individual SOFTWARE®

NEW!
DELUXE VERSION 14

AnyTime Organizer

FEATURE SUMMARY

- LAYOUTS
- ADDRESS BOOK
- TO-DO LISTS
- CALENDAR
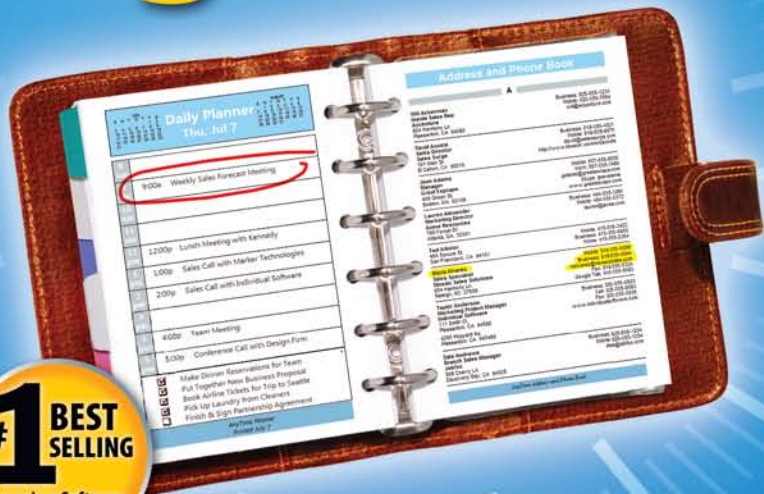
#1 BEST SELLING
Organizer Software
for Over 10 Years*

The Organizer That Works the Way You Do!

STAY ORGANIZED   MANAGE CONTACTS   SYNC DATA

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individual SOFTWARE®   **NEW!** DELUXE VERSION 14

AnyTime Organizer

#1 BEST SELLING
Organizer Software
for Over 10 Years*

WORK · PERSONAL · AnyTime Organizer · OTHER

Take Control of Your Life!

Make AnyTime Organizer the center of your life and you'll see why more people choose AnyTime over any other brand of organizer software. Color code different areas of your life—Work, Personal, Other—then view your Appointments, Contacts, To-Dos, and more for those areas separately or at the same time.

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

"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, Bits & Bytes

✔ **All-in-one**, ready-to-use software
✔ **Easy, complete** & works the way you do
✔ **Improve efficiency** & save time
✔ **Increase productivity** & achieve goals
✔ **Get organized** & stay organized
✔ **Avoid schedule conflicts**
✔ **Always be on time** for meetings

✔ **Never forget** a special event
✔ **Build stronger relationships**
✔ **Synchronize your data** with your mobile devices
✔ **Print & take** your calendar, To-Do lists & contacts on-the-go or share with others by e-mail.

AWARDS & REVIEWS**

GOLD AWARD 2011 TOP TEN REVIEWS   SOFTPILE MOST POPULAR   ★★★★★ PC Laptop   TOPSHAREWARE.COM CHOICE EDITOR'S CHOICE   Editor's Choice Computer Times   GLOBAL SHAREWARE
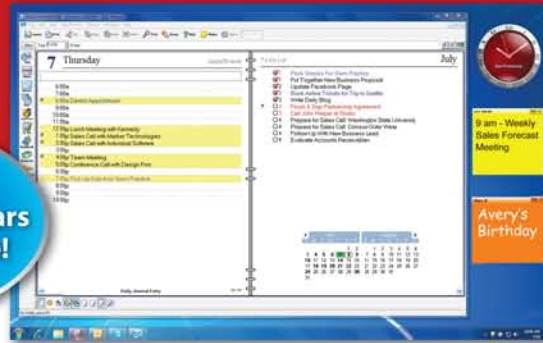
Get Organized & Take Control of Your Life!

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!

Organize multiple calendars all in one place!

User-friendly interface—Day Planner shown.

Calendar Alarms

Set alarms to remind you of important events—so you'll never be late!

- Use MP3 music or choose from popular sounds as your alarm ring tones.
- Snooze alarms by hours, days, or weeks.
- Send a text message to your phone.
- Send yourself or others an e-mail reminder.

Set alarms to remind you of important events. Get notified by music, text message, or e-mail.

Never miss your child's soccer game.

Calendar

Organize your calendar for work, personal, or other groups and filter to view one at a time. Schedule events, calls, tasks and appointments, and avoid conflicts.

- View your schedule and appointments by day, week, month, and year.
- Add recurring events and meetings.
- Simply drag-and-drop to reschedule.
- Create a PDF of any layout and e-mail your schedule to others.
- Organize one or multiple calendars all in one place.
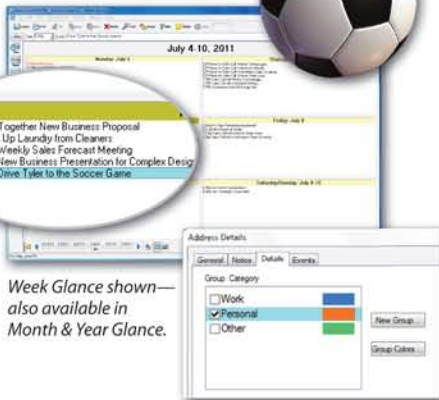
Week Glance shown— also available in Month & Year Glance.

Color-coding makes it easy to organize work, personal, and other areas of your life.

Mobile Sync

Seamlessly transfer and share calendar information between AnyTime, Google, Microsoft® Outlook, and your mobile device.

Sync data with Google, Outlook, Apple® iPhone and iPad, Android™ phones and tablets, Windows® Phone 7, Nokia® Symbian, Palm Pre®, Blackberry® Touch/Storm, and other popular mobile devices.[†]

Sync to your mobile device and/or Google, and access your calendar on-the-go.

" 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**

Downloadable Calendars

Add-in your favorite NFL®, NBA®, NHL®, MLB™, PGA™, and NASCAR® season schedule to your daily planner. Have fun with the Lunar Calendar, Famous Birthdays, International Holidays, and Word-of-the-Day.

Accomplish More in Less Time!

AnyTime reminds you of important To-Dos 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.
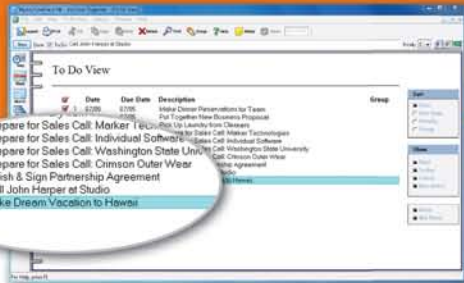
Get organized and complete more tasks so you can have more time for yourself.

Accomplish To-Dos quickly & free up time for yourself!

To-Do Alarms

Alarms remind you of important To-Dos, tasks, and deadlines—so you'll be able to prioritize, manage and accomplish them on time.

- Use MP3 music or choose from popular sounds as your alarm ring tones.
- Snooze alarms by hours, days, or weeks.
- Send a text message to your phone.
- Send yourself an e-mail reminder.

Receive reminders by text message or e-mail on your mobile device.

Send alarm notifications for important To-Do items.

To-Do Lists

Increase your productivity and get ahead. Prioritize and manage your To-Do lists, and accomplish tasks on time.

- Check off To-Dos as completed
- Record all of the things you have done
- Set deadlines or track untimed To-Dos
- Prioritize and sub-prioritize your To-Dos
- Keep important notes for each To-Do
- Categorize your To-Dos by assigning to different groups
- View your completed vs. non-completed To-Dos

Choose from a number of To-Do layouts to suit your work style. Print and check accomplishments as you go.

Sticky Notes

Perfect for adding quick, colorful reminders to your desktop, electronic 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.
- Pin to your desktop behind your work or always keep on top of all other open windows.
- Create notes in different sizes, colors, and fonts.

Add electronic Sticky Note reminders in your favorite colors and sizes.

"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

AnyTime Clocks™–Countdown & Elapsed Timers

Set a countdown timer and never miss a deadline on your To-Do list! Start an elapsed timer to track your time spent on tasks in your To-Do list.

Build Relationships & Get Results!

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.

Keep track of birthdays anniversaries and special events for all of your contacts.

Organize your address book and stay connected.

Address Book & 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.

Never forget a birthday or anniversary!

Birthdays, Anniversaries, & Special Date Alarms

- Keep track of dates for special events tied to each contact.
- Set alarms for them within your calendar, and you'll never forget a special event!

DEC 15
30 Year Anniversary

Mobile Sync

Seamlessly transfer and share contact information between AnyTime, Google, Microsoft® Outlook, and your mobile device.

Sync data with Google, Outlook, Apple® iPhone and iPad, Android™ phones and tablets, Windows® Phone 7, Nokia® Symbian, Palm Pre®, Blackberry® Touch/Storm, and other popular mobile devices.†

Driving Directions

Get maps and driving directions for any listing in your address book. Supported mapping programs include:

- Mapquest® Maps
- Google Maps™
- Yahoo!® Maps
- Bing™ Maps

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.

Get maps and driving directions direct from your address book.

AnySync®

Improved! AnySync® Technology!
Always stay up to date—even on the go. Sync your schedule, tasks, and address book with other calendar software or mobile devices.

3,000+ Layout Designs to Print or Share With Others

More layout designs! Over 3,000 impressive design combinations! Change styles instantly with 15 one-click themes or create your own design. Print to take on-the-go or share a PDF copy of it with friends, family, and co-workers.

Print monthly calendars. Print pictures yourself and add it to the calendar to create a perfect gift.

Print and take a copy of your schedule when you travel!

Daily Planner

Week Organizer

Year Calendar

Address Book

To-Do List

Layout Designer

Take advantage of exclusive layouts like Weekend Planner, 3-Day Travel Planner, and Tri-Fold Address Book, even if you use paper-based organizers. Print to popular day planner sizes including 8.5" x 11", 5.5" x 8.5", 3.75" x 6.75", and 3.5" x 6". Or, create a PDF of any layout and e-mail your schedule to others.

Print to popular sizes to fit your day planner.

*Expense Reports*

Envelopes & Labels

Daily Summary

"...I print a copy of my calendar and tasks to take on my business trips for quick reference. Since I travel often for work, my family especially likes to e-mail a PDF of our vacation schedule" – **Matt Parker, VP Sales**

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

The Ultimate Collection of Organizational Tools!

Take advantage of the many ways to customize AnyTime to fit your needs. You'll find more ways to personalize your Calendar, To-Do list, Address Book, and Print Layouts than any other organizer.

FEATURE SUMMARY

Every tool you need to stay organized!

Notes, Daily Journal & Diary

Jot down miscellaneous notes, keep recipes, lists, and records in one place, and write a daily journal or diary in your Notebook.

- Keep a bulleted list of goals, books to read, restaurants to visit, etc.
- Write a daily journal or diary with automatic date and time stamps.
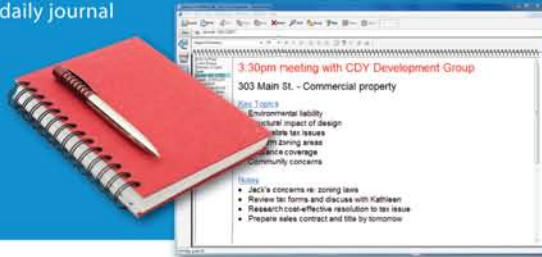
Keep meeting and other notes in one place and view or print for easy reference.

AnyTime Clocks™

Enhance your desktop with new interactive clocks and timers. Unlimited number of clocks and timers can be used at once. Popular uses for clocks and timers include:

- **World Clock**
  - Quick glance to see what time it is in another time zone so that you don't miss a scheduled appointment.
  - Keep track of the date or time anywhere in the world.
- **Elapsed Timer**
  - Time important events.
  - Capture billable time.
  - Monitor time spent on the phone or on a specific task.
- **Countdown Timer**
  - Countdown to important events.
  - Keep meetings on task and on time.
  - Track different cooking times with multiple clocks at once.

Many clock styles

Never miss a deadline with the Countdown Timer!

Elapsed Time
005 days 2 hours
2 min 5 secs

Elapsed timer

DAY	HOUR	MINUTE	SECOND
001	23	59	55
Countdown | | Until: 7/7 4:57:44 PM

Countdown timer

"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

All-in-One, Easy-to-Use Software!

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

To-Do List
- Set Priorities (1-9) and/or (A-Z)
- Set Sub Priorities (1-9) and/or (A-Z)
- Automatic Prioritization
- Set Due Dates
- Add Untimed Tasks
- Overdue Items Shown in Red (On/Off)
- Auto-Rollover Unfinished Tasks
- View Master To-Do List
- Set Alarms and E-mail Reminders
- Check Off Completed To-Dos
- Sort by Due Date, Priority, or Group
- 10 Additional Display Options

Address Book
- 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 Maps/Driving Directions
- Supports Google, Yahoo!, and MapQuest Maps
- 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 / Event with Contacts for History
- Automatic Anniversary Calculator
- Store Unlimited Special Dates

- Auto-Schedule Appointments/Tasks
- Advanced Auto-Dial
- Add Photo for Each Person
- Store Date Record is First Created

Print Layouts
- Print any Layout as a PDF
- 3,000+ 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® Franklin Covey®, and At-A-Glance®
- Print Popular Planner Sizes: 8.5" x 11", 5.5" x 8.5", 3.75" x 6.75" & 3.5" x 6"
- Special Travel Planners
- Emergency Contact Lists

Notebook
- Stores Miscellaneous Information
- Keep a Daily Journal/Diary
- Automatic Date/Time Stamps
- Find Text Easily
- Change Text Color
- Bulleted Lists

Expense Reports
- Print Expense Reports
- Enter Date, Amount, and Currency
- Define Expense Types
- Select Payment Type
- Group and Categorize Expenses
- Supports International Currency Calculator

AnyTime Clocks™
- Unlimited number of clocks and timers at once

World Clock:
- Integrated into AnyTime Organizer
- World Time Zone Maps
- Supports Daylight Savings Time
- Supports 850 Cities Worldwide

- Auto-Hide Clocks Option
- Shows Day/Night Views
- Choose Analog or Digital Clocks

Countdown Timer:
- Measures Duration Until a Specific Date or Event
- Measures Time Remaining
- Visual Indicator or Sound When Timer Finishes

Elapsed Timer:
- Track Amount of Time for an Operation, Event, or Task
- Pause/Start/Reset
- Theme Selections
- Pin to Desktop or Always on Top of Open Windows

Password Organizer
- Store Bank PINs
- Account Passwords
- User ID/Password
- Web Login
- Password Protection

Additional Features
- Spell Checker
- Customize Look & Feel
- Familiar Book Interface
- Add Notes to Any Item
- Auto Date/Time Stamping
- Dockable Toolbars
- Over 50 Custom Settings
- Over 25 View Settings
- Supports Drag-and-Drop
- Categories and Custom Groups
- User-Defined Group Colors
- Auto-Save, Auto-Backup, & Archive
- Password Protection
- Quick-Entry Data Bars
- International Date and Time Formats
- Advanced Search Features
- Import Data ACSII Files (.CSV, .TXT)
- Export, Delete, or Merge Data
- Sticky Notes and Schedule Ticker
- Sync with Google
- Sync with Microsoft® Outlook
- Sync with Popular Mobile Devices

NOTE: Red Indicates New or Enhanced Features in AnyTime Organizer Version 14

AnyTime®
Organizer

Tired of Using Your Old or Outdated Organizer?

Easily Convert or Upgrade! Quickly import directly from Microsoft® Outlook, previous versions of AnyTime Organizer, and other popular organizer software.

System Requirements
- Pentium® PC or Higher
- Microsoft® Windows® 7, Vista, or XP
- 45 MB Hard Disk Space
- CD-ROM Drive
- 800 x 600 16 Bit display or higher
- Mouse

Recommended
- Speakers or Headphones
- Sound Card

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individual SOFTWARE

Individual Software Inc., 4255 Hopyard Road, #2, Pleasanton, CA 94588-9900
Tech Support: (925) 734-6767 or www.individualsoftware.com/support

AnyTime
Organizer

Compatible with
Windows®7

Also compatible with
Windows® Vista™ & XP

The Organizer
That Works the
Way You Do!