

## JR's PREMIND FOR WINDOWS DOCUMENTATION:

### **SOURCE:**

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### **PRICE:**

\$9.95 plus shipping/handling and sales tax where applicable. To order a registered version press the REGISTER button on the demo version of the program or press the REGISTER A FRIEND button on the registered version of the program. This will print out an order form which can be mailed to the above address.

### **SYSTEM REQUIREMENTS:**

IBM PC AT or compatible running Microsoft Windows.

### **DISCLAIMER:**

Great care has been taken to make sure that this program will not endanger your system; however, the author assumes no responsibility for damage or lost data due to the use or mis-use of this program or the program disk contents.

### **QUESTIONS/COMMENTS:**

Please address any questions or comments to the address above. We will reply to registered users questions and comments as soon as possible. If you have access to the internet, you may use the internet address above to send questions/comments.

### **INTRODUCTION:**

The goal of this program is to provide a simple, easy to use personal information manager(PIM) which will fill the needs of the majority of PC users. Many PIM's are complex, hard to use, and expensive which takes the joy out of using them.

Never again will you miss your mother's birthday or that doctor's appointment that you made 3 months in advance. PREMIND was programmed to provide a way to help you remember events with the least amount of effort. It is recommended that you copy the icon to your Windows START-UP group so that you will automatically be reminded of events every time you start Windows. The program also has an address and phone number storage area as well as a notepad.

Times can be added to each event so the program can also be used as an appointment scheduler or time manager. The program keeps a color-coded

ordered list of your events. Also, an event can be flagged as a "To-Do" event which will remain on the current date day after day until the "To-Do" event has been done.

There is a much larger scrolling field in which you can put additional information. This additional information can be seen simply by double-clicking on that line item event. For example, let's say you have a party to attend at the end of the month. To record this event you would just double-click on that day in the small pop-up calendar in the bottom right of the screen. The program will then take you to the ADD/EDIT screen where you type in the description for the event as well as any additional information in the additional information scroll box. In the additional information you might want to record the directions to get to the party, the address, what you are supposed to bring, etc. Then as the days pass and the party approaches you will see it advance higher and higher on your list. At any time you can double-click on that event to view your additional information. Or you can single-click with the right mouse button which will take you to the edit screen where you can print out the event and additional information so you can take the directions with you to the party. Right away you can see how this program will be very useful in keeping your life or business organized.

### **THE MAIN SCREEN:**

The bulk of the main start-up screen is a color-coded line item ordered list of your events. Here is the color coding scheme:

BRIGHT YELLOW = Events occurring today!  
WHITE = Events occurring within the next 7 days.  
LIGHT BLUE = Events occurring within the next 30 days.  
GREY = Events occurring after 30 days.

### **IMPORTANT mouse functions:**

Double-click on the line item event with the left mouse button to see the additional information for that event. You will know if there is additional information available because an asterisk appears to the right of the description on all events which have additional information.

Double-click on any day in the small pop-up calendar on the bottom right of the screen to add an event on that day. You will be taken to the add/edit screen automatically.

Single-click with the RIGHT mouse button on any line item event to edit that event. You will be taken to the add/edit screen where you can edit or print that event.

NEXT button: Single clicking on this button will advance you forward in time so you can see future events.

BACK button: Clicking on this button will take you back in time so you can see past events. If an event is scheduled as a one-time event and not an annual event it is automatically deleted 30 days past the event so you will not be able to view any past one-time events greater than 30 days back.

**TODAY button:** Clicking on the today button simply brings today's events back to the top.

**EDIT button:** Before clicking on the edit button you should first single click on the line item event you wish to edit with the left mouse button. Then when you click on the edit button you will be taken to the edit window where you can edit your event. **NOTE:** You can accomplish the same thing by merely single-clicking on the line item event with the RIGHT mouse button.

**FIND button:** Clicking on the find button will take you to the find screen which will show you a scrolling alphabetical listing of your events which will help you find a particular event. The find screen also has a text search which will search through the description text as well as the additional information for the entered text string.

**ADD button:** The add button will take you to the add screen where you can add an event. A better method of doing this is to double-click on any day in the small pop-up calendar. Then when the add screen is shown, it will automatically have the correct date entered for you.

**DELETE button:** First single click on any line item event and then press the delete button to erase that event.

**PRINT SCREEN button:** This button will print the screen graphically to the printer which will include the pop-up calendar.

**PRINT TEXT button:** This will print your line item events in a text format.

**PRINT CAL DATE button:** This will print all of the events on a specific date. Just highlight a specific day on the small calendar on the bottom right of the screen, then press the PRINT CAL DATE button.

**NOTEPAD button:** Click on this button to see your pop-up note pad. You can have up to 10 pages of notes where you can keep important information. This note pad is a good place to put long-term "To-do" lists or goals which are not associated with a specific date. You can also cut, copy and paste text in the notepad using the standard Windows 'CTRL' functions. First highlight the text with the mouse, then use CTRL-C to copy, CTRL-X to cut and CTRL-V to paste.

**ADDRESSES button:** Click on this button to display the address storage window. This area lets you store addresses, phone numbers, E-Mail addresses and also has an additional comments area for any other information. Any of this information can be cut, copied or pasted using the CTRL-X, CTRL-C or CTRL-V keys respectively.

**INFORMATION button:** This will take you to the information screen where you can view important information about the program and registration.

**SAVE button:** This button will only be visible if you have made changes or added events. Click on this to save your changes. If you forget to save your changes and press the QUIT button, you will be asked if you wish to save your changes before the program terminates.

**QUIT button:** This button will end the program. If you have not saved your information, a requestor will pop up asking you if you wish to save your

changes.

#### **POP-UP CALENDAR BUTTONS:**

'<' Takes you back one month.  
'>' Takes you forward one month.  
'<<' Takes you back one year.  
'>>' Takes you forward one year.  
'X' Hides the pop-up calendar.  
'SHOW' Shows the pop-up calendar.

#### **FIND WINDOW:**

The find window is displayed when the FIND button is pressed. This screen displays an alphabetical listing of the entire event file which will help you locate an event you are searching for. You can then double-click on that event to take you to the edit screen to edit that event.

Also you can do a text search by pressing the TEXT SEARCH button. A box will appear where you can enter a string of characters. When the GO button is pressed, the program will search through both the description and the additional information for a match and take you to the add/edit screen where you can edit that event or press the FIND NEXT button to search for the next occurrence.

#### **ADD/EDIT WINDOW:**

Pressing the ADD button or double-clicking on any date in the pop-up calendar will bring up the ADD/EDIT window in the ADD mode. You can then enter the date and time for the event along with the description and additional information. You can enter a large amount of additional information because the box will scroll down as you continue to add more.

There is an option box on the screen which lets you make the new event an annual event or a one-time event. Click on the annual event option if you are entering something like a birthday which occurs every year. Click on the one-time event if you are entering something which will occur only once like a party or doctor's appointment.

**NOTE:** One-time events will automatically be deleted 30 days after the event has passed!

Any one-time events can also be flagged as a "To-do" item by mouse-clicking on the "TO-DO EVENT" box. "To-do" events will remain on the event list until it is deleted by the user. If the date on the "To-do" event passes, the date will be changed to the current date and remain on the current date's event list day after day until the item is deleted by the user. You should reserve the "To-do" flag for events which must be done soon after the date specified. Long-term goals should be put on the notepad rather than flagged as a "To-do" item.

**ENTER button:** After you have entered the information for your event, you should press this button to enter the information and clear the screen so you can add another event.

EXIT button: Press this button if you want to enter your event and return to the MAIN screen.

CANCEL button: Press this button to cancel and return to the MAIN screen without entering the new information.

MEM button: Press this memory button if you wish to copy the description and additional information from the previously entered event. This is handy if you are entering the same thing for several different dates throughout the year such as a monthly meeting. For example, you could enter the first meeting date, then press the ENTER button. Then press the MEM button to copy the previous meeting information and change the date for the next meeting. You can repeat this until you have all of your meeting dates entered.

PRINT button: This button will print the currently displayed event along with the additional information.

### **EDIT MODE:**

When you are on the main screen and you click on a line item event with the right mouse button or if you highlight an event and press the edit button you will be taken to the ADD/EDIT screen in the edit mode.

NEXT button: In the edit mode you can press the NEXT button to display the next event.

BACK button: Press the BACK button to go back by one event.

DELETE button: Press the DELETE button to erase the currently displayed event.

TEXT SEARCH button: Press the TEXT SEARCH button to search for a string of characters in the description or additional information. When you press this button a box will be displayed which will allow you to enter a string of text. When the GO button is pressed the text will be searched.

FIND NEXT button: Press the FIND NEXT button to find the next occurrence for the previously entered search string.

### **ADDING PREMIND TO WINDOWS STARTUP:**

If you add Premind to your Windows StartUp program group it will be a much more effective reminding tool because it will automatically be loaded every time you start Windows and you can see at a glance what is coming up in your future.

There are two ways to add Premind to the Windows startup. First, the installation program will do it automatically if you answer YES when it asks you if you want to add to Windows StartUp.

You can also add the program to the Windows StartUp group simply by dragging the Premind program icon on top of the 'StartUp' group icon while holding down the 'CTRL' key. This will copy the icon into the 'StartUp' group. See your Windows reference for further information on Windows

Startup.

Note: If you hold the SHIFT key down while Windows is starting. Your computer will not execute Premind or any other programs in the StartUp group.

#### **REMOVING PREMIND FROM WINDOWS STARTUP:**

To remove Premind from the Windows StartUp group simply open the StartUp group by double-clicking on the StartUp group icon. Then single click on the Premind icon in the StartUp group window. Then choose DELETE from the FILE menu on the program manager. This will delete the program from the StartUp group but will not delete the program from the hard disk.

#### **SUMMARY/CONCLUSION:**

Premind was programmed with the user in mind. Most all of the features are easily visible so that the program has a quick learning curve and requires very little documentation.

I hope you enjoy using this product!

John P. Robinson, Author