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## About

The About command displays author information about the Journal Application.

## Help

The Help command starts the help application.

## Create DB

The Create DB command will start a dialog session to create a new database. The dialog session will require the following information to create the database:

### Username

The name of the person that owns the database. This information will be used for validation purposes when the database is opened for use. This prevents other people from opening and reading your information. You would typically use your real name; you can use your full name, or your first name only.

### AliasName

An alternate name to be associated with the database. This could be your nickname, or any other name you wanted to use. When validation is done when the database is opened, this name could be used instead of your name. This allows you to create a database that can be validated with a name unknown to others.

### DatabaseName

The name of the database to be created. It should have no extension, and the full pathname should be used. An extension of .jdb (journal database) will be appended to the pathname that you provide.

### Password

A password to be written to the database file. This password will be used when the database is validated when it is opened. This is a further protection against unauthorized opening of your databases. If you do not want a password on your database, just leave this field blank.

## Select DB

The Select DB command will allow the user to select a database file to work in. Only one database file can be selected for work at any one time. When the database is opened, you will be prompted for the Username or AliasName, and the password. If the database you are opening has no password, just leave that field blank.

If you have forgotten your password, you can use the program *getpass* to get the password associated with the database. You run this program from DOS; you can find it in your installation directory. When you run this program, you will be prompted for the database name and the alias name recorded in the database. This gives you assurance that someone else with the journal program can't just run the program and get your password without knowing your alias name.

If you have forgotten your password, and don't know the alias name, you can contact Home-Quill for further assistance. You can reach a customer support representative at:

Voice: 303-252-4270  
FAX: 303-252-1815

## Exit

The Exit command will exit the Journal application. The application cannot be exited if there is an open journal entry. This prevents you from accidentally exiting the application without saving your work.

## Open Entry

The Open Entry command will open a journal entry. If the entry already exists, the existing entry will be displayed. If the entry does not exist, a new entry will be created. The current date will be inserted into the new entry.

### Save Entry

The Save Entry command will save the currently open entry to the database file. If the entry already exists, you will be prompted for whether to overwrite the existing entry.

### Close Entry

The Close Entry command will close the currently open entry. The entry must be closed before opening another entry, or exiting the application.



### Delete Entry

The Delete Entry command will delete the currently open entry. There must be an open entry in order for this function to be enabled. You will be prompted for verification before the entry is actually deleted.

### List Entry

The List Entry command will create a list of all the entries in the currently open journal database by date order. After reviewing the list of entries, you may select an entry to open. When you have selected the entry for opening, click on OK to open the entry.

### Include Text File

The Include Text File command will allow you to include a standard DOS text file into the journal entry. You can produce DOS text files by using the DOS text editor, or by saving a document as a text file using a Windows® application. Refer to the user documentation for your Windows® applications to determine how to save a file as a text file.

## Print Entry

The Print Entry command will print the currently open entry on the default printer.

### Copy Text

The Copy command will copy highlighted text into the clipboard, leaving the highlighted text intact. To use this command, select the text to be copied by holding the left mouse button while passing over the text to be selected. Then select the copy command under the Edit menu.

After you have copied the highlighted text into the clipboard, then you can use the paste menu to insert the text in another location. Be careful with the keyboard while text is highlighted; any keyboard strokes will supercede the highlighted text.

### Cut Text

The Cut command will copy highlighted text to the clipboard, removing the selected text from the entry. To use this command, select the text to be cut by holding the left mouse button down while passing over the text to be selected. Then select the Cut command under the Edit menu.

After you have cut the highlighted text to the clipboard, then you can use the paste men to insert the text in another location. Be careful with the keyboard while text is highlighted; any keyboard strokes will supercede the highlighted text.

### Paste Text

The Paste command will paste previously copied or cut text into the journal entry. This command can be used to copy information from one journal entry to another. To use this command, position the cursor where you want the text inserted, and select the Paste command from the Edit menu.

Undo

The Undo command will remove the result of a cut or paste operation.



### Blank Entry

The Blank command will temporarily blank out the entry window. This is useful for concealing the entry temporarily if it is of a personal nature. After selecting this option, the edit window will be blanked out; the information is not lost. It is temporarily concealed.

UnBlank Entry  
The UnBlank command will restore the entry window.

## Statistics

The Statistics command will display statistics for the current journal session. The following information will be displayed:

- Selected database name
- First entry in database
- Last entry in database
- Number of entries in database
- Currently open entry

### Find Phrase

The Find Phrase command will allow you to search for key words or phrases in your journal database. When you select this option, a dialog box will appear. To search for a key word or phrase, type in the word or phrase in the search string edit box, and click on Search.

A list of all journal entries that contain this word or phrase will be displayed in the list box. To open one of the entries, select the desired entry date, and click on OK.

## Set Password

The Set Password command will allow you to set a password on a database that currently has no password, or to change an existing password. When you select this option, a dialog box will appear. In order to change your password you must know your old password. When you have entered your old password, and the new password, click on OK. If the password verification was successful, the password will be changed.

### Print Range

The Print Range command will allow you to print a range of journal entries on your printer. When you select this option, a dialog box will appear. In this dialog box, select a starting date and ending data from the list of journal entries. When you have made your selections, click on OK, and the selected journal entries will be printed.

## Add Picture

The add menu item allows you to add a picture to your journal entry.

To use the add command, select Add under the Picture menu. You will be prompted for the following information:

### **Picture Type**

The picture type is a word or abbreviation that describes the type of picture you are adding. You can enter a picture type of your choosing, or click on the Picture Type button, and all picture types found in the setup.dat file will be displayed in a selection box.

The reason for the picture type is so that Sensible Home Journal can identify the correct tool to be used to display the given picture.

### **Library**

The library name is for your use, and can be used to indicate which diskette or other external storage medium the picture is located on. In this way, you can keep track of pictures stored on diskettes without the need to keep them on your hard drive all of the time.

### **Picture name**

The filename and location of the picture file. If you do not know the name of the picture you want, you can click on the Picture Name button, and a file selection box will be displayed to help you locate the file.

### **Comments**

You can enter comments about the picture. These can be any comments of your choosing, but they typically describe what the picture is.

After you have entered the above information, you can preview the picture file by clicking on the Preview button. In order to preview a file, the file type must have been cataloged in the setup.dat initialization file.

You can also click on the OK button to accept the addition, or click on Cancel to ignore the changes you have made.

### List Pictures

The List Pictures command allows you to list all of the pictures associated with the current journal entry. When this option is selected, a list of pictures will be presented in a dialog box. When you click on one of the picture names, the description information will be filled in in the boxes at the bottom of the dialog box. After you have selected the desired picture, clicking on OK will cause the selected picture to be displayed with the tool for that type of picture. Click on Cancel to exit the dialog box without viewing a picture.



### Modify Picture Attributes

The Modify Picture Attributes command allows you to modify the attributes of a picture that is associated with the journal entry. When this option is selected, a dialog box is presented, and you can select a picture to modify. When the desired picture is selected, the edit fields that contain the attribute data will be filled in. You can edit these fields with the desired changes. When you have made your changes, click on OK to make the changes effective.

This menu selection is not used to modify the contents of a picture file. If you need to edit the contents of a picture file, use the List Pictures option, and use the picture application that is invoked when viewing the picture.

### Delete Picture

This option allows you to delete the association between the journal entry and a picture file. When this option is selected, a dialog box is presented that allows you to select a picture file to delete.

Note that this action does not delete that actual picture file; it only deletes the association between the picture file and the journal entry.

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## Overview

Sensible Home Journal allows you to record important information in a date-oriented fashion. It can record textual information, as well as references to graphic data or other stored documents.

The purpose of the Journal is to enable you to record information that you may wish to reference at a later time. Journals have traditionally been recorded in hard-bound books; this program allows you to record information that can be stored on a computer disk.

There is also a great advantage in being able to search through a large number of entries to locate the date on which key events took place.

## Creating a Database

Before you record information for the first time, you must create a database. A database is a file in which information can be stored. The database used by Sensible Home Journal is constructed such that information can be recorded in a date-sequential fashion. Because you control your own databases, you can organize your information in a way that is convenient for you.

You can organize databases by month, year, or multi-year period. If you do not record a lot of information at one time, you could have databases that span a longer period of time. On the other hand, if you record a lot of information, you would want your databases to span a smaller period of time.

If you are unsure about how much time one of your database should span, start with a database that should span one year, and name them accordingly. For example, you might name your first database mary-93.

### Create DB

To create a database, select Session and Create DB. Then complete the entries as follows:

#### *User name*

Enter your name. You can include spaces if you wish.

#### *Aliasname*

Enter an alias name. This is an alternate name that this database can be known by. Either user name or alias name can be used in connection with your password to open the journal database.

#### *Database*

Enter the exact path and name of the database to be created. If you do not specify a path, the database will be created in the current directory.

The following examples show different ways to specify the database:

#### **b:\john-93**

Create a database called john-93 on the b: floppy drive.

#### **c:\home\sally\sally1**

Create a database called sally1 on c:\home\sally.

#### **jerry-93**

Create a database called jerry-93 in the directory where Sensible Home Journal is running.

Do not specify extensions on the database names that you use. An extension of .jdb will automatically be added.

#### *Password*

Enter a word you will remember as you will need this whenever you access your journal. The password will not be visible.

You can leave this space blank if you do not want a password associated with the database, in which case you will not be prompted for one when you open the database for use.

A verify password window will then come up. Type the password in again. This helps you to verify that you have actually typed in the password you wanted. If you left the password field blank, you will still be prompted for the password to verify that you wanted no password.

#### *Enable Encryption*

You should enable this option if the information that you are planning to record is sensitive, or you want some added protection against unauthorized reading of your entries. This will cause all information you enter into the Journal to be "scrambled", such that no one could access your database file using any DOS or "hacking" tools.

## Selecting a Database

Each time you sign on to the Journal, you will choose which database you want to use.

When you choose the Session/Select DB menu item, a file selection box will appear. Even if you just created your database file, you will still need to select a database to work in. All files you have created will be listed. If you have a mouse, double click on your file choice. If you are using only your keyboard, tab to Files and use your arrow key to get to the file of your choice.

## Working with Pictures

This program will allow you to reference materials outside the Journal. You can link pictures you have scanned or copied into the computer with the Journal. In order to use Pictures, you must have an open entry in the journal.



## Utility Functions

Utility functions allow the user to perform extra tasks which enhance the program.

### **Blank**

When you are using the program and do not wish someone else to see your current work, this utility will allow you to blank the screen immediately, but will keep your entry.

### **Unblank**

This utility will allow you to restore the entry you just blanked out.

### **Stats**

Allows you to view statistical data about the currently selected database. The following information will be displayed:

#### *Database selected*

The database that has been selected with the session menu.  
If this field is blank, no database has been selected.

#### *First entry*

The date of the first chronological entry in the selected database.

#### *Last entry*

The date of the last chronological entry in the selected database.

#### *Number of entries*

The total number of entries that have been saved to the open database.  
If you have an open entry that has not been saved, it will not be numbered in this total.

#### *Open entry*

The date of the currently open entry.  
If there is no open entry, this field will show n/a.

#### *Open entry length*

The number of characters that have been entered in the currently open entry.  
If there is no open entry, this field will show n/a.

#### *Encryption selected*

Encryption is a method of mangling entry data such that the database file cannot be read by any tools outside of Sensible Home Journal.

If encryption has been selected, this field will say yes; otherwise, it will say no.  
Encryption is selected when the database is created; if encryption is selected, the entire database is affected.

### **Change Password**

Allows you to change the password for the currently selected database. In order to change the password, you must know the old password, and either the user name or the alias name. If you do not remember your password, you can run the *getpass* program to get the password. To use this program, you must know the alias name attached to the database.

### **Print Range**

Enables you to print a range of journal entries to the printer.

## **Operating Procedures**

This section retrieves help information about various operating procedures that you may need to use in the course of working with journal databases and entries.

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[Blanking out a journal entry](#)

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**Adding a picture association**

You can add a picture association by clicking the ***Picture/Add*** menu. This enables you to associate a picture file or other external document with a journal entry. In this way, you can maintain a library of pictures and/or documents, and reference them with journal entries that are related to them.

For example, let's say you have an infant photograph of your daughter. In a number of journal entries, you talk about your daughter, and you want to be able to automatically view the photograph. You would create an association between these journal entries and the photograph picture file.

For specific information about adding a picture association, see [Add Picture](#).

**Blanking out a journal entry**

You may have a situation where you are entering sensitive information, or information that is not meant for another person's eyes. They walk into the room; what do you do? Well you could just minimize the Journal window, or you could have the journal edit window blanked.

To blank the journal edit window, select **Utility/Blank**. For more detailed information about how to use the blank command, see [Blank](#).

### **Changing your password**

From time to time, you may want to change your password. This will prevent someone from watching you type in your password, and eventually figure out what it is. Or you may want to give your database a password, where it previously had none.

To change your password, use the **Utility/Set Password** menu. For more detailed information about setting your password, see [Set Password](#).

### **Closing a journal entry**

When you have finished editing a journal entry, you will need to close the entry before opening another entry, or exiting the application. To close a journal entry, you would use the **Entry/Close** menu. This menu item will only be enabled if there currently is an open entry.

If you attempt to close a journal entry before it has been saved, you will be prompted for whether it should be closed anyway, even though it has not been saved. This type of operation would be useful if you had made some changes that you decided to discard.

If you wanted to save the entry before closing, you would answer the prompt with No, and then save the entry. You would do this with the Entry/Save menu. See [Saving journal entries](#) for more information about saving a journal entry.

For more specific information about using the Entry/Close menu, see [Close](#).

### **Creating a database**

Before you start working with the Sensibe Home Journal, you must first create a database file. A database file is a place where you journal information will be stored. You do not need to be concerned about what is in the database file; the Journal application will manage the file.

You can have more than one database file. Each member of your family, or person using the journal program should have his/her own database file. You can store these files on your hard drive, or have them created on a floppy disk that you can store away.

In order to create a database file, you would select **Session/Create DB**. A dialog box will appear that will help you through creating a database file. For a detailed description of the Create DB dialog box, see [Create DB](#).

After the database file is created, you do not have to create it again, unless you want to create another file. Before you can continue in the journal program, you must first select a database for use. See [Selecting a database](#) for information about selecting a database.

### **Creating a picture file**

It is possible to include picture files, or other external documents as a part of your journal entries. The Sensible Home Journal application does not have facilities for creating these picture files, because there are literally thousands of Windows® programs available commercially and via Shareware. We are, however, able to utilize these programs and files to provide a complete journaling solution.

One way to create an external picture or document file is to invoke the tool that works with that kind of document via the Windows® interface. For example, Windows® provides a generic drawing tool called Paintbrush®. You could run the Paintbrush® program, and draw a picture that you wanted to save with a journal entry. There are also scanners available that can scan documents, and write a PCX® format file, which can then be viewed by the Paintbrush® program. As you can see, the possibilities for creating external documents are unlimited.

Another way to create an external document is to let Sensible Home Journal run the correct tool for you. In order for this to happen, you have to have a setup file in the directory where your database is located, called **setup.dat**. We use this file instead of win.ini so that each user can customize the list of tools that he/she wishes to use. See [Specifying picture tools](#) for information about how to use a setup file.

After the setup file is created, you can use the **Picture/Add** menu to invoke the correct tool for the type of file that you want to create. See [Adding a picture](#) for information about how to use the Picture/Add menu item. After Picture/Add invokes the correct tool for the type of document you want to create, you can create the external document, and save it at the location you desire. Not all applications will let you open a document name that does not yet exist; if the application complains, then you will need to run the application interactively, outside of the journal program.



**Deleting picture associations**

After you have associated a picture or other external document with your journal entry, you may decide that it no longer applies, and you want to remove that association. You would do this with the ***Picture/Delete*** menu item.

Note that this operation does not delete the external document file itself; it only breaks the association between the external file and your journal entry. For detailed information about how to use the Picture/Delete option, see [Delete picture](#).

**Exiting the application**

To exit the Sensible Home Journal application, select **Session/Exit**. If the Exit pulldown button has been desensitized, it means that you still have an open journal entry, and you cannot exit until it has been closed. Use the Entry/Close menu to close the entry first.

**Getting statistics about the session**

This function allows you to obtain statistical information about the current journal session. In order to do this, select the ***Utility/Stats*** menu.

For a list of the information that will be shown, see [Statistics](#).

### **Including a text file**

The Sensible Home Journal allows you to include a DOS text file as a part of your journal entry. Some examples of what types of text files that you might want to include are:

You have exported some textual information from a word processing application in the form of a text file.

You were out of town, and while you were gone you recorded some journal information into your palmtop PC in the form of a text file, and you have transferred it to your PC at home.

A friend sent you some technical information on a floppy, and you want to include it in a journal entry

To use the include function, position the cursor where you want the text to be inserted, and click on **Entry/Include**. A file selection box will be displayed, and you should use this dialog box to select the file to be included. The text file will be inserted where the cursor is located.

For more information, see [Include](#).

### **Interactive Cut and Paste**

The Sensible Home Journal supports some interactive editing tools. The editing tools that are provided are:

**Cut**

Allows you to copy highlighted text to the clipboard, and removes the highlighted text from the journal entry.

**Copy**

Copies highlighted text to the clipboard, and leaves the highlighted text intact.

**Paste**

Pastes the text that has been copied to the clipboard where the cursor is currently located.

**Undo**

Undoes the last editing change that was made.

For more information about these editing operations, see [Copy](#), [Cut](#), [Paste](#), and [Undo](#).

**Listing picture in a journal entry**

A journal entry can have any number of picture files or other external documents associated with it. To add pictures or other external documents to a journal entry, see [Adding a picture association](#).

After pictures or other external documents have been added to your journal entry, you can use the **Picture/List** menu option. A dialog box will be presented with a list of all the external documents that are associated with the journal entry. You may choose one of these documents, and select to view it.

For more information about using the Picture/List option, see [Picture list](#).

**Listing journal entries**

You can use the Entry/List menu selection to list all entries in your journal database. These entries will be listed by date. You may choose one date from the list of entries, and select to view that entry.

In order for list entries to work, there must not be an open journal entry. If the list entries menu item is desensitized, then you must close the open entry before selecting list entries.

For more information, see [List entry](#).

### **Modifying picture attributes**

After you have added a picture association to your journal entry, you may want to change some of the attributes of the picture. For example, the location of a file where a photograph is stored may have changed. You can reflect this change in the journal entry.

The following picture association attributes can be changed:

**Type**

Type of external file. This must be one of the file types recorded in the setup.dat file.

**Library**

The library description. This would typically be used by you to help identify what diskette the file is stored on.

**Picture**

The full path and file name of the picture file.

**Comments**

Any comments that describe the file

To modify a picture association, select **Picture/Modify**. A list of existing pictures for the entry will be presented, and the picture attributes will be shown in edit fields. You may change these edit fields to modify the picture attributes.

For more information about modifying picture attributes, see [Modify Picture](#).



### **Opening a journal entry**

Before you can enter information into Sensible Home Journal, you must open an entry into which to insert the data. To open an entry, select the **Entry/Open** menu item. If the Entry/Open menu item is desensitized, then you must first select a database to work in. For more information about selecting a database, see [Selecting a database](#).

When the Entry/Open menu is selected, a dialog box will appear where the date should be entered. This dialog box will already have the current date inserted into it. If you want to open an entry for a date other than the current date, type the new date in. We suggest that you use the format **mm/dd/yyyy**. To accept the date you have entered, click the OK button. The dialog box will not respond to the OK until you have entered a valid date.

If an entry for the date you entered already exists in the database, then it will be opened, and displayed in the journal edit window. If the entry does not exist, a new entry will be created, and the correct date will be entered at the top of the entry.

For more information about using the Entry/Open menu, see [Open](#).

**Printing a journal entry**

To print a single journal entry, select the Entry/Print menu. In order for this menu item to work, you must have a journal entry currently open. The contents of the open entry will be printed to the default printer.

**Printing a range of journal entries**

You may want to be able to print a range of journal entries, instead of just one entry. To do this, select the **Utility/Print Range** menu. An entry range selection box will be presented.

To use this entry box, locate the starting and ending entry dates using the list box. When you locate the starting date, click on that date, and then click the Start Date button. Do the same thing for the ending date.

When you are satisfied with the entries that you have selected, press OK, and the dates you have selected will be printed on the printer.

**Saving journal entries**

In order to keep changes that you make to a journal entry, you must perform a save operation on the entry. In order to save a journal entry, use the **Entry/Save** menu. If the entry already exists, you will be prompted for whether to overwrite the existing entry.

For more information about saving entries, see [Save](#).

### **Searching for key words or phrases**

With the Sensible Home Journal, you are able to search a database for key words or phrases. You can then determine on what dates the particular word or phrase was entered.

To search for a key word or phrase, select the ***Utility/Find*** menu. There must **not** be an open entry in order for this menu to work. A dialog box will appear, and you can enter the word or phrase that is to be searched for. A list of dates will be displayed, and you can select one of these dates to view.

For detailed information about the Utility/Find menu item, see [Find](#).

**Selecting a database**

Before you can open a journal entry for inserting information, you must have a database selected. To select a database, use the **Session/SelectDB** menu. If you have not yet created any databases, you must create a database before selecting it. For information about creating a database, see [CreateDB](#).

When you have selected the Session/SelectDB menu, a file selection dialog box will appear. You can use this box to locate the database file you wish to select. After you have selected the database, you will be prompted for a username and password. If you enter a correct username and password, you will be allowed access to the database.

For more information about using the Session/OpenDB, see [OpenDB](#).

### **Specifying picture tools**

When you use the Picture/Add or Picture/List menu items, you are able to reference external documents that have a relationship with a journal entry established. Since Sensible Home Journal does not have the capability to process these many types of external documents itself, it must know about the tools that can process these files.

Sensible Home Journal is made aware of these tools with a setup file. We use an independent setup file instead of the win.ini file so that each user can maintain their own list of file types and tools.

The setup file, called **setup.dat**, should be located in the directory where your journal database is located. The format of the file is as follows:

```
file_type | tool_name  
file_type | tool_name
```

For each type of file you plan to include with journal entries, you need to specify the tool that should be used to process that type of file.

For example, if you plan to include PCX files, and you want to use the Paintbrush® application to view PCX files, the following entry should be included in the setup file:

```
pcx | c:\windows\paintbrush.exe
```

You don't have to use **pcx** to identify Paintbrush® files. You could use *scanned*, or *raster*. The important thing is that the setup file and your journal database use the same names for the same thing.

**Unblanking a journal entry**

After a journal entry has been blanked with Utility/Blank, you can unblank it with Utility/Unblank. Note that this function will not be active unless the entry has been blanked.



