

# EC Memo

Version 2002 - User manual

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## INTRODUCTION

Have you ever forgotten to do something while you were working at your PC? Have you ever wondered how far pen and paper may be when you need to take a quick note? Moreover, you do not need a 200Mb application to take care of simple tasks, such as taking notes or reminding you to make a call.

Welcome to **ECMemo**. This simple application will help you to take notes anytime you need to. It will be just there -on your tray- ready to pop up. No 20 seconds of booting time, no 30Mb+ of RAM, no mysterious libraries or complex installation procedures needed to run it. It takes just 300Kb and half second to bring **ECMemo** to life.

**ECMemo** does not only take notes. It also actively helps you to remember important things, by allowing you to set-up an EC Alarm.

In this document, you will find the information you need to extract all the power from this handy and powerful application.

## 1. INSTALLATION

Installing **ECMemo** is a two-step process:

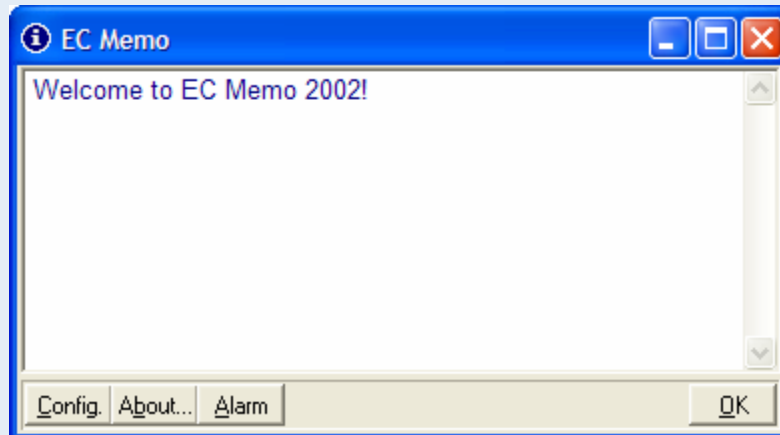
1. Create a folder for **ECMemo**, using *Windows Explorer*. For instance, you may create C:\Program Files\ECMemo
2. Copy the executable file *ECMemo.exe* in that folder.

Now you can double click *ECMemo.exe* and execute it for the first time.

## 2. THE BASICS

The main window of **ECMemo** works as a simple notepad. You may write whatever you like in the text area. Every time you press the OK button, minimize or close the application, it will automatically save the changes made to the text. The next time you open it, it will show your text exactly as you left it. Even the cursor position will be the same.

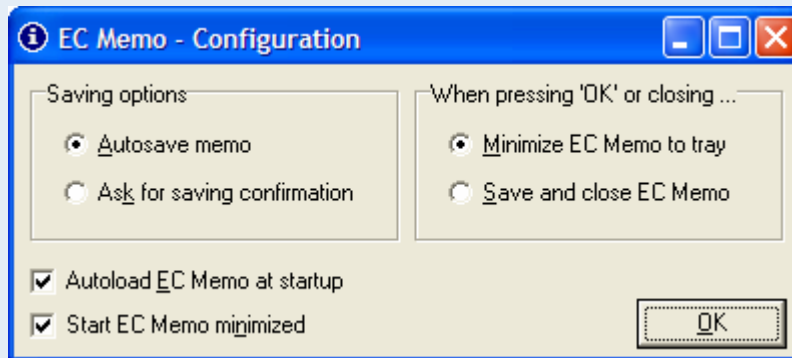
**PICTURE 1.** ECMEMO MAIN WINDOW



### 3. CONFIGURATION

The first time you open **ECMemo**, it will load a set of default configuration options. You may change these options by pressing the Config button on the main window.

PICTURE 2. ECMEMO CONFIGURATION WINDOW



#### ► SAVING OPTIONS

You may choose to have **ECMemo** automatically save your changes every time it is minimized or closed. Alternatively, you may choose to confirm each saving operation. *Autosaving* is highly recommended.

#### ► WHEN PRESSING 'OK' OPTIONS...

**ECMemo** has two possible behaviors when you press the OK button or the big 'X' at the corner of the main window. It can minimize itself to the tray or close. When **ECMemo** minimizes, it will disappear from the *Windows taskbar* and you will see a small blue icon next to the clock, on the tray. Double-clicking this icon will restore **ECMemo**.

Note: To manually close the program when the auto-minimize feature is on, right-click on the main window or tray icon and select 'Close'.

#### ► AUTOLOADING

If you mark the autoloading checkbox, then the next time you start Windows, **ECMemo** will load itself automatically.

#### ► START MINIMIZED

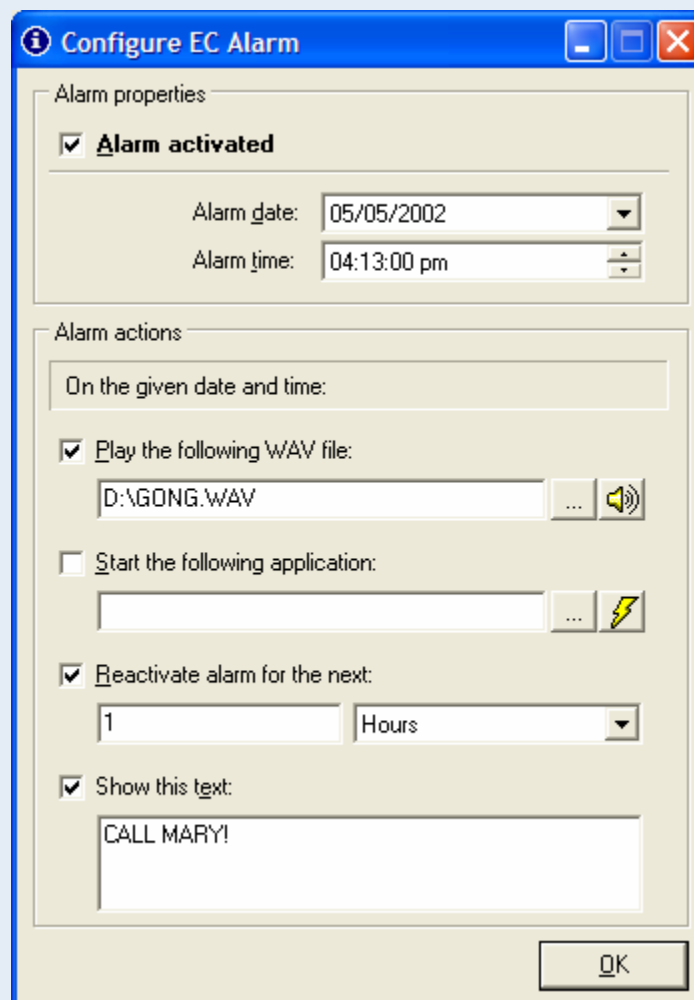
This checkbox instructs the program to load directly to the tray when you start **ECMemo**. It is specially recommended if you enable the autoloading feature.

## 4. EC ALARM

Pressing the Alarm button on the main window will allow you to set and activate an **ECAlarm**. When the given date and time is reached, **ECMemo** can:

- Show an informative text
- Play a sound file
- Execute an application
- Reactivate the alarm for a future time

**PICTURE 2.** EC ALARM WINDOW



## ► ALARM PROPERTIES

Here is where you set the **ECA**larm date and time. The main alarm switch is located here, too.

## ► ALARM ACTIONS

In this area you may define what you intend the alarm to do when the appropriate time is reached.

You have four options and may activate each one independently or in groups, using the corresponding checkboxes. At alarm time, **ECMemo** will execute the actions that are checked. The options are:

### > PLAY A SOUND FILE

You may indicate a wav file to be played at the alarm time. The file **must reside** on the given path at the time of the alarm, in order to work properly.

Use the ‘...’ button to select the file and the speaker button to test it.

### > START AN APPLICATION

Use the ‘...’ to browse for an application to be run at alarm time. The lightning button may be used to execute the application right away for test purposes.

The application **must reside** on the given path and be runnable at the time of the alarm, in order to work properly.

### > REACTIVATE THE ALARM

This feature is useful when you want to set a repeating alarm. When the alarm time is reached, **ECMemo** will activate a new alarm for a future date and time. The new date and time is calculated from the information provided in the textbox and listbox below this option.

For example, if you have a daily meeting at 3:00pm, you set an **ECA**larm for 3:00pm today and check the ‘Reactivate alarm’ box, setting 1 in the textbox and ‘Days’ in the listbox. Therefore, when

the alarm ‘beeps’, it will be automatically set for the next day.

It is worth noticing that, combining this option with the ‘Start application’ feature, you can run operative procedures in an unattended manner.

#### > SHOW A TEXT

Finally, you may indicate a text to be displayed in a special window when the alarm time is reached.

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