


Index

Help for Windows Reminder  v1.20b.

[Overview](#)

[Getting Started](#)

[Reminder Uses](#)

[Keyboard](#)

[Menu Commands](#)

[Control Bar](#)

[Slider Bar](#)

[Calendar](#)

[Alarm setting](#)

[Dialogs](#)

[Importing and Exporting Data](#)

[Working with other applications](#)

[DDE with Reminder](#)

[Hints and Tips](#)

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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
Bank Open new account

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](#)

[WININI settings](#)

[Internationalization](#)

[Networks](#)

Beginners

The quickest way to get started is to start a list.
You only need two pieces of information.

1. A [date](#) and
2. A [message](#).

A [category](#) is set to the default unless you create a category by pressing the F4 key. 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]

Path	full path name to the data files.
Modem	the Com port to use and setting - default is COM1,T,2
Prefix	the prefix to be placed in front of the number.
DialCmd	the Dial command that starts with AT.

Note: See the [Internationalization](#) section for more uses.

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"
sDays1	The 1 letter character used in Calendar - default is "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 [DDE with Reminder](#) section for more details.

Repeat feature for daily, weekly, monthly, yearly and end of month times.

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

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 your categories at once by using pressing the F4 key or select the Category Add menu command.

You will be shown a dialog box in which to enter a category name. See the [Category Dialog](#) 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 today's date)
2. a category (which you can select from a list) and
3. a message.

Power Users

After you have your list made up, you will want to explore the power of DDE with WinWord 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 command
Shift+Ins	selects the Paste menu command

Menu Commands

File

Edit

View

Category

Options

Window

Help

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



You can start the Calendar program from the Window Show Calendar menu or from Window. It is a stand-alone program so Reminder does not need to be running or around to work. You can quickly move it 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.

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 its "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 command 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 command 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 command gives you access for printing your items. You have extensive use of the View options to determine what you want printed.

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 command allows you to maintain your items.

Copy		Saves what you have selected with the "view" buttons to the Clipboard. See Copying data from Reminder
Paste		Copies text items from the clipboard to create new items. See Pasting data to Reminder
		Note: Don't do this twice unless you want duplicate items.
Add...	F5	Add a new item.
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 command 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.



Category: ALL View: Past, Today, Future

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 command allows you to maintain your categories.

Add...F4	Add a new category
Delete...	Allows you to delete a category not in use.
Change...	Change the name of a category

Options


The Options menu command 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 <i>you</i> like to see the information.*
Run...	Allows you to start other applications and DDE conversations.
Dial...	Allows you to have your modem dial a phone number for you.
Graph...	Allows you to set how the graph is displayed.

- * The preferences dialog allows you to customize how Windows Reminder works with you.
 - You can turn color on and off.
 - It allows you to get rid of the Delete confirmation dialog.
 - It allows you to save deleted items to a file with the date you marked it as done. Each item is saved in a file called `item.YMM`, where Y is the year and MM is the month.
 - It sets the way you want to see the date displayed, with the day or year.
 - Hint:** If the full text of the day is not shown, use the Slider Bar to to adjust it.
 - It allows you to not display each due item at start-up time.
 - It allows you to set the default setting for "Business Day only" in the alarm message.
 - It allows you to display the date in the icon area.
 - It allows you to close the Calendar program when Reminder closes.

Window

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

- Show Calendar** Starts or displays the Calendar program .
- Show Control Bar** Allows you to show or not show the Control Bar
- Show Graph** Allows you to show or not show the Graph Schedule

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
About...

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

Dialogs

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

Action

Alarm Message

Category Dialog

Item

Run

Dial

Graph

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 Alarm Message section for more information.
Show Item	This will bring up the Item 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 <i>COMMENTS.TXT</i> .
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 Run 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 Run 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.

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.

Hint: 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	<i>required.</i> 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	<i>required.</i> 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	<i>not required.</i> 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 <i>right</i> 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 1-6 are made into PM unless "a" is placed at the end. Note: Not using the time option allows you to make this a Priority, department list or whatever <i>you</i> want to sort on. See the Alarm setting section for more information.
Length	<i>not required.</i> 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.
Warning	<i>not required.</i> This field is used to set how far in advance you want to be notified of the event.
Action:	<i>required.</i> Here you are allowed to take the following actions when the alarm goes off. See Action for more information.
Note	<i>required.</i> 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.
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 easily turn off the repeat option by un-checking the Repeat checkbox.
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.

* Repeat items will only show up for the current day that is scheduled.

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 command.

Note
Run

Displays the note you entered for this action.
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 command. 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 for the next you entered for this action.
Number	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.
Show Dialing	Select this if you want the "Note" line to display the current status of the dialing process. This is really neat! - Try it!.
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.

Graph

You can display the Graph by selecting the Window Show Graph menu item. To set how the graph looks or is presented, you can select the Options Graph menu item 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 the area of the graph you double clicked on.

Warning: Repeat items will only show up once - for the first day they are scheduled.

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.

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
```

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.

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

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.
- 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 command.

```
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.

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.

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 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 [Alarm setting](#) section.