

# Dear Diary 2.5



## **Menus**

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### **Ordering Information:**

**The registered version of Dear Diary 2.5 is available for \$19.95, plus \$3.95 shipping and handling.**

**To order Dear Diary via credit card, call the Public (Software) Library at (800)242-4775 or (713)524-6394. These numbers are for CREDIT CARD ORDERS ONLY. We accept VISA, MasterCard, American Express, and Discover. Specify PsL Product Number 11664.**

**To order on-line via CompuServe, GO SWREG and register ID# 3178.**

### **Tech Support:**

**For free technical support, registered users may call us at (201)635-1824, or leave e-mail at CompuServe ID# 76336,3271. Unregistered users must rely on this help file for support.**

# File

[Open...](#)

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# Options

[Change Password...](#)

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# Diary Window

Clicking **Open...** from the **File Sub-Menu** will cause the **Diary Window** to be displayed:



When the Diary Window is first opened it is turned to the current day. You may begin entering your daily entry by clicking on the journal window to the right of the calendar control.

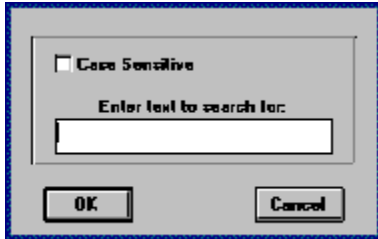
To switch between dates, click the desired date in the calendar control, or use the calendar control's scroll bar. You can save changes to any entry by either moving to another date or clicking the Save button. The Undo button causes the contents of the journal window to return to its original contents, providing the entry has not yet been saved.

A powerful feature of Dear Diary is the ability to do a text search. A text search is activated by clicking the Text Search button. This causes the Text Search Window to be displayed. The Text Search Window allows you to enter a text string and to indicate whether you would like to do a case-sensitive search. Once you've entered your search criteria in the Text Search Window, Dear Diary will return a set of records containing each record in your journal which matches the criteria you entered. You may utilize the data control underneath the journal window to scroll back and forth among the records in your recordset. The calendar control is not necessary when executing a text search and is thus disabled. To return from a text search, click the End Search button.

Clicking the Exit button closes the Diary Window. Any changes that have not been saved are lost.

# Text Search Window

Clicking the Text Search button in the Diary Window causes the Text Search Window to be displayed:



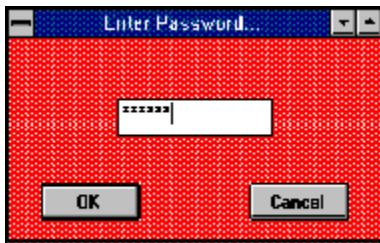
To begin a text search, enter the string for which you wish to search in the Search String text box. If you wish your search to be case sensitive, click the Case Sensitive check box.

Clicking the OK returns you to the Diary Window and presents you with your resulting recordset. You may scroll through this recordset using the data control in the Diary Window. (While in Text Search mode, the calendar control on the Diary Window is disabled.)

To come out of Text Search mode, click on the End Search button in the Diary Window.

# Enter Password...

The Enter Password... window is displayed when Dear Diary is loading.



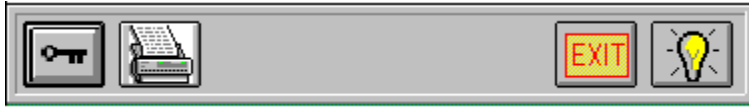
The registered version of Dear Diary forces the user to enter a password in order to gain access to the data stored in the program. The shareware version offers no password protection.

In the registered version once a password is entered and the user clicks the OK button, the password that was entered is checked against that which is stored in the system. If it matches, entry into the program is granted. If it does not match, an alarm is sounded and the program aborts. If the user clicks the cancel button the program aborts as well.

Passwords in Dear Diary are case-sensitive. In other words, if your password was originally stored as "blue", entering "BLUE" or "Blue" will not allow entry into the system.

A password must be between 4 and 8 characters long.

# ToolBar



The Key toolbar button opens your diary. It is a shortcut for clicking File|Open from the main menu.



The Print toolbar button causes the Print Window to open and allows printing of your entries within a specified date range that you choose.



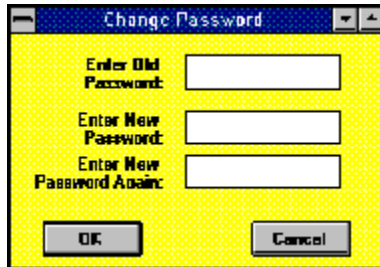
The Exit toolbar button exits the Dear Diary program. It is a shortcut for clicking File|Exit from the main menu.



The Help toolbar button brings up Dear Diary's Help System. It is a shortcut for clicking Help|Contents from the main menu.

# Change Password

Clicking Change Password from the Options Sub-Menu causes the Change Password window to be displayed:



To change your password you must first enter your old password in the space provided. This is so that in the event you leave your PC unattended while Dear Diary is running, no one can come along without your knowledge and change your password.


Next, you are asked to enter your new password twice. This is to avoid any typographical errors, etc. (Since the actual characters you enter are not displayed for reasons of security, you can not verify visually that you've actually entered what you intended to enter. The system matches both new entries to make sure that this is the case.)

Clicking the OK button will save your changes and make them effective immediately.



# Help

You can access Dear Diary's help system in a number of ways. To access the help system from the beginning, you may click on either Help|Contents from the main menu, or

the Help toolbar button . Either of these methods will bring you to the top of the help system.

You may also obtain 'context-sensitive' help by pressing the F1 key from anywhere in Dear Diary. This will cause the help system to bring up the topic relevant to where you are in the system.

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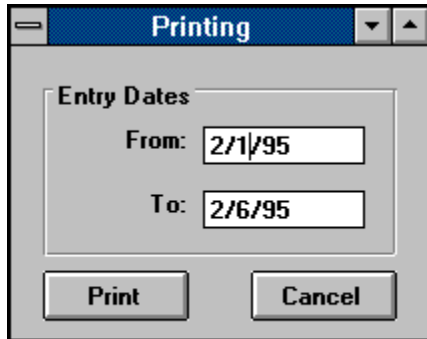
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# Printing

The Print Window can be accessed either by clicking **File | Print** from the Main Menu or by clicking on the **Print** button in the Toolbar.



To print your entries, simply fill in the date range you desire and click the Print button.

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# Glossary



## **C**

calendar control  
case sensitive

## **D**

data control

## **J**

journal window

## **T**

text search

**journal window**

The journal window is where you enter your daily journal entry. It can hold up to 64000 characters per day and is located to the right of the calendar control in the Diary Window.

## **calendar control**

The calendar control gives a visual representation of the date in which you are currently located. It is also used to jump from date to date. You can click on any date within the visible month to view or edit the journal entry for that date. You can jump from month to month by clicking either the left or right end buttons on the calendar's scroll bar. You can jump from year to year by clicking the scroll bar itself. If you are jumping to a year that has not been initialized in the system, you will be offered a chance to initialize that year or not.

NOTE: The calendar control is disabled during a text search.

## **text search**

A text search allows you to search your entire diary for a specific text string. It can be very useful when looking up entries pertaining to a specific person, place, event, etc. The data control underneath the journal window allows you to scroll through each date in which your specified text appears. To return from a text search click the End Search button.

NOTE: The calendar control is not necessary during a text search and is thus disabled.

**data control**

The data control appears under the journal window during a text search. It offers you the ability to move to the first, previous, next or last record in a recordset.

**case sensitive**

A case sensitive search will return records that contain only text which matches your search string exactly. For example, if you are searching for all records containing the string 'leaves' and you check the Case Sensitive Checkbox, any records containing the string 'Leaves' or 'LEAVES' will NOT be returned as part of your resulting recordset.





