RAD Software

PO Box 1991
Columbus, GA 31902-1991
706.660.0119

www.radsoftware.org

MyLife

Pro Version

Reminder/To-Do/Alarm/Organizer Scheduler/Life Management Software

User Manual

Applicable for version w3.26.11 and greater
(rev.4/1810)

INTRODUCTION **3**

OVERVIEW 3

THE 'REMINDERS' TAB **5**

Creating a new reminder event *6*
Special 'Add a New Reminder/Alarm' Options *8*
Creating a new to-do entry *8*
MyLife's Email feature *9*

THE 'AT A GLANCE' TAB **10**

THE 'JOURNAL/NOTES' TAB **11**

THE 'ARCHIVES' TAB **13**

THE 'OPTIONS/UTILITIES' TAB **14**

General Options *14*
Date Display Options *15*
Browsing Calendar *15*
Safeguarding your MyLife data *15*

APPENDIX I **16**

Data file information *16*
The Database Engine *16*
Database record format *17*
Hard disk space requirements *17*

APPENDIX II **18**

Terms and Conditions *18*
Pricing Structure *19*
End-User License Agreement *20*

Introduction

Overview



MyLife is a quick and easy way to organize your personal and/or work schedule, and other important events in your life. Enter your appointments, meeting, annual events such as birthdays and anniversaries, recurring events, and other reminders important to your life. **MyLife** will notify you at the date and time of your choosing.

If there is a message associated with the event, **MyLife** will pop it up for you to see. If you have a sound associated with the event, **MyLife** will play the sound; you can choose either or both.

You can maintain a journal in a dedicated text area, and also keep various and sundry notes and bits of information in a special 'Notes' text area. Both are fully searchable and selectively printable.

MyLife is designed as a single comprehensive multi-tabbed form that provides quick and easy access to different features.

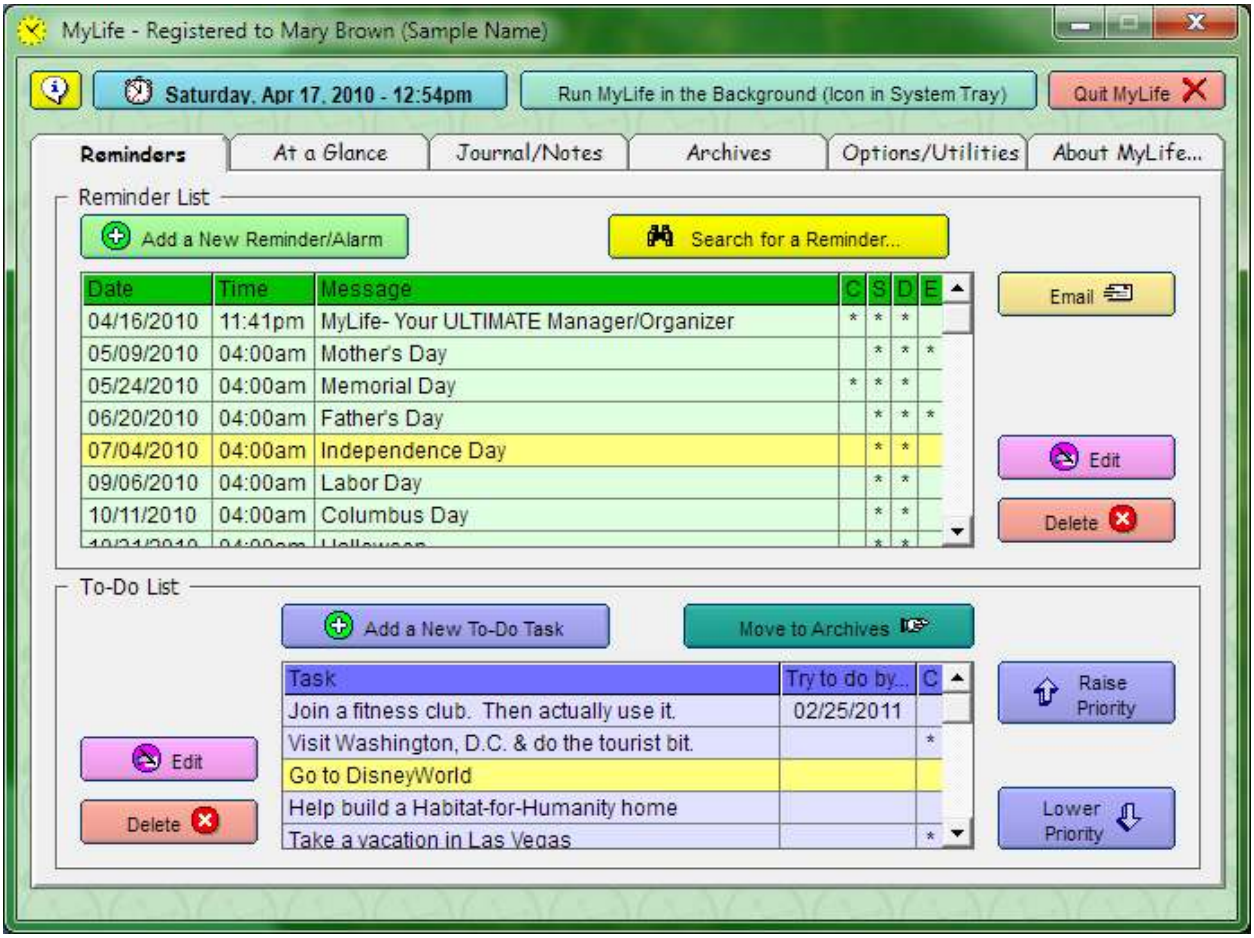
- The first tab displays the 'Reminder' and 'To-Do' lists.
- The next tab offers the same information, but in a text page 'at-a-glance' format that can be printed.
- The next tab provides a 'Journal' text area and a 'Notes' text area.
- The next tab maintains archived lists of past reminders and to-do tasks.
- The next tab displays program options and tips.
- The final tab has program version and copyright information, **RAD Software** contact information (including convenient email and internet links), ordering information, etc.

MyLife is designed to run unobtrusively in the background, disturbing you only when you're glad it did! You can configure **MyLife** to start automatically and invisibly when you start your computer, and only show itself when a reminder becomes due. You have the choice of minimizing it to either your Windows Task Bar, or your Windows System Tray (by default, it resides quietly in the System Tray).

MyLife now also comes with this detailed comprehensive illustrated manual in a PDF Document format. In the unlikely event that Acrobat PDF Document Reader software is not already installed on your computer, you can quickly obtain it for free at www.adobe.com and install it in less than five minutes. This software manual can be accessed both from within the **MyLife** software itself anytime via the 'Help' button (or the **<F1>** key), or on its own as a standalone PDF document.

This latest version of **MyLife** represents both a significant refinement of existing features and a number of additional features focused on making your life easier to manage! Join us on the following pages as we look at each of the above described tabs in more detail.

The ‘Reminders’ Tab

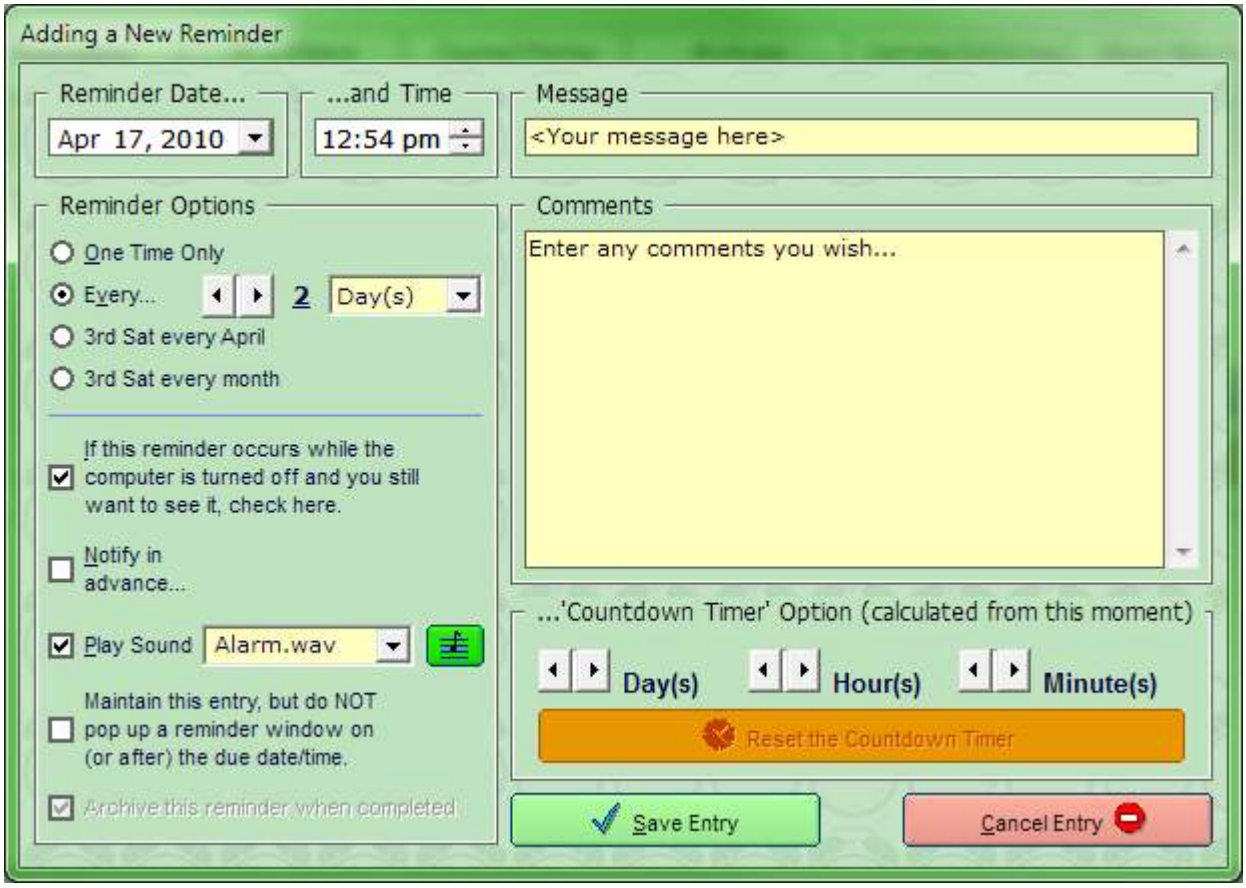


The ‘**Reminders**’ tab is really the heart of the program, displaying the Reminder List, and below it, the ‘To-Do’ list. By default, this is the tab that is displayed when you first start **MyLife** in normal display mode (although this can be changed in the Options section if you prefer to see another tab on program startup).

Here you can quickly browse upcoming events and perform the most common functions associated with this data, such as adding, editing, searching, etc. You can even highlight an event for one-click emailing to anyone you wish.

See the following pages for more details regarding the functions and features of this tab.

Creating a new reminder event



When you select Add a New Reminder/Alarm on **MyLife**'s **Reminders** tab, the above form appears.

With **MyLife**, adding a reminder is very quick and easy.

- The date and time fields can be easily adjusted with your mouse or with the arrows keys on your keyboard.

- You can enter a One Time Only reminder, or you can designate a recurring reminder with very flexible intervals that are easy to configure.

- You can associate a message or a sound, or both, with the reminder. **MyLife** provides a handful of short WAV sounds for you by default for you to choose from, but you can add any number of MP3, WMA, or WAV sounds, or songs, of any length, that you might already have by copying/moving them to the **MyLife** folder.

- With the Display if Reminder Missed option, **MyLife** will display the reminder at its first opportunity if the reminder occurred while the computer was off.

- The Early Bird option lets you specify an extra 'pre-reminder' at some time (that you specify) prior to the regularly scheduled reminder.

- You can choose to maintain an entry, but *not* pop up a reminder when it becomes due, which is very useful in certain circumstances.

- For a non-recurring reminder, you can tell **MyLife** whether or not to archive the reminder after it's 'due date'.

MyLife also has a special Countdown Timer feature for those occasional moments you need a quick timer. Because this type of reminder is opportunistic and unmemorable in nature, it is normally not archived, although you can archive is you wish. This reminder feature is perfect for keeping track of the meat loaf in your oven, or letting you know when you've been on your treadmill for 30 minutes, and so on.

When a reminder event or a to-do task becomes due, **MyLife** will display a small notification window as shown below:



You have several options at this point, depending on the nature of the reminder:

- You can select Okay and the message will disappear from the screen

- You can select Snooze and the reminder will re-appear in five minutes (default interval, or user-selectable if that option is enabled)

- You can select Edit/Reschedule and **MyLife** will let you reschedule the reminder to some other date and time. If the pop-up is an Early Bird reminder, you will not have Snooze and Reschedule options. If there is no message associated with the reminder, only the sound will be heard and no pop-up window will appear on your monitor.

Special 'Add a New Reminder/Alarm' Options

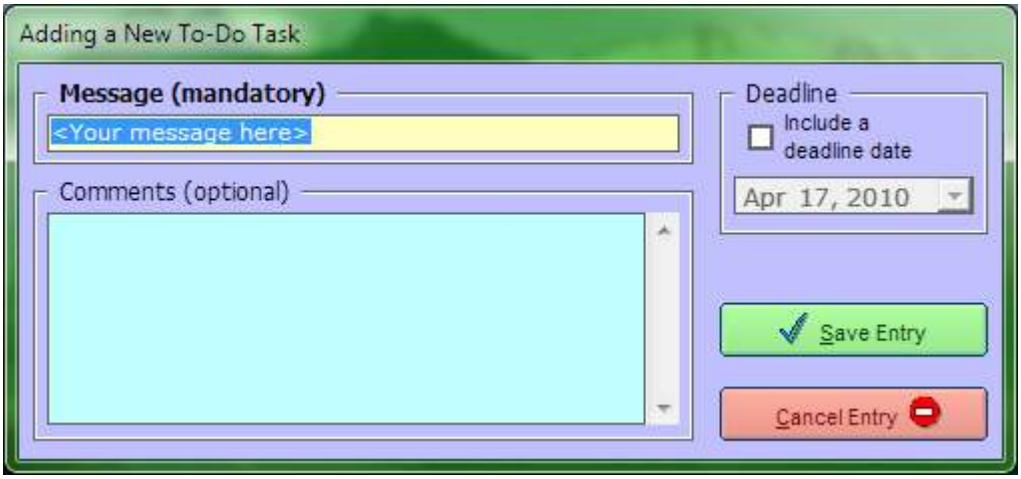
MyLife will let you use an *existing* reminder as a template for a new reminder. You can use an existing reminder in the current reminder list, or even use an archived reminder in the archive list! MyLife will also let you enter birthday/anniversaries in an easy and convenient manner. Here's how to do it:

If you <*right-click*> the Add a New Reminder/Alarm button on **MyLIfe**'s **Reminders** tab, a pop-up menu will appear with the following special options for a new entry:

- …using the highlighted reminder as a template— selecting this option will 'pre-fill a new reminder entry form with the information already filled out the way you want it! This is a huge convenience in adding an event similar to others that you've already entered.

- …of a new birthday entry, where the date of birth is known— if you select this option, **MyLife** will automate birthday and anniversary entries as long as you know the date of birth or original anniversary date.

Creating a new to-do entry



When you select Add a New To-Do Task on **MyLife**'s **Reminders** tab, the above form appears. As you can see, it provides you with the basic information you need to enter and maintain a list of those important to-do tasks— anything from rainy day chores to that wishful event you keep in your hopeful 'bucket list'! A deadline entry is optional—if you enter it, **MyLife** will pop up the notification window on the deadline date to remind you of your promise to yourself.

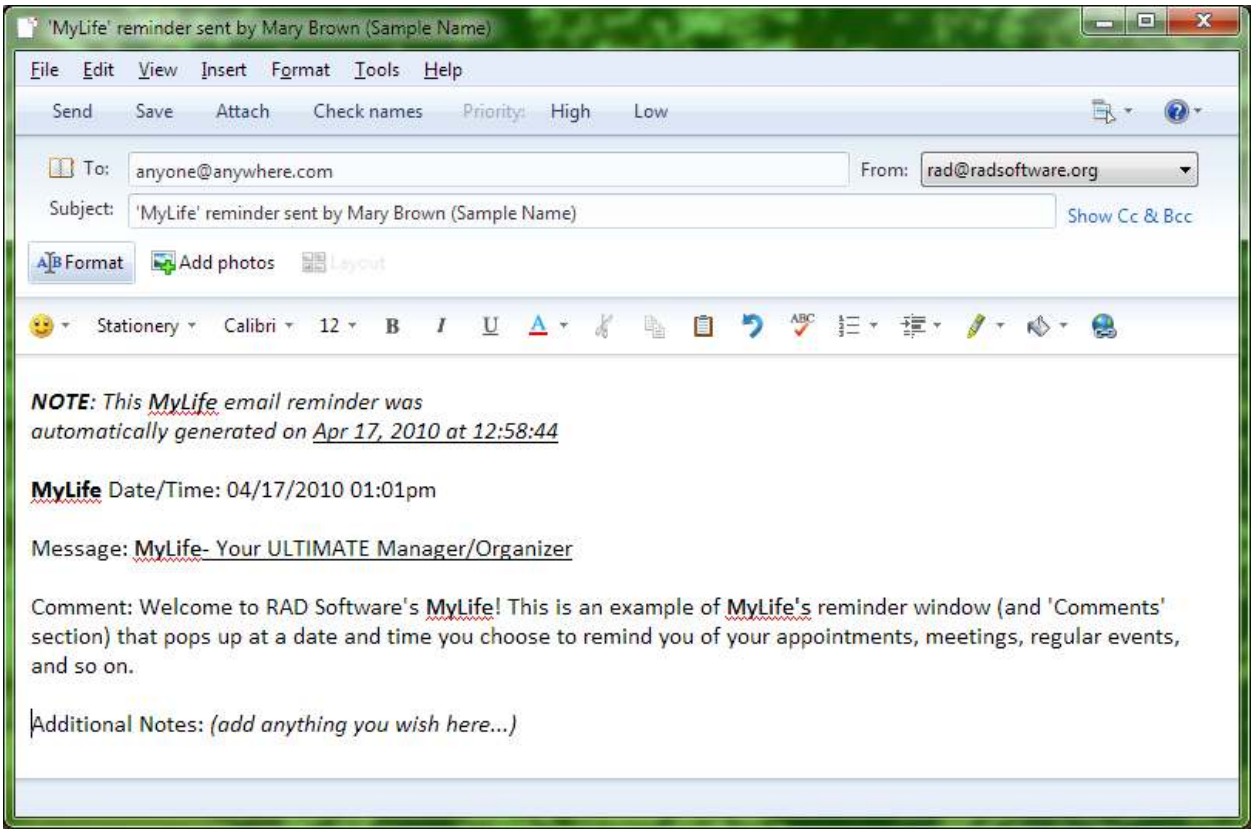
A to-do task is a goal-oriented idea that isn't necessarily tied to a particular date or time. 'Write a novel someday' is a good example. You might have a general deadline in mind, but the focus is on 'what' rather than 'when'. Thus, although a message entry is mandatory; the comments and deadline date are optional.

Once entered and listed, you can raise or lower the task's priority within the list to suit your sense of its importance relative to the other listed tasks.

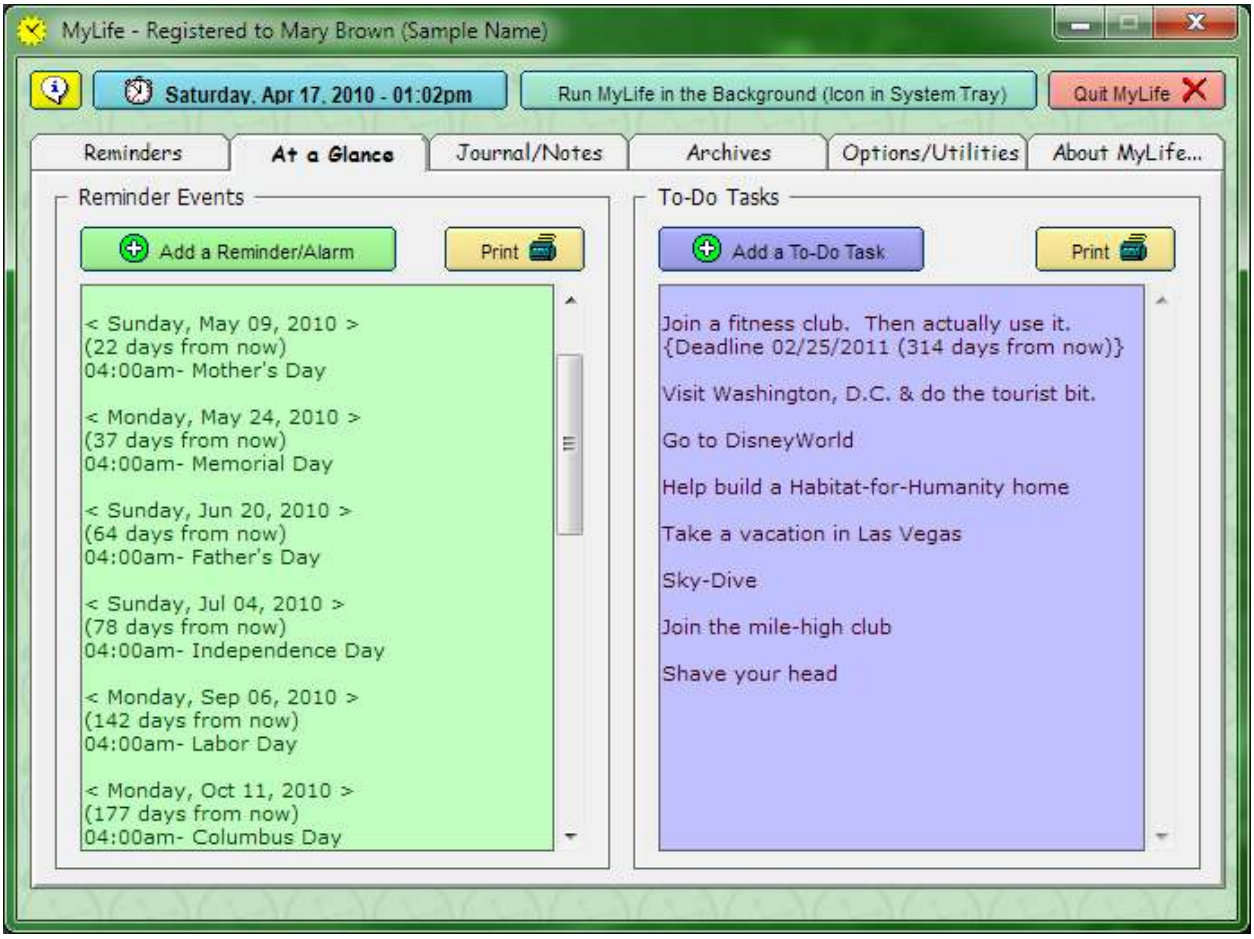
Once accomplished, you can either delete the to-do task from the active list, or you can transfer it to an archive list (in the **Archives** tab) for reference. In the archive list, you still have editing access to the original comments, so you can maintain a running history of notes related to this task if you wish even after it's been archived. See the section on the **Archive** tab for more information about this powerful archiving feature.

MyLife's Email feature

Highlight any reminder, click the Email button, and **MyLife** will automatically compose and display a pre-filled email form for you, using your default email handler, as shown below. What could be more convenient?



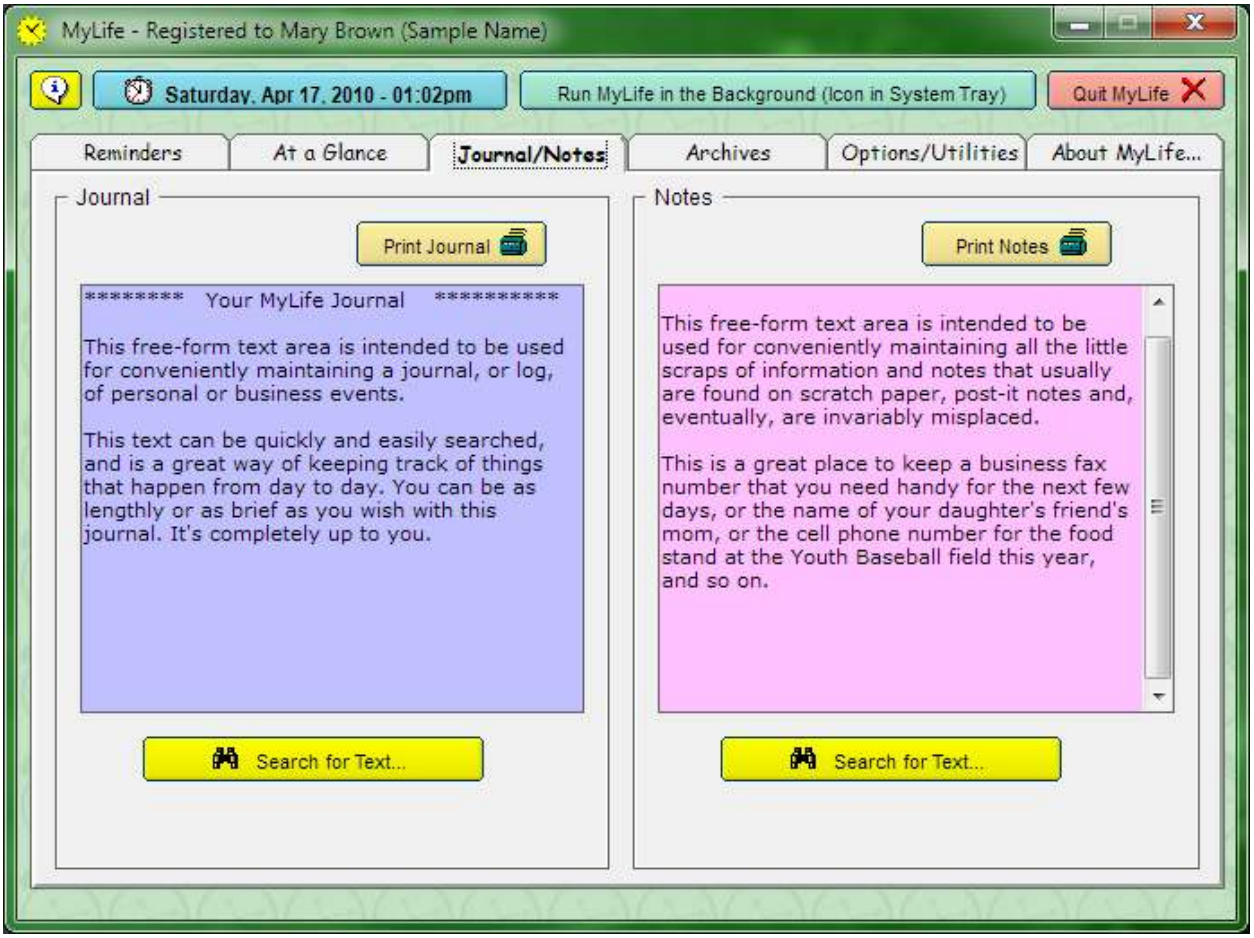
The ‘At a Glance’ Tab



The **At a Glance** tab displays the same reminder and to-do events that are shown in the **Reminders** tab, but in a different format. Instead of showing the events in a cryptic row-by-row list, this tab show you the events in a friendlier ‘at-a-glance’ format that you might find on a slip of paper in your wallet or purse. In fact, there are printing options so you can make that paper list if you want!

Also notice that, for your convenience, you can add a reminder event or a to-do task from this tab as well.

The ‘Journal/Notes’ Tab



The **Journal/Notes** tab gives you a useful and convenient place to keep important facts, figures, numbers, and so on. This tab has two large free-form text areas. One is a Journal text area, and the other is the Notes text area.

The Journal text area is intended to be used as an informal journal, or log, of your day-to-day personal and/or business events.

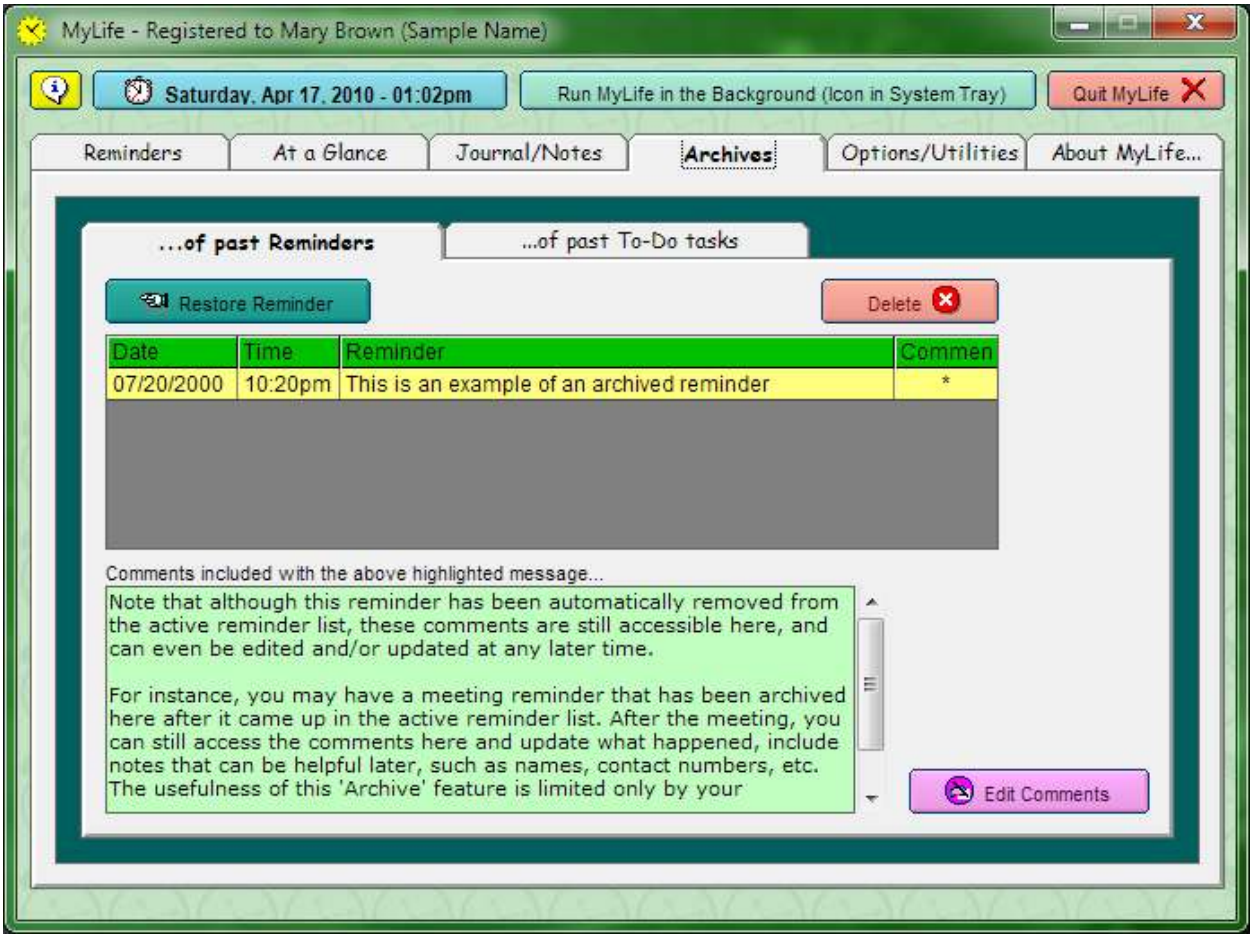
The Notes text area is intended to be used as a place to keep the various and sundry bits of information that you currently keep on a scrap of paper in your wallet, or a post-it note on your computer monitor, etc. It is a single convenient place to keep your dentist's mailing address, a mail-order confirmation number, the name of your grocery store manager, and so on.

Each of these text areas can be as complete or as brief as you wish. Information can be added, edited, or removed at any time. It's completely up to you.

Each text area has a powerful, but easy-to-use searching capability that allows you to *instantly* find any bit of text, even if the text to be searched has grown to be literally hundreds of pages long.

Finally, each text field is not only printable as a whole document, but you can also highlight any portion of the text and print only that highlighted portion as well!

The ‘Archives’ Tab

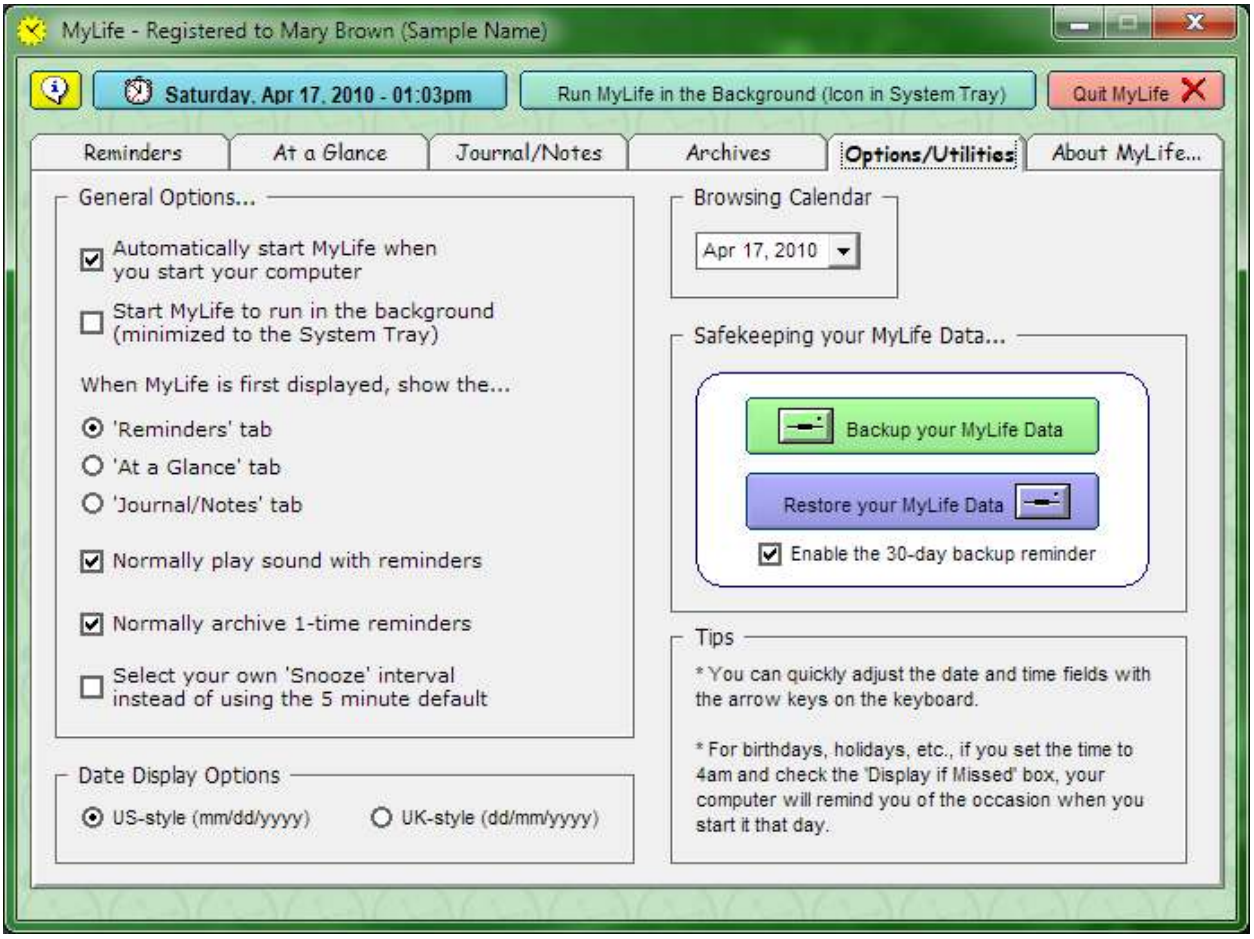


When a recurring event displays itself to you, it’s then automatically forwarded to the next recurring date on the reminder list. But when a non-recurring event has been displayed, **MyLife** will automatically transfer it to this archived list of past reminders, available for your review for as long as you wish (even many years later). Frankly, we at **RAD Software** have never seen any other similar software that keeps past events on file for your review like this, and we are proud to offer this unique feature to you.

The original comments can also be edited here, which is another unique feature of this software. Finally, this list has a powerful searching feature just like the search function in the **Reminders** tab. (the search button doesn’t appear on the above illustration because **MyLife** won’t offer searching until there are at least three entries in the list).

In the diagram above, note that there is also a ‘…past To-Do tasks’ tab that provides the same features and functions for archived to-do events.

The ‘Options/Utilities’ Tab



The **Options/Utilities** tab is **MyLIfe**’s ‘control center’. Most users are already familiar with software option panels, and we hope that the above options and utilities are clear and easy to choose from and use.

General Options

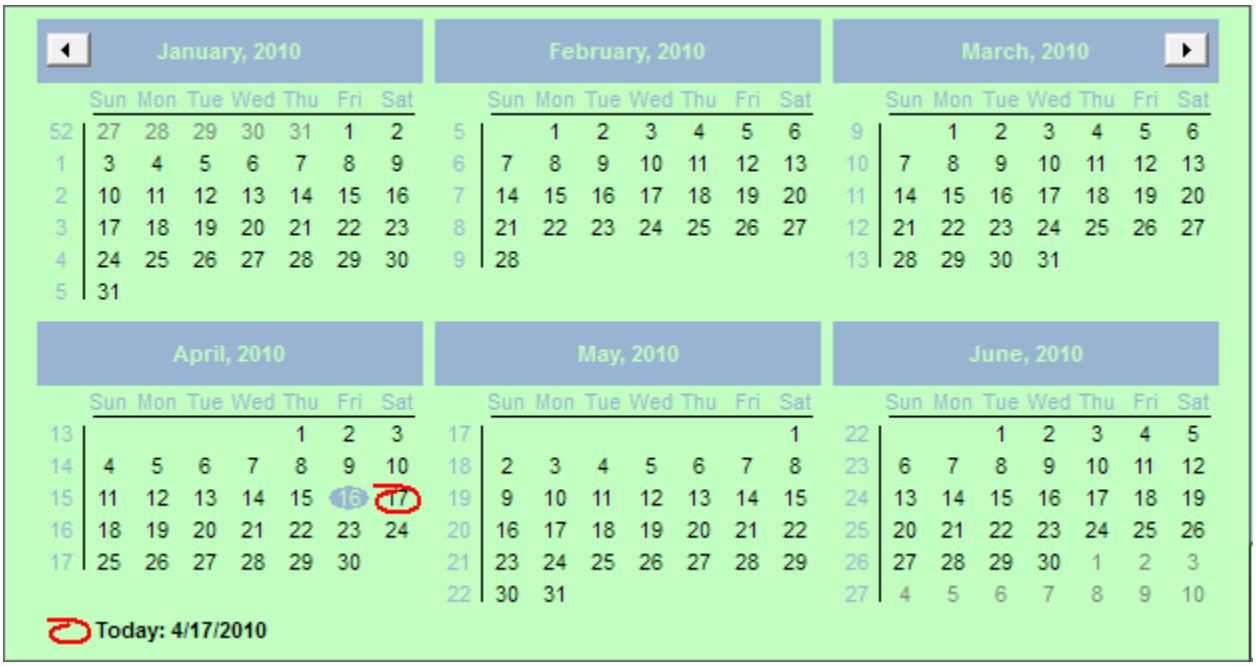
With **MyLife**, you choose when and how the program starts and interacts with you. As a convenience, **MyLife** can be configured to start automatically when you start your computer. **MyLife** can also be configured to start 'in the background'-- in other words, without you seeing it on your computer screen. In this case, a **MyLife** icon will be available in the Windows System Tray, just a mouse click away from display. With both of the first two General Options enabled, **MyLife** will automatically run unobtrusively in the background when you turn your computer on, and will interrupt you only when a scheduled reminder comes up.

Date Display Options

You can choose to display dates in either the typical U.S.-style or U.K. style. It is strongly recommended, however, that you use the same setting that your computer uses in the Windows Control Panel date/time settings.

Browsing Calendar

The 'Browsing Calendar is just that: It displays a six-month calendar layout with the current date conveniently right in the middle of it. Of course, once you display the calendar, you can move forward or backward through the months as you wish.



Safeguarding your MyLife data

Also note that **MyLife** also has built-in Backup/Restore features, along with an optional 30-day backup reminder if you wish to use it. We want to make sure that your **MyLife** data is easy not only to enter and maintain, but to protect as well!

Appendix I

Data file information

MyLife creates and maintains the following files:

Filename	Function
MyLife.dat	Contains all reminders events and to-do tasks, both current and archived
MyLife.Journal	Contains the text-based journal field information
MyLife.Notes	Contains the text-based notes field information

Note that the .Journal and .Notes files are rich-text formatted files, not plain ASCII text files. If you attempt to open them with Notepad.exe or some other ASCII text file editor, you may corrupt the integrity of the text.

All data files are kept closed and up-to-date during software operation, and are opened only long enough to perform a file modification (which usually takes only a few milliseconds). This makes it extremely unlikely that any data information would be lost in the event of a power failure, etc.

The Database Engine

The database engine is a machine-code level, proprietary set of file manipulation algorithms developed and refined since 1987 by **RAD Software**. These database functions are contained within the executable code itself. No outside third-party database systems or outside API libraries are needed.

All file operations are done at the system level, are at least a magnitude faster than file operations performed by commercial database engines, and provide an extremely high standard of data integrity and security.

Database record format

The primary database is a random access files capable of storing over two billion records. Each record is populated with fixed length fields. String fields are left-buffered; unused string bytes are padded with ASCII-32 characters. The variable type structures of the fields within a given record are as follows:

Field	**Type variable**
EntryType	Integer
DateTime	Date
SnoozeDateTime	Date
IntervalType	Integer
IntervalNumber	Integer
IntervalMode	Integer
Message	String * 60
DoNotDisplay	Boolean
ToDoPriority	Integer
SoundFile	String * 25
EarlyBirdNumber	Integer
EarlyBirdMode	Integer
EarlyBirdPopped	Boolean
DisplayIfMissed	Boolean
Comments	String * 869
ArchiveFlag	Boolean
EarlyBirdAgain	Date
Byte length: 1 record: 1000 bytes	

Those who might be interested in exporting MyLife data into spreadsheets, etc., will find the above information essential. Consult appropriate Microsoft documentation for the construction of VBA variables such as date variable, Boolean values, etc.

Hard disk space requirements

# of MyLife entries	**Hard disk space required**
100	~0.01Mb
100,000	~1Mb
1,000,000	**~1Gb**

Nominal hard disk device space in 2010: **750-1000Gb**

Appendix II

Terms and Conditions

The terms and conditions outlined below are applicable only to the ***Pro Version*** software titles offered by **RAD Software**, which includes this application.

The following information is provided in order to assist with the explanation of terms in this Appendix:

> Software applications are assigned a version number that indicates the relative status of that particular version. **RAD Software** uses the following format as shown in the example below:
>
> w**11.22.33**
>
> The '**w**' indicates that this software application is designed for use in a Windows-based 32-bit or 64-bit operating system environment.
>
> The first set of digits is the **major** number of the applicable version.
>
> The second set of digits is the **minor** number of the applicable version.
>
> The third set of digits is the **revision** number of the applicable version.

RAD Software licensees are entitled to unlimited customer support and technical support for one year beginning on the date that the most recent **major** version release was licensed.

After one year as defined above, this level of support can be continued indefinitely with an Extended Support Agreement (ESA). **RAD Software** will notify the user in a timely manner to make arrangements to obtain an ESA.

This level of support, whether first year or extended, also guarantees that available **minor** number upgrades are provided at no cost. Whether covered by support or not, **revision** number upgrades are always available at no cost.

RAD Software guarantees its program applications to perform as coded for the life of the software. Review the EULA at the end of this appendix for more information regarding this and other assurances.

Anyone may distribute any **RAD Software** installation file without limitations or conditions. However, unauthorized distribution of a License Key#, or use of a licensed version by those not licensed by **RAD Software**, may subject the applicable party or parties to significant criminal fines and/or civil liability.

Pricing Structure

Pricing of this **Pro Version** software application is structured as follows:

Application:	**MyLife – Pro Version**
Version series:	*w**3.xx**.xx*
For a new Licensee, primary license:	**$15**
For an existing Licensee, primary license:	**$5**
For a new Licensee, a second and any subsequent license for additional workstations used in a cooperative networked configuration, each:	**n/a** per license
For an existing Licensee, a second and any subsequent license for additional workstations used in a cooperative networked configuration, each:	**n/a** per license
Extended Support Agreement, primary license:	**$1**/month, billed annually
Extended Support Agreement, additional licenses:	**n/a**/month, billed annually (this may be subject to change in subsequent versions)

End-User License Agreement

DEFINITION OF TERMS

EULA - End-User License Agreement

SOFTWARE PRODUCT - Any particular software application developed by RAD Software and publicly offered for end-user licensing, including all distribution and installation methodologies, associated media, digital and/or printed materials and documentation, or other content associated with any RAD Software products.

USER - An individual, business, organization, or agency, public or private, profit or non-profit, who/that intends to use the SOFTWARE PRODUCT.

EVALUATION VERSION - The default status and operation of a SOFTWARE PRODUCT that is initially installed on a given computer. An EVALUATION VERSION may be limited or disabled in terms of usage, period of days, specific usage date range, specific usage end date, specified number of application runs, limiting or disabling of data entry, and/or other limiting or disabling of other software features, configurations, and/or options that may enhance or limit the full performance of the SOFTWARE PRODUCT being evaluated.

LICENSED VERSION - An installed EVALUATION VERSION that has been successfully converted to a fully featured unlimited version by the successful application of a unique License Key that is provided by RAD Software. Authorized receipt and implementation of the License Key is pursuant to the legitimate acquisition of entitlement to the License Key by a potential USER.

This EULA is a legal agreement between the licensed or unlicensed USER, and RAD Software.

By downloading, installing, copying, or otherwise using a SOFTWARE PRODUCT, the USER agrees to be bound by the terms of this EULA. If the USER does not agree with the terms of this EULA, or uses a SOFTWARE PRODUCT in variance of the terms of this EULA, the USER may be subject to significant liability.

COPYRIGHT

Any SOFTWARE PRODUCT is protected by copyright laws and international treaty provisions. All title and copyrights related to the SOFTWARE PRODUCT (including but not limited to any images, photographs, animations, video, audio, music, text, and "applets" incorporated into the SOFTWARE PRODUCT), the accompanying printed materials, and any copies of the SOFTWARE PRODUCT are owned by RAD Software.

SOFTWARE PRODUCT/LICENSE

A SOFTWARE PRODUCT is licensed, not sold, and is protected by intellectual property law, copyright law, and international copyright treaties.

SOFTWARE FORMAT

A SOFTWARE PRODUCT is intended to be used on any device running any MS-Windows based, 32-bit or greater, operating system for personal computers.

DISTRIBUTION AND AVAILABILITY

A SOFTWARE PRODUCT is distributed as a single comprehensive executable Installation file, commonly known as a 'Setup' or 'Program Installation' file. A SOFTWARE PRODUCT must be installed from that installation file, not merely copied from one computer system to another, in order to function as intended.

Any licensed or unlicensed USER may freely copy, distribute, reference, or otherwise provide the original installation file of a SOFTWARE PRODUCT to others. A licensed USER, however, may NOT distribute or provide the accompanying License Key to any unauthorized user.

RAD Software is an online internet-based company that develops SOFTWARE PRODUCTS for online distribution and licensing. The primary means of distribution of SOFTWARE PRODUCTS is via the internet. The latest version of any and all SOFTWARE PRODUCTS can be downloaded at RAD Software's web site (www.radsoftware.org) 24 hours a day, 365 days a year. RAD Software has no control over, and is not liable for the intended performance, availability, file validity, or version status of any SOFTWARE PRODUCT that is posted on third-party download web sites not affiliated with RAD Software.

INSTALLATION AND USAGE

Any SOFTWARE PRODUCT by RAD Software that is initially installed on a given computer will function as an EVALUATION VERSION, and is intended to be freely used for evaluation purposes for a reasonable period of time.

Any SOFTWARE PRODUCT that is converted from an EVALUATION VERSION to a LICENSED VERSION by authorized receipt and application of a License Key obtained from RAD Software can be used without any restrictions of any kind by the intended USER for the life of the SOFTWARE PRODUCT.

Unauthorized receipt, use, or distribution of a LICENSED VERSION of a SOFTWARE PRODUCT is strictly prohibited and may result in significant liability on the part of the authorized USER and/or other unauthorized users.

VENDOR SUPPORT TERMS

Unless otherwise specified, a SOFTWARE PRODUCT is guaranteed to perform as coded for the life of the SOFTWARE PRODUCT. However, RAD Software is not responsible for future possible hardware materials and/or software/operating system changes that may impair or prevent the intended usage of a SOFTWARE PRODUCT as designed for current hardware materials and software/operating systems.

OTHER RIGHTS AND LIMITATIONS

No one may reverse engineer, decompile, or disassemble a SOFTWARE PRODUCT.

No one may apply a License Key not obtained by RAD Software to an EVALUATION VERSION of a SOFTWARE PRODUCT.

A SOFTWARE PRODUCT is licensed as a single product. Its component parts may not be separated for other uses, or on other computers.

A SOFTWARE PRODUCT is licensed for a single authorized USER. It may not be used by other unauthorized users.

MULTIPLE INSTALLATIONS WITHIN A USER'S SCOPE

Within a given USER's organizational scope, more than one installation of the SOFTWARE PRODUCT on different computers is strictly defined and limited by explicit agreements between the USER and RAD Software.

U.S. GOVERNMENT RESTRICTED RIGHTS

A SOFTWARE PRODUCT is provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs(c)(1)&(2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19.

LIMITED WARRANTY

RAD Software expressly disclaims any generalized or implied warranty for any SOFTWARE PRODUCT.

In no event will RAD Software be liable for any damages, including damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss arising out of the use of or inability to use a SOFTWARE PRODUCT.