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Help for Windows Reminder  v1.00a.

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## Overview

Windows Reminder is a Windows application that maintains a "to do" or "task" list of items that you want to be reminded of. An "item" can be thought of as a specific event such as

Dinner at 6:00 with Fred  
Bank Open new account

Since [time](#) is not required, so you can make a list of errands to do for any day, and print it out to take it along with you, or give to others as a reminder for them.

This list can be used to keep track of your items as well as for others in your family or work. If you choose not to delete the item, you will have a log of items you accomplished. This comes in handy when you need to give a status report of your work or progress on a project.

Windows Reminder uses DDE, see [DDE with Reminder](#), so you can automatically generate a standard status or month end report.

See the [Getting Started](#) section to get up and running quickly.

## Getting Started

How to quickly get going with Reminder.

### Beginners

The quickest way to get started is to start a list.

You only need two pieces of information.

1. A [date](#) and
2. A [message](#).

A [category](#) is set to the default unless you create a category by pressing the F4 key. Categories allow you to group related items for viewing and reporting purposes.

You can also supply some optional information such as [Time](#), order of importance, and if the item has already been [done](#) or not.

The [Category](#) is used to group or view related items together.

How you name your categories will be useful for you to quickly see different items. Here are some samples that you may use for different places.

### For work:

Meetings      Project name    Reports              Lunch              Calls

### For the home:

Child's names so you can see at a glance which child has to be where for what event.

Birthdays      Child 1              Child 2              School              Practice

### For other time related items:

Medication      Car related maintenance      Bill paying      Doctor visit

To create a new [category](#), just press the F4 key or select the Category Add menu command. You will be shown a dialog box in which to enter a category name. See the [Category Dialog](#) for more information.

Once you have one or more categories, you can then start adding [Items](#) with the "+" or F5 key.

An [item](#) is one line of information that describes the topic you want to be reminded about. attaching a category to each item.

The least amount of information you need to create an item is

1. a date (this defaults to today's date)
2. a category (which you can select from a list) and
3. a message.

### Power Users

After you have your list made up, you will want to explore the power...

## Keyboard

<b>+</b>	Add a new Item
<b>-</b>	Delete currently selected item
<b>Enter</b>	Change currently selected item
<b>Space</b>	Check item as done.
<b>F1</b>	Help
<b>F4</b>	Add a new Category
<b>F5</b>	Add a new Item
<b>F6</b>	Delete currently selected item
<b>F7</b>	Change currently selected item
<b>F8</b>	Check item as done.
<b>F9</b>	View items in the past
<b>F10</b>	View items for today
<b>F11</b>	View items for the future
<b>F12</b>	View items that are done
<b>Ctrl+Ins</b>	selects the Copy menu command
<b>Shift+Ins</b>	selects the Paste menu command

## **Menu Commands**

File

Edit

View

Category

Options

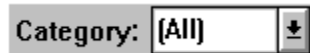
Window

Help

## Control Bar




The control Bar is provided for you to quickly point and click to get different commands to occur.




The category you see displayed is the default category selected when you create a new item. If (All) is selected, then you will get the first real item in the Category.




This group of buttons allow you to edit the currently selected item(s).

The "plus" sign,  is used to Add a new item.

The "minus" sign,  is used to Delete selected item(s).

The "triangle" sign,  is used to Change a selected item.


The "check mark" sign,  is used to mark the selected item(s) as done.





This group of controls are the **view** item buttons. They allow you to view the items based on the date and if they are "done" or not.

The "past" sign,  is used to display items that came **before TODAY**.

The "today" sign,  is used to display items that are for **TODAY** only.

The "future" sign,  is used to display items that come **after TODAY**.

The "done" sign,  is used to display items that are done.

The "All" sign,  is used to display ALL items. You will also notice that it pushes all the other "view" buttons down.



This is the Alarm indicator. It is displayed automatically when there is a time set to go off some time today. If there are no times set, the alarm picture will not be shown.

The current time on your computer is displayed at the end of the Control bar.

## Slider Bar

Done	Date	Time	Category	Note
------	------	------	----------	------

You can use the "slider" bar with the mouse to change the width of the columns you want. Reminder will remember the position from the previous session.



## Calendar



You can start the Calendar program from the Window Show Calendar menu or from Window. It is a stand-alone program so Reminder does not need to be running or around to work. You can quickly move it out of the way by pressing one of the arrow keys in the direction you want it to move.

### Viewing other months and years.



To view a different month, use the mouse to click on either the right or left arrows.



To view a different year, use the mouse to click on the inside of the right or left arrows.

### Entering a new item with Calendar.

You can use Calendar to enter a "new" item in Reminder by just **double-clicking** the *left* mouse button on the date you want. Reminder will bring up its "Enter new item" dialog with the date you picked already inserted! If Reminder isn't running, Calendar will start it for you automatically.

### Entering the date with Calendar.

To enter a date or change the existing date, just **double-click** the **left** mouse button on the date you want.

### Entering the time with Calendar.

To enter a time or change the existing time, just **single-click** the **right** mouse button on the time you want. If you want pm, 7-6 default to PM, or you can get 1:00p by selecting the 13th date which tells reminder to use the 13th hour of the day.

## Alarm setting




The way the alarm is set is by providing a *time* with an item. If the date is today and the time has not already past, then the alarm picture will be displayed.

If you want to create your own sort options, you can do this by going to the **Options Preferences** menu command and un-checking the "Allow only time" checkbox. This will allow you to enter in text such as ASAP, NOW, 1, 2, 3... and it will be sorted by what you have.

### Why the alarm picture is not displayed.

Here are a few things to check.

1. Make sure your system date has the correct YEAR and the time has the correct AM or PM setting. You can verify and set your system date and time by running

Control Panel.  and then selecting the Date/Time



icon.

2. Check the Action item to make sure it is not set to **Nothing**.
3. Make sure that the A or P letter is at the end of the time setting. 3:00p
4. Check the **Options Preference** menu command and make sure the **Allow only time** box is checked.
5. The alarm will only come on **if**:  
the date is today,  
the system time isn't past the current time
6. If it is today and you think the time has not passed, then check the **Options Alarm** menu to see if the Advance warning number is not set too high so that the system time you wanted to be warned about is now in the past.


## File

The file menu command gives you access for printing your items. You have extensive use of the View options to determine what you want printed.

**Print Preview** Before you actually print your list, you have the option to see what the list will look like. If you want more space in between a column, you can then use the Slider Bar to change the margins.

**Print...** This will print the list that you currently see.

**Printer Setup...** This allows you to set up any new printers you have connected to

you computer. This can also be done using the Control Panel.  and then selecting the printer



icon.

**Select Printer...** Before doing any printing, you should tell Windows Reminder which printer you want to use. All printers that are currently set up in the system will come up for you to choose from. Select the appropriate printer before printing. If you don't do this, Reminder will use the default printer as set up through the Control Panel.



and then selecting the printer



icon.

**Exit**

This will exit the program.

## Edit

The Edit menu command allows you to maintain your items.

<b>Copy</b>		Saves what you have selected with the "view" buttons to the Clipboard.
<b>Paste</b>		Copies text items from the clipboard to create new items. <b>Note:</b> Don't do this twice unless you want duplicate items.
<b>Add...</b>	<b>F5</b>	Add a new item.
<b>Delete...</b>	<b>F6</b>	Delete selected item(s).
<b>Change...</b>	<b>F7</b>	Change a selected item.
<b>Check</b>	<b>F8</b>	Mark the selected item(s) as done.

## View

The View menu command allows you to easily view your items in different ways.

<b>All</b>		Shows you ALL items no matter what.
<b>Past</b>	<b>F9</b>	Shows you items that came <b>before TODAY</b> .
<b>Today</b>	<b>F10</b>	Shows you items for <b>TODAY</b> only.
<b>Future</b>	<b>F11</b>	Shows you items that come <b>after TODAY</b> .
<b>Done</b>	<b>F12</b>	Shows you items that are marked as "done".
<b>Select All</b>		This will toggle on and off all the categories at a time. This is useful when you want to select all the categories except one or two.
<b>All</b>		All the items in a category
(list of categories that you have created)		




**Category: ALL View: Past, Today, Future**

The Control Bar buttons will toggle in and out when you press the keys and the Window caption under the Control Bar will also show you what View is currently selected.

## Category

The Category menu command allows you to maintain your categories.

<b>Add...F4</b>	Add a new category
<b>Delete...</b>	Allows you to delete a category not in use.
<b>Change...</b>	Change the name of a category

Category:  

The category you see displayed is the last category that you entered and becomes the default category selected when you create a new item. If (All) is selected, then you will get the first real item in the Category.

## Options


The Options menu command allows you to customize Windows Reminder to work the way you like to.

<b>Alarm...</b>	Allows you to set the number of minutes you want an Advance warning on before your next item is due.
<b>Preferences...</b>	Allows you to set the way <i>you</i> like to see the information.*
<b>Run...</b>	Allows you to start other applications and DDE conversations.

- \* The preferences dialog allows you to customize how Windows Reminder works with you.  
You can turn color on and off.  
It allows you to get rid of the Delete confirmation dialog.  
It allows you to save deleted items to a file.  
It sets the way you want to see the date displayed, for the day or year.

## Window

The Window menu command allows you to display the Calendar program and determine if you want the Control Bar displayed.

- Show Calendar** Starts or displays the Calendar program  .
- Show Control Bar** Allows you to show or not show the Control Bar



## Help

This Help file can be entered from Windows Reminder by pressing the F1 key. Extensive use of hot links can be found throughout this help file for easy access to Windows Reminder's operation.

**Index**  
**About...**

Gets you to this help file.  
Displays the version number.

## **Dialogs**

Here is a list of the dialog boxes Windows Reminder uses.

Action

Alarm Message

Category Dialog

Item

Run

## Action

You can select what action to take when an alarm goes off. Here is a list of what each of the different actions gives you control over.

<b>Nothing</b>	Do nothing when the time is reached.
<b>Show Message</b>	Displays the messages you typed in. See the <a href="#">Alarm Message</a> section for more information.
<b>Show Item</b>	This will bring up the <a href="#">Item</a> dialog box.
<b>Run</b>	Runs an application or file extension you supply.
<b>Run with prompt</b>	Same as Run except a dialog box is displayed so that you can change the text, or choose not to run the command. See the <a href="#">Run</a> dialog for more information.
<b>DDE</b>	Starts a DDE conversation with the specified application.
<b>DDE with prompt.</b>	Same as DDE except a dialog box is displayed so that you can change the text, or choose not to run the command. See the <a href="#">Run</a> dialog for more information.

## Alarm Message

You can select what action to take when an alarm you set goes off. Here is a list of what each of the different actions gives you control over.

<b>Mark as Done</b>	This will check the item as done. Use with the Ok button.
<b>Note</b>	Displays the message you entered.
<b>Note 2</b>	Displays the second message line you entered.
<b>Repeat</b>	Snooze or Repeat the alarm in X minutes from now. Must be used with the "Reset Time" button.
<b>Re-schedule</b>	This will bring up the <u>Item</u> dialog box so that you can change the date or time or anything else you need to.

When an alarm goes off, your message is displayed for you. You are then given 4 choices of what you want to do with the message. The first is nothing so that you can decide what you want to do with it later. You can select the "Mark as Done" check box to indicate you no longer need to be reminded of the message. If you are busy when the message is displayed you can set the "Repeat in ? minutes", (snooze) option and press the "Reset Time" button so the message will be displayed again in the extra time you selected. This is really handy when you are on the phone. Selecting the "Re-schedule" button brings up the message for editing so that you can change the date and/or time and any of the other information at one time.

## Category Dialog

Here you can enter in the name of a new category you want to group your items by. This is handy for viewing what you have done and also what you have to do. You can also use this to print out a list of items to do for today to take along with you.

**Text**

*required.* Name of category, no spaces are allowed.

**Personal**

The check box flags this category as *personal* so that these items will not be included in DDE conversations unless the specific category is asked for. This way, your Birthday items will not be on your reports.

## Item

The Item dialog is used to enter, and change items you want to keep track of.

<b>Done</b>	Check box
<b>Category</b>	<i>required.</i> Create new category with the F4 key.
<b>Date</b>	<i>required.</i> Format is mm/dd/yy "/" can be "-". This area is also free form in that you can enter just one number and it will default to the current month and year. You can also leave out the year and it will default to the current year. <b>Hint:</b> For an easier way to enter in the date, use the <a href="#">Calendar</a> program with a double click of the left mouse button.
<b>Time</b>	<i>not required.</i> This field has two formats depending on what you have selected in the Options Preferences "Allow only time" option. If you have time selected, the format is hh:00[a p]. However, this area is also free form in that you can enter just one number and it will default to the hour you want. The ":00" and "a" or "p" is put in automatically. If it guesses wrong, just put in the "a" or "p" yourself. <b>Hint:</b> For an easier way to enter in the time, use the <a href="#">Calendar</a> program with the <i>right</i> mouse button. <b>Note:</b> The time will only default if you specify the Options Preferences "Allow only time" option. This can be turned on and off at anytime. The option only affects new items entered or changed. Default times of 1-6 are made into PM unless "a" is placed at the end. <b>Note:</b> Not using the time option allows you to make this a Priority, department list or whatever <i>you</i> want to sort on. See the <a href="#">Alarm setting</a> section for more information.
<b>Action:</b>	<i>required.</i> Here you are allowed to take the following actions when the alarm goes off. See <a href="#">Action</a> for more information.
<b>Note</b>	<i>required.</i> Free form text.
<b>Note 2</b>	Free form text.
<b>Add</b>	this will add the item to your list and works with the Enter key.
<b>Close</b>	this will close the dialog box and works with the Escape key also.

## Run

There are two ways to get to the Run dialog. The first way is when you set an alarm and you specify the Action of "Run with Prompt". You can also get to the Run dialog by selecting the Options Run menu command.

**Note**  
**Run**

Displays the note you entered for this action.  
Enter the application or DDE conversation you want.

In the Run line, you can enter any program name with a list of parameters. Here are some items you can enter and their results.

<b>calc</b>	Starts the Calculator application
<b>test.xls</b>	Starts Microsoft Excel with the test.xls file

## **Working with other applications**

Reminder has a number of ways of working with other applications.

1. It can start running other applications un-attended.
2. It can be a DDE Server application to provide or accept information.
3. It can be a DDE Client to start other DDE applications or retrieve information from other DDE applications.
4. Transfers data to and from the clipboard.

Starting other applications

Pasting data to Reminder

Poking data to Reminder

Requesting data from Reminder

WinWord Report Sample



## **Starting other applications**

Reminder can automatically start up other applications for you at a specific time and run macros for you to further automate your job. See the [Run](#) section for complete information.

Reminder can start two different kinds of applications.

1. A regular Windows or MS-DOS application or
2. A Windows application with DDE commands.

To start a regular Windows or MS-DOS application, just supply the name of the program and optional data file to be passed to the application. To start WinWord, just type

WinWord

in the Note2 section, select the "Action" to Run, and it's set to start it at the specified time.

## Pasting data to Reminder

When Reminder receives information from another application or from the Clipboard, it will look for the following as the *minimum* amount of data required to make a new item:

date  
category  
note

**Example:** 5/15/91 Meeting Give a status on Project1 to everyone.  
You can also supply any of the additional information and it will be accepted.

[done] - only the "x" character is allowed  
date  
[time]  
category  
note  
[TAB note 2]

Each data field is separated either by a **TAB** or **space**.

**Note:** The **TAB** is required to separate the first note from the second note.

**Warning:** To allow a flexible number of fields, you should make sure everything is correct and that you **make a backup** each day.

## **Poking data to Reminder**

Let's say you are in WinWord and have a date for your next meeting listed. You want to be able to "select" the date, and text to be posted to Reminder. So you highlight in the text starting at the date to the end of the first message or second message if you want one. Then just pick the menu "Post to Reminder" menu.

Here is a sample macro on how to pass an item from WinWord to Reminder.

```
Sub MAIN
    ChanNum = DDEInitiate("reminder", "items")
    DDEPoke ChanNum, "all", Selection$()
    DDETerminate ChanNum
End Sub
```

## Category information

For a specific category, you use the C=string command, where "string" is the name of the Category you want.

**C=Meeting** Returns me only the items with a category of Meeting

**C=Project** Returns me only the items with a category of Project

**Hint:** Characters can be in upper or lower case.

**Note:** For multiple categories, you just make another Request.

## Requesting data from Reminder

Reminder can pass information back to your application. You can request everything or just a specific type of information.

To limit what Reminder will pass you, Reminder will recognize the following one character formats.

- C**    Category information
  - D**    Done information
  - M**    Month information
- Combining requests together sample.

## Done information

For a list of the items that were finished or marked as "done", you use the D=V, where D stands for Done and V can be one of the following:

**N or 0**      for Not done  
**Y**              for done

If you do not specify either Y or N, then you will get the items no matter if they are done or not, i.e.

**d=n**              Returns me only the items that are **NOT** done  
**d=y**              Returns me only the items that **ARE** done.  
**<none>**          Returns all since a preference was not provided.

**Hint:** Characters can be in upper or lower case.

## Month information

For a specific month, you use the M=N, where N is the month number, i.e. 1=Jan, 12=Dec.

**M=5** Returns all items for the month of May

**Note:** If you need more than one month, then you just make a separate request for each month. Characters can be in upper or lower case

## Combining requests together

You can combine both the month and done requests together to get the following information.

- m=5** Returns me ALL the items in the month of May.
- m=5 d=y** Returns me the items done in the month of May.
- m=5 d=n** Returns me the items NOT done in the month of May.
- m=6** Returns me ALL the items in the month of June.
- m=6 c=test** Returns me ALL the items in the month of June with the category of "test".

**Hint:** Characters can be in upper or lower case.



## WinWord Report Sample

For a working example, please see the REMINDER.DOT file.

Here is a sample macro that automatically asks Reminder to divide the information in three parts.

1. What you have done for the month
2. What you didn't do for the month
3. What you have planned for next month.

This is all done at the selection of a menu command.

```
Sub MAIN
    ChanNum = DDEInitiate("reminder", "items")
    Insert "Here is what I did for the month." + Chr$(10)
    Insert DDERequest$(ChanNum, "m=5 d=y")
    Insert Chr$(11) + " -----" + Chr$(10)
    Insert "I did quite a bit of work as you can see."
    Insert "Items that I was not able to get done this month."
    Insert DDERequest$(ChanNum, "m=5 d=n")
    Insert Chr$(11) + " -----" + Chr$(10)
    Insert "Items that I have scheduled for next month." + Chr$(10)
    Insert DDERequest$(ChanNum, "m=6")
    DDETerminate ChanNum
    Insert Chr$(10) + " -----" + Chr$(10)
    Insert "Let me know if I missed anything." + Chr$(10)
End Sub
```

## **DDE with Reminder**

Windows Reminder supports DDE as both a Client and Server.

### Reminder as the Server

To use Reminder as the [Client](#), you enter one of the following DDE commands into the Run dialog.

Execute Command

Post or Poke Command

Request Command

## Reminder as the Server

Windows Reminder will work as a DDE Server after you start a conversation with the following keywords.

<b>AppName</b>	<b>Topic(s)</b>	
Reminder	Items	This is the one you use to get data items.

Following are the System topics Reminder supports.

Reminder	System
	Formats
	SysItems
	Status

To start a Windows application with DDE commands, just supply:

1. the type of DDE command (examples follow)
2. name of the program
3. and the type of data you want to pass to the program

Reminder recognizes the following keys to send commands.

<b>=Execute</b>	Execute a command in the other application
<b>=Post</b>	Post (Poke) information to the application
<b>=Request</b>	Request information from the application

**Hint:** Characters can be in upper or lower case.

**Note:** The "=" is required so that Reminder knows this is a DDE command rather than a DOS command.

## Post or Poke Command

What you would use the Post command for is to send a specific bit of information to the other application.

Here is how to use the **Post** command.

**=Post** AppName TopicName reference data

The following sample will place the text "Hi" into cell A1 in Sheet1 if the sheet is open.

**=P** Excel Sheet1 r1c1 Hi

For more information see [Poking data to Reminder](#) or [Pasting data to Reminder](#).

**Hint:** Characters can be in upper or lower case.

## Execute Command

What you would use the Execute command for is to tell the other application what to do for you. This can be anything from opening a new WorkSheet or Document to a complex set of tasks to do an entire of calling back to Reminder or Excel, gathering the information, formatting it, and then printing or sending it out via Email to others.

Here is how to use the **Execute** command.

**=Execute** **AppName** **TopicName** [data]

The following sample will create a new WorkSheet in Excel.

**=E** **Excel** **Sheet1** [new()]

**Hint:** Text can be upper or lower case, and you only need one space between words.

## Request Command

What you would use the Request command for is to get information from the other application. This can be anything from getting a stock price, month end total to a phone number of a person you are being reminded to call.

Here is how to use the Request command.

**=Request** AppName TopicName reference

The following sample will create a new WorkSheet in Excel.

**=R** Excel Sheet1 Total

This gets the information/value that is in the cell referenced by the name Total.

**Hint:** Characters can be in upper or lower case.

## **Hints and Tips**

How to get the most out of this program.

You can use the Calendar program, CAL.EXE, to start up Reminder

Use Calendar to enter dates and time - it's fast and easy.

You can use Reminder to startup a DDE conversation with WinWord that will then have WinWord get the information from Reminder to put into your Report!

### **Setting the alarm.**

If the alarm doesn't come on, see the [Alarm setting](#) section.