

## Glossary of Special Terms

An occasion is the complete definition of one of your events. Every occasion has a description ("Roger Birthday", "Trip to Tuva", "Mother's Day") and a date pattern that determines when it occurs ("april 5", "7/12/96", "second sunday, may".) You can specify a start time and an alert time if you want a pop-up reminder before the event.

A date pattern for one specific date (year, month and day of month) is called a one-time occasion. It expires the day after that date, when it can no longer appear on your schedule.

A repeating occasion appears on two or more dates. Could be a weekly meeting, yearly anniversary or birthday, or some other more exotic pattern. (See the chapter Occasions for details.)

Persistent occasions are automatic 'to do' items. They nag you by continuing to appear under today's date until you complete them (see "mark completed".) Handy for items that you cannot ignore, like bills.

When you handle an occasion before it's next due date, you can mark it as completed and it automatically advances to its next occurrence. This is also how you get rid of those nagging persistent occasions. Completed occasions have " -- completed" appended to their description so you know you have already handled them.

An occasion file is just a handy carrying case for a collection of occasions. Occasions only appear in your schedule if the file containing them is on your active occasion file list. Files not on this list are completely ignored.

Occasion types help you to categorize your occasions and assign common attributes to each type such as special text styles and number of days advance notification.

A window set is an arrangement of scheduling windows. It specifies the number of windows, their size and position and the range of dates shown. Most folks only need concern themselves with the Default opened whenever 'Remember?' starts up. Additional sets are available for advanced users.