

HotClock

User Guide



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Getting Help

If you still have a question or need technical support after reviewing this User Guide, you can get help by:

1. Visiting the technical support section of the HotClock web site <http://www.hotclock.com>. Our web site is the first place to turn for technical info and FAQs.
2. E-mail your questions to: support@hotclock.com
We'll try to give you a response as soon as possible.

Installation

To install HotClock, place the disc you received in your computer's CD drive, with your mouse click the START button, then RUN. A box appears on your screen. Type:

```
D:\setup.exe
```

If D is the CD Drive designator. If not, substitute the correct drive letter. If you obtained HotClock via the Internet, running the file you received will start the HotClock setup program. Follow the instructions on the screen and HotClock will be installed on your computer's hard drive. HotClock's install program is very simple and will not overwrite or delete any files on your system that can interfere with other applications.

To start HotClock, click on your PROGRAMS menu, then choose the HotClock icon. HotClock will only run on 32 bit Windows operating systems such as Windows 95 or later.

Uninstalling

To uninstall HotClock and have it completely removed from your system....Click the START button, choose SETTINGS, then CONTROL PANEL, then ADD/REMOVE Programs. Select "HotClock" and click the Add/Remove button.

The uninstall program will not remove any HotClock data files you created.

What is HotClock?



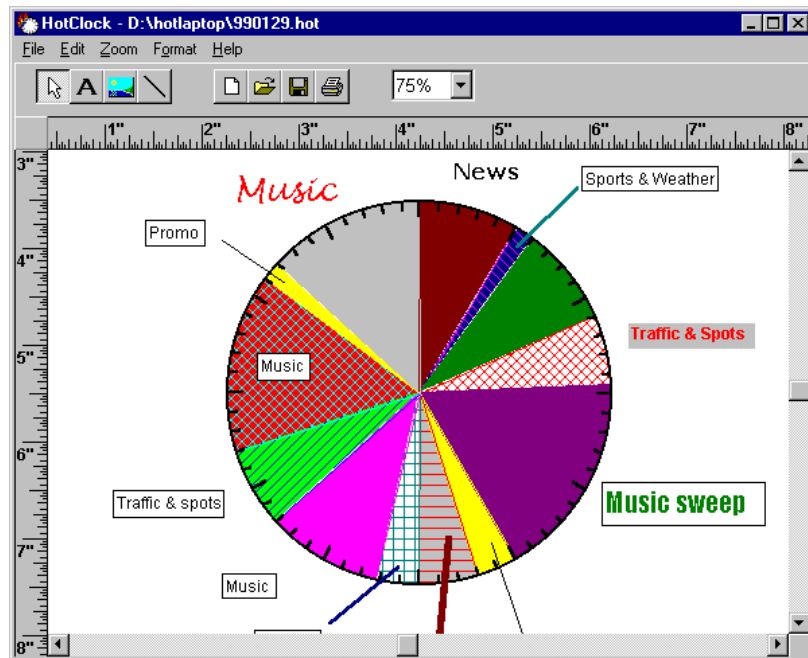
The concept of HotClock is simple... create pie charts that resemble the face of a clock, perfect for specifying a sequence of events and when they should occur. Now you can create professional-looking graphics representing event-scheduling in a clear and concise way, tracking events down to specific minutes, hours or days.

HotClock gives you the freedom to label these charts as you require. Add headings, dates and other pertinent information. Add your company logo or insert your favorite bitmap files. HotClock has many tools to help you customize your event schedules to suit your specific needs.

Getting Started

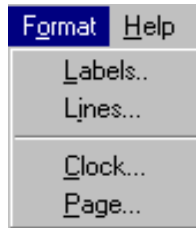
The first screen that you see after starting HotClock has a rudimentary clock face displayed along with a HotClock Table grid where you typically would enter events that you want displayed on your clock face.

At the bottom of the HotClock Table grid, you can see that the default "scale" of the clock is Minutes:Seconds. This setting allows you to track one hour of time, broken down to minutes and seconds. This setting may not be appropriate for your use. You may also wish to specify colors, fonts and font types, and page size or orientation. Therefore, your first step should be formatting the clock.



Formatting the Clock

From the main menu that runs across the top of the screen, select FORMAT.



There are four formatting options available to customize the appearance of HotClock clock faces:

LABELS specify font criteria, background colors, and borders for label boxes.

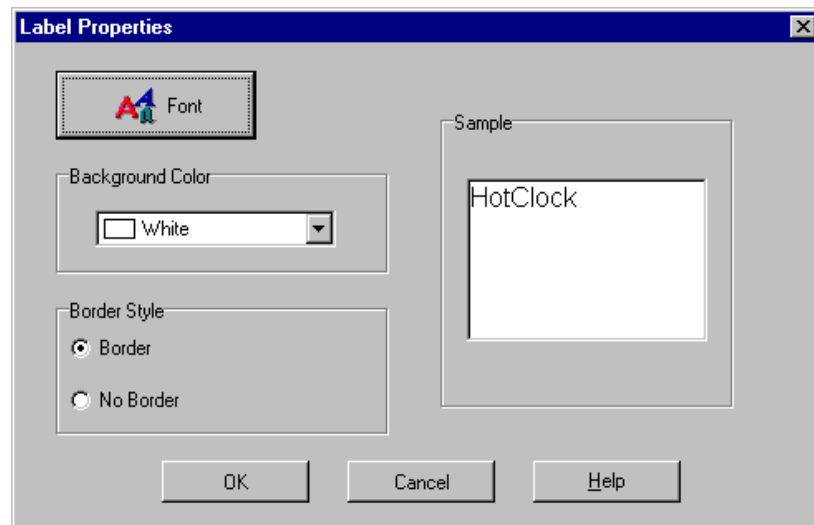
LINES specify the colors and widths of lines used as connectors between the clock segments and the coordinating label boxes.

CLOCK specify scale or units of measure of the clock, the size and location on the page, and the color and tick mark length.

PAGE specify paper size and image orientation.

Format Labels

1. Select LABELS from FORMAT on the Main Menu located at the top of the HotClock screen.
2. Click on the button labeled FONT. From the box that appears, select the default font, the font style, the point size, the font color and one of the font effects, if desired. Once you have made your selections, click on OK.
3. Next, select a default background color for the label boxes by clicking on the arrow in the Background Color box and selecting a new color.
4. Now, select whether the label box will have a border or not by clicking on the appropriate Border dot.
5. Once you have made all of your selections, click on OK.

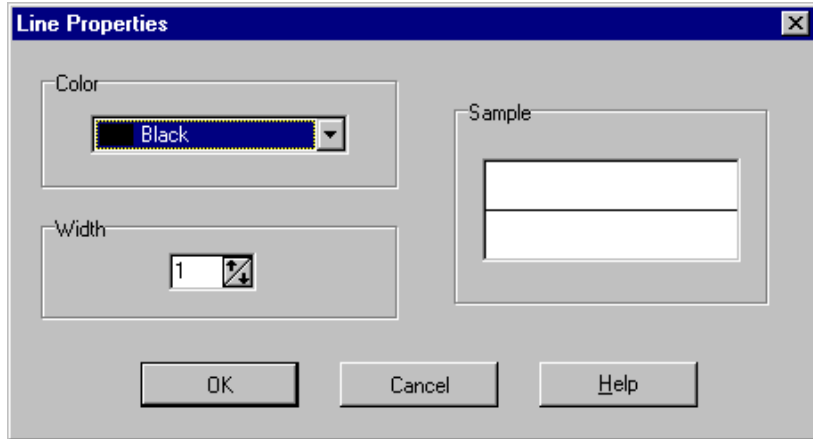


Format Lines

1. Select LINES from FORMAT on the Main Menu located at the top of the HotClock screen.

2. Select a new default color for the connector lines by clicking on the arrow in the Color box, and clicking on the color of your choice.

3. Next, change the default width of the line by clicking on the up or down arrow in the Width box. The new width will be displayed in the sample display to the right in the Format Lines box.



4. When you have completed your selections, click on OK.

Format Clock

1. Select CLOCK from FORMAT on the Main Menu located at the top of the HotClock screen.

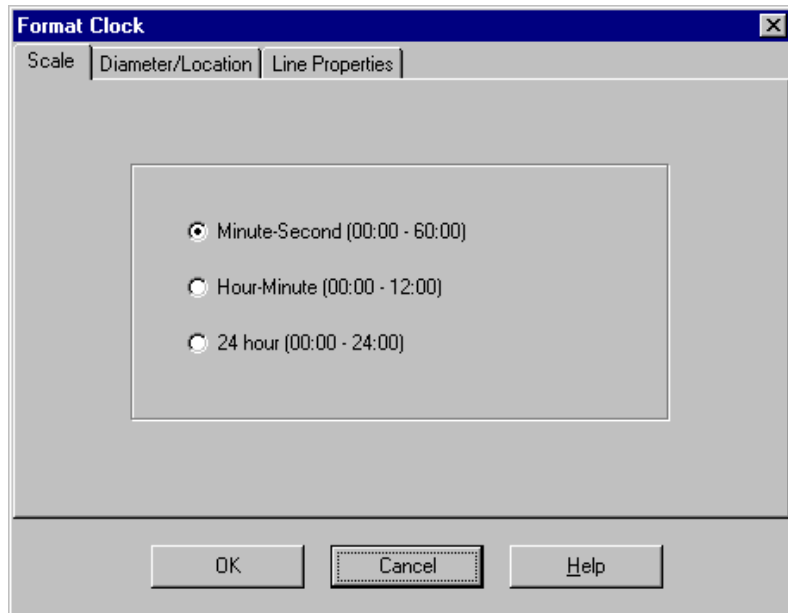
2. First, you may want to change the unit of measure of your clock face. The SCALE tab displays three units of measurement options:

MINUTE:SECOND which tracks one hour of time broken down into minute:second increments.

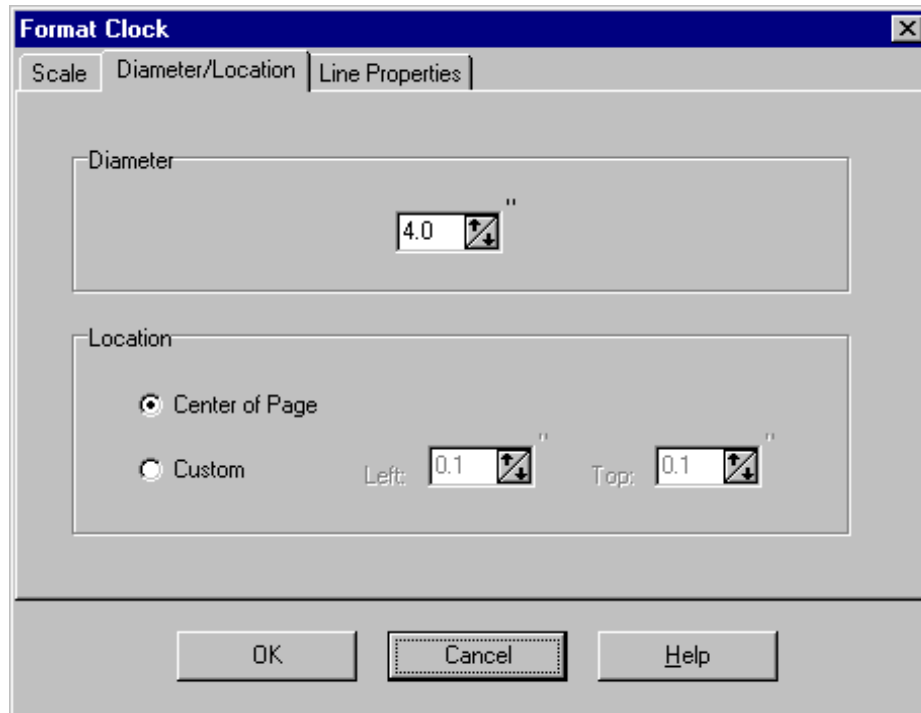
HOUR:MINUTE which tracks 12 hours of time broken down into hour:minute increments.

24-HOUR which tracks 24 hours of time broken down into hour increments.

Select the one you wish to work with by clicking on the appropriate dot.



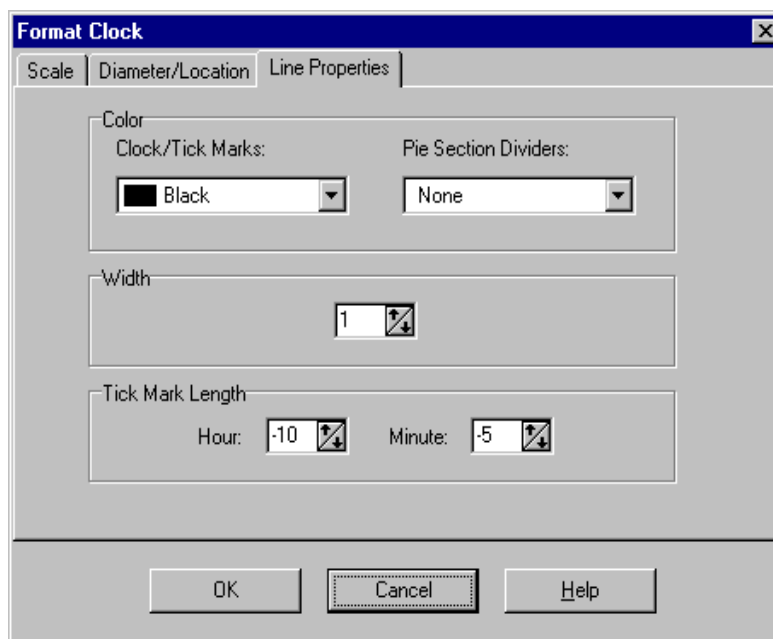
3. Second, click on the **DIAMETER/LOCATION** tab. Change the diameter of the clock face by clicking on the up and down arrows in the Diameter box. Adjust the location of the clock face on your "paper" by picking either Center or by entering a Custom location in the Location box.



4. Third, click on the **LINE PROPERTIES** tab. Change the color of the clock face lines and tick marks by clicking on the arrow in the Color box and selecting a new color. The color box for Pie Section Dividers gives you the option of having a line drawn on the edge of each pie wedge you create. To turn this option off, choose None as your color choice. Then, select a new line width by clicking on the up/down arrows in the Width box. Finally, specify new tick mark lengths by clicking on the up/down arrows in the Tick Mark Length box. Negative tick mark specifications (e.g. -12) will locate the tick marks within the clock face. Positive tick mark specifications (e.g. 12) will locate the tick marks outside the clock face.

NOTE: You will only be able to change tick marks applicable to the scale that you have selected. Inapplicable selections will be grayed out and you will not be able to select them.

5. Once you have made all of your selections, click on OK.



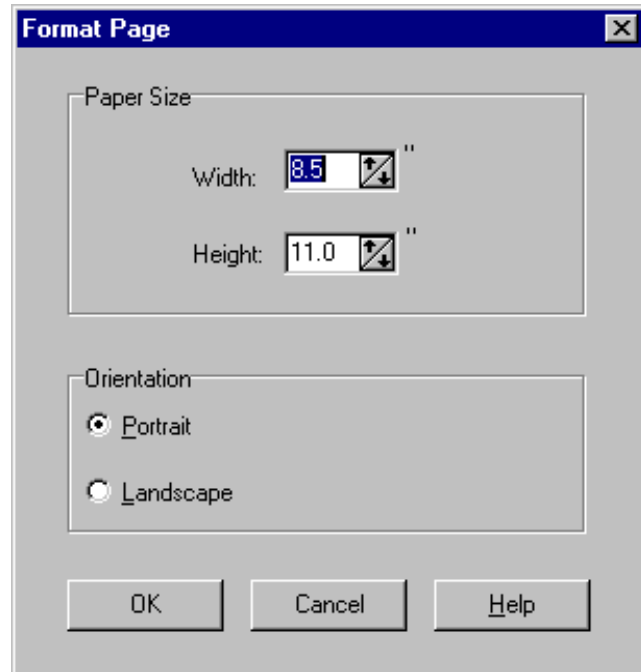
Format Page

1. To specify paper size, either type the appropriate width and height in the designated areas within the Paper Size box or use the arrow keys to specify the width and height.

2. Select the image orientation by clicking on either the Portrait or Landscape dot.

3. When you have finished making your selections, click on OK.

You are now ready to start entering data into the HotClock Table.



Entering Data

On your main HotClock screen, you should see a clock face and a HotClock table used for entering events. Verify that the scale of the clock is appropriate for your application by reviewing the setting located at the bottom of the HotClock table. If you need to change the scale, go to **FORMAT** on the Main Menu and click on **CLOCK**. If the scale is correct as shown, you can begin to enter data.

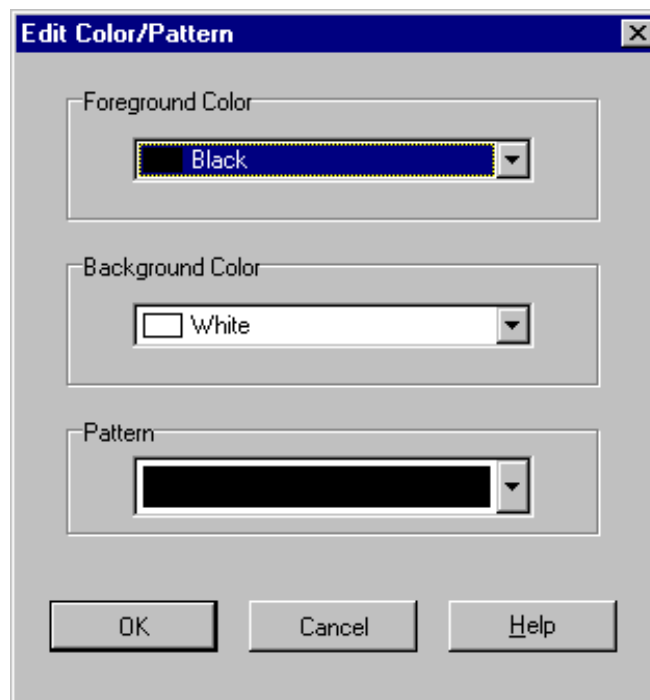
NOTE: Each line of the HotClock table will reference one pie-shaped entry on the clock face.

	Start	Stop	Event	Color/Pattern
1 ▶	00:00			Black
2				Black
3				Black
4				Black
5				Black
6				Black
7				Black
8				Black

Time Used: 00:00
Time Remaining: 60:00
Scale: Minute-Second (00:00-60:00)

TO ENTER EVENTS

1. Enter the **START TIME** for the event.
2. Next, enter the **STOP TIME** for the event. As you move from the **STOP TIME** field to the **EVENT** field, the pie-shaped entry is added to the clock face.
3. In the **EVENT** field, enter the label you want to see next to the pie-shaped section of the clock face.
4. Finally, to change the color and/or pattern of the pie-shape itself, click on the COLOR/PATTERN button. Clicking on the arrow buttons within the Edit Color/Pattern box activates options lists for colors and patterns. Make your selections and click on OK.



NOTE: As you enter each event, you will notice that the TIME USED and TIME REMAINING status at the bottom of the HotClock table is updated.

5. Enter the remaining events that you need to track. If you find that you need to reorder the listing of events, highlight the appropriate table row(s) by clicking and dragging your mouse in the first column (the one that indicates the row number). Then choose "Edit" from the HotClock TABLE to cut, copy, paste and delete your selection.

Labeling the Clock Face

After you have entered all of your events, you are ready to populate the clock face entries with coordinating labels.

1. Position your cursor over a field in the HotClock Table and click/hold-down the left mouse button, drag the cursor onto the clock face near the associated event and release the mouse button. A label will appear on the clock face.
2. To relocate the label, left click on the label and while holding down the left mouse button, drag the label to a new location.
3. To change the "look" of the label, right-click on the label and select **PROPERTIES** from the menu box. Now you can change the font specifications, the label background color, and border style. Click OK to save your changes.
4. Clock faces with numerous events represented by pie-shapes that are too small to label clearly may need connecting lines. You can move labels further away from the clock face but point to a specific pie-shape by connecting a line from the remote label box to the pie-shape.

To add connecting lines, select the **DRAW LINE** button from the MAIN MENU at the top of the HotClock screen. Move your cursor to the pie-shape event (notice the cursor has changed into a "pencil"). Left-click/hold-down on the pie-shaped event on the clock face, then drag the line to the associated label and release the mouse button. A line appears with a square "handle" on each end.

To reposition the line, left-click/hold-down on either handle and drag the end of the line to a new location.

To change the "look" of the line, position your cursor on the line, right-click, and select **PROPERTIES** from the menu. Now you can change the color and width of the selected line. Click OK to save your changes.

5. You may want to add titles, dates or other pertinent information to your clock.

To add additional text to your clock graphic, select the **CREATE LABEL** button on the Main Menu at the top of the HotClock screen (it's the second button from the left). Move your cursor to any location on the page and left-click. A label box appears. Click in the label box and begin typing the label. The label box can be resized by grabbing one of the square "handles" and dragging it to expand or shrink the box. Right clicking in the box and selecting the **PROPERTIES** menu will let you change font specification, background color and border style.

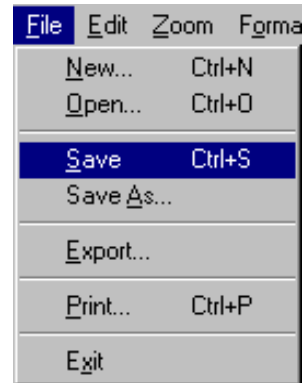
To reposition the label, left-click/hold-down on the label and drag it to a new location.

6. You may want to add a bitmap image to your clock page (a company logo, clip art, etc.).

To add a bitmap to your clock page, select the **INSERT PICTURE** button on the Main Menu at the top of the HotClock screen (it's the third button over from the left). A folder list appears allowing you to select the appropriate graphic file. After selecting the file, click OPEN. A copy of the bitmap is inserted onto the clock page where you can shrink or stretch it, and relocate it by dragging it to the desired location.

Saving your HotClock file

To save your HotClock, select the SAVE button (it's the seventh button from the left). Pick a folder from the list, enter a file name, and click on the SAVE button.



Using a HotClock image in other applications

You can create a picture of your clock (saved as a bitmap file) to be used in other applications (such as a word processor).

From the main menu choose FILE then click EXPORT. HotClock automatically calculates the size of the bitmap file that is needed to include the clock and all labels, pictures and connector lines.

Changing the Scale will enlarge or shrink the image of your clock and make the file size larger or smaller.

Importing/Exporting a HotClock Table

Some applications have the capability to save schedule information to a file that can be imported into HotClock. This lets you create a clock-like graphic quickly without retyping.

From the HotClock Table menu choose "File" then click "Import Table". After choosing the file and clicking Open, the HotClock Table will be filled with scheduling information from the other application.

A text file that represents the information in the HotClock Table can be created by choosing "File" from the HotClock Table menu, then click "Export Table". After choosing a file name and clicking Save, a text file will be created that can be used in other applications.

