



**LifETIME**<sup>TM</sup>  
Personal Timelining Software

## **User's Guide**





# Chapter I: Installation

**\*\*\* Under Construction \*\*\***

**Please start at Chapter 2.**

This chapter will make your installation and setup process easy and quick. Please take a moment to orient yourself to the contents.

## **System requirements**

LifeTIME™ is available for both the Windows and MacOS operating systems.

## **Easy install**

### Custom install

## Chapter 2: Personal Timelining Basics

### Understanding Time: a historical perspective

Before there were clocks, we humans regulated ourselves by the seasons and by the sun and the moon. Time was not an abstract concept—it was the natural unfolding of all life’s events, the flow of life itself. The ancient Aztec and Mayan cultures raised the observation of celestial rhythms to a science, where diligent sentinels measured and recorded skyward changes over the course of centuries. Other past civilizations have left silent tributes, like Stonehenge, to the importance of connection to those longer cycles. Now, for the most part, our society has lost touch with the organic patterns of life, and our part as integral participants in the process.



Human nature is such that we try to bring order to our world, to make sense of it. Time, as we now understand it, was created in the Industrial Age. The efficient application of time has permeated all classes of society. Our existence sliced into ever-smaller containers, we are now capable of nano-second measurement. But does this help us better manage our lives or bring meaning to our years?

An enduring fact of life is that time is the medium by which we measure our lives. It is change—it is progress—it is the very fabric into which we weave the events of our own lives.

### Timelining: What is it?

In basic terms, a timeline is simply a listing of events in chronological order. From this list, one could determine the sequence of events, and see which events occurred in close proximity to any other. Note that the term “event” can have several diverse meanings. LifeTIME™ applies the broadest definition: an event is any activity, occurrence, development, or outcome. No real proof is needed that something happened; perception alone is sufficient. So, for example, a *decision* is most certainly considered an event. A *feeling* or emotional experience is an event. Any *thought* or *awareness* of something—is an event.

An enhanced way of looking at this list of chronological events is to put them on a graph of calendar time. Upon this graph, events are placed corresponding to the date they occurred. The most notable difference between a timeline and a simple listing of events, is that *spatiality* is preserved—the relative position or space between events. This fact will become significant later, when we discuss interpreting timelines, extracting meaning, and perceiving the continuity of events. (See “Chapter 5: Interpreting Timelines” on page 21.)

*“All the world’s  
a stage,  
And all the men  
and women merely  
players. They have  
their exits and  
their entrances,  
And one man in  
his time plays  
many parts...”*  
—William  
Shakespeare

### Charting your life: The Big Picture

The way we think about things affects *what* we know about them. An oft-quoted factoid from the folks who study human cognition (that is, the science of how people perceive), is that the conscious mind, at any single moment, can keep track of only five to seven distinct thoughts. When a new thought enters the room, another gets pushed out the exit. One way to compensate for this and improve apparent retention, is to change the association of these separate thoughts by relating them to a common context. A naturally occurring example of this is evident with restaurant waiters. Some can memorize the complete order for a table of eight, from appetizers to desserts. But the elements are delicately connected. Alter the context—by someone changing seats or amending an order—and the waiter’s knowledge structure may crumble.

Another popular way of looking at how we connect events, especially in business, is according to the level of detail from tactical to strategic. This frequently is expressed in terminology which suggests the scope, or perspective, of the observer. Phrases like “from the 30,000 foot level” and “in the trenches” are unmistakable in their expectation of the view from that vantage point. To be able to “see the forest for the trees” we must widen our scope and lengthen our perspective.

This is the purpose of LifeTIME™ personal timelining software—to better perceive the meaning of events in our lives by changing the perspectives from which we view those events.

### Learning the terms: Database Basics

LifeTIME™ is a special-use database program, designed to track and view life's happenings. If you are already familiar with the database terms *field* and *record*, you're all set. If not, here is a convenient, familiar metaphor to help illustrate these terms: that small stack of people's business cards you have sitting on or in your desk. Each business card contains *fields* of specific information, like Name, Company, and Phone number. That grouping of *fields* describing a particular person is called a *record*. This database of *records* can be searched, and arranged in some order, based on the information in any *field*. So, for example, you might find just the cards of health professionals, and sort them by specialty.

Additional useful database terms to know, are *form* and *list*. These are different ways to view information. A single business card is a *form*—information concerning a single *record*. A *list*, on the other hand, lists multiple *records* worth of information, usually one *record* per line. The phone book is a type of *list* of database *records*. LifeTIME™ functions much the same way, using the data you enter in the fields of event records, to present information via different types of *form* and *list* views.

### Keeping Your Privacy



Before really getting into the nuts and bolts, let's chat briefly about confidentiality and security. You are about to enter personal information. It may be *very* personal information, about yourself and others. So, you may want to restrict who can gain access to this sensitive information, or limit what they can do with it. You may want to keep it from *anyone* else's eyes, for that matter.

Much more effective than a lock on a diary, LifeTIME™ lets you choose the level of security for the information you enter. This way, you won't have to worry about who might see it, copy it, or alter it. Secure in this knowledge, you are more free to enter the truly important information without fear of disclosure or discovery. You are better able to use the program to get the best results for *you*. The following discussion will make more

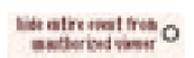
sense when you're familiar with the program, but it may help your peace of mind to address this potential concern now.

The program provides for three levels of confidentiality:  
(See "Chapter 7: Privacy and Security" on page 25 for more detail.)



keep this note private

*Personal Note.* This is a field on the **Form** view that you may mark as private. When so marked, the contents of this field for that particular record are invisible on any other view.



hide entire event from unauthorized viewers

*Hide Event.* There is a checkbox on the **Form** view, which will prevent any reference to that event from appearing on any other view. It's as if that event did not exist, except in the **Form** view that only you, as database owner, can see.



*Password Protection.* At the highest level, you can restrict access to the database contents by requiring a password when the program is first started. You can prevent access altogether, or selectively limit it. You may, for example, want to allow someone to view portions of your timeline, but not be able to change the information. Or you may want to have someone able to enter events, but not delete any. All this capability is in your hands, by providing the appropriate password.

# Chapter 3: Entering Timelines

## Starting the Program

While the size of the task before you may seem immense, you're probably not setting out to document every detail of your entire life. In fact, you'll likely be surprised at how few entries it takes to begin getting useful perspectives. Most people start seeing benefits after entering as few as fifty events. At two hundred entries, things *really* get interesting. Like most things in life, effort and reward are directly related.

Start the program, by following these directions specific to your computer's operating system—Windows  or MacOS .



program icon

 Locate and open the LifeTIME™ folder, and double-click on the program's icon, OR choose Start -> Run -> c:/windows/programs/lifetime/lifetime.exe.

 Locate and open the LifeTIME™ folder, and double-click on the program's icon .

The first screen that appears is the Main Menu. Had you been working with the program before, you would choose to go to one of the six primary views.

However, if you're new to the program, choose the first button, **Intro**. To illustrate for first-time users how the program works with information already entered, **Intro** loads a “dummy” set of events about an imaginary person named Susan. This is a good way to get a quick feel of the program without having to enter your own data. You won't get the same “kick” at looking at the life events of this fictional person as you will from your own, but you'll quickly grasp how the different views present information. Click **Intro** again to clear the database when you're done exploring. Any events you add during the intro can be retained at this time, if you wish.





If you choose **Intro** after you've begun entering data, you will be prompted to archive your existing data before proceeding, or abort the Intro. That way, you won't lose nor contaminate your data. If you create new events you want to keep during this Intro, you can choose to 1) keep them, or 2) delete all records.

If you would prefer to enter your own information rather than use the dummy data, click the **Form** view button.

Whether you use the **Intro** or start entering data from scratch using **Form**, the first step towards mastering LifeTIME™ is learning to enter an event manually. For your first session with your own, real information, plan to set aside at least one hour of uninterrupted time. The program is straight-forward and easy to use, so you should feel comfortable with the basics after only ten or fifteen minutes. But you will want enough time to enter at least fifty events and try out each of the six different ways to view your newly entered information.

In preparation, gather your sources of information—calendars, diaries, schedules, financial records, and any other source of information from which you may refer. If you're like most people, you have a collection of old calendars or day planner pages that document many years of your life. You know they hold precious historical information. One pleasant side-effect of using LifeTIME™, is that at long last you will be able to retire these items, knowing the pertinent, meaningful information has been extracted from their pages.

### Importing existing information

Naturally, you can enter an individual event manually. But if you own a calendar program like Microsoft® Outlook™ or Palm™ Desktop and wish to use some of the information they contain, there are ways to avoid re-entering that data by hand. In fact, you can import data into LifeTIME™ from *any* database which can export the information as a tab- or comma-delimited text file. (See “Appendix B: Importing and Exporting” on page ii and your specific database program user guide for details.) But, most of the events you want to capture probably won't be in these programs. So the manual process has been streamlined to make entering events quick and easy.

## Entering information manually

The best view for manual entry is the **Form** view. All the available record fields appear in this view. Create a brand new record by clicking the **New Event** button at the bottom of the screen. You may also use the keystroke shortcut, **ctrl-n**, or **⌘-n**. Here is an example event record with information already entered.

This example is quite thorough, with information in most of the fields. For your information to be most useful with the least effort, you will want to enter, at minimum, these three specific fields: Event, Date, and Category.

### **Event**

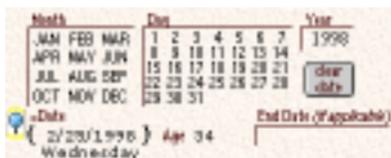
This field is the one-line description of the event.

“Scuba diving in

Cozumel” for example. Other fields, named Detail and Personal Note, allow you to enter up to 12,800 words each. If you need more room, let us know. (We can’t do anything—we just want to meet you!) *The related fields, Anniversary Alert and Rank, are explained on page 12.*

### Date

You may not know the exact date of an event, but don't let that slow you down. Enter what you *do* know—say month and year. The missing part is noted as an asterisk (e.g. 6\*/1996).



You may go back and correct it when you know the exact date, if you wish, but even that is optional. The “\*” equates to a “1” in the find and sort operations. It's a good approximation and you can still always distinguish the rough dates from the exact dates. When you're ready to do that extra bit of housekeeping, the **Find Partial Dates** button on the **Advanced Features** screen will conveniently gather all those incompletes. (See “Chapter 8: Advanced Features” on page 27.)



Customize the pop-up Year and Category menus to include your frequently used values. To add, delete, or change values in any pop-up menu, select the bottom item, “Edit...”

Automating your data-entry process when you create a new event record, LifeTIME™ carries forward the month and year from the prior record. To enter a different date, click on the specific **Month** and **Day** buttons, and select the year from the pop-up **Year** menu. Like all pop-up menus in the program, it can be edited to include frequently used values (*see sidebar*). To add a single occurrence of a value not in the menu, clicking twice in the field will allow you to enter any year from 1001 to 2999. If by some chance the full date you entered isn't a real date (e.g. February 30<sup>th</sup>), an “Invalid Date” alert appears on-screen. You can always click on the **Clear Date** button to “zero out” the date for that record and start “from scratch.”



LifeTIME™ currently supports only the American standard date format of “mo/da/yr”. Future versions may allow other formats.



From any view, you have easy access to the Preferences or Help screens. Click on

 for Preferences,

 for Help.

Since so much of timelining is about dates, two features help you get a little more out of that information. If you entered your birthdate on the Preferences screen, your age at the time of the event will be shown. Use the  button, at the top right of each view, to bring up the Preferences screen. Also in Preferences, is the option to reveal the day of the week on which the event occurred. When that checkbox is marked, you will see the name of the day (Monday, Tuesday, etc.) beneath a valid event date.

### Category

Next, classify each event by category. You will likely want to look at events that are related in some way. You'll find this especially handy after the quantity of events has increased. To choose a category, click in the field. A pop-up menu will appear, listing the categories. Click on one, and it is automatically entered. Only one category item may be selected per event.



While you have total freedom to classify events however is meaningful to you, starting suggestions are provided. You may rename, add, or delete category names at anytime, by selecting “Edit...” at the bottom of the category pop-up menu. You can quickly replace the category for every event in a found set with the category of the currently selected record, with the Replace command keystroke:  **ctr1-=**,  **⌘-=**.



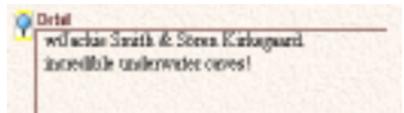
Warning: the Replace command will modify all the currently found records.

### Editing your entries

You may wish to change or expound upon the events you've entered. Other fields included on the **Form** view, which serve special purposes, greatly enhance the utility of this program. Several of these fields also appear on other views. You may choose to use some or all of these fields, especially as you work more with the program and desire to see your data in different ways. Following is a list of these fields' intended functions.

#### Detail

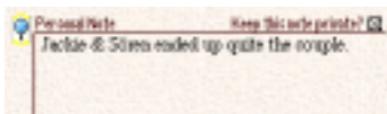
While the Event field is meant to be a one-line description or name, the Detail field is where you are free to record the “color commentary.” Five lines worth of detail show on **Form** view (two lines on the **Table** View), but you can enter up to 12,800 words. When you enter more text than



fits in the visible viewing area, scroll bars appear to accommodate the additional text.

### ***Personal Note***

Think of this field as a Detail field with a lock. It appears in only one other view, the **Table** view, and only if the “keep private” check box is unchecked. While this field’s contents are always visible in the **Form** view, you can keep it secure by denying access to the **Form** view via password protection. You may also “Hide Event,” which omits the entire record from any view. Note that you can recall hidden events *only* from the **Form** view. (See “Chapter 7: Privacy and Security” on page 25.)



### ***End Date***

If an event had a duration of more than a day, you can enter the end date here. The program will then display the length of the event in days. In views where the End Date field does not appear, you are alerted to its existence by a plus symbol (+) following the normal event date.



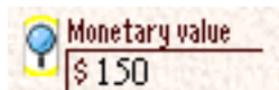
### ***Rank***

This field allows you to set the relative priority of this event, if you wish. It provides a pop-up menu of the numbers 10 through 1, which you can later sort on to create a ranked order.



### ***Monetary Value***

Entering a value here provides a convenient financial tracking method. You can view subtotals of any found set on the Counts screen (see “Generating Counts” on page 27), as well as export the data for use in other applications, like Microsoft® Excel™ or Quicken™.



### ***Anniversary Alert?***

When this checkbox is marked, you will get an annual reminder of this



event. Set the number of days advance notice in Preferences. Each time you start the program, you will be alerted to approaching anniversaries. (The Preferences screen provides an checkbox to turn off this startup option.) You may find anniversaries manually via the **Advanced Features** screen. Obviously useful for normal anniversaries and birthdays, you may wish to temporarily select *all* records for Anniversary Alert, to periodically see what was going on this time of year in other times of your life.

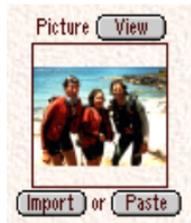
### **Show on these views**

You can filter which events appear in each view. Some views are more crowded visually, so you may want to omit some events from displaying. These settings activate when you click on the **Filter** button  on the current displayed view. By default, all events show on all views.



### **Picture**

As an aid to memory recall, a picture is worth much more than a thousand words. This field provides a place to add a photograph, drawing, or other graphic to your event record. Owners of scanners or digital cameras will particularly appreciate this capability, as will visually oriented users. Your graphic will automatically scale to fit in the 1" square window, while retaining its original resolution.



Once your graphic has been pasted or imported into this field, you may view it at a nine-times larger size. Click on the **View** button above the picture frame to bring up a form-style view, complete with event details.

You may also locate and display all events containing pictures, by clicking the **Find Pictures** button on the **Advanced Features** screen. The resulting view presents the event graphics in a scrapbook-type style.

There are three ways to get a graphic into this field:

- *Drag and Drop*, if supported by your system software. Click and hold on your graphic, then drag it to the LifeTIME™ Picture field.
- *Copy and Paste*, from most graphics programs. First copy your graphic from your graphic application to the system Clipboard, then click the LifeTIME™ **Paste** button.
- *Import from disk*. Click on the **Import** button. From dialog box, navigate to the file you want to import. Choose a graphic file type from the **Show** pop-up menu beneath the file list to restrict your search to that type of graphic file.

### Supported Graphic Formats



TIFF ( <i>tagged image file format</i> )	✓	✓
GIF ( <i>Graphics Interchange Format</i> )	✓	✓
JPEG ( <i>Joint Photographic Experts Group</i> )	✓	✓
EPSF ( <i>Encapsulated PostScript</i> )	✓	✓
PICT ( <i>Mac OS PICT</i> )		✓
BMP ( <i>Windows BitMap</i> )	✓	
PNT ( <i>MacPaint</i> )		✓
PCX ( <i>PC Paintbrush</i> )	✓	
IMG ( <i>Ventura Image</i> )	✓	
GEM ( <i>Ventura LineArt</i> )	✓	
CGM ( <i>Harvard Graphics</i> )	✓	
DXF ( <i>AutoCAD</i> )	✓	

For some file formats, you will see a dialog box with options for customizing how the graphic is imported.



Large original graphics can take huge amounts of disk space to store. To reduce the impact, adjust the graphic's resolution before importing or pasting.

Selecting the option “Store only reference,” reduces the size of your LifeTIME™ file, but if you move or delete the graphic file on your hard disk, LifeTIME™ will lose track of it.

## Chapter 4: Viewing Timelines

*“Man perceives in ranges, while the extremes are often overlooked. Modern man is good at hours, days, weeks and even years; not so for minutes and lifetimes.”*  
—Michael LeBoeuf

Congratulations! You have entered your valuable information, and are now ready to reap the rewards of your efforts. Your event database may now contain hundreds or even thousands of life events. Viewing all of that history in a useful format presents a formidable challenge. Here’s how to bring order to the chaos.

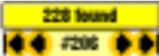
### Selecting Events and Categories for Display

When you first entered or imported your life events, you were given the opportunity to select or create categories to associate with each event. If you haven’t yet assigned a category to each of your event records, you may wish to do so now. You will then be able to quickly select related groupings of events to display.

Notice the , , and  icons located near the field names. These are the **Find**, **Sort** and **Sort Reverse** buttons. You may use any of these buttons from any view, at any time. Clicking on the **Find** button for a particular field will switch you to a find mode and place your text cursor in the corresponding field. Type in a few beginning characters of the text you wish to find, and press the <Return> (or <Enter>) key. In the case of Category find, select from the pop-up menu and hit <Return>. To find an item with checkboxes, simply mark the ones you wish (and, of course, hit <Return>). The set of records resulting from your Find operation is known as the *found set* of events.

In finding dates and date ranges, you have a few more options. You may enter just a single date, in the form **mo/da/yr** (use real, complete dates—not the asterisk which appears in partial dates). You may also find all records before or after a certain date, by placing the less-than (<) or greater-than (>) symbol before the date (e.g. <1/1/1986, to find all events dated before 1986). To find events that fall between two dates, enter the date range as the beginning and end dates with two periods between them (e.g. 1/1/1987. . 6/30/1987).

At any time, you may display the events you have found in any other view, by choosing a view button from the Main Menu, or from the view buttons at the top of each screen. To navigate

from event to event, use the  button set. The top button instantly conveys how many events were found from your find operation, and the number beneath that is the event record number you currently have selected. The left and right arrows immediately to either side of the record number move you one record back or forward in the sequence. Keep in mind that this is based on the current sort order. If unsorted, you will step through the records in the order they were entered.

Sorts may be chronological, reverse chronological, or alphabetical. Sorts are also progressive, meaning, that you could sort first by date, then by category. The result of that would be an order of events that is chronological within each category.

LifeTIME™ provides six primary views: **Form**, **List**, **Table**, **Calendar**, **Chart** and **Flag**. (You just worked with the **Form** view.) Each view is best suited for a particular purpose, as the next sections will explain.



List

### Viewing as a List

The **List** View is your best next step, displaying one event per line. This view is where you can get really productive with the Find and Sort capabilities.

From left to right, the first three columns are Date, Event, and Category. Each column has the Find, Sort, and Sort Reverse buttons above the column to which they pertain.

Your age at the time of the event appears in the next column, if you have





If you have a high resolution monitor, selecting “Zoom Windows” in Preferences will automatically lengthen the window to the full height of your monitor when you click into List or Table views.

entered your birthdate on the Preferences screen. Also in Preferences, is the ability to enter the names and birthdays of five other persons (or pets, or special dates, or whatever else you designate). A sub-view of **List** is ListAges, which shows the ages of each of those persons at the time of the event. Click on the column name Age to see this view.

Sometimes you will want to temporarily remove an event from your current found set. Clicking the sunglasses button  in the fifth column omits that particular event from all views. This omission works only until your next Find operation.

In addition to the Find and Sort functions as described above, the **List** view is checkbox heaven, making it easy to temporarily mark, or “tag,” events to be shown in other four views. Three buttons are located above the checkbox column representing each view. The  button will tag all the checkboxes in that column for the currently found set of event records. The  button *untags* all currently found events, and the  button will find all events in the entire database with that column’s checkbox marked. The following four views have an additional **Filter** button  which removes events not tagged for display in that view.



### Viewing as a Table

The **Table** View is a hybrid of the **Form** and **List** views. It provides a good combination of overview and detail for the events you have selected. It is a simple row-and-column listing of the currently found set of events, and it is the only view other than **Form** which displays Detail and Personal Note (if not marked private nor hidden).



Table



The Personal Note field is displayed only when the “keep private” checkbox on the Form view is unchecked. If a lower-level

password is entered when the program starts, events marked as Hidden do not appear at all. (See “Chapter 7: Privacy and Security” on page 25, for specific directions on using these security features.)

### Viewing as a Calendar

This view has a close counterpart in the real world—your paper calendar. If you use planning software, this will be a familiar view. As with the traditional monthly calendar, events are listed on each day. The single arrow buttons move the view forward and back one month at a time; the double arrow buttons, one year at a time.



Calendar



### Viewing as a Timeline (Chart and Flag Views)

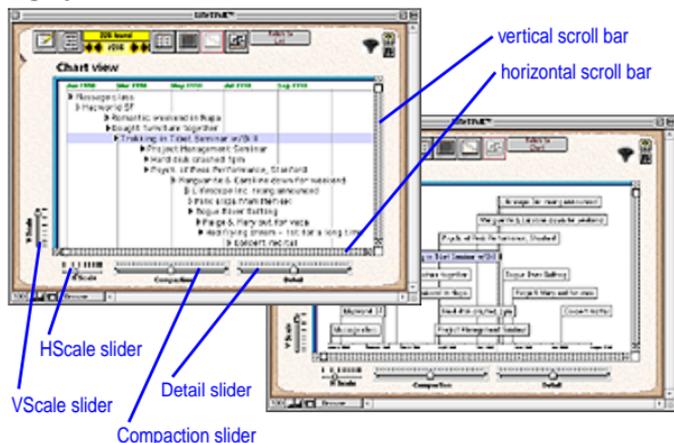
These two are the more uniquely fascinating views. Dramatic shifts of perspective can take place when you experience your life timeline graphically. “Chapter 5: Interpreting Timelines” delves more deeply into the intricacies of this process, but the **Chart** and **Flag** views clearly illustrate the continuity of your life. Unlike the other views, which are basic in how they present your information, the **Chart** and **Flag** views have more complex display functions. These new controls are shown below.

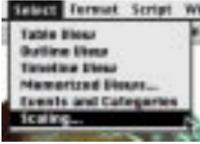


Chart



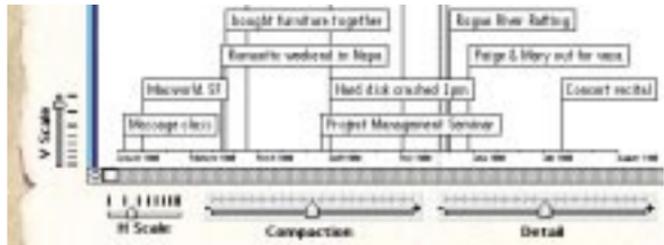
Flag





### Scaling for Desired Detail

The lower portion of both the **Chart** and **Flag** views have four slider controls, named **VScale**, **HScale**, **Compaction**, and **Detail**. These controls adjust the display of event elements so that your information appears on-screen legibly and in sufficient scope to be useful. Each slider controls a different aspect of the granularity, or density, of information. The best way to become familiar with the controls is to play with the settings and watch the results. If things get out of order, you can always use **Reset to Default** from the Scaling... menu item.



**HScale** and **VScale** change the horizontal or vertical scale of the view. Since time is displayed horizontally, you can view a larger or smaller slice of time with **HScale**. “Zoom out” by moving the slider knob towards the end of the range where the lines are closer together. (A similar effect happens on-screen — items get closer together.) **VScale** allows you to adjust the vertical spacing of events for the observed time range.

**Compaction** changes the size of display elements. If you had “zoomed out” to get a broader view, you will probably have more events on the screen. This control adjusts the size of the text and flags so that you may more easily read them.

**Detail** compensates for overcrowding by adjusting the number of events shown. It selectively omits events, restoring them automatically when scale permits, based on the prioritization you gave events via the Rank field.

### Arranging Information on the Timeline

Most elements in the **Timeline** View can be flexibly positioned. If you move a flag to a higher location, for example, the other

flags will automatically rearrange themselves to make room. You may also adjust the time scale by dragging the date to a different location on the time axis, and the date ranges will automatically adjust.

### Memorizing Custom Views

You will find this feature to be a welcome labor- and time-saver. Once you get your information displayed just right, you can freeze the settings for later recall by **Memorizing** the **Chart** or **Flag** view. The keystroke  **ctrl-alt-m**,  **⌘-alt-m** will bring up the following dialog box, so that you may give your view an easily remembered name.



Notice that it intelligently provides the settings for the four scale sliders. Your memorized view also keeps track of exactly which part of the **Chart** or **Flag** window you were viewing.

You may recall a Memorized view from any screen in the program. From the main menu bar, pull down the menu item Select and choose Memorized Views.... You will see a list of your currently memorized views, along with all their vital statistics. This includes, in part, their scaling specifications and the view to which they pertain.

# Chapter 5: Interpreting Timelines

## Perceiving continuity of events

As aware individuals, we realize more and more often how profoundly our life's experiences shape our perceptions—both of ourselves and our world. At some point we all come to understand that each event in our lives has a different meaning depending upon the context in which it is viewed.

Contextual shifts occur in many situations. We may travel to a foreign land and discover first-hand how its citizens really live (good or bad). We may fall in love, or be disappointed by a friend. We may suffer the loss of a parent, or become one.

Each event in our lives somehow changes our consciousness perspective—of what comes after, naturally—but also of past events. Each new discovery sheds light on some old belief. We have many experiences where we learn their lessons only after the inevitable passage of time.

This chapter is where we learn how to learn from our past. You will discover connections between seemingly separate events in your own life, and to events elsewhere in the world of which you may not have even been aware.

In this chapter you will learn about:

- Public Event Timelines
- Perceiving Continuity of Events
- Identifying Relationships
- Extracting Personal Meaning

## Public Event Timelines

We are more easily touched by events around the globe than ever before. Where were you, for example, when the Berlin Wall came tumbling down? How has that, and the unified Europe, affected you? Answer: in ways you may not even know.

We all are influenced, to lesser or greater extents, by everything we experience. Whether it's the latest popular movie or El Niño's weather patterns, our lives are somehow impacted. That is why we, and other interested parties, have compiled timelines of various types of public events. Your LifeTIME™ program came with more than one dozen Public Event Timeline (PET) database sets—and more PETs are available on our website, at <http://www.lifescopes.com/lifeandtimes/>.

The Public Event Timelines included with this program are:

- Awards: Nobel and Pulitzer Prizes (1944 on)
- Awards: The Emmys, Tonys, & Grammys (1974 on)
- Celebrity Obits (1960 on)
- Celestial Events (1970 on)
- Feature Movies(1960 on)
- Financial Indicators (1940 on)
- Music Hit Singles by Backbeat (1949 on)
- Personal Computer Industry Milestones (1970 on)
- Science, Invention and Technology (1960 on)
- Space Exploration (1957 on)
- Sports Records Smashed (1950 on)
- TV Programs, First Seasons (1952 on)
- U.S. Presidents, Senators, and Congressmen (1915 on)
- U.S. Weather Patterns (1938 on)
- Wall Street Journal Headlines (1925 on)
- Wars, Conflicts, and Police Actions (1940 on)
- World Events (1950 on)

### Installing Public Event Timelines

Any or all of these Public Event Timelines can be imported, then conditionally searched to display alongside any of your other timelines. To install any add-on record set, copy the file to the “Scripts” folder in your LifeTIME™ application folder (*see sidebar*). Then, from the Script menu in the LifeTIME™ program, select the timeline you wish to import. To remove timelines from the Script menu, move the file out of the Scripts folder, to any other location for safekeeping.



Once a timeline set is active, you may distinguish each timeline set by text color, font, or flag type. Information in Public Event

# Chapter 6: Reports and Printing

Device setup and options

Scaling and formatting

Using Auto-print



# Chapter 7: Privacy and Security

Keep Private

Hide Event

### Passwording

## Chapter 8: Advanced Features

**Maintaining Data Integrity**

**Find Partial Dates**

**Find Invalid Dates**

**Find Empty Events**

**Find Duplicate Events**

**Find Orphaned Categories**

**Multi-Date Finds**

**Multi-Category Finds**

**Generating Counts**

