

# **JOURNAL PROGRAM V2.0 HELP**

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The Journal Program is designed as a daily information manager. Information can easily be retrieved from the Clipboard or existing disk files and stored for later retrieval. Information is stored in topics. The topic titles are displayed in a listbox at the left of the screen and the information associated with that title in a text box. Topics can be organized into up to eight different categories. Topics can be moved from one category to another. The date the information is put into Journal is automatically (default mode, can be turned off) appended to the beginning of the titles.

A DAILYCLP Button is always displayed and can be used to grab text currently on the Clipboard and add it as a new topic or append it to an existing topic in the currently open Category .

[Important Information on Capacities and Restrictions](#)

[Menu Commands](#)

[Keyboard Commands](#)

[DailyClp](#)

[How to ....](#)

[About](#)

# Important Information

## Important Restrictions

The following files CANNOT be edited or moved separately: JOURNAL.Dat, Journal.INI, ANOTE.JOU through HNOTE.JOU and ANOTE.BAK through HNOTE.BAK. All of these files **MUST BE KEPT TOGETHER** at all times. They can be moved to another machine ONLY if ALL are moved together. If you want to move individual categories see [How to Remove Categories to File](#) and [How to Add Categories from File](#).

It is important to appreciate the difference between adding new categories with Journal using the Set Categories from the Topics Menu AND adding new Categories from file. All categories must be created within Journal. Remove to File and Add from File under the File Menu provides the capability to save and restore categories created by Journal.

## Program Capacities

Categories: 8. The first is DailyJou (it may be renamed) and is the opening default category. The other seven are configured by the user.

Topics: 400 per category

Topic text: Maximum of 30K per topic. The sum of information in all topic text fields is user configurable between 250 KB and 4 MB.

## Menu Commands

All functions within the program can be executed from the menus. Note a number of shortcut keys are available.

Files

Topics

Edit

Find

Switch

Transfer

Exit

Help

## **Files Menu**

Import Text

Export Text

Backup Data Files

Remove Category to File

Add Category fm File

Topic List Width

Choose Printer Font

Choose Screen Font

## **Import Text**

Select this menu item to import an ASCII file directly into Journal. The file is added to the currently selected category. The file text is added to the topic and the file name is added as the topic title. Maximum file size that can be imported is 30K. When a file is imported, a copy of the file is made and stored in the Journal files. No change is made to the file being imported.

## **Export Text**

Select this menu item to export one of Journal's topics to a file. When the menu item is selected you are prompted for the filename where you want the file saved. The entire path must be specified or the file is saved in the current directory. Files are written as ASCII files.

## Backup Data Files

This command will make backup copies, in the program directory, of the initialization file (journal.dat) and each of the data files. If for any reason one of the files becomes corrupt, the backups may be used. If any backup is used then **THEY ALL MUST BE USED**. To restore, copy each backup to the respective program file (eg, journal.bak to journal.dat, anote.bak to anote.jou, etc).

The program is **VERY** sensitive to the file structures. These files **CANNOT BE EDITED WITH ANOTHER EDITOR** as this would corrupt the files structure. For further information see the technical information in the [About Help](#) section.

## **Remove Category to File**

This function will remove the selected Category from Journal and save it to disk. Both the index of topic titles and the data are saved. The titles are saved to file: categoryname.JTX and the data to categoryname.JTT. These files are located in the Program Directory.



## **Add Category fm File**

This function will add a category back into Journal that has previously been removed. THIS WILL ONLY WORK FOR FILES PREVIOUSLY REMOVED FROM JOURNAL. The data files must be located in the Program Directory. After selecting this item, a dialog form pops up listing the Category files found which can be added back into Journal. Select the category desired by either highlighting the item in the Listbox and pressing the OK Button or by double-clicking the Category Name in the Listbox.

The Category button to which you want to bring the Category from disk MUST be an empty category. Journal will automatically set the category capacity large enough to hold the file being added.

An additional use of the Remove Category to File and Add Category from File function is that it provides a good way to move selected categories between computers. For example, if you have the program installed both at home and at work; these two functions provide an easy way to move categories between the two computers,

Additionally, if 8 categories is insufficient, additional categories may be created and saved to disk until needed.

## **Topic List Width**

Selecting this menu item allows you to set the Topic List Width as a percentage of the total form width. Journal comes configured with the Topic Width as 25% of the total form width. If this is changed, Journal "remembers" the change from session to session. To change the width percentage, click the menu selection desired.

## **Choose Printer Font**

Selecting this menu, brings up a standard Windows font selection dialog. This font **ONLY** applies to the printer. Bold and Italic, though available on the dialog, are **NOT** sent to the printer. Journal "remembers" Printer Font selections from session to session.

## **Choose Screen Font**

This selection is used to select the screen font to be used in the Topic Titles Listbox and the Topic Text box. If you want these fonts in Bold or Italic, these must be selected (Bold often looks better on the screen but is slightly wider than regular. Italic is NOT recommended as it is too wide. Journal "remembers" selections from session to session.

## Topics Menu

All commands associated with individual topics are located on this menu selection. Note the shortcut keys. Categories can be thought of as file drawers, while the topics are individual files within these drawers. The topic title is the name of the file and is always displayed in the listbox to the left for selection. Commands are available to permit easy storage of information and easy maintenance. Two of the most used commands, New Topic and Delete Topic are also available as buttons.

Configure Categories

New Topic

Delete Topic

Edit Topic Title

Print Topic

Save Topic Data

Date Stamp On

Daily Journal Topic

First Cat-Last Topic

## Configure Categories

This is used to configure the Category maximum data capacity, category titles and the Category button, Switch and Transfer Menu labels. When the item is selected, a separate form opens for entering new titles or adjusting the data capacity for any category. It is important to note that changing a Category Title (and corresponding button title) does not change any of the topics or topic text associated with that Category. Thus you can change Category Titles any time desired. The maximum length of the title is limited to 8 characters. Data capacities may be set from 250 KB to 4 MB.

For fastest switching between categories within Journal, set each of the categories to the SAME size. For least effect of the speed of switching between other Windows programs, have at least one category set to 250KB and switch to that category before leaving Journal. Regardless, since it is so easy to change the size of a category, you should configure to the smallest size that will accommodate the data (remember, for fastest switching between categories WITHIN Journal, configure all to the same size)

[Configure Dialog Form](#)

## **Configure Categories**

Listed on this form are the 8 categories for configuring. Four columns, NAME for the category name (this appears as the category label), Current Data Size, Current Capacity, and horizontal scrollbars to adjust the maximum capacity for each individual category.

### **Name**

To change the name of an individual category, click in the Name text box for the category and type the desired name. Only the first 8 characters are used.

### **Data Size**

This is the current size of the data for the category. This is measured by measuring the size of the data file on disk. This value CANNOT be changed.

### **Capacity**

This is the currently set maximum capacity for the category. This value is set using the scrollbars. The minimum value cannot be set lower than that value needed to hold the data currently contained in the category, other than that restriction, the maximum data range can be set from 250 KB to 4 MB (4000KB).

For fastest switching between categories within Journal, set each of the categories to the SAME size. For least effect of the speed of switching between other Windows programs, have at least one category set to 250KB and switch to that category before leaving Journal. Regardless, since it is so easy to change the size of a category, you should configure to the smallest size that will accommodate the data (remember, for fastest switching between categories WITHIN Journal, configure all to the same size)

### **Capacity Horizontal Scroll Bars**

These are used to adjust the individual maximum capacity for each category. Clicking the left arrow decreases the maximum capacity, the right arrow increases the maximum capacity. Journal "remembers" these settings from session to session.

### **OK Button**

Click this button when all settings are as desired.

### **Cancel Button**

Quits the form with no changes.

## **New Topic      Shortcut: ctrl + N**

This functions exactly the same as the New Topic button. A title box is opened to type in the title of the topic. Topic titles can be up to 45 characters. The date the topic is created is automatically (default mode) appended to the start of the title. The topic title is then added to the topic listbox and the cursor is placed in the text box for entering the associated text.



## **Delete Topic      Shortcut: ctrl + D**

This item is utilized to remove a topic from Journal. It functions exactly the same as the Delete Topic button. The topic title is removed from the listbox, the topic text is deleted, and the remainder of topics adjusted in position (the remainder of the topics are rolled up)

## **Edit Title      Shortcut:  ctrl + T**

This is utilized to edit the selected title. The title is presented in a dialog box. A new title can be typed or the existed one edited. The date is NOT automatically appended. Note, the entire title text is highlited in the dialog box presented. Typing replaces all text. If you only want to edit the title, then you must press one of the arrow keys or click the mouse within the title to remove the highliting.

**Print      Shortcut: ctrl + P**

Selecting this item prints the current topic. The topic title is printed as a header.

## **Save Topic Data      Shortcut: ctrl + S**

This functions the same as the SAVE Button. All program data is saved.

## **Date Stamp On**

If this button is checked, default mode, then today's date is automatically appended to topic titles. A checkmark appears in the menu next to this item when it is ON. To turn off the automatic date stamping, click the menu item and the checkmark will disappear. Date stamping will stay off for the remainder of the session unless turned on. Whenever the program starts, it starts with date stamping ON.

## **Daily Journal Topic      Shortcut: F4**

This selection will add a topic to the current category in the format: mm/dd Day Daily Notes. For example: 12/25 Mon Daily Notes. If you leave category one configured for your daily notes, then when you start Journal for the day, press F4 and a topic will be added for the daily notes.

## **First Cat, Last Topic      Shortcut: F5**

This selection will take you to the first category, last topic from anywhere in the program. If you leave the first topic configured to hold your daily notes the F3 shortcut key provides a quick way to get to your daily notes topic from anywhere in the program.

## Edit Menu

The Edit Menu provides the normal windows Clipboard editing functions, Cut, Copy, Paste and Delete. In addition, three added functions are provided: STRIP CrLF strips CrLfs from selected text, COPY ALL copies the entire topic text to the Clipboard. COPY ALL - DEL TOPIC copies the entire topic text to the Clipboard AND then deletes the topic.

### **Cut      Shortcut:   Shift + Delete**

This cuts the selected text from the topic text and places it on the Clipboard.

### **Copy      Shortcut:   Ctrl + Insert**

This makes a copy of the selected text and places it on the Clipboard.

### **Paste      Shortcut:   Shift + Insert**

This inserts the text on the Clipboard into the topic text at the point where the cursor is located.

### **Strip CrLf      Shortcut:   ctrl + Z**

Selecting this command will remove **ALL** CrLfs from the **selected** text. This is useful when text is brought into Journal, either via Inport or the Clipboard, which has embedded carriage return-line feeds. Place the mouse at the start of the text, hold down the left button and drag over the desired text. After releasing the mouse button, select this menu item or use the shortcut key, ctrl + Z.

### **Copy All      Shortcut:   ctrl + C**

This will copy the entire text from the topic and place it on the Clipboard. No change is made to the topic text. This function is most useful to make a copy of the topic text to place into another document or to make a copy of a topic and place it in another category. If copying to another topic remember the total text capacity of any individual topic is limited to 30K.

### **Cut All - Del Topic      Shortcut:   ctrl + X**

This will copy the entire text from the topic and place it on the Clipboard. After placing it on the Clipboard, the topic is deleted. CAUTION should be exercised, since the topic is deleted, the text should immediately be pasted in either another application or another topic. This function is most useful to combine the text from two topics together. Select the topic you want to delete, then select COPY ALL - DEL TOPIC, then select the topic where you want to place the text, place the cursor where the text is to be inserted, and select PASTE to insert the text. If copying to another topic remember the total text capacity of any individual topic is limited to 30K.



## Find Menu

This is used to search the data base. The search can be Case Sensitive(fastest search) or Case Insensitive(most complete search). When this menu item is selected a separate dialog form opens for the search data. The search dialog permits two types of searches: Titles Search, a search of all Titles contained in the database or Text Search, a search of all text in all topics of the currently selected category.

A maximum of 50 "FINDS" can be made. If the FOUND caption is 50, it likely there are more instances of the search word in the database. The search should be repeated with more restrictive search criteria.

### Search Dialog Box

#### **Titles Search**

This search looks for the search text in each title contained in the data base. When found, the title is added to the listbox. In front of the title is two numbers. The first, 1 to 8, is which category the item was found in (the categories are numbered 1 to 8, left to right). The second number is the number of the topic in that category (the topics are numbered from top down). To see one of the items, click on the title in the listbox. Journal will then switch to the category and display the topic. If that is not the one desired, simply click another title.

#### **Text Search**

This search looks for the search text in all topic text in the currently selected category. One number is shown in front of the topic title in the listbox, the topic number. To see a topic, click the title in the listbox; Journal will switch to that topic, highlight the word in the text, and turn off the Search dialog box. If that is not the one desired, simply click the menu Find, the dialog box re-appears and another topic title may selected. In addition, if it is the correct topic, but you want to find another occurrence of the search text in the SAME topic, click the Find Menu to bring the Search form back up and then click the NextText button (SHORTCUT: Just press the F5 function key while still in the topic text field). This finds the next occurrence of the search text in the SAME topic.

## **Search Dialog**

The search dialog box is used specify the search text, choose Case Sensitive or Insensitive search, choose Tiles or Text Search, and if text search allow another find in the same topic (Next Text). This form can be moved around independent of the main Journal form. Additionally, it is only updated when specifically directed by clicking one of the buttons on the form. Thus, results of the previous search may be brought up again by clicking the Find Menu selection.

### **Search For:**

This input box is used to enter the search string desired.

### **Case Sensitive**

If this box is checked, a Case Sensitive search is conducted. If you want a case insensitive search, uncheck this box.

### **Found**

This label shows the number of topics found containing the search text. Journal can find a maximum of 50 finds, if the Found label is 50, it is likely there are more instances of the search text in the data base. The search may be repeated with more restrictive search data (larger string, Case Sensitive, etc).

### **Title Search**

This button is used to conduct a search of all topic titles in the data base.

### **Text Search**

This button is used to conduct a search of all topic text in the currently selected category.

### **Next Text      Shortcut: F5**

This button is used to find the next occurrence of the search string in the SAME topic as currently displayed.

### **Done**

The Done button hides the form.

## **Switch Menu**

This menu item functions exactly the same as the buttons across the top of the screen, they permit switching to another Category. Select the Switch Menu, then click the Category title to which you want to switch.

## **Transfer Menu**

This function is used to transfer a topic from one category to another. To transfer a topic, select the topic you want to transfer, then select the transfer menu, then select the category to which you want to transfer the selected topic. The topic is then deleted from the old category and transferred to the newly selected category. Within the new category, the topic is appended to the end of the topic list in that category. The title is appended as it was in the old category.

## **Exit Menu**

Selecting this item will end the program and save all data files. Before ending, you are prompted to Make a Backup of Data Files. Unless there is some reason to the contrary, this should always be selected. This program data file structures are extremely critical to proper performance.

## **Help Menu**

Clicking this item will bring up this help menu. All of the text in this Help file is set for browsing throughout. This permits reading of the Help much like reading a manual.

## Keyboard Commands

The most used commands are available as buttons in the upper portion of the program screen. In addition, two labels indicate how many topics are contained in the currently selected Category and the size of text in the currently selected topic. Maximum number of topics is 200. Maximum topic text size is 30K.

### Categories

The eight buttons across the top are used to switch between categories. The Set Categories selection under the Topics Menu is used to set the individual Category titles. These titles are displayed as the button captions, as well as on both the Switch and Transfer menus.

### New Topic

This button is used to add a new topic to the Journal. When the button is clicked, a prompt appears for the topic title. The title is limited to 45 characters. The date the topic is created is automatically (default mode) appended to the beginning of the topic title.

### Delete Topic

This button is used to remove a topic from a category in Journal. When pressed, the selected topic title is removed from the listbox and the corresponding text deleted. The remainder of the topics is rolled up to fill in the gap.

### Save Button

Clicking this button saves all of the program data to disk.

### Free label

This indicates the APPROXIMATE free space remaining in the category. The method to calculate this value usually is somewhat conservative; this means you should always have at least that much space left. When this number gets down to 50 KB, you should increase the maximum capacity for the category.

### Shortcut Keys

Shortcut Keys

## Shortcut Keys

ctrl + C	Copy All
ctrl + D	Delete Topic
ctrl + N	New Topic
ctrl + P	Print Topic
ctrl + S	Save Topic Data
ctrl + T	Edit Title
ctrl + X	Cut All-Del Topic
ctrl + Z	Strip CrLf



## DailyClp Button

The first time Journal is run, this button is located in the upper left corner of the screen. It can be moved to any desired location by holding down the left mouse button over the title and dragging the form to a new location. Journal will "remember" this location from session to session. Only the actual command button and the title bar is displayed. A single click of the button performs the following:

- checks to ensure there is text on the Clipboard
- grabs the text from the Clipboard and displays the size in KBytes as the new form title
- Opens a dialog form prompting for the new topic title or append topic
- Pastes the text into the topic

### Clipboard Dialog Form

Text on the Clipboard can be added as a new topic or appended to an existing topic within the currently selected category. The currently selected Category is displayed as the title, so even if Journal is in an icon, the text under the icon is the title of the currently selected category. When the dialog box pops up, you can type in a new title or accept the default (first 45 characters of the Clipboard), and click the OK button to add the Clipboard text as a new topic. You can also select the Append Button to append the Clipboard Text to an existing topic.

The button can be move to any location on the screen by placing the mouse in the title bar, holding down the left mouse button, and dragging to the desired location.

If the button is accidently clicked and you do not want to paste text, in the dialog box that pops up simply select the CANCEL button.

This button is very useful for adding information to Journal from other programs. Simply place the text on the Clipboard, click the DAILYCLP button, type in the topic title or select a topic to append to, and the Clipboard text is added. Many programs offer shortcuts for selected all text. This makes it easy to copy the entire text to the Clipboard. For example, in Microsoft Word for Windows, holding down the control button and clicking in the left column will select the entire document. Then pressing the EDIT - Copy menu selection (or the button on the toolbar) will copy the entire text to the Clipboard. With the text on the Clipboard, click the DAILYCLP button. The size of the text is displayed in the title (Journal has a maximum limit of 30K per topic) and a dialog box pops up for the topic title. Individual application documentation should be checked for shortcuts to copy text to the Clipboard.

## **Clipboard Dialog**

This dialog is used to either add the Clipboard as a new topic or to append it to an existing topic. The form comes up for a new title. If you desired to Append, click the Append Button. The New Topic portion disappears and the Append portion appears. In the Append form, a listbox is shown with the Topics from the current category shown. Click the title desired and click the OK button to append. When Appending, a check is made to ensure no more than 30K is contained in a given topic.

### **New Topic Form**

When the new topic form is displayed, the Clipboard text is added as a new topic. You can either accept the default title or type a new title in the Title Text Box. To add, click the OK button. To cancel, click the Cancel Button. If you want to append, click the Append Button.

### **Append Form**

The Append form is used to append the text to an existing topic. The currently selected topic is shown in the box at the top of the form. To select a new Topic Title, click the title and it will move to the selected topic box. When the desired title is displayed, click the OK button to append the text. If you want to cancel, click the Cancel Button. The New Topic Button will return you to the New Topic Form.

## **How to ....**

[Add New Topics](#)

[Delete Topics](#)

[Combine two topics together](#)

[Remove Categories to File](#)

[Add Categories from File](#)

## **Add New Topics**

New topics can be added in any of three ways:

### **(1) Typing directly into Journal**

Click the NEW TOPIC button, select New Topic from the topics menu, or press ctrl-N. This will bring up a prompt for the title of the topic. You can type up to 45 characters for the title. The cursor is then placed in the text box where you can type in up to 30,000 characters.

### **(2) Grab the Clipboard text**

Click the DAILYCLP button. This will bring up a prompt for the title of the topic. The first 45 characters of the Clipboard are already entered as the default. you can use this or type any title desired.

### **(3) Import ASCII File**

Click the FILES Menu and select IMPORT. Files smaller than 30,000 characters can be imported directly into Journal. the file is added to the currently selected category. The file name is automatically used as the topic title.

### **Date Stamping**

Under the Topics Menu, if Date Stamp On is checked (default selection), then today's date will automatically be added to the start of the title. Date Stamping can be turned on and off via the Topics-Date Stamp On selection; when it is checked, date stamping is on.

## **Delete Topics**

Select the topic you want to delete by clicking on the title in the list box. Then : (1) Click the Delete Topic button, or (2) Select Topics Menu-Delete Topic, or (3) Press ctrl-D. Once deleted, the topic can not be retrieved.

As a note, when you transfer a topic from one category to another, it is deleted from the category from which you are transferring the topic.

## **Combine Two topics**

To combine two topics, first select the topic you want to remove. Then select Edit-Cut All-Del Topic. This will place the entire topic text on the Clipboard and delete the topic. Next select the topic to which you want to add the old topic text. (This does not have to be in the same category.) Within the new topic place the cursor where you want the text added and Select Edit-Paste.

You can also use this feature to delete a topic and use the text in another application. For example, if you have been using Journal to collect notes which you want to use in another paper being prepared in a Windows wordprocessor. Then within Journal select the first topic you want to move to the wordprocessor, select Edit-Cut All-Del Topic. Then switch to the wordprocessor and PASTE the text in place where you want it. Then return to Journal and get the next topic. (You can do the same function with Edit-Copy All if you DO NOT want to delete the topic from Journal).

## **Remove Categories to File**

First, the DailyJou cannot be removed. To remove one of the other Categories. First select the Category (press the Category button or use the Switch Menu), Then Select File-Remove Category to File. This will remove the category to file saving the data in two files: Categoryname.JTX and categoryname.JTT where categoryname was the name of the category within Journal. These files, the JTX and JTT, may be moved from computer to computer.

In addition to being able to have more than eight categories (only eight can be in Journal at any on time), this capability makes it easy to move categories between home and work or from one computer to another. If you want to give a complete category to someone else, first Remove the Category to file, then copy the files to the other computer.

## **Add Categories from File**

To add categories from file, first select an empty button(or use the Switch Menu to select an empty category). Then Select File-Add Category from File. This will bring up a separate screen listing the categories stored on disk in the Journal program directory. Select the category you want and click the OK button or double click the Category you want to add.

To add a category, both the JTX and JTT files must be located in your Journal Program Directory. If you are moving Category files from one computer to another, be sure you add them into the Journal Program Directory.



# About and Technical Info Journal V2.0

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## **Resources:**

JOURNAL was written using Microsoft Visual Basic (VBRUN100.DLL required), the Microsoft Visual Basic Professional Toolkit (Threed.vbx required) and MicroHelp Muscle (Muscle.Vbx required). The Muscle.Vbx and Threed.vbx runtime libraries distributed CANNOT be run from within the Visual Basic environment.

## **Technical Info**

The titles for all topics in all categories, along with the size of the text field with each, is stored in the file JOURNAL.DAT. The text data for the topics is stored in separate files: ANOTE.JOU thru HNOTE.JOU. The backups for these files are the same name with the extent .BAK. When categories are saved to file, the topic titles and the size of the respective text fields for the category are written to CATEGORYNAME.JTX, where CATEGORYNAME is the category name assigned within Journal. The text data is stored in CATEGORYNAME.JTT. These files can be moved, together, from computer to computer but THEY CAN NOT BE ALTERED BY ANOTHER PROGRAM.

