

# Table of Contents

<b>Part I Welcome</b>	<b>6</b>
1 Welcome .....	6
2 Frequently Asked Questions .....	6
3 Transferring and Re-Installing .....	8
<b>Part II Getting Started</b>	<b>8</b>
1 Getting Started .....	8
2 How do I... ..	9
Create a New Database .....	9
Open an Existing Database .....	9
Bypass the Open Database dialog box .....	10
Import Entries from Another Program .....	11
Import Entries from Alpha Journal V4 and Older .....	12
<b>Part III Managing Entries</b>	<b>12</b>
1 Managing Entries .....	12
2 How Do I... ..	13
Open an Existing Entry .....	13
Create a New Entry .....	13
Save an Entry .....	13
Delete an Entry .....	14
Browse Entries .....	14
<b>Part IV Working within Entries</b>	<b>15</b>
1 Working within Entries .....	15
2 How Do I... ..	16
Insert the Date and/or Time .....	16
Insert a Symbol .....	16
Insert an Entry Link .....	17
Insert a Picture .....	17
Insert a Sound or Other Object .....	18
Insert Custom Text .....	19
Add Custom Text .....	19
Delete Custom Text .....	20
Change Custom Text .....	20
Reorder the Custom Text .....	21
Insert Macros (Template Entries Only) .....	21
Format Paragraphs .....	22
<b>Part V Searching and Filtering Entries</b>	<b>23</b>
1 Searching and Filtering Entries .....	23
2 Advanced Search Text .....	24
3 How Do I... ..	25
Filter Entries .....	25

Search within an Entry .....	26
<b>Part VI Printing and Exporting Entries</b>	<b>26</b>
1 Printing and Exporting Entries .....	26
2 How Do I... .....	26
Print Entries .....	26
Export Entries .....	27
<b>Part VII Sections</b>	<b>27</b>
1 Sections .....	27
2 How Do I... .....	28
Create a New Section .....	28
Delete a Section .....	28
Rename a Section .....	29
Re-Order Sections .....	29
Select a Section .....	29
<b>Part VIII Free-Form Entries</b>	<b>30</b>
1 Free-Form Entries .....	30
2 How Do I... .....	30
Create a New Free-Form Entry .....	30
Delete a Free-Form Entry .....	31
Select a Free-Form Entry .....	31
<b>Part IX Templates</b>	<b>31</b>
1 Templates .....	31
2 How Do I... .....	32
Enable Templates .....	32
Create a Template .....	32
Use a Template .....	33
<b>Part X The Spell Checker</b>	<b>34</b>
1 The Spell Checker .....	34
2 How Do I... .....	34
Spell Check an Entry .....	34
Edit Spell Checking Dictionaries .....	35
Select a Dictionary .....	35
Add a Dictionary .....	36
Edit a Dictionary .....	36
Delete a Custom Dictionary .....	37
<b>Part XI Additional Features</b>	<b>37</b>
1 Additional Features .....	37
2 How Do I... .....	38
Change the Master Password .....	38
Back Up a Journal Database .....	38
Restore a Journal Database .....	39
Synchronize Entries .....	39

**Part XII The User Interface 40**

**1 The Main Window ..... 40**

**The Main Window ..... 40**

**The Main Menu ..... 41**

        The Main Menu ..... 41

        File Menu ..... 41

            Open/New Journal Database ..... 41

                Open Database dialog box ..... 41

                New Database dialog box ..... 42

                Restore Database dialog box ..... 43

            Section ..... 43

                New ..... 43

                Delete Selected ..... 44

                Rename Selected ..... 44

                Ordering ..... 44

                Re-Order... ..... 45

                Reorder dialog box ..... 45

                Reset Default Order ..... 45

                Select... ..... 46

                Select Section dialog box ..... 46

            Options ..... 46

                Options dialog box ..... 47

                    General ..... 47

                    Backup ..... 48

                    Date and Time ..... 49

                    New Entry Defaults ..... 49

                    Appearance ..... 50

                    Messages ..... 52

                    Spelling ..... 52

                    Spelling Options dialog box ..... 52

                    Dictionaries dialog box ..... 54

                    Database Tools ..... 54

                    Change Master Password dialog box ..... 55

            Printer Setup... ..... 55

            Print... ..... 56

                Print dialog box ..... 56

            Import ..... 57

                Import dialog box ..... 57

            Export ..... 59

                Export dialog box ..... 59

            Synchronize... ..... 61

                Synchronize dialog box ..... 61

            Backup ..... 62

                Backup Journal Database dialog box ..... 63

            Save Copy As ..... 63

            Exit ..... 64

        Edit Menu ..... 64

            Undo ..... 64

            Redo ..... 64

            Cut ..... 64

            Copy ..... 64

            Paste ..... 65

Paste Unformatted Text .....	65
Delete .....	65
Select All .....	65
Find in Entry .....	65
Replace in Entry.....	66
Find Next .....	66
Entry Menu.....	66
Save Entry .....	66
Delete Entry .....	66
Browse .....	66
Today .....	66
By Existing Entry.....	67
First .....	67
Prev .....	67
Next .....	68
Last .....	68
By Date .....	68
Back a Day .....	68
Back a Month .....	69
Back a Year .....	69
Ahead a Day .....	69
Ahead a Month.....	69
Ahead a Year .....	69
Spell Check... .....	70
Spelling dialog box.....	70
Spelling Options dialog box.....	71
Insert Menu.....	71
Custom Text... .....	71
Custom Text dialog box.....	71
Date .....	72
Time .....	73
Date and Time .....	73
Entry Links... .....	73
Choose Entries dialog box.....	73
Select Entries by Date dialog box.....	74
Symbol... .....	74
Symbol dialog box.....	75
Picture... .....	75
Picture dialog box.....	75
OLE Object... .....	76
Macro .....	76
Format Menu.....	76
Font... .....	76
Bold .....	76
Italic .....	77
Underline .....	77
Strikeout .....	78
Paragraph... .....	78
Paragraph dialog box.....	78
Left .....	80
Center .....	80
Right .....	81
Numbering .....	81
Line Spacing .....	82

Tabs...	82
Tabs dialog box.....	83
Help Menu.....	83
Help Topics .....	83
My Personal Diary Home.....	83
Other Products .....	83
Support .....	83
Check For Updates.....	83
Purchasing .....	84
Enter/Modify License Information.....	84
About .....	84
<b>Toolbars .....</b>	<b>84</b>
Toolbars .....	84
<b>Panels .....</b>	<b>85</b>
Title Panel.....	85
Calendar Panel.....	85
Entry Tree Panel.....	86
Picture Panel.....	87
Previous Years Entry Panel.....	87

**Index**

**0**

# 1 Welcome

## 1.1 Welcome

### Thank you for using My Personal Diary.

We hope you enjoy using this product and hope that it meets your every need. We have worked extremely hard to make **My Personal Diary** 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 **My Personal Diary** forever without any time or feature limitations. You can securely purchase a license by clicking the BUY button on the introduction screen displayed when **My Personal Diary** starts, or directly from our website at:

<http://www.camdevelopment.com/my-personal-diary/>

**NOTE:** Some topics in this help file are only included in the Pro version and are marked by "**Pro Only**" throughout this help file.

Sincerely,

The **My Personal Diary** Team

## 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/my-personal-diary/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 sections, dated, free-form entries, and options) is stored in a single file. The name and location of this file is what you specified when you created the journal database. It defaults to **My Entries.jdf** 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, My Personal Diary gives me an error that the file cannot be opened. What's wrong?**

A. First, make sure you are clicking the ... button on the **Open Journal Database** dialog box in **My Personal Diary** to select the journal database 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 My Personal Diary 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 **File** menu. This options hides **My Personal Diary** in the system tray when it starts. This is useful when you have **My Personal Diary** starting at Windows startup. To activate **My Personal Diary** simply click on the icon in the system tray. To display **My Personal Diary** on the screen when it starts uncheck this option.

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

A. If there was an easy way around your master password then using a password would not make sense. If you forget your master 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 strong cypher that is extremely hard to break with today's hardware. Provided you use a quality password and short of a full scale attack by a very well funded entity, your entries are secure. Without the master password there is no practical way to retrieve your data.

**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. **My Personal Diary** 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 Template](#).

### **Upgrading Issues:**

Please see the following help topics:

How Do I...

[Import Entries from Alpha Journal V4 and Older](#)  
[Import Entries from Another Program](#)

## 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 5, your license information will work with 5.1.0.0, 5.2.0.0, etc. but will not work with any newer major version (6.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 will need a copy of the install file for the version you purchased. You are responsible for keeping a backup of this file. We usually make the last major version available for download as a courtesy, but do not guarantee all old versions will be available forever.

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 **My Personal Diary** 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 a Journal Database](#).

## 2 Getting Started

### 2.1 Getting Started

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

How do I...

[Create a New Journal Database](#)

[Open an Existing Journal Database](#)

[Bypass the Open Journal Database Screen](#)



[Import Entries from Another Program](#)  
[Import Entries from Alpha Journal V4 and Older](#)

## 2.2 How do I...

### 2.2.1 Create a New Database

1. Start **My Personal Diary**.
2. At the [Open Database dialog box](#) click the **Create New** button.
3. Click the ... button to specify a filename for your journal database.
4. Select a folder then type in a filename (Example: My Entries.JDF).
5. Enter a master password for the journal database.
6. Verify the master password by entering it again.
7. Click **OK**.

#### Notes:

- Make sure you do not have a journal database and master password specified on the command line. If you do, the [New Database dialog box](#) will not be displayed and you will not have the option of creating a new journal database.
- Be careful not to specify and overwrite an existing journal database.
- Do not include any spaces or special characters.
- If you do not want to use a master password leave it blank.

#### Related Topics

[New Database dialog box](#)

How do I...

[Open an Existing Database](#)

[Bypass the Open Database dialog box](#)

[Import Entries from Another Program](#)

[Import Entries from Alpha Journal V4 and Older](#)

### 2.2.2 Open an Existing Database

1. Start **My Personal Diary**.
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 Database dialog box](#)  
[Backing up and Restoring](#)

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

### 2.2.3 Bypass the Open Database dialog box

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

The format of the command line is as follows:

```
AJOURNAL.EXE [journaldatabasefile] [masterpassword]
```

 **Tips:**

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

For more information on creating shortcuts see the Windows documentation.

 **Note:**

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

 **Related Topics**

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

## 2.2.4 Import Entries from Another Program

### Pro Only

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

1. Select the section you want to import into.
2. Select **Import** on the **File** menu.
3. Select the **From TXT/RTF Files** tab.
4. Select the format (TXT or RTF).
5. Click the **...** button to select the folder that contains your TXT or RTF files.
6. Choose the overwrite option:

#### Prompt

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

#### Never

Will skip all entries that already exist.

#### Always

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

7. Click **Import**.

#### Notes:

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

YYYYMMDD.TXT or YYYYMMDD.RTF

where:

YYYY is the year (Example: 1997)

MM is the month (Example: 01)

DD is the day (Example: 01)

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

#### Related Topics

How do I...

[Create a New Journal Database](#)

[Open an Existing Journal Database](#)

[Bypass the Open Journal Database dialog box](#)  
[Import Entries from Alpha Journal V4 and Older](#)

## 2.2.5 Import Entries from Alpha Journal V4 and Older

### Pro Only

1. Start **My Personal Diary**.
2. Select **Import** on the **File** menu.
3. Select the **From DDF** tab.
4. Click the **...** button to select the DDF file you want to import.
5. Enter the password used with the DDF file (leave it blank if you do not require a password).
6. Choose the overwrite option:

#### **Prompt**

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

#### **Never**

Will skip all entries that already exist.

#### **Always**

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

7. Click **Import**.

### Related Topics

How do I...

[Create a New Database](#)

[Open an Existing Database](#)

[Bypass the Open Database dialog box](#)

[Import Entries from Another Program](#)

## 3 Managing Entries

### 3.1 Managing Entries

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

### Related Topics

How do I...

[Open an Existing Entry](#)

[Create a New Entry](#)

[Save an Entry](#)

[Delete an Entry](#)  
[Browse Entries](#)

## 3.2 How Do I...

### 3.2.1 Open an Existing Entry

1. Select the entry you want to open in the [Calendar Panel](#).

 **Note:**

- You can also use the [Browse](#) commands to navigate entries.

 **Related Topics**

How do I...

[Create a New Entry](#)  
[Save an Entry](#)  
[Delete an Entry](#)  
[Browse Entries](#)

### 3.2.2 Create a New Entry

1. Use the [Browse](#) commands or the [Calendar Panel](#) to select the desired date.
2. Type the text for your entry.
3. Select **Save** on the **Entry** menu.

 **Note:**

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

 **Related Topics**

How do I...

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

### 3.2.3 Save an Entry

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

 **Notes:**

- Your entries are automatically saved within your journal database.
- You can automatically save your entries without being prompted by choosing the **Auto Save** under [Options](#).

- My Personal Diary 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](#)

## 3.2.4 Delete an Entry

1. Use the [Browse](#) commands or the [Calendar Panel](#) to select the desired date.
2. Select **Delete Entry** on the **Entry** menu.

### Note:

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

### Related Topics

How do I...

[Open an Existing Entry](#)

[Create a New Entry](#)

[Save an Entry](#)

[Browse Entries](#)

## 3.2.5 Browse Entries

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

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

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

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

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

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

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

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

**To move back a day from the current entry:**

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

**To move back one month from the current entry:**

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

**To move back one year from the current entry:**

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

**To move ahead a day from the current entry:**

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

**To move ahead a month from the current entry:**

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

**To move ahead one year from the current entry:**

1. Select **Ahead a Year** on the **Entry->Browse->By Date** menu or click the **Ahead a Year** button on the [Calendar Panel](#).

 **Note:**

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

 **Related Topics**

How do I...

[Open an Existing Entry](#)

[Create a New Entry](#)

[Save an Entry](#)

[Delete an Entry](#)

## 4 Working within Entries

### 4.1 Working within Entries

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

 **Related Topics**

How do I...

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

[Insert a Symbol](#)

[Insert an Entry Link](#)  
[Insert a Picture](#)  
[Insert a Sound or Other Object](#)  
[Insert Custom Text](#)  
[Add Custom Text](#)  
[Delete Custom Text](#)  
[Change Custom Text](#)  
[Reorder the Custom Text](#)  
[Insert Macros \(Template Entries Only\)](#)  
[Format Paragraphs](#)

## 4.2 How Do I...

### 4.2.1 Insert the Date and/or Time

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

 **Note:**

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

 **Related Topics**

How do I...

[Insert a Symbol](#)  
[Insert an Entry Link](#)  
[Insert a Picture](#)  
[Insert a Sound or Other Object](#)  
[Insert Custom Text](#)  
[Add Custom Text](#)  
[Delete Custom Text](#)  
[Change Custom Text](#)  
[Reorder the Custom Text](#)  
[Insert Macros \(Template Entries Only\)](#)  
[Format Paragraphs](#)

### 4.2.2 Insert a Symbol

1. Select **Symbol** on the **Insert** menu if the Symbol Panel is not already displayed.
2. Select the appropriate symbol font.
3. Select the symbol you want to insert.

 **Tip:**

- You can scroll the panel by clicking the arrow buttons at the top and bottom of the symbol panel.
4. Click the Insert button below the symbol selection area.

 **Related Topics**



[Symbol dialog box](#)

How do I...

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

[Insert an Entry Link](#)

[Insert a Picture](#)

[Insert a Sound or Other Object](#)

[Insert Custom Text](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Insert Macros \(Template Entries Only\)](#)

[Format Paragraphs](#)

### 4.2.3 Insert an Entry Link

1. Select **Entry Link(s)...** on the **Insert** menu.
2. Select the entries you want to link to.

#### **Note:**

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

#### **Related Topics**

[Choose Entries dialog box](#)

How do I...

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

[Insert a Symbol](#)

[Insert a Picture](#)

[Insert a Sound or Other Object](#)

[Insert Custom Text](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Insert Macros \(Template Entries Only\)](#)

[Format Paragraphs](#)

### 4.2.4 Insert a Picture

#### **Pro 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](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Insert Macros \(Template Entries Only\)](#)

[Format Paragraphs](#)

## 4.2.5 Insert a Sound or Other Object

**Pro 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](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)  
[Insert Macros \(Template Entries Only\)](#)  
[Format Paragraphs](#)

## 4.2.6 Insert Custom Text

1. Select **Custom Text...** on the **Insert** menu.
2. Select the text from the list.
3. Click the **Insert** button to insert the text.
4. Click the **Close** button.

### Related Topics

[Custom Text dialog box](#)

How do I...

[Insert the Date and/or Time](#)  
[Insert a Symbol](#)  
[Insert an Entry Link](#)  
[Insert a Picture](#)  
[Insert a Sound or Other Object](#)  
[Add Custom Text](#)  
[Delete Custom Text](#)  
[Change Custom Text](#)  
[Reorder the Custom Text](#)  
[Insert Macros \(Template Entries Only\)](#)  
[Format Paragraphs](#)

## 4.2.7 Add Custom Text

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](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Insert Macros \(Template Entries Only\)](#)

[Format Paragraphs](#)

#### 4.2.8 Delete Custom Text

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](#)

[Add Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Insert Macros \(Template Entries Only\)](#)

[Format Paragraphs](#)

#### 4.2.9 Change Custom Text

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](#)  
[Add Custom Text](#)  
[Delete Custom Text](#)  
[Reorder the Custom Text](#)  
[Insert Macros \(Template Entries Only\)](#)  
[Format Paragraphs](#)

#### 4.2.10 Reorder the Custom Text

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](#)  
[Add Custom Text](#)  
[Delete Custom Text](#)  
[Change Custom Text](#)  
[Insert Macros \(Template Entries Only\)](#)  
[Format Paragraphs](#)

#### 4.2.11 Insert Macros (Template Entries Only)

##### Pro 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](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Format Paragraphs](#)

### 4.2.12 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](#)

[Add Custom Text](#)

[Delete Custom Text](#)

[Change Custom Text](#)

[Reorder the Custom Text](#)

[Insert Macros \(Template Entries Only\)](#)

## 5 Searching and Filtering Entries

### 5.1 Searching and Filtering Entries

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

 **Related Topics**

[Advanced Search Text](#)

How Do I...

[Filter Entries](#)

[Search within an Entry](#)

## 5.2 Advanced Search Text

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

### General rules

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

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

### Basic Match

word1

- Lists all entries that contain word1

word1 word2 word3

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

word\*

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

### Phrases Match

Phrases must be enclosed in double quotes and may contain \*

"healthy food"

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

"healt\* food"

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

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

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

### NEAR Match

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



good NEAR day

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

good NEAR/2 day

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

### Combining searches using AND OR NOT ( )

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

Example:

(good OR bad) AND day

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

### Related Topics

[Entry Tree Panel](#)

How Do I...

[Filter Entries](#)

[Search within an Entry](#)

## 5.3 How Do I...

### 5.3.1 Filter Entries

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

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

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

#### Tip:

- You can save frequently used search text using the **Search Text Favorites** button. Text patterns you save will be available in the drop down list. **Pro Only**
2. Optionally select a sub-entry to narrow the filter to only the selected sub-entry in the **Sub-Entry** drop down list. **Pro Only**
  3. Optionally specify **From** and **To** dates. Be sure to check the checkbox to the left of the date to use the specified date in the filter. **Pro Only**
  4. Optionally check the **+ Free Form** checkbox to include free-form entries in the filter. **Pro Only**

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

### Related Topics

[Advanced Search Text](#)

How Do I...

[Search within an Entry](#)

## 5.3.2 Search within an Entry

1. Select **Find in Entry** on the **Edit** menu.

### Related Topics

How Do I...

[Filter Entries](#)

# 6 Printing and Exporting Entries

## 6.1 Printing and Exporting Entries

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

### Related Topics

How do I...

[Print Entries](#)

[Export Entries](#)

## 6.2 How Do I...

### 6.2.1 Print Entries

1. Select **Print...** on the **File** menu.
2. Select the entries you want to print.
3. Choose the print options (click the Setup button for additional options).
4. Click the **Preview** button to see a preview or the **Print** button to print without a preview.

#### Notes:

- When you print more than one entry you can choose to start each entry on a new page by checking the **Start each entry on a new page** checkbox. Without checking this checkbox all entries are printed continuously with a few blank lines between each.
- Check the **Print entry dates** checkbox to print the entry date at the beginning of each entry. If

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

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

### Related Topics

[Print dialog box](#)

How do I...

[Export Entries](#)

## 6.2.2 Export Entries

1. Select **Export...** on the **File** menu.
2. Select the entries you want to export.
3. Choose the export options.
4. Click the **Export** button.

### Notes:

- Exported files are saved to the Exported folder in the program folder.
- When you export more than one entry you can choose to export each entry to a separate file by checking the **Export each entry to a separate file** checkbox. Without checking this checkbox all entries are exported continuously with a few blank lines between each to a single file.
- Check the **Include entry dates** checkbox to include the entry date at the beginning of each entry.

### Related Topics

[Export dialog box](#)

How do I...

[Print Entries](#)

## 7 Sections

### 7.1 Sections

#### **Pro Only**

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

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

For example, you may have a "General" section, a "Meals" section and an "Exercise" section. In this

case, each entry in the journal will have 3 sections titled General, Meals and Exercise.

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

### Related Topics

[The Main Window](#)

How do I...

[Create a New Section](#)

[Delete a Section](#)

[Rename a Section](#)

[Re-Order Sections](#)

[Select a Section](#)

## 7.2 How Do I...

### 7.2.1 Create a New Section

#### Pro Only

1. Select **New...** on the **Section** menu.
2. Enter the title for the section.
3. Click **OK**.

### Related Topics

How do I...

[Delete a Section](#)

[Rename a Section](#)

[Re-Order Sections](#)

[Select a Section](#)

### 7.2.2 Delete a Section

#### Pro Only

1. Select the section you want to delete by clicking on the appropriate tab.
2. Select **Delete Selected** on the **Section** menu.
3. Click **Yes**, to verify and delete the section. If you don't want to delete it, click **No**.

### Related Topics

How do I...

[Create a New Section](#)

[Rename a Section](#)

[Re-Order Sections](#)

[Select a Section](#)

### 7.2.3 Rename a Section

#### Pro Only

1. Select the section you want to rename by clicking on the appropriate tab.
2. Select **Rename Selected...** on the **Section** menu.
3. Enter the new title for the section.
4. Click **OK**.

#### Related Topics

How do I...

[Create a New Section](#)

[Delete a Section](#)

[Re-Order Sections](#)

[Select a Section](#)

### 7.2.4 Re-Order Sections

#### Pro Only

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

1. Select **Re-Order...** on the **Section->Ordering** menu.
2. Drag and drop the section names to achieve the desired order.
3. Click **OK**.

#### Note:

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

#### Related Topics

How do I...

[Create a New Section](#)

[Delete a Section](#)

[Rename a Section](#)

[Select a Section](#)

### 7.2.5 Select a Section

#### Pro Only

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

1. Select **Select...** on the **Section** menu.
2. Choose the section you want to select.

3. Click **OK**.

 **Note:**

- You can also select a section by clicking on its tab just below the [Main Menu](#).

 **Related Topics**

How do I...

[Create a New Section](#)

[Delete a Section](#)

[Rename a Section](#)

[Re-Order Sections](#)

## 8 Free-Form Entries

### 8.1 Free-Form Entries

**Pro Only**

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

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

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

 **Related Topics**

How do I...

[Create a New Free-Form Entry](#)

[Delete a Free-Form Entry](#)

[Select a Free-Form Entry](#)

### 8.2 How Do I...

#### 8.2.1 Create a New Free-Form Entry

**Pro Only**

1. Select **Free-Form** in the **Entry Type** combo box in the [Title Panel](#).
2. Click the + button to the right of the **Sub-Entry** drop down list in the [Title Panel](#).
3. Enter the title for the entry.
4. Click **OK**.

 **Related Topics**

[Title Panel](#)

How do I...

[Delete a Free-Form Entry](#)

[Select a Free-Form Entry](#)

## 8.2.2 Delete a Free-Form Entry

**Pro Only**

1. Select the Free-Form entry you want to delete.
3. Select **Delete** on the **Entry** menu.
4. Click **Yes**, to verify and delete the entry. If you don't want to delete it, click **No**.

 **Related Topics**

How do I...

[Create a New Free-Form Entry](#)

[Select a Free-Form Entry](#)

## 8.2.3 Select a Free-Form Entry

**Pro Only**

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

1. Select **Free-Form** in the **Entry Type** combo box in the [Title Panel](#).
2. Select the sub-entry corresponding to the free-form entry from the **Sub-Entry** drop down list in the [Title Panel](#).

 **Related Topics**

[Title Panel](#)

How do I...

[Create a New Free-Form Entry](#)

[Delete a Free-Form Entry](#)

# 9 Templates

## 9.1 Templates

**Pro Only**

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

1. New Entry Templates
2. Add-On Templates

A New Entry Template is used when a new dated entry is created (that is, you are writing into it for the

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

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

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

### Related Topics

[Options dialog box](#)

How do I...

[Enable Templates](#)

[Create a Template](#)

[Use a Template](#)

## 9.2 How Do I...

### 9.2.1 Enable Templates

#### Pro Only

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

1. Select **Options** on the **File** menu.
2. Select **New Entry Defaults** on the left.
3. Check the **Enable Templates** checkbox.
4. Click **OK**.

### Related Topics

[Options dialog box](#)

How Do I...

[Create a Template](#)

[Use a Template](#)

### 9.2.2 Create a Template

#### Pro Only

1. [Enable Templates](#)
2. Select **Templates** in the **Entry Type** combo box in the [Title Panel](#).
3. Click the **+** button to the right of the **Sub-Entry** drop down list in the [Title Panel](#).
4. Enter the title for the template.



5. Click **OK**.
6. Enter the text for the template.

 **Tip:**

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

Dear Diary,

It's [Friday February 2, 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:**

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

 **Related Topics**

[Title Panel](#)

[Options dialog box](#)

How Do I...

[Enable Templates](#)

[Use a Template](#)

## 9.2.3 Use a Template

### Pro Only

1. [Enable Templates](#)

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

when they are edited.

#### Notes:

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

#### Related Topics

[Options dialog box](#)

How Do I...

[Enable Templates](#)

[Create a Template](#)

## 10 The Spell Checker

### 10.1 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](#)

### 10.2 How Do I...

#### 10.2.1 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](#)

## 10.2.2 Edit Spell Checking Dictionaries

The **Edit Dictionary** configuration window allows you to edit your 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](#)

## 10.2.3 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](#)

### 10.2.4 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](#)

### 10.2.5 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](#)

## 10.2.6 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](#)

## 11 Additional Features

### 11.1 Additional Features

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

 **Related Topics**

How do I...

[Change the Master Password](#)

[Back Up a Journal Database](#)

[Restore a Journal Database](#)

[Synchronize Entries](#)

## 11.2 How Do I...

### 11.2.1 Change the Master Password

To change the master password perform the following steps:

1. Select **Options** on the **File** menu.
2. Select **Database Tools** on the left
3. Click the **Change** button under **Master Password**.
4. Enter your **existing master password**.
5. Enter your **new master password**.
6. Verify your **new master password** by entering it again.
7. Click the **Change** button.

 **Notes:**

- After changing the master password ALL entries are modified and any previous backups you have are obsolete. MAKE A NEW BACKUP IMMEDIATELY AFTER CHANGING THE MASTER PASSWORD.
- The next time you log in after changing the master password you will need to use the new master password. YOUR OLD MASTER PASSWORD WILL NO LONGER WORK. REMEMBER THE NEW MASTER PASSWORD.

 **Related Topics**

How do I...

[Back Up a Journal Database](#)

[Restore a Journal Database](#)

[Synchronize Entries](#)

### 11.2.2 Back Up a Journal Database

1. Select **Backup...** on the **File** menu.
2. Click the **...** button to select the folder to store your backup in.

**💡 Tip:**

- The default folder can be specified under [Options](#).
3. If you want to add the date to the backup filename check the **Add the date to the backup filename** checkbox.
  4. Click the **Backup Now** button to backup.

**📌 Note:**

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

**📖 Related Topics**

[Backup dialog box](#)

How do I...

[Change the Master Password](#)

[Restore a Journal Database](#)

[Synchronize Entries](#)

### 11.2.3 Restore a Journal Database

1. Click **Restore** on the **Open Journal Database** dialog box when the program starts.
2. Click the **...** button to select the backup file to restore.
3. Click the **...** button to specify the filename you want to restore to.
4. Click the **Restore Now** button to restore your files.

**📖 Related Topics**

[Restore dialog box](#)

How do I...

[Change the Master Password](#)

[Back Up a Journal Database](#)

[Synchronize Entries](#)

### 11.2.4 Synchronize Entries

**Pro Only**

1. Select **Synchronize...** on the **File** menu.
2. Enter or select the name of the journal database file to synchronize with.
4. Enter the master password for the file you selected in step 2.
5. If you want to set more advanced options select the **Options** tab.

6. Select the appropriate options on the **Options** tab.
7. Click **Synchronize**.

### Related Topics

[Synchronize dialog box](#)

How do I...

[Change the Master Password](#)

[Back Up a Journal Database](#)

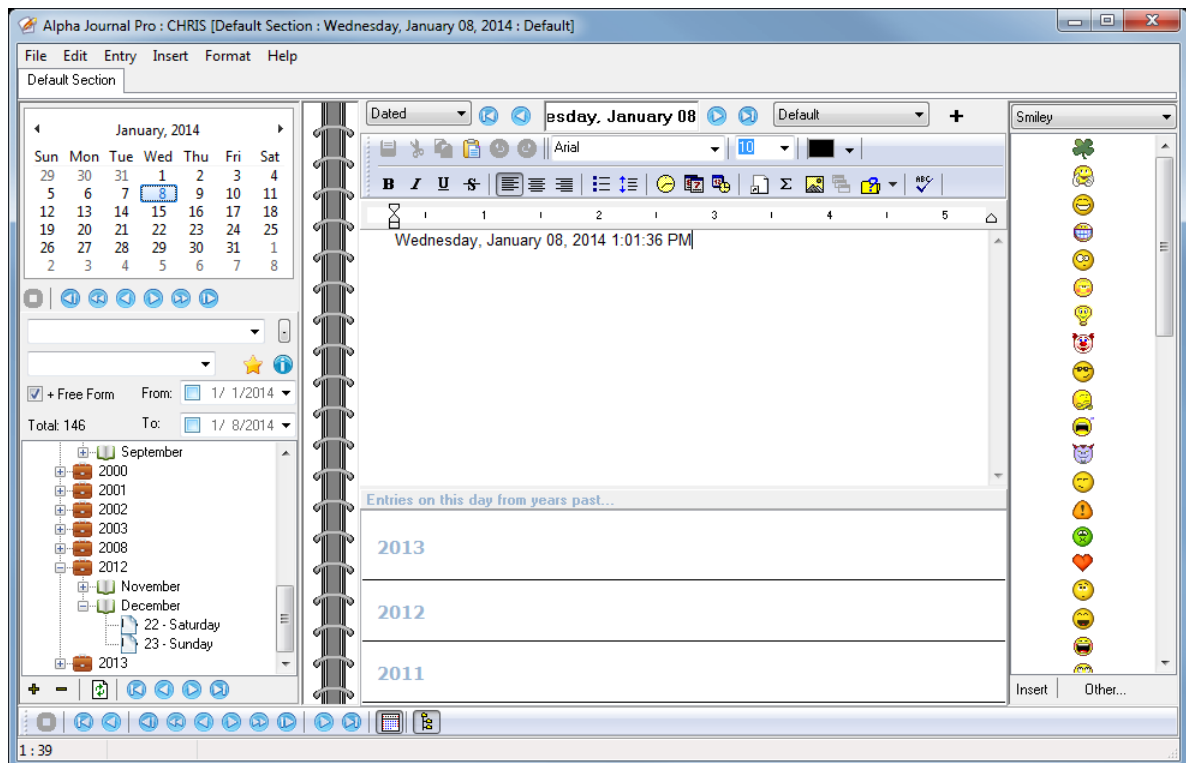
[Restore a Journal Database](#)

## 12 The User Interface

### 12.1 The Main Window

#### 12.1.1 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 tree, title panel, section tabs



### Related Topics



[The Main Menu](#)  
[Toolbars](#)  
[Title Panel](#)  
[Calendar Panel](#)  
[Entry Tree Panel](#)  
[Picture Panel](#)

## 12.1.2 The Main Menu

### 12.1.2.1 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](#)  
[Entry Tree Panel](#)  
[Picture Panel](#)

### 12.1.2.2 File Menu

#### 12.1.2.2.1 Open/New Journal Database...

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

#### Related Topics

[Open Journal Database dialog box](#)  
[New Journal Database dialog box](#)  
[Restore dialog box](#)

How do I...

[Create a New Journal Database](#)  
[Open a Journal Database](#)  
[Restore a Journal Database](#)

#### 12.1.2.2.1.1 Open Database dialog box

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

#### **Database File**

drop down list

Select from the list of recently used databases.

... button

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

**Create New** button

Click this button to create a new journal database.

**Restore** button

Click this button to restore a previously backed up database.

### **Master Password**

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

**OK**

Click this button to attempt to open the selected database using the specified master password.

**Cancel**

Click this button to exit without opening a database.

### **Related Topics**

[New Database dialog box](#)

[Restore Database dialog box](#)

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

### **Journal Database Information**

**Filename**

Shows the filename the database will be stored in.

... button

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

**Master Password**

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

**Verify Password**

Verify the password.

### **Admin User Information**

**Name**

Specify a name for the main user of this database.

 **Related Topics**

[Open Database dialog box](#)

How do I...

[Create a New Database](#)

[Open an Existing Database](#)

To display the **Restore dialog box** start My Personal Diary and click the **Restore** button in the [Open Database dialog box](#).

**Backup file to restore.**

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

**File to restore to.**

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

**Restore Now** button

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

 **Related Topics**

[Backup dialog box](#)

[Open Database dialog box](#)

How do I...

[Restore a Database](#)

[Create a New Database](#)

[Open an Existing Database](#)

12.1.2.2.2 Section

12.1.2.2.2.1 New

**Pro Only**

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

 **Related Topics**

[Delete Selected...](#)

[Rename Selected](#)

[Ordering](#)

[Re-Order...](#)

[Reset Default Order](#)  
[Select...](#)  
[Select Section dialog box](#)

#### 12.1.2.2.2.2 Delete Selected...

##### **Pro Only**

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

##### **Note:**

- The Default Page can never be deleted.

##### **Related Topics**

[New](#)  
[Rename Selected...](#)  
[Ordering](#)  
[Re-Order...](#)  
[Reset Default Order](#)  
[Select...](#)  
[Select Section dialog box](#)

#### 12.1.2.2.2.3 Rename Selected...

##### **Pro Only**

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

##### **Related Topics**

[New](#)  
[Delete Selected...](#)  
[Ordering](#)  
[Re-Order...](#)  
[Reset Default Order](#)  
[Select...](#)  
[Select Section dialog box](#)

#### 12.1.2.2.2.4 Ordering

##### **Pro Only**

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](#)

### Pro Only

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

### Related Topics

[Re-Order...](#)  
[Reset Default Order](#)

[New](#)  
[Delete Selected...](#)  
[Rename Selected](#)  
[Select...](#)  
[Select Section dialog box](#)

### Pro Only

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](#)

### Pro Only

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

### Related Topics

[Reorder dialog box](#)

[New](#)  
[Delete Selected...](#)  
[Rename Selected](#)  
[Select...](#)  
[Select Section dialog box](#)

## 12.1.2.2.2.5 Select...

**Pro Only**

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

 **Related Topics**

[Select Section dialog box](#)

[New](#)

[Delete Selected...](#)

[Rename Selected...](#)

[Ordering](#)

[Re-Order...](#)

[Reset Default Order](#)

**Pro Only**

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

**List**

Select the section.

 **Related Topics**

[New](#)

[Delete Selected...](#)

[Rename Selected](#)

[Ordering](#)

[Re-Order...](#)

[Reset Default Order](#)

## 12.1.2.2.3 Options

Allows you to set application options and defaults.

 **Related Topics**

[Options dialog box](#)

[General](#)

[Date and Time](#)

[New Entry Defaults](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

#### 12.1.2.2.3.1 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](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

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

#### **Auto-save entries every \_\_ minutes**

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

#### **Track current entry in entry panel tree**

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

#### **Select the first occurrence of search text when entry is opened**

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

#### **Hide in the system tray instead of closing**

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

#### **Automatically lock when hidden in the system tray**

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

#### **Hide in the system tray when the application starts**

Check this checkbox to automatically hide the application when it starts. You can activate it 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.

### Select Free-Form entry type at startup **Pro Only**

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

### Related Topics

[Open an Existing Entry](#)

[Backup](#)

[Date and Time](#)

[New Entry Defaults](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

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

### Backup Folder

#### Same folder as the entry data file

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

#### Specified folder

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

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

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

### Prompt to backup each time I exit

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

### Related Topics

[General](#)

[Date and Time](#)

[New Entry Defaults](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)



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

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

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

### **Use long dates instead of short dates**

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

#### **Note:**

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

#### **Related Topics**

[General](#)

[Backup](#)

[New Entry Defaults](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

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

### **Default Entry Formatting**

#### **Font tab**

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

#### **Paragraph tab**

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

#### **Insert date into all new dated entries**

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

#### **Insert time into all new dated entries**

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

### **Templates Pro Only**

**Enable Templates** checkbox

Check this checkbox to enable templates.

- When templates are enabled a *Templates* item is added to the Entry Type combo box that allows you to create, edit and delete template entries.
- Templates are used as a starting point when a **new** dated entry is created.
- You can create any number of templates, but the template titled Default will be used by default unless you have the option below enabled, which allows you to select which template to use each time a new dated entry is created.
- There are two special templates, titled *Default:Add-On:Bottom* and *Default:Add-On:Top* When these exist they will be added to the bottom and top respectively of each **existing** entry when it is edited.

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

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

#### Related Topics

[General](#)

[Backup](#)

[Date and Time](#)

[Appearance](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

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

#### Show title

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

#### Show Toolbar

Select this option to show the main toolbar.

#### Show ruler

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

#### Show cover

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

#### Show Entry List

Select this option to show the entry list.

#### **Show Picture Panel**

Select this option to show the picture panel.

#### **Show Browse Bar**

Select this option to show the browse toolbar.

#### **Title Color**

Select the title color.

#### **Title Text Color**

Select the color of the text on the title.

#### **Editor Background Color**

Select the editor's background color.

#### **Cover Color**

Select the color of the journal cover.

#### **Calendar**

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

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

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

#### **Show \_\_ past years entries for the day selected (0 to hide).**

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

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

#### **Related Topics**

[General](#)

[Backup](#)

[Date and Time](#)

[New Entry Defaults](#)

[Messages](#)

[Spelling](#)

[Spelling Options dialog box](#)

[Dictionaries dialog box](#)

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

### Writing Reminders

Check this option to be reminded at the specified interval (while My Personal Diary is running) to write.  
**Pro Only**

### Updates Check

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

### Related Topics

[General](#)  
[Backup](#)  
[Date and Time](#)  
[New Entry Defaults](#)  
[Appearance](#)  
[Spelling](#)  
[Spelling Options dialog box](#)  
[Dictionaries dialog box](#)

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

### Related Topics

[Spelling Options dialog box](#)  
[Dictionaries dialog box](#)  
  
[General](#)  
[Backup](#)  
[Date and Time](#)  
[New Entry Defaults](#)  
[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](#)

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

**Master Password**

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

**Database Indexes**

Allows you to check and rebuild the database indexes.

 **Related Topics**

[Change Master Password dialog box](#)

How do I ...

[Change the Master Password](#)

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

**Master Password****Old**

Allows you to enter in your old password.

**New**

Allows you to enter in your new password.

**Verify**

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

**OK** button

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

**Cancel** button

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

 **Related Topics**

How do I ...

[Change the Master Password](#)

## 12.1.2.2.4 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](#)

12.1.2.2.5 Print...

Allows you to print your entries.

### Related Topics

[Print dialog box](#)

[Printer Setup...](#)

12.1.2.2.5.1 Print dialog box

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

### Available Entries

#### **Current Entry Only**

Lists the current entry only.

#### **All Entries (All Sections)**

Lists all the entries in your journal database.

#### **All Entries (Current Section)**

Lists all entries in the current section.

#### **Current Filtered Subset**

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

### Entry List

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

#### **Sort newest to oldest button**

Sorts the list from newest to oldest by date.

#### **Sort oldest to newest button**

Sorts the list from oldest to newest by date.

#### **Check All button**

Checks all entries in the list.

#### **Uncheck All button**

Unchecks all entries in the list.



## Options

### Start each entry on a new page

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

#### Note:

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

### Print entry dates

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

#### Note:

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

### Print section names

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

### Print button

Prints the checked entries.

## Related Topics

[Printer Setup...](#)

### 12.1.2.2.6 Import

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

## Related Topics

[Import dialog box](#)

How do I ...

[Import Entries](#)

### 12.1.2.2.6.1 Import dialog box

### **Pro Only**

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

### **From TXT/RTF Files** tab

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

### **Format**

**Plain Text (.TXT)**

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

**Rich Text (.RTF)**

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

**Folder where import files are**

Allows you to specify where the folder is to import.

**Options****Overwrite** dropdown list

Allows you to set the overwrite properties when importing data.

**Prompt**

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

**Never**

Will skip all entries that already exist.

**Always**

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

**Import** button

Imports the specified files.

 **Notes:**

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

**YYYYMMDD.TXT** or **YYYYMMDD.RTF**

where:

**YYYY** is the year (Example: 1997)

**MM** is the month (Example: 01)

**DD** is the day (Example: 01)

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

**From DDF tab**

Allows you to specify a DDF file created with My Personal Diary V4 or older to be imported.

**DDF File**

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

### DDF File Password

Enter the password used with the DDF file.

### Options

#### Overwrite dropdown list

Allows you to set the overwrite properties when importing data.

#### Prompt

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

#### Never

Will skip all entries that already exist.

#### Always

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

### Import button

Imports the entries in the specified DDF file.

### Related Topics

How do I ...

[Create a New Journal Database](#)

[Open an Existing Journal Database](#)

[Import Entries from Another Program](#)

[Import Entries from Alpha Journal V4 and Older](#)

#### 12.1.2.2.7 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](#)

#### 12.1.2.2.7.1 Export dialog box

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

### Available Entries

**Current Entry Only**

Lists the current entry only.

**All Entries (All Sections)**

Lists all the entries in your journal database.

**All Entries (Current Section)**

Lists all entries in the current section.

**Current Filtered Subset**

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

**Entry List**

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

**Sort newest to oldest button**

Sorts the list from newest to oldest by date.

**Sort oldest to newest button**

Sorts the list from oldest to newest by date.

**Check All button**

Checks all entries in the list.

**Uncheck All button**

Unchecks all entries in the list.

**Folder to export to**

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

**Format****Rich Text**

Use this option if you want to save your formatting.

**Plain Text**

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

**Options**

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

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

#### **Include entry dates** checkbox

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

#### **Export** button

Exports the checked entries to the folder specified.

#### **Notes:**

- Exported files are saved to the Exported folder in the program folder.
- Check the **Include entry dates** checkbox to include the entry date at the beginning of each entry.
- When you export more than one entry you can choose to export each entry to a separate file by checking the **Export each entry to a separate file** checkbox. Without checking this checkbox all entries are exported continuously with a few blank lines between each to a single file.

#### **Related Topics**

How do I ...

[Export Entries](#)

Selecting Entries

12.1.2.2.8 Synchronize...

#### **Pro Only**

Allows you to synchronize entries from another journal database.

#### **Related Topics**

[Synchronize dialog box](#)

How do I ...

[Synchronize Entries](#)

12.1.2.2.8.1 Synchronize dialog box

#### **Pro Only**

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

#### **Synchronize tab**

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

#### **File to synchronize with**

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

**Master Password**

The master password for the file selected above.

**Remember** checkbox

Remember the master password for the next time you synchronize.

**Synchronize** button

Starts the synchronization.

**Options tab**

Options for entries with date conflicts.

**When entries for the same date exist in both files****Replace the least recent with the most recent using entry timestamp**

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

**Always replace entry in select file**

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

**Always replace entry in this file**

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

**Full Synchronization**

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

**Report tab**

Shows the status of the synchronization.

 **Related Topics**

How do I ...

[Synchronize Entries](#)

## 12.1.2.2.9 Backup

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

 **Notes:**

- Backing up is a VERY important step in making sure your journal database is safe. Should your computer crash you will always have a recent copy of your journal database that can easily be restored using the **Restore** button in the [Open Journal Database dialog box](#).
- If you do a regular backup of other important files on your system using a backup program, such as Microsoft Backup, (you should be doing this!) you can include your journal database in that backup job and skip using the backup system in **My Personal Diary**. 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](#)

12.1.2.2.9.1 Backup Journal Database dialog box

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

#### **Destination folder for your backup**

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

#### **Add the date to the backup filename**

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

#### **Note:**

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

#### **Backup Now** button

Starts the backup.

### Related Topics

[Restore Journal Database dialog box](#)

How do I ...

[Back Up a Journal Database](#)

[Restore a Journal Database](#)

12.1.2.2.10 Save Copy As...

Saves the currently open journal database to a new file.

 **Notes:**

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

 **Related Topics**

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

12.1.2.2.11 Exit

Allows you to close **My Personal Diary**.

### 12.1.2.3 Edit Menu

12.1.2.3.1 Undo

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

 **Related Topics**

[Redo](#)

12.1.2.3.2 Redo

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

 **Related Topics**

[Undo](#)

12.1.2.3.3 Cut

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

 **Related Topics**

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

12.1.2.3.4 Copy

Copies the currently selected text to the clipboard.



 **Related Topics**

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

## 12.1.2.3.5 Paste

Pastes the text on the clipboard into the current entry.

 **Related Topics**

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

## 12.1.2.3.6 Paste Unformatted Text

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

 **Related Topics**

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

## 12.1.2.3.7 Delete

Removes the selected text from the current entry.

 **Related Topics**

[Cut](#)

## 12.1.2.3.8 Select All

Selects all the text in the current entry.

 **Related Topics**

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

## 12.1.2.3.9 Find in Entry

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

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

## 12.1.2.3.10 Replace in Entry

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

 **Related Topics**

## 12.1.2.3.11 Find Next

Finds next occurrence of the current search text.

 **Related Topics**[Find...](#)**12.1.2.4 Entry Menu**

## 12.1.2.4.1 Save Entry

Allows you to save the currently open entry.

 **Related Topics**

How do I...

[Save an Entry](#)

## 12.1.2.4.2 Delete Entry

Allows you to delete the currently open entry.

 **Related Topics**

How do I...

[Delete an Entry](#)

## 12.1.2.4.3 Browse

## 12.1.2.4.3.1 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](#)

## 12.1.2.4.3.2 By Existing Entry

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

 **Related Topics**[First](#)[Previous](#)[Next](#)[Last](#)[Today](#)[By Date](#)[Back a Day](#)[Back a Month](#)[Back a Year](#)[Ahead a Day](#)[Ahead a Month](#)[Ahead a Year](#)

Allows you to jump to the first entry.

 **Related Topics**[Previous](#)[Next](#)[Last](#)

Allows you to jump to the previous entry.

 **Related Topics**[First](#)[Next](#)

[Last](#)

Allows you to jump to the next entry.

 **Related Topics**

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

Allows you to jump to the last entry.

 **Related Topics**

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

12.1.2.4.3.3 By Date

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

 **Related Topics**

[Back a Day](#)  
[Back a Month](#)  
[Back a Year](#)  
[Ahead a Day](#)  
[Ahead a Month](#)  
[Ahead a Year](#)

[Today](#)

[By Entry](#)  
[First](#)  
[Prev](#)  
[Next](#)  
[Last](#)

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

 **Related Topics**

[Back a Month](#)  
[Back a Year](#)  
[Ahead a Day](#)  
[Ahead a Month](#)  
[Ahead a Year](#)

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

#### Related Topics

[Back a Day](#)  
[Back a Year](#)  
[Ahead a Day](#)  
[Ahead a Month](#)  
[Ahead a Year](#)

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

#### Related Topics

[Back a Day](#)  
[Back a Month](#)  
[Ahead a Day](#)  
[Ahead a Month](#)  
[Ahead a Year](#)

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

#### Related Topics

[Back a Day](#)  
[Back a Month](#)  
[Back a Year](#)  
[Ahead a Month](#)  
[Ahead a Year](#)

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

#### Related Topics

[Back a Day](#)  
[Back a Month](#)  
[Back a Year](#)  
[Ahead a Day](#)  
[Ahead a Year](#)

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

#### Related Topics

[Back a Day](#)  
[Back a Month](#)  
[Back a Year](#)  
[Ahead a Day](#)

[Ahead a Month](#)

## 12.1.2.4.4 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](#)

## 12.1.2.4.4.1 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](#)

### 12.1.2.5 Insert Menu

#### 12.1.2.5.1 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](#)

#### 12.1.2.5.1.1 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](#)

## 12.1.2.5.2 Date

Inserts the date at the current cursor position.

 **Related Topics**

How do I ...

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



#### 12.1.2.5.3 Time

Inserts the time at the current cursor position.

##### **Related Topics**

How do I ...

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

#### 12.1.2.5.4 Date and Time

Inserts the date and time at the current cursor position.

##### **Related Topics**

How do I ...

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

#### 12.1.2.5.5 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](#)

#### 12.1.2.5.5.1 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](#)

#### 12.1.2.5.6 Symbol...

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

### **Related Topics**

[Symbol dialog box](#)

How do I ...

## [Insert a Symbol](#)

### 12.1.2.5.6.1 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](#)

### 12.1.2.5.7 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](#)

### 12.1.2.5.7.1 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](#)

## 12.1.2.5.8 OLE Object...

**Pro Only**

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

 **Related Topics**

How do I ...

[Insert a Sound or Other Object](#)

## 12.1.2.5.9 Macro

**Pro Only**

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

 **Related Topics**

How do I ...

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

**12.1.2.6 Format Menu**

## 12.1.2.6.1 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](#)

## 12.1.2.6.2 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](#)

#### 12.1.2.6.3 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](#)

#### 12.1.2.6.4 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](#)

## 12.1.2.6.5 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](#)

## 12.1.2.6.6 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](#)

## 12.1.2.6.6.1 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](#)

12.1.2.6.7 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](#)

12.1.2.6.8 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](#)

#### 12.1.2.6.9 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](#)

#### 12.1.2.6.10 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](#)

#### 12.1.2.6.11 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](#)

#### 12.1.2.6.12 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](#)

#### 12.1.2.6.12.1 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.

### 12.1.2.7 Help Menu

#### 12.1.2.7.1 Help Topics

Displays this help file.

#### 12.1.2.7.2 My Personal Diary Home

Opens a web browser to display **My Personal Diary's** home page.

#### 12.1.2.7.3 Other Products

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

#### 12.1.2.7.4 Support

Opens a web browser to display additional support resources.

#### 12.1.2.7.5 Check For Updates

Contact the Internet to see if a newer version of **My Personal Diary** is available.

**◆ Important:**

Absolutely no private information is sent.

## 12.1.2.7.6 Purchasing

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

## 12.1.2.7.7 Enter/Modify License Information

Allows you to enter your license information. You receive your license information (Name and ID code) after [Purchasing](#) a license. This converts the trial to the full version without the need to download anything additional.

**📖 Related Topics**

[Purchasing](#)

## 12.1.2.7.8 About

Displays the **About** dialog box that shows information about **My Personal Diary**.

**12.1.3 Toolbars****12.1.3.1 Toolbars**

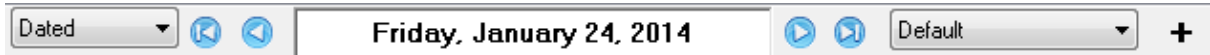
Consists of several toolbars containing buttons for commonly used menu commands.

**Main Toolbar****Browse Toolbar****📖 Related Topics**

[The Main Window](#)  
[The Main Menu](#)

## 12.1.4 Panels

### 12.1.4.1 Title Panel



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

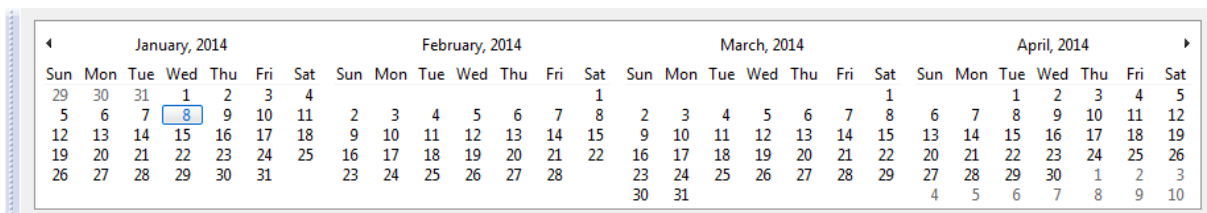
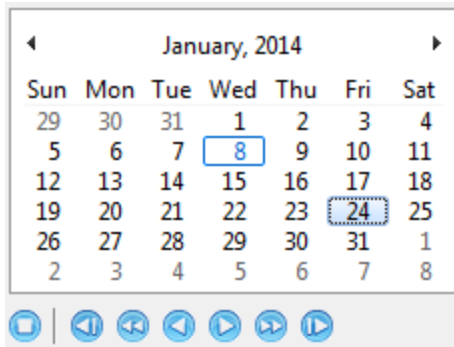
1. Displays the current entry date or name and the current sub-entry.
2. Allows you to select between dated entries, free-form entries and template entries using the tabs on the left. **Pro Only**
3. Allows you to quickly browse existing entries (first, previous, next, last) using the arrow buttons.
4. Allows you to select a sub-entry from the drop down list on the right. **Pro Only**
5. Allows you to add a new sub-entry using the + button on the right. **Pro Only**

#### Related Topics

[The Main Window](#)

### 12.1.4.2 Calendar Panel

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



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

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

#### Notes:

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

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

#### Related Topics

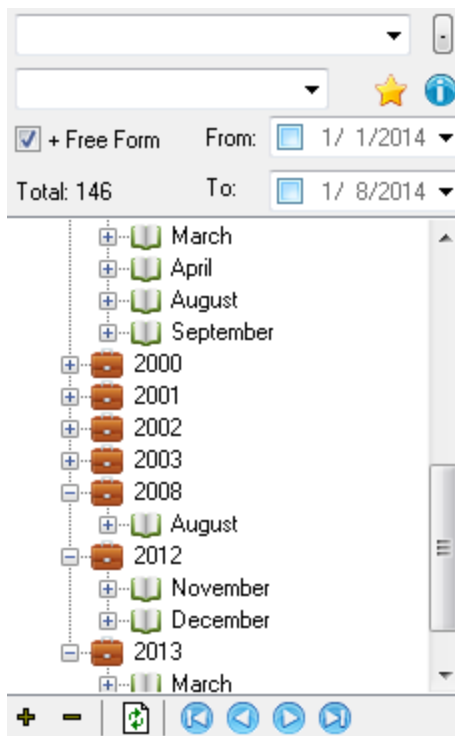
[The Main Window](#)

### 12.1.4.3 Entry Tree Panel

#### Pro Only

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

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



The Entry Tree is the heart of the journal. It shows existing entries and allows you to filter the list by search text, date, sub-entry and other conditions. To display an entry you click on it.

The filtered list of entries can be used when printing and exporting entries.

### Related Topics

[The Main Window](#)

#### 12.1.4.4 Picture Panel

##### Pro Only

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



##### Category combo box

Allows you to select the category (Smiley).

##### Picture List

Allows you to select the picture.

##### Insert button

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

##### Other... button

Click this to select a picture from a file.

### Related Topics

[The Main Window](#)

#### 12.1.4.5 Previous Years Entry Panel

To toggle the **Previous Years Entry Panel** select **Options** on the **File** menu, then **Appearance** and enter the number of years to display previous entries for (entering 0 will hide the panel).

Entries on this day from years past...

2013

2012

2011

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

#### Related Topics

[The Main Window](#)