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In the following agreement "software" refers to all files included with this distribution package.

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By installing this software you accept the following license agreement:

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You are granted a right to use the unregistered software for an evaluation period of 30 days. If you continue to use the software after the evaluation period you are required to either register or remove the software from your computer.

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Registration and Upgrade Information

Registration

In order to continue using this program after the 30 day evaluation period you are required to register. Registration is the process of paying for the software and entitles you to support, the latest version and free minor version updates. (See *Upgrade Policy* below) In addition, by registering you'll be doing your part to assure that I'll continue to work hard at providing you with quality software at a very low price. You'll also be helping to prove that Shareware really does work and you'll get the satisfaction of knowing that you did the right thing.

For information on how to register please click the **How To Order** button on the Shareware screen when you start the program.

You can contact me for additional information the following ways:

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Version Upgrade Policy

The following applies to users who have already registered.

All registered users are entitled to free updates to all minor versions of the major version for which they have registered. For example, registered users of a product version 3.0 are entitled to all 3.X versions for free. For the free update simply obtain a copy of newer version, install it over your old version and use the same ID your received when registering. This will NOT work when upgrading to a new major version.

Special pricing is available to registered users for major version upgrades. Please contact me.

General Description for My Personal Diary

This is the information manager you've been looking for! ***My Personal Diary*** lets anyone and everyone keep a private diary, journal or log for personal or business use, but that's not all. Entries are stored in encrypted files with optional password protection and OLE support allows you to embed pictures, sounds and even other documents directly in your entries. A sophisticated search engine allows you to search any or all entries by date, for a word, sentence or phrase. Add to this a complete address book, to-do list and reminder system and have a top notch information manager.

For HOME USERS, My Personal Diary is an excellent way to keep track of day to day activities, thoughts, goals, feelings and to record the important events in your life. Use the optional password protection to keep your entries safe from prying eyes. Use OLE to embed pictures and sound clips in your entries.

For BUSINESS USERS, My Personal Diary makes the ideal journal or log. Easily keep track of daily activities, notes, contacts, to-do items and virtually any other type of free-form information. Keep a separate journal for each client and store all notes, records and other documents right in the journal.

For SCIENTISTS and STUDENTS, My Personal Diary is the perfect log book. Keep detailed, secure records of experiments and projects. Create a separate log for each experiment or project and keep notes organized by date. Use OLE to store charts, graphs and reports inside your log book.

For ANYONE, My Personal Diary is a great tool to keep track of virtually any type of information. Try it and you'll love it!

Features include:

- NEW! OLE - INCLUDE PICTURES AND SOUNDS IN YOUR DIARY.
- NEW! Powerful organizer with address book, to-do list and fully customizable printing features.
- NEW! User-defined entries to hold important information.
- NEW! Improved security and compression.
- NEW! Additional customization capabilities.
- Looks & works like a real diary.
- Full support for text and paragraph formatting.
- Customize margins fonts, text styles, colors, dockable toolbars.
- Unlimited users can share the program on a single computer.
- Optional password protection.
- Search for text in any or all entries.
- Print single or multiple entries ordered by date.
- Export and Import capabilities.
- Spell checker.
- Browse by date or by existing entry or quickly jump to any date.
- Complete on-line help.

What's new in V6.0?

Some of the major improvements...

OLE support Now you can store pictures, sounds and any other OLE object into your diary. You can use the clipboard to paste objects into your diary or use the Insert Object command on the Edit menu.

- Compression** All entries are now compressed using state of the art compression to reduce file size and enhance security.
- Encryption** All entries are encrypted using a 64-bit encryption engine that is sure to keep out even the toughest hackers.
- Single File** All entries are stored in a single, encrypted, compressed file for maximum data integrity.
- Organizer** The old address/phone list and to-do list has been replaced with a unified organizer with enhanced capabilities. You can import and export address book entries in standard comma delimited text files.
- Printing** Print any or all entries. Print daily and monthly (calendar style) to-do lists and address/phone lists full page or for personal organizers. Specify individual fields to be included.
- Toolbars** The toolbars can now be placed where you want them. Dock them, make them floating or remove them entirely.
- Import** Use the new Diary Conversion Wizard to import existing My Personal Diary diaries as well as diaries created with other program (in ASCII text format)
- Export** Export any or all of your entries to RTF or TXT format documents.
- User Entries** The *Treasure Chest* has been replaced with user-definable entries. You can specify a title for each and use them to store whatever you like.
- Marked Dates** By popular request! Dates that entries exist for are highlighted in the Jump to Date dialog box.
- Browsing** The Browse commands have been enhanced to allow you to browse by date and by entry. Browsing by entry allows you to skip dates that are blank. You move to the first, last, next and previous entries quickly and easily.

Frequently Asked Questions

- Q. I have been using a previous version of **My Personal Diary** and I just upgraded. How do I import my entries into the new version?
- A. Use the *Diary Conversion Wizard*. The diary conversion wizard is a separate program that is included with **My Personal Diary** to convert your existing entries. You can import a diary created with the Windows 3.1 version, the Windows 95 version (V5.x) or any other program that can export it's entries as text files. See the online help for more information.
- Q. When I login on for the first time I don't have a password so what should I enter at the password prompt?
- A. Click the *Create New* button to create a new diary or use the *Diary Conversion Wizard* to convert an existing diary.
- Q. How do I backup my entries?
- A. Use any backup program to backup your diary file and organizer file! These files are called **Diary.ddf** and **Organizer.cdf** and are located in the program directory by default.
- Q. I forgot my password, what should I do?
- A. If there was an easy way around your password then using a password would not make sense. If you forget your password, kiss your entries good-bye.
- Q. I have several diary files that I use regularly but I want the same organizer file to open when I open any of the diaries. How do I do this?
- A. **My Personal Diary** stores the last opened organizer filename in your diary file. Open a diary, then open the organizer and selected the organizer file to open using the *Open* command on the File menu in the organizer window. You can specify an organizer file for each diary the same way. You can select the same file for all diaries, a different file for each diary or any combination.
- Q. What type of encryption is used in **My Personal Diary** to encrypt my entries?
- A. The encryption used is a proprietary 64-bit method that is suitable for securing data for 99% of users. It is not designed to be ultra-secure so additional steps should be taken to ensure privacy of extremely sensitive data. It is next to impossible for anyone short of an expert to decrypt your entries.

Known Problems

1. If you select all the text in the editor and choose delete the margins will be reset to 0. This happens because the rich text format used in the entries stores the formatting data as special characters within the text. When you delete these characters the formatting is also deleted. Is you experience this problem just enter and select the new text then re-format the margins.

Creating and Opening an Organizer File

The first time you open the Organizer, the ORGANIZER.CDF file will be created (or opened if it already exists) in the directory where the program is installed. *My Personal Diary* remembers the last organizer file that was opened and automatically attempts to re-open that file the next time you start the organizer. The last file that was opened is stored in the diary so each diary user can specify his/her own organizer file to open automatically. You can also share a single organizer file between multiple users.

You can create a new organizer file by performing the following steps:

1. Start the Organizer.
2. Select File|Open on the menu in the organizer window.
3. Type the name of the organizer file you want to create and specify the directory where you want it to be stored.

You can create a new organizer file by performing the following steps:

1. Start the Organizer
2. Select File|Open on the menu in the organizer window.
3. Choose the file you want to open.

Note: The organizer files are not encrypted.

Logging In

To log in perform the following steps:

1. Start ***My Personal Diary***
2. Enter your first name (This allows you to see a list of files you opened recently).
3. Select the active diary file from the drop down list or click the *Browse* button to select another file.
4. Enter your password (leave it blank if you do not require a password)
5. Click OK.

If you do not have a diary file already created or you want to create a new diary click the *Create New* button and see [Creating a New Diary](#)

How to bypass the login screen

To avoid the log in screen each time you start My Personal Diary you can create a shortcut to your diary and specify your diary filename and password on the command line. When you select the shortcut it will start ***My Personal Diary*** and automatically log you in.

The format of the command line is as follows:

DRYWIN32.EXE *diaryfile password*

* *diaryfile* and *password* are optional

If you do not use a password with diary you only need to specify *diaryfile* and leave *password* blank.

For more information on creating shortcuts see the Windows documentation.

Notes:

By creating a shortcut to your diary and specifying your password you are making your diary available to anyone who has access to your computer.

Creating a New Diary

The first time you use **My Personal Diary** you will need to create a new diary file to store your diary entries.

If you have an existing diary from a previous version of **My Personal Dairy** (up to V6.0) you will want to use the *Diary Conversion Wizard* to convert it. See the section on [Importing an Existing Diary](#).

To create a new diary perform the following steps:

1. Start **My Personal Diary**.
 - * Make sure you do not have a diaryfile and password specified on the command line. If you do the login screen will not be displayed and you will not have the option of creating a new diary.
2. At the login screen click *Create New*.
3. Click Browse to choose a filename.
 - * Select the directory then type in a filename (Example: Diary.DDF)
4. Enter your first name.
 - * Do not include any spaces or special characters (Example: Chris).
5. Enter a password.
 - * If you do not want to use a password enter NO PASSWORD as the password.
6. Verify the password by entering it again.
7. Click OK.

Importing an Existing Diary

My Personal Diary has come a long way since it was first released for Windows 3.1. Many changes and enhancements have been made and the structure of the diary has changed significantly. As a result you will need to use the *Diary Conversion Wizard* to convert your existing diary created with any version prior to V6.0.

The *Diary Conversion Wizard* is a separate program (DCONVERT.EXE) that is packaged with **My Personal Diary** that you can use to:

- Import diaries created with the Windows 3.1 version of My Personal Diary (through V4.x)
- Import diaries created with the Windows 95 version of My Personal Diary (V5.x)
- Import diaries created by any other program that is capable of exporting in ASCII text format.

To use the *Diary Conversion Wizard* perform the following steps:

1. Make sure you are not running My Personal Diary.
2. Start Diary Conversion Wizard
 - * A shortcut should be located in the same place the My Personal Diary shortcut is located (on the Start Menu)
3. Follow the instruction in the wizard.

Notes:

To import a diary using the text format option, your existing entries MUST reside in a single directory, in separate files with the following naming convention:

YYYYMMDD.TXT

where:

YYYY is the year (Example: 1997)
MM is the month (Example: 01)
DD is the day (Example: 01)

An entry for January 1, 1997 (1/1/97) would be named 19970101.TXT

Paragraph Formatting



Select Paragraph|Format...

Paragraph formatting options include left and right indents, tab stops and alignment.

To format a paragraph perform the following steps:

1. Place the cursor in the paragraph you wish to format.
2. Select Format|Paragraph.
3. Enter the left and right indents and paragraph body offset.
 - * The left and right indents specify the distance (in inches) from the edge of the page to the edge of the text.
4. Select the desired alignment: left, right or centered.
5. Click Tabs... to change tab stop positions.
6. Click OK.

Tabs

The tab stop dialog box allows you to change the tab stop positions.

To add a tab stop:

1. Enter the position (in inches) of the tab stop from the left side of the page.
2. Click Add
 - * The new tab stop will be added to the tab list if there is not already a tab stop at that position.

To remove a tab stop:

1. Select the tab stop in the tab list.

2. Click Remove.

To clear all tabs:

1. Click Clear.

Creating a New Entry

To create an entry for a given date perform the following steps:

1. Use the Browse or *Jump to Date* commands to get to the desired date.
2. Type your entry.
3. Select File|Save.

Opening an Existing Entry



Select File|Open...

To open an existing entry perform the following:

1. Select File|Open.
2. Select the entry you want to open.
3. Click OK.

Notes:

There are two lists to choose from. You may choose an entry from either, but not both. The top list is a list of your existing entries and the bottom list is a list of your user-defined entries.

Saving Your Entry



Select File|Save

To save an entry you only need to select Save on the File menu. Your entries are automatically saved within your diary file.

Notes:

You can automatically save your without be prompted by choosing the Auto Save option in the configuration dialog box.

My Personal Diary will always ask you if you want to save your file if you attempt to close it or exit the program.

Deleting An Entry

Select File|Delete Entry

To delete an entry perform the following steps:

1. Open the entry you want to delete.
2. Select File|Delete Entry

Notes:

Once you delete an entry it is gone forever. Use this command with great care.

Browsing Your Entries



Browsing

My Personal Diary is designed to feel like a real diary in that you can browse through your entries as if you were turning the pages of an old fashion paper book diary. You can use the commands on the Browse menu or the browser toolbar to browse by date and by entry. You can move forward and backwards in intervals of days, months or years or move to the first, last, next or previous entry.

Jumping to a Specific Date

The Today command will quickly bring you to the current date.

You can jump directly to any date by using the Jump To Date command on the browse menu or the Jump to Date button. Simply choose the month and year in the Choose Date dialog box, then click the desired day on the calendar. You will jump directly to the date you selected and if an entry exists for that day it will be opened.

Notes:

The dates that entries exist for are highlighted in the date selection dialog box if the option to do so it turned on in the configuration dialog box.

Printing Your Entries



Select File|Print...

To print a single entry perform the following steps:

1. Open the entry you want to print.
2. Select File|Print.
3. Do not select any entries in the list of available entries.
4. Click Print.

To print multiple entries perform the following steps:

1. Select File|Print
2. Highlight the entries you want to print.
 - * Click the *All/None* button to toggle the selection of all files.
 - * Click the *By Date* button to select a range of entries by date.
3. Click Print to print all selected entries.

Notes:

When you print more than one entry you can choose to start each entry on a new page by checking the *Start each entry on a new page* checkbox. By default ***My Personal Diary*** prints as many entries on a page as it can, leaving space between each entry.

My Personal Diary does not print a title for each entry so it's up to you to add a title line into the entry. By default ***My Personal Diary*** will insert the current date and time on the first line of each entry, which makes an excellent title line when and if you print your diary. If you choose to disable this option you will have no way of identifying each entry on the printout unless you manually add the date into each entry.

Searching Your Entries



Select Utilities|Find...

To define a new search through multiple entries perform the following steps:

1. Select Utilities|Find...
2. Select the files you want to search in the entry list.
 - * Click the *All/None* button to toggle the selection of all files.
 - * Click the *By Date* button to select a range of entries by date.
3. Enter the search text.
 - * Check the *Case Sensitive* checkbox if you want the search to be case sensitive.
 - * Check the *Match Whole Words* checkbox to only match whole words.
4. Click the *New Search* button to start a new search.
 - * ***My Personal Diary*** will open each file and highlight the first occurrence of the search text.
 - * Click the *Find Next* button to find the next occurrence of the search text.
 - * Check the *Next Entry* checkbox if you want to skip to the next entry that contains the search text when you click Find Next (otherwise the next occurrence will in the same entry will be highlighted)

Inserting Pictures and Other Objects

Select Edit|Insert Object

My Personal Diary supports OLE to allow you to insert pictures, sounds and other OLE objects into your diary entries.

To insert an object into your entry perform the following steps:

1. Open the entry you want to insert the object into.
2. Select Edit|Insert Object
3. Choose the object you want to insert.
4. Click OK.

Notes:

You can also paste objects that are on the clipboard into your entries. For example, you can copy a picture from your favorite graphics program and paste it directly into your diary.

Pictures, sounds and other OLE objects can be very large. The more objects you insert into an entry the larger your diary file will become and the longer it will take to load and save the entry.

Spell Checking Your Entry



Select Utilities|Check Spelling

My Personal Diary includes a built in spell checker that allows you to check the spelling of words in your entries.

Checking an Entire Entry

Make sure no text is selected and select Utilities|Check Spelling.

To Check a Section on an Entry

Select the text you wish to check and select Utilities|Check Spelling.

Notes:

If this option is not working please check the *Dictionary Path and User Dictionary File* settings in the configuration on the Spelling page and verify that the dictionary file is present.

Inserting a Custom String



Select Edit|Insert Custom

A custom string is a phrase that you can store for quick insertion in your entries.

To insert a custom string perform the following steps:

1. Select Edit|Insert Custom.
2. Select the string to insert in the available strings listbox.
3. Click *Insert* to insert the string without exiting or click OK to insert the string and exit..

Adding a Custom String

1. Enter the string in the custom string edit.
2. Click the *Add* button.
3. Click OK.

Deleting a Custom String

1. Select the string in the available strings listbox.
2. Click the *Delete* button.
3. Click OK.

Changing a Custom String

1. Select the string in the available string listbox.
2. Edit the string in the custom string edit.
3. Click the *Change* button.
4. Click OK.

Changing Your Name/Password

Select Utilities|Name and Password...

The name and password utility allows you to change the name used with your diary as well as your password. You can also clear the list of files listed in the login dialog box for your name.

To change your name perform the following steps:

1. Select Utilities|Change Password...
2. Check the *Change Name* checkbox.
3. Enter your new name.
4. Click OK.

To change your password perform the following steps:

1. Select Utilities|Change Password...
2. Check the *Change Password* checkbox.
3. Enter your existing password.
4. Enter your new password.
5. Verify your new password by entering it again.
6. Click OK.

To clear the files listed in the login dialog box for your name click the *Clear File List In Login Dialog* button. All files except the currently open diary will be removed from the list. This does NOT actually delete the files. It only removes the filenames in the most recently used list.

Notes:

After changing your password ALL entries are modified and any previous backups you have are obsolete. MAKE A NEW BACKUP IMMEDIATELY AFTER CHANGING YOUR PASSWORD.

The next time you log in after changing your password you will need to use your new password. YOUR OLD PASSWORD WILL NO LONGER WORK. REMEMBER YOUR NEW PASSWORD.

Exporting Entries

Select File|Export...

The *Export...* command allows you to save any or all entries as plain text or RTF (Rich Text Format).

To export an entry perform the following steps:

1. Select File|Export...
2. Select the entries you want to export
 - * Click the *All/None* button to toggle the selection of all files.
 - * Click the *By Date* button to select a range of entries by date.
3. Choose the options
 - * Check *Save all entries to a single file* to save all entries to a single text file
 - * Check *Export in Rich Text Format* to save the entries in RTF (this will preserve formatting) (This option is not available if you choose to save all entries to a single file)
4. Click OK.
5. Choose the directory and the file name to export to.

Notes:

Another method of “exporting” an entry is to use the clipboard. You can select and copy all or part of your entry then paste it into another application. This method is easier and more flexible than using the *Export...* command but requires a Windows application that supports clipboard operations to be used as the destination.

Mailing an Entry

Select File|Send...

My Personal Diary provides the standard *Send...* command for sending an entry (in text format) by e-mail. You can use this command to instantly send the current entry to anyone by e-mail.

Your entry is sent in RTF (Rich Text Format) and is NOT encrypted when sent using the Send command.

To mail an entry perform the following steps:

1. Select File|Send...
2. Choose the profile to use to send the entry.
3. Click OK.

You must have MAPI (messaging API) support installed on you computer to use this feature.

Configuration

Select Options|Configuration

A property dialog box will appear with tabs representing different sets of options.

The General Tab

The options on the general tab are:

- Flag week end days in date selection dialogs

Check this checkbox to make all days that fall on a weekend appear red in the date selection dialog boxes.

- Flag dates that have entries

Check this checkbox to highlight dates that have entries in the date selection dialog boxes.

- Display the organizer (and reminders) at startup

Check this checkbox to display the organizer and reminders when *My Personal Diary* starts.

- Display the tip of the day at startup

Check this checkbox to display the *Tip of the Day* when *My Personal Diary* starts.

- Auto-save entries

Check this checkbox to automatically save your entries without prompting.

- Create backups

Check this checkbox to create a backup of your diary file when the program starts. Checking this option will use more disk space and cause the program to take longer to start up, but will provide extra reliability.

- Entry to open at startup

Select the entry to open automatically when the program starts. You can choose from the current day's entry or one of the user-defined entries.

The Appearance Tab

The options on the Appearance tab are:

- Show Book Bindings

Check this checkbox to show the book bindings.

- Show Ruler

Check this checkbox to show the ruler.

- Show Title

Check this checkbox to show the title bar.

- Show Cover

Check this checkbox to show the book cover.

- Editor Color...

Click this button to set the editor's background color.

- Cover Color...

Click this button to set the color of the book's cover.

- Title Color...

Click this button to set the color of the title background.

- Title Text Color...

Click this button to set the color of the title text.

The New Entry Defaults Tab

The options on the New Entry Defaults tab are:

- Left

Enter the default left margin in inches. This value is used to set the left margin on all new entries.

- Right

Enter the default right margin indent in inches. This value is used to set the right margin indent on all new entries.

- Header

Enter the header size in inches. This value is only used when printing your entries.

- Footer

Enter the footer size in inches. This value is only used when printing your entries.

- Font...

Click this button to set the default font and color for new entries.

The Spelling Tab

The options on the spelling tab are:

- Ignore Words in Uppercase

Check this check box to ignore words in uppercase (Example MPDIARY)

- Ignore Words Containing Non-alphabetical Characters.

Check this checkbox to ignore words containing non-alphabetical characters (Example testing123)

The Date and Time Tab

The options on the date and time tab are:

- Available Date Formats

Choose the format of the date to be entered in new entries and when you use the *Insert Date* command on the Edit menu.

- Available Time Formats

Choose the format of the time to be entered in new entries and when you use the *Insert Time*

command on the Edit menu.

- Use Entry Date

Check this checkbox to use the entry date instead of the current date when inserting the date.

- Insert the date in new entries

Check this checkbox to insert the date in all new entries.

- Insert the time in new entries

Check this checkbox to insert the time in all new entries.

- Insert a new line after the date and/or time on new entries

Check this checkbox to insert a new line after the date and/or time when it is inserted in new entries.

User Defined Entries Tab

The user-defined entries tab lets you specify the names of the user-defined entries

To change the name of a user-defined entry perform the following steps:

1. Select an entry in the user entry listbox.
2. Modify the name in the edit control below.
3. Click *Change* to change the name of the entry.

Notes:

The option settings are stored in your diary file. You must specify settings separately for each diary you create.

Check this option to show weekend days in red in the date selection dialog boxes.

Check this option to highlight dates that have entries in the date selection dialog boxes.

Check this option to display the organizer and reminders when you start My Personal Diary.

Check this option to display the *Tip of the Day* when you start My Personal Diary.

Check this checkbox to automatically save your entries without prompting.

Check this checkbox to create a backuo of your diary file when the program starts. Checking this option will use more disk space and cause the program to take longer to start up, but will provide extra reliability.

Select the entry to open automatically when the program starts. You can choose from the current day's entry or one of the user-defined entries.

Check this checkbox to show the book bindings.

Check this checkbox to show the ruler.

Check this checkbox to show the title bar.

Check this checkbox to show the book cover.

Click this button to set the editor's background color.

Click this button to set the color of the book's cover.

Click this button to set the color of the title background.

Click this button to set the color of the title text.

Enter the default left margin in inches. This value will be used to set the left margin on all new entries.

Enter the default right margin indent in inches. This value will be used to set the right margin indent on all new entries.

Enter the header size in inches. This value is only used when printing your entries.

Enter the footer size in inches. This value is only used then printing your entries.

Click this button to set the default font and color for new entries.

Lists the available date formats.

Lists the available time formats.

Check this option to insert the date in all new entries.

Check this option to insert the time in all new entries.

Check this checkbox to insert a new line after the date and/or time when it is inserted in new entries.

Check this checkbox to use the entry date instead of the current date when inserting the date.

Lists the names of the user-defined entries.

You can change the name of the selected user-defined entry here.

Click this button to save the change.

Check this checkbox to skip uppercase words. (Example MPDIARY)

Check this checkbox to skip words with non-alphabetical characters. (Example Testing123)

