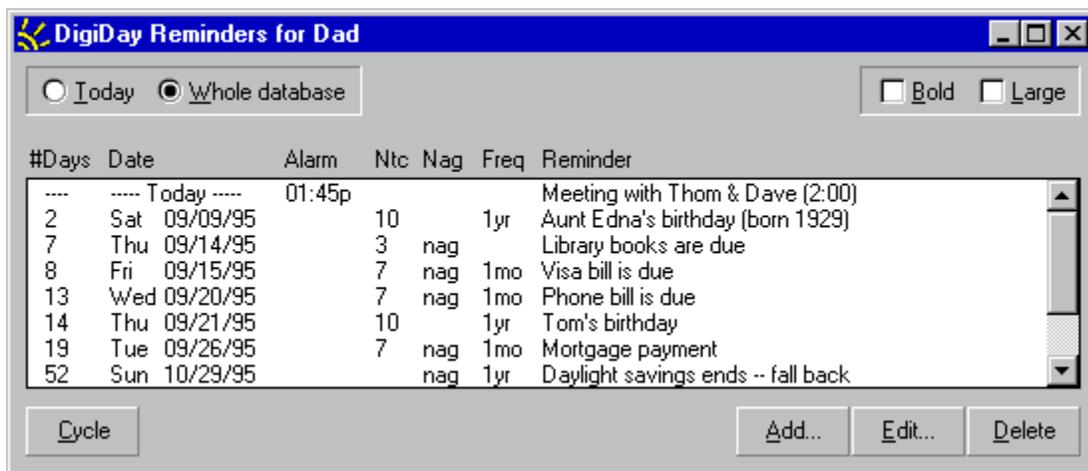


## DigiDay Reminders Main Screen

Click on the part of the screen you want to learn about:



[Help On Help](#)

[Suggestions](#)

Click the **Today** button to show just the reminders for today.

Click the **Whole Database** button to view all your reminders (past and present).

Click the **Bold** checkbox to bold the text in the reminder list.

Click the **Large** checkbox to increase the size of the font in the reminder list.

**#Days** indicates the number of days before or after the current date that the reminder is/was set for. For instance, "( 1 )" was due yesterday, "----" was due today, and "1" is due tomorrow.

**Date** displays the calendar day the reminder was set for.

**Alarm** displays the time the alarm was set for that reminder.

**Ntc** displays the number of days notice you get in advance of the reminder's due date. For instance, **7** means that you'll start seeing the reminder 7 days in advance.

**Nag** displays important reminders that will remain in the box until you delete it.

**Freq** displays the frequency in which the reminder is displayed. For example, a birthday would be displayed as "1 yr" where a mortgage payment would be displayed as "1 mo".

**Reminder** displays the reminder text that you entered on the "Add a reminder" screen.

Click **Cycle** to move the reminder forward by the frequency it is set to. For instance, cycling a birthday on June 16, 1996 would reset the reminder to June 16, 1997.

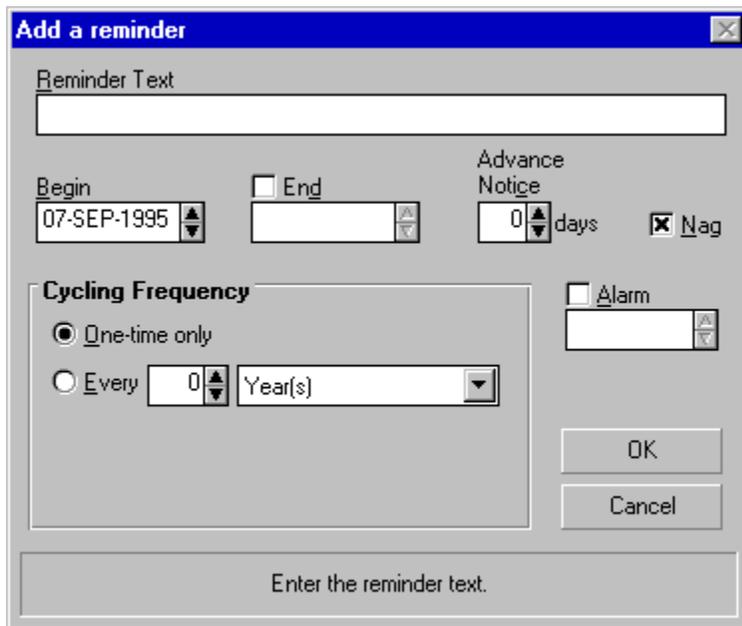
Click **Add** to add a reminder using the [Add a reminder](#) screen. (You can also perform this function by simply pressing the **Insert** key.)

Click **Edit** to change a reminder using the [Edit a reminder](#) screen. You must first select a row prior to clicking the **Edit** button. (You can also perform this function by simply pressing the **Enter** or **Return** key.)

Click **Delete** to remove a reminder. You must first select a row prior to clicking the **Delete** button. (You can also perform this function by simply pressing the **Delete** key.)

## DigiDay Add a Reminder Screen

Click on the part of the screen you want to learn about:



The screenshot shows a dialog box titled "Add a reminder" with a close button in the top right corner. The dialog contains the following elements:

- A text input field labeled "Reminder Text" at the top.
- A "Begin" date field showing "07-SEP-1995" with up and down arrows.
- An "End" date field with a checkbox to its left.
- An "Advance Notice" field showing "0" days with up and down arrows.
- A "Nag" checkbox with an "X" icon.
- A "Cycling Frequency" section containing:
  - A radio button for "One-time only".
  - A radio button for "Every" followed by a field showing "0" and a dropdown menu set to "Year(s)".
- An "Alarm" checkbox with a field to its right.
- "OK" and "Cancel" buttons.
- A footer area with the text "Enter the reminder text."

Use the **Reminder Text** box to enter your reminder descriptions.

Enter reminder **B**egin date (F3=today, F4=show calendar). Use the left/right arrows, then the up/down arrows --or just start typing.

Click inside the **End** check box prior to entering the reminder expiration date (F3=today, F4=show calendar). Use the left/right arrows, then the up/down arrows --or just start typing. The default date is also the current date.

Enter the number of days in advance you want to see a reminder in the **Advance Notice** spin box

Click **Nag** to nag yourself about important reminders. When **Nag** is checked, this indicates that the reminder will remain in the main listbox until you delete it.

Click inside the **Alarm** check box prior to entering the time the alarm should sound (F2=clear, F3=current time). Use the left/right arrows, then the up/down arrows --or just start typing. When you enter an alarm time, another checkbox appears titled **Hide Today**. If you check this, the alarm will not appear on the main list if you are looking at the **Today** reminders. This allows you to have lots of alarms without having them clutter up the main list.

Click the **One-time only** button if you do not want the reminder to be repeated

Click the **Every** button if you want the reminder to be repeated.

Enter the number of periods between each occurrence using the spin box.

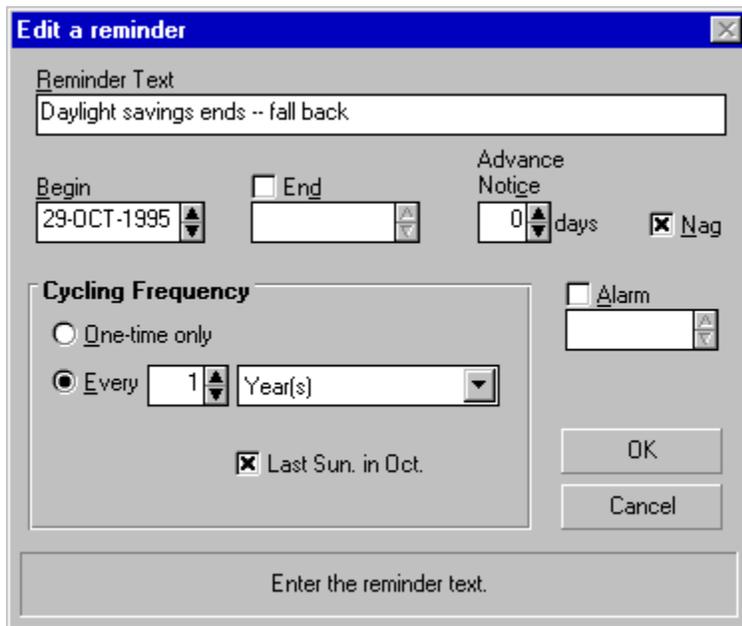
Select the frequency type using the pull-down (days, weeks, months or years). This will indicate how often the reminder will occur. You will also notice that check boxes may appear below the selection box. This will enable you to set the day of the week rather than a specific date. For instance, "First Monday in August" instead of August 1.

Click the **OK** button to exit this screen and save your changes.

Click **C**ancel to exit this screen without saving your changes.

## DigiDay Edit a Reminder Screen

Click on the part of the screen you want to learn about:



**Edit a reminder**

Reminder Text  
Daylight savings ends -- fall back

Begin: 29-OCT-1995     End    Advance Notice: 0 days     Nag

**Cycling Frequency**

One-time only  
 Every 1 Year(s)  
 Last Sun. in Oct.

Alarm

OK  
Cancel

Enter the reminder text.

## Help Instructions

You can find information in DigiDay's On-Line Help by using the index or the Search feature. To return to the Help Index after you read the instructions below, click the **Back** button or press the **B** key.

For complete instructions on how to use Help, press the **F1** key while the Help window is active.

### To use the Help Index

- ▶ Do one of the following:
  - Click an underlined topic.
  - Press the **Tab** key until you highlight the topic you want, and then press the **Enter** key.

### To scroll in the Help window

- ▶ Do one of the following:
  - Press  
↑ and  
↓.
  - Use the scroll bars with the mouse.

### To return to the previous topic

- ▶ Click the **Back** button or press the **B** key.

### To open the Search feature in Help

- ▶ Click the **Search** button or press the **S** key.

### To close the Help window

- ▶ From Help's File menu, choose Exit (**ALT, F, X**).

## Suggestions

If you have suggestions for new features, or comments about errors, omissions, or validity of the information presented, please send them to one of the addresses below:

**Internet**

suggestions@visionx.com

**U.S. Mail**

DigiDay Editor

Vision X Software, Inc.

761 Sproul Road, #211

Springfield, PA 19064

Please note that we receive a large number of suggestions and comments regarding all DigiDay products and are unable to respond directly to each one. However, be assured that your recommendations, ideas and remarks are recorded and help shape the future versions and volumes of all DigiDay products.

