Memoir.ai — User Guidebook

Your Personal History, Organized and Private

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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

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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.