Now Software

Now Up-to-Date® & Contact®

Built for OS X & Classic OS

Schedules & Contacts for:

- *Individuals*
- *Workgroups*
- *The World Wide Web*

Cross Platform Scheduling and Contact Management for Business & Individuals

Quick Start Guide

Now Software

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Power On Software warrants that the disks on which this software is recorded are free from defects in material and workmanship, under normal use for 90 (ninety) days after the date of original purchase. If a defect occurs during the 90-day period, you may return the disks to Power On Software for a free replacement. **Power On Software will replace the disks provided that you have previously registered your product with Power On Software.** The remedy for breach of this warranty shall be limited to replacement and shall not encompass any other damages, including, but not limited to loss of profit and special, incidental, or other similar claims. The software is licensed and delivered on an “as is” basis. Except for the expressed warranty set forth above, Power On Software makes no other warranties, either expressed or implied, by statute or otherwise, regarding the enclosed computer software product, its quality, its performance, its merchantability or its fitness for any particular purpose.

Now Up-to-Date is a calendar program that maintains your schedule, reminds you of upcoming events, and manages your to-do list. Now Contact is a contact manager that gives you instant access to important names, telephone numbers and addresses.

Both applications are integrated so you can link calendar and contact information. When used over a network, these products enable you to share your information with others and schedule meetings with them.

Online Help

This booklet provides a quick reference to the main features of Now Contact and Now Up-to-Date. For detailed information, consult online Help by choosing the desired option from the Help menu. In addition, you will need an Internet browser such as Microsoft Internet Explorer or, Netscape Navigator to view online help.

Note: Full documentation includes a User Guide in PDF format and HTML Online Help, which are included with your product. You can purchase a printed User Guide for a nominal fee by visiting the Now Software website at: http://www.nowsoftware.com

Technical Support

You can access web-based Technical Support by choosing this option from the Help menu in either Now Up-to-Date or Now Contact.

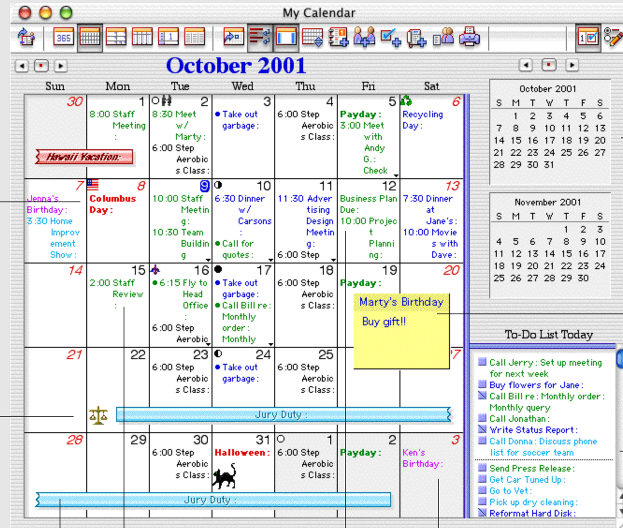
Tool Tips

In addition to online Help, the buttons in the Toolbars display pop-up labels when you place the pointer over them.

The Month View is the first view that you see upon opening a Calendar file.

Holiday: Use this date-specific Event to make Holidays stand out.

Add graphics from the Graphics palette.



Mini-month Calendars

Sticky Note: Use for quick attention-getting messages in the Month

To-Do List

Banner: Use to indicate graphically an Event's span of days.

Appointment: Use for a date- and time-specific Event.

Meeting: Use to schedule a meeting on a specific day at a specific time.

Special Event: Use to indicate special occasions, like birthdays.

To-Do/Call: Use to indicate a date- and possibly time-specific task you need to do, or a call you need to make.

Undated To-Do: Use to indicate non-date-specific tasks. Appears only in the To-Do List and the List View.

The List View is the first view that you see upon opening a Contact File. *Choose List Layouts from the Define menu to choose the columns of Contact information that you want to display. Create different Layouts for different needs.*

Toolbar

Column headers indicate the type of data displayed in each column. Click a header to sort the list by that column. Shift-click other headers to add secondary sorts.

Status bar indicates how many of the total number of Contacts in your Contact File are currently being displayed.

Click a tab to filter the list by that letter. Type text into the text field to further filter the displayed list.

Working with Calendar Events

To work with calendar Events:
Launch the Now Up-to-Date application. *(You can easily launch Now Up-to-Date at any time by choosing it from the QuickDay menu.)*

To create an Event:
Select a day and choose the name of the Event type you are creating from the Event menu, or click a new Event button in the Toolbar. Type the title of the new Event and press Enter or Return to save the new Event in your Calendar File.

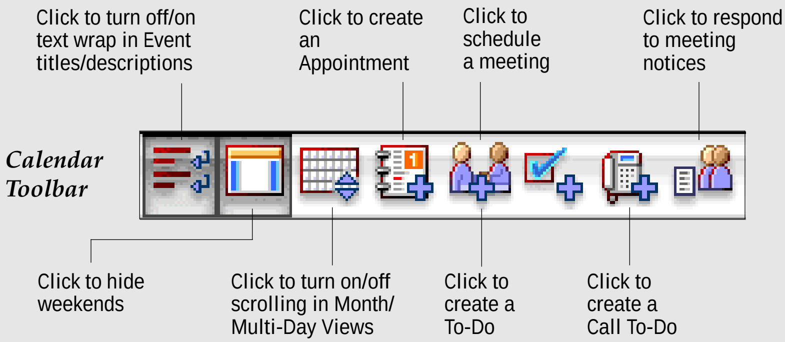
To move an Event:
Drag the Event to the new day or time, or cut the Event and then paste it. The second method is useful if you need to move an Event to a date beyond the period currently in view.

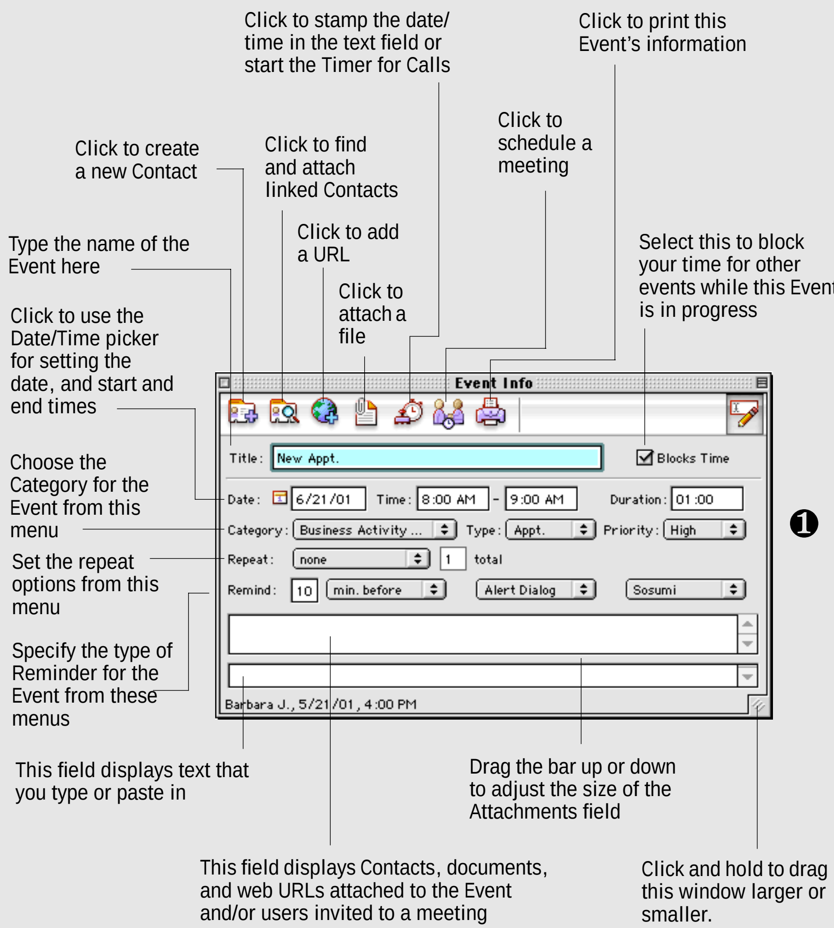
To set Event Preferences:
Choose Preferences from the Define menu and choose the Event type for which you want to specify a default setting.

To modify an Event:
Double-click the Event or select it and press Enter. This opens the Event Info window (➊). The Event Info window is where you set or modify Event attributes. This includes setting the time of the Event, adding a description, attaching Contacts, or changing the Event's Category, Priority, Repeat, Type, or Reminder setting.

To attach a Contact:
You can attach Contacts to any Event, so that when you are reminded of an Appointment, for example, you can see your Contact's name, company, and phone number. Click the New Contact button and type the Contact information in the dialog box that appears. Click OK and this information appears in the Contact field of the Event Info Window.

You can link events in Now Up-to-Date to contacts in Now Contact, so that information and changes made to information entered in one application appear in the other. *See page 18 for information on linking Now Up-to-Date and Now Contact.*





Now Up-to-Date lets you view your schedule in several different formats and time ranges. Select one of several views by clicking one of the view buttons in the Toolbar (❶–❻).

To-Do List

A To-Do List is available in all views except in the List and Year Views. Click the To-Do List button in the Toolbar (❼) to display in a list To-Dos and Calls for the current day, Undated To-Dos, and any To-Dos and Calls marked Done.

- Dragging an item in the To-Do List to a new location in the list changes the Priority setting of the item.
- Dragging any Event from a calendar view to the To-Do List changes it to a To-Do.
- Dragging a To-Do from the To-Do List to a cell in the calendar view changes the date of the To-Do accordingly.

Calendar Layouts

To determine how Events appear in calendar views, click the Define Calendar Layouts button (❽) in the Toolbar to open the Calendar Layouts dialog box. Here you can change the font, size, and color of month and day names and day numbers. You can also change the font and size of Event titles and descriptions. To change Event color and style, open the Define Sets dialog box *(see page 6)*.

List View Format

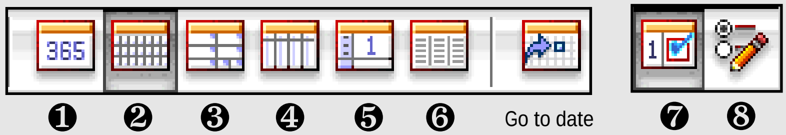
To determine List View format, choose List Layouts from the Define menu. Here you can choose which types of Events and columns to display.

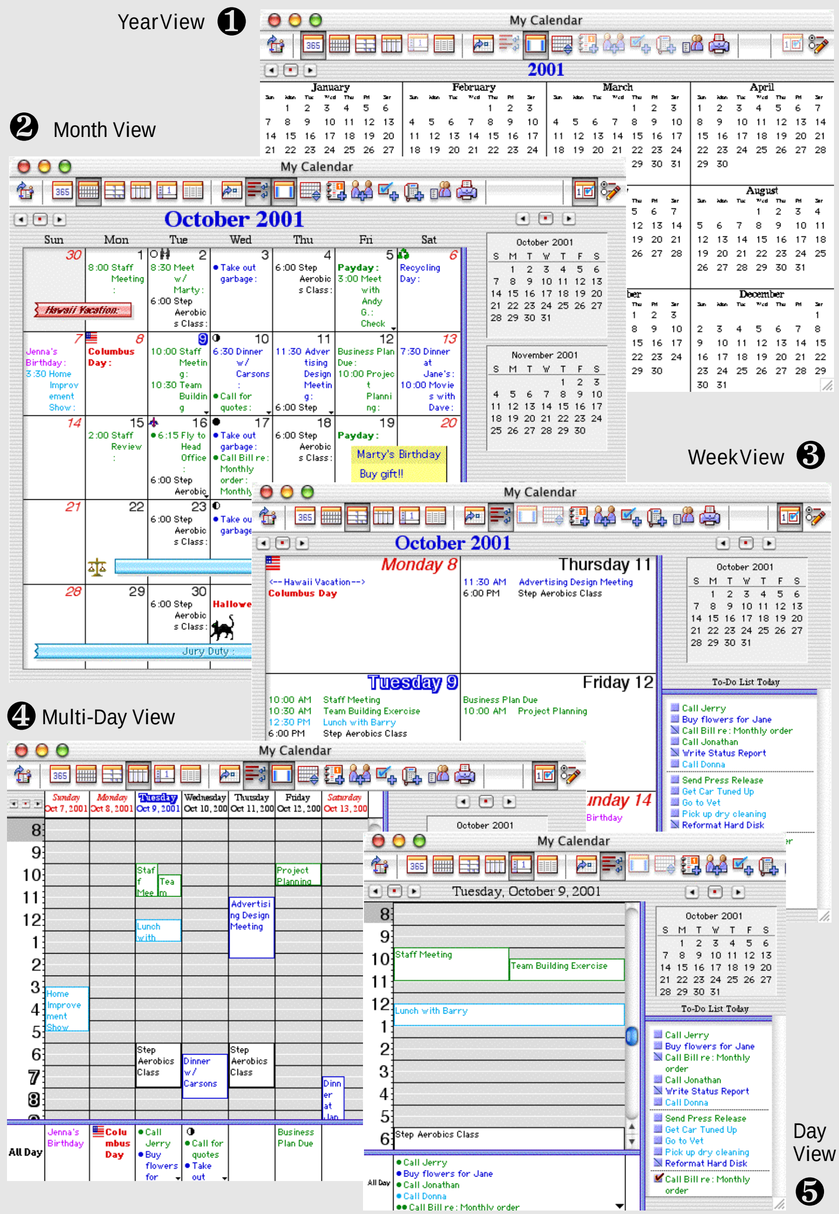
Using the List View

You can edit items directly in the List View and select options in pop-up menus.

- Clicking and dragging the top of the column moves the column.
- Clicking and dragging the line that separates the columns resizes a column.
- Clicking a column's title sorts by the column.

Calendar Toolbar





Organizing Events

To determine which events appear in your calendar, use categories and sets . Assign an event to a category, select the category to appear in your calendar's current Set, and any Events assigned to that category will appear. Sets are useful if you want to filter out events or categories, or if you want to assign different colors to events.

Assign an Event to a Category

To assign an event to a category, double-click an event to open the Event Info window *(see page 4)*. Use the Category pop-up menu to select the category for the event. We recommend you place related events in the same category.

Create a new Category

If an appropriate category does not exist for an event, create a category by choosing Categories from the Define menu and clicking New.

Filter and/or color Events

With events assigned to various categories, you now have the option of filtering events in and out of view, assigning text color and style to events, and activating or deactivating the reminder for groups of events.

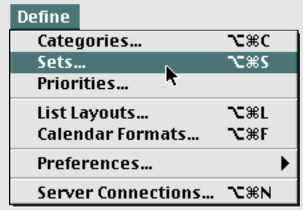
Choose Sets from the Define menu (❶) to open the Define Sets dialog box. Here you see a list of the categories in the current set. Those categories whose events appear in your calendar's current set are marked with a checkmark.

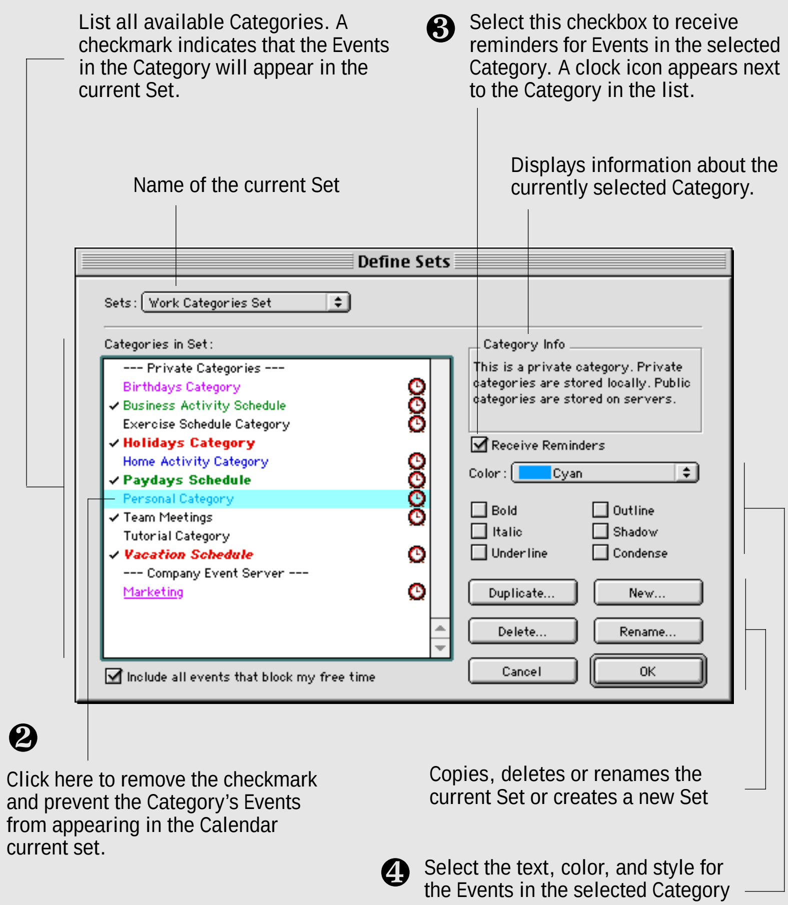
To remove or add a category, click to the left of its name (❷). Using Mac OS X, click to select it, then click again to place the checkmark.

Those with a clock icon to the right have the reminder activated. To deactivate reminders, select the category and deselect the Receive Reminders checkbox (❸).

To change the color or style of event titles and descriptions, select the category for all events in a category and then select the desired color and style (❹).

❶





You can make events public by assigning them to a Public Category that resides on a Public Event Server. Simply connect to the Public Event Server, then include the appropriate Public Category in your current Calendar Set.

Note: See the Now Up-to-Date & Contact User Guide for information on setting up a Public Event Server.

To connect to a Public Event Server:

1. Choose Server Connections from the Define menu. The Server Connections dialog is displayed (❶).

2. Click the Add... button. The TCP/IP dialog box is displayed (❷).

3. Enter the Server name, TCP/IP address, and Port number.

4. When all the information is entered, click OK. The new server will be added to the Server Connection list.

To include a Public Category in the current Set:

1. Choose Sets from the Define menu. Private Categories appear as well as the Public Categories from the Public Event Server to which you have connected (❸).

2. Click to the left of a Public Category to include it in your current Set, then click OK.

To make an Event public:

1. Double-click an Event to open the Event Info window.

2. From the Category pop-up menu, choose a Public Category (❹). The Event is now available to other users who subscribe to that Public Category. If there is no appropriate Public Category to place the Event you want to make public, you can create one.

To create a Public Category:

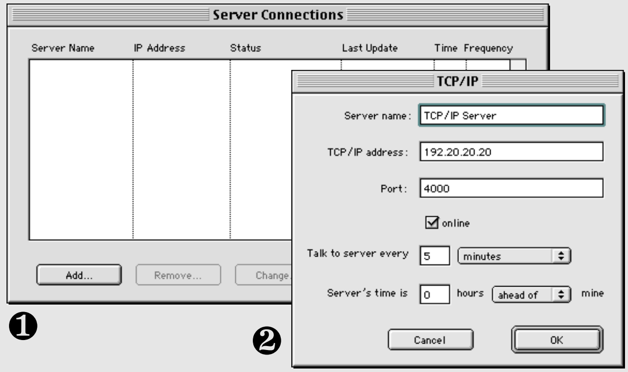
1. Choose Categories from the Define menu. The Define Categories dialog box appears (❺).

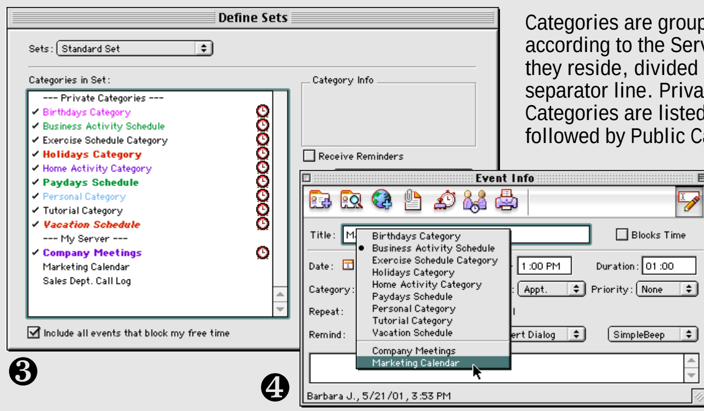
2. Choose a Public Event Server from the Server pop-up menu.

3. Click New. The New Category dialog box appears.

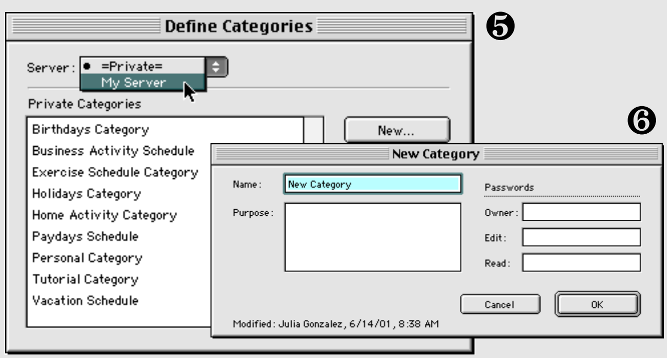
4. Type the new Category's name, description, and passwords (❻).

5. Click OK, and then click OK again to save your changes.





Categories are grouped according to the Server where they reside, divided by a separator line. Private Categories are listed first, followed by Public Categories.



Offline Editing

When you add a Public Category to a Set, the Public Events it contains are read into your Calendar file. As a result, if you disconnect from your network, the Public Events are still available to you for viewing and editing. You can modify and create Public Events while you are offline. When you return to the network, these changes are sent to the Public Event Server and reconciled automatically. This feature is particularly useful for mobile users.

Scheduling Meetings

Now Up-to-Date takes the guesswork out of planning meetings by automatically finding the time when everyone is available. To use this feature you must be connected to other users over a network with a Public Event Server running.

Set-up for Group Scheduling

Choose Schedule Meeting from the Meeting menu. Click OK and Now Up-to-Date walks you through the setup process:

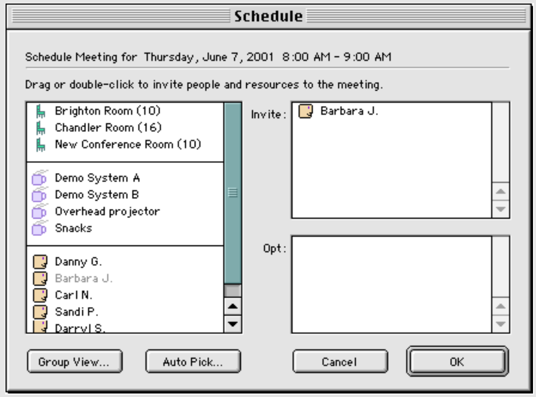
1. Connect to at least one Public Event Server (make sure that you connect to the Server on your network that's set up to support Group Scheduling).
2. Set your user name, which identifies you on the network so you can be invited to meetings.
3. Include one or more Public Categories in your Calendar File, for posting meetings that you schedule.
4. Add some network users, conference rooms and meeting resources to your Calendar File, so you can include them in meetings that you schedule.

Scheduling a meeting

When you've completed these steps, the Schedule Meeting dialog box (❶) appears. (If you have already gone through the setup, you can schedule a meeting at any time by choosing Schedule Meeting from the Meeting menu.) Select the people you want to attend the meeting, where the meeting will take place, and any resources that will be needed (overhead projector, TV, etc.). Just drag the people, rooms and resources into the box on the right (❷). Use the "Opt" box at lower-right for optional attendees (❸).

Next you need to find the best day and time to have your meeting. To do so, choose either Group View (❹) or Auto-Pick (❺).

When you have found the time for your meeting, click OK, then click OK again in the Schedule Meeting dialog box to book your meeting. People you've invited will be notified of the meeting (❻) and given the option of attending or declining.

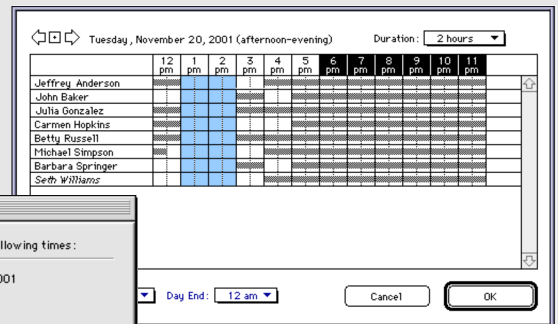


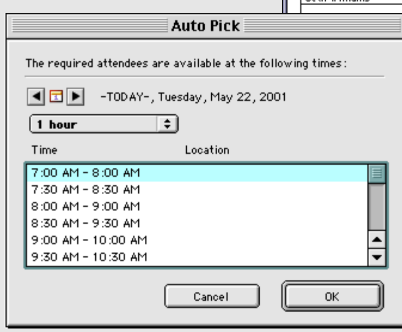
❶

❷ Drag the names of people, meeting rooms, and resources from the list on the left to this box

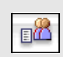
❸ Attendance is optional for people listed here

❹ Group View lets you look at the schedules of attendees graphically.





❺ Auto Pick finds the first available time for you automatically by searching everyone's schedule and listing the times it has found.



Click the Meeting Notices button in the Toolbar to open the Meeting Notices dialog box and respond to meeting invitations

❻

Meeting Notices

When you are invited to a meeting, the text "check meeting notices" appears in the Calendar header and the Meeting Notices button displays a red arrow. Click the button to open the Meeting Notices dialog, select the desired meeting, then respond to the notification.

The QuickDay component of Now Up-to-Date reminds you of any date-specific Event as well as provides a menu of the day's Events. The reminders and the menu appear even when Now Up-to-Date is not running.

Setting Reminders

To set a reminder, double-click an Event to open the Event Info window. In the Remind section, select the amount of time, the type, and the sound for the alert (❶).

Two types of Reminder alerts

In setting up a reminder in OS 8.6 or OS 9, you can choose between two types—an alert dialog box or a menu bar alert. Only the alert dialog reminder (❷) is available under OS X.

An alert dialog box (❷) provides options for snoozing the alert, dismissing it, editing the Event in question, deleting the Event, or launching Now Up-to-Date to view your schedule in more detail. You can dismiss or snooze this type of alert and then continue with your work.

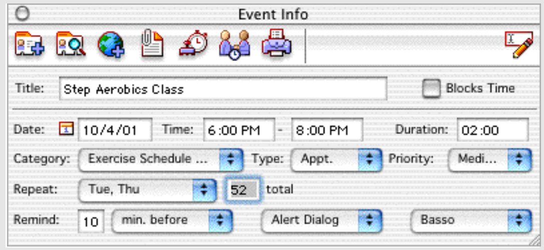
The menu bar alert flashes a reminder in the menu bar without interrupting you. To dismiss this type of alert, click the flashing title in the menu bar or pull down the menu and choose Snooze or Dismiss.

Quick access to Events

The QuickDay Event menu (❸) displays the current day's Events and allows you to create new Events in Now Up-to-Date. To view more information about an Event in QuickDay, choose the Event from the list. To open the Calendar file, choose "Open Now Up-to-Date."

Setting QuickDay preferences

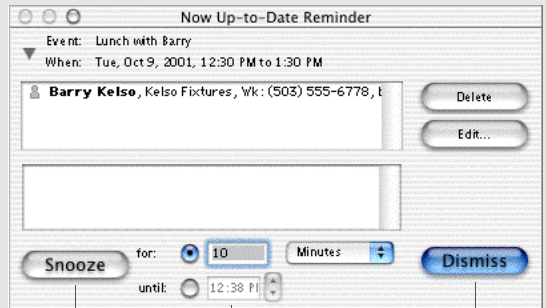
In OS X you can set QuickDay options from the QuickDay preferences panel in Now Up-to-Date (❹). Using the three tabs in this preference panel you can turn QuickDay on or off, choose which items to display in the menu, and set default options for Reminder alerts. The same options are available in OS 9 and lower by opening the QuickDay control panel.



Select the amount of time before a scheduled Event to receive a reminder alert, the type of alert, and the sound to accompany the alert.

❶

❷



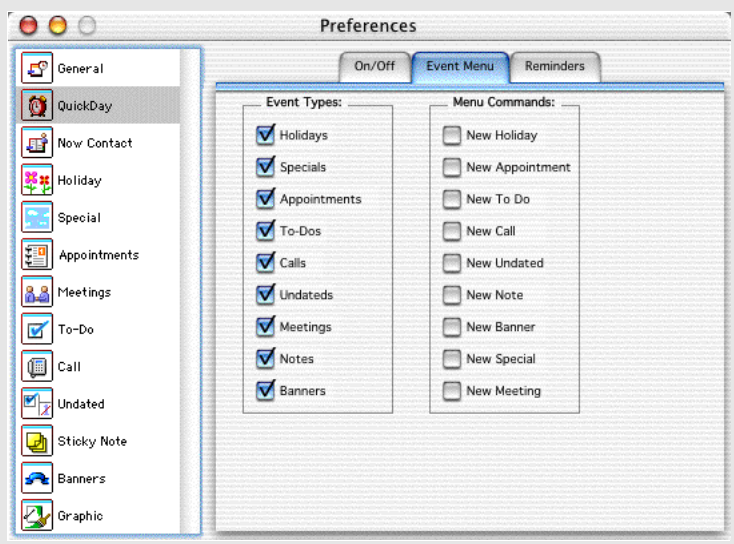
Click to snooze the Event for the interval indicated

Change the snooze time for this Event. You can change the default snooze time in the QuickDay panel of your Now Up-to-Date preferences.

Click to dismiss the alert message

❸

❹



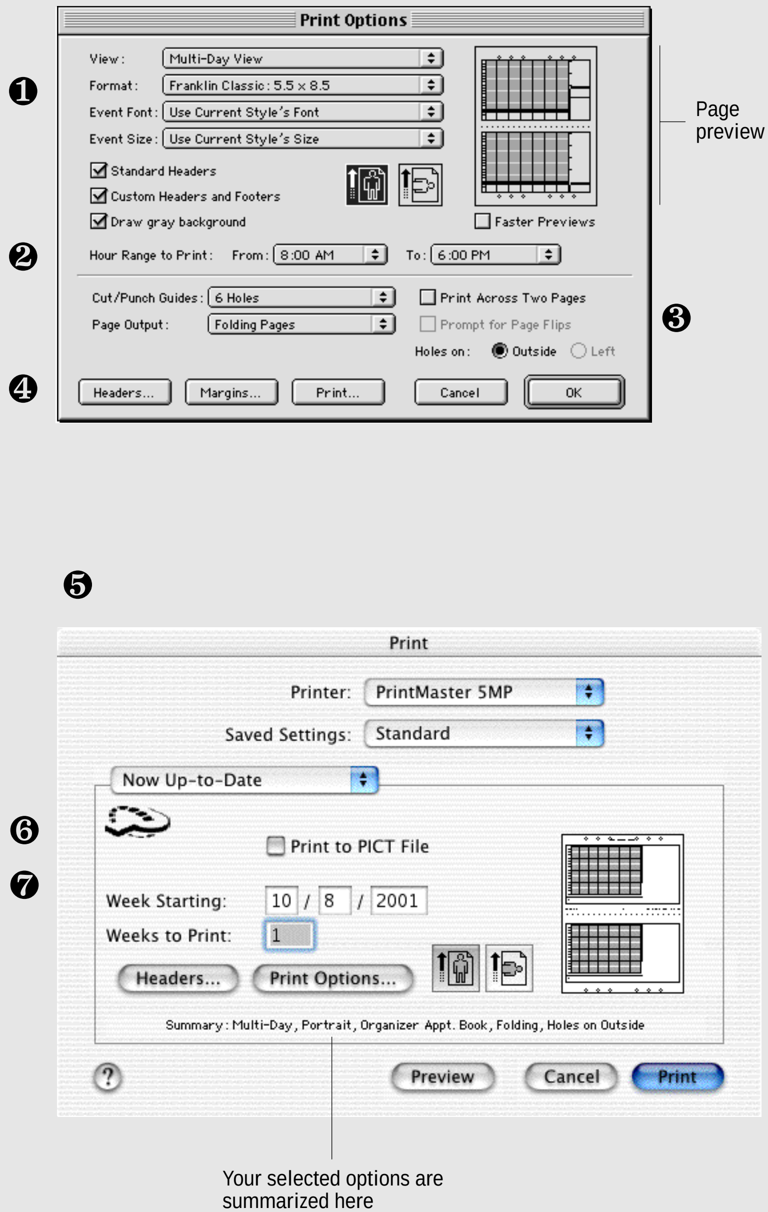
Printing Your Calendar

Now Up-to-Date allows you to print out your calendar information in a variety of formats. Any of the available Views can be printed onto many different page sizes.

To print your Calendar file:

1. Open the calendar View you want to print. Modify the appearance of the view, if necessary, for the desired output.
2. Choose Print Options from the File menu.
3. Use the pop-up menus in the upper-left corner to choose a different View, the page format, or different Event font and size (❶). A preview of the page appears in the preview box in the upper-right corner of the dialog box.
4. Set the time range from the hour range pop-up menus and select or deselect “Draw gray background” if you are printing a Day or Multi-Day View (❷).
5. Make changes to the appointment book settings at the bottom of the dialog box (❸) if you have selected an appointment book format.
6. Set other options such as the type of headers and page orientation of the printed output (❹).
7. Click Print. The Print dialog box is displayed (❺).
8. Specify the beginning of the period to print and the number of months, weeks, or days to print (❻).
9. Select other options such as the type of headers, page orientation, or returning to the Print Options dialog box. To print double-sided output, choose Manual Feed (❼).
10. Click Print.

Note: For detailed instructions on printing your Calendar, see the Now Up-to-Date & Contact User Guide or Now Up-to-Date & Contact online Help.



To create a new Contact, launch Now Contact, then choose New Contact from the Contact menu, or click the New Contact button in the Toolbar. The Detail View opens to a new Contact record with blank information fields (❶).

To enter Contact information:

1. Click in the field where you want to enter information.
2. Type the desired information.
3. Press the Tab key to advance to the next field.
4. Repeat steps 2 and 3 until you've entered all of the Contact information.
5. Close the Detail View.

To modify an existing Contact:

1. In the List View, double-click the Contact to open the Detail View.
2. Click in the field where you want to modify information.
3. Modify the field's information as desired.
4. Tab to the next field you want to modify or click directly in it.
5. Repeat steps 3 and 4 until you've modified the Contact as desired.

Automatic Data Entry

Information from existing Contacts may appear automatically in Detail View fields as you enter new Contact data in them (❷). Now Contact searches your Contact file for matching text and telephone numbers, and inserts it as you type. This makes typing the same information over and over again unnecessary.

Detail Layouts

You can vary the Detail View by creating different Layouts, which control formatting (fonts, styles, colors) and arrangement (size and placement of information blocks). To switch Detail Layouts, just choose the one you want from the Use Detail Layout submenu in the Window menu.

Modifying in List View

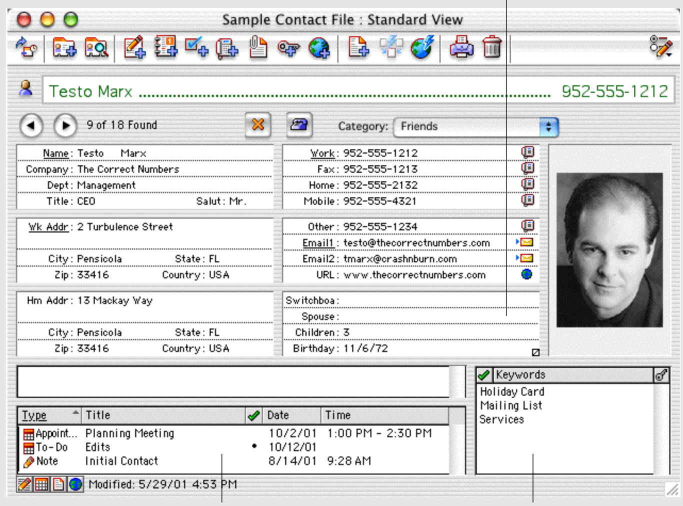
You can also modify many aspects of a Contact directly in the List View (❸). Almost all text fields can be edited simply by clicking and typing; click on other fields to display a pop-up menu of available options.

Use the Toolbar icons to create new Contacts, Events, and documents

Choose Custom Fields from the Define menu to customize these fields

❶

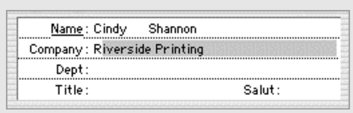
Enter name and address information



Note, Event, and document attachments appear in the log entries. Double-click an item to open it

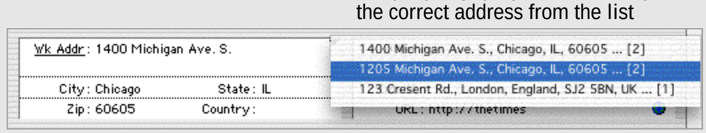
Contact Keywords list. Click the green checkmark to choose keywords

❷



Contact information already entered for other Contacts is automatically displayed as you type

If more than one address exists for the same company, a pop-up menu allows you to choose the correct address from the list



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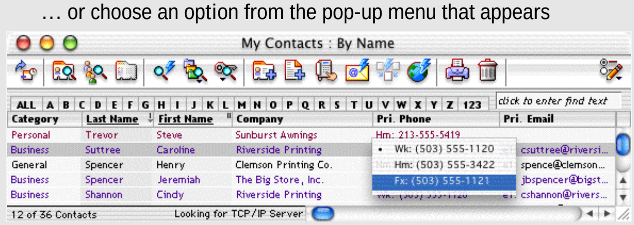
To modify Contacts in List View, click in a field and type the new information …

… or choose an option from the pop-up menu that appears



Using Categories

Now Contact lets you organize your Contacts by assigning them to Categories. You can group Contacts by their relationship to you (Business, Family and so on) and change the way they appear according to their Categories.

To assign Contacts to Categories:

■ In the List View (❶), click over the Contact's Category column and choose the desired Category from the pop-up menu that appears. (The Category column must be included in the current List Layout.)

■ In the Detail View, choose the desired Category from the Category pop-up menu in the Category Header (❷).

To create or modify Categories:

1. Choose Categories from the Define menu. The Define Categories dialog box is displayed (❻).

2. Click New to create a new Category, or select an existing Category and click Edit.

Using Keywords

Keywords let you identify Contacts as belonging to one or more distinct groups. Since a Contact can belong to only one Category at a time, but can be assigned as many Keywords as you want, Keywords work well for groups of Contacts that cross over between Categories. Public Keywords (❸)can be seen by all users who subscribe to the Public Contact Server and Category where the Public Keywords are assigned.

To assign Keywords to Contacts:

■ In the Detail View, choose the desired Keyword from the Keyword pop-up menu in the lower right-hand column of the Contact Log (❹).

■ In the List View, select a Contact and choose Assign Keywords from the Contact menu (❺).

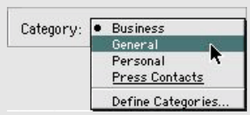
To define or modify Keywords:

1. Choose Keywords from the Define menu. The Define Keywords dialog box is displayed (❼).

2. Click New to create a new Keyword, or click Edit to modify an existing Keyword.

❶ To assign a Category in the List View, click and hold in the Category field for the Contact, then choose the desired Category from the pop-up menu.

❷



To assign a Category in the Detail View, choose the desired Category from the Category pop-up menu.

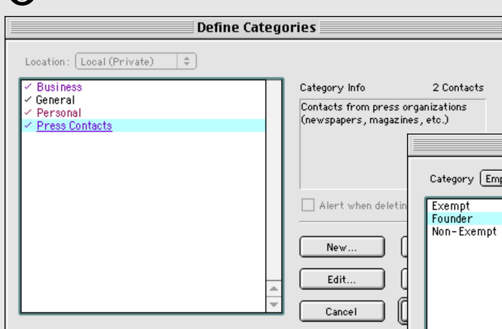
❸

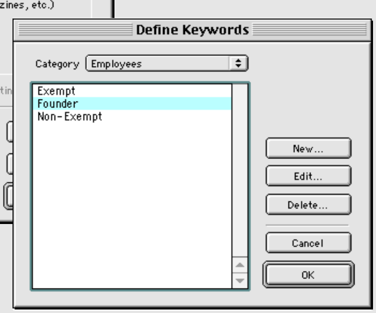
❹

To assign a Keyword, choose it from the pop-up menu in Detail View, or choose Assign Keywords from the Contact menu.

❺

❻





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Choose Categories or Keywords from the Define menu to create Categories or Keywords.

Now Contact lets you find Contacts quickly and easily. You can rely on the customizable finding preferences to help you search under the same criteria each time, or you can specify every aspect of your search using more unique criteria.

To use the AlphaBar or QuickFilter to narrow your search, see the following page.

To perform a basic search:

1. Choose Find from the Find menu, or click the Find button in the List View or Detail View Toolbar. The basic Find dialog box appears (if the detailed Find dialog box appears, click the Less button).
2. In the search text field, type the text you want to search for. By default, Now Contact searches for Contacts whose Name or Company fields start with the search text.
3. Click Find. The current contents of the List View are replaced by any Contacts matching your search text.

To perform a detailed search,
click the More button (❶).

Using QuickFind

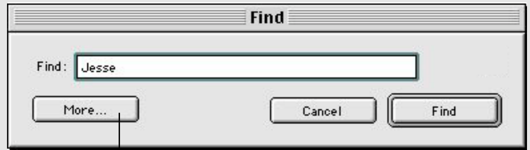
There may be times when you want to search for Contacts based on the Categories and/or Keywords you've assigned them. QuickFind lets you do just that by "filtering" the Contacts in the List View so that you see only specific Contacts and hide the rest.

To use QuickFind:

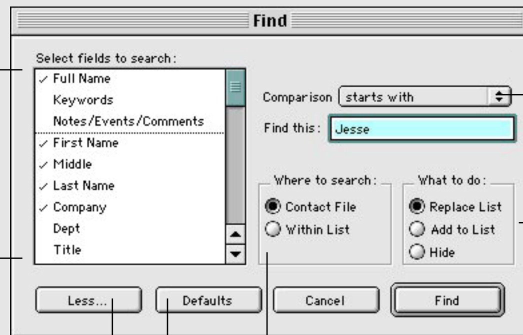
1. Choose QuickFind from the Find menu, or click the QuickFind button in the List View toolbar. The QuickFind window opens (❷).
2. In the Categories list, click the Categories whose Contacts you want to include in the List View.
3. In the Keywords list, click the Keywords whose Contacts you want to include in the List View.
4. Close the QuickFind window.
The Keywords list operates in "All" or "Any" mode. "All" displays only those Contacts with all selected Keywords, while "Any" displays Contacts with any of the selected Keywords.

To perform a basic search, type the search text, then click Find

❶



To perform a detailed search, click More, then set your search criteria in the detailed find dialog (below)



Choose an option to determine how your search text will be matched

Select the field(s) in which you want to search for the text

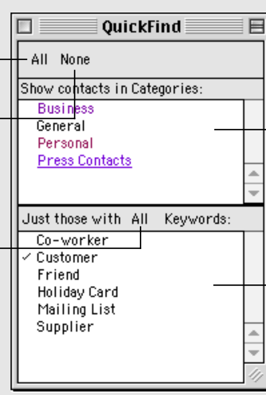
Select an option to specify how the found Contacts will affect the current List View

Click to return to the basic Find dialog (above)

Click to search only the fields specified in the Now Contact finding preferences

Select an option to specify where Now Contact should search for the text

❷



Click to select all of the Categories

Click to deselect all of the Categories

Click to switch between "All" and "Any" mode

Select the Categories whose Contacts you want to include in the List View

Select the Keywords whose Contacts you want to include in the List View

Using the AlphaBar and QuickFilter

Using the AlphaBar

An easy way to narrow your search is to use the tabs in the AlphaBar (☆). The AlphaBar is located just below the Toolbar in the Now Contact List View.

To start your search, simply click any of the letter tabs or the number tab. Contacts will be searched using the first level of sort set in the column header and all Contacts starting with the selected letter (or any number, if the number tab is chosen) in that field will displayed. For example, if you sort by Company and click the "G" tab, all Contacts in Companies starting with "G" will be displayed.

Click the All tab to display all Contacts in the Contact file.

To change search parameters, make changes in the Find dialog as shown on *page 13*.

Tip: *To find all Contacts in your Contact file matching the letter in the selected tab (in any field), hold down the* **Option** *key while clicking the tab. To display all of the Contacts in your Contact File, Option-click the All tab.*

Using the QuickFilter text entry field

Use the QuickFilter text entry field (located to the right of the tabs in the AlphaBar (⏱)) to quickly search for Contacts containing a specified word or phrase.

Only the Contacts currently being displayed in the List View will be searched. This allows you to further filter your list.

Contacts containing a match in any field will be displayed.

Use the QuickFilter text field to search only those Contacts currently being displayed in List View. As you type, the list is updated. Continue typing additional characters until the Contact(s) you want to see have been found.

❷

❶

Use the letter and number tabs in the AlphaBar to quickly filter your Contact list.

The Public Contact Server application included with Now Contact lets you share your Contacts with other network users. This is useful if your Contact File contains a list of company employees or other names and numbers that your colleagues might find useful.

You share Contacts by assigning them to Public Categories that are stored on Public Contact Servers, rather than in your personal Contact file.

Note: See the Now Up-to-Date & Contact User Guide for information on setting up a Public Contact Server.

To connect to a Contact Server:

1. Choose Server Connections from the Define menu. The Define Server Connections dialog box appears (❶).
2. Click Add... button. The TCP/IP dialog box is displayed (❷).
3. In the fields provided, enter the Server name, TCP/IP address, and Port number. This information should be provided to you by the administrator of the Public Contact Server.
4. When all the information is entered, click OK. The new server should now appear on the Server Connection list.

Note: In the status column for the newly added server, "Never Updated" will be displayed until you close and reopen the Server Connections dialog.

Adding Public Contacts

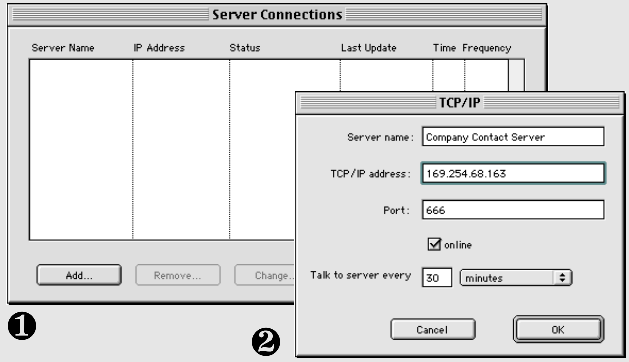
1. Choose Categories from the Now Contact Define menu. (❸)
2. From the Location pop-up menu, choose the desired server. Choose Categories, click OK, then click Done (❹).

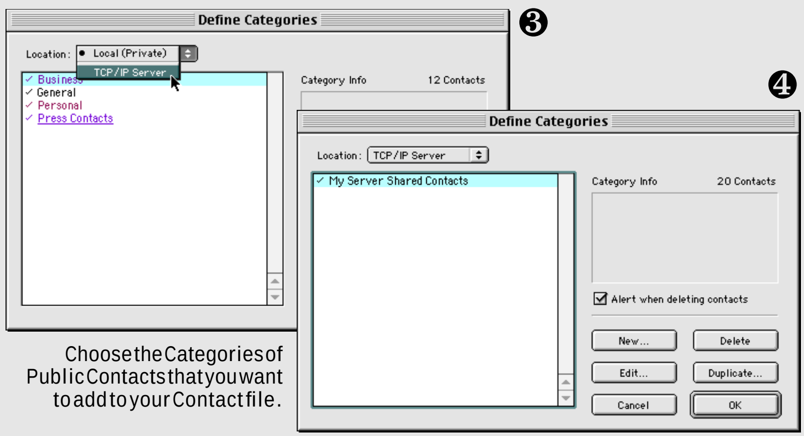
Making Contacts Public

To share one of your Contacts with others, just assign it to a Public Category that appears in the Detail View Category pop-up menu (❺).

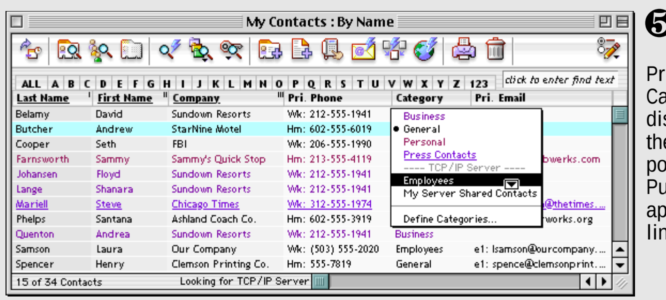
Modifying Public Contacts

When you make changes to a Contact in a Public Category, the change is updated across the network. Everyone subscribing to the Public Category containing that Contact receives the updated information.





Choose the Categories of Public Contacts that you want to add to your Contact file.



Private Categories are displayed above the line in the pop-up menu, Public Categories appear below the line.

Offline Editing

When you subscribe to a Public Category, the Public Contacts it contains are read into your Contact File. When you disconnect from your network (go "offline"), the Public Contacts are still available for you to view and edit. You can modify and create Public Contacts while you are offline. When you reconnect to the network, your changes are sent to the Public Contact Server and reconciled automatically. This feature is useful for PowerBook and iBook users.

Using QuickContact

QuickContact gives you instant access to your important Contacts at all times, whether or not you're running Now Contact. It displays a menu of Contacts (❶) that you have selected to show, and also lets you quickly find any Contact.

Setting up QuickContact

By default, QuickContact displays information about a Contact when you choose that Contact from the Quick-Contact menu. You can also set it to open Now Contact when you choose a Contact (OS 8.6 and OS 9 only), to dial the Contact's telephone number or to copy the Contact's essential information to the Clipboard.

To set these and other QuickContact options in OS X, choose the QuickContact panel of the Now Contact preferences (❸). In OS 8.6 and OS 9, change preferences in the QuickContact control panel.

To add Contacts to QuickContact:

- In the Detail View, select the Quick-Contact checkbox in the Category Header.
- In the List View, select the Contact and choose Add to QuickContact from the Contact menu.

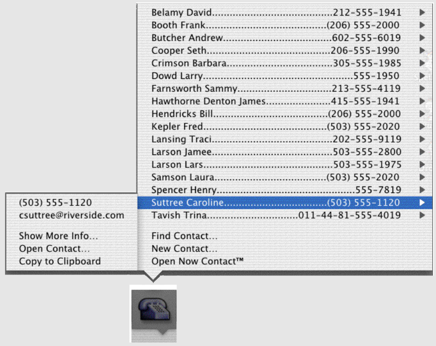
Note: You must save your Contact File before the Contact can be displayed in the QuickContact menu.

Using QuickContact

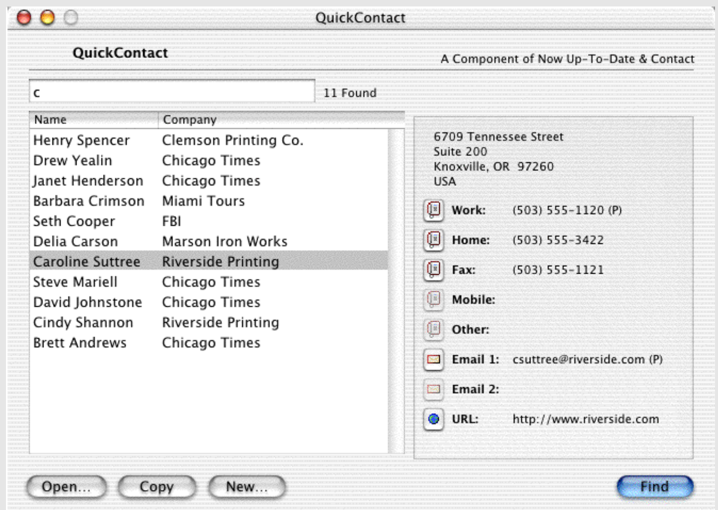
Choose Find Contact from the Quick-Contact menu to search for a Contact—the QuickContact Find dialog box appears (❷). Choose New Contact to open Now Contact to a blank Detail View, where you enter new Contact information. Choose Open Now Contact to open your Contact file.

Choose a Contact name from the QuickContact menu to display the submenu of information that you have chosen to display. You can configure QuickContact to perform different tasks when you choose a Contact; see "Setting up QuickContact" above.

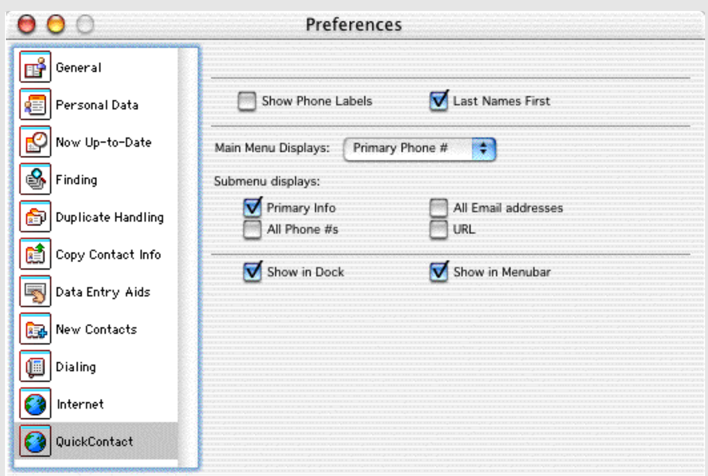
❶



❷



❸



Now Contact lets you print Contact information in envelopes, labels, address books and more. Using the built-in word processor, you can create letters, faxes or “form letters” that contain personalized information for one or more Contacts.

Using Templates

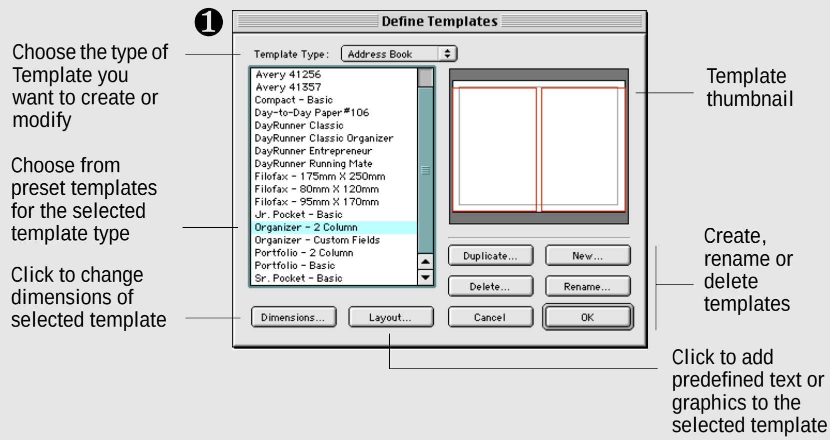
Templates (❶) are predefined text formats that speed up Contact printing. Now Contact includes a number of preset templates, or you can create your own using the template editing tools; choose the type of template you want to create from the Template submenu in the Define menu.

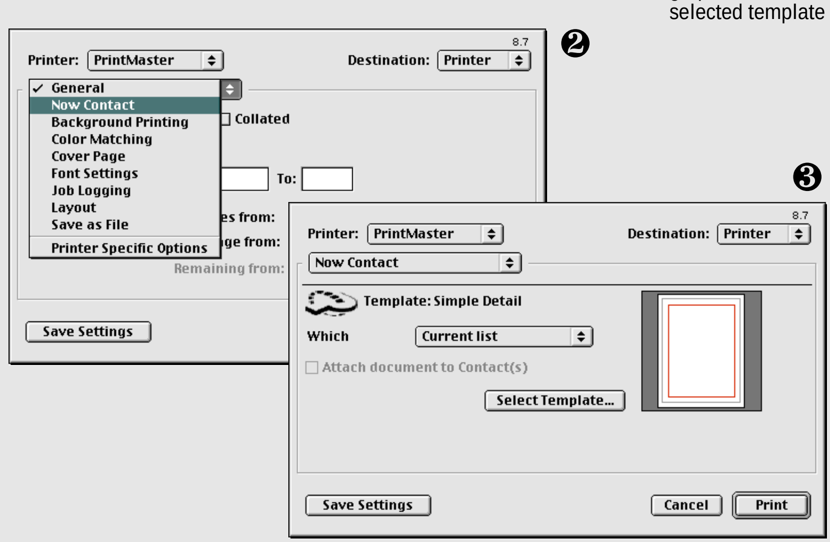
To print Contact information:

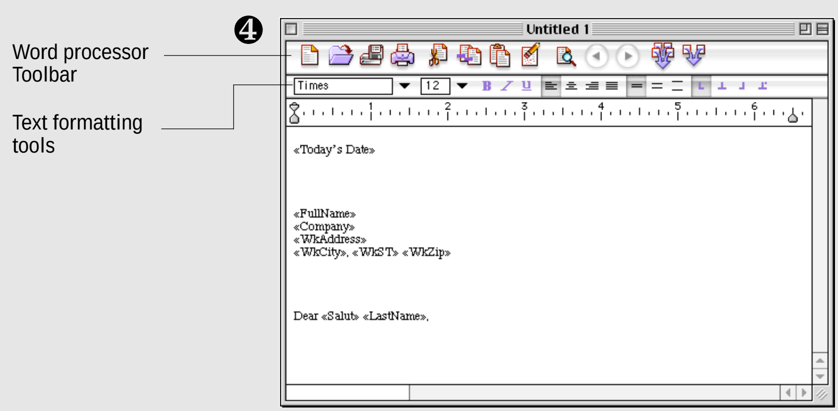
1. In the List View, select the Contact(s) whose information you’re printing.
2. Choose Print from the File menu, or click the Print Contact button in the toolbar. The Print dialog appears (❷).
3. Choose Now Contact from the pop-up menu.
4. Click Select Template... (❸).
5. Select the template that you want to use for printing (see “Using Templates” above).
6. Click OK.
7. Select the Now Contact printing options as desired. Click Printing Options… to set further options.
8. Click Print.

To create and print a letter or fax:

1. Choose New from the File menu.
2. In the dialog box that appears, select Letter or Fax.
3. From the Template pop-up menu, choose a template to serve as the basis for the document (see “Using Templates” above).
4. Click OK. Now Contact’s word processor opens (❹).
5. Choose Print from the File menu, or click Print in the word processor toolbar. The Print dialog box appears.
6. Select the Now Contact printing options as desired. If you’re sending the document to more than one Contact, choose which Contacts to include from the Which Contacts pop-up menu.
7. Click Print.







Linking Calendar Events and Contacts

Sharing information between Now Now Up-to-Date and Now Contact gives you the power and flexibility of a complete personal organizer. Contacts created in Now Up-to-Date automatically appear in your Contact file, and Events created in Now Contact appear in your Calendar file, and. When you modify a linked Event or Contact in either application, it appears in both applications.

Now Up-to-Date links to your primary Contact file by default, and Now Contact links to your primary Calendar file. You can set linking options from the Preferences window of both applications.

To create an Event in Now Contact:

1. In the Detail View, choose an Event type from the New Event submenu in the Contact menu. The Event Info dialog box is displayed (❶).

2. Enter information for the Event in the appropriate fields.

3. Click the Link/Unlink Event button in the Toolbar.

4. Close the Event Info window. The Event appears in the Contact Log and in your Now Up-to-Date Calendar file.

To create a Contact in Now Up-to-Date:

1. With an Event open, choose New Contact from the Contacts submenu in the Event menu (❷). The New Contact dialog box appears.

2. Enter Contact information in the appropriate fields.

3. Select the Add to checkbox.

4. Click OK. The Contact appears in the Event Info window's Contact field and in your Now Contact file.

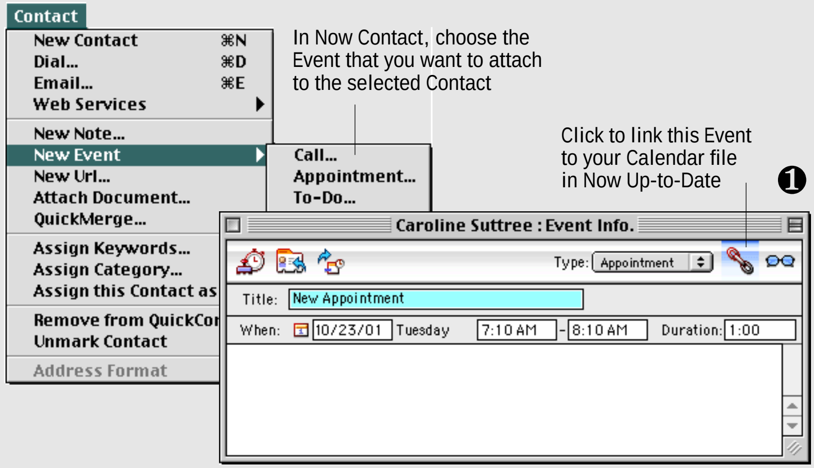
To link Contacts to an Event in Now Up-to-Date:

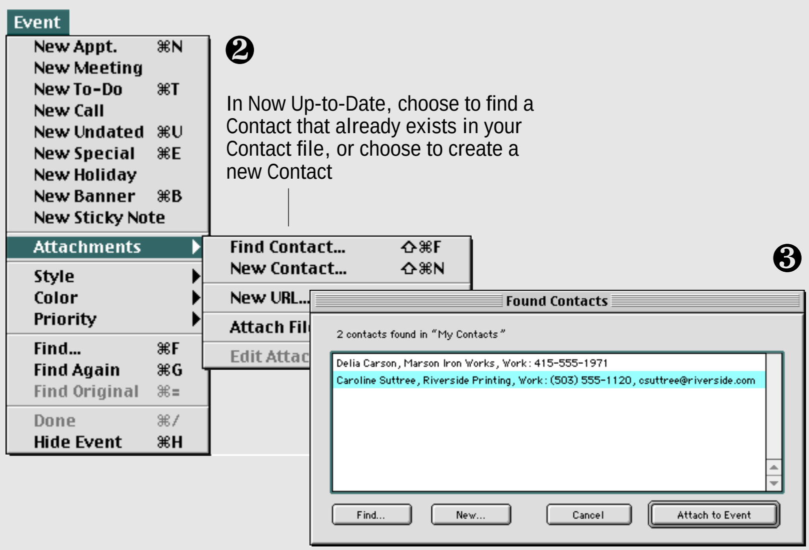
1. In the Event Info window (❹) for the Event, click the Find Contacts button in the Toolbar. The Find Contacts dialog box (❸) is displayed.

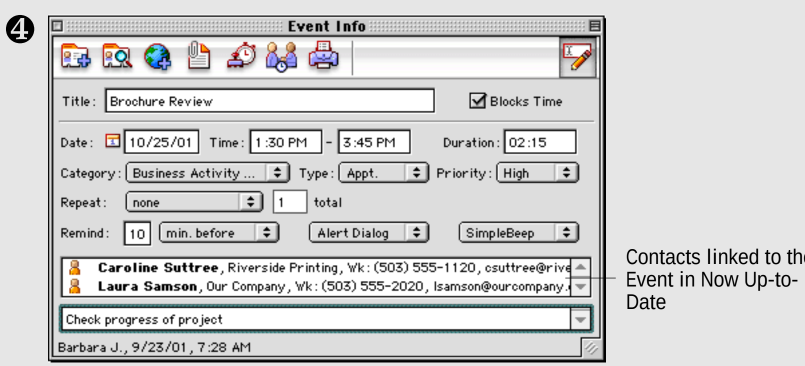
2. Type the text to search for.

3. Click Find. A dialog box is displayed (❸) listing all of the Contacts in your Now Contact file that match the search text.

4. Select the desired Contact(s) in the list and click Attach to Event.







Macintosh Keyboard Shortcuts

Now Up-to-Date

Creating

New Appointment	Command-N
New To-Do	Command-T
New Undated	Command-U
New Special	Command-E
New Banner	Command-B
New Contact	Command-Shift-N
Duplicate Event	Command-D
Paste Repeating Event	Command-R

Finding

Find Text	Command-F
Find Again	Command-G
Find Original	Command-=
Find Contact	Command-Shift-F

Viewing

Open Event Info Window	Command-E
Open Month View	Command-M
Open Week View	Command-K
Open Multi-Day View	Command-I
Open Day View	Command-Y
Open List View	Command-L
Open Set	Command-1 through Command 8
Go To Date	Command-J
Duplicate Window	Command--
Hide Event	Command-H
Show Hidden Events	Command-;
Zoom In	Command-[
Zoom Out	Command-]
Turn on/off Word Wrap	Command-\
Mark To-Do/Call as Done	Command-/
Open Now Contact	Option-Double-click a Contact

Formatting

Define Sets	Command-Option-S
Define Categories	Command-Option-C
Define Calendar Layouts	Command-Option-F
Define Layouts	Command-Option-L
Define Preferences	Command-Option-R
Define Server Connections	Command-Option-N

Working with the Calendar File

New Calendar	Command-Shift-N
Open Calendar	Command-O
Close Calendar	Command-W
Save Calendar	Command-S
Quit Now Up-to-Date	Command-Q

Now Contact

Working with Contacts (List or Detail View)

New Contact	Command-N
Delete Contact	Command-K
Attach File	Command-Shift-C
Mark Contact	Command-M
Dial Contact	Command-D
Email Contact	Command-E
Switch to Now Up-to-Date	Command-U

Working in List View

Open List View	Double-click a Contact in List View, or press Command-L
Move to Next Contact	Command-Right Arrow
Move to Previous Contact	Command-Left Arrow
Move to First Contact	Command-Up Arrow
Move to Last Contact	Command-Down Arrow
Select All	Command-A
Show/Hide List View	Command-L
Close List View	With List View active, press Command-W

(Note: Closing List View closes the Contact File)

Print Selected Contact(s)	Command-P
Switch to Now Up-to-Date	Command-U

Working in Detail View

Open Detail View	Double-click a Contact in List View, or select it and press Enter
Move to Next Contact	Command-Right Arrow
Move to Previous Contact	Command-Left Arrow
Move to First Contact	Command-Up Arrow
Move to Last Contact	Command-Down Arrow
Clear Field Info	Command-B
Print Contact Info	Command-P
Close Detail View	With Detail View active, press Command-W
Switch to Now Up-to-Date	Option-double-click an Event, or press Command-U

Working with the Contact File

Open Contact File	Command-O
Close Contact File	With List View active, press Command-W
Save Contact File	Command-S
Quit Now Contact	Command-Q

Windows Keyboard Shortcuts

Now Up-to-Date

Creating

New Appointment	Control-N
New To-Do	Control-T
New Undated	Control-U
New Special	Control-E
New Banner	Control-B
New Contact	Control-Shift-N
Duplicate Event	Control-D
Paste Repeating Event	Control-R

Finding

Find Text	Control-F
Find Again	Control-G
Find Original	Control-=
Find Contact	Control-Shift-F

Viewing

Open Event Info Window	Control-E
Open Month View	Control-M
Open Week View	Control-K
Open Multi-Day View	Control-I
Open Day View	Control-Y
Open List View	Control-L
Open Set	Control-1 through Command 8
Go To Date	Control-J
Duplicate Window	Control--
Hide Event	Control-H
Show Hidden Events	Control-;
Zoom In	Control-[
Zoom Out	Control-]
Turn on/off Word Wrap	Control-\
Mark To-Do/Call as Done	Control-/
Open Now Contact	Option-Double-click a Contact

Formatting

Define Sets	Control-Option-S
Define Categories	Control-Option-C
Define Calendar Layouts	Control-Option-F
Define Layouts	Control-Option-L
Define Preferences	Control-Option-R
Define Server Connections	Control-Option-N

Working with the Calendar File

New Calendar	Control-Shift-N
Open Calendar	Control-O
Close Calendar	Control-W
Save Calendar	Control-S
Quit Now Up-to-Date	Control-Q