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General Description for My Personal Diary

A diary is a very private thing. With **My Personal Diary** you are assured that your diary will remain private. Only with both your ID and your password can someone work with your entries. Only you can "see" your entries from inside **My Personal Diary**. Files are simple text files, but they are encrypted differently for each user. Don't worry about someone else looking at your diary.

My Personal Diary is also useful to keep a journal. Although it may not be a requirement that your journal be protected from prying eyes, it can't hurt. The Print command will allow you to print an entry for any day you choose.

With the new features described below, **My Personal Diary** is an easy to use, powerful tool for keeping track of all aspects of your personal life. Use **My Personal Diary** every day and you'll be able to see exactly what happened on each and every day of your life. Don't let the hassles of every day life keep you from recording all the important events that made your life what it is today. Try it for a while, then browse back through your entries. You'll be very surprised how good you feel reading and remembering about all those long forgotten events. Keep track of your existence and don't let your precious life pass you by.

New with version 4.0

Version 4.0 adds many new features in an attempt to make **My Personal Diary** a more complete tool for keeping track your personal life. The Address/Phone List allows you to keep track of important names, addresses and phone numbers. A new To-Do List feature is designed to compliment your diary, as it allows you to keep track of things you want to get done, and at the same time, things you actually do get done. It can optionally be displayed every time to start the program. A reminder system is now included so that you can leave yourself reminder for events in the future. **My Personal Diary** will remind you when it's time to do something. With **My Personal Diary** you'll be able to keep track of what you have done and what you still need to get done.

Other new features include an Archive command that lets you make a copy of your current entry to an archive and new options that allow you to further customize the program. The "Search Multiple Entries" feature has been enhanced to allow you to conveniently browse through entries that contain the search text, right from the button bar.

New with Version 4.3

Version 4.3 adds two long awaited features to **My Personal Diary**. The first allows you to print any or all entries quickly and easily. You can print all entries, individually selected entries or entries for a date range. The second feature allows you to "roll" unfinished To-Do items to a new day by simply clicking a button and choosing a date to roll the items to. You can now also edit any to-do item by double clicking it in the to-do listbox.

New with Version 4.5

Version 4.5 fixes the problem printing entries with TAB characters and adds a command to insert the date and time into an entry. It also displays the day of the week in the title for each entry, both on the screen and on the printer.

Logging In

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**. To Log in perform the following steps:

1. Enter your ID (3 characters) and press TAB.
2. Enter your Password (3 to 10 characters).
3. Press ENTER or click the OK button.

If **My Personal Diary** doesn't recognize your ID it asks you if you want to create a new diary. This will be the case for new users. Click on the YES button to create a new diary or click on the NO button to cancel and re-enter the ID 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 and ID. For the ID use something that is easy to remember, for example, your initials. 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 password and ID when you log on in the future.

If you enter an existing ID, and the wrong password for that ID you will receive a message to that effect.

Notes:

You can click on the *Exit* button to exit from **My Personal Diary**.

YOUR PASSWOD IS CASE SENSITIVE. Password is different from password

Creating an Entry

When *My Personal Diary* starts up the entry for the current date ("Today") will be displayed. If there is no such entry the page will be blank. All you have to do is type in the entry and save it. To quickly return to the current date choose **File|Today** or press the *Today* button.

Notes:

You can use the Browse commands or the **Jump to Date** button to move to any date and create an entry for that date.

A Note About Security

The following discussion only applies to those who are concerned with the security of extremely valuable or sensitive information contained within *My Personal Diary*.

My Personal Diary scrambles your entries so that they cannot be viewed without your password. It provides a reasonable level of protection for your data (good for 99% of users) but is not designed to be ultra-secure and should not be used to store extremely valuable or sensitive information.

If your data resides on a computer (either a workstation or server) that is shared by multiple users and you are concerned about security you should consider adding a second layer of protection to your data. There are several quality programs available that can protect your data with any level of protection from simple to full government level security.

Aside from adding a second layer of protection to your data there are several things you can do to improve security:

1. Choose a password that you can remember and that cannot be easily guessed.
2. Never write your password down in a place that other people have access to or tell it to anyone.
3. If your password is compromised, change it immediately.
4. Store your data on a computer that the least number of people have access to. For example, try to avoid network servers as virtually anyone can gain access to them. NEVER store your data on the Internet.

We make no warranty regarding the security of data stored within this program.

Saving Your Entry



Select File|Save

Unlike most other applications, you don't have to worry about filenames with *My Personal Diary*. *My Personal Diary* automatically names your file 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 Entry from a Previous Date



Select File|Open

Notice that only your entries are displayed in the list box, no matter how many files are in the diary directory. (You can only access your entries.) The entries are listed as a date.

Select the entry you want to open and click the OK button. (Or double click on the entry you want to open.)

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.

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

Browsing Your Entries



My Personal Diary is designed to be used similarly to a real diary. You can use the commands on the *Browse* menu or the buttons on the facing book page to browse through your entries. When ***My Personal Diary*** starts up, the entry for the current date ("Today") will be displayed. You can easily move forward and backwards with the browse commands. The *Today* command on the *Browse* menu or the *Today* button will quickly return you to the current date.

You can also jump to a selected 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 combo boxes of the *Choose Date* Dialog, then click the desired date in the calendar.

Printing Entries



Select File|Print

To print an entry 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.

Edit and Search Menus



The edit and search commands work the standard way.

From the Edit Menu you can:

Cut to the Clipboard.
Copy to the Clipboard.
Paste from the Clipboard.
Undo the last action.

From the Search Menu you can:

Search for text.
Find the Next occurrence of text
Replace text.

Search Multiple Entries (See [Searching Multiple Entries](#))

Searching Multiple Entries



Select Search|Search Multiple Entries|New Search

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

1. Select **Search|Search Multiple Entries|New Search**.
2. Enter the search text.
3. Check the Case Sensitive check box if you want the search to be case sensitive
4. Select the files you want to search. in the list box on the left
 - * Click the **Select/Unselect** button to toggle the selection of all files.
5. Click the **Search** button.
6. Choose the file you want to view in the list box on the right.
7. Click the **View** button.

My Personal Diary will open that file and highlight the first occurrence of the search text.

After you have defined a search, and entries have been found that contain the search text, you can browse through those entries using the **Search|Search Multiple Entries|Next Entry** and **Search|Search Multiple Entries|Previous Entry** commands. You can also use the **Next** and **Previous** buttons on the tool bar.

You can also choose the **Search|Search Multiple Entries|New Search** command to open another entry that was found on the previous search.

The Address / Phone List



Select Extras|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 data for the contact.

Notes:

For the first contact you enter, you do not need to click the New button before entering data for that contact.

****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**. If you have the "Find nearest match when searching" option checked, then the closest match will be displayed. Otherwise the search last name must be the exact last name or an error message will be displayed.

Printing the List

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

Changing your Password

Select Options|Change Password

To change your password perform the following steps **EXACTLY**:

1. MAKE SURE ALL your entry files are in the diary directory.
2. Select Change Password in the Options Menu.
3. Enter your old password and press TAB.
4. Enter a new password and press ENTER.
5. Look at the message box showing you new password and click on the OK button.
6. REMEMBER YOUR NEW PASSWORD.
7. Exit My Personal Diary and back-up ALL your entries. (Overwrite the old ones.)

****NOTE:** When you change your password, ALL your entries are changed.

Also See: [A Warning About Changing Your Password](#)

Be SURE ALL your entries are in the diary directory BEFORE changing your password.

A Warning About Changing the Password

This section is VERY important. Because of the security features of *My Personal Diary* your files are encrypted using a key extracted from the password you choose. When you change your password all your files must be re-encrypted. If you change the diary directory, do not move ALL entry files to the new location and change you password, the files not in the diary directory will not be re-encrypted and you will not be able to view them. PLEASE REMEMBER to keep ALL your entry files in your data directory.

If you have already made the above mentioned mistake, don't worry. You can still recover your files. Follow these steps:

1. Before proceeding any further, change your password back to what it was.
 - * This will convert all the files in the diary directory back to the format that they were in before.
2. Copy ALL your files to the diary directory.
3. Change your password again.

You should back up your entries on a regular basis but especially after changing your password. This is for two reasons: ALL your files will be re-encrypted when you change you password and the backup copy will be out of date. All the entries that were previously backed up were encrypted with your old password. If someone knows the old password, then they will be able to view those entries.

Exporting an Entry to a Plain Text File

Select File|Export As Text

Export allows you to save an entry as a plain text file. **This file is not encrypted.**

To export an entry perform the following steps:

1. Open the entry you want to export.
2. Select **File|Export As Text**.
3. Enter a file name in the Save As dialog box and click OK.

If you select the **Format Text When Exporting** option, the entry will be saved as a normal text file that is formatted exactly the way it appears in the diary. Otherwise it will be saved as a normal text file with no formatting.

The To-Do List



Select Extras|To-Do List

The To-Do List can be used to record a list of things you need to do. You can specify up to 20 items per day.

The first thing to do is to choose the date. When the To-Do list first appears, it's always set to the current date. To change the date, choose the month and year in the date selection combo boxes then click on the day of the month to select.

Adding a To-Do Item

Click the **Add button**, enter the item, note and optionally check the **Done checkbox**, then click the Ok button.

Editing a To-Do Item

Click the **Edit button**, edit the item, note and optionally check the **Done checkbox**, then click the Ok button. You can also double click an item to edit it.

Deleting a To-Do Item

Select the item in the To-Do listbox and click the **Delete button**.

Changing the Position of an Item in the To-Do Listbox

Select the item in the To-Do listbox and click the **Up or Down buttons** to move the item up or down in the list.

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.

Viewing a To-Do Item

The To-Do list box displays the To-Do item. If you want to view the description and status, select the item and the description and status will appear in the description and status boxes.

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 created using the options in the **Options|Configuration|Reminders Tab** and are displayed when you start *My Personal Diary*.

Each user can specify two reminders. Keep in mind that this feature is similar to the To-Do List feature when you display the To-Do List at startup. You can use either feature independently of both features together. Since the To-Do List appears for the current day only, it's better to use the Reminder feature to remind you of events that require a lead time. Also, a reminder can be configured to appear every day until the reminder date is reached.

To create a reminder proceed as follows:

- Message Edit

Enter the text you want displayed when the reminder is displayed.

- Enable Checkbox

Check this checkbox if you want the reminder to be displayed.

- Lead Time Edit

Enter the number of days you want the reminder to be displayed for before the reminder date.

- Date Button

Click this button to choose a date for the reminder.

- Always Warn Checkbox

Check this checkbox if you want the reminder to be displayed every day.

Notes:

When a reminder is displayed you can choose to cancel the reminder by clicking the YES button. This simply changes the enabled field so that the reminder is not displayed any more. It does not erase the information contained in the reminder.

Configuration

Select Options|Configuration

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

The General Tab

The options on the general tab are:

- Format text when exporting

Check this checkbox to format the text when using the Export to Text command. Text will be formatted with line breaks so it appears as it is in the diary page.

- Insert date in new entries

Check this checkbox to insert the date in all 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 To-Do list at startup

Check this checkbox to display the To-Do List when the program starts.

The Data Directory Tab

The Data Directory Tab allows you to change the directory where My Personal Diary stores your entries. By default this directory is set to the current directory. If you change the data directory you should move all of your entries to the new location.

Also See: [A Warning About Changing Your Password](#)

The Reminders Tab

See: [Reminders](#)

The Address/Phone List Tab

- Data file

Specify the name of the file used to hold the

- Find nearest match when searching

Check this checkbox to search using partial names.

- Prompt when canceling changes

Check this checkbox to prompt before canceling changes.

The To-Do List Tab

- Data directory

Enter the directory where your To-Do List files will be stored.

- Prompt when canceling changes checkbox

Check this checkbox to prompt before canceling changes.

Notes:

All options are local to the current user. Your options can only be changed by you. If someone else also uses this program (using another ID) he will have his own set of options. This allows each user to customize his diary any way he wants without effecting any other user. It also allows each user to specify his own data directory.

Warranty and License Agreement

In the following agreement "software" refers to all files included with this distribution package.

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The software is distributed through a means known as Shareware. Shareware is not a type of software, but a means of distribution. SHAREWARE IS NOT FREE SOFTWARE. You are granted a right to use the software for an evaluation period of no more than 30 days. If you continue to use the software after the evaluation period you are required to either register the software or remove the software from your computer. While the software is not registered you may freely distribute it to anyone you want to, provided you distribute the entire software package (all files). The software is considered "registered" once the author has received the appropriate payment for the software and the "registration ID" has been entered in to the program along with your name. Once registered the software does not display the message explaining the Shareware concept and therefore can not be distributed through the Shareware channels. Once the software is registered you are responsible for adhering to the license agreement below.

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By installing this software you accept the following license agreement:

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Registration and Upgrade Information

Registration

In order to continue using this program after the 30 day evaluation period you are required to register. Registration is the process of paying for the software and entitles you to support, the latest version and free minor version updates. (See *Upgrade Policy* below) 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 how to register please click the ***How To Order*** button on the Shareware screen when you start the program.

You can contact me for additional information the following ways:

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Version Upgrade Policy

The following applies to users who have already registered.

All registered users are entitled to free updates 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 update simply obtain a copy of newer version, install it over your old version and use the same ID your 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.

