JOURNAL PROGRAM V 2.0

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1.0 Introduction

The Journal Program is designed as a free-text information manager. Information can easily be typed directly into a journal topic, retrieved from the Clipboard or imported from existing disk files. Information is stored in up to 400 topics. Topics are stored in up to eight different Categories. This is analagous to a file cabinet; the categories being the drawers, topic titles the individual file titles, and the text to the information within a file folder. 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 easily moved from category to category. The date the information is input into Journal ia automatically (default mode, can be turned off) appended to the beginning of the titles.   Search features allow quick searches for key words in any topic title or in the text of the currently selected category. Keywords are not required as Journal treats every word as a key word.

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 should be operating in the Enhanced Mode to run this program.
> While the program will run in 2MB (you should set the capacities to 250KB), 4 MB is highly
recommended.

The following files **MUST NOT** be edited or moved separately: JOURNAL.DAT, JOURNAL.INI, 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 Configure 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 initally titled as DailyJou (this may be changed) and is the ` opening default category. The titles 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 is user configurable from 250K to 4 MB. They are all initially configured to 1 MB.	

** 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.

2.0 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,part of Windows 3.1))
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.ini	created the first time the program runs. Holds session to session configuration data.
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
Categoryname.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 Windows File Manager:

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 window 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. Release 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. (Win 3.1) 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. WINDOWS PROGRAM

MANAGER ALLOWS DESIGNATION OF THE STARTUP DIRECTORY.

3.0 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 startup program directory.)

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 eother add it as a new topic or append it to an existing topic in Journal. Whenver text is on the CLipboard, which you would like to save 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, if adding a new topic, or to select an existing topic if you are appending the Clipboard to an existing topic. If you want to add the Clipboard as a new topic, either type in the title desired or accept the default and click OK. This is added to the _currently_ selected Category in Journal. If you want to add the CLipboard to an existing topic, click the Append Button and another form opens. In the listbox, select the desired topic and click OK. This will append the data. The DailyClp button 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. Journal remembers the last button location from session to session.

3. Within the Journal Program, to set up the Categories, click the Topics Menu - Configure 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. Category maximum capacity is displayed.

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. To Find information within Journal, click the Find Menu. This will open another dialog. Enter the search text and the click either the Topic Titles or Text Search buttons. The Next Text button (shortcut: F5) finds the next location of the search text within the SAME topic.

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.

4.0 Detailed Program Instructions

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

Files Menu

Import Text
Select this menu item to import 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 imported 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. This is an easy means to move categories from one computer to another: remove them to file, copy both the JTX and JTT files to the new computer, and then Add Category on the new computer to add them back in on the new computer. If you want to completely remove a category from Journal, remove it to file. If you do not even want to save the data, then delete the respective JTX and JTT files.

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.   Journal will automatically size the maximum capacity of the category large enough to hold the category.

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

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.

Topic List Width

Selecting this menu item allows you to set the Topic List Width as a percentage of the total form width.
Journal comes configured with the Topic List Width set at 25% of the total form width. If this is changed,
Journal "remembers" the change from session to session. To change the width percentage, click the menu
selection desired.

Choose Printer Font

Selecting this menu, brings up a standard Windows font selection dialog. This font ONLY applies to the
printer. Bold and Italic, though available on the dialog, are NOT sent to the printer. Journal "remembers"

Printer Font selections from session to session.

Choose Screen Font

This selection is used to select the screen font to be used in the Topic Titles Listbox and the Topic Text box. If you want these fonts in Bold or Italic, these must be selected (Bold often looks better on the screen but is slightly wider than regular. Italic is NOT recommended as it is too wide. Journal "remembers" selections from session to session.

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. Two of the most used commands, New Topic and Delete are also available as buttons.

Configure Categories

This is used to configure the Category maximum data capacity, Category titles and the Category button, Switch and Transfer Menu labels. When the item is selected, a separate form opens for entering new titles or adjusting the data capacity for any category. It is important 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. The maximum length of the title is limited to 8 characters. Data capacities may be set from 250 KB to 4 MB.

For fastest switching between categories within Journal, set each of the categories to the SAME size. For least effect of the speed of switching between other Windows programs, have at least one category set to 250KB and switch to that category before leaving Journal. Regardless, since it is so easy to change the size of a category, you should configure to the smallest size that will accommadate the data (remember, for fastest switching between categories WITHIN Journal, configure all to the same size)

Clicking on Configure Categories brings up the following dialog:

Listed on this form are the 8 categories for configuring. Four columns, NAME for the category name (this appears as the category label), Current Data Size, Current Capacity, and horizontal scrollbars to adjust the maximum capacity for each individual category.

Name Column: To change the name of an individual category, click in the Name text box for the category and type the desired name. Only the first 8 characters are used.

Data Size Column: This is the current size of the data for the category. This is measured by measuring the size of the data file on disk. This value CANNOT be changed, it is displayed for information.

Capacity Column: This is the currently set maximum capacity for the category. This value is set using the scrollbars. The minimum value cannot be set lower than that value needed to hold the data currently contained in the category, other than that restriction, the maximum data range can be set from 250 KB to 4 MB (4000KB).

Horizontal Scroll Bars: These are used to adjust the individual maximum capacity for each category. Clicking the left arrow decreases the maximum capacity, the right arrow increases the maximum capacity. You cannot set the maximum size smaller than what is required to hold the data in the category. Journal "remembers" these settings from session to session.

Help on this form is available by clicking the ? box.

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 clilck 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.

Daily Journal Topic   Shortcut: F4

This selection will add a new topic in the format of MM/DD DAY Daily Notes (eg 12/25 Mon Daily Notes). If
you leave the first category configured to hold daily notes; at start up press the F4 key and a topic will be
added to hold the daily notes. Holding all of these in one category provides an excellent way to retrieve the
information. The Listbox selection can be used to quickly retrieve the notes for any given day. The Find -
Text Search provides a quick way to retrieve any given subject.

First Cat, Last Topic Shortcut: F3

This selection permits you to move to the last topic in the first category quickly from anywhere in Journal.
Pressing the F3 key takes you to the last topic in the first category. If you use the first category to hold daily
notes, this is a quick way to get to today's note topic.

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   Shortcut: Shift + Delete
This cuts the selected text from the topic text and places it on the Clipboard.

Copy   Shortcut: Ctrl + Insert
This makes a copy of the selected text and places it on the Clipboard.

Paste   Shortcut: Shift + Insert
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.

Find Menu

This is used to search the data base. The search can be Case Sensitive(fastest search) or Case Insensitive(most complete search). When this menu item is selected a separate dialog form opens for the search data. The search dialog permits two types of searchs: Titles Search, a search of all Titles contained in the database or Text Search, a search of all text in all topics of the currently selected category.

A maximum of 50 "FINDS" can be made. If the FOUND caption is 50, it likely there are more instances of the search word in the database. The search should be repeated with more restrictive search criteria.

Titles Search: This search looks for the search text in each title contained in the data base. When found, the title is added to the listbox. In front of the title is two numbers. The first, 1 to 8, is which category the item was found in (the categories are numbered 1 to 8, left to right). The second number is the number of the topic in that category (the topics are numbered from top down). To see one of the items, click on the title in the listbox. Journal will then switch to the category and display the topic. If that is not the one desired, simply click another title.

Text Search: This search looks for the search text in all topic text in the currently selected category. One number is shown in front of the topic title in the listbox, the topic number. To see a topic, click the title in the listbox; Journal will switch to that topic, highlight the word in the text, and turn off the Search dialog box. If that is not the one desired, simply click the menu Find, the dialog box re-appears and another topic title may selected. In addition, if it is the correct topic, but you want to find another occurance of the search text in the SAME topic, click the Find Menu to bring the Search form back up and then click the **NextText button** (**SHORTCUT**: Just press the **F5** function key while still in the topic text field). This finds the next occurance of the search text in the SAME topic.

Clicking Find brings up the following dialog:

Search For: This input box is used to enter the search string desired.
Case Sensitive: If this box is checked, a Case Sensitive search is conducted. If you want a case insensitive search, uncheck this box.
Found: This label shows the number of topics found containing the search text. Journal can find a maximum of 50 finds, if the Found label is 50, it is likely there are more instances of the search text in the data base. The search may be repeated with more restrictive search data (larger string, Case Sensitive, etc).
Title Search: This button is used to conduct a search of all topic titles in the data base.
Text Search: This button is used to conduct a search of all topic text in the currently selected category.
Next Text: Shortcut: F5   This button is used to find the next occurance of the search string in the SAME topic as currently displayed.
Done: The Done button hides the form.

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.

5.0 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 400. Maximum topic text size is 30K.

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.

6.0 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
F5	Next Text Search

7.0 DailyClp Button

At startup this button is located in the upper right corner of the screen. The button can be moved to any desired location by moving the mouse over the title bar, and while holding down the left mouse button, drag to the desired location. Journal "remembers" this location from session to session. This button cannot be reduced to an icon. 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 or for the topic to append
- Pastes the text into the topic

Text on the Clipboard can be added as a new topic or appended to an existing topic within the currently selected category. The currently selected Category is displayed as the title, so even if Journal is in an icon, the text under the icon is the title of the curently selected category. When the dialog box pops up, you can type in a new title or accept the default (first 45 characters of the Clipboard), and click the OK button to add the Clipboard text as a new topic. You can also select the Append Button to append the CLipboard Text to an existing topic.

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 Journal from other programs. Simply place the text on the Clipboard, click the DAILYCLP button, type in the topic title or select a topic to append to, and the Clipboard text is added. 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.

Clicking the DailyClp button brings up the following dialog:

This dialog is used to either add the Clipboard as a new topic or to append it to an existing topic. The form comes up for a new title. If you desired to Append, click the Append Button. The New Topic portion disappears and the Append portion appears. In the Append form, a listbox is shown with the Topics from the current category shown. Click the title desired and click the OK button to append. When Appending, a check is made to ensure no more than 30K is contained in a given topic.

New Topic Form
When the new topic form is displayed, the Clipboard text is added as a new topic. You can either accept the default title or type a new title in the Title Text Box. To add, click the OK button. To cancel, click the Cancel Button. If you want to append, click the Append Button, and the following dialog appears:

Append Form
The Append form is used to append the text to an existing topic. The currently selected topic is shown in the box at the top of the form. To select a new Topic Title, click the title and it will move to the selected topic box. When the desired title is displayed, click the OK button to append the text. If you want to cancel, click the Cancel Button. The New Topic Button will return you to the New Topic Form.
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.

8.0 How to ....

Use as a Personal Information Manager (PIM)
        Because of the powerful search functions, Journal is very adaptable as a free-form PIM. Essentially, every word, both in the titles and the text, can be considered as "keywords" since you can search for any throughtout the database. To quickly retrieve, assign search keywords to information, eg [phone] to phone numbers, [address] for addresses, [action] for action items, [due] for due items, [due]23/6/92 for specific due dates, [idea] for ideas, etc. Projects can be organized as separate topics. Then, using the Find features, these items can very quickly be retrieved. By storing them in one category, you also have the Text Search features to find items within individual categories.
        Special shortcut keys, F4 to add a Daily Notes Topic and F3 to take you to the last topic in the first category, makes the first category an excellent category to hold a daily notes Journal. The first time you want to add a daily note, switch to the first category and press the F4 function key. This will add a topic using the day's date. If this is left as the last topic (no more topics added after this one), then from anywhere in the program, pressing the F3 key will take you to this topic.
        One recommended configuration is to leave the first category configured as DailyJou and configure the second as PIM. Remaining categories can be configured as specific areas, for example:

Visual Basic programmers: The third as VBNotes for various notes collected on subject related to VB and the fourth VBProgs for form and module program code listings.

Program Managers: The third as Program (name of the program) for holding information about their program, the fourth as Regs for holding policy and guidance for managing the program, the fifth as Team for holding information about their staff and supporting team members. Action items, telephone numbers, due dates, etc would all be stored in PIM.

Use as a Programer's Tool

For the programer, Journal provides an excellent means to store notes on various subjects and for storing the program code listings. Using the Find features, this information can be quickly retrieved. For example, I store all Visual Basic code listing in one category. I can quickly find the Form_Load code for programs by searching the category for Form_Load and then selecting the program from the titles list. Code can be copied to the Clipboard and pasted into my Visual Basic program. Another category is established as program notes. In this I put the various notes I collect from sources such as CompuServe MSBASIC Forum, CIS Mail, scanned articles, etc.

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.

9.0 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.

10.0 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.
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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.

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11.0 COPYRIGHT

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