

Installation

Required Files

You **must** have the following files:

- Remember?

This is the central part of the package in System 7 desk accessory format.

- Remember? Extension

System extension that provides pop-up alerts and startup checking.

- Remember? User Guide

DOCMaker™ format stand-alone documentation application. You appear to be reading it right now.

Optional Files

The minimum distribution uploaded to on-line services includes a folder named Occasions containing:

- Holidays (sampler)

Common holidays, mostly U.S.

- Birthdays (sampler)

Some notable birthdays.

- Personal

An empty occasion file. Included so novice users need not worry about creating an occasion file before they begin adding occasions.

None of these are required. They are provided simply to get you started.

Additional occasion collections are available including: religious holidays, expanded holidays for the U.S. and a few other countries, plus a large collection of celebrity birthdays and notable events. They are included on the distribution diskette and may also be available via the usual online sources.

Please pass along any general interest files you create. I will make them available to other folks. I am particularly interested in Holiday files for other countries.

Upgrades from a Previous Version

All your occasions and preferences are retained when you upgrade. There is no need to re-enter your data. However, before installing the new version it is a good idea to backup your existing occasion files, Remember's settings file and the old desk accessory and extension files by dragging them to a

floppy disk.

Make sure that the old versions of the desk accessory and extension are removed from your hard drive after installing of the new versions. Very old versions of the package used the name "Remember? Startup" for the extension so you will have to remove it yourself.

Concerning Anti-Virus Programs

Some aggressive anti-virus programs can interfere with the installation of this software. I have made changes that should eliminate this problem, but it may be a good idea to temporarily disable your anti-virus software during installation. One nice exception is the freeware anti-virus utility Disinfectant.

Installation for System 7 Users

Drag and drop the files 'Remember?' and 'Remember? Extension' on the icon for your System Folder. Make sure the System Folder's window is not open on your desktop. If all goes well you will be asked if the files should be put in special folders. Answer 'OK'. If you are upgrading, you should also be asked if you want to replace the older copies. Again, answer 'OK'.

First time users should also drag the folder 'Occasions' into the System Folder. It contains some sample occasions and an empty file for your own additions. These are not required, just helpful to get you started.

You can now Restart your Mac if you wish (not required, but pop-up alerts won't be available until the Remember? Extension is loaded during startup.)

Installation for System 6 Users

Drag and drop the file 'Remember? Extension' on the icon for your System Folder.

First time users should also drag the folder 'Occasions' into the System Folder. It contains some sample occasions and an empty file for your own additions. These are not required, just helpful to get you started.

Next install the 'Remember?' desk accessory using a system utility called Font/DA Mover. If it is not on your hard drive, look on the 'Utility' diskettes that came with your Mac, and drag it to your hard drive.

Double click on the Font/DA Mover application icon, then click the button labeled 'Desk Accessory' at the top of its window. The left list should show your current desk accessories.

While holding down the OPTION key, click the button named 'Open' below the right list. It is important that the OPTION key be held down when you

click this button or you won't see the System 7 desk accessory file.

Using the 'Open file' window that appears, navigate to and double click on the file named 'Remember?' provided in this package. The right hand list should contain one item named 'Remember?'. Click on it and then click the center 'Copy' button. When it is done, 'Remember?' should appear in the left side list.

Click 'Quit' to exit the Font/DA Mover. If you are using Multi-Finder, you need to restart the Mac to update the 'apple' menu.

Don't change the name of the desk accessory. It must be 'Remember?' or the Extension will not be able to find it.

You can now Restart your Mac if you wish (not required, but pop-up alerts won't be available until the Remember? Extension is loaded during startup.)

Basic Setup

You are now ready to try out the package. Read the appropriate section of the User Guide if you get confused by any of the steps.

Step 1 - Access the 'Remember?' Desk Accessory.

Assuming you successfully completed the installation steps above, 'Remember?' is listed in your apple menu at the left side of the menu bar. Select it now.

Because this is a new installation, there will be a delay before any windows appear. 'Remember?' is searching for occasion files in your 'System Folder' and building a default set of preferences. This could take a minute if you have a very large System Folder with lots of files. When the search is completed, you see the "Welcome to Remember?" window. It offers a few tips on setting up your preferences. Press RETURN or ENTER to continue.

Step 2 - Choose a Default Window Set.

You should now be looking at a window titled 'Today'. It probably says 'Nothing is happening.'

Select a date range by choosing one of the items in the "What's Happening" sub-menu of the 'Remember?' menu. Pick what you would like to see each time 'Remember?' opens. I like to see '7 Days from Today', but other folks like 'This Week' or maybe even just 'Today'. Use the 'twist down' arrow at the top/left corner to show or hide the calendar as you prefer. Play with the

position and size of the window until you are satisfied.

You can also open a reference calendar window by selecting Calendar Only in the Remember? menu. It does not display occasions, but can be handy for quick checks of dates. For the truly ambitious, open additional windows by holding down the SHIFT key when selecting from the 'What's Happening' menu.

When you like what you see, select Save in the Window Sets sub-menu of the Remember? menu. The current windows will be recreated every time you access "Remember?".

Step 3 - Create Some Occasion Files.

Select Occasion Files in the Remember? menu. This is where you manage the list of occasion files that contribute to your schedule. Currently, the list should show the sample occasion files and the empty 'Personal' file. If you are not interested in a sample file, click on its name in the list, then click 'Remove'.

You may want to create additional files for related sets of events. For example, I have a file listing family birthdays and anniversaries. Click the [New...] button, then enter a name and click 'Save' to add it to the list. You can put the file in any folder, even on a shared network volume, but you probably want to keep the local files in one folder to simplify backups.

NOTE: There are two general classes of occasions: repeating occasions, such as birthdays and anniversaries, and one-time occasions that occur once on a specific year, month and day. Normally, one-time occasions are deleted after they have passed. You can disable this for each file by clicking on a name in the list, then turn off the 'Auto-Delete' checkbox. There is also a box to 'lock' the file to prevent any changes.

Use the [Add...] button to add existing occasion files to the list. Make sure these files are not on a floppy disk or you will be asked to insert the disk every time 'Remember?' needs to look for events.

Click Done to end the Occasion Files dialog.

Step 4 - Add Some occasions!

Here is where the fun starts. Select Add Occasion in the Remember? menu, then fill in the Occasion window (see the Occasions chapter.)

That should be enough to get you started. After reading the rest of the

Guide, you can go back and fine tune your setup. In particular, you will definitely want to take a look at Preferences and Managing Occasion Types.

Your best bet is probably to get a feel for how the basic package works, then explore the preferences and other options as time permits.

Making Backups (How and When)

You will probably invest some time in creating your occasions and customizing this package. Take a few moments to make backup copies of the important files. Then if the worst happens and your Mac decides to eat the contents of your hard drive, you won't have to recreate everything. Here is all you need to save:

The Remember's Settings file (found in the System Folder for System 6 users, or the Preferences folder for System 7.) This contains all of your customizations including text styles, occasion types and your occasion file list. It is automatically created by the 'Remember?' program with a default set of preferences if it does not exist.

Your Occasion Files, located in the 'Occasions' folder inside of the System Folder. These contain all of your personal events. Also, make sure someone is responsible for making backup copies of occasion files you share on a network

Format a floppy disk and name it 'Remember? Backups'. Create a folder on it with today's date in the name and drag copies of the settings file and all your occasion files to the folder. Repeat this every few weeks or after you make significant changes. The files are small so you should be able to fit many backups on a single diskette. When it is full, start a new disk or delete the oldest folder to make room. You might want to create an occasion that reminds you to make a backup.

Make sure you keep a copy of the original package. If you received it on a diskette, keep the diskette with your backup disk. If you downloaded it from an on-line service or BBS, drag a copy of the original download file to a floppy disk so you can reinstall if needed.