

# Remember? version 3.0 User's Guide

for the Telepathically Impaired (who can't read my mind)

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[Press COMMAND-K to see the Table of Contents.]

This guide assumes that you have already installed this package using the separate Installation Guide. Guide text uses the Palatino font.

## Welcome

It's been a hard day. You walk in the front door and see your spouse/child/long-haired hamster waiting there with a happy, hopeful expression plastered on his/her/its puss. Panic! You've done it again. Forgotten another birthday ...or... You really wanted to watch the latest made for TV epic Labor Day 4: Barbecuing With the Enemy but forgot and were taunted about the mysterious Alien Potatoe Salad by your co-workers. Well, maybe Remember? can help.

You enter descriptions of events of interest and, when you turn on your Mac, Remember? informs you of those that require your attention. Events with a specific starting time can also trigger a pop-up reminder with optional sound up to 24 hours in advance.

Requires System 7.0 or later.

## Disclaimer

This program is distributed without any warranty, neither express nor implied. Its author is not responsible for losses incurred through the use or malfunction of this program. He will attempt to fix any problems as they are discovered. (The first person reporting a bug and giving sufficient information to allow duplication and correction will be sent a fixed version when available.) **DO NOT USE THIS SOFTWARE IF THESE TERMS ARE NOT ACCEPTABLE.**

While it supports sharing event lists on a network, this package was designed as a personal reminder package. If you can coax it to handle your group scheduling needs, great, but bear in mind that is not its "raison d'être."

## Conventions

-- menu: title •item

This is a specific menu command, where title is the title of the menu and item is the name of the command in the menu. Examples: menu: File • Quit is the Quit command in the File menu and menu: File • Open Window Set • Save This Set is the command Save This Set in the Open Window Set sub-menu of the File menu.

-- pref: set •name

This is a specific preference item in the Preferences dialog (accessed by menu: Edit • Preferences...). set is the name of the set of related preferences, selected in the pop-up menu at the top of the dialog. name is the specific item in the list of preferences for the set. One or both may be abbreviated to save my fingers from typing long strings, but enough is given to uniquely identify the intended item. When in doubt, just pick the first one in the list. For example: pref: Appearance • Standard text style is the standard text style used by most portions of this package and is found in the Appearance preference set.

-- see: chapter

A reference to another chapter of this user guide.

In addition, the names of dialog buttons are given in angle brackets, such as <OK>.

## Glossary

An occasion is the complete definition of one of your events. Every occasion has a description ("Roger Birthday", "Trip to Tuva", "Mother's Day"), a date pattern that determines when it occurs ("april 5", "7/12/96", "second sunday, may"), an optional start time and an alert time for pop-up reminders.

A simple date pattern for one specific date (month, day of month and year as in "March 21, 1997") is a one-time occasion. It expires the day after that date, when it can never occur again. A repeating occasion appears on two or more dates. It could be a weekly meeting, anniversary, birthday or some other more exotic pattern. (see: Creating & Editing Occasions).

Persistent occasions are automatic 'to do' items. They nag you by continuing to appear under today's date until you mark them as completed. Handy for items that you cannot ignore, like bills. When you handle an occasion before it's actual date, you can mark it as completed and it will advance to its next occurrence. This is how you get rid of those nagging persistent occasions.

An occasion file is a collection of occasions contained in a Macintosh

document. Only occasion files on the active occasion file list contribute their occasions to your schedule.

Occasion types help you to categorize occasions and assign shared attributes to them such as text style and advance notification period.

A window set is an arrangement of scheduling windows. The size, position and type of date range displayed is saved for each window. Most folks only need concern themselves with the Default set which is opened when 'Remember?' starts up.