

# AnyTime Organizer

**NEW! DELUXE VERSION 12**

**Individual**

**1998-2007 #1 SELLING ORGANIZER FOR 10 YEARS**

- ✓ Day Planner
- ✓ Week, Month, Year
- ✓ Alarms & Reminders
- ✓ Birthdays & Anniversaries
- ✓ To-Do List
- ✓ Calendar Designer
- ✓ Address Book
- ✓ Envelopes & Labels
- ✓ Daily Journal
- ✓ Sticky Notes
- ✓ Expense Reports
- ✓ Password Organizer
- ✓ World Clocks
- ✓ Sports Schedules
- ✓ Mobile Sync



**Organize Your Busy Schedule**  
Plan important meetings, tasks, and events. Avoid scheduling conflicts and arrive on time. Stay organized and improve your professional image.

**Build Stronger Relationships**  
Easily keep your address book up to date and stay in touch with colleagues, friends, and family.

**Accomplish More in Less Time**  
Increase your productivity and get ahead. Prioritize and manage your to-do list and accomplish tasks on time.

**Remember Important Events**  
Never forget another birthday or anniversary or be late to a meeting again. AnyTime reminds you with an e-mail or sends a text message to your phone—even on the go.

**Stay in Touch in a Mobile World**  
Print your calendar, to-do list, and address book to any paper-based organizers or sync your data to your mobile device. You'll always have everything you need right with you.

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**The organizer that works the way you do!**

**SYNC SCHEDULE REMEMBER**

## Simplify Your Life & Save Valuable Time

AnyTime™ Organizer provides all the tools you need to organize your personal and professional life! With a simple and familiar interface, thousands of calendar designs, and synchronization with your mobile device, you'll have everything you need in one place!

### ORGANIZER

**To Do**  
Stay organized and accomplish more in less time. Track your daily progress and never miss an important deadline.

- View long-range goals or just today's tasks.
- Set due dates and sort by priority or group.
- Incomplete tasks roll-over to the next day.

**Expenses**  
• Tracks personal and business expenses.

**Passwords**  
• Never forget another password or log-in again.

**Notes**  
• Organize miscellaneous notes and reminders.

**Journal**  
• Keep a daily personal or travel diary.

**Alarms**  
• Set alarms to remind you of important events.



**Address Book**  
Build stronger relationships and stay in touch with customers, colleagues, friends, and family.

- Print address books, envelopes, and labels.
- Send an e-mail to multiple contacts simultaneously.
- Reminds you of birthdays and anniversaries.

**Calendars**  
Visualize your schedule by day, week, month, and year with more printing layouts than any other organizer.

- Over 2,500 designed layouts.
- Create a PDF to e-mail to friends and family.
- Print an address book, expense report, and more.

**NEW! Any Sync**  
Always stay up to date – even on the go. Sync your schedule, tasks, and address book to your handheld, mobile device. Call Phones, Palm, Windows Mobile & Outlook

## Powerful Features for the Professional in You!

**Layout Designer**  
Take Advantage of exclusive layouts, Weekend Planner, 3-Day Travel Agenda, and Tri-Fold Address Book, even if you use paper-based organizers. AnySync even works seamlessly with your Outlook data to print. Create a PDF of any layout and e-mail your schedule to others.

**Day Planner**  
Organize your calendar at home, work, or school. Schedule events, calls, tasks and appointments, and avoid conflicts.

- Add recurring events and meetings just once.
- Simply drag-and-drop to reschedule at any time.
- View your schedule by day, week, month & year.



**Print monthly calendars. Add your pictures and bind for the perfect gift.**

**Priority your to-do list. Check off completed tasks.**

**Print calendars, to-do lists, contacts, and expenses.**

**Set alarms to remind you of important events.**

**"As a busy mom, AnyTime helps me stay on top of my kids' sports schedules, school assignments, chores, meals, and doctor appointments."  
- Julie Spencer, Working Mother**

## CALENDARS

Get more printing layouts than any other organizer – over 2,500 impressive designs! Change styles instantly with 15 new, one-click themes or create your own design. Then, print to your paper organizer or send a PDF to others.

**Daily Planner**   **Week Organizer**   **Year Calendar**

**Address Book**   **To-Do List**

**Expense Reports**   **Envelopes & Labels**

**Print to Day-Timer®, Day Runner® & Franklin™**  
Print pages tailored to fit your favorite paper organizer. Also, print directly to envelopes and Avery® labels for your next mailing.




## Build Relationships & Get Results

**Contacts**  
Keep a detailed record of every contact, remember birthdays and anniversaries – even prepare a holiday card mailing.

- Keep a history of meetings, tasks, and notes.
- Simply drag-and-drop to schedule calls.
- Date and time stamps are added automatically.
- Add photos for each person as a quick visual.

**Stay in touch with contacts in a mobile world.**

**"As an entrepreneur...helps me create work schedules, prioritize tasks, manage projects, track equipment and jobs, and write expense reports."  
- Peter Hansen, Small Business Owner**




## ADDRESS BOOK

**Mobile Sync** **NEW! Any Sync**  
Seamlessly transfer and share information between AnyTime and your mobile phone and handheld device.

- Supports most major cell phones, PDAs, and mobile devices including Palm, Windows Mobile 5/6, and Pocket PC.
- Sync data with Outlook and other organizers.

**World Clocks**  
Check the time anywhere in the world and know when to communicate. Place up to twelve clocks on your desktop.

- Keeps local time in 850 global locations.
- Includes all U.S. and global time zones.
- Adjusts for Daylight Savings and shows day or night.

**Track time around the globe with desktop clocks.**

**1-click to get maps and driving directions for any listing.**

**Group Network Scheduling**  
Share AnyTime with co-workers across a network. Create groups and organize information by employee or by project. Perfect for a small office with multiple users. Includes a 2-person multi-user license. Contact Individual Software for up to 25 additional users.

**Import & Export**  
Easily and reliably switch from any other program. Imports data seamlessly from Microsoft® Outlook®, Sidekick®, Lotus Organizer®, Day-Timer Organizer®, previous versions of AnyTime, and other organizers.

- Import addresses, phone numbers, and contacts.
- Sync your calendar, contacts, and to-do lists.




## New Ways to Stay Organized & On Time

**Automated Alarms**  
Alarms remind you of important meetings, phone calls, deadlines, and anniversaries – so you'll always be on time for important events.





- Use MP3 music as your alarm ring tones.
- Set birthday reminders a week in advance.
- Snooze alarms by hours, days, or weeks.
- Send a text message to your phone.

**Setup alarms to trigger a text message to your phone.**

**Add sticky note reminders to your desktop.**

**Stick to your schedule.**

**"... It's never been easier to remember birthdays and anniversaries or organize our diet, exercise, and medicine schedule – even create a holiday mailing list!"  
- Bob & Denise Raymond, Grandparents**

## TO-DO LISTS

AnyTime reminds you of important events in new ways so you'll never be late again. Set alarms that play your favorite MP3 song, add sticky note reminders to your desktop – even send a text message to your phone for upcoming events.



**Sticky Notes**  
Perfect for adding quick reminders to your desktop, Sticky Notes is an easy way to manage important information.

- One-click to add notes to your desktop.
- Visible while working in other applications.
- Keep phone numbers or tasks in front of you.

**Keep your private information safe from hackers.**

**Downloadable Calendars**  
Add in your favorite NFL, NBA, NHL, MLB, Golf, and NASCAR season schedule to your daily planner. Learn from Merriam-Webster's® Word-of-the-Day and have fun with Celebrity Birthdays, International Holidays, and Moon Phases.

**View your daily schedule as a scrolling list.**

## Easy, Complete & Works the Way You Do

**Expense Reports, Notes & Daily Journal**  
Track personal and business expenses, jot down miscellaneous notes, keep recipes, lists, and records in one place, and write a daily journal.



- Generate expense reports without complicated spreadsheets.
- Keep a list of goals, books to read, and restaurants to visit.
- Write a daily journal with automatic date and time stamps.

**Additional, AnyTime Exclusive Time-Saving Features**

- Advanced Find locates information quickly.
- Conflict-checking avoids over-booking.
- Connects with your existing e-mail program.
- Grouping shows information in different colors.
- Date and time stamps to any day - fast!
- Date and time stamps are added automatically.
- Password protection secures private information.
- Graphs show available free time instantly.
- Spell checker ensures a professional appearance.

**"We schedule everything... court appearances, depositions, and client meetings. I have a separate to-do list for each case and have never missed a filing deadline."  
- Julian M. Anderson, Esq., Attorney**

**PC Laptop**   **Editor's Choice**   **1998-2007 #1 SELLING ORGANIZER FOR 10 YEARS**

## DAY PLANNER

Take advantage of the many ways to customize AnyTime to fit your needs. You'll find more ways to personalize your schedule, to-do list, address book, and print layouts than any other organizer.

**Every Organizer You Need in a Personal Organizer**

**Calendars & Schedules**  
View Calendars/Tasks Side-by-Side  
On-Screen Quick Calendars  
Drag and Drop Rescheduling  
View Occupied Times  
Set Alarms and E-mail Reminders  
Set Recurring Events  
Week, Month, and Year Views  
Available Free-Time Charts  
Add-in Sports Schedules  
Add-in Fun Calendars  
Add-in Special Holidays  
Schedule All-Day Events  
Schedule Multi-Day Events  
Adjust Start and End Times  
Check for Scheduling Conflict  
Alarms play MP3 music  
Send Text Message Alarms

**Print Layouts**  
• Print any layouts as a PDF  
• 2,500 Customizable Printing Layouts  
• Special Calendar Layouts  
• Special To-Do List Layouts  
• Print to Paper-Based Organizers  
• Print to Avery® Labels and Envelopes  
• Layout Designer  
• Change Fonts, Colors, and Sizes  
• Add Headers and Footers  
• Save Your Layout Designs  
• LaserJet, Inkjet, and Color Printers  
• Print to Day-Timer®, Day-Runner®, FranklinCover®, and A4-Glance®  
• Special Travel Plans  
• Emergency Contact Lists

**To-Do List**  
Set Priorities (1-9) or (A-Z)  
Automatic Prioritization  
Set Due Dates  
Add Non-Dated Tasks  
Overdue Items Show in Red (On/Off)  
Auto-Refresh Unfinished Tasks  
View Master To-Do List  
Set Alarms and E-mail Reminders  
Check Off Completed To-Do  
Sort by Due Date, Priority, or Group  
16 Additional Display Options

**Keepbook**  
Store Miscellaneous Information  
Keep a Daily Journal  
Automatic Date/Time Stamps

**Contact Management**  
Sort by First, Last, or Company Name  
Store 3 Addresses Per Contact  
Store 6 Phone Numbers Per Contact  
One-Click to Send E-mail  
One-Click to Print Labels  
One-Click Access to Web Sites  
One-Click to Write Letters  
Envelope and Label Printing  
Store Birthdays and Anniversaries  
Automatic Birthday Age Calculator  
Connect Appointment Events with Contacts for History  
Automatic Anniversary Calculator  
Store Unlimited Special Dates  
Auto-Schedule Appointments/Tasks  
Advanced Auto-Dial  
• Add Photo for Each Person

**Expense Reports**  
Print Expense Reports  
Enter Date, Amount, and Currency  
Supports International Currency  
Calculator

**Additional Features**  
• Spell Checker  
• Customizable Look and Feel  
• Familiar Book Interface  
• Add Notes to Any Item  
• Auto Date/Time Synchronizing  
• Auto-Save, Auto-Backup, and Archive  
• Password Protection  
• Quick-Entry Data Bars  
• International Date and Time Formats  
• Over 25 View Settings  
• Supports Drag and Drop  
• Categories and Custom Groups  
• User-Defined Group Colors  
• Define Expense Types  
• Select Payment Type  
• Group and Categorize Expenses  
• Supports International Currency Calculator

**Network Version**  
2-User Business License Included  
Additional User Licenses Available  
Works on Net-BIOS Networks  
Links 50-Users Across a Network

**Earth Clock**  
• Incorporated into AnyTime Organizer  
• World Time Zone Maps  
• Supports Daylight Savings Time  
• Up to 12 Clocks on the Desktop  
• Supports 850 Cities Worldwide  
• Auto-Hide Clocks Option  
• Shows Day/Night Views  
• Choose Analog or Digital Clocks

**Password Organizer**  
• Store Bank PINs  
• Account Passwords  
• User ID/Passwords  
• Web Login  
• Hacker-Proof  
• Encryption

**Awards & Reviews**  
"This user-friendly personal information manager tracks calendar details, to-dos, addresses, and notes in one central location."  
- Home Office Computing

"AnyTime allows easy entry to the world of planning, its simplicity and price make it the most accessible of full-featured personal information managers."  
- Computer Shopper

"The true strength of AnyTime is in its usability. Almost anyone can be up and running productively within a matter of minutes."  
- Portable Computing

"... an excellent tool for businesses to schedule meetings for busy people whose individual schedules are all over the place."  
- PC User Group, Eits & Byter

• Indicates New Features - Version 12