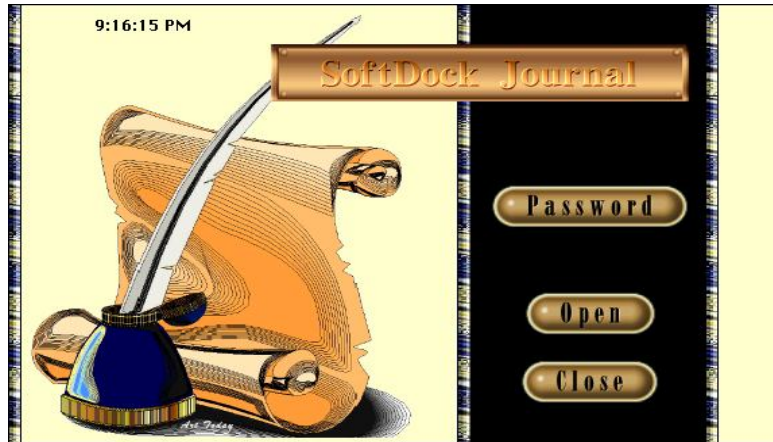


SoftDock Journal 1.0

Reference Manual



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Getting Started

Journaling offers you the opportunity to capture your thoughts in writing. SoftDock Journal provides a unique and creative program for recording and storing those thoughts on your computer.

System Requirements

To use this journal software, you will need:

Macintosh Computer, System 7.1 or higher

2.5 MB of free RAM

4 MB of free disk space

Color monitor capable of thousands of colors (16 bit color)

Before you Begin

Make a backup copy of SoftDock Journal.

It is always a good idea to make a backup copy of any application in case something happens to the original. You can do this by making an "Duplicate" under the "File" menu item on your menu bar.

Conventions used in this manual

In order to make the manual as easy as possible to use, style variation is used to distinguish different types of features.

Menu names appear in bold type (the **Background** menu)

Commands in the menus appear in bold type (**Edit**)

Keyboard Shortcuts appear in bold type within brackets (**[Command-F]**)

Button names appear in bold type (**Search Text**)

Installing SoftDock Journal

The file that you downloaded is self-extracting. Simply click on the SoftDock icon and the program will open. Choosing the "**Close**" button from the cover page will end the program, or you may select "**Quit Softdock**" in the **File** menu.

MENU ITEMS

File menu

"Save Backup Copy" Allows you to save a copy of the application. If more than one member of your "immediate" household would like their own copy of the journal, you may make a copy. Please do not distribute this copy to those outside your own immediate family (spouse, children).

"Page Set Up" Standard feature of the Macintosh, the **"Page Set Up"** allows you to format for printing.

"Print Journal Entry" This option allows you to print a hard copy of your journal entry. You can print either one day's entry or the entire journal.

"Export Text" This allows you to export your journal to new file or to a file in another application. (note: Choosing export will export all your journal entries, not just one particular day.)

Edit Menu

"Undo" Undo text you are writing.

"Cut," Copy," "Paste" Text within the journal can be cut or text from another application can be pasted in your journal.

"Clear Text" Functions in the same way as **"Undo"** or **"Cut."**

"New Entry" Creates a new date for journal entry. You can also choose the **"Find a Date"** button.

"Delete Entry" Deletes the text entry of the day that you are currently working on.

Go Menu

"First," Previous," "Last" Selecting **"First"** will take you to the date of the first entry made in this journal. Choosing **"Previous"** will take you to whatever entry you were writing or viewing just previously in this particular session. Selecting **"Last"** will take you to the very last entry you have recorded in the journal.

"Go To A Day" Allows you to go to a specific date. There is also a button function for this command.

"Search Text" Allows you to search for "key words." This is also a button function. The shortcut command is [**Command-F**].

"Search Again" Searches "key words" throughout your journal. The shortcut command is [**Command-G**].

"Font" Allows you to use any font present on your hardrive.

"Style" Gives you more options for text format.

"Background" Allows you to change graphic backgrounds. You can change backgrounds as often as you wish without affecting your present or past journal entries.

BUTTON FUNCTIONS

"Password" The password option is located on the cover of the journal. It is an option. You may use your journal without implementing a password. The first time you select **"Password"** there will be a message indicating that by selecting "Password" you will be changing the function of the journal permanently. In other words, your password is fixed until and unless you change it. After selecting the password button, you will see a message that says **"Enter old password."** Click **"OK."** You will be prompted to enter a password and then you will be asked to write it again. **It is very important** that you remember your password. SoftDock has **no master** password. If you forget your password, re-installing or using a back-up copy of your journal are your only options. If this happens you will lose your journal entries unless you have them backed-up or have made hard copies. SoftDock is not responsible for your password or the loss of your journal entries because you forgot your password.

"Open" This button opens your journal to the entry page. Each time you open the journal, it automatically goes to January 1, 1999. Now you can move to the appropriate date.

"Close" Choosing "Close" from the Cover page quits the application. Choosing **"Close"** from the entry page takes you back to the Cover page.

On the entry page, there are several ways you can maneuver from date to date. Simply **clicking on a date on the calendar** will automatically take you to that date. If there is no journal entry for that day, the program will prompt you, asking whether you want to create an entry for that day.

"Find a Date" This button will prompt you to enter the date you would like to go to.

"Search Text" Allows you to enter "key words" to search. It will search all the journal entries which contain that key word. If the first date with that key word happens not to be the date you had in mind, choose the **"Search Again"** option under the **"Go"** menu, or you may use the **[Command-G]** short cut. You can continue to use the **"Search Again"** until you find the entry you are searching for.

"Go to Today" Takes you to today's date.

Your entry is automatically saved as soon as you write. When you are finished, choose

"Close" and this will take you back to the cover page. Choose **"Close"** again to end the program.

FAQ

Q. Color does not appear!

A. Check the screen depth of the monitor. **Your monitor should be set to thousands of colors**, and your computer must be system 7 or later.

Q. This software won't run on my Macintosh!

A. Your computer must be running a Classic OS between System 7.0 and System 9.2.2

Q. I forgot my password and I'm locked out of my journal!!!

A. Sorry. There's nothing we can do for you. Please write your password down, make it something you will remember, or don't use a password at all. This journal will function just fine without a password.

If you need technical help or have a question that is not answered in this reference manual, e-mail SoftDock at Opry99er@aol.com.

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