

Table of Contents

Part I Welcome	6
1 Welcome	6
2 Frequently Asked Questions	6
3 Transferring and Re-Installing	8
Part II Getting Started	9
1 Getting Started	9
2 How do I... ..	9
Create a New Entry Data File	9
Open an Existing Entry Data File	10
Bypass the Open Entry Data File	10
Import Entries	11
Part III Managing Entries	12
1 Managing Entries	12
2 How Do I... ..	12
Open an Existing Entry	12
Create a New Entry	13
Save an Entry	13
Delete an Entry	14
Browse Entries	14
Search Entries	15
Print Entries	16
Export Entries	17
Part IV Working with Entries	17
1 Working with Entries	17
2 How Do I... ..	18
Insert the Date and/or Time	18
Insert a Symbol	19
Insert an Entry Link	19
Insert a Picture	20
Insert a Sound or Other Object	21
Insert Custom Text	21
Insert a Category Marker	22
Add Custom Text	23
Add a Category Marker	23
Delete Custom Text	24
Delete a Category Marker	25
Change Custom Text	25
Change a Category Marker	26
Reorder the Custom Text	26
Reorder the Category List	27
Insert Macros (Non-Dated Entries Only)	28
Format Paragraphs	28

Change Entry Properties	30
Part V Pages and Non-Dated Entries	31
1 Pages and Non-Dated Entries	31
2 How Do I...	31
Create a New Page	31
Delete a Page	32
Rename a Page	32
Create a New Non-Dated Entry	33
Delete a Non-Dated Entry	33
Rename a Non-Dated Entry	34
Selecting a Page or Non-Dated Entry	34
Re-Ordering Pages and Non-Dated Entries	35
Using a Non-Dated Entry as a Template	35
Part VI The Spell Checker	36
1 The Spell Checker	36
2 How Do I...	37
Spell Check an Entry	37
Edit Spell Checking Dictionaries	37
Select a Dictionary	38
Add a Dictionary	38
Edit a Dictionary	39
Delete a Custom Dictionary	39
Part VII Additional Features	40
1 Additional Features	40
2 How Do I...	40
Change a Name/Password	40
Back Up Entry Datafiles	41
Restore Entry Datafiles	41
Synchronize Entries	42
Part VIII The User Interface	44
1 The Main Window	44
The Main Window	44
The Main Menu	44
The Main Menu	44
File Menu	44
Open/New...	44
Open Entry Data File dialog box	45
New Entry Data File dialog box	46
Restore dialog box	46
Save Entry	47
Delete Entry	47
Entry Properties	47
Entry Properties dialog box	47
Pages/Non-Dated Entries	48
New	48
Delete Selected	48

Rename Selected.....	49
Ordering	49
Re-Order... ..	49
Reorder dialog box.....	50
Reset Default Order.....	50
Select... ..	50
Select Page dialog box.....	50
Printer Setup... ..	51
Print... ..	51
Print dialog box.....	51
Exit	52
Edit Menu.....	52
Undo	52
Redo	52
Cut	53
Copy	53
Paste	53
Paste Unformatted Text	53
Delete	53
Select All	54
Find... ..	54
Find Next	54
Browse Menu.....	54
Today	54
By Entry	55
First	55
Prev	55
Next	55
Last	56
By Date	56
Back a Day	56
Back a Month	56
Back a Year	57
Ahead a Day	57
Ahead a Month.....	57
Ahead a Year	57
Insert Menu.....	58
Custom Text... ..	58
Custom Text dialog box.....	58
Category Marker.....	59
Category Marker dialog box	59
Date	60
Time	60
Date and Time	61
Entry Links... ..	61
Choose Entries dialog box.....	61
Select Entries by Date dialog box.....	62
Symbol... ..	62
Symbol dialog box.....	62
Picture... ..	63
Picture dialog box.....	63
OLE Object... ..	63
Macro	63
Format Menu.....	64

Font...	64
Bold	64
Italic	64
Underline	65
Strikeout	65
Paragraph...	66
Paragraph dialog box	66
Left	68
Center	68
Right	68
Numbering	69
Line Spacing	69
Tabs...	70
Tabs dialog box	70
Tool Menu	71
Change Name & Password	71
Change Name and Password dialog box	71
Import	72
Import dialog box	72
Export	74
Export dialog box	74
Synchronize...	75
Synchronize dialog box	75
Backup	77
Backup dialog box	78
Save Copy As	78
Spell Check...	79
Spelling dialog box	79
Spelling Options dialog box	80
View Menu	80
Options	80
Options dialog box	80
General	81
Backup	82
Date and Time	82
New Entry Defaults	83
Existing Entry Add-On	84
Entry Locking	84
Appearance	85
Messages	87
Spelling	87
Spelling Options dialog box	88
Dictionaries dialog box	89
Help Menu	90
Help Topics	90
Alpha Journal Home	90
Recent News and Information	90
Other Products	90
Support	90
Check For Updates	90
Purchasing	90
Enter/Modify License Information	91
About	91
Toolbars	91

Toolbars	91
Panels	91
Find Panel.....	91
Picture Panel.....	92
 Index	 0

1 Welcome

1.1 Welcome

Thank you for using Alpha Journal.

We hope you enjoy using this product and hope that it meets your every need. We have worked extremely hard to make **Alpha Journal** 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** 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** starts, or directly from our website at:

<http://www.camdevelopment.com>

Sincerely,

The **Alpha Journal** Team

For more information on this and all our other fine products please visit our website at:

<http://www.camdevelopment.com>

1.2 Frequently Asked Questions

For more answers to common questions online, to view animated tutorials or to contact us please visit:

<http://www.camdevelopment.com/support.htm>

Below are answers to common questions. If you have a problem or question please read through them carefully. Chances are you will find the answer you are looking for.

Q. How do I find out what version I currently have?

A. Start the application then click **About** on the **Help** menu. The exact version you have is shown there along with our logo and a link to our website. If you do not see these you are looking in the wrong place.

Q. How do I find out if I have the latest version?

A. Start the application then click **Check For Updates** on the **Help** menu. This will connect you to our website and tell you what version you have, what the latest version is and what the suggested action is (if any).

Q. What files are used to store entries?

A. All entries (all pages, dates, non-dated entries, and options) is stored in a single file. The name and location of this file is what you specified when you created the entry data file. It defaults to **My Entries.ddf** in your Documents folder.

Q. My computer crashed or I bought a new computer and I need to re-install. What do I need to do?

A. See How Do I... [Transferring and Re-Installing](#).

Q. I copied my entry data file to a CD as a backup or to transfer it to a new computer. When I copy it back to the computer and try to open it, Alpha Journal gives me an error that the file cannot be opened. What's wrong?

A. First, make sure you are clicking the Browse button on the **Open Entry Data File** dialog box in **Alpha Journal** to select the entry data file the first time you try to open it. If you've already done this, open the file in Windows Explorer or My Computer, right click on it and select Properties then uncheck the read-only checkbox and click OK. Files copied from a CD often retain the read-only attribute.

Q. When I start Alpha Journal and enter my password it displays for a second then disappears. What's going on?

A. You most likely have the Hide in the system tray when the application starts checkbox checked under **Options** on the **View** menu. This options hides **Alpha Journal** in the system tray when it starts. This is useful when you have **Alpha Journal** starting at Windows startup. To activate **Alpha Journal** simply click on the icon in the system tray. To display **Alpha Journal** on the screen when it starts uncheck this option.

Q. I forgot my password, what should I do?

A. If there was an easy way around your password then using a password would not make sense. If you forget your password, there is no practical way to retrieve your entries.

Q. What type of encryption is used to encrypt my entries?

A. The encryption used is a proprietary method that is suitable for securing data for 99% of users. It is not designed to be ultra-secure so additional steps should be taken to ensure privacy of extremely sensitive data. It is just about impossible for anyone short of an expert to decrypt your entries however.

Q. When I switch to a date that an entry does not exist for, the current date is inserted. I want the date of the entry to be inserted instead. How do I do this?

A. There is an option in the configuration "Use the entry date..." on the Date/Time page. You can also choose to insert the date, time, both or neither there.

Q. When I create a new entry the date and/or time are inserted automatically, but I don't like the format. What should I do?

A. **Alpha Journal** uses the date and time formats specified in Control Panel's Regional applet. Set the date and/or time format there.

Q. I want all new dated entries to start off with more than just the date or time in them. How can I do this?

A. Create a non-dated entry and use it as a template for all new dated entries. See How do I... [Using a Non-Dated Entry as a Template](#).

Q. I have contacts in my address book, but when I open it none (or only some) are displayed. What's wrong?

A. Check the Filter you are using. By using a filter you only display contacts that meet the filter criteria you set.

Upgrading Issues:

Q. When upgrading to Alpha Journal from MPD V6.5 or earlier what happened to my

user-defined entries?

- A. Nothing. They are now called Non-Dated entries and can be viewed by selecting "Non-Dated" in the combobox next to the page tabs above the ruler. If tabs for them are not initially displayed, create new non-dated entry tabs (by right clicking on any tab and selecting New on the menu) until your user-defined entries are available. Earlier versions of MPD allowed up to 20 user-defined entries that are stored the same way that non-dated entries are now stored. By creating a tab for them they become visible and usable as non-dated entries.

Q. I currently own MPD V6.5 or earlier and I'm evaluating Alpha Journal and I noticed that once I open my diary file with Alpha Journal I cannot use it with V6.x any longer. How can I go back to V6.x if I do not want to upgrade to Alpha Journal?

- A. When you first open a diary file created with V6.x with **Alpha Journal** it makes a copy of the file and names it with the extension .ddf.V6x You can remove the .V6x from the name (you will need to rename or delete your existing **Alpha Journal** entry data file first) and open it with V6.x. Any changes you make with **Alpha Journal** are NOT saved into this file.

1.3 Transferring and Re-Installing

It is highly recommended that you print this topic so you have it in the event of a system crash.

This topic describes the steps you need to take to re-install this product on the same computer after a system crash or on a different computer. The information below assumes that your computer is in running condition and any system problems have already been resolved.

You will need the following before continuing:

1. **Your license information sent to you when you purchased a license.** You were instructed to print this information and retain it for future reference when you originally purchased.
2. **The installation file for the same major version you purchased.** The version you are licensed for is shown with your license information. If you are purchased version 3, your license information will work with 3.1.0.0, 3.2.0.0, etc. but will not work with any other major version (4.x.x.x, for example).

NOTE: If you need another copy of the install file please visit our website. If you are licensed for the latest version you can download the install file from the main download area. If you are licensed for an older version and do not wish to upgrade to the latest (a small charge applies), then you can download the major version you registered from the Licensed User Page. In all cases you will be downloading the trial version, which you will convert into the full version using your license information after it is installed.

3. **A Backup of your data file(s).** See the [FAQ](#).

Once you have the install file and your license information you can install the software on your repaired or new computer by running the installation file. Once installed, run the software from the Start Menu and click the "Enter ID" button on the introduction screen to enter your license information and activate the full version. Be sure to enter your license information EXACTLY as given to you, following the instructions given to you.

If your license information is not accepted you have the wrong major version (or product) installed. Please see item 2 above.

At this point you should have the **Alpha Journal** installed and registered on your new or repaired computer. If you have existing diary files and/or organizer files you will need to restore these files from a backup or transfer them to your new computer.

Once the files are available please see How do I... [Opening an Entry Data File](#).

2 Getting Started

2.1 Getting Started

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

How do I...

[Create a New Entry Data File](#)

[Open an Existing Entry Data File](#)

[Bypass the Open Entry Data File](#)

[Import Entries](#)

2.2 How do I...

2.2.1 Create a New Entry Data File

1. Start **Alpha Journal**.
2. At the **Open Entry Data File** dialog box click the **Create New** button.
3. Click the button to specify a filename for your journal file.
4. Select a folder then type in a filename (Example: My Entries.DDF).
5. Enter your first name (Example: Bob).
6. Enter a password.
7. Verify the password by entering it again.
8. Click **OK**.

Notes:

- Make sure you do not have an entry data file and password specified on the command line. If you do, the Open Entry Data File dialog box will not be displayed and you will not have the option of creating a new data file.
- Be careful not to specify and overwrite an existing entry data file.
- Do not include any spaces or special characters.
- If you do not want to use a password, leave the password prompt blank.

Related Topics

[New Entry Data File dialog box](#)

How do I...

[Open an Existing Entry Data File](#)

[Bypass the Open Entry Data File](#)

[Import Entries](#)

2.2.2 Open an Existing Entry Data File

1. Start **Alpha Journal**.
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... [Creating a New Entry Data File](#).
- If you want to restore a previously backed up entry data file click the **Restore** button and see How do I... [Backing up and Restoring](#).

Related Topics

[Open Entry Data File dialog box](#)

[Backing up and Restoring](#)

How do I...

[Create a New Entry Data File](#)

[Bypass the Open Entry Data File](#)

[Import Entries](#)

2.2.3 Bypass the Open Entry Data File

To avoid the **Open Entry Data File** dialog box each time you start **Alpha Journal** you can create a shortcut to your entry data file and specify your entry data filename and password on the command line. When you select the shortcut it will start **Alpha Journal** and open the selected entry data file.

The format of the command line is as follows:

```
AJOURNAL.EXE entrydatafile password
```

Tips:

- entrydatafile and password are optional.

If you do not use a password you only need to specify entrydatafile and leave password blank.

For more information on creating shortcuts see the Windows documentation.

 **Note:**

- By creating a shortcut to your entry data file and specifying your 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 Entry Data File](#)

[Open an Existing Entry Data File](#)

[Import Entries](#)

2.2.4 Import Entries

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

1. Select the page you want to import into.

 **Tip:**

- The Import command is only available if a **dated** entry page is selected.
2. Select **Import** on the **Tool** menu.
 3. Select the format (TXT or RTF).
 4. Click the **...** button to select the folder that contains your TXT or RTF files.
 5. 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.

 **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 Entry Data File](#)

[Open an Existing Entry Data File](#)

[Bypass the Open Entry Data File](#)

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](#)

[Search Entries](#)

[Print Entries](#)

[Export Entries](#)

3.2 How Do I...

3.2.1 Open an Existing Entry

1. Select **Open** on the **File** menu if the entry list is not already displayed.
2. Select the entry you want to open. Entries are listed in tree format, by date.
3. Click **OK**.

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](#)
[Search Entries](#)
[Print Entries](#)
[Export Entries](#)

3.2.2 Create a New Entry

1. Use the [Browse](#) commands to get to the desired date.
2. Type the text for your entry.
3. Select **Save** on the **File** menu.

Note:

- Entry creation is done automatically as needed when you Browse to an entry that does not already exist.

Related Topics

How do I...

[Open an Existing Entry](#)
[Save an Entry](#)
[Delete an Entry](#)
[Browse Entries](#)
[Search Entries](#)
[Print Entries](#)
[Export Entries](#)

3.2.3 Save an Entry

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

Notes:

- Your entries are automatically saved within your entry data file.
- You can automatically save your entries without being prompted by choosing the **Auto Save** under [Options](#).
- Alpha Journal will always ask you if you want to save your file if you attempt to close it or exit the program.

Related Topics

How do I...

[Open an Existing Entry](#)
[Create a New Entry](#)
[Delete an Entry](#)
[Browse Entries](#)
[Search Entries](#)
[Print Entries](#)
[Export Entries](#)

3.2.4 Delete an Entry

1. Use the [Browse](#) commands to get to 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](#)

[Search Entries](#)

[Print Entries](#)

[Export Entries](#)

3.2.5 Browse Entries

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

1. Select **First** on the **By Entry, Browse** menu or click the **First Entry** button on the **Navigator** bar.

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

1. Select **Previous** on the **By Entry, Browse** menu or click the **Previous Entry** button on the **Navigator** bar.


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

1. Select **Next** on the **By Entry, Browse** menu or click the **Next Entry** button on the **Navigator** bar.


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

1. Select **Last** on the **By Entry, Browse** menu or click the **Last Entry** button on the **Navigator** bar.

To move to a specific date in your entry data file:

The  button will quickly bring you to the current date.

 **Tip:**

- You can jump directly to any date by using the  button. Simply choose the month and year in the pick date screen, then click the desired day on the calendar. You will jump directly to the date you selected and if an entry exists for that day it will be opened.

To move back a day from the current entry:

1. Select **Back a Day** on the **By Date, Browse** menu or click the **Back a Day** button on the **Navigator** bar.

To move back one month from the current entry:

1. Select **Back a Month** on the **By Date, Browse** menu or click the **Back a Month** button on the **Navigator** bar.

To move back one year from the current entry:

1. Select **Back a Year** on the **By Date, Browse** menu or click the **Back a Year** button on the **Navigator** bar.

To move ahead a day from the current entry:

1. Select **Ahead a Day** on the **By Date, Browse** menu or click the **Ahead a Day** button on the **Navigator** bar.

To move ahead a month from the current entry:

1. Select **Ahead a Month** on the **By Date, Browse** menu or click the **Ahead a Month** button on the **Navigator** bar.

To move ahead one year from the current entry:

1. Select **Ahead a Year** on the **By Date, Browse** menu or click the **Ahead a Year** button on the **Navigator** bar.

 **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](#)

[Search Entries](#)

[Print Entries](#)

[Export Entries](#)

3.2.6 Search Entries

1. Select **Find** on the **Edit** menu if the Find Panel is not already displayed.
2. Select the entries you want to search.
3. Enter the search text or choose a category from the drop down list.
 - Categories are defined using the **Category** command on the **Insert** menu.

- Check the **Case Sensitive** checkbox if you want the search to be case sensitive.
 - Check the **Match Whole Words only** checkbox to only match whole words.
4. Click the **New Search** button to start a new search.
 - Each entry is opened and the first occurrence of the search text is highlighted.
 - Click the **Find Next** button to find the next occurrence of the search text.
 - Check the **Next Entry** checkbox if you want to skip to the next entry that contains the search text when you click the **Find Next** button (otherwise the next occurrence within the same entry will be highlighted).
 - To generate a list of entries that contain the search text without displaying each, check **Log entries found**, then click the **Find All** button.

Related Topics

[Find Panel](#)

How do I...

[Open an Existing Entry](#)

[Create a New Entry](#)

[Save an Entry](#)

[Delete an Entry](#)

[Browse Entries](#)

[Print Entries](#)

[Export Entries](#)

3.2.7 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 page names** checkbox to print the name of the page the entry each entry is on.

Related Topics

[Print dialog box](#)

How do I...

[Open an Existing Entry](#)

[Create a New Entry](#)

[Save an Entry](#)

[Delete an Entry](#)

[Browse Entries](#)

[Search Entries](#)

[Export Entries](#)

3.2.8 Export Entries

1. Select **Export...** on the **Tool** 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...

[Open an Existing Entry](#)

[Create a New Entry](#)

[Save an Entry](#)

[Delete an Entry](#)

[Browse Entries](#)

[Search Entries](#)

[Print Entries](#)

4 Working with Entries

4.1 Working with 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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

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 a Category Marker](#)
[Add Custom Text](#)
[Add a Category Marker](#)
[Delete Custom Text](#)
[Delete a Category Marker](#)
[Change Custom Text](#)
[Change a Category Marker](#)
[Reorder the Custom Text](#)
[Reorder the Category List](#)
[Insert Macros \(Non-Dated Entries Only\)](#)
[Format Paragraphs](#)
[Change Entry Properties](#)

4.2.4 Insert a Picture

<Pro Version Only>

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 a Category Marker](#)
[Add Custom Text](#)
[Add a Category Marker](#)

[Delete Custom Text](#)
[Delete a Category Marker](#)
[Change Custom Text](#)
[Change a Category Marker](#)
[Reorder the Custom Text](#)
[Reorder the Category List](#)
[Insert Macros \(Non-Dated Entries Only\)](#)
[Format Paragraphs](#)
[Change Entry Properties](#)

4.2.5 Insert a Sound or Other Object

<Pro Version Only>

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 a Category Marker](#)
[Add Custom Text](#)
[Add a Category Marker](#)
[Delete Custom Text](#)
[Delete a Category Marker](#)
[Change Custom Text](#)
[Change a Category Marker](#)
[Reorder the Custom Text](#)
[Reorder the Category List](#)
[Insert Macros \(Non-Dated Entries Only\)](#)
[Format Paragraphs](#)
[Change Entry Properties](#)

4.2.6 Insert Custom Text

<Pro Version Only>

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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.7 **Insert a Category Marker**

<Pro Version Only>

1. Select **Category Marker...** on the **Insert** menu.
2. Select the category from the list.
3. Click the **Insert** button to insert the marker.
4. Click the **Close** button.

 **Related Topics**

[Category Marker 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](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.8 Add Custom Text

<Pro Version Only>

1. Select **Custom Text...** on the **Insert** menu.
2. Click the **New** button.
3. Enter the text in the edit control below the list.

Tips:

- For custom text you can insert macros representing the entry date, the current date and the current time using the appropriate Macro button. These macros are expanded when you insert the custom text into your entry.
 - Custom text can be more than one line. To insert a new line press ENTER.
4. Click the **Add** 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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.9 Add a Category Marker

<Pro Version Only>

1. Select **Category Marker...** on the **Insert** menu.
2. Click the **New** button.
3. Enter the text in the edit control below the list.

4. Click the **Add** button.

Related Topics

[Category Marker 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](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.10 Delete Custom Text

<Pro Version Only>

1. Select **Custom Text...** on the **Insert** menu.
2. Select the custom text in the list.
3. Click the **Delete** button.

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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.11 Delete a Category Marker

<Pro Version Only>

1. Select **Category Marker...** on the **Insert** menu.
2. Select the category in the list.
3. Click the **Delete** button.

Related Topics

[Category Marker 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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.12 Change Custom Text

<Pro Version Only>

1. Select **Custom Text...** on the **Insert** menu.
2. Select the custom text in the list.
3. Edit the text in the edit control below the list.
4. Click the **Change** 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 Custom Text](#)
[Insert a Category Marker](#)
[Add Custom Text](#)
[Add a Category Marker](#)
[Delete Custom Text](#)
[Delete a Category Marker](#)
[Change a Category Marker](#)
[Reorder the Custom Text](#)
[Reorder the Category List](#)
[Insert Macros \(Non-Dated Entries Only\)](#)
[Format Paragraphs](#)
[Change Entry Properties](#)

4.2.13 Change a Category Marker

<Pro Version Only>

1. Select **Category Marker...** on the **Insert** menu.
2. Select the category in the list.
3. Edit the category in the edit control below the list.
4. Click the **Change** button.

Related Topics

[Category Marker 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 a Category Marker](#)
[Add Custom Text](#)
[Add a Category Marker](#)
[Delete Custom Text](#)
[Delete a Category Marker](#)
[Change Custom Text](#)
[Reorder the Custom Text](#)
[Reorder the Category List](#)
[Insert Macros \(Non-Dated Entries Only\)](#)
[Format Paragraphs](#)
[Change Entry Properties](#)

4.2.14 Reorder the Custom Text

<Pro Version Only>

1. Select **Custom Text...** on the **Insert** menu.
2. Select the custom text in the list.

3. Click the **Up** or **Down** button to move the item up or down.

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 Custom Text](#)

[Insert a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.15 Reorder the Category List

<Pro Version Only>

1. Select **Category Marker...** on the **Insert** menu.
2. Select the category in the list.
3. Click the **Up** or **Down** button to move the item up or down.

Related Topics

[Category Marker 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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.16 Insert Macros (Non-Dated Entries Only)

<Pro Version 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](#)

[Insert a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Format Paragraphs](#)

[Change Entry Properties](#)

4.2.17 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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)

[Insert Macros \(Non-Dated Entries Only\)](#)

[Change Entry Properties](#)

4.2.18 Change Entry Properties

<Pro Version Only>

1. Select **Entry Properties** on the **File** menu.
2. Choose the appropriate level of locking. (See [Entry property dialog box](#).)

Notes:

- None of the settings on this screen will do anything unless you specify a passcode in [Options](#). If you want to protect any entries then you must set a passcode.
- This is a second level of authentication. Noone can access any of your entries at all if you password protect the entire file.

Related Topics

[Entry Properties 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 a Category Marker](#)

[Add Custom Text](#)

[Add a Category Marker](#)

[Delete Custom Text](#)

[Delete a Category Marker](#)

[Change Custom Text](#)

[Change a Category Marker](#)

[Reorder the Custom Text](#)

[Reorder the Category List](#)
[Insert Macros \(Non-Dated Entries Only\)](#)
[Format Paragraphs](#)

5 Pages and Non-Dated Entries

5.1 Pages and Non-Dated Entries

<Pro Version Only>

Pages are sub-entries in a journal file that help you keep different types of information separated for each date. When you create an entry data file a tab named "Default Page" is automatically created as your first journal page. This page cannot be deleted.

For example, you may have a "General" page, a "Meals" page and an "Exercise" page. In this case, each entry in the journal on the Dated combobox item will have 3 pages titled General, Meals and Exercise.

You select a page by choosing the Dated combobox item above the editor and selecting the tab for the page you want to work with.

Non-Dated Entries are entries that are not tied to a specific date. When you create a journal a tab named "Default Non-Dated" is automatically created. You can add, delete and rename non-dated entries as you wish.

For example, you can have a "General" entry and an "Ideas" entry. In this case there will be two tabs when you select the Non-Dated combobox item.

You select a non-dated entry by choosing the Non-Dated combobox item above the editor and selecting the non-dated entry you want to work with.

Any Non-Dated Entry can be used as a template when creating new dated entries. See [Using a Non-Dated Entry as a Template](#).

Related Topics

How do I...

[Create a New Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2 How Do I...

5.2.1 Create a New Page

1. Select the **Dated** combobox item.

2. Select **New** on the **Pages, File** menu.
3. Enter the title for the page.
4. Click **OK**.

Related Topics

How do I...

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2.2 Delete a Page

1. Select the **Dated** combobox item.
2. Select the page you want to delete by clicking on the appropriate tab.
3. Select **Delete Selected** on the **Pages, File** menu.
4. Click **Yes**, to verify and delete the page. If you don't want to delete it, click **No**.

Related Topics

How do I...

[Create a New Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2.3 Rename a Page

1. Select the **Dated** combobox item.
2. Select the page you want to rename by clicking on the appropriate tab.
3. Select **Rename Selected...** on the **Pages, File** menu.
4. Enter the new title for the page.
5. Click **OK**.

 **Related Topics**

How do I...

[Create a New Page](#)

[Delete a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2.4 Create a New Non-Dated Entry

1. Select the **Non-Dated** combobox item.
2. Select **New...** on the **Non-Dated, File** menu.
3. Enter the title for the entry.
4. Click **OK**.

 **Related Topics**

How do I...

[Create a New Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2.5 Delete a Non-Dated Entry

1. Select the **Non-Dated** combobox item.
2. Select the page you want to delete by clicking on the appropriate tab.
3. Select **Delete Selected...** on the **Non-Dated Entries, File** 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 Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)
[Using a Non-Dated Entry as a Template](#)

5.2.6 Rename a Non-Dated Entry

1. Select the **Non-Dated** combobox item.
2. Select the page you want to delete by clicking on the appropriate tab.
3. Select **Rename Selected...** on the **Non-Dated Entries, File** menu.
4. Enter the new title for the entry.
5. Click **OK**.

Related Topics

How do I...

[Create a New Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2.7 Selecting a Page or Non-Dated Entry

<Pro Version Only>

To select a specific page or non-dated entry (without clicking on its tab) perform the following steps:

1. Select **Select...** on the **Pages, File** menu, or **Select...** on the **Non-Dated Entries, File** menu.
2. Choose the page or non-dated entry you want to open.
3. Click **OK**.

Note:

- You can also select a page or non-dated entry directly by clicking on its tab above the editor window.

Related Topics

How do I...

[Create a New Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

[Using a Non-Dated Entry as a Template](#)

5.2.8 Re-Ordering Pages and Non-Dated Entries

<Pro Version Only>

To select a specific page or non-dated entry (without clicking on its tab) perform the following steps:

1. Select **Re-Order...** on the **Ordering, Pages, File** menu or **Re-Order...** on the **Ordering, Non-Dated Entries, File** menu.
2. Drag and drop the entries to achieve the desired order.
3. Click **OK**.

 **Note:**

- You can reset the default order by selecting **Reset Default Order** on the **Ordering, Page, File** menu or **Reset Default Order** on the **Ordering, Non-Dated Entries, File** menu. The default order is the order in which the pages or non-dated entries were originally created.

 **Related Topics**

How do I...

[Create a New Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Using a Non-Dated Entry as a Template](#)

5.2.9 Using a Non-Dated Entry as a Template

<Pro Version Only>

1. Select **Options** on the **View** menu.
2. Select **New Entry Defaults**.
3. Select **Base all new dated entries on the following template**.
4. Select the non-dated entry from the pulldown list to use as a template.
5. Click **OK**.

 **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, 2001 at 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:**

- Any Non-Dated Entry can be used as a template when creating new dated entries.
- When you use a non-dated entry as a template for a new dated entry, the non-dated 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...

[Create a New Page](#)

[Delete a Page](#)

[Rename a Page](#)

[Create a New Non-Dated Entry](#)

[Delete a Non-Dated Entry](#)

[Rename a Non-Dated Entry](#)

[Selecting a Page or Non-Dated Entry](#)

[Re-Ordering Pages and Non-Dated Entries](#)

6 The Spell Checker

6.1 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](#)

6.2 How Do I...

6.2.1 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](#)

6.2.2 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](#)

6.2.3 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](#)

6.2.4 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](#)

6.2.5 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](#)

6.2.6 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](#)

7 Additional Features

7.1 Additional Features

This topic explains how to change a name and/or password, backup and restore and synchronize entries.

 **Related Topics**

How do I...
[Change a Name/Password](#)
[Back Up Entry Datafiles](#)
[Restore Entry Datafiles](#)
[Synchronize Entries](#)

7.2 How Do I...

7.2.1 Change a Name/Password

To change your name perform the following steps:

1. Select **Change Name and Password...** on the **Tool** menu.
2. Enter your **new name** in the **name** section.
3. Click the **Change** button in the **name** section.

To change your password perform the following steps:

1. Select **Change Name and Password...** on the **Tool** menu.
2. Enter your **existing password** in the **password** section.
3. Enter your **new password** in the **password** section.
4. Verify your **new password** by entering it again.
5. Click the **Change** button in the **password** section.

 **Notes:**

- To clear the files listed in the Open Entry Data File dialog box for your name, click the **Clear File List on Open Entry Data File Screen** button. All files except the currently open one will be removed from the list. This does NOT actually delete the files. It only removes the filenames in the most recently used list.
- After changing your password ALL entries are modified and any previous backups you have are obsolete. MAKE A NEW BACKUP IMMEDIATELY AFTER CHANGING YOUR PASSWORD.
- The next time you log in after changing your password you will need to use your new password. YOUR OLD PASSWORD WILL NO LONGER WORK. REMEMBER YOUR NEW PASSWORD.

 **Related Topics**

How do I...

[Back Up Entry Datafiles](#)

[Restore Entry Datafiles](#)

[Synchronize Entries](#)

7.2.2 Back Up Entry Datafiles

1. Select **Backup** on the **Tool** 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 entry data file 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 `.ddf.bak`, in the folder you specified.

 **Related Topics**

[Backup dialog box](#)

How do I...

[Change a Name/Password](#)

[Restore Entry Datafiles](#)

[Synchronize Entries](#)

7.2.3 Restore Entry Datafiles

1. Click **Restore** on the **Open Entry Data File** 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 a Name/Password](#)

[Back Up Entry Datafiles](#)

[Synchronize Entries](#)

7.2.4 Synchronize Entries

<Pro Version Only>

1. Select **Synchronize...** on the **Tool** menu.
2. Select the synchronization type (Pocket PC or another desktop).
3. Click **Next**.
3. Enter or select the name of the entry data file to synchronize with.

Note:

- If you are synchronizing with an entry data file on a Pocket PC the filename should start with `\My Documents\`, followed by a filename, then `.ppd`, for example, `\My Documents\My Entries.ppd`, otherwise click the **Browse** button to select a file on your hard drive.
4. Enter the password for the file you selected in step 3.

Tip:

- Optionally check the **Remember** checkbox to remember the password the next time you synchronize.
5. Select the **Option** tab.
 6. Select the appropriate option.

When the 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).

 **Tip:**

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

7. If the file to synchronize with is on a Pocket PC choose the **Mobile Options:**

Mobile Entry Conversion:

- **Plain Text** format is best if you just want to read entries as text-only on your mobile device and do not wish to modify them.
- **INK** format is best for preserving pictures, sounds and other embedded objects in your entries.
- **Native** format is best if do not have pictures, sounds and other objects in your entries and you will be modifying entries on the mobile device then synchronizing it with your desktop.

Location of mobile EXE file:

- Type the location of the EXE file on your mobile device. This should be set automatically if you installed the mobile version of **Alpha Journal** in the default folder on your mobile device.

7. Click **Synchronize Now**.

 **Notes:**

- The options you choose are saved so you only need to set them once. The default options are normally all you ever need so no changes are normally necessary.
- You can synchronize with an entry data file created on the desktop version of **Alpha Journal** or the Pocket PC version.
- **Delete Mobile File** deletes the file on your mobile device after synchronization.

 **Related Topics**

[Synchronize dialog box](#)

How do I...

[Change a Name/Password](#)

[Back Up Entry Datafiles](#)

[Restore Entry Datafiles](#)

8 The User Interface

8.1 The Main Window

8.1.1 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, calendar, entry list, find panel, picture panel and symbol panel.

Related Topics

[The Main Menu](#)

[Toolbars](#)

[Find Panel](#)

[Picture Panel](#)

8.1.2 The Main Menu

8.1.2.1 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](#)

[Toolbars](#)

[Find Panel](#)

[Picture Panel](#)

8.1.2.2 File Menu

8.1.2.2.1 Open/New...

Allows you to open an existing entry data file or create a new entry data file.

Related Topics

[Open Entry Data File dialog box](#)

[New Entry Data File dialog box](#)

[Restore dialog box](#)

How do I...

[Create a New Entry Data File](#)

[Open an Entry Data File](#)

[Restore Entry Datafiles](#)

8.1.2.2.1.1 Open Entry Data File dialog box

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

Entry Data File

Name

Enter the name associated with your entry data file. This is simply used to select the last open filename associated with that name and is not required. Click the **Browse** button (see below) to select the Entry Data File.

Filename

Select from the list of recently used filenames associated with the name you entered.

Open as read only

Check this to open the entry data file in read only mode. In this mode you can view entries but you cannot make changes. In this mode other people can open the same entry data file at the same time, but only one can open in in non-read only mode.

Browse button

Click this button to select an entry data file directly.

Create New button

Click this button to create a new entry data file.

Restore button

Click this button to restore a previously backed up entry data file.

Password

Enter the password associated with the selected entry data file. If no password is used leave this field blank.

OK

Click this button to attempt to open the selected entry data file using the specified password.

Cancel

Click this button to exit without opening an entry data file.

Related Topics

[New Entry Data File dialog box](#)
[Restore dialog box](#)

To display the **New Entry Data File dialog box** select **Open/New...** on the **File** menu then click the **Create New** in the [Open Entry Data File dialog box](#).

STEP 1: Choose a file to store your entries in

... button

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

STEP 2: Enter Your First Name

First Name

Specify a name to identify yourself in the Alpha Journal.

STEP 3: Enter and Verify Your Password

Password

Specify a password at least three characters long.

Verify

Verify the password.

Related Topics

[Open Entry Data File dialog box](#)

How do I...

[Create a New Entry Data File](#)

[Open an Existing Entry Data File](#)

To display the **Restore dialog box** start Alpha Journal and click the **Restore** button in the [Open Entry Data File 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 Entry Data File dialog box](#)

How do I...
[Restore Entry Datafiles](#)
[Create a New Entry Data File](#)
[Open an Existing Entry Data File](#)

8.1.2.2.2 Save Entry

Allows you to save the currently open entry.

Related Topics

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

8.1.2.2.3 Delete Entry

Allows you to delete the currently open entry.

Related Topics

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

8.1.2.2.4 Entry Properties

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

Related Topics

[Entry Properties dialog box](#)

8.1.2.2.4.1 Entry Properties dialog box

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

Locking

None

Use this option if you don't want any locking on your currently open entry.

Protect from changes without passcode

Use this option if you want to be prompted for a passcode before making any changes to the currently open entry. If the passcode is not entered you will be able to view the entry but not make changes to it.

Protect from viewing without passcode

Use this option if you want to be prompted for a passcode to view the currently open entry. If the passcode is not entered you will not be able to view or change this entry.

Related Topics

[Options dialog box](#)

8.1.2.2.5 Pages/Non-Dated Entries

Pages are sub-entries in a journal file that help you keep different types of information separated for each date. When you create an entry data file a tab named "Default Page" is automatically created as your first journal page. This page cannot be deleted.

Related Topics

[New](#)

[Delete Selected...](#)

[Rename Selected](#)

[Ordering](#)

[Re-Order...](#)

[Reset Default Order](#)

[Select...](#)

[Select Page dialog box](#)

8.1.2.2.5.1 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 Page dialog box](#)

8.1.2.2.5.2 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 Page dialog box](#)

8.1.2.2.5.3 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 Page dialog box](#)

8.1.2.2.5.4 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 Page 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 Page dialog box](#)

8.1.2.2.5.5 Select...

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

 **Related Topics**[Select Page dialog box](#)[New](#)[Delete Selected...](#)[Rename Selected...](#)[Ordering](#)[Re-Order...](#)[Reset Default Order](#)

To display the **Select Page dialog box** select **File, Pages, Select...** or **File, Non-Dated Entries, Select**.

List

Select the page or non-dated entry.

Related Topics

[New](#)
[Delete Selected...](#)
[Rename Selected](#)
[Ordering](#)
[Re-Order...](#)
[Reset Default Order](#)
[\[****\]](#)

8.1.2.2.6 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](#)

8.1.2.2.7 Print...

Allows you to print your entries.

Related Topics

[Print dialog box](#)
[Printer Setup...](#)

8.1.2.2.7.1 Print dialog box

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

Entries to Print

All entries

Prints all the entries in your entry data file.

All entries in Selected Page

Prints all entries for the Page you are on.

Select Entries

Prints only the selected entries.

Current Entry Only

Prints the entry that you are currently on.

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 page names

Use this option to print the name of the page the entry is on.

Related Topics

[Printer Setup...](#)

8.1.2.2.8 Exit

Allows you to close **Alpha Journal**.

8.1.2.3 Edit Menu

8.1.2.3.1 Undo

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

Related Topics

[Redo](#)

8.1.2.3.2 Redo

Allows you to **redo** the last undo you did.

 **Related Topics**[Undo](#)

8.1.2.3.3 Cut

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

 **Related Topics**[Copy](#)
[Paste](#)

8.1.2.3.4 Copy

Copies the currently selected text to the clipboard.

 **Related Topics**[Cut](#)
[Paste](#)

8.1.2.3.5 Paste

Pastes the text on the clipboard into your entry.

 **Related Topics**[Cut](#)
[Copy](#)

8.1.2.3.6 Paste Unformatted Text

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

 **Related Topics**[Cut](#)
[Copy](#)
[Paste](#)

8.1.2.3.7 Delete

Removes the selected text from your entry.

 **Related Topics**

[Cut](#)

8.1.2.3.8 Select All

Selects all the text in the current entry.

 **Related Topics**[Cut](#)[Copy](#)[Paste](#)

8.1.2.3.9 Find...

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

 **Related Topics**[Find Panel](#)[Find Next](#)

8.1.2.3.10 Find Next

Finds next occurrence of the current search text.

 **Related Topics**[Find...](#)[Find Panel](#)**8.1.2.4 Browse Menu**

8.1.2.4.1 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](#)

8.1.2.4.2 By 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](#)

8.1.2.4.2.1 First

Allows you to jump to the first entry.

Related Topics

[Previous](#)
[Next](#)
[Last](#)

8.1.2.4.2.2 Prev

Allows you to jump to the previous entry.

Related Topics

[First](#)
[Next](#)
[Last](#)

8.1.2.4.2.3 Next

Allows you to jump to the next entry.

Related Topics

[First](#)
[Previous](#)
[Last](#)

8.1.2.4.2.4 Last

Allows you to jump to the last entry.

Related Topics

[First](#)
[Previous](#)
[Next](#)

8.1.2.4.3 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](#)

8.1.2.4.3.1 Back a Day

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](#)

8.1.2.4.3.2 Back a Month

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](#)

8.1.2.4.3.3 Back 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](#)

8.1.2.4.3.4 Ahead a Day

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](#)

8.1.2.4.3.5 Ahead a Month

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](#)

8.1.2.4.3.6 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](#)

8.1.2.5 Insert Menu

8.1.2.5.1 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](#)
[Add Custom Text](#)
[Change Custom Text](#)
[Delete Custom Text](#)
[Reorder the Custom Text](#)

8.1.2.5.1.1 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 dropdown 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](#)

[Add Custom Text](#)

[Change Custom Text](#)

[Delete Custom Text](#)

[Reorder the Custom Text](#)

8.1.2.5.2 Category Marker

Allows you to specify a tag that can be used to categorize information within entries. Categories are easily searched for using the [Find](#) command.

Related Topics

[Category Marker dialog box](#)

How do I ...

[Insert a Category Marker](#)

[Add a Category Marker](#)

[Change a Category Marker](#)

[Delete a Category Marker](#)

[Reorder the Category List](#)

8.1.2.5.2.1 Category Marker dialog box

To display the **Category Marker dialog box** select **Category Marker** on the **Insert** menu.

Available Items

Add

Allows you to add a new marker to the list.

Change

Allows you to change an existing marker in the list.

Delete

Allows you to delete an existing marker in the list.

New

Allows you to add a new marker.

Up Arrow button

Allows you to move the selected marker up.

Down arrow button

Allows you to move the selected marker down.

Insert

Inserts the markers into the entry.

 **Related Topics**

How do I ...

[Insert a Category Marker](#)

[Add a Category Marker](#)

[Change a Category Marker](#)

[Delete a Category Marker](#)

[Reorder the Category List](#)

8.1.2.5.3 Date

Inserts the date at the current cursor position.

 **Related Topics**

How do I ...

[Insert the Date and/or Time](#)

8.1.2.5.4 Time

Inserts the time at the current cursor position.

 **Related Topics**

How do I ...

[Insert the Date and/or Time](#)

8.1.2.5.5 Date and Time

Inserts the date and time at the current cursor position.

Related Topics

How do I ...

[Insert the Date and/or Time](#)

8.1.2.5.6 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](#)

8.1.2.5.6.1 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](#)

8.1.2.5.7 Symbol...

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

 **Related Topics**

[Symbol dialog box](#)

How do I ...

[Insert a Symbol](#)

8.1.2.5.7.1 Symbol dialog box

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](#)

8.1.2.5.8 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](#)

8.1.2.5.8.1 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.

Related Topics

How do I ...
[Insert a Picture](#)

8.1.2.5.9 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](#)

8.1.2.5.10 Macro

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

 **Related Topics**

How do I ...

[Insert Macros \(Non-Dated Entries Only\)](#)

8.1.2.6 Format Menu

8.1.2.6.1 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](#)

8.1.2.6.2 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](#)

8.1.2.6.3 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](#)

8.1.2.6.4 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](#)

8.1.2.6.5 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](#)

8.1.2.6.6 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](#)

8.1.2.6.6.1 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](#)

8.1.2.6.7 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](#)

8.1.2.6.8 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](#)

8.1.2.6.9 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](#)

8.1.2.6.10 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](#)

8.1.2.6.11 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](#)

8.1.2.6.12 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](#)

8.1.2.6.12.1 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.

8.1.2.7 Tool Menu

8.1.2.7.1 Change Name & Password...

The name and password utility allows you to change the name and password used with your entry data file. You can also clear the list of files listed on the **Open Entry Data File** screen for your name.

Related Topics

[Change Name and Password dialog box](#)

How do I ...

[Change a Name/Password](#)

8.1.2.7.1.1 Change Name and Password dialog box

To display the **Change Name and Password dialog box** select **Change Name and Password** on the **Tool** menu.

Name

Allows you to change the name of the entry data file and clear the list of files in the **Open Entry Data File** screen.

First Name

Enter here the name you would like to change the login name to.

Change button

Use this button to make the name change.

Clear List on Open Entry Data File Screen button

Allows you to clear the files listed in the Open Entry Data File screen for your name.

Notes:

- All files except the currently open one will be removed from the list.
- This does NOT actually delete the files. It only removes the filenames in the most recently used list.

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.

Converting

Used to display the status of the change.

Change button

Use this button to make the changes to your password.

Close button

Exits the Change Name and Password dialog box.

 **Related Topics**

How do I ...

[Change a Name/Password](#)

8.1.2.7.2 Import

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

 **Related Topics**

[Import dialog box](#)

How do I ...

[Import Entries](#)

8.1.2.7.2.1 Import dialog box

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

Files to Import

Allows you to specify all the information necessary to import files into your journal.

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 file.

 **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 Entry Data File](#)

[Open an Existing Entry Data File](#)

[Bypass the Open Entry Data File](#)

[Import Entries](#)

8.1.2.7.3 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](#)

8.1.2.7.3.1 Export dialog box

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

Entries to Export - Current**All Entries**

Use this option if you would like all your entries exported.

**All Entries on Selected Page**

Use this option if you would like only the entries on the selected page to be exported.

**Selected Entries**

Use this option if you would like to select specific entries to get exported.

**Current Entry Only**

Use this option to export only the current entry.

Folder to export to

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

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.

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.

Export button

Exports the specified files.

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

8.1.2.7.4 Synchronize...

Allows you to synchronize entries from another entry data file. The other entry data file can be from either the desktop version or the mobile version.

Related Topics

[Synchronize dialog box](#)

How do I ...

[Synchronize Entries](#)

8.1.2.7.4.1 Synchronize dialog box

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

Select the synchronization type then click Next

Allows you to select where the Entry Data File will come from.

I want to synchronize with an entry data file on a Pocket PC radio button

Select this option to synchronize with a Pocket PC.

I want to synchronize with another desktop entry data file radio button

Select this option to synchronize with a desktop/laptop PC.

Next button

Allows you to move to the next step in the synchronization process.

Synchronize tab

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

File to synchronize with

Allows you to select the file to synchronize with.

Password

The password for the file selected above

Remember checkbox

Remember the password for the next time you synchronize.

Synchronize Now 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.

Mobile Options tab**Mobile Entry Conversion**

Plain Text

Is best if you just want to read entries as text-only on your mobile device and do not wish to modify them.

INK

Is best for preserving pictures, sounds and other embedded objects in your entries.

Native

Is best if you do not have pictures, sounds and other objects in your entries and you will be modifying entries on the mobile device then synchronizing it with your desktop.

Location of mobile EXE file:

Type the location of the EXE file on your mobile device. This should be set automatically if you installed the mobile version of Alpha Journal in the default folder on your mobile device.

Report tab

Shows the status of the synchronization.

Note:

- You can synchronize with an entry data file created on the desktop version of Alpha Journal or the Pocket PC version.

Related Topics

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

8.1.2.7.5 Backup

Allows you to easily backup your entry data file to a floppy disk or any other drive on your computer, allowing you to split it across multiple disks if necessary.

Notes:

- Backing up is a VERY important step in making sure your entry data file is safe. Should your computer crash you will always have a recent copy of you entry data file that can easily be restored using the **Restore** button on the [Open Entry Data File](#) screen.
- 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 entry data file in that backup job and skip using the backup system in **Alpha Journal**. 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](#)

8.1.2.7.5.1 Backup dialog box

To display the **Backup dialog box** select **Backup** on the **Tool** 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 dialog box](#)

How do I ...

[Back Up Entry Datafiles](#)

[Restore Entry Datafiles](#)

8.1.2.7.6 Save Copy As...

Saves the currently open Entry Data File to a new name.

 **Notes:**

- This does not remove your original Entry Data File.
- The changes you've made since the last save will only appear under the newly named Entry Data File.

 **Related Topics**

How do I ...

[Save an Entry](#)

[Save Entry](#)

8.1.2.7.7 Spell Check...

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

Related Topics

[Spelling dialog box](#)

[Spelling Options dialog box](#)

8.1.2.7.7.1 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](#)

8.1.2.8 View Menu

8.1.2.8.1 Options

Allows you to set application options and defaults.

 **Related Topics**

[Options dialog box](#)
[General](#)
[Date and Time](#)
[New Entry Defaults](#)
[Existing Entry Add-On](#)
[Entry Locking](#)
[Appearance](#)
[Messages](#)
[Spelling](#)
[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

8.1.2.8.1.1 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**

[General](#)
[Date and Time](#)
[New Entry Defaults](#)
[Existing Entry Add-On](#)
[Entry Locking](#)
[Appearance](#)
[Messages](#)
[Spelling](#)
[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

To display the **General** tab select **Options** on the **View** 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.

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 by 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.

Show Non-Dated entries at startup

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

 **Related Topics**

[Open an Existing Entry](#)

[Backup](#)
[Date and Time](#)
[New Entry Defaults](#)
[Existing Entry Add-On](#)
[Entry Locking](#)
[Appearance](#)
[Messages](#)
[Spelling](#)
[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

To display the **Backup** tab select **Options** on the **View** 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](#)
[Existing Entry Add-On](#)
[Entry Locking](#)
[Appearance](#)
[Messages](#)
[Spelling](#)
[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

To display the **Date and Time** tab select **Options** on the **View** 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](#)

[Existing Entry Add-On](#)

[Entry Locking](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

To display the **New Entry Defaults** tab select **Options** on the **View** 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.

Base all new entries on a blank page with the defaults above

Select this option to have all new entries created as a blank page with the default font and paragraph attributes specified above. Also note that the date and/or time can be inserted into new entries automatically when this option is selected by specifying it on the Date and Time Options.

Base all new dated entries on the following template

Select this options, then select the template entry to use whenever a new dated entry is created. (Non-Dated entries will be blank with the specified defaults.)

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

Select this option to select which template entry to use whenever a new dated entry is created. (Non-Dated entries will be blank with the specified defaults.)

Related Topics

[General](#)

[Backup](#)

[Date and Time](#)

[Existing Entry Add-On](#)

[Entry Locking](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

To display the **Existing Entry Add-On** tab select **Options** on the **View** menu then click **Existing Entry Add-On** on the left side of the screen.

Add the following template to all existing non-dated entries

Check this checkbox to add the selected template to each existing non-dated entry when it is opened..

Add to the bottom instead of the top

Check this checkbox to add the selected entry after the existing text in the entry instead of before it.

Related Topics

[General](#)

[Backup](#)

[Date and Time](#)

[New Entry Defaults](#)

[Entry Locking](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

To display the **Entry Locking** tab select **Options** on the **View** menu then click **Entry Locking** on the left side of the screen.

Lock entry from change automatically when saved

Check this checkbox to automatically lock all entries when saved. If a passcode is specified these entries cannot be changed unless the passcode is entered.

Remember passcode for session once entered

Check this checkbox to remember the passcode after it is entered once until Alpha Journal is closed.

Entry lock override passcode

Specify the passcode required to edit/view locked entries.

Change passcode

Specify the new and old passcodes then click the Change Passcode button to change the passcode. Initially the passcode is blank, which means that even locked entries can be edited/viewed by anyone since there is no passcode to protect them.

Current Passcode

Enter in your current passcode.

New Passcode

Enter in your new passcode.

Note:

- The passcode can be up to 7 characters and should contain letters and numbers only. Letters are not case sensitive.

Verify New Passcode

Re-enter your new passcode for verification.

Note:

- If no passcode is set then all entries (including locked entries) can be viewed and modified by anyone.

Related Topics

[General](#)

[Date and Time](#)

[Backup](#)

[New Entry Defaults](#)

[Existing Entry Add-On](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

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

Show ruler

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

Show title

Check this checkbox to show the title that displays the entry date 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 tabs on multiple lines

Check this checkbox to show the tabs for different pages on multiple lines above the entry.

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.

Show Toolbar

Select this option to show the main toolbar.

Show Format Bar

Select this option to show the format toolbar.

Show Browse Bar

Select this option to show the browse toolbar.

Show Entry List

Select this option to show the entry list.

Show Picture Panel

Select this option to show the picture panel.

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.

 **Related Topics**

[General](#)
[Backup](#)
[Date and Time](#)
[New Entry Defaults](#)
[Existing Entry Add-On](#)
[Entry Locking](#)
[Messages](#)
[Spelling](#)
[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

To display the **Messages** tab select **Options** on the **View** 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 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](#)
[Existing Entry Add-On](#)
[Entry Locking](#)
[Appearance](#)
[Spelling](#)
[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

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

 **Related Topics**

[Spelling Options dialog box](#)
[Dictionaries dialog box](#)

[General](#)
[Backup](#)
[Date and Time](#)
[New Entry Defaults](#)

[Existing Entry Add-On](#)
[Entry Locking](#)
[Appearance](#)
[Messages](#)

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](#)

8.1.2.9 Help Menu

8.1.2.9.1 Help Topics

Displays this help file.

8.1.2.9.2 Alpha Journal Home

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

8.1.2.9.3 Recent News and Information

Opens a web browser to display news about **Alpha Journal**.

8.1.2.9.4 Other Products

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

8.1.2.9.5 Support

Opens a web browser to display additional support resources.

8.1.2.9.6 Check For Updates

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

Important:

Absolutely no private information is sent.

8.1.2.9.7 Purchasing

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

8.1.2.9.8 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](#)

8.1.2.9.9 About

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

8.1.3 Toolbars

8.1.3.1 Toolbars

Consists of several toolbars containing buttons for commonly used menu commands.

Related Topics

[The Main Window](#)

[The Main Menu](#)

8.1.4 Panels

8.1.4.1 Find Panel

To toggle the **Find Panel** select **Find...** on the **Edit** menu.

New search

Starts a new search from the text entered.

Find Next

Finds next occurrence of the search text entered.

Find All

Find all occurrences of the search text entered.

Cancel

Cancels the search.

Text to Find

Allows you to enter the text and select searching options.

Match whole words only

Match the search text for the whole word.

Match case

Match the exact upper and lower case of the search text (case sensitivity).

Next entry

Finds the next occurrence of the search text.

Entries to Search

Shows the entries selected to search.

**All entries**

Searches all the entries in your Entry Data File.

**All entries in Selected Page**

Searches all entries for the Dated or Non-Dated Page you are on.

**Select Entries**

Searches only the selected entries.

**Current Entry Only**

Searches only the entry that you are currently on.

Results

Shows the log entries found with the search text.

**Related Topics**

[The Main Window](#)

8.1.4.2 Picture Panel

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

Category combo box

Allows you to select the category.

Picture Picker

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](#)