WinJournal

1.0 User Guide

Create, Maintain, Blog, and Podcast
a Personal Journal

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About WinJournal

WinJournal

Create, Maintain, Blog, and Podcast a Personal Journal

Mariner Software, Inc.

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This product includes:
TortugaActiveX software developed by Tortuga Group LLC. (www.tortuga.com)
LAME MP3 Encoding, please see www.mp3dev.org for more information

Written by Rob Boulden for Mariner Software, Inc.

Visit www.marinersoftware.com for more information

✓ OK

Welcome.

Thank you for your interest in WinJournal, the world's only integrated journaling, blogging, and podcasting software for Windows.

Easily create a personal journal and chronicle your daily events. With two level security (password protection and encryption), WinJournal can keep your data safe and sound.

 Are you the extroverted type?

Generate blogs to any of the popular blogging services, such as Blogger, Windows Live, or LiveJournal. Even podcast with WinJournal – the all-in-one blog client!

Happy Journaling!
Mariner Software, Inc.

Requirements

Hardware and Software Requirements

To use WinJournal:

- at least 128 MB (megabytes) of available memory (RAM), at least 50 MB free hard disk space
- Windows Vista, XP Home, XP Pro, Win 2003, Win 2000, 2000 Server

Contact

E-mail: sales@marinersoftware.com, support@marinersoftware.com,

Phone: (612) 529-3770; Voice support, 9 a.m. – 6 p.m. Eastern Standard Time

Fax: (612) 529-3775

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     401 N. 3rd Street #665
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     USA

For updates, tips and tricks, information about other Mariner products, user group discount information, and articles for user group newsletter publication, visit our web site: http://www.marinersoftware.com

User Guide

WinJournal includes this User Guide. This guide can be displayed by going to the Help menu and selecting *User Guide*.
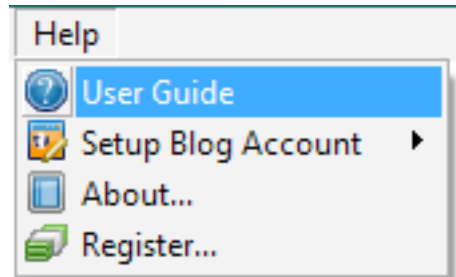
Notes

Before using WinJournal, you should have a basic knowledge of the Windows operating system. You should understand pointing, clicking, double-clicking, dragging, and how to choose menu controls. You should also know how to operate dialog boxes, resize windows, and copy and paste. If you aren't familiar with these or other basic operations or terminology, refer to the documentation included with your computer.

Errors

If you find any bugs or errors in the program, please send detailed information to support@marinersoftware.com and/or visit our online support forum at http://www.marinersoftware.com/phpBB2/index.php.

Thanks

Thanks to those who have helped improve this product with suggestions, information or bug reports.

Troubleshooting

Many options are available to help you troubleshoot problems you encounter in WinJournal. Troubleshooting options include:

❶ Consult the User Guide (this document).

❷ Visit the support forum.

http://www.marinersoftware.com/phpBB2/index.php

❸ Send an Email to support.

Support@marinersoftware.com

To download the latest version of WinJournal:

1 Visit
http://www.marinersoftware.com/

2 Click on Downloads.
(you may need to enter some info)

3 Click on the latest Winjournal version to begin downloading.

To decompress the WinJournal archive you downloaded:

1 Right click on the compressed archive *(the file name ending in ".zip")*.

2 Select Extract All... from the contextual menu.

3 Follow the on-screen instructions.

4 Open the decompressed WinJournal folder and double-click Setup.exe.

The installer window appears.

Installing

❶ Open the WinJournal folder and double-click Setup.exe.

The installer window appears.

❷ Click Next to start the installation process.

Note: Once the installation finishes, you're ready to start using WinJournal.

Note: Launch WinJournal by accessing your Start menu, and navigating to All Programs> Mariner Software> WinJournal > WinJournal.

Alternatively, from the Windows explorer open the hard drive where the software is installed and navigate to Programs> Mariner Software> WinJournal and double-click on WinJournal (wj.exe).
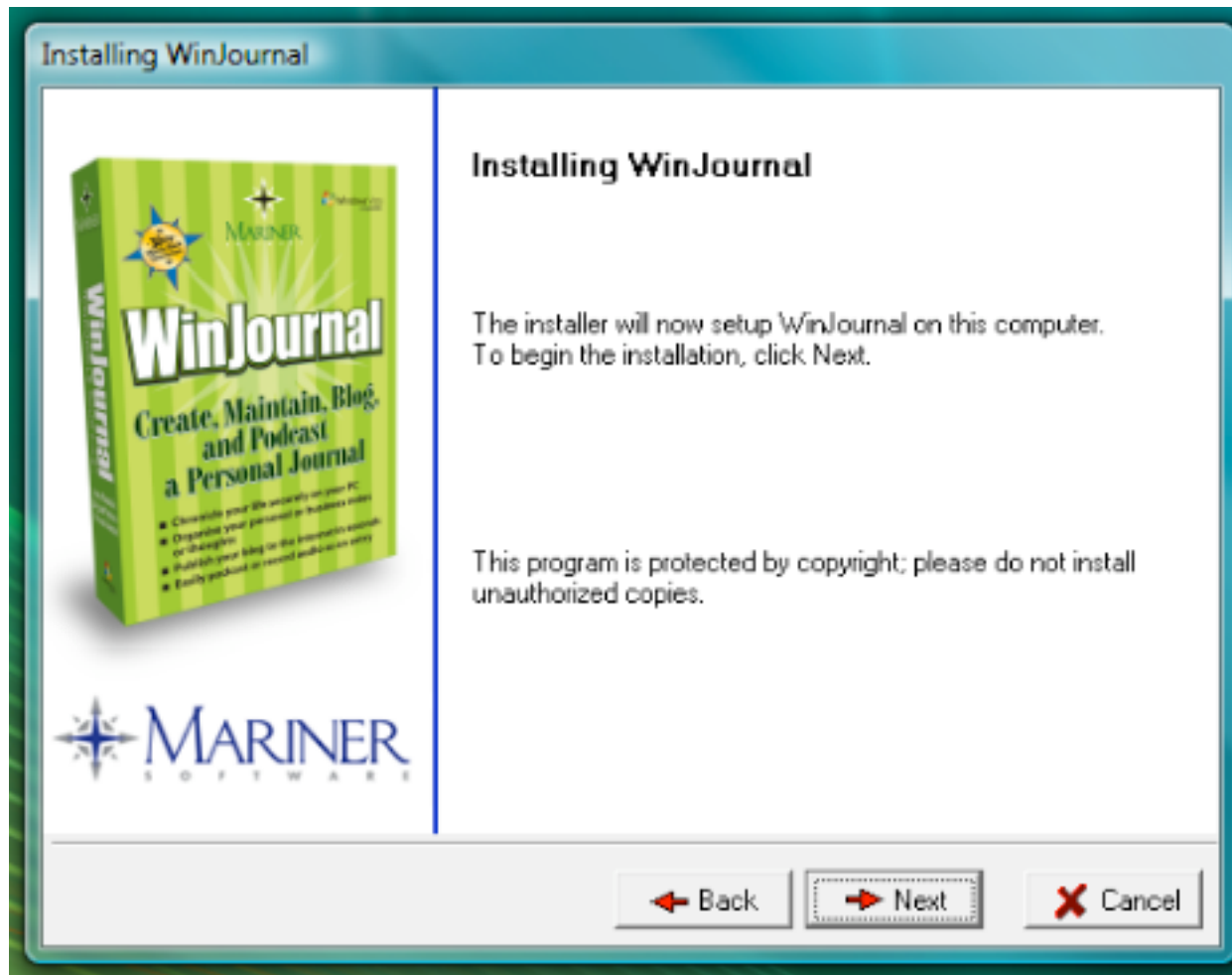
An installer window appears.

❸ Click Next to start the installation process.

❸

Installing WinJournal

Installing WinJournal

The installer will now setup WinJournal on this computer.
To begin the installation, click Next.

This program is protected by copyright; please do not install unauthorized copies.

MARINER
SOFTWARE

← Back   → Next   ✗ Cancel

Installing

The license agreement appears.

❹ Click "I accept the terms in the license agreement" if you accept, otherwise, click "I don't accept the terms in the license agreement."

❺ Click Next to proceed.

Note: You must accept the terms of the license agreement to use the software.

Hint: You can always go back to a previous step by pressing the Back button.

❹

Installing WinJournal

License Agreement

The following document contains the license agreement for this program.

IMPORTANT - YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THE LICENSE AGREEMENT TO DETERMINE WHETHER YOU AGREE TO BE BOUND BY ITS PROVISIONS.

1. NOTICE. PLEASE READ THIS LICENSE CAREFULLY BEFORE USING THE SOFTWARE. BY USING THE SOFTWARE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE.

2. Ownership and License. This is a license agreement and NOT

○ I accept the terms in the license agreement
○ I do not accept the terms in the license agreement

⬅ Back   ➡ Next   ✖ Cancel

Installing WinJournal

Readme Information

The following document contains information about the program.

WinJournal 1.0 Read Me
5/2007
Mariner Software
http://www.marinersoftware.com

Table of Contents

- Minimum System Requirements
- Installing WinJournal
- Technical Support
- Contact Information

← Back   → Next   ✗ Cancel

6

The Read Me appears.

6 Click Next after you read the text to proceed with the installation.

Installing

The personalization window appears.

7 Enter your Name and Company name and then click Next.

Installing WinJournal

Customer Information
Please enter your customer information.

User Name:

Jane Dough

Company Name:

Optional Inc.

← Back   → Next   ✕ Cancel

⑧

Installing WinJournal

Setup Type

Choose how the program will be installed

Please select a setup type.

◉ **Typical**

Standard features of the program will be installed

○ **Custom**

Specify which components to install, where they will be installed, and how they will show up in the Start Menu. Recommended for advanced Users.

➡ Back   ➡ Next   ✖ Cancel
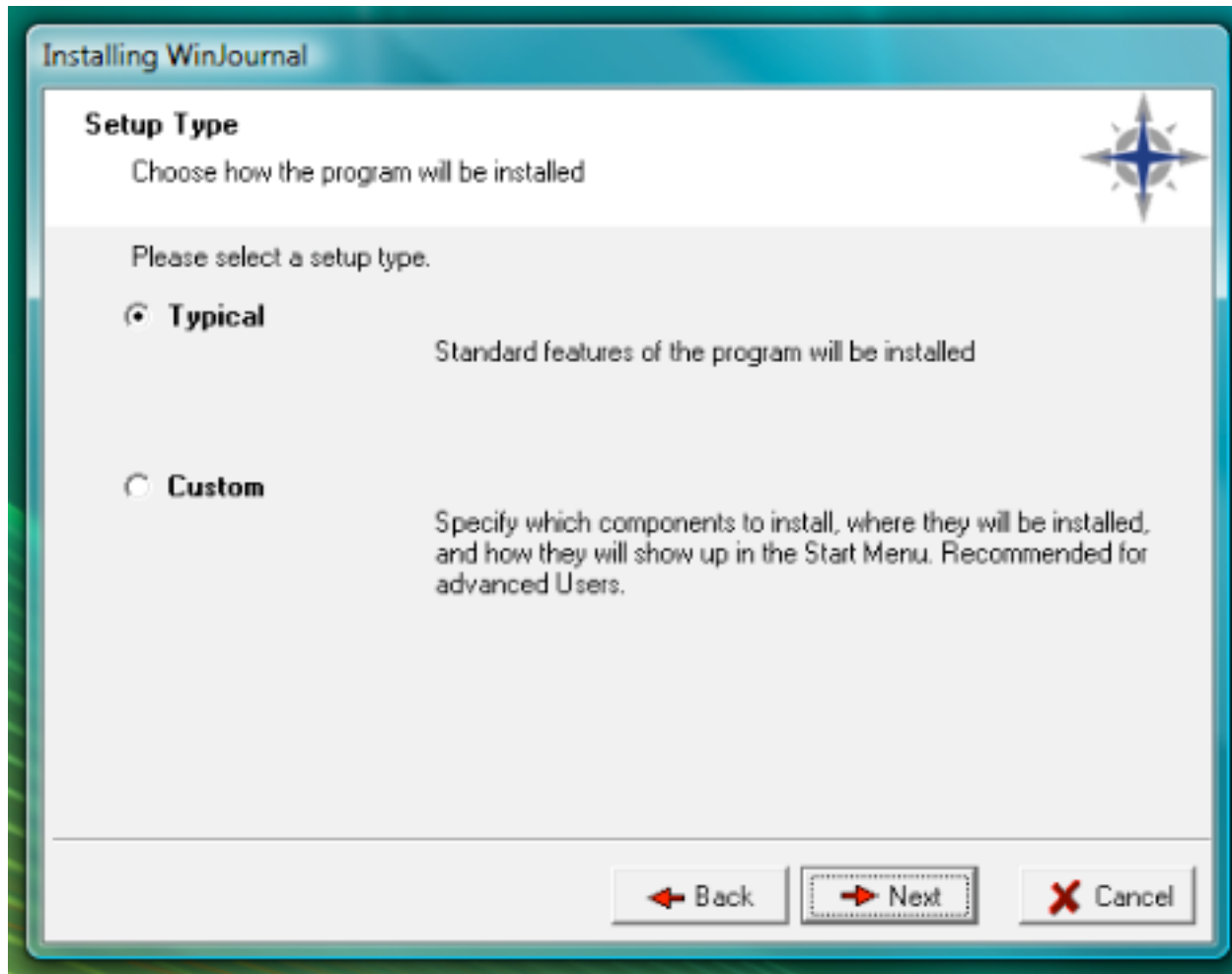
The installation setup window appears.

Choose Typical or Custom setup based on the level of control you desire regarding the installation.

Note: This example shows a Typical installation. If you are unsure about these options your best bet is to choose Typical.

⑧ Choose Typical, then click Next.

Note: During a Typical install, all items are installed.

Installing

The installation confirmation window appears.

9 Confirm the installation options and then Click Install.

⑩

Installing WinJournal

Installation Complete

The installer has successfully setup WinJournal on this computer. Click Finish to exit the installer.

The application will start when the installer exits.

MARINER
S O F T W A R E

⏴ Back | ➡ Finish | ✕ Cancel
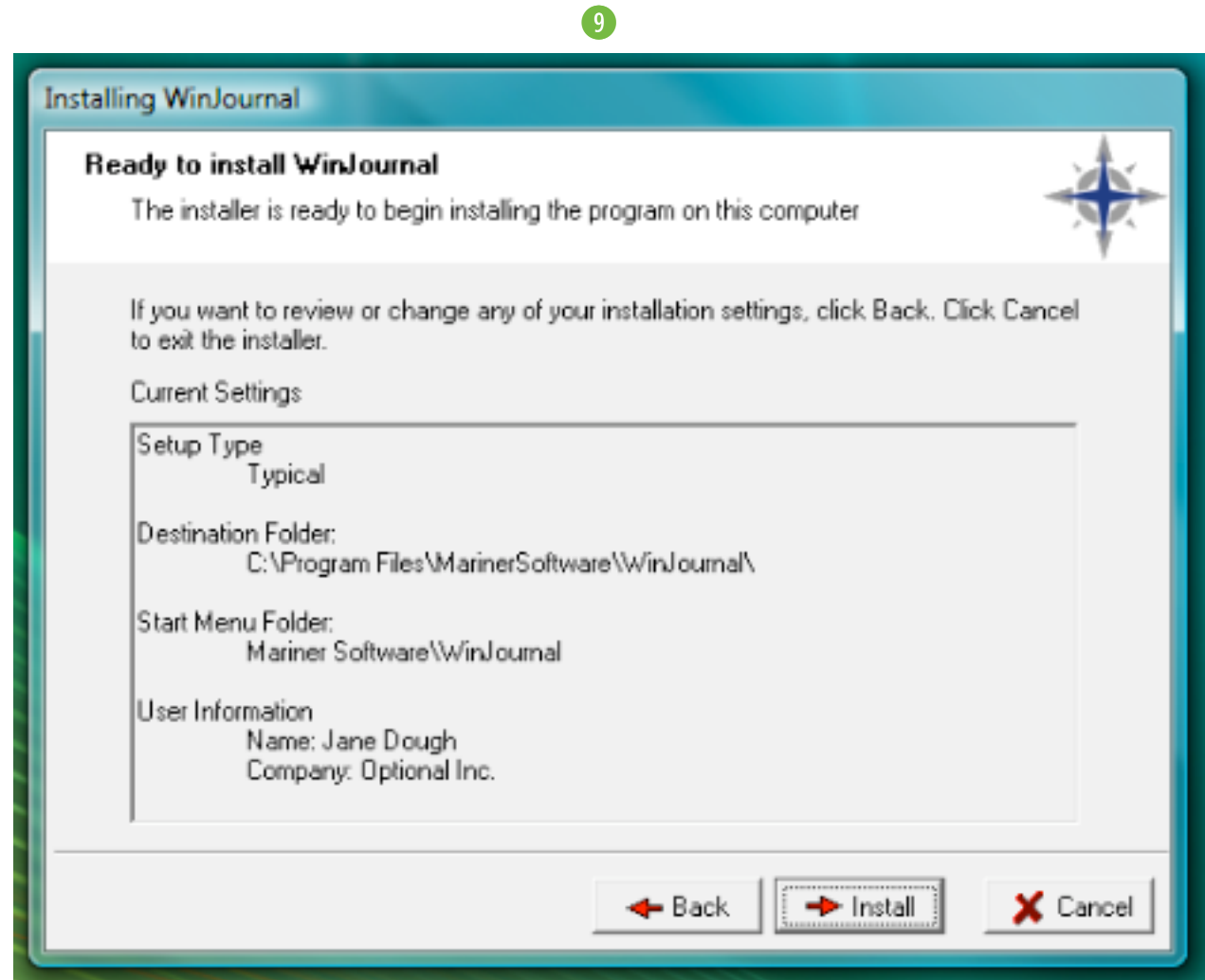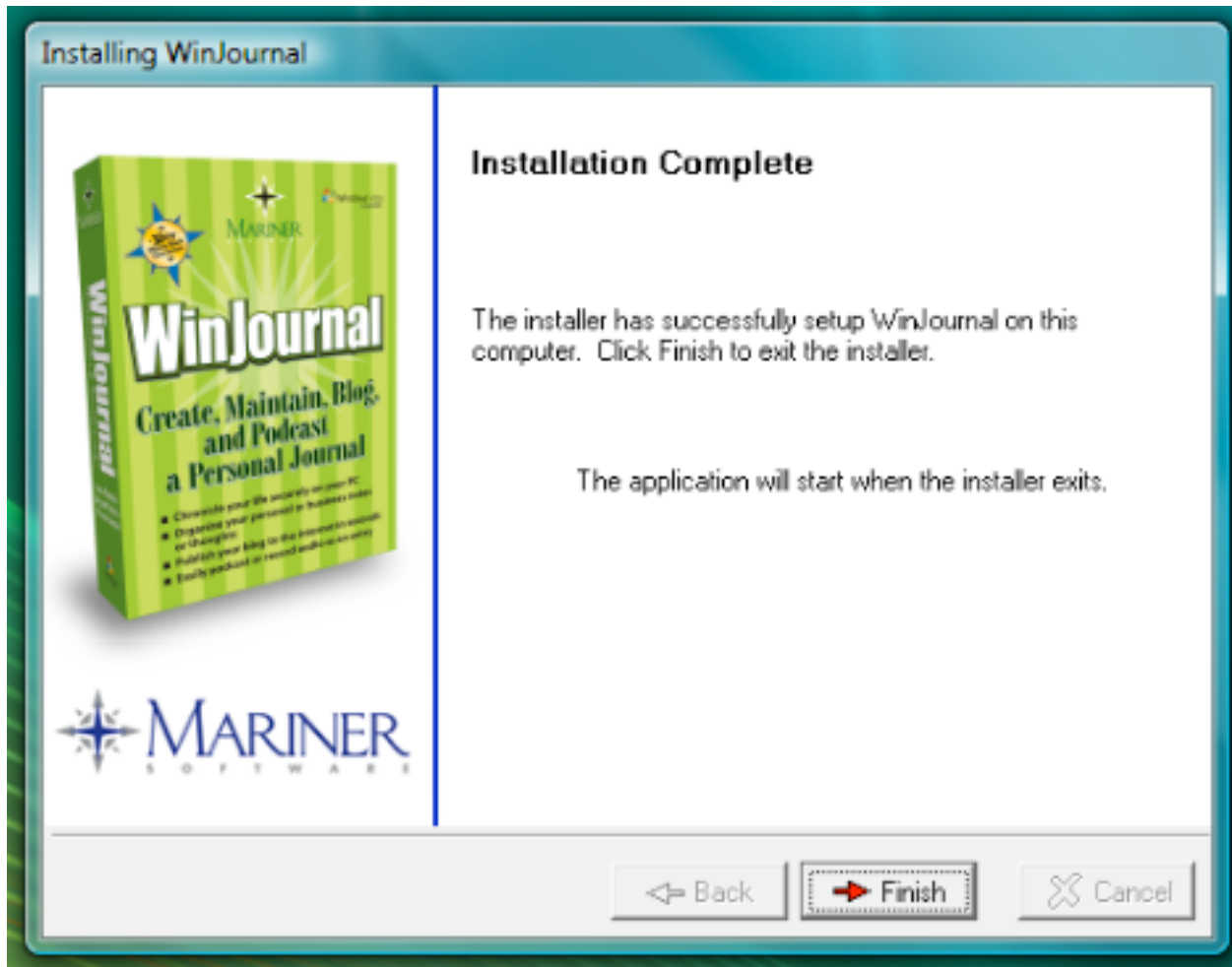
The installation is complete.

⑩ Click Finish to quit the installer and start WinJournal.

Launching

Here's how to launch WinJournal:

❶ From the start menu, select WinJournal.

or

❶ From All Program Files\Mariner Software\WinJournal\, double-click wj.exe

WinJournal launches.
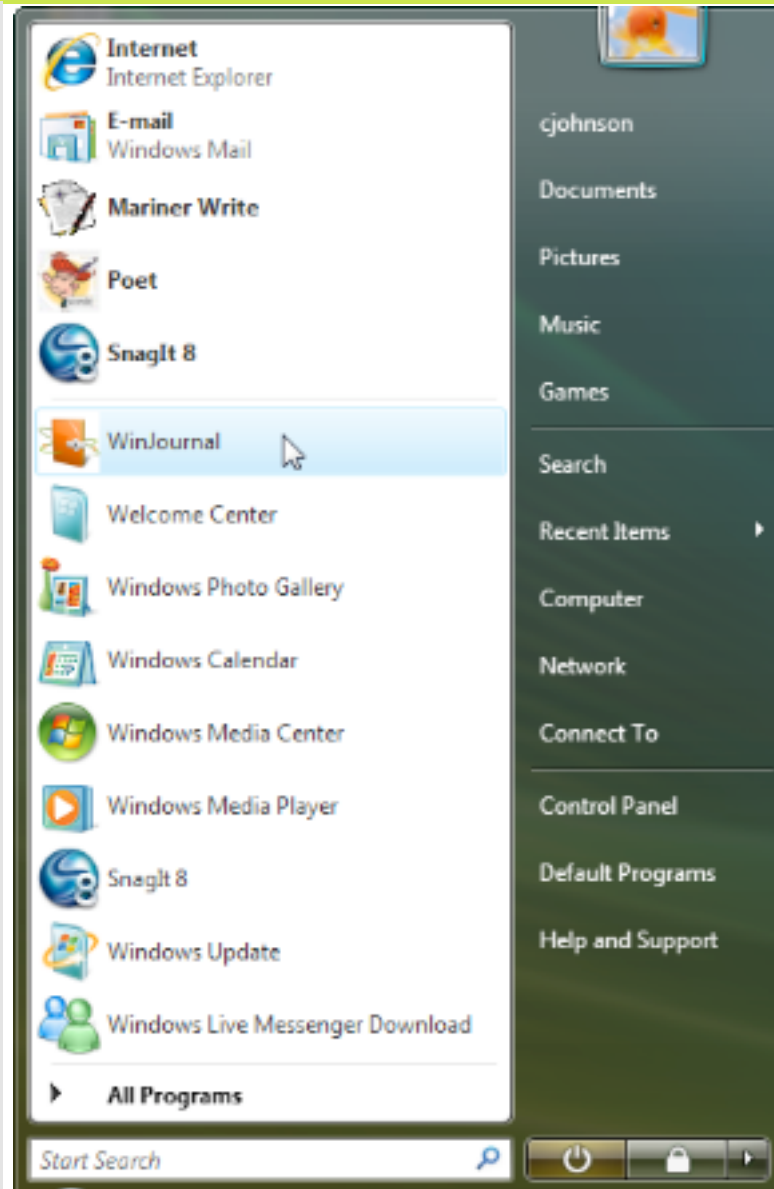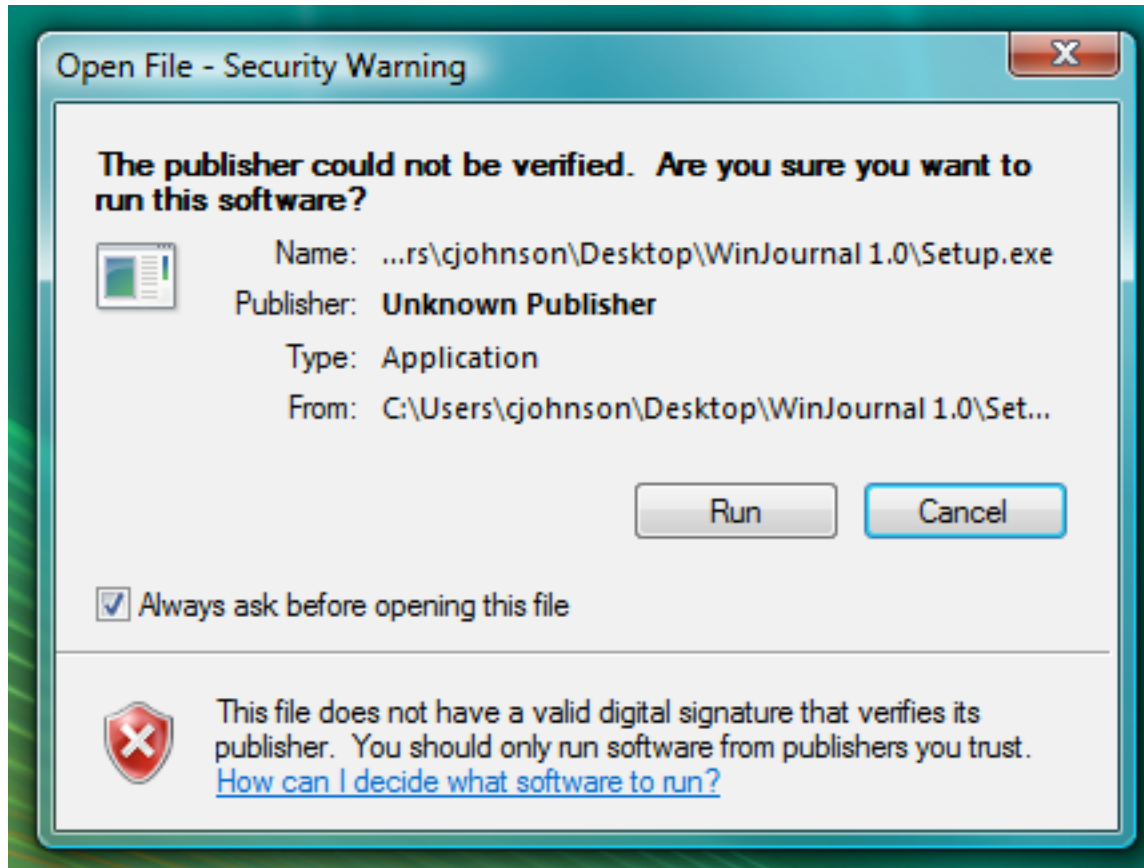
When launching WinJournal you may see a security warning stating "The publisher [Mariner Software] couldn't be verified. Are you sure you want to run this software?

1 Click Run.

Note: Uncheck the "Always ask before opening this file" if you no longer want to see this warning when launching WinJournal.

Registering

① Launch WinJournal.

A Splash Screen appears.

② Click the Register button.

A registration dialog appears.

③ Enter your name, organization, and serial number.

Note: A serial number is provided at the time of purchase.

④ Click OK.

Note: You should only have to register the software once, however, retain your serial number in case you should need to re-install or switch computers.

Note: If you don't have a serial number you can purchase one at:

http://www.marinersoftware.com/

WinJournal

This program has expired, please register to continue use.

✗ Cancel   ✓ Register

①

Registration

Please register your copy of Win Journal

Name: Demo

Organization: Demo

Serial Number: Demo

Buy Now   ✗ Cancel   ✓ OK

③

Dialog   X

ⓘ   Thank you for registering Win Journal.

⑤   OK
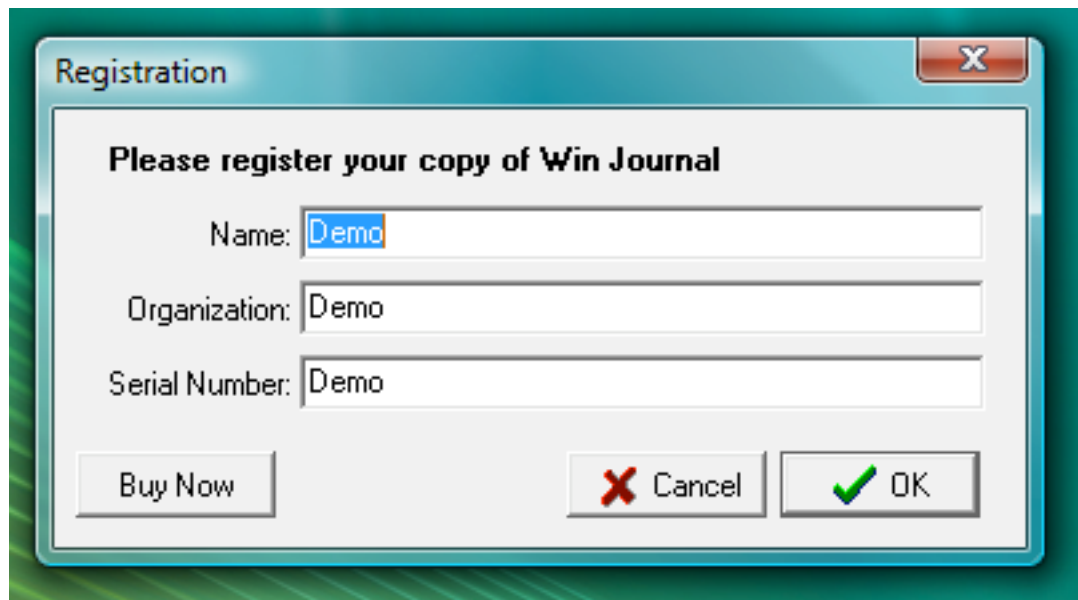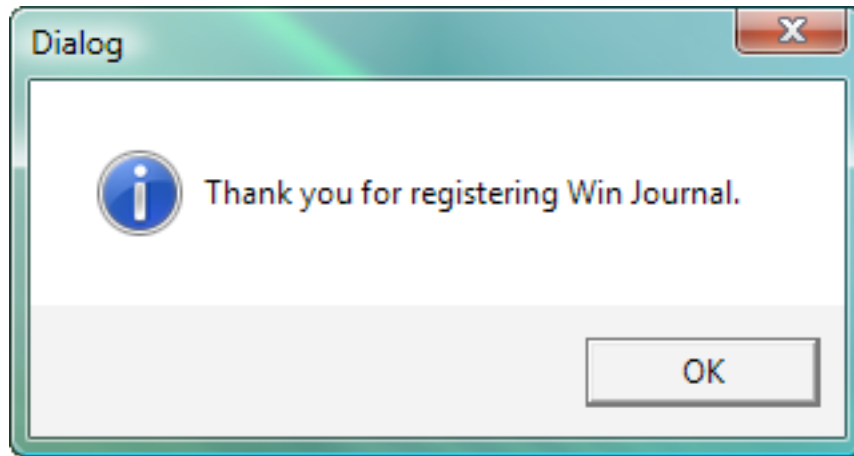
A confirmation dialog appears.

Click OK.

WinJournal launches and you see the main screen.

Journals

- My Journals
  - My Journal
    - My Entry

File Edit View Tools Journal Entry Publish Insert Format Help

Journals Pane   Previous   Next   New Entry   Update Entry from Blog   Publish to Blog   View Blog in Browser   Full Screen

2/2/2007 9:35 PM

Topic: My Entry

Feb, 2007

« <   > »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Processed: 1 of 2   ID: 1
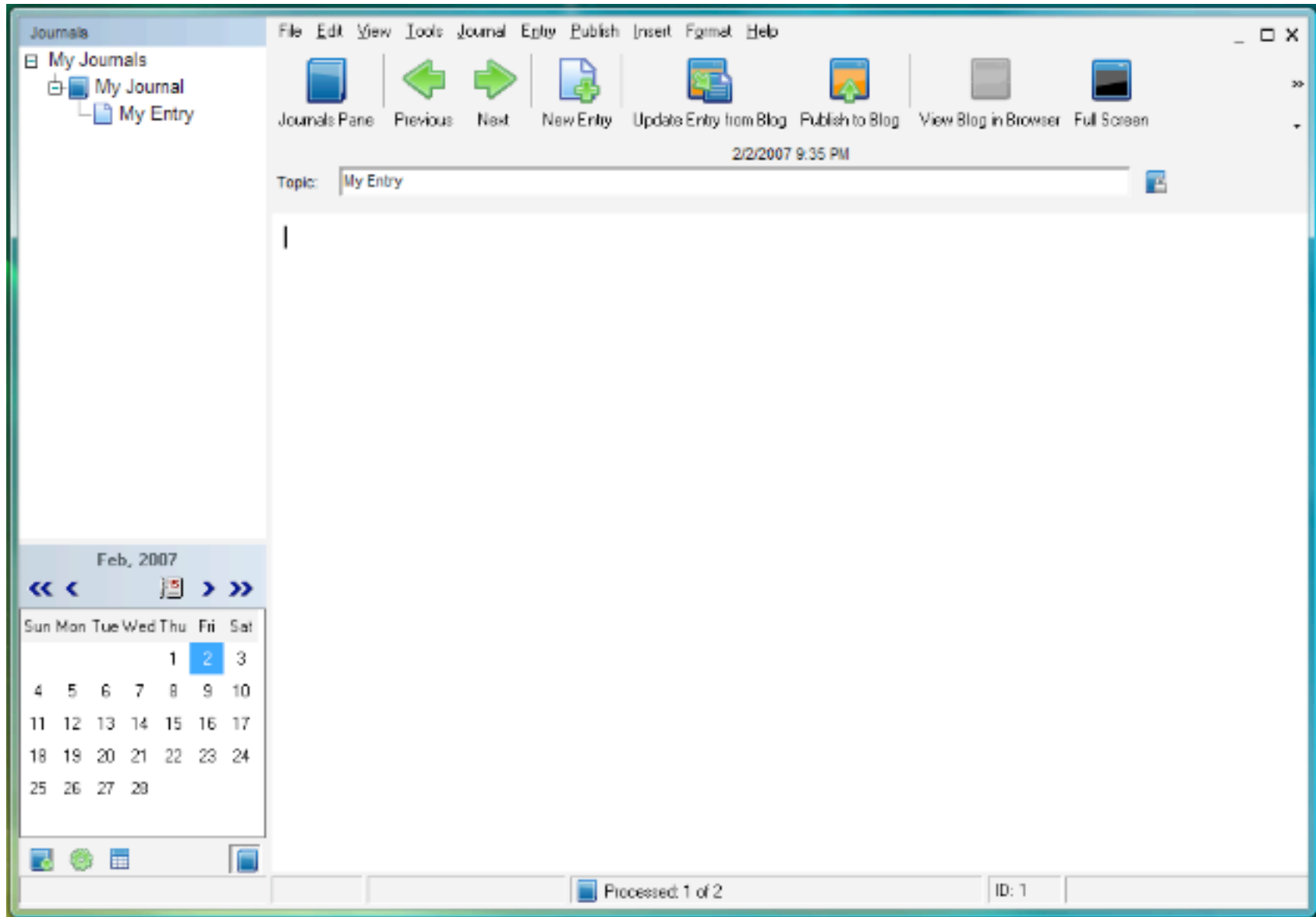
Journals

Journals are the containers for entries or other journals. You can create multiple journals to separate and/or group entries. Entire journals can be password protected and/or encrypted.

The Journals pane gives a visual representation of your journals, entries and their relationship to each other.

Journals have many of the same settings as entries. Entries can inherit settings, such as paper background color and blog server settings, from their parent journal.

Creating a Journal

To create a new Journal:

❶ From the Journal menu, select New Journal or click the New Journal button in the toolbar.

A dialog appears.

❷ Type a name for the new journal and then click OK or press **Enter.**

❸ The new journal appears in the list within the journal pane.

Note: A new entry is already created for you.

A dialog appears.

❹ Type a name for the new entry.

See Making an Entry for more information.

Journal   Entry   Publish   Insert   Format   He

- New Journal
- Delete Journal
- Lock Journal
- Change Journal Password...
- Change Journal Name...
- Date and Time...
- Label...
- Notes...
- HTML Template...
- Journal Paper Image...
- Journal Paper Color...
- Sort Order ▶
- Save Journals to File...
- Read Journals from File...
- Restore Journals from Backup...

❶

New

Please enter a name for your new journal.

New Journal 1

OK   Cancel

❷

① Journal Paper Image...

Properties

Image

Preview:

Screen Background Position
- ⊙ Centered
- ○ Tiled
- ○ Stretched

Change...

Clear

OK   Cancel

③

You can display a background image for each of your entries, just as you can specify an image to display as a background (wallpaper) on your Windows desktop. To display a background image for all entries in a journal, select the journal in the Journals pane and follow these steps:

❶ From the Journal Menu, select Journal Paper Image.

A window appears allowing you to select an image.

❷ Select an image and click OK.

A properties dialog appears.

❸ Choose whether you want the graphic Centered, Tiled, or Stretched to fit on the page.

❹ Click OK when you are finished.

Note: Journal background images (Paper Image) are not sent to a blog. Background images only display on entries within WinJournal.

Setting a Background Color

You can set a solid, colored background for your journal entries. To set a background color for all entries in a journal, select the journal in the Journals pane and follow these steps:

❶ From the Journal Menu, select Journal Paper Color.

A window appears allowing you to select a color.

❷ Select a color, then click OK.

Note: Journal background colors (Paper color) is set on both the Journal and Entry levels. Therefore, you can set a color for an entire journal but override a single entry to have a different color.

Note: Black background with black text makes the entry illegible. Setting the same color for background and text is not recommended.

Note: Default background images and colors can be set in the General pane of Preferences.

| File | Edit | View | Tools | Journal | Entry | P |

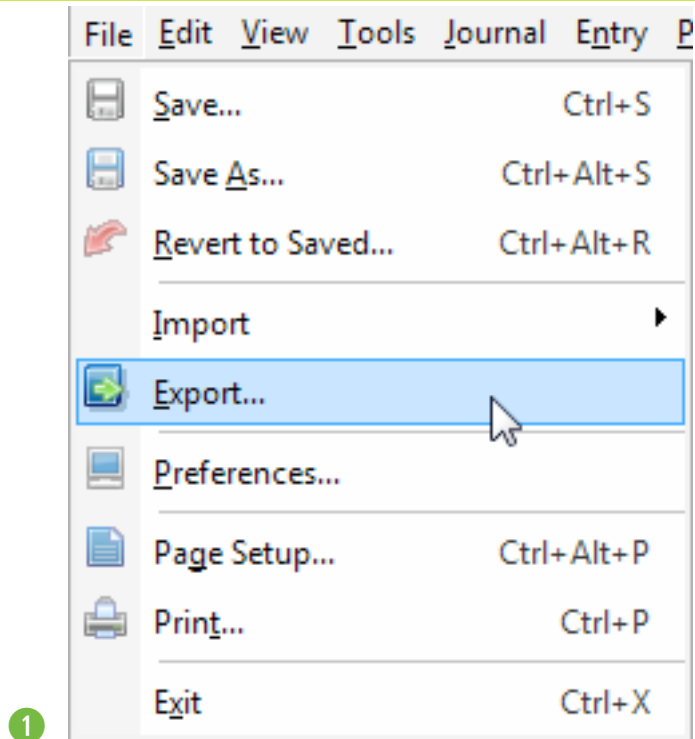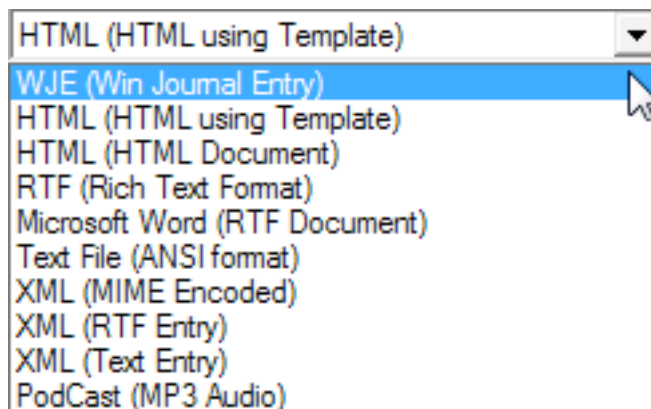| | Save... | Ctrl+S |
	Save As...	Ctrl+Alt+S
	Revert to Saved...	Ctrl+Alt+R
	Import	▶
	Export...	
	Preferences...	
	Page Setup...	Ctrl+Alt+P
	Print...	Ctrl+P
	Exit	Ctrl+X

①

HTML (HTML using Template) ▼

- WJE (Win Journal Entry)
- HTML (HTML using Template)
- HTML (HTML Document)
- RTF (Rich Text Format)
- Microsoft Word (RTF Document)
- Text File (ANSI format)
- XML (MIME Encoded)
- XML (RTF Entry)
- XML (Text Entry)
- **③** PodCast (MP3 Audio)
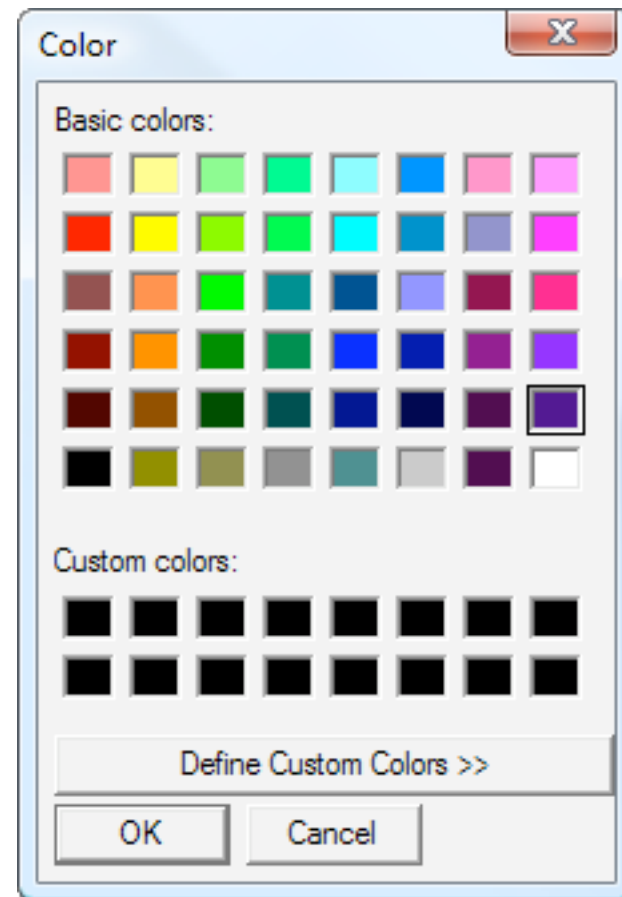
WinJournal allows you to export your journals to many different file formats that can then be accessed by numerous applications. To export the contents of a journal, first click on that journal in the Journal Pane, then:

① From the Journal menu, select Export...

A dialog appears.

② Type in a name for the file and designate where you would like the file to be saved.

③ Select the destination File type, then click Export.

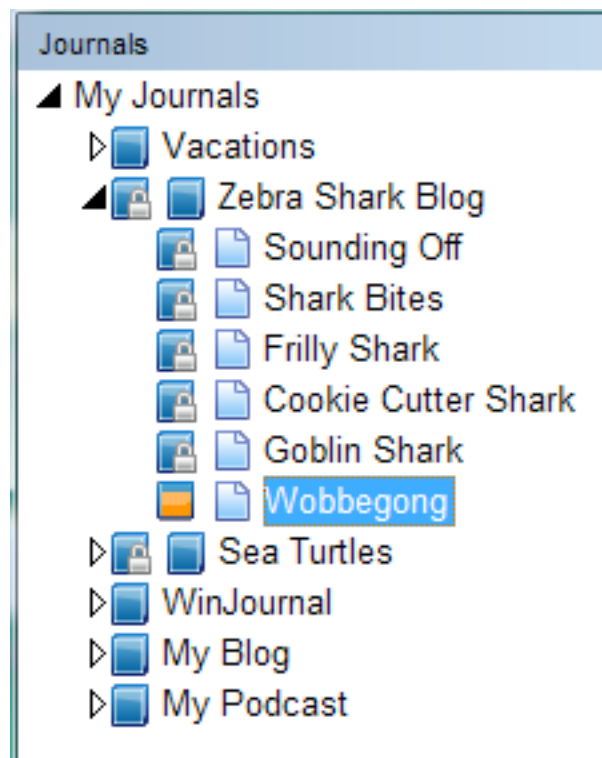*Note: You can export Journals in WinJournal (.wje), HTML, RTF, text or MP3 formats..*

Locking a Journal

Locking a Journal password protects it so prying eyes can't see that journal's contents. To lock a journal:
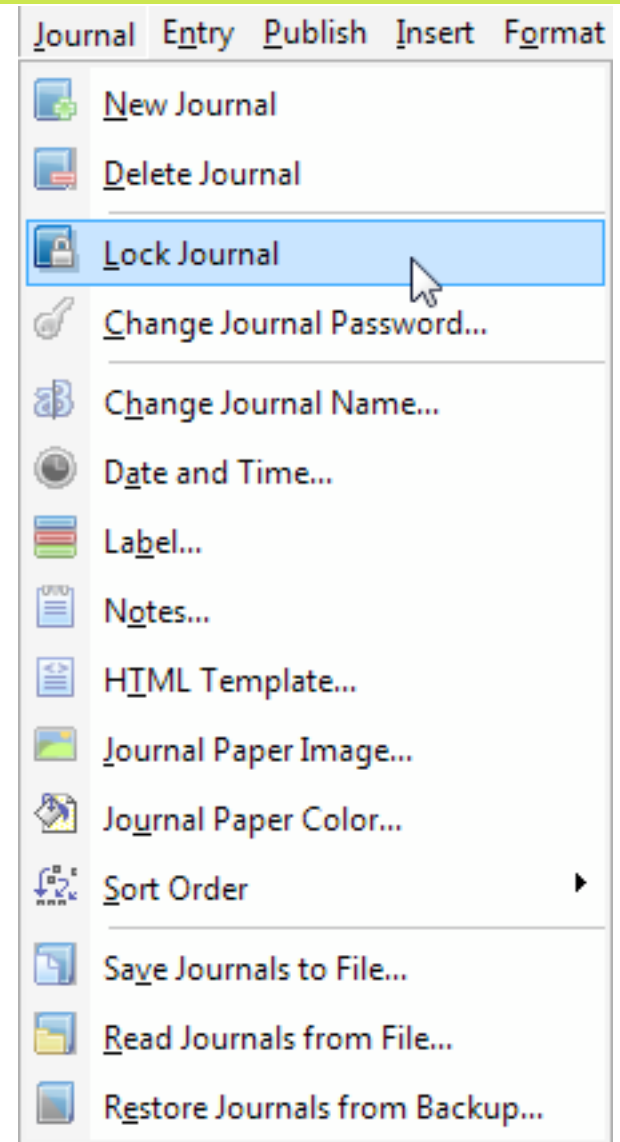
❶ In the Journal Pane, click on the name of the journal you want to lock.

❷ From the Journal menu, select Lock Journal.

(Continued on next page)

Note: Contents of locked and/or encrypted journals are not available to searches.

Journals

▲ My Journals
  ▷ 🔷 Vacations
  ▲ 🔒 🔷 Zebra Shark Blog
      🔒 📄 Sounding Off
      🔒 📄 Shark Bites
      🔒 📄 Frilly Shark
      🔒 📄 Cookie Cutter Shark
      🔒 📄 Goblin Shark
      🟧 📄 Wobbegong
  ▷ 🔒 🔷 Sea Turtles
  ▷ 🔷 WinJournal
  ▷ 🔷 My Blog
  ▷ 🔷 My Podcast

❶

Journal Entry Publish Insert Format

  📋 New Journal
  📋 Delete Journal
  🔒 Lock Journal
  🗝 Change Journal Password...
  🔤 Change Journal Name...
  🕐 Date and Time...
  📑 Label...
  📋 Notes...
  📄 HTML Template...
  🖼 Journal Paper Image...
  🎨 Journal Paper Color...
  🔀 Sort Order   ▶
  📄 Save Journals to File...
  📁 Read Journals from File...
  📋 Restore Journals from Backup...

❷

(CONT'D)

A dialog appears.

③ Type in a password, confirm the password, and select whether to encrypt the journal on disk.

④ Click OK.

(Continued on next page)

Note: Contents of locked and/or encrypted journals are not available to searches.

Password Dialog

To lock this Journal, type a password. To remove a password, clear the password fields and click OK

Enter password:

`*********`

Verify password:

☐ Journal is Encrypted

✔ OK   ✗ Cancel

③
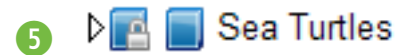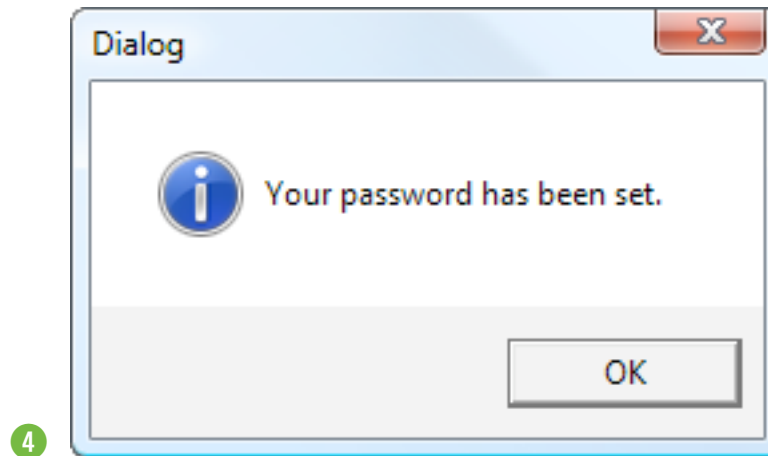
Locking a Journal

(Cont'd from previous page)

⑤ A dialog appears confirming the password is set for the selected journal. Click OK.

The journal is locked. Its contents aren't accessible from WinJournal unless you have the password to unlock the journal.

⑥ The icon next to the journal's name in the Journals Pane changes to show a silver padlock.

Note: Contents of locked and/or encrypted journals are not available to searches.

Note: When you lock a journal, the files associated with that journal and its contents will be accessible via Windows Explorer. To make the content of those files inaccessible, you need to encrypt the journal when you lock it.

Dialog

Your password has been set.

OK

④

⑤ ▷ 🔒 ▢ Sea Turtles

①

🔒 This Journal is locked. You must unlock the journal to make changes.

Password Dialog ✕

🔒 To lock this Journal, type a password. To remove a password, clear the password fields and click OK

Enter password:

`********`

Verify password:

☐ Journal is Encrypted

✔ OK   ✗ Cancel

②

To Unlock a Journal:

① Click on the locked journal in the Journals Pane.

A dialog appears.

② Enter your password and click the OK button.

Now your journal is unlocked and its contents are available for searching.

Note: In the Security tab of Preferences, you can have WinJournal automatically lock journals after a specified number of minutes idle. When you have this preference enabled, only journals that you have already locked with a password will be automatically locked at idle time.

Hint: Be sure to keep track of your passwords!

Backing Up Your Data

Backing up your journals is a good idea, in case you inadvertently delete a journal or entry. A "backup" is a copy of all of your WinJournal journals and entries. By default, WinJournal is set to automatically backup your data on a daily basis. Change the interval at which WinJournal backs up your data by editing the settings in the Security tab in Preferences.

The backup file is stored by default here:

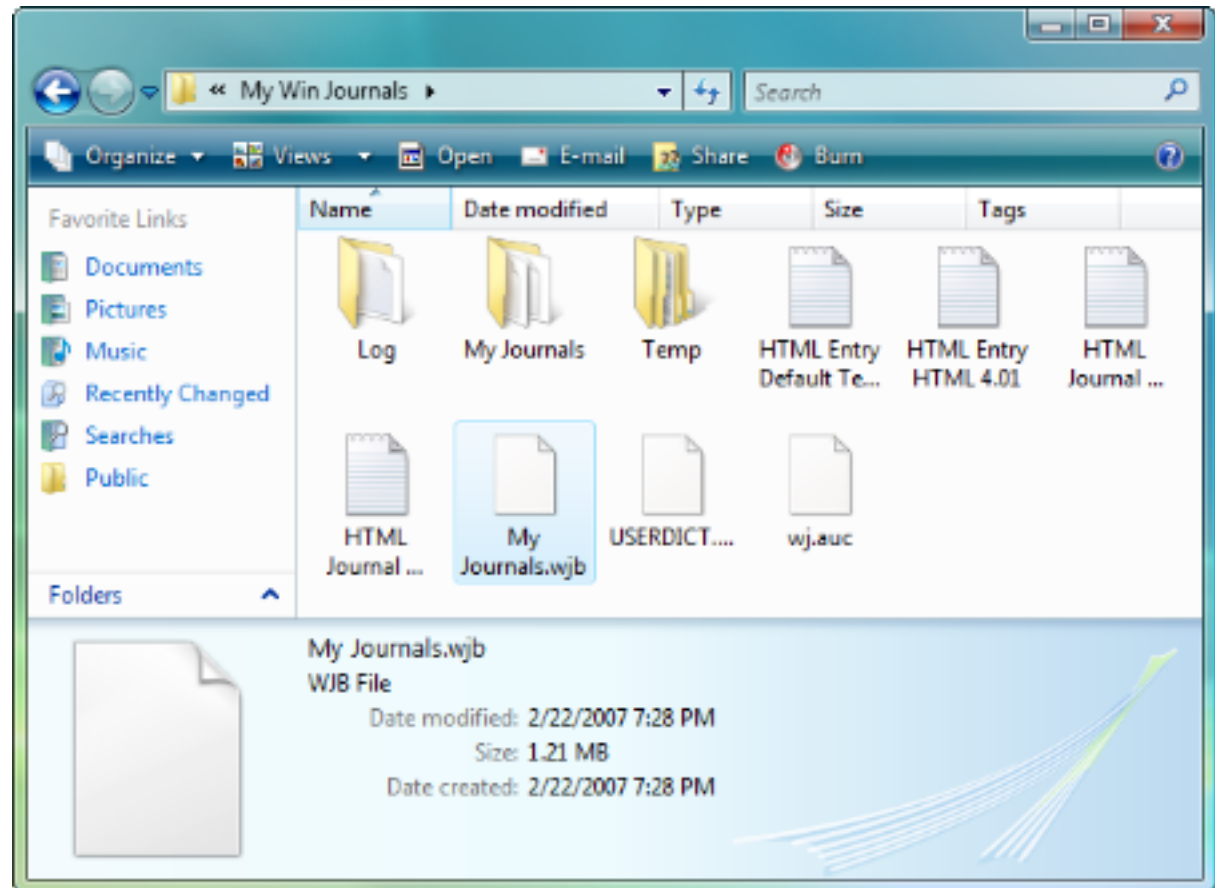My Documents\My Win Journals\WinJournal.wjb

Note: The backup file won't be readily accessible by applications other than WinJournal, but is used by WinJournal to restore your journal and entry data.

Note: To restore journals and entries from backup, select "Restore Journals from Backup ..." from the Journals menu. Restoring from backup overwrites all of your journal and entry data with the data stored in the backup file.

Hint: You should regularly backup all the information on your computer.
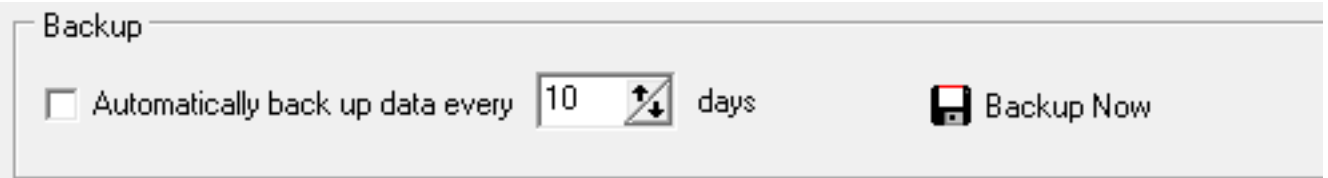
Backup Preferences

My Documents\My Win Journals\WinJournal.wjb

Entries

Entries are the separate writings within journals that can hold separate thoughts or idea topics. When you publish your writings to a blog, each entry corresponds with a post on your blog. When you podcast your entries, each entry makes up one episode. Another way of organizing your writings is defining entries by date, like a traditional diary.

WinJournal gives you flexibility in organizing, linking, sharing and enriching the content of your entries, allowing you to:

• easily link an entry to any other entry
• add mail, web, wiki-style and file links to an entry
• record audio to an entry and export it to a podcast
• import, export, e-mail or print individual entries
• organize and search for entries based on keywords you
  create and assign

Creating an Entry

Entries always reside within journals, so before creating an entry, determine the journal in which you want to create the entry. Click in that journal in the Journals pane, then follow these steps:

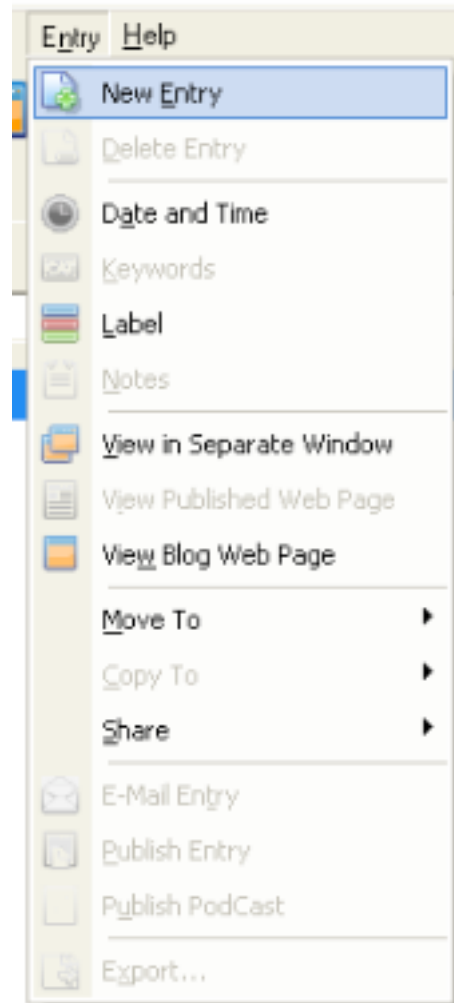❶ From the Entry menu, select New Entry or click the New Entry button in the toolbar.

A dialog appears.

❷ Type a name for the your new entry. Click OK.

❸ Your entry is created. Your cursor is placed in the Entry Editor window and you are ready to start adding content.

Note: The Entry Editor window behaves much like a standard word processor, allowing you extensive control over the content and attributes of your entry.

❹ When you complete the entry, save your work by typing Ctrl-S.
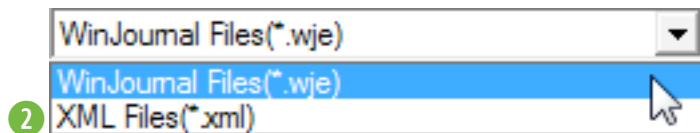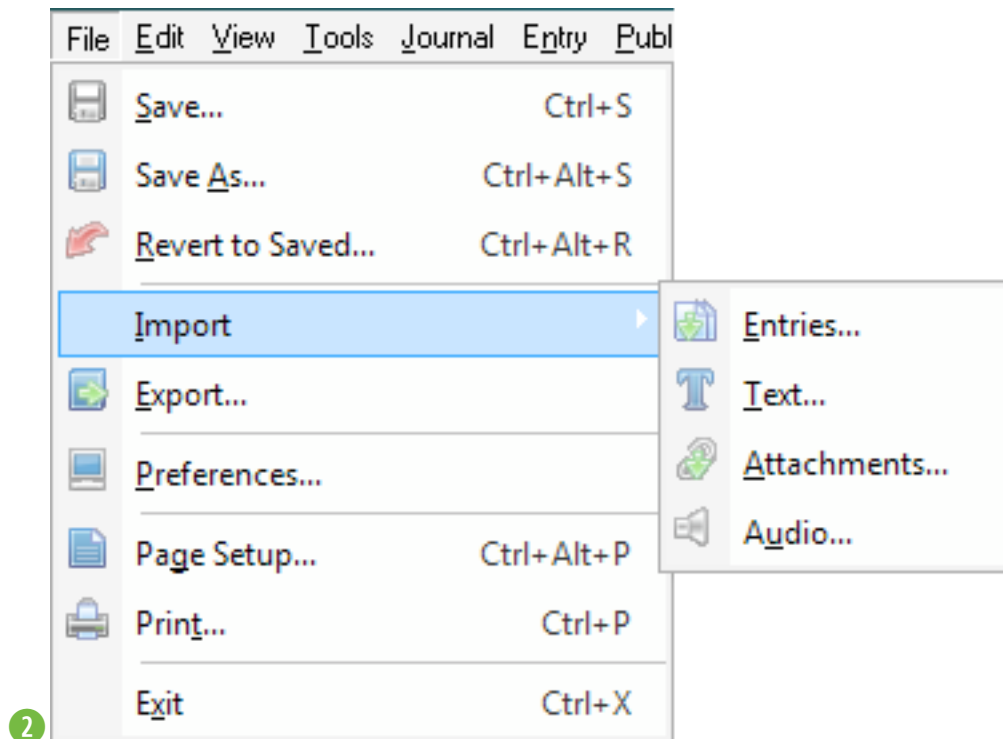
Entry   Help

New Entry
Delete Entry
Date and Time
Keywords
Label
Notes
View in Separate Window
View Published Web Page
View Blog Web Page
Move To   ▶
Copy To   ▶
Share   ▶
E-Mail Entry
Publish Entry
Publish PodCast
Export...

❶

New

Please enter a name for your new journal entry.

New Entry

OK   Cancel

❷

File	Edit	View	Tools	Journal	Entry	Publ

💾	Save...	Ctrl+S
💾	Save As...	Ctrl+Alt+S
✍	Revert to Saved...	Ctrl+Alt+R
	Import ▶	
📤	Export...	
🖥	Preferences...	
📄	Page Setup...	Ctrl+Alt+P
🖨	Print...	Ctrl+P
	Exit	Ctrl+X

Import submenu:
- 📥 Entries...
- 🆃 Text...
- 📎 Attachments...
- 🔊 Audio...

❷

WinJournal Files(*.wje)	▼
WinJournal Files(*.wje)	
❷ XML Files(*.xml)	

To import an entry:

❶ Select the journal into which you wish to import the entry.

❷ From the File menu, select Import-> Entries.

A dialog appears.

❸ Select the file that contains the entries you'd like to import and click Import.

Note: WinJournal can import entries in WinJournal (.wje) and .xml file formats.

To export journals:

❶ Select the entry you wish to export.

❷ From the Entry menu, Select Export...

A dialog appears.

❸ Type a name for the file and designate the location for the file to be saved.

❹ Select the File type, then click Export.

Note: You can export Journals in WinJournal (.wje), HTML, RTF, text or MP3 formats.

Using Keywords

Keywords let you mark entries for organization and quick retrieval. To assign a keyword to an entry:

❶ Select an entry in the Journals pane.

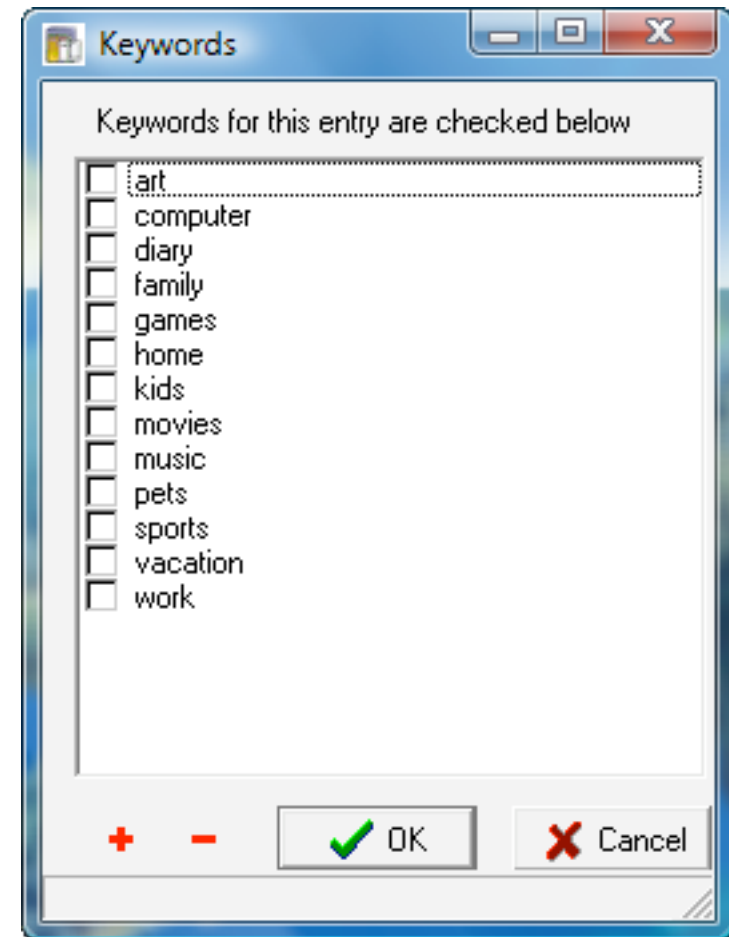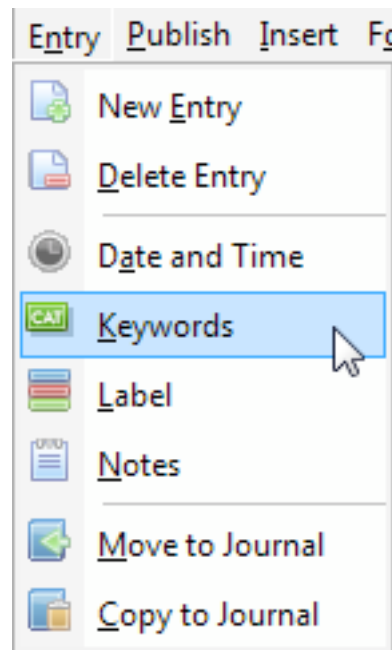❷ From the Entry menu, select Keywords.

A dialog appears.

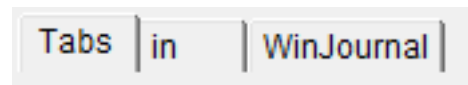❸ Check mark keywords to assign.

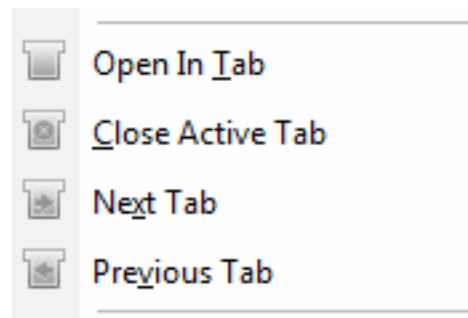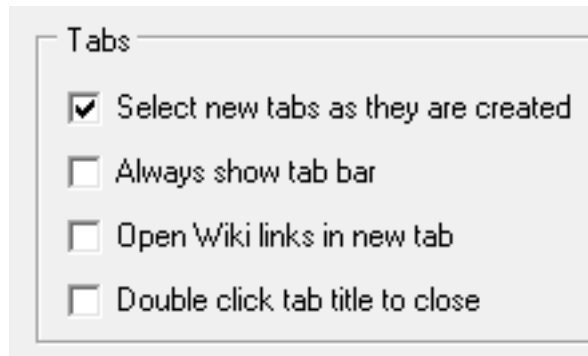❹ Click OK when you are finished.

Hint: To add a keyword, Click the + symbol and type a name for the keyword to add it to the keywords list.

Hint: To delete a keyword, select a keyword and click on the - symbol.

Note: To find entries by keyword, select Search from the Edit menu, choose Keyword from the magnifying glass pop-up, then enter the keyword you wish to search for.

Entry **Publish** **Insert** **Fo**

New Entry

Delete Entry

Date and Time

Keywords

Label

Notes

Move to Journal

Copy to Journal

❷

Keywords

Keywords for this entry are checked below

☐ art
☐ computer
☐ diary
☐ family
☐ games
☐ home
☐ kids
☐ movies
☐ music
☐ pets
☐ sports
☐ vacation
☐ work

+ **−**   ✓ OK   ✗ Cancel

❸

Tabs allow you to have multiple entries open at the same time without having many windows open. To enable and use tabs:

❶ Select File>Preferences, and click on the Tabs tab.

❷ Place a check mark next to Always show tab bar.

❸ Click OK to dismiss the preferences.

The main window displays a tab for the current entry.

Add tabs of different journals or entries. In the Journals Pane, select an entry you wish to open in a new tab.

❹ From the View menu, select Open in Tab.

The journal or entry appears in a new tab.

Note: In the Tabs preferences, you can set WinJournal to open a new tab each time you click on a wiki link in an entry.

Note: Open a journal or entry in a new tab by right-clicking on an entry in the Journals Pane, and selecting Open in Tab from the contextual menu.

Tabs

☑ Select new tabs as they are created
☐ Always show tab bar
☐ Open Wiki links in new tab
☐ Double click tab title to close

❶

Open In Tab
Close Active Tab
Next Tab
Previous Tab

❷

Tabs | in | WinJournal

❸

Using Tabs

This illustration shows how WinJournal can be customized using tabs, and by adding tab actions to your toolbar.

Hint: You can add tab action toolbar buttons to your toolbar by selecting Customize Toolbar from the Tools menu, and moving the buttons into your Current Buttons set.

Hint: At any time, you can open any journal or entry in a separate Viewer window by clicking on that journal or entry in the Journals Pane and choosing View in New Window from the View menu.
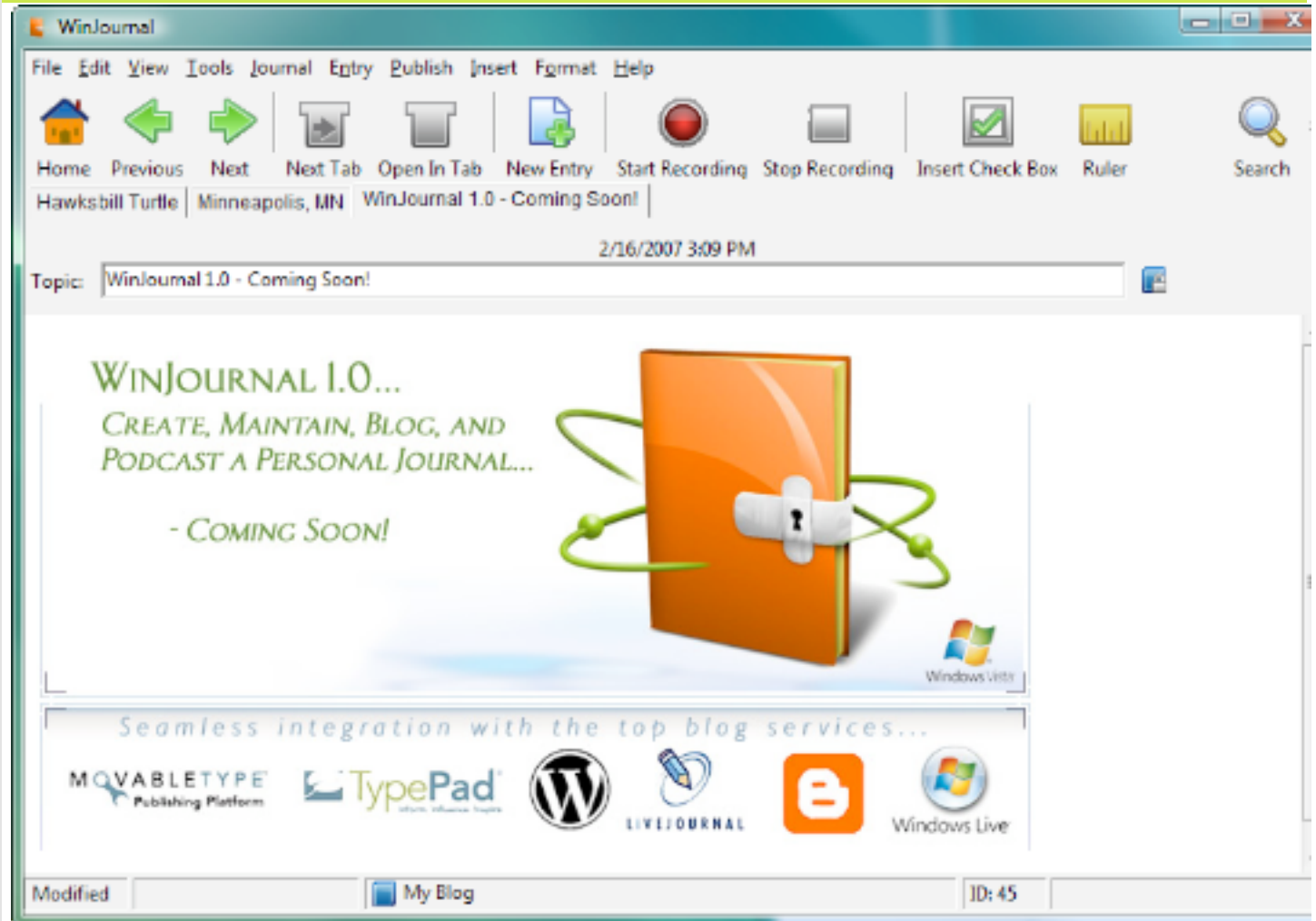
Main Window with 3 tabs and toolbar customized with Tab buttons.

Editing

Chances are, you will spend most of your time in WinJournal creating and editing your journals and entries.

In this chapter you'll find out how to enrich the content of your journal entries by:

- attaching pictures and files
- inserting tables or numbered lists
- communicating your mood with with smiley faces and "now playing" song info, and
- embedding web and e-mail links, or wiki-style links to other journals or entries

Adding a Table

WinJournal allows you to place tables within the content of your entries. These tables appear much like a simple, miniature spreadsheet within the context of your entry. To add a table to your entry:
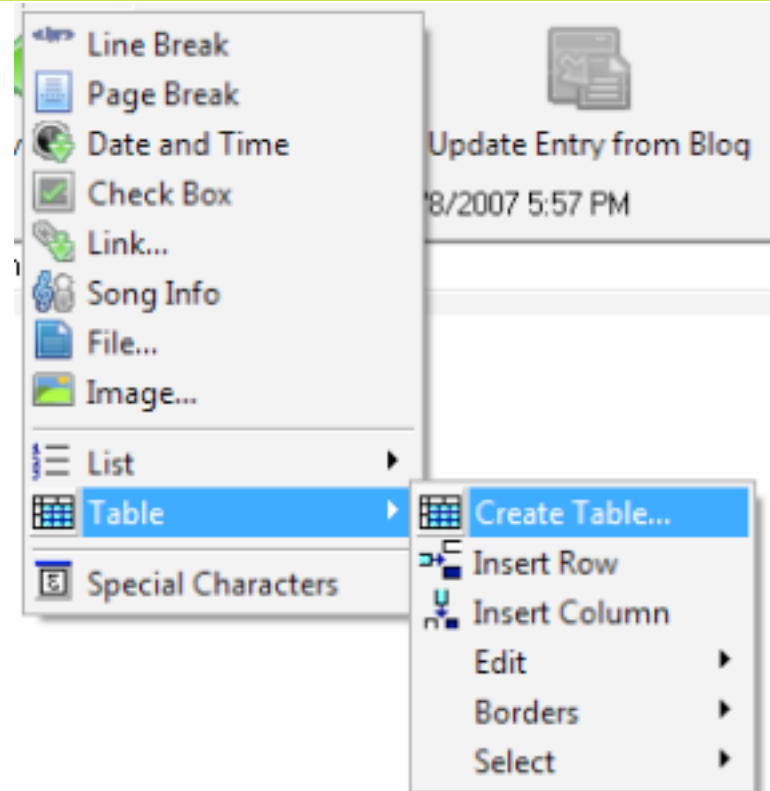
❶ Place your cursor in the Entry Editor where you want to insert the table.

❷ From the Insert Menu, select Create Table from the Table sub-menu.

❸ A window appears with a grid-lined space. Set the number of rows and columns in the table by clicking in the appropriate coordinates in the grid-lined space.

A table appears at the location of the cursor. You can use your mouse, up and down arrow keys, or the tab key to navigate from cell to cell in the table.
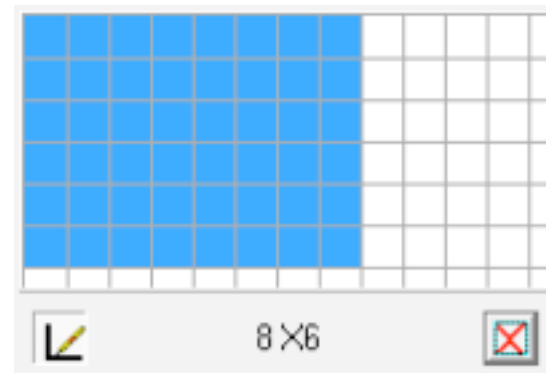
Using the Insert > Table menu options, you can:

- Select, insert and delete rows and columns
- Split or combine cells
- Set borders for selected cells, rows or columns

Note: Tables can be published to most blog services, free or charged.
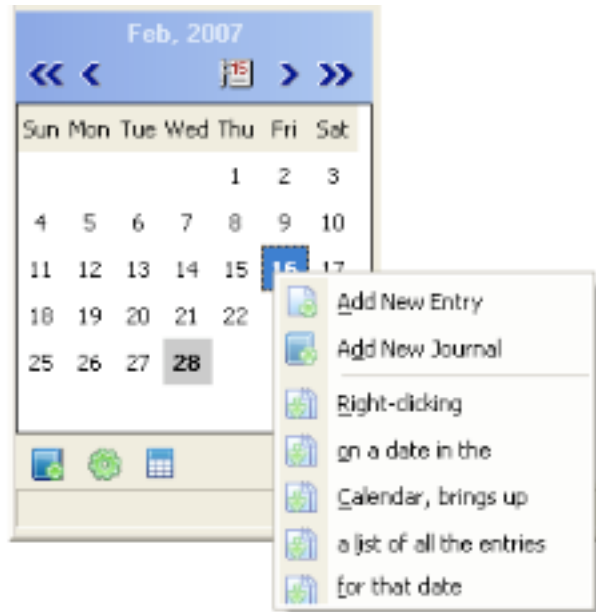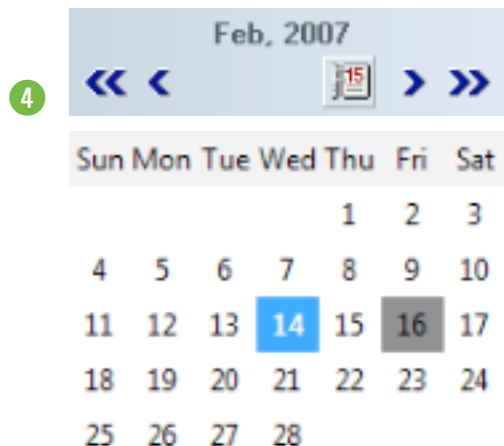
Feb, 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22		
25	26	27	28			

Add New Entry
Add New Journal

Right-clicking
on a date in the
Calendar, brings up
a list of all the entries
for that date

2

Feb, 2007

4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Toggle the calendar on and off by clicking the small calendar button at the bottom of the pane.

• Today's date displays a dark highlight
• The currently selected date displays a dotted outline
• Dates that contain entries in the selected journal display a light highlight
• Dates with no highlight contain no entries in the currently selected journal

Locate a specific entry on a specific date by right-clicking that date in the calendar and selecting the journal or entry from the contextual menu.

Here's how:

1 Click on any journal or entry in the Journals Pane.

2 Right-click on a date in the calendar.

The contextual menu displays a list of all the entries corresponding with that date.

Note: View entries with a specific date by clicking on My Journals in the Journals Pane and double-clicking on that date in the calendar.

Using the Calendar

Create a new entry with a specific date by double-clicking on that date in the calendar, or by doing the following:

❶ Choose a Journal from the pane in which you wish to make an entry.

❷ Click on a date in the calendar located in the bottom pane of the Journal pane.

❸ Right-click on that date and select Add New Entry to make an entry for that date.

❹ To change the entry date, select the entry in the Journals pane and either:

• Select Change Date & Time from the Entry menu, or
• Double-click on the date header in the Information bar.

A dialog appears.

❺ Select a new date from the calendar or edit the date in the text field.
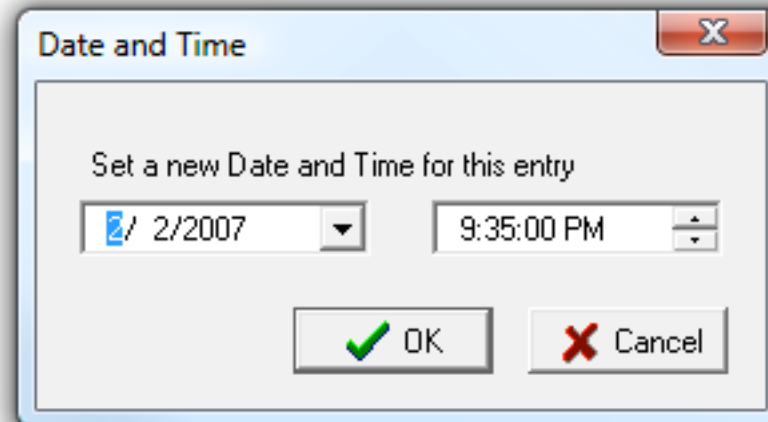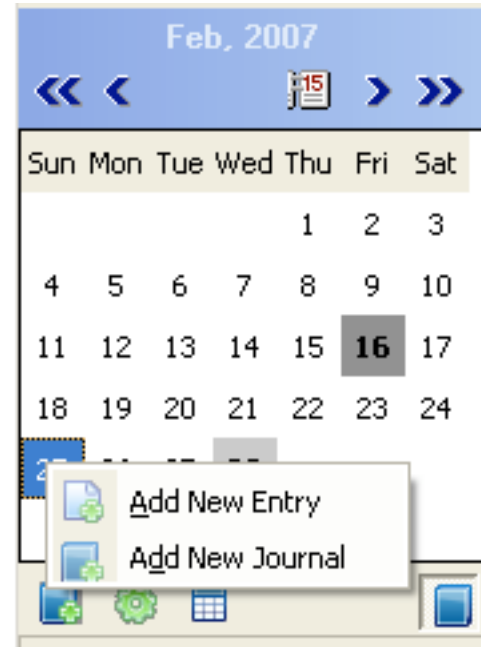
WinJournal allows you to view real-time word usage statistics for any entries or journals. To view these statistics:

❶ Select a journal or entry in the Journals Pane.

❷ From the Tools menu, select Statistics.

❸ A Statistics dialog appears.
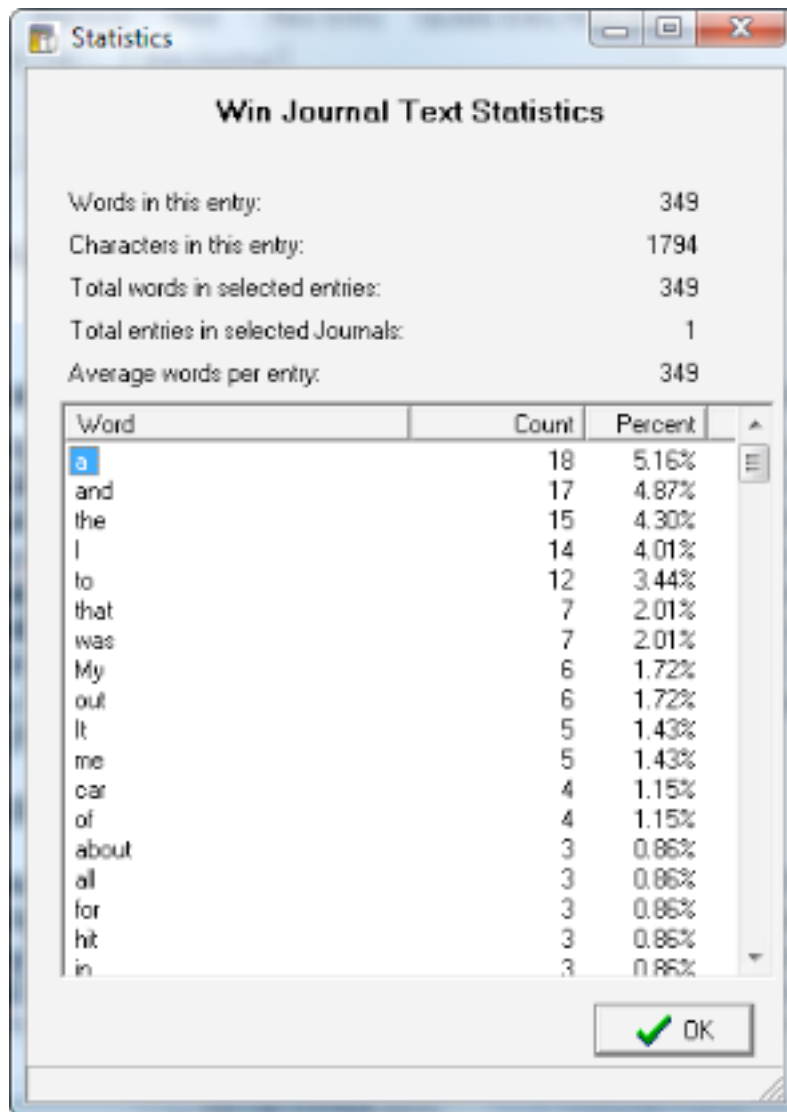
Statistics includes:

- Words in this entry:
- Characters in this entry:
- Total words in selected entries:
- Total entries in selected journals:
- Average words per entry:

Note: The "Count" column represents the frequency with which individual words appear in the selected entries or journals.

Note: Word frequencies only work with Roman text.

❹ Click OK when you are finished.

Note: You can view Statistics for all nested journals within a parent journal by clicking on the parent journal and selecting Statistics.

Statistics

Win Journal Text Statistics

Words in this entry:	349
Characters in this entry:	1794
Total words in selected entries:	349
Total entries in selected Journals:	1
Average words per entry:	349

Word	Count	Percent
a	18	5.16%
and	17	4.87%
the	15	4.30%
I	14	4.01%
to	12	3.44%
that	7	2.01%
was	7	2.01%
My	6	1.72%
out	6	1.72%
It	5	1.43%
me	5	1.43%
car	4	1.15%
of	4	1.15%
about	3	0.86%
all	3	0.86%
for	3	0.86%
hit	3	0.86%
in	3	0.86%

✓ OK

Creating Numbered Lists

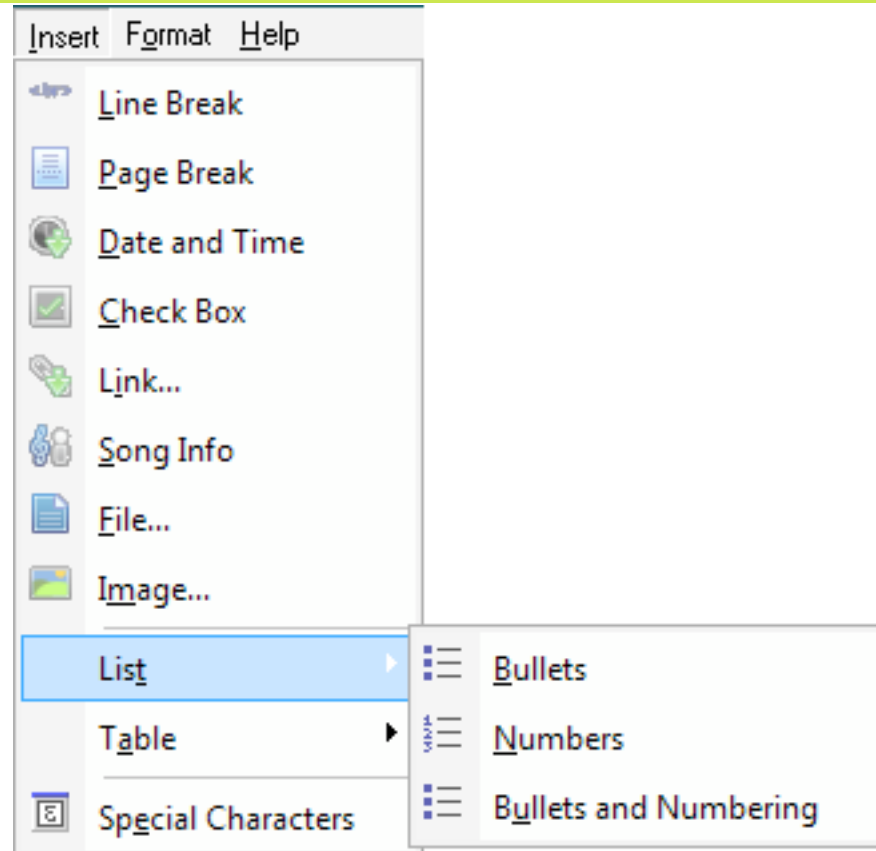WinJournal allows an easy way to add a list of items to an entry. Here's how:

1 Click on an entry in the Journals Pane and place your cursor within the body of that entry.

2 From the Insert menu, select the List submenu and choose Bullets or Numbers.

3 Depending on which option you choose, a bullet or a number 1 appears. Your cursor is in position so you may start typing the first item on your list.

Pressing the return or enter key once adds a new item to the list, with the appropriate bullet or number in place.

Pressing the return or enter key twice exits list mode.

Inserting an item into a numbered list re-numbers the list accordingly.

Hint: You can put a list toolbar button into the toolbar. From the Tools menu, select Customize Toolbar.

Insert | Format | Help

- Line Break
- Page Break
- Date and Time
- Check Box
- Link...
- Song Info
- File...
- Image...
- List → Bullets
- List → Numbers
- List → Bullets and Numbering
- Table
- Special Characters

2

1. here is a numbered list
2. numbers are automatically added
3. when you press return
4. pressing two returns in a row
5. ends the numbered list.
6. The list will renumber if you insert an
7. item in the middle of the list.

5

To customize the numbers and bullets used to make your list, from the Insert menu, select the List submenu, and choose Edit List settings.

A dialog appears.

Choose the bullets or numbers to display when you create a list in an entry.

The choices you have for customizing your lists are:
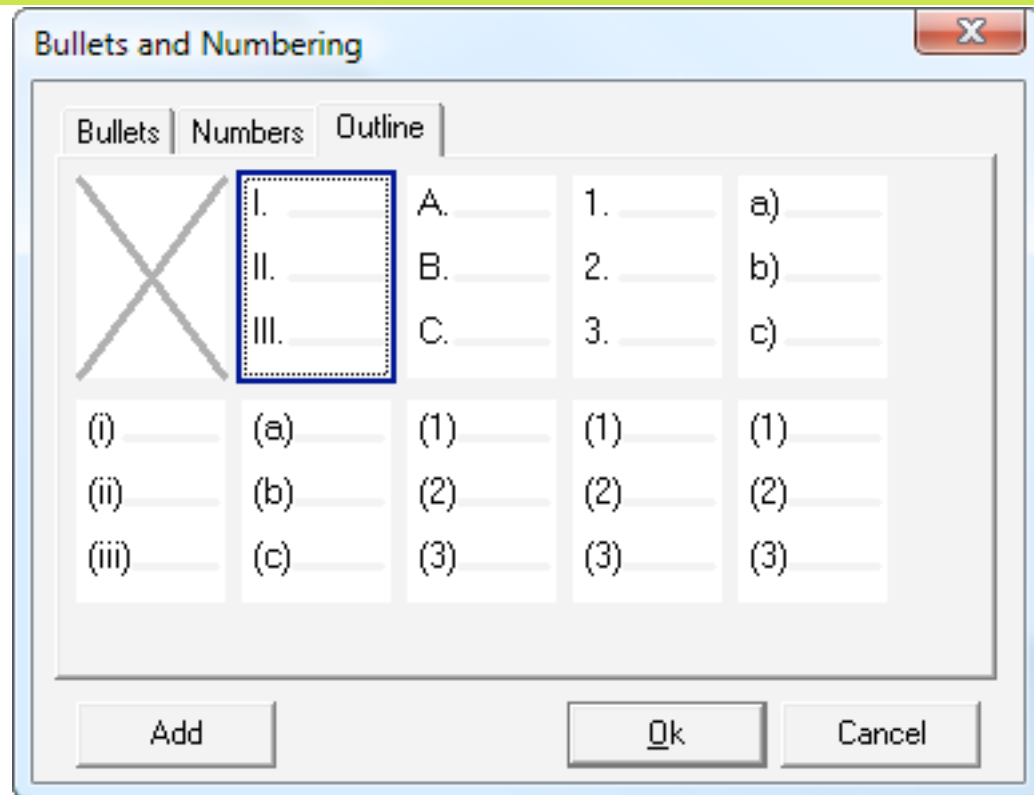
1 Bulleted Lists:

- ●
- □
- ■
- ❖

2 Numbered Lists:

1 2 3

I II III

i ii iii

A) B) C)

a) b) c)

01 02 03

Setting List Preferences

3 Outline Lists

I. II. III
A. B. C.
1. 2. 3.
a) b) c)
(i) (ii) (iii)
(a) (b) (c)
(1) (2) (3)

Chapter 4: Editing

Pane Options

"Panes" are the areas where the list of your journals and entries display. By default, the Journals Pane is on the left side of the window. The Entries pane displays the contents of the journal currently selected in the Journals Pane.

❶ Click on the View menu.
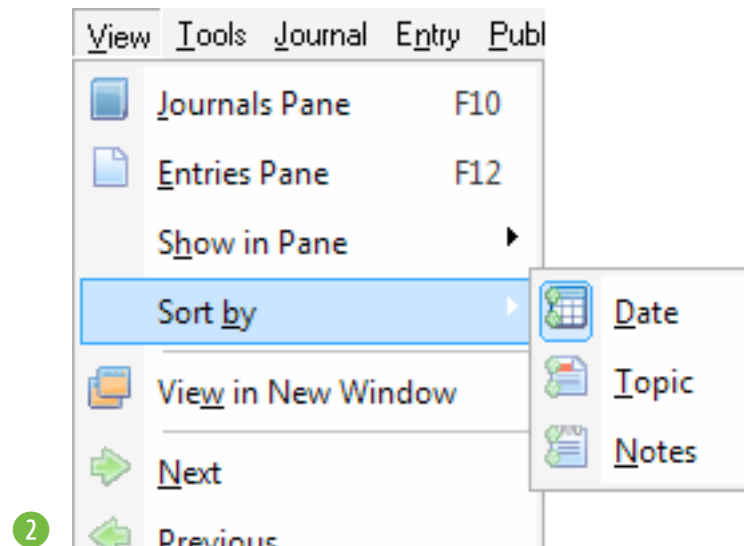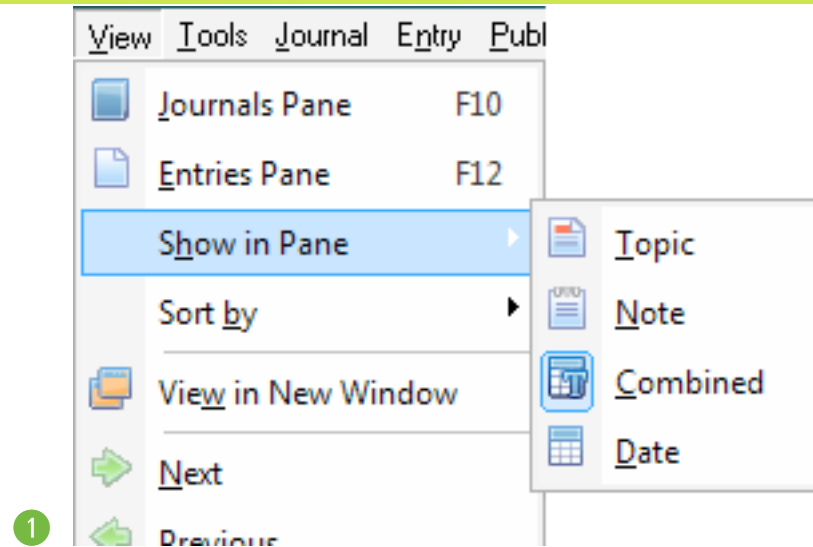
❷ Select the Show in Pane and Sort by submenus to select your view options.

View Options:
• View Topic
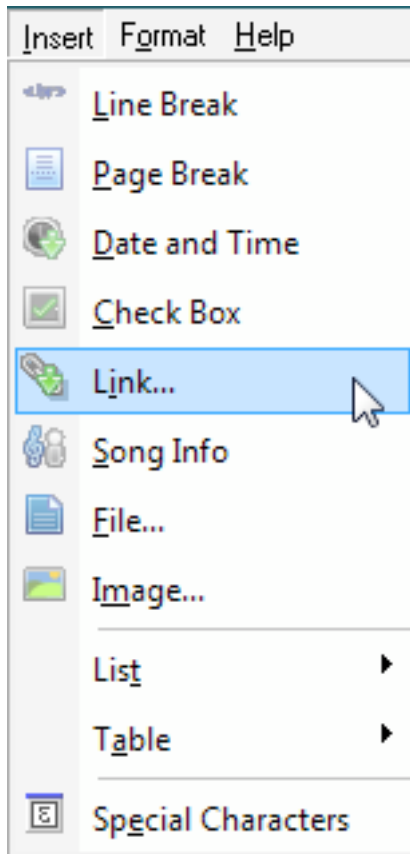• View Note
• View Combined (Topic and Date)
• View Date

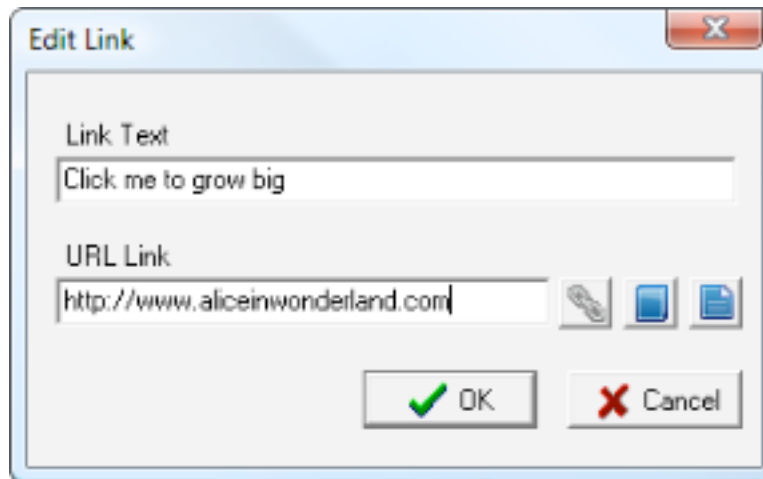Sort Options:
• Sort by Date
• Sort by Topic
• Sort by Text

See pane Preferences for more info on panes.

You can link to web sites, files or entries (Wiki Links). Links in entries appear in blue underlined text, like on the web. Clicking a link takes you to the linked web site, entry or file. To insert a link into an entry, place your cursor in the entry, then:

1 From the Insert Menu, select Link.

A dialog appears.

2 To enter a link for a web site, click the Link button, enter the Link Text, enter its URL Link and click OK.

Note: The Link Text is the text that appears "clickable" in your entry. For example, the Link Text could be the word "here", in the sentence "Click here to visit this website."

3 To enter a link to another entry (a Wiki Link), click on the Journal icon. A window opens displaying all the journals and entries. Select the journal or entry to which you want to link and click OK. Edit the Link Text (optional), then click OK.

4 To enter a link to a file, click on the file button. A dialog opens. Select the file to link to and click Open. Edit the Link Text (optional) then click OK.

Insert Format Help

- Line Break
- Page Break
- Date and Time
- Check Box
- Link...
- Song Info
- File...
- Image...
- List ▶
- Table ▶
- Special Characters

1

Edit Link

Link Text
Click me to grow big

URL Link
http://www.aliceinwonderland.com

✓ OK   ✗ Cancel

2

Wiki Links

In WinJournal, you can insert Wiki Links which are text links to other journal entries.

See Chapter 6 Preferences: Editing for more information on automatic discovery.

To insert a Wiki Link:

❶ Select a Journal Entry and place your cursor somewhere in the entry.

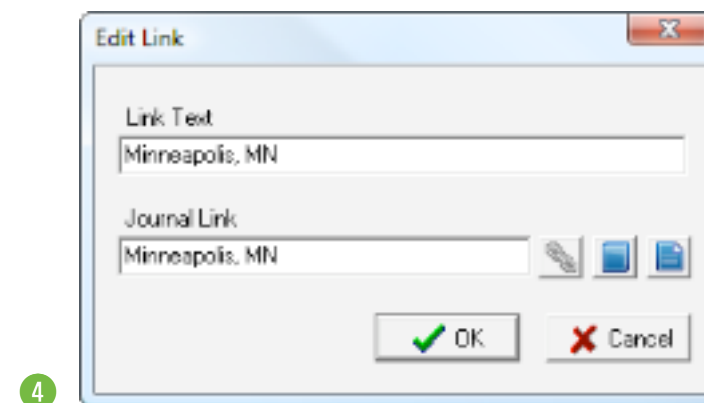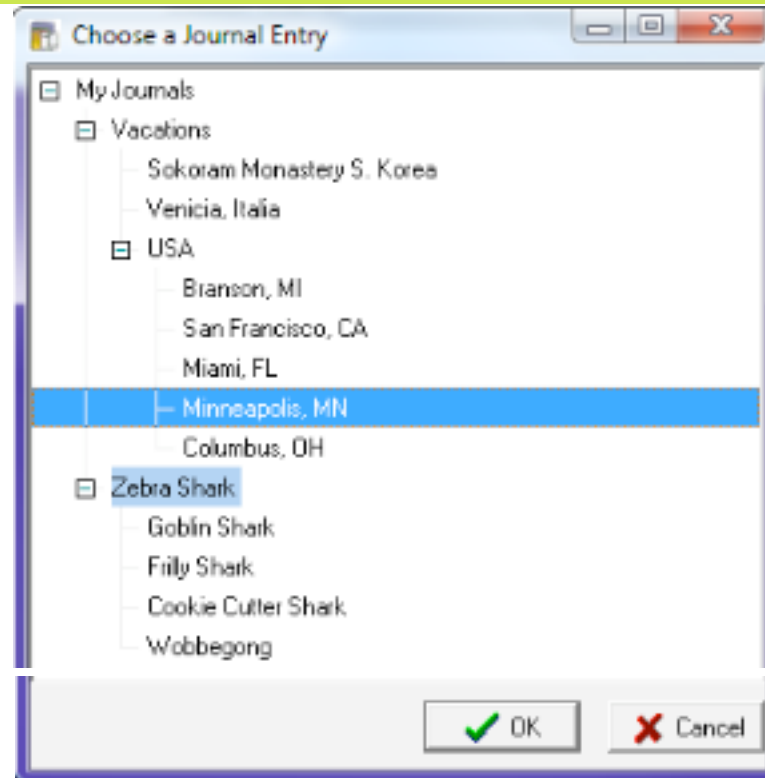❷ From the Insert menu select Link.

A dialog appears.

❸ Press the journals button 🔲 .

A dialog appears that shows all the Journals and their entries.
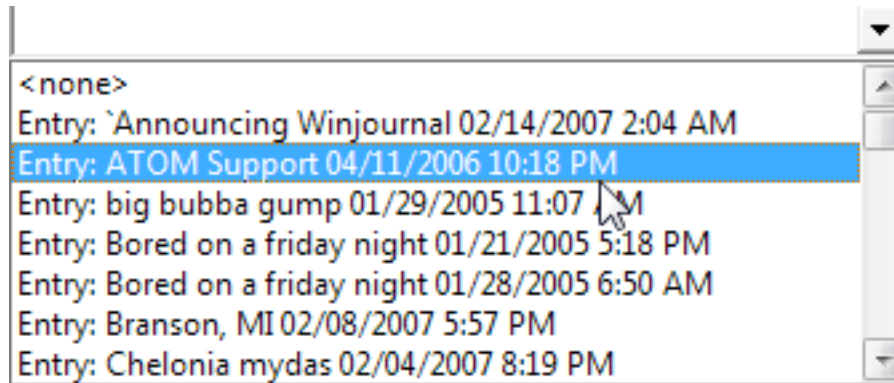
❹ Select an entry and press OK.

❺ The Edit Link dialog appears again, click OK.

A Wiki Link that looks like wiki://"Entry" will link to an entry titled "Entry"

1 wiki|

Example of making wiki links

Type Semi-colon right Parentheses 😊
Type Colon Right Parentheses 😃
Type Colon Left Parentheses 🙁
1 Type Colon D 😀

.

A Wiki Link is text that links to another entry.

To create a Wiki Link (auto-discovered):

1 Type: wiki://

A pop-up menu appears.

2 Select an entry from the pop-up list.

3 The link is created.

Hint: The journal or entry title must be in quotes and match exactly.

Note: Clicking on the link will take you to that entry.

Smiley faces can be auto-discovered. Here's how to type a smiley:

1 Type one of the following character combinations:

:) :(:| :D :? :x :< :> :P :o

The text turns into a small graphic emoticon.

Note: If you have the Discover Smileys preference unchecked, you can turn the smiley into a graphic by going to the Tools menu, and selecting Discover Smileys.
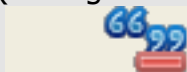
Using Text Cleanup

After pasting content from a source like an e-mail message or a web page, the content often requires some text clean-up.

To help with text cleanup, WinJournal offers a number of cleanup options via the Tools > Clean Up menu. You can convert a series of spaces to a single space or to a tab, remove links, attachments or conventional e-mail quotes, remove page breaks or styles, and sort lines of text.
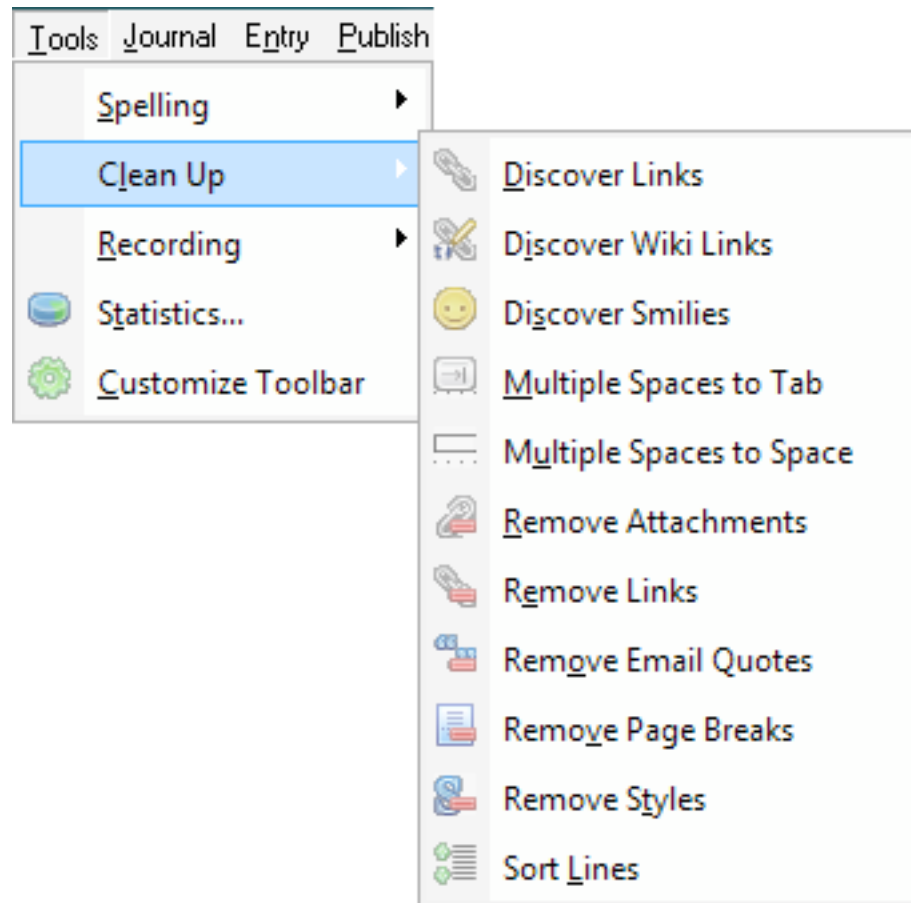
For example, when pasting the text of an e-mail thread or Usenet post into an entry, quoted text is often preceeded with ">" symbols. To remove the ">" symbols:

❶ Select text containing email quote characters (greater than ">" symbols).

❷ Select Format> Clean Up> Remove E-Mail Quotes or click on the Remove Email Quotes toolbar button (through the customize toolbar dialog).Remove Email Quotes

❸ The quotes and indentation are removed.

Working with Audio

WinJournal includes built-in audio recording features that let you record audio, and attach audio recordings to an entry or a journal. WinJournal then allows you to publish that audio recording to your website - in MP3 audio (.mp3) format - in the form of a podcast.

A podcast is like an audio blog that you can post to a website to share with others. Each audio entry you publish from WinJournal represents an episode in your podcast.
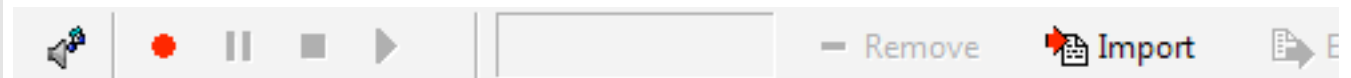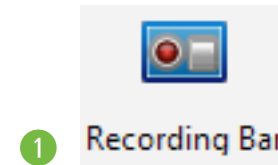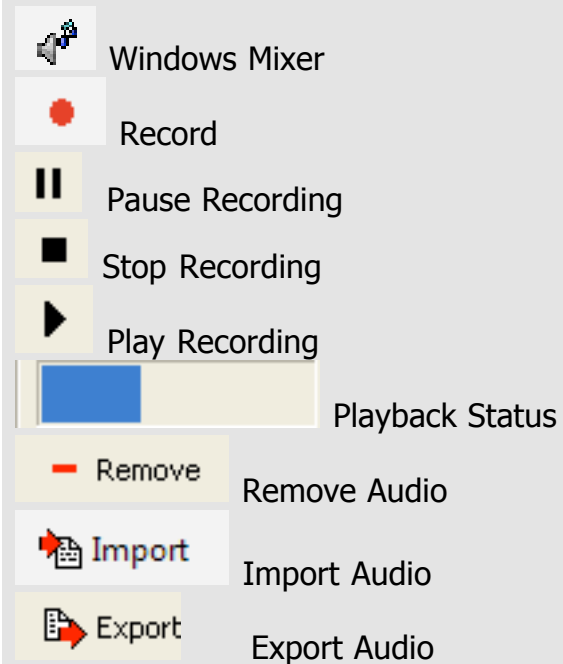
Depending on the features and web/RSS serving capabilities of your own web site, you may even have the flexibility to syndicate your WinJournal-published podcasts via an RSS feed, accessible via iTunes and other applications. (Note that your ability to publish your podcasts via RSS will be a function of your web server, and not a function of WinJournal itself.)

Showing the Recording Bar

❶ Click on View> Show Recording Bar, click the Recording button in the Toolbar (Customized toolbar feature), or select View>Recording.

❶
Recording Bar

❷ The Recording Bar appears between the Topic and Entry text areas.

❷ *The Audio Recording Bar*

The Recording bar contains the following items:

 Windows Mixer

 Record

 Pause Recording

 Stop Recording

 Play Recording

 Playback Status

 Remove Audio

 Import Audio

 Export Audio
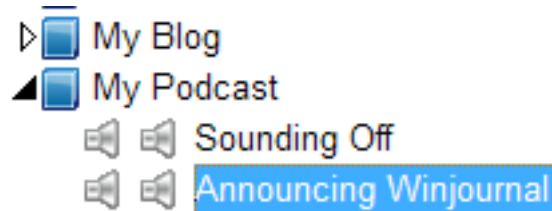
Chapter 5: Working with Audio

① *The Audio Recording Bar*

② *The Stop Recording Button*
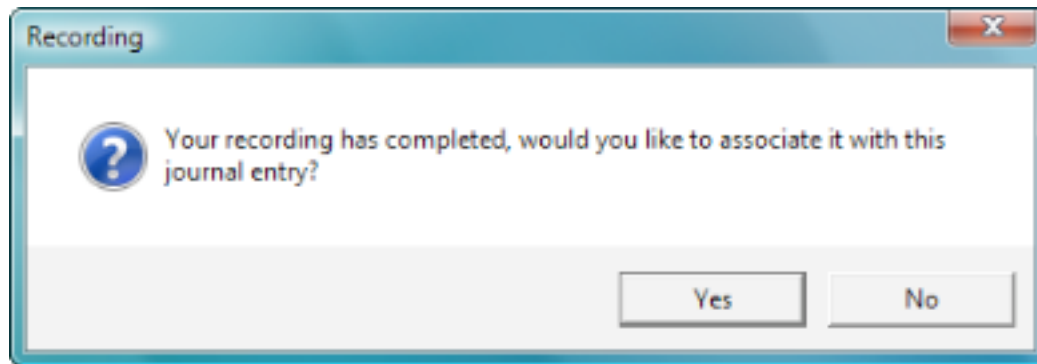
④ *Recording finished dialog.*

⑤ *Audio badges on entries*

To record audio, you need to have a microphone either attached or built in to your computer. Once you have verified this, you are ready to proceed. To Record an Audio Entry:

① To start recording audio, press the round red Record button on the Recording bar (alternately, you can go to the Tools > Recording menu and select Start Recording).

Start talking, performing or doing your best Ira Glass impersonation. Once you've finished:

② Press the square Stop button when you are finished recording (or, you can go to the Tools > Recording menu and select Stop Recording).

③ A dialog appears.

④ Click Yes to attach the audio recording to the current entry. Click No to cancel.

⑤ The entry appears in the Journals pane with a sound badge next to it.

Click the play button to hear the audio recording.

Once you attach an audio recording to an entry, you can export that audio recording to a directory of your choice. To do so:

❶ Select an Entry that has an audio recording.

❷ Click the Export button on the recording bar.

❸ A dialog appears.

❹ Give the exported file a name and navigate to the location where you want it to be saved.

Click Save.

❺ The audio recording is saved as a file in .mp3 format.

▷ My Blog
▲ My Podcast
　　Sounding Off
　　Announcing Winjournal
①

② Export

③

▷ 🔲 My Blog
◢ 🔲 My Podcast
  🔊 🔊 Sounding Off
  🔊 🔊 Announcing Winjournal

❶

Publish Insert Format Help

📷 Publish to Blog
📷 Publish to Other Blog...
☐ View Blog in Browser
📄 View Website in Browser
💬 Download Entries from Blog
📷 Update Entry from Blog
📷 Publish to Website
📷 PodCast
📨 E-Mail
☐ Unlink from Blog
📷 Unlink from Website
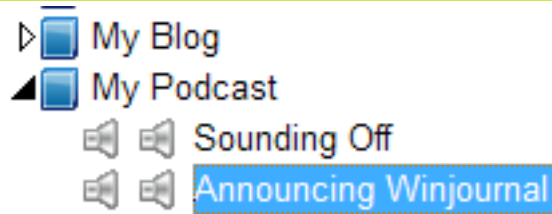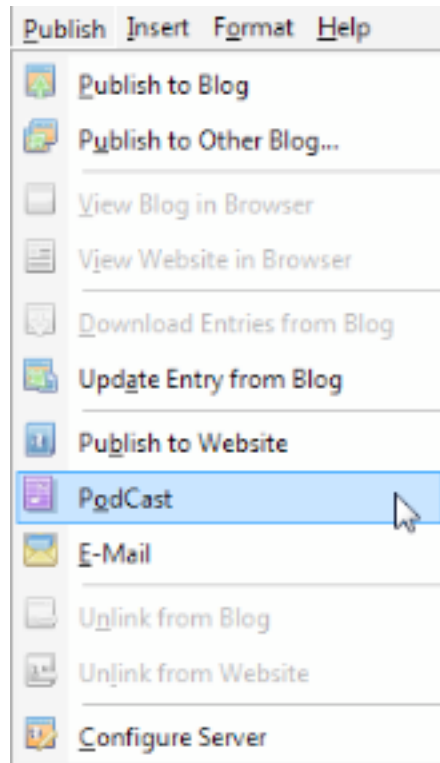📷 Configure Server

❸
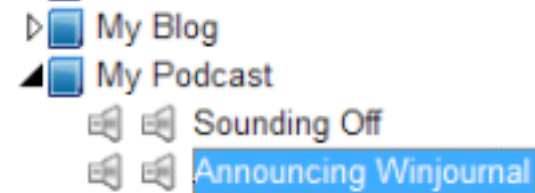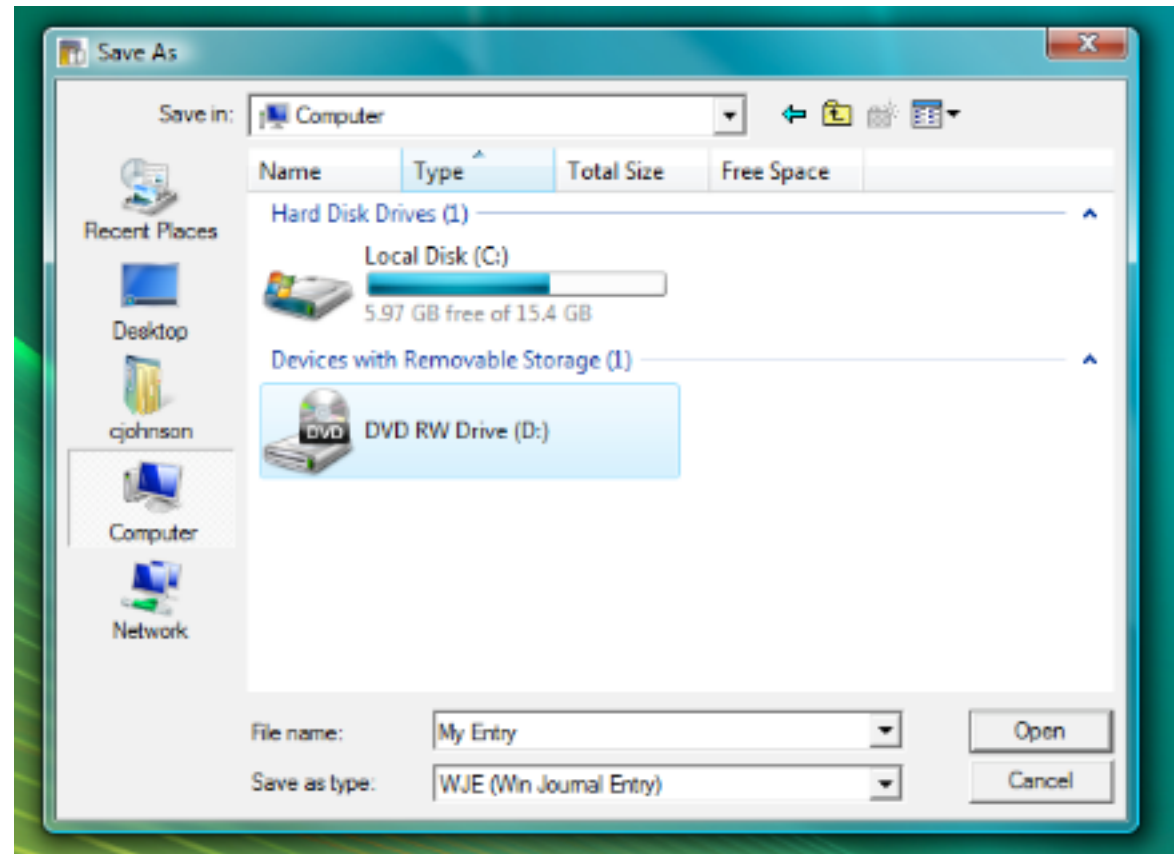
Note: There are a number of actions and resources required to publish and share a podcast. You make an audio recording, generate an .mp3 and .xml file, send those files to a public directory you specify in the Web Server configuration. Once placing those files into your specified web server directory, the publishing capabilities of the web or RSS server determine whether and how that podcast is shared with others.

Before publishing an audio entry, configure a web server by selecting an entry, click on the Publish menu, select Server Configuration and click on the Web Server tab.

Note: Mariner Software cannot provide the information needed to configure your web server. This information may be available from your ISP.

To publish a podcast to your pre-specified web server:

❶ Choose an entry with audio.

❷ Go to the Publish menu and select PodCast.

This action places an .mp3 and .XML file into your specified web server directory.

Blogging is an increasingly popular form of internet communication. A "blog" is roughly defined as a personal journal that is posted on a web site, frequently updated and intended for general public consumption.

Blogs generally represent the personality of the author or "blogger" and reflect the purpose of the web site that hosts the blog. Topics range from the subtle to the extreme and often times include philosophical musings, political commentary, or outright rants, on virtually any topic imaginable.

The essential characteristics of the blog are its journal form - typically including a new entry (or post) each day - and its informal style. Many blogs syndicate their content to subscribers using RSS, a popular content distribution tool.

WinJournal allows users to post their individual blogs to popular blog sites including LiveJournal, Blogger, WordPress, Type Pad, Movable Type or Windows Live Spaces. WinJournal supports any blogging service that uses the ATOM, BloggerAPI or MetaWebLog API protocols.

Blogging

Once you are a registered user of a blog service and configured WinJournal to connect to your blog server (instructions for this are provided later in this chapter), here is how to publish an entry to your blog:

❶ Select an entry and click Publish to Blog in the toolbar or select Publish->Publish to Blog.

❷ If you haven't configured this entry for a Blog server you will be prompted to do so.

❸ A window appears showing the status of the blog posting.

A success dialog appears.

❹ To view the blog in your web browser, click Yes, otherwise click No.

❺ Entries that are posted to a blog have a badge 🔲 next to them.

Note: If an error occurs during publishing to your blog, you can view a log file. This file contains more information about the error.
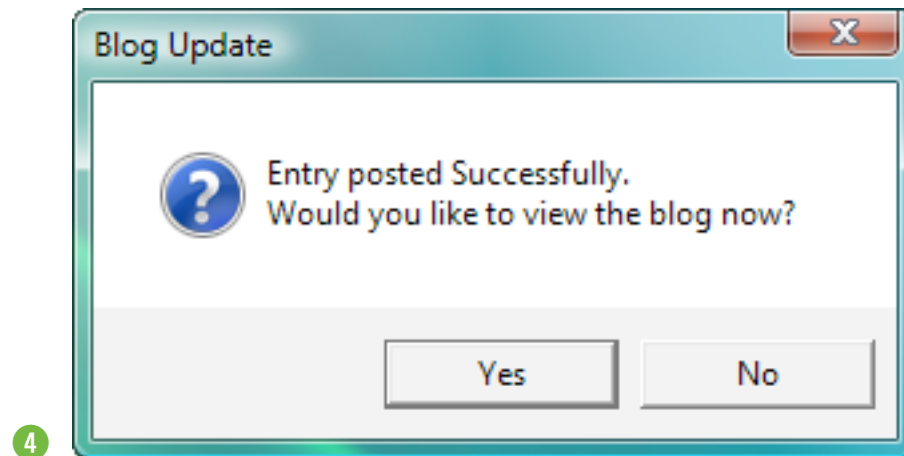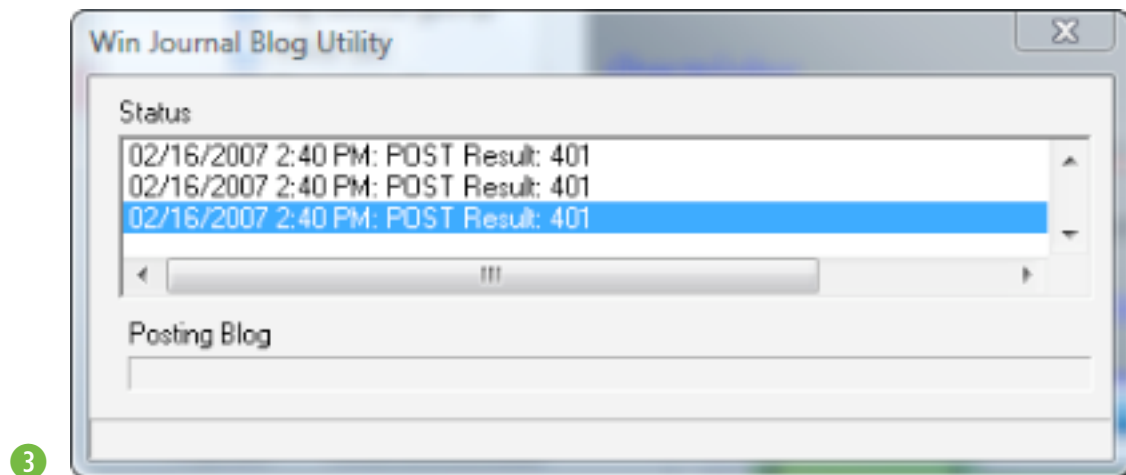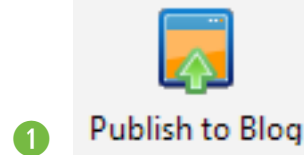
❶ Publish to Blog

❸ **Win Journal Blog Utility**

Status

02/16/2007 2:40 PM: POST Result: 401
02/16/2007 2:40 PM: POST Result: 401
02/16/2007 2:40 PM: POST Result: 401

Posting Blog

❹ **Blog Update**

Entry posted Successfully.
Would you like to view the blog now?

Yes   No

❺ Wobbegong

Before publishing to a blog, you need to have an existing blog account. If you don't already have a blog, go to the Help Menu, and choose one of the free Blog services under Setup Blog Account.

Sign up for a blog service, then configure WinJournal to publish your entries. Here's how:

❶ Select the Journal or Entry for which you want to configure a blog server, then select Configure Server from the Publish menu.

Note: Configuring a journal's blog server sets all new entries within that journal for the same blog server.

A dialog appears.

❷ Select your blog site from the pop-down list.

❸ Enter your login user name & password.

❹ Click the Load button.

WinJournal auto-configures the rest of the blog server settings.

❸ Click OK when you are finished.

Publishing Entries with Graphics

To publish entries to a blog that contain images or file attachments, we recommend you setup a web server. Most blog services don't currently accept images or file attachments from 3rd party blog clients, so it is up to you to specify a publicly accessible URL to host these files.

To setup a web server, select Configure Server from the Publish menu, and click on the Web Server tab. If you try to publish an entry containing images or file attachments without having a web server configured, you will see the following dialog:

❶ Click OK to configure the web server.

Continued...

Hint: Currently, the major blog services don't support upload of photos through a 3rd-party blog client like WinJournal. In the future, we hope this will change. For now, you'll need to configure a web server to store your photos so they can appear normally in your blog.

❶

Configure Server

? You haven't specified a web server to host the files, images or audio associated with this entry. Would you like to publish the entry to your blog without the attached items?

OK   Cancel

Server Configuration

Blog Server | **Web Server**

The web server hosts html files and images, podcasts, and attachments inserted in your entries.

Specify a name for this site, then add the required FTP location, folder, user and password.

FTP Address (ftp.somesite.com)

`ftp://ftp.mysite.com`

☐ use Passive (PASV) communication

FTP Folder (ex: /winjournal)

`/winjournal`

URL to Folder (ex: http://www.somesite.com/winjournal)

`http://mysite.com/winjournal/`

User Name

`Joe`

Password

`••••`

☐ No FTP server Required   ⦿ Test

✓ OK   ✗ Cancel

②

(Continued)

To configure the web server:

② Enter the FTP address for the server.

③ Enter the FTP folder name.

④ Enter the Full URL to the folder, starting with "http://..."

⑤ Enter your User Name and Password.

Hint: You can click the Test button to verify your connection to the server.

⑥ Click OK when you are finished.

Note: Now when you publish an entry containing photos to your blog, the photos are uploaded to your specified web server and display properly in your published blog post.

Downloading Entries

Once you configure a blog server and connect to your blog with WinJournal, you may wish to retrieve entries posted on your blog to have them in WinJournal.
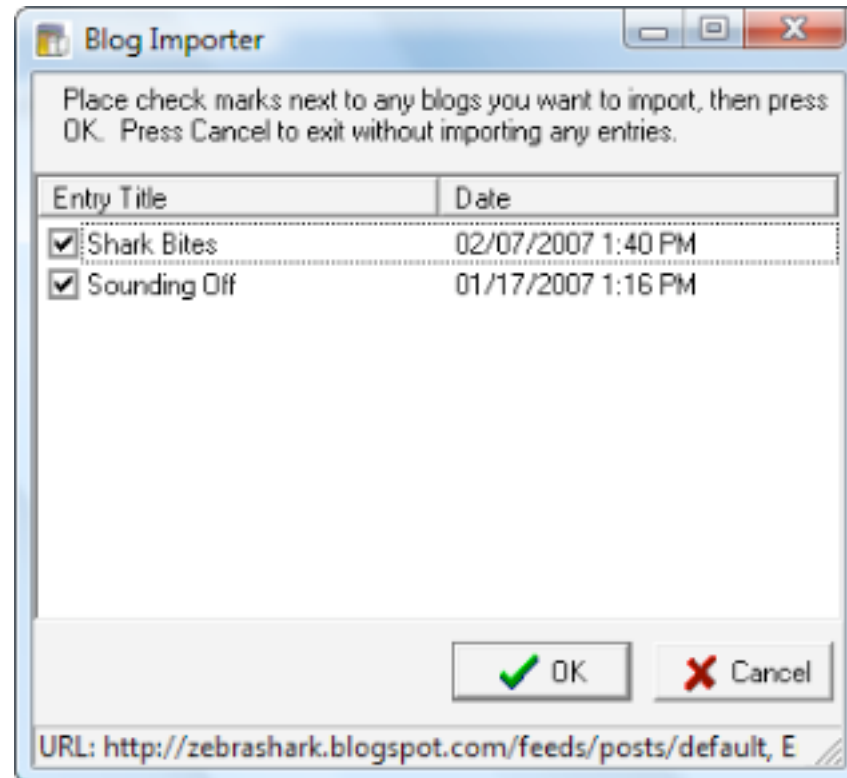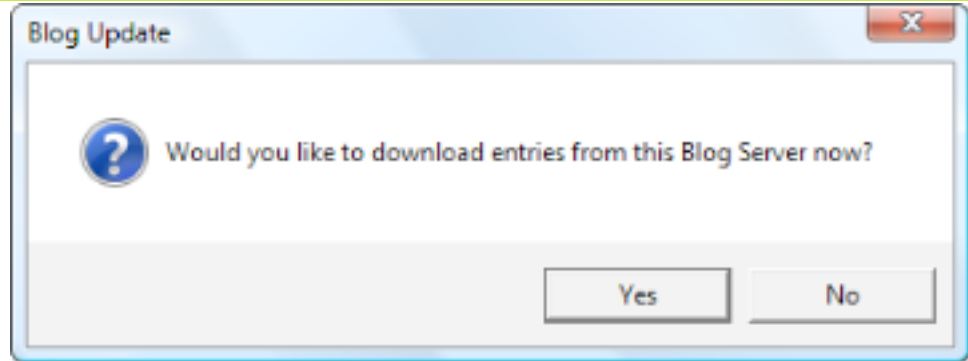
Once you configure your blog server, you are prompted to download entries from the blog server:

❶ Click Yes to download entries.

❷ Blog posts (entries) appear in the Blog Importer window. Place a check next to the entries you wish to download and click OK.

Note: Once you've downloaded an entry from your blog, you can edit it, then update the corresponding blog post by selecting Publish to Blog from the Publish menu. WinJournal confirms that you want to update the blog using the updated content from the WinJournal entry.

Note: When you change a published entry on your blog, update the corresponding entry in WinJournal by selecting Update Entry from Blog in the Publish menu.

Blog Update

Would you like to download entries from this Blog Server now?

Yes   No

❶

Blog Importer

Place check marks next to any blogs you want to import, then press OK. Press Cancel to exit without importing any entries.

Entry Title	Date
☑ Shark Bites	02/07/2007 1:40 PM
☑ Sounding Off	01/17/2007 1:16 PM

✓ OK   ✗ Cancel

URL: http://zebrashark.blogspot.com/feeds/posts/default, E

WinJournal allows you to share your journals and entries with others via e-mail.

❶ Select a journal or entry.

❷ Select E-Mail from the Publish menu or click the E-Mail toolbar button

(Add an E-Mail button to the toolbar by selecting Customize Toolbar from the Tools Menu).

A dialog appears.

❸ Type the email address of the recipient.

❺ Click OK.

You need to have a mail server configured in WinJournal's Preferences. If not, you will be prompted to enter the necessary mail server information.

Note: Configure your email server information on the Advanced tab of Preferences. For more information, see Chapter 8: Preferences.

Note: E-mailed journals and entries are sent to the recipient in the form of a .RTF file.
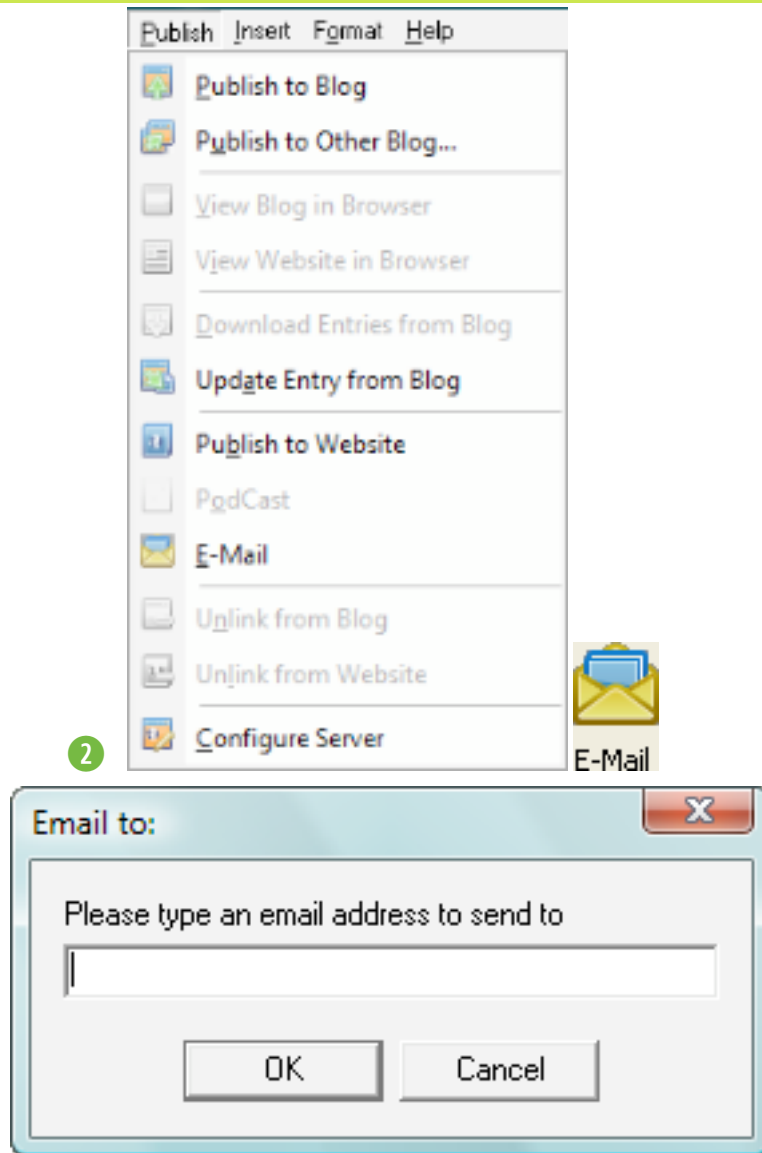
Publishing to a Web Site

To publish entries and journals to your own web server or FTP site, configure a web server. Here's how:

❶ Select Configure Server from the Publish menu.

❷ Enter the FTP address of the server.

❸ Enter the FTP folder name.

❹ Enter the full URL to the folder, starting with "http://..."

❺ Enter your User Name and Password.

Hint: Click the Test button to verify your connection to the server.

❻ Click OK when you are finished.

❼ Select the journal or entry, then select Publish to Website from the Publish menu.

The entry or journal is sent to the specified web server as a .html file with the supporting files.

Server Configuration

Blog Server | Web Server

The web server hosts html files and images, podcasts, and attachments inserted in your entries.

Specify a name for this site, then add the required FTP location, folder, user and password.

FTP Address (ftp.somesite.com)

ftp://ftp.mysite.com

☐ use Passive (PASV) communication

FTP Folder (ex: /winjournal)

/winjournal

URL to Folder (ex: http://www.somesite.com/winjournal)

http://mysite.com/winjournal/

User Name

Joe

Password

••••

☐ No FTP server Required   ◉ Test

✓ OK   ✗ Cancel

❶

So far, this user guide has covered the basic features of WinJournal: how to create basic journals and entries, and how to share those items with others.

Well, there's more to WinJournal than that. If you've read this far, you must be the inquisitive type .... read on, and we'll tell you about some cool additional features that will help you use WinJournal to its fullest capabilities:

• Spice up your Journals with a swanky custom background image
• Make a presentation using WinJournal
• Work distraction-free in Full Screen mode
• Spell c heck your writing so you don't look "unedjukated"
• Search for and find that entry you wrote way back when, regarding that one thing you blogged about
• Add entries into WinJournal while in another application faster than Speedy Gonzales using Quick Entry

Sorting a List

WinJournal is a great tool for keeping you organized. Here's how to create a To Do list:

❶ Place your cursor in an entry where you want to start your To Do list.

❷ From the Insert menu, choose Check Box or click on Insert Checkbox in the toolbar (you can add the Insert Check Box button to your toolbar by selecting Customize Toolbar from the Tools Menu)

A check box appears.

❸ Type your list item and press Enter.

❹ Repeat steps 2-3 until the list is finished.

❺ Choose Tools > Clean Up > Sort Lines.

❻ The list is now sorted alphabetically a-z in ascending order.

Hint: Check Box lists are great for managing quick To Do lists or reminding yourself about things you've accomplished.

Insert   Format   Help

｜ Line Break
｜ Page Break
｜ Date and Time
❷ Check Box   *or* Insert Check Box
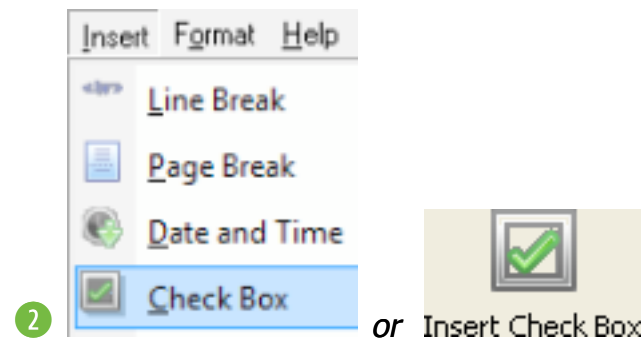
Grocery List

❹
- ☐ bananas
- ☐ oranges
- ☐ grapes
- ☐ milk
- ☐ fish food
- ☐ bread
- ☐ chocolate
- ☐ wine
- ☐ chips
- ☐ cheese
- ☐ Cap'n Crunch
- ☐ Pickles
- ☐ Steak
- ☐ Eggs

❺ Sort Lines

Grocery List

❻
- ☐ bananas
- ☐ bread
- ☐ Cap'n Crunch
- ☐ cheese
- ☐ chips
- ☐ chocolate
- ☐ Eggs
- ☐ fish food
- ☐ grapes
- ☐ milk
- ☐ oranges
- ☐ Pickles
- ☐ Steak
- ☐ wine

Full Screen mode provides you a distraction-free writing environment.

❶ Select the entry you want to work on from the Journals Pane.

❷ From the View menu, select Full Screen or click on Full Screen in the toolbar (you can add the Full Screen button to your toolbar by selecting Customize Toolbar from the Tools Menu)

❸ The screen changes to Full Screen Mode, allowing you to focus on your writing.

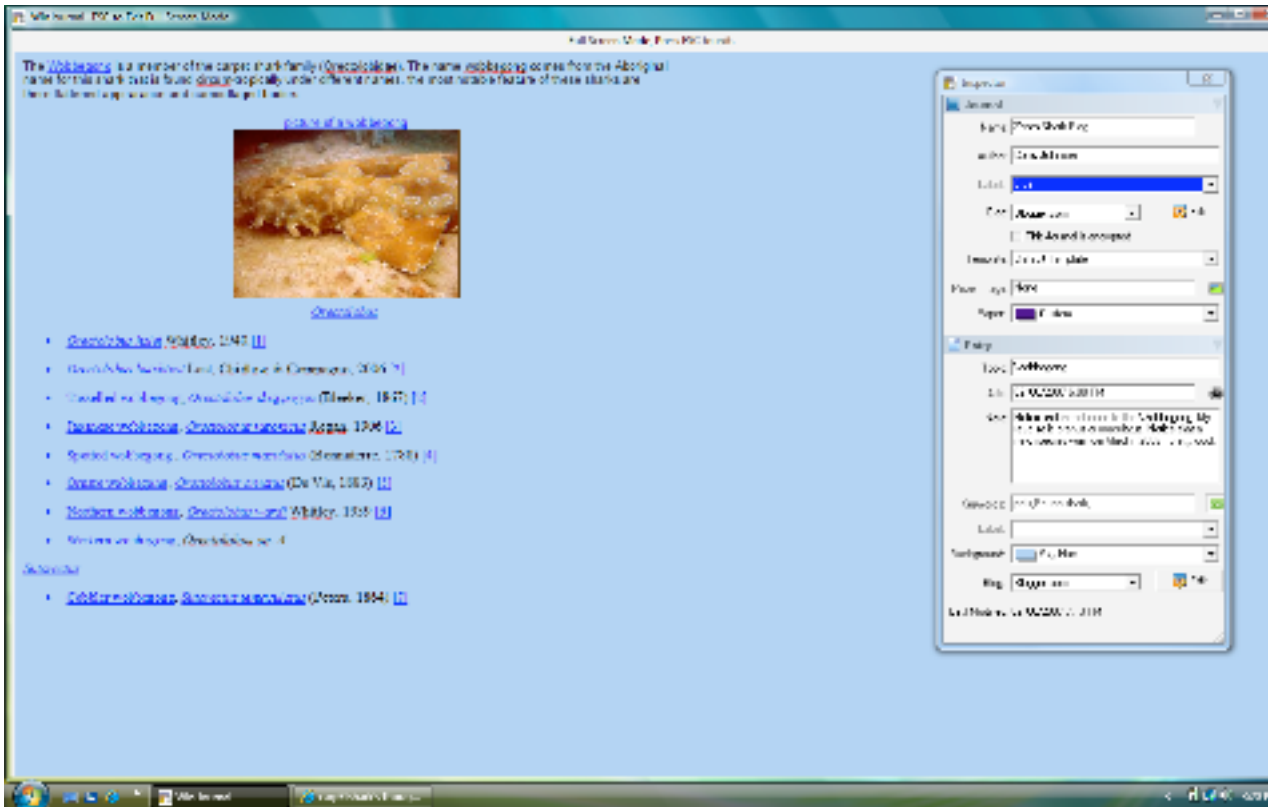❹ Press Esc to exit Full Screen mode.

Note: Dialogs, file attachments, checkboxes, and lists are all displayed in Full Screen mode.

Note: To navigate from entry to entry in Full Screen mode, use the following key combinations:
Ctrl - shift -] = next entry
Ctrl - shift - [= previous entry

Hint: Full Screen mode is a great display tool for making presentations or giving lectures.

❷

Using the Inspector

❶ Select Show Inspector from the View menu or press the F11 key.

❷ The Inspector window appears.

Name - Display/Edit the name of the Journal

Author - Display/Edit the name of the Journal's author

Label - Display/Edit the Journal's label

**Blog** - Display/Edit the blog server and web server

Encryption - Checkmark to encrypt the contents when you lock the journal.

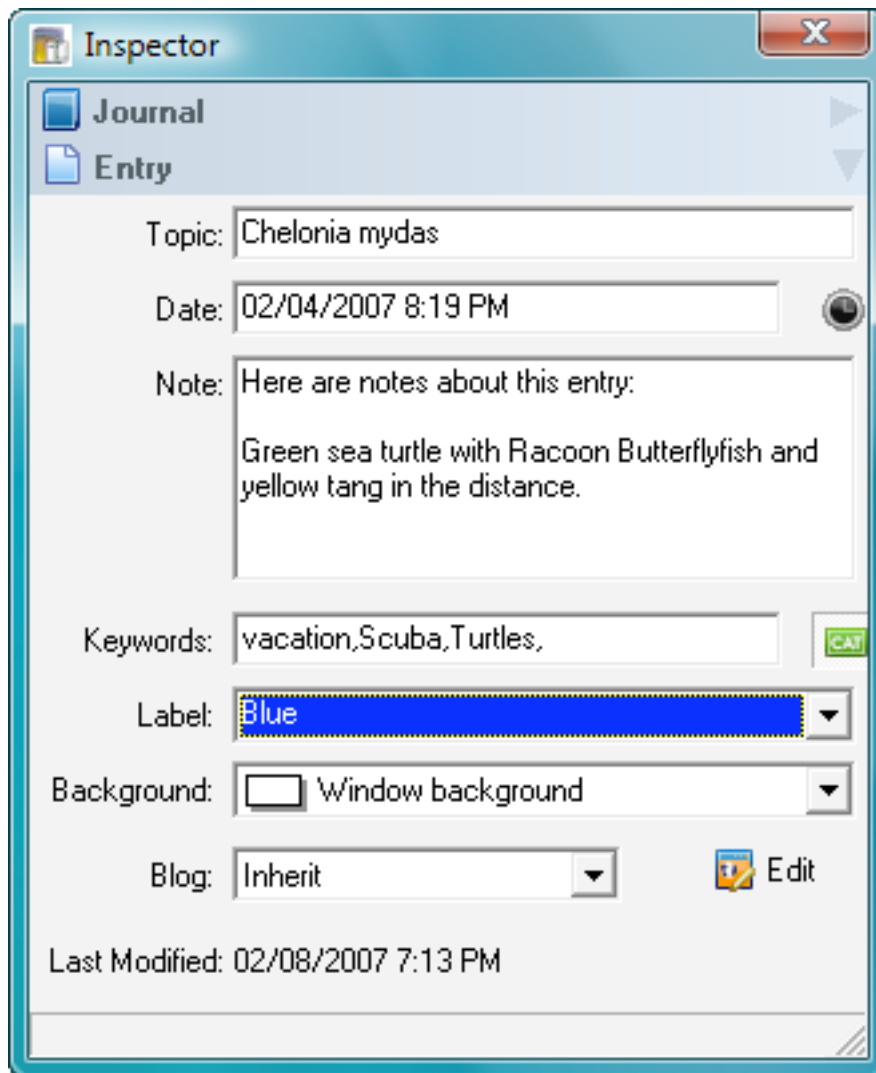**Template** - Set the HTML template for exporting the journal to HTML

Paper Image - Display/Edit the background image for new entries in the journal

Paper - Display/Edit the background color for new entries in the journal

Note: Changes affect new entries within the journal, rather than attributes of existing entries.
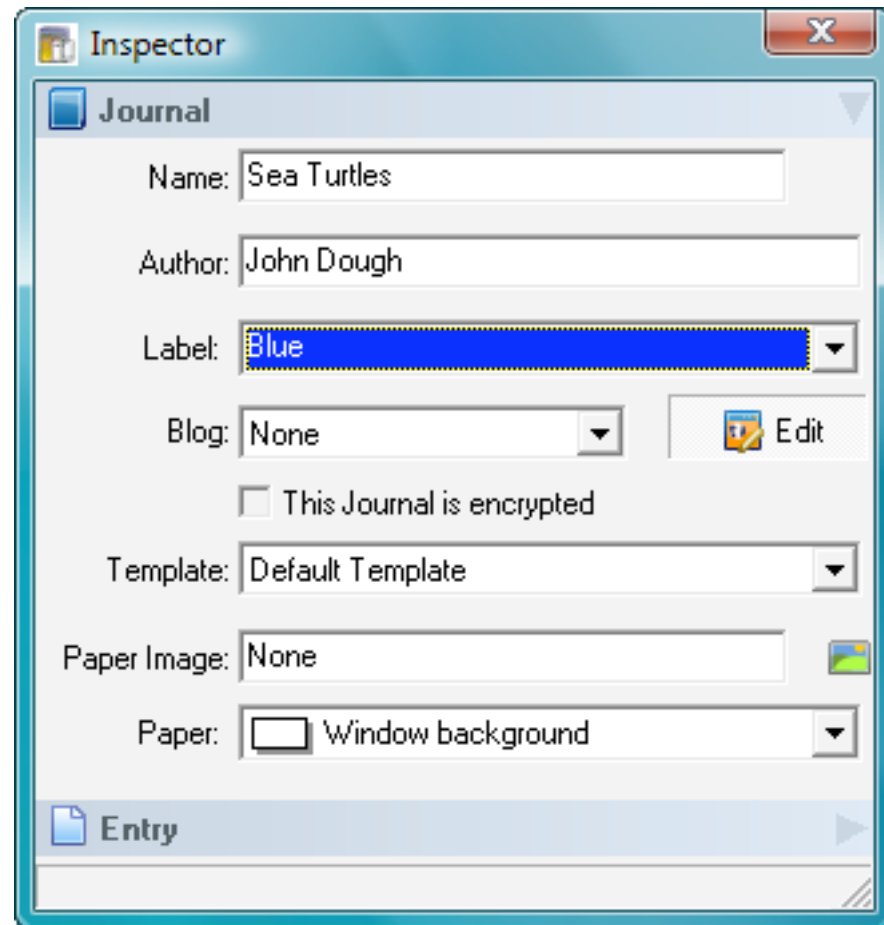
3 The Inspector displays the following attributes of the selected entry:

Topic: - Display/Edit the topic (name) of the entry

Date: - Display/Edit the date and time of the entry

Note - Display/Edit entry notes

Keywords: - Display/Edit keywords (or type in keywords, separated by commas)

Label: - Display/Edit the entry's label

Background: - Display/Edit the background color of the entry

Blog - Display and Edit the blog server and web server for this entry

Modified: - Shows when the entry was last modified

Spell Checking

❶ To check Spelling, click the Check spelling button **Check Spelling** in the toolbar or select Tools>Check Spelling... from the menus.

The Spell Checker window appears.

❷ On finding a Misspelling:

Ignore - Skip only this word instance
Ignore All - Skip all instances of the selected word
Add - Add the selected word to the user dictionary
**Change** - Use the text in the Change To: field
Change All - Replace all instances of a word with the Change To: field contents.
Configure - Open the Spellcheck Options dialog
User dictionary - Select the active user dictionary

❸ Spellcheck Options dialog.

Hint: To automatically check spelling as you type and automatically correct simple spelling mistakes, set these options in the Spellcheck options and the Editing tab of Preferences.

Chapter 7: Misc. Features
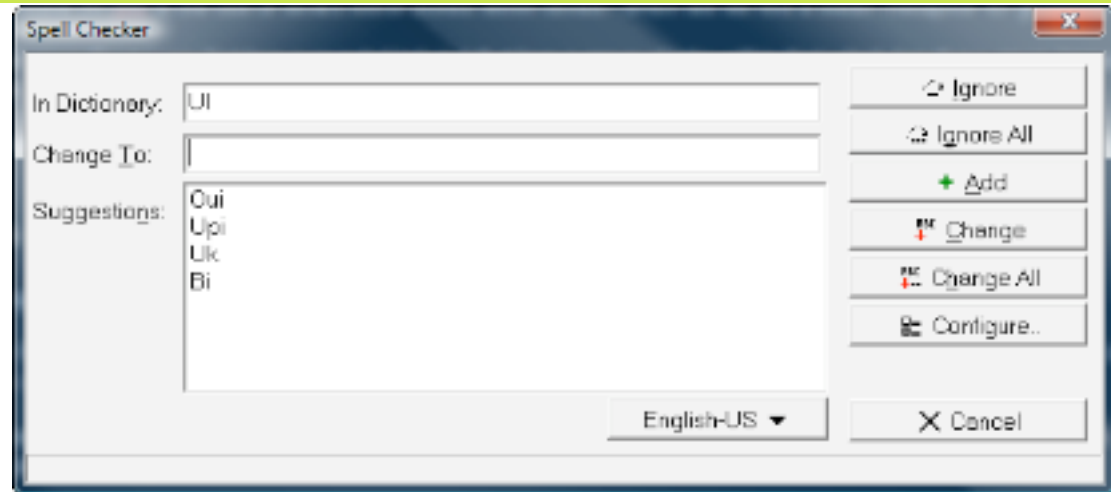
Here's how to add a user dictionary to hold learned words:

❶ Select Tools>Spelling>Spelling Options.

❸ Click on the User Dictionaries tab.

❸ Click Add, choose a name then press OK.

Spellchecking Options:

No Compund word checking - Ignores checking the spelling of compound words

**Ignore Case** - Upper or lower case words are treated the same

**Ignore all CAPS words** - Uppercase words aren't evaluated

Ignore Words with numbers - Words that contain numbers are not evaluated

Highlight misspelled words (default=on) - Misspelled words display a red underline

Auto-correct Case mistakes - Changes the first letter of a sentence to uppercase

Use auto-correction user entries - Applies auto-correction for user supplied words
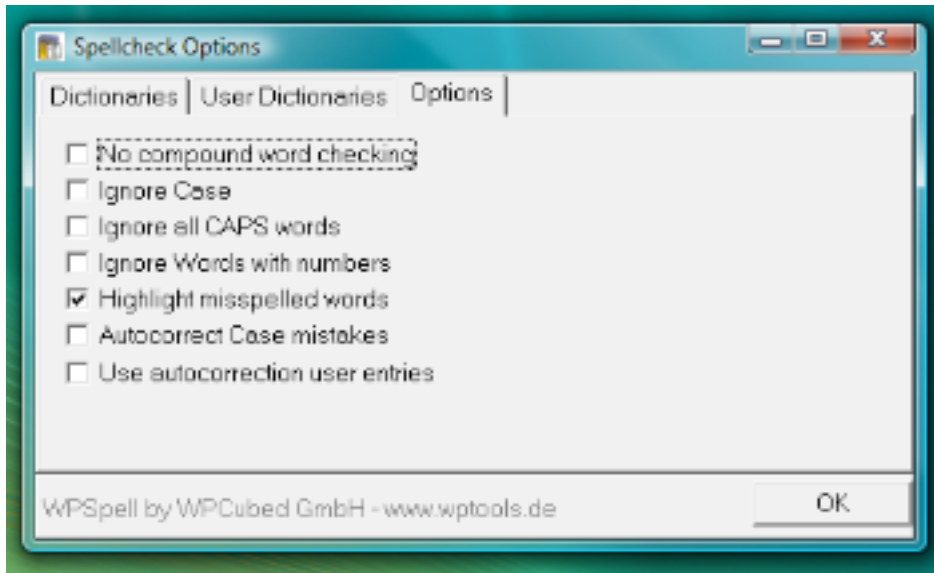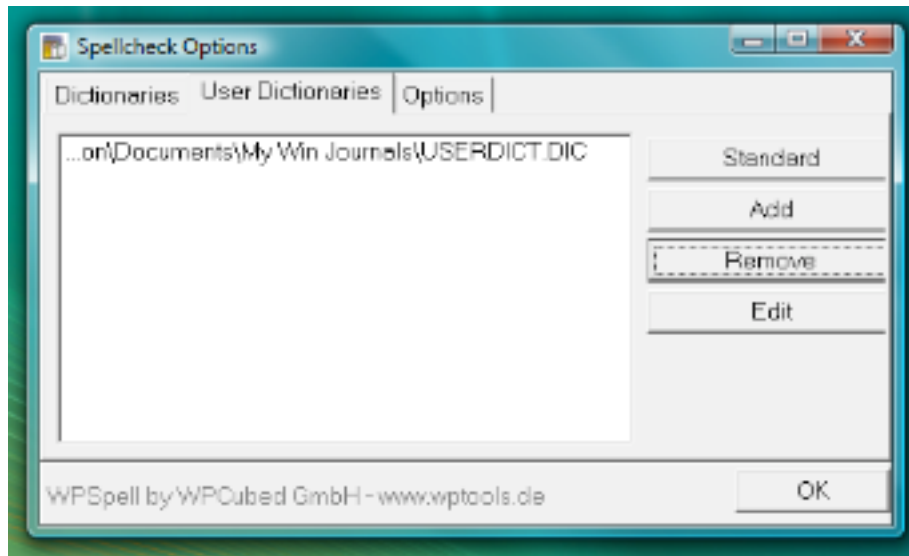
Searching Entries

To search for journals or entries by their attributes:

1 Select Search from the Edit menu, type Ctrl-F3, or click the Search button in the toolbar.
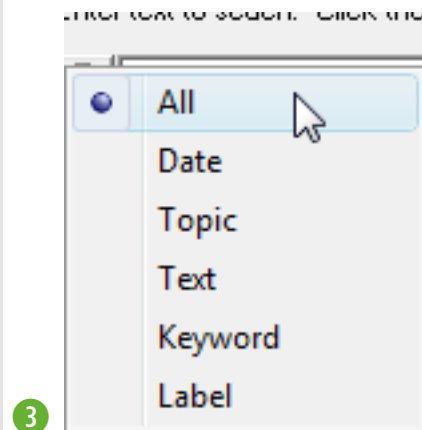
A dialog appears.

2 Click the magnifying glass button 🔍 to choose a search attribute, then type search criteria in the text field and press the Search button.

3 "Search Results" appear in the Journals pane.

4 To clear the results of a search and revert the display of the Journals pane, click the "Clear" button in the Search Results header.

Hint: To search for a text string, select text, choose Find > Use Selection to Find from the Edit menu, type Ctrl-Alt-F, or click on Use Selection for Find in the toolbar)

1 Search

Win Journal Search

Enter text to seach. Click the button to change search criteria.

🔍 [   ]

🔍 Search   ✖ Cancel

2

3
- ● All
- Date
- Topic
- Text
- Keyword
- Label

5 Use Selection For Find
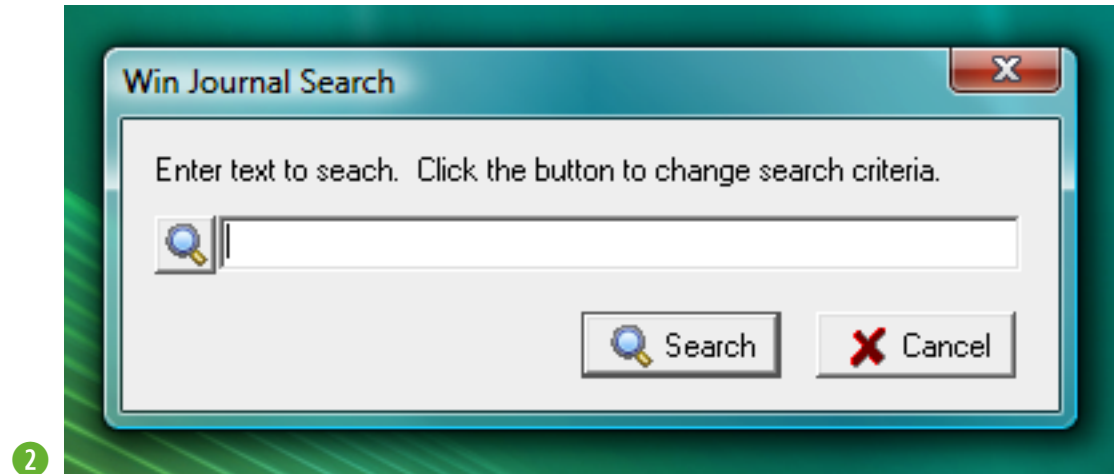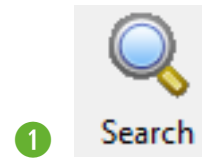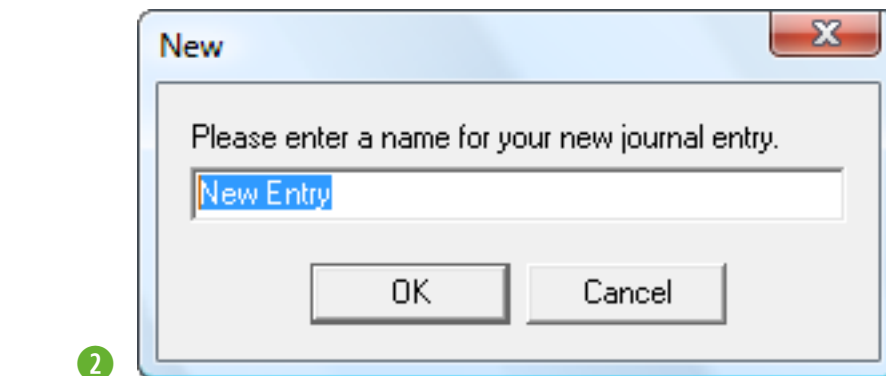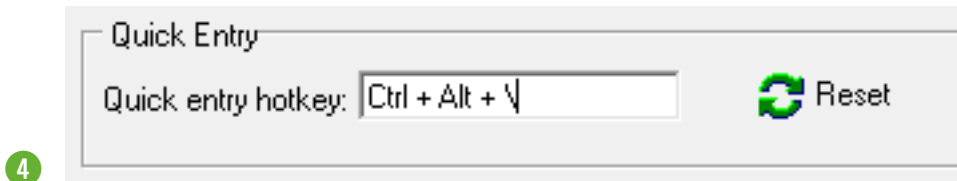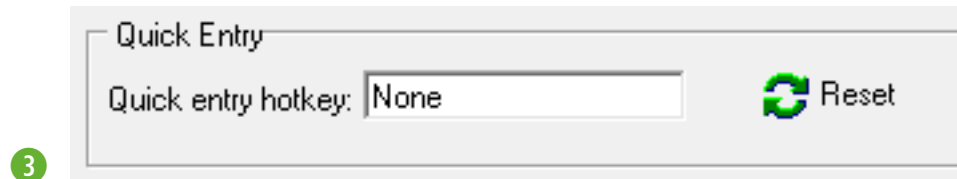
Type a key combination from another application to create an entry. Here's how:

❶ Select Preferences from the File menu.

The preferences window appears.

❷ Click the General tab.

❸ Click in the Quick Entry Options text field and press the desired key combination.

❹ The Text changes from "None" to show the keystrokes you provided.

❺ Click OK when you are finished.

To use Quick Entry:

❶ From any application, press the Quick Entry Key combination.

❷ A WinJournal New Entry dialog appears.

❸ Type a name for the entry and click OK.

A new entry is created in the current journal.

Note: Quick Entry works from any application but can conflict with that application's key commands. If a conflict occurs, reset the key combination in WinJournal.

Quick Entry

Quick entry hotkey: | None | ⟳ Reset

③

Quick Entry

Quick entry hotkey: | Ctrl + Alt + √ | ⟳ Reset

④

New   ✕

Please enter a name for your new journal entry.

| New Entry |

    OK   Cancel

②

Auto-hiding Panes

Auto-hide the Journals or Entries Panes to save screen real estate, keep your window uncluttered, allowing you to write more efficiently. When a pane is auto-hidden, it displays when you hover your mouse pointer over it.

❶ Via the View menu, toggle the Journals and Entries panes off so they don't display.

❷ Select Preferences from the File menu, and click on the Panes tab. Make sure the Journals Pane is set to display on the left and the Entries Pane on the right.

❸ Check the Autohide checkbox next to the pane you wish to auto-hide, then click OK.

❹ From the main WinJournal window, hover your mouse pointer over either edge of the window and pause.

The Journal or Entries pane slides open, allowing you to make a selection. The pane will be hidden again once you move your mouse pointer off the pane.
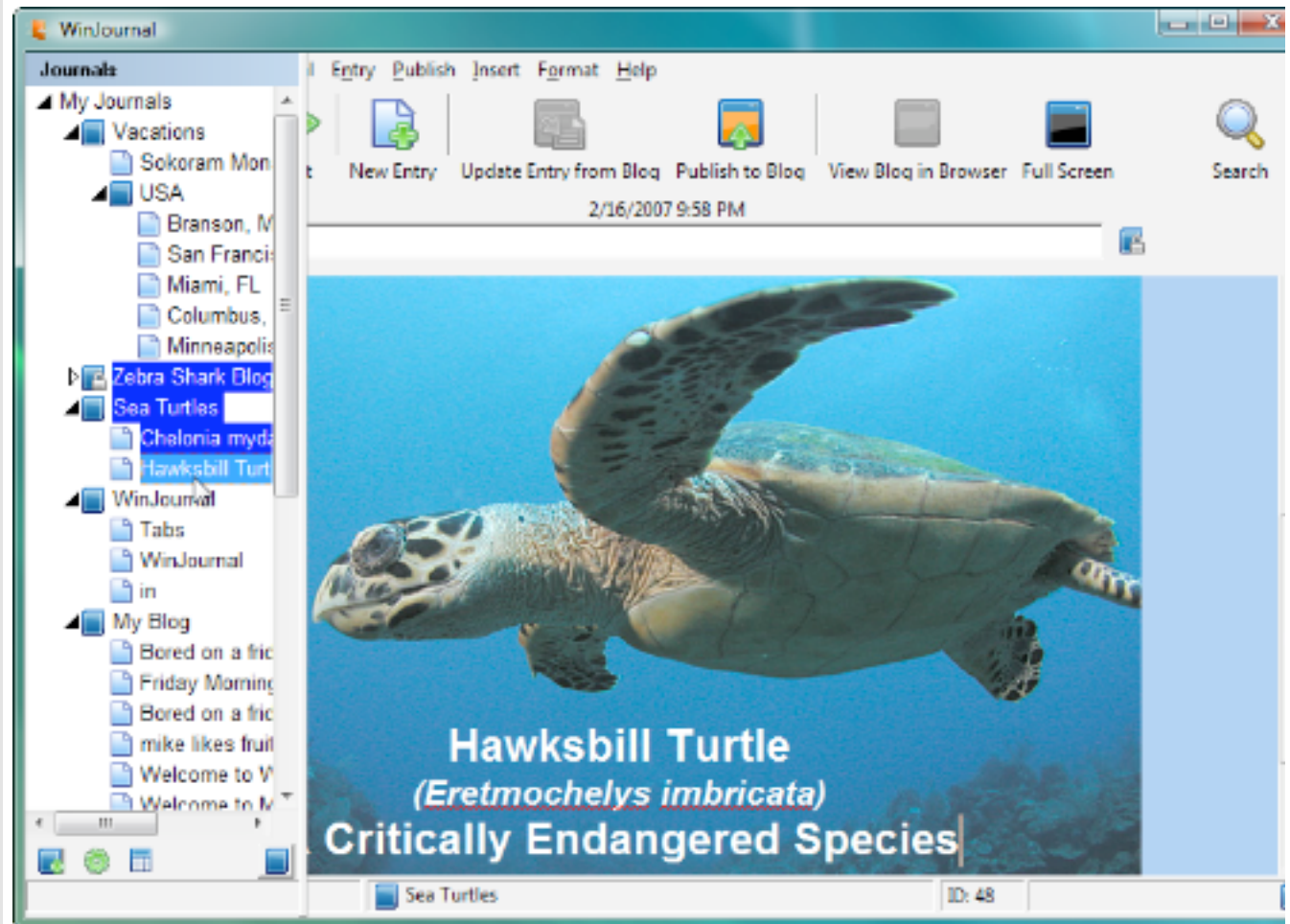
Main window with the journals pane open.

Chapter 8

Setting Preferences

In This Chapter:

General Prefs

Editing Prefs

Warnings Prefs

panes Prefs

Labels Prefs

HTML Prefs

Full Screen Prefs

Tabs Prefs

Security Prefs

Advanced Prefs

WinJournal gives you a great deal of control over many if it's interface options, features and behaviors, which can be customized through the Preferences. This chapter will cover the Preferences; it is organized by tab:

General — Set default settings for new journals and entries; set your QuickEntry key

Editing — Set saving, typing and printing settings

Warnings — Set when warnings display

Panes — Control how Journals and Entries panes display

Labels — Set label colors and names

HTML — Manage templates for exporting journals or entries

Tabs — Control the behavior of tabs

Security — Set options for locking, encrypting, and back-ups

Skins — Select a skin - from elegant to wild

Advanced — Set miscellaneous advanced options

The General tab has the following options:

Default Background - Control the background color or image that displays on new entries created in new journals.

Tree - Control the default sorting for journals and entries displayed in the panes, and the first day of the week displayed in the calendar.

Blogging - Set a default blog server for new journals and entries, and access to the blogging log.

Entry Template - Create or edit a template that controls the default appearance of new journal entries.

Quick Entry - Set a keystroke that invokes the Quick Entry feature.

See Using Quick Entry in Chapter 7 for more info.
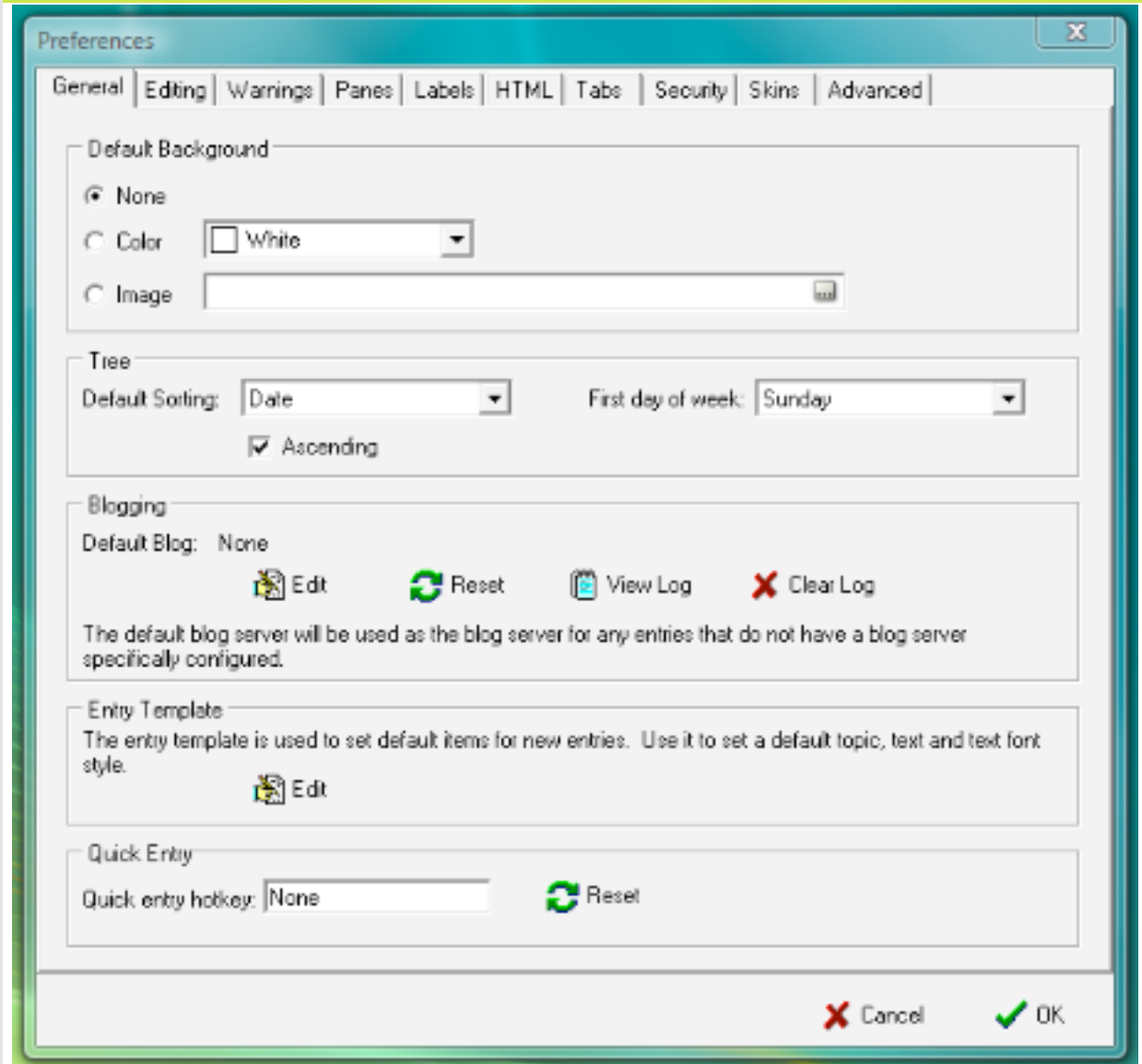
❷ *General Preferences Window*

The Editing tab has the following options:

Saving:

  Automatically save every X minutes - Set WinJournal to automatically save your data every x minutes.

  Automatically update web pages when published entries are changed - Set WinJournal to automatically update your web site when you update an entry that's already published to your website.
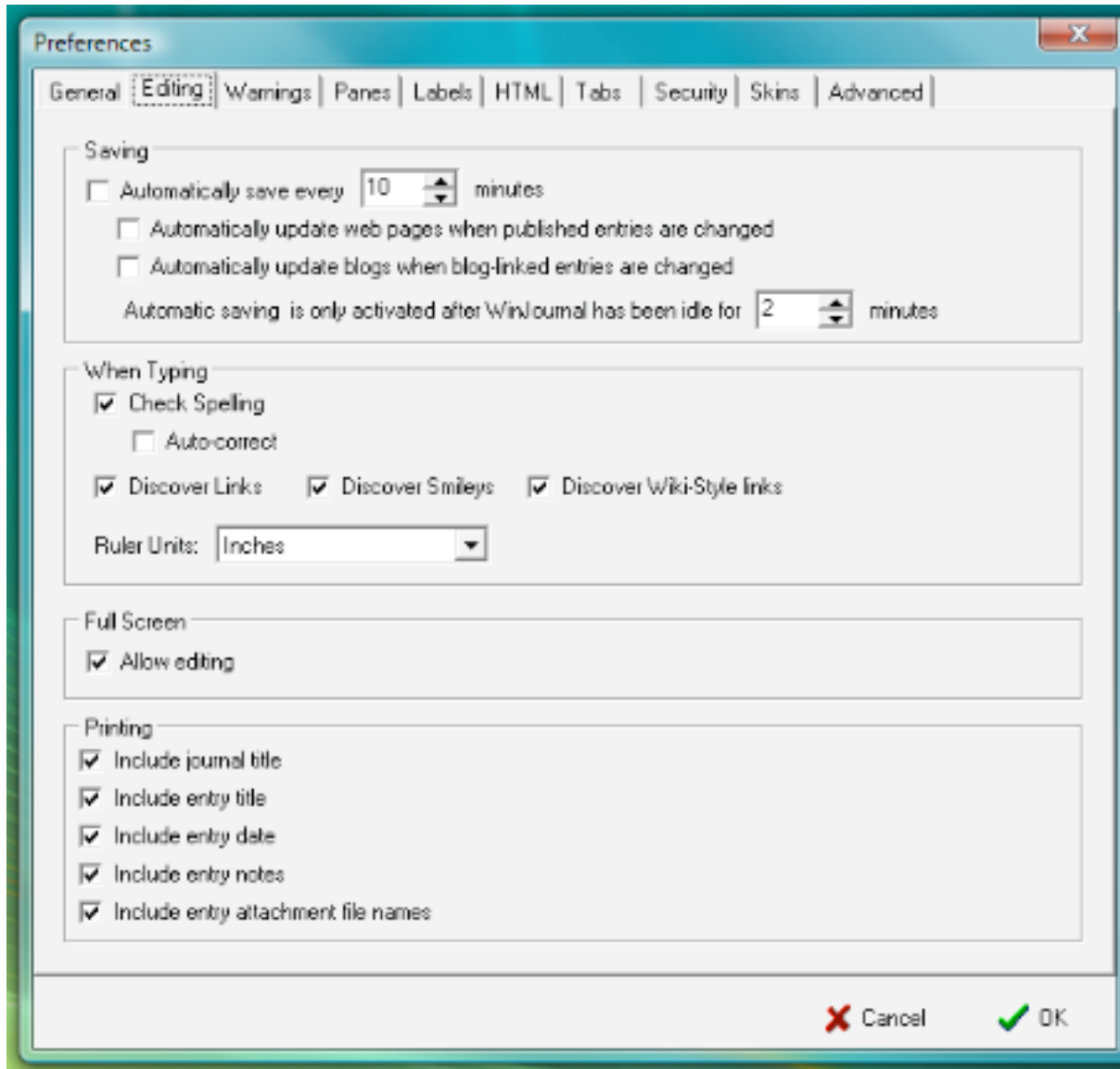
  Automatically update blogs when blog-linked entries are changed - Set WinJournal to automatically update your blog when you update an entry that's already been published to your blog.

  Automatic saving is only activated after WinJournal has been idle for X minutes - Set the number of idle time minutes required to activate auto-saving.

When typing:

  Check spelling - Set misspelled words to be underlined as you type.

  Auto-correct - Set WinJournal to automatically correct often misspelled words.

(Continued...)

(.... Continued)

When Typing:

❷ **Discover links** - Convert properly formatted web and e-mail links to 'linkable' text.

❸ **Discover Smileys** - Convert properly formatted smileys to emoticon graphics.

❹ **Discover Wiki-Style Links** - Check this, and WinJournal will display a list of available journals and entries when you type "wiki:"

Full Screen:

Allow Editing - Enabled editing of entries while in Full Screen mode.

Printing:

Set the following items to display when printing

Include Journal Title
Include Entry Title
Include Entry Date
Include Entry Notes
Include attachment file names

Just type a URL:

http://www.marinersoftware.com

it will become a clickable link.

❷ *Link Discovery*

Type Semi-colon right Parentheses 😊
Type Colon Right Parentheses 😃
Type Colon Left Parentheses 😞
Type Colon D 😄

❸ *Smiley Discovery*

<none>
Entry: `Announcing Winjournal 02/14/2007 2:04 AM
Entry: ATOM Support 04/11/2006 10:18 PM
Entry: big bubba gump 01/29/2005 11:07 PM
Entry: Bored on a friday night 01/21/2005 5:18 PM
Entry: Bored on a friday night 01/28/2005 6:50 AM
Entry: Branson, MI 02/08/2007 5:57 PM
Entry: Chelonia mydas 02/04/2007 8:19 PM
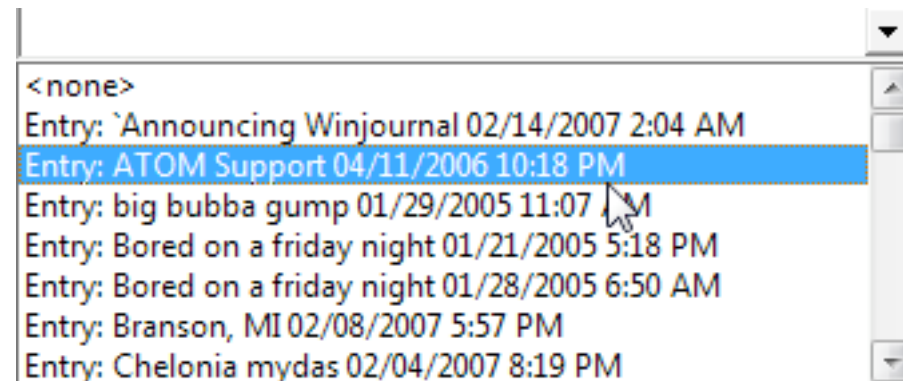
❹ Type "wiki://", a pop-up menu appears allowing you to link to journals/entries.
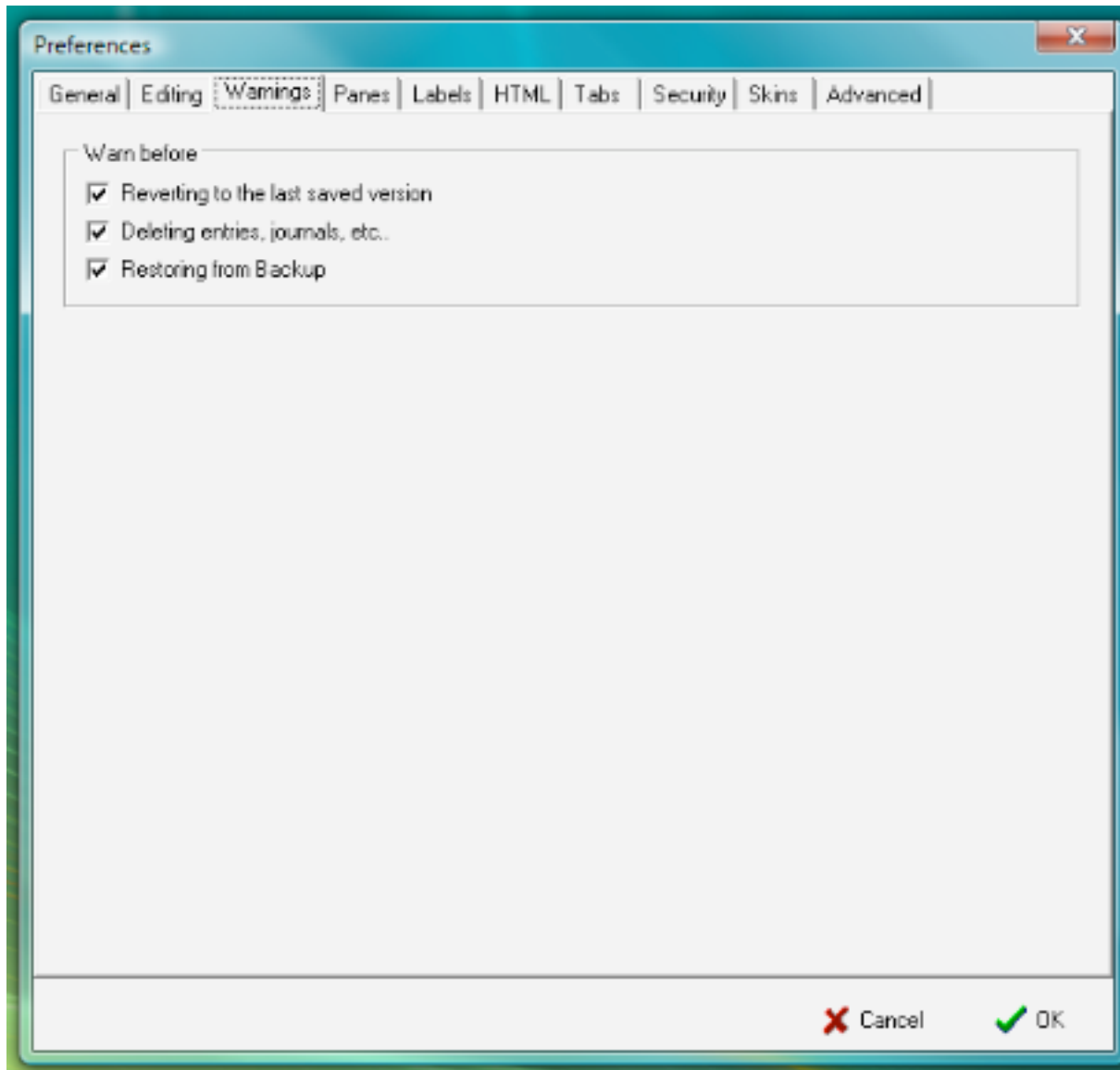
Set WinJournal to warn you in situations where data might be overwritten or deleted.

Note: Mariner Software recommends you always keep the following Preferences checked in order to prevent the inadvertent loss of data.

Warn before:

Reverting to the last saved version - Receive a warning before WinJournal reverts to the last saved version. Reverting causes you to lose all changes made since you last saved.

Deleting entries, journals, etc. - Receive a warning before deleting entries or journals.

Restoring from backup - Receive a warning before restoring from backup. When you restore from backup, WinJournal overwrites your current data with the data from the most recent backup.

For more information on backups see Backing Up Your Data in Chapter 2: Journals

Panes Preferences

Set the display of the Panes, and Inspector.

Journals Pane:

  Snap Journals Pane on the: - Choose to display the Journals pane on the Left or Right, and set it to Autohide with or without Animation.

  Journal Pane is Floating - Elect to have the Journal pane open and display in its own window.

  Expand selected journals - Display the contents of a journal when you click on it.

  Collapse other journals - Collapse the contents of other journals when you click on a journal.

  Close after selection - Hide the Journals Pane after you click on a journal or entry.

  Open Entries pane after selection - Open the Entries Pane once you click on an item in the Journals Pane

  Display font: - Edit the font and size for text displayed in the pane. Arial 10 pt. Black is the default font, size, and color.
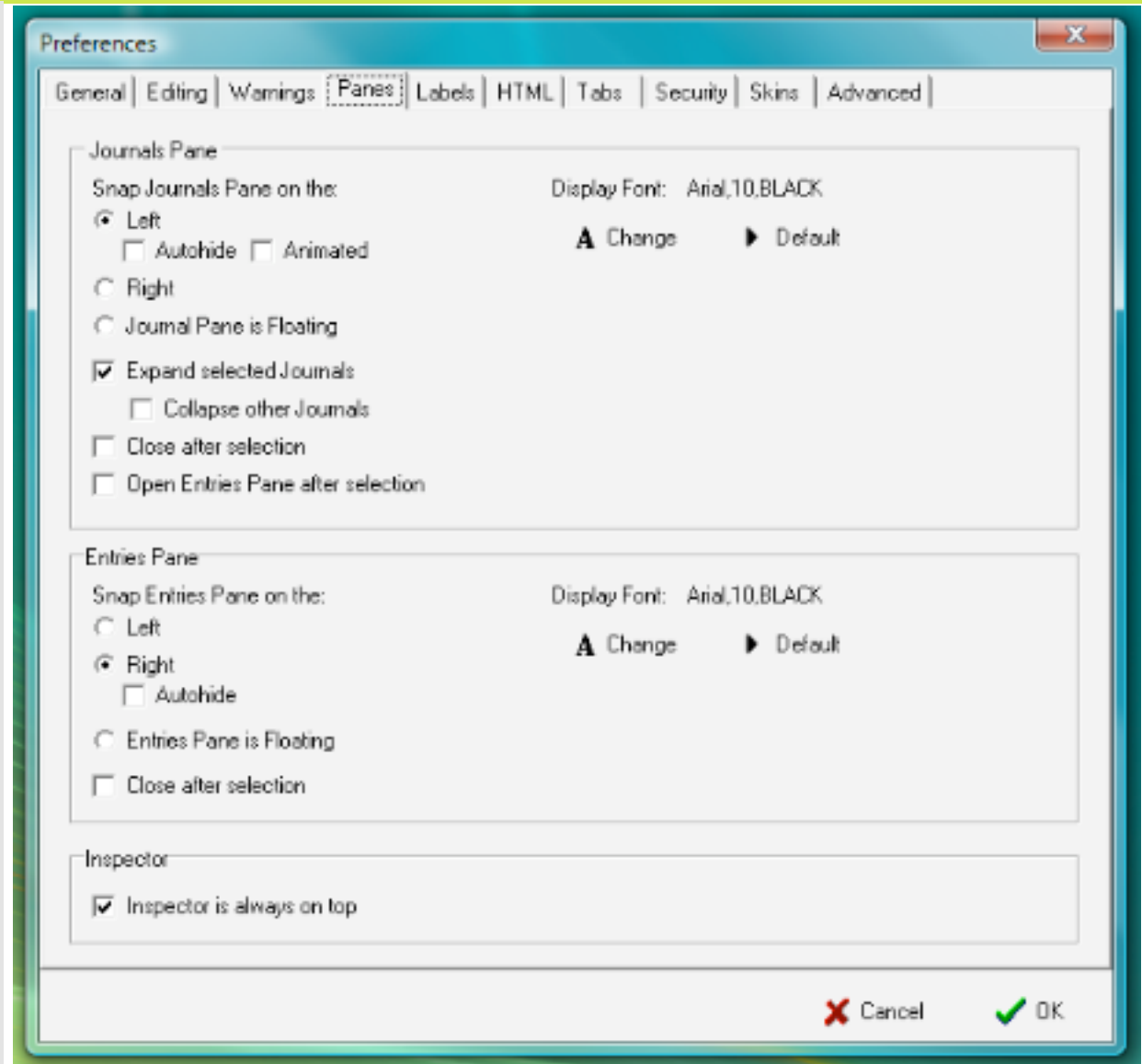
(Continued ...)

Entries Pane:

Snap Entries pane on the: - Choose to display the Entries pane on the Left or Right, and set it to Autohide.

Entries Pane is Floating - Elect to have the Entries Pane open and display in its own window.

Close after selection - Hide the Entries Pane after you select a journal or entry.

Display font: - Edit the font and size for text displayed in the pane.

Note: Arial 10 pt. Black is the default font, size, and color.

Note: By default, the Entries Pane is not diaplyed.

Inspector

Inspector is always on top - Set the Inspector window to float above any other window so it's never obscured from view.

Entries Pane section of Panes Preferences

Inspector section of Panes Preferences

Labels Preferences

Journals or entries tagged with a Label display in the Panes in the labels font color and background. Labeling Journals and entries is an easy way to visually organize your writing.

To add a new label:

❶ Press the Add button. **+ Add**

A dialog appears.

❷ Type in a name for the new label.

❸ Choose a text color for the label from the Text Color pop-up.

❹ Choose a background color for the label from the Background Color pop-up.

❼ Click OK.

Labels can be applied to journals and/or entries. Labels appear in the panes and the Inspector.

Note: Set an entry or journal's label by right-clicking on it and choosing the label color from the Label contextual menu

Preferences

General | Editing | Warnings | Panes | Labels | HTML | Tabs | Security | Skins | Advanced

Labels

Black
Blue
Fuchsia
Grey
Green
Lime
Navy
Olive
Purple
Red
Silver
Teal

Selected Label

+ Add

✗ Cancel   ✓ OK
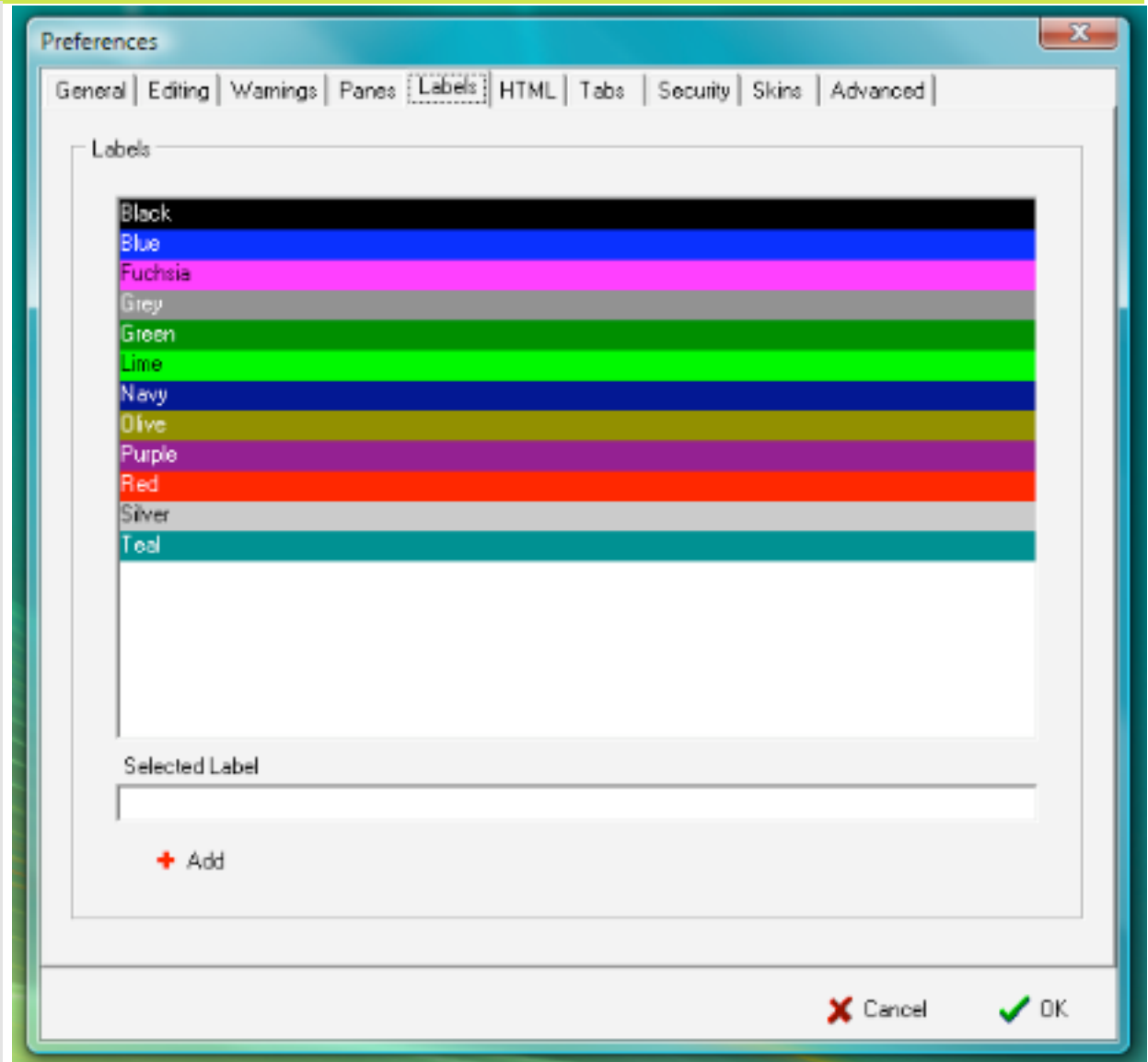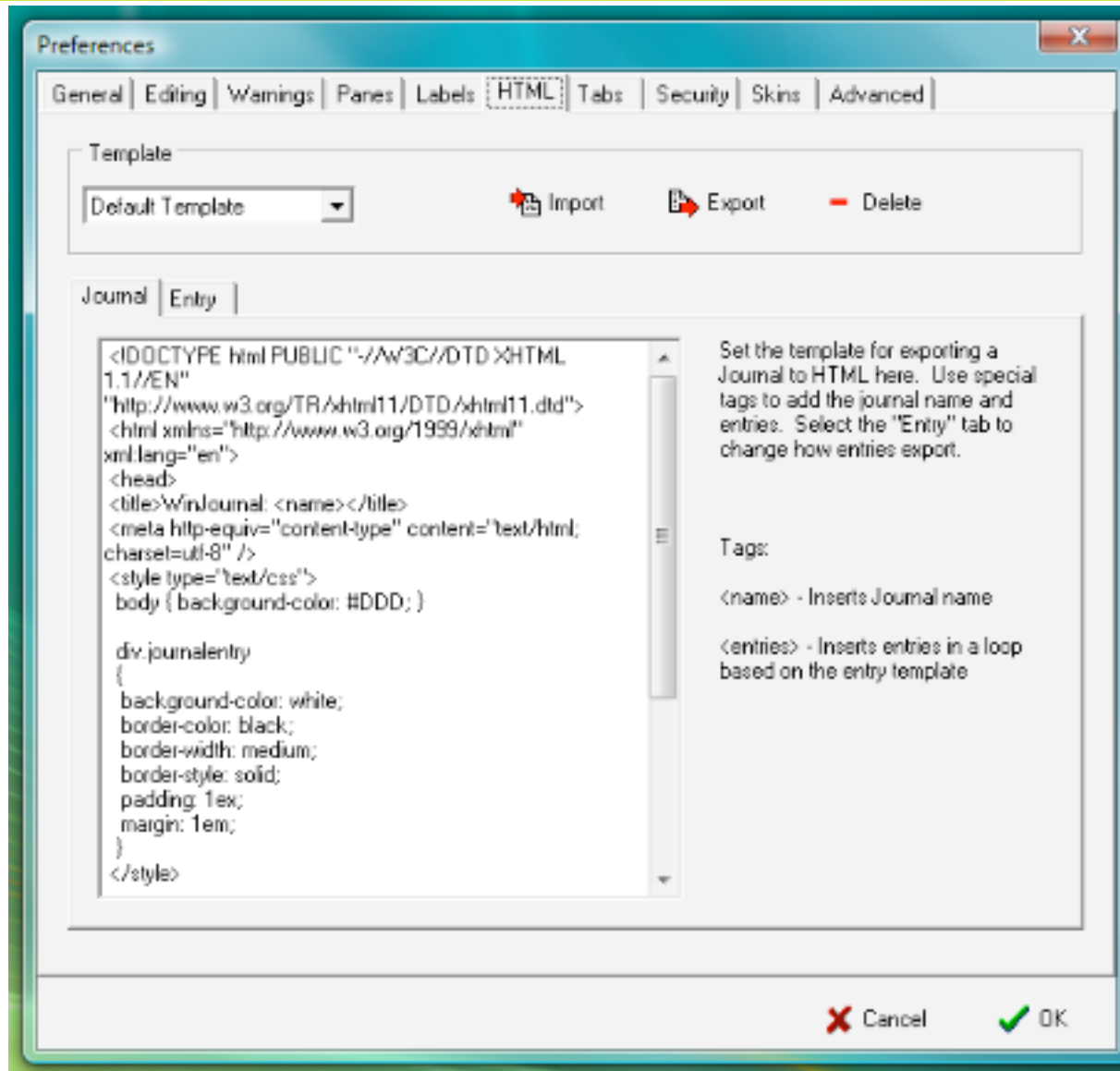
Manage the templates that WinJournal uses for exporting your journals and entries into HTML.

Hint: You can import and export html templates to and from WinJournal.

Note: For more information on using HTML (Hyper Text Markup Language) please consult an HTML reference book or online source.

Preferences

General | Editing | Warnings | Panes | Labels | HTML | Tabs | Security | Skins | Advanced

Template

Default Template

🔺 Import   ➡ Export   ➖ Delete

Journal | Entry

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML
1.1//EN"
"http://www.w3.org/TR/xhtml11/DTD/xhtml11.dtd">
<html xmlns="http://www.w3.org/1999/xhtml"
xml:lang="en">
<head>
<title>WinJournal: <name></title>
<meta http-equiv="content-type" content='text/html;
charset=utf-8" />
<style type="text/css">
 body { background-color: #DDD; }

 div.journalentry
 {
  background-color: white;
  border-color: black;
  border-width: medium;
  border-style: solid;
  padding: 1ex;
  margin: 1em;
 }
</style>
```

Set the template for exporting a Journal to HTML here. Use special tags to add the journal name and entries. Select the "Entry" tab to change how entries export.

Tags:

<name> - Inserts Journal name

<entries> - Inserts entries in a loop based on the entry template

❌ Cancel   ✔ OK

Tabs Preferences

Set how tabs behave in WinJournal.

Select new tabs as they are created - Select and display a new tab when it is created.

Always show tab bar - Toggle the tab bar off and on.

Open Wiki links in new tab - Display wiki-linked entries in a new tab when you click on a wiki-link.

Double click tab title to close: - Double-click on the title of any tab to close that tab.

Hint: Press the Control key while clicking a wiki-link in an entry to open that link in a new tab.

Hint: Open any entry in a tab by selecting that entry and choosing Open in Tab from the Entry menu, or pressing Shift-Ctrl-T.

Preferences

General | Editing | Warnings | Panes | Labels | HTML | Tabs | Security | Skins | Advanced

Tabs

☑ Select new tabs as they are created

☐ Always show tab bar

☐ Open Wiki links in new tab

☐ Double click tab title to close

✗ Cancel   ✔ OK
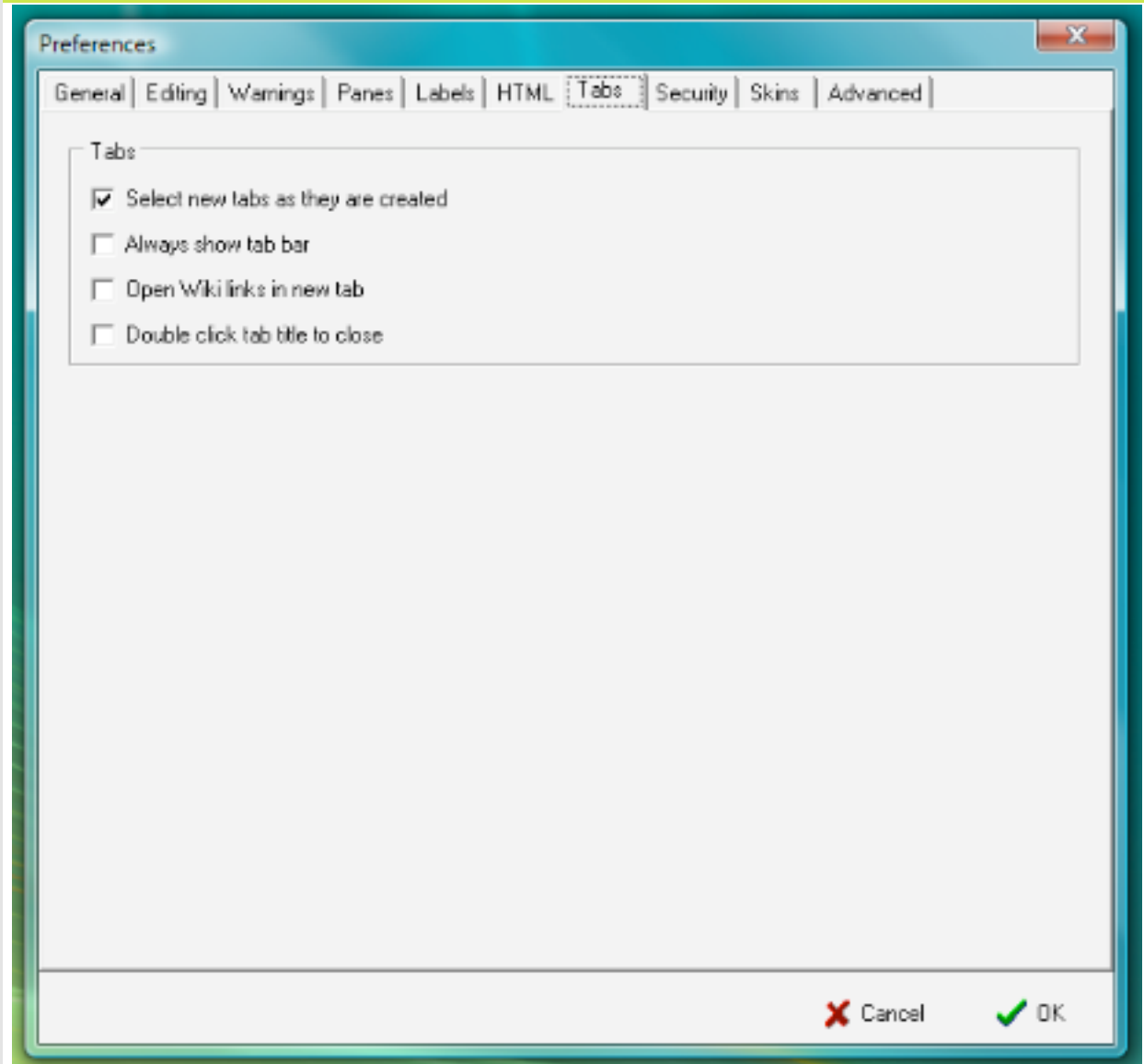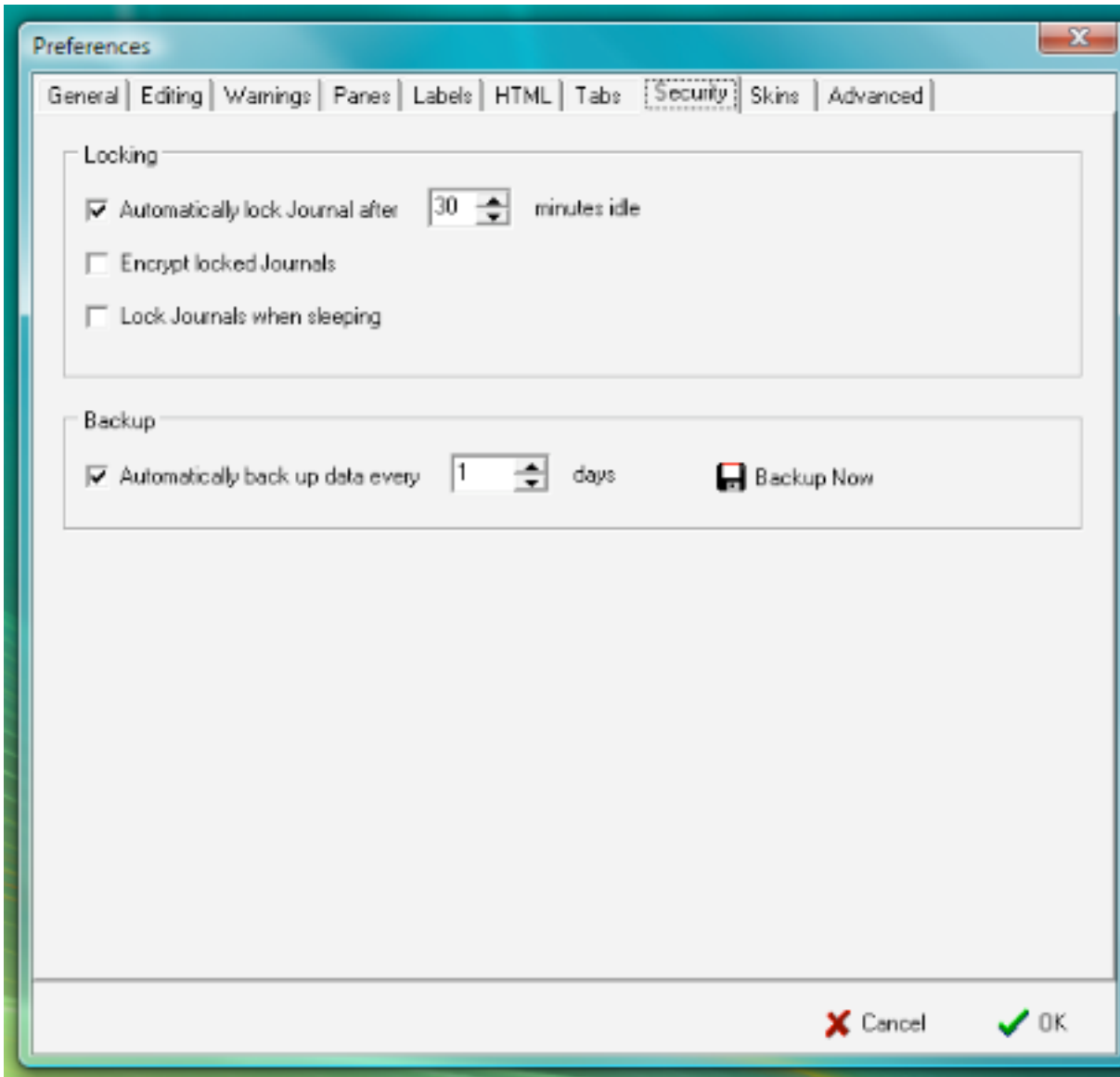
Set options relating to security and backups:

Automatically lock journal after X minutes idle - Set WinJournal to lock your journals after a certain amount of idle time.

Note: Only journals for which you've already specified a lock password are automatically locked.

Encrypt locked journals - Encrypt your journals for added security by default.

Lock journals when sleeping - Lock your journals whenever your computer goes to sleep.

Note: Only journals for which you've already specified a lock password will be locked.

Automatically back up data every X days - Set the frequency with which WinJournal makes a backup copy of your journal data.
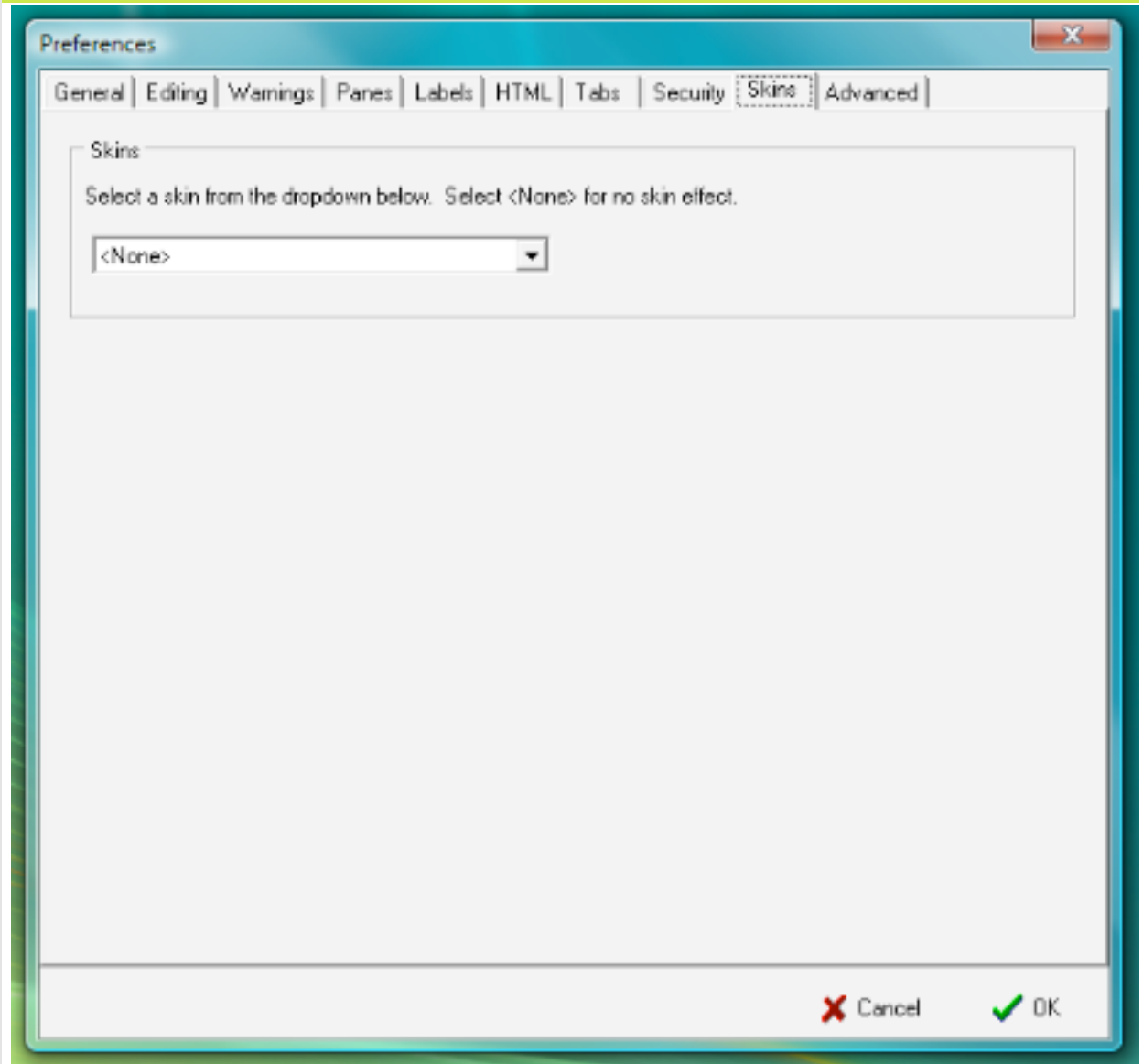
Skins Preferences

Select a skin that determines the appearance of WinJournal's interface. To select a skin:

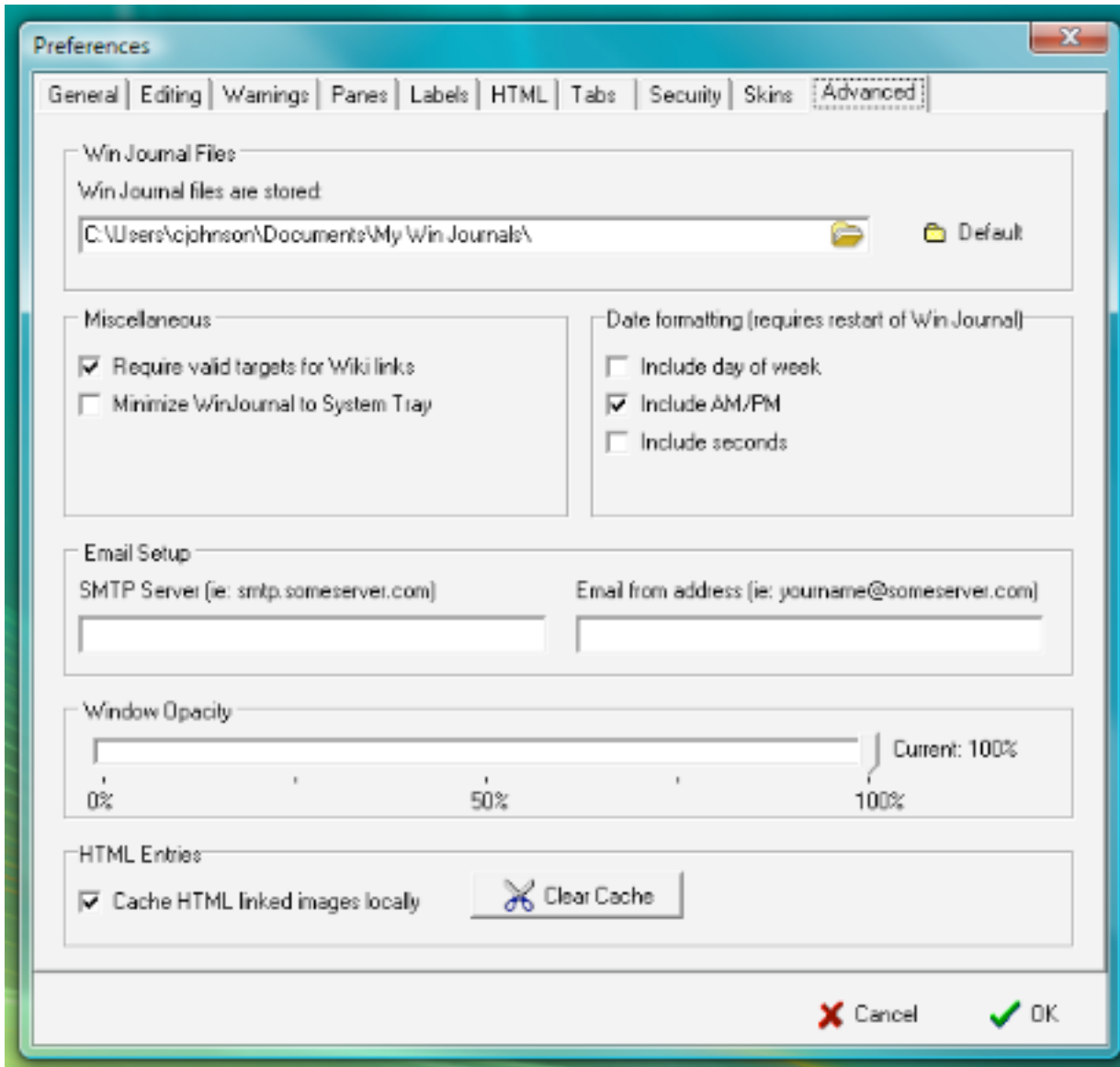❶ Click on the popup menu, and choose a new skin.

❷ Click the OK button.

WinJournal prompts you to restart the application.

❸ Click Yes.

On restarting WinJournal the User Interface uses the previously selected skin.

Preferences

General | Editing | Warnings | Panes | Labels | HTML | Tabs | Security | Skins | Advanced

Skins

Select a skin from the dropdown below. Select <None> for no skin effect.

<None>

✗ Cancel   ✓ OK

Chapter 8: Preferences

To store where WinJournal stores its data files, read below.

Note: By default WinJournal's files are stored in C:\Users\yourusername\Documents\My WinJournals/

Miscellaneous:
Require valid targets for Wiki links
Minimize WinJournal to System Tray - Minimize WinJournal to the System Tray instead of the Task Bar.

Date Formatting (for display in the Panes):
Include day of week
Include AM/PM
Include Seconds

Note: Changes in Date Formatting require a restart of WinJournal to take effect.

Email Setup:
SMTP Server: - enter the address of your SMTP server here. If you're not sure please contact your ISP (Internet Service Provider) for more info.
Email from address: Enter your email address here. When you email journals or entries from WinJournal, recipients of those emails will see this address in the "From" field of the email message.
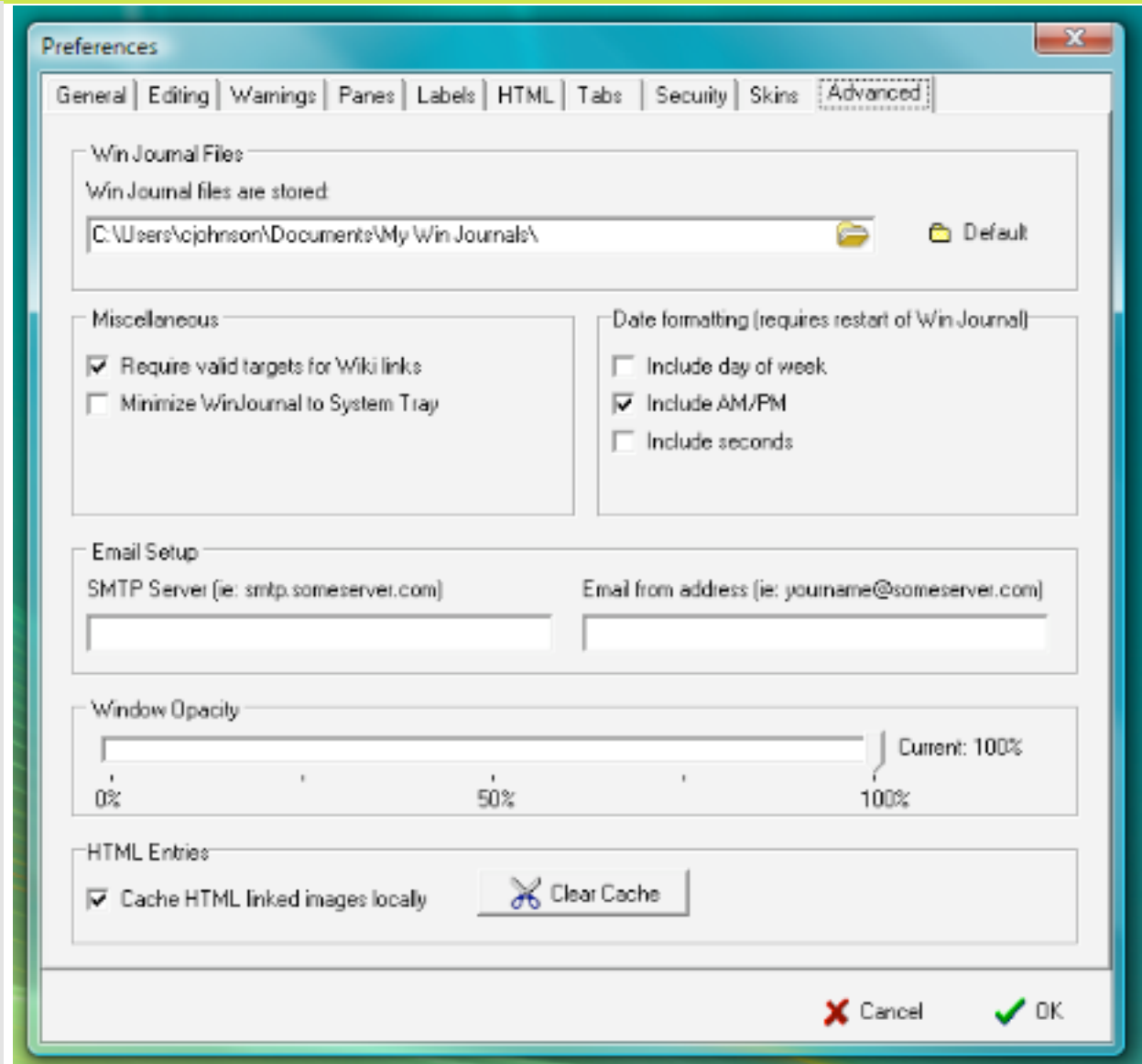
Window Opacity - Set the opacity of the main window from 0% (completely opaque) to 100% (totally see-through).

HTML Entries :

Cache HTML linked images locally - Stores local copies of the images contained in the entries you've downloaded from, or published to, a blog or web server.

Clear Cache - Empty the cache of web images stored locally.

Preferences

General | Editing | Warnings | Panes | Labels | HTML | Tabs | Security | Skins | Advanced

Win Journal Files

Win Journal files are stored:

C:\Users\cjohnson\Documents\My Win Journals\   📁   📁 Default

Miscellaneous

☑ Require valid targets for Wiki links
☐ Minimize WinJournal to System Tray

Date formatting (requires restart of Win Journal)

☐ Include day of week
☑ Include AM/PM
☐ Include seconds

Email Setup

SMTP Server (ie: smtp.someserver.com)

Email from address (ie: yourname@someserver.com)

Window Opacity

Current: 100%

0%   50%   100%

HTML Entries

☑ Cache HTML linked images locally   ✂ Clear Cache

✗ Cancel   ✓ OK

WinJournal's Toolbar

Journals Pane | Previous | Next | New Entry | Update Entry from Blog | Publish to Blog | View Blog in Browser | Full Screen | Search

The Default Toolbar

- **Journals Pane** — Navigates to the next or previous entry in the pane

- **Arrows** — Goes to the next or previous entry

- **New Entry** — Creates a new entry in the selected journal

- **Full Screen** — Enables a distraction-free writing environment that occupies the entire screen

- **Update Entry from Blog** — Updates the selected entry in WinJournal using the updated contents of the post on your blog

- **Publish to Blog** — Publishes the selected entry to your designated blog
- **View Blog in Browser** - Opens a web browser window and displays your blog

- **Search** — Searches for entries and journals based on the search criteria

Customizing the Toolbar

❶ From the Tools menu choose Customize Toolbar...

❷ A dialog displays a list of available buttons, and a list of currently displayed toolbar buttons.

Add items you want in the toolbar by selecting an item on the left-side and

clicking on the right arrow ➡ to add it to the Current Button list on the right-side.

Click "Reset to default buttons" to reset the Toolbar to it's original state

Check "Show Icon Text" to display the button name in the toolbar.

Choose to use the regular or small size items.

❸ Click Done when you are finished.

❷

Toolbar Configuration

Available Buttons

- Separator
- Space
- About
- Attachments
- Back
- Capitalize
- Change Journal Name

Current Buttons

- Journals Pane
- Separator
- Previous
- Next
- Separator
- New Entry
- Separator

☐ Use small icons on toolbar

☑ Show Icon Text

Reset to default buttons   ✔ OK   ✘ Cancel