



# *Haxial Organizer 1.060 Documentation*



Haxial Software

<http://www.haxialsoftware.com/>

## **Description**

Haxial Organizer includes an encrypted Personal Databases feature which allows you to create customizable databases for storing any textual information, for example an Address Book of people you know, secure storage of all your passwords, your favorite websites, recipes, To Do lists, etc. It also includes a Reminders feature where you can set reminders/alarms, and Organizer will notify you when they are due, or optionally in advance. Useful for appointments, birthdays, etc.

Then there is the Calendar feature, including a feature for quickly telling you what date is a certain number of days/weeks/months from today or the selected date. As if all that were not enough, Organizer also includes World Time features, for telling you the current local time in your selected cities of the world, and for converting a certain time in your country to another country (does take into account Daylight Savings). Useful when you communicate with people around the world in different time zones.

## **System Requirements**

- MS Windows NT/2000/XP (does NOT work with 95/98/ME!)
- or MacOS X (10) or better, or MacOS 9 with CarbonLib 1.3.1+.

## **Getting Started**

When you first run Organizer, it will ask you to choose a password by typing it into the box supplied, and again to confirm. You will be required to enter this password each time you subsequently run Organizer. The password protects your information stored in Organizer, and your personal databases are encrypted using this password for your security and privacy. If you ever wish to change the password, you can do so by opening Organizer, entering your password, and then use the Settings window to set a new password.

After the password is set/entered correctly, you will see the main Organizer window, which looks like this:



The icons/buttons across the top of the window represent the various areas of Organizer: Personal Databases, Reminders, Calendar, World Time, World Time Converter. Click a button to switch to that panel.

## The Personal Databases Panel

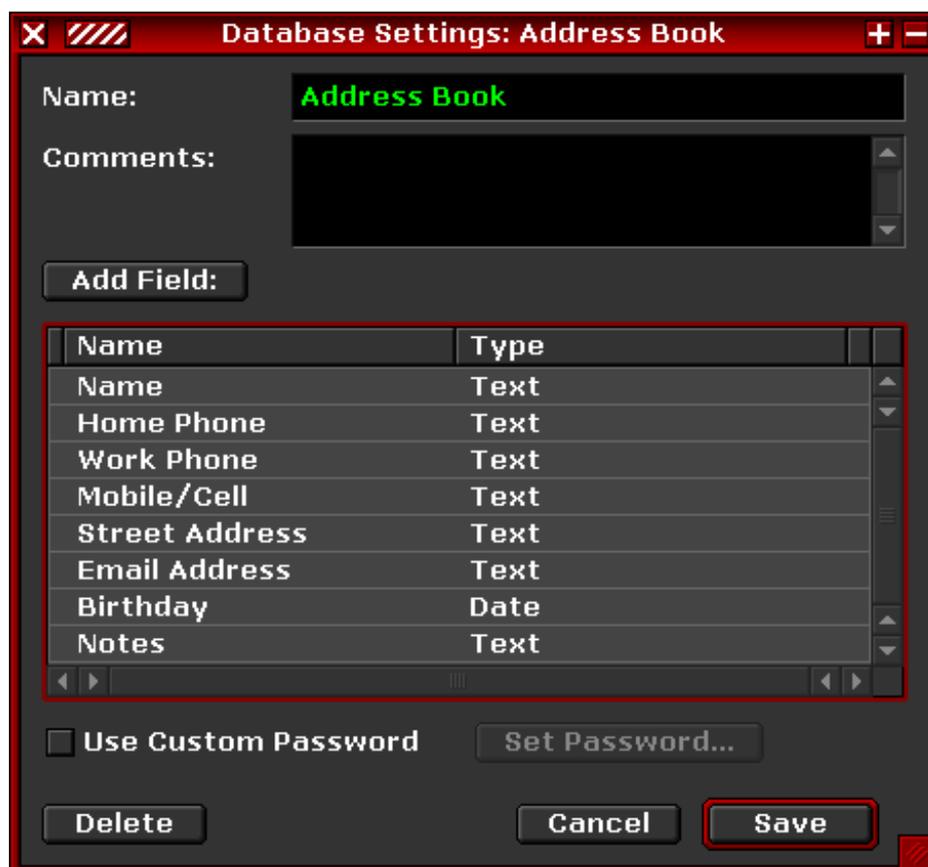
Personal Databases are a great way of organizing many little pieces of information, for example the names, addresses, and phone numbers of all your friends or business contacts. The most powerful feature of Organizer's Personal Databases is that they are customizable, meaning that you can choose exactly what sort of information is stored in each database. For example, if you want your Address Book to include storage of Fax numbers, then you can simply add a "Fax Number" field to your Address Book database.

Organizer creates a number of databases by default, but if you do not want these, then you can simply second-click (control-click if you have only 1 mouse button) on them to show a context menu which will allow you to delete them. This menu also gives you the option to edit the database settings, which is where you can add new fields such as the "Fax" field, or delete or rename fields etc.

In the list of databases, if there is a red mark next to a database, that means that there have been changes made to the database which have not yet been saved (stored to disk). You can click the "Save All" button at any time to store all changes to disk.

## The Database Settings Window

This window appears when you add a new database, or when you use the “Edit Database Settings” command in the context menu. In this window, you can set the name of the database, and most importantly, configure which fields are in the database.



What is a “field”? If your database is an Address Book, then your fields are pieces of information like the persons name, their phone number, address, e-mail, etc (each one of these is a field). If you add a field to a database, it means that every item/record (representing a person or whatever) contains a place for you to type some information for that field.

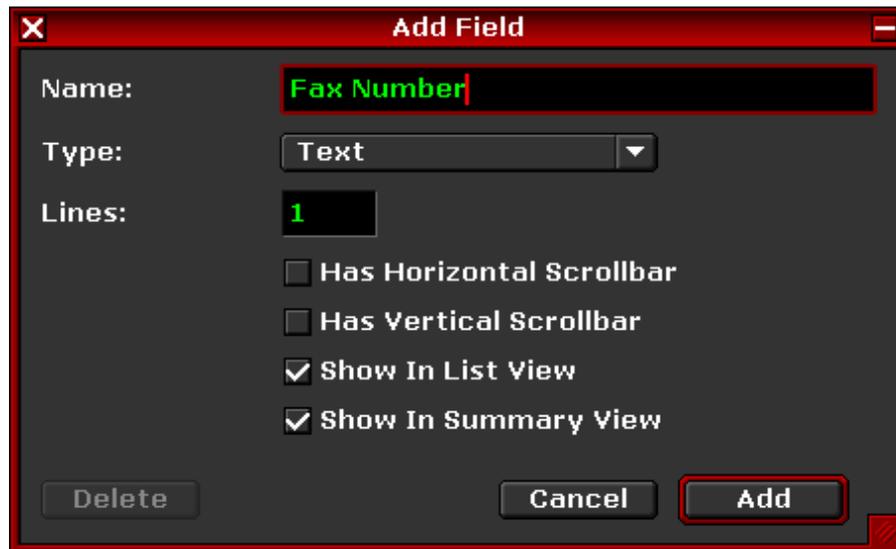
Use the “Add Field” button to add new fields to the database, or click on a field in the list to edit or delete it. If you want to reorder the fields, then second-click on one to show the context menu, and then use one of the Move commands.

The Custom Password option is for if you want this database to use a password other than the password that you entered when you opened Organizer. If ticked, then you will be asked for the password whenever you open this

database, in addition to the password that was required when starting Organizer.

## The Add/Edit Field Window

This window appears when you add or edit a field in a database. It looks like this:



“Type” selects what basic type of information will be stored in the field. “Text” type allows any text to be typed in, whereas “Date” allows only a date to be typed in. “Boolean” allows only a True or False (Yes or No) value.

When you are editing an item in the database, and thus typing actual information into a field, it is displayed in a text box, and “Lines” controls how many lines of text high this text box will be. For example, if you think the field will contain a lot of text, then you might want it to be 5 lines high, whereas if it is only a short piece of information (such as a persons name), then you probably only want it to be 1 line high.

If you tick “Has Horizontal Scrollbar”, the text box for entering information into this field will have a horizontal scrollbar, meaning you can type very wide lines of text. If you tick “Has Vertical Scrollbar”, the text box has a vertical scrollbar, meaning that if your text does not fit into visible size of the text box, then you can use the scrollbar to navigate the text.

If “Show In List View” is ticked, then the field will be displayed as a column in the list of items in a database (that left side list that you see when you open a database). If “Show In Summary View” is ticked, then the field will be displayed in the right side that you see when you open a database. If both of

these are unticked, then the only way you can see the contents of that field is to use the Edit command on database item.

## The Database Window

When you open a database, it looks like this:



On the left is a list of all the items in this database. When you click an item to select it, the information for that item is displayed in the right-side panel. To edit an item, double-click on it. For more editing options, second-click on an item to show a context menu.

To add a new item to the database, second-click in the list and use the context menu, or just hit control-N (command-N on Mac).

Tip: When adding an item to a database, after you have typed in the contents of the fields into the Add Item window, if you alt-click (option-click) the Add button, then the item is added, and instead of the Add Item window disappearing, the window remains and is reset so you can add another item. This is convenient when adding many items.

Note that you can type into the list on the left in order to filter it. This is like searching. For example, if you are looking for the item for a person named "John Smith", then type "john" or "smith" straight the list. A text box will appear at the bottom to show you what you are typing. And then only the items which contain the text you type will be displayed.

## Reminders

The Reminders panel is used to set reminders/alarms for appointments, birthdays, etc. Haxial Organizer will notify you when the reminder is due. For example, here is a sample reminder:



**Edit Reminder: John's Birthday**

Name: John's Birthday

Comments: Get him a blender for present

Date & Time: Sun, 20 Jun 2004, 01:00 PM

Repeat Every: 1 Years

Early Warning: 2 Weeks

Snooze Until: Sat, 24 Apr 2004, 04:37 PM

Delete Cancel Save

“Date & Time” is when the reminder is actually due, but you can be warned in advance of this date/time if you tick the “Early Warning” option. Reminders can also be set to repeat, which means they will repeatedly occur at the time interval that you specify. For example, birthdays are set to a repeat of 1 year.

When a reminder is due and Organizer displays it, there is an option to “snooze” the reminder, which you can use if you are too busy to deal with the reminder immediately. Snooze means the reminder is deferred for the amount of time that you specify (it will be displayed again when that amount of time has elapsed). The snooze time is displayed when you edit a reminder (the “Snooze Until” option). The reminder will not be displayed at all prior to that date/time, and then once that date/time is the current date/time, the reminder will be displayed.

If you wish to search for a reminder, you can simply type into the list of reminders. A filter text box will appear at the bottom to show you what you are typing. And then only the reminders which contain the text you type will be displayed.

## The Calendar Panel

If you click the Calendar icon on the main window, you can see the Calendar panel, which looks like this:



Across the top you can see the first letter of each day of the week, from the first day of the week to the last (Monday to Sunday). The dates listed in the column under each day of the week fall on that day of the week. The current date is highlighted in red.

To view the calendar for a different month, click the Month button, and a menu appears allowing you to select a different month. You can also click the Year button, which shows a menu with the current year, 10 years previous, and 10 years in the future (so when it is 2010, the menu will actually go up to 2020).

If you click a date, it will be drawn highlighted and displayed in the "Selected:" box. You can type a number into the "Go Forward" box to move the selection forward a certain number of days/weeks/months/years. Or if there is no selection, it goes to the current date plus that amount. Note that you can also enter negative numbers into the box to go backwards. You can also click in the blank boxes before/after the dates in the month to go to the corresponding date in the previous/next month.

## The World Time Panel

If you click the World Time icon on the main window, you can see the World Time panel. Initially, this displays the local time for 6 cities. Note that these cities are only the default cities — you can delete these cities from the list as well as add other cities to the list by using the context menu (second-click on an item in the list).

Important Note: In order for Organizer to show the correct times, the time on your computer must be set correctly, including your TIME ZONE / location.

When you click the “Add Clock” button, you will see this window:



Where it says “Name”, enter the name you want for this clock. For example, you might put the name of a person you know that lives in that city. If you leave the box empty, the name of the city will automatically be used.

You can see a long list of cities. Scroll down the list and select the city that you want this clock to display. Alternatively, you may find it easier to type into the “Filter” box, which causes only those cities containing the text you type to be displayed in the list (in other words, items that do not contain the text you type in the Filter box will be hidden).

For example, if you type “united”, then only the cities containing the text “united” will be shown. Often you only have to type a few letters from the city to find it. For example, typing “par” eliminates all items from the list except for Paris. This is easier than scrolling down the list until you find Paris, since the list is large.

When you are ready, click the “Create” button and the clock will be added to the list in the main Organizer window.

If Organizer is missing a time zone and you want it added, you can contact Haxial to ask for it to be added to the list of known cities. In the mean time, check if there is another city that Organizer does have and that is the same time zone as your city (such as a nearby bigger city). For example, the Capital City of the same country might be the same time zone of the city you want.

## **The World Time Converter Panel**

The World Time Converter panel is divided into 2 identical halves. On each side you can select a city, a date and time that is local for that city, and on the opposite side, the same moment in time will be displayed, but converted to local time for that other city. In other words, both sides represent the same global time, but displayed as local time for the selected city.

This is useful for example when you want to arrange to talk to someone on a certain date/time in the future. If a person is in a different country to you and tells you what time they will be available to talk, you can use the Time Converter to convert that time from that person’s country to your country, to ensure that you are both available at the same global time.

Under the buttons for selecting the date/time, the date and time appears in a text box. You can select this text and then copy it to the clipboard (hit control-C or command-C), and then paste it into a different program (control-V or command-V), rather than retyping it.

Do not forget that although the date is often the same when converting a time, sometimes it is different. For example, usually it is Thursday in Australia while it is Wednesday in the U.S. That is why you have to remember to look at the converted date not just the time.

## The Settings Window

If you click the Window Menu button () on the main window, you can access the Settings window.

<u>Appearance:</u>	Controls the appearance of Haxial Organizer. See the other documentation file for more information about appearances.
<u>World Time Font:</u>	Controls which font is used to display the list of cities in the World Time panel.
<u>Start Organizer Hidden:</u>	If ticked, then when Haxial Organizer is opened/started, it will immediately hide/minimize itself. This is useful if you have configured your computer to open/start Organizer automatically when the computer starts. This option also causes the close button on the main window to hide/minimize Organizer instead of exiting.
<u>Set Master Password:</u>	Use this if you wish to change the password that you enter when opening/starting Organizer.
<u>Date Style:</u>	Choose how dates are displayed in Organizer.
<u>Clock Style:</u>	Choose how times are displayed in Organizer.

## The Lock Command

If you click the Window Menu button () on the main window, you can use the Lock command. This returns Organizer to the state it is in when you open Organizer, without having to exit and reopen Organizer. In other words, it hides the main window, and shows the Enter Password window.

This is useful if you are leaving your computer for a period of time but not turning it off, and you wish to secure your information. If after opening Organizer and entering your password, you were to simply walk away from your computer, then someone else could come and use Organizer while you are away, thus getting access to your information. You could simply exit the Organizer program to prevent this from happening, but then it would not be able to show reminders when they are due, so instead you can use the Lock command (reminder windows do appear while Organizer is in Locked mode).

## The Importance of Backups

Computer hardware and software certainly fails and loses data from time to time, so if you are storing important data in Haxial Organizer, then it is important that you make backups, meaning that you regularly store copies of

the data in a safe location (on another disk or on a CD-R) that you can use in the event that the original is destroyed or damaged. It really is unsafe to keep only 1 copy of important data -- the hard disk in your computer could stop working at any time.

The easiest way to backup Organizer is to backup the entire folder that contains the Organizer program, including the program itself (which is only small).

## **Strength of the Encryption/Security**

Firstly, if you want security, then you must choose a secure password. A single dictionary word is a weak password. A strong password includes multiple words, numbers, and symbols. An even stronger password includes fictional words that are not found in a dictionary, or simply random characters. Provided that you have chosen a strong unguessable password, then we can rate the security of the Databases feature in Organizer as high security (a strong encryption algorithm is used). The Reminders and World Time features have only medium security (minimal protection).

**WARNING:** If you forget your password, your data will be permanently LOST. Haxial is unable to recover passwords or decrypt files. There is NO “backdoor” that we can use to recover your information.

## **Any questions/suggestions/feedback?**

Your feedback and suggestions are welcomed. Feel free to send a message to Haxial using the form on this webpage:

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