# Help for Mom for Windows

Mom for Windows is a Personal Information Manager (PIM) that you can use to remind you of important things you need to do, and to remember names, addresses, and phone numbers.   It includes:

- A Calendar
- An Event Data Base with alarms
- A Names Data Base that stores names, addresses, phone numbers (and has an autodialer)
- and a Note Editor

For information on how to use Help, press F1 or choose Using Help from the Help menu.

## How To...

Use the Calendar

Use the Event Data Base

Use the Names Data Base

Use the Note Editor

Add an Event or an Alarm
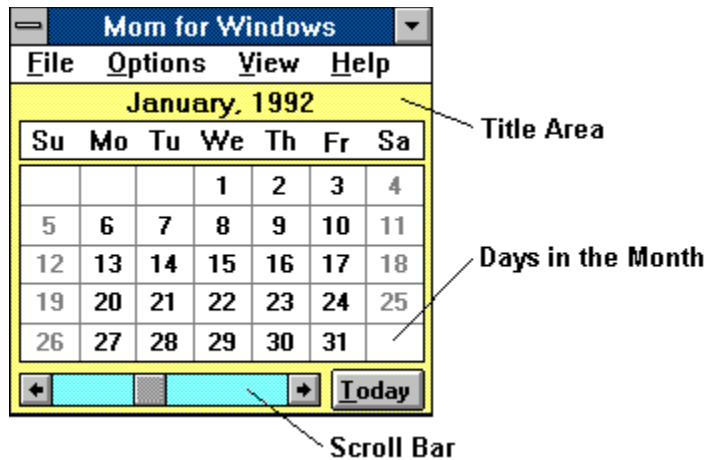
Turn Off an Alarm

Add a Name

## Other Information

Registering   *Mom for Windows*

*Options in MOMWIN.INI*

**See Also**

Commands

# Use the Calendar



The Calendar window is the main window in the application.   From it you can:
- Add an Event
- Add a Name
- Find a Name
- View the calendar for any month
- Display the Note Editor
- Display the Names Viewer
- Display the Event Viewer
- Minimize *all* windows in the application
- Exit the application

The Calendar window consists of:

**Title Area**
Displays the name of the current month and current time, or just the name of the month being displayed if it is not the current month.   The contents of this area can be changed by changing the settings in the Options menu.

**Days in the Month**
Displays the days in the month selected.   Double-click any day to display the Event Viewer showing all events for that day.   Holding down the *shift* key and double-clicking any day will allow you to add an event for that day.   You can also use the arrow keys to highlight any day in the month.   Pressing *enter* and *shift-enter*  will display the Event Viewer showing all events for that day and allow you to add an event for that day, respectively.

**Scroll Bar**
Clicking the scroll arrows scrolls the calendar one month at a time.   Clicking the scroll bar scrolls the calendar one year at a time.

**Today**
Click this button to display the current month with the current day selected.   If the Event Viewer is visible, clicking this button will also change it to display Today's Events.
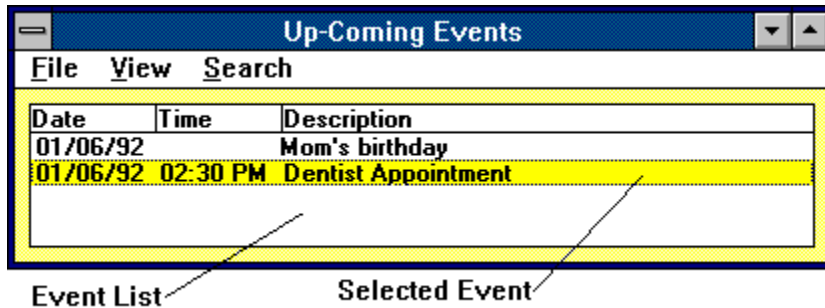
**See Also**

# Use the Event Data Base

The Event Data Base is manipulated using the Event Viewer.   From it you can view, add, update, and delete events.   An event can be an anniversary, birthday, appointment, holiday, meeting, or any other special event you need to remember.   Events can have times and you can set an alarm to go off to remind you of the event.



Event List          Selected Event

Click an event from the Event List to select it.   You can then use menu commands to update or delete the event.   Double-clicking an event displays the *Update Event* dialog box so that you can view and update its detail information.   The *Update Event* dialog box also allows you to delete the event.

The Event Viewer has four modes:

**Up-Coming Events**
Displays all up-coming events.   Keyboard Shortcut: Ctrl+C.

**Today's Events**
Displays all events for today.   Keyboard Shortcut: Ctrl+T.

**Selected Date's Events**
Displays all events for the date currently selected on the Calendar.   Keyboard Shortcut: Ctrl+S.

**All Events**
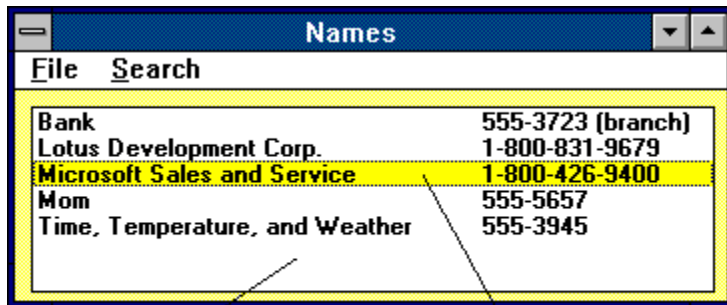Displays a*ll* the events.   Keyboard Shortcut: Ctrl+L.

**See Also**
Event Viewer Commands

Add an Event or an Alarm

# Use the Names Data Base

The Names Data Base is manipulated using the Names Viewer.   From it you can view, add, update, and delete names.   The Names Viewer lists names and phone numbers.   Entries are listed in alphabetical order.



Click a name from the Name List to select it.   You can then use menu commands to update or delete the name.   Double-clicking a name displays the *Update Name* dialog box so that you can view and update its detail information.   The *Update Name* dialog box also allows you to delete the name and automatically dial the phone numbers.

**See Also**
Names Viewer Commands

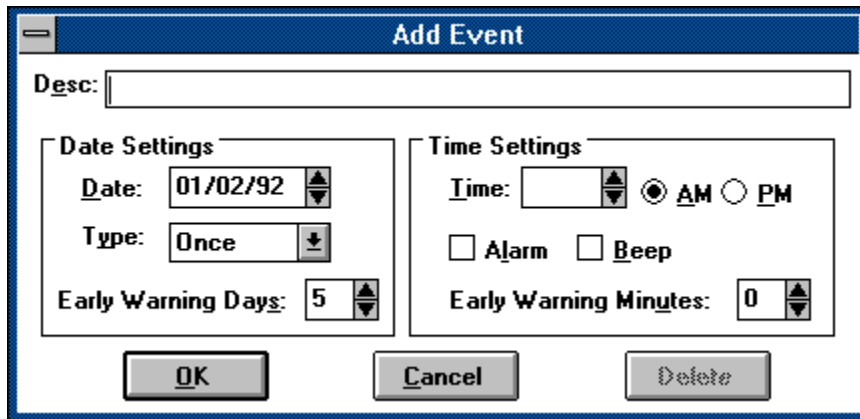Add a Name

# Use the Note Editor

The Note Editor is a simple text editor that works much like the Windows' Notepad.   It has the advantages of being automatically loaded and saved whenever you launch and exit *Mom for Windows*. You can use it to type notes and reminders.

**See Also**
Note Editor Commands

# Add an Event

From the Calendar or Event Viewer File menu choose *Add Event* or double-click a day in the Calendar while holding down the *shift* key.   The Add Event dialog box is displayed.



The Add Event dialog box consists of:

**Desc**
An event description must be entered and can contain up to 60 characters.

**Date**
An event date must be entered and has a *mm/dd/yy* format.   The date is automatically formatted as it is typed.   The date defaults to the date selected on the Calendar window.   You can use the spin buttons or the arrow keys to scroll the date forward and backward by one day.

**Type**
The type of the event.   Available types are:
- Once
- Daily
- Weekly
- Monthly
- Yearly

An event type of *Once*, is removed from the data base based on the *RemoveEventsDays* setting in the MOMWIN.INI file.   All other event types are automatically rescheduled depending on the event type.

**Early Warning Days**
The number of days before the event occurs that you want to be notified.   The Event Viewer displays Up-Coming Events using this value.   For example, to display an event five days prior to the event, enter *5* here.   This value defaults to the value indicated by the *EventEarlyDays* setting in the MOMWIN.INI file.

**Time**
The time of the event.   The time is optional and has a format of *hh:mm*.   The time is automatically formatted as it is typed.   You can use the spin buttons or the arrow keys to scroll the time forward and backward by the *EventScrollMins* setting in the MOMWIN.INI file.

**Alarm**

Set this option if you want an Alarm dialog box to display to notify you of the event.


**Beep**
Set this option if you want an Alarm dialog box to beep when notifying you of the event.   The alarm will beep the number of times specified by the *NbrAlarmBeeps* setting in the MOMWIN.INI file.


**Early Warning Minutes**
The number of minutes before the event occurs that you want to be notified.   For example, to display the alarm dialog box 15 minutes prior to the event, enter *15* here.   This value defaults to the value indicated by the *EventEarlyMins* setting in the MOMWIN.INI file.


**OK**
Adds the event to the Event Data Base.


**Cancel**
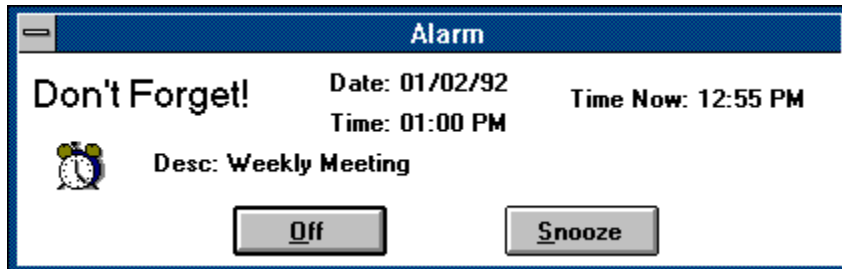Removes the Add Event dialog box without adding the event.


**See Also**
Turn Off an Alarm

Use the Event Data Base

# Turn Off an Alarm

The alarm dialog box displays when you have created an event with an alarm and the alarm time has been reached.



To turn off the alarm:
- Click the *Off* button.
- Click the Snooze button.   The alarm will be reset to go off again in a number of minutes.   The number of minutes to snooze depends on the *SnoozeMins* setting in the MOMWIN.INI file.

If the event has the beep indicator set, the alarm clock will beep the number of times specified by the *NbrAlarmBeeps* setting in the MOMWIN.INI file.   To silence the beeping alarm clock icon, simply click it with the mouse.   Clicking the alarm clock icon a second time will turn the beeping alarm clock on again.
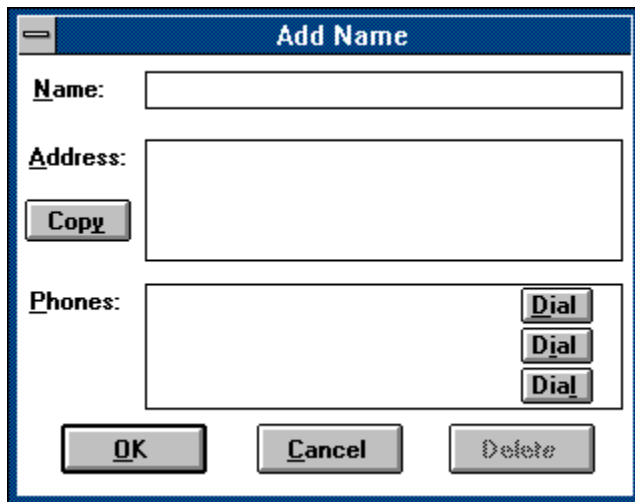
**See Also**
Use the Event Data Base
Add an Event or an Alarm

# Add a Name

From the Calendar or Names Viewer File menu, choose *Add Name*.   The Add Name dialog box is displayed.



The Add Name dialog box consists of:

**Name**
Each name can contain up to 30 characters.

**Address**
Three address lines can be entered.   Each address line can contain up to 30 characters.

**Phones**
Three phone numbers can be entered.   Each phone number can contain up to 20 characters.

**Copy**
Copies the name and address to the Windows' clipboard.

**OK**
Adds the entry to the Names Data Base.

**Cancel**
Removes the Add Name dialog box without adding the entry.

**Dial Buttons**
Sends instructions to the modem to automatically dial the indicated phone number.   Modem settings are defined in the MOMWIN.INI file.   The Dial Buttons are only visible when a phone number has been entered.

**See Also**
Use the Names Data Base

# Commands

# Calendar Commands

File Commands

Options Commands

View Commands

**See Also**

Use the Calendar

# Calendar File Commands

**Add Event**
Displays the *Add Event* dialog box.   Keyboard Shortcut: Ctrl+E.


**Add Name**
Displays the *Add Name* dialog box.   Keyboard Shortcut: Ctrl+A.


**Find a Name**
Displays a dialog box then searches for names containing the specified text.   The Update Names dialog box is displayed for any match.   You can press F3 from within the Update Names dialog box to repeat the last search.   Keyboard Shortcut: Ctrl+F.


**Exit**
Quits Mom for Windows.   All changes that have been made to the Event Data Base, the Name Data Base, and the Note Editor are automatically saved.


**See Also**
Use the Calendar

# Calendar Options Commands

**View Date**
Turns off and on the option to display the current date on the Calendar, and to display the current date in the application's title when the Calendar is minimized.

**View Time**
Turns off and on the option to display the current time on the Calendar, and to display the current time in the application's title when the Calendar   is minimized.

**Save Settings Now**
Saves the current system settings.   Choosing this selection is the same as:
- Setting the *Save Settings on Exit* option,
- Quitting the application,
- then restarting it.

**Save Settings on Exit**
Turns off and on the option to save the current settings when you exit the system.   Turning this option on will save the arrangement and position of the Calendar, Event Viewer, Names Viewer, and Note Editor.

**See Also**
Use the Calendar

# Calendar View Commands

**Notes**
Displays the Note Editor.   Keyboard Shortcut: Ctrl+O.

**Name List**
Displays the Names Viewer.   Keyboard Shortcut: Ctrl+N.

**Up-Coming Events**
Displays the Event Viewer showing all up-coming events.   Keyboard Shortcut: Ctrl+C.

**Today's Events**
Displays the Event Viewer showing all events for today.   Keyboard Shortcut: Ctrl+T.

**Selected Date's Events**
Displays the Event Viewer showing all events for the date currently selected on the Calendar.   Keyboard Shortcut: Ctrl+S.

**All Events**
Displays the Event Viewer showing *all* events.   Keyboard Shortcut: Ctrl+L.

**See Also**
Use the Calendar

# Event Viewer Commands

File Commands

View Commands

Search Commands


**See Also**

Use the Event Data Base

# Event Viewer File Commands

**Add Event**
Displays the *Add Event* dialog box.   Keyboard Shortcut: Ctrl+E or double-click a day in the Calendar while holding down the *shift* key.

**Update Event**
Displays the *Update Event* dialog box for the event currently selected on the Event Viewer.   Keyboard Shortcut: Ctrl+U or double-click the event you want to update.

**Delete Event**
Deletes the event currently selected on the Event Viewer.   Keyboard Shortcut: Ctrl+D.

**Save**
Saves the Event Data Base to disk.   Although the Event Data Base will be automatically saved whenever you exit, you might choose this if you've just made a bunch of changes and you want to make sure they get saved even if your system crashes.

**Print**
Prints one copy of the events currently displayed.

**Exit**
Closes the Event Viewer.

**See Also**
Use the Event Data Base

Add an Event or an Alarm

# Event Viewer View Commands

**Up-Coming Events**
Displays all up-coming events.   Keyboard Shortcut: Ctrl+C.


**Today's Events**
Displays all events for today.   Keyboard Shortcut: Ctrl+T.


**Selected Date's Events**
Displays all events for the date currently selected on the Calendar.   Keyboard Shortcut: Ctrl+S.


**All Events**
Displays a*ll* the events.   Keyboard Shortcut: Ctrl+L.


**See Also**
Use the Event Data Base

# Event Viewer Search Commands

**Find**

Displays a dialog box then searches for event descriptions containing the specified characters or words. The update dialog box is displayed for any match.   You can press F3 from within the update dialog box to repeat the last search.   Keyboard Shortcut: Ctrl+F.

**Find Next**

Repeats the last search without opening the Find dialog box.   Keyboard Shortcut: F3.

**See Also**

Use the Event Data Base

# Name Viewer Commands

File Commands

Search Commands


**See Also**

Use the Names Data Base

# Name Viewer File Commands

**Add Name**
Displays the *Add Name* dialog box.   Keyboard Shortcut: Ctrl+A.

**Update Name**
Displays the *Update Name* dialog box for the name currently selected on the Names Viewer.   Keyboard Shortcut: Ctrl+U or double-click the name you want to update.

**Delete Name**
Deletes the name currently selected on the Names Viewer.   Keyboard Shortcut: Ctrl+D.

**Save**
Saves the Names Data Base to disk.   Although the Names Data Base will be automatically saved whenever you exit, you might choose this if you've just made a bunch of changes and you want to make sure they get saved even if your system crashes.

**Print**
Prints one copy of the Names Data Base.

**Exit**
Closes the Names Viewer.

**See Also**
Use the Names Data Base

# Names Viewer Search Commands

**Find**
Displays a dialog box then searches for names that have name text containing the specified characters or words.    The update dialog box is displayed for any match.   You can press F3 from within the update dialog box to repeat the last search.   Keyboard Shortcut: Ctrl+F.

**Find Next**
Repeats the last search without opening the Find dialog box.   Keyboard Shortcut: F3.

**See Also**
Use the Names Data Base

# Note Editor Commands

[File Commands](#)
[Edit Commands](#)
[Search Commands](#)


**See Also**
[Use the Note Editor](#)

# Note Editor File Commands

**New**
Removes everything in the current file so you can create a new one.


**Save**
Saves the Notes to disk.   Although the Notes will be automatically saved whenever you exit,   you might choose this if you've just made a bunch of changes and you want to make sure they get saved even if your system crashes.


**Print**
Prints one copy of the Notes.


**Exit**
Closes the Note Editor.


**See Also**
Use the Note Editor

# Note Editor Edit Commands

**Cut**
Deletes text from the Note Editor and places it onto the Clipboard, replacing the previous Clipboard contents.   Keyboard Shortcut: Ctrl+X.

**Copy**
Copies text from the Note Editor onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.   Keyboard Shortcut: Ctrl+C.

**Paste**
Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in the Note Editor. Keyboard Shortcut: Ctrl+V.

**Delete**
Deletes selected text from the Note Editor, but does not place the text onto the Clipboard.   Use Delete when you want to delete text but you have text on the Clipboard that you want to keep.

**See Also**
Use the Note Editor

# Note Editor Search Commands

**Find**
Searches for characters or words in the Note Editor.   You can match uppercase and lowercase letters.
Keyboard Shortcut: Ctrl+F.

**Find Next**
Repeats the last search without opening the Find dialog box.   Keyboard Shortcut: F3.

**See Also**
Use the Note Editor

# Registering

*Mom for Windows* is distributed as shareware.   It is *not* free.   You may use it for 30 days before registering it.   At the end of the 30-day trial period, you should either register your copy or discontinue using *Mom for Windows*.


To register, send $10 (US) to the following address:


**Kyle Lutes Computing**
**P.O.Box 267**
**Bremen, IN   46506-0267**


All corporate, business, government or other commercial users of   *Mom for Windows* must be registered.


By registering, you will help promote future versions of this and other shareware software.   As always, questions, comments, and criticisms are welcome.


If you need to contact the author, you can write to the above address.   If you have access to electronic mail, you can also send mail to one of these E-Mail addresses:

INTERNET: kdlutes@ualr.edu

BITNET:


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# Options in MOMWIN.INI

This section documents the settings in MOMWIN.INI.   MOMWIN.INI must be installed in the Windows directory.   Some of the options in MOMWIN.INI are automatically set by the system.   To change others, you must edit the file using an ASCII text editor such as Windows' Notepad.   To learn how to make changes, see the WININI.TXT file supplied with Microsoft Windows.


All options and their default settings are listed below.


**MaxEventItems=100**
All events are stored in an array.   This option determines the size of the array and thus the maximum number of   events you can have.   If you ever get the *Cannot add item to Event Table* error message, try increasing this value.   The maximum number of events is 800.


**MaxNameItems=100**
The index to the Names Data Base is also stored in an array.   This option determines the size of the array and thus the maximum number of names you can have.   If you ever get the *Cannot add name to Name Table* error message, try increasing this value.   The maximum number of names is 2000.


**SnoozeMins=5**
This option determines the number of minutes to *snooze* an alarm for an event when its alarm goes off.


**RemoveEventsDays=30**
This option indicates how many days to retain expired events in the event file.   For example, if you want to remove events after they have been expired for 30 days, set this option **=30**.


**NbrAlarmBeeps=10**
This option indicates the number of times to *beep* the system speaker when an event's alarm goes off and the beep indicator is set.   If you like to annoy your neighbors, set this option to a high number. Otherwise, keep it low.


**AutoSaveMins=0**
If your computer is prone to UAE's or other disastrous system halts you can use this option to automatically save *Events*, *Names*, and the *Notes* to their corresponding files.   Enter how often (in minutes) you want your work saved.   For example, to save every 30 minutes, set this option **=30**.   A value of "0" indicates no automatic saving should occur.


**SaveSettingsOnExit=1**
This option indicates if the application settings should be saved when you exit.   A "1" means yes, and a "0" means no.   This option can be changed from the Calendar's Option menus.


**AutoDialComPort=COM1**
**AutoDialBaudRate=1200**
Modem settings for the phone number autodialer.


**CalLeft=1**
**CalTop=1**
The left and top position of the Calendar.   These options are automatically set when you Save Settings Now or exit with the Save Settings on Exit option turned on.

**ViewDate=1**
**ViewTime=1**
These options indicate if the calendar should display the current date and time.   A "1" means yes, and a "0" means no.   These options can be changed from the Calendar's Option menus.

**NoteFile=MOMNOTES.DAT**
**EventFile=MOMEVENT.DAT**
**NameFile=MOMNAMES.DAT**
These options determine the names of the files that contain the *Notes, Events, and Names Data Base*. You can include the drive and path if you want.

**NoteVisible=0**
This option indicates if the Note Editor is visible when the application starts.    A "1" means yes, and a "0" means no.   This option is automatically set when you Save Settings Now or exit with the Save Settings on Exit option turned on.

**NoteLeft=1**
**NoteTop=1**
**NoteWidth=4000**
**NoteHeight=4000**
The left position, top position, width, and height of the *Note Editor*.   These options are automatically set when you Save Settings Now or exit with the Save Settings on Exit option turned on.

**EventViewerVisible=0**
This option indicates if the *Event Viewer* is visible when the application starts.    A "1" means yes, and a "0" means no.   This option is automatically set when you Save Settings Now or exit with the Save Settings on Exit option turned on.

**EventViewerMode=U**
This   option determines the mode of the Event Viewer if it is loaded when the application starts.   Use an "A" for All Events, a "T" or "S" for Today's Events, or a "U" for Up-Coming Events.   This option is automatically set when you Save Settings Now or exit with the Save Settings on Exit option turned on.

**EventViewerLeft=1**
**EventViewerTop=1**
**EventViewerWidth=4000**
**EventViewerHeight=4000**
The left position, top position, width, and height of the *Event Viewer*.   These options are automatically set when you Save Settings Now or exit with the Save Settings on Exit option turned on.

**EventEarlyDays=10**
**EventEarlyMins=10**
These options indicate the default values for the *Early Warning Days* and the *Early Warning Minutes* fields for the *Add Event* form.   They are automatically set whenever an event is added.

**EventScrollMins=1**
This option indicates the number of minutes to scroll the time on the *Add Event* and *Update Event* dialog boxes when the spin buttons are clicked or the arrow keys are pressed.   For example, to scroll the time in increments of 10 minutes, set this option **=10**.

**NameViewerVisible=0**
This option indicates if the *Names Viewer* is visible when the application starts.    A "1" means yes, and a "0" means no.   This option is automatically set when you <u>Save Settings Now</u> or exit with the <u>Save Settings on Exit</u> option turned on.


**NameViewerLeft=1**
**NameViewerTop=1**
**NameViewerWidth=4000**
**NameViewerHeight=4000**
The left position, top position, width, and height of the *Names Viewer*.   These options are automatically set when you <u>Save Settings Now</u> or exit with the <u>Save Settings on Exit</u> option turned on.

Cheap!