

# Win Daily Organizer

Version 2.0



[Introduction](#)

To help familiarize yourself with WinDO's options, click on the various components of the picture below.



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## Playing Sound Files

1. Select "Wav Select" under the options menu.
2. Select either the standard wav, birthday wav, anniversary wav, or alarm wav menu.
3. Select the "wav" file you wish to play by navigating through the file menu. The window will only display files ending with the "wav" extension (\*.wav).
4. When a file is selected, the "Wav Enabled" check box becomes available. Place a check in this box to enable the sound file. If you no longer wish to play the sound files, remove the check from this box. When a "wav" file is selected, a check will also appear next to the appropriate menu option under Wav Select.

WinDO will play the sound file when that type of reminder becomes due.

**WinDO - Unlicensed**

## **Enter License Number**

Enter your license number by selecting "Register" under the help menu or by selecting the "Register" button on the nag screen.

Type the license number exactly as it appears in your letter. There are no spaces in the number and case is not important.

Typing your name in the name field is optional.

## **Register this software**

This program is Shareware. It has not been disabled in any way and there are no annoying nag screens within the 60 day evaluation period. If you find WinDO useful, please register it by completing the [registration form](#) and enclosing the registration fee of \$10.00.

Registering this software will entitle you to one free upgrade and notification of new versions by E-Mail.

Feel free to distribute as you wish and send any comments regarding this program to [meadjm@aol.com](mailto:meadjm@aol.com).

This program is provided as is, with no warranties provided or implied.

## Registration Form

Version 2.0

Win Daily Organizer is Shareware. If you find the program useful, please register it by completing this form and enclosing \$10.00 to:

John Mead  
949 W. Cooley Dr.  
Gilbert, AZ 85233

To print this form, select File and Print Topic from the help window menu bar.

Name \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

City, State Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

When Win Daily Organizer is registered, you will receive a registration number by E-Mail (postal if no E-Mail address was provided) which will disable the "Request for Registration" screen.

If you have any questions about this program, I can be reached at the following E-Mail addresses:

America Online meadjm@aol.com  
Internet meadjm@ix.netcom.com

Comments

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## Install Program

Copy the files required by WinDO to the appropriate directories. If your copy of WinDO has the file "SETUP.EXE" on the distribution disk then run "SETUP.EXE" to install the program and disregard the instructions below.

1. WinDO was written using Visual Basic 3.0 and requires the "VBRUN300.DLL" to operate. The following VBX & DLL files are enclosed in the original zip file and need to be moved to your WINDOWS \ SYSTEM directory. **If newer versions of these files already exist on your system, use the newer versions. Especially for Win95.**

COMMDLG.DLL  
MSAFINX.DLL  
ANIBUTTON.VBX  
CMDIALOG.VBX  
MCI.VBX  
MSMASKED.VBX  
PICCLIP.VBX  
SPIN.VBX  
THREED.VBX  
TOOLBUTTON.VBX  
TRUEGRID.VBX

The "VBRUN300.DLL" file may already be located in your "WINDOWS \ SYSTEM" directory. If it is not, it can be found in many CompuServe and America Online forums, as well as on many local BBS's.

2. Copy WINDO.EXE, WINDO.HLP and TRASH.WAV to the directory of your choice. These files must be located in the same directory.
3. The first time WinDO is run it will automatically create WINDO.DAT, WINDO.BAK and WINDO.INI. These files contain the reminder data and options you have selected. If you have selected "View Old Reminders", WinDO will also create PAST\_REM.TXT and PAST\_REM.BAK. These files will store your old or past reminder data.

## Getting Started

1. Click the "add" button on the tool bar or press the "Enter" key (if no reminder is selected). The "Add Reminder" window will now be visible.
2. Select a reminder type that you wish to use from the list.
3. Enter the date you wish the reminder to be displayed. You can either enter the date directly or navigate with the "Pop Up Calendar" to select the required date. There are also several Hotkeys which can simplify data entry.
4. Select the number of days in advance you wish the reminder to be displayed. Zero will cause the reminder to display only on the day it is due.
5. Enter the reminder message. If the reminder type is a birthday or anniversary, the program will automatically add the appropriate heading. (i.e. if you enter "John" the program will display "John's 33rd Birthday").
6. If you wish to save copies of old reminder dates, place an "x" in the "Save Old Message" check box. This will save the reminder, but will not continue to be displayed on future dates. You must search back to the date that the reminder was due in order for it to be visible.
7. If you wish an alarm to sound at a specific time of day of the reminder, place an "x" in the "Enable Alarm" check box. You can now select a time for the alarm to sound. You must have a sound card and a "wav" file selected in the options menu for this option to work.
8. If you wish your reminder to be persistent, place an "x" in the "Manual Delete" check box. Persistent reminders will never automatically delete themselves. They will be visible when the due date arrives and display in red after the due date has past. You must manually "Redate" the reminder using the Redate button on the tool bar or using the keyboard command "Alt E" & "R"
9. Press the "Enter" key or click "OK" when finished. WinDo will check what you have entered and store the reminder.

Note: You must have something entered in the "Reminder Message" field or you will receive an error.



**Save**

Saves changes to the data file. WinDO will also prompt you to save changes on exit.

## Add / Edit Dialog box

To help familiarize yourself with WinDO's options, click on the various components of the picture below.

The screenshot shows a dialog box titled "New Reminder". It has a blue header bar with the title. Below the header, there are several input fields and checkboxes. The "Reminder Type" is set to "Quarterly". The "Reminder Date" is "Tue 31-October-95". The "Advance Notice" is "7" and the "Alarm" is "12:00 pm". The "Reminder Message" is "Doctor's Appointment". There are three checkboxes in the "Options" section: "Save Old Message", "Enable Alarm", and "Manual Redate", all of which are checked. At the bottom left, there is a checked checkbox for "Maintain Last Day of Month". At the bottom right, there are "OK" and "Cancel" buttons.

- Birthday and anniversary type reminders have a special field for entering the birth year or wedding day. This information is required for WinDO to calculate the persons age or years married. If you do not know this information, select annually for a reminder type and enter the persons name with the word birthday or anniversary following it.
- The "Maintain Last Day of Month" check box is visible when you have selected the last day of the month in the "Reminder Date" section and the reminder type is monthly, quarterly or semi-annually.

### Date Navigation (Used in date fields) "Hot Keys"

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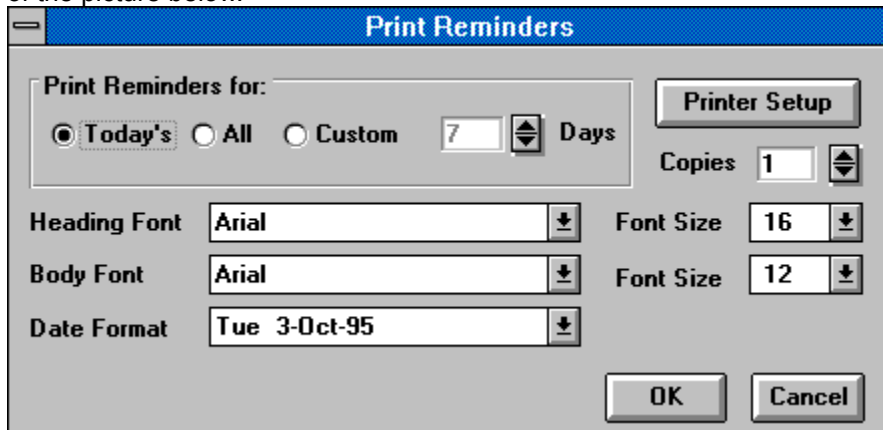
"+/-"	Increment / Decrement date by one day.
"T"	Today's Date
"M"	Beginning of month, then decrements by month (Month).
"H"	End of month, then increments month (monthH).
"Y"	Beginning of year, then decrements by year (Year).
"R"	End of year, then increments by year (yearR).

## Redate

Used to redate the selected reminder. Redating means incrementing the reminder to its next date type (i.e. a monthly reminder on 12/5/95 changes to 1/5/96) The display is then cleared and the reminder is reset to the next date. This operation also works with reminders that have the "Manual Redate" option set.

## Print Reminders

To help familiarize yourself with WinDO's options, click on the various components of the picture below.



Select the options you would like to tailor your output.

Note: The "Print Old Reminders" dialog box includes the "Last of" option. Click over the "Print Reminders for" section above for a description.

## **View Old Reminders**

This button changes the mode of the main screen to view all your old reminders. The tool bar will display two new buttons to allow you to sort the list by ascending or descending order.

Note: If you made changes to your file, you must save them first to make this list up to date.

## **Display All Reminders**

WinDO allows you to easily display all your reminders by clicking on this button.

## **Return to today's date**

This button instantly returns you to today's date.

## Day Spinner

This button allows you to increment or decrement the date on the screen. WinDO will then search for reminders with the date you have selected.



## Alarm Clock

Note: To use the "Alarm" you must have a sound card and a "wav" file selected in the "Options" menu. When selecting a sound file, keep in mind that the file will be played up to five times.

1. Open the "Edit" window for the reminder to which you wish to add an alarm.
2. Enable the "Alarm" check box.
3. Enter the time you wish the alarm to sound.

When the alarm sounds, WinDO will play the "wav" file selected and flash the screen. Hit any key or click the WinDO window to reset the screen.

Note: WinDO must be running for the alarm to sound.

**This is a selected reminder. Reminders can be selected by:**

1. Clicking on the reminder.
2. Pressing the "up" or "down" arrow keys.
3. Reminders can be de-selected by pressing the "Escape" key once.
4. Double clicking on any reminder will open the reminder for editing.

## **Today's Reminders**

Reminders with today's date will play a sound file of your choice. An alarm can also be enabled so you can be reminded of this message at a specific time.

Double clicking on any reminder will open the reminder for editing.

## **Future Reminder**

Setting the advance notice in the "Edit" or "Add" window will display this reminder earlier than the due date.

Double clicking on any reminder will open the reminder for editing.

**Reminders can be deleted in several ways:**

1. Dragging them to the trash.
2. Selecting and then clicking on the trash.
3. Selecting and hitting the "Delete" key.

## Reminder Keys



These keys are used to display the four modes a reminder can be in. Clicking on a key will open the configuration dialog box.

### **Old**

Old reminders are reminders that have already been displayed and their date is less than today's date. If the 'Save Old Message' check box is selected, the reminder will be placed in a special file and displayed when "View Old Reminders" is selected.

### **Past**

These reminders have dates less than today, but have not been displayed. This can happen if you don't run WinDO on the day that reminder was due.

### **Today**

Reminders that are due on today's date.

### **Future**

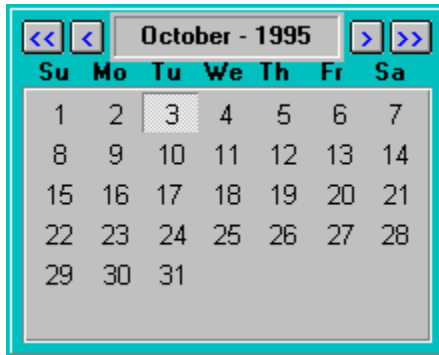
These reminders have dates greater than today but have an advance notice selected which enables them to display early.

**You can exit WinDO in several ways:**

1. Clicking on the exit icon.
2. Pressing the "Escape" key.
3. Pressing "Alt+F4"

If you have made any changes to your file, WinDO will prompt you to save changes.

## Pop-up Calendar



Increment or decrement month



Increment or decrement year

- Click on any day to select the date.



## Reminder Types

### **Single date**

To be reminded only once for date specified.

### **Daily**

To be reminded of this daily.

### **Weekly**

To be reminded of this once a week.

### **Bi-weekly**

To be reminded of this every two weeks.

### **Monthly**

To be reminded of this once a month.

### **Quarterly**

To be reminded of this four times a year.

### **Semi-Annually**

To be reminded of this twice a year.

### **Annually**

To be reminded of this once a year.

### **Day of Week (Beg. Month)**

To be reminded of this every month during the same week relative to the start of the month, and on the same day of the week (i.e. the 2nd Thursday of the month). (NOTE: The date must be within the first 28 days of the month.)

### **Day of Week (End Month)**

To be reminded of this every month during the same week relative to the end of the month, and on the same day of the week (i.e.. the last Monday of the month). (NOTE: The date must be within the last 28 days of the month.)

### **Birthday**

Calculates birth date and reminds person once a year.

### **Anniversary**

Calculates anniversary date and reminds person once a year.

## Reminder Date

Enter the date you wish the reminder to be due. The format is the same as the system settings used in the International section of the Windows Control Panel (Short Date Format). Normally, in the US it will be MM/DD/YY. There are several date Hotkeys that will aid in entering the date. You can also select a date by using the pop-up calendar.

### **Date Navigation (Used in date fields) "Hot Keys"**

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<b>"+/-"</b>	Increment / Decrement date by one day.
<b>"T"</b>	Today's Date
<b>"M"</b>	Beginning of month, then decrements by month (Month).
<b>"H"</b>	End of month, then increments month (monthH).
<b>"Y"</b>	Beginning of year, then decrements by year (Year).
<b>"R"</b>	End of year, then increments by year (yearR).

## Advance Notice

Select the number of days in advance you wish the reminder to be displayed. Zero will cause the reminder to display only on the day it is due. The range is from 0 to 99. The "+" and "-" keys will also increment or decrement the number.

## **Alarm Time**

Select a time you wish the alarm to sound. The option "Enable Alarm" must be set before the alarm time can be changed. The "+" and "-" keys may be used to increment and decrement the time.

## **Reminder Message**

Place your reminder message here. This field cannot be left blank. If the reminder type is set to birthday or anniversary, type the person or couple's name only. WinDO will fill in the rest of the information automatically.

## **Maintain last day of month**

WinDO will display this check box when the last day of the month is selected and the reminder type is monthly, quarterly or semi-annually. Checking the box forces the program to maintain the last day of the month, regardless of the number of days in the month. If the box is not checked, WinDO will normalize to the smallest month in the reminders loop.

## Reminder Options

### **Save Old Message**

Use this option to save copies of old reminders to a special file (PAST\_REM.TXT). WinDO will read this file when you select "View Old Reminders" and display any reminders you have saved. This only applies to reminders that have passed.

### **Enable Alarm**

Use this option if you wish to be reminded of something at a specific time. WinDO will play a "wav" file and flash the screen when the time has elapsed. Click the WinDO window or press any key to reset the screen. If the "status column" is enabled, a "clock" will appear next to the reminder indicating that the alarm option is selected.

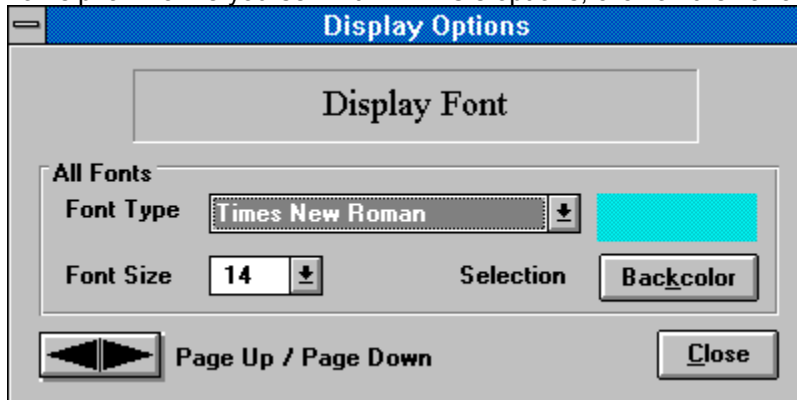
### **Manual Redate**

If you wish your reminder to be persistent, place an "x" in the "Manual Redate" check box. Persistent reminders will never automatically redate themselves. They will be visible when the due date arrives and display in the color you have selected for "passed reminders" after the due date has past. You must manually "Re-date" the reminder using the button on the tool bar or by using the keyboard command "Ctrl+R". If the "status column" is enabled, a "reversed arrow" will appear next to the reminder indicating that the manual re-date option is selected.

## Configuration Dialog box (Page 1)

The configuration dialog box can be accessed by clicking on the color keys on the main window or by press Ctrl+C.

To help familiarize yourself with WinDO's options, click on the various components of the picture below.



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## **Display Font**

Changes default font for all reminders in WinDO.

## **Default Font Size**

Changes the default font size for all reminders.

### **Default Selection Color**

Changes the default color for reminders that are selected. A color dialog box will open allowing you to select the color of your choice.

## **Reminder Type Options**

Select the reminder type you would like to change. Then select the font style and color you would like to use. The background color can only be changed for the "Today" and "Old" reminder types.

## Font Styles

Select the font style you would like to use for each reminder type. WinDO will accept any combination.

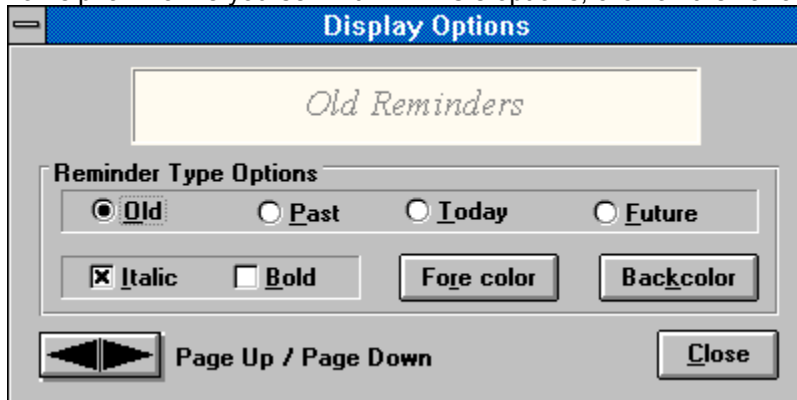
## **Foreground Color**

Each reminder type can have a unique color. This makes it easier to determine which reminders have passed, which are coming up or which ones are due now. The preview window will show how your reminders will look.

## Configuration Dialog box (Page 2)

The configuration dialog box can be accessed by clicking on the color keys on the main window or by press Ctrl+C.

To help familiarize yourself with WinDO's options, click on the various components of the picture below.



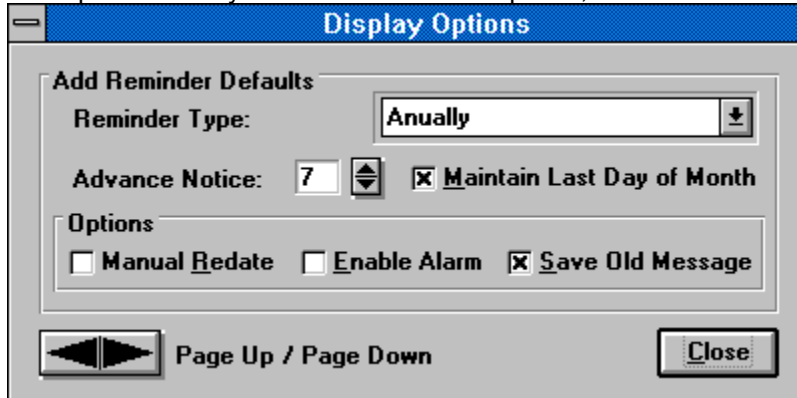
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## Configuration Dialog box (Page 3)

The configuration dialog box can be accessed by clicking on the color keys on the main window or by press Ctrl+C.

To help familiarize yourself with WinDO's options, click on the various components of the picture below.



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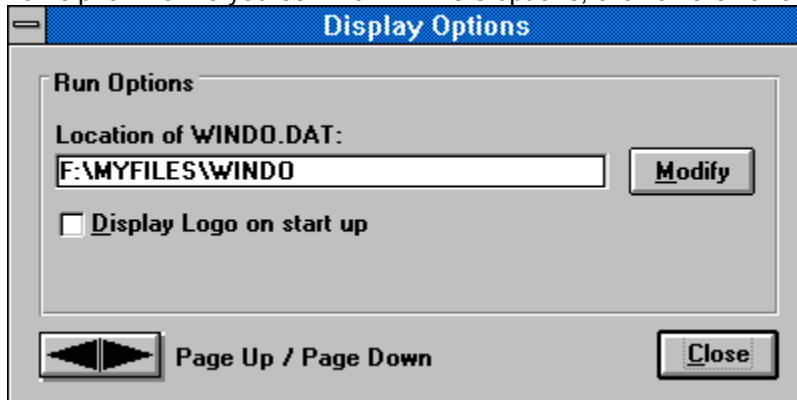
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## Configuration Dialog box (Page 4)

The configuration dialog box can be accessed by clicking on the color keys on the main window or by press Ctrl+C.

To help familiarize yourself with WinDO's options, click on the various components of the picture below.



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## **Default Directory**

Select "Modify" to change the default directory for the WinDO data files. A change directory dialog box will then appear. Select a new directory from the list. The next time WinDO is run, it will use the new directory. You may manually copy your data files to this directory or have new files automatically created.

### **Display Logo on start up.**

WinDO can run without the start up logo if this option is deselected and at least one of the command line options are used.

## **Background Color**

The background color may only be changed for the "Today" and "Old" reminders' status. The other reminders' status will inherit the background color from the "Today" status color.

## Start Up Options

WinDo was designed to be placed in your Windows "Start Up" group. This way you will be reminded of whatever you have stored in WinDO when you turn on your computer.

The easiest way to add WinDo to your "Start Up" group is to drag it from the File Manager directly to the "Start Up" group in the Program Manager. Consult your Windows manual if you are not familiar with this procedure.

WinDo has several command line arguments you can manually add to customize it to your needs.

**/FT** Run (First Time Only) once a day regardless of how many times computer is rebooted. Handy if WinDo is run from the "Startup Group" in Windows. If you start up your computer several times a day, you may not be interested in seeing the same reminders again or hearing the same "wav" file play. This solves that problem.

**/AUTO** WinDo will only run if you have reminders to display.

To set the command line arguments,

1. Open the "Start Up" folder.
2. Hold down the "ALT" key and double click the WinDO Icon.
3. At the end of the Command Line window enter either or both arguments with one space after the file name and between arguments (i.e. C:\WINDOWWINDO.EXE /FT /AUTO).

Note: You should create a second Icon of WinDo without the command line arguments so you can run the program if no reminders are present. Consult your Windows manual for creating an additional program icon.

## Print Reminders

### **Today's**

Prints reminders that are due today. Reminders with an advance notice within today's date will also be printed.

### **All**

Prints one of each reminder (except old) in WinDO. (i.e. A monthly reminder will display one time in the print out). If the print option was selected while "View Old Reminders" was visible then this option will print all old reminders.

### **Custom**

This option will give you the most accurate print out. Select the number of days you wish to print (up to one year) and WinDO will print all reminders as they are scheduled. There is a limit of fifteen days for "Daily" reminders only.

### **The Last** (View Old Reminders Only)

If the print option was selected while "View Old Reminders" was visible then this option will print from the time period selected in the drop down list. The list includes a range from the last week to the last year.

## **Printer Font Options**

Select the font and font size for your print out. WinDO will remember your settings for future use.

### **Printed Date Format**

Select the date format you wish to use from the drop down list. WinDO will then use that format in your print out.



## **Add Reminder Defaults**

Items on this page are used to set up default options when new reminders are added to WinDO. Select the options you prefer to use most often. The next time you add new reminders to your data base, most of the options will be pre-selected for you.

To find out more about these options, [click here](#).


## Key board commands


Keys	Function
<b>Ctrl+S</b>	Save Changes to file
<b>Escape</b>	Cancels selected reminder, Keyboard date entry window , or exits program.
<b>Enter</b>	Add Reminder (If no selection)
<b>Enter</b>	Edit Selected Reminder (If selected)
<b>Delete</b>	Delete Selected Reminder
<b>Ctrl+R</b>	Redate Selected Reminder
<b>Ctrl+A</b>	View All Reminders
<b>Ctrl+C</b>	Configuration dialog box
<b>F1</b>	Help
<b>Up / Down</b>	Selects top Reminder in window. Increment to next Reminder.
<b>"D"</b>	Change Date of Main window (Opens Date Window).

### Date Navigation (Used in date fields) "Hot Keys"

<b>"T"</b>	Today's Date
<b>"M"</b>	Beginning of month, then decrements by month (Month).
<b>"H"</b>	End of month, then increments month (monthH).
<b>"Y"</b>	Beginning of year, then decrements by year (Year).
<b>"R"</b>	End of year, then increments by year (yearR).

## Status Column

The Status Column is enabled by selecting "Status Column" under the options menu. This added column on the main screen is used to display the "Alarm"  or "Manual Redate"

 status of each reminder in WinDO. If these options are not selected, the Status Column will be empty.

These options can be added by accessing the [Add / Edit Dialog box](#).

## **A**

Acknowledgments

Alarm wav

Anniversary wav

## **B**

Birthday wav

## **I**

Introduction

## **S**

Standard wav

## **Acknowledgments**

I would like to give special thanks to my father (John Mead) and Iris Morrison for their efforts on the artwork and making sure this help file was readable.

On a personal note, I would like to thank my wife Helga for the many hours of patience and understanding . You're the greatest. Thanks for everything.

**Alarm wav**

This is the "wav" or sound that will play when the alarm is set. The program will play the regular sound for that type of reminder first. Then when the alarm goes off it plays the alarm sound.

**Anniversary wav**

This is the "wav" or sound that will play when an birthday reminder becomes due.

**Birthday wav**

This is the "wav" or sound that will play when a birthday reminder becomes due.



## **Introduction**

Win Daily Organizer is simple Windows-based program designed to remind the user of various events such as birthdays, anniversaries, appointments, and things to do. Each reminder type can be set up as Single day, Daily, Weekly, Bi-weekly, Monthly, Quarterly, Semi Annually or Annually. There are two special reminder types for birthdays and anniversaries that will calculate the person's age or years married. Once a reminder is entered, the program will automatically keep track of updating and display its data as the days, weeks and months go by. There are several start up options that enable the user to run the program once per day regardless of how many times Windows is re-started. The program can also play up to four "wav" sound files when a reminder is due.

**Standard wav**

This is the "wav" or sound that will play for all reminder types that become due, except birthday and anniversary.



