

# **Warranty and License Agreement**

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## **Warranty**

This product comes with the ultimate warranty. You can try it, use it and test it for 30 days without spending a cent. If you are satisfied with the product (as I hope you will be) then register. If you are not satisfied with the product simply remove it from your computer and that's it.

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## Registration and Upgrade Information

If you have any problems with this product, please contact me.

Contacting the author:

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### Registration

If you continue to use this software after the evaluation period, you are required to register, otherwise you must remove this software from your computer. Registration entitles you to free support, the latest version and free minor version upgrades. (See Upgrade Policy below) Once registered the registration screen will no longer appear. In addition, by registering you'll be doing your part to assure that I'll continue to work hard at providing you with quality software at a very low price. You'll also be helping to prove that Shareware really does work and you'll get the satisfaction of knowing that you did the right thing.

For information on registering please click the **Order Info** button in the Shareware dialog when you start the program.

### Version Upgrade Policy

The following applies to users who have already registered.

**Initial registration automatically upgrades you to the latest version.**

All registered users are entitled to free upgrades to all minor versions of the major version for which they have registered. For example, registered users of a product version 3.0 are entitled to all 3.X versions for free. For the free upgrade simply obtain a copy of newer version, install it over your old version and use the same ID you received when registering. This will NOT work when upgrading to a new major version.

Special pricing is available to registered users for major version upgrades. Please contact me.

## General Description for My Personal Diary

This is the diary program you've been looking for! ***My Personal Diary (32-bit)*** lets anyone and everyone keep a private diary on a computer. Multiple user feature allows many users to share the program on a single computer to keep independent diaries. All entries are stored in encrypted files and password protected to ensure privacy. An excellent tool for keeping track of day to day activities and recording the important events in your life.

## Frequently Asked Questions

Q. When I login on for the first time I don't have a password so what should I enter at the password prompt?

A. Enter any password you like. The first time you log in is when you create an account. You will need to use the same password when you login in the future. Be sure to use a password you will remember.

Q. I get an error message stating that something is wrong with the data directory when I try to save an entry, open the to-do list or use the address book. What should I do?

A. My Personal Diary stores all data files in a directory of your choice. By default this directory is the subdirectory "Diary Data" off the installation directory. If you remove that directory or specify a different directory that does not exist, you will receive an error. To correct the problem enter a valid directory for the *Diary Directory* on the "Data Directory" page in the configuration dialog box (Options|Configuration on the main menu).

Q. I just upgraded to a new version of My Personal Diary and when I try to open one of my old entries, they're not listed in the open list. What's wrong?

A. My Personal Diary stores all data files in a directory of your choice. By default this directory is the subdirectory "Diary Data" off the installation directory. Check the *Diary Directory* setting on the "Data Directory" page of the configuration dialog box (Options|Configuration on the main menu). It must be set to the directory where your entries are stored. Be sure to keep all your entries in one directory and set the *Diary Directory* setting to that directory.

Q. How do I backup my entries?

A. Since all your entries (plus to-do data and address book data) are stored in a single directory (the *Diary Directory*) it is very easy to backup your entries and data. Simply copy all the files in the *Diary Directory* to a floppy or tape. Be sure to backup regularly!

Q. I forgot my password, what should I do?

A. If there was an easy way around your password then using a password would not make sense. If you forget your password, kiss your entries good-bye.

Q. What type of encryption is used in My Personal Diary to encrypt my entries?

A. The encryption used is a proprietary method that is suitable for securing data from the casual hacker (good for 99% of users). It is not designed to be ultra-secure so additional steps should be taken to ensure privacy of extremely sensitive data.

Q. I share the program with other members of my family. All our entry files are stored in the same directory and we seem to be sharing the to-do list, reminders and address book. I want to keep each person's data separate. What am I doing wrong?

A. My Personal Diary stores all data files in a directory of your choice. By default this directory is C:\MPDDATA. Each user can specify a different directory in the *Diary Directory* setting on the Data Directory page in the configuration dialog box so that his/her files are stored in a unique location. The data directory you specify must exist. You should specify your data directory when you first create an account so that all entry, to-do and address book files will be stored in your directory right from the start. If you want to change the directory after you've used the program be sure to manually copy all your files to your data directory.

## Known Problems

1. If several people are sharing My Personal Diary on the same computer and the first three letters of their names match there will be problems. To work around this problem make sure the first three characters

of the first name you use does not match the first three characters of anyone else who uses the program on your computer.

2. If you select all the text in the editor and choose delete the margins will be reset to 0. This happens because the rich text format used in the entries stores the formatting data as special characters within the text. When you delete these characters the formatting is also deleted. If you experience this problem just enter and select the new text then re-format the margins.

# Logging On

## Creating Your Diary (for new users)

When My Personal Diary starts up, it will display the log on dialog box. You must log on before you can use **My Personal Diary**. The first time you log on My Personal Diary will establish an account for you to use each time you log on in the future. To Log on perform the following steps:

1. Enter your name (3 to 20 characters) and press TAB.
2. Enter your password (3 to 20 characters).
3. Press ENTER or click the OK button.

When **My Personal Diary** does not recognize your name it prompts you to create a new diary. Click the YES button to create a new diary or click on the NO button to cancel and re-enter the name and/or password.

If you choose to create a new diary (as you will have to, to start using **My Personal Diary**), please remember your password. For the password, choose something that is not likely to be used by others and something that you can remember. Once you create a new diary for yourself, **My Personal Diary** will remember your name and password when you log on in the future.

## Creating a Diary with No Password

You can create a diary with no password by leaving the password field blank when you create your diary. If you do this **My Personal Diary** will create a new diary with default password ("NO PASSWORD".) When you log on in the future you do not need to enter your password if you created your diary with no password.

## Logging On (the next time)

Once you have an account established with **My Personal Diary** all you need to do to log on is enter your name and the correct password.

## Notes:

**If you forget your password there is no way to retrieve your entries so be sure to REMEBER YOUR PASSWORD or create a diary with no password.**

**If you create a diary with no password and wish to change your password use "NO PASSWORD" when prompted for your existing password.**

# Changing Your Password

Select Options|Change Password...

To change your password perform the following steps:

1. **MAKE SURE ALL YOUR ENTRIES ARE IN THE DATA DIRECTORY BEFORE PROCEEDING.**
2. Select Options|Change Password...
3. Enter your existing password.
4. Enter your new password.
5. Verify your new password.
6. Click OK.
7. Back up your entries.

## Notes:

***My Personal Diary* must have access to all your entries in order to change your password because each entry must be re-encrypted using your new password.**

**After changing your password ALL entries are modified and any previous backups you have are obsolete. MAKE A NEW BACKUP IMMEDIATELY AFTER CHANGING YOUR PASSWORD.**

**The next time you log on you will need to use your new password. YOUR OLD PASSWORD WILL NO LONGER WORK. REMEMBER YOUR NEW PASSWORD.**



# Importing an Existing Diary

## Select File|Import an Existing Diary...

The import command is for anyone who has been using *My Personal Diary* for Windows 3.1. It allows you to quickly and easily convert all your entries and treasure chest file to the new format used with *My Personal Diary for Windows 95*.

To import an existing diary perform the following steps:

1. Log on and create a new account for yourself. (See [Logging On](#))
  - Use your first name and any password (The password does not have to be the same as the one used with you previous diary.)
2. Set the default margins and data directory (See [Configuration](#)).
  - All imported entries will inherit the default margins when imported.
  - All imported entries will be placed in the data directory.
3. Select File|Import an Existing Diary
4. Enter the ID you used with your existing diary.
  - Make sure you use the same ID you used with your existing diary.
5. Enter the password you used with you existing diary.
  - The password is case sensitive and must be EXACTLY the same as in your existing diary.
6. Enter the directory where you existing diary entries are stored.
7. Click the *Scan for Entries* button.
8. Verify that all your entries are listed in the entry list.
9. Select the entries you want to import.
10. Click the *Import* button.

### **Notes:**

**If you enter the wrong password for your existing diary, *My Personal Diary* has no way of knowing and will import your entries anyway. The imported entries will not be converted correctly and will be useless. IT'S UP TO YOU TO MAKE SURE THAT YOU USE THE CORRECT PASSWORD FOR YOUR EXISTING DIARY.**

**The import process does not modify your existing entries.**

**After successfully importing your diary you should verify all your new entries, back them up and remove the old entries.**

# Paragraph Formatting



## Select Paragraph|Format...

Paragraph formatting options include left and right indents, tab stops and alignment.

To format a paragraph perform the following steps:

1. Place the cursor in the paragraph you wish to format.
2. Select Format|Paragraph.
3. Enter the left and right indents and paragraph body offset.

- The left and right indents specify the distance (in inches) from the edge of the page to the edge of the text.

4. Select the desired alignment: left, right or centered.
5. Click Tabs... to change tab stop positions.
6. Click OK.

## Tabs

The tab stop dialog box allows you to change the tab stop positions.

### To add a tab stop:

1. Enter the position (in inches) of the tab stop from the left side of the page.
2. Click Add

- The new tab stop will be added to the tab list if there is not already a tab stop at that position.

### To remove a tab stop:

1. Select the tab stop in the tab list.
2. Click Remove.

### To clear all tabs:

1. Click Clear.



## Creating an Entry



To create an entry for a given date perform the following steps:

1. Use the Browse or *Jump to Date* commands to get to the desired date.
2. Type your entry.
3. Select File|Save.

### **Notes:**

Your entries are automatically named so ***My Personal Diary*** can keep track of them by date.

## Saving Your Entry



### Select File|Save

Unlike most other applications, you do not have to worry about filenames with ***My Personal Diary***. ***My Personal Diary*** automatically names your files for you. When you open a file all you need to know is the date of the entry you want to open.

### Notes:

***My Personal Diary*** will always ask you if you want to save your file if you attempt to close it or exit the program.

## Opening an Existing Entry



### Select File|Open...

To open an existing entry perform the following:

1. Select File|Open.
  - A dialog box appears and lists your entries by date.
2. Select the entry you want to open.
3. Click OK or double click the selected entry.

### **Notes:**

Notice that only your entries are displayed. You can only access the entries that you create. If someone else also uses ***My Personal Diary*** on the same computer as you, you will NOT have access to his/her entries and he/she will not have access to yours.

# Archiving an Entry

## Select File|Archive...

Normally *My Personal Diary* saves all your entries in the data directory that you specify in the configuration. The archive feature allows you to make a copy of the current entry. You could use this to keep a backup copy of your entries on a floppy disk. Be careful if you change your password, since all the entries in the data directory will be re-encrypted, but the archive will not be. **You should copy all the files in your data directory to your backup floppy after changing your password.**

To archive an entry perform the following steps:

1. Select File|Archive...
2. Choose the directory (and optionally the file name) to archive to.
  - You should not change the file name unless you have a good reason.
3. Click OK.

### **Notes:**

The Archive.. command is not meant to serve as a method of backing up your entire diary at once. Instead, it's meant to give you an easy way to copy a single entry to an archive. If you archive each entry as you write from day to day, then you will have a complete backup.

You should use a backup utility to backup your entire diary at regular intervals. Windows 95 has a backup utility built right in that can backup to floppy, tape or any other storage media.

# Exporting an Entry

## Select File|Export...

The *Export...* command allows you to save an entry in plain text format.

To export an entry perform the following steps:

1. Select File|Export...
2. Choose the directory and the file name to export to.
3. Click OK.

## Notes:

Another method of “exporting” an entry is to use the clipboard. You can select and copy all or part of your entry then paste it into another application. This method is easier and more flexible than using the Export... command but requires a Windows application that supports clipboard operations to be used as the destination.



## Mailing an Entry

Select File|Send...

*My Personal Diary* provides the standard *Send...* command for sending an entry (in text format) by e-mail. You can use this command to instantly send the current entry to anyone by e-mail. **Note, your entry is sent in plain text format. It is NOT encrypted and formatting options are not retained.**

To mail an entry perform the following steps:

1. Select File|Send...
2. Choose the profile to use to send the entry.
3. Click OK.

## Browsing Your Entries



### **Browsing**

***My Personal Diary*** is designed to feel similar to a real diary in that you can browse through your entries as if you were turning the pages of an old fashion paper book diary. You can use the commands on the Browse menu or the buttons at the bottom of the page to browse through your entries. You can move forward and backwards in intervals of days, months or years.

### **Jumping to a Specific Date**

The Today command will quickly bring you to the current date.

You can jump directly to any date by using the Jump To Date command on the browse menu or the Jump to Date button. Simply choose the month and year in the Choose Date dialog box, then click the desired day on the calendar. You will jump directly to the date you selected and if an entry exists for that day it will be opened.

## Printing Your Entries



### Select File|Print...

To print a single entry perform the following steps:

1. Open the entry you want to print.
2. Select File|Print.
3. Do not select any entries in the list of available entries.
4. Click Print.

To print multiple entries perform the following steps:

1. Select File|Print
2. Highlight the entries you want to print.

- You can also use the *Select by Date* button to select entries for a date range.

3. Click Print to print all selected entries.

### **Notes:**

When you print more than one entry you can choose to start each entry on a new page by checking the *Start Each Entry on a New Page* checkbox. By default **My Personal Diary** prints as many entries on a page as it can, leaving space between each entry.

My Personal Diary does not print a title for each entry so it's up to you to add a title line into the entry. By default **My Personal Diary** will insert the current date and time on the first line of each entry, which makes an excellent title line when and if you print your diary. If you choose to disable this option you will have no way of identifying each entry on the printout unless you manually add the date into each entry.

## Searching Your Entries



### Select Search|Find...

To define a new search through multiple entries perform the following steps:

1. Select Search|Find...
2. Select the files you want to search in the entry list
  - Click the *Select/Unselect* button to toggle the selection of all files.
  - Click the *Select by Date* button to select a range of entries by date.
3. Enter the search text.
  - Check the *Case Sensitive* checkbox if you want the search to be case sensitive.
  - Check the *Match Whole Words* checkbox to only match whole words.
4. Click the *Search From Beginning* button to start a new search.
  - ***My Personal Diary*** will open each file and highlight the first occurrence of the search text.
  - Click the *Find Next* button to find the next occurrence of the search text.

## Spell Checking Your Entry



### Select Options|Check Spelling

*My Personal Diary* includes a built in spell checker that allows you to check the spelling of words in your entries.

### Checking an Entire Entry

Make sure no text is selected and select Options|Check Spelling.

### To Check a Section on an Entry

Select the text you wish to check and select Options|Check Spelling.

### **Notes:**

If this option is not working please check the *Dictionary Path and User Dictionary File* settings in the configuration and verify that the dictionary file is present.

## The Treasure Chest



Select File|Open Treasure Chest

The *Treasure Chest* is a place where you can store important information that you would like to keep private. For example you might want to store your passwords for BBS's or you PIN numbers for your AMT and credit cards. The *Treasure Chest* is just as secure as any other diary entry.

### **Notes:**

To close the *Treasure Chest*, just open another entry.

## The Address/Phone List



### Select Organizer|Address/Phone List

The Address/Phone List is used to hold addresses, phone numbers and notes for important people in your life. The list is automatically sorted alphabetically by last name.

### Adding a Contact

Click the *New* button then enter the information for the contact.

- For the first contact you enter, you do not need to click the *New* button.
- **You must always enter a last name, but you can leave any other fields blank.**

### Deleting a Contact

Click the *Delete* button to delete the current contact.

### Browsing the List

Use the |<< < > >>| buttons to browse through the list. The |<< button moves you to the first contact, the < button moves you back one contact, the > button moves you to the next contact and the >>| button moves you to the last contact.

### Searching for a Contact

Enter a last name to search for and click the *Search* button.

- The contact with the closest matching last name will be displayed.

### Printing the List

Click the *Print List* button to print a list of names and phone numbers.

### Dialing a Phone Number

Click the *Dial...* or *Dial Alt...* button to dial the corresponding phone numbers using your modem.

**You must have the Windows 95 *Phone Dialer* installed and configured correctly to dial phone numbers. *Phone Dialer* is supplied with Windows 95 but is not installed by default. If you did not do a custom setup and select *Phone Dialer* you will need to install this feature from the Control Panel's "Add/Remove Programs" item.**





# The To-Do List



## Select Organizer|To-Do List

The to-do list lets you record a list of to-do items and optionally set reminders to remind you when it's time to do them.

To-do items are specific to a particular day. To view to-do items for a given day you must have that day selected. When the to-do list appears, it's initially set to the current date. To change the date, choose the month and year in the date selection comboboxes then click on the day of the month to select.

### Adding a To-Do Item

You can add up to 25 to do items for each day.

1. Click the *Add* button.
2. Enter a description for the item.
3. Choose the priority.
  - Priority ranges from 1 to 9, 1 being the most important
4. Optionally set a reminder for the to-do item.
  - To set a reminder check the *Set Reminder* checkbox.
  - Select the lead time (the # of days before you want the reminder).
  - If you want the reminder to always be displayed until it's been completed, check the *Always Remind* checkbox.
5. Click the OK button.

### Editing a To-Do Item

Select the item to edit in the to do list and click the *Edit* button.

Follow the same steps as described above under Adding a to-do Item.

### Deleting a To-Do Item

Select the item in the to do list and click the *Delete* button.

### Rolling Unfinished Items to a New Day

Open the day that contains unfinished items and click the *Roll Unfinished Items* button. Choose a date to roll the items to and click OK to move all unfinished items to the new day.

### **Printing the To-Do List**

Click the *Print Day* button to print a list of all to do items for the currently selected day.

## Reminders

Reminders are displayed only if the *Display the To-Do List at Startup* option (See [Configuration](#)) is checked, for any to-do item that has not been completed and has a reminder set. A reminder will first be displayed on the date when the date is the number of days specified for the lead time before the to-do item's date. It will continue to be display until the item is completed or deleted.

When a reminder is displayed you have the option to complete the item or continue. Click the *Continue* button to leave the to-do item unchanged and continue to the next reminder. Click the *Complete* button to complete the reminder. Once completed, the reminder will no longer be displayed, but will still be visible in the to-do list with a status of "done".

### **Notes:**

**REMINDERS ARE ONLY DISPLAYED IF THE TO-DO LIST IS DISPLAYED WHEN MY PERSONAL DIARY STARTS. THEY WILL NOT BE DISPLAYED EACH TIME THE TO-DO LIST IS OPENED.**

# Inserting a Custom String

## Select Edit|Insert Custom

A custom string is a phrase that you can store for quick insertion in you entries. You can store up to 10 custom strings.

To insert a custom string perform the following steps:

1. Select Edit|Insert Custom.
2. Select the string to insert in the available strings listbox.
3. Click the *Insert* Button.

## Adding a Custom String

1. Click the *Add* button.
2. Enter the string in the custom string edit.
3. Click OK.

## Deleting a Custom String

1. Select the string in the available strings listbox.
2. Click the *Delete* button.
3. Click OK.

## Changing a Custom String

1. Select the string in the available string listbox.
2. Click the *Change* button.
3. Edit the string in the custom string edit.
4. Click OK.

## Notes:

Clicking the *Insert* button will save any changes and insert the selected string into the current entry.

Clicking the *Cancel* button will NOT save any changes you made to the custom insert strings and will NOT insert anything into the current entry.

# Configuration

## Select Options|Configuration

A property dialog box will appear with tabs representing different sets of options.

### The General Tab

The options on the general tab are:

**- Insert the date in new entries**

Check this checkbox to insert the date in all new entries.

**- Insert the time in new entries**

Check this checkbox to insert the time in all new entries.

**- Insert a new line after the date and/or time on new entries**

Check this checkbox to insert a new line after the date and/or time when it is inserted in new entries.

**- Flag week end days in date selection dialogs**

Check this checkbox to make all days that fall on a weekend appear red in the date selection dialog boxes.

**- Display the To-Do list at startup**

Check this checkbox to display the to-do list and reminders when *My Personal Diary* starts.

**- Display the "Tip of the Day" at startup**

Check this checkbox to display the "Tip of the Day" when *My Personal Diary* starts.

**- Open the Treasure Chest at startup**

Check this checkbox to open the *Treasure Chest* instead of the current entry as startup.

### The Data Directory Tab

The options on the data directories tab are:

**- Diary Directory**

Enter the directory where My Personal Diary will store your entries and data files.

**This option should not be changed unless you move your entry and data files.**

### The Appearance Tab

The options on the Appearance tab are:

**- Show Book Bindings**

Check this checkbox to show the book bindings.

**- Editor Color...**

Click this button to set the editor's background color.

**- Cover Color...**

Click this button to set the color of the book's cover.

**- Title Color...**

Click this button to set the color of the title background.

**- Title Text Color...**

Click this button to set the color of the title text.

## **The New Entry Defaults Tab**

The options on the New Entry Defaults tab are:

**- Left Indent**

Enter the default left margin in inches. This value is used to set the left margin on all new entries.

**- Right Indent**

Enter the default right margin indent in inches. This value is used to set the right margin indent on all new entries.

**- Header**

Enter the header size in inches. This value is only used when printing your entries.

**- Footer**

Enter the footer size in inches. This value is only used when printing your entries.

**- Font...**

Click this button to set the default font and color for new entries.

## **The Spelling Tab**

The options on the spelling tab are:

**- Dictionary Path**

Enter the directory where the spelling dictionary files are stored.

**- User Dictionary File**

Enter the filename of the user dictionary. No Path.

**- Ignore Words in Uppercase**

Check this check box to ignore words in uppercase (Example MPDIARY)

**- Ignore Words Containing Non-alphabetical Characters.**

Check this checkbox to ignore words containing non-alphabetical characters (Example testing123)

### **Notes:**

Your options can only be changed by you. If someone else also uses the program (using another name) he/she will have his own set of options. This allows each user to customize his/her diary any way he/she wants without effecting any other user.

You can specify your own data directory so that you have your own to-do list and address/phone list data files or you can specify the same data directory and share the to-do list and contact data. Either way your entries are inaccessible to anyone else, even if they are stored in the same data directory.

## **The Date and Time Formats Tab**

The options on the date and time formats tab are:

### **- Available Date Formats**

Choose the format of the date to be entered in new entries and when you use the *Insert Date* command on the Edit menu.

### **- Available Time Formats**

Choose the format of the time to be entered in new entries and when you use the *Insert Time* command on the Edit menu.

Check this option to insert the date in all new entries.



Check this option to insert the time in all new entries.

Check this option to insert the date and time in all new entries.

Check this checkbox to insert a new line after the date and/or time when it is inserted in new entries.

Check this option to show weekend days in red in the date selection dialog boxes.

Check this option to display the to-do list and reminder when you start My Personal Diary.

Check this option to display the "Tip of the Day" when you start My Personal Diary.

Check this checkbox to open the *Treasure Chest* instead of the current entry as startup.

Check this checkbox to automatically save your entries without prompting.



Enter the directory where MPDIARY will store your entries and data files. Use EXTREME caution when changing this directory. See the on-line help for detailed information.

Check this checkbox to show the book bindings.

Click this button to set the editor's background color.

Click this button to set the color of the book's cover.

Click this button to set the color of the title background.

Click this button to set the color of the title text.

Enter the default left margin in inches. This value will be used to set the left margin on all new entries.

Enter the default right margin indent in inches. This value will be used to set the right margin indent on all new entries.



Enter the header size in inches. This value is only used when printing your entries.

Enter the footer size in inches. This value is only used then printing your entries.

Click this button to set the default font and color for new entries.

Lists the available date formats.

Lists the available time formats.

Enter the directory where the spell checker dictionaries are stored.

Enter the filename of the user dictionary.  
This is where words you add to the dictionary are stored.  
Enter only the filename, with NO path.

Check this checkbox to skip uppercase words. (Example MPDIARY)



Check this checkbox to skip words with non-alphabetical characters. (Example Testing123)

