have used the program you will be asked in what language you would like the text to be displayed. This can be changed later at any time from the Language menu.

### ***Standard Fully-installed version***

#### **Windows**

After installing on Windows, a shortcut called *InMyDiary* will have appeared on your desktop. Double-click this icon to first run the program. If another user on your computer has already installed **In My Diary** then the shortcut just mentioned will not be on your desktop. You should install **In My Diary** from your own user account.

#### **MacOS**

After installing on MacOS you will need to navigate to your applications folder, open the InMyDiary folder and double-click InMyDiary to run the program. Whilst in this folder, you might want to make an alias of the InMyDiary application and put it on the desktop. Clicking this will then always load your default file.

#### **Linux**

After installing (native) on Linux the program will be found in the Office section of the Applications menu. Click this menu item to run it. If you wish to install the Windows version using Wine, you will need to set the executable property of the installer once you have downloaded it. Go to the folder where your browser stores its downloads and right-click over the `imdsetup<version>.exe` file. Click the permissions tab and click the executable property box. If installing using Wine, each user must install their own version of In My Diary. This is not necessary when using the native version.

After **In My Diary** is first run you will find in your documents folder another folder called 'In My Diary' containing:

1. a file called *Diary.ads*. This is your default blank diary.
2. A folder called *backups*. Every time you save your diary, a copy of its condition when last opened will be put into this folder. (Only one backup per file per day can be saved)

*Linux installations please note:*

*If you install the native version, the name of the folder in Home/Documents will be 'InMyDiary' (no spaces). If you install the windows version using Wine it will be 'In My Diary'.*

The file `diary.ads` is a default 'starter' file and the program will always try to load this first unless you change the name of the default file from the Options menu. You really **MUST** do this to avoid possibly overwriting your data in the future if you need to

reinstall the program to recover from a problem. **Renaming the default file** explains how to do this.

## ***Self-contained version***

This comes as a zip file and, on all three platforms, you should just unzip the archive and place the folder wherever you would like on your computer. The default names of the Self-contained folders are IMDiary (on Windows), IMDiaryM (on MacOS) and IMDiaryL (for Linux). These can be changed to whatever works for you, and you can have as many copies of the Self-contained version as you wish to run different diaries.

The first time you run the self-contained edition on MacOS (Sierra onwards) you will get an error message. You will need to drag the InMyDiarySC app OUT of the folder (maybe to the desktop) and then drag it back in to the folder.

## **DIARY FILES**

### ***Opening a SELF-CONTAINED diary file***

To run the program (open a diary file) when using the self-contained edition you should ALWAYS do this by opening the IMDiary folder and double-clicking the InMyDiarySC.exe file. This opens the diary.ads file in the data folder and this is the ONLY diary file that should be opened when using this SC edition. If you need other diary files, you can make copies of the IMDiary folder, or consider using the Standard version.

### ***Opening a STANDARD VERSION diary file on Windows or Mac***

There are two ways of opening a diary file. You can double-click over an **.ads** file that you have saved and it will open in **In My Diary**, or you can double-click the *InMyDiary* shortcut icon on the desktop (windows / Linux wine only, unless you made an alias as described in the Mac installation section), in which case it will open your default diary file (after first installation this will be '*diary.ads*' but you can alter it from the options menu). The file you have opened will minimize to the bottom-right task bar as it loads and run in the background. Click the icon to open up the diary window (it may be among the hidden icons).

### ***Opening a STANDARD VERSION diary file on Linux.***

Once installed the program will be found in the Office section of the Applications menu. If you save a file to anywhere other than the default diary.ads file it can be opened by double-clicking it but you will first need to tell the file that **In My Diary** should open it. To do this, Right-click over the .ads file you have made and select 'permissions'. In the 'Open With' tab you will need to select 'inmydiary' from the list of applications. If this does not appear in the list then you will need to navigate to the program and select it from there. It is in *usr/bin/inmydiary*. Doing this for the first time should then mean that anytime you click an .ads file **In My Diary** will open it.

## ***Renaming the default file***

Firstly you need to make a file to use instead of your default 'diary.ads' file. This is best done by opening the program and using Save As... to make a new diary file. You can save this file anywhere, but remember where you save it.

Then go to **Options > General options**, click over the file you have just saved and DRAG it to the *default diary file* text box there. When you open In My Diary the next time (from the shortcut on your desktop) it will open the new file by default. You can of course also open the file, or any other file you have saved, by double-clicking it directly.

## ***A note about saving***

It's worth pointing out how things get saved as you use In My Diary. Your diary file (the events, contacts, Notes, To Do tasks and day highlights) have to be saved by you if you have made any changes during a diary session. If you do not save the diary file and try to close it, you will get a warning message. However, you can instruct the program to save your file any time a change is made to the three areas mentioned above; this is done from the Options menu.

All other changes you make - to your Journal, Password Manager, Anniversaries and Special Day data are always automatically saved whenever you close the window where the change is made. They are saved and stored INDEPENDENTLY of your diary files. If you are using the standard version of the program, Password and journal data are in two files at My Documents/In My Diary/journal (and PW). Anniversaries and Special Day data are stored in an AppData folder called InMyDiary. Don't worry if you don't understand about these details, but what you should remember is that these last four will be accessible from ANY diary file that you create while you are logged on as user. Other users, logging on to their own area of the computer will have their own versions of these four sets of data. If you are using the self-contained version of the program, everything is stored in the InMyDiary folder you create, but the same rules apply about automatic saving.

So what this means in a nutshell if you are using the standard version - Suppose you want to give your diary data to someone else who is using a different computer or logged on to their own area of your computer. If you give them your diary file (by email or across a network for instance) they will only see your Events, Contacts, Notes and highlighted days. When they open your file, any anniversaries or Special day changes will be ones THEY have set or made, not YOURS. Similarly, any Journal entries and passwords stored in the Password Manager will be ones they have created - not yours.

If you are using the self-contained version and you want to give someone your diary data, only give them the "diary.ads" file, not the whole InMyDiary folder. Of course if you want them to be able to open your Journal or Passwords, then you WOULD give them the whole folder.

Making people's birthdays appear in your diary is affected by this difference in saving. If you add someone's birthday to the Anniversary section, that will then appear in ANY diary file YOU create on THAT computer, but will not be seen by someone opening YOUR diary file on THEIR computer. If you instead add their birthday in the Contacts section of a diary file, and tick the box '**Show in Diary**', the birthday will appear in

ONLY THAT file when you open it but it will appear when that file is opened on ANY computer.

## USING OVER A NETWORK OR INTERNET HOSTING FACILITY (eg. Dropbox)

In My Diary can be used over a network and from version 3.61 this facility improved significantly.

If you are using the self-contained version then you should keep your ENTIRE IMDiary(L,M) folder in a place that is accessible on the network (so if using such as Dropbox, keep the whole folder in your Dropbox). This will mean that all elements of the program are available to you from all sources.

If you are using the standard version then you only need as a minimum to have your diary file accessible, but if you want to share other elements (Journal or Password Manager) these can also be placed in a shared network folder, but you need to follow the instructions in OPTIONS below to set the location of your chosen journal and Password Manager folders. Please be aware though that Anniversary data and Special Day data and your General Options apply only to the specific computer you are using and are not shared over the network.

It is possible to set In My Diary so that, when used over a network, any changes made on one computer can almost instantaneously reflect in any other computers that are accessing the same diary file at the time. This is achieved by using a combination of having **Auto-Save** set (see Options) and having **Auto-refresh over network** set in the Memory-aid clock Options. If only one computer should be allowed to save changes (for example, if the other is being used as a memory-aid clock display) then **Auto-save** should be set on just that one, but **Auto-refresh over network** should be set on the receiving computer.

## GENERAL DETAILS



The diary can be resized by dragging the bottom right hand corner of the window. Once saved the diary will open at the size it was when previously closed.

Moving to other pages, whether looking at the Diary, Notes or Calendar, can be done by either clicking in the bottom outer corners of the pages or by using the Page Up / Page Down keys. The Today button will open the diary at the current date, and the Home key does the same. The buttons to the right of the Today button move the diary display forward by one month and one year - Those to the left move the display back in the same manner.

The week numbers shown at the top of the diary pages can be set to ISO (Europe) or US standard. In certain years there will be a one week difference in these two standards. This is set from the Options menu.



When you move the pointer over the diary pages it will change shape according to the underlying function.

1. If the pointer is an arrow, clicking will open a window to allow you to add a new entry for that day, unless it is over the pink notepad icon to the right of an entry, when it will open the note relevant to that entry.
2. If the pointer is a hand with pointing finger, the cursor will be over one of the page turn curls and clicking the mouse will turn the page.
3. If the pointer is a square black 'text page' symbol then left-clicking will open the edit window to allow you to alter an entry or read it all if it is a multi-line entry. Right-clicking will open a calendar to copy the entry to another day.
4. If the pointer is a black 'balloon' symbol, clicking will open either the Anniversaries list with the generator of the entry highlighted in red, or the relevant entry in the Contacts section if the entry was generated by a birthday which has its 'show in diary' option ticked.
5. If the pointer is a letter 'J', clicking will open the journal entry for that day if there is one, or generate one for that day if one doesn't exist. If you have set a journal password however, it will first open the password window.
6. If the pointer is a heart shape, clicking will open the Special Day list with the generator of the entry highlighted in red.
7. If the pointer is  (towards the central page 'fold'), then holding down the mouse button will open a graphical display of the whole day showing busy times.
8. if the pointer is a pair of arrows  then it will also be covering the vertical bar that indicates a multi-day event. Left-clicking will move the bar to the left and right-clicking will move the bar to the right. This is to prevent or cure multi-day bars from overlapping.

## OPTIONS

The Options window sets your personal choices about how you want In My Diary to operate.

### ***Default files and folders***

The **Default diary file** box shows the file that will be loaded if you double click the program icon to run rather than a file icon. If you are using the standard version then this will show the FULL path to the file. If you are using the standalone version then it will only show the file name (because your default file should be in the self-contained folder that you chose and set up with the program).

The **Remote backups** field is where you set your backup folder (somewhere like a network disc drive, Dropbox or other remote destination). Either type in the full path to the required folder or drag it to this text field.

**Chosen Journal folder** will either show 'Use Default folder' or if you drag a folder named **Journal** to this field then its full path will be shown here, and your journal activities will use this folder instead of the default one. You can't write in this field, the folder must be dragged here (to ensure it really exists). If you want to revert back to the default journal (in your Documents – In My Diary folder) then click the cross icon to the right of the field.

**Chosen Password Manager folder** will either show 'Use Default folder' or if you drag a folder named **pw** to this field then its full path will be shown here, and your Password Manager activities will use this folder instead of the default one. You can't write in this field, the folder must be dragged here (to ensure it really exists). If you want to revert back to the default Password Manager (in your Documents – In My Diary folder) then click the cross icon to the right of the field.

You might find this option to choose your own Journal and Password Manager is more useful when you want to use the same data with different installations of In My Diary. For example:

1. Where you have multiple operating systems on your computer and want to use the same data on all systems
2. If you want to share the same data with other users who log on to the same computer with their own account
3. If you use multiple copies of the self-contained edition. Normally the benefit of the self-contained edition is that everything you need is in a single folder that can easily be moved around. But with multiple copies, each copy would normally access its own Journal and Password Manager and upkeep of these would be tedious. By choosing an external Journal and Password Manager, the same data can then be accessed from each self-contained copy of In My Diary.

**Font choices** let you set the fonts used for display in the diary and for printing address labels. You can choose a different font for the display of diary entries to that of anniversaries, and three choices of style when printing labels. The defaults are pretty basic and standard and I am sure you will be able to make better choices. Click over the font name to open the full font menu.

**Setting the size and boundary of diary event fonts** - When setting a style for events and anniversaries, if you notice that the top or bottom of the text seem to be clipped you will need to reduce the font size a little or increase the boundary setting to give more space for the text. If, in the case of multi-line diary events or repeating events, you can see a 'ghost' of the second line or reference number you need to make the font size a little bigger, or reduce the boundary setting to ensure that no more than one line of text is visible.

**Setting the default colour for diary events** – can be done from the Events tab of FONT CHOICES. Click over the Default EVENT Text Colour field and choose from the colour picker that opens.

The **Date** font setting affects all the date related text in the main diary display (not the Calendar) and its size can be fine tuned with the slider control. Date font size is dynamic, affected by the size of the diary.


The **Notes** font setting allows the default font, colour and text size to be set for displaying text in the Notes section. However, individual notes can be given a personal text style overriding the default by right-clicking over the text of a particular note.

**Alarm sound** allows you to set a sound of your choice to play when event and anniversary alarms pop up. You can either choose from the 14 preinstalled sounds in the menu or drag a sound file of your choice to the field below the menu. If you try to import an inappropriate sound file (or a file that is not a sound file at all) it will be rejected and the default sounds will be used instead.

If you are using the self-contained version of the program and intend to move your diary to other computers, please remember that any user-imported sounds must be from (and remain in) the IMDiary(L/M) folder when you move to another system otherwise the sound will not be found.

**Encrypt diary data** - If ticked, your data will be saved in encrypted form. If you include a personal key (which is optional) the encryption will also be based in part on your key. The only characters allowed in the key are Ascii 32 to 126 (ones you can type on a UK keyboard) so you can't use words containing international letters.

**Open diary as:** - Select the number of days you want to see at once (2, 7 or 14). Normally when looking at an event in the diary you will only see the first line of the text but you can hover over the entry to see the whole text. If you select **Two days** and tick the **multi-line** box the whole text of an entry will be visible (or as much as can be fitted on the page).

There is also another possible diary view (the running agenda of only events) but it is not possible to set this as a start up option. It is selected from the top menu from the  icon. In this view you should click once over an event to see the whole text, or double-click to open it in the event editor.

**No warning (alarm) messages** - if selected, there will be no pop up messages when an event or anniversary occurs (including early warning messages). Email notifications will still work if set.

**Audible beep with warning windows** - if selected will produce a pre-selected sound when an alarm window pops up. The sound will continue every two seconds until the window is acknowledged or closes after the default time.

**Auto save** - If ticked, will save your data when a change has been made and therefore you will always have the most recent version saved.

**Always ask for Password Manager password** - This is the default setting when the program is first run or if the Options file is tampered with, but this allows you to setup so that the password is only required the FIRST time you enter the Password Manager in any diary session. For obvious reasons, this option is only available when you are in the Password Manager section.

**Start up with the diary minimized** - Particularly useful if you have the program set to run when the computer starts up. The program will then check to see if there are any warnings to issue and then minimize to the task bar. On Windows this will be the right-hand task bar so the program is running in the background. To open it again click over the small icon, or click the show hidden icons button (if needed) to see this small icon.

**Use 24 hour clock** - You have the choice of whether to use the 24 hour system or the am/pm system of display. This will affect not only the display in the diary but also how you input time when adding new entries.

**Hovering shows full event details** - In My Diary events can contain as many lines of text as you require, but you will only ever see the first few words on a diary page. If this option is set, as you pass over an event in the diary, pausing for a moment over an entry will open up a window which shows the entire text (or as much as can be seen sensibly, but you can scroll through the rest).

**Early warning default, Show time default and Overlap warning default** - If these are selected then their relevant tick boxes in the Set Alarm window will be checked when you open the window to add a new entry to the diary.

**Check for program updates** - If ticked, the program (as it loads) will check over the internet to see if there is a more recent version available. If you are using the program regularly on a non-internet based computer you might want to deselect this as it does make a very small difference to the start up time of the program. Holding down the shift and Ctrl keys as you load the program will bypass this check but will also deselect this option.

**Default window startup size.** In theory, the diary should open at the size it was when you last saved it, but it took a while before I got rid of some troublesome bugs which caused the diary to open sometimes as a very small window. This should no longer be an issue on any system but, if you do experience this problem, ticking this box will make sure that the diary always opens at the default size. This option may be depreciated soon.

**Calendar Page turn** - When the calendar tab is open, page turns will increase or decrease the visible calendar by either 6 or 12 months.

**Week numbering** - There are slightly different standards about when week one is in a new year. Depending which country you live in, you can opt to select the appropriate one for your area.

**Set time zone** - This allows you to synch the program with the time zone of your local area. Its chief purpose is to make sure that any iCalendar data read or written by In My Diary will send or display the correct REAL or absolute time. If you choose to

set this manually, click in the time field and select the correct time zone from the examples there. All currently used time zones are selectable, but there is only one locality example for each zone.


If you select **Computer (auto)** then the time zone will be based on the global settings in your computer.

If the export UTC Time box is ticked (the default), exported events will have their display time affected by the time zone setting so that events are scheduled to occur at Universal Time which may or may not be the same as that where the diary data originated. If it is not ticked, the time written in the diary will be used to stamp the event time ([more details](#)).

**Move/copy events** - Dragging an event from one place to another in the diary will either copy or move that event (or ask you what you want to do). Select your default option here but you can also change this default by doing Ctrl-C (for Always copy) or Ctrl-M (Always move) whenever the diary is open.

**Enable dialling icons** - If you still have an analogue modem in your PC (or as a peripheral) connected to a phone line then you will be able to dial numbers in the contacts section through the modem.

## CONTACTS


Click the  icon at the diary top to open the address book. When you select the Add new contact button a blank record is created. Providing you add at least a surname, you can then select Keep or Cancel to confirm or reject the new entry. The Early warning tick box and field sets the number of days prior warning given of their birthday.

Contacts can be assigned to categories (such as Work, Friends etc) for the purpose of printing labels etc. Initially there are four default categories (Work, Friends, Home, Christmas Cards) but these can be renamed and others added up to a maximum of 12. Each contact can 'join' as many categories as is appropriate.

To add or edit category names, select the 'Add category' button from the Contacts window. To add a new category (providing you have no more than 11 already) just click on the line below the last entry and type in the new name.

To assign a contact to a category, select the 'Join/leave' button from the Contacts window and click over the category name so it becomes ticked. Clicking a ticked row will remove the category from that contact.

You can include a link to a photo or other image file by dragging an image file to the

'face' icon.  When there is a photo assigned a green border surrounds the icon. Click the icon to open the photo. To unlink the photo right-click over the icon. To change the linked image just drag a new image file to the face icon.

The full date format for the date of birth field is dd/mm/yyyy but you can enter a single digit day, month and even year. The delimiter between these can be - / or space so entering 1-2-1 would resolve as 01-02-2001. If you enter a two digit year, a number greater than 25 will default to the 20th century - one less than 26 will default to 21st. To enter a year such as 1910 you would have to enter the year in yyyy format or use the adjoining calendar.

To enter a birthday when you don't know the year (or you don't want their age to display in the diary) enter a '0' for the year or tick the 'Don't show year' option if using the calendar.

## ***Adding contacts from other programs***

If you have previously used another personal organizer you should, in nearly all cases, be able to transfer your contact details from your old organizer to In My Diary. This is done by means of either creating in your old organizer a vCard file, or a CSV file and dropping that onto In My Diary. If you have the chance and your contact list is straightforward, a vCard file is the simpler way to do this because you don't have to do any work in deciding which fields (such as Address:Street, Address:Town) in your old contacts match up to the fields in In My Diary.

However, not all organizers give the option of exporting vCard files, or you might have special requirements – for example you might have multiple addresses for each contact. In My Diary will always look to import the HOME address for each contact in a vCard and you might want to import an alternative one. In this case, you would need to use CSV import. Either go to **File > Import > CSV contacts** and choose your CSV file, or just drag it to the main diary window in In My Diary.

This will open up a window listing, on the left side, all the possible contact fields in In My Diary and, on the right, all the fields that have been found in the file you are importing. All organizer programs export different amounts of contact information for each person, and in a different order, and you will then need to reassign the rows on the right to the In My Diary fields on the left. In My Diary has 17 fields of information but some programs have more than 100 – You need to pick the ones you need to import. You do this by clicking the mouse over a field on the right that is in the wrong place (for example, First Name might be level with Address1) and dragging it up or down until it is level with the correct label on the left side. You can import three extra fields from your old program (line them up with 'Add this row to Notes') and these will be added to the Notes field in In My Diary so that you can decide what to do with them later.

Once you have your fields in the order you want them you can save a preset from the top left of the screen. Just click over the 'choose preset' field and select 'Add preset'. This is useful for if you import your contacts and find you have got something in the wrong order, or if you want to add more contacts at a later date from the same type of CSV file.

CSV import definitely involves more work than vCard, but it does also offer more flexibility. It comes down in the end to personal choice or necessity.

## ***Printing address labels***

You can either print address labels directly from In My Diary (14 per sheet – 99 x 38mm) or create a CSV file for use with 3<sup>rd</sup> party label printing software such as Avery Design & Print when you need a different label size. To print labels select **File > Print Address labels** from the Contacts page, choose From 'InMyDiary' or 'Export csv' and then either select 'All ticked contacts' or 'From selected categories'. The first option will print any contact that has the 'Select for printing labels' checkbox ticked. The second will print contacts that have been selected from the window that first opens. Close the window once you have made your selection.

If you are printing directly from In My Diary you can also set the label you wish to start from and also choose from three types of font style (the actual fonts can be selected in the **Options > General Options** window in FONT CHOICES - Labels).

The All button allows you to set or clear all ticks. If you enter a name into the Label name box this will be printed instead of the First Names and Surname entry. So you might have two individual entries for friends who are partners, but only want to print one label to send a joint Christmas card. Therefore, just tick the box for one of the couple.

## **THE CALENDAR**

Click the Calendar tab to open the 12 month calendar. Two-page increments can be 12 months or 6 months set from the Options menu. Click any date to be taken to that day in the diary.

Click over the year at the top of the left-hand page to select the year you require.

### ***Creating a new event using the calendar***

If you select a date using the left-hand mouse button the diary will open at the selected date. If you select a date using the right-hand button the Set Alarm window will open so you can make a new diary entry for that date.

## **ADDING EVENTS**

With the diary section open, click anywhere within the day required (providing the pointer looks like an arrow) and the Set Alarm window will open for you to add events. (If you already have 3 or 4 events in that day, make sure the pointer is an arrow - try clicking just above the lower day divide line.) You can also select a date from the Calendar section by right-clicking over it and this will also open the Set Alarm window. Your event data can be as many lines long as you require, but only the first line will be visible on the diary page (unless you have the two-day view set and have allowed multi-line display in Option). If you have set more events in one day than can be displayed in the space available, a small triangle will appear near the page margin and you can click this to scroll to other events.

If you need to change the day of the event from the one over which you clicked, there is a calendar icon to the left of the date and this allows an alternative date to be set.

Times can be inputted using 24 hour clock or am/pm. This is set from the options window. If am/pm is selected the am or pm suffix will appear alongside the time, and you can click this text to change to the alternative one. If you include a start AND finish time for an event on a particular day, if any other events fall within that time period a warning message will appear the first time that day is 'seen' by **In My Diary**, or if either of the events are edited during a diary session. The **All day** tick box blanks out the time boxes and entries in the diary will have an **(all day)** prefix before them whether or not you have chosen to display the time in the diary.

Entries can be given differing text colours by clicking over the Text colour button and choosing from the colour chart. If you have set a category for the event (see below) then the colour you choose will apply only to that category.

Once you have made an entry, you can see the whole data again by clicking over the entry and the Edit Alarm window will open. This also lets you make changes to an entry. You can also see the whole data by hovering the mouse over an entry and after a moment a window will open displaying the full text. You can't edit an entry this way however.

If you tick the early warning box, you will get a message as you load the diary if the event is within the number of days shown.

### ***How events extending to other days are added and shown in the diary***

If the event covers more than a single day you can add additional days under the **End time** boxes (either type in the number of additional days or use the increment arrows). Once you confirm the event with the OK button, a coloured bar will appear on the left side of the day display to show which days are part of the event, and a rough graphical guide to the time of day when the event begins and ends. The bar has a random colour and you can change it by holding down the **Alt** key and clicking anywhere along its length until a suitable colour appears. If you left-click the bar it will move 10 pixels to the right (right-clicking moves 10 pixels to the left) so that you can arrange overlapping bars more neatly if necessary. If you position the mouse anywhere over a coloured bar without clicking it for more than one second an information window will open containing a few words from the description of the multi-day event; this helps you identify which events are associated with which bars, especially when they stretch over many days or when there are several overlapping multi-day events together.

Owing to some restrictions within the initial program development, repeating multi-day events will only show the coloured bar for NEXT due repeat.

### ***Assigning a Category to an event***

The purpose of this recent addition (version 3.01) is currently to enable more refined searches of the diary, but categories may be used in other ways in future editions.



Click over the (No Category) field. Initially, there will be just a few default categories to choose from, but you can create others by selecting **Add categories** from the menu. This will allow your input into the category field, and providing you create a new event (or complete the editing of an existing one), and providing the category name does not already exist, a new one will be created and added to the menu.

Once you have set or created a category, using the colour picker to the left of the category field will only apply to that category and if you change the text colour all entries assigned to that category will change colour in the diary.

You can change the name of existing categories by selecting **Edit category name**, and this will allow your input into the category field.

If you select **Delete Category**, that category will be removed and **ALL EVENTS ASSOCIATED WITH IT WILL HAVE THEIR CATEGORIES REMOVED**.

## **Repeating Events**

Repeating events can be set, based on every 'n' days/weeks/months or years, every 1st/2nd/3rd/4th or last particular weekday every month, or the **Last day** of every month. When you first open the Set Alarm or Edit Alarm window the repeat settings are hidden. To show them, tick the **Repeating events** box. Set the type of repeat required. The **Last day of each month** option will only be available if you have actually started the process by clicking over the last day of a month. Similarly, the third option (**on the ???? each month**) will be pre-filled with the week and day correct for the day you clicked. If the 4th week is current and displayed, you will be able to click over the **4th** box to change it to **Last**. This will then repeat, for example, on the last Wednesday of the month rather than the 4th Wednesday (which may or may not be the same thing).

You can omit dates when you don't want the event to repeat by clicking over any repeat of an event you have set. If the **Delete this repeat** button is displayed (at the bottom of the window), then clicking this will remove the repeat on the day selected. You can reinstate the repeat by clicking over any other repeat of the same event and editing the dates to omit from the **except on:** list. You can also add dates to this list but be careful to use the format dd/mm/yyyy. It is not possible to delete the **next** occurrence of an event since this is the one from which all other repeats are devised. If you need to delete such an occurrence, then you should instead move it to the date when the next repeat should occur. Please note that if you move or copy a repeating event to another date the list of omitted dates will not be copied to the new date, since these would probably be inappropriate anyway.

If you know when the repeat should stop, add it in the **until:** field either using the calendar at the side or type the date (format is described in the contacts section). If you do not set a finish date the event will appear in your diary for 70 years which is probably good enough for most purposes!! The tick box **if moved or copied keep the finish date relative to the new start date** is useful if you want to copy or move a repeating event to another date. This way the **length** of the repeating period is preserved rather than the actual original finish date, so it is easy to set blocks of events that repeat for the same length of time by copying the first one to different

parts of the diary. The need for this will become obvious if you don't get the result you expect.

### ***Adding 'computer task' events***

This facility allows In My Diary to open and run a program or file on your computer at a given time and/or date. You can also launch a URL (open a website, ftp client or an email) with this facility.

This is the same procedure as adding a normal event (as above), but instead of writing a real event into the event text box you should drag the icon of the file or program to be opened to this box (or type its full pathname or URL if you know it). You can also usually drag a URL from a web browser into the event text box. Dragging files or URLs to the box will delete any text already there but, once dragged, you can add other text on new lines above or below the 'active' line if you wish. So, for example, instead of the diary displaying a meaningless URL such as <https://www.google.co.uk/maps/place/Marylebone,+London+W1A+1AA/@51.5185614,-0.1437991,17z/data=!3m1!4m2!3m1!1s0x48761ad44b20e957:0xd990c323a691577b> you could put that on the second line and have 'show BBC map' as the first line and therefore displayed in the diary.

Tick the 'Computer task' checkbox to confirm this entry as a task and you can then click the Test button if you wish to check that the file will open as desired.

At the set time the file or program will run or the URL will be launched. The whole text of the entry is searched first for a line starting with a path to a file or program. If one is found it is launched. If one is not found the whole text is then searched for a line starting with a URL. If one is found it is launched. This allows the visible text in the diary to be a more useful heading etc. rather than the actual link.

Once you tick the 'computer task' checkbox the early warning, early email and email warning options become unavailable since they are not relevant to this function. You can however set repeating task alarms as usual based on every 'n' days or every 'n' months.

If you open a task alarm in the Edit Alarm window the 'computer task' checkbox is not present but in its place is a message that 'This is a computer task'.

## **USING THE TO DO LIST**

Clicking the To Do tab opens a list where you can add tasks that you need to attend to.

Unlike the Notes section, To Do tasks are listed on a single scrolling page, but you can select the status to see all tasks or a sub-set.

To Do tasks can be open-ended with no fixed start or end date, or they can have a specific start date and a due-by date. While ever tasks are on-going, they will appear

on the current date in your daily diary, slightly smaller than the default event text and also inset a little. A red entry means that the task has passed its due-by date, a green entry means that the task is still within its agreed completion period. Tasks due to start on a future date are shown in blue on the appropriate date, and tasks that are completed are shown in black on the completion date.

To create a To Do task, click the **Add** icon at the head of the list. You can then set the task name and its running period. If you want a pop-up reminder when a task is overdue you can tick the checkbox to select this. Pop-up reminders will occur when you first run In My Diary on a particular day, or at the start of a new day if you run your computer 24/7. If you do not dismiss the pop-up during the 15 seconds it appears on screen, it will reoccur each hour. Once dismissed, the reminder will not appear again that day.

Providing you have given the task a start and due-by date you will be able to click the **Repeat** button where there you can choose from a comprehensive set of repeat options, and set a date when the task will stop repeating.

To edit task details or mark as completed, click over the task name in the list. Repeating tasks can be opened for editing but the repeat frequency and stop repeating date are visible when you click the **Repeat** button, but not changeable.

To Do tasks are also imported when you import an iCal file if any are included in the file. Not all possible types of data are imported and you can see what is actually read in Appendix 1

## HIGHLIGHTING SELECTED DATES

If you want to highlight particular dates in the diary (whether or not they have any associated events) you can do this by shading the background for the required days. You might want to do this to see easily days when you are away on holiday or at a conference without having to write this as an entry for every day affected (Great morale booster for teachers to see at a glance the school holidays approaching!).

Firstly you need to define the colour shade, and you can set up to 10 different shades for 10 different highlighting purposes. The colour white is assumed to be the non-highlighted colour so this cannot be selected as a shade. In reality, the real colour of a 'normal' diary display varies on different OS, but the system needs to have a colour assumed to be 'no shade' and white has been selected for that purpose. There is a colour (light blue) already defined and set as default if you are using this function for the first time, but you can overwrite this colour and set others by going to the **Options > Set background highlights**. Here you can give your highlight a description (such as holiday) and set the colour by clicking the colour rectangle. Obviously, in order to see the date and entries for the day, it is a good idea not to use 'heavy' colours as backgrounds so you will probably need to define custom colours when the colour picker opens.

Once you have defined your highlight palette, to give a date a shaded background select the desired active colour either by right-clicking over blank space within any day (which opens the **Select Shade** window), or from the **Options > Select active background highlight** menu. You can highlight other days with the currently

selected colour by holding down the Ctrl key (+shift key OSX) and left-clicking in the day you want to highlight. To remove a highlight, again hold down the Ctrl key (+shift key OSX) and left-click in the day, or select the 'Remove highlight' icon if you are in the **Select Shade** window.

## EMAIL NOTIFICATION

In My Diary can be set to send you (and others on a Bcc list if desired) early warning and/or arrival time notification of events in your diary. When you set or edit an event you can choose whether to receive an email at event time and/or 1 day before. Just tick the appropriate checkbox when setting or editing an entry.

Before this will work, there is some straightforward setting up to do from the Options window. In this window click the **Email alert setup** button.

By default the system will use In My Diary's own web server to send the emails and to use this all you need to add is your own email address. You will also need to register this same email address at [www.inmydiary.co.uk/register.php](http://www.inmydiary.co.uk/register.php). which also enables you to receive information about updates.

Ideally (and for greater reliability) you should use your own email provider's server, in which case you will also need to give the SMTP server address of your email provider and may need to change the Port number if 25 (the default) doesn't work. If you have set up an email client such as Outlook or Thunderbird you will probably already be familiar with adding this, but you can find out the address from your provider's website. It is usually something like *mail.myprovider.com* or *smtppmail.myisp.com*. The Username and Password for authenticated SMTP are only normally needed if you are using **In My Diary** on a computer away from your home, where the Service Provider will probably be different from your home setup. Currently SSL (secure) connection is not provided so you might have a problem if you use an email provider that always requires authentication and secure connection (Gmail, Yahoo etc.). If this is the case, use the In My Diary server but **be aware that traffic (not content) using this means will be monitored** as described here:

1. The availability of the In My Diary server will be subject to review, based on total traffic and the frequency of messages sent by individuals.
2. The actual body of genuine messages from a registered address will never be read but if it is felt that an individual is overusing the system by generating many event messages and sending them to lots of Bcc recipients (which might indicate spamming action) their address will be added to a blocked list and this will prevent further emails from being sent, although attempts are logged. The body of a message **will be read** if the email address used is improperly formatted or the address has been added to the blocked list.
3. If In My Diary's hosting service is not happy with the total amount of HTML emails being generated, you will receive notice of this (from the program, not as an email) at the time the event would normally send an email and I will also post this news to all registered subscribers.

To Bcc someone else with the event notification email, the person(s) must be in your Contacts and, obviously, their email address must also be there. Then when you click on the **Bcc email addresses** button (when adding or editing an entry) their name

and email address will be included in the list that opens up. Click over the name or the checkbox to add or remove a contact from the Bcc list.

You can use the test button on the email setup page to make sure the setup you are using actually works. This will send you a confirmation email if everything is ok, or you will get an appropriate error message if the settings you are using do not work. If you do not appear to be receiving email notifications, you can check the **Email error log** from the View menu which will show you the history of any failures to send. Also remember that, if you are using the In My Diary server option, you must be registered on the In My Diary website. If you are not, the system will not work and you will receive an email advising you about this.

## MOVING AND COPYING EVENTS TO ANOTHER DAY

You can move and copy events to other dates very easily within In My Diary.

If you simply want to move an event then click over the event so the event editor opens. To the left of the event date there is a little calendar icon and clicking this allows you to move the event to an alternative date.

If you want to move the event to a date that is currently visible then this next method is even quicker. Copying an event rather than moving it can also be done in the following way:

Firstly, from the General Options menu you should set the default action for 'move/copy events'. This can be Always move, Always copy or Always ask the user. Then to make a copy of or move an existing event to another day:

1. Hold down the left mouse button over the event
2. Drag the pointer to clear space on the date you want to move to
3. Release the mouse button.

If the day you want to move/copy to is in a different week:

*(please note - this function does not work in the native Linux version)*

1. Right-click over the event you want to copy or move
2. Select 'Copy event to clipboard' from the menu
3. Turn to the required page using the page corners or the Page Up/Page Down keys (not the calendar)
4. Right-click over the day required and the event will be added to that day.

When an event is copied to the clipboard, if you do not proceed with 4 (above) but go on to perform some other function the copied item will be removed from the clipboard.

Alternatively if the date to move to is far off (or you are a native Linux user), right-click the mouse over the event to copy and select 'Open copy event calendar', then select the required date from the calendar.

Once copied, these events can be edited independently of the original one (unlike repeating events, where only the original entry can be edited or deleted).

If you are copying an event that repeats, you might want to tick the ***if moved or copied keep the finish date relative to the new start date*** box (click the event to edit it to see this option). This will preserve the **length of time** for which the event repeats rather than the original finishing date. Otherwise you might find you are copying the event to a date which is already past the original finishing date (so no repeat would take place). It depends why you need to do the copy or move in the first place and I am sure the need will become obvious if you don't get the result you expected.

## SEARCHING THE DIARY, NOTES AND CONTACTS

Either click the 'magnifying glass' icon from the icon bar or from the Edit menu select Find or do Ctrl+F to open the Search window.

You can perform searches of Events in the Diary, Note names and Note contents, and all fields from Contacts except Label name. The tick boxes allow you to confine your search to just one, two or all three sections. The date range allows you to refine your search criteria further, and by default it will be set between the first event in the diary to the end of the current year.

With **Use Search field** displayed in the menu, you can type any numbers or characters in the **Search** field, press the enter key or click the Search button and the results will be listed in the main window.


If you have set some categories to classify your events, you can refine the search further by clicking over the field that initially says *All Category*, select a category, and that will allow the search to be restricted to events given that category only.

### ***Searching dates for Saints days (such as Easter), bank holidays etc. in other years***

The other type of search you can do is to list the dates of any of the Special Days you have assigned that vary each year or are Easter related. Set the year range you are interested in and select the Special Day from the menu that initially says **Use Search field**.

## CHECKING 'TIME BUSY' WITH A GRAPHICAL DISPLAY

It has always been my intention to keep the initial appearance of entries in the diary as uncluttered as possible, and to maintain the traditional 'written' diary look. However, I am also aware that users can benefit much from seeing a graphical

representation of busy times and free times during a day and so, from version 3.10, it is possible to do this by positioning the mouse pointer towards the centre page 'fold' so that the mouse pointer becomes  If you then click and hold a mouse button the events of the day are laid out graphically. The start and end times are shown with a horizontal line with the first few characters of the event accompanying the line. Events that have the same start and finish time are given a nominal 10 minute line to make it easier to see the entry. Events that stretch over more than one day have appropriate lines through the whole or part of a day as required.

### ***Adjusting the time and number of days of an event using the slider control***

If you click over the time line of an event in the busy time window just mentioned, a time adjust window will open and the slider control allows you to adjust the start and finish times of the event. Click and drag over the end of the slider to change either the start time (left side) or finish time (right side). Clicking in the middle of the slider DOES NOT move the start and finish times together as you might expect.

If you drag the slider to the right beyond midnight then the event will run into a new day and the window will change to allow precise setting of the end time or to add further days.

Similarly, you can decrease the number of days in an event by dragging the slider to the left beyond midnight.

If you can see the 'faded' extensions to the right and/or left of the main 24 hour time scale, clicking over an extension will show the time line for the previous or next day of the event.

Please note that you can't drag the start time of an event backwards to the previous day or forwards into the next day. If you try to do this the start time will be set two minutes before or after midnight (depending on the direction of the drag).

When the slider is very short (when just before midnight or if an event is just a few minutes long) you need to click just to the side of the slider to change it. Normally clicking to the side will not have any effect – This just works when the slider is too short to click over.

## **NOTES**

The Notes section is accessed by the **Notes** tab at the side of the diary pages. Initially there will be an INDEX on the left-hand page and a blank space on the right-hand page. First, create a note by right-clicking within the INDEX area and selecting **Add Note**. Notes can either be general text or a financial list of transactions.

Once you have given the note a name, it will appear at the top of the right-hand page and you can then type the text of the note, or paste it in from elsewhere.

If you have created more than one note it will be possible to turn to other pages using the page curl icons at the bottom of the pages, or the page up/down keys.

## **General Text Notes**

You can type and paste from other sources anything text-based in this format. You cannot drag images (or other media) to Notes. If this is your intention then a journal entry using the 'Word' setting might be a better option.

## **Financial list Notes**

You can think of each note as an individual bank account.

The first time you create a financial list it will also create a master **Totals** list of all your financial list pages of which there can be as many of these (like separate accounts) as you wish.

To add an entry to a financial list either select the **Add new entry** button at the foot of the list or right-click and select from the menu.

Although not seen in the list display (to save space), entries are date-stamped and can also be given a category. Once created, double-click an entry to edit its details. You can also mark an entry as reconciled with your bank account statement this way (or by right-clicking and selecting from the menu).

Transfers can be made (based on the usual selection of individual or repeating entries) either between financial lists you have created, or can be '*paid from*' or '*paid to*' an external account. This allows the effect of standing orders and direct debits on your accounts to be recorded.

Data can be imported into financial lists by right-clicking over the required page, and selecting import. At present only QIF files can be imported owing to their not requiring field mapping, but other types may be introduced later, and there are online or standalone apps which will convert CSV etc, to QIF format.

The text design (font, font colour and size) of your Notes can be set in the Options Window, but individual notes can also be given a personal text design by right-clicking over the main body of a note.

## **ADDING A NOTE TO AN EVENT**

To add a note to a diary entry when creating or editing an event, either select an existing note from the menu (click the notepad icon) or click in the note link field to create a new note name (if you type a note name that already exists the event will be associated with that note).

If you click on the Notes tab at the side of the diary this will open the Notes index and your new note name will be listed there. Click over the note name in the index to open its page. You can also directly open the note page for that event by clicking on the small notepad icon at the right of the diary entry.






When looking at any note page, clicking its name at the top of the page will open a search window showing all the entries in the diary that are linked to that particular note.

## ADDING A FILE OR A WEBPAGE TO AN EVENT

To add a link to a file or webpage when creating or editing an event, either drag the file (or the web address from your browser's URL bar) to the note link field, or type a web address (beginning with either http, https or www). Please note that you cannot type a file path (for example, C:\Users\Public\Documents\myfile), files **MUST** be dragged to the note link field. **If you use Windows 10** and want to link an image file to your entry, you may need to drag it to the small 'face' icon to the left of the note link field rather than the field itself. Windows 10 tends to try to display images dragged into InMyDiary rather than recognise their path.

The **Note link** field can be used to associate files or notes to an event. These can be either a note in the Notes section of InMyDiary, a file anywhere on your computer, or a web address. It is not possible to link more than one of these three types to a single event.

When a link is present, a small icon will appear in the diary to the right of the event entry. A note is shown by a notepad icon , a file is shown by a paperclip icon  and a web link is shown by an 'earth' icon . Clicking the icon opens the Notes section at the relevant page or opens the file or the webpage.

## MEMORY-AID CLOCK

This facility is an alternative front-end display, still using the diary as a data source but with a full-screen clock with large display help messages intended to help those with memory related illnesses or the elderly who appreciate the on-screen reassurance throughout the day. For example:



One special message per day can be created (above would have been entered as "David and Joan's for lunch") which is intended to be the user's main activity that day. Throughout the day the message alters slightly depending on whether the time is before, during or after the event. In addition, pop-up messages can be set for specific times which are announced by an audible alarm for a user-set number of seconds, and which then stay on screen for a user-set number of minutes.

If the computer running the clock has internet access then it is even possible to send continuous message updates to the clock from a remote computer, tablet or phone. For more information see the [dedicated help file](#).

## PASSWORD MANAGER

From version 2.00 you can now store and generate passwords for email, FTP, online passwords etc.

Click the Passwords tab to access this. If this is the first time you have done this you will first be asked to generate a login password. Unlike the overall **In My Diary** password and journal password this is NOT optional - maybe you're not to be worried if another family member accesses your diary or journal, but NO ONE should ever have access to your password data, so the necessity to set a login for this is not an option. By default you will be asked for this password every time you access the Password Manager, but you can change this setting from the General Options menu so that you only need to give the password once after opening a diary file. You need to be inside the Password Manager section to do this.

Passwords can be made from all UTF-8 characters so international words are possible (from version 3.12) and is triple encrypted before storing as part of your password data file. This password also forms part of the blowfish key that encrypts the entire password database. This ensures that your password data can only be read by someone who has access to your login password, otherwise the data is unreadable. Because the password controls the overall encryption, you can only change the password (from the Options menu) if you are inside the Password Manager. **UNLIKE OTHER PASSWORDS USED IN IN MY DIARY, I AM NOT ABLE TO HELP YOU RECOVER THE PASSWORD YOU SET FOR ACCESS TO THE PASSWORD MANAGER SO YOU MUST REMEMBER IT.**

Password data is stored as separate entries within parent folders (such as 'Banking') - The parent folders are shown in the top left-hand section of the Password manager, and the multiple entries for each parent folder (showing, for example, separate bank accounts) are in the list below. The right-hand page contains the editable data for each entry and becomes accessible once a selection is made from the entry list.

When you first open the Password section there are two 'parent' folders already set for you - **General** and **Banking**, and one entry, 'New entry', for each parent.

To create more folders, either right-click somewhere in the top list and select 'Add new folder' or access this from the Edit > Password Manager submenu, or click anywhere in the top list and press the Insert key. Entries within each parent folder can be moved to a different parent folder by right-clicking over the entry and selecting **Move entry to different folder** (or access this from the Edit > Password Manager submenu).

To create more entries in a parent folder, first select the correct parent folder, then right-click within the lower list and select **Add new entry** (or access this from the Edit > Password Manager submenu, or press the insert key).

Folders and entries can be deleted from the same menus. or click in the appropriate list and press the delete key.

Parent folders and new entries can be renamed to suit your purpose. You can also give parent folders an associated icon to help categorise it. Right-click over the parent folder and select **Set Folder icon** and select from the window that opens.

You can either create your own passwords (or copy them from current sources you use) or let In My Diary create random passwords for you (with the **Make** button). If you choose the latter, you can set the parameters used by clicking the **Options** button under the password field which lets you select the character types you want the password to use, and the length you want the password to be. If you choose to create your own passwords, the typing field below the 'Password' field should be used to retype the password to double-check the typing. If you retype correctly the field will turn green. Typing in the password field also readjusts the default length of further passwords created.

As you type, or after using the **Make** button, the security of the password will be shown in the **Strength** field.

Your password data is only loaded into memory when you have the Password manager open, and is encrypted whilst stored in memory to prevent it being read if you were unfortunate enough to have any spy-ware aboard.

## ***Effectiveness of passwords***

Testing the strength and effectiveness of passwords has been well documented in many websites and there are many opinions as to what constitutes an appropriate password. The principle method used in In My Diary is based on password entropy, which defines its randomness and the level of difficulty a computer would encounter in trying to discover a password by repeated attempts at trying all possibilities. Entropy is described in bits, and is worked out logarithmically by calculating the number of possible characters in use (only using numbers would be 10, but all ascii printable characters is 95) and giving each character in the password an entropy score. This is then multiplied by the number of characters in the password to give a total entropy score. In My Diary also uses a word dictionary which contains the 500 worst passwords so if you happen to select one of these the strength score will plummet. It also uses a method of giving bias to different parts of the keyboard - some people might produce a password with one hand in one location of the keyboard because it is easier to retype. This will generate a lower score but, like familiar words, is not strictly reflecting random entropy but is nevertheless important because it includes the human decision making choices into the process.

Some guidance about how strong your passwords should be for specific purposes can be found online and I would hesitate to give specific guidance here. The amount of green in the background of the strength field might give you encouragement but that's all I would say on the matter. One piece of advice I would give is if you do look at online password strength testing websites, while these might be good for getting opinions about how strong your password should be, please consider the full implications of typing your REAL passwords into a place designed to check (and identify!) passwords. Many may be purely philanthropic and safe, but how do you know? I would like to assure you however that In My Diary does not have any mechanism built in to harvest any data you create, be it personal diary data, journal, passwords or any thing at all.

## ***Using the passwords you generate***

Randomly generated passwords are difficult to remember or guess (that is, of course, the whole point) so you need to be able to use the passwords easily. You can copy a password to the global clipboard (so it can be used outside In My Diary) by selecting a password entry (from the lower list) and pressing Ctrl+C. You then have 12 seconds to press Ctrl+V to paste the password into the document you need. After that time the password will be erased from the clipboard as a security measure.

Sometimes you have to quote a few characters from your password and there is a built-in method to make this easy to do. In the **Character position finder** type the positions you have been asked for separated by any non-numeric character - (eg. 1,3,10 would then show the characters at those places in your password). You can type up to four place finders.

## ADDING AND EDITING ANNIVERSARIES

From the Edit menu select Anniversaries or click the balloon icon on the top icon bar. You can also open the Anniversaries editor by clicking directly over an anniversary in the diary. In this case the event you clicked will appear in red in the list.

Either click the anniversary you want to edit or select Add New.

Enter or edit the base date (eg. year of wedding etc.) and any early warning you would like of the anniversary. You do not need to include a base year.

If you include %t in the message then, providing you have included a base year, the year since the base date as an ordinal number (1st, 2nd etc.) will be added to replace the %t.

If you add %n (and you have included a base year) then just the year since the base date will replace the %n.

It is not necessary to add either the %t or the %n, but in this case no number of any kind will appear in the alarm.

If you want to copy your anniversary data to an installation of In My Diary on another computer you can do this from the **File menu > Go to ... > Anniversary file etc.** This will open the folder where your personal anniversary, special day data (called 'holidays') and options files are kept.

## EDITING 'SPECIAL DAY' DATA

The diary will display public events and anniversaries associated with particular days if you want it to. This is called Special day data and includes days such as Christmas Day and Saint's days which are always on the same date each year (**Fixed-date event**), Bank Holidays and Daylight saving time days etc. whose dates vary from year to year (**variable-date event**) and Easter and other dates related to the date of Easter (**Easter-related events**). Initially, because I am from Britain, the default days will revolve around the British calendar but can be edited to make them more personal to your needs.

From the Edit menu select Special days or click the 'family' icon on the top icon bar. You can also open the Special Days editor by clicking directly over a Special Day notification in the diary. In this case the event you clicked will appear in red in the list.

Either click the Special day you want to edit or select Add New. If you have selected Add New you will then need to specify the type of event you are creating from the three mentioned earlier.

The amount of data you will need to give varies depending on the type of event. All events need the event name as you want it to display in the diary, but Fixed-Date events also need only the month and the day of the month. Variable-date events need the day of the week (Monday=1 to Sunday=7) and the earliest and latest possible dates in the month that the event can occur. So, for example Remembrance Sunday can range from 25<sup>th</sup> to 31<sup>st</sup> of the month of November.

Easter-related events only need the number of days before or after Easter when they should appear and a slider helps you to set this. You probably wouldn't need to but, owing to some necessary processing within In My Diary, it is not possible to set another Easter related event that is actually on Easter day. For similar reasons, you cannot delete the existing Easter day entry, but you can delete its event name if you don't want it to show. If you have a different name for Easter then you can change the event name to that of your own language. So, in French this would be Pâques.

Easter day and the first two entries (which are daylight saving related) cannot be deleted since they have special responsibilities within the program. However, their names can be changed to suit local circumstances. Other entries can be deleted if you don't want them to show in the diary.

Easter day is the only event which is allowed to have NO event name.

Close the Special Days window to save your changes and see the effect in your diary.

If you want to copy your Special day data to an installation of In My Diary on another computer you can do this from the **File menu > Go to ... > Anniversary file etc.** This will open the folder where your personal anniversary, special day data (called 'holidays') and options files are kept.

## THE JOURNAL

If the pointer has turned into a letter J and you click over a date (the black text) in the diary you will open a page of the daily journal where you can write your most intimate thoughts for that day - or just complain about your boss!

If there is already an entry for that day there will be a 'J' by the side of the date. If you open this you can still add more thoughts to what is already there. If there is no journal entry for that date then one will be generated when you click the date.

You can see existing entries in the journal by clicking over a date with a 'J', or by selecting Journal Entries from the View menu.

Journal data is encrypted as it is saved so cannot be read in a text editor.

# PRINTING

Owing to limitations within the development environment of *In My Diary*, printing is not available in the native Linux version of the program. It does work as normal when using the Wine emulation.

## Printing Diary events

You can either print A4 portrait pages of events in 'Agenda' list format (either including or excluding blank days), or 171 x 95mm sheets in 'Week on two pages' format (as in a paper personal organizer). You access these from the File menu > Print diary or from the printer icon on the top bar. In the window that opens, click over the format you want to use.

Week on two pages:



Agenda view:



Agenda list format can print anything from a few days worth of entries to the whole diary. Anniversaries and special days are NOT printed when in this format. The text of each event is printed in its entirety. Repeating events will included for the number of months set in the Options window (repeats in Agenda view).

171 x 95mm format can print up to one year's worth of entries at a time, or select a range of months within that year. If you need to keep a paper organizer, you then only need to reprint the months where changes were made. The text of each event is printed in its entirety but if the text is too long to fit into the available day space it is continued on auxiliary pages which print at the end of the normal run. This is also true if there are too many events on one day to be shown in the normal day space.

Crop marks and hole-punch guides can be included or excluded.

Events, anniversaries and special day notifications use the same font set for the on-screen diary, although you can set a different font size for event text.

The 171 x 95mm format pages are intended to print back-to-back and if you have a duplex printer this should be set to flip on the short edge. If not then you should print the odd numbered pages and then re-feed the paper to print the even sides.

You should set your printer to print at 100% size and, based on my test, the two sides once cropped should align and be fit your organizer correctly. If you find the pages are over or undersized slightly, you can make small adjustments to the print size by right-clicking in the Print Diary selector window and selecting an increase or decrease as needed.

## ***Printing from Contacts***

Although there is no direct means to print Contact information in a dedicated form, there are a number of systems available within the program to allow the export of data in a form that can feed other systems. For example:

You can print from the window that lists all contacts from the **View > full address list** menu. You can also export the data to excel from here.

In the Contacts window the **Edit > Copy data** menu allows selected fields to be placed on the Global clipboard so it can be dropped into other programs.

Label printing is the one dedicated form of Contact data printing available in the program. This is described in more detail in the [contacts](#) section. When printing labels, to select the contacts for which you wish to print labels, make sure the 'Select for printing labels' box is ticked. If there is any text in the **Label Name** field of your contact then this is the text that will appear on the first line of the label.

## **PASSWORD PROTECTION AND ENCRYPTION**

The program can use three different passwords for access. These allow restricted access to

1. The whole file
2. Journal entries
3. The Password Manager.

Setting the first two is optional but the third is always required. The general password, journal password and Password Manager password can contain international characters and symbols so any words in the languages available in InMyDiary should be usable. However, the overall encryption key has restrictions (see below). Passwords can contain multiple words and can be of any length.

Initially the program does not have any passwords set. If you would like to use a password for your main diary one can be set or changed from the Options menu. To cancel password protection make your password **nopassword** (note, no space) or click the **Use no password** button. You should be aware that if you have a password in place, and have set up startup alarms (as described below), the password will be required before a startup alarm displays.

Journal data is always encrypted so no one can read it by opening your journal folder in a text editor, but you can also set a journal password so that, even if your diary is open, the journal cannot be accessed without a password (which is independent of your main password). Then, the first time you attempt to open your journal in each diary session you will be asked to give the journal password. You will also be asked to do this again if you change the journal password during a diary session. As with the main password, to cancel the journal password make your password **nopassword**. Setting and changing this password is from the options menu.



You can encrypt your data files by selecting the **Encrypt diary data** option from the General Options menu. If you include a personal key (made up from words or random symbols) this will be used as part of the encryption process so, for example, another user on your computer could not open your data into their copy of In My Diary. **Only characters 32 to 126 (what you can type on a UK keyboard) are allowed in the key.**

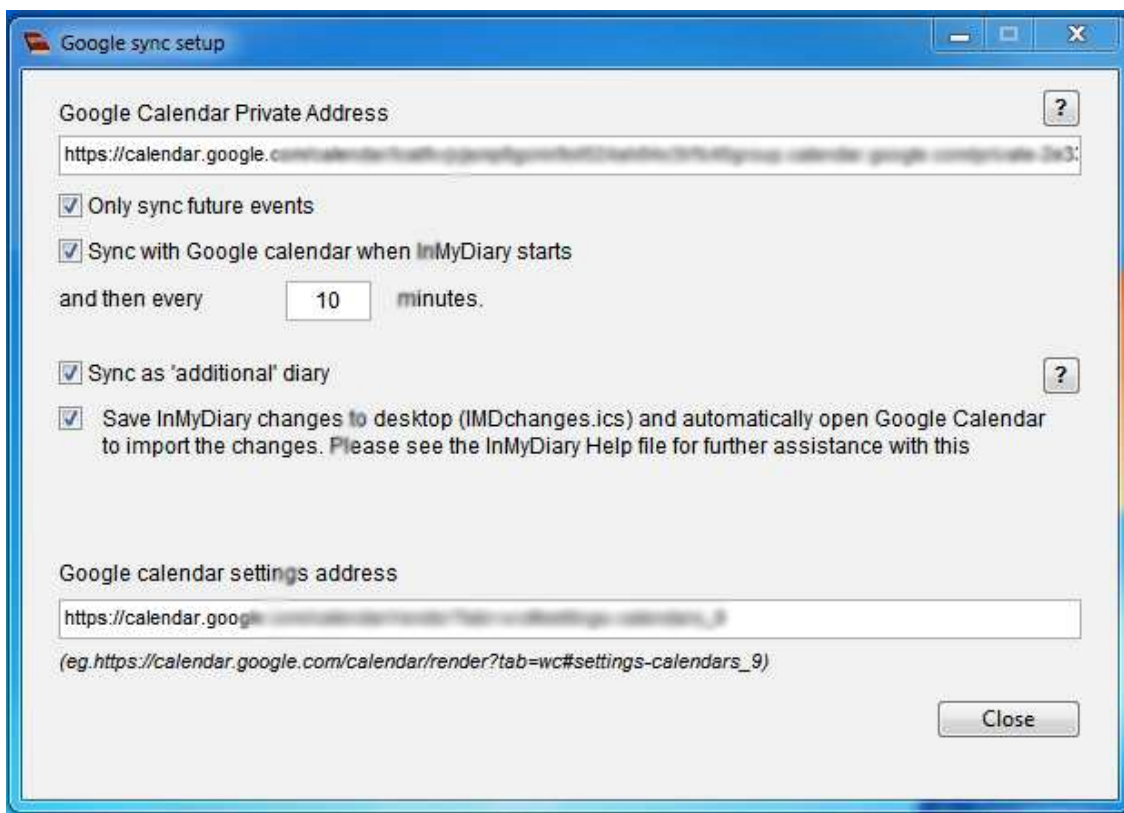
**It is important to be aware** that if you save a file in encrypted form which includes a personal key, that key will need to be active in your options settings in order to reload the file. If it is not (for example, you saved a file with one key, and later changed the key without saving the file, or you have had to reinstall your Options file for some reason) as the file loads you will be asked to give the encryption key. If you have forgotten this key I am able to recover it for you and there is an option to send me a request by e-mail using the ***I can't remember, please help*** button just below the key field. Really, once you have set a key there should normally be no reason to change it so this problem need not arise, but the service is there if you need it. I would ask that if you do send a recovery request e-mail, you make a small (or large!) donation to the development of In My Diary. This can be done from the Downloads page here, and the PayPal e-mail address should be the same as the e-mail address you use to send the recovery request.

# HOW TO SYNC YOUR DATA BETWEEN IN MY DIARY AND GOOGLE CALENDAR

Firstly, it is important to understand that fully automatic bi-directional synchronisation with other calendar apps is not possible with In My Diary. However, from version 3.5 syncing automatically FROM Google calendar is now an option and feeding changed data back to Google Calendar is very straightforward.

You must of course have a [Google Calendar account](#). The way you then use that in conjunction with In My Diary can vary as described below.

The key to setting **In My Diary's** relationship with Google calendar is the **Google sync setup** window accessed from the **Google Cal sync** button in the General Options window.




Firstly, before any syncing can take place, you will need to find your Google Calendar Private Address. You will probably need to do this from your computer, not from a mobile device:

1. Open your Google calendar (<https://calendar.google.com>). If you are not currently logged into Google you will need to add your email address and password.
2. The calendars you have in use are listed down the left side of the page (you might have to click over **My calendars** if you don't see any listed there). You may have several or just one depending on your earlier choices. Hover over the name of the calendar with which you want to sync, and click the icon (currently three vertical dots) that appears to the right of the calendar name.
3. Select **Settings and sharing**

4. Under the heading **Secret address in iCal format** copy the address there and paste it into the top text field in the window shown above (under Google Calendar Private Address:)

You have now told In My Diary which Google calendar to sync with, and you have a number of options for how to use this. Your choice will affect which checkboxes to tick. However, there is another thing you should do now since you may need this later.

5. Returning to the Google calendar, click the left facing arrow near the top of your page (or click the browser's back button)
6. Click the 6-pointed cog settings menu icon at the top right of the page  and select **settings**
7. Copy the URL address of the page that now opens. It is probably similar to the one in the bracketed example in the window shown above.
8. Paste this URL into the lower of the two text fields in the window shown above (you will need to tick the 4th checkbox in order to access the text field. You can un-tick it once this is done).


## **Syncing Options**

### **1. I want to keep my diary data on my local machine but also have my Google calendar data load when I load my usual diary file.**

If you want the Google calendar data to load with your own diary data then tick the **Sync with...** checkbox. If you are only really interested in the future events in your Google calendar then you should tick the **Only sync future events** checkbox. This will reduce the time spent syncing. Your Google calendar can be checked automatically every 'n' minutes if you add a number to the '**and then every...**' box. Make it 0 to cancel the automatic recheck.

### **2. I want to keep my diary data on my local machine but be able to add Google calendar data easily.**

If you don't want the Google calendar data to load automatically as your diary opens but want to access it during your diary session you should un-tick the **Sync with...**

checkbox. Then, to load your Google calendar data you should click the  icon (or select **File > Sync from Google calendar**). Please note that the menu item just mentioned will only be available if there is an address added in the Private Address text field described in point 5 above. If there is no address, an unreachable address or no internet access you will also get an error message when clicking the **G** icon.

Once again you may or may not also want to tick the **Only sync future events** checkbox.

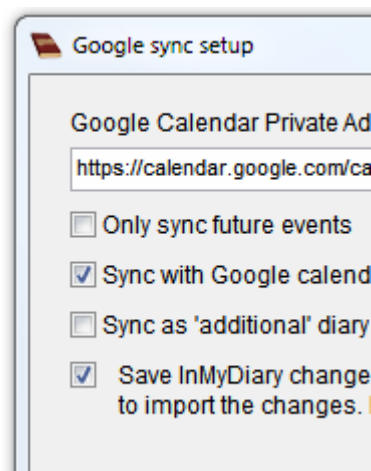
### **3. I want to keep my diary data on my local machine but be able to look at my Google calendar entries in In My Diary and decide whether to add them.**

This works exactly as described in either options above, but you would need to tick the Sync as 'additional' diary checkbox. This will add your Google calendar but the text will be grey, can be switched off if needed from the additional diaries menu, is not saved if you save your current diary, does not generate notification alarms and

does not display multi-day vertical colour bars. You can convert additional diary entries into a current diary entry by clicking over the event and selecting OK.

#### **4. I want Google calendar as my only data source with no local data kept on my machine.**

Starting with a blank diary file, you could set In My Diary to load your entire chosen Google calendar when the program opens. This will allow you to read your Google calendar within In My Diary and make any changes or additions to it as needed. Once you have finished using the diary you would want to send any changes or additions back to your Google calendar so these can be accessed by your other platforms (tablets, phone etc.) and be loaded into In My Diary the next time you open it. By this method you no longer keep a 'local' diary on your computer but rely entirely on Google calendar for your data. Your setting for this should be:



Add a number (in minutes) if you want In My Diary to keep re-syncing with Google Calendar.

#### ***To send your data from In My Diary to Google calendar:***

If you use the fourth option (above) you will definitely need to send your data back to Google calendar but, which ever system of syncing you use, you will very probably want to send any changes or additions you make in your diary back to Google calendar so that everything is kept up to date. Unlike loading data **from** Google calendar this is not automatic, but you do this from **File > Sync to Google calendar** (if you have made no changes or the checkbox is not ticked then this menu option will be unavailable) and the following actions will result:

1. Providing you have the **Save InMyDiary changes to desktop....** Checkbox ticked and you have made some additions or alterations to your data, this will create a file on your desktop (called *IMDchanges.ics*) to be sent to Google calendar

2. If you have added an address to the **Google calendar settings address** text field and have internet access, then your Google calendar should open at the General Calendar Settings page.

(When you close In My Diary the previous two paragraphs also apply).

If the Google calendar is set to open in 2 above:

1. Click **Import & export**
2. Click over **Select file from your computer** and find the IMDchanges.ics file on your desktop.
3. If you have more than one Google calendar, select the one you want to sync with under *Add to calendar*
4. Click **Import**, and after a little while you will get a message telling you if the import has been successful and how many events have been copied.
5. Select the **Back arrow** to return to the calendar and see the new events.

If things don't seem to work as you expect (for example, entries are showing different times in Google and In My Diary, events are not repeating correctly, you are getting events duplicated) then check the following things:

- Is the **time zone** set correctly in both In My Diary and Google Calendar?
- Have you set the correct **Daylight Saving time** change over in [Special Days?](#)
- Do you have the correct setting for **Export UTC time** in Options > General Options? This option should normally be ticked.

If you have checked these things and you are still not getting trouble-free transfers, then there is probably a problem with the way In My Diary is interpreting iCal data sent from Google. I have tried to write programming code to be as comprehensive and all-encompassing as I can, but there really are SO MANY possible nuances in the syntax of iCal data and, hey, this is a free program and I like to have a life too, so I just can't be sure I have accounted for everything likely to be thrown at the program! You can help here by sending me the iCal file that seemed to cause the problem, with an explanation of the error, and with your help we can possibly track down a scenario that I have not expected and, in solving it, no doubt help future users of the program.

Early warning settings are exchanged between In My Diary and Google calendar.

The Appendix gives a little more information about what In My Diary reads and writes related to iCalendar files for those interested.

## IMPORTING AND EXPORTING iCal AND vCard DATA

In My Diary can import and export iCalendar (.ics) files and vCards. This allows In My Diary to be synchronised with other calendars ([for Google calendar see here](#)) such as Outlook Calendar and iCal on the Mac, as well as a means of synchronising two or more In My Diary files.

An .ics file can be imported into In My Diary simply by dragging it to an open diary page, or alternatively, from the File menu. Multiple selected files can be imported together. When importing you will be asked if you want to import highlighted dates,

although this will only give a result if you are importing data from an ics file which originated from In My Diary.

Other diary files can also be imported for viewing by dragging the file to an open diary page, but the file is not merged with the existing data, but is rather 'layered' over it and can be switched on and off. [See here for a better understanding.](#)

Exporting an iCalendar file starts from the File menu (File > Export > iCalendar). From the small window which has now opened, you can then export your diary data in one of three ways. Two methods are always available - **All Diary Events** (every event in your diary will be exported) and **Use Date Range** (the window will expand and the events between the dates you set in that window will be exported).

### ***Exporting one or a small number of events***

The third option in the export window, **Use Export list**, enables you to export a single or group of selected events from anywhere in your diary. This option will be greyed-out unless you have added some events to the export list. You can add an event to the export list by right-clicking over the event in your diary and selecting 'Add event to export list' from the menu that opens. The export list will be deleted after you complete an export or when the program closes, or you can delete the export list by right-clicking over any event and selecting 'Clear Export list'.

Highlights and anniversaries are not exported when you export by means of the export list.

### ***Exporting Anniversaries and birthdays***

When exporting ALL diary events or events within a date range, you also have the option of exporting anniversary information which will then appear as individual ALL DAY events in the receiving diary, with the correct anniversary or birthday age appropriate for each year shown (if you have set it to show in IN MY DIARY). You can also export JUST the anniversary information, and this is useful if you want to export to, for example, a Google calendar that keeps just your birthdays or annually repeating events.

Please note that it is ONLY the anniversaries and birthdays held in In My Diary's anniversary section that gets exported. If you have set birthdays in your Contacts section to display in the diary, they will not be exported by this method. You would need to export your contacts as a vCard and import them into Google Contacts for these to be imported, and in that case they would be placed in the Google 'Birthdays' calendar for your account.

Also be aware that if you export an iCal file which includes anniversaries and then import it back into In My Diary, the anniversaries are not imported as single events since that would duplicate the entries created automatically by the anniversary section.

### ***How event times are dealt with when exporting and importing***

The time 'stamp' that is allocated to an event's start and finish can either be exported as an absolute time, based on Coordinated Universal Time (UTC), or simply stamped

with the time shown in your diary. The difference is that when set as UTC the exported time will take into account the time zone you have set in Options > General Options. If, for example, you export an iCal event about a video conference set for 12noon in Britain and you send it to your colleague in France with whom you are to have the conference, they will import it into their Diary as 1.00pm, which means that both parties will get to speak to each other at the correct REAL time, and one won't be still having lunch somewhere. This is the default setting when the program runs and is probably the most useful option. You must of course make sure you have the correct time zone set in Options for this to work properly. You can either set your time zone manually or let the program automatically read zone information from your computer.

However, if you untick the **export UTC Time** tick box (in General Options), In My Diary will then stamp exported events with the local time shown in YOUR diary regardless of your location (but see below).

## Daylight saving time

Information about DST is neither imported nor exported from In My Diary, but the time stamp of an event **IS** affected by the Daylight Saving Time settings you have in place in **Special Day** data, so an event set for 10.00am in summer will be given a time stamp one hour earlier, in addition to any time zone adjustments as described above. This also applies if you have chosen not to export UTC time.

The decision not to read and act on any Daylight Saving Time embedded in an iCalendar, but rather rely on the settings within In My Diary is really based on the sheer complexity of satisfactorily reading and interpreting the vastly different ways Calendar programs write such information (read [this](#) to get a better understanding of the issues) - there is no foolproof way of being sure your intentions will be read. The downside of relying on internal settings to fine tune your imports and exports means that if you are exchanging data with someone who is in a place where the Daylight Saving change takes place on a different date from your country there may be a week or so where the times of events would be unreliable.

## Exporting and importing Highlighted date data

You also need to decide whether to export highlighted dates. This is selected by default and, although other programs will ignore this feature, it won't do any harm either. If you are exporting all diary events or a date range of events you can also export **only** day highlights (no events) from the selected period. If you import highlights, please note that it is not the actual 'colour' that is imported, but rather its index from the current palette when the file was exported. (The index means the numbers from 1 to 10 of the colour range you can set.) For example, one file might have light blue as the colour set as colour 1 of its user selected palette, but another might have light green. Any dates exported from the first file to the second that use highlight colour 1 will show as light green even though they were blue when exported. Also, if the exporting file has more colours set (a more active index range) than the importing file, any index numbers found that are higher than those in use in the receiving file will be reduced until an active one is found. That sounds a bit complicated but, for example, if you have 7 colours set and used in the file to be exported but only 3 in the receiving file, colours 5,6 and 7 will become colour 3 when

imported. These limitations are in place so that the receiving file does not have its colour palette and description altered by an import (which would be confusing - holidays might suddenly be marked as something less desirable!) and to avoid days that were highlighted in the exporting file not showing when imported because no colour has been set for that index number.

For those interested (or frustrated by failed expectations!) the following features of diaries are imported and exported:

1. Date of event, start time and finish time. (Events periods cannot span over a day break)
2. The subject of the event. (When importing, if the DESCRIPTION does not begin with the same text as the SUMMARY, they will both be integrated into a multi-line diary event.)
3. Details of repeating events providing they are within the parameters available within In My Diary (currently repeat after an assigned number of days, or on the same date at varying monthly intervals, on a particular day on a particular week of the month, on the last day of the month - for ever or until a finish date is included).

*The following features (when exported from In My Diary) will only be imported into another open In My Diary - other programs will ignore it:*

4. Whether the time of an event should display in the diary
5. The number of early warning days set
6. Any highlighted backgrounds to dates.

Currently only VEVENTS (diary data) are imported and exported. When exporting, this will not include data generated by the Anniversary section or from birthdays in the Contacts section.

**vCards can be imported** either by dragging the file to the diary window, or from the File menu. Multiple selected files can be imported together. If a record for a contact is already found you will be given the option to import or bypass.

**vCards can be exported** either as individual records (Click the icon in the top right-hand corner of the Contacts window or select export 'Export vCard' from the File menu in the Contacts window) or containing all your contacts (from the File > Export > All contacts as vCard in the main diary window).

vCard headers read are N:, FN:, ADR:[any type but one type only - 7 fields]:, TEL:[if CELL is found then data added to mobile field otherwise the main telephone field]:, BDAY:[yyyy-mm-dd, yyyyymmdd and yyyyymmddThhmmss(Z)]. EMAIL;:, NOTE:[multi-line input, subsequent lines starting with a space], CATEGORIES:, URL:

The ADR field and NOTE field can also read QUOTED-PRINTING encoded fields.



## IMPORTING AND EXPORTING TO/FROM EXCEL

From the Contacts window you can export either ALL your contacts, or those that have the 'Select for printing labels' box ticked. From the View menu select either of the choices there, and from the list that opens select the Export menu and then either 'Export All contacts' or 'Export ticked Contacts' as desired.

When the excel file opens it will create a temporary format to display the data as clearly as possible. If you want to preserve this format you will need to save the file as an Excel Workbook, but the native data is Tab delimited and that is how it will be preserved if you don't use Save As..

The fields that are exported are ref (used for internal sorting), forename, surname, Label, Address 1-4, Postcode, telephone, mobile, Email, notes, and relating to birthdays - dob (date), early warning (Y or N), number of days early warning, show birthday in diary (Y or N) and the categories that apply to the contact.

### *Importing from excel*

If you want to edit this data while it is open in excel so that it can be imported back into in My Diary, the file should be saved as a Tab delimited file. To import it, open the Contacts window in In My Diary and drag the file's icon to a clear space (not an edit field) in the Contacts window. You should get a message telling you that the data has been imported. If you get a message saying that that file cannot be imported you probably did not save it as a Tab delimited file. Reopen the excel file and resave it as Tab delimited.

If you want to add a new entry to the open excel file, give the entry a reference number that is not already in use and put that in the ref column. Then add as much data as you are able using the formats already there (birthdays must be in the format dd/mm/yyyy but the divider can be / or - (not a space)).

**If you want to import Excel contact data that did not originate from In My Diary** (perhaps from another PIM or where you have created a file yourself) then there are certain points to watch-

1. The first column must be called ref and should contain unique numbers ranging between 1 and 3000. In My Diary stores contacts by numbering them as they are added, from 3000 downwards. **If you want to add new data to the contacts you already have, first make sure you are using reference numbers that are not already in use.** To find the first free number, either right-click over the Contacts window and select "First free contact ref." or open the View > Full Address list from the Contacts window and make a note of the lowest ref number in use. Make sure your new entries use numbers that are lower than this. They don't have to follow exactly in sequence (numbers will be reassigned sequentially once you import the file) but just need to be below the lowest number already in use.

2. The other column headings should be labelled forename, surname, Label, address1, address2, address3, address4, postcode, telephone, mobile, Email, notes, dob, e/warning, days, showb/d, c1, c2, c3, c4, c5, c6, c7, c8, c9, c10, c11, c12. They can be in any order and a file does not need to contain all these fields. Any fields in your

file with other headings will be added to the 'notes' entry for that contact (since there is nowhere else for it to go) separated by a ";" and you can decide what you want to do with that data after importing.

## VIEWING MULTIPLE FILES

Importing other files to merge with your existing data has been explained above, but from version 2.88 it is now possible to load other diary files into an open diary and view the data, but at the same time keep it separate.

The 'added' diary entries are shown in grey, and their data is not 'live' (ie. it will not generate any due alarm messages).

To add other diaries to view in an open diary, either drag any .ads diary file to your open diary or load it from File > Import > In My Diary file. The name of the file will then be added to the **Added diaries** menu. You can tick or untick items in this menu so you can choose to view or omit the data.

If you want to copy an event that appears in an added diary to your 'real' diary, just click over the event, then select **OK**. This will move the event to your diary, and you can also change other aspects such as time, early days warning etc, in the usual way.

If you no longer need to see an added diary, open the **Added diaries** menu, hold down the Ctrl key and click over the name of the diary to remove.

Contacts in the additional diaries are NOT imported by this method, but NOTES are. If there is a conflict with an existing note name the note will not be imported.

## LOADING AND CREATING NEW LANGUAGE FILES

The language files supplied with In My Diary have been very kindly produced by users of the program.

New versions of the program may include new language files or corrections to existing ones, but there may also be times when a new language folder is made available between program issues. To load a new language folder, select **Load new language folder** from the bottom of the Language menu. This will open a small window and you should drag the new folder to the window. **This folder MUST be called lang**. It should consist of folders (named as the language to display in the program) and in each of those folders a text file called "current.txt" which is the language file. If the folder passes inspection, you will be invited to import it to replace your old language folder. **IT IS IMPORTANT TO UNDERSTAND THAT THE REPLACEMENT lang FOLDER WILL COMPLETELY REPLACE YOUR EXISTING FOLDER** and any languages not present in the new folder will be deleted. Access to your language folder is possible from the File menu on the main page (Go to... > language files) so you can do a bit of moving around of language folders if you want to make sure you preserve a particular folder after an update.

If you would like to create a language file of your own then this is possible by following a few guidelines. The easiest way to create a new file is to use the IMD Language translator which is available from the Language menu. Using this will help to ensure that the file you create maintains the correct format and is not corrupt.

There are three menu items in the Language menu that potentially open the Language editor and they appear under a separating line at the end of the languages list. Not all three options will be available:

If you have the English version of the diary in use, the only option available when first using the editor will be *Create new language file*. In this case, a new version of the English text will open and you will need to first add the name of the language for which you are creating the translation before you can start to translate or save your work. You might also like to add your name as the translator although this is not mandatory.

If you have a language other than English in use, in addition to *Create new language file* you will also be able to select *Edit current language file* and, in this case, the translated file will open and you can correct any errors you have found. The effects of saving the file are stored temporarily and will not overwrite the 'real' file until you select *FINALIZE and SAVE*. You will also need to reselect the language you have edited from the Language menu once you have finalized the file in order to see the changes to In My Diary.

If you have already started to edit a language and not FINALIZED it, the only option available will be *Open draft language file*. If you decide you no longer want to edit this file you can enter the editor and then from the File menu select *Delete draft translation*. That will leave the translator able to open a new file to edit.

You do not need to complete a file at one sitting. If you do not produce a translation for every lookup code and finalize the translation file, the program will use the English version for any messages or headings that do not have a translation.

It is VERY important that you save any translations you have done somewhere safe other than the app.data/InMyDiary/lang folder. This is because the lang(uage) folder will always be overwritten when you do a program update or reinstall In My Diary for any reason. This is to allow for new ones files and corrections, so you will need to add your own file again after any updates (that's why you need to keep a copy safe). If you want to [send your file to me](#) I will include it in the official release so this last step would then be unnecessary.

If you ever need to open and save a language file other than in the proper editor, please note the following points:

1. The first line of the file MUST be **IMD:In My Diary Language File:**
2. The second line should be **#version:<the language>**
3. The third line should be **#translated by:<the translator>**

Any other lines that begin with # or are completely blank will be ignored by In My Diary.

### ***Using the language editor:***

Click a row and the English text will appear in the ENGLISH text field. It is also copied to the GLOBAL CLIPBOARD at the same time so you can drop the text directly into an external text area (maybe a translating app). If you are doing this and the app you are using lets you select all text in the translated area, do **Paste from clipboard** and that will place the translation in the translated text field.

If you want to include the use of Google translate (which also helps generate special characters) you should tick the box **Selecting a row launches Google translate**. You also need to click over the small window (Google language code) and select the language to which you are translating. This will add the necessary code. As you click over a line of text, this should now launch the Google translate web page ready filled, and all you need to do is and copy the translated result to paste back into the language editor, and then make any corrections if necessary. If Google translate does not launch or there is an error then you may need to edit the constant part of the URL for Google translate. You can edit this from the Edit menu.

Just closing the window will save your work in the editor but you can also save it from the file menu. FINALIZE and SAVE moves the new or edited file into the main 'lang' folder and deletes it from the temporary editor. Your created language or edits are then visible in the diary.

## **HOW TO GET ALARMS TO SHOW WHEN YOUR COMPUTER STARTS UP**

### ***On Windows Vista, 7, 8, 10:***

Windows 10:

First, in the lower-left **Search the web and Windows** box type %AppData% and press Enter

Windows Vista, 7, 8:

First, click the Start button in the bottom left of your screen. In the **Search programs and files** box type %AppData% and press Enter

Then all versions:

2. In the new window open the *Microsoft* folder

3. In the new folder select *Windows*, then in that folder select *Start Menu*, then in that folder select *Programs* and finally select the *Startup* folder.

4. If you are using the standard version, open the In My Diary folder in the My Documents folder (but make sure you can still see the open startup window).

If you are using the self-contained version of the program then open the IMDiary folder so you can see InMyDiarySC.

5. If you are using the standard version, right-click and hold the diary file you want to run at startup (If you are using the self-contained version right-click and hold InMyDiarySC), and drag it into the startup window.

7. Select Create shortcuts here.

## ***On Windows XP***

1. Right-click on the Start button

2. Click Explore

3. A window shows the contents of the Start menu

4. Go into Programs, and then open the Startup folder

5. If you are using the standard version, open the In My Diary folder in the My Documents folder (but make sure you can still see the open startup window).

If you are using the self-contained version of the program then open the IMDiary folder so you can see InMyDiarySC.

6. If you are using the standard version, right-click and hold the diary file you want to run at startup (If you are using the self-contained version right-click and hold InMyDiarySC), and drag it into the startup window.

7. Select Create shortcuts here.

## ***On Mac OS 10.4+***

1. Log in as the user who wishes to have a login item or as an admin user.

2. Choose **System Preferences** from the **Apple** menu.

3. Choose **Accounts** from the **View** menu.

4. Click the name of the user.

5. Mac OS X 10.4 or later: Click the Login Items button.

6. Click the "Add {+}" button.

7. Navigate to the documents folder (or wherever your diary file is) and select it. If using the self-contained version you should open IMDiaryM and select InMyDiarySC.

## **MOVING ALL MY DATA TO A NEW COMPUTER**

If you are using the self-contained version (on any operating system) then just copy the program folder (IMDiary, IMDiaryM or IMDiaryL) to a flash drive or disc, and copy it to the new computer. It's as simple as that.

If you are using the standard (fully installed version) then it is a bit more complicated.

### ***Moving from a Windows XP computer to Vista, Windows 7/8:***

1. Run the program on your existing XP installation.
2. From the menu - File > Go to... select 'Documents (In My Diary)'
3. At the top of the window that opens you will see the folder trail (most likely C:\Documents and Settings\<> your user name>\My Documents\In My Diary)
4. Delete the end of the trail to leave only 'C:\Documents and Settings\<> your user name>\My Documents' and you should then see the 'In My Diary' folder amongst your other documents.
5. Save this folder to a flash drive or disc
6. From the menu - File > Go to... select 'Anniversary file etc.'
7. At the top of the window that opens you will see the folder trail (most likely C:\Documents and Settings\<> your user name>\ApplicationData\In My Diary\codes)
8. Delete the end of the trail to leave only 'C:\Documents and Settings\<> your user name>\ApplicationData' and you should then see the 'InMyDiary' folder amongst the other folders
9. Save this folder to a flash drive or disc

On your new computer:

1. Install the program from the website or from a previously saved installer.
2. Run the program. It will create an In My Diary folder in your documents folder and an InMyDiary folder in your AppData folder. These will of course be brand new so will need to be replaced with the data you saved from XP.
3. From the menu - File > Go to... select 'Documents (In My Diary)'
4. At the top of the window that opens you will see the folder trail - <yourusername > My Documents > In My Diary
5. Click over 'My Documents' and you should then see the 'In My Diary' folder amongst your other documents.
6. Delete (or rename) this folder and replace it with the 'In My Diary' (note the spaces) one you saved from XP
7. From the menu - File > Go to... select 'Anniversary file etc.'
8. At the top of the window that opens you will see the folder trail - <yourusername > AppData > Roaming > InMyDiary > codes
9. Click over 'Roaming' and you should then see the 'InMyDiary' folder amongst your other folders.
10. Delete (or rename) this folder and replace it with the 'InMyDiary' (note NO spaces) one you saved from XP

## ***Moving from a Vista, Windows 7/8 computer to another similar:***

1. Run the program on your existing installation.
2. From the menu - File > Go to... select 'Documents (In My Diary)'
3. At the top of the window that opens you will see the folder trail - <yourusername > My Documents > In My Diary
4. Click over 'My Documents' and you should then see the 'In My Diary' folder amongst your other documents.
5. Save this folder to a flash drive or disc
6. From the menu - File > Go to... select 'Anniversary file etc.'
7. At the top of the window that opens you will see the folder trail - <yourusername > AppData > Roaming > InMyDiary > codes
8. Click over 'Roaming' and you should then see the 'InMyDiary' folder amongst the other folders
9. Save this folder to a flash drive or disc

On your new computer:

1. Install the program from the website or from a previously saved installer.
2. Run the program. It will create an In My Diary folder in your documents folder and an InMyDiary folder in your AppData folder. These will of course be brand new so will need to be replaced with the data you saved from your previous installation.
3. From the menu - File > Go to... select 'Documents (In My Diary)'
4. At the top of the window that opens you will see the folder trail - <yourusername > My Documents > In My Diary
5. Click over 'My Documents' and you should then see the 'In My Diary' folder amongst your other documents.
6. Delete (or rename) this folder and replace it with the 'In My Diary' (note the spaces) one you saved.
7. From the menu - File > Go to... select 'Anniversary file etc.'
8. At the top of the window that opens you will see the folder trail - <yourusername > AppData > Roaming > InMyDiary > codes
9. Click over 'Roaming' and you should then see the 'InMyDiary' folder amongst your other folders.
10. Delete (or rename) this folder and replace it with the 'InMyDiary' (note NO spaces) one you saved.

## **BACKING UP YOUR DATA**

There are two backup systems available from the program. Internal backups will copy just the diary files you are using to a local folder (these are automatic when you save a file) and a remote backup facility that copies ALL your data (Journal, Options, Password manager data and diary file) to a place you specify in the Options > General options window.

## **Local Backups**

Every day you save a new version of any of your diary files a backup of the file before it was opened is placed in the backups folder. You can see this from View > Backups. Only ONE backup per file is saved per day and it will be as it was the final time you opened it on that day. They are organised into Year folders, then month folders (numbered) and then in date order. In the standard version of In My Diary you can simply double-click any of these backup files to open them. In the self-contained version, if you have never opened a diary backup file before you will first need to tell the file what should open it as follows:

Open your backup folder from View > Backups and select any backup file - it doesn't matter which. Double-Click the file and you will get a message from Windows to tell you that Windows can't open the file. Choose '**Select a program from a list of installed programs**' and click the Browse button in the window that opens. You will then need to navigate to your IMDiary folder, open the folder and select InMyDiarySC.exe. The browse window will close and take you back to the program selector. Make sure '**Always use the selected program to open this kind of file**' is ticked and confirm your choice.

You should then be able to open any backup diary in future by double-clicking over it.

## **Remote Backups**

Firstly you will need to specify the location of your remote backup destination. This should obviously be somewhere other than the computer on which you are running *In My Diary*, or at the very least on a different physical disc drive. A cloud storage facility would be an obvious choice. Once you have made your decision, drag the intended folder to the **Remote backups** field in the General Options window.

Backups are made manually as required from **File > Remote Backup** (this will not be available to select unless you first set a destination as described above). When you select this, ALL your data will be copied to a folder called IMDiary\_backup in a date-stamped folder (dd\_mm\_yyyy). There is also a file called paths.txt which contains a list of the full paths from where the folders and diary files were copied, so that, in the event of a problem, you can replace any corrupt files in the correct location with their backup.

## **TROUBLESHOOTING**

### **Known issues:**

Dragging files (ics, vCard etc) to import them into the Linux Wine based version does not work, but you can import files from the File menu.

Exporting contact details from the address lists (Contacts > View menu) is not possible from the Linux Wine version, and will also not work on any version unless you have an Excel-type spreadsheet program installed.



The main window can occasionally open with zero height in. Adjusting the window size (dragging the bottom right corner) and saving the file should normally enable it to open correctly next time, but if this problem becomes too persistent you can, from the Options menu, set the window to open always at the default size.

Printing - is not possible from the native Linux version. On other systems, at the moment, only diary data (not anniversaries or contact birthdays) gets printed, and only the first occurrence of a repeating event will be printed. This may change in later editions.

Exporting from RiscOS organizer - There seems to be a bug in version 2.1x of Organizer (and possibly earlier versions) where Organizer is exporting incorrect colour information so the work around to avoid importing anniversary data will not work. Please see the [Organizer](#) page if this affects you.

Owing to some restrictions within the initial program development, repeating multi-day events will only show the coloured bar for NEXT due repeat.

***I can see small marks (or other bits of text) underneath some entries in the diary, or the bottoms of the letters in my entries seem to be missing.***

This is caused when the point size of your chosen font does not suit the space allocated for event text and was correctable from version 3.16 onwards so you need to update to at least this version first.

Go to **Options > General Options**, under **FONT CHOICES** click the Events tab. If the problem is that you are not seeing the bottom of your letters then either reduce the font size (in the **size** setting) or increase the **boundary** setting until the text appears normal (you will have to come out of the Options window and turn a diary page at least once to see the changes).

If the problem is that small marks appear under the entry you are actually seeing part the second line of your entry (or an internal reference in the case of repeating events). Proceed as above but this time either increase the font **size** or reduce the **boundary** setting to solve the problem.

***The program seems to freeze for a while when I change something or save my diary.***

This was a problem for some people prior to version 3.16 and was particularly noticeable when the number of your diary entries and contacts had grown to result in a large file (perhaps over 400 KB), and if you had **autosave** enabled.

The saving procedure was changed in version 3.16 and so this should not normally be a problem for most people anymore. If you have an extremely large diary file you might still notice a short freeze when saving or at other times if autosave is enabled and particularly if you have **Encrypt diary data** enabled. If this causes you concern

then you can try turning off backups, cancel autosave, turn off encryption or a combination of these three.

### ***Error Messages:***

Usually the error message will give you some options for coping with the error. The program will only shutdown if the problem cannot be solved with the program running, and in this case the error message should include an error code. Please email me to let me know about this, including the error code, and I will advise you further.

### **"There is a problem with some startup data. Press OK to reset your Options, Special days and Anniversary data"**

If you see this message, some part of the Options data has become deleted or corrupted. If you select OK to this message, your Options, Special day and Anniversary data will be reset to the state it was when you installed the program. Your old Options etc. will be copied to a folder called "InMyDiary(corrupted)" which is in your Application Data (XP), AppData (Vista, W7) or Application Support (OSX) folder. If you are not sure how to find this folder then email me because your Special day and Anniversary data is probably still OK and you can copy these back to your new folder.

You can force the program to reset the Options, Special day and Anniversary data by holding down the H,L and P keys as you start In My Diary. If you select OK to the startup message, please note that the existing data will not be backed up.

### **I cannot find your language file ....**

This is most likely to occur where more than one person uses the standard version of In My Diary on a single computer, each with their own account. It is now ESSENTIAL for each user to install the program from their own account in order to have independent control of which language files are available.

### **Pages turn quite slowly and it takes a little while for a new event window to open when I click over a date**

This seems to be a problem particularly noticeable on Linux, although older slower computers on other systems might also have this issue. Although the problem was vastly improved in version 2.80 and 2.82, if this is still something you notice, you can increase the operating speed by not setting any birthday warnings in the contacts section (add them to anniversaries instead). There must be none set at all for the benefit to be seen.

### **I cannot find your default file**

When the program is opened by clicking InMyDiary.exe directly (or a shortcut to it) it will always open the default file specified in the Options window. This is initially called 'diary.(ads) although you may have changed it. If the file is not there you will get a message (I cannot find your default file) and have the option of opening the folder where the default file should be or quitting the program. Accept the option to look in the default folder.

If what you expected as the default file IS there, then In My Diary is looking for a different diary file, which may have got changed or set in the Options window. Double-click the diary.ads file to run it and, once running, go to Options > General Options to confirm the default diary file. Just drag the diary.ads file to the text field alongside 'Default diary file'.

If it isn't there (through moving or accidental deletion) then you would need to replace it. If you have been using the program and saving at all, there will also be a folder called backups and you can enter this to find the most recently opened diary. Double-click that to run it and then save it as 'diary.ads' in your documents > In My Diary folder.

When you are using the standard version it is often better to run the program by double-clicking the diary file rather than the program shortcut. That way it doesn't matter whether your default file is there or not. You can always make a shortcut of your diary file and place that somewhere convenient (for example, the desktop). Diary files can be placed anywhere, and can be called whatever you wish if you run them by double-clicking. You will not get this message if you normally open the program by double-clicking a file that you have saved.

### **Program won't run at all when I double-click an .ads file or the InMyDiary.exe file.**

This is most likely due to a problem with the program trying to look for updates as it loads (if you have that option selected). Holding down the Ctrl and Shift key as you start the program should solve this issue.

**If you get a message that the program must close down before it has even opened, there will probably be an issue with your Options, Anniversaries or Special day data which does not even allow the error message (mentioned above) to be called. You will need to hold down the H,L and P keys as you open In My Diary and this will reinstall the Options, Special day data and Anniversary data. Unfortunately you will lose the data associated with these files but you will at least be able to run the program.**

# APPENDIX 1

## *iCalendar components understood and written*

yyyy =year: mm =month: dd =day: n =any number: n(n-n) =number range: dn =two letter

code for day name (MO,TU etc)

BEGIN:VCALENDAR

BEGIN:VEVENT

DESCRIPTION:

SUMMARY:

LOCATION:

UID:

DSTAMP:, DTSTART:, DTEND: (with...)

yyyymmdd (or)

yyyymmddThhmmss (or)

yyyymmddThhmmssZ

RRULE: (with...)

FREQ=DAILY; (with...)

INTERVAL=n; (defaults to 1 if not seen)

UNTIL=yyyymmdd[time ignored]; COUNT=n; (last one seen applies)

OR

FREQ=WEEKLY; (with...)

INTERVAL=n; (defaults to 1 if not seen)

UNTIL=yyyymmdd[time ignored]; COUNT=n; (last one seen applies)

OR

FREQ=MONTHLY; (with...)

BYMONTHDAY= (with...)

n; (on this day of the month)

-1; (last day of the month)

INTERVAL=n; (defaults to 1 if not seen)

UNTIL=yyyymmdd[time ignored]; COUNT=n; (last one seen applies)

OR

BYDAY= (with...)

n(1-7)dn; (example 2TU - 2<sup>nd</sup> Tuesday of the month)

-1dn; (example -1WE - last Wednesday of the month)

-1: Last day of the month

(n.b. minus numbers other than -1 are not read)

(n.b. INTERVAL is ignored if with 'BYDAY')

UNTIL=yyyymmdd[time ignored]; COUNT=n; (last one seen applies)

OR

FREQ=YEARLY; (with...)

INTERVAL=n; (defaults to 1 if not seen)

UNTIL=yyyymmdd[time ignored]; COUNT=n; (last one seen applies)

EXDATE: (with..)

yyyymmddThhmmss if at a set time or...  
yyyymmdd if an All Day event

Multiple exclusions can be linked by a comma  
(eg. 20180201T153000,20180215T153000)

Or are read as separate EXDATE: messages each with a single  
exclusion

BEGIN:VALARM

ACTION: (with..)

DISPLAY (Display is the only option sent or read)

TRIGGER: (with..)

-PnDTnHnMnS (In this format the time unit chosen will be  
based on the nearest whole unit, so -P1DT0H0M0S would show '1  
day early warning' in the diary but -P1DT0H20M0S would show  
'1460 minutes early warning'. Seconds are always ignored.

OR

-PnD (example -P10D would give a warning 10 days early)

OR

-PTnH (example -PT2H would give a warning 3 hours early)

OR

-PTnM (example -PT30M would give a warning 30 minutes early)

Only TRIGGER values beginning with - (minus) are read.

Notifications at a specified time (in the format  
20170317T133000Z) are not read, neither are post-event alarms.

DESCRIPTION: ("Early Warning" is exported out but imported  
descriptions are not used by In My Diary.)

END:VALARM

END:VEVENT

BEGIN:VTODO

DESCRIPTION: (or SUMMARY: whichever is seen last)

UID:

DSTAMP:, DTSTART:, DUE: (with...)

yyyymmddThhmmssZ

COMPLETED:

END:VTODO

END:VCALENDAR

Currently other components are ignored but others may be implemented in future  
versions of In My Diary.

## APPENDIX 2

### Importing Excel files to Contacts – Field names understood

The following column headings will be recognised when importing an excel file:

Indented headings are alternatives. If both are present the last one seen will be used.

| HEADING          | PURPOSE   | EXAMPLE / POSSIBLE VALUES      |
|------------------|---|--------------------------------|
| Title            | Name prefix   | Mr. Mrs                        |
| Forename         | Any non-family names  | John Mary                      |
| Surname          | Family names  | Smith-Weston                   |
| Address1         | Name or number and street   | The Willows<br>34 Broad Street |
| Address2         | Further address details   |                                |
| Address3         | Further address details   |                                |
| Address4         | Further address details   |                                |
| Postcode         | Digital address form  | W1A 1AA                        |
| Telephone        | Landline number   | 020 75...etc.                  |
| Telephone number |   |                                |
| Mobile           | mobile number   |                                |
| Mobile number    |   |                                |
|                  | (Use spaces in telephone numbers to stop excel stripping leading zeros) |                                |
| Date of Birth    | Separate with – or /  | 12-03-2000                     |
| Dob              |   | 12/03/2000                     |
| Birthday         |   |                                |
| e/warning        | early warning of birthday   | Y, N or blank                  |
| early            | early warning of birthday   | Y, N or blank                  |
| days             | number of days early warning  | 1 - days left this year        |
| showb/d          | display contact's birthday  | Y, N or blank                  |
| Notes            | Any other text you want   |                                |
| Email            | obvious   |                                |
| e-mail address   |   |                                |
| Label            | Will be used when printing labels in preference to forename surname     |                                |
| c1               | Categories that the contact   | Y, N or blank                  |
| c2               | has joined.   | Y, N or blank                  |
| c3               |   | Y, N or blank                  |
| etc to.....      |   |                                |
| c12              |   | Y, N or blank                  |

## UNINSTALLING THE PROGRAM

*From 26/08/2012 the standard windows installer has been altered slightly. This does not affect the versions for MacOS or Linux, or the Self-contained versions. Therefore the section below (concerning the standard Windows version) only applies to installations made from this date onwards. Earlier Windows installations behave in a similar manner to the MacOS one when uninstalling.*

**Removing the self-contained version** (for any platform) is simply a matter of deleting the IMDiary folder. All data connected with the program should be in that folder. There is no data in the registry.

### **Removing the Standard (not self-contained) version:**

Uninstalling a standard Mac and Native Linux version is slightly different from the later Windows version. While the Windows version now removes ALL data from the appropriate folders allowing a completely clean re-installation, you must locate the documents and Application Support folders manually as described below and delete or rename these in order to allow a clean re-installation.

### **Windows**

Use the system's 'Uninstall or Change a program' or 'Add/Remove Programs' facility to delete **In My Diary** from your computer. Everything that was added to your computer at installation time will be removed AND the entire contents of the 'In My Diary' folder in your Documents folder. This will include any new diary files you have saved in there and all your backups. If you do not want to lose these, please make a copy of the 'In My Diary' folder before starting the uninstall process.

### **Mac**

Just drag the 'In My Diary' folder in your applications to the trash. This will remove the program but NOT your personal data (diary files, options, passwords etc.). To remove these you will need to go to your Documents folder and to the <user>/Library/Application Support folder to find folders named 'In My Diary' and 'InMyDiary'. If you are wanting to make a clean re-installation (for example, in the case of a corrupt password) but not lose the data in these folders, just rename them before re-installing.

### **Native Linux**

Click on the Software Center icon in the Launcher, or open the Dash, and search for Software Center.

When the Software Center opens, click on Installed Software.

In the Installed Software section, find In My Diary in the list or search for it.

Select it click Remove.

You may be asked to enter your password. After you have done that, the Program will be removed. This should not take very long. As for the Mac, your options data and diary data will be left untouched. To remove these also you will need to go to your Home folder and delete the InMyDiary folder there. You will also need to show hidden files and delete the InMyDiary folder in the .config folder. That will remove all options and password data.