myPortablePIM

Manual v.1.0.0

1.Introduction

myPortablePIM, available in more languages and in continuous evolution, it is born from the idea to make available in an only application all the functionalities that they are habitually used by a person that it uses a pc. The intent is that to create an extremely simple program that can be used both from the expert and from the common user.
myPortablePIM is designed to be portable, used from a USB stick to always have with you your data.There is no installation.Just unzip the downloaded package and you're ready: no key and no log file written by myPortablePIM outside of it's installation folder.

It support iCal standard for import/export events and tasks and vCard standard for import/export contacts in address book.

There are two views, called Desktop 1 and Desktop 2, where arrange your windows as you want. You can switch from views by the button on status bar.

2.Installation of the product

To the address http://www.myportablepim.com/ is available the most recent version of the product.

Gives the continuous evolution new release are released around with bimonthly frequency. If he owns a preceding version the residing application on the pc it will perform a control of congruence of the version. In the case on the site a more recent version is available a message will notify the update.

3.Launch the application

After downloading the zip package must unpack it where you want.
No key and no log file written by myPortablePIM outside of it's installation folder.
To launch myPortablePIM run the file **myPP.exe**.

3.1 Protecting the version with a password

If you use myPortablePIM to save personal data is useful protect it with a password.
To do this just go to the Preferences menu to put the check in the box "using password" and insert the word.

4.Settings

4.1 General

By selecting the Preferences menu -> General is possible to set some characteristics of the product myPortablePIM, such as language, formats date and time, the time period after which the application must remove the old data and other options.
You must restart myPortablePIM to see the outcome of settings entered.

4.2 Short Cut and multiple selection on list

The short cut depend on the language and are always listed on the menu.
The main function, namely the opening of the window, is always made from a combination of Ctrl
+ initial letter of the name of the window in your language.

They are also present in all lists the conventions for multiple selection:
Ctrl to select some elements
Shift to select everything that is between an element and another.
The operations will be possible dependent on the list, in any case will be those that can be brought
to several elements (e.g. The completion of activities and the cancellation) no updates that are
linked to a single item.
In any case a message warn the user if the operation that is trying to do is not allowed.

5.Features

Within the menus Windows, always visible at the top of the screen, summarizes all the various
features made available by myPortablePIM

On each list is a contextual menu activated with the right mouse button that allows quick access to
the functions most often used according to the list selected.
The dialogues can be closed by pressing the ESC key.

Here are described one by one the various windows that make up the application, it describes
functions and sub-functions.

5.1 Calendar(Day,Weekly,Monthly,Custom,All events)

The calendar is the fulcrum of myPortablePIM, it will report a summary of various functions associated (events, activities ..).
You can create several calendars with different colours thus being able to identify the events easily: by Calendar Menu -> Manage calendars you can add/remove calendars.
By the combo-box on the left panel you can switch calendars.

Monthly view:
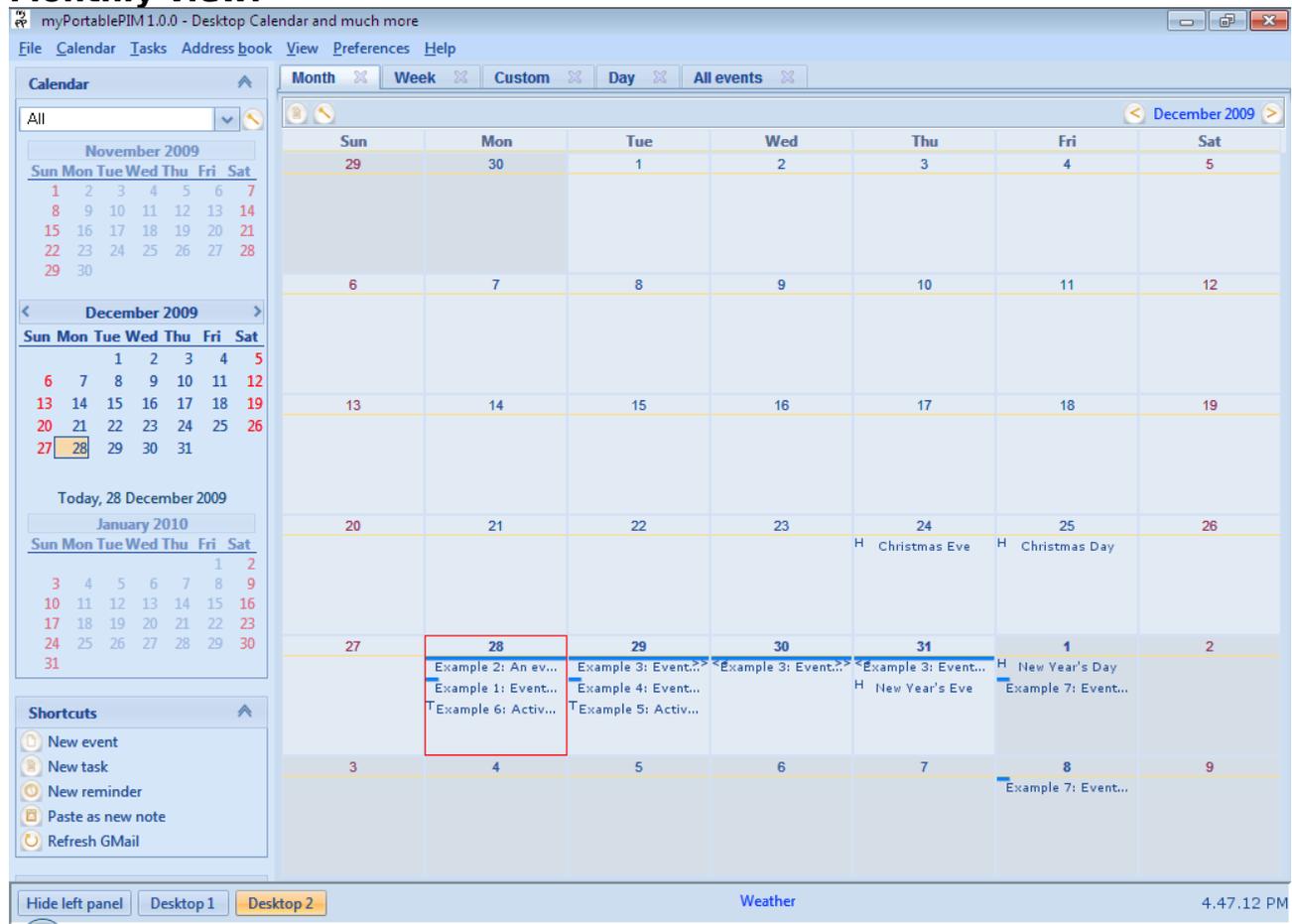
In monthly,weekly,custom and day view there are several items.

- Holidays: are marked by 'H', like Christmas day. By menu Preferences -> General you can manage holidays.
- Tasks: are marked by 'T',like Example 5.
- All day events: they have a continuous line with the colour of the calendar.
- Multi day events: have an arrow indicating the days continue.
- Simple day events: they have a small line with the colour of the calendar.

In custom view you can set how many days you want to see.
In all events you have the list of all your events filtered by default for: only this month and only next.
You can set your filter by search button.

5.1.1   New event

To create a new event simply click on the calendar (on monthly,weekly,custom or day view), or use the short-cut on the left panel.
Required fields are the subject and the flag all day or the start and end date-time.
Is also possible to set an alarm that, based on your choices in the panel configuration, show an alert message and play sound notification.
An event can then be repeatable setting type
 (DAILY, WEEKLY, MONTHLY, YEARLY and CUSTOM).

5.1.2   Update

The update makes it possible to edit any information on the event.
If the event is repeatable you can not change the date and repeatability type.
The update accessed by double-clicking directly on the line containing the event or via the context menu activated by pressing right on the line containing the event to be updated.

5.1.3   Delete

The cancellation is accessed via the context menu activated by pressing right on the line containing the event to be erased or in update dialog.
Delete an event consists of a cancellation physics. You can not recover the event at a later time.
For repeatable events can cancel only a date or all the repetitions.
You can erase more events at a time by checking the list events (Windows menu-> All events), through control key and click with the mouse.

5.1.4   Copy event to clipboard

By pressing the button "Copy to clipboard" at the bottom panel the text is copied to the clipboard.
You can copy more events at a time by checking the list events (Windows menu-> All Events), through control key and click with the mouse.

5.1.5   Go to today

By pressing the label "Today" at the left panel or menu Calendar -> Today is selected in the calendar the current day.

5.1.6   Delete old events

From the menu Calendar -> Delete old events are erased all past events.
Please note that there is the automatic cancellation of events now passed that will be set up in the panel configuration general.

5.1.7   Font

You can choose the font type and colour in the list of events on pressing the button at the bottom of the panel.

5.1.8 Send by email

You can send by email the event details.
Email will be sent or by your default application for sending mail or by your browser with GMail.
Settings are in menu Preferences -> General.

5.2 Task

Through the menu Windows -> Tasks displays the list of activities.
The filter is only on initial activities to be completed.
The list display the date,the text and the icon if specified.
The tasks out of date are presented in bold.
The tasks due today are presented in italics.
Clicking on the columns you can sort the list by date and by text.
It is also recalled that in myPortablePIM settings there is a scheduled deleting of completed tasks after a certain period of time.
This cancellation is automatic, for more details see under Chapter 4.1 in which describes the functionality.
Tasks are shown in calendar marked by 'T'.

5.2.1   New task

Through the New button or through the short-cut New task you can enter a new activity.
Required fields are text date and priority.
The icon is optional.
You can set an alarm in a similar manner to events (the display of alert is configured by the panel configuration general).

5.2.2   Search

Through the search button you can filter the list of activities according to the dates, priorities, the text and by status (completed or not completed).

5.2.3   Complete task

Through the button Complete or through the context menu activated via right mouse button you can complete an activity.
A complete task will be visible in the list by removing the check from "only completed" in the search panel and you can also change it back to not complete.
You can complete several activities at once on the list by selecting with CTRL key and click with the mouse.

5.2.4   Update

By the button Update or via the context menu activated with the right button or double-click on the line in the list, you can change a task.
All data are modifiable.

5.2.5   Delete

Through the delete button or through the context menu activated via right mouse button you can delete a task.
Delete a task consists of a cancellation physics. You can not recover the task at a later time.
You can erase more task at a time by checking the list through control key and click with the mouse.

5.2.6 Copy to clipboard

By pressing the button "Copy to clipboard" at the bottom panel the text is copied to the clipboard.
You can copy more tasks at a time by checking the list tasks through control key and click with the mouse.

5.2.7 Print

Through the button Print or through the Task menu -> Print you can print the list of activities displayed.

5.2.8 Font

You can choose the font type and colour in the list of events on pressing the button at the bottom of the panel.

5.2.9 Send by email

You can send by email the task details.
Email will be sent or by your default application for sending mail or by your browser with GMail.
Settings are in menu Preferences -> General.

5.3 Reminder

Through the menu Windows -> Reminder displays the list of reminder.
The list display the date,time and text.
Clicking on the columns you can sort the list by date and by text.
A reminder can then be repeatable setting type
 (DAILY, WEEKLY, MONTHLY, YEARLY and CUSTOM).

5.3.1 New reminder

Through the New button or through the short-cut New reminder you can enter a new reminder.
Required fields are text time and date.
You can set a repeat like the event.
Reminder can also create by choosing Alarm in new event and new task dialog.

5.3.2 Update

By the button Update or via the context menu activated with the right button or double-click on the line in the list, you can change a reminder.

5.3.3 Delete

Through the delete button or through the context menu activated via right mouse button you can delete a reminder.
Delete a reminder consists of a cancellation physics. You can not recover the reminder at a later time.
You can erase more reminder at a time by checking the list through control key and click with the mouse.

5.3.4 Copy to clipboard

By pressing the button "Copy to clipboard" at the bottom panel the text is copied to the clipboard.
You can copy more tasks at a time by checking the list tasks through control key and click with the mouse.

5.3.5 Print

Through the button Print or through the Task menu -> Print you can print the list of activities displayed.

5.3.6 Font

You can choose the font type and colour in the list of events on pressing the button at the bottom of the panel.

5.3.7 Send by email

You can send by email the reminder details.
Email will be sent or by your default application for sending mail or by your browser with GMail.
Settings are in menu Preferences -> General.

5.4 Notes

The panel notes, accessible through the menu Windows -> Notes, lets you write your notes and save them automatically for the next restart of myPortablePIM.
You can format the text to your liking varying the font size and colour to highlight better the text.
At the bottom of the panel there are buttons to insert a new note (is to add a new tab), to delete, to rename, to export to RTF format and to print.
These operations are also made through the menu notes.

5.5 Quick notes

The panel quick notes, accessible via the menu Windows -> Quick Notes, allows you to keep track of URL, small texts and anything you want to save for use in the future.
The text will be displayed in the list, in alphabetical order by clicking on the column, ready to be easily copied to the clipboard using a button or context menu.

5.5.1 New

Through the New button located on the top panel, you can insert a new note.
Maximum number of characters allowed is 500.

5.5.2 Paste as new note

Through the button Paste as new note placed at the top panel or through the short-cut on the left panel
Paste as a new note, you can save the contents of the clipboard as a new note.
Maximum number of characters allowed is 500.

5.5.3 Search

Through the Search button located on the top panel you can filter the quick notes based on text inserted.

5.5.4 Update

Through the Update button located on the bottom panel you can change the selected note.

5.5.5 Delete

Through the delete button or through the context menu activated via right mouse button you can delete a note.
Delete a note consists of a cancellation physics. You can not recover the note at a later time.
You can erase more note at a time by checking the list through control key and click with the mouse.

5.5.6 Copy to clipboard

By pressing the button "Copy to clipboard" at the top panel the text is copied to the clipboard.
You can copy more notes at a time by checking the list notes through control key and click with the mouse.

5.5.7   Print

Through the button Print or through the Quick notes menu -> Print you can print the list of notes displayed.

5.5.8   Font

You can choose the font type and colour in the list of notes on pressing the button at the bottom of the panel.

5.6 Feed RSS

In panel activated through the menu Windows -> RSS feed you can display RSS feeds.
Learn more about RSS feeds here: http://it.wikipedia.org/wiki/Feed.
At the bottom panel is the refresh button to update all feeds manually.
The button configuration proxy allows you to configure your Internet connection if this happens
through proxies (usually just leave the setting on automatic configuration).
The last button allows you to add / modify our RSS feeds and to set the time to refresh
automatically.

5.7 GMail Checker

In panel activated through the menu Windows -> Gmail checker you can see the in-box of your Gmail account.
At the bottom panel is the refresh button to check in-box manually.
The button configuration proxy allows you to configure your Internet connection if this happens through proxies (usually just leave the setting on automatic configuration).
The last button allows you to configure access to in-box
You can save username and password to avoid placing it every time, set how often check for new mail, set if be advised through message and through notification sound.

5.8 Launcher

In panel activated through the menu Windows -> Launcher you can insert links to applications and to web documents in order to always have at hand and easily activate programs and web pages you use most frequently.
Just a double click or press the button located on the bottom of the panel to launch the application or web-page selected.
Other buttons are to add and to edit applications / web pages to be displayed in the list.
Top appears a combo-box that allows you to filter the list by category (since being inserted insertion / modification).

5.9 Password manager

In panel activated through the menu Windows -> Password manager, you can save all the passwords you use in a safe mode.
We first need to create a master password that will protect access to the list of passwords.
You can not in any way to recover passwords if you lost the master password.
Once created the master password and authenticated in the panel you can save passwords along with other data.
It is advisable to close the panel when not in use to prevent other people gaining access to your catalogue.

5.9.1 New

Through special button you can enter a new password.
The fields title, username and password are required.
You can also associate a URL, write notes, assign a group and set a expiry date.
When reached the expiry date password will be shown in red on the list.

5.9.2 Update

Through special button or via the contextual button you can change your password selected.

5.9.3 Delete

Through special button or via the contextual button you can delete your password selected.

5.9.4 Copy username

Through special button or via the contextual button you can copy to clipboard the username of the password selected.

5.9.5 Copy password

Through special button or via the contextual button you can copy to clipboard the password selected.

5.9.6 Settings

Through special button you can configure groups that then assign passwords. The groups are shown in the form of a tree on the left side of the panel.

5.9.7 Change password

Through special button you can change the master password used to access the panel.
Please note that you can not in any way to recover passwords if you lost the master password.

5.10 Weather

In panel activated through the menu Windows – >Weather or by clicking on weather on the statusbar you can choose weather for one or more cities. Weather of the main city will be displayed on statusbar.

5.11 Address book

In address book you can manage your contacts.
It support standard vCard for import/export, choose from menu Address book -> Import to import your contacts from vCard files, and Export to export to vCard file.
You can set various info about your contacts, required field are only First name or Last name are mandatory.