

Softdisk Journal Help

What is Softdisk Journal? At the very least it is a daily diary. At the most...who knows! With Softdisk Journal you can create journals containing entries for any date from January 1, 1980 until December 31, 2079.

There are dozens, probably hundreds, of different ways to use Softdisk Journal. A young boy can use it to keep a diary, his sister might use it to keep revision notes about a program she's writing. Their parents might use it to record town council meeting notes. The possibilities go on and on...

What exactly is a Journal? A Journal contains the following:

Your password

Your font settings

Any number of entries dated from January 1, 1980 to December 31, 2079

All of this information is contained in a single file. There is no need (and in fact, it would be detrimental) to create a new journal for every day or week. Since journals may get quite large after a lot of use, creating a new journal once a year or so might be advisable - it all depends on how much disk space you have..

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File Menu

The File menu contains various menu items for dealing with journals. Journals can be created, opened, closed, saved and printed with items in the File menu.

New --By using the New (CTRL+N) menu item, a new, untitled, journal is created. The journal can be named the first time it's saved.

Open -- The Open (CTRL+O) menu item will display a dialog box allowing you to select which journal to open. This dialog box shows a list containing documents that Softdisk Journal can process, as well as any available disk drives and directories. You can browse through all levels of your disk system, forward and backward.

Save -- The Save (CTRL+S) menu item lets you save the active journal to a disk, including any changes made to that journal since the last time it was saved. The journal will remain open. If you choose Save for a new, untitled, journal, Softdisk Journal presents the Save As dialog box (described next). This dialog box allows you to name the journal and choose where it will be saved before Softdisk Journal continues with the save.

Save-as -- (CTRL+A) Using Save As saves a copy of the active journal under a name you provide. When you open a journal, make changes to it, and then choose Save As, the changes are not made to the original journal. The changed version of the journal is saved under the new name. The active journal is no longer the one you opened, but rather the new one with the new name.

If no changes have been made to the original journal when Save As was chosen, then there are two identical journals having different names.

Because of the nature of a journal, it may take a while to save a copy of an existing journal. Especially if the journal has many (a few hundred or more) entries.

Print All -- An entire journal's contents can be printed by selecting the Print /All menu item.

Print Today -- The current journal entry can be printed via the Print / Today menu item.

Print Range -- You may select a range of dates to print by selecting the Print / Range menu item. This brings up a dialog box with two date fields (From and To) in which you can enter the starting and ending dates of the range to be printed. Only those entries falling on or between these dates will be printed.

Exit -- (ALT+F4) Lets you leave the program and return to Program Manager (or whatever launching program was used). If there is an open journal and it has been changed since the last time they were saved, Softdisk Journal prompts you to save your changes.

Edit Menu

Undo -- (CTRL+U) Restores the text to its state prior to the most recent text edit action (cut, paste, typing, etc).

Cut -- (CTRL+X) Deletes the selected text and places it into the clipboard.

Copy -- (CTRL+C) Places the selected text into the clipboard without removing it..

Paste -- (CTRL+V) Places the contents of the clipboard into the text at the current position. (Any selected text will be REMOVED).

Find -- (CTRL+F) Brings up the familiar 'Find Dialog' allowing you to enter some search text. Searches go forward and wrap to the beginning of the file when the end is reached (the search will terminate if the entire file is searched without a match).

Options Menu

Calendar / Journal -- Toggles between the Calendar on the left and the journal text on the right.

Password -- Because Softdisk Journal might be used for personal information that you want to keep private, there is a way to password protect your journals. Softdisk Journal goes one step further though - all the text (and the password) in a given journal is encrypted. Without a tremendous amount of effort, there is no way to view the contents of a password protected journal without knowing the password.

Setting a Password

To set a password, select the Password menu item from the Options menu. A dialog with two edit lines, a 'Protect' CheckBox and Cancel and OK button, will be displayed. Type in your desired password (which can be from 1 to 16 characters) in both edit lines (use the Tab key to switch between edit lines) and check the 'Protect' box. Click OK to accept your password. If both edit lines match, your password is now in effect. If not, an alert will be displayed warning you of the mistake. (If you type in two matching passwords, but don't check the 'Protect' box, Softdisk Journal will ask you if you want your Journal protected or not).

Opening Protected Journals

When attempting to open a protected journal a dialog will be displayed prompting for the password. You must enter the password exactly as you set it (Don't worry about upper and lower case, 'SOFTDISK' and 'sOFtdiSk' are considered the same in passwords).

I've changed my mind

If you want to change your password to something else (we think it's a good idea to change your password on a regular basis) just select the Password menu item. You'll see the familiar dialog. To change your password, enter the new password in both edit lines and click OK to accept your new password. If you decide that you no longer want a password, leave the 'Protect' box un-checked.

Font -- Brings up Windows' familiar font selection dialog box to allow you to choose your font.

Calendar Menu

Next Month --(PgDn) Goes to the next month (in the calendar only, not the text area)

Previous Month -- (PgUp) Goes to the previous month (in the calendar only, not the text area)

Next Year -- (Ctrl+PgDn) Goes to the next year (in the calendar only, not the text area)

Previous Year -- (Ctrl+PgUp) Goes to the previous year (in the calendar only, not the text area)

Go to Today -- Goes to the current date as reported by the system clock. (in the calendar and the text area)

Go to Date -- Brings up a dialog box in which you can enter a date to jump to (in the calendar and the text area)

Help Menu

Index... -- Takes you to the Contents Page of the Help.

Using Help... -- Allows you to view the Help for the Windows Help Application.

About Softdisk Journal... -- Displays the About Box for Softdisk Journal.

