Spotlife™
User Guide

Chronos Inc.

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Chapter 1—Welcome

Spotlife is the fastest, easiest way to view the important happenings in your life. Spotlife puts your calendar directly on your desktop so it's always available (hereafter called the *Desktop Calendar*). Choose from Agenda, Day, Week, and Month view. If another window covers part of the Desktop Calendar, simply press a keyboard shortcut to activate Center Stage which will zoom the Desktop Calendar forward above all other windows and jumbo-size it. It's fast, easy, and convenient. For a list of new features in this version please visit our web site at http://www.chronosnet.com.

System Requirements

✦ Mac OS X v10.7 or later
✦ 30MB of available disk space

Installing Spotlife

If you downloaded Spotlife from the Chronos website, you should see an Spotlife disk image on your desktop.

1) Open the Spotlife disk image on your desktop.

2) Drag and drop the Spotlife application icon into your Applications folder or other folder of your choice.

What Gets Installed?

Spotlife does not install any additional software components when it runs.

Uninstall Spotlife (if purchased directly from Chronos)

The below steps describe how to uninstall all of the components related to Spotlife.

1) Delete the Spotlife application. The Spotlife application was originally installed by you, so you are the only one that knows where it is installed. That said, it is likely in your Applications folder.

2) Delete the Spotlife folder. This folder is where Spotlife stores local copies of the data for cloud-based accounts. It is located at the following path where ~ denotes your HOME folder: ~/Library/Application Support/Chronos/Spotlife

3) Delete the "com.chronos.Spotlife" file. This file is where Spotlife stores any data and preferences it needs. It is located at the following path where ~ denotes your HOME folder: ~/Library/Preferences/com.chronos.Spotlife.

Uninstall Spotlife (if purchased from the Mac App Store)

The below steps describe how to uninstall all of the components related to Spotlife.

1) Delete the Spotlife application. The default location for all applications purchased from the Mac App Store is the Applications folder.

2) Delete the "com.chronos.Spotlife" file. This file is where Spotlife stores any data and preferences it needs. It is located at the following path where ~ denotes your HOME folder: ~/Library/Containers/com.chronos.Spotlife.

Learning to Use Spotlife

To learn how to use Spotlife, consult these resources:

User Guide

This guide describes Spotlife's features and shows how to use the program.

Onscreen Help

Help tags are available for many of the items in Spotlife. To see the help tags, let the mouse pointer rest over an item for a couple of seconds.

Technical Support

Chronos provides various support options for Spotlife. See http://www.chronosnet.com/Support/index.html for technical support options.

Web Resources

Go to http://www.chronosnet.com/Products/index.html to get the latest software and updates.

Chapter 2—Getting Started

Spotlife is a little bit unique in that it is a faceless background application. This means it doesn't appear in the Mac OS X Dock and it doesn't have a regular menu bar. Instead it runs in the background and is always available when you need it.

Launching Spotlife

When you launch Spotlife it runs in the background which means you can just launch it once and then leave it running indefinitely.

To launch Spotlife:

1) Double-click the Spotlife application. The application will launch and a Welcome window will appear. The Welcome window contains a video you can watch to quickly get acquainted with the software. The Welcome window will also walk you through a few setup and informational steps.
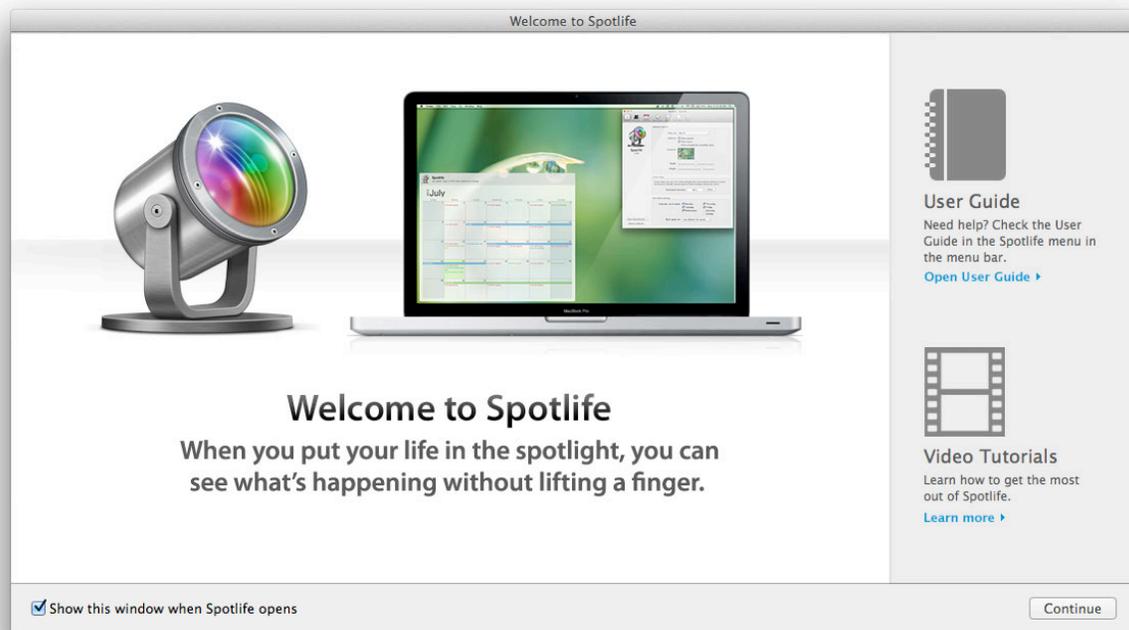
2) Click Close to close the Welcome window and start using the software. The Desktop Calendar will appear in the bottom left-hand corner of your desktop. You may have to move a few windows around to see it.

   IMPORTANT NOTE: The Desktop Calendar is for viewing only which means you can't click on it or select any of the items on it. Unfortunately, it's not impossible for Chronos to add editing capabilities to the Desktop Calendar for two reasons. First, editing capabilities would interfere with the usability of of the Finder (like selecting and dragging around files). Second, the design of Mac OS X actually makes it impossible for us to add this capability.
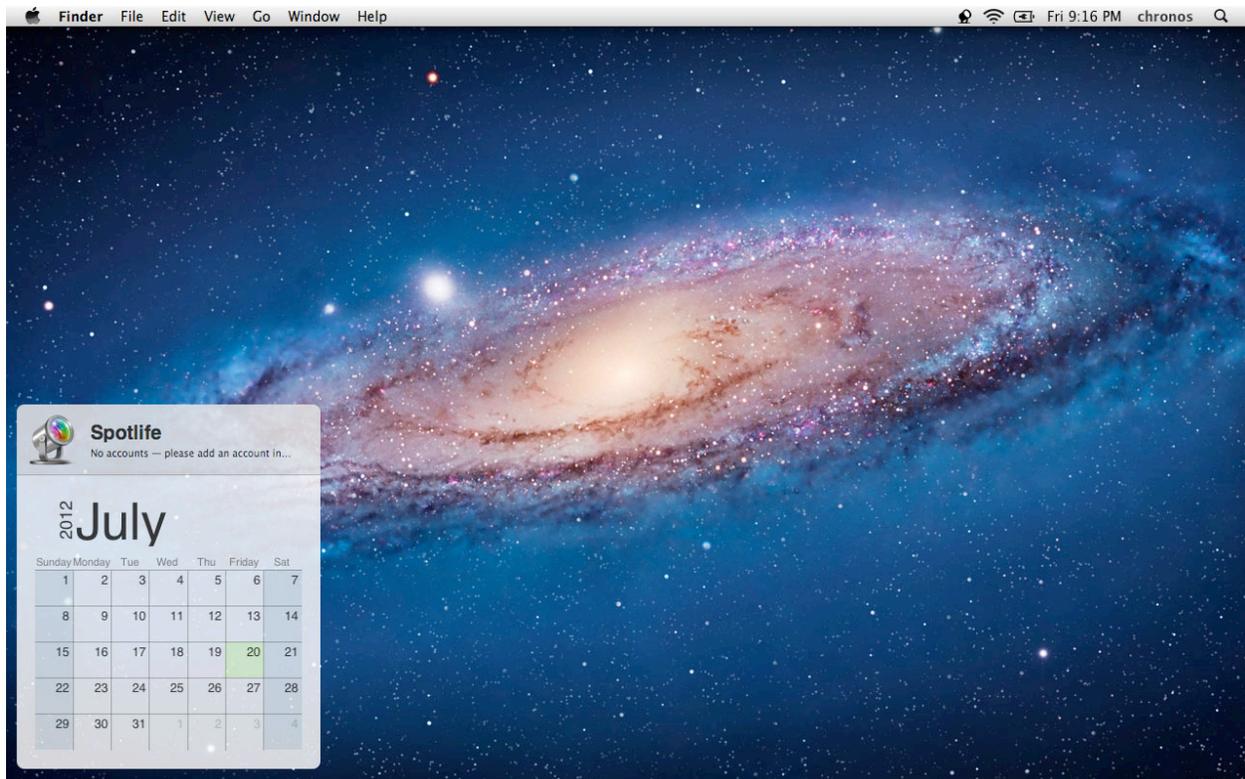
3) At the top of your screen in the menu bar, you'll see a Spotlife icon which opens a menu. The Spotlife menu always remains in the menu bar no matter which application you're currently working in. It provides convenient access to key functionality of the software.
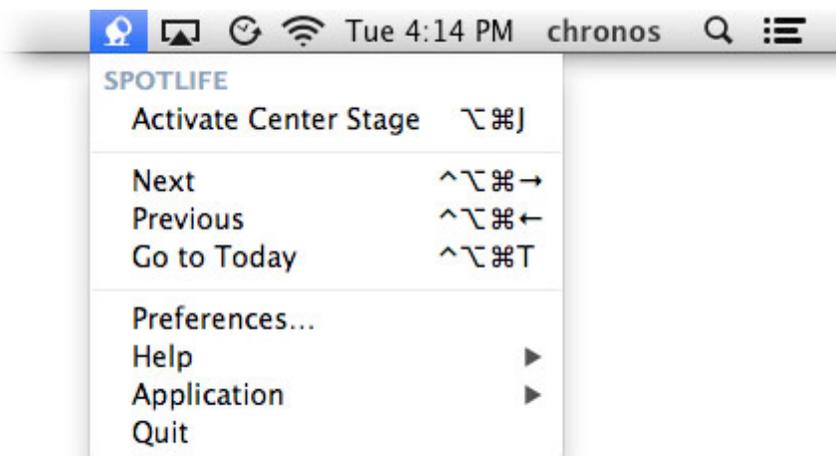
4) Click the Spotlife icon in the menu bar and choose Activate Center Stage. The Desktop Calendar will zoom to the front and hover above all other windows on your desktop. It will also be jumbo-sized so you can see as much detail as possible.
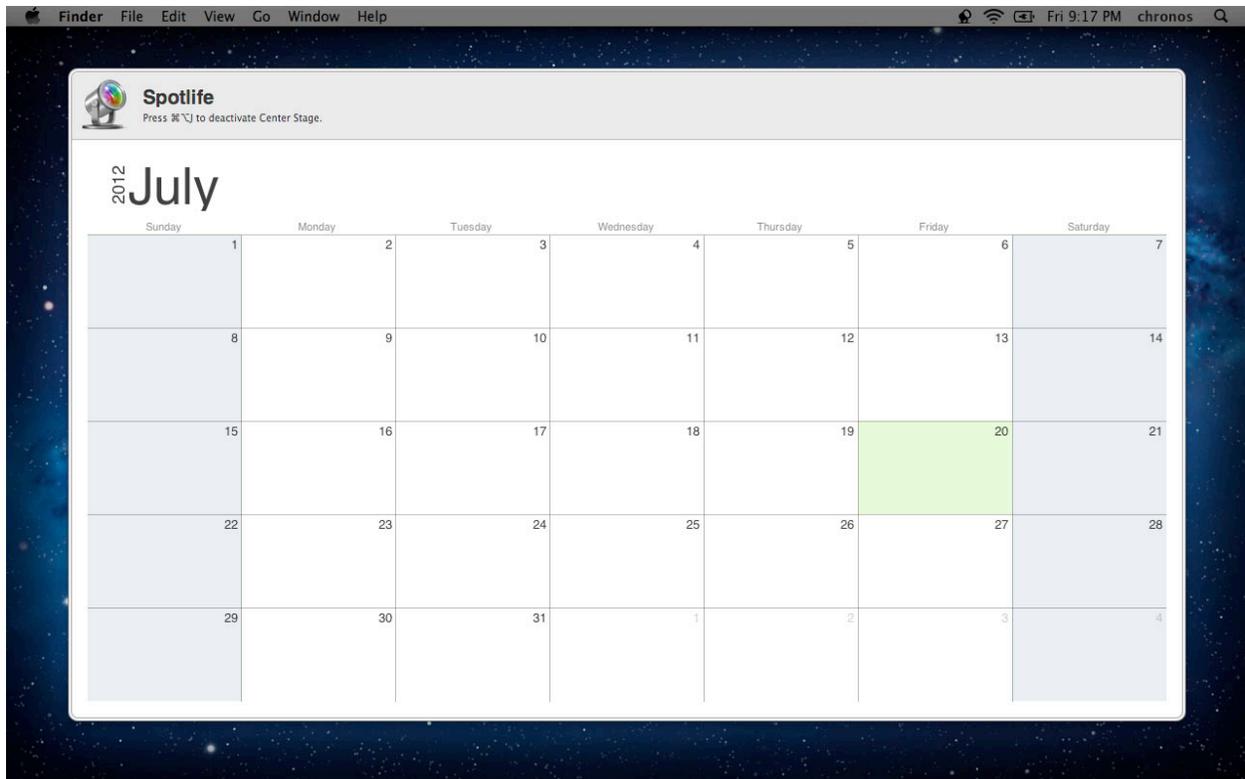
5) Click the Spotlife icon in the menu bar and choose Deactivate Center Stage. The Desktop Calendar will re-turn to its original position on the desktop.

Quitting Spotlife

Because Spotlife is a background application, you can't quit it like you would most applications. Instead, you use the Spotlife menu in the menu bar.

To quit Spotlife:

1) Click the Spotlife icon in the menu bar and choose Quit Spotlife.

Changing Whether Spotlife Opens Automatically

You can change, at any time, whether or not you want Spotlife to open automatically whenever you log into your Mac OS X account (this happens after you restart your computer).

To change whether Spotlife automatically opens when you log into your account:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Click Open Automatically and follow the onscreen instructions.

Mac OS X Login Items

Your Mac OS X user account has a list of Login Items. The items in this list are automatically opened whenever you log into your account (this happens after you restart your computer). If you want the Desktop Calendar to appear whenever you log into your account, you'll want to make sure Spotlife is in this list of Login Items.

You can add Spotlife to the list of Login Items via Spotlife as described above or you can add it manually via Mac OS X System Preferences.

To view/edit your user account's Login Items:

1) Open System Preferences.

2) Click the Accounts preference pane.

3) Select your account.

4) Click the Login Items tab.

Chapter 3—The Desktop Calendar

Spotlife helps you focus on the important events and tasks in your life by putting your calendar directly on your desktop so it's easily accessible. Spotlife lets you customize many different aspects of the Desktop Calendar. First you can choose the size and placement of it on your desktop. Second, you can choose from Agenda, Day, Week, and Month views. Third, the appearance (colors, fonts, etc.) of the Desktop Calendar can be customized so it matches the wallpaper you've chosen for your desktop and so it suits your style.

IMPORTANT NOTE: The Desktop Calendar is for viewing only which means you can't click on it or select any of the items on it. Unfortunately, it's not possible for Chronos to add editing capabilities to the Desktop Calendar for two reasons. First, editing capabilities would interfere with the usability of of the Finder (like selecting and dragging around files). Second, the design of Mac OS X actually makes it impossible for us to add this capability.

Overview

The Desktop Calendar appears directly on your desktop as if it were part of the desktop. It has the following parts:

✦ **Status Bar**. This region lets you know when Spotlife is busy getting updated information. For example, it will let you know when Spotlife is getting updated events and tasks from iCloud.

✦ **View**. This region displays the Agenda, Day, Week, or Month view containing all of your events and tasks.

Status Bar
See when Spotlife is busy with a server.

View
Displays your events and tasks in an Agenda, Day, Week, or Month view.

Choosing the Agenda, Day, Week, or Month View

You can choose to display an Agenda, Day, Week or Month view. Choose the type of view that you will most often want to see.

To choose the type of view to display:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Click View By to choose the view you wish to see. The Desktop Calendar will instantly display the selected view.

Navigating to a Different Date

By default the Desktop Calendar shows the current day, week, or month depending upon the selected view. The occasion may arise when you need to view a different day, week, or month. You can change the day, week, or month being displayed via the Spotlife menu or one of the corresponding keyboard shortcuts.

To navigate to a different day, week, or month using the Spotlife Menu:

1) Click the Spotlife icon in the menu bar and choose Next, Previous, or Go to Today.

2) OR press the keyboard shortcut corresponding to Next, Previous, or Go to Today.

To change keyboard shortcut assigned to Next, Previous, or Go to Today:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Shortcuts tab.

3) Click in the Next, Previous, or Go to Today keyboard shortcut field in the Date Navigation section.

4) Enter a new keyboard shortcut or click Clear to delete the existing keyboard shortcut.

5) Click Re-enable Keyboard Shortcuts to activate the new keyboard shortcut.

NOTE: The Agenda view always starts at the current date which can't be changed.

Changing the Location of the Desktop Calendar

You can place the Desktop Calendar in any one of nine different standard locations. Choose a location that best fits your working style such that the Desktop Calendar is covered by other windows as infrequently as possible.

To change the location of the Desktop Calendar:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Select the location where you want the Desktop Calendar to appear. The Desktop Calendar will instantly move to that location.

Changing the Size of the Desktop Calendar

You can change the size of the Desktop Calendar from small to screen-filling. Choose a size that works best for your work style.

To change the size of the Desktop Calendar:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Adjust the width slider to your desired width. The Desktop Calendar will instantly resize as you move the slider.

4) Adjust the height slider to your desired height. The Desktop Calendar will instantly resize as you move the slider.

NOTE: When the Desktop Calendar is showing the Agenda view, it will automatically adjusts its height based on the number of events and tasks currently on your schedule. It does this so you don't miss anything. This means, in the case of the Agenda view, that it is not possible to manually adjust the height of the Desktop Calendar.

Setting Up Accounts

Spotlife needs to know the source of your calendar information so it can access and display it. For example, do you store your calendars on a server in the cloud (like iCloud or Google Calendar) or locally on your machine? You will need to create an account for each source where you store your calendars. Spotlife supports the following types of accounts:

✦ **On My Mac**. Use this type of account if your calendars are stored locally on your computer. If you use iCal, these calendars show up under the "ON MY MAC" heading.
✦ **iCloud Calendar**. Use this type of account if your calendars are stored on iCloud.
✦ **Google Calendar**. Use this type of account if your calendars are stored on Google Calendars.
✦ **Yahoo! Calendar**. Use this type of account if your calendars are stored on Yahoo! Calendars.
✦ **fruux Calendar**. Use this type of account if your calendars are stored on fruux Calendars.
✦ **CalDAV**. Use this type of account if your calendars are stored on a CalDAV server on your local network or over the internet. TECHNICAL EXPLANATION: CalDAV is an open standard calendar access protocol that allows access to calendars that are in the popular iCalendar format over the WebDAV extensions to the HTTP protocol. This industry standard is now used by most major services including the above account types like iCloud, Google, etc. It is also built into Apple's Mac OS X Server product if you run your own CalDAV server.

You can create an account for each source where you have calendars. You can create multiple accounts and display calendars from multiple accounts at once.

To create a new account:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Accounts tab.

3) Click Add (+). A new account sheet will appear.

4) Choose the type of account you want to create.

5) Enter the requested information like your login id, password, etc. If you create a CalDAV account, you'll also need to enter the server address information.

6) Click OK. Spotlife will connect to the account and load all of the calendars that belong to you or which you have access to. The events and tasks from these calendars will appear on the Desktop Calendar. If you don't want to display all of the calendars in a particular account, you can selectively choose the calendars to display in the Calendars preference pane. See the "Choosing Calendars" section for more information.

To delete an account:

NOTE: Deleting an account does not actually delete any calendars, events, or tasks associated with that account. It simply deletes Spotlife's knowledge of that account which means Spotlife will no longer access it.

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Accounts tab.

3) Select the account you wish to delete.

4) Click Delete (-). The account will be deleted and any calendars belonging to this account will disappear from the Desktop Calendar.

Choosing Calendars

You may have lots of calendars in all of the different accounts that you've set up, but you may not want events and tasks from all of these calendars to appear on the Desktop Calendar. Spotlife lets you selectively choose which calendars you want to display on the Desktop Calendar.

To choose which calendars appear on the Desktop Calendar:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Calendars tab.

3) Click the expansion triangle next to each account to expand or collapse all of the calendars in that account.

4) Click the check box next to a calendar to select or deselect it. The events and tasks from that calendar will instantly appear or disappear from the Desktop Calendar accordingly.

A NOTE ABOUT CALENDAR COLORS: If you wish to change the color assigned to a calendar, you need to do this from a calendar application (like iCal or SOHO Organizer) or from the website of the calendar service. For example, you can change the color of an iCloud calendar or an On My Mac calendar using iCal. You can change the color of a Google calendar by using your web browser to visit the Google calendar website and then logging into your account.

Changing Whether to Show Events & Tasks

Spotlife lets you choose whether you want events, tasks, or both to appear on the Desktop Calendar. If you choose to show tasks, you can also choose whether you want completed and cancelled tasks to appear which might create unwanted clutter.

To choose whether events and tasks appear on the Desktop Calendar:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Select Show events if you want events to appear on the Desktop Calendar.

4) Select Show tasks if you want tasks to appear on the Desktop Calendar.

5) Select Hide completed/cancelled tasks if you don't want tasks that have been marked as completed or cancelled to appear on the Desktop Calendar. This setting is only relevant if you've chosen to show tasks.

Customizing the Appearance of the Desktop Calendar

You can customize the appearance of the Desktop Calendar to match the wallpaper you've chosen for your desktop or to suit your personal style. Spotlife lets you customize many aspects of the Desktop Calendar like its color, whether the Status Bar is visible or not, and the Status Bar colors.

To change the background color of the Desktop Calendar:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Appearance tab.

3) Click the Main background color well.

To choose whether the Status Bar is present or not:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Appearance tab.

3) Select or deselect Show Status Bar.

To change the background color and text color of the Status Bar:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Appearance tab.

3) Click the Status Bar background color well.

4) Click the Status Bar text color well.

Customizing the Appearance of the Agenda, Day, Week, & Month Views

Once you've customized the Desktop Calendar, you can further customize the Agenda, Day, Week, & Month views that appear in the Desktop Calendar. For example, Spotlife lets you customize fonts, grid styles, colors, and more.

To customize the Agenda view:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Agenda tab.

3) Customize the various settings as desired. The changes you make will immediately be shown provided the Agenda view is the currently selected view.

To customize the Day or Week view:

The Day and Week views share many of the same visual attributes. Their settings thus appear together so you only have to customize them once.

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Day & Week tab.

3) Customize the various settings as desired. The changes you make will immediately be shown provided the Day view or Week view is the currently selected view.

To customize the Month view:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Month tab.

3) Customize the various settings as desired. The changes you make will immediately be shown provided the Month view is the currently selected view.

Instant Customization Using Built-In Themes

Spotlife gives you very fine control over the appearance of the Desktop Calendar and its accompanying Agenda, Day, Week, and Month views. This level of fine control means that there are many settings that might need to be changed to completely customize the look of the Desktop Calendar. For your convenience, Spotlife includes several built-in themes you can choose from to instantly change the look of the Desktop Calendar. When you choose to customize the Desktop Calendar using a built-in theme, all of the appearance-related settings will instantly change to represent that theme.

To instantly customize the Desktop Calendar using a pre-defined theme:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Appearance tab.

3) Click Customize with Theme and choose a theme. All of the appearance-related settings (fonts, colors, etc.) will change to reflect those in the theme and the Desktop Calendar will instantly reflect these changes.

NOTE: Spotlife does not have the ability to let you create and save your own themes, so only use this feature if you are not concerned about losing customizations you've made.

Chapter 4—Center Stage

It's inevitable that the Desktop Calendar will become fully or partially covered at some point in your day. Or the occasion may arise when you'd like to see your schedule in more detail. The ALL-NEW Center Stage feature makes this not only possible, but so fast and easy you'll wonder why it hasn't been done before. Simply press a keyboard shortcut and the Desktop Calendar will zoom forward above other windows and will be jumbo-sized to show maximum detail — now you'll truly be able to put your life in the spotlight.

Using Center Stage

Center Stage is designed to be instantly available the moment you need it. In order to help make this possible, Center Stage was ergonomically designed to be invoked using the keyboard if your hands are on the keyboard or using the mouse if your hand is on the mouse.

To activate Center Stage and bring the Desktop Calendar to the front of the screen:

1) Press the assigned keyboard shortcut. The default keyboard shortcut is: Command-Option-J. To assign a different keyboard shortcut, see Specifying The Center Stage Keyboard Shortcut.

2) OR click the Spotlife icon in the menu bar and choose Activate Center Stage.

To deactivate Center Stage and send the Desktop Calendar back to its original position:

1) Press the assigned keyboard shortcut a second time.

2) OR click the Spotlife icon in the menu bar and choose Deactivate Center Stage.

To navigate to a different day, week, or month:

1) Click the Spotlife icon in the menu bar and choose Next, Previous, or Go to Today.

2) OR press the keyboard shortcut corresponding to Next, Previous, or Go to Today.

3) OR click Next, Previous, or Go to Today in the Desktop Calendar.

Specifying The Center Stage Keyboard Shortcut

You can change the keyboard shortcut assigned to Center Stage. This keyboard shortcut provides a quick way to activate Center Stage without having to move your hands from the keyboard.

To change the Center Stage keyboard shortcut:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Shortcuts tab.

3) Click in the Center Stage keyboard shortcut field in the Center Stage section.

4) Enter a new keyboard shortcut or click Clear to delete the existing keyboard shortcut.

5) Click Re-enable Keyboard Shortcuts to activate the new keyboard shortcut.

Choosing To Jumbo-Size the Desktop Calendar

You can choose whether or not you want the Desktop Calendar to be jumbo-sized when Center Stage is activated. If you choose not to jumbo-size the Desktop Calendar, it will simply remain its current size when it zooms forward above other windows.

To choose whether the Desktop Calendar is jumbo-sized when Center Stage is activated:

1) Click the Spotlife icon in the menu bar and choose Preferences.

2) Select the Shortcuts tab.

3) Select or deselect Jumbo-Size the Desktop Calendar in the Center Stage section.

NOTE: When the Desktop Calendar is showing the Agenda view, it will never be jumbo-sized when Center Stage is activated. The Agenda view automatically adjusts its height based on the number of events and tasks currently on your schedule so it's not necessary for it to be jumbo-sized.

Chapter 5—Miscellaneous

Spotlife has a couple of other features to make the software easier to use and to help you reset everything and start from scratch if you want to.

Spotlife in The Menu Bar

The Spotlife menu always appears in the menu bar at the top of your screen. This menu provides convenient access to key functionality of the software.
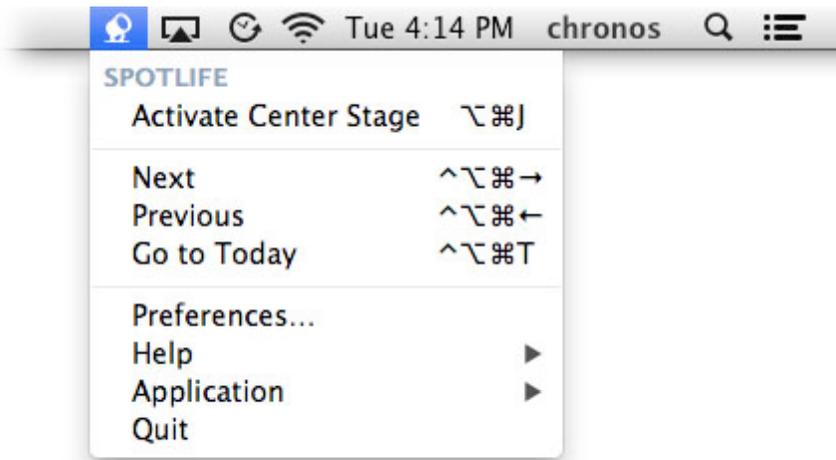
To conveniently view your keyboard shortcuts from the Spotlife menu:

1)   Keyboard shortcuts appear next to menu items that have a keyboard shortcut associated with them.

2)   Any keyboard shortcuts for which there isn't a corresponding menu item are shown in the KEYBOARD SHORT-CUTS section of the menu in case you forget one of them. PLEASE NOTE: there currently aren't any keyboard shortcuts that show up in this section so the section isn't displayed.

Reset to Defaults

Spotlife makes it easy to reset all of the settings that govern it to their original factory defaults except for accounts you've created which will remain intact.

WARNING: Resetting to defaults means you'll lose a) any appearance customizations you made to the Desktop Calendar and the Agenda, Day, Week, and Month views; and b) any other setting changes you've made. Any accounts that you've created will remain intact for your convenience. You'll need to manually delete accounts if there are accounts you no longer want Spotlife to access.

To reset to defaults:

1)   Click the Spotlife icon in the menu bar and choose Preferences.

2)   Select the General tab.

3) Click Reset to Defaults.