



My Life

JRE Enterprises presents My Life for Windows. My Life is a diary, multi-media scrapbook, and scrapbook. Pictures, sounds, and movies can be placed in the multi-media scrapbook. Letters can be written and printed from a word processor contained in the scrapbook. My Life allows an unlimited number of My Life databases to be created with each capable of having its own password, so the whole family can have their own personal My Life database. *When using My Life, pop-up help text can be displayed for an item by placing the mouse pointer over the item and holding the right mouse button down.*



My Life is coded using Microsoft Visual Basic and Microsoft Professional ToolKit for Visual Basic.

My Life Windows

Main

About

Create My Life

Add Password

Open My Life

Get Password

Registration

My Life

Background Color

Change Description

Password

Diary

Calendar

Find

Diaries

Diary

Letters

Letter

Movie

Assign Movie

Export Movie

Picture

Assign Picture

Export Picture

Normal View

Sound

Assign Sound

Export Sound

[Report Selection](#)
[Printer Setup](#)
[Font](#)
[Print](#)
[Print Preview](#)
[Print Options](#)
[Achievement](#)
[Activity](#)
[Dream](#)
[Event](#)
[Favorite](#)
[Friend](#)
[Goal](#)
[Hobby](#)
[Letters](#)
[Letter](#)
[Love](#)
[Pet](#)
[Religion](#)
[School](#)
[Special Dates](#)
[Sports](#)
[Vacation](#)
[Years' Best](#)
[Years' Worst](#)

My Life Registration Window

[Registration](#)

Registration

[Association of Shareware Professionals](#)

[Becoming a Registered User](#)

[License Agreement](#)



Becoming a Registered User

We thank you for giving My Life a test drive. Registration is easy and it ensures that we at JRE Enterprises can continue to develop low cost, quality applications for Windows.

View REGISTER.WRI for current pricing information and registration form.

Related topics:

[License Agreement](#)

License Agreement
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Main Window

The Main Window of My Life is where new My Life databases are created and where existing databases are opened. New databases are created by clicking on the 'Create My Life' button or by choosing menu option File - Create My Life. An existing database can be opened by clicking on the 'Open My Life' button or by choosing menu option File - Open My Life.

The EXIT button will end My Life.

NOTE: When using My Life, pop-up help text can be displayed for an item by placing the mouse pointer over the item and holding the right mouse button down.

Related topics:

[Create My Life](#)

[Open My Life](#)

[My Life](#)



About Window

The about window displays the copyright notice, the version.release number, and the registration status of My Life. Click on the About Window to close the window.

Related topics:

[Main](#)



Create My Life Window

The Create My Life Window is where new My Life databases are created. Enter a unique name or description, up to 50 characters in length, and click on the 'Create My Life' button to create a new database. A password can be assigned to the database at this time. After the database is created, the My Life Window will be displayed.

The CREATE MY LIFE button will create the new My Life database.

The EXIT button will close the window and return to the Main window.

Related topics:

[Main](#)

[Add Password](#)

[My Life](#)



Add Password Window

A password can be assigned to a newly created My Life database. Once a password is assigned, then the password must be entered every time the database is opened. If the password is unknown or forgotten, then the My Life database can not be opened.

The ADD button will assign the password to the new database.

The EXIT button will close the window and return to the Main window.

Related topics:

[Create My Life](#)

[My Life](#)



Open My Life Database Window

The Open My Life Window is where existing My Life databases are listed and can be opened. Open a database by selecting it and clicking on the 'Open My Life' button OR by double-clicking on the database entry. If the My Life database is password protected, then a password prompt will be displayed. If there is only one database, then it is automatically opened. When a database is opened, the My Life Window is displayed.

The OPEN MY LIFE button will open the selected database.

The EXIT button will close the window and return to the Main window.

Related topics:

[Main](#)

[My Life](#)



Get Password Window

If the selected My Life database is password protected, a prompt for the password will be displayed. The selected database will not be opened unless the correct password is entered.

The CHECK button will validate the password entered. If the password is valid, then the database is opened.

The EXIT button will close the window and return to the Main window.

Related topics:

[Open My Life](#)

[My Life](#)



Registration Window

The registration window is used to enter your name and registration code. After entering a valid registration code the annoying "Unregistered Shareware" message will stop and the printing of the "(Unregistered Shareware)" footnote will stop. The registration code contains **no** numbers..

The UPDATE button will validate the registration code and will write a valid registration code and your name to the MYLIFE.INI file.

The EXIT button will close the registration window and end the My Life Registration program.

Related topics:

[About](#)

[Becoming a Registered User](#)

[License Agreement](#)

Data Backup

It is important to backup the files of My Life in case of hard drive failure or worse. The backed up files should be kept "off site" or somewhere other than your home or business. JRE Enterprises recommends that all files in the My Life directory be backed up on a regular basis. If you wish to only back up the data files, then you will need to back up all files with the following file extensions:

- ini
- ldb
- mdb



My Life Window

The My Life Window of My Life is where individual My Life databases are maintained. A My Life database consists of a diary, multi-media scrapbook, and scrapbook.

NOTE: When using My Life, pop-up help text can be displayed for an item by placing the mouse pointer over the item and holding the right mouse button down.

Related topics:

[Main](#)

[Background Color](#)

[Password](#)

[Diary](#)

[Calendar](#)

[Find](#)

[Movie](#)

[Picture](#)

[Sound](#)

[Report Selection](#)

[Achievement](#)

[Activity](#)

[Dream](#)

[Event](#)

[Favorite](#)

[Friend](#)

[Goal](#)

[Hobby](#)

[Letters](#)

[Love](#)

[Pet](#)

[Religion](#)

[School](#)

[Special Dates](#)

[Sports](#)

[Vacation](#)

[Years' Best](#)

[Years' Worst](#)

Background Color Window

The background color used on windows can be changed. The default background color is white. Any changes to the background color will be saved and used the next time the My Life database is opened.

The OK button will assign the selected background color, close the window and return to the My Life window.

The CANCEL button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Password Window

A password can be assigned, changed, or deleted for the open My Life database. Once a password is assigned, then the password must be entered every time the database is opened. If the password is unknown or forgotten, then the My Life database can not be opened.

The ADD button will assign a password to the database.

The CHANGE button will change or delete a password assigned to the database.

The EXIT button will close the window and return to the database window.

Related topics:

[My Life](#)



Found Diaries Window

The Found Diaries Window displays the diaries found using the specified search criteria. The Found Diaries table consists of the following fields:

Field Name:

Field Size in characters:

Date

Last Modified Date

Size

Diary

The EDIT DIARY button will display the Diary Window with the diary of the selected record. The diary can be modified, and printed using the diary word processor.

The EXIT button will close the window and return to the My Life window.

Related topics:

[Diary](#)

[My Life](#)

[Find](#)



Diary Window

Displays the diary for the current day. The diary is created, modified, printed, and saved using the diary word processor. The diary word processor allows many of the functions that full-blown retail word processors allow. Fonts, font-size, colors, text alignment, and page breaks (to name a few items) are user controllable.

Menu Items:

File Edit View Insert Font Format Options Tools Window Help

Toolbar and Ruler:



Related topics:

[My Life](#)

[Find](#)

[Diaries](#)



Calendar Window

The Calendar Window displays which days have diaries. A date can be selected and the diary for the selected date can then be created or modified. Multi-media scrapbook elements (pictures, sounds, movies) can also be edited from the Calendar Window.

The background color of dates will be different colors depending on what scrapbook elements have been already assigned to the dates. Dates with diaries will have a yellow background color.

Dates with movies will have a green background color. Dates with pictures will have a light blue background color, Dates with sounds will have a dark blue background color. The current date will have a red background color. If a date contains multiple types of scrapbook elements, then the background color will be light purple.

The DIARY button will open the diary and display the Diary Window for the selected date.

The MOVIE button will display the Movie Window and list all movies for the selected date.

The PICTURE button will display the Picture Window and list all pictures for the selected date.

The SOUND button will display the Sound Window and list all sounds for the selected date.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

[Diary](#)

[Movie](#)

[Picture](#)

[Sound](#)



Find Window

The Find Window provides the capability to find diaries and/or letters that match specific search criteria. The diaries and letters can be searched for by their creation date, last modification date, and/or keywords. Multiple keywords can be specified, each word separated by a space is considered a keyword. When keywords are specified, all diaries and letters are searched to see if they contain the keyword(s). For letters, the letter description field is also searched for the keyword(s).

The FIND button will begin the search of the diaries and/or letters using the specified search criteria.

The EXIT button will close the window and return to the My Life window.

Related topics:

[Diaries](#)

[Diary](#)

[Letters](#)

[Letter](#)



Movie Window

AVI movie file types are supported. The Movie table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Last Modified Date	
Description	50
Size	
Movie	

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The ASSIGN MOVIE button will display the Assign Movie Window.

The PLAY MOVIE button will play the movie of the selected record. Appropriate software capable of playing AVI files must be present on the system. This software is NOT included with My Life.

The EXIT button will close the window and return to the My Life window.

The EXPORT MOVIE menu item will display the Export Movie Window.

Related topics:

[My Life](#)

[Assign Movie](#)

[Export Movie](#)



Assign Movie Window

AVI movie files can be selected for storing in the Movie table.

The IMPORT MOVIE button will store the selected AVI file in the Movie table.

The PLAY MOVIE button will play the selected AVI file. Appropriate software capable of playing AVI files must be present on the system. This software is NOT included with My Life.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)


 **Export Movie Window**

Movies can be exported from the Movie table as normal AVI files.

The EXPORT MOVIE button will copy the movie from the Movie table to the selected drive\directory\filename.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Picture Window

BMP, GIF, PCX, and TGA picture file types are supported. The Picture table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Last Modified Date	
Description	50
Size	
Picture	

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The ASSIGN PICTURE button will display the Assign Picture Window.

The NORMAL VIEW button will display the picture of the selected record at its normal size.

The EXIT button will close the window and return to the My Life window.

The EXPORT PICTURE menu item will display the Export Picture Window.

Related topics:

[My Life](#)

[Assign Picture](#)

[Export Picture](#)

[Normal View](#)



Assign Picture Window

BMP, GIF, PCX, or TGA picture files can be selected for storing in the Picture table.

The IMPORT PICTURE button will store the selected picture file in the Picture table.

The NORMAL VIEW button will display the selected picture at its normal size.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Export Picture Window

Pictures can be exported from the Picture table as normal BMP files.

The EXPORT PICTURE button will copy the picture from the Picture table to the selected drive\directory\filename.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Normal View Window

Displays the picture of the selected record at its normal size. Click on the picture or window to close the window and return to the Picture Window. Use the scrollbar to enlarge or reduce the picture from ten times its original size to one-tenth of its original size.

Related topics:

[My Life](#)



Sound Window

WAV sound file types are supported. The Sound table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Last Modified Date	
Description	50
Size	
Sound	

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The ASSIGN SOUND button will display the Assign Sound Window.

The PLAY SOUND button will play the sound of the selected record. Appropriate software capable of playing WAV files must be present on the system. This software is NOT included with My Life.

The EXIT button will close the window and return to the My Life window.

The EXPORT MOVIE menu item will display the Export Movie Window.

Related topics:

[My Life](#)

[Assign Sound](#)

[Export Sound](#)



Assign Sound Window

WAV sound files can be selected for storing in the Sound table.

The IMPORT SOUND button will store the selected WAV file in the Sound table.

The PLAY SOUND button will play the selected sound. Appropriate software capable of playing WAV files must be present on the system. This software is NOT included with My Life.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)


  **Export Sound Window**

Sounds can be exported from the Sound table as normal WAV files.

The EXPORT SOUND button will copy the sound from the Sound table to the selected drive\directory\filename.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Report Selection Window

The various reports can be selected to be printed or print previewed. A report is selected when an 'X' appears in its box. Record selection criteria can be specified by selecting the Use Criteria box and then changing the FROM and TO dates. Only records with dates between the FROM and TO dates will be printed or previewed. If the Use Criteria box is unselected (the default), then all records are printed or previewed.

The PRINT button will print the selected reports to the default Windows printer.

The VIEW button will display the selected reports in the View Window.

The PRINT OPTIONS button will display the various print options that can be selected in the Print Options Window.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Printer Setup Window

The standard Printer Setup dialog allows printer settings to be changed.

Related topics:

[My Life](#)

Font Window

The font and font size to be used when printing scrapbook information is specified here.

Related topics:

[My Life](#)



Print Button

Prints the selected reports to the default Windows printer. Printing can be stopped by clicking on the *cancel* button on the Print Status dialogue.

Related topics:

[My Life](#)

View Window

The selected reports are viewed. The reports can be printed by selecting the Print menu item or Print Previewed by selecting the Print Preview menu item..

Related topics:

[My Life](#)



Select Print Options Window

The current print options in effect are displayed. These options can be changed by clicking on the check boxes and toggling the options on and off. An option is on (enabled) if an 'X' appears in its check box.

There are two General Print Options that affect all reports. The *Print 'No Records Found' for empty reports* option determines if 'No Records Found' will be printed if no records for a selected report are found. The *Display pictures as frames on Print Preview* option determines whether pictures are displayed normally or as frames (boxes). Displaying pictures as frames speeds up document display and reduces memory consumption used by My Life.

There are four Diary Print Options that affect the printing of diary reports. The *Print Title* option determines if a title will be printed at the top of the first page of each diary. The title will consist of the name of the diary and the date of the diary. The *Print Cover Page* option determines if a cover page will be printed before each diary. The *Print Multiple Diaries per Page* option determines if multiple diaries will be printed per page. Diaries will be concatenated together and a title will be printed before each diary entry. The *Print Diaries in Ascending Date Order* option determines if the diary report will be printed in ascending date order or descending date order. Descending date order is the default print order for diaries.

There are three Letter Print Options that affect the printing of letter reports. The *Print Title* option determines if a title will be printed at the top of the first page of each letter. The title will consist of the description of the letter and the date of the letter. The *Print Cover Page* option determines if a cover page will be printed before each letter. The *Print Multiple Letters per Page* option determines if multiple letters will be printed per page. Letters will be concatenated together and a title will be printed before each letter.

Related topics:

[My Life](#)



Achievement Window

Achievements and accomplishments are recorded in the Achievement table. The Achievement table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Achievement	50
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Activity Window

Activities are recorded in the Activity table. The Activity table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Start Date	
End Date	
Activity	50
Sponsor	50
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Dream Window

Dreams are recorded in the Dream table. The Dream table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Dream	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Event Window

Events and parties are recorded in the Event table. The Event table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Hosted By	50
Event	50
Rating	10
Who Went With	65,000
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Favorite Window

Favorite items (show, food, music, car, etc.) are recorded in the Favorite table. The Favorite table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Favorite	50
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Friend Window

Information (address, phone, etc.) about friends is recorded in the Friend table. The Friend table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date Met	
Name of Friend	50
Sex	1
Birth Date	
Phone	20
Address 1	50
Address 2	50
Address 3	50
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Goal Window

Life goals are recorded in the Goal table. The Goal table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date Set	
Goal	50
Date Met	
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Diary window.

Related topics:

[My Life](#)



Hobby Window

Hobby information is recorded in the Hobby table. The Hobby table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Start Date	
Hobby	50
End Date	
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Letters Window

Letters are recorded in the Letters tables. The Letters tables consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Last Modified Date	
Description	50
Size	
Letter	

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EDIT LETTER button will display the Letter Window with the letter of the selected record. The letter can be created, modified, and printed using the letter word processor.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

[Find](#)

[Letter](#)



Letter Window

A letter is created, modified, printed, and saved using the letter word processor. The letter word processor allows many of the functions that full-blown retail word processors allow. Fonts, font-size, colors, text alignment, and page breaks (to name a few items) are user controllable.

Menu Items:

File Edit View Insert Font Format Options Tools Window Help

Toolbar and Ruler:



Related topics:

[Letters](#)

[Find](#)

[My Life](#)

Change Description

The description for a My Life Database can be changed. Enter the new My Life Database description and then press the EXIT button.

Love Window

One's loves are recorded in the Love table. The Love table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date Met	
Person's Name	50
Rating	10
First Date	
Birth Date	
Phone	20
Address 1	50
Address 2	50
Address 3	50
How Met	65,000
Things in Common	65,000
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Pet Window

Information about pets is recorded in the Pet table. The Pet table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Birth Date	
Pet Name	50
Type of Pet	50
Date of Loss	
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Religion Window

Religious activities and events are recorded in the Religion table. The Religion table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Spiritual Leader	50
Place of Worship	50
Phone	20
Address 1	50
Address 2	50
Address 3	50
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



School Window

School and class information is recorded in the School table. The School table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Start Date	
School	50
Phone	20
Address 1	50
Address 2	50
Address 3	50
End Date	
Notes	65,000

The Class table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Start Date	
Grade Level (1, 2, 3...)	4
Term or Semester	8
Class Subject	50
End Date	
Teacher	50
Grade	4
Notes	65,000

The tables are sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button for schools will add a new school record to the table, which may then be modified and have class records attached.

The DELETE button for schools will delete the selected school record and all related class records from the tables.

The CREATE button for classes will add a new class record to the table, which may then be modified. The class records are attached to the selected school record.

The DELETE button for classes will delete the selected class record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Special Dates Window

Special dates (birthdays, anniversaries, etc.) are recorded in the Special Dates table. The Special Dates table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date	
Description	50
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Sports Window

Involvement with sports is recorded in the Sports table. The Sports table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Start Date	
Team	50
Sport	50
End Date	
Sponsor	50
Coaches	65,000
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)



Vacation Window

Vacation information is recorded in the Vacation table. The Vacation table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Start Date	
Vacation	50
End Date	
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Association of Shareware Professionals

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI USA 49442-9427, Fax 616-788-2765, or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

 **Years' Best Window**

All the best things about each year are recorded in the Years' Best table. The Years' Best table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Year	4
Best	50
Rating	10
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Years' Worst Window

All the worst things about each year are recorded in the Years' Worst table. The Years' Worst table consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Year	4
Best	50
Rating	10
Notes	65,000

The table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

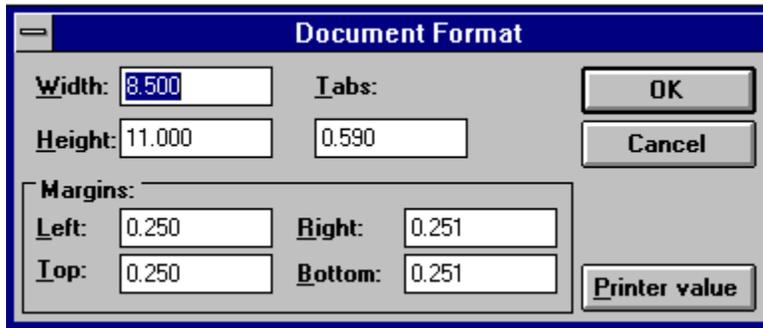
The DELETE button will delete the selected record from the table.

The EXIT button will close the window and return to the My Life window.

Related topics:

[My Life](#)

Document Format



The image shows a 'Document Format' dialog box with a blue title bar. It contains several input fields and buttons. The 'Width' field is highlighted with a blue selection box. The 'Margins' section is enclosed in a separate box. Buttons for 'OK', 'Cancel', and 'Printer value' are located on the right side.

Field	Value
Width	8.500
Height	11.000
Tabs	0.590
Left Margin	0.250
Right Margin	0.251
Top Margin	0.250
Bottom Margin	0.251

Buttons: OK, Cancel, Printer value

The PRINTER VALUE button will set the document margins to the minimum required for the default printer.

Enter the paper width, which is typically 8.5 inches. The width is entered based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Enter the paper height, which is typically 11 inches. The height is entered based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Enter the distance to be used between tabs. The distance entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item. Example: To have tabs placed every half-inch, enter **.5**.

Enter the top, bottom, right, and left margins to be used for the document. Typically, margins are determined by the printer. Laser printers usually require at least a .25 inch margin (top, bottom, right, and left). Press the PRINTER VALUE button to set the margins to the minimum required for the default printer. The margins are entered based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Document Information

Document Info			
<u>T</u> itle:	<input type="text"/>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
<u>T</u> heme:	<input type="text"/>		
<u>A</u> uthor:	<input type="text"/>		
<u>O</u> perator:	<input type="text"/>		
<u>K</u> eywords:	<input type="text"/>		
<u>W</u> ritten at:	<input type="text" value="02/06/1995 05:57:47"/>	<u>D</u> ocument	<input type="text" value="1"/>
<u>L</u> ast saving:	<input type="text"/>	<u>S</u> aved with	<input type="text" value="2.05"/>
<u>L</u> ast printing:	<input type="text"/>	<u>v</u> ersion:	
<u>C</u> omment:	<input type="text"/>		<input type="button" value="↑"/> <input type="button" value="↓"/>

Paragraph

Paragraph

Margins:
Left:
Right:
First line:

Alignment:
 Left
 Centered
 Right
 Justify

Line spacing:
 1 line
 1,5 lines
 2 lines

OK
Cancel

Tabulators:

Tabulortype:
 Left
 Right
 Centered
 Decimal

Standard Tab:

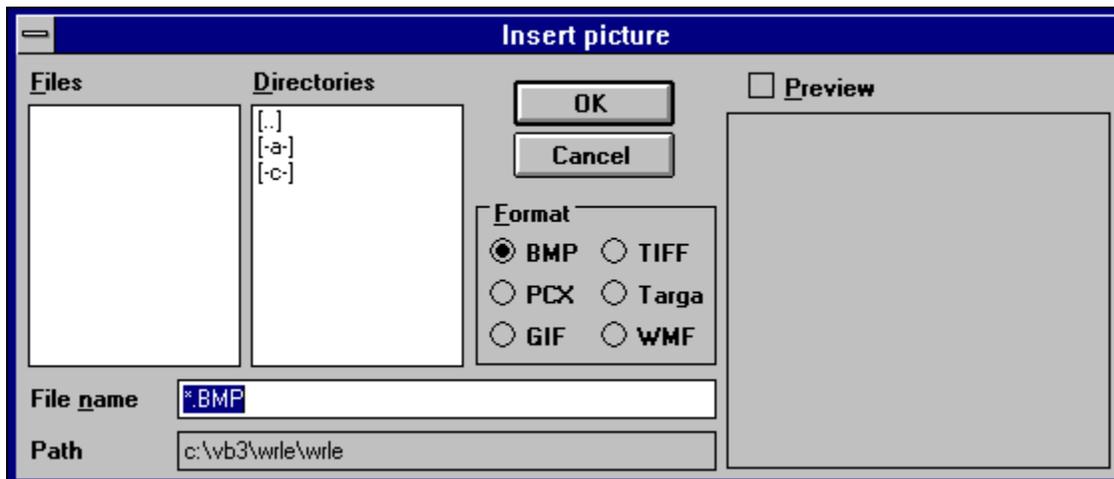
Delete
Add
Delete all

Enter information about the document in the following fields: Title, Theme, Author, Operator, and Keywords.

Information relating to the document is displayed. This information is: Written At (when created), Last Saving, Last Printing, Document (the number of times the document has been modified), and Saved with Version (which does not correlate with the version of WRLE).

Enter a comment about the document up to 64,000 bytes in length.

Insert Picture



Specify the margins to be used for the paragraph. The margins specified for a paragraph is separate from the margins specified for the document. The first line of a paragraph can have a different margin setting than other lines in the paragraph, which allows for the creation of a *hanging indent*. The margins entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Specify the type of alignment to be used for the paragraph. The valid paragraph alignments are: Left, Centered, Right, and Justify.

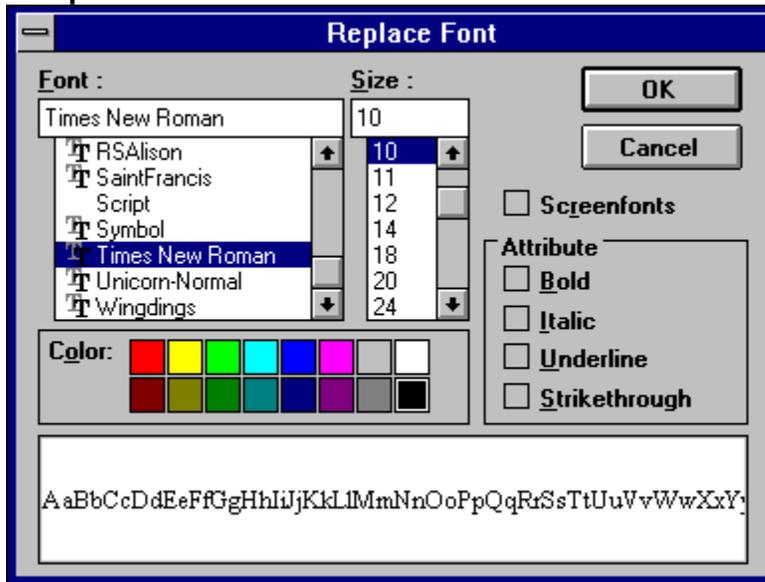
Specify the type of line spacing to be used within the paragraph. The valid paragraph line spacings are: 1 (single), 1.5, and 2 (double).

Enter the position to place additional tab stops beyond any specified standard tab stops. The distance entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item. Example: To have tabs placed every half-inch, enter **.5**.

Specify the tab type to use. Tabs can be of four different types: Left Justified, Right Justified, Centered, and Decimal Aligned.

Enter the distance to be used between tabs. The distance entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item. Example: To have tabs placed every half-inch, enter **.5**.

Replace Font



FILES displays all pictures that match the selected format in the specified drive, directory, and with the specified file name pattern. Double-click on a picture to insert the picture or click on a picture to select it and then press the OK button.

DIRECTORIES allows the specification of the drive and directory to search for pictures that match the specified format and file name pattern.

FORMAT must match the type of picture to be inserted. The following picture formats are currently supported: BMP, PCX, GIF, TARGA, TIFF, and WMF.

When the preview check box is checked, selected pictures will be displayed in the picture box.

FILENAME allows the specification of a filename pattern to use when searching for pictures. The filename pattern will change automatically depending upon the selected FORMAT chosen.

Edit Menu Item

UNDO -- Undo the last action. Up to the last ten actions can be undone.

short-cut keys: *ctrl+Z* or *alt+Backspace*

CUT -- Remove the selected text and place it in the Windows clipboard.

short-cut keys: *ctrl+X* or *shift+DEL*

COPY -- Copy the selected text to the Windows clipboard.

short-cut keys: *ctrl+C* or *ctrl+INS*

PASTE -- Copy the current contents in the Windows clipboard and place in the letter.

short-cut keys: *ctrl+V* or *shift+INS*

CLEAR -- Deletes the selected text.

SELECT ALL -- Selects the entire document.

short-cut keys: *ctrl+numpad5*

SEARCH -- Search for a text string in the letter. The Search dialogue is displayed.

short-cut keys: *F2*

SEARCH NEXT -- Repeat search for text string.

short-cut keys: *shift+F2* or *F3*

REPLACE -- Search for and replace a text string in the letter with another text string. The Replace dialogue is displayed.

short-cut keys: *ctrl+F2*

Toolbar



Select the font to be used by clicking on the desired font in the list. The font selected will appear in the text box. Normally only printer fonts are displayed in the list.

Select the font size to be used by clicking on the desired size in the list. The currently selected size appears in the text box. The desired size can also be typed directly into the text box.

Select the font color to be used clicking on the box containing the desired color.

Normally, only printer fonts are used by My Life to provide *what-you-see-is-what-you-get* capability. Check the check box to display screen fonts in addition to printer fonts.

Select the font attributes to be used by clicking on the check box next to the attribute(s) until a check mark appears. Valid font attributes are: **Bold**, *Italic*, Underline, and ~~Strikethrough~~.

The sample box displays sample text using the currently selected font, size, color, and attributes.

File Menu Item

EXPORT ... -- Export the document to a file. The Export dialogue is displayed. The following file formats are supported: HED, Ansi/Ascii, Ansi/Oem, and Rtf 1. The HED format retains all document formatting and is the native file format for My Life.

IMPORT ... -- Import a file, any existing document data will be overwritten with the file data.

The Import dialogue is displayed. The following file formats are supported: HED, Ansi/Ascii, Ansi/Oem, and Rtf 1.

SAVE -- Save the current changes to the document.

short-cut keys: *shift+F12* or *shift+F3*

SAVE AS -- Save the current letter as a new letter to the Letter table. The Letter description can be changed. The current letter will be unaffected. This option is only available for Letters.

SAVE PROFILE -- Save the current word processor profile settings. These saved settings will be used next time a document is edited.

PRINT -- Print the document, using the default Windows printer. The Print dialogue box is displayed, which allows the specification of the number of copies to print and whether to print the whole document or certain pages of the document.

short-cut keys: *ctrl+shift+F12* or *F5*

PRINT PREVIEW -- View the letter as it would be printed.

short-cut keys: *shift+F5*

PRINT SETUP -- Specify the default Windows printer.

Select the font to be used by clicking on the desired font in the drop-down list. The font selected will appear in the text box. Normally only printer fonts are displayed in the list.

Select the font size to be used by clicking on the desired size in the drop-down list. The currently selected size appears in the text box. The desired size can also be typed directly into the text box.

Specify the type of alignment to be used for the paragraph. The valid paragraph alignments are: Left, Centered, Right, and Justify.

Select the font attributes to be used by clicking on the B (**Bold**), I (*Italic*), U (Underline), S (~~Strikethrough~~). boxes.

Specify the type of line spacing to be used within the paragraph. The valid paragraph line spacings are: 1 (single), 1.5, and 2 (double).

Click on the **H** box to create superscripted text, click on the **L** box to create sub-scripted text.

Specify the tab type to use. Tabs can be of four different types: Left Justified, Right Justified, Decimal Aligned, and Centered.

Click on the VIEW box to toggle the visibility of space marks, paragraph marks and tabs on and off.

The font color dialog will be displayed. Select the font color to be used clicking on the box containing the desired color and then pressing the OK button..

The ruler displays the current unit of measure, which is normally inches. The small inverted T's show where tabs are currently assigned. New tabs can be created from the ruler by clicking on a tab and dragging it to a new tab position. Paragraph margins can be set by dragging the black triangles to the desired position. The left top triangle controls the margin for the first line. The left bottom triangle controls the left margin for all lines, except the first line. The right triangle controls the right margin for all lines.

View Menu Item

ICON BAR -- Toggle displaying the icon bar on and off.

PARAGRAPH MARKS -- Toggle displaying paragraph marks on and off.

PICTURES as FRAMES -- Toggle displaying pictures 'as is' or as frames (boxes). Frame display uses less memory and speeds up the document display.

RULER -- Toggle displaying the ruler on and off.

SCROLLBARS -- Toggle displaying scrollbars on and off.

 HORIZONTAL -- Toggle displaying the horizontal scrollbar on and off.

 VERTICAL -- Toggle displaying the vertical scrollbar on and off.

 PERCENT THUMB -- Toggle displaying the percent thumb on and off. The percent thumb displays what percent of the document the vertical scrollbar box has been dragged.

SPACES -- Toggle displaying spaces on and off.

STATUS LINE -- Toggle displaying the status line on and off.

TAB BAR -- Toggle displaying the tab bar on and off.

TABS -- Toggle displaying tabs on and off.

TOOL BAR -- Toggle displaying the My Life tool bar on and off.

GRAY BACKGROUND -- Toggle gray background on and off.

UNITS METRIC -- Use metric system for the ruler, i.e. centimeters.

UNITS US -- Use US system for the ruler, i.e. inches.

Insert Menu Item

FILE -- Insert a text file at the current cursor location. Displays the Insert File dialogue which allows a file to be inserted. The following file formats are supported: HED, Ansi/Ascii, Ansi/Oem, and Rtf 1.

PICTURE -- Insert a picture at the current cursor location. Displays the Insert Picture dialogue which allows a picture to be inserted. The following picture formats are supported: Bmp, Pcx, Gif, Tiff, Targa, and Wmf.

Font Menu Item

FONT -- Set font information for the selected text. Displays the Replace Font dialogue which allows changing the font, font size, font color, and font attributes.

short-cut keys: *F9*

COLOR -- Set font color for the selected text. Displays the 'Change Color' dialogue which allows the changing of the font color.

NORMAL -- Sets the selected text to the normal font style.

short-cut keys: *ctrl+N*

BOLD -- Sets the selected text to **bold**.

short-cut keys: *ctrl+B*

ITALIC -- Sets the selected text to *italics*.

short-cut keys: *ctrl+I*

UNDERLINE -- Underlines the selected text.

short-cut keys: *ctrl+U*

STRIKETHRU -- ~~Strikethru~~ the selected text.

short-cut keys: *ctrl+S*

SUBSCRIPT -- Subscripts the selected text.

short-cut keys: *ctrl+T*

SUPERSCRIPT -- Superscripts the selected text.

short-cut keys: *ctrl+P*

ALIGN LEFT -- Left aligns paragraphs.

short-cut keys: *ctrl+L*

ALIGN RIGHT -- Right aligns paragraphs.

short-cut keys: *ctrl+R*

ALIGN CENTER -- Centers paragraphs.

short-cut keys: *ctrl+J*

FULL -- Justifies paragraphs to fill the page width.

short-cut keys: *ctrl+F*

SINGLE SPACE -- Use single spacing between lines.

1.5 SPACE -- Use 1.5 spacing between lines.

DOUBLE SPACE -- Use double spacing between lines.

Format Menu Item

CHARACTER -- Set font information for the selected text. Displays the Replace Font dialogue which allows changing the font, font size, font color, and font attributes.

MARGINS -- Set document format. Displays the Document Format dialogue which allows changing the document's width, height, default tabs, and page margins.

short-cut keys: *ctrl+F8*

PARAGRAPH -- Set paragraph format. Displays the Paragraph dialogue which allows changing the paragraph's margins, alignment, line spacing, default tabs, and special tabs.

TABS -- Set paragraph format. Displays the Paragraph dialogue which allows changing the paragraph's margins, alignment, line spacing, default tabs, and special tabs.

TEXT -- Format the letter using the current margins.

Options Menu Item

AUTO LINEBREAK -- Toggle automatic word wrap on and off.

PAGE BREAKS -- Set or remove a page break.

REPAGINATE -- Adjusts page breaks for the entire letter.

SPELL CHECK -- Displays the Spell Check Options dialogue box, which allows specifying whether to: ignore words in uppercase, ignore words containing numbers, displaying of suggestions, and which custom dictionary to use when adding new words.

Tools Menu Item

SPELL CHECK -- Invokes the spell checker, which displays the Spell Check dialogue box. when an unknown word is found in the document.

THESAURUS -- Invokes the thesaurus, which displays the Thesaurus dialogue box containing alternate words for the currently selected word.

Window Menu Item

CASCADE -- Arrange all open document windows so that they overlap each other, with the title .bar remaining visible for each of the windows.

TILE -- Arrange all open document windows so that none of the windows overlap with each other.

ARRANGE ICONS -- Arrange all iconized windows so their icons appear in an orderly fashion at the bottom of the main window.

Displays a list of alternative words that the suspected mis-spelled word may be.
Double-click on a word in the list to place it into the Change To text box.

Help Menu Item

CONTENTS -- Displays the Contents section of My Life help.

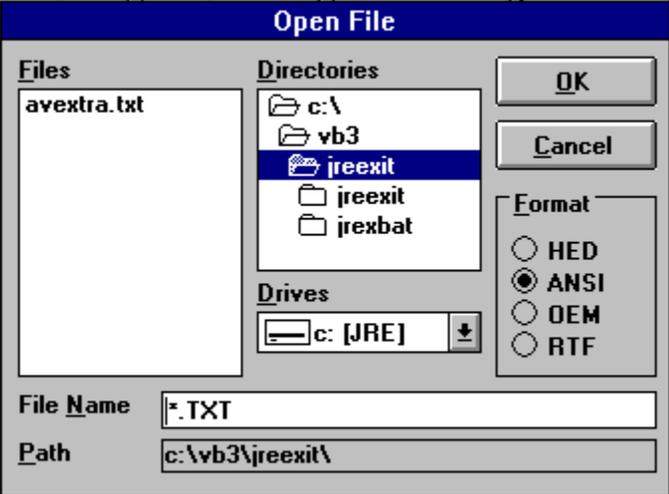
SEARCH -- Displays a search dialogue for keyword searches of My Life help.

ABOUT... -- Displays the About dialogue which contains the version number of My Life and whether it is registered..

Displays a word the Spell Checker found in the document that may be mis-spelled.

Displays the alternate word that will replace the suspected mis-spelled word in the document if the Change or Change All button is pressed.

Export/Import/Insert File



Print

Print

Print Range

All

Pages

From: To:

Copies:

OK

Cancel

Setup...

Spell Check

Spell Check	
Not in Dictionary:	<input type="text" value="dogg"/>
Change To:	<input type="text" value="dogs"/>
Suggestions	<ul style="list-style-type: none">dogdogsdoug
	<input type="button" value="Ignore"/>
	<input type="button" value="Ignore All"/>
	<input type="button" value="Change"/>
	<input type="button" value="Change All"/>
	<input type="button" value="Add"/>
	<input type="button" value="Cancel"/>

Spell Check Options

Spell Check Options

IGNORE

Words in UPPERCASE

Words with Numbers

Always Suggest

Select Custom Dictionary:

Custom Dictionary 1 

Thesaurus

The image shows a classic Windows-style dialog box titled "Thesaurus". It has a blue title bar with a minus sign on the left. The dialog contains the following elements:

- Looked Up:** A text input field containing the word "dog".
- Change To:** A text input field containing the word "canine".
- Synonyms:** A list box containing the following words: "canine", "bowwow", "cur", "bitch", "pup", "hound", and "puppy". The word "canine" is currently selected and highlighted in blue.
- Buttons:** Two buttons are located on the right side of the dialog: "Replace" (top) and "Cancel" (bottom).

Displays the selected word from the document for which alternative words are being sought.

Displays the alternate word that will replace the selected word in the document if the Replace button is pressed.

Displays a list of alternative words that can be used in place of the selected word.
Double-click on a word in the list to place it into the Change To text box.

When checked, the Spell Checker will ignore words that are totally in UPPERCASE.

When checked, the Spell Checker will ignore words that contain any numbers.

When checked, the Spell Checker will provide a list of alternate words, or suggestions, when a word is found that the Spell Checker believes is mis-spelled.

Select which custom dictionary will be used by the Spell Checker when adding words to the Spell Checker via the Add button in the Spell Check dialogue box. Each custom dictionary can be up to 54,000 bytes in length. My Life currently supports five custom dictionaries, all of which are searched to determine if a word is mis-spelled.

Displays a list of files that are in the current drive:/directory and match the specified format and filename pattern.

Displays a list of directories within the currently selected drive. Double-click on a directory to get to any sub-directories within the directory. The highlighted directory is used for the File Export, File Import, or Insert File.

Displays a list of drives on the PC. The highlighted drive is used to determine which directories are displayed.

Click on the appropriate format when exporting, importing, or inserting files. My Life supports: HED, ANSI, OEM, and RTF 1. HED is the native (and preferred) file type which will retain all formatting information in a document. ANSI and OEM are plain text file types and any formatting information will be lost if a document is saved as ANSI or OEM. RTF 1 is Rich Text Format 1 file type, which retains formatting information and can be used for transferring documents between different word processors.

Enter a filename pattern when doing a File Import or an Insert File. The filename pattern will be used to determine which files are displayed in the file list box. When doing a File Export, enter the filename to be used for the exported document.

Specify whether to print all pages of the document or whether to print certain pages of a document. If the All radio button is selected, then all pages of the document will be printed. If the Pages radio button is selected, then a page range must be entered by entering a starting page number in the From text box and an ending page number in the To text box. To print a single page of a document, enter the page number to be printed in both the From text box and the To text box.

.Enter the number of copies of the document (or partial document) to be printed.

Pressing the Setup button will display the standard Printer Setup dialogue. The Printer Setup dialogue is used to specify the default Windows printer.

Press the Ignore button to bypass the suspected mis-spelled word without changing the word. If the word is found again in the document, the Spell Checker will again display the word as a suspected mis-spelled word.

Press the Ignore All button to bypass the suspected mis-spelled word without changing the word. If the word is found again in the document, the Spell Checker will ignore it and will **not** display the word again as a suspected mis-spelled word.

Press the Change button to change the suspected mis-spelled word to the word in the Change To text box. If the word is found again in the document, the Spell Checker will again display the word as a suspected mis-spelled word.

Press the Change All button to change the suspected mis-spelled word to the word in the Change To text box. If the word is found again in the document, the Spell Checker will automatically change the word to the Change To word and the Spell Checker dialogue box will not be displayed.

Press the Add button to add the suspected mis-spelled word to the current custom dictionary. The word will no longer be considered mis-spelled during subsequent spell checks

Press the Cancel button to stop the current spell checking operation.

