Table of Contents

<u>Creating a New Diary</u> <u>Opening a Diary</u> <u>Exporting and Importing Entries</u> <u>Transfering a Diary to Another Computer</u> <u>Removing a Diary</u> <u>Registering Diary Keeper</u> <u>Index</u> <u>Glossary</u>

Overview

Diary Keeper is a powerful, yet simple to use program specifically designed to assist you in creating and maintaining a personal diary or journal. Unlike other diary programs, Diary Keeper will allow you to modify the <u>current daily entry</u> ONLY during that date - once that day has lapsed, your entry is permanent...just like a real diary!

The most important feature of Diary Keeper is it's data <u>encryption</u>. All of your diary entries, besides being <u>password</u> protected, are encrypted so that they cannot be read by anyone else using Diary Keeper or any other program.

Diary Keeper also includes a powerful <u>export</u> and <u>import</u> feature. It is designed to allow you to keep your diary on multiple computers yet keep one completely up-to-date diary on the computer you use the most.

Creating a New Diary

NOTE: Unregistered, Diary Keeper will only allow you to create one diary. The full registered version will allow you to create up to TEN individual diaries!

To create a new diary, click 'File' on Diary Keeper's menu bar, then choose 'New Diary' from the dropdown menu that appears.

Follow the instruction boxes as they appear.

After you have created your diary, Diary Keeper will allow you to enter one new entry per day from then on. Use the 'Goto', 'Next', 'Previous', and 'Search' buttons on the <u>main entry screen</u> to move through your diary and to search for old memories.

Opening a Diary

From Diary Keeper's menu bar, click 'File', then choose 'Open Diary' from the drop-down menu that appears. (If you have only one diary created in Diary Keeper, your file will automatically open.)

If Diary Keeper has more than one diary in it, use your mouse to double-click on your name from the list that appears. (You may also use the arrow keys and press <Enter> when your name is highlighted.)

If your diary is <u>password</u> protected, you will be prompted to enter your password. If you enter the incorrect password, simply choose your name again and re-enter your password correctly.

NOTE: Diary Keeper is date sensitive. If your computer's clock is set incorrectly, your file may not open. If you get a warning message about your clock being set wrong, set the date so that it is correct.

Lick here for info on changing your computer's clock/date.

Changing Computer's Date

To change your computer's clock date and/or time, click 'Options' on the menu bar of Diary Keeper's <u>main entry screen</u>, then choose 'Change Date/Time' from the drop-down menu that appears.

Follow the instructions given to change your computer's date and time, if necessary, using the TAB key to move between each box.

(See 'A Note on Dates...' for important information on the date sensitive nature of Diary Keeper.)

Click for 'A Note on Dates...'

A Note on Dates...

Diary Keeper is extremely date sensitive. This means that you will need to see to it that your computer is ALWAYS set to the correct date.

The reason for this is that, when you attempt to open your diary, it will not be opened unless the date of your computer is the same as or later than the last date in your diary. Diary Keeper, in effect, helps you to create 'permanent' diary entries that will last a lifetime.

Also, note that if you are making an entry around 12:00am, MAKE SURE you complete your entry BEFORE you do anything else or Diary Keeper will save your entry before your finished with it and open a new day. (You can also check the time of your computer's clock and change it as well. See 'Changing Computer's Date'.)

Click for info on 'Changing Computer's Date'

Importing and Exporting Entries

Exporting and Importing diary entries is the most powerful feature Diary Keeper has to offer. The feature allows you to keep a diary on separate computers yet maintain ONE complete and up-to-date diary.

Exporting Entries:

To do this, you must have a diary created on separate computers. With your current diary open, click 'File' on Diary Keeper's main menu bar, then choose 'Export Entries'.

Now, enter the date range of the entries that you would like to <u>export</u>. (For example: from 01-01-1996 to 05-01-1996). Insert a BLANK disk into Drive A: (or B: if necessary - but make sure to change the drive setting on the 'Export Entries' screen), then click 'OK'.

When your finished, label your disk 'Exported Entries'.

Importing Entries:

Insert your 'Exported Entries' disk into Drive A: (or B:) of the computer where your other diary is located. With your diary open, click 'File' then choose 'Import Entries'. Click 'OK' when ready.

You will get a message informing you of the hard disk space requirements for the <u>import</u> procedure. Click 'OK'. Diary Keeper will now do all the work for you! (If you get a 'Lost Entries' message, see 'Importing Lost Entries' in 'Help')

If you get an 'Import Successful' message, you're done! The entries on your 'Exported Entries' disk will have been merged.

NOTE: Any 'Bookmarks' that you've created may not point to the correct entries after an import procedure (you will be prompted if this is the case). You will want to look them over and move them back to the original entries if necessary.

<u>Click for info on 'Importing Lost Entries'</u>

Importing Lost Entries

NOTE: Read 'Exporting and Importing Entries' before reading this topic.

Importing lost entries is required when an entry date is the same as an entry you are trying to merge. You'll get a 'Lost Entries' message if your current diary's entry length is not large enough to hold your current diary entry and the entry your trying to merge. To correct this, you will need to reconfigure your diary's entry size accordingly.

When you recieve a lost entries message, you will also be informed of the size you need to reconfigure your diary's entries to, to perform the <u>import</u> procedure completely. If you don't remember that setting, simply reimport the same entries again and you will get the same message.

Once you have the setting, see 'Reconfiguring a Diary File' in 'Help' for information on this procedure.

NOTE: Also see 'Average Maximum Number of Words' in 'Help' for important information on diary entries sizes.

<u>Click for info on 'Reconfiguring a Diary File'</u>
 <u>Click for info on 'Average Maximum Number of Words'</u>

Reconfiguring a Diary File

This procedure is designed to allow you to increase the size of your diary's maximum word-per-entry limit.

While your diary is open, click 'File' on the menu bar of Diary Keeper's <u>main entry screen</u>, the choose 'Reconfigure' from the drop-down menu that appears.

Enter the 'average maximum number of words' that you would like each diary entry to be and enter that number in the space provided, then click 'Reconfigure'. Your will be notified of the hard drive space requirements to complete the reconfiguration procedure. Just click 'OK' to continue and reconfigure your diary file.

You may repeat this procedure as often as you need to. Remember, however, that once a diary entry is permanent, you can't reduce the average size of your dairy's entries to a size any smaller than the size of your longest diary entry.

Average Maximum Number of Words

Diary Keeper uses the average maximum number of words per entry setting, (set when you create a new diary file or reconfigure a current one), to make your diary file large or small enough to hold all of your entries.

To change your setting, if your running out of room for your diary entries, see "Reconfiguring a Diary File"

<u>Click for info on 'Reconfiguring a Diary File'</u>

Transfering a Diary to Another Computer

NOTE: This procedure requires that you understand how to use the Windows File Manager (or Explorer in Win95) or MS-DOS to copy files. If you don't feel comfortable doing this, please seek assistance before proceeding.

This procedure is helpful if, for example, a child moves away from home and you need to transfer his or her diary file from your computer to his/hers. The following instructions will assist you in doing this.

You may find it helpful to click the 'Info' button on the 'About Diary Keeper' screen. (Click 'Help' then choose 'About Diary Keeper'...the 'Info' button is on that screen.) That screen gives you vital information about all the diary files in Diary Keeper and their sizes. It also gives you the directory where Diary Keeper, and it's data files, are installed.

NOTE: If you are reinstalling this software on a new computer and wish to transfer this program and its data files to the new computer, just install Diary Keeper on the new computer (DO NOT RUN IT YET), transfer the 'GenInfo.dkr' file and ALL of your diary files, (diary files have a '.dku' extension), from your 'old' computer's Diary Keeper directory to the same directory where you've installed Diary Keeper on your 'new' computer. When you start-up Diary Keeper, everything should work as usual.

Transfering a Diary to Another Computer:

When you first installed Diary Keeper, you should have created a KeyDisk. Get that disk now. If you didn't, get a blank formatted disk, then come back to these instructions.

Follow the instructions below precisely:

- If a diary is currently open, click 'Hide' then choose 'Cancel' if the diary is <u>password</u> protected.
- 2. Click 'File' then choose 'Create KeyDisk'
- Follow the instructions given EXCEPT that if you already have a KeyDisk, insert that disk into drive A:, not a blank one.
- 4. Close Diary Keeper. (Click 'Exit')
- From the directory where Diary Keeper is installed copy all the DIARY files (with .DKU extensions), that you wish to transfer to the new computer, to blank formatted disks.
- Now install Diary Keeper on the new computer. DO NOT RUN DIARY KEEPER YET.
- 7. Insert your KeyDisk into the new computer's Drive A:, then copy the 'GenInfo.dkr' file from the KeyDisk, to the directory on the new computer where you've installed Diary Keeper.
- Now copy the DIARY files from the floppy disk(s) you just made to the directory on the new computer where you've installed Diary

Keeper.

- 9. Now start-up Diary Keeper on the new computer.
- 10. Choose 'File' from the menu bar, then click 'New Diary'
- 11. Enter all of the information about the DIARY file(s) that you are reinstating EXCEPT the 'average maximum number of words per entry', that is not used to <u>reinstate</u> a diary file.

NOTE: If you do not enter the correct password of the DIARY file that you are reinstating, Diary Keeper will not allow you to reinstate it until you enter the correct password.

- 12. Click 'Reinstate'
- 13. Repeat steps 10 through 12 for each diary file(s) you want to reinstate.

<u>E</u> Click for information on 'Reinstating a Diary'

Reinstating a Diary

This procedure is designed to assist you in reinstating a diary previously removed from diary keeper (see 'Removing a Diary from Diary Keeper'.)

Also, this procedure can aid in reinstating backed-up diary files in the event of disk failure (see Data File Access Error.)

To <u>reinstate</u> a diary, you will need to know two things about the diary file you are going to reinstate. You need to know the diary file's <u>password</u> and the exact MS-DOS file name (ie. BOBSMITH.DKU).

Once you know this information, click 'File' on the menu bar of Diary Keeper's <u>main entry screen</u>, then choose 'New Diary'. On the screen that appears, enter the name of the person who will use the diary, then press <ENTER>. Then enter the diary's exact filename, press <ENTER>. Lastly enter the file's password and press <ENTER>.

(Reinstating a file does not require the 'Average Maximum Number of Words' to be entered.)

When you are ready, click 'Reinstate'.

□ Click for info on 'Removing a Diary from Diary Keeper' □ Click for into on 'Data Access File Error'

Removing a Diary from Diary Keeper

This procedure is designed to allow you to remove a diary from Diary Keeper. Diary Keeper will NOT erase the diary file from your hard drive, it will simply not recognize it as a diary anymore.

To 'remove' a diary from Diary Keeper, the diary you wish to remove MUST be open.

Click 'File' on the menu bar of Diary Keeper's <u>main entry screen</u>, then choose 'Remove Diary' from the drop-down menu that appears. If the diary your are attempting to remove is <u>password</u> protected, enter the password now. Click the 'Remove' button to remove the diary from Diary Keeper.

Removing an unopened, password protected diary:

Before proceeding with the following instructions, please read through them completely and be sure you thoroughly understand the procedure before you attempt it.

NOTE: When you installed Diary Keeper you should have created a KeyDisk. If you did, get that disk now. (Click the 'Info' button on 'About Diary Keeper' for helpful information on all the diary files in Diary Keeper.)

- 1. Click 'File' on the main menu bar then choose 'Create KeyDisk'
- 2. Follow the instructions given, EXCEPT that if you have a KeyDisk already, put that disk into Drive A:, NOT a blank one.
- 3. EXIT Diary Keeper now.
- 4. Copy the file 'GenInfo.dkr' from the KeyDisk in Drive A: to the directory where Diary Keeper is installed. (Replacing the file 'GenInfo.dkr' that is already in that directory.)
- 5. Now start-up Diary Keeper.
- 6. Follow the instructions for 'Reinstating a Diary' to <u>reinstate</u> every diary file except the one you wanted to remove.

NOTE: Before completing steps 4 through 6, be sure you know the names and passwords of the diary files you are going to 'Reinstate'.

<u>Click for info on 'Reinstating a Diary'</u>

Data File Access Error

FIRST!! Just restart Diary Keeper and see if the problem goes away. If it does not then proceed with the following instructions.

NOTE: This procedure requires that you understand how to use the Windows File Manager (or Explorer in Win95) or MS-DOS to copy files. If you don't feel comfortable doing this, please seek assistance before proceeding.

This message means that your diary file may have been corrupted.

Diary Keeper automatically turns off it's 'Back-up on exit' feature when you get a message like this. The reason for this is that if Diary Keeper has been making back-ups of your diary files all along, you may be able to salvage your diary file(s). If this setting is not turned off, DO IT before you exit Diary Keeper. (Click 'Options' on menu bar, then click 'Settings...' and make sure the box next to 'Back-Up on exit' is NOT checked.)

To attempt to salvage your diary file(s) after such an error, follow the instructions below:

NOTE: Exit Diary Keeper before attempting the following procedure.

- 1. ERASE the 'bad' diary file (with a '.dku' extension.
- Rename the file's back-up diary file (with a '.bak' extension), that is located in the directory where Diary Keeper is installed, to the same file name as the one you just erased (with a '.dku' extension.)
- 3. Start-up Diary Keeper.
- 4. Repeat 1 thru 3 for each 'bad' diary file.

If steps 1 thru 4 do not solve the problem, follow the instructions given in 'GenInfo' File Error' in 'Help'.

REMEMBER: Diary Keeper automatically turned off the the 'Back-up on exit' feature. Once you've gotten your diary file working properly, reset this setting immediately.

Registering Diary Keeper

To register Diary Keeper, click 'Help' on Diary Keeper's menu bar, then choose 'Register' from the drop-down menu that appears.

From the screen that appears, click 'Instructions' for information on registering.

Index

≞ A

A Note on Dates... Add a new diary Adding a Bookmark Average Maximum Number of Words В Backing-Up Diary Keeper's Data Files **Bookmarks** С Changing a Bookmark Changing Computer's Date Changing Your Diary's Font Changing your Name Changing Your Password Communicate with Intersoft Designs **Contents** Creating a KeyDisk and Why Creating a New Diary Creating More than 10 Diaries D Data Access File Error Ε <u>E-Mail</u> Encryption Process Setting Encryption Process...Please Wait Gauge Exporting and Importing Entries G GenInfo File Error Glossary Goto Specific Date Н Hiding a Diary L **Importing Lost Entries** Κ Keyboard Shortcuts Μ Memory Search 0 Opening a Diary

P
Passwords - Tips
Printing
R
R
Registering Diary Keeper
S
S
Saving Entry
Searching
T
Table of Contents
Transfering a Diary to Another Computer
V
Verify Computer's Date at Start-Up

Glossary

±

Α

Average Maximum Numer of Words

С

Corrupted Current Daily Entry Current Entry

Ε

Encryption Export Exported Exporting Extension

L

Import Imported Importing

Μ

Main Entry Screen

Ρ

Password

R

<u>Reinstate</u>

Backing-Up Diary Keeper's Data Files

Diary Keeper has an automatic data file back-up feature.

The default setting for this feature is ON. To change it, click "Options" on the main menu bar, then choose "Settings...".

Click "Back-Up on exit" to turn this feature ON or OFF. (If the box next to "Back-Up on exit" is checked, this feature is ON.)

On exit, with this setting ON, Diary Keeper will automatically back-up all diary files that are in Diary Keeper. (These files will have ".BAK" extensions.)

Bookmarks

Diary Keeper allows you to insert up to 25 'bookmarks' throughout your diary file.

While your diary is open and the entry you wish to 'bookmark' is displayed on Diary Keeper's <u>main</u> <u>entry screen</u> (the entry cannot be blank), click 'Options' on the menu bar, then choose 'Bookmark'.

In the 'Bookmark' box that appears, enter or change the name of the 'bookmark' for your <u>current</u> <u>entry</u> in the box on the left. If you're creating a new bookmark, click the 'Create' button. If there is a 'Change' button, click it to change the current bookmark. Your bookmark will appear over the entry space on Diary Keeper's main entry screen whenever you are looking at that entry.

To goto a current bookmark, click 'Goto...' on Diary Keeper's main entry screen, then click on the bookmark (in the box marked 'Bookmarks:'). To remove a bookmark, follow the preceeding instructions to 'Goto...' a bookmark, then choose 'Bookmark' from Diary Keeper's menu bar and click the 'Remove' button.

Note: On the 'Bookmark' screen, the box on the right contains a list of all of your current bookmarks. That box is just for your information, it doesn't do anything.

Changing Passwords and Names

You can change your name and/or your password any time your diary is open.

Click 'Options' on the menu bar of Diary Keeper's <u>main entry screen</u> (while your diary is open), then choose 'Change Password' from the drop-down menu that appears.

Follow the below instructions:

- Change your name and press <ENTER> or leave it as it appears and just press <ENTER>
- Enter your NEW password, then press <ENTER> (Just press <ENTER> to leave it alone.)
- 3. Enter your NEW password again, then press <ENTER> (Again, just press <ENTER> to change nothing.
- 4. Enter your CURRENT password now, then click 'Change'.

Changing Font

Diary Keeper allows you to customize the font of your diary's entries.

While your diary is open, click 'Options' from the menu bar of Diary Keeper's <u>main entry screen</u>, then choose 'Change Font' from the drop-down menu that appears.

Use your mouse to click on the different options available from the screen that appears. Notice the little box on the lower right hand corner of the 'Font' screen; it contains a sample of the text that you've selected.

When you are finished, click 'OK'. Your new font will now active.

Creating a KeyDisk and Why

Diary Keeper uses a 'KeyDisk' to store the 'key' that unlocks the encrypted data stored in its data files.

This file is necessary to accomplish some procedures that you may need to perform while using Diary Keeper. This 'KeyDisk' must be clearly labeled and kept in a secure location. In the event that your diary file or Diary Keeper's 'GenInfo.dkr' data file are ever damaged, your 'KeyDisk' may save your diary from becoming <u>corrupted</u>.

You might even consider making a copy of your KeyDisk.

To make a KeyDisk, follow the instructions given when you click 'File' on the menu bar of Diary Keeper's <u>main entry screen</u>, then choose 'Create KeyDisk' from the drop-down menu that appears.

Creating More than Ten Diaries

Diary Keeper allows you to create and maintain up to ten individual diaries.

In the event that you should require more than ten, temporarily remove a diary file that you use infrequently. Then create a new diary (see 'Creating a New Diary'.)

Then when you would like to access the previously removed diary again, temporarily remove the new diary file, then <u>reinstate</u> the one you would like access to. When you're finished, remove the old file you were just using, then reinstate the new file again.

(See 'Removing a Diary from Diary Keeper' and 'Reinstating a Diary' for more information on these procedures.)

□ Click for info on 'Removing a Diary from Diary Keeper' □ Click for info on 'Reinstating a Diary'

E-Mail To and From Intersoft Designs

Intersoft Designs has an E-Mail address on America Online. This address is:

InterDegns@aol.com

To receive E-Mail from Intersoft Designs, be sure to include your E-Mail address on your registration form or letter when you send it to:

Intersoft Designs 7646 Shawnee Lane #104 West Chester, OH 45069

E-Mail from Intersoft Designs will include special product incentives as new products become available, Diary Keeper revision and upgrade notices and technical coorospondence.

We look forward to hearing from you!

Encryption Process Setting

You can change when the 'Encryption Process...Please wait' gauge is displayed. You can even turn it off if you want.

Choose 'Options' from the menu bar of Diary Keeper's <u>main entry screen</u>, then click 'Settings...'. On the screen that pops up, check the box next to 'Encryption Process' to turn on or off this feature.

When this feature is on (checked), you can change the point at which the gauge appears. Simply enter the number of words that a diary entry must be before the gauge is displayed.

(For more information on this feature, see 'Encryption Process...Please wait Gauge'.)

Lick for info on the 'Encryption Process...Please Wait' Gauge

"Encryption Process...Please Wait" Gauge

This gauge, when displayed, means that Diary Keeper is encrypting or unencrypting a diary entry in your file that is large enough to pause Diary Keeper for an extended period of time.

It is designed to alert you to this fact so that you don't wonder why your computer seems to be running slowly.

For more information on this feature, see 'Encryption Process Setting' on the 'Help' Table of Contents.

<u>E</u> Click for info on the 'Encryption Process Setting'

"GenInfo" File Error

FIRST!! Just restart Diary Keeper and see if the problem goes away. If it does not then proceed with the following instructions.

NOTE: This procedure requires that you understand how to use the Windows File Manager (or Explorer in Win95) or MS-DOS to copy files. If you don't feel comfortable doing this, please seek assistance before proceeding.

This error is caused by a <u>corrupted</u> 'GenInfo.dkr' file. This is the file that Diary Keeper uses to store important information regarding all diary files stored in Diary Keeper. Without this file, you can not use Diary Keeper.

Diary Keeper automatically turns off it's 'Back-up on exit' feature when you get a message like this. The reason for this is that if Diary Keeper has been making back-ups of your diary files all along, your diary should be unharmed. If this setting is not turned off, DO IT before you exit Diary Keeper. (Click 'Options' on menu bar, then click 'Settings...' and make sure the box next to 'Back-Up on exit' is NOT checked.)

When you installed Diary Keeper, you should have created a KeyDisk. Get that disk now. If you don't have one, you can try to make one now by clicking 'File' on the menu bar of Diary Keepers main entry screen, then choosing 'Create KeyDisk' from the drop-down menu that appears. After following the instructions given, complete the procedure below - HOWEVER, because you were getting an error message, Diary Keeper MAY NOT make a KeyDisk that works and your diary file(s) MAY become corrupted.

NOTE: First exit Diary Keeper before attempting this procedure.

- 1. Insert your KeyDisk into Drive A: and copy the 'GenInfo.dkr' file from disk A: to the directory where you installed Diary Keeper. (Overwriting the 'GenInfo.dkr' file that is already there.)
- 2. Start-up Diary Keeper.
- Follow the instructions for 'Reinstating a Diary' in 'Help' for EACH diary file that you have in Diary Keeper. These files have a '.dku' <u>extension</u> on them and are in the same directory as Diary Keeper.
- 4. See 'Data File Access Error' if you keep getting error messages. If you already completed the procedure described there, your files may be corrupted beyond repair.

Click for info on 'Reinstating a Diary'
Click for info on 'Data Access File Error'

Goto Specific Date

Click the 'Goto...' button on Diary Keeper's main entry screen.

To goto a specific date, enter a date then click the 'Date' button. If the date you entered doesn't exist, Diary Keeper will find the closest entry date in your diary and show you that entry.

You can also goto a specific bookmarked entry. From the box on the right, double click on a bookmark and Diary Keeper will go to that entry. (See 'Bookmarks' for information on using 'Bookmarks'.)

Once at your selected entry, you can use the 'Previous', 'Next', 'Search' and 'Goto...' buttons to move from that entry in your diary to another.

Click for info on 'Bookmarks'

Hiding a Diary

To instantly Hide your diary from prying eyes while your working on it, click the 'Hide' button on Diary Keeper's <u>main entry screen</u>.

If your diary is <u>password</u> protected, the password entry box will appear and you will have to enter your password to reopen your diary. If your diary is NOT password protected, clicking 'Hide' will simply close your diary.

Keyboard Shortcuts

The following are key combination shortcuts to be used on Diary Keeper's main entry screen:

Control-O Open a Diary

- Control-N Create a New Diary
- Control-B Add/Change/Remove a Bookmark

Passwords - Tips

Your <u>password</u> is the key that unlocks your personal diary. Without it, once your diary is password protected, you nor anyone else can gain access to your diary.

Because of this, you should choose a password that is simple to remember, yet difficult for others to figure out. Stray from using birth dates, social security numbers, PIN numbers, anniversaries, children's names, etc.

You might even change your password every once in a while, just be sure to remember it. (See 'Changing Passwords and Names' for instructions.)

Remember, without your password, there is absolutely no way to open your diary.

Printing

Printing Current or Range of Entries:

While the entry you wish to print is displayed on Diary Keeper's <u>main entry screen</u>, click 'File', then choose 'Print Entry'.

Click 'Print' to print ONLY the <u>current entry</u>, or click 'Print from/to entry dates' then enter 'From' and 'To' dates to print a range of entries.

Printing Search Results:

Click the 'Search' button on the Diary Keeper's main entry screen, then, after you've searched your diary for a word or phrase, check the small box on top of the entry that you would like to print. When you click 'Done', any entries that you 'checked' will be printed for you.

(See 'Searching for Memories' for more information on searching.)

Click for info on 'Searching for Memories'

Searching for Memories

One of the most useful features of Diary Keeper is its searching capability.

Simply click the 'Search' button on Diary Keeper's <u>main entry screen</u>. The Diary Keeper 'Memory Search' screen will come up. Enter the word or phrase that you want Diary Keeper to look for in the box at the top left hand corner of the screen.

Click 'Search' to find that word or phrase. To narrow your search down to specific dates in your diary, click 'Search only entries from' on the upper right hand corner of the screen. Then enter the from/to dates to search. When you're ready, click 'Search'.

All the dates that Diary Keeper finds that contain the word or phrase that you're looking for will be displayed in the long box on the left side of the screen. You can scroll down this box with your arrow keys or your mouse. The cooresponding entry will then be displayed in the big box in the middle of the screen.

<u>Click for info on 'Printing' your search results</u>

Saving Your Current Entry

Your entry is always saved. Diary Keeper keeps your entry current while your using it.

Verifying Computer's Date at Start-Up

Because of the date sensitive nature of a personal diary, Diary Keeper allows you to verify your computer's date every time you start-up Diary Keeper.

To set this feature, click 'Options' on the menu bar of Diary Keeper's <u>main entry screen</u>, then choose 'Settings...'. Check the box next to 'Date at start-up' to have Diary Keeper ask you to verify your computer's date every time you start-up Diary Keeper.

(See 'A Note on Dates...' for important information on the date sensitive nature of Diary Keeper.)

<u>Click for 'A Note on Dates...'</u>

Average Maximum Numer of Words

This setting is used to determine to "average" number of words you will enter per diary entry. This is required by Diary Keeper for it's file handling.

Corrupted

A corrupted file is a file that has been damaged or altered. An error message related to a corrupted file could mean that there is a hardware problem or that the file has been altered by another software program or the user. A corrupted diary file cannot be read and used by Diary Keeper.

Current Daily Entry

This is the entry for the current date that is currently active in Diary Keeper. This entry is changable as long as the current date hasn't lapsed. See 'A Note on Dates...'

Current Entry

This is the entry for the current date that is currently active in Diary Keeper. This entry is changable as long as the current date hasn't lapsed. See 'A Note on Dates...'

Encryption

The process of saving your diary entries to your hard drive in a fashion that makes it impossible to decypher using any other program except Diary Keeper.

Export

Used in conjunction with the "Import" feature to transfer entries from your diary on one computer to your diary on another in order to maintain one main up-to-date diary. Good for those with a computer at home and at work.

Exported

Used in conjunction with the "Import" feature to transfer entries from your diary on one computer to your diary on another in order to maintain one main up-to-date diary. Good for those with a computer at home and at work.

Exporting

Used in conjunction with the "Import" feature to transfer entries from your diary on one computer to your diary on another in order to maintain one main up-to-date diary. Good for those with a computer at home and at work.

Extension

A filename extension, like ".DKU", allows you, the user, to recognize what program is using the file with the extension. Diary Keeper uses files with ".DKU", ".DKR" and ".BAK" extensions.

Import

Used in conjunction with the "Export" feature to transfer entries from your diary on one computer to your diary on another in order to maintain one main up-to-date diary. Good for those with a computer at home and at work.

Imported

Used in conjunction with the "Export" feature to transfer entries from your diary on one computer to your diary on another in order to maintain one main up-to-date diary. Good for those with a computer at home and at work.

Importing

Used in conjunction with the "Export" feature to transfer entries from your diary on one computer to your diary on another in order to maintain one main up-to-date diary. Good for those with a computer at home and at work.

Main Entry Screen

This is main Diary Keeper screen. This is where you'll be making your diary entries and performing most procedures.

Password

This is the code that you pick to protect your diary from others. If your diary is password protected, you will need that password each time you open your diary.

Reinstate

To "reinstate" a diary means to allow that diary file to be used again in Diary Keeper, after it has been removed or re-installed onto a new computer.