

# Daily Journal Help

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## ~ Overview of Daily Journal ~

The ***Daily Journal*** program was designed to allow the user to keep a diary style record of their thoughts and occurrences in their lives. Due to the normally sensitive nature of these personal entries, the journal is password protected, and the text of the entries has been encrypted with a powerful algorithm. Both of these features ensure the privacy of the user's entries.

Daily entries may be entered for any date at any time. The only restriction is that all entries have a unique date associated with them. The program automatically assures this. The user may enter up to 2 billion, or almost 5.5 million years worth, of daily entries!!

The program allows you to step through the entries one at a time with the Movement buttons, skip to the first or last entry, Find an entry, Edit the text of an existing entry, Add entries to the journal, and of course, Delete entries as well. There are also many other features that can be exploited. For more information, choose the appropriate Help Topic from the Index.

## ~ ShareWare Information ~

This program is being distributed in the tradition of ShareWare. It is not free, and neither were the many hours spent designing and coding it. The idea behind ShareWare is to allow the user to "try before you buy". If you use a program and you like it, send the requested amount of money to the programmer and register as a user. You will receive additional benefits if you do.

### Why you should register -

This ShareWare evaluation copy of the *Daily Journal* is limited to 30 entries or about one month. If after that time you decide not to use the program, please erase all of it from your computer. If, however, you decide to continue using it, please follow the directions below in "How to register".

When you register your copy, you will receive the most recent version of the program (without the 30 entry limitation) as well as special instructions on using new features. You will also be notified of future releases and upgrades automatically. You will also be helping a programmer make a couple of extra bucks for all his work on the software.

### How to register -

To register your copy of the *Daily Journal*, please fill out a card with the following information on it :

Your name and address.

The version number of your copy of the *Daily Journal*.

The version number of your copy of *Microsoft Windows*. (3.0 or 3.1)

Type of computer you have. (286, 386, 486, etc...)

Size of diskette you would like. (5¼ or 3½)

Mail this card along with \$10 (check or money order) to :

#### ***Daily Journal Registration***

PO Box 721052

San Diego, CA 92172

Your new copy of the *Daily Journal* will be sent to you within two weeks of the receipt of your payment. Also, you will be entitled to all of the things mentioned above in "Why you should register".

ShareWare is a great thing for both the user and the programmer. The user gets a good software package that he/she was able to evaluate before purchasing, and the programmer gets to make a couple of bucks by cutting out all of the middlemen. But this process only works if the people evaluating the software are honest enough to register if they use the software. Please, keep this process alive and well. Register your copy today, and thank you for the support.

## ~ Journal Menu ~

This menu allows you to perform certain functions on the entire Journal. The menu may be selected by either clicking it with the mouse or pressing Alt-J.

### Change Password -

This function allows the user to change the password for the current Journal. This password is encrypted in the Journal and can not be changed any other way. After choosing this option a dialog box will appear asking for the *Old Password* and the *New Password*. Enter the current password and the desired password and select "OK". The password will be updated. ***If the user leaves the New Password field blank, the password will be set to blank. When asked for the password while trying to enter the program, simply press the "OK" button.***

### Save Journal -

This function saves any currently unsaved entries to the disk. It is not necessary to use this function unless you are currently in the middle of adding or editing an entry. At all other times, the current entry is saved automatically anytime you try to move to a different one.

### Pack Journal -

This function cleans up the Journal file by removing the deleted text from the file and compressing the existing data to fill up the spaces. ***This function need only be used if the user deletes a large number of entries.*** This function may take a substantial time to run, depending on the size of the Journal, and should only be used occasionally.

### Exit -

This function saves any currently unsaved entries to the disk and then exits the program back to Windows.

## ~ Edit Menu ~

This menu allows you to perform clipboard functions on the text of the currently selected entry. All functions pertain to the text of the entry only. This menu may be selected by clicking on it or pressing Alt-E.

### **Undo -**

This option will Undo the last edit function that the user performed on the text of the entry. For example, if the user deletes a line of text and then immediately selects Undo, the line of text will be placed back in its original position.

### **Cut -**

This option will Cut the currently highlighted text from the text of the entry to the Windows clipboard. The text can then be Pasted into another entry or even into another application. This option may also be selected by pressing Shift-Delete.

### **Copy -**

This option will Copy the currently highlighted text from the text of the entry to the Windows clipboard. The text can then be Pasted into another entry or even into another application. This option may also be selected by pressing Ctrl-Insert.

### **Paste -**

This option will Paste, or copy, the text that is currently in the Windows clipboard into the text of the current entry at the current cursor position in the text. This option may also be selected by pressing Shift-Insert.

### **Select All -**

This option will highlight (select) all of the text in the current entry. This text may then be Cut or Copied by using the other clipboard options from the Edit Menu.

## ~ Entries Menu ~

This menu allows the user to Add, Edit, Find, and Delete entries in the Journal. This menu may be selected by clicking on it or pressing Alt-N. All of these functions except Delete, are also available via the Buttons on the Command Bar.

### **Add Entry -**

This option will provide a blank entry screen to insert new entries. It will automatically set the DATE field to today's date. The user may change this date or press RETURN or TAB to begin entering text. Once the user has moved into the text entry area, they can not return to the DATE field. This can also be done with the Add button on the Command Bar.

### **Edit Entry -**

This option will place the cursor in the text of the currently displayed entry and allow the user edit the text. This can also be done with the Edit button on the Command Bar. Moving to another entry will automatically save any changes.

### **Find Entry -**

This option will display a dialog box asking the user for a date to search for. If the date entered is found in the Journal, the program will make it the currently displayed entry. This can also be done with the Find button on the Command Bar as well as through the use of the Calendar window.

### **Delete Entry -**

This option will delete the currently displayed entry.

## ~ Movement Menu ~

This menu allows the user to move around the Journal. This menu may be selected by clicking on it or pressing Alt-M. The user may move to the first or last entry in the Journal. Likewise, the user can also move forward or backward one entry at a time. Moving along one entry at a time can also be accomplished via the Buttons on the Command Bar.

### **Forward -**

This option will select the next entry in the Journal. If there are no more entries, it will do nothing. This can also be accomplished via the Buttons on the Command Bar.

### **Reverse -**

This option will select the previous entry in the Journal. If there are no previous entries, it will do nothing. This can also be accomplished via the Buttons on the Command Bar.

### **First Entry -**

This option will select the first entry in the Journal and display it.

### **Last Entry -**

This option will select the last entry in the Journal and display it.

## ~ Buttons on the Command Bar ~

The Command Bar is located directly above the text entry area. On it are several buttons, discussed in detail here. These buttons may be activated by clicking them with the mouse or by pressing the Alt key in combination with the underlined character on the button.

### **Add -**

This button will provide a blank entry screen to insert new entries. It will automatically set the DATE field to today's date. The user may change this date or press RETURN or TAB to begin entering text. Once the user has moved into the text entry area, they can not return to the DATE field. This can also be done with the Add Entry option in the Entries Menu.

### **Edit -**

This button will place the cursor in the text of the currently displayed entry and allow the user edit the text. This can also be done with the Edit Entry option on the Entries Menu. Moving to another entry will automatically save any changes.

### **Find -**

This button will display a dialog box asking the user for a date to search for. If the date entered is found in the Journal, the program will make it the currently displayed entry. This can also be done with the Find Entry option on the Entries Menu as well as through the use of the Calendar window.

### **<< -**

This button will get the previous entry in the Journal. If there are no previous entries, it will do nothing. This button can also be activated by pressing Alt-comma.

### **>> -**

This button will get the next entry in the Journal. If there are no more entries, it will do nothing. This button can also be activated by pressing Alt-period.



## ~ Calendar Window Operation ~



The Calendar window can be a very powerful tool in the access of entries in the Journal. The Calendar can be turned on or off by selecting the Calendar option from the Tools Menu. Anytime the main application window is resized or moved, the Calendar window updates itself to insure it is always in the upper right corner. Below is a detailed discription of the Calendar window's operation and functionality. With a little training, the Calendar can make Journal entry access easy and fast.

### **Find an Entry with the Calendar -**

Finding an entry using the Calendar is accomplished by simply clicking with the mouse that date that you want to search for. If the entry with that date is found in the Journal, it will become the currently displayed entry. If the entry does not exist in the Journal, the user will be asked whether to add that date to the Journal. See the next topic "Add an Entry with the Calendar" for more information.

### **Add an Entry with the Calendar -**

Adding an entry using the Calendar is accomplished by clicking with the mouse the date you want to add. If an entry with that date does not already exist, the user will be asked to confirm that they wish to add this date to the Journal. The user is then presented with a blank entry screen with the date already filled in. Complete the entry screen as usual.

### **Changing the Current Month -**

The Minimize and Maximize (up and down arrow buttons) located in the upper left of the Calendar window, control which month is displayed by the Calendar. Pressing the up button will increase the month by one, likewise, the down button reduces the month by one. Anytime a new entry is fetched from the file, the Calendar is set to display the month that the entry is in.

## ~ Tools Menu ~

This menu allows you to turn on or off certain features of Daily Journal. The menu may be selected by either clicking it with the mouse or pressing Alt-T.

### **Calendar (on/off) -**

This option allows the user to turn the Calendar window on or off. This option defaults to ON.

### **Word Wrap (on/off) -**

This option allows the user to turn the Word Wrap setting on or off. With word wrap on, typing in the Journal Entry text area will be formatted to stay within the window. If this option is off, text will have to be formatted by the user using the RETURN key. This option defaults to ON.

### **Insert Date/Time F5 -**

This option will insert the current date and time into the Journal Entry text area at the current cursor position. This option may also be selected at anytime by pressing F5.