

## General Information

This is the information manager you've been looking for! ***My Personal Diary*** lets anyone and everyone keep a private diary, journal or log for personal or business use, but that's not all. Entries are stored in encrypted files with optional password protection and OLE support allows you to embed pictures, sounds and even other documents directly in your entries. A sophisticated search engine allows you to search any or all entries by date, for a word, sentence or phrase. Add to this a complete address book, to-do list and reminder system and you have a top notch information manager.

**For HOME USERS,** My Personal Diary is an excellent way to keep track of day to day activities, thoughts, goals, feelings and to record the important events in your life. Use the optional password protection to keep your entries safe from prying eyes. Use OLE to embed pictures and sound clips in your entries.

**For BUSINESS USERS,** My Personal Diary makes the ideal journal or log. Easily keep track of daily activities, notes, contacts, to-do items and virtually any other type of free-form information. Keep a separate journal for each client and store all notes, records and other documents right in the journal.

**For SCIENTISTS and STUDENTS,** My Personal Diary is the perfect log book. Keep detailed, secure records of experiments and projects. Create a separate log for each experiment or project and keep notes organized by date. Use OLE to store charts, graphs and reports inside your log book.

**For ANYONE,** My Personal Diary is a great tool to keep track of virtually any type of information. Try it and you'll love it!

Features include:

- NEW! Multiple "pages" per entry.
- NEW! All new and improved organizer.
- NEW! Improved searching.
- NEW! Print Preview and Improved printing.
- NEW! Merge multiple diary files.
- NEW! Backup and Restore.
- NEW! Improved spell checker.
- NEW! Updated user interface.
  
- Works and feels like a real diary.
- Unlimited users can share the program on a single computer.
- Include pictures, sounds and OLE objects in your entries.
- Full support for text and paragraph formatting.
- Advanced Print, Preview, Search, Import and Export capabilities.
- Spell checker.
- Optional password protection and Lock options.
- Browse by date or by existing entry or quickly jump to any date.
- Powerful organizer with address book, to-do list, note pad and password vault.
- Complete on-line help.

## Frequently Asked Questions

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

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

Q. When upgrading to 2000 what happened to my user-defined entries?

A. Nothing. They are now called Non-Dated entries and can be viewed by selecting "Non-Dated" in the combobox next to the page tabs above the ruler.

Q. When upgrading to 2000 what happened to my password vault?

A. Since the password vault has been added to the organizer, when My Personal Diary 2000 opens a diary file created with an older version of MPD it saves the password vault in a text file in the program's folder and displays a message about where the file is saved (if it exists). You can import the password file into the new improved password vault and if you wish.

Q. I'm evaluating 2000 and I noticed that once I open my diary file with 2000 I cannot use it with V6.x any longer. How can I go back to V6.x if I do not want to upgrade to 2000?

A. When you first open a diary file created with V6.x with 2000 it makes a copy of the file and names it with the extension .ddf.V6x. You can remove the .V6x from the name (you will need to rename or delete your existing 2000 diary file first) and open it with V6.x. Any changes you make with 2000 are NOT saved into this file.

Q. I have been using a previous version of My Personal Diary (**prior to V6.0**) and I just upgraded. How do I import my entries into the new version?

A. Use the *Diary Conversion Wizard*. The diary conversion wizard is a separate program available on our web site used to convert your existing entries. You can import a diary created with any Windows 3.1 version and the Windows 95 versions V5.x. **If you upgraded from V6.x you DO NOT need to use the DCW. Your diary file is compatible with this version.** See the online help for more information.

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

A. If there was an easy way around your password then using a password would not make sense. If you forget your password, kiss your entries good-bye.

Q. What type of encryption is used in My Personal Diary to encrypt my entries?

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

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

## Opening a Diary

To open a diary perform the following steps:

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 diary 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.

If you do not have a diary file already created or you want to create a new diary click the *Create New* button and see [Creating a New Diary](#)

### **How to bypass the Open Diary screen**

To avoid the Open Diary screen each time you start My Personal Diary you can create a shortcut to your diary and specify your diary filename and password on the command line. When you select the shortcut it will start My Personal Diary and open the selected diary file.

The format of the command line is as follows:

MPD.EXE *diaryfile password*

\* *diaryfile* and *password* are optional

If you do not use a password with diary you only need to specify *diaryfile* and leave *password* blank.

For more information on creating shortcuts see the Windows documentation.

### **Notes:**

**By creating a shortcut to your diary and specifying your password you are making your diary available to anyone who has access to your computer.**

## Creating a New Diary

The first time you use My Personal Diary you will need to create a new diary file to store your diary entries.

If you have an existing diary from a previous version of My Personal Dairy (prior to V6.0) you will want to use the *Diary Conversion Wizard* to convert it. See [Importing Entries](#).

To create a new diary perform the following steps:

1. Start My Personal Diary.
  - \* Make sure you do not have a diary file and password specified on the command line. If you do the Open Diary screen will not be displayed and you will not have the option of creating a new diary.
2. At the Open Diary screen click the *Create New* button.
3. Click the button to specify a filename for your diary file.
  - \* Select the directory then type in a filename (Example: Diary.DDF)
  - \* Be careful not to specify and overwrite an existing diary.
4. Enter your first name.
  - \* Do not include any spaces or special characters (Example: Bob).
5. Enter a password.
  - \* If you do not want to use a password, leave the password prompt blank.
6. Verify the password by entering it again.
7. Click OK.

# Paragraph Formatting

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## Select Format|Font or Format|Paragraph or Format|Tabs

Paragraph formatting options include font, left and right indents, tab stops and alignment.

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

### Font

The Font screen allows you to change the font, size, color and style of selected text.

To change the font perform the following steps:

1. Select the text you wish to format.
2. Select Format|Font.
3. Select the font, size and color.
4. Click OK.

### Paragraph

The paragraph screen allows you to change the paragraph properties, including alignment, indents and bullets.

To format a paragraph perform the following steps:

1. Move the cursor to the paragraph you wish to format or select multiple paragraphs.
2. Select Format|Paragraph.
3. Enter the paragraph indents.

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

3. Select the paragraph alignment.
3. Check the *Bullet* checkbox to display bullets.
4. Click OK.

### Tabs

The tabs screen box allows you to change the tab stop positions.

To add a tab stop perform the following steps:

1. Enter the position (in inches) of the tab stop from the left side of the page.
2. Click the *Add* button.

\* 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 the tab stop in the tab list.
2. Click the *Delete* button.

## Creating a New Entry

To create an entry for a given date perform the following steps:

1. Use the Browse commands to get to the desired date for the entry you want to create.
2. Type the text for your entry.
3. Select File|Save.

## Opening an Existing Entry



Select File|Open...

To open an existing entry perform the following:

1. Select File|Open.
2. Select the entry you want to open. Entries are listed in tree format, by date.
3. Click OK.



## Saving an Entry

 Select File|Save

To save an entry you only need to select Save on the File menu. Your entries are automatically saved within your diary file.

### **Notes:**

You can automatically save your entries without being prompted by choosing the Auto Save under Options on the View menu.

My Personal Diary will always ask you if you want to save your file if you attempt to close it or exit the program.

# Deleting An Entry

## Select File|Delete Entry

To delete an entry perform the following steps:

1. Use the Browse commands to get to the desired date for the entry you want to create.
2. Select File|Delete Entry

### **Notes:**

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

# Printing Entries



## Select File|Print...

My Personal Diary includes a print engine that can print selected entries in a variety of ways.

To print entries perform the following steps:

1. Select File|Print...
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.

# Diary Pages and Non-Dated Entries

## Introduction

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

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

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

**Non-Dated Entries** are entries that are not tied to a specific date. When you create a diary a tab named "Default Non-Dated" is automatically created. This entry cannot be deleted. There are also 19 other non-dated entries created named Non-Dated 1, Non-dated 2 and so on. These, with the default non-dated entry correspond to the 20 user-defined entries in previous versions and can be deleted. Additional entries can also be created.

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

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

## Pages

Select the *Dated* combobox item then...

**Select File|Pages|New or File|Pages|Delete Selected or File|Pages|Rename Selected**

To create a new page perform the following steps:

1. Select File|Pages|New...
2. Enter the title for the page.
3. Click the *OK* button.

To delete a page perform the following steps:

1. Select the page you want to delete by clicking on the appropriate tab.
2. Select File|Pages|Delete Selected.

To rename a page perform the following steps:

1. Select the page you want to delete by clicking on the appropriate tab.
2. Select File|Pages|Rename Selected....
3. Enter the new title for the page.
4. Click the *OK* button.

### **Non-Dated Entries**

Select the *Non-Dated* combobox item then...

**Select File|Non-Dated Entries|New or File|Non-Dated Entries|Delete Selected or File|Non-Dated Entries|Rename Selected**

To create a new non-dated entry perform the following steps:

1. Select File|Non-Dated Entry|New...
2. Enter the title for the entry.
3. Click the *OK* button.

To delete a non-dated entry perform the following steps:

1. Select the page you want to delete by clicking on the appropriate tab.
2. Select File|Non-Dated Entry|Delete Selected.

To rename a non-dated entry perform the following steps:

1. Select the page you want to delete by clicking on the appropriate tab.
2. Select File|Non-Dated Entry|Rename Selected...
3. Enter the new title for the entry.
4. Click the *OK* button.

## Browsing Entries



### **Browsing**

My Personal Diary is designed to feel like a real diary in that you can browse through your entries as if you were turning the pages of an old fashion paper book diary. You can use the commands on the Browse menu or the browser toolbar to browse by date and by entry. You can move forward and backwards in intervals of days, months or years or move to the first, last, next or previous entry.

### **Jumping to a Specific Date**

The *Today* command will quickly bring you to the current date.

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

### **Notes:**

The dates that entries exist for are a blue on the pick date screen.

# Searching Entries

## Select Edit|Find...

The Find command allows you to search through multiple entries for search text.

To search for text perform the following steps:

1. Select Edit|Find...
2. Select the entries you want to search.
3. Enter the search text or choose a category from the drop down list.
  - \* Categories are defined using the *Category* command on the Insert menu.
  - \* Check the *Case Sensitive* checkbox if you want the search to be case sensitive.
  - \* Check the *Match Whole Words only* checkbox to only match whole words.
4. Click the *New Search* button to start a new search.
  - \* Each entry is opened and the first occurrence of the search text is highlighted.
  - \* Click the *Find Next* button to find the next occurrence of the search text.
  - \* Check the *Next Entry* checkbox if you want to skip to the next entry that contains the search text when you click Find Next (otherwise the next occurrence within the same entry will be highlighted).
  - \* To generate a list of entries that contain the search text without displaying each check the *Log entries found below*, then click the *Find All* button

# Inserting Pictures, Sounds and Other Objects



Select Insert|Object from File or Insert|Other Object

Using OLE you can insert pictures, sounds and other OLE objects into your entries.

To insert an OLE object into your entry perform the following steps:

1. Select Insert|Object from File or Insert|Other Object
2. Choose the object you want to insert.
3. Click OK.

## **Notes:**

You can paste objects that are on the clipboard into your entries. For example, you can copy a picture from your favorite graphics program and paste it directly into your diary.

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



# Inserting a Custom String or Category



## Select Insert|Custom Text or Insert|Category

A custom string is a phrase that you can store for quick insertion in your entries.

A category is a tag that can be used to categorize information within entries. Categories are easily searched for using the Find command.

Since custom strings and categories are very similar they are covered together below

To insert a custom string perform the following steps:

1. Select Insert|Custom Text...
2. Select the string from the list.
3. Click the *Insert* button to insert the string.
4. Click the *Close* button.

To insert a category perform the following steps:

1. Select Insert|Category...
2. Select the category from the list.

### **Adding a Custom String/Category**

1. Click the *New* button.
2. Enter the text in the edit control below the list.
  - \* For custom strings 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 string into your entry.
  - \* Custom strings can be more than one line. To insert a new line press ENTER.
3. Click the *Add* button.

### **Deleting a Custom String/Category**

1. Select the custom string/category in the list.
2. Click the *Delete* button.

### **Changing a Custom String/Category**

1. Select the custom string/category in the list.
2. Edit the string/category in the edit control below the list.
3. Click the *Change* button.

#### **Reordering the Custom String/Category List**

1. Select the custom string/category in the list.
2. Click the *Up* or *Down* button to move the item up or down.

## Inserting the Date and/or Time



Select Insert|Date or Insert|Time or Insert|Date and Time

To insert the date, time or both perform the following steps:

1. Select the appropriate command on the Insert menu.

### **Notes:**

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.

# Changing Your Name/Password

## Select Tool|Change Name and Password...

The name and password utility allows you to change the name used with your diary as well as your password. You can also clear the list of files listed on the Open Diary screen for your name.

To change your name perform the following steps:

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

To change your password perform the following steps:

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

To clear the files listed in the Open Diary screen for your name click the *Clear File List In Open Dialog* button. All files except the currently open diary will be removed from the list. This does NOT actually delete the files. It only removes the filenames in the most recently used list.

### **Notes:**

After changing your password ALL entries are modified and any previous backups you have are obsolete. MAKE A NEW BACKUP IMMEDIATELY AFTER CHANGING YOUR PASSWORD.

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

# Importing Entries

## Importing a Diary Entries from Another Program

You can import TXT and RTF files created with another program using the import command. See below for information on importing diaries created with previous versions of My Personal Diary.

### Select Tool|Import...

To import a diary in TXT or RTF format into the diary you currently have open perform the following steps:

1. Select the diary page you want to import into.

\* The Import command is only available if a **dated** entry page is selected.

2. Select Tool|Import...

3. Select the format (TXT or RTF).

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

5. Choose the overwrite option.

\* *Prompt* will prompt you for an action when an entry already exists in your diary.

\* *Never* will skip all entries that already exist.

\* *Always* will always overwrite any entries that already exist in your diary without prompting.

### Notes:

To import a diary 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

### Importing a Diary from My Personal Diary V4.x or V5.x

**IF YOU ARE UPGRADING FROM V6.0 OR LATER YOU *DO NOT* NEED TO IMPORT YOUR DIARY. IT WILL WORK WITH THIS VERSION UNMODIFIED, JUST CLICK BROWSE ON THE OPEN DIARY SCREEN TO SELECT THE DIARY, THEN ENTER YOUR PASSWORD.**

*My Personal Diary* has come a long way since it was first released for Windows 3.1. Many changes and enhancements have been made and the structure of the diary has changed. As a result you will need to use the *Dairy Conversion Wizard* to convert your existing diary created with any version prior to V6.0.

The *Diary Conversion Wizard* is a separate program (DCONVERT.EXE) that is available on our web site that you can use to:

- Import diaries created with the Windows 3.1 version of My Personal Diary (V4.x)
- Import diaries created with the Windows 95 version of My Personal Diary (V5.x)

To use the *Diary Conversion Wizard* perform the following steps:

1. Make sure you are not running My Personal Diary.
2. Start Diary Conversion Wizard
3. Follow the instruction in the wizard.

# Exporting Entries

## Select Tool|Export...

The *Export...* command allows you to save any or all entries as plain text or RTF (Rich Text).

To export entries perform the following steps:

1. Select Tool|Export...
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.


# Backing Up and Restoring

## Select Tool|Backup and Restore...

The *Backup and Restore* command allows you to easily backup and restore your diary file to a floppy disk or any other drive on your computer. Backing up is a VERY important step in making sure your diary file is safe. Should your computer crash you will always have a recent copy of your diary file that can easily be restored from the Open Diary screen.


### **Backup**

To backup your diary file perform the following steps:

1. Select Tool|Backup and Restore...
2. Click the  button to select the location to store your backup.
  - \* The default folder can be specified under Options on the View menu so you do not need to specify it each time you backup.
3. Insert a disk into the drive you are backing up to (if required).
4. Click the *Backup Now* button.

### **Restore**

To restore your diary file perform the following steps:

1. Start My Personal Diary and click *Restore* at the Open Diary screen.
  - \* If MPD is already running and you have another diary file open select Tool|Backup and Restore.. then click on the Restore tab instead.
2. Insert a disk into the drive you are restoring from (if required).
3. Click the  button to select the backup file to restore.
4. Click the *Restore Now* button.




# Merging Diaries

## Select Tool|Merge...

The *Merge...* command allows you to merge entries from another diary into the currently open diary.

To merge entries from another diary into the currently open diary perform the following steps:

1. Select ToolMerge...
2. Click the  button to select the diary file you want to merge in.
3. Enter the password for the diary if it uses one.
4. Click the *Open Diary and Select Entries* button to open the diary and fill the entry list with the available entries.
5. Select the entries you want to merge in the entry list. Multiple entries can be selected using the Shift and Ctrl keys.
6. Choose the overwrite option.
  - \* *Only When Newer* will overwrite any entries that already exist in your diary and are older than the one being merged in without prompting.
  - \* *Prompt* will prompt you for an action when an entry already exists in your diary.
  - \* *Never* will skip all entries that already exist.
  - \* *Always* will always overwrite any entries that already exist in your diary without prompting.

# Spell Checking an Entry



Select Tool|Spell Check

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


## **Checking an Entire Entry**

Make sure no text is selected and select Tool|Spell Check.



## **Checking a Section in an Entry**

Select the text you wish to check and select Tool|Spell Check.

## Choosing Multiple Entries

All screens that allow you to select multiple entries have the  button to open the Choose Entries screen and allow you to select individual entries.

To choose multiple entries perform the following steps:

1. Click the  button.
2. Drag and Drop entries to and from the *Selected Entries* list to add or remove them to the selection or click the  button to select the entries from the last search
  - \* You can press and hold the SHIFT or CTRL key to select and drag multiple entries at once.
3. Click OK.

### **Notes:**

You can drag and drop entries within the *Selected Entries* list to change their order and the order in which they are processed.

## Selecting Entries

Many screens require that multiple entries be selected for searching, printing, exporting, etc. All these screens use the same set of buttons and a list box for easy selection of entries.



This button adds all entries (on all pages) to the entry list.



This button adds all entries on the current page to the entry list.



This button allows you to pick individual entries. See [Choosing Multiple Entries](#)



This button clears the entry list so that only the current entry is processed.

### Notes:

You can drag and drop entries in the entry list to change their order and the order in which they are processed.

# Options

## Select View|Options

### General Options

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

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

#### *Create a backup each time a diary is opened*

Check this checkbox create a backup copy of the diary file before it is opened. This is useful for reverting back to the state your diary was in before you last opened it.

#### *Prompt to backup to removable media each time I exit*

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

#### *Default backup folder*

Select the default location to store your backup file.

#### *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 diary when hidden in the system tray*

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

#### *Automatically show the to-do list when opening a diary*

Check this checkbox to automatically open and display your to-do list when you open your diary.

#### *Only if there are reminders*

Check this checkbox to automatically open and display your to-do list ONLY if there are reminders waiting when you open your diary (and the above option is checked).

### **Date and Time Options**

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

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

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

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

#### *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. 1/3/99).

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

## **New Entry Defaults Options**

### *Font*

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

### *Paragraph*

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

## **Appearance Options**

### *Show ruler*

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

### *Show title*

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

### *Show cover*

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

### *Title Color*

Select the title color

### *Title Text Color*

Select the color of the text on the title.

### *Cover Color*

Select the color of the diary cover.

### *Editor Background Color*

Select the editor's background color.

## **Spell Checker Options**

See [Spell Checking Options](#)

## **Registration Wizard Help**

The Registration Wizard guides you through the process of registering our products.

If you have trouble ordering or have any questions please contact us at:

[sales@camdevelopment.com](mailto:sales@camdevelopment.com)

## Spell Check

The spell check dialog provides many useful options for easily locating misspelled words and correcting them. Many different configuration options are also available (see [Spell Check Configuration](#) for more details).

The *Change All* button will replace all occurrences of the misspelled word with the word in the "Replace With:" edit field, while the *Change* button replaces only the current occurrence of the misspelled word.

The *Ignore All* button will ignore the word thought to be misspelled throughout the rest of the spell check, while the *Ignore* button will only ignore the current occurrence.

The *Add* button adds the word in the "Not Found:" edit field to the user dictionary.

The *Auto-Correct* button adds the words in the "Not Found" edit field and the "Replace With" edit field to the current user dictionary as an auto-correct pair. Any future occurrence of the presumed misspelled word will then be replaced with the correct spelling automatically. This is useful for common spelling mistakes, such as recieve:receive and teh:the.

The *Suggest* button will, if possible, add additional word alternatives to the suggestions list.

The *Start* button is used to restart a spell check session from the current cursor position if the spell check window lost focus in favor of another window in the current application. This gives freedom of movement, allowing you to edit the document being checked without ending the current spell check session.

The *Undo Last* button restores the last spell check action performed and reselects the previous misspelled word (if possible). This button can be pressed multiple times to undo multiple operations.

The *Options* button shows a window allowing you to set [spell check configuration](#) options



## Spell Checking Dictionaries

This tab of the configuration window controls which main dictionaries and user dictionaries are active during the spell check.

In both the main and user dictionary lists the checkbox to the left of the item indicates whether or not a specific dictionary is active. To change the active status, simply click on this checkbox.

To add an already existing dictionary to the list, click on the *Add* button. When adding a pre-existing user dictionary, Microsoft Word user dictionaries (.DIC file extension) may also be used. To delete a dictionary already in the list, click on the *Remove* button.

To form a new user dictionary, click on the *New* button.

The "Add Words To" selection box lets you specify which user dictionary new words and auto-corrections are to be added to. This must be an active user dictionary (and not a Microsoft Word user dictionary).

The *OK* button saves the current configuration and closes the configuration window.

The *Cancel* button aborts any changes made to the configuration and closes the configuration window.

See Also: [Spell Checking Options](#)

## Spell Checking Options

This tab of the configuration window controls specific configuration options related to the spell check.

### **Ignore Options:**

The *Words in UPPERCASE* checkbox, when checked, forces the spelling checker to skip any words completely in uppercase. This can be useful for ignoring abbreviations.

The *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.

The *HTML Tags* checkbox, when checked, forces the spelling checker to skip any HTML tags encountered (i.e. text between opening and closing angle brackets).

The *URLs and E-mail Addresses* checkbox, when checked, forces the spelling checker to skip any e-mail addresses or world wide web addresses found in the document.

The *Reset Ignore All* button removes any words previously added to the "Ignore All" list. Words previously in the list will no longer be ignored when encountered.

The *Reset Change All* button removes any word sequences added to the "Change All" list. Words matching added to the "Change All" list will no longer be automatically replaced.

### **Suggest Options:**

The *Generate Automatically* checkbox, when checked, forces the spelling checker to make suggestions for replacement of a word as soon as a misspelled word is located. If this option is not checked, no suggestions are given initially.

The *From Primary Dictionary 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](#)

### **General Options:**

The *Re-check Replaced Words* checkbox, when checked, forces the spell checker to re-check words that it has replaced as a result of a change or change all operation. This is a useful feature to counteract the occasional spelling mistake that may occur when typing a corrected word.

The *OK* button saves the current configuration and closes the configuration window.

The *Cancel* button aborts any changes made to the configuration and closes the configuration window.

See Also: [Spell Checking Dictionaries](#)

## **Word Not Found**

This field simply displays the word that is currently thought to be misspelled.

### **Replace With Word**

This edit field contains the word that the misspelled word is to be replaced with. To change this field, simply click on a word suggestion in the suggestions list, or edit the field directly.

## **Suggestions List**

This list generally contains several correctly spelled words each thought to be a possible replacement for the misspelled word. To select a word for replacement, simply click on that word. Double clicking on a word will replace the current and all future instances of the misspelled word with the suggestion clicked upon (Change All).

## **Suggest Button**

If suggestions are not generated automatically (a configuration option), then pressing this button initially will add suggestions for the misspelled word to the suggestions list. From this point, the suggest button will generate more suggestions for the currently selected word in the suggestions list.

## **Start Button**

This button is used to restart a spell check session from the current cursor position of the document being checked if the spell check window lost focus in favor of another window in the current application. This gives freedom of movement, allowing editing of the document being checked without ending the current spell-check session.



## **Undo Last Button**

This button will restore the last spell check action performed and reselect the previous misspelled word (if possible). This button can be pressed multiple times to undo multiple operations.

## **Options Button**

This button will show a window allowing you to set which main and user dictionaries are active, as well as several other configuration options.

## **Change All Button**

This button replaces the current and all successive instances of the misspelled word with the word in the "Replace With" edit field.

## **Change Button**

The button replaces only the current instance of the misspelled word with the word in the "Replace With" edit field. Any successive instances of the misspelled word will not be replaced.

## **Ignore All Button**

This button will force the spell checker to ignore all future instances of the misspelled word in the current spell check session. Future sessions will not ignore the word.

## **Ignore Button**

This button will force the spell checker to ignore the current instance of the misspelled word. Future instances will not be ignored.

## **Add Button**

This button adds the word thought to be misspelled to the currently active user dictionary (specified in the configuration). Any future occurrences of the word will be ignored, provided the user dictionary it was added to is active.

## **Auto-Correct Button**

This button adds an auto-correction pair to the active user dictionary (specified in the configuration). This will force the current and any future occurrence of the misspelled word to be replaced with the word specified.



## **Cancel Button**

This button closes the spell check window and ends the current spell check session.

## **Up and Down Buttons**

These buttons move the selected main dictionary up and down in the main dictionary list. This is important for several reasons. The main dictionary that is first in the list is considered the primary dictionary. The order of dictionaries in the list is also the order which they are searched, so the most frequently used language should be first in the list.

## **Main Dictionary List**

This list shows the main dictionaries that are known to the system. The checkbox to the left of the item indicates whether or not a specific dictionary is active. To change the active status, simply click on this checkbox. The main dictionary that is first in the list is considered the primary dictionary. The order of dictionaries in the list is also the order which they are searched, so the most frequently used language should be first in the list.

## **Add Button**

This button presents an open dialog for adding an existing main dictionary to the main dictionary list.

## **Remove Button**

This button removes the currently selected main dictionary from the main dictionary list. It is not removed from the computer, just the available dictionaries list.

## **Up and Down Buttons**

These buttons move the selected user dictionary up and down in the main dictionary list. The order of dictionaries in the list is also the order which they are searched, so the most frequently used user dictionary should be first in the list.

## **User Dictionary List**

This list shows the user dictionaries that are known to the system. The checkbox to the left of the item indicates whether or not a specific dictionary is active. To change the active status, simply click on this checkbox. The order of dictionaries in the list is also the order which they are searched, so the most frequently used user dictionary should be first in the list.

## **Add Button**

This button presents an open dialog for adding an existing user dictionary to the user dictionary list. When adding a pre-existing user dictionary, Microsoft Word user dictionaries (.DIC file extension) may also be used.



## **Remove Button**

This button removes the selected user dictionary from the user dictionary list.

**Add Words To:**

This selection box lets you specify which user dictionary new words and auto-corrections are to be added to. This must be an active user dictionary and cannot be a Microsoft Word user dictionary.

## **Ignore Upper Case Option**

This option forces the spell checker to ignore all words that are fully uppercase.

## **Ignore Partial Numbers Option**

This option forces the spell checker to ignore words that have embedded numeric characters within (in addition to alphabetic characters).

## **Generate Suggestions Automatically Option**

This option forces the spelling checker to make suggestions for replacement of a word as soon as a misspelled word is located. If this option is not checked, no suggestions are given initially.

## **Primary Dictionary Only Option**

This option 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 dictionary list.

## **Re-check Replaced Words Option**

This option forces the spelling checker to re-check words that it has replaced as a result of a change or change all operation.

## **OK Button**

This button saves the current configuration and closes the configuration window.



## **Cancel Button**

This button aborts any changes made to the current configuration and closes the configuration window.

## **New Button**

This button adds a new user dictionary to the user dictionary list.

## **Reset Ignore All Button**

This button clears the list of words the spell checker is ignoring for the current session.

## **Reset Change All Button**

This button clears the list of words the spell checker is automatically changing for the current session.

## **Ignore HTML Tags**

This option will force the spelling checker to ignore any text found within HTML tags encountered during the parse.

## **Ignore URLs and E-mail Addresses**

This option forces the spelling checker to ignore common internet strings, such as URLs and e-mail addresses.

# Using the Address Book

## **Select Organizer|Address Book**

The address book is designed to allow you to store names and addresses of people you know for easy access. It also allows you to categorize contacts and print contacts in several different formats.

All functions are available from the main address book screen as shown below:

## Adding a Contact

Click the add button and enter the [contacts properties](#).

## Deleting a Contact

Select the contact in the list and click the delete button.

## Editing a Contact's Properties

Select the contact in the list and click the properties button.

## Printing Contacts

To print contacts in a variety of formats click the print button.

## Compacting the Address Book

If you delete a lot of contacts from your address book and want to save space, select File|Compact to remove unused space from the data file.

## Importing Contacts

To import contacts from any comma delimited text file, select File|Import, then select the file and match the import fields.

## Exporting Contact

To export contacts to a comma delimited text file, select File|Export, then enter a filename. You can then use the text file to import your contacts into another program.

## Filtering Contacts

The filtering features allow you to display any subset of your contacts in the contact list. It works as a filter and a search in one powerful feature. Select the GROUP you want to include and optionally select a field name, and enter search text, then click the filter button.

For example: `GROUP = Personal AND Last Name CONTAINS M` will display all contacts in the Personal group with a last name that contains M (or m).

**Notes:**

You can change the style of the contact list using the options on the view menu.

In details view you can size and order the columns in the contact list the way you want using drag and drop.

You can hide or move the toolbars and detail bar using drag and drop.



# Contact Properties



## Select Edit|Contact Properties...

The contact properties consist of several pages of information for a contact as follows:

### **1. General Page**

<i>First Name</i>	The contact's first name
<i>Last Name</i>	The contact's last name
<i>Display Name</i>	The name displayed for the contact. By default this is Last Name, First Name but can be changed to anything you wish.
<i>Important Dates</i>	Important dates for the contact such as birthday, anniversary etc. Use the Add, Change and Delete button to modify the dates listed.

### **2. Home Page**

Personal information about the contact including address, e-mail address, web site and phone and FAX numbers. Check the phone number you want to be the default.

### **3. Business Page**

Business information about the contact including company, title, department, address, e-mail address, web site and phone and FAX numbers. Check the phone number you want to be the default.

### **4. Notes Page**

Additional notes about the contact.

# Printing Contacts



## Select File|Print...

Contact information can be printed in a variety of formats.

To print contact information perform the following steps:

1. Use the Filter options to display the contacts you want to print.
2. Select File|Print...
3. Choose what you want to print by selecting either the *Address Book* or *Phone List* tab then check the fields you want to include in the printout.
4. Select the page layout.
5. Select the text size.
  - \* Keep in mind that when choosing a small page layout some text size choices may be too large to allow all the information to fit. Choose a small size for these layouts.
6. Choose the print options.
7. Click the *Preview* button to see a preview or the *Print* button to print without a preview.

# Importing Contacts

## Select File|Import...

The import feature allows you to import contacts from any text delimited file.

To import contacts perform the following steps:

1. Select File|Import...
2. Select the filename of the text file containing your contacts to import.
3. Match the field names with the corresponding fields in the text file and click the add button to add the field to the import list. Choose the most appropriate field for each field name. Any fields you do not add will be ignored.
4. Click the *Import* button.

## Picking Contacts

The address book filter options allow you to select contacts by group or any field, but it also allows you to choose contacts individually for the greatest flexibility.

To pick contacts perform the following steps:

1. Click the ... button on the Filter Bar..
2. Drag and Drop entries to and from the *Selected Contacts* list to add or remove them to the selection.
  - \* You can press and hold the SHIFT or CTRL key to select and drag multiple entries at once.
3. Click OK.

# Using the To-Do List

## Select Organizer|To-Do List

The to-do list is designed to allow you to easily keep a list of to-do items. You can set reminders and print to-do items in several different formats.

### **The Basics**

When using the to-do list there are several terms and ideas that you should understand before continuing.

1.

All functions are available from the main to-do screen as shown below:

#### Adding a To-Do Item

Click the add button and enter the to-do item properties.

#### Deleting a To-Do Item

Select the To-Do Item in the list and click the delete button.

#### Editing a To-Do Item's Properties

Select the to-do item in the list and click the properties button.

#### Printing To-Do Items

To print to-do items in a variety of formats click the print button.

#### Compacting the To-Do List

If you delete a lot of to-do items from your to-do list and want to save space, select File|Compact to remove unused space from the data file.

#### Importing To-Do Items

To import to-do items from any comma delimited text file, select File|Import, then select the file and match the import fields.

#### Exporting To-Do Items

To export to-do items to a comma delimited text file, select File|Export, then enter a filename. You can

then use the text file to import your to-do items into another program.

**Notes:**

You can change the style of the to-do list using the options on the view menu.

In details view you can size and order the columns in the to-do list the way you want using drag and drop.

You can hide or move the toolbars using drag and drop.

# To-Do Items Properties



## Select Edit|Item Properties...

The to-do item properties consist of several pages of information for an item as follows:

### **1. General Page**

<i>Date</i>	The date the item is for or starts.
<i>Priority</i>	The item's priority: <i>Low, Medium or High</i> .
<i>Lead Time</i>	The value "No Reminder" or the number of days before an item is due that a reminder is displayed.
<i>Description</i>	The item's description.
<i>Status</i>	The item's status: <i>Pending or Complete</i> .

### **2. Repeat Page**

The Repeat page is used to specify the recurring properties for an item. An item can either represent a one-time event or an event that repeats every X days, weeks, months or years forever or until a certain date.

<i>Every</i>	The item's interval: <i>Once, Weekdays, Days, Weeks, Months or Years</i> .
<i>Forever/Ending</i>	Check <i>Forever</i> or <i>Ending</i> and specify the end date for the item.

### **3. Notes Page**

Additional notes about the to-do item.

## Printing To-Do Items



### Select File|Print...

The to-do list can be printed in a variety of formats.

To print the to-do list perform the following steps:

1. Select Daily View, then choose the date, week or month you want to print or start at.
2. Select File|Print...
3. Choose what you want to print.
4. Select the page layout.
5. Select the text size.
  - \* Keep in mind that when choosing a small page layout some text size choices may be too large to allow all the information to fit. Choose a small size for these layouts.
6. Choose the print options.
7. Click the *Preview* buttonClick the *Preview* button to see a preview or the *Print* button to print without a preview.



# Importing To-Do Items

## Select File|Import...

The import feature allows you to import to-do items from any text delimited file.

To import to-do items perform the following steps:

1. Select File|Import...
2. Select the filename of the text file containing your to-do items to import.
3. Match the field names with the corresponding fields in the text file and click the add button to add the field to the import list. Choose the most appropriate field for each field name. Any fields you do not add will be ignored.
4. Click the *Import* button.

# Compacting the To-Do List

 **Select File|Compact...**

Compacting the to-do list removed all items before a specified date, frees unused space in the data file and sorts records.

To compact the to-do list perform the following steps:

1. Select File|Compact...
2. Select the date you want to remove items before.
3. Check the *Remove Pending Items* checkbox if you want to remove pending items before the date specified as well.
4. Click the *OK* button.

## Using the Note Pad



### Select Organizer|Notes

The notepad is a simple utility for keeping a series of note pages. You can use it to store any miscellaneous information.

To edit a note page, use the browse buttons to open the desired page, then type to edit your notes for that page.

All changes are automatically saved.

# Using the Password Vault



## Select Organizer|Password Vault

The password vault is a secure place where you can store passwords and other information about your accounts for easy access.

To add an account to the vault perform the following steps:

1. Click the + button.
2. Enter the description, user ID, password and notes
3. Click the *Post* button.

To change an account in the vault perform the following steps:

1. Select the account you want to modify from the account list.
2. Enter the description, user ID, password and notes
3. Click the *Post* button.

To delete an account in the vault perform the following steps:

1. Select the account you want to delete from the account list.
2. Click the - button


To view information for an account simply select the account from the account list and the information is displayed.

# Importing Passwords



The import feature allows you to import passwords and account information from any text delimited file.

To import passwords perform the following steps:

1. Click the  button.
2. Select the filename of the text file containing your passwords to import.
3. Match the field names with the corresponding fields in the text file and click the add button to add the field to the import list. Choose the most appropriate field for each field name. Any fields you do not add will be ignored.
4. Click the *Import* button.

