Abulafia Help Index

The Index lists all help topics available for Abulafia. To see topics not on the screen, scroll down using the arrow keys or the scroll bars.
To learn how to use Help, press F1.

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Abulafia Keys

Key(s)	Function
F5	Puts the <u>caret</u> in the <u>editing area</u>.
Alt+C	Selects the topic combo box.
Alt+A	Adds a new topic to the current day. The new topic's name will be that which is in the topic combo box.
F8	Pages to the current date in the diary.
F7	Pages back by one day.
F9	Pages ahead by one day.
Shift+F7	Pages back by one week.
Shift+F9	Pages ahead by one week.
Ctrl+F7	Pages back by one month.
Ctrl+F9	Pages ahead by one month.
Ctrl+Shift+F7	Pages backwards to the nearest day that is not blank.
Ctrl+Shift+F9	Pages forwards to the nearest day that is not blank.
Shift+F8	Prompts the user for a date and pages to the date entered.

File Menu Commands

<u>N</u>ew
The New command deletes all data in the program and starts a new, empty diary.

<u>O</u>pen...
The Open command prompts the user to select a file to open and loads the file selected.

<u>S</u>ave
The Save command writes the file currently in memory to disk.

Save As...
The Save As command prompts the user for a new name for the file in memory and writes it to disk under the new name.

Set password...
Allows the user to put a password on the file currently in memory or to change the current password.

<u>R</u>emove password
Removes the password from the file currently in memory.

Display Info...
Displays statistics about the file in memory, including number of days and topics and the earliest and latest dates in the file.

Options...
Displays the <u>options dialog</u>. This allows you to modify aspects of Abulafia's operation to suit your personal preferences.

Exit
Exits from Abulafia.

Edit Menu Commands

Undo
Undoes the last change made in the underlined editing area.

Cut
Copies the highlighted text into the clipboard and deletes it from the editing area.

Copy
Copies the highlighted text into the clipboard.

Paste
Inserts the text in the clipboard at the caret.

View Menu Commands

Selection window
Selecting this menu item toggles whether the selection window is displayed.

Search Menu Commands

Find text...
Prompts the user for a sequence of characters and searches the topic in the <u>editing area</u> for the sequence of characters entered.

Replace text...
Prompts the user for a sequence of characters to search for and a sequence to replace it with and searches the text in the edit control for the first sequence. Any instances found will be replaced with the second sequence.

Next occurrence
Moves to the next occurrence of the sequence being searched for, and if appropriate, replaces it with the sequence entered previously.

Search All...
Prompts the user for a sequence of characters and searches all topics in memory for that sequence. Any occurrences found are displayed and the user has the option of paging to a selected occurrence.

Find Topic...
Prompts the user for a topic title and searches for any topics of that title. Any topics found are displayed and the user has the option of paging to a selected occurrence.

Topic Menu Commands

<u>A</u>dd topic
Creates a new topic in the current day. The new topic will be named after the text in the <u>topic combo box</u>.

<u>D</u>elete topic
Deletes the current topic, erasing its text and removing its name from the topic combo box.

<u>R</u>ename topic...
Prompts the user for a new name for the current topic and renames it.

Page Menu Commands

<u>T</u>oday
Pages to the current date in the diary.

<u>Y</u>esterday
Pages back by one day.

Tomorrow
Pages ahead by one day.

<u>P</u>revious day
Pages backwards to the nearest day that is not blank.

<u>N</u>ext day
Pages forwards to the nearest day that is not blank.

Previous week
Pages back by one week.

Next week
Pages ahead by one week.

Previous month
Pages back by one month.

Next month
Pages ahead by one month.

To date...
Prompts the user for a date and pages to the date entered.

Basics of Abulafia

Abulafia is a program designed for keeping a diary or journal. It was not designed to be an organiser or scheduler, so it may not fulfil those tasks satisfactorily. Abulafia was designed to be used to keep a log of events, observations, thoughts and similar personal matters.
An Abulafia file, or diary, is divided into days. A day contains all the information stored under a certain date.
Days are, in turn, divided into topics. A topic is somewhat like a word-processor document, except that many topics can be contained in an Abulafia file. Each day has, by default, one topic that is called "Daily Notes". More topics can be added by the user. Think of topics as self-contained compartments for thoughts, observations, accounts or essays.

Day-related Procedures

Paging to the day immediately before the day currently selected

Click on the 'yesterday' button at the top of the window or press F7.

Paging to the day immediately after the day currently selected

Click on the 'tomorrow' button at the top of the window or press F9.

Paging backwards to the nearest day which is not blank

Click on the 'previous day' button at the top of the window or press Ctrl, Shift and F7.

Paging forward to the nearest day which is not blank

Click on the 'next day' button at the top of the window or press Ctrl, Shift and F9.

Paging to the day one week before the day currently selected

Click on the 'last week' button at the top of the window or press Shift and F7.

Paging to the day one week after the day currently selected

Click on the 'next week' button at the top of the window or press Shift and F9.

Paging to the day one month before the day currently selected

Click on the 'last month' button at the top of the window or press Ctrl and F7.

Paging to the day one month after the day currently selected

Click on the 'next month' button at the top of the window or press Ctrl and F9.

Paging to the current date

Click on the 'today' button at the top of the window or press F8.

Paging to an user-specified date

Click on the 'to date' button at the top of the window or press Shift and F8. When prompted for a date, enter the date in numbers, using the Tab key to separate items. Enter the year as a four-digit number.

Topic-related Procedures

Selecting a topic

Keyboard	Press Alt and C to move the <u>caret</u> to the <u>topic combo box</u> and use the Up and Down arrow keys to cycle through the available topics for the current day. To show a list of topics, press Alt and the Down arrow key while in the combo box. When you have selected the topic you wish to edit, press F5 to return the caret to the editing area.
Mouse	Click on the down-arrow icon to the right of the topic combo box to drop the topic list. To select a topic, click on its name in the list.

Adding a topic

To add a new topic, press Alt and A. You will be presented with a dialog box asking you for a title for the new topic. Enter the title and either press Enter or click the OK button.
<u>Note:</u> If the dialog box contains the title of a topic that already exists under the current day, the OK button will be disabled and you will be prevented from adding the topic.

Deleting the current topic

Select the Delete Topic option from the Topic menu.

Renaming the current topic

Select the Rename Topic option from the Topic menu. You will be prompted for a new name for the topic. Enter the name and press Enter or click on the OK button.

File-related Procedures

Starting a new diary
Select New from the File menu.

Retrieving a file from disk
Select Open from the File menu. You will be prompted with a list of files and directories.
Select a file and press OK.
If the file you select is locked with a password, you will be asked to enter the password. If
you enter the password correctly, the file will be loaded and decrypted.

Saving a file to disk
Select Save from the File menu. If the current file is unnamed, the computer will prompt you
for a name.

Saving a file to disk under a new name
Select Save As from the File menu. The computer will prompt you for a new name for the
current file.

Related topics
File Menu Commands

Security-related Procedures

Assigning a password to the current file
To assign a password to the current file, select Set Password from the File menu. If there already is a password assigned, you will be prompted for it. You will then be prompted twice to enter the new password. If the two passwords match, the new password will be assigned to the current file.
If a password is assigned to the current file, you will be asked for it
* Whenever you attempt to load the file from disk.
* Whenever you attempt to change or remove the password.
* Whenever you attempt to restore or maximise the Abulafia window from an icon.

Removing the password from the current file
To remove the current password, select Remove Password from the File menu.

Temporarily locking the current file without leaving Abulafia
To block access to the file currently in Abulafia without exiting, make sure that there is a password assigned to the file and minimise the Abulafia window. Any attempt to restore Abulafia to a window from an icon will require the password.

The Selection Window
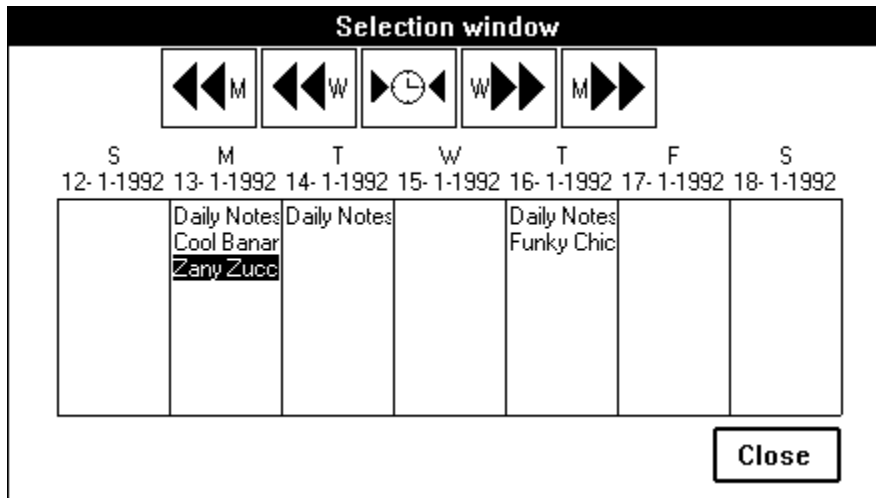
The selection window displays a list of topics for each day of the current week. You can select topics by clicking on them with the mouse. The selection window also allows you to page through the diary by weeks or months.

Activating the selection window

If the selection window is not on the screen, you can activate it by selecting Selection Window from the View menu.

Selecting a topic

To select a topic from the selection window, click on the name of the topic with the mouse.

Paging with the selection window

To page backwards or forward, click any of the buttons at the top of the window with the mouse. These buttons have the same functions as those in the main window (See Day-related Procedures).

Closing the selection window

When you no longer need the selection window, either click on the Close button in the bottom-right corner of the window or press Alt and F4.

The Options Dialog

The options dialog allows you to modify certain aspects of Abulafia's operation. Options included are:

Masking Character When you are asked for a password, Windows conceals what you type by displaying an arbitrarily chosen character instead. You can change which character is used here.

Create .BAK file If this option is on, Abulafia will preserve the old version of your file with the extension .BAK every time you save.

Caret
The caret, or insertion point, is a flashing vertical line that shows where text will be inserted when typed.

Editing Area
The editing area is the large rectangular area at the bottom of the main window. It is there that you can edit topics.

Topic combo box
The topic combo box is a combo box control that contains the name of the current topic, as well as a list of all topics available for the current day.