

Memoir.ai — User Guidebook

Your Personal History, Organized and Private

Document Version: 1.0

Last Updated: YYYY-MM-DD

Welcome to Memoir.ai

Memoir.ai helps you organize your scattered digital life into a private, searchable timeline. Messages, media, and archives from multiple sources are unified so you can rediscover memories, explore patterns, and generate narrative summaries of your life — all while keeping your data under your control.

This guide explains how to set up, use, and manage Memoir.ai effectively.

1. Installing Memoir.ai

Download the installer for your operating system.

macOS:

- Open the downloaded .dmg file.
- Drag Memoir.ai into Applications.
- Launch from Applications.

Windows:

- Open the downloaded .exe installer.
- Follow installation prompts.
- Launch Memoir.ai from the Start menu.

2. Creating Your Vault

Your vault is your private archive.

Steps:

1. Launch Memoir.ai.
2. Select "Create New Vault."
3. Choose a storage location.
4. Create a strong passphrase.
5. Confirm vault creation.

Important:

There is no password recovery. Losing the passphrase permanently locks the vault.

3. Importing Your Data

Memoir.ai imports exports from messaging and archive tools.

General Import Steps:

1. Open the Imports tab.
2. Choose a supported source.
3. Select exported data files.
4. Confirm import.
5. Wait for processing to complete.

Imports may take several minutes depending on archive size.

4. Navigating the Timeline

The timeline combines all sources chronologically.

Features:

- Scroll to browse events.
- Jump by date using navigation controls.
- Filter by source, person, or time.
- Open events to view full details and media.

Timeline navigation is optimized for large archives.

5. Searching Your History

Memoir.ai supports two types of search:

Basic Search:

Search names, places, and keywords.

Semantic Search:

Search by intent or memory description, such as:

~ the night we moved

~ when work was stressful

Filters help refine results by date, source, or attachments.

6. Generating Snapshots

Snapshots create narrative summaries of events or relationships.

To generate a snapshot:

1. Select a timeline range or conversation.
2. Click "Generate Snapshot."
3. Choose tone and length.
4. Wait for generation.

Snapshots include citations linking back to original events.

7. Editing Snapshots

Users remain in control.

Capabilities:

- Edit AI-generated text.
- Regenerate sections or full snapshots.
- Revert to previous versions.
- Export narratives for reuse.

Manual edits are preserved unless explicitly replaced.

8. Settings and Preferences

Settings allow customization of behavior and storage.

Common options include:

- Theme selection
- Storage location management
- Privacy controls

- Import defaults
- Snapshot preferences
- Keyboard shortcuts

Changes are applied immediately unless stated otherwise.

9. Privacy and Security

Memoir.ai prioritizes privacy.

Key protections:

- Data stored locally by default.
- Encryption protects vault contents.
- No telemetry unless explicitly enabled.
- Users retain full ownership of data.

Cloud features, when enabled, synchronize metadata only, not personal content.

10. Exporting Your Data

Users can export their entire archive at any time.

Steps:

1. Open Settings.
2. Select Export Vault.
3. Choose export destination.
4. Wait for packaging to complete.

Exports include events, narratives, and media in standard formats.

11. Deleting Data or Vaults

Users may delete individual records or wipe entire vaults.

Vault wipe permanently removes:

- Database files
- Attachments
- Local caches

This action cannot be undone.

12. Troubleshooting Basics

Common issues:

Import takes too long:

Large imports require processing time. Close heavy applications.

Vault fails to open:

Verify passphrase and vault location.

Search feels slow:

Reindexing may be running in background.

AI output seems incorrect:

Use corrections or regenerate the snapshot.

13. Getting Help

Support teams never request passphrases or private data.

When requesting support:

- Provide app version
- Describe issue steps
- Include error messages if available

14. Best Practices

Recommended usage patterns:

- Regularly export backups.
- Keep passphrase stored safely offline.
- Import archives periodically.
- Review generated snapshots for accuracy.

Conclusion

Memoir.ai helps you rediscover and understand your digital past while maintaining full privacy and control. Use this guide as a reference while building your personal archive.