



## **Alarm Help Contents**

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## **File menu commands**

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>File list</u>	List of most recently used files.
<u>Exit</u>	Exits Alarm.

## **Edit menu commands**

The Edit menu offers the following commands:

<u>New</u>	Creates a new alarm.
<u>Cut</u>	Cuts the selected alarms to the clipboard.
<u>Copy</u>	Copies the selected alarms to the clipboard.
<u>Paste</u>	Pastes the contents of the clipboard into the current database.
<u>Delete</u>	Deletes the selected alarm.
<u>Rename</u>	Prompts you to rename the selected alarm.
<u>Properties</u>	Prompts you to modify the selected alarm.

## **View menu commands**

The View menu offers the following commands:

<u>by Name</u>	Sorts the list of alarms by name, in ascending order.
<u>By Date</u>	Sorts the list of alarms by date, in chronological order.
<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.

## Options menu commands

The Options menu offers the following commands:

### Always Save on Shutdown

Toggles whether or not the application will automatically save your changes when you shut down Windows®.

### Select Mail Profile

Selects whether you want email support or not, and if so, whether you want to use a specific mail profile or specify one each time.

## Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Help Topics</u>	Displays the contents of the help file.
<u>Help Index</u>	Displays an index to topics on which you can get help.
<u>Using Help</u>	Displays help on using the help system.
<u>Web</u>	Visit Perpetual Motion Software's web site.
<u>About</u>	Displays the version number of this application.
<u>Register</u>	Enter your registration code.

**New command (File menu)**

Use this command to create a new document in Alarm.

You can open an existing document with the Open command.

**Shortcuts**

Keys:      CTRL+N

**Open command (File menu)**

Use this command to open an existing document. Alarm displays the Open dialog box so you can select your document.

You can create new documents with the New command.

You can drag an alarm database onto the Alarm application to open it.

**Shortcuts**

Keys:      CTRL+O



## **File Open dialog box**

The following options allow you to specify which file to open:

### **File Name**

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### **Drives**

Select the drive in which Alarm stores the file that you want to open.

### **Directories**

Select the directory in which Alarm stores the file that you want to open.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

### **Save command (File menu)**

Use this command to save the active document to its current name and directory. When you save a document for the first time, Alarm displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

### **Shortcuts**

Keys:      CTRL+S

**Save As command (File menu)**

Use this command to save and name the active document. Alarm displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

## **File Save As dialog box**

The following options allow you to specify the name and location of the file you're about to save:

### **File Name**

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Alarm adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the document.

### **Directories**

Select the directory in which you want to store the document.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

### **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## Exit command (File menu)

Use this command to end your Alarm session. You can also use the Close command on the application Control menu. Alarm prompts you to save changes to your document before you close it. If you exit without saving, you lose all changes made since the last time you saved it.

Before closing an untitled document, Alarm displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:



## Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

### **New command (Edit menu)**

This command prompts the user to enter information about a new alarm. An alarm must have a name, a time, and a date. The time defaults to the current time, and the date default's to today's date.

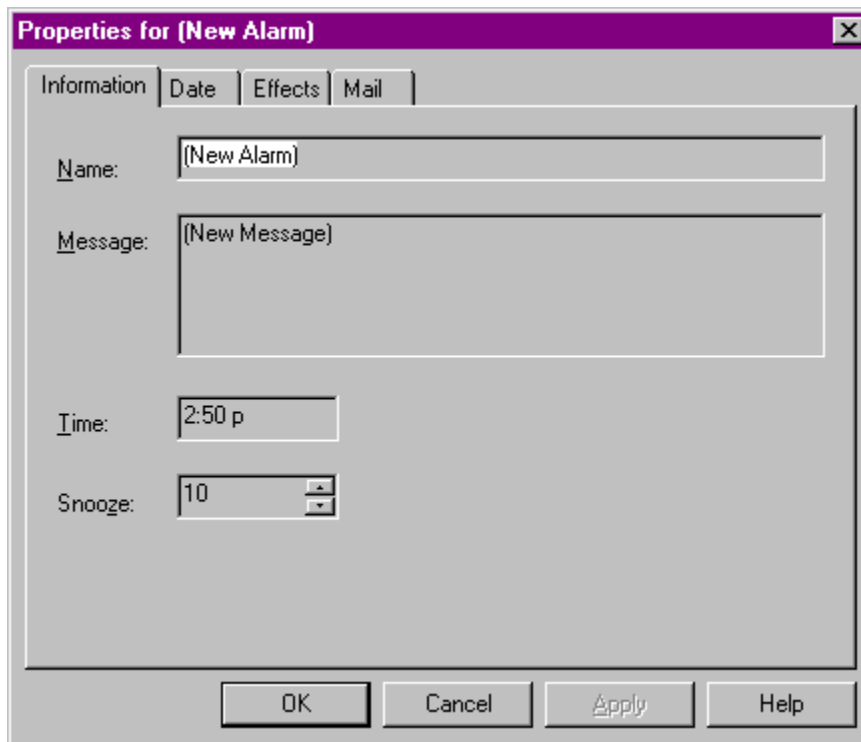
The alarm's date and time information are displayed according to the time and long date formats that you set in the Windows® Control Panel International section.

An alarm has four pages of properties:

- general information
- date and optional repeats
- special actions
- mail

## Information

Use this page to set basic information about the alarm.



The screenshot shows a dialog box titled "Properties for (New Alarm)" with a close button (X) in the top right corner. The dialog has four tabs: "Information", "Date", "Effects", and "Mail". The "Information" tab is currently selected. Inside the dialog, there are four fields: "Name:" with a text box containing "(New Alarm)", "Message:" with a larger text box containing "(New Message)", "Time:" with a text box containing "2:50 p", and "Snooze:" with a spin box set to "10". At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

### Name

This is the name of the alarm. It is displayed in the main window's list of alarms and in the tooltip for the icon in the taskbar's notification area when this alarm is the next one to go off.

### Message

This is the message that will be displayed in the event dialog box when the alarm goes off. If the message is left blank, the application uses the alarm's name.

### Time

This is the time of day that the alarm will go off. You set the date of the alarm's event(s) in the Date page.

### Snooze

This is the default snooze interval for the alarm. When an alarm goes off, you can select a snooze interval and have the application display the event again later.

### See Also

Event



## Date

Use this page to set the day(s) on which you want the alarm to display events.

**Properties for (New Alarm)**

Information | **Date** | Effects | Mail

Calendar: August 1997. Days: S M T W T F S. Dates: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31. The 8th is selected.

Repeat every: 2 Weeks

☒ Repeat 3 times  
☐ Forever

Date	Time
Friday, 8 August 1997	2:50 p
Friday, 22 August 1997	2:50 p
Friday, 5 September 1997	2:50 p

OK Cancel Apply Help

## Calendar

Use the calendar to specify the day, month, and year of the first of the alarm's events. If you select a date in the past, the application will automatically advance it to the appropriate date in the future after you press the OK button.

### Month/Year

Select the month and year of the event.

Use the Page Up key to display the previous month.

Use the Page Down key to display the next month.

Use the Home key to display January of the currently displayed year.

Use the End key to display December of the currently displayed year.

Press the "<" button to display the previous month.

Press the ">" button to display the next month.

### Date

Select the date of the first event.

Use the Left arrow key to select the previous date.

Use the Right arrow key to select the next date.

Use the Up arrow key to move to the previous week.

Use the Down arrow key to move to the next week.

Select a date by pressing the date itself.

### *Weekdays*

If you want the alarm to only go off on certain days of the week, select those weekdays. If no weekdays are selected, the alarm can go off on any day of the week.

Use the 1-7 keys to select and deselect the weekdays. The 0 key toggles all of the weekdays.

### *Weeks of the Month*

If you want the alarm to only go off on certain weeks of the month, select those weeks by checking the corresponding checkbox to the right of the calendar. The alarm can be set to go off on either the first, second, third, or last week of the month.

(There is no keyboard interface for setting the weeks of the month.)

### **Repeat**

By default, a new alarm is set not to repeat (i.e., to have only one event).

If you want the alarm to go off only once, set the alarm to "Repeat 1 time".

If you want the alarm to go off multiple times, set the number of times or select Forever.

If the number of times is 0, the alarm will never go off.

If you want the alarm to repeat, select the criteria for the events (weekdays, weeks of the month) and the interval.

### **Event List**

As you make changes to the calendar and repeat controls, the dates and times of the alarm's events are displayed in the list control at the bottom of the page.

### **Examples**

#### *The 15th of Every Month*

In the calendar control, select the 15<sup>th</sup> of the first month you want the alarm to go off.

To have this alarm go off every 15<sup>th</sup>, select the "Forever" radio button. To have this alarm go off only on the next five "15<sup>th</sup>s", enter "5" in the "Repeat" control.

#### *Every other Wednesday*

In the calendar, select a date on or before the first time you want the alarm to go off.

Select the weekday Wednesday ("W") in the calendar to indicate that the alarm only goes off on a Wednesday.

Enter "2" and select "Weeks" in the combobox.

To have this alarm go off *every* Wednesday, select the "Forever" radio button. To have this alarm go off only the next three Wednesdays, enter "3" in the "Repeat" control.

#### *Friday the 13th*

In the calendar, select the 13<sup>th</sup>.

Select the weekday Friday ("F") in the calendar to indicate that the alarm only goes off on a Friday.

Enter "1" and select "Months" in the combobox. Since you specified a weekday (in this case, Friday), the alarm will not actually go off in every month — because the 13<sup>th</sup> does not fall on Friday every month. You're specifying how often the alarm is to "try" to go off.

To have this alarm go off on *every* Friday the 13<sup>th</sup>, select the "Forever" radio button. To have this alarm go off ten times, enter "10" in the "Repeat" control.

*Second Thursday of Every Other Month*

In the calendar, select a date on or before the first time you want the alarm to go off.

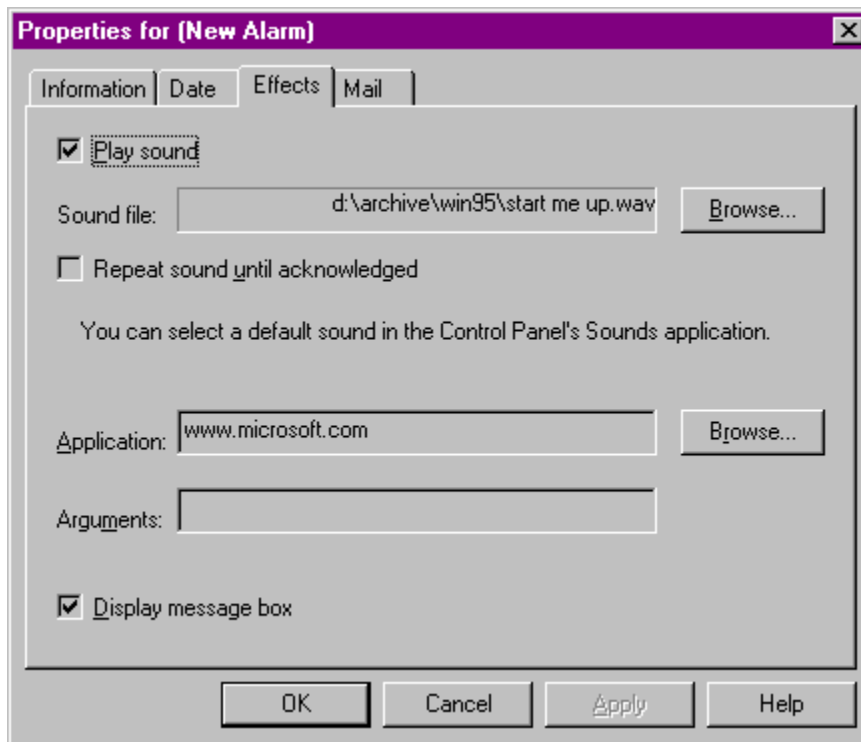
Select the checkbox for the second week of the month.

Select the weekday Thursday ("T") in the calendar to indicate that the alarm only goes off on Thursday.

Enter "2" and select "Months" in the combobox.

## Actions

Use this page to specify certain effects that will occur when the alarm goes off.



### Play Sound

Select this checkbox to indicate that you want the application to play sound when the alarm goes off. If you specify a sound file, it will play that sound. If you don't specify a sound file or if Microsoft® Windows® is unable to play it, the application will make the default beep.

Press the Browse button to choose a sound file. This button is disabled if your system does not support sound.

Press the No Sound button to clear your selection. This button is disabled if your system does not support sound.

Press the Test button to play the sound file you selected. This button is disabled if your system does not support sound.

You can specify a sound event in the Windows® Control Panel Sounds section. Alarm uses this sound file as the default when you create a new alarm.

### Repeat Until Acknowledged

When you check this option, the application will repeat the specified sound file until the user acknowledges the event (by pressing a button on the event dialog box).

### Application

Alarm run the specified application when the alarm goes off. It also passes the specified arguments on the command line for that application.

You can press the Browse button to find a specific file or shortcut that you want to run. You can also

enter text directly into the field – this allows you to enter an "application" such as: `www.microsoft.com` or `c:\windows\favorites`. In the first example, the Alarm application will start your browser and go to the specified page. In the last example, Alarm will open your Favorites folder.

Almost anything can be done at a preset time by creating a macro (using the Windows® Recorder — available with Windows® 3.x) and then invoking it with this feature.

For example, create a macro (with the hotkey Control+P) which executes an application, opens a document, and prints it. Save the macro in the file: `print.rec`. Create an alarm with the application "`recorder.exe`" and the arguments "`-h ^P print.rec`".

### **Display Message Box**

If you check this box, the application will not display the event dialog box when the alarm goes off — but it **will** play the specified sound, run the specified application, send mail, etc.

You can use this feature to run applications or send mail unattended — so that you don't need to acknowledge the event dialogs. You can even use it if your sound file is sufficient to tell you what the alarm is about (e.g., a recording of your boss saying, "Don't be late for the meeting.").

Of course, if you choose not to have the message box displayed, you will not be able to "snooze" it.

## Mail

Use this property page to specify the mail addresses of people to whom you want to send a message at the specified time. The message's subject is the name of the alarm, and the message's text is the alarm's message. (These are set on the [Information page](#).)

The screenshot shows a dialog box titled "Properties for [New Alarm]" with a close button (X) in the top right corner. The dialog has four tabs: "Information", "Date", "Effects", and "Mail", with "Mail" currently selected. The "Mail" tab contains several fields and buttons:

- A "To:" button followed by a text box containing "Janice Smith; George Pembroke".
- A "cc:" button followed by a text box containing "Western Division".
- A "bc:" button followed by a text box containing "Bob Brown".
- A "Resolve Names" button below the "bc:" field.
- An "Attach" button followed by a listbox containing two file paths: "c:\finances\customer.doc" and "c:\finances\funds.xls".
- A "Detach" button below the listbox.
- At the bottom, there are four buttons: "OK", "Cancel", "Apply", and "Help".

### To

This is the list of recipients who will be placed on the "To" list of the mail message.

### cc

This is the list of recipients who will be placed on the "cc" list of the mail message.

### bc

This is the list of recipients who will be placed on the "bc" list of the mail message.

You can select recipients directly from your personal and global address books. Press the To button to activate your mail system's address book feature.

Press the Resolve Names button for your mail system to resolve the specified names to their true mail addresses. This is useful is fully-specifying ambiguous names. (This is performed when you press the OK button.)

### Attachments

This is the list of files that will be included with the message when it is sent.

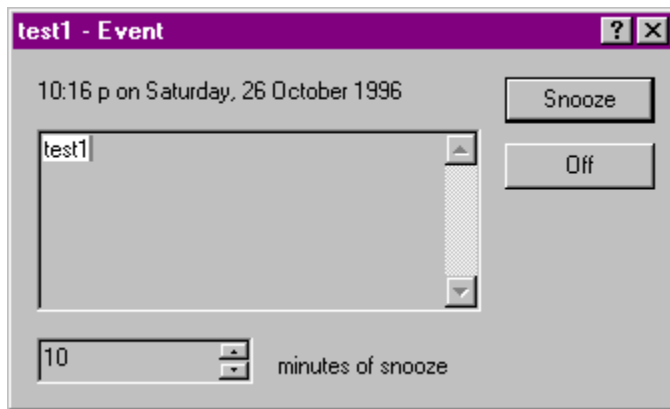
To add a file to the list of attachments, press the Attach button. To remove an attached file from the list, select it in the Attachments listbox and press the Detach button.

If there is an error when the application sends the message, it will display a message box.

Note: The To and Resolve Names buttons are disabled if there is no email support.

See the [Select Mail Profile](#) section for more information on email support for alarms.

## Event



The application displays this dialog box when an alarm goes off.

If you want to ignore the alarm for a few minutes, enter the number of minutes to delay and press the Snooze button. The application waits for the specified number of minutes and redisplay the event dialog box.

If you want to dismiss the alarm, press the Off button.



**Cut command (Edit menu)**

This command cuts the selected alarm. This action can be undone by pasting the alarm back into the database.

If the alarm is snoozing, the application asks the user to confirm the operation.

You can also use drag and drop to move or copy alarms from one alarm database to another.

**See Also**

Copy, Paste.

**Copy command (Edit menu)**

This command copies the selected alarm. This action does not modify the database.

You can also use drag and drop to move or copy alarms from one alarm database to another.

**See Also**

Cut, Paste.

**Paste command (Edit menu)**

This command pastes any alarms on the clipboard into the current database. This action can be undone by deleting the alarms from the database. You can paste the clipboard contents as many times as you want.

You can also use drag and drop to move or copy alarms from one alarm database to another.

**See Also**

Cut, Copy.

**Delete command (Edit menu)**

This command deletes the selected alarm. This action cannot be undone.

If the alarm is snoozing, the application asks the user to confirm the operation.

**Rename command (Edit menu)**

This command allows you to rename the selected alarm.

**Properties command (Edit menu)**

This command allows you to change the settings for the selected alarm.

**See Also**

New (Alarm menu).

**By Name command (View menu)**

Use this command to sort the alarms by their names, in ascending order. A checkmark appears next to the menu item indicating how the list is sorted.

You can also click the header for the column on which you want to sort. If you click again, it reverses the order between ascending and descending.

**By Date command (View menu)**

Use this command to sort the alarms by their event date/times, in ascending order. A checkmark appears next to the menu item indicating how the list is sorted.

You can also click the header for the column on which you want to sort. If you click again, it reverses the order between ascending and descending.



**Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A checkmark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

## Toolbar



The toolbar can either be docked against one of the sides of the main window or be displayed at any location on the desktop. To display or hide the toolbar, use the Toolbar command in the View menu. When it is displayed, you can drag it against any of the sides of main window or on the desktop.

If you do not dock the toolbar in the main window, it will be visible and available for commands even if you close the main window (but leave the application running).

The left area of the status bar shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

**Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A checkmark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

## Status Bar



The status bar is displayed at the bottom of the Alarm window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

### **Always Save on Shutdown Option (Options menu)**

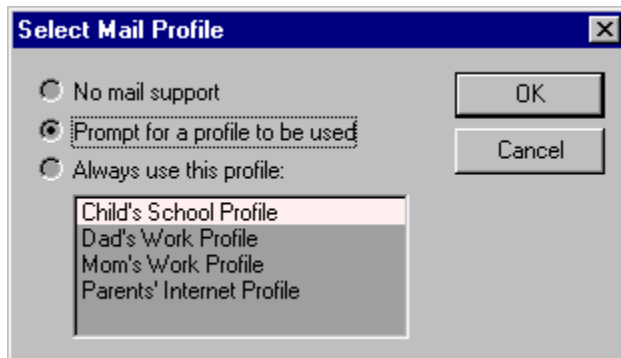
Use this command to toggle on and off whether or not the application will automatically save your changes when you shutdown Windows®. A checkmark appears next to the menu item when this option is on.

If this option is on, the current Alarm document must be named (i.e., it cannot be a new document). If the document is not named or there is an error, it will behave as if you selected the Save As command.

See the Save and Save As commands for more information on saving files.

### Select Mail Profile (Options menu)

Use this command to specify whether or not you want email support and, if so, whether you want to use a specific mail profile or to specify one each time.



Select the "No mail support" radio button and the application will not connect to a mail service.

Select the "Prompt for a mail profile" radio button and the application will prompt you to select a mail profile every time it starts.

Select the "Use this profile" radio button and the application will use the specified mail profile every time it starts.

Note 1: If a mail profile is already active, Alarm will use that mail profile – even if you specify that it should prompt for one and even if you specify that it should use a different one. This behavior is consistent with Microsoft® Messaging.

Note 2: You must have installed a mail service that supports the CMC email standard. Microsoft® Exchange and Microsoft® Windows® Messaging both support this standard. If you have an Internet Service Provider that uses dial-up connection, you can install Exchange or Windows® Messaging to create mail profiles.

See the [New Alarm](#) and [mail property page](#) sections for more information on email support for alarms.

**Topics command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Alarm and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

**Index command (Help menu)**

Use this command to display the index screen of Help. From this screen, you can search for specific items of interest.

Once you open Help, you can click the Index button whenever you want to return to the index screen.



### **Using Help command (Help menu)**

Use this command to display information on using the Help system.

**Perpetual Motion on the Web command (Help menu)**

Use this command to visit our company's web site. Try other products, download updates, get technical support, and submit comments.

**About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of Alarm.

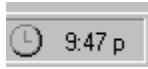
**Register command (Help menu)**

Use this command to register the shareware version of the application. Alarm prompts you for your username and registration key.

Please see the `readme.txt` and `products.txt` files for information on how to register the application.

## Taskbar

When you run the Alarm application, it adds an icon to your taskbar notification area. You can move the mouse over the icon to display a tooltip which notifies you of the next alarm to go off.



Right-click the icon to display a context menu with various commands. This is the only way to exit the application completely.

Double-click the icon to open the application's main window.

## **Command Line**

You can create a shortcut to run the application and put the name of an alarm document on the command line so that the application will open the document when it starts.

For example, "alarm.exe c:\My Documents\work.alm".

## Main Window




The main window displays a list of alarms in the open alarm database.

You can click on a column header to sort the list by that property.

Each alarm displays various information about itself. The image to the far left of each alarm indicates the number of events it has left.

(no image)	No events remaining
✓	One event remaining
☐	More than one event remaining

Next to that is an image that indicates what special action the alarm will do when an event occurs:

	open an application
	send email
	open an application and send email

## **Modifying the Document**

You use this application to set alarms for events you want to be reminded of. Use the Edit menu commands to work with alarms.

You can have more than one alarm document, use the File menu commands to work with those documents.



**No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.

### **Confirm Closing an Alarm**

This message box is displayed when the application needs to close an alarm that either is displaying an event dialog box or is snoozing. This may be because you asked to delete the alarm, to close the document, to close the application, or to open a new alarm document.

If you press Yes, the application closes the event dialog box or ends the snooze interval, as appropriate. If you press No, the application aborts the operation that prompted this confirmation.

### **Unable to Invoke an Application**

This message box is displayed when an alarm is unable to invoke the application the user specified for the event. (See [Special Effects](#).)

There are many possible reasons for this error, such as no such application or insufficient memory. Your best course of action may be trying to run the application yourself to see if you can duplicate — and solve — the error.

### **Unable to Send a Mail Message**

This message box is displayed when an alarm is unable to send the mail message the user specified for the event. (See [Mail](#).)

This can be caused by any number of things: the computer might be low on memory, the application might be unable to log into the mail system, the mail server might be down, or too many files might be attached to the message. The best solution is to try to send the same message yourself, from the mail system, and see if that succeeds. Chances are, you will get the same error message and can then take steps to correct it.

### **Unable to Send a Mail Message (Ambiguous Address)**

This message box is displayed when an alarm is unable to send the mail message the user specified for the event. (See [Mail](#).)

In this case, it is because one or more of the specified recipients cannot be resolved to a single, unique mailing address. Display the properties of the alarm, select the Mail page and press the Resolve Names button to resolve the addresses.

**Unable to Send a Mail Message (Attachments)**

This message box is displayed when an alarm is unable to send the mail message the user specified for the event. (See [Mail](#).)

In this case, it is because one or more of the attached files cannot be mailed. This is most likely because the file does not exist or cannot be opened. Please ensure that all of the files exist and can be accessed.

<< If you wish to author help specific to each message box prompt, then remove the AFX\_HIDP\_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX\_HIDP\_xxx value. For example, AFX\_HIDP\_INVALID\_FILENAME is the help topic for the Invalid Filename message box. >>



**<Topic Title>**

