

File Menu

The File menu lets you manipulate Imaja Reminder documents. Most of the File menu commands are standard features of any Macintosh program.

Normally, Imaja Reminder opens the default file Events upon startup. You can also close the Events document and create or open a different calendar.

The Print command has special options for each type of window that you may print. For instance, the Directory window will print in four columns on a letter-size page, similar to a telephone directory.

New $\hat{\text{C}}\hat{\text{E}}\sim\text{N}$

Creates a new calendar document.

Open $\hat{\text{C}}\hat{\text{E}}\sim\text{O}$

Opens an existing calendar document.

Close $\hat{\text{C}}\hat{\text{E}}\sim\text{W}$

Closes the top window. This command does not close the calendar document.

Save $\hat{\text{C}}\hat{\text{E}}\sim\text{S}$

Saves the current calendar document, the directory, and the to-do list.

Save As

Saves the current calendar document, the directory, and the to-do list, after you give it a new name.

Page Setup

Change specifications for printing.

Print $\hat{\text{C}}\hat{\text{E}}\sim\text{P}$

Prints the top window in a format that is appropriate. To adjust the font and font size for printing, use the Font Setup dialog in the Extras menu.

The Directory window is printed in a multi-column format. A dialog is presented to choose different formats, including Name/Telephone, Name/Address, Name/Address/Telephone listings. There is also an option to print an envelope addressed to the current name and address in the Directory window.

Print Order Form

Prints an order form for purchasing a copy of Imaja Reminder.

Import

Import lets you read calendar items from a text file into Imaja Reminder. When you choose the Import command, you get a directory dialog box to choose the text file. The text file must be in a specific format to be read properly by the Import command. The fields and delimiters (the special characters between the fields) of a single record are shown below.

```
<date>TAB<time>TAB<message>RETURN
```

The date field should be in the short date format: mm/dd/yy and should be followed by a TAB character.

The time field should be in the format HH:MM followed by AM or PM and a TAB character.

The message field may be up to 255 characters and should not contain any RETURN characters. It should be followed by a RETURN character.

Be sure that each field of each record, including the last record, is followed by its delimiter.

Export

Export lets you write calendar items from Imaja Reminder into a text file. First, you choose the range of dates for the export in the Export dialog.

Figure: Export Dialog.

Then in a directory dialog, you choose the folder location and the name of the text file to be created.. hen the items in that date range in the calendar are written to the text file. The file format is the same as the import format:

```
<date>TAB<time>TAB<message>RETURN
```

The export command does not modify the items in the calendar. The exported text file can be loaded back into the calendar with the Import command in the File menu, although it does not check for duplicate items that may already be in the calendar.

Archive

Archive lets you write calendar items from Imaja Reminder into a text file, as well as removing them from the calendar. A dialog is presented (as in the Export command, described above) where you choose the range of dates for the archive. All items within the date range in the calendar are removed from the calendar.

An archive should be made periodically to remove old items from the calendar. Removing old

items from the calendar will speed up window displays.

It is a good idea to archive at least once every one or two months, depending on how many items per month you retain as a history.

The archive is a text file that may be loaded back into the calendar with the Import command in the File menu.

Quit **â€œ~Q**

To stop using the Imaja Reminder application choose Quit. You may be asked to save your calendar if you have made changes.