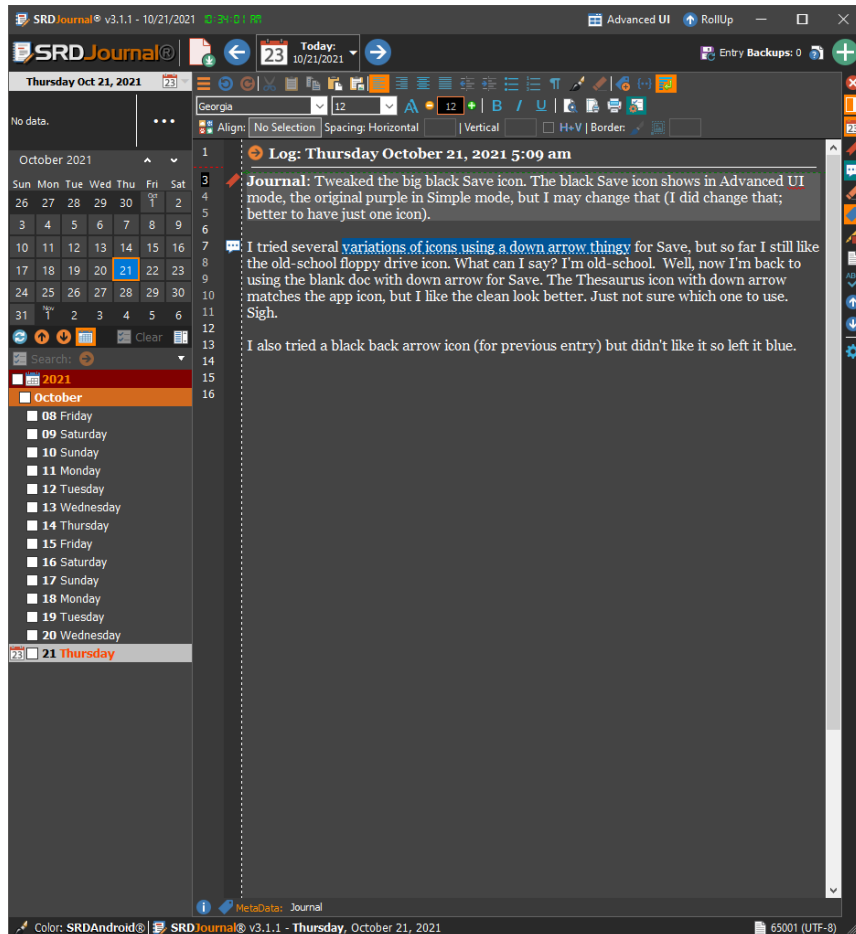
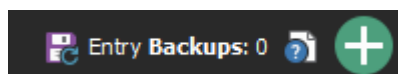




Version 3

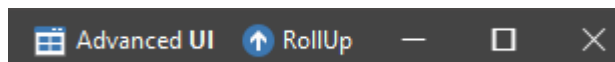
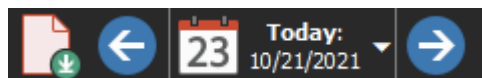


Main Screen



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.



UI Mode

Clicking the UI Mode will toggle user interface between simple (all toolbars and extra panels are hidden) or advanced (all toolbars and extra panels are shown). You can access this setting (Simple UI) in the Options popup menu as well. Right clicking the SRDJournal® logo at the top left of the screen will show the Options popup menu.

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.



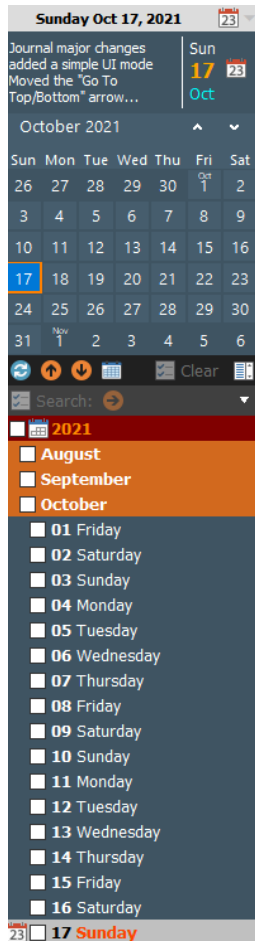
Font Formatting Controls

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

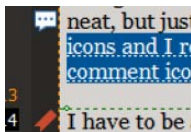
Click a date in the calendar to go to that date. Click the entries in the list below the calendar to open that date's entry. If the entry you are working on has not been saved yet, a dialog box will appear asking if you want to save the current entry before going to another entry date.

Options Controls

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

Bookmarks

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



Bookmarks and Notes

Bookmarks can be inserted at any line. If the text is wordwrapped, the bookmarks will be at the beginning of paragraphs. Use F4 to spin through existing Bookmarks. Use F4 to get to a bookmark, and you can add additional text information to that bookmark.

Notes can be inserted anywhere in the text. Notes are used somewhat like endnotes or footnotes.

Options Popup Menu

Clicking the "Gear" icon (above) or right clicking the SRDJournal® logo at the top left of the screen will show the Options popup menu.

Encrypt Entries (Option)

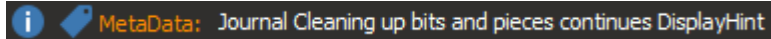
When Password|Encrypt Entries is checked (and an app password has been set), *all* entries will be encrypted when the program is closed. Encrypted entries will be decrypted when the program is opened.

Note that encrypting entries *will slow down opening and closing the application, and that backups will **not** be*


enabled while *Encrypt Entries* is checked.

Font Quality

You should only need to set this if the editor text on your particular display does not look clear to you. It defaults to ClearType.



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.



Zoom

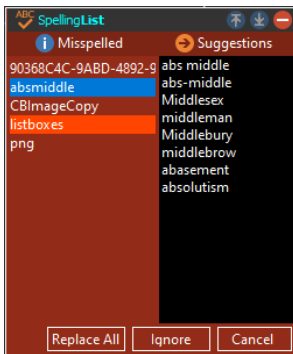
- zooms view out, + zooms view in. 96 dpi is the default setting.

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.