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Help for Windows Reminder v2.0a.

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Registration Fee: $59.95, which includes a program, CalPrint, that prints monthly calendars with your items in each day.
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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
       Airplane leaves at 8:45.

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. Reminder can also print reports with details on how long each item took to complete.

Windows Reminder uses DDE, see DDE with Reminder, so you can automatically generate a number of reports such as status of a project, time logged or month end reports by category or all categories.

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 enter an item with the "+" key.
You only need three pieces of information.
1. A date
2. A category and
3. A note.

A category is set to the default unless you create a category by typing a new one in.
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 more information on different uses, see the Reminder Uses section.

WININI settings

Reminder uses the following setting in WIN.INI.   If they are not there, the defaults are used.
[Reminder]

3D	puts 3D effects in dialog boxes, default is on, 1, off 0.
DialCmd	the Dial command that starts with AT, default is ATV1L0DT.
GraphFont	the Font name to be used in the graph & report, default is Arial.
GraphSize	the Font Size to be used in the graph, default is 12.
HealthTime	the number of minutes to wait before a sound is played, must be 1 - 59, 0 turns the sound off.
HealthMsg	the Health Message that is played.
Merge	the name of the file to be merged with the current list.
Modem	the Com port to use and setting - default is COM1,T,2
Path	full path name, ending with a "\", to the data files.
Prefix	the prefix to be placed in front of the dialing number.
ReportSize	the Font Size to be used in the Report, default is 12.
RptBars	the default characters used for the day separators found in the Preview dialog.
RptTitle1	the default Title 1 to be used in the Report.
RptTitle2	the default Title 2 to be used in the Report.

Note: See the Internationalization section for more uses.

The following alarm settings need to be added to the existing [sounds] section if one already exists.

Alarm	the sound that is played when an alarm goes off.
Hourly Chime	the sound that is played on the hour.
Half Hourly Chime	the sound that is played on the half hour.
Quarter Hourly Chime	the sound that is played on the quarter hour.

Here is an example of how to set it up.

```
[sounds]
Hourly Chime=chord.wav,Hourly Chime
Half Hourly Chime=ding.wav,Half Hourly Chime
Quarter Hourly Chime=chimes.wav,Quarter Hourly Chime
```

Once you type this in and save the WIN.INI file, you can change the sound that is played by using the Control Panel application and selecting the Sound setting.

Note: The chimes will only go off if the Options Alarm dialog box has the check-box marked.

Internationalization

Windows Reminder supports Internationalization for the date and time displays.
The setting in WIN.INI that Reminder looks for in the [intl] section are:

s1159	AM character- default is "**a**"
s2359	PM character - default is "**p**"
sTime	time separator - default is "**:**"
sDate	date separator - default is "/"
sShortDate	short date format - default is **M/D/Y**
iTime	0 = 12, 1=24 hour format - default is **0**
iDate	0 = m/d/y 1 = d/m/y 2 = y/m/d - default is **0**

The settings in WIN.INI that Reminder looks for in the [Reminder] section are:

sDays	The three character days - default is "badSunMonTueWedThuFriSat". If you want all the days in lower case, you would have "badsunmontuewedthufrisat".
sDays1	The 1 letter character used in Calendar - default is "SMTWTFS". If you wanted all lower case, you would set the string to "smtwtfs".
1-12	The months used for Calendar - default is 1="January" 12="December". Note: month can be up to 13 characters.

Networks

Reminder uses the following search routine to determine where the data files are.

1. The full path and filename from the command line.
2. Current directory
3. Checks the WIN.INI file for the [Reminder] path= location of the files.
4. Directory where Windows Reminder is loaded from.
5. Directory where Windows was started from.

Reminder Uses
Here are some of the different uses of Windows Reminder.
For work:
Meetings   Project name Reports   Lunch   Calls   Auto Dialing

Reports are generated very quickly along with a time log of each event.
See the <u>DDE with Reminder</u> section for more details.
Repeat feature for daily, weekly, monthly, yearly and end of month times.

For health at the computer:
The HealthTime allows you to set an hour interval that will play a Beep or Sound file.   Some examples are to "Check your posture" or "Excerise your eyes".   See the <u>WININI settings</u> section on how to set this up.

For the home:
Child's names can be used as the category entry so you can see at a glance which child has to be where for what event.

Birthdays   Anniversaries Child 1   Child 2   School   Practice
Vacation   Auto Dialing   Ticket schedules

When you are adding Birthdays and Anniversaries into *Address Manager*, which is distribution by Wilson WindowWare, all you need to do is press the **To Reminder** button to automatically transfer all the names, birthday, and anniversary information at once.

For other time related items:
Medications   Car related maintenance   Bill paying   Doctor visits

To create a new category, just enter it in when you enter the item.   You can also set up all you categories at once by using pressing the F4 key or select the Category Add menu.
You will be shown a dialog box in which to enter a category name.   See the <u>Category Dialog</u> 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 what you want to be reminded about.
You attach a category to each item so that you can quickly view all related items at one time.   An example of this is all the doctor visits, or meetings in a month.   Attaching a category also allows you to quickly generate reports for more than one purpose.

The least amount of information you need to create an item is
      1.   a date (this defaults to todays date)
      2.   a category (which you can select from a list) and
      3.   a message.
Power Users

Hilighting an item and selecting the "Phone" button, , on the control bar will allow you to quickly dial that number.

After you have your list made up, you will want to explore the power.of DDE with WinWord, Excel and Visual Basic to see how to automatically generate reports and time spent on each item.

Keyboard

+   Add a new Item
-   Delete currently selected item
Enter   Change currently selected item
Space   Check item as done.

F1   Help
F4   Add a new Category
F5   Add a new Item
F6   Delete currently selected item
F7   Change currently selected item
F8   Check   item as done.
F9   View items in the past
F10   View items for today
F11   View items for the future
F12   View items that are done

Ctrl+Ins   selects the Copy menu
Shift+Ins selects the Paste menu

Menu Commands

File	Allows you to Print.
Edit	Allows you to add, modify and delete items.
View	Allows you to view the items you want.
Category	Allows you to add, modify and delete items.
Options	Allows you to customize Reminder for your needs.
Window	Allows you to display the windows you want.
Help	Allows you to access this Help file.

Control Bar

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

The first button you see is for bringing up the Calendar program.
The second button is used from bringing up the Phone Dialer dialog.
The third   button is used to display and hide the graph that shows scheduled times.

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

You can adjust the width of each column by placing the mouse where the arrows are

pointing.   The mouse will change to a **left and right arrows** cursor, when you are over an area to slide.   You can slide in either the left or right directions, but not less than the text being displayed.

You will need this when you select the Preferences to display both the Day and the year. Reminder will remember the position from the previous session and it will also change how the text is spaced when you print.

Calendar

Use can start the Calendar program from the Window Show Calendar menu, from Program Manager, by clicking on the Calendar Icon on the Control Bar or clicking the Calendar Icon in the Enter Item dialog.   Calendar is a stand-alone program so Windows Reminder does not need to be running to work, although it is only distributed with Windows Reminder.
You can quickly move Calendar 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.

Clicking in the middle will bring you back to the current month and year.

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 it's "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.
While the Item dialog is displayed, to enter a new time or change the existing time, just **single-click** the **right** mouse button on the time you want.   Times between 7:00AM and 11:59AM already default to PM unless you put the "a" for times before after the time.   If you want PM times, then you select a date greater than 12 (which is 24 hour format).   If you want 1:00pm, select the 13th date which tells Reminder to use the 13th hour of the day.   To get 8:00pm, you would select the 20th, otherwise just 8 or 8:00 would default to 8:00AM.

Closing Calendar automatically.
In the Options Preferences, there is a checkbox that asks you if you want Calendar to close when reminder is closed.

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 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 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 gives you access to print your to do items.   You use the View sub-menus to select what category of items you want selected, and also the past, present, future and done items.   What you see is a list of the items to print.   The File Print menu will allow you to further customise your report in the following ways.

To set the default report titles, see the WININI settings section.
For better looking reports, make the "Start/End report character" and "Day seperator character" either a "-" or "=" so that a smooth line is made.   Otherwise the selected character will be used.   The "Suppress same day" check box so that the day and date do not repeat.   Try the Print Preview menu to see how this looks.   To set the date ranges, just supply the beginning and ending dates to print.
Hint: You can enter the dates with the Calendar program.   Once in Calendar, pressing the left mouse button places the selected date in the beginning field and the right mouse button places the selected date in the ending field.

Save settings	Saves the contents of WIN.INI and preferences to disk. This is **only** necessary, if you want to make sure your information is saved before you know you are going to run a program that may crash the system.
Merge file	This will read in the "merge.txt" file if one is found. The format is the same as when pasting items from the clipboard. You can also pass shared items to others to be merged into their list of items to do. You can do this by selecting the items you want, then selecting the Edit Copy menu item to place the items to the clipboard. Once on the clipboard you can save them to a file using Notepad, and then giving the file to who needs it. Note: You can change the name and path of the file to be merged by placing merge= in the [Reminder] section of WIN.INI.
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 allows you to maintain your items.

Copy	Saves only what you have selected to the Clipboard. You can select one or many items with the mouse by holding the mouse button down and dragging. To select separate items not next to each other, hold down the Ctrl key while clicking on the item. See <u>Copying data from Reminder</u>
Paste	Copies text items from the clipboard to create new items. See <u>Pasting data to Reminder</u> **Note:** Don't do this twice unless you want duplicate items.
Copy All	Saves all the items that are displayed. To change which items are displayed, use the <u>View</u> buttons.

Add...	**F5**	Add or enter a new <u>Item</u>.
Delete...	**F6**	Delete selected item(s).
Change...	**F7**	Change a selected item.
Check	**F8**	Mark the selected item(s) as done.

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

All items		Shows you ALL items no matter what.
Past	**F9**	Shows you items that came before TODAY.
Today	**F10**	Shows you items for TODAY only.
Future	**F11**	Shows you items that come after TODAY.
Done	**F12**	Shows you items that are marked as "done".
Select All		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.
View All		View ALL the categories.

Individual categories.

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 allows you to maintain your categories.

Add...F4	Add a new category
Delete...	Displays only the categories **not** in use so you can delete them.
Change...	Change the name of a category
Defaults...	Sets graph color bars of each category and default values when a Category is selected.

Category names are limited to a-z and A-Z, and no spaces.   Upper and lower case is used only when you create the category the first time.   This is used to prevent duplicate categories.

The Personal check box will allow you to set this category as *personal* so that it does not show up on any "automatic" reports by accident.

The **Category Defaults** menu allows you to set the default values that will automatically be set when a new item is being created.   These defaults will also take effect when an item is added from the clipboard and via DDE.   This is where you can set the different colors of each category.

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

Alarm...   Allows you to set the sound and optional chimes.   If you have multimedia installed, the setting you have defined in control panel are used.

Preferences*...   Allows you to set the way *you* like to see the information.*

Run...   Allows you to <u>Run</u> other applications and DDE conversations.

Dial...   Allows you to have your modem <u>Dial</u> a phone number for you.

Graph...   Allows you to set how the <u>Graph</u> is displayed.

Health Msg...   Allows you to set a sound file to go off every part of an hour. Setting the interval to 0 will turn the sound off.   Setting the interval to 20 will have the sound played every 20 minutes. Setting the interval to more than 30 will only play the message once per hour.   The sound file can be any *.WAV file that you supply.   If it is not on the path, then provide a fully qualified path. Something you might use is "Check your posture", "Move your neck around", or "Break time".

*   The preferences dialog allows you to customize how Windows Reminder works.
You can:
Turn color on and off when you use a black and white display.
Turn off the Delete confirmation dialog.
Save deleted items to a file.   Each item is saved in a file called `itemsYMM.DEL`, where Y is the year and MM is the month.   The date you marked the item as done will be saved in the file for report purposes.
Set the date to display the year.
Hint: If the full text of the day is not shown, use the <u>Slider Bar</u> to to adjust it.
Choose **not** display each due item at start-up time.   This feature can still be over-ridden with the "NAG" option on an item by item basis.
Set the default setting for "Business Day only" in the alarm message.   When a date is bumped to the next week or month, it will make sure it is not on a Weekend.   It does not exclude holidays.
Display the date along with the time in the icon area.
Do **not** display items that do not have a time such as birthdays.
Close the Calendar program when Reminder closes.

Window

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

Show Calendar Starts or displays the Calendar program .   If you have your own calendar program you prefer, just add the desired program name after the "cal=" line in the [reminder] section of the WIN.INI file.

Show Control Bar   Allows you to show or hide the Control Bar

Show Graph Allows you to show or hide the Graph Schedule.

The Graph Window provides you with many features.   While it displays a graph of your scheduled times, it also allows you enter and edit items by clicking in the graph in the desired day and time.   If the item is already entered, double-clicking on it will bring up the item for changing.   The color of each item depends on the category which can be changed with the Category Defaults menu.

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

Dialogs

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

Action	Select which alarms you want to hear.
Alarm Message	What you can do when an alarm goes off.
Category Dialog	Allows you to change a category name.
Item	Allows you to enter new items.
Run	Allows you to start other programs.
Dial	Allows you to dial a phone number.
Graph	Allows you to change the graphing options.

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.

Nothing	Dose nothing when the time is reached.
Show Message	Displays the messages you typed in. See the <u>Alarm Message</u> section for more information.
Show Item	This will bring up the <u>Item</u> dialog box.
Run	Runs an application or file extension you supply. This is useful for starting other applications or bringing up a text file for additional notes. You can do this by just entering in the file name like *COMMENTS.TXT*.

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Run with prompt	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 <u>Run</u> dialog for more information.
DDE	Starts a DDE conversation with the specified application.
DDE with prompt.	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 <u>Run</u> dialog for more information.
Dial	Displays the phone dial dialog box with the second line of the Item dialog box being the phone number you want to dial.

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.

Mark as Done	This will check the item as done. Use with the Ok button.
Note	Displays the message you entered.
Note 2	Displays the second message line you entered.
Re-schedule	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.
Reset Time	Snooze or Repeat the alarm in X minutes from now. Must be used with the "Reset Time" button.
Business day only	This is for the Reset Day option below only. When it is checked the day is made to not fall on a weekend. The day is moved to the next business day. This can be set to always be on in the Options Preferences dialog.
Reset Day	This allows you to quickly change the date for tomorrow, next week, next month or any number of days with the "other" selection. The "other" option only works for days for now.

Hint:Hole the SHIFT key down while you press the "OK" button to stop the rest of the messages from comming up.   When Reminder starts, it checks your past items and items that need to be done for the day and displays this dialog box.   Where this comes in handy is when you exit Reminder and start it within the same day, or you don't have time to go through all the past items.

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.

The "Reset Day" button allows you to quickly change the date to tomorrow, next week, next month or any number of days with the "other" selection.   The "other" option only works for days for now.   If you check the "Business day only" box, the Reset Day option tells Reminder to make sure that the day does not fall on a weekend.   The day is moved to the next business day.

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.

To change the name of a category, select the Category Change menu.

From   This will be the old name of the Category.
To   This will be the new name of the Category.

Item

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

For an easier way to bring up this dialog with the date and time already filled in, double click in the Graph at the desired day and time.   For far off dates, you can also double click in the Calendar program.

Done	Check box
Category	*required.* Create new category with the F4 key.
Calendar Icon	When you click on this icon, the Calendar program will come up and align itself on the left of the dialog for easy entry.

Date *required.* 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.

Hint: For an easier way to enter in the date, use the Calendar program with a double click of the left mouse button.

Time *not* required.   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.

Hint: For an easier way to enter in the time, use the Calendar program with the *right* mouse button.

Note: 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 12-6 are made into PM unless "a" is placed at the end.   12:00am - 12:59am are entered as 0:01a - 0:59a.

Note: Not using the time option allows you to make this a Priority, department list or whatever *you* want to sort on.   See the Alarm setting section for more information.

Length	*not* required. This field has one format, but you have to decide on if you are going to use whole hours or minutes. You will usually modify this value after you have finished the item so that your reports have the correct amount of time logged. For the graph window, values 1-9 are treated as hours, all others values > 9 are treated as minutes.
Warning	*not* required. This field is used to set how far in advance you want to be notified of the event.
Action:	*required.* Here you are allowed to take the following actions when the alarm goes off. See Action for more information.
Note	*required.* Free form text. To get additional lines, see the **Run** option in the Action dialog for more information.
Note 2	Free form text. The text "Note 2" will change depending on the Action item selected. If you select the Dial Action, the word "Dial" will be displayed.
Notes button	Press this button to enter notes for this item. You can use a file name in the "Note 2" line so that if you want, you can start Cardfile or your editor of choice. If nothing is entered in Note 2, the default is to start Notepad. After you have added a note, you need to place the full path name, including the drive letter, of the file in the Note 2 section for easy reference.

Repeat   This is a checkbox that needs to be set for the repeat feature to be set.   It is checked automatically if you select one of the repeat items.   You can easly turn off the repeat option by un-checking the Repeat checkbox.

Nag   This is a checkbox that you can set to have this item display when you first start Reminder.   When this is checked, it will over-ride the "Don't display past items on startup" option.   Setting this Nag switch allows you two functions.   1. A repeat item will not be bumped to the next date until it is marked as DONE.   2. Even if the Option Preferences "Don't display pass items" box is check, this will over-ride it and display it.

Add   this will add the item to your list and works with the Enter key.
Close   this will close the dialog box and works with the Escape key also.

Note: If the alarm goes off while editing an item, this dialog is closed automatically so that you can answer the alarm.

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.

Note   Displays the note you entered for this action.
Run   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.

calc   Starts the Calculator application
test.xls   Starts Microsoft Excel with the test.xls file

Dial

There are four ways to get to the Dial dialog.   The first way is when you set an alarm and you specify the Action of "Dial".   You can also get to the Dial dialog by selecting the Options

Dial menu.   You can also select the "Phone" button, , on the control bar.   The fourth way is to have a DDE Client program send a DDE Execute Command with the name and phone number desired.

Note	Displays the note from the selected item.
Number	Displays the phone number for the selected item or enter the phone number you want dialed.
Prefix	Enter the prefix to be added in front of the phone number. An example you might use is "9" to get an outside line or "*70" to turn off the "Call Waiting" feature.
Use prefix	Select this if you want to use the prefix.
Ok	this will dial the number.
Cancel	this will close the dialog box and also works with the Escape key.
Setup >>	this will allow you to change the default setting to your modem.

To change the default dialing string command, ATV1L0DT, that gets sent to the modem, you can create a DialCmd= in the [Reminder] section in the WIN.INI file.   The Prefix= line is also kept there.

Graph

You can display the Graph by selecting the Window Show Graph menu.   To set how the graph looks or is presented, you can select the Options Graph menu or once the graph is displayed, double click in the left side of the graph where the dates are displayed.   Once the Graph Settings dialog is up, here are what the fields do.

Hint 1: For easy reference, today is displayed with a blue horizontal line.

Hint 2: For items not within the displayed time frame, a ."«" symbol is shown for times before the time and the "»" symbol is shown for times after the time frame.   This way if you have the times set for 8 to 5, and you have something scheduled at 7:00 that night, you will see the "»" at the end of that days line.

Hint 3: Double-click in the graph area to bring up the Item dialog with the date and time already filled in.   The date and time are determinded by the area of the graph you double clicked on and the default setting provided in the Category Defaults menu.

Hint 4: Double-click on an existing graph item will bring up the item so that you can see or change it.

Start day	This is the day that the graph starts with. If you select "1st", then today is always displayed at the top. If you select "2nd", then today is always displayed as the second line on the graph. If you select "Last", then today is always displayed at the bottom. If you select "Center", then today is always displayed in the middle of the graph. If you select "Sun", or another day, then the day selected will be at the top and today will just fall in line. An example is if you select "Mon" and today is Wednesday, then Monday would be the first line and today, Wednesday, would be the on the third line.
# of days	This is the number of days you want to see on the graph.
Start time	This is the starting time of the graph.
End time	This is the ending time of the graph.
Hour interval*	This can only be set to hour, 1/2 hour and 1/4 hour increments. This setting will effect the time you get in the Item dialog in the time field.
Pen width*	This sets how thick the lines will be on the graph.
Horizontal lines*	This determines if horizontal lines are displayed or not.

* These items will change the sample graph to reflect the changes you are asking for.

Importing and Exporting Data

Reminder has a number of ways of importing and exporting data with other applications.

Two ways are to use the Clipboard.
Copying data from Reminder   Transfers data to the clipboard.
Pasting data to Reminder   Transfers data from the clipboard.

Two other ways are to use DDE.
Poking data to Reminder An application sending data to Reminder.
Requesting data from Reminder An application getting data from Reminder.

Deleted items are saved to a text file if the Options Preference is selected.   Each field is separated with a TAB and at the end of each line is the actual date you marked the item as done.   This makes it easy to generate reports with time related information.   It sets the way you want to see the date displayed, with the day or year.   Each item is saved in a file called `itemsYMM.DEL`, where Y is the year and MM is the month.

Items added in this fashion will use the default setting set in the Category Defaults menu.

Copying data from Reminder

When Reminder copies information to the Clipboard, the data is in text (CF_TEXT) format and each field is separated with a TAB.   This allows for easy pasting to Word processors and spread sheet programs.   Reminder will place all the items currently viewable into the clipboard.   So, if you want to select just a small amount of data to the clipboard, you will have to set up the View Category menus and Past, Present and Future buttons to just display the items you want placed on the clipboard.

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.

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.

Starting other applications
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.

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
```

To poke an item to Reminder, you need the following information.

```
      Application = Reminder
      Topic = Item
      Item = Item
      Data = 1/1/93 Holiday New Year's Day
```

In this example, January 1 of 1993 would have a Category of Holiday, and the text would be "New Year's Day"

Address Manager, which is distribution by Wilson WindowWare, uses DDEPOKE to automatically transfer all the names, birthday, and anniversary information into Reminder with the **To Reminder** button.

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.
N   number of items found, this is good for building arrarys in spreadsheets.

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, default to current year
M=5,3   Returns all items for the month of May, in year 1993

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.
n m=5	Returns me the Number of 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.

```
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 Client
Reminder as the Server

To use Reminder as the Client, enter one of the following DDE commands in the Run dialog.
Execute Command
Poke Command
Request Command

Reminder as the Client

Windows Reminder will work as a DDE Client after you have started a conversation with it using

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

Enter one of the following keys to send the desired DDE command(s).

=Execute	Execute a command in the other application
=Poke	Poke information to the application
=Request	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.

Reminder as the Server

Windows Reminder will work as a DDE Server after you have started a conversation with it using one of the following keywords for the Topic.   The AppName is always Reminder.

AppName	**Topic(s)**	**Item(s)**
Reminder	Items	This is the one you use to get data items.

Following are the System topics Reminder supports.

Reminder	System	
		Formats
		SysItems
		Status
		Category

Poke Command

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

Here is how to use the **Poke** command.
=Poke 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
Reminder can both send and receive the DDE Execute command.

The only Execute command Reminder supports at this time is the "Dial" command.   The form it is expecting is
> **Dial** Name Phone number

where Name is optional.   The name field has no purpose other than it is displayed on the "Note:" line when the dialog is displayed.

You use the Execute command to tell the other DDE 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 set of tasks that can also call 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 get the value referenced by the name "Total" in the WorkSheet titled "Sheet1" in Excel.
> **=R** Excel Sheet1 Total

If you want to get the "Categories" that Windows Reminder has, you can do so by requesting the following Topic and Item:
> Reminder System Category

and Reminder will pass back the Categories with a TAB between each item in the list.

Hint: Characters can be in upper or lower case.

Hints and Tips

To get additional lines or notes for an Item, just select the **Run** action item and enter a file name like *COMMENTS.TXT*.   When the alarm goes off, Reminder will automatically open the file, or any file with the program that is set up inside of the [extensions] section of the WIN.INI file.

How to get the most out of this program.

Windows Reminder provides you with a program called Cal, that will print a monthly calendar and you have the option of placing your items in each date for a quick easy reference.

You can use the Calendar program, CAL.EXE, to start up Reminder.
Use Calendar to enter dates and time - it's fast and easy.
Use the Graph to enter dates and time - it's fast and easy.
Use the Graph to double-click on entries to bring them up for viewing or to modify them.
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!
Use *Address Manager* to enter in all your dates and anniversaries quickly.
Use Reminder for tracking length of time each item took to complete.
Saving deleted information to a file allows you to also track when items were marked as done.

Setting the alarm.
If the alarm doesn't come on, see the <u>Alarm setting</u> section.

Limitations.
While Windows Reminder will allow an unlimited number of items, the display area can only display around 900 items.   Now this 900 limit is not exact because it is determined by the amount of text in each item.   The 900 item comes from an estimate that each item has an average message length of 30.

Graph will only display 60 days and 150 items.
There can only be 64 Categories, each is limited to 20 characters without spaces.