

# AnyTime Organizer

Individual

- ✓ 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

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#1 SELLING ORGANIZER FOR 10 YEARS

## 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. You'll always have everything you need right with you.



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The organizer that works the way you do!



## Simplify Your Life & Save Valuable Time

### AnyTime Organizer



Set alarms to remind you of important events.

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

Prioritize your to-do list. Check off completed tasks.

#### 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.

"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

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 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.

#### 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.

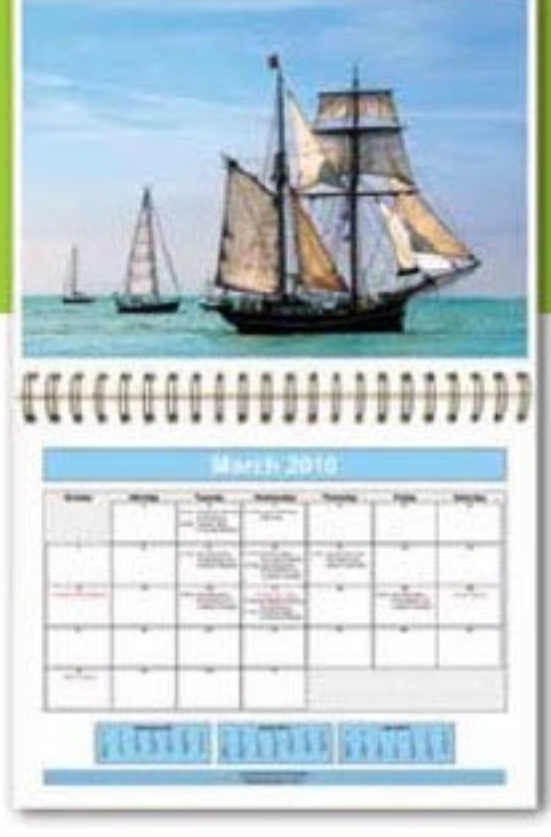
#### Calendars

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.



## Powerful Features for the Professional in You!



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

#### 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.

"With AnyTime, I coordinate my volunteer work, create a calendar of community events, and keep an address book of our church members."  
- Terry Sanders, Event Planner & Volunteer

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.

### CALENDARS



#### 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



Stay in touch with contacts in a mobile world.

#### 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.

"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

Keep your contacts at your fingertips. AnyTime™ Organizer offers you the easiest way to stay organized and in touch with the important people in your business and personal life.

### ADDRESS BOOK

#### Import & Export

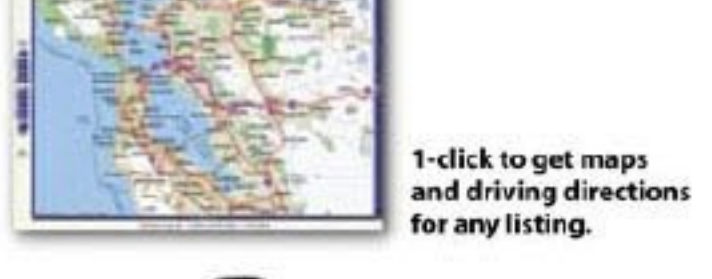
Easily and reliably switch from any other program. Imports data seamlessly from Microsoft® Outlook®, Sidekick®, Lotus Organizer®, Day-Timer Organizer®, previous versions of AnyTime, and other organizers.

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

#### 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.



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



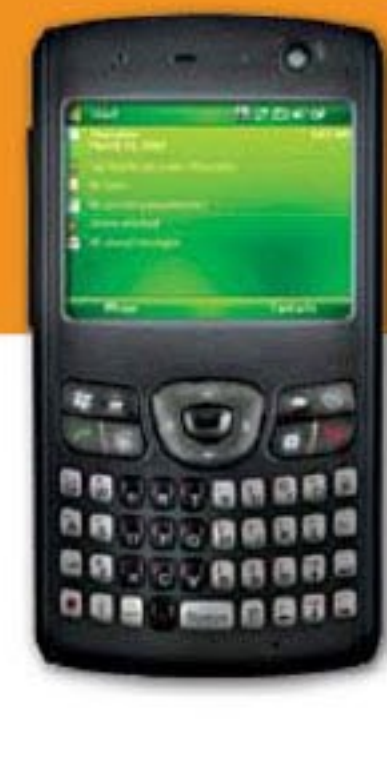
Track time around the globe with desktop clocks.



#### 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.

## New Ways to Stay Organized & On Time



Setup alarms to trigger a text message to your phone.



Add sticky note reminders in your favorites color.

#### 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.

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

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.

### TO-DO LISTS

#### 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.

#### Password Organizer

Never forget another password, login, or account number again! Securely store social security numbers, serial numbers, credit cards, and other private information.

- Stores confidential passwords, PINs, and logins.
- Encrypted file ensures data is safe and secure.

Visualize your daily schedule as a scrolling ticker or screen saver and manage your time more effectively.

- Shows upcoming events and to-do items.
- Choose horizontal/vertical bar or screen saver.
- Personalize with your photos, fonts, and colors.



View your daily schedule as a scrolling list.



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.

## Easy, Complete & Works the Way You Do

### 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.

### 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.

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### 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.
- Quick calendars navigate 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

### Print to Every-Based Organizer in a Personal Organizer

#### Calendars & Schedules

- View Calendars/Tasks Side-by-Side
- On-Screen Clicks & Checkers
- Drag and Drop Rescheduling
- View Occupied Times
- Set Alarms and E-mail Reminders
- 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

- 2,500 Customizable Printing Layouts
- Special Calendar Layouts
- Special To-Do List Layouts
- Special Address Book 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
- Laser Ink Jet and Color Printers
- Print to Day-Timer®, Day-Runner®, FranklinCover®, and A-A-Glance®
- Special Travel Planners
- 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 and Refresh Tasks
- View Master To-Do List
- Set Alarms and E-mail Reminders
- Check Off Completed To-Do's
- Sort by Due Date, Priority, or Group
- 10 Additional Display Options

#### Notebook

- Shows 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
- Envelope and Label Printing
- State Birthdays and Anniversaries
- Automatic Birthday Age Calculator
- Connect Appointment Events with Contacts for History
- Automatic Anniversary Calculator
- Show 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
- Select Payment Type
- Group and Categorize Expenses
- Supports International Currency Calculator

#### Additional Features

- Spell Checker
- Customizable Lock and Feed
- Familiar Book Interface
- Export, Delete, or Merge Data
- Auto Date/Time Synchronization
- 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
- Sync with Windows Mobile Devices
- Sync with Pocket PC Devices
- Sync with Populair Cell Phones
- Sync with Microsoft® Outlook

#### 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/Password
- 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, Eric & Byter

\* Indicates New Features - Version 12