JOURNAL PROGRAM

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Introduction

The Journal Program is designed as a daily information manager. Information can easily be retrieved from the Clipboard or existing disk files and stored for later retrival. Information is stored in topics. The topic titles are displayed in a listbox at the left of the screen and the information associated with that title in a text box. Topics can be organized into up to eight different categories. Topics can be moved from one category to another. The date the information is input into Journal ia automatically (default mode, can be turned off) appended to the beginning of the titles.

A DAILYCLP Button is always displayed and can be used to grab text currently on the Clipboard and add it as a new topic to the currently open Category.

Important Restrictions
Windows Enhanced Mode Required.
> Windows must be operating in the Enhanced Mode to run this program.

The following files CANNOT be edited or moved separately: JOURNAL.Dat, ANOTE.JOU through HNOTE.JOU and ANOTE.BAK through HNOTE.BAK. All of these files MUST BE KEPT TOGETHER at all times. They can be moved to another machine ONLY if ALL are moved together. If you want to move individual categories see How to Remove Categories to FIle and How to Add Categories from File.
It is important to appreciate the difference between adding new categories with Journal using the Set Categories from the Topics Menu AND adding new Categories from file. All categories must be created within Journal. Remove to File and Add from File under the File Menu provides the capability to save and restore categories created by Journal.

Program Capacities

Categories:	8.	The first is fixed as DailyJou and is the opening default category. The other seven can be configured by the user.
Topics:	400 per category	
Topic text:	Maximum of 30K per topic. The sum of information in all topic text fields of an individual category cannot exceed 1Meg.	

** Additional categories may be saved to disk, only 8 can be active in the program at any one time. See instructions under the File Menu, Remove Category to File and Add Category fm File.

Getting Started:

Program Files:

Journal.exe	Main Program File
Journal.hlp	Windows Help File for Journal
Muscle.vbx	Required DLL
Threed.vbx	Required DLL
VBrun100.dll	Required DLL (NOT DISTRIBUTED WITH THE PROGRAM)
Commdlg.dll	Required DLL (NOT DISTRIBUTED WITH THE PROGRAM)
Journal.wri	Program Manual

Files Created by the Program (all in the program subdirectory. These files SHOULD NOT be edited with another file editor as this would destroy the structure making them unusable within Journal)

Journal.dat	Created the first time the program runs. Holds topic titles.
Journal.bak	Journal.dat backup, created when you choose BACKUP FILES
Anotes.jou	Topic text for the first category
Anotes.bak	Anotes.jou backup, created when you choose BACKUP FILES
Bnotes.jou, etc	same as for Anotes.jou, Anotes.bak
Catagoryname.jtx	Category saved to disk index file
Catagoryname.jtt	Category saved to disk data files

Installation:

Quick Instructions for Experienced Users:

       1. For the program to run you must have Vbrun100.dll and Commdlg.dll installed in either the Windows or Windows\System subdirectories. Vbrun100.dll is available on numerous bulletin boards, if you are unable to locate, contact the author. Commdlg.dll is distributed with Windows 3.1

       2. Copy Muscle.vbx and Threed.vbx to either your Windows or Widnows\System directories.

       3. Copy Journal.exe and Journal.hlp to the desired program directory. I recommend a separate subdirectory for the program.

Detailed Example Installation

To install the program using the <u>Windows File Manager</u>:

       1. Open two windows in the File Manager (Window-New WIndow).

       2. Set one window on the subdirectory where where the program files to be installed are located. This is the subdirectory in which the files are located after you "unziped" them. This windows will be referred to as the "SOURCE" window.

       3. Set the second window on the directory under which you want to create the Journal Program Directory. For example, if you want to install Journal in C:\journal subdirectory, then set the window on the C:\ root directory by clicking on the C:\ at the top of the directory tree. If you want to install Journal in C:\Windows\journal then click on the C:\windows subdirectory. This windows will be referred to as the "DESTINATION" windows.

       4. With the focus on the DESTINATION windows, click FILE Menu and select Create Directory.... In the popup dialog box type: JOURNAL.

       5. In the DESTINATION window directory display, click on the JOURNAL directory window to switch the DESTINATION window to the JOURNAL directory.

       6. In the SOURCE window, click on JOURNAL.EXE. While holding down the Ctrl button, click on JOURNAL.HLP. Relese the control button. This should select both files. Press down the Ctrl button and "drag" the selected files to the DESTINATION Window.

       7. In the DESTINATION windows directory tree click on either the Windows directory or the WIndows\System (preferred) directory. This will change the DESTINATION window directory.

       8 In the SOURCE windows, click MUSCLE.VBX. Hold Down the Ctrl button and click THREED.VBX. Release Ctrl. This will select both files. Hold down the Ctrl button and "Drag" the two files to the DESTINATION window

       9. Return to the Program Manager. Select the Group in which you want to install the JOURNAL program icon.

       10. Select File Menu. Under the File Menu, select NEW...

       11. In the New Program Object dialog box, select Program Item(default) and click the OK button.

       12. In the Program Item Properties dialog box, press the TAB key to move the cursor to the Command Line selection. Then click the Browse Button. In the Browse files dialog, move to the JOURNAL directory and double click on JOURNAL.EXE. this will return you to the Program Item Properties dialog with the Journal.EXE program in the Command lline.

       13. Click the mouse in the Working Directory dialog box. In this box, type the path to the Journal Directory. This will establish that directory as the start up directory for JOURNAL.

       14. Click the OK button to complete.

NOTE: IT IS VERY IMPORTANT THAT JOURNAL STARTS WITH THE STARTUP DIRECTORY PROPERLY SET. IT USES THE STARTUP DIRECTORY TO LOCATE ALL FILES.

Quick Start:

       1. Double click the JOURNAL icon to start the program. The FIRST TIME you run the program, a dialog box will popup informing you the initialization file is not found. that's because you haven't created one yet. Click YES to proceed. (Note: If you see this dialog box after having run the program once, then most likely you are not starting the program from the JOURNAL directory. Check the dialog box for the program directory in which it is trying to start.)

       2. When the program starts, in addition to the main program screen, you will see a standalone button labeled DailyClp. The menu bar caption for this button has the same label. This button is used to "Grab" text on the Clipboard and add it as a new topic to Journal. Whenver text is on the CLipboard which you would like to save as a topic in Journal, click this button. The button menu bar caption changes to show you the size of the text selected from the Clipboard (Journal text is limited to 30K) and a dialog box pops up for you to type in the topic title. Type in the title desired and click OK. This is added to the <u>*currently*</u> selected Category in Journal. This is the easiest way to transfer text information from any windows application to Journal. This works equally well with the Journal program in an icon. When Journal is iconized, the currently selected Category is displayed as the caption. The button remains and can be used as described above. The button can be moved by dragging the Menu Caption.

3. Within the Journal Program, to set up the Categories, click the Topics Menu - Set Categories. Complete the dialog screen that comes up and select OK. This will place the Category titles on the button across the top of the screen as labels, it will also add these captions to both the Switch and Transfer Menus.

4. To switch categories, click the applicable button or use the Switch Menu and select the category desired.

5. To add a new topic, click the New Topic button OR, select Topics Menu - New Topic OR, use keyboard shortcut Ctrl + N. To Delete a topic, same choices apply only use Delete Button, Delete Topic and keyboard shortcut is Ctrl + D. Ease of both adding new topics and deleting topics is available because routine housekeeping is as important as keeping new information.

6. When new topics are added, today's date is automatically appended to the start of the title. If this is not desired, it can be turned off by selecting Topics-Date Stamp On to remove the checkmark indicating the option is not selected.

7. To import an ASCII file from disk (capacity limited to 30K), select File-Import. This brings up a standard Windows file open dialog box. Note: this action makes a copy of the file and adds it to the Journal database. To export a file, choose File-Export and type the complete path and filename desired.

8. Under the Topics menu, you can select Category Sizes to determine the current size of Category files. The total file size capacity cannot exceed 1Meg.

9. Most of the rest of the commands are standard Windows commands except for three additional commands under the separator bar in the Edit Menu. Strip CrLf will strip CrLfs from the selected text. You must select text prior to using this option. This is very useful when bringing in text, either via File Import or the Clipboard, which has embedded CrLfs. Copy All places a copy of the entire topic text on the CLipboard. This is very useful for copy an entire topic to another application or making a duplicate copy of a topic. Cut All-Del Topic copies the entire topic text to the Clipboard **AND** deletes the topic from the Category. This is most useful when you want to combine two topics together. Select the one you want to delete, then select Cut All - Del Topic to place the topic text on the Clipboard and to delete the topic. Then select the topic to which you want to add the text, place the cursor where you want the text inserted, and choose Edit-Paste.

Detailed Program Instructions

Menu Commands

All functions within the program can be executed from the menus. Note a number of shortcut keysSHORTCUTKEYS are available.

Files Menu

Inport Text

Select this menu item to inport an ASCII file directly into Journal. The file is added to the currently selected category. The file text is added to the topic and the file name is added as the topic title. Maximum file size that can be inported is 30K.

Export Text

Select this menu item to export one of Journal's topics to a file. When the menu item is selected you are prompted for the filename where you want the file save. The entire path must be specified or the file is saved in the current directory.

Backup Data Files

This command will make backup copies, in the program directory, of the initialization file (journal.dat) and each of the data files. If for any reason one of the files becomes corrupt, the backups may be used. If any backup is used then THEY ALL MUST BE USED. To restore, copy each backup to the respective program file (eg, journal.bak to journal.dat, anote.bak to anote.jou, etc).

The program is VERY sensitive to the file structures. These files CANNOT BE EDITED WITH ANOTHER EDITOR as this would corrupt the files structure. For further information see the techical information in the About HelpABOUT section.

Remove Category to File

This function will remove the selected Category from Journal and save it to disk. Both the index of topic titles and the data are saved. The titles are saved to file: categoryname.JTX and the data to categoryname.JTT. These files are located in the Program Directory.

Add Category from File

This function will add a category back into Journal that has previously been removed. THIS WILL ONLY WORK FOR FILES PREVIOUSLY REMOVED FROM JOURNAL. The data files must be located in the Program Directory. After selecting this item, a dialog form

pops up listing the Category files found which can be added back into Journal. Select the category desired by either highliting the item in the Listbox and pressing the OK Button or by double-clicking the Category Name in the Listbox.

The Category button to which you want to bring the Category from disk MUST be an empty category.

An additional use of the Remove Category to File and Add Category from File function is that it provides a good way to move selected categories between computers. For example, if you have the program installed both at home and at work; these two functions provide an easy way to move categories between the two computers,

Additionally, if 8 categories is insufficient, additional categories may be created and saved to disk until needed.

Topics Menu

All commands associated with individual topics are located on this menu selection. Note the shortcut keys. Categories can be thouoght of as file drawers, while the topics are individual files within these drawers. The topic title is the name of the file and is always displayed in the listbox to the left for selection. Commands are available to permit easy storage of information and easy maintenance. Tow of the most used commands, New Topic and Delete are also available as buttons.

Set Categories

This is used to configure the Category buttons andthe Switch and Transfer Menu. When the item is selected, a separate form opens for entering new titles for any category. It is inportant to note that changing a Category Title (and corresponding button title) does not change any of the topics or topic text associated with that Category. Thus you can change Category Titles any time desired.

Category Sizes

This command will pop up a form which will provide the current size of each Category File. A Category file is limited to 1 MEG. This works by measuring the current size of the category file as saved on the disk. thus the most accyrate data is obained if the SAVE button is clicked before checking the Category Sizes.

New topic   Shortcut: ctrl + N

This functions exactly the same as the New Topic button. A title box is opened to type in the title of the topic. Topic titles can be up to 45 characters. The date the topic is created is automatically 9defulat mode) appended to the start of the title. The topic title is then added is the topic listbox and the cursor is placed in the text box for entering the associated text.

Delete Topic   Shortcut: ctrl + D

This item is utilized to remove a topic from Journal. It functions exactly the same as the Delete Topic button. The topic title is removed from the listbox, the topic text is deleted, and the remainder of topics adjusted in position (the remainder of the topics are rolled up)

Edit Topic Title

This is utilized to edit the selected title. The title is presented in a dialog box. A new title can be typed or the existed one edited. The date is NOT automatically appended. Note, the entire title text is highlited in the dialog box presented. Typing replaces all text. If you only want to edit the title, then you must press one of the arrow keys or cilck the mouse within the title to remove the highliting.

Print topic   Shortcut: ctrl + P

Selecting this item prints the current topic. The topic title is printed as a header.

Save Topic Data

This functions the same as the SAVE Button. All program data is saved.

Date Stamp On

If this button is checked, default mode, then today's date is automatically appended to topic titles. A checkmark appears in the menu next to this item when it is ON. To turn off the automatic date stamping, click the menu item and the checkmark will disappear. Date stamping will stay off for the remainder of the session unless turned on. Whenever the program starts, it starts with date stamping ON.

Edit Menu

The Edit Menu provides the normal windows Clipboard editing functions, Cut, Copy, Paste and Delete. In addition, three added functions are provided: STRIP CrLF strips CrLfs from selected text, COPY ALL copies the entire topic text to the Clipboard. COPY ALL - DEL TOPIC copies the entire topic text to the Clipboard AND then deletes the topic.

Cut
This cuts the selected text from the topic text and places it on the Clipboard.

Copy
This makes a copy of the selected text and places it on the Clipboard.

Paste
This inserts the text on the Clipboard into the topic text at the point where the cursor is located.

Strip CrLf   Shortcut: ctrl + Z
Selecting this command will remove ALL CrLfs from the selected text. This is useful when text is brought into Journal, either via Inport or the Clipboard, which has embedded carriage return-lilne feeds. Place the mouse at the start of the text, hold down the left button and drag over the desried text. After releasing the mouse button, select this menu item or use the shortcut key, ctrl + Z.

Copy All
This will copy the entire text from the topic and place it on the Clipboard. No change is made to the topic text. This function is most useful to make a copy of the topic text to place into another document or to make a copy of a topic and place it in another category.

Cut All - Del Topic
This will copy the entire text from the topic and place it on the Clipboard. After placing it on the Clipboard, the topic is deleted. CAUTION should be exercised, since the topic is deleted, the text should immediately be pasted in either another application or another topic. This function is most useful to combine the text from two topics together. Select the topic you want to delete, then select COPY ALL - DEL TOPIC, then select the topic where you want to place the text, place the cursor where the text is to be inserted, and select PASTE to insert the text.

Switch Menu
This menu item functions exactly the same as the buttons across the top of the screen, they permit switching to another Category. Select the Switch Menu, then click the Category title to which you want to switch.

Transfer Menu
This function is used to transfer a topic from one category to another. To transfer a topic, select the topic you want to transfer, then select the transfer menu, then select the category to which you want to transfer the selected topic. The topic is then deleted the old category and transferred to the newly selected category. Within the new category, the topic is appended to the end of the topic list in that category. The title is appended as it was in the old category.

Exit Menu
Selecting this item will end the program and save all data files. Before ending, you are prompted to Make a Backup of Data Files. Unless there is some reason to the contrary, this should always be selected. This program data file structures are extemely critical to proper performance.

Help Menu
Clicking this item will bring up this help menu. All of the text in this Help file is set for browsing throughout. This permits reading of the Help much like reading a manual.

Keyboard Commands
The most used commands are available as buttons in the upper portion of the program screen. In addition, two labels indicate how many topics are contained in the currently selected Category and the size of text in the currently selected topic. Maximum number of topics is 200. Maximum topic text size is 32K.

Categories
The eight buttons across the top are used to switch between categories. The Set Categories selection under the Topics MenuTOPICS is used to set the individual Category titles. These titles are displayed as the button captions, as well as on both the Switch and Transfer menus.

New Topic
This button is used to add a new topic to the Journal. When the button is clicked, a promt appears for the topic title. The title is limited to 45 characters. The date the topic is created is automatically (default mode) appended to the beginning of the topic title.

Delete Topic
This button is used to remove a topic from Journal. When pressed, the selected topic title is removed from the llistbox and the corresponding text deleted. the remainder of the topics is rolled up to fill in the gap.

Save Button
Clicking this button saves all of the program data to disk.

Shortcut Keys

ctrl + C	Copy All
ctrl + D	Delete Topic
ctrl + N	New Topic
ctrl + P	Print Topic
ctrl + S	Save Topic Data
ctrl + T	Edit Title
ctrl + X	Cut All-Del Topic
ctrl + Z	Strip CrLf

DailyClp Button

At startup this button is located in the upper right corner of the screen. Only the actual command button and the title bar is displayed. A single click of the button performs the following:
- checks to ensure there is text on the Clipboard
- grabs the text from the Clipboard and displays the size in KBytes as the new form title
- Opens a dialog box prompting for the new topic title
- Pastes the text into the topic

The topics are added to the currently selected Category in Journal. The currently selected Category is Tdisplayed as the title, so even if Journal is in an icon, the text under the icon is the title of the curently selected category.

The button can be move to any location on the screen by placing the mouse in the title bar, holding down the left mouse button, and dragging to the desired location.

If the button is accidently clicked and you do not want to paste text, in the dialog box that pops up simply select the CANCEL button.

This button is very useful for adding information to the journal from other programs. Simply place the text on the Clipboard, click the DAILYCLP button, type in the topic title, and the Clipboard text is added as a new toppic. Many programs offer shortcuts for selected all text. This makes it easy to copy the entire text to the Clipboard. For example, in Microsoft Word for Windows, holding down the control button and clicking in the left column will select the entire document. Then pressing the EDIT - Copy menu selection (or the button on the toolbar) will copy the entire text to the Clipboard. With the text on the Clipboard, click the DAILYCLP button. The size of the text is displayed in the title (Journal has a maximum limit of 30K per topic) and a dialog box pops up for the topic title. Individual application documentation should be checked for shortcuts to copy text to the Clipboard.

How to ....

Add new topics
There are three ways to add new topics to a given Category. If you want to type the information into the topic, select NEW TOPIC. Click on the DAILYCLP button to add a new topic and place the text from the Clipboard into the topic. When you click this button you will be prompted for the topic Title. And third, ASCII files less than 30K can be directly imported using the FILES Menu, Import function. Selecting this function opens a standard Windows file open box.

Add new Categories
Under the Topics Menui, select SET CATEGORIES. A separate screen comes up in which you can type the Category name on the button you desire. If all of the buttons have been used, then you must first remove one of the categories to disk. This will free up a button. On the free button, type up to 8 characters of text.

Remove a Category but save it to Disk

Click the button of the category you want to remove. Then under the FILES Menu, Click Remove Category to File. This will automatically save the category to disk with the filename equal to the category name that was used. Using this featture you can actually have more than 8 categories, an unlimited number, but you can only have 8 open at any one time in Journal. The first category, DailyJou can never be removed to file.

Add a Category fm Disk

FIrst you must select a category button that is currently empty. You can not add one category over the top of another one. Under the FILES Menu, click ADD CATEGORY fm FILE. A screen appears listing the category files currently stored on disk. Either double click the file name or click once on the file name and click the OK button. This will restored the category to Journal.

Add an Electronic Mail Message to Journal

Within the electronic mail program select the message text and copy this text to the Clipboard. Without closing the electronic mail program, simply click the DAILYCLP button. This will then prompt for the title you want for this topic. The topic is then added to the CURRENTLY SELECTED CATEGORY adding both the title and the Clipboard text to the topic text.

About and Technical Info

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Resources:
JOURNAL was written using Microsoft Visual Basic (VBRUN100.DLL required), the Microsoft Visual Basic Professional Toolkit (Threed.vbx required) and MicroHelp Muscle (Muscle.Vbx required).   The Muscle.Vbx and Threed.vbx runtime libraries distributed CANNOT be run from within the Visual Basic environment.

The titles for all topics in all categories, along with the size of the text field with each, is stored in the file JOURNAL.DAT. The text data for the topics is stored in separate files: ANOTE.JOU thru HNOTE.JOU. The backups for these files are the same name with the extent .BAK. When categories are saved to file, the topic titles and the size of the respective text fields for the category are written to CATEGORYNAME.JTX, where CATEGORYNAME is the category name assigned within Journal.   The text data is stored in CATEGORYNAME.JTT. These files can be moved, together, from computer to computer but THEY CAN NOT BE ALTERED BY ANOTHER PROGRAM.

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.
Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.
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Users of JOURNAL must accept this disclaimer of warranty: "JOURNAL is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or conse- quential, which may result from the use of JOURNAL."
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useful and find that you are using JOURNAL and continue to use JOURNAL after a reasonable trial period, you must make a registration payment of $25.00 to Gordon Smith. The $25.00 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.
Commercial users of JOURNAL must register and pay for their copies of JOURNAL within 30 days of first use or their license is withdrawn. .

Anyone distributing JOURNAL for any kind of remuneration must first contact Gordon Smith at the address below for authorization. This authorization will be automatically granted to distributors recognized by the ASP as adhering to its guidelines for shareware distributors, and such distributors may begin offering JOURNAL immediately (However Gordon Smith must still be advised so that the distributor can be kept up-to-date with the latest version of JOURNAL.).

You are encouraged to pass a copy of JOURNAL along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it.

Although the author is not yet a member of ASP, Journal is a Shareware program conforming to standards as established by the Association of Shareware Professionals (ASP) located at 325 118th Ave. S.E., Suite 200, Belleview, WA 98005. The author will provide the following support:
> - Telephone support to registered users
> - Support via mail, all letters sent will be answered
> - Electronic mail support via Compuserve (Acct 72567,3416) (preferred method)
> - This is a fully functioning product with no crippling
> - There are no undocumented features
> - The program has been throughly tested.

Although this program is produced by a non-member of the Association of Shareware
Professionals (ASP), the ASP standards and principals are fully supported and the author will comply with all ASP standards and practices. 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 49442 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.