

Remind

1. Clicking on the “Dear Diary” icon leads to *TkRemind*, which is a front-end to the *Remind* program developed by David Skoll of Roaring Penguin Software, Ottawa.
2. Click on a date and the TKRemind Add Reminder dialogue will open.
3. The first group gives three options for when you wanted to be reminded; e.g. “18 September 2014 and repeating every 5 days after that”. If you want to see a message every day, just put a “1”.
4. The next line enables you to set the expiry date.
5. The next line enables you to set the advance notice.
6. The next line determines which are your weekend days; default is Saturday and Sunday.
7. The next two lines set the time when the notice should pop up; how many repeats and for how long.
8. Next are the holiday and weekend options.
9. Type your reminder in the blank space at the bottom. You can click on the same date to add another message.
10. If you click on a message the dialogue box will enable you to delete, or modify the message.
11. The < and > buttons at the bottom of the calendar allow you to go back or forward a month. Clicking on “today” will bring you back to today on the calendar. There is also a “go to date” to change both the month and the year.
12. At the bottom of the calendar there is a print button. Print to a PDF file and from there to a printer if you wish,