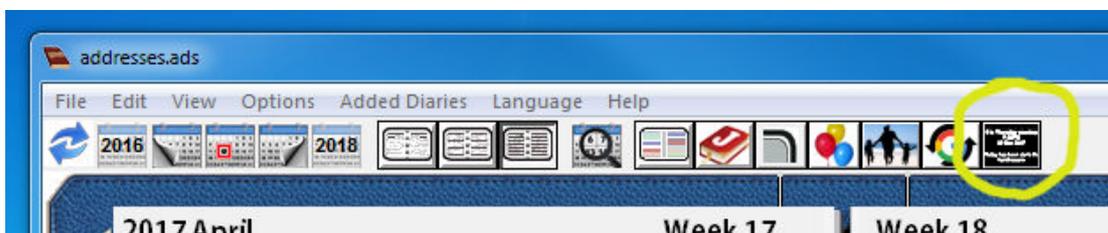


## Using the Memory-Aid Clock

The clock is a specially designed 'front-end' to the well-established **In My Diary** freeware personal organizer. This software runs on all versions of Windows, MacOS and is also available as a Debian package for Linux systems (tested with Ubuntu).

Once the diary is running (see below regarding downloading and updating) the Memory-Aid Clock is opened by clicking the main screen icon shown below:



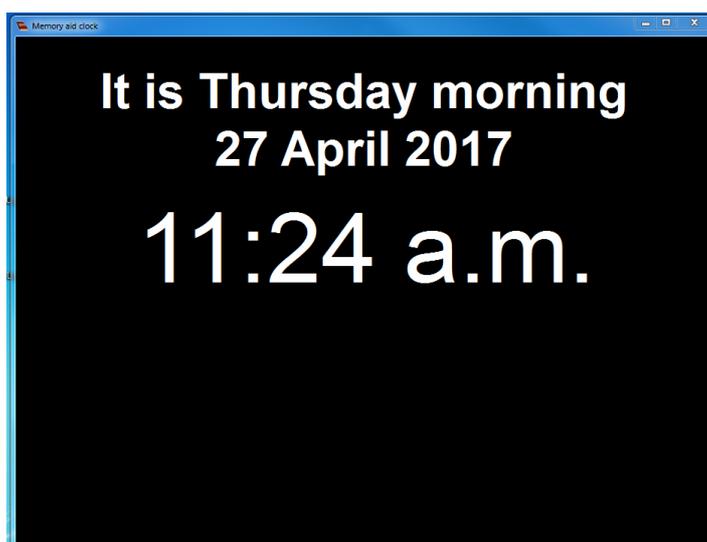
This will open the clock in small-screen mode. To make the clock full-screen mode hold down the **Shift, right arrow and left arrow** keys (this also cancels full-screen mode). Other than these key presses, key and mouse activity should (hopefully) not disturb the screen display when in full-screen mode.

The purpose of the clock is to provide those who are suffering from memory problems with reassuring information 24/7, some of which is generated automatically, but also with

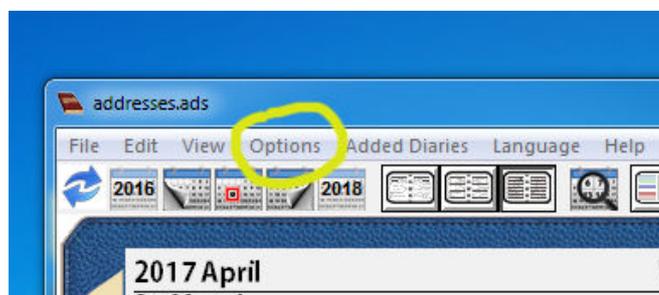
plenty of systems enabling messages personal to the intended user to be added easily by a relative or carer. These include:

- Always-on-screen (AOS) information about what they will be doing that day and, after the event, a reminder of where they have been.
- AOS information about relatives' birthdays etc.
- AOS information when it is a special day – Christmas, Easter or any other annual date that can be set as required.
- Carer-set pop-up alerts which are announced audibly for an agreed number of seconds and then stay on screen for an agreed number of minutes. These can be reminders to get ready for going out, or just to encourage someone to make a drink or a snack. If the computer used is connected to the internet, it is even possible for pop-up alerts to be created from a remote computer, tablet or phone which show on the memory clock at the allotted time.
- A special 'night-time' message to discourage night-time wandering. This can be set to display at start times between 9pm and midnight, and end between 4am and 7am. The display is automatically dimmed a little during these hours and no pop-up alerts are generated.

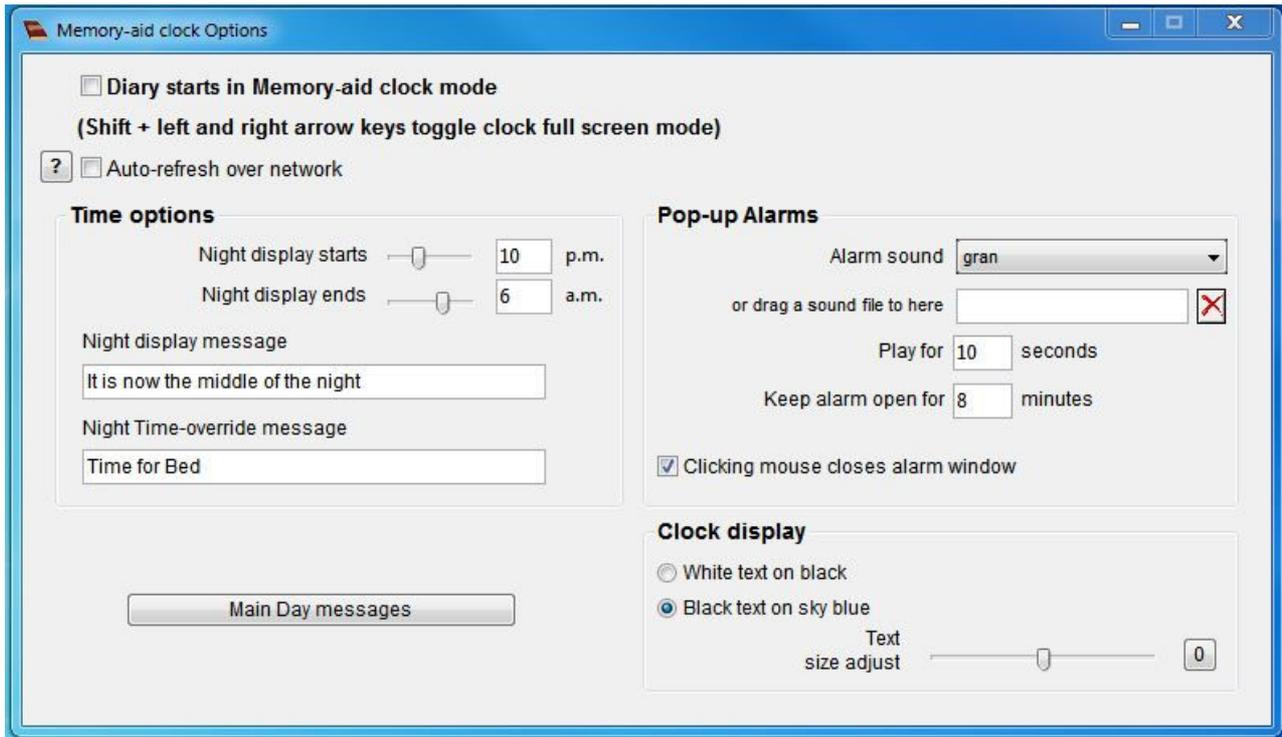
It has been designed to run full-screen on desktop or laptop computer and initially shows the Date and time –



The Options window for the memory clock allows carers to alter some of the defaults and set personal messages. It is accessed from the Options menu in the main diary window



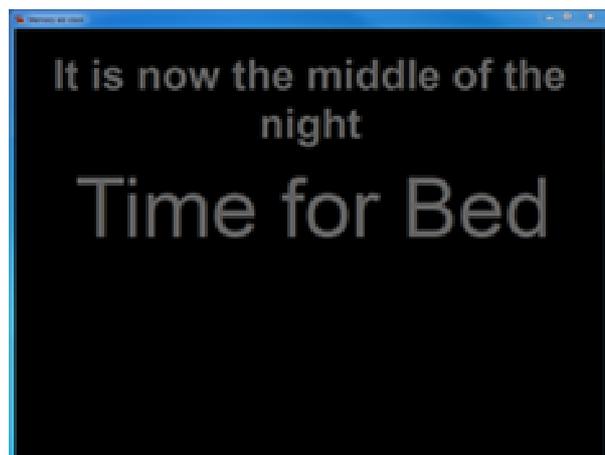
Select **Memory-aid clock Options** which opens this window:



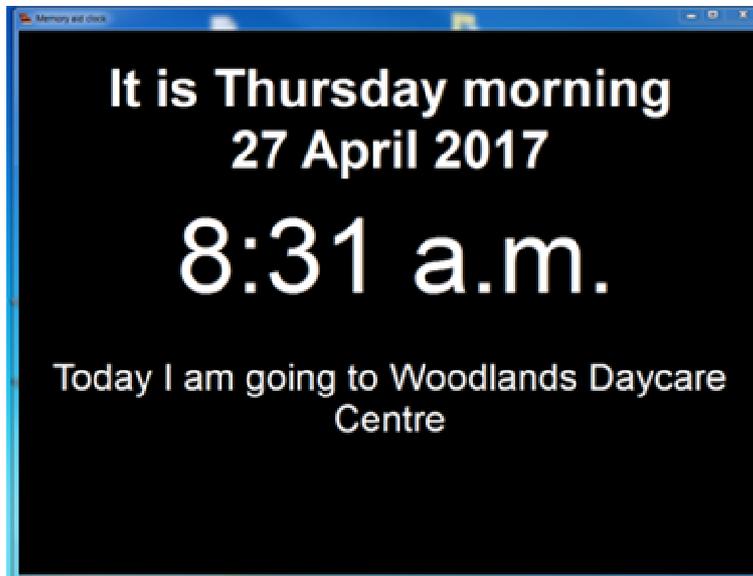
Ideally the clock will run 24/7 but there will be times when the computer may be powered down and the **Diary starts in Memory-aid clock mode**, if ticked, ensures that the full-screen clock display opens up as soon as the diary runs. The diary itself can also be set to run when the computer starts so, after any power-down, the display and functions are easily reinstated.

**Auto-refresh over network** is explained later.

The Time options set the period when the 'night-time' messages will be on screen, and also the actual messages. The first one replaces the normal date message, and the second one replaces the time display.

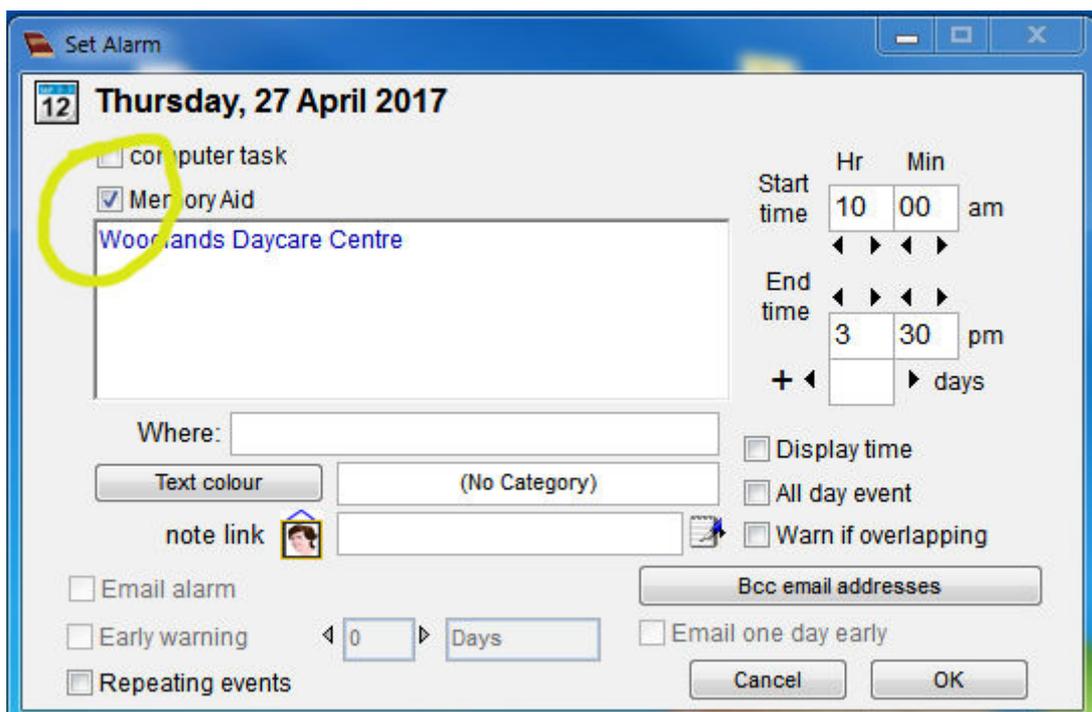


One significant event can be set for each day and that event will then be displayed below the time line. For example:



These events are set in the main diary by just writing the event (see below).

Some familiarity with the original **In My Diary** system for setting events will need to be learnt initially by those adding the events, but for now I would just point out that when setting this type of event you need to tick the **Memory Aid** checkbox:



In addition to the actual event, you can add additional suitable text to the displayed message which changes BEFORE the event, DURING the event and AFTER the event (and set the message to be displayed when no particular activity is scheduled for that day) by clicking the **Main Day messages** button which opens this window....

**Set main Day messages**

**Before Event**

pre user message : Today I am going to

After user message : Wait in the house

**During Event**

pre user message : Now at

**After Event**

pre user message : Today has been

After user message : Now stay in the house

Day at 'home' message

I'm having a quiet day at home  + After user message

These entries can also be set to repeat at various intervals for recurring events. In this case the **Repeating events** box needs to be ticked and the frequency set.

**Set Alarm**

12 Thursday, 27 April 2017

computer task

Memory Aid

Woodlands Daycare Centre

Where:

Text colour: (No Category)

note link:

Start time: 10:00 am

End time: 3:30 pm

+ days

Display time

All day event

Warn if overlapping

Email alarm

Early warning 0 Days

Email one day early

Repeating events

Repeat:  Every 7 Days

until: 12

for: appearances

Last day of each month

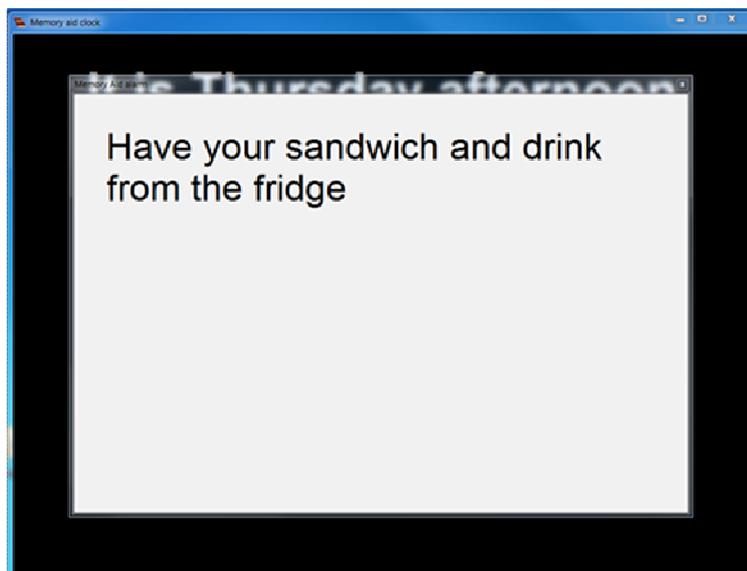
On the 4th Thursday each month

If moved or copied, keep the finish date relative to the new start date

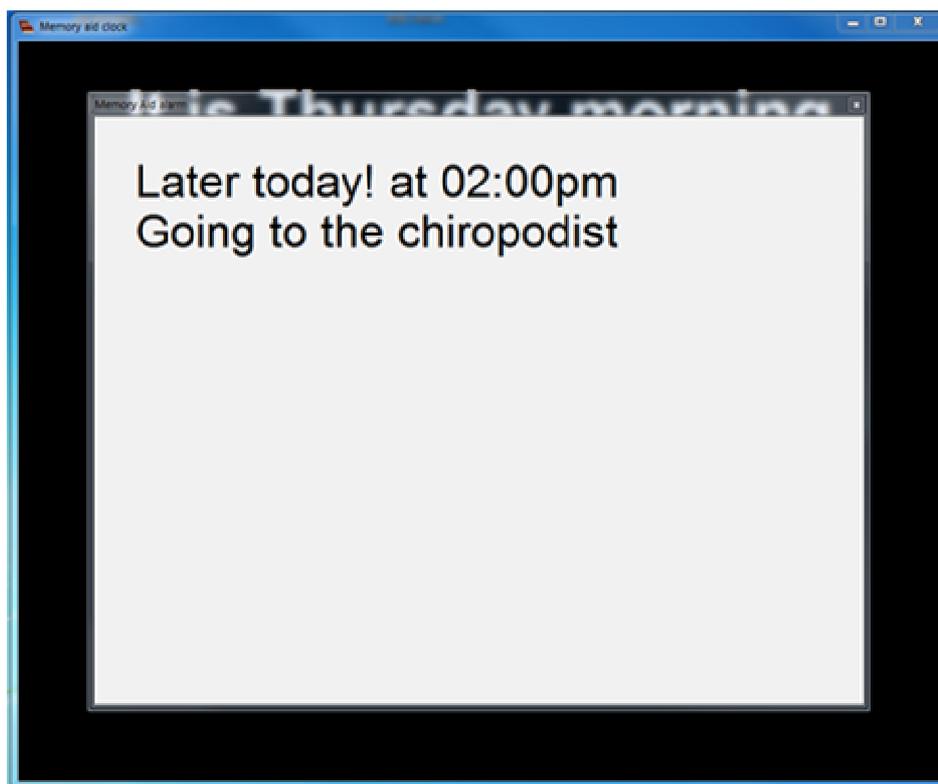
Cancel OK

If no Memory Aid event has been added for a particular day, then the display will show the **Day at 'home' message** that you have previously set.

Pop-up messages are announced by a sound which can either be chosen from the 18 pre-recorded sounds, or you can use your own sound file (for example, the voice of a familiar relative such as a grandchild). The pre-recorded sound files **gran** and **grandad** might give an idea how this might be an effective way of drawing attention – (“Gran, Gran, look at the screen”).



Pop-up messages can also be set to recur as required on different days, or set as an early warning (if you think that is appropriate) when, for example, the display would be:



The pop-up message will stay on the screen for the number of minutes set in the **Keep the alarm open for...** box, and the warning sound will play for the number of seconds set. If the **Clicking mouse closes alarm window** box is ticked you can dismiss the message and sound by placing the pointer over the screen and clicking the mouse or

track pad. In general, the effect of key presses etc. is disabled but this is one that might be useful where users feel suitably confident. The other key presses that **YOU** as a carer do need to know are **Shift + left arrow key + right arrow key** which toggles the clock display between full-screen and reduced screen, therefore allowing access to the diary base program (and other computer functions). There is a reminder of this in the Options window.

There is no actual limit to the length of pop-up messages (or in fact any diary entries) but if they are longer than the space available in the window, the message will not display fully. It's also probably a good idea to keep messages as succinct as possible in such situations where a device like this is useful.

The final controls in the Options window set the text and background colours, and make fine adjustments to the size of the memory-aid clock text so you can set it for optimum effect. This seems to be especially necessary when using the system on Linux where also, unfortunately, it is not possible to centralize the text on screen as shown in the examples here.

## **Adding birthdays, anniversaries and special day notification such as Christmas Day, and details about downloading the program**

Carers will need to become familiar with the main **In My Diary** functions to change and set these and, rather than delve into that here, you should open **About InMyDiary** from the **Help** menu to learn more about this. What I would advise is that it is a good idea to have these dedicated to the Memory-Aid clock (even if you want to run the diary for other purposes on the same computer) and so you should really download the **self-contained version of the program**. With this, everything you need is in one dedicated folder (called IMDiary on windows, IMDiaryM on MacOS and IMDiaryL in Linux but these folder names can be changed) which you can place anywhere on your computer (or keep on a flash drive). Then use this folder JUST to run the Memory-Aid clock. You can use duplicates if you wish for other purposes; it's very easy to transfer data between one diary and another. When you first download the program there are quite a lot of 'Special day' events included by default such as Halloween, Burns Night, English bank holiday dates which you probably would not want to display on the clock but you might like to have in a general diary, so this is why it is better to have horses for courses and keep a version for the clock with all the unwanted details taken out.

Once you become familiar with the main diary functions, you will see that it is easy to add anniversaries and edit the Special day details. Please note however that any birthdays and annual events that you want the clock to display need to be either in the **Anniversary** section or the **Special day** section. Why this needs mentioning is because it is possible to add birthdays to the **Contacts** section which WILL show in the diary but DO NOT show on the Memory-Aid clock. In the diary, events added to the Special day section appear as small black italic entries at the head of each day, and events in the Anniversaries are in red, come with a choice of fonts and can either display or not display the age of the anniversary.

***So a fully loaded busy day might look something like this:***



## **Remote control of the Memory-Aid clock**

Finally, I mentioned at the start that it is possible to send events to the Memory-Aid clock via the internet so, for example, a last minute change to plans involving someone no longer able to use the phone confidently could appear as a pop-up message.

There are two ways in which this can be set up.

The first uses Google calendar as an intermediary, where you would first add your message to Google calendar. In My Diary should then be set to sync with GC to pick up the new message.

This requires the following:

- An internet connection to the computer running the Memory-Aid clock
- A Google calendar account with an active calendar
- The chosen Google calendar Private Address adding to InMyDiary in the Google sync setup window (see IMDiary main help file for details)
- A reasonably frequent synching period set (maybe every 15 minutes or less) in IMDiary's Google sync setup window.

Then when you add an event to your Google Calendar (on computer, tablet or phone) it will appear on the Memory-Aid clock at the next synching time, or at the event time you have set if that is later.

The second method uses a cloud-based hosting service such as Dropbox. The two remote computers also need to be connected to the internet.

Here the diary data file you are using needs to be kept in your dropbox folder (in fact, if you are using the self-contained edition of the program you can keep the whole IMDiary folder in your Dropbox folder), and you need to make sure the computer displaying the Memory-Aid clock has '**Auto-refresh over network**' set in the Memory-Aid clock Options window. This means that it is constantly checking to see if the diary file has been updated and if so will reload it.

A second computer, also running the Dropbox In My Diary, can then make additions and, once saved, will be picked up by the clock computer as it reloads the changed diary file.

Two computers connected over a Local Area Network can also share a diary file directly (without the remote hosting facility) and control each other as described in the Dropbox method but since a LAN is, by its very nature, *local*, this is less likely to be of use (except maybe in the case of those living in sheltered accommodation etc.).

In My Diary is available from <http://www.inmydiary.co.uk> and, as advised earlier, you should opt to download the Self-contained version of the program. Further updates will also be available from this address and, if using the Self-contained version, a small dedicated Updater program should also be downloaded to upgrade to later versions. This is all made clear on the website where you can also subscribe to a mailing list to keep abreast of program developments.

*Kevin Edwards (In My Diary author) April 2017, version 3.60 onwards*