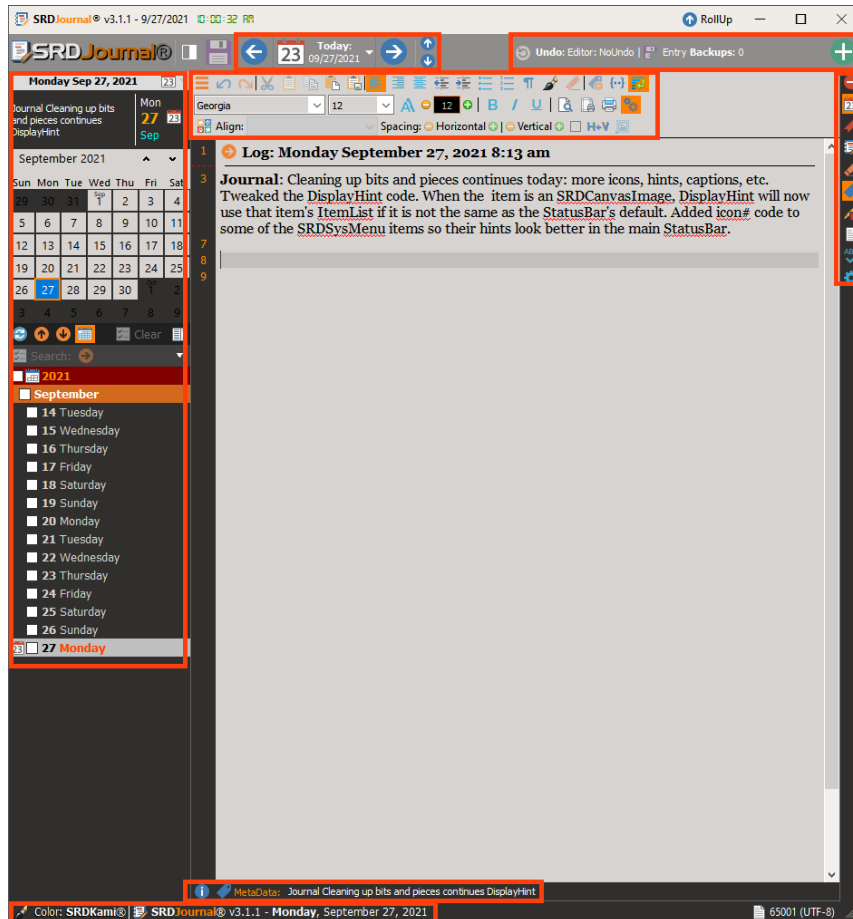
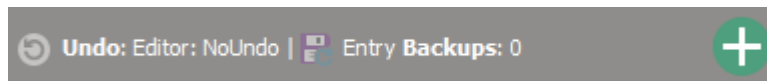




## Version 3



### Main Screen



### Entry Controls

Click the large green + button to create a new entry header. Enter entry text below the header. Right click the green + button for the entry header text menu. You can select to show or hide the header image, caption, date or time, or to set a new caption text.

### Undo

Undo will show the number of undos available in the current entry.

### Backups

Clicking Backups will show the Backup menu. Backups are "manual," not automatic or timed. You can backup the current entry at any time. Previous backups of the current entry will be listed. If you click a previous backup, it will be shown in the Journal's note pad window below the main entry. To "restore" a backup, copy some or all of the entry in the note pad and paste it into the current main entry. See [Encrypt Entries](#) below for related details.



### Save Entry

Click the large save icon to save an entry for the selected date (usually today's date).



### Navigation Controls

Click the left arrow to go back one day, or the right arrow to go forward. Click the Today button to go to today's date.



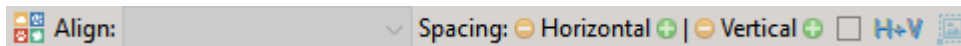
### Paragraph Formatting Controls

Click the buttons to format the paragraph you are in.



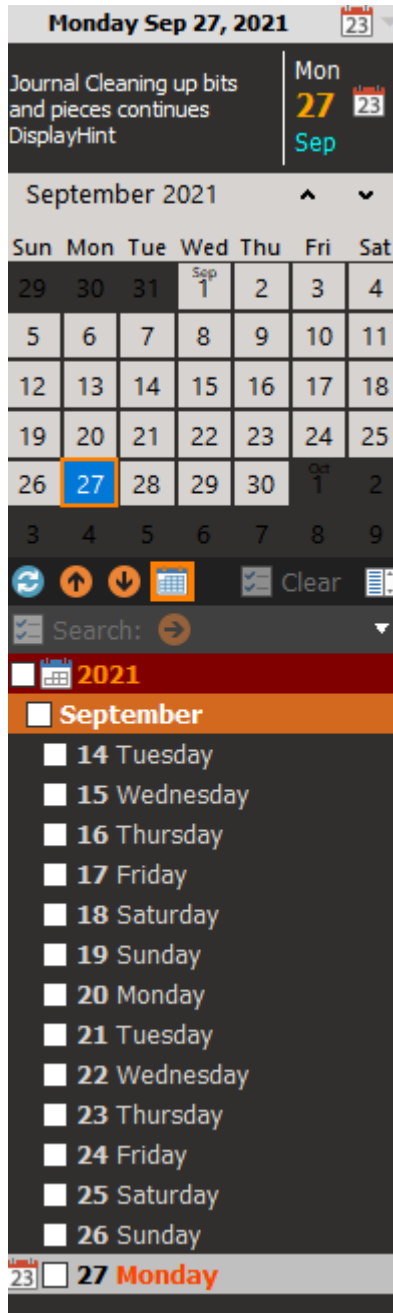
### Font Formatting Controls

Click the buttons to format selected text.



### Object (Image) Property Controls

Use the controls to set object properties. Setting Align to LEFT will flow text around an image.



### Calendar Controls

Click a date in the calendar to go to that date. Click the entries in the list below the calendar to open that date's entry. If the entry you are working on has not been saved yet, a dialog box will appear asking if you want to save the current entry before going to another entry date.



### Options Controls

Controls various options such as setting check points (notes), bookmarks, and showing/hiding the internal note pad and ideas pad.

### Encrypt Entries (Option)

When Password|Encrypt Entries is checked (*and* an app password has been set), *all* entries will be encrypted when the program is closed. Encrypted entries will be decrypted when the program is opened.

**Note** that encrypting entries *will slow down opening and closing the application, and that backups will **not** be enabled while Encrypt Entries is checked.*

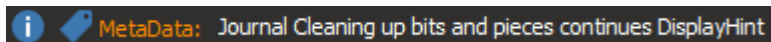
### Bookmarks

Show/hide bookmark. F2 is the keyboard shortcut to toggle bookmarks.


### Notes (CheckPoints)

Notes (CheckPoints) can be inserted anywhere in the text. Use F4 to spin through existing checkpoints.

CheckPoints can be thought of as notes in the text. You can add additional text information to any checkpoint or bookmark.



### MetaData Controls

Enter meta data in the meta data edit box, or click the  icon to insert selected text as meta data.



### StatusBar

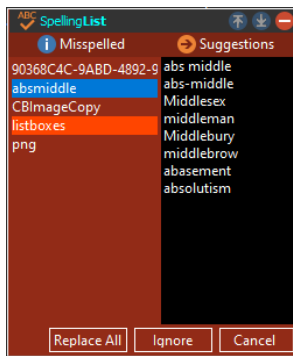
Shows status of editor and component hints when the mouse is over a component.

### Color Button

Click the Color Button to select a theme color, or right click the Color button to show the theme selection and keep it open while you try different theme colors. Click outside of the theme color list to close it.

### Spelling Help

- *Mouse Click Spelling Help*  
Spelling is active when Dictionaries are installed and Spelling in Options menu is selected.
- *Show Spell Menu*  
Right click unselected red underlined word.  
SHIFT + Right click on correct word.
- *Show Context (Edit) Menu*  
Right click editor, correct word or \*selected\* misspelled word.  
CTRL + right click red underlined word.
- *Show Misspelled Word List*



Right click editor or correct word, click Open|Misspelled Word List  
OR  
Click Misspelled Word List Button in the toolbar.