



Reminder System 2.0 Help Contents

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REMINDER SYSTEM 2.0

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Reminder System 2.0, for DOS or Windows, is the top rated computer reminder program. Reminder will inform you of your important events before they happen. Reminder's advance notice feature gives you ample lead time to respond to significant events and keep you from scrambling at the last minute. Simply enter the event and the number of days ahead of time you wish to be notified and Reminder will inform you when your event is near. Reminder System 2.0 is an absolute must for anyone with a busy schedule. "Let Reminder Remember For You!"

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This product is not "Freeware", it is Shareware, and users who continue to use it past the 30 day trial period are expected to register for \$19.95 with: Sensation Software, 5846 Pavo Street, Long Beach, CA 90808-3718.



"This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the Shareware principle works for you. If you are unable to resolve a Shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at P.O. Box 5786, Bellevue, WA 98006 or send a Compuserve message to ASP Ombudsman 70007,3536"



Registering Reminder System 2.0

We hope that you have enjoyed using Reminder 2.0! If you continue to use Reminder past the 30 day trial period, you are required to register this product. Here are many reasons why *YOU* can benefit from registering.

You'll get:

Reminder System 3.0

- * FREE Bonus software
- * FREE Technical Support
- * Expanded Printing Capabilities
 - Print Monthly Calendars
 - Print your reminders each day
- * Notification of Past Events
- * User Definable Event Types
- * Filtering by Event Type
- * Color Coordination by Event Type
- * Expanded On-line Help

Fee: \$19.95

THERE ARE 3 EASY WAYS TO REGISTER:

1. Send the REGISTER.DOC form and a check to Sensation Software
2. Call our Order number: 800 242-4775 (orders only)

Call from 7:00 am to 6:00 pm CST, Monday-Friday
MC, Visa, Amex, or Discover card accepted

3. If you're a CompuServe member, you can register on line
 1. Login into CompuServe
 2. GO SWREG
 3. Choose "Register Shareware"
 4. Search by Registration ID: **2039**
 5. Answer 'Y' to the question, "Would you like to register shareware?"
The registered version will be shipped to you within 5 working days

Please read PRODUCTS.DOC to learn about our other great shareware products.

[Registration Form](#)

Sensation Software
5846 Pavo Street
Long Beach, CA 90808-3718
U.S.A

Support: 310 420-8325
FAX: 310 982-1352

"Your registration enables us to continue providing you with quality products like this."



Registration Form

The registration form allows you to quickly register Reminder System 2.0 and upgrade to version 3.0. The register screen allows you to enter your mailing address information, FREE bonus software you want, and will save and print all information. To use the registration screen do the following:

1. Enter your name and address
2. When you get to the State field, entering a CA (for California) will automatically add sales tax to the total if you live in California.
3. When you get to the Country field, leave it blank if you're from the United States, or enter either US, USA, or U.S.A. If you're from another country, simply enter the country you're from and it will automatically add an extra \$12.00 to cover exchange fees.
4. Choose the FREE bonus utility you get when you register Reminder.

MENU PLUStm (A \$39.95 value, yours FREE when registering)

This powerful, yet easy to use menu system is designed for all ranges of users. Combines several stand-alone retail programs into one comprehensive menu system. MENU PLUS features: One-touch software selection, Usage Tracking and Multi-Level Security. Build menus fast with Import/Export utilities, powerful Editor and a Directory Tree. Pre-defined DOS Utilities sub menu gives you easy access to commonly used DOS commands. Reduce typing with a built-in DOS shell with history file. Context sensitive help, Non-Memory resident, Screen Saver with graphics, and over 20 user definable parameters. New features include a file finder, which finds your file faster than the Norton Utilities.

Message-A-Daytm (A \$14.95 value, yours FREE when registering)

Start your day off with the perfect message. Boot up with Message-A-Day. Each day you're greeted with an inspirational, humorous, or Murphy's law message from famous people. You can enter your own messages as a reminder of your personal goals. Message-A-Day can also make you aware of events that happened on each day in history. This non-memory resident program comes with user-definable parameters and is easy to install. Look forward to each day with Message-A-Day.

5. Check the diskette size, either 3 1/2 or 5 1/4.
6. You can choose to save the information by pressing the [Save] button, or.
7. You can choose the [Save & Print] button. This will save the information you have entered and print the registration form to the printer. After pressing this key, you can select which printer destination you desire, or you can print the form to an ASCII file to print out later.

What is Shareware?



What is Shareware?

Shareware gives users a chance to try software before buying it. Shareware authors produce software and distribute it so that you can find the right program to fit your needs. Unlike retail software, you can try several Shareware programs, until you find the one that is right for you. Shareware offers you a great benefit by providing high quality, low cost alternative to retail software. Shareware provides quicker response to changes and you have more direct contact with the software author.

If you try a Shareware program and continue using it, you are expected to register with the author. Individual programs differ on details - some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware distribution makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are also low.

You are encouraged to pass a copy of Reminder System 2.0 along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the next version of Reminder, unlimited phone support and notification of future releases of the program.

If you would like further information, you may contact us at:

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Getting Started

To Begin Using Reminder:

1. Bring up Microsoft Windows.
2. Open the Reminder System 2.0 Program group.
3. You will now see four Reminder System 2.0 icons.

StartUp	(Notifies you of your events)
Utilities	(Provides access to the <u>O</u> ptions, <u>R</u> egistration, <u>C</u> alendar, & <u>H</u> elp functions)
Calendar	(Enter and edit your events that you wish to notified of)
Help	(This file)

4. To enter the events you wish to be notified of, choose the "Calendar" Icon. The following explains how to use the Calendar program.
5. To enter your event choose either:
 - a) the Event Editor button from the calendar menu
 - b) or use the mouse and click on the one of the four lines
 - c) or by pressing [Alt]+E
 - d) or just start typing your event information.
6. If you do one of the above the Event Editor, which was previously inactive (grayed), will become active. Enter the name of your event in the column marked "Event For:.", be as specific as you want: Fred Richardson's Birthday, or Pay Bi-annual Homeowners Tax, or Month End Report Due. This field will accept up to 70 characters.

Things You Can Be Reminded Of

7. Next enter the type of event in the column marked "Event Type". By pressing [F2], or using the mouse to click <F2=List>, you can now see a list of Event Types. This field will accept any character or numeric inputs.
8. In the "Days" field enter the number of days in advance that you want to be notified. For example, to be notified 5 days before your Boss's birthday, then enter the number 5 in this column. This field will accept values up to 999.
9. In the "Notify" field enter the time interval you wish to be notified of this event. You can be notified of an event Once, Weekly, Monthly, or Yearly. For example, if you choose Monthly, then each month you will be alerted about the event. By pressing [F2], or using the mouse to click <F2=List>, you can now see a list to choose from.
10. Save you work by pressing the <F10=Save> button.

Note:

For Reminder System 2.0 to notify you of your events each time Windows is started, place the "Reminder System 2.0 StartUp" icon in the Windows "StartUp Program Group". All items in this

program group will be executed when Windows is started.

Reminder System 2.0 is fully mouse driven. Ensure that your mouse drivers are installed before running Reminder 2.0.



Things You Can Be Reminded Of

The following is a sample list of items that you can be Reminded of.

PERSONAL

- Birthdays
- Anniversaries
- Send Christmas Cards
- Send Valentine Cards
- Buy a present for

AUTOMOTIVE

- Oil change
- Tune up
- Inspect tires

VACATION

- Book Hotel Reservations
- Book Airline Reservation
- Pay Deposits

YARD WORK

- When to Fertilize
- Replant flowers
- Re-seed grass

BOATING

- Haul boat out for winter
- Paint the bottom
- Annual inspection
- Tune up engine

BUSINESS

- Follow up calls
- Boss's/Employees birthday
- Month end status report
- Re-evaluate 401K plan
- Monthly/Weekly time sheet

HOUSEHOLD

- Paint windows
- Put up storm windows
- Chop wood for winter

ACTIVITIES

- Church work day
- Charity event
- Rotary club meeting

TAXES

- Start income taxes
- Finish income taxes
- Get new tax accountant

SCHOOL

- Register for class
- Pay tuition
- Begin term paper
- Sign up for Scholarships

The list is endless, but these are a few examples of the way Reminder System can keep you informed.



The Reminder Screen



The Reminder screen is the screen which appears after you boot your computer or start Windows. This screen alerts you about upcoming events that you need to be notified of. When you turn on your computer, Reminder System 2.0 searches for the "Need to Know" events. These "Need to Know" events fall within the notification range you set. Reminder System 2.0 will indicate how many events there are, the number of days until the event occurs, and what type of event it is. If there are no events to be alerted of, Reminder will inform you.

[Next] and [Previous] Buttons

You if you have multiple events to be reminded of, the [Next] and [Previous] button will be active. By clicking on these buttons, you can move forward and backwards through your list of events. If you have only one event, then both these buttons will be turned off.

[Ok] Button

When you are finished viewing your events, click on the [Ok] button to exit.

The following buttons appear on the bottom of the Reminder screen. For more information, click on one of the items below.

[Calendar Screen](#)

[Options Screen](#)

[Registering Reminder System 2.0](#)

[List/Single Viewing Mode](#)

[Help](#)



The Calendar Screen



The Calendar Screen is the heart of the program. From the Calendar Screen you can move to different days on the calendar, edit and update each of your events, and access all program options. The options on the Calendar Screen are:

- 1) Calendar - Moves to different days of the month
- 2) Calendar Menu - Selects different program features
- 3) Event Editor - Enters and edits your events

For more information on the Calendar Screen choose one of the items:



The Options Screen



The Options Screen can be accessed either from the Reminder Screen or from the Calendar Screen. The Options Screen allow you to customize Reminder's features. Through the Options Screen you can:

- 1) Set the events to be displayed in upper, lower case
- 2) Set the date format
- 3) Turn the sound on or off
- 4) Set the number of times per day the reminder screen is displayed
- 5) Set the "No Events Today" banner on or off.

Display Text:

You can set the case of the events to either Upper, lower, or as entered. Simply click on the appropriate button in the Display Test box. For example, if you click on the (*) Upper Case button, the events will be displayed in the reminder screen will all be in upper case.

Today's Date Format:

To set the date format, click on the appropriate button. The dates will appear as follows:

Long: Thursday, September 1, 1993

Short: Thu, Sep. 1, 1993

If you wish to add the time of day to the end of the date, [] the Display Time button.

If you do not wish to see a date, uncheck the [] Display Date button.

Sound:

Turning the sound to off, deactivates the sound when you get to the first last record for multiple events.

Checking the [] For Today's Events button will provide a sound, letting you know that an event is occurring today.

Display Each Day:

This options set the frequency of times each day you wish to be reminded of an current event after each boot up

Checking the [] Each Boot Up button, then every time you boot up you will be notified.

Checking the [] Once a Day button, you will be notified of events only on the first time you boot up. In subsequent boot ups (warm or cold boots) that day, the reminder screen will be suppressed. Then on the following day, you will be notified again, but then only once.

"No Events Today" Banner:

You can optionally be notified when you don't have an event. by checking "No Events Today" Banner, Reminder 2.0 will display a message telling you that there are no events to be reminded of.

Available Font and Font Sizes:

You can set the type and size of the font displayed in the event window by using this option. To set the font and size, highlight the type of font you wish, then highlight the font size. An example of the selection will appear in the sample box below. Click on the Save and Exit button to save your selections and return.



List/Single Viewing Mode



The [List/Single] button provides two ways of viewing multiple events. You can view them in Single mode, which is one at a time, moving between events by pressing the [Next] or [Previous] button. Or you can use the List mode, which displays your events in a row-by-row style. If there are more events in the [List] mode than the screen can hold, use the arrow bar on the right hand side to scroll up and down. You can't switch to List mode if there is only one event.



Help Screen



You are currently viewing the help system.



The Event Editor



The Event Editor makes quick work of entering and editing events you wish to be reminded of. The Event Editor can display up to four events each day. Each event has an Event Type, the number of days prior you wish to be alerted, and a notification type. For an event to be saved, you must have entered a description of the event, otherwise the event will not be saved.

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The Event Editor is turned off (grayed) while you are using the calendar. Once you have selected a day for your event, the Event Editor is turned on. This is done so that previous events would not be accidentally changed.

Note: The Reminder System 2.0 is designed to remind you of your most important events. If too many events are placed into Reminder, these important events will lose their significance and not stand out from the rest. For best results, enter event which occur on monthly, weekly, or yearly basis. Reminder can handle all events on a daily basis, but the real strength of Reminder lies in its ability to alert you of the infrequent events in your life.



How to Enter or Edit Events



There are several ways to enter the Event Editor. First, by using the calendar, select the day in which you wish to add an event to. Then use one of the following methods to enter the event editor:

1. Start typing on the key board. This will automatically open (un-grey) the Event Editor and begin entering your keystrokes on the next available line.
2. Use the mouse and click on the line you wish to edit. You may click on any column in the event editor.
3. Click on the <Event> menu option in the upper right hand corner of the Calendar Menu.
4. Or press [Alt]-E, the highlighted character in the Calendar



Event Editor Column Descriptions



The following describes each column in the Event Editor:

Event For:

This column describes the event you wish to be notified of. Enter a description of the event, up to 70 characters. This displays 50 characters on the screen and will scroll to the right if you go past the end of column marker (the diamond). You can enter up to four events for any given day. The current date which you are editing appears at the top of this column as well as on the calendar.

Event Type:

This column identifies the type of event. For example an anniversary, birthday, or work are different types of events. For a list of predefined Event Types, press the [F2] function key or click with the mouse the <F2=List> button on the bottom of the screen for a pop up a list. You may enter any event type you wish.

Days:

This column indicates the number of days prior to the event that you wish to be notified. For example, say you want to be notified 10 days in advance of your friends birthday, simply enter a "10" (no quotes) in this column. Now 10 days prior to that birthday, you will begin to be notified when you turn on your computer.

You can set the prior notification time individually for each event for a given day. Entering a zero will cancel any and all notification of the event, even on the day of the event.

Notify:

This column sets the frequency of the notification and is a real time saver. You can set an event to be displayed on a Weekly, Monthly, Yearly interval or just displayed Once . This field will only work with these values, if you enter something else it will default to Once.

Let's say that you want to remember your friends birthday each year, simply enter "Yearly" (no quotes) into the Notify column. Now every year you will be reminded of their birthday.

Let's say that you have a report you need to produce weekly, every Friday. Instead of typing this event on every Friday for each month, just enter "Weekly" (no quotes) in the Notify column and Reminder will display this event every week for you. Reminder will project this event out on a moving 52 week window. This means that on the Calendar Screen you will only see your event for 52 weeks from today's date, but as time moves forward, so does the 52 week window.

If you enter "Monthly" (no quotes) in the Notify column, Reminder will display your event every month. If your monthly event falls on the 31 of the month, Reminder will adjust the event one day backwards for months with 30 days as well a 28 days.

For a list of predefined Notify types, press the [F2] function key or click with the mouse the <F2=List> button on the bottom of the screen for a pop up a list.

[Event Editor Key Summary](#)



Event Editor Command Buttons



The Event Editor command buttons appear on the bottom the Event Editor when you are editing an event. The Event Editor command button can be selected by pressing the appropriate function key or clicking the mouse on one of the command buttons. These keys are defined as follows:

- <F10=Save>** = Save all changes made in the Event Editor and returns calendar.
- <Esc=Calendar>** = Exits the Event Editor and if any changes were made, it verifies if you wish to save them.
- <F4=Delete>** = This will delete one line at a time from the list of events for an individual day.
- <F2=List>** = Pops up a list box for the : Event Type and Notify columns. You may choose from the list box to populate these columns.
- <F1=Help>** = Display a key summary help screen for the Event Editor

Event Editor Key Summary



Event Editor Key Summary

The following is a summary of the keys which can be used in the Event Editor.

[Tab]	- Next column
[Shift]+[Tab]	- Previous column
[Ctrl]+[Right Arrow]	- Next word
[Ctrl]+[Left Arrow]	- Previous word
[Ctrl]+[End]	- End of the column
[Home]	- First character in column
[End]	- Last character in column
[Up/Down Arrows]	- Up or down one line
[Left/Right Arrows]	- One character to the right/left
[F10]	- Saves events
[Esc]	- Returns to calendar
[F4]	- Deletes one line in the Event Editor
[F2]	- Displays a pop up window for certain fields
[F1]	- Displays the help screen



The Calendar

The main feature of calendar screen is the calendar itself. The calendar is designed to allow effortless moving from month to month, or from day to day. The calendar displays the month, the year, and the days of the at the top. At the bottom it display the two buttons; <<Month>> <<Year>>. These buttons move you forwards or backwards by month or year. In the middle of the calendar are the days of the month.

To move to a new day in the month, use the arrow keys or use the mouse and click on the date. To move forward and backwards one month at a time, use the mouse to click on either side of the <<Month>> button, or use the [PgUp] or [PgDn] keys. To move forward and backwards one year at a time, use the mouse to click on either side of the <<Year>> button, or press [Ctrl]+[PgUp] or the [Ctrl]+[PgDn] keys.

You will notice that some of the days of the month are highlighted in blue. This means that there are events associated with this date. After entering an event, the date will turn blue, informing you of an event. To see what's is in this date, simply click on the date number.

The calendar only displays your events out for five years, but the calendar will extends out indefinitely. This is for memory constrains.

With Reminder 3.0, the number of years displayed are user definable.



The Calendar Menu

The Calendar Menu is the menu in the upper right hand corner of the calendar screen. This menu can take you to the different options of the Reminder 2.0 program. To access the options on this menu simply click on the option with the mouse or press the [Alt] key followed by one corresponding highlighted key. From the Calendar Menu you can access the following options:

Event Editor

Big Cal

Today

List

Quit

Click on one of the items for additional help.



Big Cal

Big Cal gives you a month at a glance view of all your different events. All events for the month are shown at once in one screen. You can move forwards or backwards one month at a time by clicking to the right or left of the << Month >> button or by pressing the [PgDn] or [PgUp] keys.

Since the event editor holds up to four events, you can view each line by clicking on the <1> <2> <3> <4> buttons for each respective line. You can also press the number's 1, 2, 3, or 4 to bring up each event. In doing so you will be able to view each of the four event lines.

Once you find the event you are looking for, simply click the mouse on the event/day of the month and you will return to the calendar with that day displayed for you.

To exit Big Cal, click in the <Quit> button, or press the [Esc] key, or press [Alt]-Q.



Today

The <Today> button brings the cursor on the calendar to the current date. The current date is determined by the your computer's internal system clock.

If you suspect the system date of you computer to be off, check the system date of your computer. To do this exit to DOS and type:

```
DATE [Enter]
```

This will display the current system date. To change the system date, just enter the correct date and press [Enter].



Quit

Choosing this button exits Reminder System 2.0 and returns you to DOS.



Installation Notes

The following are installation notes for the Reminder System 2.0, Windows version:

1. To get Reminder System 2.0 to display immediately after Windows comes up, place the program "**Reminder System 2.0 (Start Up)**" in the StartUp Program group.
2. The following files should be located in the following sub directories for Reminder System 2.0 to run correctly:

C:\WINDOWS\SYSTEM\THREED.VBX

C:\WINDOWS\SYSTEM\VBRUN300.DLL

These file can be found on the Program Diskette.

3. Help File Problems:

If you get an "File Association" type error message when you are trying to run the help file, you need to do the following to make an association to the Windows help application.

1. Run the File Manager from the Program Manager.
2. Choose File Association from the File menu
3. Go to the \WINDOWS sub directory
4. Double click on the file: WINHELP.EXE

You have now linked the Reminder System 2.0 Help file to the Windows Help Application. You need to do this only once.



System Requirements



Reminder System 2.0 requires following system requirements:

- * Color or single color monitor
- * Hard drive
- * 200K free hard disk space
- * DOS 2.2 or greater or Window 3.X

