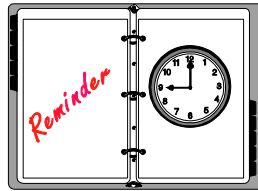


Welcome to Reminder for Microsoft Excel



(Version 1.0)

Registration and Distribution

Thank you for your interest in Reminder for Excel. This application is shareware and can be used free of charge on a two week trial basis. If you like Reminder and wish to continue using it after that time, a \$5.00 registration fee is required. A registration form is attached to the end of this file for your convenience. I generally try to distribute my software for free, but escalating costs are forcing me to try to recoup some of my losses. As an added bonus however, registered users will receive a free copy of an additional application for Excel (see the registration form at the end of this file for details). In addition, you shall also be notified of the next upgrade of Reminder for Excel and can download and use it at no additional charge.

Please feel free to distribute Reminder to anyone in our universe, or any parallel universes that you may happen to visit. I also encourage you to upload it to any BBS or on-line service to which you might belong. However, please distribute it as the zip file REM4XL10.ZIP. Any modification of this software, sale for personal gain or use of the contents for development of another application or product is forbidden.

I have tested Reminder on a variety of computers and it appears to be free of bugs and completely compatible with Windows and Excel. However, there is no warranty either expressed or implied and no liability will be assumed for any consequences which may result from its use. Use it at your own risk!

I apologize for rambling on about these issues, but we live in an age of disclaimers and I didn't want you to feel cheated. I hope you find Reminder to be a useful tool for Excel. If you have any suggestions, comments or complaints, please be sure to mention them on your registration form.

Reminder

Reminder is a simple, yet powerful add-in for Microsoft Excel 4.0 or higher that does what its name implies. It allows you to schedule events which Excel will then remember. When the set time for the event arrives, Excel reminds you with an alarm and a message, and will also open a pre-appointed file if you desire. It functions much like the scheduling software that comes with many Windows front ends (Norton Desktop, etc.), but its more powerful, easier to use, uses only a fraction of the memory and works exclusively in Excel.

To use Reminder, simply put the REMINDER.XLA file in your Excel startup directory, usually C:\EXCEL\XLSTART or use the Excel Add-in Manager to add it to the startup list (Choose Add-ins from the Options menu, then choose Add and select the REMINDER.XLA file). When you start Excel, there will be an additional command added to the bottom of the Options menu called Reminder. Selecting the Reminder command displays the Reminder dialog box. Reminder is designed to be polite and user friendly, so you can probably use it without reading these directions. However, they will give you some insight into the logic and details behind the program.

The top half of the Reminder dialog box is designed to set new events, while the bottom half displays a list of any pending events. To set up an event in Reminder, simply type in the date and time when you want to be reminded (the current date and time are displayed by default), select the appropriate button, to display a message or open a file, then type the message or the name of the file to open in the appropriate box. Choose the type of event (one time, daily, etc.), then just click the Set button or hit Enter, and your event will be scheduled and displayed in the list box in the lower left half of the dialog box. When you are finished setting events, just click the Close button. I'm sure you will find it quite easy.

The date and time entry box will accept most text formats for the date and time. For example: 8/17/94 6:10 PM; August 17, 1994 6:10 PM; 8-17-1994 18:10 are all acceptable entries. You can also use different combinations of these date and time formats. If you enter a date or time that Reminder doesn't understand, it will let you know.

If you choose Display a Message, Reminder will simply sound an alarm and display whatever message you typed into the Message or File edit box when the event time arrives. (You can generate hard returns when typing in the Message or File edit box by using Ctrl-Enter.) While this can be very useful for maintaining reminder notes, Reminder's real power is its ability to open files. If you choose Open File, Reminder will sound an alarm at the appointed time and open the file that you typed in the Message or File edit box. This allows you to schedule your daily, weekly and monthly spreadsheet tasks automatically in Excel. If you can't remember the name of the file or path, click the Browse button and a file list dialog box will be displayed. Simply select the file you want to open and click OK and the file name and path you selected will automatically be displayed in the Message or File box.

Unless you work in the same directory all the time, it is important that you specify the path to the file you want opened. For example: C:\EXCEL\EXAMPLES\AMORTIZE.XLS. If you don't specify the path, Reminder assumes it is in the current directory. This is not a problem if you always work in the same directory, but if you happen to be working in a different directory when it comes time for Reminder to open the file, Reminder won't be able to find it. That's why the Browse button is so convenient since it automatically returns the path and file name for the files you select.

Before opening any file, Reminder will display a message to confirm that you want the file opened at that time. This gives you the option of changing your mind if you are working on

something else and don't want to be interrupted.

Reminder also gives you the option of setting up daily, weekday, weekly and monthly events, in addition to scheduling one time events. Just choose the appropriate option button from the list. Monthly events can be scheduled for any day of the month but since February only has 28 days, any event scheduled on the 29th, 30th or 31st will revert back to the 28th regardless of the month.

Once you have all the event parameters specified, click the Set button. This will schedule the event and add it to the event list. The dialog box will remain open to allow you to schedule more events. Just choose the Close button to remove the dialog box. Choosing the close button will not execute an event and add it to the event list, you must click the Set button first to schedule the event.

The bottom half of the Reminder dialog box lists all the pending event times and provides tools to edit and delete them. The list box on the lower left lists the date and time of all the events. To see the message or file associated with an event, just click on it with your mouse and it will appear in the message box on the lower right. Clicking the Delete Event button deletes the selected event. To edit the selected event, click the Edit Event button. This will transfer the information for that event to the top of the dialog box where it can be edited. Once you've made the desired changes, just click the Set button or hit Enter to save your changes. Clicking the Close button before clicking Set will discard any changes you made to the selected event. You must complete the edit by selecting Set or Close before you can choose another event; you'll notice that the Event selection box has been dimmed making additional selections impossible.

In an effort to be as polite as possible, Reminder allows you to configure a number of default settings. You can access these settings by clicking the Default Settings button in the lower left corner of the Reminder dialog box. This will bring up another dialog box that displays a number of options. You have the option of assigning a short cut key to Reminder. By default, Reminder does not have a short cut key, it must be accessed by selecting Reminder from the Options menu on Excel's main menu bar. To assign a shortcut key, simply choose that option and type in the shortcut letter of your choice. There is one caveat however. Reminder must be resident in memory for the shortcut key to work.

You have the option of keeping Reminder memory resident or swapping it to you hard drive. Either way, Reminder will be fully functional, except for the shortcut key option, which requires the memory resident mode. Reminder uses approximately 20K of RAM when memory resident. While this is only a fraction of the memory used by most scheduling software, you also have the option of swapping Reminder to your hard drive. In this mode, it uses virtually no RAM. The tradeoff is obviously time. If Reminder is memory resident, it displays its dialog box and events almost instantaneously, otherwise, it takes a few seconds to retrieve them from disk. If you're like me and are operating Excel with 4 MB of RAM, you may want to run Reminder in non-memory resident mode so that it doesn't use up your precious RAM. Windows will probably end up swapping it to disk anyway. However, if you have 6 MB or more, you may as

well keep Reminder memory resident. Give both methods a try and see which you prefer.

Reminder also allows you to customize the alarm sound it makes. By default, it will just use the default beep that you have specified in Windows. If you don't have a sound card, this is usually just the regular beep that your computer makes when you hit the wrong key. If you have the system sounds disabled in the Sound section of the Windows Control Panel, Reminder makes no alarm sound by default. If you have a sound card or the Windows sound driver for your PC speaker, you can have Reminder play any Windows .WAV file as the alarm. Simply select the .WAV file option button and the Default Settings dialog box will expand to include a file selection dialog box. Either type in the path and name of the .WAV file or select it using the dialog box. The file C:\WINDOWS\DING.WAV is chosen by default.. This field must contain a file name or you won't be able to close the dialog box. **Clicking OK will not close the dialog box until there is a file name in the file selection edit box.** This is a requirement of all Excel file selection custom dialog boxes, and allows you to enter wildcards to limit the files that are displayed in the file list box without closing the dialog box.

You also have the option of choosing the number of times Reminder sounds the alarm when reminding you of an event. You may want to choose a value greater than 1 if you are using the default beep or a short .WAV file.

General Information

Obviously, Excel must be running for Reminder to notify you of events. If Excel is running in the background as an icon, the alarm will sound and the icon will flash when an event occurs. Double-clicking the flashing Excel icon will bring up the Reminder message. If you are a frequent Excel user as I am, you could put Excel in your Windows Startup group and have it run as an icon when you aren't using it. This keeps Reminder active to remind you of any pending events.

Reminder messages for events that passed while you weren't using your computer are always displayed the next time you start Excel. The past messages are limited to one reminder for each event. In other words, if you have a Reminder event set to display a message daily and you don't use your computer for a week, you will not be assaulted with a message for each day that has past. Reminder will display the message only once to remind you that it passed.

Troubleshooting

I have done a great deal of testing with Reminder and it should be free of bugs. Reminder stores all its events and messages in a table on the add-in sheet. If for some reason the table becomes corrupted, Reminder will probably display the wrong message or fail to operate properly. If this should occur, you will have to install a virgin copy of the REMINDER.XLA file or restore it from a backup that was made before the file was corrupted.. As with any software, you should make a backup of the original file and keep it in a safe place.

When files are opened by Reminder, any Auto_Open macros which would normally execute when opening the file manually will not be executed by Reminder. You will have to

execute the Auto_Open macros manually by choosing Run from the Macro menu and selecting Auto_Open.. Please let me know if this is an inconvenience to you and I will send you a "fixed" version as soon as possible. I will probably provide for automatic execution of Auto_Open macros in the next release of Reminder.

Reminder is limited to scheduling 20 events. If you try to schedule more than this, you will be warned that you must delete an event before scheduling any additional ones. If you have the need to schedule more than 20 events, write me by way of E-mail or U.S. mail and I will gladly modify Reminder to schedule more events and send you a revised copy.

Reminder does not allow the scheduling of two events for the exact same date and time. If you attempt to do so, a warning will be displayed and the event will not be scheduled. To work around this, simply add a few seconds to the event time. For example, if you already have an event set for 8/17/94 12:01 AM and want to schedule another event for the same time, simply use 8/17/94 12:01:02 AM instead. This allows Reminder to schedule the second event.

If you are changing Reminder's default settings and clicking OK does not close the Default Settings dialog box, see the section above on selecting a .WAV file for event sounds. It explains how to solve this problem.

Technical Support

If you have any problems or need any help with Reminder, you can contact me on America On Line (DannyI). You can also write me at the address on the registration form below or on the Internet (dannyi@aol.com).

Dedication

This application and everything I do in life is dedicated to my loving wife and wonderful newborn son. My wife helps serve as software tester and I'm forever grateful for her patience and understanding. No human feat, stroke of genius or work of art can compare with the creation of a new life. I'm lucky enough to bear witness to this everyday in the shining eyes of my son.

Reminder Registration

Send to: Daniel J. Ireland
5806 Irishtown Rd.
Bethel Park, PA 15102

Name: _____
Company: _____
Address: _____
City: _____
State: _____
Zip: _____

Product Registered: **Reminder for Excel**
Version Registered: **1.0**

IMPORTANT: I have read the terms of use and distribution and agree to abide by their terms and restrictions.

Signature: _____ Date: _____

As a registered user, you are entitled to select one of the following applications for free. Please check the application you want. Yahtzee for Excel is a game that is very similar to the traditional dice game, but is completely graphical and has automatic scorekeeping. PIM for Excel is a personal information manager for Excel. It contains the Reminder scheduler, an appointment calendar and contact database with a host of automated features. Allow 4 to 6 weeks for delivery of Yahtzee for Excel and 4 to 6 months (August-October 1994) for delivery of PIM for Excel. PIM for Excel is still in development, hence the long delivery time.

_____ Yahtzee for Excel

_____ PIM for Excel

Comments:

Suggestions for Enhancements:

