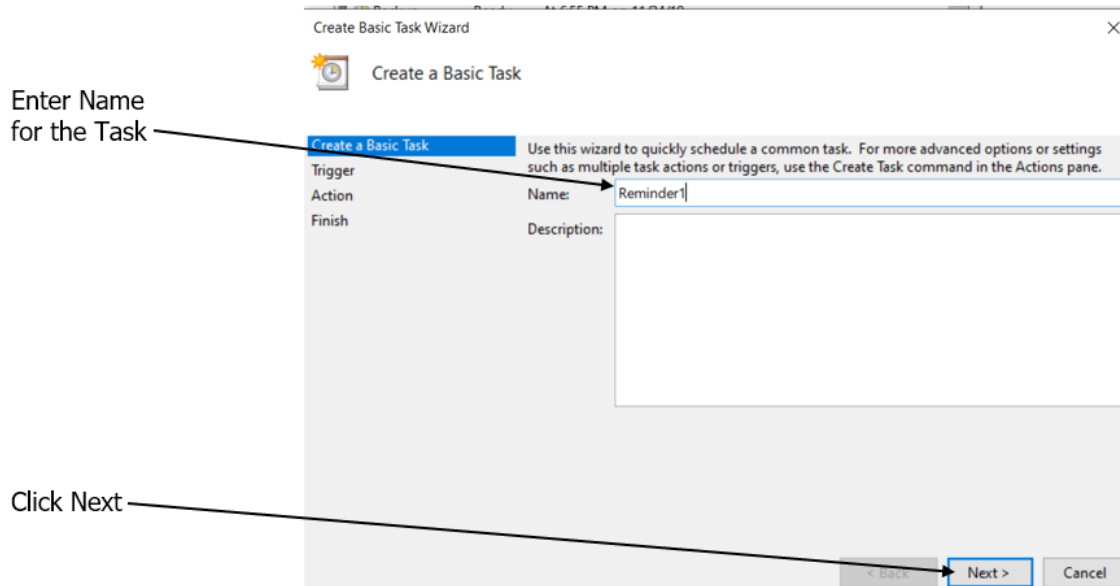
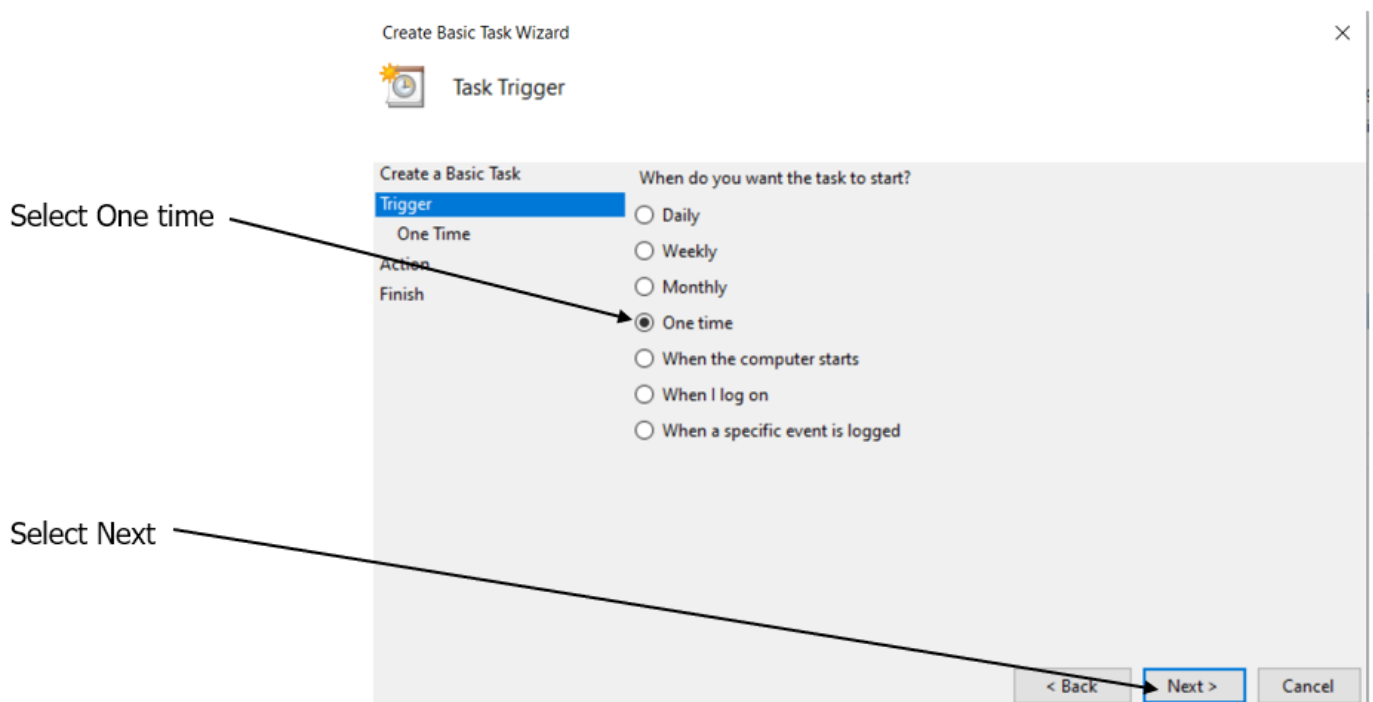


Pop up Reminders with Task Scheduler

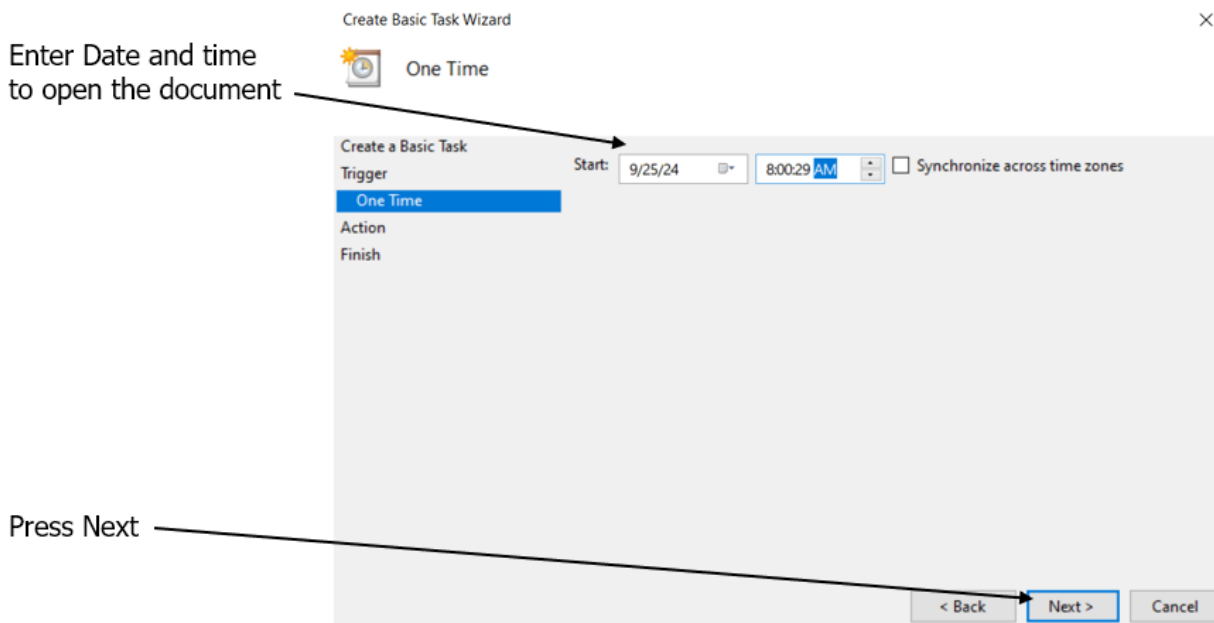
- Use any word processor to create a document with the details about the reminder and save some where in your folders that you know where it is.
- Open a Run box (WinKey + R), enter control schedtasks and press the Enter key. This will open the task scheduler.
- Select Action > Create Basic Task... which will open the Create Basic Task wizard to Create a Basic Task page as shown below.



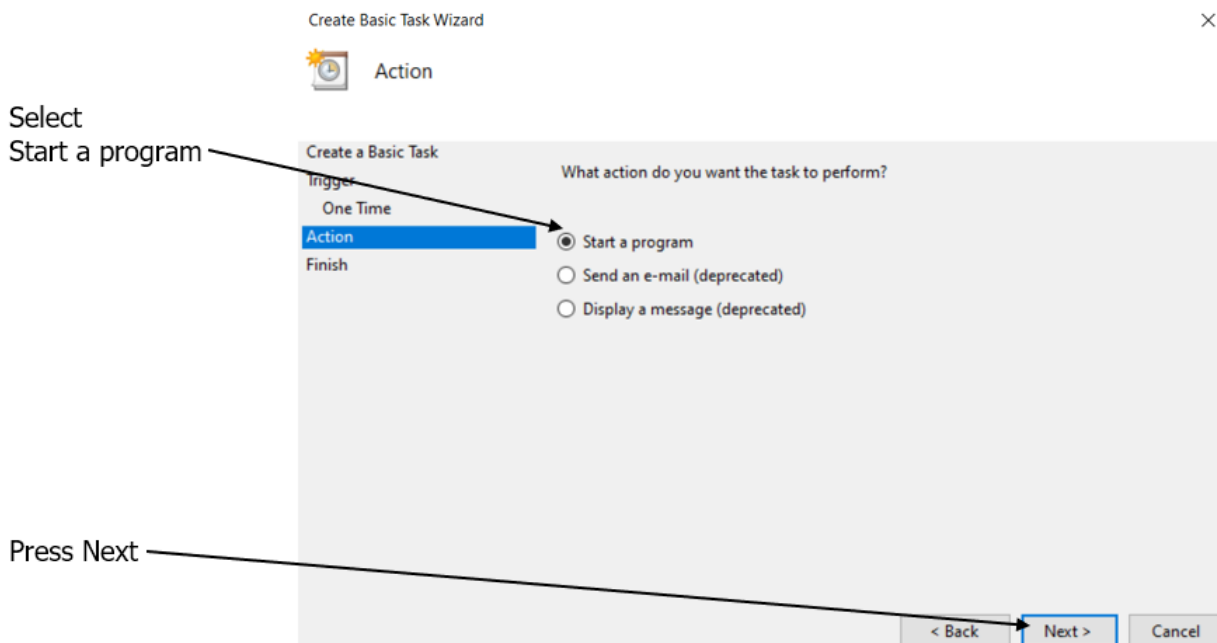
- Enter a name for the Task and press Next to go to the next page – Trigger page as shown below.



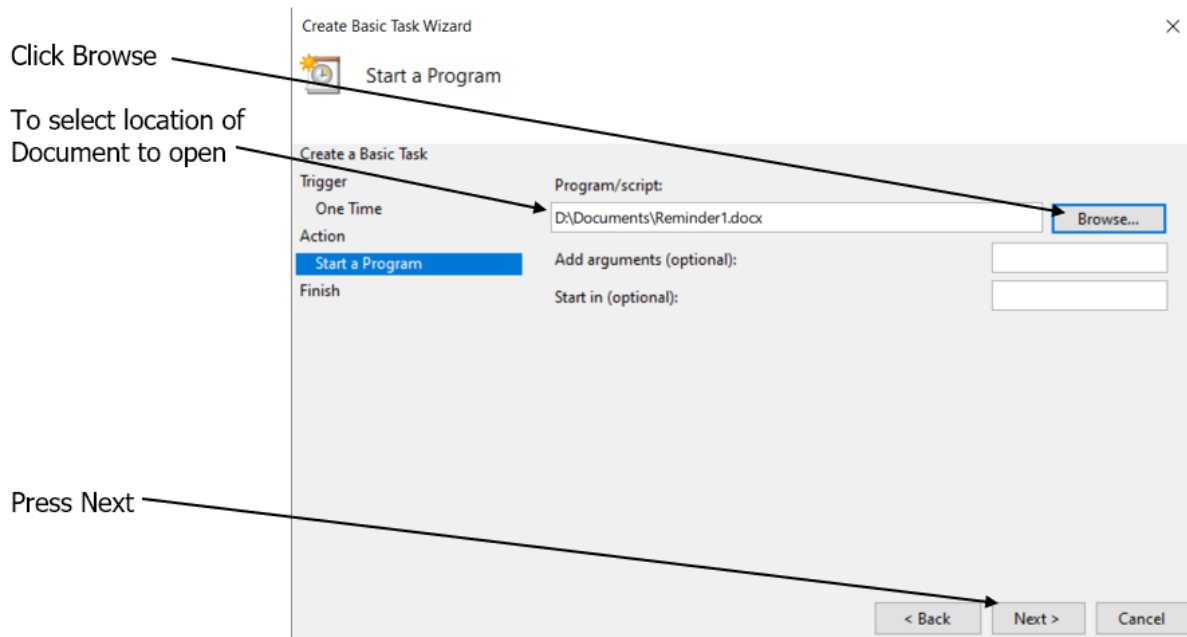
- On the Trigger page select One time and click Next to go to the next page – One Time page.
- On the One Time page set the date and time task is to run which is the time you want the document to open to remind you (ahead of the actual time of the appointment) as shown below. Press Next to go to the next page – Action page. Note the popup calendar to set the date and the time is easily adjusted by clicking hours, minutes, seconds, AM/PM separately.



- On the Action page select Start a program as shown below and press Next to go to the Start a Program page.



- On the Start a Program page click the Browse button and go to where you stored that reminder document as shown below. Press Next to go to the last page to the Summary page.



- Review all your setting on this last Summary page. If all is OK click the Finish button to create the task and close the wizard.
- Your new Task will be listed among the Tasks in Task Scheduler. Close the Task Scheduler.
- At the set date and time the task will run and the document will open and be the active window until you click otherwise. If you are not at the PC when the document opens it will be there open and waiting when you return.

Additional tips:

- After the reminder has ran, you can reuse the same task by editing the reminder info in the document (keep the same name and location) and editing only the One Time to run the task in Task Scheduler. Highlight the Task listed in Task Scheduler, select Properties from the right pane, Select the Trigger tab, select the edit button.
- If you open Task Scheduler often, then create a shortcut to it. In the Create a Shortcut wizard enter **C:\Windows\System32\control.exe schedtasks** (assuming Windows is installed on the C: drive) as the location for this shortcut.
- You can have anything open and not just documents. I have a GIF (motion graphic) of a bomb going off as part of the reminder to clean the dust out of my PCs. Nothing like a motion graphic to get your attention.

