

# User Guide

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## Quick Start

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1. Ensure you have Java version `1.8.0_60` or later installed in your computer.

Having any Java 8 version is not enough.  
This app will not work with earlier versions of Java 8.

2. Download the latest `DearJim.jar` from the [releases](#) tab.
3. Copy the file to the folder you want to use as the home folder for DearJim.
4. Double-click the file to start the app. The GUI should appear in a few seconds.

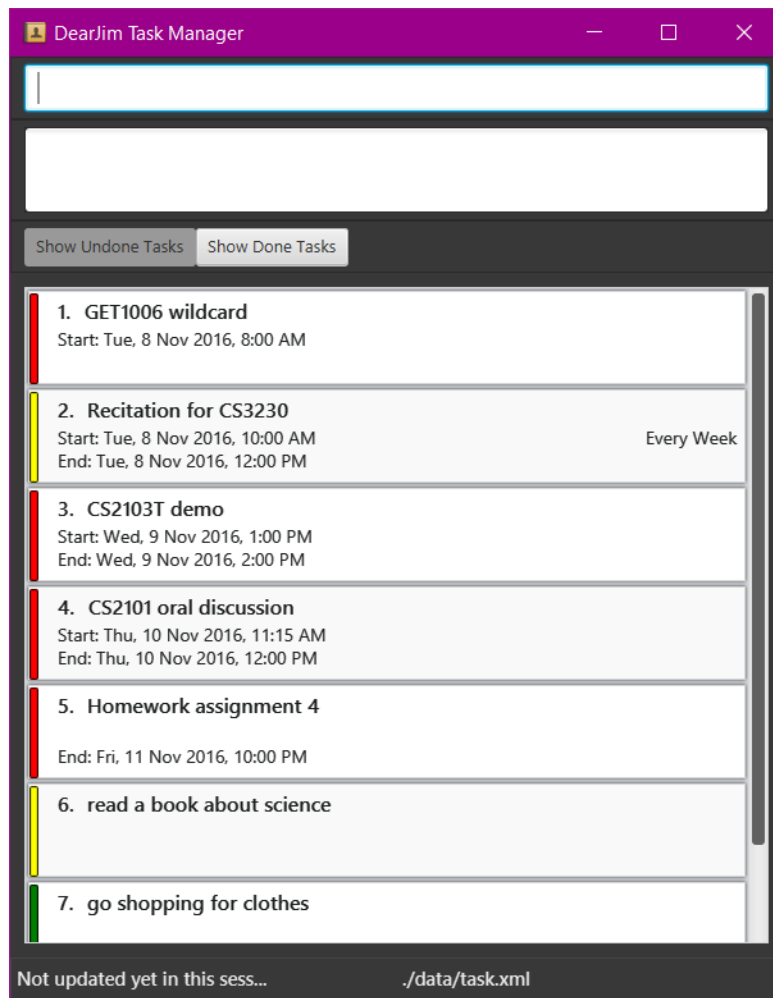


Figure 1: GUI of DearJim

1. Type the command in the command box and press `Enter` to execute it.  
e.g. typing `help` and pressing `Enter` will open the help window.
2. Some example commands you can try:
  - o `list` : lists all tasks. This is the default view.
  - o `add Learn how to use DearJim` : adds a task to DearJim.
  - o `delete 1` : deletes the first task shown in the current list.
  - o `exit` : exits the app.
3. Refer to the [Features](#) section below for details of each command.

## Features

### Command Format

- Format: `<command word> <parameters>`
- Words in `UPPER_CASE` are the parameters.
- Fields in `[]` are optional.
- The order of parameters is fixed.

### Viewing help: `help`

Opens a help window that contains a cheat sheet of all the commands of DearJim.  
You can leave the help window open while using DearJim if you need to refer to the cheat sheet.

Format: `help`

While the help window is selected, you may close it by simply pressing any key on your keyboard!

Command Cheat Sheet	
Press any key to close this window.	
Command	Format
Help	help
Add	[add] NAME [start DATE_TIME] [end DATE_TIME] [repeat every RECURRING_INTERVAL] [-PRIORITY]
Edit	edit INDEX [NAME] [start DATE_TIME] [end DATE_TIME] [repeat every RECURRING_INTERVAL] [-PRIORITY] [-reset parameter]
Delete	delete INDEX
Undo	undo
Redo	redo
Done	done INDEX
List	list [done]
Find	find NAME
Store	store FILEPATH
Exit	exit

Figure 2: Help Command

Adding a task: add

Adds a task into DearJim.

Format: [add] NAME [start DATE\_TIME] [end DATE\_TIME] [repeat every RECURRING\_INTERVAL] [-PRIORITY]

You may also substitute start with from / at , end with to / by .

By default, if no valid command is specified, the input will be treated as an add command. This means typing in add is optional.

If you would like to add a task with a name that begins with other command words, just include the add to override the other command words.

Example:

Input	Interpreted Command	Result
help my mum to buy cooking ingredients	help	Execute help command
add help my mum to buy cooking ingredients	add	add a task with name help my mum to buy cooking ingredients

Adding a task

Format: NAME

The simplest form of a task. Type away!

Example:

- help my mum to buy cooking ingredients

Specifying task priority

You can assign a PRIORITY of low , medium or high to your task.

Tasks have medium PRIORITY by default.

Keyword: -PRIORITY

To specify the priority for a task, input a - followed by the PRIORITY .

PRIORITY also accepts variations of low , medium and high .

PRIORITY	Variations
low	1 , low

<b>PRIORITY</b>	m , variations
high	h , high

Examples:

- Watch drama -l
- Buy coffee powder -med
- Buy washing powder -high

Adding a task with deadline

Nobody likes deadlines. What's worse is missing them.  
Add deadlines to your task so you will know when you need to complete them!  
Format: NAME end DATE\_TIME [repeat every RECURRING\_INTERVAL] [-PRIORITY]

end denotes a deadline.  
end can also be substituted with by or to .

DATE\_TIME is flexible!

- If no DATE is specified, DATE will be assumed to be today.
- If no TIME is specified, TIME will be assumed to be 11:59pm.

Valid Dates & Times

Date	Format	Interpreted Date
MM/DD/YYYY	12/12/2016	12 December 2016
MM/DD/YY	12/12/16	12 December 2016
MM/DD	12/12	12 December, Current Year
Calendar	12 December 2016 , 12th December 2016 12 December 16	12 December 2016
Calendar (Date and Month)	12 December	12 December, Current Year
Calendar (Month)	may , May dec , Dec , December	1 May, Current Year 1 December, Current Year
Day	monday , Mon	Nearest upcoming Monday
Relative Date	today , tonight tmr , tomorrow next Tues 5 days later	Today Tomorrow Next Tuesday 5 days later

Time	Format	Interpreted Time
24Hr	20.50 , 20:50	8.50pm
AM/PM	8.50pm , 8:50pm , 0850pm	8.50pm
Preset	midnight noon	12am 12pm

DearJim does not support the following 24hr format: 2050 , as this input can be misinterpreted as the value of year.

Examples:

- Do project proposal by 5pm tmr
- eat lunch by 1pm today -high
- Buy coffee for boss by 7:00
- finish CS2101 assignment by 13th Sep

NAME with numbers from 0000 to 2359 may be wrongly interpreted as time. If you need to add a NAME with these numbers, you can enclose the NAME with double inverted commas to denote the NAME explicitly.

Example:

Input	Interpreted Command	Interpreted Task Name	Interpreted Deadline	Result
Lower word count by 1500	add	Lower word count	by 1500	add a task with name Lower word count and deadline 1500
"Lower word count by 1500"	add	Lower word count by 1500	NONE	add a task with name Lower word count by 1500

Adding a task with time interval

Having a company meeting? Planning to have lunch with a friend next week?  
Add a task with a time interval so you will know what time your task starts and ends!  
If you are unsure about the end time for the task, you can leave it blank.

Format: NAME start DATE\_TIME [end DATE\_TIME] [repeat every RECURRING\_INTERVAL] [-PRIORITY]

Note: You may use from or at to indicate the start time, and to or by to indicate the end time.

Example:

- Company meeting tonight at 7pm to 9pm
- Family dinner at noon
- Meet Akshay from 1pm -h

Specifying repeated tasks

Have one of those pesky tasks you need to do every now and then?  
DearJim also allows you to specify tasks that need to be repeated at a specific RECURRING\_INTERVAL . Never forget them again!  
Keyword: repeat every RECURRING\_INTERVAL

Note: You may only specify a RECURRING\_INTERVAL for tasks that are timed.

RECURRING\_INTERVAL can be specified in a few formats, with some examples listed below.

Recurring Interval	Format
Hour	hour , 3 hours
Day	day , 3 days , monday , mon
Week	week , 5 weeks
Month	month , 2 months
Year	year , 6 years

Examples:

- Run at track at 7am repeat every 3 days
- Visit mum repeat every sun

Editing a task: **edit**

Just in case you need to change any details, or add in missing ones into your task, simply edit them in DearJim.  
Format: `edit INDEX [NAME] [start DATE_TIME] [end DATE_TIME] [repeat every RECURRING_INTERVAL] [-PRIORITY]`

`INDEX` refers to the task number in the current displayed list.  
Note: `edit` has a very similar format to `add`.

Examples:

- `Company meeting tonight at 7pm to 9pm`
- `edit 2 Company meeting tomorrow morning at 7am to 9am -high`
- `Buy coffee for boss by 8am repeat every day`
- `edit 3 Buy coffee for boss by 7am repeat every 2 days`

*Editing out details in a task*

You can also remove parameters that are no longer relevant.  
Format: `edit INDEX [-reset parameter] [repeat] [start] [end]`

<code>-reset parameter</code>	Result
<code>-reset repeat</code>	Removes recurring interval from task
<code>-reset start</code>	Removes start time from task
<code>-reset end</code>	Removes end time from task

Examples:

- `Buy coffee for boss, by 8am repeat every day`
- `edit 1 -reset repeat start`
- `edit 2 -reset end`

Note: `-reset` will override any `edit` of the same field that comes before it in your input.

Deleting a task: **delete**

Deletes an existing task in DearJim. This will remove it from the storage.  
Format: `delete INDEX`

You can `delete` multiple tasks using a single command by entering the indexes of the tasks you want to delete, separating each index with a space.

Example:

- `delete 2`
- `delete 3 5 9`

Clearing all tasks: **clear**

Deletes all tasks in DearJim.  
Format: `clear`

Archiving a task: **done**

Marks a task as done and archives it in DearJim.  
Format: `done INDEX`

You can `done` multiple tasks using a single command by entering the indexes of the tasks you have completed, separating each index with a space.

Example:

- `done 3`
- `done 1 5`

## Undoing a command: `undo`

Reverses the effects of the previous undoable command.

Helps you to undo any accidental mistakes that you have made!

Format: `undo`

Commands that you can `undo` (Undoable commands):

- `add`
- `edit`
- `delete`
- `clear`
- `done`

## Redoing a command: `redo`

Reverses a previous `undo` command.

Not satisfied with your last `undo`? `redo` will reverse the `undo` for you!

Format: `redo`

Note: `redo` can only reverse your last `undo` if no undoable commands have been entered after that `undo`.

## Listing tasks: `list`

### ***Listing all undone tasks***

Switches the task list view to the undone list view, to show all undone tasks in DearJim.

Format: `list`

### ***Listing all undone tasks of a specific day***

Switches the task list view to the undone list view, to show all tasks on the day specified.

Format: `list DAY`

Example:

- `list today`
- `list tmr`
- `list monday`

### ***Listing all done tasks***

Switches the task list view to the done list view, to show all done tasks in DearJim.

Format: `list done`

`add` and `edit` commands do not work in done list view. As such, you are not able to directly add tasks into the done list, or edit the details of done tasks.

## Finding a task: `find`

Forgot about the details of a task that you have added earlier? You can find an existing task by its name.

Format: `find NAME`

`find` is case-insensitive - `find AKSHAY` will match `find akshay`

If no NAME is provided, all uncompleted tasks will be displayed

Examples:

- `find Akshay`
- `find company meeting`
- `find`

## Changing storage location: `store`

Need to look at your task on the move? Simply store the data at another location and bring it along with you.

In addition to changing the storage file location, `store` handles your existing data in two different ways, depending if the filepath you specify is an existing storage file.

If the storage file specified is not present, DearJim will create this new file and store your current data in it.

If the storage file specified is present, data will be loaded from this storage file into DearJim.

Format: `store FILEPATH`

DearJim data is stored in XML file format. There is no need to specify the file extension `.xml`, it will be appended to your target file name automatically. `store` supports both relative and absolute file paths.

Examples:

- `store data/onthemove`
- `store /Users/jim/Dropbox/filename`

## Exiting the application: `exit`

Closes the application.

Format: `exit`

## Getting hints for command format

If you have forgotten about the command formats, simply type any word and DearJim will provide you hints on the command format that you might want to use!

Examples:

- Typing `add` in the command input generates the format for `add` in the result display

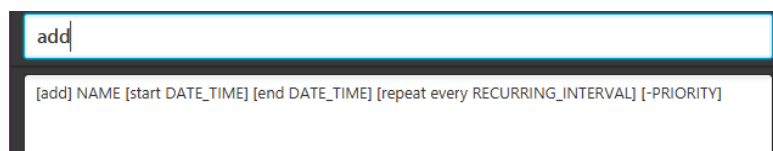


Figure 3: Hints for add command

- Typing `delete` in the command input generates the format for `delete` in the result display

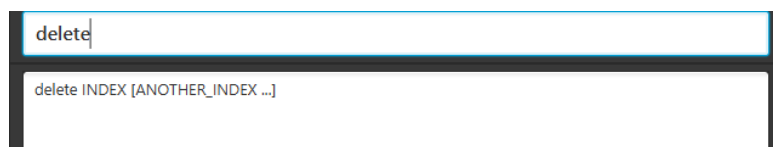




Figure 4: Hints for delete command

Instant `add` and `edit` task preview

DearJim features an instant `add` and `edit` command task preview, allowing you to preview the task details as your type your input!

Now you can be sure of how your input will be interpreted as a task to be added or edited!

Examples:

- Typing `add do my homework from 3pm to 4pm repeat every day -high` generates an instant `add` preview

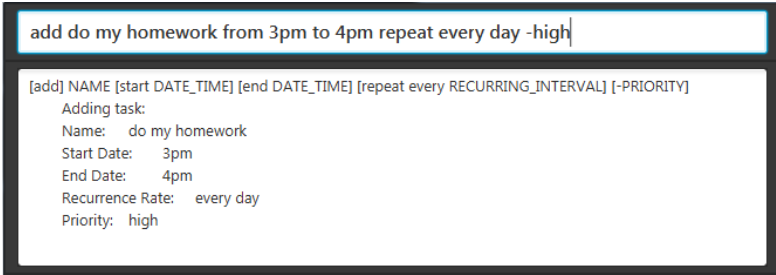


Figure 5: Instant preview for add command

- Typing `edit 1 by 10pm -low -reset repeat` generates an instant `edit` preview

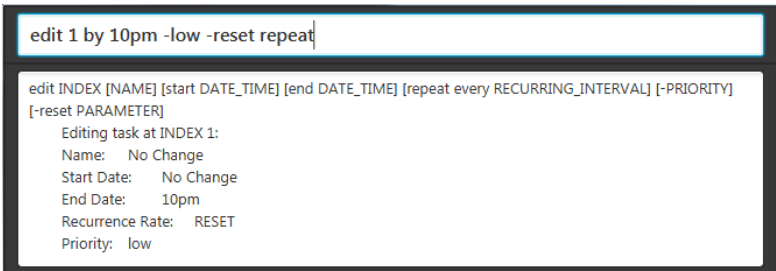


Figure 6: Instant preview for edit command

Saving the data

Data in DearJim is automatically saved on the hard disk after any command that changes the data is executed. There is no need to save manually. You will never have to worry about forgetting to save your data while using DearJim! Hurray!

FAQ

- Q: How do I transfer my data to another computer?  
A: Install the app on the other computer. Upon starting DearJim, an empty data file is created. Overwrite the contents of the data file with the data file in your previous *DearJim* folder.
- Q: How do I install the program?  
A: Double-click the DearJim.jar file.

Command Summary

Command	Format
Help	<code>help</code>
Add	<code>[add] NAME [start DATE_TIME] [end DATE_TIME] [repeat every RECURRING_INTERVAL] [-PRIORITY]</code>

Command	Format
Edit	edit INDEX [NAME] [start DATE_TIME] [end DATE_TIME] [repeat every RECURRING_INTERVAL] [-PRIORITY] [-reset parameter]
Delete	delete INDEX
Clear	clear
Done	done INDEX
Undo	undo
Redo	redo
List	list [done]
Find	find NAME
Store	store FILEPATH
Exit	exit