

LifeShaker

Version 1.2.4 User Manual

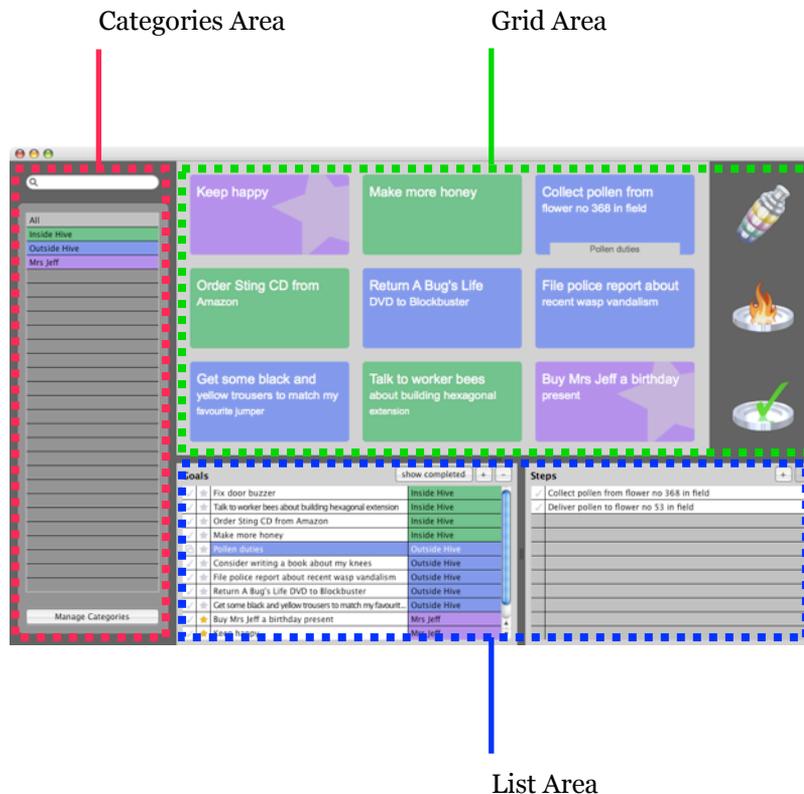
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The LifeShaker Interface

There are three areas to the LifeShaker interface:



Categories Area

This is the area to the left of the main screen and contains the Find search field, Categories list and Manage Categories button.

Grid Area

This is the large area to the right of the Categories list, and takes up the top half of the main screen. It contains nine evenly-sized goal boxes that are designed to give you an overview of your nine most pressing goals, across all the categories selected in the Categories list. To the right of the goal boxes are three picture icons. The icons are (top to bottom) a Shaker button, a Backburner drop area and a Tick drop area.

List Area

This is located to the right of the Categories list, and takes up the bottom half of the main screen. It is split into two separate lists with the Goals list on the left and the Steps list on the right. Above each of these lists are various function buttons that relate to each list below.

The Grid and List areas can be freely resized using the horizontal window separator that runs across the main screen. Dragging the separator to the bottom of the screen will hide the List area completely. Likewise the Goals/Steps lists can be resized and the Steps list hidden by dragging the vertical window separator to the right.

The Categories List

You can choose which goals you want to display in the Grid using the Categories list on the left hand side of the screen.

Clicking on a category will select it in the Categories list and display any goals assigned to that category in the Grid and List areas. Clicking again on a selected category will turn it grey in the Categories list and any goals assigned to that category will not be displayed in the Grid or List areas. You can also select/deselect all the categories at once by using the All button at the top of the Categories list

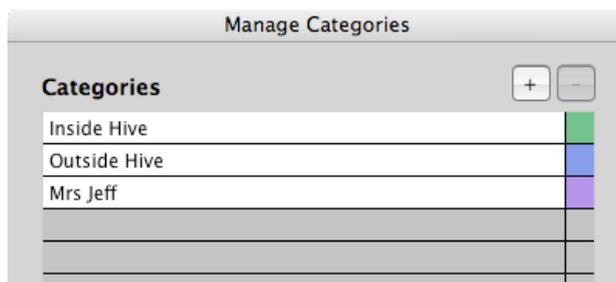
Tip: If you option-click on a category then the chosen category will be soloed and all other categories deselected.

Finding a Goal or Step

If you are having trouble finding a specific goal or step, you can use the Find field above the Categories list. Only goals and/or steps containing the text you entered in the Find field will appear in the Grid and List areas for any selected Categories.

Managing Categories

At the bottom of the Categories area is the Manage Categories button. Click this button and the Manage Categories window will be shown.



To create a new category click the '+' (Plus) button above the list in the Manage Categories window. A text area will appear in the active row of the Manage Categories list where you can enter a name for the category. Once you have entered a name press Return or click anywhere on the window. You can edit any category's name by double-clicking on it in the Manage Categories list.

To delete a category click the '-' (Minus) button above the list in the Manage Categories window. Deleting a category will also delete any goals assigned to it, so before you confirm your decision you will be asked whether you want to move any goals assigned to this category to another.

To the right of each category name in the Manage Categories list is a color picker that allows you to assign a custom color to each category.

Click OK at the bottom of the Manage Categories window to return to the main screen. Any changes you have made in the Manage Categories window will now be applied and the main screen updated.

Creating a Goal

To create a new goal click the '+' (Plus) button above the Goals list on the main screen or choose File > New Goal. A text area will appear in the active row of the Goals list where you can enter a text description for the goal. Once you have entered a description, press Return or click anywhere on the main screen to finish adding the Goal.

If there are any available spaces in the grid area, the new goal will now also appear in the Grid.

Assigning a Goal to a Category

When a goal is created it is automatically assigned a category. Each goal's category is displayed to the right of its text description in the Goals list.

Note: A goal will be assigned the same category as the goal prior to it in the Goals list on creation.

You can reassign a goal to a different category at any time by selecting the goal in the Goals list and Right-clicking (or Control-clicking) on its category column. A pop-up menu will appear with a list of all your categories. Select the category you would like to assign that goal to. Alternatively you can select the goal in the Goals list and choose a new category from the Category > Assign Categories menu.

Note: When reassigning a goal to a new category, the goal may move its position in the Goals list to group with other goals of the same category.

Deleting a Goal

A goal can be deleted by selecting it in the Goals list and clicking the '-' (Minus) button above the list or pressing Delete.

You will be asked to confirm your decision. When deleted, the Goal will be removed from the Goals list and the Grid area.

Note: If your goal has any steps assigned to it these will also be deleted with the goal.

Adding Steps to a Goal

If your goal has a number of steps that need to be completed in a certain order, then you can add steps to your goal in the Steps list. Unlike goals, steps have a priority order that runs from top to bottom. The logic goes along the lines of: "Step two cannot be completed until step one has been completed."

To add a step to a goal, first select the goal in the Goals list and then click the '+' (Plus) button above the Steps list. A text area will appear in the active row of the Steps list where you can enter a text description for the step. Once you have entered a description press Return or click anywhere on the main screen to finish adding the Step. Repeat to add further steps as required.

If the goal you were adding steps to was already present in the Grid you may have noticed the appearance of the Goals box change. The original goal description will now be displayed at the bottom of the Goal box to signify it is now a goal with steps, and the description of the next Step in the Steps list will now be displayed in the main body of the Goal box.

You will also notice that the little grey tick to the left of the goal in the Goals list changes to a new icon. This icon signifies the goal has steps and can no longer be completed directly from the Goals list by using the tick to its left.

As you add more steps to a goal only the next step will appear in the Grid.

Reordering Steps

The order of steps can be easily changed, simply select the step you wish to move in the Steps list and drag it to a new position. Remember that priority order runs from top to bottom in the Steps list with the top step having the greatest priority. As you change the order of the steps in the Steps list you might notice the Goals box in the Grid updating as you drag new steps to the top of the list.

Deleting a Step

A step can be deleted by selecting it in the Steps list and clicking the '-' (Minus) button above the list or pressing Delete.

You will be asked to confirm your decision before deletion. When a step is deleted it is removed from the steps list and (if it is the priority step) will also be replaced by the next step in the grid.

Note: If you delete the last step assigned to a goal and the goal has no other steps (including already completed ones), then the goal will become a goal without steps and update accordingly in the Grid and Goals list.

Locating a Goal or Step from the Grid

If you Option-click an item in the Grid area, LifeShaker will show the List area (if hidden) then find and display the original goal or step.

Editing a Goal or Step

To directly edit an existing goal or step in the list area simply double-click on its description. Alternatively you can double click an item in the Grid area. LifeShaker will show the List area (if hidden) then find the original goal or step and enter editing mode.

In both cases the goal or steps description area will become active in the List area for you to make your changes. When you have made the changes press the Return key on your keyboard or click anywhere on the main screen to exit editing mode.

Shaking the Grid

When you have a number of goals in the Grid you can shake it up by clicking the Shaker button at the top right of the main screen. Shaking the Grid will pull fresh goals in and randomly change their positions so you never have to look at the same bunch of to-do's staring back at you day after day!

Note: When you shake the grid, LifeShaker will always show you a goal that has not been recently displayed (as long as there are more goals than Goal boxes in the Grid).

Completing a Goal Without Steps

You can complete a goal in two ways.

The first (and by far the most satisfying) is to drag a Goal box from the Grid onto the green tick picture. Dropping your goal here will reward you with a little sound of achievement (if enabled in the Preferences). The dragged Goal will be replaced by a new Goal box in the Grid.

The other way to complete a Goal is to (more traditionally) check the grey tick to the left of the goal description in the Goals list. If the completed Goal is currently shown in the Grid then it will be replaced by a new Goal box.

Completing a Goal With Steps

To complete a goal with steps you can use the Grid in exactly the same way as completing a goal without steps. Drag a Goal box from the Grid onto the Tick picture. If the goal has more steps remaining, the next step will now be displayed in the same Goal box in the Grid and become the first step in the Steps list. If you complete the last step in a Goal then a new Goal box will replace it in the Grid and the goal and its steps will disappear from the List area.

As mentioned before, when steps are added to a goal, the grey tick icon changes in the Goals list to indicate steps are attached. This means that it is not possible to complete a goal with steps directly from the Goals list - each step must be individually completed before the goal will be marked as complete.

Note: As you complete your steps you may also notice a small progress bar at the bottom of the Goals box in the Grid. This progress bar indicates how far you are through completing all the steps and ultimately the goal.

Showing/Hiding Completed Goals

Above the Goals list is the Show completed button. You can toggle this button on or off, or select Show/Hide Completed from the View menu to show/hide all your completed goals and steps in the List area.

Any completed goals or steps will be shown in italic grey text with the tick mark shown in green to distinguish them from uncompleted goals or steps.

Returning a Goal or Step to Incomplete

If you ever make a mistake and mark the wrong goal or step as complete, you can easily bring it back to life. Make sure the Show completed button is highlighted just above the Goals list so you can see your completed goals and steps. Then uncheck the tick to the left of the completed goal/step in List area and it will return to uncompleted status.

Note: This will only work for steps or goals without steps. To return a goal with steps to uncompleted status you must uncheck the tick to the left of one or more of its steps in the Steps list.

Putting a Goal on the Backburner

The Backburner comes in handy when the Grid is full of goals and there are some that you don't want to deal with right now. Rather than shaking it up and possibly losing some of the 'good' goals, you can just drag unwanted goals to the Backburner. 'Backburnering' a goal will temporarily replace it with another Goal box in the Grid.

Giving a Goal Priority Status

When create and organizing your goals you are likely to have some that are more urgent than others. These goals can be given a priority status by checking the Priority Star to the left of the goal in the Goals list. The star will change to yellow when it is enabled.

Goals with a Priority star are brought to the top of the pile (so to speak) within their particular category and will always be displayed in the Grid over goals from that category without a star. Goals with a priority can be easily recognized in the grid by the watermarked star on the background of their Goals box.

Try shaking the grid using the Shaker button and you'll notice these priority goals will always appear.

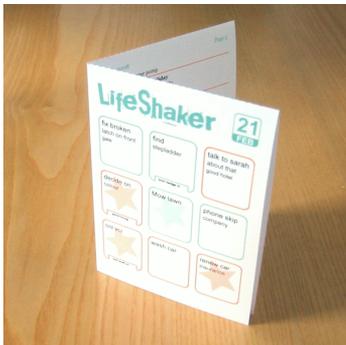
Printing a Booklet

With LifeShaker's booklet printing feature there's now no excuse for leaving your goals and steps on your Mac! Choose Print from the File menu or press Command-P, select the printer and click OK.

LifeShaker divides each printed page into four sections. The lower right section of the first page shows the current items displayed in the Grid with the printing date in the corner.



Fold the longest side first and then fold again to create a booklet. If you have multiple pages then these can be nested inside each other.



It is possible to enable or disable the Grid, change the number of steps displayed and the printing font in LifeShaker's Preferences window.

Preferences – General

Completed Goals

Determines whether goals and/or steps are automatically deleted after being completed for a user-definable number of days.

Sound Effects

Enables or disables the Shaker, Backburner and Tick sound effects.

Tooltips

Enables or disables the interface tooltips.

Software Update

Enables or disables whether LifeShaker checks for an updated version on launch.

Preferences – Printing

Grid

Enables or disables the Grid on the first printed page.

Multistep Goals

This popup menu determines whether the next step, next three steps or all steps are shown on the printed pages.

Font

Selects the font used for printing.

Keyboard Shortcuts

- New GoalCommand-N
- New Step.....Command-Shift-N
- Delete Goal/StepBackspace
- Show/Hide Completed Goals/StepsCommand-K
- Show/Hide ListCommand-L
- Shake the GridCommand-Return
- Set focus to Find field.....Command-F
- Show PreferencesCommand-, (comma)

Version History

v1.2.4 - released 25 November 2009

[FIX] Minor cosmetic changes for compatibility with Mac OS X Snow Leopard.

v1.2.3 - released 30 May 2008

[FIX] Date now prints correctly on first page when region is set in System Preferences > International to United States.

[FIX] Performance improvements when entering a Goal description.

[FIX] Enter Serial Number and Buy LifeShaker menu options now unavailable once the purchase process has been started within LifeShaker.

[FIX] No longer reports database error on launch if you previously quit before purchase process had fully completed.

v1.2.2 - released 19 May 2008

[NEW] Added Window menu with Minimize and Zoom options.

[FIX] No longer possible to add new Goal if no categories are selected.

[FIX] No longer possible to add a new step then delete it without typing a description - previously deleting an empty step caused LifeShaker to crash.

[FIX] Add Step button is now disabled until a new Goal's description contains at least one character.

[FIX] Contextual menu to change a Goal's category now appears on mousedown and only in the Category column.

[FIX] Show Completed button is now disabled if no categories are selected.

[FIX] Show Completed keyboard shortcut no longer works when List is hidden.

[FIX] Adding a new Category in the Manage Categories window, and clicking OK without entering a description no longer crashes LifeShaker.

[FIX] Improved reliability of Manage Categories window.

v1.2.1 - released 1 May 2008

- [FIX] Made changes to purchase process - a small number of customers had lost data immediately after purchasing.
- [FIX] Application no longer crashes on OS 10.3.9 when printing.
- [FIX] Priority star is retained if a goal is completed then uncompleted again.
- [FIX] Grid updates correctly when the first step is added to a visible goal.
- [FIX] Progress bar in Grid now updates correctly when steps are added/deleted to a visible goal.
- [FIX] Adding a new goal/step and then shaking before adding text to the goal/step no longer causes LifeShaker to crash.

v1.2 - released 27 March 2008

- [FIX] Missing database errors showing up for some users when the database existed.
- [FIX] Application crashing with NilObjectException on launch for some users.
- [NEW] Link to online video tutorials in the Help menu.
- [CHG] Minimum window size has been decreased to allow LifeShaker to work on 800px high displays with the Dock visible.

v1.1 - released 22 February 2008

- [NEW] Added printing of grid/goals/steps to a booklet.
- [NEW] 512x512 icon for Leopard.
- [NEW] Link to LifeShaker forum in the Help menu.
- [NEW] Done sound now plays if a goal or step is completed in the list.
- [NEW] Shaker sound now plays when the keyboard shortcut is used.
- [FIX] Greatly improved performance when entering or editing goals and steps.
- [FIX] Occasional problems with goals/steps not showing up in the Grid.

- [FIX] Grid no longer shakes if the Manage Categories window is shown and Cancel pressed.
- [FIX] Clicking Quit button on welcome window when trial period has expired no longer causes LifeShaker to crash.
- [FIX] Auto Delete after X weeks field no longer has focus when the Preferences window is opened.
- [CHG] Progress bar visibility improved in the Grid.
- [CHG] Standard contextual menu now used when changing category of a goal.

v1.0.2 - released 8 October 2007

- [NEW] Automatic software update added via Sparkle framework (thanks to Andy Matuschak and Charles Yeomans)
- [FIX] Much improved performance on screen updates after changing the category or shaking the grid.
- [FIX] No more delays when shaking the grid or dragging an item to the Backburner or Done drop zones for the first time.
- [FIX] Steps list no longer disappears when LifeShaker is used on large displays.
- [FIX] LifeShaker title now shows up when windows are zoomed down with Exposé.

v1.0.1 - released 26 September 2007

- [NEW] Double-clicking on a grid item, locates the item in the list and enters editing mode (in v1.0 this was done with an option-click). If the list area is currently hidden it will be shown automatically.
- [NEW] Database is now backed up automatically on launch.
- [NEW] Enter Serial Number option added to Help menu for users who have bought a serial number from the web store.

- [CHG] Option-clicking on a grid item now locates the item in the list but does not enter editing mode. If the list area is currently hidden it will now be shown automatically.
- [CHG] LifeShaker no longer uses an installer.
- [CHG] User Manual now located inside app rather than in /Applications/LifeShaker folder.
- [CHG] Window no longer fills screen when LifeShaker is launched for the first time.
- [CHG] Serial number now shown on About LifeShaker window as one line.
- [CHG] Manage Categories window layout tweaked to match main window.
- [CHG] Search field now visually separated from the Categories list.
- [FIX] Option-clicking several items on the grid in succession no longer causes LifeShaker to crash.
- [FIX] Vertical separator is now properly hidden when lists are hidden.
- [FIX] Mouse cursor no longer randomly changes to hand icon when using separators.
- [FIX] Supporting windows now neutral grey to match main window.
- [FIX] View menu now updates correctly when the lists area is hidden or shown by dragging the separator.
- [FIX] Clicking on a grid item when editing a goal or step now completes the editing.
- [FIX] Vertical separator now updates correctly as the position of the horizontal separator is changed.
- [FIX] Vertical separator will now snaps to bottom of screen after first manually resizing the main window.
- [FIX] If LifeShaker is launched with the List area hidden then the scroll bar of the Goals list is now correctly positioned at the top when the List area is shown.
- [FIX] A dragged grid item now looks identical to the original grid item.
- [FIX] Improved reliability of Manage Categories window

v1.0 - released 13 September 2007

[NEW] Initial release