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0

1   Welcome

1.1   Welcome

Thank you for using Alpha Journal Pro.

We hope you enjoy using this product and hope that it meets your every need. We have worked extremely hard to make **Alpha Journal Pro** everything our customers want it to be and continue to strive to make it a better product each day.

If you have a problem, question, comment or suggestion or just wish a feature could be added or improved we encourage you to read the FAQ.

If you have not already purchased a license, please consider doing so. As a licensed user you will enjoy many benefits and will be able to continue using **Alpha Journal Pro** forever without any time or feature limitations. You can securely purchase a license by clicking the BUY button on the introduction screen displayed when **Alpha Journal Pro** starts, or directly from our website at:

https://www.camdevelopment.com

The **Alpha Journal Pro** Team

1.2   Frequently Asked Questions

For answers to common questions online or to contact us please visit:

https://www.camdevelopment.com/support.htm

Upgrading Issues:

Please see the following help topics:

How Do I...
Import Entries from Alpha Journal V4 and Older
Import Entries from Another Program

2   Getting Started

2.1   Getting Started

This topic explains how to create a new entry database, open an existing entry database and import entries.

How do I...
Create a New Database
Open an Existing Database
Bypass the Open Database Screen
Import Entries from Another Program

Import Entries from Alpha Journal V4 and Older

2.2 How do I...

2.2.1 Create a New Database

1. Start **Alpha Journal Pro**.

2. At the Open Entry Database dialog box click the **Create New** button.

3. Click the **...** button to specify a filename for your journal database.

4. Select a folder then type in a filename (Example: My Entries.JDF).

5. Enter a master password for the journal database.

6. Verify the master password by entering it again.

7. Click **OK**.

Notes:

- Make sure you do not have a journal database and master password specified on the command line. If you do, the New Database dialog box will not be displayed and you will not have the option of creating a new journal database.

- Be careful not to specify and overwrite an existing journal database.

- Do not include any spaces or special characters.

- If you do not want to use a master password leave it blank.

Related Topics

New Database dialog box

How do I...
Open an Existing Database
Bypass the Open Database dialog box
Import Entries from Another Program
Import Entries from Alpha Journal V4 and Older

2.2.2 Open an Existing Database

1. Start **Alpha Journal Pro**.

2. Enter your first name (this allows you to see a list of files you opened recently).

3. Select the active entry data 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**.

📝 **Notes:**

- If you do not have an entry data file already created or you want to create a new one, click the **Create New** button and see How do I... [Create a New Database](#).

- If you want to restore a previously backed up entry data file click the **Restore** button and see How do I... [Backup a Database](#).

📖 **Related Topics**

[Open Database dialog box](#)
[Backing up and Restoring](#)

How do I...
[Create a New Database](#)
[Bypass the Open Database dialog box](#)
[Import Entries from Another Program](#)
[Import Entries from Alpha Journal V4 and Older](#)

2.2.3   Bypass the Open Database dialog box

To avoid the **Open Entry Database** dialog box each time you start **Alpha Journal Pro** you can create a shortcut to your journal database and specify your journal database filename and password on the command line. When you select the shortcut it will start **Alpha Journal Pro** and open the selected journal database.

The format of the command line is as follows:

AJOURNAL.EXE [journaldatabasefile] [masterpassword]

💡 **Tips:**

- All command line parameters are optional.
- If you do not use a master password specify *NONE* in its place.

For more information on creating shortcuts see the Windows documentation.

📝 **Note:**

- By creating a shortcut to your journal database and specifying your master password you are making your entries available to anyone who has access to your computer. This is a potential security risk that you should be aware of.

📖 **Related Topics**

How do I...
[Create a New Database](#)
[Open an Existing Database](#)
[Import Entries from Another Program](#)
[Import Entries from Alpha Journal V4 and Older](#)

2.2.4   Import Entries from Another Program

You can import TXT and RTF files created with another program using the **Import** command on the **File** menu.

1. Select the section you want to import into.

2. Select **Import** on the **File** menu.

3. Select the **From TXT/RTF Files** tab.

4. Select the format (TXT or RTF).

5. Click the **...** button to select the folder that contains your TXT or RTF files.

6. Choose the overwrite option:

    Prompt

    Will prompt you for an action when an entry already exists in your entry data file.

    Never

    Will skip all entries that already exist.

    Always

    Will always overwrite any entries that already exist in your entry data file without prompting.

7. Click **Import**.

Notes:

- To import entries in TXT or RTF format, your existing entries MUST reside in a single directory, in separate files, with the following naming convention:

    YYYYMMDD.TXT or YYYYMMDD.RTF

    where:

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

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

Related Topics

How do I...
Create a New Journal Database
Open an Existing Journal Database
Bypass the Open Journal Database dialog box

Import Entries from Alpha Journal V4 and Older

2.2.5 Import Entries from Alpha Journal V4 and Older

1. Start **Alpha Journal Pro**.

2. Select **Import** on the **File** menu.

3. Select the **From DDF** tab.

4. Click the **...** button to select the DDF file you want to import.

5. Enter the password used with the DDF file (leave it blank if you do not require a password).

6. Choose the overwrite option:

    Prompt

    Will prompt you for an action when an entry already exists in your entry data file.

    Never

    Will skip all entries that already exist.

    Always

    Will always overwrite any entries that already exist in your entry data file without prompting.

7. Click **Import**.

📖 **Related Topics**

How do I...
Create a New Database
Open an Existing Database
Bypass the Open Database dialog box
Import Entries from Another Program

3 Managing Entries

3.1 Managing Entries

This topic explains how to open, create, save, delete, browse, search, print and export entries.

📖 **Related Topics**

How do I...
Open an Existing Entry
Create a New Entry
Save an Entry
Delete an Entry
Browse Entries

3.2 How Do I...

3.2.1 Open an Existing Entry

1. Select the entry you want to open in the Calendar Panel.

 Note:

- You can also use the Browse commands to navigate entries.

 Related Topics

How do I...
Create a New Entry
Save an Entry
Delete an Entry
Browse Entries

3.2.2 Create a New Entry

1. Use the Browse commands or the Calendar Panel to select the desired date.

2. Type the text for your entry.

3. Select **Save** on the **Entry** menu.

 Note:

- Entry creation is done automatically as needed when you select a date for which an entry that does not already exist.

 Related Topics

How do I...
Open an Existing Entry
Save an Entry
Delete an Entry
Browse Entries

3.2.3 Save an Entry

1. Select **Save Entry** on the **Entry** menu to save an entry.

 Notes:

- Your entries are automatically saved within your journal database.

- You can automatically save your entries without being prompted by choosing the **Auto Save** under **Options**.

- Alpha Journal Pro will always ask you if you want to save your file if you attempt to close it or exit the program.

How do I...
Open an Existing Entry
Create a New Entry
Delete an Entry
Browse Entries

3.2.4 Delete an Entry

1. Use the Browse commands or the Calendar Panel to select the desired date.

2. Select **Delete Entry** on the **File** menu.

📝 **Note:**

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

📖 **Related Topics**

How do I...
Open an Existing Entry
Create a New Entry
Save an Entry
Browse Entries

3.2.5 Browse Entries

To move to the first entry in your entry data file:

1. Select **First** on the **File->Browse->By Existing Entry** menu or click the **First Entry** button.

To move to the previous entry in your entry data file:

1. Select **Previous** on the **File->Browse->By Existing Entry** menu or click the **Previous Entry** button on the **Browse** bar.

To move to the next entry in your entry data file:

1. Select **Next** on the **File->Browse->By Existing Entry** menu or click the **Next Entry** button on the **Browse** bar.

To move to the last entry in your entry data file:

1. Select **Last** on the **File->Browse->By Existing Entry** menu or click the **Last Entry** button on the **Browse** bar.

To move back a day from the current entry:

1. Select **Back a Day** on the **File->Browse->By Date** menu or click the **Back a Day** button on the **Browse** bar.

To move back one month from the current entry:

    1. Select **Back a Month** on the **File->Browse->By Date** menu or click the **Back a Month** button on the **Browse** bar.

To move back one year from the current entry:

    1. Select **Back a Year** on the **File->Browse->By Date** menu or click the **Back a Year** button on the **Browse** bar.

To move ahead a day from the current entry:

    1. Select **Ahead a Day** on the **File->Browse->By Date** menu or click the **Ahead a Day** button on the **Browse** bar.

To move ahead a month from the current entry:

    1. Select **Ahead a Month** on the **File->Browse->By Date** menu or click the **Ahead a Month** button on the **Browse** bar.

To move ahead one year from the current entry:

    1. Select **Ahead a Year** on the **File->Browse->By Date** menu or click the **Ahead a Year** button on the Calendar Panel.

Note:

- The dates that entries exist for are shown in bold type on the calendar.

Related Topics

How do I...
Open an Existing Entry
Create a New Entry
Save an Entry
Delete an Entry

4   Working within Entries

4.1   Working within Entries

This topic explains character and paragraph formatting as well as how to insert dates, symbols, pictures, macros, text and markers into your entries.

Related Topics

How do I...
Insert the Date and/or Time
Insert a Symbol
Insert an Entry Link
Insert a Picture
Insert a Sound or Other Object

Insert Custom Text
Insert Macros (Template Entries Only)
Format Paragraphs

4.2 How Do I...

4.2.1 Insert the Date and/or Time

1. Select **Date**, **Time** or **Date and Time** on the **Insert** menu.

📝 **Note:**

- The format of the date and whether the entry date or the current date is used, is determined by the settings on the **Date and Time** page in the configuration.

📖 **Related Topics**

How do I...
Insert a Symbol
Insert an Entry Link
Insert a Picture
Insert a Sound or Other Object
Insert Custom Text
Insert Macros (Template Entries Only)
Format Paragraphs

4.2.2 Insert a Symbol

1. Select **Symbol** on the **Insert** menu if the Symbol Panel is not already displayed.

2. Select the appropriate symbol font.

3. Select the symbol you want to insert.

💡 **Tip:**

- You can scroll the panel by clicking the arrow buttons at the top and bottom of the symbol panel.

4. Click the Insert button below the symbol selection area.

📖 **Related Topics**

Symbol dialog box

How do I...
Insert the Date and/or Time
Insert an Entry Link
Insert a Picture
Insert a Sound or Other Object
Insert Custom Text
Insert Macros (Template Entries Only)
Format Paragraphs

4.2.3   Insert an Entry Link

1. Select **Entry Link(s)...** on the **Insert** menu.

2. Select the entries you want to link to.

📝 **Note:**

*   When you click on an entry link you automatically go to that entry.

📖 **Related Topics**

Choose Entries dialog box

How do I...
Insert the Date and/or Time
Insert a Symbol
Insert a Picture
Insert a Sound or Other Object
Insert Custom Text
Insert Macros (Template Entries Only)
Format Paragraphs

4.2.4   Insert a Picture

1. Select **Picture** on the **Insert** menu.

2. Choose the picture you want to insert.

3. Click **Open**.

4. Use the slider below the picture preview to adjust the size of the picture, if desired. By reducing the size of the picture a significant amount of storage space can be saved.

5. Click **OK**.

📝 **Notes:**

*   You can also use the Picture Panel to insert pictures. Select Pictures on the Panels, View menu to display the picture panel if it is not already visible.

*   Pictures can be very large. Reducing the size of the picture before inserting it can drastically reduce the amount of space it takes up in your entry data file. The more pictures you insert into an entry the larger your entry data file will become and the longer it will take to load and save the entry.

📖 **Related Topics**

Picture dialog box

How do I...
Insert the Date and/or Time
Insert a Symbol

Insert an Entry Link
Insert a Sound or Other Object
Insert Custom Text
Insert Macros (Template Entries Only)
Format Paragraphs

4.2.5   Insert a Sound or Other Object

1. Select **OLE Object** on the **Insert** menu.

2. Choose the object you want to insert.

3. Click **OK**.

📝 **Note:**

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

📖 **Related Topics**

How do I...
Insert the Date and/or Time
Insert a Symbol
Insert an Entry Link
Insert a Picture
Insert Custom Text
Insert Macros (Template Entries Only)
Format Paragraphs

4.2.6   Insert Custom Text

1. Select **Custom Text...** on the **Insert** menu.

2. Select the text from the list.

3. Click the **Insert** button to insert the text.

4. Click the **Close** button.

📖 **Related Topics**

Custom Text dialog box

How do I...
Insert the Date and/or Time
Insert a Symbol
Insert an Entry Link
Insert a Picture
Insert a Sound or Other Object
Insert Macros (Template Entries Only)
Format Paragraphs

4.2.7 Insert Macros (Template Entries Only)

1. Position the cursor at the position where you want to insert the macro.

2. Select **Entry Date**, **Current Date** or **Time** on the **Macro**, **Insert** menu.

📝 **Notes:**

- The following macros are available:

  Entry Date   - The date of the entry.

  Current Date   - The current date. *

  Time   - The current time. *

- The format of the date depends your date/time settings in the Application Options.

📖 **Related Topics**

How do I...
Insert the Date and/or Time
Insert a Symbol
Insert an Entry Link
Insert a Picture
Insert a Sound or Other Object
Insert Custom Text
Format Paragraphs

4.2.8 Format Paragraphs

To change the font perform the following steps:

1. Select **Font** on the **Format** menu.

2. Select the text you wish to format.

3. Select **Font** on the **Format** menu.

4. Select the font, size and color.

5. Click **OK**.

To format a paragraph perform the following steps:

1. Select **Paragraph** on the **Format** menu.

2. Move the cursor to the paragraph you wish to format or select multiple paragraphs.

3. Select **Paragraph** on the **Format** menu.

4. Enter the paragraph indents.

   💡 **Tip:**

- It is much easier to use the ruler to set the paragraph indents. Enter them manually when greater precision is required.

5. Select the paragraph alignment.

6. Select the line spacing.

7. Select the numbering style.

8. Click **OK**.

To add a tab stop perform the following steps:

1. Select **Tabs...** on the **Format** menu.

1. Enter the position (in inches) of the tab stop from the left side of the page.

2. Click the **Add** button.

   Note:

   - 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 perform the following steps:

1. Select **Tabs...** on the **Format** menu.

2. Select the tab stop in the tab list.

3. Click the **Delete** button.

Note:

- You can also perform all formatting quickly using the format toolbar and the ruler.

Related Topics

Paragraph dialog box
Tabs dialog box

How do I...
Insert the Date and/or Time
Insert a Symbol
Insert an Entry Link
Insert a Picture
Insert a Sound or Other Object
Insert Custom Text
Insert Macros (Template Entries Only)

5 Searching and Filtering Entries

5.1 Searching and Filtering Entries

This topic explains how to search entries for a word or phrase, then use optionally use the results of a search to browse, print and export those entries that match the search.

1. Select **Find** on the **Edit** menu. This moves the keyboard focus to the search text box.

2. Enter your search text of select a search text favorite from the drop down list.

- As you type the entries that contain your search text will populate the Entry Tree.

3. Press **F3** or choose **Find Next** on the **Edit** menu to highlight the next occurrence of search text or click the Search Report button to display the Filtered Entry Report.

📖 **Related Topics**

Advanced Search Text
Filtered Entry Report
Entry Tree Panel

How Do I...
Filter Entries
Search within an Entry

5.2 Advanced Search Text

At the top of the Entry Tree Panel you can specify a word or phrase to filter entries by. The text can contain special characters that allows you to do more advanced searching and logical operators that allow you to do searches for multiple conditions.

General rules

All searches text (words and phrases) should be lowercase and special operators must be uppercase.

- word1 AND word2
- word1 OR word2
- word1 NEAR word2
- word1 NOT word2

Basic Match

word1

- Lists all entries that contain word1

word1 word2 word3

 - Lists all entries that contain *word1* **and** *word2* **and** *word3*

word*

- Lists all entries that contain a word beginning with word, such as word1, word2, wordless, wordy, etc.

Phrases Match

Phrases must be enclosed in double quotes and may contain *

"healthy food"

- Lists all entries that contain the phrase *healthy food*

"healt* food"

- Lists all entries that contain the phrases *health food*, *healthy food*, etc.

The search text *healthy food* (without double quotes) will list all entries that contain both the words healthy and food anywhere in the entry text. For example, an entry containing the text *I like to eat food but want too be healthy* will match because it contains both words.

The search text *"healthy food"* (with the double quotes) will list entries that contain only the complete phrase *healthy food*. The example above will not match in this case.

NEAR Match

Matches two or more words that are close to each other (default 10 or less words apart)

good NEAR day

- Lists all entries that contain good followed by 10 or less words then day - *good day*, *good cold day*, *good to be home on this day*

good NEAR/2 day

- Lists all entries that contain good followed by 2 or less words then day - *good day*, *good cold day*

Combining searches using AND OR NOT ( )

You can use AND, OR and NOT operators to combine search terms and phrases. (and) are used to group.

Example:

(good OR bad) AND day

- Lists all entries that contain the term *good day* or *bad day*

📖 **Related Topics**

Filtered Entry Report
Entry Tree Panel

How Do I...

Filter Entries
Search within an Entry

5.3   Filtered Entry Report

The Filtered Entry Report displays a snippets of all entries that contain the search text. You can double click (or press ENTER if using the keyboard) on a entry in the list to open that entry.

📖 **Related Topics**

Filtered Entry Report
Entry Tree Panel

How Do I...
Filter Entries
Search within an Entry

5.4   How Do I...

5.4.1   Filter Entries

Filtering entries allows you to create a subset of entries that can be browsed, printed or exported.

At the top of the Entry Tree Panel you can specify a word or phrase, a sub-entry and a date range to filter entries by.

1. Enter or select the search text (see Advanced Search Text for more information) in the **Search Text** drop down list.

    💡 **Tip:**

    - You can save frequently used search text using the **Search Text Favorites** button. Text patterns you save will be available in the drop down list.

2. Optionally select a sub-entry to narrow the filter to only the selected sub-entry in the **Sub-Entry** drop down list.

3. Optionally specify **From** and **To** dates. Be sure to check the checkbox to the left of the date to use the specified date in the filter

4. Optionally check the **+ Free Form** checkbox to include free-form entries in the filter.

Upon completion the Entry Tree will display only entries that match the filter.

📖 **Related Topics**

Advanced Search Text

How Do I...
Search within an Entry

5.4.2   Search/Replace within an Entry

1. Select **Find in Entry** or **Replace in Entry** on the **Entry** menu.

📖 **Related Topics**

How Do I...
Filter Entries

6   Printing and Exporting Entries

6.1   Printing and Exporting Entries

This topic explains how to print and export selected entries from your journal database.

📖 **Related Topics**

How do I...
Print Entries
Export Entries

6.2   How Do I...

6.2.1   Print Entries

1. Select **Print**... on the **File** menu.

2. Select the entries you want to print.

3. Choose the print options (click the Setup button for additional options).

4. Click the **Preview** button to see a preview or the **Print** button to print without a preview.

📝 **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. Without checking this checkbox all entries are printed continuously with a few blank lines between each.

- Check the **Print entry dates** checkbox to print the entry date at the beginning of each entry. If you have the date inserted within each entry you may want to uncheck this option.

- Check the **Print section names** checkbox to print the name of the section each entry is in.

📖 **Related Topics**

Print dialog box

How do I...

Export Entries

6.2.2 Export Entries

1. Select **Export…** on the **File** menu.

2. Select the entries you want to export.

3. Choose the export options.

4. Click the **Export** button.

Notes:

- Exported files are saved to the Exported folder in the program folder.

- When you export more than one entry you can choose to export each entry to a separate file by checking the **Export each entry to a separate file** checkbox. Without checking this checkbox all entries are exported continuously with a few blank lines between each to a single file.

- Check the **Include entry dates** checkbox to include the entry date at the beginning of each entry.

Related Topics

Export dialog box

How do I...
Print Entries

7   Sections

7.1   Sections

Your Journal database is organized into sections, which contains entries and sub-entries for each date and free-form entries that are not related to a specific date.

Sections are separate sets of entries within a journal database that help you keep different types of information separated for each date. When you create a journal database a tab named "Default Section" is automatically created as your first journal section. This section cannot be deleted.

For example, you may have a "General" section, a "Meals" section and an "Exercise" section. In this case, each entry in the journal will have 3 sections titled General, Meals and Exercise.

You select a section by selecting the tab at the top of The Main Window for the section you want to work with.

Related Topics

The Main Window

How do I...

7.2 How Do I...

7.2.1 Create a New Section

1. Select **New...** on the **File->Section** menu.

2. Enter the title for the section.

3. Click **OK**.

📖 **Related Topics**

How do I...
Delete a Section
Rename a Section
Re-Order Sections
Select a Section

7.2.2 Delete a Section

1. Select the section you want to delete by clicking on the appropriate tab.

2. Select **Delete Selected** on the **File->Section** menu.

3. Click **Yes**, to verify and delete the section. If you don't want to delete it, click **No**.

📖 **Related Topics**

How do I...
Create a New Section
Rename a Section
Re-Order Sections
Select a Section

7.2.3 Rename a Section

1. Select the section you want to rename by clicking on the appropriate tab.

2. Select **Rename Selected...** on the **File->Section** menu.

3. Enter the new title for the section.

4. Click **OK**.

📖 **Related Topics**

How do I...

7.2.4   Re-Order Sections

To select a specific section (without clicking on its tab) perform the following steps:

1. Select **Re-Order...** on the **File->Section->Ordering** menu.

2. Drag and drop the section names to achieve the desired order.

3. Click **OK**.

Note:

- You can reset the default order by selecting **Reset Default Order** on the **Sections->Ordering** menu. The default order is the order in which the sections were originally created.

Related Topics

How do I...

7.2.5   Select a Section

To select a specific section (without clicking on its tab) perform the following steps:

1. Select **Select...** on the **File->Section** menu.

2. Choose the section you want to select.

3. Click **OK**.

Note:

- You can also select a section by clicking on its tab just below the Main Menu.

Related Topics

How do I...

8   Free-Form Entries

8.1   Free-Form Entries

Free-Form Entries are entries that are not related to a specific date. You can add and delete Free-Form entries in each Section as you wish.

For example, you can have a "General" entry and an "Ideas" entry.

You select a Free-Form entry by choosing Free-Form from the Entry Type drop down list and selecting the free-form entry you want to work with from the drop down sub-entry list.

 Related Topics

How do I...
Create a New Free-Form Entry
Delete a Free-Form Entry
Select a Free-Form Entry

8.2   How Do I...

8.2.1   Create a New Free-Form Entry

1. Select **Free-Form** in the **Entry Type** combo box in the Title Panel.

2. Click the **+** button to the right of the **Sub-Entry** drop down list in the Title Panel.

3. Enter the title for the entry.

4. Click **OK**.

 Related Topics

Title Panel

How do I...
Delete a Free-Form Entry
Select a Free-Form Entry

8.2.2   Delete a Free-Form Entry

1. Select the Free-Form entry you want to delete.

3. Select **Delete** on the **Entry** menu.

4. Click **Yes**, to verify and delete the entry. If you don't want to delete it, click **No**.

 Related Topics

How do I...
Create a New Free-Form Entry
Select a Free-Form Entry

8.2.3   Select a Free-Form Entry

To select a specific Free-Form entry perform the following steps:

1. Select **Free-Form** in the **Entry Type** combo box in the Title Panel.

2. Select the sub-entry corresponding to the free-form entry from the **Sub-Entry** drop down list in the
   Title Panel.

Related Topics

Title Panel

How do I...
Create a New Free-Form Entry
Delete a Free-Form Entry

9   Users

9.1   Users

When the database is created one Admin user is automatically created and a Master Password is set
for the database. The Admin user has full access to the entries with no restrictions and is the only
user who can manage additional users.

You can add users to the database so that different people have different access to the entries within
the database. User access work in conjunction with the entry flags, optionally specified for each entry
in the Entry Properties dialog box Each additional user has a name and passcode required to login, in
addition to the Master Password.

For example, you can create a user who only has read-only access to all entries or you can create a
user that cannot view certain entries that are flagged as non-viewable.

Related Topics

Users dialog box
Entry Properties dialog box

How do I...
Manage Users

9.2   How do I...

9.2.1   Manage Users

1. Select **Users** on the **Admin** menu.

To add a user

2. Click the **New** button
3. Enter a Name
4. Enter a Passcode
5. Select the restrictions.
6. Click the **Save** button

To delete a User.

2. Select the user you want to delete
3. Click the **Delete** button

To edit a user

2. Select the user you want to edit
3. Edit the necessary information
4. Click the **Save** button

10 Templates

10.1 Templates

Templates are used as a starting point when a new entry is created of when an entry is opened. There are two types of templates.

1. New Entry Templates
2. Add-On Templates

A New Entry Template is used when a new dated entry is created (that is, you are writing into it for the first time). You can define one or more New Entry Templates. If you define only one (Default) it is used with all new dated entries. If you define more than one you can choose to be prompted for the one to use each time a new dated entry is created.

An Add-On Template is used when an existing dated entry is opened. You can define a Top and Bottom Add-On Template that is added to the top and bottom of the entry.

If templates are not enabled or if they are enabled and no templates exist, all new entries are created with the defaults specified on the New Entry Defaults tab in the Options dialog box.

 Related Topics

Options dialog box

How do I...
Enable Templates
Create a Template
Use a Template

10.2 How Do I...

10.2.1 Enable Templates

Before using template they must be enabled. To enable templates:

1. Select **Options** on the **File** menu.

2. Select **New Entry Defaults** on the left.

3. Check the **Enable Templates** checkbox.

4. Click **OK**.

Related Topics

Options dialog box

How Do I...
Create a Template
Use a Template

10.2.2 Create a Template

1. Enable Templates

2. Select **Templates** in the **Entry Type** combo box in the Title Panel.

3. Click the **+** button to the right of the **Sub-Entry** drop down list in the Title Panel.

4. Enter the title for the template.

5. Click **OK**.

6. Enter the text for the template.

Tip:

- As a simple example, you could easily create a template so that all new dated entries start off as follows:

  Dear Diary,

  It's Friday February 2, 2001at 05:08 PM.

  Today my day was

  Today I learned

  Today I was grateful for

  Today I was sorry for

Today I was proud to have

Today I was sad about

Today I was happy about

Notes:

- When a template is used, the template entry is loaded when the dated entry is created. It is then parsed to replace any macros.

- Using templates you can specify exactly how each new dated entry looks when it is created. All fonts, colors, margins, paragraph format settings, graphics and other objects are retained. Additionally, you can use macros to insert things like the date and time. After it is created you can add to it and change it any way you wish, then save it for the selected date.

Related Topics

Title Panel
Options dialog box

How Do I...
Enable Templates
Use a Template

10.2.3 Use a Template

1. Enable Templates

Once templates are enabled, you can Create a Template to be used when a new dated entry is created. Additionally, you can define templates to be added to the bottom and top of existing entries when they are edited.

Notes:

- When a template is used, the template entry is loaded when the dated entry is created. It is then parsed to replace any macros.

- Using templates you can specify exactly how each new dated entry looks when it is created. All fonts, colors, margins, paragraph format settings, graphics and other objects are retained. Additionally, you can use macros to insert things like the date and time. After it is created you can add to it and change it any way you wish, then save it for the selected date.

Related Topics

Options dialog box

How Do I...
Enable Templates
Create a Template

11   The Spell Checker

11.1   The Spell Checker

This topic explains how to spell check an entry and customize dictionaries.

📖 **Related Topics**

How do I...
Spell Check an Entry
Edit Spell Checking Dictionaries
Select a Dictionary
Add a Dictionary
Edit a Dictionary
Delete a Custom Dictionary

11.2   How Do I...

11.2.1   Spell Check an Entry

To spell check and entire entry:

1. Make sure no text is selected and select **Spell Check** on the **Tool** menu.

To spell check a section in an entry:

1. Select the text you wish to check and select **Spell Check** on the **Tool** menu.

📖 **Related Topics**

Spelling dialog box
Spelling Options dialog box.

How do I...
Edit Spell Checking Dictionaries
Select a Dictionary
Add a Dictionary
Edit a Dictionary
Delete a Custom Dictionary

11.2.2   Edit Spell Checking Dictionaries

The **Edit Dictionary** configuration window allows you to edit you custom dictionary files by adding or removing words that have been added to the custom dictionary, auto-correct pairs and excluded words.

💡 **Tips:**
- Words added to the custom dictionary are always considered correct.

- Excluded words are always considered incorrect. Use excluded words to help find words

you do not want used.

- Auto-correct pairs are pairs of incorrectly and correctly spelled words, for example thsi and this. When the incorrectly spelled word is encountered it is automatically replaced with the correctly spelled word. Use this either to automatically correct common misspellings or to automatically replace a word with another.

To add a word, auto-correct pair or excluded word select the appropriate tab, enter the word, auto-correct pair or excluded word then click the **Add** button.

To delete a word, auto-correct pair or excluded word select the appropriate tab, select the word, auto-correct pair or excluded word then click the **Delete** button.

Related Topics

Spelling dialog box
Spelling Options dialog box.

How do I...
Spell Check an Entry
Select a Dictionary
Add a Dictionary
Edit a Dictionary
Delete a Custom Dictionary

11.2.3 Select a Dictionary

1. Select **Spelling** on the **Options**, **View** menu.

2. Click the **Click Here for Spell Checking Options** button.

3. Click on the **Dictionaries...** button.

4. Click the **New** button.

5. Enter the new custom dictionary name.

6. Click **OK**.

To select a custom dictionary for use, check the checkbox to the left of the dictionary file in the list.

Related Topics

Spelling dialog box
Spelling Options dialog box.

How do I...
Spell Check an Entry
Edit Spell Checking Dictionaries
Add a Dictionary
Edit a Dictionary
Delete a Custom Dictionary

11.2.4 Add a Dictionary

1. Select **Spelling** on the **Options**, **View** menu.

2. Click the **Click Here for Spell Checking Options** button.

3. Click on the **Dictionaries...** button.

4. Click the **New** button.

5. Enter the new custom dictionary name.

6. Click **OK**.

📖 **Related Topics**

Spelling dialog box
Spelling Options dialog box.

How do I...
Spell Check an Entry
Edit Spell Checking Dictionaries
Select a Dictionary
Edit a Dictionary
Delete a Custom Dictionary

11.2.5 Edit a Dictionary

1. Select **Spelling** on the **Options**, **View** menu.

2. Click the **Click Here for Spell Checking Options** button.

3. Click on the **Dictionaries...** button.

4. Highlight the dictionary you want to edit.

5. Click the **Edit** button. (See Editing Spell Checking Dictionaries.)

📖 **Related Topics**

Spelling dialog box
Spelling Options dialog box.

How do I...
Spell Check an Entry
Edit Spell Checking Dictionaries
Select a Dictionary
Add a Dictionary
Delete a Custom Dictionary

11.2.6 Delete a Custom Dictionary

1. Select **Spelling** on the **Options**, **View** menu.

2. Click the **Click Here for Spell Checking Options** button.

3. Click on the **Dictionaries...** button.

4. Highlight the dictionary you want to delete.

5. Click the **Delete** button.

6. Verify that you want to delete this dictionary by clicking **Yes** otherwise click **No**.

7. Click **OK**.

📖 **Related Topics**

Spelling dialog box
Spelling Options dialog box.

How do I...
Spell Check an Entry
Edit Spell Checking Dictionaries
Select a Dictionary
Add a Dictionary
Edit a Dictionary
[****]

12   Additional Features

12.1   Additional Features

This topic explains how to change the master password, backup, restore and synchronize entries.

📖 **Related Topics**

How do I...
Change the Master Password
Back Up a Journal Database
Restore a Journal Database
Synchronize Entries
Use the Web App Companion (WAPP)

12.2   How Do I...

12.2.1   Change the Master Password

To change the master password perform the following steps:

1. Select **Options** on the **File** menu.

2. Select **Database Tools** on the left

3. Click the **Change** button under **Master Password**.

4. Enter your **existing master password**.

5. Enter your **new master password**.

6. Verify your **new master password** by entering it again.

7. Click the **Change** button.

Notes:

- After changing the master password ALL entries are modified and any previous backups you have are obsolete. MAKE A NEW BACKUP IMMEDIATELY AFTER CHANGING THE MASTER PASSWORD.

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

Related Topics

How do I...
Back Up a Database
Restore a Database

12.2.2 Back Up a Database

1. Select **Backup...** on the **File** menu.

2. Click the **...** button to select the folder to store your backup in.

    Tip:

    - The default folder can be specified under Options.

3. If you want to add the date to the backup filename check the **Add the date to the backup filename** checkbox.

4. Click the **Backup Now** button to backup.

Note:

- Your journal database is backed up in a file with the same name as your entry data file (plus the date if you specified the date option), with the extension .jdf.bak, in the folder you specified.

Related Topics

Backup dialog box

How do I...
[Change the Master Password](#)
[Restore a Database](#)
[Synchronize Entries](#)

12.2.3 Restore a Database

1. Click **Restore** on the **Open Entry Database** dialog box when the program starts.

2. Click the **...** button to select the backup file to restore.

3. Click the **...** button to specify the filename you want to restore to.

4. Click the **Restore Now** button to restore your files.

📖 **Related Topics**

[Restore dialog box](#)

How do I...
[Change the Master Password](#)
[Back Up a Database](#)
[Synchronize Entries](#)

12.2.4 Synchronize Entries

1. Select **Synchronize...** on the **File** menu.

2. Enter or select the name of the journal database file to synchronize with.

3. Enter the master password for the file you selected in step 2.

4. If you want to set more advanced options select the **Options** tab.

5. Select the appropriate options on the **Options** tab.

6. Click **Synchronize.**

📖 **Related Topics**

[Synchronize dialog box](#)

How do I...
[Change the Master Password](#)
[Back Up a Journal Database](#)
[Restore a Journal Database](#)

12.2.5 Use the Web App Companion (WAPP)

WAPP is an online app what allows you to record and view entries on any mobile device (iphone, ipad,

ipod, tablet, android phone, windows phone, etc) while you are away from your desktop computer.

You can access WAPP directly by visiting:

https://www.camdevelopment.com/journal/wapp/

Create a free account or login then write entries for any date. When you return to your desktop you can download those entries directly and securely into Alpha Journal Pro by following the steps below:

1. Select **Download from Web App...** on the **File** menu.

2. Enter your WAPP username and password.

3. Select options.

4. Click **Download New Entries Now.**

📖 **Related Topics**

WAPP Download dialog box

13 The User Interface

13.1 The Main Window

13.1.1 The Main Window

The **Main Window** consists of the entire area where you compose and edit your entries. It contains the editor, main menu, toolbars, title panel, calendar, entry tree, picture panel, previous years entry panel and section tabs.

📖 **Related Topics**

The Main Menu
Home Toolbar
Search Toolbar
Browse Toolbar
Title Panel
Calendar Panel
Entry Tree Panel
Picture Panel
Previous Years Entry Panel
Section Tabs

13.1.2 The Main Menu

13.1.2.1 The Main Menu

The **Main Menu** is displayed along the top edge of The Main Window by default and allows you to display sub-menus by clicking on them.

📖 **Related Topics**

The Main Window
Home Toolbar
Search Toolbar
Browse Toolbar
Title Panel
Calendar Panel
Entry Tree Panel
Picture Panel
Previous Years Entry Panel
Section TabsSection Tabs

13.1.2.2 File Menu

13.1.2.2.1 Switch User/Database

Allows you to open an existing journal database or create a new journal database.

📖 **Related Topics**

Open Journal Database dialog box
New Journal Database dialog box
Restore dialog box

How do I...
Create a New Journal Database
Open a Journal Database
Restore a Journal Database

13.1.2.2.1.1 Open Entry Database dialog box

To display the **Open Entry Database dialog box** select **Open/New** on the **File** menu.

Entry Database File

    drop down list

    Select from the list of recently used databases.

    Select button

    Click this button to select a journal database not shown in the drop down list.

    Create New button

    Click this button to create a new journal database.

    Restore button

    Click this button to restore a previously backed up database.

Master Password

Enter the master password associated with the selected database. If no password is used leave this field blank.

Specify a specific user to login as

Check this to display the user groupbox.

NOTE: You can only login as a specific user if you have created one or more users with access restrictions in the Users dialog box To access this you must first login as the Admin (default) user.

User (leave name blank for default user)

Name

Enter a user name. If there is only one user leave these blank.

Passcode

Enter the passcode for the specified user. If there is only one user leave these blank.

OK

Click this button to attempt to open the selected database using the specified master password, user and passcode.

Cancel

Click this button to exit without opening a database.

Related Topics

New Database dialog box
Restore Database dialog box

To display the **New Database dialog box** select **Open/New...** on the **File** menu then click the **Create New** in the Open Database dialog box.

Admin User Information

Name

Specify a name for the main user of this database.

Entry Database Information

Filename

Shows the filename the database will be stored in.

... button

Click this button to specify a file where your database will be stored.

Master Password

Specify a master password at least five (5) characters long.

Verify Password

Verify the password.

📖 **Related Topics**

Open Database dialog box

How do I...
Create a New Database
Open an Existing Database

To display the **Restore dialog box** start Alpha Journal Pro and click the **Restore** button in the Open Database dialog box.

Backup file to restore.

Click the **...** button to select the file you previously created using the Backup command.

File to restore to.

Click the **...** to specify the filename of the restored file.

Restore Now button

Click this to restore the selected file to the selected location.

📖 **Related Topics**

Backup dialog box
Open Database dialog box

How do I...
Restore a Database
Create a New Database
Open an Existing Database

13.1.2.2.2 Save Entry

Allows you to save the currently open entry.

📖 **Related Topics**

How do I...
Save an Entry

13.1.2.2.3 Delete Entry

Allows you to delete the currently open entry.

 Related Topics

How do I...
Delete an Entry

13.1.2.2.4 Browse

13.1.2.2.4.1 Today

Allows you to jump to the current date.

 Related Topics

By Entry
  First
  Previous
  Next
  Last

By Date
  Back a Day
  Back a Month
  Back a Year
  Ahead a Day
  Ahead a Month
  Ahead a Year

13.1.2.2.4.2 By Existing Entry

Allows you to move between entries via first, previous, next and last.

 Related Topics

First
Previous
Next
Last

Today

By Date
  Back a Day
  Back a Month

Back a Year
Ahead a Day
Ahead a Month
Ahead a Year

Allows you to jump to the first entry.

📖 **Related Topics**

Previous
Next
Last

Allows you to jump to the previous entry.

📖 **Related Topics**

First
Next
Last

Allows you to jump to the next entry.

📖 **Related Topics**

First
Previous
Last

Allows you to jump to the last entry.

📖 **Related Topics**

First
Previous
Next

13.1.2.2.4.3 By Date

Allows you to move between entries via back a day/month/year and ahead day/month/year from the
current entry.

📖 **Related Topics**

Back a Day
Back a Month
Back a Year
Ahead a Day

Ahead a Month
Ahead a Year

Today

By Entry
  First
  Prev
  Next
  Last

Allows you to jump to the previous date from the current entry.

📖 **Related Topics**

Back a Month
Back a Year
Ahead a Day
Ahead a Month
Ahead a Year

Allows you to jump back one month from the current entry.

📖 **Related Topics**

Back a Day
Back a Year
Ahead a Day
Ahead a Month
Ahead a Year

Allows you to jump back one year from the current entry.

📖 **Related Topics**

Back a Day
Back a Month
Ahead a Day
Ahead a Month
Ahead a Year

Allows you to jump ahead to the next date from the current entry.

📖 **Related Topics**

Back a Day
Back a Month
Back a Year
Ahead a Month
Ahead a Year

Allows you to jump ahead one month from the current entry.

📖 Related Topics

Back a Day
Back a Month
Back a Year
Ahead a Day
Ahead a Year

Allows you to jump ahead one year from the current entry.

📖 Related Topics

Back a Day
Back a Month
Back a Year
Ahead a Day
Ahead a Month

13.1.2.2.5 Section

13.1.2.2.5.1 New

Allows you to add a new page/non-dated entry.

📖 Related Topics

Delete Selected...
Rename Selected
Ordering
  Re-Order...
  Reset Default Order
Select...
  Select Section dialog box

13.1.2.2.5.2 Delete Selected...

Allows you to delete the selected page/non-dated entry.

📝 Note:

- The Default Page can never be deleted.

📖 Related Topics

New
Rename Selected...
Ordering

Re-Order...
Reset Default Order
Select...
Select Section dialog box

13.1.2.2.5.3 Rename Selected...

Allows you to rename the selected page/non-dated entry.

📖 **Related Topics**

New
Delete Selected...
Ordering
Re-Order...
Reset Default Order
Select...
Select Section dialog box

13.1.2.2.5.4 Ordering

Allows you to rearrange the pages/non-dated entries in your entry data file or to reset them back to the order in which they were created in.

📖 **Related Topics**

Re-Order...
Reset Default Order

New
Delete Selected...
Rename Selected
Select...
Select Page dialog box

Allows you to rearrange the pages in your entry data file.

📖 **Related Topics**

Re-Order...
Reset Default Order

New
Delete Selected...
Rename Selected
Select...
Select Section dialog box

To display the **Reorder dialog box** select **File, Pages, Re-Order** or **File, Non-Dated Entries, Re-Order.**

List

Drag and drop the entries here to re-order then.

📖 **Related Topics**
[****]
Reset Default Order

New
Delete Selected...
Rename Selected
Select...
   Select Page dialog box

Allows you to reset the pages back to the order in which they were created in.

📖 **Related Topics**

Reorder dialog box

New
Delete Selected...
Rename Selected
Select...
   Select Section dialog box

13.1.2.2.5.5 Select...

Allows you to select a particular page/non-dated entry.

📖 **Related Topics**

Select Section dialog box

New
Delete Selected...
Rename Selected...
Ordering
  Re-Order...
  Reset Default Order

To display the **Select Section dialog box** select **File, Section, Select...**

List

Select the section.

📖 **Related Topics**

13.1.2.2.6 Options

Allows you to set application options and defaults.

Note: The **Options** command is only available if you are logged in as user with no access restrictions.

📖 **Related Topics**

13.1.2.2.6.1 Options dialog box

To display the **Options dialog box** click **Options** on the **View** menu.

Allows you to set application options and defaults. To view a particular tab click the name in the list on the left side of the dialog box.

📖 **Related Topics**

To display the **General** tab select **Options** on the **File** menu then click **General** on the left side of the screen.

Auto-save entries every __ minutes

Check this checkbox to automatically save your entry at the interval you specify and when switching between entries without prompting.

Track current entry in entry panel tree

Check this checkbox to make the entry panel tree's automatically select the current entry's date.

Select the first occurrence of search text when entry is opened

Check this checkbox to make select the first occurrence of any search text you have specified.

Hide in the system tray instead of closing

Check this checkbox to hide the main window instead of closing it entirely when you click the close (X) button on the caption bar. You can still close the program entirely by clicking Exit on the File menu.

Automatically lock when hidden in the system tray

Check this checkbox to automatically lock your entries when it is hidden in the system tray. To open the entries again you must enter the password.

Hide in the system tray when the application starts

Check this checkbox to automatically hide the application when it starts. You can activate it my clicking the icon in the system tray. This is useful when you have the application starting at Windows startup and do not want it on the screen until you need it. Also see Open an Existing Entry.

Do not display tray icon reminder message

Check this checkbox if you do not want to show the reminder message when Alpha Journal is hidden in the system tray.

Select Free-Form entry type at startup

Check this checkbox if you want to display Free-Form entries instead of Dated entries initially.

📖 **Related Topics**

Open an Existing Entry

Backup
Date and Time
New Entry Defaults
Appearance
Messages
Spelling
  Spelling Options dialog box
   Dictionaries dialog box

To display the **Backup** tab select **Options** on the **File** menu then click **Backup** on the left side of the screen.

Backup Folder

Same folder as the entry data file

Select this option to make the default backup folder the same folder as your entry data file.

Specified folder

Select this option to select a folder for the default backup location.

Create a "last good" backup each time an entry data file is opened

Check this checkbox create a backup copy of the entry data file before it is opened. This is created in the backup folder selected under Backup Folder above and is useful for reverting back to the state your entry data file was in before you last opened it.

Prompt to backup each time I exit

Check this checkbox to automatically prompt you to backup your entry data file each time you exit.

Related Topics

General
Date and Time
New Entry Defaults
Appearance
Messages
Spelling
    Spelling Options dialog box
        Dictionaries dialog box

To display the **Date and Time** tab select **Options** on the **File** menu then click **Date and Time** on the left side of the screen.

Use the entry date instead of the actual date when inserting dates

Check this checkbox to use the date of the entry instead of the actual date when inserting a date into an entry.

Use long dates instead of short dates

Check this checkbox to use the long form of the date (ie. Monday, January 4, 1999) instead of the short form (ie. 1/4/99).

Note:

- The format of the date and time is set in **Control Panel's Regional Settings** applet.

Related Topics

General
Backup
New Entry Defaults
Appearance
Messages
Spelling
    Spelling Options dialog box

[Dictionaries dialog box](#)

To display the **New Entry Defaults** tab select **Options** on the **File** menu then click **New Entry Defaults** on the left side of the screen.

Default Entry Formatting

Font tab

Select the font, size, color and style that is used as the default for new entries.

Paragraph tab

Select the margins, alignment line spacing and numbering that is used as the default used for new entries.

Insert date into all new dated entries

Check this checkbox to insert the date into each new entry.

Insert time into all new dated entries

Check this checkbox to insert the time into each new entry.

Templates

Enable Templates checkbox

Check this checkbox to enable templates.

- When templates are enabled a *Templates* item is added to the Entry Type combo box that allows you to create, edit and delete template entries.

- Templates are used as a starting point when a **new** dated entry is created.

- You can create any number of templates, but the template titled Default will be used by default unless you have the option below enabled, which allows you to select which template to use each time a new dated entry is created.

- There are two special templates, titled *Default:Add-On:Bottom* and *Default:Add-On:Top* When these exist they will be added to the bottom and top respectively of each **existing** entry when it is edited.

Select the template entry to use whenever a new dated entry is created.

Check this checkbox to display a list of available template entries to choose from when a new dated entry is created.

📖 **Related Topics**

[General](#)
[Backup](#)
[Date and Time](#)

To display the **Appearance** tab select **Options** on the **File** menu then click **Appearance** on the left side of the screen.

Show title

Check this checkbox to show the title that displays the entry date on the main screen.

Show Toolbar

Select this option to show the main toolbar.

Show ruler

Check this checkbox to show the ruler on the main screen.

Show cover

Check this checkbox to show the book cover and spline. Checking this options gives the main screen a look like a real book.

Show Entry List

Select this option to show the entry list.

Show Picture Panel

Select this option to show the picture panel.

Show Browse Bar

Select this option to show the browse toolbar.

Title Color

Select the title color.

Title Text Color

Select the color of the text on the title.

Editor Background Color

Select the editor's background color.

Cover Color

Select the color of the journal cover.

Calendar

> **Single** - Select this option to show one month above the entry list (default).

> **Multiple** - Select this option to show multiple months at the bottom of the main window.

> **None** - Select this option to hide the calendar.

Show __ past years entries for the day selected (0 to hide).

Enter the number of years you want to display previous years for. Enter 0 to hide the past years entry panel.

With this option enabled (by entering 1 or more) a list of entries will be displayed below the editor that show a snippet of what was written on the same days for years prior to the current date.

Related Topics

General
Backup
Date and Time
New Entry Defaults
Messages
Spelling
  Spelling Options dialog box
    Dictionaries dialog box

To display the **Messages** tab select **Options** on the **File** menu then click **Messages** on the left side of the screen.

Writing Reminders

Check this option to be reminded at the specified interval (whileAlpha Journal Pro is running) to write.

Updates Check

Select the number of days between update checks. Update checks are done in the background at the interval specified. You will not receive any message unless an update is available.

Related Topics

General
Backup
Date and Time
New Entry Defaults
Appearance
Spelling
  Spelling Options dialog box
    Dictionaries dialog box

To display the **Spelling** tab select **Options** on the **File** menu then click **Spelling** on the left side of the screen.

📖 **Related Topics**

Controls specific configuration options related to the spell checker.

Options

Check spelling as you type checkbox

When checked, forces the spelling checker to check the spelling as you type and underline in red incorrectly spelled words.

Correct spelling errors as you type checkbox

When checked, forces the spelling checker to automatically correct words you type that are in the auto-correct dictionary.

Ignore words in UPPERCASE checkbox

When checked, forces the spelling checker to skip any words completely in uppercase. This can be useful for ignoring abbreviations.

Ignore words containing numbers checkbox

When checked, forces the spelling checker to skip any words that may contain one or more numeric characters. This can be useful for ignoring license plates and other partially numeric words. This can also be somewhat detrimental if a numeric key was pressed instead of a character by mistake.

Ignore markup languages checkbox

When checked, forces the spelling checker to skip any HTML, XML, etc tags encountered (i.e. text between opening and closing angle brackets).

Ignore internet addresses checkbox

When checked, forces the spelling checker to skip any internet addresses found in the document.

Ignore quoted lines checkbox

When checked, forces the spelling checker to skip any text within quotes.

Ignore abbreviations checkbox

When checked, forces the spelling checker to skip any abbreviations.

Suggest from main dictionaries only checkbox

When checked, forces all suggestions to be constructed from the primary dictionary only. If the option is not checked, then suggestions are generated from each main dictionary. The primary dictionary is the first dictionary in the main dictionaries list.

Prompt on repeated word checkbox

When checked, forces the spell checker to prompt you when it encounters a repeated word.

Dictionaries

These are the dictionaries you want to use to spell check.

Name

Name associated with the dictionary.

Filename

Name of the spell checking dictionary.

Locate Dictionaries link

Select the folder where your dictionary files are located (default is the folder where the application is installed).

Custom Dictionary dropdown list

This is where words you add are stored, as well as the words you specify for auto-correct.

Dictionaries... button

Click this to select, add, remove or edit your custom dictionaries. See Spell Checking Dictionaries.

Reset Defaults button

Resets all user settings to the default.

OK button

Saves the current configuration and closes the configuration window.

Related Topics

Dictionaries dialog box

The Dictionaries configuration window allows you to select, add, remove and edit custom dictionaries.

Custom Dictionaries

Edit

Allows you to edit the selected dictionary properties. See Editing Spell Checking Dictionaries.

Delete

Allows you to delete the currently selected dictionary.

New

Allows you to add a new custom dictionary.

📖 **Related Topics**

Editing Spell Checking Dictionaries

To display the **Database Tools** tab select **Options** on the **File** menu then click **Database Tools** on the left side of the screen.

Database Indexes

Allows you to check and rebuild the database indexes.

13.1.2.2.7 Printer Setup...

Allows you select a printer to be used when printing and set options specific to the selected printer.

📖 **Related Topics**

Print...
Print dialog box

How do I...
Print Entries

13.1.2.2.8 Print...

Allows you to print your entries.

📖 **Related Topics**

Print dialog box
Printer Setup...

13.1.2.2.8.1 Print dialog box

To display the **Print dialog box** select **Print...** on the **File** menu.

Available Entries

Current Entry Only

Lists the current entry only.

All Entries (All Sections)

Lists all the entries in your journal database.

All Entries (Current Section)

Lists all entries in the current section.

Current Filtered Subset

Lists entries in the filtered subset (i.e. those shown in the Entry Tree).

Entry List

Lists the entries that are available. Check/uncheck the individual entries as desired. Only checked entries will be processed.

Sort newest to oldest button

Sorts the list from newest to oldest by date.

Sort oldest to newest button

Sorts the list from oldest to newest by date.

Check All button

Checks all entries in the list.

Uncheck All button

Unchecks all entries in the list.

Options

Start each entry on a new page

Use this option if you would like to print each entry on a separate page.

📝 Note:

- Not selecting this option will have all your entries printed continuously with a few blank lines between each.

Print entry dates

Use this option if you would like to print the entry date at the beginning of each entry.

📝 Note:

- If you have have the date inserted within each entry you may want to uncheck this option.

Print section names

Use this option to print the name of the section the entry is in.

Print button

Prints the checked entries.

📖 Related Topics

Printer Setup...

13.1.2.2.9 Import

Allows you to import TXT and RTF files created with another program.

Note: The **Import** command is only available if you are logged in as user with no access restrictions.

📖 Related Topics

Import dialog box

How do I ...
Import Entries

13.1.2.2.9.1 Import dialog box

To display the **Import dialog box** select **Import** on the **File** menu.

From TXT/RTF Files tab

Allows you to specify individual TXT or RTF files to be imported.

Format

Plain Text (.TXT)

Allows you to specify a plain text document with no formatting included as the type of file.

Rich Text (.RTF)

Allows you to specify a formatted text document with formatting (bold/italic/underlines, etc) as the type of file.

Folder where import files are

Allows you to specify where the folder is to import.

Options

Overwrite dropdown list

Allows you to set the overwrite properties when importing data.

Prompt

Will prompt you for an action when an entry already exists in your entry data file.

Never

Will skip all entries that already exist.

Always

Will always overwrite any entries that already exist in your entry data file without prompting.

Import button

Imports the specified files.

Notes:

- To import entries in TXT or RTF format, your existing entries MUST reside in a single directory, in separate files, with the following naming convention:

  YYYYMMDD.TXT or **YYYYMMDD.RTF**

  where:

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

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

From DDF tab

Allows you to specify a DDF file created with Alpha Journal Pro V4 or older to be imported.

DDF File

Click the **...** button to select the DDF file to import.

DDF File Password

Enter the password used with the DDF file.

Options

Overwrite dropdown list

Allows you to set the overwrite properties when importing data.

Prompt

Will prompt you for an action when an entry already exists in your entry data file.

Never

Will skip all entries that already exist.

Always

Will always overwrite any entries that already exist in your entry data file without prompting.

Import button

Imports the entries in the specified DDF file.

 Related Topics

How do I ...
Create a New Journal Database
Open an Existing Journal Database
Import Entries from Another Program
Import Entries from Alpha Journal V4 and Older

13.1.2.2.10 Synchronize...

Allows you to synchronize entries from another journal database.

Note: The **Synchronize** command is only available if you are logged in as user with no access restrictions.

 Related Topics

Synchronize dialog box

How do I ...
Synchronize Entries

13.1.2.2.10.1 Synchronize dialog box

To display the **Synchronize dialog box** select **Synchronize...** on the **File** menu.

Synchronize tab

Allows you to select the file and set password for the synchronize file.

File to synchronize with

Allows you to select the journal database file to synchronize with.

Master Password

The master password for the file selected above.

Remember checkbox

Remember the master password for the next time you synchronize.

Synchronize button

Starts the synchronization.

Options tab

Options for entries with date conflicts.

When entries for the same date exist in both files

Replace the least recent with the most recent using entry timestamp

Will overwrite any entries that already exist and are older than the one being synchronized with.

Always replace entry in select file

Will always replace the entry in the selected file to synchronize with the entry in the currently open file (if it exists).

Always replace entry in this file

Will always replace the entry in the currently open file with the entry in the selected file to synchronize (if it exists).

Full Synchronization

If you want **do not** the changes copied back to the file you are synchronizing with uncheck the Full Synchronization checkbox.

Report tab

Shows the status of the synchronization.

📖 Related Topics

How do I ...
[Synchronize Entries](#)

13.1.2.2.11 Download from Web App

Allows you to download entries from the web app companion (WAPP).

Note: The **Download from Web App** command is only available if you are logged in as user with no access restrictions.

WAPP is an online app what allows you to record and view entries on any mobile device (iphone, ipad, ipod, tablet, android phone, windows phone, etc) while you are away from your desktop computer.

You can access WAPP directly by visiting:

https://www.camdevelopment.com/journal/wapp/

Create a free account or login then write entries for any date. When you return to your desktop you can download those entries directly and securely into Alpha Journal Pro.

📖 **Related Topics**

WAPP Download dialog box

How do I ...
Use the Web App Companion (WAPP)

13.1.2.2.11.1 WAPP Download dialog box

To display the **WAPP Download dialog box** select **Download from Web App...** on the **File** menu.

Download tab

Allows you to select the file and set password for the synchronize file.

    WAPP Username

    Allows you to select the journal database file to synchronize with.

    WAPP Password

    Allows you to select the journal database file to synchronize with.

    Remember checkbox

    Remember the username and password.

    If an entry exists locally and in WAPP options group

        Replace local entry if older

        Choose this option to replace local entries only if they are older than the corresponding entries in the WAPP. If the WAPP entry is newer it will overwrite the local entry entirely.

        Always replace local entry

        Choose this option to replace local entries if the corresponding entries in the WAPP exist. If the WAPP entry exists it will always overwrite the local entry entirely.

        Never replace local entry

        Choose this option to replace local entries only if they are older than the corresponding entries in the WAPP. If the WAPP entry is newer it will overwrite the local entry entirely.

        Replace local entry if older

        Choose this option to replace local entries only if they are older than the corresponding entries in the WAPP. If the WAPP entry is newer it will overwrite the local entry entirely.

Remove entries from WAPP after downloading checkbox

If this checkbox is checked then entries that exist locally will be removed from the WAPP after being downloaded.

Download New Entries Now button

Downloads entries from the WAPP account you specified.

Report tab

Shows the status of the download.

13.1.2.2.12 Export

Allows you to save any or all entries as plain text or RTF (Rich Text).

 Related Topics

Export dialog box

How do I ...
Export Entries

13.1.2.2.12.1 Export dialog box

To display the **Export dialog box** select **Export** on the **Tool** menu.

Available Entries

Current Entry Only

Lists the current entry only.

All Entries (All Sections)

Lists all the entries in your journal database.

All Entries (Current Section)

Lists all entries in the current section.

Current Filtered Subset

Lists entries in the filtered subset (i.e. those shown in the Entry Tree).

Entry List

Lists the entries that are available. Check/uncheck the individual entries as desired. Only checked entries will be processed.

Sort newest to oldest button

Sorts the list from newest to oldest by date.

Sort oldest to newest button

Sorts the list from oldest to newest by date.

Check All button

Checks all entries in the list.

Uncheck All button

Unchecks all entries in the list.

Folder to export to

Click the **...** button to select the folder where you want to export your entries to.

Format

> **Rich Text**

Use this option if you want to save your formatting.

> **Plain Text**

Use this option if you was to save your text without formatting.

Options

> **Export each entry to a separate file** checkbox

Use this option if you want to save each entry you have made into a separate file.

> **Include entry dates** checkbox

Use this option if you want to have the date inserted into every entry that is exported.

Export button

Exports the checked entries to the folder specified.

📝 **Notes:**

- Exported files are saved to the Exported folder in the program folder.

- Check the **Include entry dates** checkbox to include the entry date at the beginning of each entry.

- When you export more than one entry you can choose to export each entry to a separate file by checking the **Export each entry to a separate file** checkbox. Without checking this checkbox all entries are exported continuously with a few blank lines between each to a single file.

📖 **Related Topics**

How do I ...
Export Entries

Selecting Entries

13.1.2.2.13 Backup

Allows you to easily backup your journal database to a separate file for storage offline or in the cloud.

📝 **Notes:**

- Backing up is a VERY important step in making sure your journal database is safe. Should your computer crash you will always have a recent copy of your journal database that can easily be restored using the **Restore** button in the Open Journal Database dialog box.

- If you do a regular backup of other important files on your system using a backup program, such as Microsoft Backup, (you should be doing this!) you can include your journal database in that backup job and skip using the backup system in **Alpha Journal Pro**. By doing this you backup all you important files together and don't need to worry about backing them up from each program.

📖 **Related Topics**

Backup dialog box

How do I ...
Back Up Entry Datafiles

13.1.2.2.13.1 Backup Journal Database dialog box

To display the **Backup dialog box** select **Backup...** on the **File** menu.

Destination folder for your backup

Click the **...** button to select the folder to store your backup in.

Add the date to the backup filename

Select this option to add the date to the backup filename. This is useful if you want to keep multiple backups and do not want to overwrite the last backup made on a different date.

📝 **Note:**

- You cannot normally save your backup directly to a CD/DVD drive. You must save it to a folder on your hard drive then "burn" it to the CD/DVD using the software provided with your drive. You can save it directly to removable flash or hard drives.

Backup Now button

Starts the backup.

📖 **Related Topics**

[Restore Journal Database dialog box](#)

How do I ...
[Back Up a Journal Database](#)
[Restore a Journal Database](#)

13.1.2.2.14 Save Copy As...

Saves the currently open journal database to a new file.

📝 **Notes:**

- This does not remove your original journal database.

- The changes you've made since the last save will only appear under the newly named journal database.

📖 **Related Topics**

How do I ...
[Save an Entry](#)
[Save Entry](#)

13.1.2.2.15 Exit

Allows you to close **Alpha Journal Pro**.

13.1.2.3 Edit Menu

13.1.2.3.1 Undo

Allows you to **undo** the last change you made to the current entry.

📖 **Related Topics**

[Redo](#)

13.1.2.3.2 Redo

Allows you to **redo** the last undo you did in the current entry.

📖 **Related Topics**

[Undo](#)

13.1.2.3.3 Cut

Copies the currently selected text to the clipboard and removes it from the current entry.

📖 **Related Topics**

[Copy](#)
[Paste](#)

13.1.2.3.4 Copy

Copies the currently selected text to the clipboard.

📖 **Related Topics**

[Cut](#)
[Paste](#)

13.1.2.3.5 Paste

Pastes the text on the clipboard into the current entry.

📖 **Related Topics**

[Cut](#)
[Copy](#)

13.1.2.3.6 Paste Unformatted Text

Pastes the text on the clipboard into your entry with no formatting.

📖 **Related Topics**

[Cut](#)
[Copy](#)
[Paste](#)

13.1.2.3.7 Select All

Selects all the text in the current entry.

📖 **Related Topics**

[Cut](#)
[Copy](#)
[Paste](#)

13.1.2.3.8 Delete

Removes the selected text from the current entry.

📖 **Related Topics**

Cut

13.1.2.3.9 Find...

Enter search text for a new search.

📖 **Related Topics**

Find Next
Find In Entry...

13.1.2.3.10 Find in Entry

Allows you to search through the current entries for the search text.

📖 **Related Topics**

Find Next

13.1.2.3.11 Find Next

Finds next occurrence of the current search text.

📖 **Related Topics**

Find...
Find In Entry...

13.1.2.3.12 Replace in Entry

Allows you to search through the current entries for the search text and replace it with other text you specify.

📖 **Related Topics**

13.1.2.3.13 Spell Check...

The built in spell checker allows you to check the spelling of words in your entries.

📖 **Related Topics**

13.1.2.3.13.1 Spelling dialog box

To display the **Spelling dialog box** select **Spell Check...** on the **Tool** menu.

Not Found

Display's the word that is misspelled.

Replace With

Display's the word that will replace the misspelled word.

Suggestions

Lists all known variations for word with spelling error to choose from.

Ignore button

Does not alter the misspelled word and moves to the next one found.

Ignore All button

Does not alter all occurrences of the misspelled word.

📝 **Note:**

- All other occurrences of this word will be not be displayed.

Change button

Replaces only the current occurrence of the misspelled word.

Change All button

Replace all occurrences of the misspelled word with the word in the **Replace With** field.

Add button

Adds the word in the **Not Found** field to the user dictionary.

Auto Correct button

Adds the words in the **Not Found** field and the **Replace With** field to the current user dictionary as an auto-correct pair.

Undo button

Restores the last spell check action performed and reselects the previous misspelled word (if possible).

Options... button

Displays the [Spelling Options dialog box](#).

📖 **Related Topics**

[Spelling Options dialog box](#).

To display the **Spelling Options dialog box** select **Spell Check...** on the **Tool** menu then click on the **Options...** button.

📖 **Related Topics**

[Spelling dialog box](#)

13.1.2.4 Insert Menu

13.1.2.4.1 Custom Text...

Custom text is a phrase that you can store for quick insertion in an entry.

📖 **Related Topics**

[Custom Text dialog box](#)

How do I ...
[Insert Custom Text](#)

13.1.2.4.1.1 Custom Text dialog box

To display the **Custom Text dialog box** select **Custom Text...** on the **Insert** menu.

Available Items

  Add

  Allows you to add a new custom text to the list.

  Change

  Allows you to change an existing custom text in the list.

  Delete

  Allows you to delete an existing custom text in the list.

  New

  Allows you to add a new custom text.

Up Arrow button

Allows you to move the selected custom text up.

Down arrow button

Allows you to move the selected custom text down.

Macros

Macro drop down list

Macros available to insert into entry.

Insert Macro button

Insert the selected macro into entry.

Insert

Inserts the custom text into the entry.

📖 Related Topics

How do I ...
Insert Custom Text

13.1.2.4.2 Search Text Favorite...

A search text favorite is a search term that you can store for quick insertion in an entry to help categorize. Search text favorites are listed in the drop down list on Filter Panel for easy selection. This enables you to filter entries that include the selected search text favorite very easily.

📖 Related Topics

Search Text Favorites dialog box

13.1.2.4.2.1 Search Text Favorites dialog box

To display the **Search Text Favorites dialog box** select **Search Text Favorite...** on the **Insert** menu.

Available Items

Add

Allows you to add a new search text favorite to the list.

Change

Allows you to change an existing search text favorite in the list.

Delete

Allows you to delete an existing search text favorite from the list.

New

Allows you to add a new search text favorite.

Up Arrow button

Allows you to move the selected search text favorite up.

Down arrow button

Allows you to move the selected search text favorite down.

Macros

Macro drop down list

Macros available to insert into entry.

Insert Macro button

Insert the selected macro into entry.

Insert

Inserts the search text favorite into the entry.

📖 **Related Topics**

[Search Text Favorite...](#)

13.1.2.4.3 Date

Inserts the date at the current cursor position.

📖 **Related Topics**

How do I ...
[Insert the Date and/or Time](#)

13.1.2.4.4 Time

Inserts the time at the current cursor position.

📖 **Related Topics**

How do I ...
[Insert the Date and/or Time](#)

13.1.2.4.5 Date and Time

Inserts the date and time at the current cursor position.

📖 **Related Topics**

How do I ...
Insert the Date and/or Time

13.1.2.4.6 Entry Links...

Inserts a link to another entry at the position of the cursor.

📖 **Related Topics**

Choose Entries dialog box
  Select Entries by Date dialog box

How do I ...
Insert an Entry Link

13.1.2.4.6.1 Choose Entries dialog box

To display the **Choose Entries... dialog box** select **Entry Links...** on the **Insert** menu.

Available Entries

Displays all entries available to link.

Add Selected Entry button

Adds highlighted entries to be inserted as links.

Remove Selected Entry button

Removes highlighted entries to be inserted as links.

Clear all Entries

Clears all entries to be inserted as links.

Select Entries by Date

Allows you to select the type of page and date range of entries you want linked.

Last Search Results

Adds the links to the entries found in the last search to the selected list.

Selected Entries

Displays the selected entries that links will be inserted into the current entry for.

📖 **Related Topics**

Select Entries by Date dialog box

To display the **Select Entries by Date dialog box** select **Entry Links...** on the **Insert** menu then click on **Select Entries by Date** button.

Pages to Include

All dated pages will be listed here to choose from.

Start Date

Select the date of the entry where you want to insert links from.

End Date

Enter the date of the entry where you want to end the insert links from.

📝 **Note:**

- Non-Dated entries are not listed here because they are not date driven.

📖 **Related Topics**

Choose Entries dialog box

13.1.2.4.7 Symbol...

Inserts a symbol into your entry at the current cursor position.

📖 **Related Topics**

Symbol dialog box

How do I ...
Insert a Symbol

13.1.2.4.7.1 Symbol dialog box

To display the **Symbol dialog box** select **Symbol...** on the **Insert** menu.

Font combo box

Allows you to select the font you want to select the symbol from.

Symbol Picker

Allows you to select the desired symbol.

Insert button

Click this to insert the selected symbol at the current cursor location.

Symbol checkbox

Check this to show only symbol fonts in the **Font combo box.**

📖 **Related Topics**

How do I ...
Insert a Symbol

13.1.2.4.8 Picture...

Inserts a picture from a file into your entry at the current cursor position.

📖 **Related Topics**

Picture dialog box

How do I ...
Insert a Picture

13.1.2.4.8.1 Picture dialog box

To display the **Picture dialog box** select **Picture...** on the **Insert** menu, select a file and click Open.

Scale slider

Slide the slider to the desired scale.

Rotate button

Click this button to rotate the picture 90 degrees clockwise.

NOTE: Rotating should be done after scaling. Re-scaling will reset the rotation.

📖 **Related Topics**

How do I ...
Insert a Picture

13.1.2.4.9 OLE Object...

Inserts an OLE object into your entry at the current cursor position.

📖 **Related Topics**

How do I ...
Insert a Sound or Other Object

13.1.2.4.10 Macro

Macros are special sequences of characters that are expanded in a template entry when it is used as a template.

📖 **Related Topics**

How do I ...
Insert Macros (Non-Dated Entries Only)

13.1.2.5 Format Menu

13.1.2.5.1 Font...

Allows you to change the font, style, size, effects, color and script of your text.

📖 **Related Topics**

Bold
Italic
Underline
Strikeout
Paragraph...
   Paragraph dialog box
Left
Center
Right
Numbering
Line Spacing
Tabs...
   Tabs dialog box

13.1.2.5.2 Bold

Allows you to make the selected text bold.

📖 **Related Topics**

Font...
Italic
Underline
Strikeout
Paragraph...
   Paragraph dialog box
Left
Center
Right

Numbering
Line Spacing
Tabs...
  Tabs dialog box

13.1.2.5.3 Italic

Allows you to make the selected text italic.

📖 **Related Topics**

Font...
Bold
Underline
Strikeout
Paragraph...
  Paragraph dialog box
Left
Center
Right
Numbering
Line Spacing
Tabs...
  Tabs dialog box

13.1.2.5.4 Underline

Allows you to make the selected text underlined.

📖 **Related Topics**

Font...
Bold
Italic
Strikeout
Paragraph...
  Paragraph dialog box
Left
Center
Right
Numbering
Line Spacing
Tabs...
  Tabs dialog box

13.1.2.5.5 Strikeout

Allows you to make the selected text strikeout.

📖 **Related Topics**

Font...

Bold
Italic
Underline
Paragraph...
   Paragraph dialog box
Left
Center
Right
Numbering
Line Spacing
Tabs...
    Tabs dialog box

13.1.2.5.6 Paragraph...

Allows you to change the indents, alignment, numbering and line spacing of your paragraphs.

📖 **Related Topics**

Paragraph dialog box

Font...
Bold
Italic
Underline
Strikeout
Left
Center
Right
Numbering
Line Spacing
Tabs...
    Tabs dialog box

How do I...
Format Paragraphs

13.1.2.5.6.1 Paragraph dialog box

To display the **Paragraph... dialog box** select **Paragraph...** on the **Format** menu.

Indents

    Left

Sets the left margin to be what you've specified.

    Right

Sets the right margin to be what you've specified.

    First Line

Sets the margin of the first line of each new paragraph to be what you've specified.

Note:

- It is much easier to use the ruler to set the paragraph. Enter them manually when greater precision is required.

Alignment

Allows you to set the justification of the selected text.

Left

Allows you to make the selected text left justified.

Right

Allows you to make the selected text right justified.

Center

Allows you to make the selected text center justified.

Numbering

Allows you to set the style of numbering for your text.

None

No numbering.

Bullet

Uses the round bullet.

Numbers

Uses numbers in the format of 1), 2), 3), etc.

Lower Case Letters

Uses lower case alphabet letters in the format of a), b), c), etc.

Upper Case Letters

Uses upper case alphabet letters in the format of A), B), C), etc.

Line Spacing

Allows you to set the line spacing for your text.

1.0

One line in between each line of text.

1.5

One and a half lines in between each line of text.

2.0

Two lines in between each line of text.

📖 **Related Topics**

How do I...
Format Paragraphs

13.1.2.5.7 Left

Allows you to make the selected text left justified.

📖 **Related Topics**

Font...
Bold
Italic
Underline
Strikeout
Paragraph...
   Paragraph dialog box
Center
Right
Numbering
Line Spacing
Tabs...
   Tabs dialog box

13.1.2.5.8 Center

Allows you to make the selected text center justified.

📖 **Related Topics**

Font...
Bold
Italic
Underline
Strikeout
Paragraph...
   Paragraph dialog box
Left
Right
Numbering
Line Spacing
Tabs...
   Tabs dialog box

13.1.2.5.9 Right

Allows you to make the selected text right justified.

📖 **Related Topics**

Font...
Bold
Italic
Underline
Strikeout
Paragraph...
　Paragraph dialog box
Left
Center
Numbering
Line Spacing
Tabs...
　Tabs dialog box

13.1.2.5.10 Numbering

Allows you to set the style of numbering for your text.

None

No numbering.

Bullet

Uses the round bullet.

Numbers

Uses numbers in the format of 1), 2), 3), etc.

Lower Case Letters

Uses lower case alphabet letters in the format of a), b), c), etc.

Upper Case Letters

Uses upper case alphabet letters in the format of A), B), C), etc.

📖 **Related Topics**

Font...
Bold
Italic
Underline
Strikeout
Paragraph...
　Paragraph dialog box

Left
Center
Right
Line Spacing
Tabs...
   Tabs dialog box

13.1.2.5.11 Line Spacing

Allows you to set the line spacing for your text.

1.0

One line in between each line of text.

1.5

One and a half lines in between each line of text.

2.0

Two lines in between each line of text.

Related Topics

Font...
Bold
Italic
Underline
Strikeout
Paragraph...
   Paragraph dialog box
Left
Center
Right
Numbering
Tabs...
   Tabs dialog box

13.1.2.5.12 Tabs...

The tabs screen box allows you to add and/or delete the tab stop positions.

Related Topics

Tabs dialog box

Font...
Bold
Italic
Underline
Strikeout
Paragraph...

[Paragraph dialog box](#)
[Left](#)
[Center](#)
[Right](#)
[Numbering](#)
[Line Spacing](#)

13.1.2.5.12.1 Tabs dialog box

To display the **Tabs... dialog box** select **Tabs...** on the **Format** menu.

Add

Adds the entered tab position to your entry.

Delete

Deletes the selected tab position from your entry.

13.1.2.6   Admin Menu

13.1.2.6.1 Entry Properties

Allows you to set the properties of the currently open entry.

📖 Related Topics

[Entry Properties dialog box](#)

13.1.2.6.1.1 Entry Properties dialog box

To display the **Entry Properties dialog box** select **Entry Properties** on the **Admin** menu.

Note: The **Admin** menu is only available if you are logged in as an Admin user with no access restrictions.

Change Log

Displays a list of changes made to the entry from synchronizing operations.

Permissions Flags

Permissions Flags work in conjunction with user permissions to allow and restrict access to specific entries.

Unrestricted

No restrictions are placed on the entry.

Non-Editable

Users that are restricted from editing non-editable entries will no be able to edit.

Non-Viewable

Users that are restricted from viewing non-viewable entries will no be able to view.

📖 Related Topics

[Users dialog box](#)

13.1.2.6.2 Users

Allows you to add and remove users for the database. You can define users with different access permissions..

📖 Related Topics

[Users dialog box](#)

13.1.2.6.2.1 Users dialog box

To display the **Users dialog box** select **Users...** on the **Admin** menu.

Note: The **Admin** menu is only available if you are logged in as an Admin user with no access restrictions.

User combo box

Lists the users for the currently open database.

New button

Creates a new user.

Delete button

Deletes the user selected in the User combo box.

User Properties group box

Name

Enter the name of the user. To login the user will need to enter this name with the passcode.

Passcode

Enter a passcode for the user. To login the user will need to enter this passcode in addition to the Master Password for the database.

Flags

Restrict from viewing entries flagged non-viewable

Select this option so that the user will not see any entries that are flagged as non-viewable

Restrict from editing entries flagged non-editable

Select this option so that the user cannot edit entries that are flagged as non-editable

Read-only access

Select this option so that the user only has only read-only access to all entries.

Save button

Saves the selected user

📖 **Related Topics**

Entry Properties dialog box

13.1.2.6.3 Change Master Password

Allows you to change the master password for the entry database.

📖 **Related Topics**

Change Master Password dialog box

How do I ...
Change the Master Password

13.1.2.6.3.1 Change Master Password dialog box

To display the **Change Master Password dialog box** select **Change Master Password...** on the **Admin** menu.

Note: The **Admin** menu is only available if you are logged in as an Admin user with no access restrictions.

Master Password

Old

Allows you to enter in your old password.

New

Allows you to enter in your new password.

Verify

Allows you to re-enter your new password here for verification.

OK button

Use this button to make the changes to your master password.

Cancel button

Exits the Change Master Password dialog box without changing the master password

📖 **Related Topics**

How do I ...
[Change the Master Password](#)

13.1.2.7   Help Menu

13.1.2.7.1 Help Topics

Displays this help file.

13.1.2.7.2 Alpha Journal Pro Home

Opens a web browser to display **Alpha Journal Pro**'s home page.

13.1.2.7.3 Other Products

Opens a web browser to display information on our other products.

13.1.2.7.4 Support

Opens a web browser to display additional support resources.

13.1.2.7.5 Check For Updates

Contact the Internet to see if a newer version of **Alpha Journal Pro** is available.

13.1.2.7.6 Purchasing

Opens a web browser to display **Alpha Journal Pro**'s purchase page and/or opens a window containing an order form.

13.1.2.7.7 Enter/Modify License Information

Allows you to enter your license information. You receive your license information (Name and ID code)

after Purchasing a license. This converts the trial to the full version without the need to download anything additional.

📖 **Related Topics**

Purchasing

13.1.2.7.8 About

Displays the **About** dialog box that shows information about **Alpha Journal Pro**.

13.1.3 Toolbars

13.1.3.1 Home Toolbar

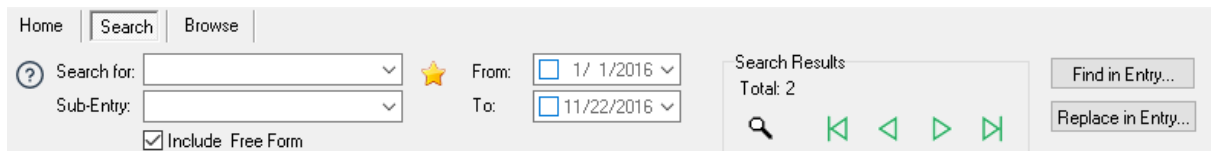The **Home Toolbar** contains the most commonly used commands.
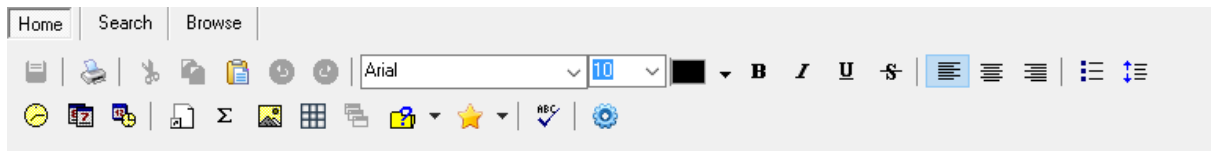
📖 **Related Topics**

Search Toolbar
Browse Toolbar

13.1.3.2 Search Toolbar

The **Search Toolbar** contains commands to filter and search entries and browse the set of filtered entries.

📖 **Related Topics**

Home Toolbar
Browse Toolbar

13.1.3.3 Browse Toolbar

The **Browse Toolbar** contains command to browse entries..
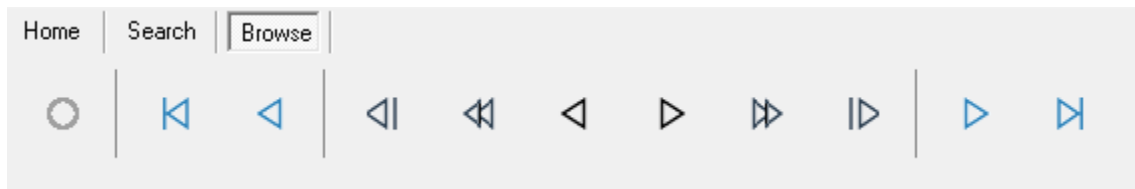
📖 **Related Topics**

[Home Toolbar](#)
[Search Toolbar](#)

13.1.4 Panels

13.1.4.1 Title Panel
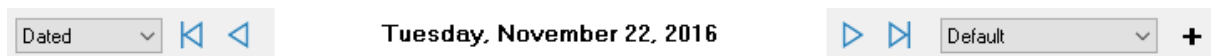
The **Title Panel** serves the following purposes:

1. Displays the current entry date or name and the current sub-entry.

2. Allows you to select between dated entries, free-form entries and template entries using the tabs on the left.

3. Allows you to quickly browse existing entries (first, previous, next, last) using the arrow buttons.

4. Allows you to select a sub-entry from the drop down list on the right.

5. Allows you to add a new sub-entry using the + button on the right.

📖 **Related Topics**

[The Main Window](#)

13.1.4.2 Calendar Panel

To toggle the **Calendar** select **Options** on the **File** menu, then **Appearance** and select the calendar display option under Calendar.

The Calendar Panel display either a single month calendar and buttons to browse dates or a multi-month calendar.

You can choose to display a single month calendar (on the left side of the editor, above the Entry Tree), multiple month calendar (at the bottom, below the editor) or no calendar at all.

Notes:

Dates on the calendar are displayed in bold when an entry exists for that date.

When the multiple calendar option is selected you should display the **Browse Bar** if you want access to the browse button.
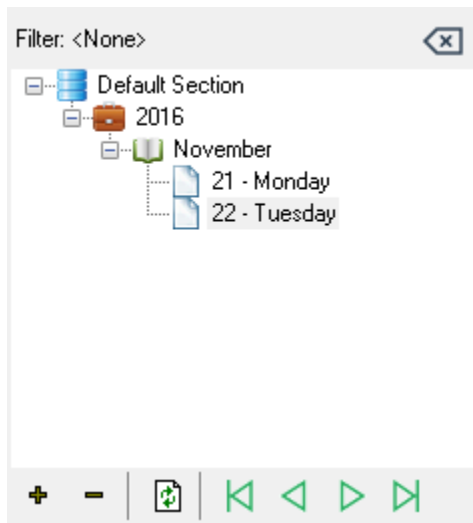
Related Topics

The Main Window

13.1.4.3 Entry Tree Panel

Note: The sub-entry combo box and Free-Form check box are only available in the Alpha Journal Pro since sub and free-form entries are not include in My Personal Diary.

To toggle the **Entry Panel** select **Options** on the **File** menu, then **Appearance** and check the **Show Entry Tree** option.

The Entry Tree is the heart of the journal. It shows existing entries filtered according to the rules set on the Search Toolbar . To display an entry, click on it in the treeview.
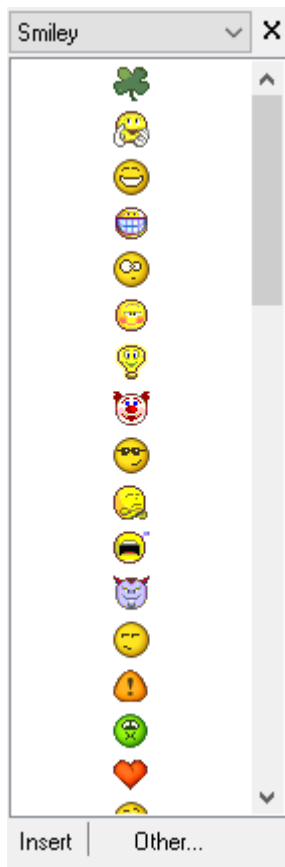
The filtered list of entries can be used when printing and exporting entries.

📖 **Related Topics**

The Main Window

13.1.4.4 Picture Panel

To toggle the **Picture Panel** select **Options** on the **File** menu, then **Appearance** and check the **Show Picture Panel** option.

Category combo box

Allows you to select the category (Smiley).

Picture List

Allows you to select the picture.

Insert button

Click this to insert the selected picture at the current cursor position.

Other... button

Click this to select a picture from a file.

📖 **Related Topics**

[The Main Window](#)

13.1.4.5 Previous Years Entry Panel

To toggle the **Previous Years Entry Panel** select **Options** on the **File** menu, then **Appearance** and

enter the number of years to display previous entries for (entering 0 will hide the panel).

The Previous Years Entry Panel display the last several years and shows snippets of entry text that exist on the same day in the previous year.

📖 Related Topics

The Main Window

13.1.5 Section Tabs

13.1.5.1 Section Tabs

The section tabs are displayed along the bottom of the Main Window and allow you to switch between section in your entry database.